



OFFICE OF THE DEAN ADMINISTRATIVE AFFAIRS
Indian Institute of Engineering Science and Technology, Shibpur
(Formerly Bengal Engineering and Science University, Shibpur)
P.O.: Botanical Garden
Howrah – 711 103

No. 3012/D(AA)/17

Date. 04 Dec, 2017

NOTICE

The undersigned is directed by the Director to circulate the Procedure for purchase which has been prepared by the committee constituted Vide Order No. 2849/D(AA)/17 dated 04.10.2017, taking into consideration the GFR – 2017 and the existing BOG approved purchase rule of the Institute.

The copy of the purchase procedure of different items and services is attached herewith.

This is issued with the concurrence of the Director.

Sd/-

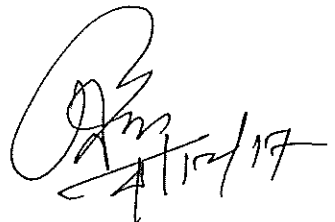
(Dr. Bivore Das)
Assistant Registrar

Memo No. 3012/D(AA)/17 (S)

Date: 04 Dec, 2017

Copy forwarded for information and necessary action to :-

1. All Deans / Associate Deans
2. All Heads of the Depts. / Centers / Schools
3. All Officers
4. Chairman, Central Purchase Committee, IEST, Shibpur
5. Convener, Central Purchase Committee, IEST, Shibpur
6. Chairman, CPPC, IEST, Shibpur
7. PS to the Director
8. Record Section


Assistant Registrar





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Assistant Registrar



Director please

I am attaching the resolution of the committee formed for formulating the procedure for purchase of different items and services.

The committee has taken into consideration the followings:

1. GFR 2017

2. BOA Approved purchase rule of the Institute

For this reason Dean Administrative Affairs name has is reflected in various places of the procedure suggested.

Please look into it and decide whether it should be circulated.

Registrar / Fo / Dy Reg (Audit) / Dean (Adm).

- The proposal prepared as per GFR-2017 and existing purchase rule of the IEST should be
1. Approved.
 2. The delegation of financial power be referred to FC/BOA.

Anurad

A/R Please
issue order
Anurad

Despatch
P. Iyer
22/11/17
A/12/17

3012/10(Go)/17

Issued O/O No. 24/12/17
Exchange, Despatch Section



Indian Institute of Engineering Science and Technology, Shibpur

Procedures for purchase of Goods and Services

(As per GFR 2017)

Definition of Goods (Ref. GFR - 142): The term 'goods' used in this chapter includes all articles, material, commodity, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipment, industrial plant, vehicles, aircraft, ships, medicines, railway rolling stock, assemblies, subassemblies, accessories, a group of machineries comprising of an integrated production process or such other category of goods or intangible products like software, technology transfer, licenses, patents or other intellectual properties purchased or otherwise acquired for the use of Government but excludes books, publications, periodicals, etc. for a library. The term 'goods' also includes works and services which are incidental or consequential to the supply of such goods, such as, transportation, insurance, installation, commissioning, training and maintenance.

Definition of Works (Ref. GFR - 130): Original works means all new constructions, site preparation, additions and alterations to existing works, special repairs to newly purchased or previously abandoned buildings or structures, including remodelling or replacement. Minor works mean works which add capital value to existing assets but do not create new assets. Repair works means works undertaken to maintain building and fixtures. Works will also include services or goods incidental or consequential to the original or repair works.

1. PROCUREMENT OF GOODS/WORKS WITHOUT QUOTATION:

Purchase of goods up to the value of Rs.25,000 (Rupees twenty-five thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format.

"I, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."

2. PROCUREMENT OF GOODS AND SERVICES BY PURCHASE COMMITTEE:

2.1. Goods/Works/Services (excepting computers and peripherals)

Purchase of goods costing above Rs. 25,000 (Rupees twenty-five thousand only), and less than or equals to Rs.2,00,000.00 (Rs. Two lakh), on each occasion, may be made by the duly constituted Departmental Purchase Committee (DPC) through notice inviting quotations published in the Institute website giving at least 7 days time.

