



Indian Institute of Engineering Science and Technology, Shibpur

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

Ph: 033 2668 4561, Ext: 216; Fax 033 2668 2916

Notice Inviting Quotations

December 8, 2017

Ref. No. Q/Lib-Fur/03/2017-18

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 ½') 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 18th December 2017) 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.

The vendors are requested to submit their quotations in sealed envelopes in the letter box of Prof. Sudipta Mukhopadhyay, Prof-in-Charge of Furniture placed in the 1st floor of Department of Mining Engineering, Indian Institute of Engineering Science and Technology, Shibpur Howrah – 711 103 by 4:00 pm of 18.12.2017. Tender No must be mentioned on the top of the envelope. This may kindly be noted that the rate to be quoted inclusive of all charges such as carrying cost etc., Taxes should be separately shown; rate should be valid for 6 months from the date of Quotation. The vendor must have PAN Card and GST Registration Certificate. **PAN No. and GST No. must be mentioned in the bid documents, without which quotation will not be considered.**

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 above, (b) Are properly signed, and (c) Conform to the terms and conditions, specifications without deviations.

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.

Sd/-

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