

Indian Institute of Engineering Science and Technology, Shibpur**Howrah – 711103, West Bengal, India**

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Advt.No.WEB/IEST/IPM/17-18/05

Date: 12.05.2017

Notice

Quotations are invited from bonafide Contractors for Flower Decoration & Misc. Items for the purpose of the Presidential Visit to IEST, Shibpur, to be held on 19th May, 2017. The quotation should be dropped in the drop box at the Office of the University Engineer (Ground Floor), IEST, Shibpur between 11.00 am to 1.30 p.m. & 2p.m. to 5.30 p.m. (Week Day) latest by 15th May, 2017.

1. Important Information:	
Location of Work:	Indian Institute of Engineering Science and Technology, Shibpur Post: Botanic Garden, Howrah: 711103
Name of Work:	Flower Decoration & Misc. Items for the purpose of the Presidential Visit to IEST, Shibpur, to be held on 19 th May, 2017.
Completion of the work:	The work is required to be completed by 09 A.M, 19 th May 2017 and in close co-ordination with the electrical contractor and other institute personnel enabling them to complete their scheduled works and activities.
To qualify for award of the work, each bidder in its name should have	Satisfactorily completed at least one similar work of value not less than Rs. 30, 000/- (Rs. Thirty Thousand) during the last three years.
Earnest Money Deposit	Rs. 2,000/- (Rs. Two thousand) in favour of "The Registrar, IEST, Shibpur" payable at Kolkata
Date of N. I. T	Date: 12.05.2017
Last Date of Submission of Bid:	Date: 15.05.2017, Time 5.30 Hours
Bids shall be submitted to:	Office of the University Engineer, IEST, Shibpur
Date of Opening of Bid	Date: 15.05.2017, Time 6.30 Hours
Clarification needed on Bidding Documents may be inquired to	The Dean, Infrastructure Planning and Management, IEST, Shibpur. Mobile no: 94338 17067
Officer Inviting Bid:	The Dean, Infrastructure Planning and Management, IEST, Shibpur

2. Technical bid shall consist of the following Information and supporting documents towards:
Name of the firm
Address of the Registered Office
Contact Phone No
Contact E-mail address:
Constitution or legal status of Bidder
Place of registration:
Principal place of business:
Power of attorney of signatory
PAN
Valid Trade License
VAT
Satisfactory completion of similar work/s necessary to qualify for award of the work as stated above
Earnest Money Deposit

3. Flower Decoration & Misc. Items for purpose of the Presidential Visit to IEST, Shibpur

1	Flower Decoration at the Main Stage including 2 nos. of plaques in front of the dais	Nos.	Lump Sump	1	1	1	
2	Flower Decoration with Iron Structure at Entrance	Nos.	Lump Sump	2	2	1	
3	Single Rose	Nos.	Lump Sump	600	600	1	

4	Flat Flower Basket / Bouquet	Nos.	Lump Sump	10	10	1		
5	Flower Garlands for Idol with Washing of the Idols	Nos.	Lump Sump	8	8	1		
6	Flower Plants	Nos.	Lump Sump	100	100	1		
7	Photographer with Soft Copy of all Photographs	Nos.	Lump Sump	2	2	1		
8	Videographer with Full HD Camera and 1 hour of Edited Copy and Entire Unedited Footage	Nos.	Lump Sump	1	1	1		
9	Photo Album with Minimum of 100 photographs	Nos.	Lump Sump	1	1	NA		
10	Transportation	Nos.	Lump Sump	NA	1	NA		
11	Arrangement for unveiling of curtains of 2 nos. of plaques in front of the dais by providing on hire basis Electrical / control cable at the main venue at Lords ground to the plaques, curtains, remote switch etc. all complete.							
a	Providing and laying of cables on hire basis 3 x 4 sq mm. Copper wire Including dismantling after programme							
b	Supply of curtains with necessary fittings (viz. motor, roller etc.) remote switches / Starters at main venue for opening of plaques at 2 locations in front of the dais							
Sub Total (Rs.)								
Add: Govt. Tax (if Applicable and only for Proper Registration Number Holder)								
Grand Total (Rs.)								

4. Terms and conditions:

- i. All rates quoted should be inclusive of all taxes, levies & duties. The rates should be quoted both in figures and words. Request for inclusion of any tax/levy at later stage will not be entertained.
- ii. Transportation, Packing, Forwarding and Insurance Charges if any to be charged should be specifically indicated.
- iii. The Institute reserves the right to accept or reject all or any of the tenders without assigning any reason whatsoever. The decision of the Institute shall be final in case of any dispute.
- iv. **The work is required to be completed by 09 A.M, 19th May 2017 and in close co-ordination with the electrical contractor and other institute personnel enabling them to complete their scheduled works and activities.**
- v. Materials & accessories used should be as per specification and of Approved Quality (B.I.S.) or by the authorised officer of I.I.E.S.T' Shibpur.
- vi. Bills in Triplicate should be presented for payment within 15days of supply/completion of work.
- vii. The Order no. is to be noted on both challan & Bill.
- viii. All bills are to be accompanied by order copies and challans as received.
- ix. Payment will be made within 60 days of Submission of proper bills; challans etc. by A/c payee cheque, no Cash payment will be made under any circumstances.

Dean, Infrastructure Planning and Management

Copy to:

1. Institute Website.
2. All Notice Boards