The quotations (a minimum of three quotations are needed) are to be opened in presence of three members of DPC. The envelope and all the pages of the price bid are to be signed by the DPC members. From the valid quotations, a comparative statement of items will be prepared by the DPC as per the format provided in Annexure – II. The comparative statement along with indents of purchase, tender notice with terms and conditions, and the quotations submitted by the vendors are to be sent to the audit section for pre-audit, before making the final recommendations by the DPC. The order will then be placed by the Head of the Department/Centre/School/Section/Office (HOD).

If the number of valid quotations is less than thrée, re-tendering is to be done. In case of re-tender, only one tender will be sufficient for consideration of the DPC to purchase the item.

For purchase of goods costing above Rs. 25,000/- up to Rs.2,00,000/-, Government e-Market place (GeM) can also be used (Ref. Section – 3)

3. PROCUREMENT OF GOODS AND SERVICES BY E-PROCUREMENT PROCEDURES OR GOVERNMENT E MARKET (GEM)

3.1. Goods/Works/Services (excepting computers and peripherals)

Purchase of goods costing above Rs. 2,00,000.00 (Rs. Two lakh), on each occasion, are to be e-procurement procedure or through Government e-Market place (GeM).

Procedure of e-procurement

- i. The department/school/centre/sections will submit the filled in Notice Inviting Tender (NIT) document along with the approval of the purchase scheme from competent authority, to the office of the e-procurement. The HOD concerned shall sign all pages of the NIT document. The format for approval of the purchase scheme is as given in Annexure – V.
- ii. The whole process starting from uploading of tender to placing of order should be completed within the tender validity period.
- iii. In case of Pre-bid meeting, the report of pre-bid meeting or if any corrigendum is to be published has to be sent to office of e-procurement within 24 hours of pre-bid meeting.
- iv. In case of foreign items, the price quoted by the vendors should be Cost Insurance Freight (CIF) basis at IEST, Shibpur. This should be mentioned in the NIT documents also. Vendors not mentioning this cannot be considered as technically responsive.
- v. In case of foreign items, the commission of Indian Agency has to be paid in Indian Currency. A column for mentioning it should be provided in the Bill of Quantity (BOQ).
- vi. **No correspondence with the vendor can be done after the opening of the technical bid.**
- vii. In case of NSIC certificate for exemption of EMD, the vendor has to provide valid NSIC certificate applicable for the items being quoted by them, otherwise the certificate will not be considered.
- viii. A list of vendors, participating in the tender, who have submitted their hard copy EMD will be provided by the office of e-procurement. Those vendors, who have submitted hard copy EMD can only be considered as technically responsive, provided they fulfill other conditions as stated in the NIT document.
- ix. The DPC will evaluate the technical responsiveness of the vendors and submit its report as per format given in Annexure – II, to Central Purchase Committee (CPC) for its recommendations. Reports of the CPC and the DPC, are to be submitted to the office of e-procurement for uploading in the portal within fifteen days of opening of the tender.
- x. After opening of the financial bids of the technically responsive vendors, the financial bids will be sent to the Department. The DPC will evaluate the financial bids. If bidder with the lowest price (L1), as suggested by the portal is acceptable, the Department will send its report for pre-audit and then to the office of e-procurement signed by Departmental Purchase Committee, for uploading the same in the portal within ten days of opening of financial bid. In case L1 is not acceptable, the report of the DPC has to be sent to the CPC again for its recommendations, after pre audit. Then the reports of the DPC and the CPC have to be submitted to the office of e-procurement within 15 days of opening of financial bid.
- xi. For pre-audit, following documents are to be sent to the audit section: a) Indents for purchase, b) Terms and Conditions, c) Quotations submitted by the vendors d) Comparative Statement/Report, e) Minutes of DPC/ Minutes of CPC/CPCC, as applicable.
E-procurement cell will make arrangements to send copy of the documents to the audit section.
- xii. After placing the purchase order (PO) to the vendor, a copy of the same should be sent to the office of e-procurement immediately (within 24 hours) for uploading in the portal.

