

INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY,

P.O.- Botanic Garden, Howrah -711 103
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No.: 65/DY.REG./19-20

Date: 6th January, 2020

NOTICE INVITING TENDER

Sealed quotations are invited from the bonafide Dealers/suppliers for supplying of Cover Files, Special Cover Files and Pen to be used in the ensuing 6th Annual Convocation to be held on 31.01.2020.

COVER FILE :-

Size :- 10.5 inch.(w) X 14.0 inch (h). Material :- JUCO (Fine) Laminated,

Inside Body :- Fabricated with Brown Cotton Fabric.

Inner Assemble Unit :- Transparent PP Plastic Pockets of size 10.0 inch.(w) X 13.0 inch (h) will be fitted in both inner side.

Front Fabrication :- In front one Egg shape Design will be placed & to be made with original raw jute material.

Locking Panel :- One small Flap with Velcro will be fitted.

Print Section :- Multicolour Digital Print as per approved Artwork.

Quantity :- 975 nos.

SPECIAL COVER FILE :-

Size :- 35.5 cm. X 26.5 cm. Colour :- Black, Material :-Leather, Quantity :- 50 nos.

Printing on the cover to be done as per requirement of the Institute.


GOOD QUALITY PEN :-

Quantity :- 50 nos. Brand :- Parker / Renault (Price Range Rs. 100/- to Rs. 120/-)

Sample of the above mentioned item is available from office of the Dy. Registrar (Academic). The quotation should be dropped in the Drop Box at the Purchase Section, Office of the Registrar (5th Floor), IEST, Shibpur between 11.00 am and 5.00 p.m. on all working days latest by 13th January, 2020.

EMD of Rs. 5000/- are to be paid by Banker's Cheque/DD drawn in favour of "Registrar, IEST, Shibpur". The Institute reserves the right of selection.

REGISTRAR


06/01/2020

Terms & Conditions:

1. All rates quoted should be inclusive of all taxes, levies & duties. The rates should be quoted both in figures and words. Request for inclusion of any tax/levy etc. later stage will not be entertained.
2. Transportation, Packing, Forwarding and Insurance Charges if any to be charged should be included.
3. The materials are to be supplied /delivered to the Academic Section of IEST on or before 25.01.2020 positively.
4. No Advance Payment can be made.
5. The supply should be completed within stipulated period as indicated in the Order. A Liquidated damages @ 0.5 % will be imposed, subject to maximum of 5% of the value of work-order.
6. Bills in Triplicate should be presented for payment within 15 days of supply/completion of work.
7. The Order no. is to be noted on both Challan & Bill.
8. All bills are to be accompanied by order copies and challans as received.
9. 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.
10. All quotations should be accompanied by xerox copy of valid Trade license, Pan Card & GST certificate and any other relevant license required for the purpose.
11. The Supplier should have experience of doing such work in the Educational Institutes. Supporting documents to be attached.
12. Please submit one piece of sample of three items along with the quotation. The sample will be returned to the unsuccessful bidder in due course of time.


DEPUTY REGISTRAR (S&P)