

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

Date: 26 August 2017

NOTICE INVITING QUOTATION

(CE/ISGP/FOOD-P1/2017)

Sealed tenders are invited by the Civil Engineering Department, Indian Institute of Engineering Science and Technology, Shibpur, Howrah-711103 for the supply of lunch for the Training of Nirman Sahayak from Gram Panchayets on Rural Engineering Issues.

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 within August 30, 2017(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.

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 (IIST), 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 **August 30, 2017(4:00 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 4:15 pm. In case the Institute remains closed on the said date, tenders will be received and opened on next working day at same time.
- The Price Bid should clearly mention the price in Rupees including the following:
 - ✓ Actual Cost of Lunch per plate as per the Menu mentioned in Section II.
 - ✓ All taxes, GST, duties, levies as applicable.
- Uninterrupted service should be maintained during lunch hour. Adequate sitting arrangement should be made to avoid rush. If the serving/execution is not completed within the stipulated period as indicated, a Liquidated Damage @ 0.5% will be imposed on the value of work order subject to maximum of 5% of the value of work order.
- 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 Order No. is to be noted on both Challan and Bill. All bills are to be accompanied by order copies and Challan receipt.
- 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.
 - ✓ 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.
- Authority reserves all rights to accept/reject any/all quotation without showing any reason.

Head, Civil Engineering

Section-II: Specification of the Food Items (Menu)

Date	Name of items/works	Description
04/08/2017	Lunch	<u>Menu:</u> Rice, Alu Bhaja, Dal, Salad, Mix Vegetables, Katla Fish Curry, Chicken Curry / Paneer Masla, Papad, Chatni, Dahi, Rasogolla
05/08/2017	Lunch	<u>Menu:</u> Rice, Finger Chips, Mix Vegetable, Chicken Rezala / Paneer Masla, Papad, Chatni, Ice cream, Rasogolla / Sandesh
06/08/2017	Lunch	<u>Menu:</u> Mutton Biryani, Chicken Curry, Chatni, Ice-cream, Rasogolla / Sandesh
07/08/2017	Lunch	<u>Menu:</u> Rice, Fish Finger, Vej Dal, Chicken Rezala / Paneer Masla, Papad, Chatni, Ice cream, Rasogolla/Sandesh
08/08/2017	Lunch	<u>Menu:</u> Rice, AluBhaja, Dal, Salad, Mix Vegetables, Pubda Curry, Chicken Kasa / Paneer Masla, Papad, Chatni, ice-cream / Dahi, Rasogolla

Note: Rate should be quoted for adequate quantity for any standard lunch of one adult