- xiii. There are fixed number of days specified by GFR 2017 for which the tender should be kept opened for bid submission. This is required to be followed (ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice).
- xiv. The office of e-procurement will entertain no request for change of price in any circumstances.
- xv. The tenders will be strictly evaluated on the basis of documents submitted by the vendors and the NIT document submitted by the Department.
- xvi. No request for modification of any document or terms stated by the vendor can be changed after the tender has been opened.
- xvii. The office of the e-procurement will do the verification of mandatory documents specified in NIT. The Departmental Purchase Committee will also verify this.
- xviii. Notice Inviting Tender (NIT) document is provided in Annexure-III.

Procedure of Procurement from Government e-Market (GeM) Portal

- i. Up to Rs.50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.
- ii. Above Rs.50,000/-, and up to Rs.30,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM will be used by the Buyer.
- iii. Above Rs.30,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.
- iv. The invitation for the online e-bidding/reverse auction will be available to all the existing Sellers or other Sellers registered on the portal and who have offered their goods/services under the particular product/service category, as per terms and conditions of GeM.
- v. The above mentioned monetary ceiling is applicable only for purchases made through GeM.
- vi. The Departments/Offices may ascertain the reasonableness of prices before placement of order using the Business Analytics (BA) tools available on GeM including the Last Purchase Price on GeM, Department's/Office's own Last Purchase Price etc.
- vii. A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L-1 Buying / bidding / reverse auction on GeM or the necessity of obtaining the sanction of higher authorities required with reference to the estimated value of the total demand.
- viii. The specification for purchase of any item through GEM has to be forwarded to the Buyer and consignee of IEST, Shibpur.

4. PROCUREMENT OF COMPUTERS AND PERIPHERALS

Purchase of computers and peripherals costing above Rs. 25000/- are to be done through Computer and Peripherals Purchase Committee (CPPC). Domain of the CPPC includes procurement of Computers (All Types), Peripherals (Printer, Plotter, Scanner, Digitiser, and Projector) and Networking Components. Procedure of procure will as described below:

- i. CPPC will finalise the specifications (with variations) of Computers and Computer Peripherals from the requisitions along with specifications' received from the Departments;
- ii. CPPC will float e-tender that may ask for validity of prices offered for up to six months;
- iii. CPPC will do the Technical Bid Evaluation;

- iv. CPPC will do the Financial Bid Evaluation, and send the same to the Departments who will place the orders for purchase of their requirements;
- v. CPPC will follow the procedures of purchase either through GeM or E-procurement as per the procedures mentioned above.
- vi. Indenting Department will send one representative to CPPC who will help the CPPC in the process for technical evaluation.

Note:

- i. In order to streamline the purchase of common items like Cartridges, HDD, RAM, Graphics Card, Pen drive of higher capacities, etc., Dean, Administrative Affairs will take action for making item-wise rate contract and enlist vendors. Department/School/Centre/Sections will procure these items by placing orders to these enlisted vendors.
- ii. For procurement of software, procedure mentioned in Sections 2.1 and 3.1 are to be followed.

5. PURCHASE OF PROPRIETARY ITEMS:

- 1. The proforma for approval, for proprietary items is given in Annexure – IV.
- 2. Proprietary Article Certificate in the following form is to be provided by the indenting person before procuring the goods from a single source:

(i) The indented goods are manufactured by M/s. _____

(ii) No other make or model is acceptable for the following reasons-

(iii) Concurrence of the purchase finance wing to the proposal vide: _____

(iv) Approval of the competent authority vide: _____

(Signature with date and designation of the indenting officer)

The number of the approval as given in annexure -III should be filled by the indenting officer.

