

No: 15/DY. REG/18 -19

Date: 13th December, 2018

Notice Inviting Tender

Sealed Quotation are invited from bonafide Decorator for Flower decoration for the purpose of the 5th Annual Convocation of IEST, Shibpur, to be held on 23.12.2018.

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| 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 5TH Annual Convocation of IEST, Shibpur, to be held on 23 rd December , 2018. |
| Completion of the work: | The work is required to be completed by 05 P.M, 22.12. 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: 13.12.2018 |
| Last Date of Submission of Bid: | Date: 18.12.2018 , Time 2 p.m. |
| Bids shall be submitted to: | Office of the Registrar, IEST, Shibpur |
| Date of Opening of Bid | Date: 18.12.2018 , Time 4 p.m. |
| Officer Inviting Bid: | Registrar, IEST, Shibpur |

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| 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 |

Flower Decoration & Misc. Items for 5th 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 (Original Flower) | Nos. | Lump Sump | LS | 1 | 1 | | |
| 2 | Flower Decoration with Oval Shape Iron Truss / Stand and Cloth Decoration (Artificial Flower) | Nos. | Lump Sump | LS | 1 | 1 | | |

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|----|--|-------|-----------|----|-----|-----|--|--|
| 3 | Flower Decoration with Iron Stand and Cloth Decoration (Artificial Flower) | Nos. | Lump Sump | LS | 5 | 5 | | |
| 4 | Single Rose with Silver Paper and Leaves | Nos. | Lump Sump | LS | 600 | 600 | | |
| 5 | Flat Flower Basket and Hand Bouquet | Nos. | Lump Sump | LS | 50 | 50 | | |
| 6 | Flower Garlands for Idol with Washing of the Idols | Nos. | Lump Sump | LS | 10 | 10 | | |
| 7 | Eco Solvent Vinyl Pasted on 3mm Sun Board for Podium: | Sqft. | 2ft x 3ft | 6 | 2 | 12 | | |
| 8 | Acrylic Name Plate | Nos. | Lump Sump | LS | 40 | 40 | | |
| 9 | CCTV Camera with Controlling Unit | Nos. | Lump Sump | LS | 16 | 16 | | |
| 10 | Photographer with Soft Copy of all Photographs | Nos. | Lump Sump | LS | 2 | 2 | | |
| 11 | Videographer with Full HD Camera and 1 hour of Edited Copy and Entire Unedited Footage | Nos. | Lump Sump | LS | 1 | 1 | | |
| 12 | Photo Album (Designed & High Standard) with Minimum of 100 photographs | Nos. | Lump Sump | LS | 1 | 1 | | |

The quotation should be dropped in the drop box at the Office of the Registrar (5th Floor), IEST, Shibpur between 11.00 am to 1.30 p.m. & 2 p.m. to 5.30 p.m. (Week Day) latest by 18th December, 2018 2 p.m. Tender will be opened on same day at 4 p.m.

Please note that selection of Contractor will be made on the Gross value of all items.

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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 05 P.M, on 22.12.2018 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.

(S. N. DATTA)
DY. REGISTRAR

Copy to:

1. Institute Website.
2. All Notice Boards