

DEPARTMENT OF CHEMISTRY
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
P. O. Botanic Garden, Howrah, West Bengal-711103, India

Tender reference No: IESTS/CHEM/CPDA-CB/19-20/Spare parts-01

Date: 15/10/2019

NOTICE INVITING TENDER

Sealed Quotations are invited from bonafide manufacturers/dealers/agents for the supply of power control board (PCB), electrode setup, cables, indicators, instrument switch etc. under the CPDA grant of Dr. Chinmoy Bhattacharya, Associate Professor, Department of Chemistry, IEST, Shibpur (CPDA Sanction order no.: 6021/D(FW)/19; DT. 21-06-2019).

1.	Important Information:	
	Location of Supply	Department of Chemistry, Indian Institute of Engineering Science and Technology, Shibpur, P.O. Botanic Garden, Howrah 711 103, West Bengal
	Name of Work:	Supply of Chemicals (Fine chemicals, metal salts, pure metals and metal electrodes etc.)
	Estimated value of the work	Rs. 35,000/- (approx)
	To qualify for award of the work, each bidder in its name should have	1. Latest Income Tax, Sales Tax, Professional Tax clearance certificates, Photocopy of PAN / GST and other relevant docs.
	Date of publishing tender	15/10/2019
	Last Date of Submission of Bid:	25/10/2019 AT 3:30PM
	Bids shall be submitted to:	Laboratory of Dr. Chinmoy Bhattacharya, Chemistry Department 2 nd floor, IESTS, from 11:00 a. m. to 3:30 p.m. on all working days
	Date of Opening of Bid	28/10/2019 AT 11.30 AM
	Clarification needed on Bidding Documents may be inquired to	Dr. Chinmoy Bhattacharya, Chemistry Department, IESTS
	Officer Inviting Bid	Dr. Chinmoy Bhattacharya, Chemistry Department, IESTS
	Delivery date	Within 4-6 weeks of placement of order
	Delivery Place	Laboratory of Dr. Chinmoy Bhattacharya, Department of Chemistry, IEST, Shibpur.

2.	Techno-commercial bid shall consist of the following Information and supporting documents towards: (Scanned copies of all the documents have to be submitted in the CPP portal with the tender/bid)
1	Name of the firm, Address of the Registered Office: Contact Phone No and Contact E-mail address: Place of registration:
2	Principal place of business:
3	Constitution or legal status of Bidder:
4	Vendor's Bank account no with IFSC code, PAN and GST
5	Valid Trade License, IT, Professional tax, Sales Tax clearance certificate , GST certificate must be provided (if not received yet then GST number must be provided in official letter head, Proprietary certificate if any
6	Bidder Quotation Number and Date, Catalogue, Manufacturer certificates and authorization certificates from the OEMs, if any, GST number and percentage must be mentioned for the quoted item. The certificate stating the address where the order has to be placed.

3. Terms and conditions:

- i. Vendors must quote chemicals from certified manufacturer.
- ii. Vendors should quote **the maximum percentage of discount**, they may **offer on the latest Catalogue price of given manufacture/company** of the manufacturer for whom they are quoting.
- iii. **Percentage of discount should be mentioned on the catalogue price**
- iv. All rates quoted should mention all taxes, levies & duties. **Request for inclusion of any tax/levy at later stage will not be entertained.** Transportation, Packing, Forwarding, installation, training and Insurance Charges if any to be charged should be specifically indicated. The certificate stating the address where the order has to be placed.
- v. The whole process starting from uploading of tender to placing of order should be completed within the tender validity period. The Institute reserves the right to accept or reject all or any of the tenders without assigning any reason whatsoever. The decision of the Institute shall be final in case of any dispute. The materials must be delivered within three weeks of placement of order. Materials & accessories used should be as per specification and of Approved Quality (B.I.S.) or by the authorized officer of I.I.E.S.T. Shibpur.
- vi. Bills in Triplicate should be presented for payment within 15 days of supply/completion of work. The Order no. is to be noted on both challan & Bill. All bills are to be accompanied by order copies and challans as received.
- vii. 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.**
- viii. In case of non supply of material within the due date i.e. within the date of delivery, the Director, IEST Shibpur will have the right to impose penalty like forfeiture of performance security and removal of the name from the list of the vendor and resort to risk purchase in full or part thereof at his/her discretion, his/her decision shall be final and bind.
- ix. Scanned Copy of similar type of order received from other centrally funded Institute during the last one year, may be submitted for credential.
- x. Indian Institute of Engineering Science and Technology, Shibpur, Howrah reserves the right to accept/ reject all or any of the bidders without assigning any reason whatsoever.
- xi. Scanned copy of Manufacturer's catalogue (OEM) of the items should be provided.
- xii. Certificate to obtain GST concession and Customs Duty Exemption Certificate will be provided by IEST, Shibpur (if required).

List of items to be purchased for the research Lab (Dr. Chinmoy Bhattacharya) of the Department of Chemistry, IEST, Shibpur

Sl. No	Product Description	Qty nos
1	PCB for ultramicro electrode setup	01
2	Instrument switches	15
3	Indicators	15
4	Electrode cables	01