6. IMPORTANT NOTES

- Note 1:** All purchases, for value more than one lakh, shall be sent to the Deputy Registrar (Audit) for pre-auditing before finalizing the recommendations and placing the purchase order.
- Note 2:** All purchases of furniture are to be done through the Furniture Section under Prof-in-charge of Furniture.
- Note 3:** All goods like stationary, paper, cartridges etc. are to be purchased from the enlisted Vendors/Suppliers only, as would be notified by the Dean, Administrative office from time to time.
- Note 4:** Minimum three responsive quotations/ tenders are required for valid tendering process against the first advertisement. However, for re-tendering single quotation may be considered if other terms and conditions remains same as was given in the first advertisement.
- Note 5:** All civil and Electrical works are to be made through the office of Dean, Infrastructure, planning and management following the provisions of GFR 2017.
- Note 5:** For items not covered herein, GFR-2017 is to be followed.

7. DELEGATION OF FINANCIAL POWER:

1. Principal Investigator (PI)	Up to Rs.25,000.00
2. HOD	Up to Rs.1,00,000.00
3. Dean (Administrative Affairs)/Dean(R&D)/Dean(IP&M)	Up to Rs.5,00,000.00
4. Director	Between Rs. 5,00,000.00 and Rs. 2500000.00

The Director will have the financial power for sanctioning of any project pertaining to Building and Works committee up to Rs. 25.0 lakh and all proposals of above Rs. 25.0 lakh to be placed before the Building and Works Committee and then Finance Committee, for subsequent approval from BOG.

Financial Power for Approval:

For Purchase value above Rs.1,00,000.

- | | |
|--|---|
| (i) Purchase value above Rs.1,00,000.00 and up to Rs.5,00,000.00 - | Dean(Administrative Affairs/
Dean (R&D)/ Dean (IP&M) |
| (i) Above Rs.5,00,000.00 --- | Director |

The purchase order to be placed upon shall be signed by the Approving Authority,

Note: Financial Powers as mentioned in Section 7 above, is as stated in the Purchase Rules notified vide order No. RMS/5811/17 dated 27/03/2017.

ANNEXURE – I

DEPARTMENTAL PURCHASE COMMITTEE

Academic Department:

- | | |
|---|-----------------------|
| 1. Head of the Department | Chairman |
| 2. Two faculty members from the concerned department nominated by the Departmental Academic Committee for a period of two years | Member |
| 3. One Faculty member from other department nominated by the Departmental Academic Committee for a period of two years. | Member |
| 4. Secretary, Departmental Academic Committee | Convenor (Ex-officio) |
| 5. Project Investigator/Program Coordinator (In case of Research Projects, Consultancy, Workshop, Seminar etc) | Invited Member |

Non-Academic Department (Registry/Finance/Examination/Library/HRM/Establishment etc.):

- | | |
|--|----------|
| 1. Head of the Department | Chairman |
| 2. Deputy Registrar (Audit) | Member |
| 3. Two Officers nominated by the Head of the Department: One from the concerned Department and one from other Department, for a period of two years. | Member |

Central Purchase Committee:

- | | |
|---|----------------|
| 1. One Professor nominated by the Director for a period of three years | Chairman |
| 2. Registrar | Member |
| 3. One Professor nominated by the Director for a period of three years | Member |
| 4. Deputy Registrar (Finance) | Member |
| 5. Deputy Registrar (Audit) | Member |
| 6. Purchase Officer/Nominated by the Director | Convenor |
| 7. One external expert in the relevant field nominated by the Director (for purchase value of Rs.25,00,000/- and above) | Member |
| 8. Concerned HOD | Member |
| 9. Project Investigator/Program Coordinator (In case of Project/ Consultancy/Workshop etc.) | Invitee Member |

Committee for Purchase of Computers And Peripherals (CPPC):

- | | |
|--|----------|
| 1. One Professor nominated by the Director for a period of three years | Chairman |
| 2. One Professor/Assoc professor nominated by the Director from CST Department | Member |
| 3. One Professor/Assoc professor nominated by the Director from IT Department | Member |
| 4. One Professor/Assoc Professor nominated by the Director from Any other Department | Member |
| Deputy Registrar (Audit) | Member |
| 5. Concerned HOD | Member |
| 6. Project Investigator/Program Coordinator (In case of Project/Consultancy/Workshop etc.) | Member |
| 7. One Assistant Registrar nominated by the Director | Convenor |

AMC Committee:

- | | |
|--|----------|
| 1. One Professor nominated by the Director for a period of three years | Chairman |
| 2. Two Professor nominated by the Director | Member |
| 3. Assistant Registrar nominated by the Director | Member |
| 4. Purchase Officer/Nominated by the Director | Convenor |

ANNEXURE - II

DPC Resolution for Purchase of Goods Through e-Procurement mode

Resolution of DPC held on (Date).....

