

**Department of Civil Engineering
Indian Institute of Engineering Science and Technology, Shibpur
Howrah-711 103**

Date: 23 January 2018

NOTICE INVITING QUOTATION

(CE/PL/Gen/Projector/Jan2018/19)

Sealed tenders are invited by the Civil Engineering Department, Indian Institute of Engineering Science and Technology, Shibpur, Howrah-711103 for the supply of Overhead Projector and its fixation at roof in classrooms of the, Department of Civil Engineering, Indian Institute of Engineering Science and Technology, Shibpur.

Sealed Technical and Financial bids are to be kept separately inside a bigger sealed envelope. On the top of that outer envelope the Tender Notice Number and the Agency's name, address, mobile and email are to be clearly mentioned.

Tender Documents containing details of the items and terms and conditions are to be submitted to the **Office of the Department of Civil Engineering, Indian Institute of Engineering Science and Technology (IEST), Shibpur; Howrah-711103 within 01.02.2018 (3.00 pm).**

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

Section-II: Specification of the Items.

Head, Civil
Engineering Department, IEST, Shibpur

SECTION-I: General Conditions and Important Instructions for Bidders

- It is necessary to submit the original tender documents along with technical and price bids to the **Office of the Department of Civil Engineering, Indian Institute of Engineering Science and Technology (IEST), Shibpur; Howrah-711103.**
- 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.
- Last date of receipt of tender is **01.02.2018 (3.00 pm)**. Tenders received late will not be accepted under any circumstances. Tenders will be opened in the Department of Civil Engineering, on the same day at 4:30 pm. In case the Institute remains closed on the said date, tenders will be opened on next working day at same time. The duly authorized representative of the agency may be present during tender opening.
- The Price Bid should clearly mention the price in Rupees including the following:
 - ✓ Delivery charges up to Department of Civil Engineering, IEST, Shibpur, Howrah, including loading and unloading charges.
 - ✓ All taxes, GST, duties, levies as applicable.
 - ✓ Demonstration of the item as per the satisfaction of the Laboratory Incharge
 - ✓ Erection, Commissioning and testing charges at Concrete and Structural Engineering Laboratory, Department of Civil Engineering, IEST, Shibpur
- Warranty of equipment should be not less than 12 months.
- The equipment/goods are to be supplied at the Department of Civil Engineering, IEST, Shibpur, between 11.00 am and 4.00 pm from Monday to Friday except holidays. The bidders will be responsible for any breakage, damage or defect in the equipment detected subsequently.
- Period of delivery of equipment/ execution of work should be within one week from the date of issue of Purchase Order. 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.
- Invoices in triplicate should be presented for payment within 7 days of supply/ commissioning of work. No advance is paid for execution of the order. The Order No. is to be noted on Invoices.
- Payment will be made on submission of Proper Bills, Challans etc. by A/C Payee Cheque or bank transfer and no cash payment will be made under any circumstances.
- All payments are subjected to statutory deductions as and when applicable.
- Tender is to be kept valid for acceptance for 3 months with effect from the last date of submission of the tender without any modifications in its terms and conditions.
- Following documents are 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.
 - ✓ 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.
 - ✓ GST No. and copy of the relevant documents
 - ✓ A certificate in company's letterhead which is to be signed by the authorized representative stating that all conditions mentioned in the Tender Document have been accepted by the company.
- The rates of Item I & Item II are to be mentioned separately. However selection of the bidder will be made on the basis of the total rate of procuring the overhead projector (Item I) and its fixation (Item II) as per the specification in the Section II.
- Each bidder should mention the rates for both Item I & Item II. Bidding for only one Item will reject the tender. For Item I any bidder may quote for only one type of projector.
- Submission of tender will indicate acceptance of all terms and conditions mentioned here.
- Authority reserves all rights to accept/reject any/all quotation without showing any reason.

Head, Civil Engineering

SECTION-II: Specification

Item I: **Overhead projector with all necessary accessories**

Projector Type 1: Hitachi CP-X3041WN LCD Projector

Projector Type 2: Hitachi CP-X3042WN LCD Projector

Note: The specification of each of the projectors should be given along with the quotation and the warranty details in the company's letterhead.

Item II: **Fixation of Overhead**

Specification:

The overhead projector is to be fixed at the ceiling of the class rooms of the civil engineering department. The projector is to be fixed by appropriate fixture of ISO standard. Necessary wire, for both VGA and HDMI connection, of ISO standard of length double the distance from ports of the projector to the wall where screen will be hung is to be provided. The wire should have necessary sockets of ISO standard to connect the computer. The wires for all the ports of the overhead projector are to be provided separately. All electrical wires and fittings of ISO standard required to connect the projector with the nearest eclectic plug point of the class room are to be provided. All labour and technicians charges for fixing are to be considered. The rates quoted should include all cost to fix the projector and no separate break up of cost is needed.

The rate of this item should be mentioned per point of fixation. For details of the location the bidder may meet Mr. Soumtra Bhattacharya or Mr. Jayanta Roy in the Department of Civil Engineering during normal working hours.