

**DEPARTMENT OF CIVIL ENGINEERING  
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR  
P. O. Botanic Garden, Howrah, West Bengal-711103, India  
Phone: 033-26684561 FAX: 033-26682916**

Tender reference No: IESTS/CE/SURVEY/EQUIPMENT/2022-23/01

Date: 09.01.2023

**NOTICE INVITING TENDER**

Sealed tenders are invited by the Civil Engineering Department, Indian Institute of Engineering Science and Technology, Shibpur, Howrah-711103 for the supply of **02 (Two) Nos. of Leveling Staves**, Department of Civil Engineering, Indian Institute of Engineering Science and Technology, Shibpur.

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 January 23, 2023(4:30 pm)**.

For further clarification, please contact Dr. Anuj Kishor Budhkar (9699893836).

Enclosed: **Section- I: General Conditions and Important Instructions for Bidders.**  
**Section-II: Specification of the Items.**

*Head  
Department of Civil Engineering  
IEST, Shibpur*

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**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 and price bids to the **Office, Department of Civil Engineering, Indian Institute of Engineering Science and Technology (IEST), Shibpur; Howrah-711103.**
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. Last date of receipt of tender is **January 23, 2023(4:30 pm)**. Tenders received late will not be accepted under any circumstances. Tenders will be opened in the Department of Civil Engineering, on the same day at 4:45 pm. In case the Institute remains closed on the said date, tenders will be opened on next working day at 4:30 pm.
5. The Price Bid should clearly mention the price including the following:
  - Delivery charges up to Computational Laboratory, Department of Civil Engineering, IEST, Shibpur, Howrah, including loading and unloading charges.
  - All taxes, duties, levies applicable.
  - Erection, Commissioning and testing charges at Computational Engineering Laboratory, Department of Civil Engineering, IEST, Shibpur site
6. DGS&D rate contract price will be preferred wherever applicable. The Institute will not issue any C or D form availing for concessional Sales Tax/ VAT. The Institute will issue Customs Duty Exemption Certificate or Excise Duty Exemption Certificate for foreign purchase, if required.
7. The equipment/goods are to be supplied at the Surveying Laboratory, Department of Civil Engineering, Indian Institute of Engineering Science and Technology between 11.00 am and 4.00 pm from Monday to Friday except holidays. The bidders will be responsible for any breakage, damage or defect in the equipment detected subsequently.
8. Period of delivery of equipment/ execution of work should be within two weeks from the date of issue of Purchase Order. If the supply/execution is not completed within the stipulated period as indicated in the Purchase Order a Liquidated Damage @0.5% per week will be imposed on the value of purchase order.
9. GST as per rule.
10. Bills in triplicate should be presented for payment within 7 days of supply/ commissioning of work. No advance is paid for execution of the order. The Order No. is to be noted on both Challan and Bill. All bills are to be accompanied by order copies and Challan receipt.
11. 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.
12. All payments are subjected to statutory deductions as and when applicable.
13. Tender is to be kept valid for acceptance for 3 months with effect from the last date of issue of the tender without any modifications in its terms and conditions.
14. 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.
  - Certificates and Literature in support of the item.
15. Authority reserves all rights to accept/reject any/all quotation without showing any reason.

**I/We accept the above terms and conditions.**

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Signature of vendors with date & Seal

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**Section-II: Specification of the Items**

Sl. No	Item/Work Description	Quantity
1	Leveling Staves - 6 metre height, Material- Aluminium, 5-fold, with Canvas cover and both side markings.	2 no's