

Indian Institute of Engineering Science and Technology, Shibpur

Howrah – 711103, West Bengal, India

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No: 10/REG/16-17

Date: 17.02.2017

Advt.No.Web/Reg/IEST/16-17/102

Notice

Quotation are invited from bonafide Contractor's for Venue Branding, Decoration & Misc. other allied works for the purpose of the 3rd Annual Convocation of IEST, Shibpur, to be held on 4th March, 2017. The quotation should be dropped in the drop box at the Office of the Registrar (5th Floor), IEST, Shibpur between 11.00 am to 1.30 p.m. & 2p.m. to 5.30 p.m. (Week Day) latest by 24th February, 2017.

1.	Important Information:	
	Location of Work:	Indian Institute of Engineering Science and Technology, Shibpur Post: Botanic Garden, Howrah: 711103
	Name of Work:	Venue Branding, Decoration & Misc. other allied works for the purpose of the 3 rd Annual Convocation of IEST, Shibpur, to be held on 4 th March, 2017.
	Completion of the work:	The work is required to be completed by 09 A.M, 3 rd March 2017 and in close co-ordination with the electrical contractor and other institute personnel enabling them to complete their scheduled works and activities.
	To qualify for award of the work, each bidder in its name should have	Satisfactorily completed at least one similar work of value not less than Rs. 50, 000/- (Rs. Fifty Thousand) during the last three years.
	Earnest Money Deposit	Rs. 2,000/- (Rs. Two thousand) in favour of "Registrar, IEST, Shibpur" payable at Kolkata
	Date of N. I. T	Date: 17.02.2017
	Last Date of Submission of Bid:	Date: 24.02.2017, Time 12.00 Hours
	Bids shall be submitted to:	Office of the Registrar, IEST, Shibpur
	Date of Opening of Bid	Date: 24.02.2017, Time 12.30 Hours
	Clarification needed on Bidding Documents may be inquired to	The Dean, Infrastructure Planning and Management, IEST, Shibpur. Mobile no: 94338 17067
	Officer Inviting Bid:	Registrar, IEST, Shibpur

2.	Technical bid shall consist of the following Information and supporting documents towards:
	Name of the firm
	Address of the Registered Office
	Contact Phone No
	Contact E-mail address:
	Constitution or legal status of Bidder
	Place of registration:
	Principal place of business:
	Power of attorney of signatory
	PAN
	Valid Trade License
	VAT
	Satisfactory completion of similar work/s necessary to qualify for award of the work as stated above
	Earnest Money Deposit

3. Venue Branding, Decoration & Misc. Items for 3 rd Annual Convocation								
Sl. No.	Elements	Unit of Measurement	Size (Approx.)	Qty.	Total Size per Unit	No. of Days	Rate per Unit (Rs.)	Gross Amount (Rs.)
1	Backdrop: Mounting & Fitting Charges of Temporary Backdrop Made with Battam / Wooden Structure and Star Graded Glossy Flex	Sqft.	Centre: 22ft x 12ft x 1no. Side Wings: 4ft x 12ft x 4nos. Support Panel: 2ft x 12ft x 4nos.	1	552	1		
2	Pathway & Misc. Branding: Mounting & Fitting Charges of Misc. Branding Structure Made with Battam / Wooden Structure and Normal Flex	Sqft.	3ft x 8ft	25	600	1		
3	Rollup Standee:	Nos.	2.6ft x 6ft	2	2	1		
4	Arch Gate: Mounting & Fitting Charges of Arch Gate Structure Made with Battam / Wooden Structure and Normal Flex	Sqft.	Leg: 2ft x 10ft x 2nos. Header: 18ft x 3ft x 1no.	1	94	1		
5	3D Box Pillar Gate: Mounting & Fitting Charges of 3D Box Pillar Gate Structure Made with Battam / Wooden Structure and Normal Flex	Sqft.	As per Pre Approved Design	1	800	1		
6	Eco Solvent Vinyl Pasted on 4mm Sun Board:	Sqft.	As per Pre Approved Design	6	32	1		
7	Acrylic Name Plate:	Nos.	Lump Sump	40	40	1		
8	Flower Decoration at the Main Stage:	Nos.	Lump Sump	1	1	1		
9	Flower Decoration with Iron Structure at Entrance	Nos.	Lump Sump	2	2	1		
10	Single Rose	Nos.	Lump Sump	700	700	1		
11	Flat Flower Basket / Bouquet	Nos.	Lump Sump	55	55	1		
12	Flower Garlands for Idol with Washing of the Idols	Nos.	Lump Sump	8	8	1		
13	Flower Plants	Nos.	Lump Sump	100	100	1		
14	Photographer with Soft Copy of all Photographs	Nos.	Lump Sump	2	2	1		
15	Videographer with Full HD Camera and 1 hour of Edited Copy and Entire Unedited Footage	Nos.	Lump Sump	1	1	1		
16	Photo Album with Minimum of 100 photographs	Nos.	Lump Sump	1	1	NA		
17	Transportation	Nos.	Lump Sump	NA	1	NA		
Sub Total (Rs.)								
Add: Govt. Tax (if Applicable and only for Proper Registration Number Holder)								
Grand Total (Rs.)								

4. Terms and conditions:

- i. 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.
- ii. Transportation, Packing, Forwarding and Insurance Charges if any to be charged should be specifically indicated.
- iii. 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.
- iv. **The work is required to be completed by 09 A.M, 3rd March 2017 and in close co-ordination with the electrical contractor and other institute personnel enabling them to complete their scheduled works and activities.**
- v. The EMD of the successful vendor will be converted as performance security and to be refunded after satisfactory completion of the work.
- vi. Materials & accessories used should be as per specification and of Approved Quality (B.I.S.) or by the authorised officer of I.I.E.S.T' Shibpur.
- vii. Bills in Triplicate should be presented for payment within 15days of supply/completion of work.
- viii. The Order no. is to be noted on both challan & Bill.
- ix. All bills are to be accompanied by order copies and challans as received.
- x. 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.

Registrar

Copy to:

1. Institution Website.
2. All Notice Boards