

Department of Information Technology
**Indian Institute of Engineering Science
and Technology, Shibpur**
Howrah 711 103, West Bengal
India



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IT Web Tender Advt. No. 05/Podium/ClaasRoom/2017-18
Date: 16.02.2018

Notice Inviting Quotations

Complete sealed quotations are invited for the supply of items/works listed below as per specification mentioned. The quotation should include all kinds of taxes and delivery charges of the items to the Department of Information Technology, IEST, Shibpur. The sealed quotations are to be submitted in the tender box in the office of the Department of Information Technology.

Documents to be submitted with the tender:

- Latest Income Tax, Sales Tax, Professional Tax clearance certificates and copy of valid Trade License, and also GST No.
- Technical Bid, Price Bid (Priced) separately in two sealed enveloped according to specifications.

Last date of submission of sealed quotation is 05.03.2018 (Monday) and tenders will be opened on the next working day.

ITEMS:

Class Room Podium (1 Nos.)

Product Details

The Lectern will be used for deliverily lectures in class rooms and laboratories.

Specification of the PODIUM

1. Mp3 compatible USB/ sd card port with recording facility and FM Player.
2. Built in RMS 60W amplifier (4 ohms output)
3. Built in three 4" woofer and 2" tweeter.
4. Two flexible goosenek microphone & one reading lamp.
5. MIC2/LINE input and stereo music input
6. Line output and REC output.
7. Bass, treble aux, Mic1 and Mic2/Line volume control.
8. Extra output for amplifier.
9. Extra output for speaker (one 4 Ohms speaker/ two 8 Ohms speaker parellel connection).
10. AC power switch and light power switch.
11. AC 220V, 50Hz power operation.
12. Wooden top, steel body and bottom.
13. Black finish.



Terms and conditions:

- i. All rates quoted should be of basic price of the equipment/instrument **inclusive** of all taxes, levies and duties. The rates should be quoted both in figures and words. The quoted price shall include additional charges, if any, for all comprehensive warranty extended up to the period mentioned **Request for inclusion of any tax/levy at later stage will not be entertained.**
- ii. Transportation, Packing, Forwarding and Insurance Charges, installation and demonstration / training charge (if any), to be charged should be inclusive of the item price. The delivery should be made to the Department of Information Technology, IEST Shibpur, Howrah-711103.
- iii. **Total price of the equipment which includes all above mentioned charges mentioned in (i) and (ii) and any other charges if any should be included in the total price. Request for inclusion of any transportation charge, Packing charge, Forwarding and Insurance Charges, installation and demonstration / training charge at later stage will not be entertained.**
- iv. 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.
- v. The EMD of the successful vendor will be converted as performance security and to be refunded after satisfactory completion of the installation. **The hard copy of EMD (demand draft) should reach to Office of the Dean, Administrative Affairs, IEST Shibpur on or before last date of submission of tender.**
- vi. Bills in Triplicate should be presented for payment within 15 days of supply/completion of work.
- vii. The Order no. is to be noted on both challan and 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 or NEFT, no cash payment will be made under any circumstances. All payments are subjected to statutory deductions as and when applicable.
- x. Bidder shall furnish an undertaking for providing Comprehensive onsite warranty for any manufacturing defect for a period of three year against each item from the date of supply/installation on their letter head, failing which, their offer will not be considered.
- xi. **SELECTION WILL BE MADE PURELY ON ESSENTIAL TECHNICAL DOCUMENTS.** The IESTS authority will evaluate and compare the quotations (the gross amount i.e. inclusive of all taxes, other charges etc.) determined to be substantially responsive i.e. which- (a) meet the qualification criteria specified in the tender, (b) Are properly signed, and (C) Conform to the terms and conditions, specifications without deviations.
- xii. Only one best quality item (according to our specification) should be quoted against each item. On no account should different qualities e.g. A, B, & C of items be quoted. Those items that have been quoted as per different qualities (In contravention to the specifications) will not be considered at all and will be summarily rejected.
- xiii. Based on our specifications, image/drawing of item to be provided and Model Name/No. (if applicable) and Brand must be clearly mentioned in the quotation, without which quotation will not be considered.
- xiv. 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.



- xv. Original Manufacturer/firm must have manufacturing facility certified by ISO 9001:2008 or equivalent International certification for quoted item. Certificates to be scanned and uploaded with technical bid, without which their quotation will not be considered.
- xvi. The conversion value on the date of opening of the financial bid will be applicable.
- xvii. Scanned Copy of similar type of order received from any other similar Educational Institute, during the last one year, must be submitted for credential. Only branded item must be quoted
- xviii. The Institute will not issue any C or D form availing of concessional Sales Tax/ VAT. The Institute will issue Customs Duty Exemption Certificate or Excise Duty Exemption Certificate for foreign purchase, if required.
- xix. The equipments are to be supplied at the Department of Information Technology between 11.00 am and 4.00 pm from Monday to Friday except holidays. The supplier is responsible for any breakage, damage or defect in equipment/items, detected subsequently, prior to final commissioning
- xx. Period of delivery is 21 days from the date of issue of Purchase Order. If the supply is not completed within the stipulated period as indicated in the Purchase Order a Liquidated Damage @ ½ % per week will be imposed on the value of purchase order.
- xxi. Equipment and other items, to be supplied, should be as per the specification and approved by the appropriate authority.
- xxii. All the equipment and accessories will carry a guarantee for a period of 36 months from the date of commissioning. Guarantee for all the items supplied will be on 'all comprehensive' basis, i.e., including repairs, replacements, maintenance etc. Calibration / Test Certificate must accompany along with the equipment. Supply of equipment shall include installation, erection, commissioning and demonstration. 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.
- xxiii. Scanned copy of Manufacturer's catalogue of the items must be provided with the technical bid without which bid will be taken as rejected.

I/We accept the above terms and conditions.

(Seal and signature of bidder)

(Dr. Arindam Biswas)
Head of the Department