

DEPARTMENT OF CHEMISTRY
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
P. O. Botanic Garden, Howrah, West Bengal-711103, India

Tender reference No: IESTS/CHEM/DEPT/19-20/Computer Item-03

Date: 20/12/2019

NOTICE INVITING TENDER

Sealed Quotations are invited from bonafide manufacturers/dealers/agents for the supply of computer items in the Department of Chemistry

1. Important Information:	
Location of Supply	Department of Chemistry, Indian Institute of Engineering Science and Technology, Shibpur, P.O.Botanic Garden, Howrah 711 103, West Bengal
Name of Work:	Supply of Computer Items
Estimated value of the work	Rs. 1,05,000/- (including GST @ 5%)
To qualify for award of the work, each bidder in its name should have	Latest Income Tax, Sales Tax, Professional Tax clearance certificates, Photocopy of PAN / GST and other relevant docs. Important Note: The above items required should be from reputed companies and the supplier has to supply all of the required items. All hardware items with battery must be mention 3 Years Warranty
Date of publishing tender	20/12/2019
Last Date of Submission of Bid:	02/01/2020 AT 4:30PM
Bids shall be submitted to:	HOD, Department of Chemistry, 2 nd floor, IESTS, from 10:00 a. m. to 4:30 p.m. on all working days
Date of Opening of Bid	03/01/2020 AT 11.30AM
Clarification needed on Bidding Documents may be inquired to	Dr. Laksmikanta Adak and Dr. Ujjal Bhattacharjee, Chemistry Department, IESTS (8902081055/8670605826)
Officer Inviting Bid	Prof. Sudip Chattopadhyay, HOD, Chemistry Department, IESTS, Howrah -711103
Delivery date	Within 4-6 weeks of placement of order
Delivery Place	Department of Chemistry, IEST, Shibpur.

2.	Techno-commercial bid shall consist of the following Information and supporting documents towards: (Scanned copies of all the documents have to be submitted in the CPP portal with the tender/bid)
1	Name of the firm, Address of the Registered Office: Contact Phone No and Contact E-mail address: Place of registration:
2	Principal place of business:
3	Constitution or legal status of Bidder:
4	Vendor's Bank account no with IFSC code, PAN and GST
5	Valid Trade License, IT, Professional tax, Sales Tax clearance certificate, GST certificate must be provided (if not received yet then GST number must be provided in official letter head, Proprietary certificate if any)

3. Terms and conditions:

- i. The list of computer items with technical specifications are given in Annexure-I. The serial number and tender no. of the Equipment must be mentioned in the quotation.
- ii. Vendors must quote computer items from internationally / nationally reputed supplier. **All Hardwares Item with battery must be mention 3 Years warranty.**
- iii. All rates quoted should mention all taxes, levies & duties. **Request for inclusion of any tax/levy at later stage will not be entertained.** Transportation, Packing, Forwarding, installation, training and Insurance Charges if any to be charged should be specifically indicated. The certificate stating the address where the order has to be placed.
- iv. The whole process starting from uploading of tender to placing of order should be completed within the tender validity period. 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. The materials must be delivered within three weeks of placement of order. Materials & accessories used should be as per specification and of Approved Quality (B.I.S.) or by the authorized officer of I.I.E.S.T. Shibpur.
- v. If necessary installation, commissioning and demonstration/Training is not completed within 15 days after the delivery, necessary action as per rules of the Institute will be taken.
- vi. Bills in Triplicate should be presented for payment within 15 days of supply/completion of work. The Order no. is to be noted on both challan & bill. All bills are to be accompanied by order copies and challans as received.
- vii. Materials & Accessories supplied should be as per specifications. This will be finally approved by appropriate authority of Indian Institute of Engineering Science and Technology, Shibpur or copies and challans as received.
- viii. 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.**
- ix. In case of non supply of material within the due date i.e. within the date of delivery, the Director, IEST Shibpur will have the right to impose penalty like forfeiture of performance security and removal of the name from the list of the vendor and resort to risk purchase in full or part thereof at his/her discretion, his/her decision shall be final and bind.
- x. Indian Institute of Engineering Science and Technology, Shibpur, Howrah reserves the right to accept/ reject all or any of the bidders without assigning any reason whatsoever.
- xi. Certificate to obtain GST concession and Customs Duty Exemption Certificate will be provided by IEST, Shibpur (if required).
- xii. Product catalogue must be available in the website and the website address where product catalogue is available should be mentioned. Hard copy of product catalogue must be attached with the tender documents.

Annexure-I

List of computer items to be purchased for the Department of Chemistry, IEST, Shibpur

Sl. No.	Computer Items	Expected Quantity
1	1TB Solid State Drive (SSD)	2 Pcs.
2	Ram 8 GB ECC DDR3	4 Pcs.
3	20" LED Full HD Monitor	2 Pcs.
4	EXIDE UPS Battery 12v 26ah	8 Pcs.
5	HP Laser jet 1020 Colour Printer Toner Cartridge Black	2Pcs.
6	HP Laser jet 1020 Colour Printer Toner Cartridge Cyan	2Pcs.
7	HP Laser jet 1020 Colour Printer Toner Cartridge Magenta	2Pcs.
8	HP Laser jet 1020 Colour Printer Toner Cartridge Yellow	2Pcs.
9	HP Laser Jet 53A Toner cartridge	2 Pcs.
10	HP laser MF426DW Printer cartridge	2 Pcs.