



Notice Inviting Tender

Tender No: 35/AR.REG/21-22

Date: 17.02.2022

Sealed tenders 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 8<sup>th</sup> Annual Convocation, 2022.** of IEST, Shibpur, Howrah-711103. The quotation will be received in the drop box.

<b>Important Information</b>	
Drop Box at	Stores and Purchase Section
Start date of tender Submission	18.02.2022
Time	Between 11:00 am and 5:00 pm (on all working days)
Last date of tender submission	24.02.2022 at 02:00 pm
Tender Opening date	24.02.2022 at 03:00 pm
Tender Opening place	Stores and Purchase Section

REGISTRAR

Terms & Conditions:-

1. Tender application money is **Rs.1, 000/- (Non-refundable)** and Earnest money of **Rs.10, 000/-** by Bankers Cheque/ DD drawn in favour of '**The Registrar, IEST, Shibpur**' payable at **Kolkata** 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 9<sup>th</sup> March, 2022.
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. Date of submission of quotation is **24.02.2022 up to 2:00 pm at the Stores & Purchase Section.**
10. **Date & place for opening of the tender as mentioned above.**

*D. Chakrabarty*  
17/2/2022

D. Chakrabarty  
Assistant Registrar  
Stores and Purchase

Copy forwarded for information and necessary action to:

1. Institute Website
2. All Notice Board



# 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

## 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.