

No:

Date: 21.02.2018

**Advt.No.Web/ Dean IPM/IEST/17-18/ 69
Notice**

Quotation are invited from bonafide Contractor's for Flower Decoration & Misc. Items for the purpose of the 3rd Annual Convocation of IEST, Shibpur, to be held on 4th March, 2018. The quotation should be dropped in the drop box at the Office of the Dean IPM, IEST, Shibpur between 11.00 am to 1.30 p.m. & 2p.m. to 5.30 p.m. (Week Day) latest by 28th February, 2018.

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 4 th Annual Convocation of IEST, Shibpur, to be held on 4 th March, 2018.
Completion of the work:	The work is required to be completed by 09 A.M, 3 rd March 2018 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. 50, 000/- (Rs. Fifty Thousand) during the last three years.
Date of N. I. T	Date: 21.02.2018
Last Date of Submission of Bid:	Date: 28.02.2018, Time 5.30 p. m.
Bids shall be submitted to:	Office of the Registrar, IEST, Shibpur
Date of Opening of Bid	Date: 28.02.2018, Time 06:00 p. m.
Clarification needed on Bidding Documents may be inquired to	The Dean, Infrastructure Planning and Management, IEST, Shibpur. Mobile no: 94338 17067
Officer Inviting Bid:	Registrar, 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
GST
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 4 th. Annual Convocation of IEST, Shibpur								
Sl. No	Elements	Unit of Measurement	Size (Approx.) per Unit (w x h)	Size per Qty as per UOM	Total Qty	Total Size / Qty as per UOM	Rate per Unit (INR)	Gross Amount (INR)
1	Flower Decoration at the Main Stage	Nos.	Lump Sump	LS	1	1		
2	Flower Decoration with Iron Light Truss Structure at Entrance	Nos.	Lump Sump	LS	1	1		
3	Single Rose	Nos.	Lump Sump	LS	700	700		
4	Flat Flower Basket / Bouquet	Nos.	Lump Sump	LS	60	60		
5	Flower Garlands for Idol with Washing of the Idols	Nos.	Lump Sump	LS	10	10		
6	CCTV Camera with Controlling Unit	Nos.	Lump Sump	LS	16	16		
7	Photographer with Soft Copy of all Photographs	Nos.	Lump Sump	LS	2	2		
8	Videographer with Full HD Camera and 1 hour of Edited Copy and Entire Unedited Footage	Nos.	Lump Sump	LS	1	1		
9	Photo Album with Minimum of 100 photographs	Nos.	Lump Sump	LS	1	1		
10	Transportation	LS	Lump Sump	LS	LS	1		
Gross Total (INR)								
Add: SGST (if Applicable and only for Proper Registration Number Holder)								
Add: SGST (if Applicable and only for Proper Registration Number Holder)								
Grand Total (INR)								

Kindly Note:

1. Non GST party should declare non registration of GST in a self attested format.
2. SGST & CGST percentage should be mentioned in the column above (if applicable).
3. Every party should quote as per the quotation format mentioned above and unit price need to be mentioned and final amount will be finalised as per actual delivery as per pro rata basis.

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, 3rd March 2018 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 , IPM,
IEST, Shibpur,
Howrah.**

Copy to:

1. Institute Website.
2. All Notice Boards