

ADVT. for Tender Notice

InstituteWebsite

Department of Civil Engineering

Indian Institute of Engineering Science and Technology, Shibpur; Howrah-711103

Tender Advt. No.**CE/SATEM/Kit/01/2017**

Dated: 16/06/2017

Sealed tenders are invited by the Civil Engineering Department, Indian Institute of Engineering Science and Technology, Shibpur, Howrah-711103 for the supply of materials/services for the National Conference the National Conference on "Sustainable Advanced Technologies for Environmental Management".

Tender Documents containing details of the items and terms and conditions may be downloaded from the institute website and completed bidding documents are to be submitted to the **Head, Department of Civil Engineering, Indian Institute of Engineering Science and Technology, Shibpur; Howrah-711103** or dropped into the Tender Box kept in the Department **within June 20, 2017(4:00 pm)**.

The intended vendors are requested to submit technical and financial bid in sealed separate envelopes within stipulated time.

For further clarification, please contact Dr. Chanchal Majumder (9007761448).

Enclosed: **Section-I: General conditions and Important Instructions for Bidders.**

Section-II: Specification of the Items.

*Prof. Sudip Kumay Roy
Professor and Head,
Department of Civil Engineering
IEST Shibpur*

Name of Product:

- 1) Bag – 100 nos.
- 2) Memento -32 nos.

(Number of product may vary at actual time).

Time of Requirement: on or before 25/06/2017 at 12 noon.

Actual samples (Bag) need to be displayed during opening of the tender.

SECTION-I: General Conditions and Important Instructions for Bidders

1. Interested parties/vendors are to download the tender documents with detailed specifications from the institute website (www.iiests.ac.in)
2. It is necessary to submit the original tender documents alongwith technical/price bids in sealed envelopes to the **Head, Department of Civil Engineering, Indian Institute of Engineering Science and Technology (IEST), Shibpur; Howrah-711103**, or directly to **Drop** in the **Tender Box** kept in the Department.
3. Bidders are to abide by the terms and condition and submit this tender document in original duly signed with acceptance of the terms and conditions.
4. Last date of receipt of tender is **June20, 2017 (4:00 pm)**. Tenders received late will not be accepted under any circumstances. Tenders will be opened in the Seminar Hall of the Civil Engineering Department, on the same day at 4:15 pm. In case the Institute remains closed on the said date, tenders will be opened on next working day at 4:00 pm.
5. The Price Bid should clearly mention the price including the following:
 - Delivery charges up to IEST, Shibpur, Howrah, including loading and unloading charges.
 - All taxes, duties, levies applicable.
6. Period of delivery of equipment/ execution of work should be within 25/06/2017 at 12 noon. If the supply/execution is not completed within the stipulated period as indicated in the Purchase Order a Liquidated Damage @0.5% per week will be imposed on the value of purchase order subject to maximum of 5% of the value of work order.
7. Bills in triplicate should be presented for payment within 15 days of supply/ commissioning of work. No advance is paid for execution of the order. The Purchase Order No. is to be noted on both Challan and Bill. All bills are to be accompanied by order copies and Challan receipt.
8. Payment will be made on submission of Proper Bills, Challans etc, by A/C Payee Cheque and no cash payment will be made under any circumstances.
9. All payments are subjected to statutory deductions as and when applicable.
10. Tender is to be kept valid for acceptance for 3 months with effect from the last date of issue of the tender without any modifications in its terms and conditions.
11. Documents mandatory to be submitted with the tender:
 - Tender Documents, General Conditions and Important Instruction in original duly signed by the Proprietor/ Partner/ Director of the company as a token of acceptance of Terms and Conditions of Tender.
 - Latest Income Tax, Sales Tax, Professional Tax clearance certificates and copy of valid Trade License
 - Bid according to specifications.
 - Certificates and Literature in support of the item.

I/We accept the above terms and conditions.

Signature of vendors with date & Seal

Section-II: Specification of the Items

Name of items/works	Description
1. Bag	Suitable for laptop (about 17 inch), name of the Conference and logo to be printed (Sample to be displayed during opening of the tender – the bidders may be present).
2. Memento	OTG data storage device with conference tag, 32 Gb