

**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR,
HOWRAH – 711103 : : WEST BENGAL**

Phone: 033 26681503, 033 26684561 Fax: 033 26682916

No.: 07/DY.REG. /18-19

Date: 19th November, 2018

NOTICE INVITING QUOTATIONS

Sealed quotations are invited from the reputed Jewelers having experience in manufacturing of medals at institute of higher learning for supply / manufacturing of medals and mementos to be awarded in the 5th Annual Convocation, 2018.

The quotation along with earnest money and cost of tender document should be submitted in the drop box at the Purchase Section of the Registrar's Office (5th Floor), IEST between 11.00 a.m. and 1.30 p.m. & 3.30 p.m. and 5.00 p.m. on week days excepting holidays latest by 27th November, 2018, 3 p.m.

Cost of tender document is Rs.1,000/- to be paid by Banker's Cheque/DD drawn in favour of Registrar, IEST, Shibpur along with the duly filled up Application form. The Institute reserves the right of selection. For details visit website www.iests.ac.in.

REGISTRAR

**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR,
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Specification and other details for Medals and Mementos:

FORM OF APPLICATION FOR MANUFACTURING OF MEDALS, MEMENTO, CASKETTE ETC.

[Particulars are to be submitted in letter head of the firm]

- 1 Name of Firm:
- 2 Address (with Phone & Fax Number):
- 3 Whether Proprietorship/Partnership/Company:
- 4 Name of the Proprietor/Partners/Directors:
- 5 Trade License No. (copy enclosed):
- 6 PAN (copy enclosed):
- 7 GST Registration No. (copy enclosed):
- 8 Experience in the relevant job/area (Copies of the Orders must be enclosed):

Medal Requirement:

Sl. No.	Items	Specification for each item	Estimated Numbers	Rate per Item including boxes etc. (in Rs.)	
				Without GST	With GST
1	Silver Medals (Diameter: 5cm. approx)	40gm. Pure Silver to be affixed in box as per sample	30 nos.		
2	Gold Centered Silver Medals (Diameter: 5cm. approx)	40gm. Pure Silver, 1gm. 9ct. H/M gold plate in the middle to be affixed in box as per sample	03 nos.		
3.	Gold Plating Silver Medal (Diameter: 5cm. approx)	40gm. Gold Plating Silver Medals with 2 gm. 9ct. H/M gold plate in the middle to be affixed in box as per sample.	04 no.		
4	Silver Memento	90gm. Pure Silver, Affix in Fancy Acrylic Box	02 nos.		
5	Engraving of name of the student and other details as per our requirement. Rate per letter should be quoted.				
	Other details: a) One side Institute Logo. Die with logo will be provided. c) The other side with engraving of name of the student and other details as per our requirement.				

Terms and conditions:

- 1 Tender application money is Rs.1,000/- and Earnest money of Rs.10,000/- by Bankers Cheque/ DD drawn in favour of 'Registrar, IIST, Shibpur' should be submitted along with quotations.
- 2 Payment terms - within 30 days after submission of bills/completion of jobs. No advance payment will be made, if advance is required Bank Guarantee is to be furnished.
- 3 Time of Delivery - within 19th December, 2018.
- 4 Numbers of medals/memento etc. may vary as per the requirement of the Institute.
- 5 Rates of silver and gold per gram should be mentioned. Rate per item to be quoted considering the cost of acrylic/other boxes.

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- 6 All information should be filled up properly and enclosures must be furnished. For incomplete applications and non-submission of supporting documents e.g., copy of trade license, GST registration, PAN etc., the application will be rejected.
- 7 At the time of selection, preference will be given to those who have relevant experiences for manufacturing of medals in Institute of higher learning like University, NIT, IISER, IIT etc.
- 8 Extra amount for acrylic or other boxes will not be given.
9. Decision of the authority is final and binding.
10. 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.
11. The Order no. is to be noted on both Challan & Bill. All bills are to be accompanied by original order copies and challans as received.

(S. N. DATTA)

DEPUTY REGISTRAR