

**Advt. for Tender Notice**

**Institute Website**

**Department of Civil Engineering**

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

Tender Advt. No. CE/SATEM(II)-2019/CAR

Dated: 04/12/2019

Sealed tenders are invited by the Civil Engineering Department, Indian Institute of Engineering Science and Technology, Shibpur, Howrah-711103 for transport of invited speakers, Session Chairs and organizing Co-Chairman/Co-ordinators of the National Conference “**Sustainable Advanced Technologies for Environmental Management (SATEM-2019)**” to be held from 18 to 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 **within 14 December, 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***

---

**Name of Product/Services:**

1) Transport of Conference Personnel by SEDAN A.C. Car (2 nos.)

Date: 18/12/2019 to 20/12/2019

Time Duration: 8:00 am to 10:00 pm

## **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](http://www.iiests.ac.in))
2. It is necessary to submit the original tender documents along with 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 and mention GST separately.
5. Last date of receipt of tender is December 14, **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 12:30 p.m.
6. The Price Bid should clearly mention the price including the following:
  - Transport charges from IEST to any place as and when required
  - Mention hiring charges on hourly basis for first 8 hours then for additional hours.
  - Necessary arrangements/logistics for transport is to be made by the vendor at location suggested by the conference organizers, if and when required.
  - All taxes, duties, levies applicable.
  - All journey will originate from IEST, Shibpur
7. The cars are to be provided at the Department of Civil Engineering, Indian Institute of Engineering Science and Technology between 6.00 a.m. to 10.0 p.m. on 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> Dec., 2019.
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 Work 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**

<b>Date</b>	<b>Car type</b>	<b>Particulars of journey</b>
18.12.2019 to 20.12.2019	Hiring Car for Transport of Invited Speakers, session Chairs and Personnel organizing the conference.	SEDAN AC Car – 5 Seater Pick up of personnel from IEST, Shibpur Campus Howrah to any destination as per actual requirement and return back to the same Campus.