



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: 40/DY.REG/21-22

Date: 03.03.2022

Sealed quotations are invited from bonafide Contractor for Venue Branding with Flower Decoration of Institute Hall, for the purpose of 8th Annual Convocation of IEST, Shibpur, to be held on 11th and 14th march 2022..

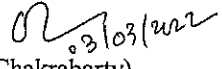
The quotation will be received in the drop box.

Important Information	
Drop Box at	Purchase Section
Start date of tender Submission	03.03.2022
Time	Between 11:00 am and 5:00 pm (on all working days)
Last date of tender submission	07.03.2022 at 12:30 pm
Tender Opening date	To be notified later via mail/phone/SMS by the office of the Superintending Engineer.
Tender Opening place	

REGISTRAR

Terms & Conditions:-

- To qualify for award of the contract the bidder should have satisfactory completed three similar completed works costing not less than the amount equal to Rs 62,000.00. Or b. Two similar completed works costing not less than the amount equal to Rs 77,000.00 Or c. One similar completed work costing not less than 1,23,000.00
- Quotation are to be submitted as per above mentioned format.
- All rates quoted should be inclusive of all taxes, levies & duties and Labor Welfare Cess, The rates should be quoted both in figures and words. Request for inclusion of any tax/levy at later stage will not be entertained.
- Transportation, Packing, Forwarding and Insurance Charges if any to be charged should be specifically indicated.
- 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.
- The work should be completed within 15 days of issuing of order.
- Materials & accessories supplied/used should be as per specification and of Approved Quality (B.I.S.) or by the authorised officer of IEST, Shibpur.
- The work should be completed within stipulated period as indicated in the work-order. A Liquidated damages @ 0.5% per week, subject to maximum of 10% of the value of work-order, beyond which the Employer may cancel the Contract.
- Bills in Triplicate should be presented for payment within 15days of supply/completion of work.
- The Order no. is to be noted on both challan & Bill.
- All bills are to be accompanied by order copies and challans as received.
- 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.
- Date of submission of quotation is 07.03.2022 up to 12:30 pm at the Office of the Deputy Registrar, Stores & Purchase.
- Date & place for opening of the tender will be notified later by the office of the Superintending Engineer.


(D. Chakrabarty)
Assistant Registrar
Stores and purchase

Copy forwarded for information and necessary action to:

- Institute Website
- All Notice Board
- Suptd. Engineer, IEST, Shibpur

Name of Tender: -. Venue Branding with Flower Decoration of Institute Hall, for the purpose of 8th Annual Convocation of IEST, Shibpur, to be held on 11th and 14th march 2022.

1. Name of the Firm :
(in Block Letter)
2. Office Address :
3. Phone No :
4. Whether Partnership / Proprietorship Firm :
5. Name of Partner(s) / Proprietor(s) :
6. PAN No. :
7. Trade License No. :
8. Electrical License :
9. **GST No.** :
10. Quoted rate:
(Use separate sheet, if required) :

Bill quantities for the work of: Venue Branding with Flower Decoration of Institute Hall, for the purpose of 8th Annual Convocation of IEST, Shibpur, to be held on 11th and 14th march 2022.

S.L. No.	Description of work	Unit	Qty.	Unit Rate (In Rs)	Amount (In Rs)
1	Synthetic carpeting/matting of approved colour in auditorium area (Brand New Carpet)	Sq Ft	720		
2	Carpeting/matting of approved colour in stage area (Brand New Carpet)	Sq Ft	960		
3	Throne at Stage.	Each	5		
4	Centre table: 2.5' x 1.5' with cloth cover	Each	5		
5	Podium with branding eco solvent lamination vinyl	Nos	2		
6	Stage backdrop Mounting & Fitting of temporary Backdrop made with wooden structure and best quality Black back Flex. Size, Main Stage LED Riser (12ft x 8 ft, height 1 ft), LED Masking 22 ft x 1 ft, LED Masking with flex top 3 ft x 22 ft, Flex left and right side side 5 ft x 8 ft, Flex top 22 ft x 3 ft.	Sq ft	168		
7	Box 3D pillar (4 side): Temporary 3 D Box Pillar made with wooden Structure and Strandard quality Flex at the Entrance of the Institute Hall. Header 6ft x 2 ft x 4 side, Base 2 ft x 4 ft x 4 side .Top 1.5 ft x 1.5 ft x 2 sidee eco solvent with lamination.	Sq Ft	456		
8	Camera Riser outside of the Institute Hall 6 ft x 6 ft height 3 ft with four side black cloth masking and top with carpet.	Sq ft	36		
9	Singing platform inside of the Institute Hall 16 ft x 6 ft height 1 ft with three side black cloth masking and top with carpet.	Sq ft	96		
10	Banner : for out side of Institute Hall Flex (8 ft x 6 ft)	L S	48		
11	Flower Decoration at Main Stage. (artificial & original Flower with diffrent colours of Joyveras and roses)	LS	1		
12	Flower Decoration for LED back drop bottom side (22 ft x 1 ft) (artificial & original Flower with diffrent colours of Joyveras and roses)	LS	1		
13	Flower Bunch with artificial Flower & Leaves strandard Degisin at all Sides of 12 nos Pillars of I.Hall	LS	1		
14	Table Bouquet for Stage with Original Flowers & Leaves.	LS	1		
15	Hand Bouquet for Guest made with original flowers.	LS	1		
16	Artificial & Original flower decoration with round shaped Iron Trust at the entrance of Institute Hall (for 5days)	LS	1		
17	Acrylic Name Plate.	Nos	5		
18	Single Rose with Silver papet and leaves.	Nos	800		
19	Transprotation	LS	1		
TOTAL (In Rs)					

To
Assistant Registrar
Stores and Purchase
IEST'S, Howrah-711103

I/WE agree to execute the work in accordance to requirement at the above quoted items rates for a total price of Rs _____ (Rupees)

Authorized Signature: _____

Dated:

Address:

Name & Title of Signatory:

Name of the bidder and Seal:

Notes: 1) Quantities mentioned in the B.O.Q are as per estimate. Actual quantities may vary according to the requirement at site; payment will be made on pro-rata basis on actual executed quantity.

2) The bidder is advised to visit the site of work at his own expense and obtain all information that may be necessary for preparing the quotation. The Bidder enclosed attested copy of Trade License/GST No/Pan Card/ P Tax certificate and completion certificate of similar work and other document etc with the application.