

**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR,
HOWRAH – 711103 : : WEST BENGAL**

Phone: 033 26681503, 033 26684561 Fax: 033 26682916

Tender No:-62/DY.REG./19-20

Date:-27.12.2019

Notice Inviting Tender

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 6th Annual Convocation, 2020.

The Tender Forms with necessary specifications is available from the Institute's website from 30.12.2019. The quotation will be received in the drop box at the Office of the Registrar, Stores & Purchase section between 11.00 a.m and 5.00 p.m on all working days latest by 08.01.2020.

Cost of tender document of Rs.1,000/- and EMD of Rs. 10000/- are to be paid by Banker's Cheque/DD drawn in favour of "Registrar, IEST, Shibpur". The Institute reserves the right of selection. For details, visit website www.iests.ac.in.

REGISTRAR

Terms & Conditions :-

- 1 Tender application money is Rs.1,000/- and Earnest money of Rs.10,000/- by Bankers Cheque/ DD drawn in favour of 'Registrar, IEST, Shibpur' 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 – The materials are to be supplied / delivered at the Institute Campus within 21st January 2020.
- 4 Numbers of medals/memento etc. may vary as per the requirement of the Institute.
- 5 Rates of silver and gold per gram inclusive of all taxes 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 Decision of the authority is final and binding.

Dy.Registrar (S& P),
IEST, Shibpur

Copy forwarded for information and necessary action to:

1. Institute Website,
2. Notice board,

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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):

**Specification & other details
of Medal and Mementos:**

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	43 nos.		
2	Gold Centered 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	Silver Memento	90gm. Pure Silver, Affix in Fancy Acrylic Box	02 nos.		
5	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.				

Date

Signature
of Vendor

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