

Sealed Tenders are invited from reputed vendors on behalf of Catharsis, The Photography Society of IEST, Shibpur for the purchase of Camera and Camera Equipment.

NAME OF WORK: Purchase of Cameras and Camera Equipment

TYPE OF WORK: Supply of Cameras and Camera Equipment

LAST DATE AND TIME FOR RECEIVING THE BIDS: 28<sup>th</sup> February, 2017 at 1300 hrs.

DATE AND TIME OF OPENING OF BIDS: 01<sup>st</sup> March (Wednesday), 2017 at 1600 hrs.

**REQUIREMENTS AND SPECIFICATIONS:**

<b><u>Sl. No.</u></b>	<b><u>Particulars</u></b>	<b><u>Quantity</u></b>
1	Nikon D5200 with AF-S 18-55mm f/3.5-5.6G VR II kit lens	2
2	Nikkor AF-S 35mm f/1.8G Lens	1

## INSTRUCTIONS TO BIDDERS:

### THE SUCCESSFUL BIDDERS WILL BE EXPECTED TO PROVIDE THE ABOVE-MENTIONED EQUIPMENT SUBJECTED TO THE FOLLOWING CONDITIONS:

1. The above-mentioned equipment should be made available by 9<sup>th</sup> *March, 2017*.
2. All legitimate documents pertaining to the product must be supplied for future reference to the manufacturer of the product.

### THE BIDDER MUST HAVE THE FOLLOWING QUALIFICATION:

1. The bidder should provide Valid Trade Licence along with Company / Proprietor Pan Card as applicable.
2. Preference would be given if the bidder has submitted Valid Service Tax Registration/VAT Registration as applicable and also has an experience of at least 10 years in this business.
3. The bidder need to submit Documentary proof of Income Tax Return of at least one (1) year from last three (3) financial years.
4. Preference would be given to the bidder who has at least two (2) work orders of Rs. 1,00,000/- or above in a single contract for supplying materials to any organisation in last three (3) financial years or having prior experience of working with IEST, Shibpur or any government organisation (documentary proof to be submitted).
5. The bidder should submit duly signed and self-attested declaration that, the bidder hasn't been blacklisted by any organisation for performing below standard.

### BID PRICE

- a) The bid shall be for the whole work including providing the equipment
- b) The bidders are required to quote their price, in amount of INR only for the whole work.
- c) All duties, taxes and other levies payable by the vendor under the contract shall be included in the total price.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

### SUBMISSION OF QUOTATIONS:

- The quotation submitted by the bidder shall comprise the following:
  - (a) Quotation in the Format given in Annexure-1
  - (b) Qualification information duly completed.
- The bidder shall seal the quotation in an envelope addressed to ***Prof. Debashis Moitra, Geotechnical Laboratory. Civil Engineering Department, Indian Institute of Engineering Science & Technology, Shibpur, Howrah-711103.***
- The envelope will also bear the following identification: -  
'Quotation for Supply of Camera and Camera Equipment of Catharsis'
- Quotations must be received by Catharsis latest by the specified time and date. Any quotation received by Catharsis after the deadline for submission of quotations will be rejected and returned unopened to the bidder.

### OPENING OF QUOTATIONS

Quotations will be opened in the presence of Bidders or their representatives who choose to attend, at the specified date and time in the office of Catharsis.

### PRIVACY OF BIDS

Information relating to evaluation of quotations and recommendations for the award of contract shall disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder is announced.

### EVALUATION OF BIDS

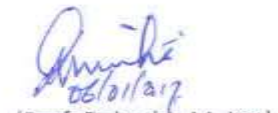
The Employer will evaluate and compare the quotation (the gross amount i.e. Exclusive of all taxes) determined to be substantially responsive i.e. which-

- (a) Meet the qualification criteria specified above.
- (b) Are properly signed
- (C) Conform to the terms and conditions, specifications without deviations.

### AWARD OF CONTRACT

The Employer will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price and who meets the specified qualification criteria. Notwithstanding the above, the Employer reserves the right to accept or reject any quotations and to cancel the bidding process and reject quotations at any time prior to the award of contract.

  
(Abhijit Ghosh)  
General Secretary

  
(Prof. Debashis Moitra)  
Professor in charge

**ANEXURE-1**

**QUOTATION**

To,  
The Secretary,  
Catharsis, the Photography Society,  
Indian Institute of Engineering Science & Technology, Shibpur,  
Howrah-711103

Subject: "Purchase of Cameras and Camera Equipment"

Reference: Letter No / Tender No TENDER/CAT/16/1 dated 11/3/2016,

Dear Sir/Madam,

I/We offer to execute the Works described in your letter / tender no referred to above in accordance with the Conditions of Contract enclosed therewith for a total Contract Price of

Rs. \_\_\_\_\_ [in figures] \*\*

Rs. \_\_\_\_\_ [in words] \*\*

This quotation shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any quotation you receive. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Yours faithfully,

Authorized Signature:

Date: \_\_\_\_\_

Name & Title of Signatory: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

\*\* To be filled in by the Bidder, together with his particulars and date of submission at the bottom of this Form.

**To be filled by the Bidder**

The Gross Amount: Rs.

Tax Price (if any): Rs.

Total Amount : Rs.