

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

Date: 26 August 2017

NOTICE INVITING QUOTATION

(CE/ISGP/KIT-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 materials/services 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 (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 **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:
 - ✓ Delivery charges up to Department of Civil Engineering, IEST, Shibpur, Howrah, including loading and unloading charges.
 - ✓ All taxes, GST, duties, levies as applicable.
- DGS&D rate contract price will be preferred wherever applicable. The Institute will not issue any C or D form availing for concessional Sales Tax / VAT. The Institute will issue Customs Duty Exemption Certificate or Excise Duty Exemption Certificate for foreign purchase, if required.
- Warranty of equipment should be not less than 36 months.
- The equipment/goods are to be supplied at the Environmental Engineering Laboratory, Department of Civil Engineering, Indian Institute of Engineering Science and Technology 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 good/ execution of work should be within 03/09/2017 by 5pm. 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.
- 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.
 - ✓ 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.
- Authority reserves all rights to accept/reject any/all quotation without showing any reason.

Head, Civil Engineering

Section-II: Specification of the Items

Name of items/works	Description
1. Bag	Suitable for laptop (about 17 inch), name of the Training Programme and University logo to be printed (Sample to be displayed on 29.08.2017 at 4.00 pm – the bidders may be present).
2. Workshop Lecture Material	Colour print, A4 size paper, 75 GSM paper, 70 copies (approx.) Approximate 250 nos. of Page with binding and delivering complete