



INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY
Shibpur, P.O. Botanic Garden (Formerly Bengal Engineering and Science University)
HOWRAH (West Bengal, India)-711103
Phone: 033 26684561

Notice Inviting Tender

Tender No: 05/DY.REG/21-22

Date: 09.06.2021

Sealed quotations are invited from the reputed Jewelers experienced in manufacturing of medals at institute of higher learning for supply/manufacturing of medals and mementos to be awarded in the 7th Annual Convocation, 2021.

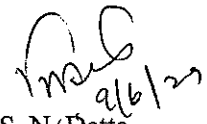
The quotation will be received in the drop box.

Important Information	
Drop Box at	Office of Deputy Registrar, Stores and Purchase
Start date of tender Submission	10.06.2021
Time	Between 11:00 am and 5:00 pm (on all working days)
Last date of tender submission	14.06.2021 at 02:00 pm
Tender Opening date	14.06.2021 at 03:00 pm
Tender Fee (Non-refundable)	Rs. 1,000/- as Banker's Cheque/ Demand Draft in favour of "Registrar, IEST, Shibpur"
Earnest Money Deposit	Rs. 10,000/- as Banker's Cheque/ Demand Draft in favour of "Registrar, IEST, Shibpur"

REGISTRAR

Terms & Conditions:-

1. Tender application money is Rs.1,000/- and Earnest money of Rs.10,000/- by Bankers Cheque/ DD drawn in favour of 'Registrar, IEST, Shibpur' should be submitted.
2. Payment terms - within 30 days after submission of bills/completion of jobs. No advance payment will be made, if advance is required Bank Guarantee is to be furnished.
3. Time of Delivery - within 28th June, 2021.
4. Numbers of medals/memento etc. may vary as per the requirement of the Institute.
5. Rates of silver and gold per gram should be mentioned. Rate per item to be quoted considering the cost of acrylic/other boxes.
6. All information should be filled up properly and enclosures must be furnished. For incomplete applications and non-submission of supporting documents e.g., copy of trade license, GST registration, PAN etc., the application will be rejected.
7. At the time of selection, preference will be given to those who have relevant experiences for manufacturing of medals in Institute of higher learning like University, NIT, IISER, IIT etc.
8. Extra amount for acrylic or other boxes will not be given.
9. Decision of the authority is final and binding.
10. Date of submission of quotation is 14.06.2021 up to 2:00 pm at the Office of the Deputy Registrar, Stores & Purchase.
11. Opening on 14.06.2021 at 3.00 pm at the office of the Deputy Registrar (Finance).


S. N. Datta
Deputy Registrar
Stores and purchase

Copy forwarded for information and necessary action to:

1. Institute Website
2. All Notice Board

Bidder Name, Address, Contact no. and email id must be super scribed on the sealed envelope.

**INDIAN INSTITUTE OF ENGINEERING, SCIENCE & TECHNOLOGY, SHIBPUR,
HOWRAH-711103**

➤ **Specification and other details for Medals and Mementos:**

FORM OF APPLICATION FOR MANUFACTURING OF MEDALS, MEMENTO, CASKETTE
ETC.

[Particulars are to be submitted in letter head of the firm]

- 1 Name of Firm:
- 2 Address (with Phone & Fax Number):
- 3 Whether Proprietorship/Partnership/Company:
- 4 Name of the Proprietor/Partners/Directors:
- 5 Trade License No. (copy enclosed):
- 6 PAN (copy enclosed):
- 7 GST Registration No. (copy enclosed):
- 8 Experience in the relevant job/area (Copies of the Orders must be enclosed):

Medal Requirement:

Sl. No.	Items	Specification for each item	Estimated Numbers	Rate per Item including boxes etc. (in Rs.)	
				Without GST	With GST
1	Silver Medals (Diameter: 5cm. approx)	40gm. Pure Silver to be affixed in box as per sample	39 nos.		
2	Gold Centred Silver Medals (Diameter: 5cm. approx)	40gm. Pure Silver, 1gm. 9ct. H/M gold plate in the middle to be affixed in box as per sample	03 nos.		
3.	Gold Plating Silver Medal (Diameter: 5cm. approx)	40gm. Gold Plating Silver Medals with 2 gm. 9ct. H/M gold plate in the middle to be affixed in box as per sample.	05 no.		
4.	Engraving of name of the student and other details as per our requirement. Rate per letter should be quoted.				
	Other details: a) One side Institute Logo. Die with logo will be provided. c) The other side with engraving of name of the student and other details as per our requirement.				

Date:

Signature with stamp