

Institute Website

Department of Civil Engineering

Indian Institute of Engineering Science and Technology, Shibpur; Howrah-711103

Tender Advt. No. **CE/SATEM - 2019/Food**

Dated: 04/12/2019

Sealed tenders are invited by the Civil Engineering Department, Indian Institute of Engineering Science and Technology, Shibpur, Howrah-711103 for the supply of Food (Lunch) for the National Conference on “**Sustainable Advanced Technologies for Environmental Management (SATEM-2019)**” from 18-20 December, 2019.

Tender Documents containing 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** or dropped into the Tender Box kept in the Department **by 14th Dec 2019, (4:00 pm)**.

The intended vendors are requested to submit technical and financial bid in sealed envelopes within stipulated time.

For further clarification, please contact Dr. Chanchal Majumder (9007761448).

Enclosed: **Section-I: General conditions and Important Instructions for Bidders.**

Section-II: Specification of the Items.

*Prof. Anirban Gupta
Professor and Head,
Department of Civil Engineering
IEST Shibpur*

SECTION-I: General Conditions and Important Instructions for Bidders

1. Interested parties/vendors are to download the tender documents with detailed specifications from the institute website (www.iiests.ac.in)
2. It is necessary to submit the original tender documents alongwith technical/price bids in sealed envelopes to the **Head, Department of Civil Engineering, Indian Institute of Engineering Science and Technology (IEST), Shibpur; Howrah-711103**, or directly to **Drop** in the **Tender Box** kept in the Department.
3. Bidders are to abide by the terms and condition and submit this tender document in original duly signed with acceptance of the terms and conditions.
4. The rate should be quoted in rupees per head on the basis of sufficient quantity and satisfactory quality for individuals.
5. Last date of receipt of tender is **14th December 2019 (4:00 pm)**. Tenders received late will not be accepted under any circumstances. Tenders will be opened in the Seminar Hall of the Civil Engineering Department, on the same day at 4:15 pm. In case the Institute remains closed on the said date, tenders will be opened on next working day at 4:45 p.m.
6. The Price Bid should clearly mention the price including the following:
 - Delivery charges up to IEST, Shibpur, Howrah, including loading and unloading charges.
 - Necessary arrangements/logistics for serving lunch is to be made by the vendor at location suggested by the conference organizers, if and when required.
 - All taxes, duties, levies applicable.
7. The supply of the food is to be made at the location suggested by the conference organizer within Indian Institute of Engineering Science and Technology campus before 1.00 pm every day. The bidders will be responsible for any breakage, damage or defect during the service.
8. Bills in triplicate should be presented for payment within 15 days of supply/ commissioning of work. No advance will be paid for execution of the order. The Purchase Order No. is to be noted on both Challan and Bill. All bills are to be accompanied by order copies and Challan receipt.
9. Payment will be made on submission of Proper Bills, Challans etc, by A/C Payee Cheque and no cash payment will be made under any circumstances.
10. All payments are subjected to statutory deductions as and when applicable.
11. Tender is to be kept valid for acceptance for 2 month with effect from the last date of issue of the tender without any modifications in its terms and conditions.
12. Documents mandatory 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 as a token of acceptance of Terms and Conditions of Tender.
 - Latest Income Tax, Sales Tax, Professional Tax clearance certificates and copy of valid Trade License
 - Bid according to specifications.

I/We accept the above terms and conditions.

Signature of vendors with date & Seal

Section-II: Specification of the Items

Date	Name of items/works	Description
18/12/2019	Lunch	Rice, AluBhaja, Dal, Salad, Mix Vegetables, Katla Fish Curry, Chicken Curry/Paneer Masla, Papad, Chatni, Dahi, Rasogolla
19/12/2019	Lunch	Rice, Finger Chips, Mix Vegetable, Chicken Rezala/Paneer Masla, Papad, Chatni, Ice cream, Rasogolla/Sandesh
20/12/2019	Lunch	Mutton Biryani, ChickenCurry, Chatni, Ice-cream, Papad, Rasogolla/Sandesh