

**Department of Civil Engineering
Indian Institute of Engineering Science and Technology, Shibpur
Howrah-711 103**

Date: 5 July 2018

NOTICE INVITING QUOTATION

Tender No.: CE/NPL/Conc Lab/ Repair Vibration System /Jun 2018/01

Item: Repair of Vibration System in Structural Engineering Laboratory, Dept. of Civil Engineering, IEST, Shibpur

Sealed tenders are invited from bonafide suppliers/manufacturers/vendors by the Civil Engineering Department, Indian Institute of Engineering Science and Technology, Shibpur, Howrah-711103 for repairing of *Vibration system comprising 100 kgf electrodynamic shaker with power amplifier, and vibration controller* at Concrete and Structural Engineering Laboratory, Department of Civil Engineering, Indian Institute of Engineering Science and Technology, Shibpur.

Bidders are requested to visit the Structural Engineering Laboratory for necessary inspection prior to submission of quotations with prior intimation to Prof. Aparna (Dey) Ghosh, Professor, Civil Engg Dept.

On the top of that outer envelope the Tender Notice Number and the Agency's name, address, contact number and emails are to be clearly mentioned.

The details of the items and terms and conditions may be downloaded from the institute website and completed bidding documents are to be submitted to the **Head, Department of Civil Engineering, Indian Institute of Engineering Science and Technology, Shibpur; Howrah-711103 within 12.07.2018 (3.00 pm)**.

For details contact:

Prof. Aparna (Dey) Ghosh, Dept. of Civil Engineering, IEST, Shibpur [26684561 Extn 663].

Enclosed:

General Conditions and Important Instructions for Bidders.

Head, Civil
Engineering Department, IEST, Shibpur

General Conditions and Important Instructions for Bidders

- It is necessary to submit the original tender documents along with technical and price bids to the **Office of the Department of Civil Engineering, Indian Institute of Engineering Science and Technology (IEST), Shibpur; Howrah-711103.**
- Bidders are to abide by the terms and condition and submit this tender document.
- Last date of receipt of tender is **12.07.2018 (3:00 pm)**. Tenders received late will not be accepted under any circumstances. Tenders will be opened on the **same day at 4:30 pm**. In case the Institute remains closed on the said date tenders will be received and opened on next working day at same time. The duly authorized representative of the agency may be present during tender opening.
- The Price Bid should clearly mention the price in Rupees including the following:
 - ✓ Delivery charges up to Department of Civil Engineering, IEST, Shibpur, Howrah, including loading and unloading charges.
 - ✓ All taxes, GST, duties, levies as applicable.
 - ✓ Demonstration of the item as per the satisfaction of the Laboratory Incharge
 - ✓ Transportation, Erection, Commissioning and testing charges if any at Concrete and Structural Engineering Laboratory, Department of Civil Engineering, IEST, Shibpur
- Warranty should be not less than 12 months.
- The transportation of the equipment for repairing at outside, if any, has to be arranged by the bidder and final installation after repairing at the Concrete and Structural Engineering Laboratory, Department of Civil Engineering, Indian Institute of Engineering Science and Technology has to be made on working days between 11.00 am and 4.00 pm from Monday to Friday. The bidders will be responsible for any breakage, damage or defect in the equipment detected subsequently.
- The time required for repairing has to be clearly mentioned in the tender. If the supply/execution is not completed within the stipulated period 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.
- Invoices in triplicate with GST break up should be presented for payment within 7 days of commissioning of work. No advance is paid for execution of the order. The Order No. is to be noted on both Challan and Invoices. All bills are to be accompanied by order copies and Challan receipt.
- Payment will be made on submission of Proper Bills, Challans etc. by A/C Payee Cheque or bank transfer and no cash payment will be made under any circumstances.
- All payments are subjected to statutory deductions as and when applicable.
- Tender is to be kept valid for acceptance for 3 months with effect from the last date of submission of the tender without any modifications in its terms and conditions.
- Following documents are to be submitted with the tender:
 - ✓ Tender Documents, General Conditions and Important Instruction in original duly signed by the Proprietor/ Partner/ Director of the company.
 - ✓ Latest Income Tax, Sales Tax, Professional Tax clearance certificates and copy of valid Trade License
 - ✓ Bid according to specifications.
 - ✓ Certificates and Literature in support of the item.
 - ✓ GST No. and copy of the relevant documents
 - ✓ A certificate in company's letterhead which is to be signed by the authorized representative stating that all conditions mentioned in the Tender Document have been accepted by the company.
- Authority reserves all rights to accept/reject any/all quotation without showing any reason.

Head, Civil Engineering Department, IEST, Shibpur