

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

Date: 12 September 2017

NOTICE INVITING QUOTATION

(CE/ISGP/KIT-P3/2017)

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 Panchayats on Rural Engineering Issues in phase three.

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 September 14, 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.

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

Name of Product:

- 1) Bag – 70 nos.
- 2) Printing and binding of lecture notes (70 nos)

(Number of product may vary at actual time).

Time of Requirement: on or before 16/09/2017 at 5 pm.

Details of sample (Bag) can be had from Dr. Chanchal Majumder (9007761448).

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 along with 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 **14th September, 2017 (4:00 pm)**. Tenders received at 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 must clearly mention the price including the following:
 - Delivery charges up to IEST, Shibpur, Howrah, including loading and unloading charges.
 - All taxes (especially GST), duties, levies applicable.
6. DGS&D rate contract price will be preferred wherever applicable. The Bidders must have a GST Number or be capable to acquire it within 15 days of execution of work. Unless and until they acquire GST number, no Bill in any form will be entertained.
7. The goods are to be supplied at the 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.
8. Period of delivery of good/ execution of work should be within 16/09/2017 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.
9. 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.
10. Payment will be made on submission of Proper Bills, Challansetc, by A/C Payee Cheque and no cash payment will be made under any circumstances.
11. All payments are subjected to statutory deductions as and when applicable.
12. 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.
13. 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 carrying laptop (about 17 inch) as per displayed sample. 70 Nos (Approx.).
2. Workshop Lecture Material	Black and White print, A4 size paper, 75 GSM paper, 70 copies (approx.) Approximate 250 nos. of Page with binding and delivering complete