Tender Reference No.

Tender ID.

Estimated Cost

Items intended to be purchased under this tender are as follows:

- 1) Item 1:
- 2) Item 2:
- 3) Item 3:

Item 1

.....number of vendors quoted for the item. On scrutinizing the technical and other documents the following vendors are found to be technically responsive.

- 1) Bidder 1 (Name and Address)
- 2) Bidder 2 (Name and Address)
- 3) Bidder 3 (Name and Address)

.....

The following vendors are not technically responsive.

Sl. No.	Name and address of the vendor	Reasons for rejection
1		
2		

Item2

.....number of vendors quoted for the Item. On scrutinizing the technical and other documents the following vendors are found to be technically responsive.

- 1) Bidder 1 (Name and Address)
- 2) Bidder 2 (Name and Address)
- 3) Bidder 3 (Name and Address)

.....

The following vendors are not technically responsive.

Sl. No.	Name and address of the vendor	Reasons for rejection
1		
2		

Item 3

.....number of vendors quoted for the equipment. On scrutinizing the technical and other documents the following vendors are found to be technically responsive.

- 1) Bidder 1 (Name and Address)
- 2) Bidder 2 (Name and Address)
- 3) Bidder 3 (Name and Address)

.....

The following vendors are not technically responsive.

Sl. No.	Name and address of the vendor	Reasons for rejection
1		
2		

All the necessary documents have been checked by us.

Signature of DPC members:

Tender Committee Resolution for Works Through e-Procurement mode

Resolution of DPC held on (Date).....

Tender Reference No.

Tender ID.

Name of the work.

Estimated Cost

Works intended to be done under this tender are as follows:

- 1) Work Description 1
- 2) Work Description 2
- 3) Work Description 3

Work Description 1

..... number of vendors quoted for the work. On scrutinizing the technical and other documents the following vendors are found to be technically responsive.

- 1) Bidder 1 (Name and Address)
- 2) Bidder 2 (Name and Address)
- 3) Bidder 3 (Name and Address)

.....

The following vendors are not technically responsive.

Sl. No.	Name and address of the vendor	Reasons for rejection
1		
2		

Work Description 2

..... number of vendors quoted for the work. On scrutinizing the technical and other documents the following vendors are found to be technically responsive.

- 1) Bidder 1 (Name and Address)
- 2) Bidder 2 (Name and Address)
- 3) Bidder 3 (Name and Address)

.....

The following vendors are not technically responsive.

Sl. No.	Name and address of the vendor	Reasons for rejection
1		
2		

Work Description 3

..... number of vendors quoted for the work. On scrutinizing the technical and commercial documents the following vendors are found to be technically responsive.

- 1) Bidder 1 (Name and Address)
- 2) Bidder 2 (Name and Address)
- 3) Bidder 3 (Name and Address)

.....

The following vendors are not technically responsive.

Sl. No.	Name and address of the vendor	Reasons for rejection
1		
2		

All the necessary documents have been checked by us.

Signature of members of tender committee

DPC Resolution for Purchase of Goods Through Website/Paper advertisement

Resolution of DPC held on (Date).....

Tender Reference No.

Tender ID.

Estimated Cost

Items intended to be purchased under this tender are as follows:

1) Item 1:

Item 1

.....number of vendors quoted for the item. On scrutinizing the technical and other documents the following vendors are found to be technically responsive.

- 1) Bidder 1 (Name and Address)
- 2) Bidder 2 (Name and Address)
- 3) Bidder 3 (Name and Address)

.....

The following vendors are not technically responsive.

