

**Indian Institute of Engineering Science and Technology, Shibpur
Howrah-711103**

TENDER NOTIFICATION

Advt. No. DSA/SB/01/2017

Dated 17.07.2017

Sealed quotations are invited for supply of ground maintenance equipment for sports facility development programme from the bonafide manufacturer / suppliers. For details please visit: **www.becs.ac.in**.

DEAN OF STUDENTS' AFFAIRS

Copy forwarded for information and necessary action to:

1. Dean, Administrative Affairs
2. Finance Officer
3. Audit Officer
4. Assistant Registrar (SSB)
5. Senior Superintendent (Office)
6. Caretaker
7. Notice Board
8. Advertisement File
9. Store and Purchase Section
10. Institute website.

DEAN OF STUDENTS' AFFAIRS

Details Requirement

1. **Equipment for Ground Maintenance:**

*21- Inch Lawn Mower – 1 No.
(Petrol)*

Tender documents and details specification of the sports /ground maintenance equipments may be obtained from the website of the Institute. Last date of submission of tender papers is to be within 15 days from the date of publishing the quotation up to 2=00 p.m. and the said will be opened at 3=00 p.m. on the same date. For details please visit: www.iiests.ac.in.

DEAN OF STUDENTS' AFFAIRS

Specifications of Ground maintenance item

1. **Ground Maintenance Item:**

Any Brand 21 inch Lawn Mower
Width cutting capacity mower powered
By Greaves air cooled 4 stroke engine
Petrol operated complete
With Grass Box & Handle.
Operator protection control
Snorkel Air Filter
Swing Back Blades
Cutting width(in centimeter/mm)-21/530.
Cutting Height Adjustment
Cutting Height Range
Grass catcher Capacity

Indian Institute of Engineering Science and Technology, Shibpur
Howrah-711 103

OFFICE OF THE DEAN OF STUDENTS AFFAIRS

TENDER FORM

ADVT. NO. :

QUOTATION NO.:

Name of Tender: **Ground maintenance equipment (Lawn Mower)**

1. Name of the Firm :
(in block letter)
2. Office Address :
3. Phone No. :
4. Whether Partnership / Proprietorship Firm :
5. Name of Partner(s) / Proprietor(s) :
6. PAN No. :
5. Trade Licence No. :
6. Sales Tax No. :
7. Demand Draft of Rs.500/- Number : _____ Dt _____
Bank : _____ Branch _____
10. Demand Draft of Rs.5000/- for EMD : Number : _____ Dt _____
Bank : _____ Branch _____
11. Quoted rate :
(use separate sheet , if required)

Item	Specification	Unit price Inclusive all taxes (Rs.)	Remarks if any

Terms & Conditions:-

1. Quotations are to be submitted as per above mentioned format.
2. 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.
3. Transportation, Packing, Forwarding and Insurance Charges if any to be charged should be specifically indicated.
4. The Institution reserves the right to accept or reject all or any of the tenders without assigning any reason whatsoever. The decision of the University shall be final in case of any dispute.
5. The items should be supplied within 10 days of issuing of final order..
6. Any complain regarding supplied items shall be addressed within 7days of the order date.
7. A DD of Rs . 5000/- as EMD in favour of “Registrar, IEST” payable at Kolkata has to be submitted by the selected vendor/ supplier, without which quotation will be summarily cancelled. The EMD of the unsuccessful vendors will be refunded. The EMD of the successful vendor will be converted as security deposit and will be refunded after successful completion of the work.
8. A DD of Rs. 500/- in favour of “Registrar, IEST” payable at Kolkata has to be submitted along with the tender.
9. Materials & accessories supplied/used should be as per specification and of Approved Quality (B.I.S.) or by the Authorized Officer of IEST.
10. The materials are to be supplied /delivered at the Institution Campus. The Institution closed at 6 p.m. after which no delivery can be accepted.
11. The work should be completed within stipulated period as indicated in the work-order. A Liquidated damages @ 1.2% per week or part thereof will be imposed, subject to maximum of 5% of the value of work-order.
12. Bills in Triplicate should be presented for payment within 15days of supply/completion of work.
13. The Order no. is to be noted on both Challan & Bill.
14. All bills are to be accompanied by order copies and challans as received.
15. 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.
16. Last date of submission is to be within 15 days from the date of publishing the quotation.

DEAN OF STUDENTS' AFFAIRS

I/ We accept the above terms and conditions and I do hereby undertake that I shall abide by all the rules and regulations of the Institution and also understand that in case of any dispute, the decision of the Institution shall be final

Date:

Signature of Partner/Proprietor with Seal

Note: Must enclose attested copy of Trade Licence/ Note Sales Tax/PAN Card/P Tax certificate and other document etc. with the application