

Advt. for Tender Notice

**Institute Website**

**Department of Civil Engineering**

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

Tender Advt. No. CE/SATEM(II)-2019/PROC.

Dated: 04/12/2019

Sealed tenders are invited by the Civil Engineering Department, Indian Institute of Engineering Science and Technology, Shibpur, Howrah-711103 for the publication of Proceedings for the International Conference on “Sustainable Advanced Technologies for Environmental Management (SATEM-2019)”.

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 **by 13<sup>th</sup> December, 2019 (4:00 pm)**.

The intended vendors are requested to submit technical and financial bid in sealed 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. Anirban Gupta  
Professor and Head,  
Department of Civil Engineering  
IEST Shibpur*

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## **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](http://www.iiests.ac.in))
2. It is necessary to submit the original tender documents along with technical/price bids in sealed envelopes to the **Head, Department of Civil Engineering, Indian Institute of Engineering Science and Technology (IIEST), Shibpur; Howrah-711 103**, 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. The rate should be quoted in rupees per copy of proceedings. GST components should be mentioned separately.
5. Last date of receipt of tender is December 13, **2019 (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 12:30 p.m.
6. The Price Bid should clearly mention the price including the following:
  - Delivery charges up to IEST, Shibpur, Howrah, including loading and unloading charges.
  - Necessary arrangements/logistics for serving lunch is to be made by the vendor at location suggested by the conference organizers, if and when required.
  - All taxes, duties, levies applicable.
7. The goods/services are to be supplied at the Department of Civil Engineering, Indian Institute of Engineering Science and Technology before 3.00 p.m. on 17<sup>th</sup> December, 2019.
8. Bills in triplicate should be presented for payment within 15 days of supply/ commissioning of work. No advance will be 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.
9. 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.
10. All payments are subjected to statutory deductions as and when applicable.
11. Tender is to be kept valid for acceptance for 2 month with effect from the last date of issue of the tender without any modifications in its terms and conditions.
12. 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.
  - GST Number

**I/We accept the above terms and conditions.**

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Signature of vendors with date & Seal

## **SECTION –II : SPECIFICATION**

1. The size of the Proceedings book will follow A4 format.
2. There will be paper-back (semi-hard) cover, out of which front and back cover will be colour printed both outside and inside. There will be printing in back cover (both inside and outside).
3. There will be maximum 10 inside coloured pages for advertisements and those will be placed at different sections of the Proceedings book.
4. The total nos. of Text pages would be maximum 150 pages and those would be printed in black (i.e. without any colour).
5. The publishing materials will be given latest by 15<sup>th</sup> Dec., 2019, both in MS-Word and PDF.
6. The cover design layout as well as final proof needs to be confirmed from the Organizers at least 2 days before the printing process starts.
7. There will be total 100 nos. of printed hard copy, which must reach to the Civil Engineering Department, Indian Institute of Engineering Science and Technology, Shibpur latest by 17<sup>th</sup> Dec.2019 before 6:00pm.