



## Indian Institute of Engineering Science and Technology, Shibpur

P.O. Botanic Garden, Howrah 711 103, West Bengal, India

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### Notice Inviting Quotations

December 6, 2018

Ref. No. Q/Lib-Fur/03/2018-19

#### **Name of the work:**

Supply of Wooden Centre Tables for Ramanujan Central Library of the Institute.

#### **Description of item:**

Sealed quotations are invited by the Professor-in-Charge of Furniture, Indian Institute of Engineering Science and Technology Shibpur, Howrah 711 103 for supply of **3 (three) nos.** Wooden Centre Table, made of first class teak wood structure (4' x 2' x 1 1/2') with black glass top, fitted on the wooden panel along with wooden rack attached at the lower portion of the table. The complete wooden structure should be first class polished finish. The rate shall include the cost of tables, delivery charge, etc. and all taxes, duties, levies applicable – all complete.

#### **Delivery period:**

All three Centre Tables are to be delivered to the Ramanujan Central Library of the Institute within 15 days from the receipt of the order.

#### **Terms and Conditions:**

Quotation is to be kept valid for acceptance for 3 months with effect from the last date of submission of quotation (i.e., from 14<sup>th</sup> December 2018) without any modifications in its terms and conditions. Bills in duplicate should be presented for payment within 15 days after the delivery of the materials. No advance is paid for execution of the order. All bills are to be accompanied by copies of purchase order and signed delivery challan. Payment will be made by A/c Payee cheque and no cash payment will be made under any circumstances. All payments are subjected to statutory deductions as and when applicable. Period of execution of work should be within one month from the receipt of the purchase order. If the supply/execution is not completed within the stipulated period as indicated in the purchase order a Liquidated Damage @ 0.5% per week will be imposed on the value of purchase order subject to maximum of 5% of the value of work order.

Notwithstanding the above, the IEST Shibpur authority reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of order/contract.

The quotation should be addressed to **The Professor-in-Charge of Furniture, Indian Institute of Engineering Science and Technology, Shibpur, Howrah 711 103** and will be accepted in his office between 11.00 A.M. and 4.00 P.M. on all working days of the Institute on or before 14<sup>th</sup> December 2018.

Sd/-

(Prof. Sudipta Mukhopadhyay)  
Professor-in-Charge of Furniture