Sl. No.	Name and address of the vendor	Reasons for rejection
1		
2		

Price bid evaluation:

Sl.No	Name and address of the vendor	Price quoted without tax	Tax amount	Total Price	Remarks
1					
2					

The lowest bid quoted by the technically responsive bidder Is: Rs.

The name of the bidder who has quoted the lowest price:

Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by the Institute / Department concerned.

Signature of DPC members:

Annexure -III
Notice Inviting Tender (NIT)

Tender reference No: e-Proc/...../...../...

Date:

Competitive Quotations are invited from bonafide manufacturers/dealers/agents in e-Procurement Mode for the supply and installations..... (to be filled by department) Reputed brand/make at (to be filled by department)Department, IEST, Shibpur.

1. Important Information:	
Location of Work:	Indian Institute of Engineering Science and Technology, Shibpur Post: Botanic Garden, Howrah: 711103
Name of Work:	(to be filled by department)
Estimated value of the work	(to be filled by department)
Completion of Work:	(to be filled by department)
To qualify for award of the work, each bidder in its name should have	(if any special criteria, (to be filled by department)) Yearly turn over of at least Rs-(to be filled by department) during last three financial year
Earnest Money Deposit	(min 2% of the estimated cost ,to be filled by department)) in favor of "Registrar, IEST, Shibpur" payable at Kolkata
Date of publishing tender	By e-Procurement cell (depending upon total number of tenders to publish/open etc.)
Pre-Bid meeting date (mandatory if estimated cost is more than 10lakh)	By e-Procurement cell
Last Date of Submission of Bid:	By e-Procurement cell
Bids shall be submitted to:	E-procurementcell, IEST, Shibpur (http://eprocure.gov.in/eprocure/app)
Date of Opening of Technical Bid	(By e-Procurement cell) a minimum gap of one day should be there between tender technical bid opening date and last date of submission of tender. Technical bid opening date and finance bid opening date can not be same.
Date of Opening of Financial Bid	To be notified later by e-Procurement cell.(Only those bidders who will qualify for bidding on the basis of the information furnished in Technical Bid may participate in financial bid)
Clarification needed on Bidding Documents may be inquired to	Name of HOD/purchaser professor of the corresponding dept. email id and telephone no.
Officer Inviting Bid	Dean Administrative Affairs, IEST, Shibpur
Validity	(to be filled by department)
Warrenty	(to be filled by department)
Work completion	(to be filled by department)
Delivery date	(to be filled by department)
Delivery Place	CIF , IEST, Shibpur. (mandatary in case of import)

2.	Techno-commercial bid shall consist of the following Information and supporting documents towards: (Scanned copies of all the documents have to be submitted in the CPP portal with the tender/bid)
1	Name of the firm:
2	Address of the Registered Office
3	Contact Phone No and Contact E-mail address:
4	Place of registration:
5	Principal place of business:
6	Constitution or legal status of Bidder:
7	Authorization letter (in case of dealer)
8	Power of attorney of signatory
9	Vendor's Bank account no with IFSC code, PAN and GST/VAT
10	Valid Trade License
11	IT, Professional tax, Sales Tax clearance certificate , last three years
12	GST certificate must be provided (if not received yet then GST number must be provided in official letterhead)
13	ISO 9001:2008 for quoted item or any other international certification if any for the quoted item
14	Proprietary certificate if any
15	Earnest Money Deposit (Demand draft)/NSIC certificate in case of exemption (Name of the item quoted and expiry date of NSIC must be mentioned)
16	Bidder Quotation Number and Date
17	Model number, Catalogue, Manufacturer certificates and authorization certificates from the OEMs.
18	Bidder Quotation number and date
19	GST number and percentage must be mentioned for the quoted item.
20	The certificate stating the address where the order has to be placed. If any special license/paper/clause is required please mention here.

