

INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY,

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No.: 12/DY.REG./18-19

Date: 30th November, 2018

NOTICE INVITING TENDER

Sealed quotations are invited from the bonafide Dealers/suppliers for supplying of Cover Files, Special Cover Files and Pen to be used in the ensuing 5th Annual Convocation to be held on 23.12.2018.

COVER FILE :-

Size :- 35.5 cm. X 26.5 cm. Colour :- Black, Material :- PVC, Quantity :- 800 nos.
Printing on the cover to be provided by the Institute.

SPECIAL COVER FILE :-

Size :- 35.5 cm. X 26.5 cm. Colour :- Black, Material :-Leather, Quantity :- 45 nos.
Printing on the cover to be provided by the Institute.

GOOD QUALITY PEN :-

Quantity :- 45 nos. Brand :- Parker / Renault (Price Range Rs. 100/- to Rs. 120/-)

The quotation should be submitted in the drop box at the Purchase Section of the Registrar's Office (5th Floor), IEST between 11.00 am and 1.30 p.m. & 3.30 p.m. and 5.30 p.m. (week day) latest by 06 th December, 2018, 3 p.m. Tender will be opened on same day at 4 p.m.

REGISTRAR

Terms & Conditions:

1. 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 etc. later stage will not be entertained.
2. Transportation, Packing, Forwarding and Insurance Charges if any to be charged should be included.
3. The materials are to be supplied /delivered on 17.12.2018 positively at the Institute Campus.
4. No Advance Payment can be made.
5. The supply should be completed within stipulated period as indicated in the Order. A Liquidated damages @ 0.5 % will be imposed, subject to maximum of 5% of the value of work-order.
6. Bills in Triplicate should be presented for payment within 15 days of supply/completion of work.
7. The Order no. is to be noted on both Challan & Bill.
8. All bills are to be accompanied by order copies and challans as received.
9. 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.
10. All quotations should be accompanied by xerox copy of valid Trade license, Pan Card & GST certificate and any other relevant licence required for the purpose.

(S. N. DATTA)

DEPUTY REGISTRAR