1. Terms and conditions:

- i. All rates quoted should mention all taxes, levies & duties. Request for inclusion of any tax/levy at later stage will not be entertained.
- ii. Transportation, Packing, Forwarding, installation, training and Insurance Charges if any to be charged should be specifically indicated.
- iii. The certificate stating the address where the order has to be placed has to be clearly mentioned in the tender. In case this certificate is not included in the tender the order will be placed to the vendors address quoting the tender.
- 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 work must be completed after placing the work order by (to be filled by the department).
- vi. The EMD of the successful vendor will be converted as performance security and will be refunded after satisfactory completion of the warranty period. The hard copy of EMD (demand draft) should reach the Office of the Dean, Administrative Affairs, IEST Shibpur after the last date of submission of tender and within the opening date, otherwise the quotation submitted will stand cancelled. Unsuccessful bidders are requested to collect their EMD from the finance office of IEST, Shibpur. Tender is to be kept valid for acceptance for 6 months with effect from the last date of submission of the tender without any modifications in its terms and conditions. Failure to comply with the same will

result in forfeiture of EMD. EMD of the successful bidder will be converted to Security Deposit (SD). E.M.D./S.D. will be refunded after successful commissioning of the equipment. No interest is payable on E.M.D./S.D.

- vii. Those vendors who are exempted from EMD must provide valid NSIC certificate for the particular quoted item. Otherwise EMD exemption is not allowed.
- viii. Materials & accessories used should be as per specification and of Approved Quality (B.I.S.) or by the authorized officer of I.I.E.S.T' Shibpur.
- ix. Bills in Triplicate should be presented for payment within 15 days of supply of goods.
- x. The Order no. is to be written on both the challan and Bill.
- xi. 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.
- xii. Delivery of the goods will be 'FOR' basis at IEST, Shibpur and 'CIF' basis at IEST, Shibpur in case of imported goods.
- xiii. INITIAL SELECTION OF TECHNICALLY RESPONSIVE BIDDERS WILL BE DONE PURELY BY SCRUTINISING ESSENTIAL TECHNICAL DOCUMENTS WITH RESPECT TO THE VARIOUS QUALIFICATION CRITERIA SPECIFIED IN THE TENDER. IESTS authority will evaluate the financial bid (the gross amount i.e. inclusive of all taxes, other charges etc.) of the responsive bidders only. IEST authority reserves the right to select L1 vendor on the basis of verification of calculations of price quoted by the technically responsive bidder.
- xiv. Based on our specifications, Manufacturers (OEM) catalogues of items are to be provided with Model Name/No. (if applicable), detailed specification and Brand with the quotation, without which quotation will not be considered.
- xv. 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.
- xvi. 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.
- xvii. In case of multicurrency BOQ the conversion value on the date of opening of the financial bid will be applicable.
- xviii. 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.
- xix. Scanned copy of Manufacturer Authorization for this specific tender must be provided. OEM certification including FCC, UL, Epeat Gold, etc. required.
- xx. In case of a vendor quoting an item of in foreign currency, the Indian agency commission will be paid in Indian rupees only.

- xxi. All the equipment and accessories will carry a warrantee for a period of 36 months from the date of commissioning. Warranty 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.
- xxii. Customs Duty Exemption Certificate will be provided by IEST, Shibpur (if required).
- xxiii. NO INDICATION OF PRICE SHOULD BE GIVEN IN THE TECHNICAL BID OR OTHER DOCUMENTS.
- xxiv. NO COMMUNICATION OF THE VENDORS WILL BE ACCEPTED AFTER OPENING OF TECHNICAL BIDS.

I/We accept the above terms and conditions

(Seal and signature of bidder)

Sd/-
Dean Administrative Affairs IEST, Shibpur

Annexure – IV

Indian Institute of Engineering Science and Technology, Shibpur

Name of the Department/School/Centre/Section

Approval for Capital/Revenue Expenditure for Proprietary items

No.:

Date:

Head of account:

Code:

Sanctioned Amount:

Balance Available:

Category of Store: Proprietary

Sl. No	Particulars of item	Justification of being proprietary	Estimated Amount

Forwarded and recommended with the comments that the materials proposed to be purchased have been recommended by the Departmental Academic Committee / Project Evaluation Committee/ Departmental Purchase Committee

Signature of Finance Officer

Signature of HOD/ Principal Investigator

Signature of Respective Dean

Sanctioned

Director

