

# **Indian Institute of Engineering Science and Technology, Shibpur**

**Howrah – 711103, West Bengal, India**

Phone: 033 26681503, 033 26684561 Fax: 033 26682916

No: 20/DY. REG/18 -19

Date: 11<sup>th</sup> January, 2019

## **Notice Inviting Tender**

Sealed quotations are invited from bonafide Contractors for Repairing and Annual Maintenance of CLOCK installed at Clock Tower in the IEST, Campus.

### **Description of work :-**

Cleaning, oiling, adjusting, fittings, repairing of escapement wheel, lever, lever frock, centre wheel etc of old Antique long case 3 dial weight driven pendulum movement clock for one year.

The quotation should be dropped in the drop box at the Office of the Registrar (5<sup>th</sup> Floor), IEST, Shibpur between 11.00 am to 1.30 p.m. & 2p.m. to 5.30 p.m. (Week Day) latest by 21<sup>st</sup> January, 2019 upto 4 p.m.

**REGISTRAR**

Copy To: 1.To be displayed on the Institute Website  
2. All Notice Board

*Indian Institute of Engineering Science and Technology, Shibpur*  
Howrah-711 103

**Name of Tender:** *Cleaning, oiling, adjusting, fittings, repairing escapement wheel, lever, lever frock, centre wheel etc of old antique long case 3 dial weight driven pendulum movement clock of Indian Institute of Engineering Science Technology, Shibpur, Howrah.*

1. Name of the Firm :  
(in block letter)
2. Office Address :
3. Phone No. :
4. Whether Partnership / Proprietorship Firm :
5. Name of Partner(s) / Proprietor(s):
6. PAN No. :
7. Trade Licence No. :
8. **GST No.** :
9. Demand Draft of Rs.1000/- for EMD : Number :

Bank : \_\_\_\_\_ Branch \_\_\_\_\_

10. Quoted rate:  
(Use separate sheet, if required)

Signature

**Bill of quantities for the work of :** *Cleaning, oiling, adjusting, fittings, repairing escapement wheel, lever, lever frock, centre wheel etc of old antique long case 3 dial weight driven pendulum movement clock of Indian Institute of Engineering Science Technology, Shibpur, Howrah.*

S.L. No.	Description of work	Unit	Qty.	Unit Rate (In Rs)	Amount (In Rs)
1	Cleaning, Oiling, adjusting, fitting, repairing escapement wheel lever, lever frock, centre wheel, hour wheel, minute wheel, re bushes, pivots pulley, hands. supply of complete weight, pulley, steel wire rope, click spring, repairing of case with polishing, Birell polishing with painting of Dial with silver plating and lacquer of old antique long case 3 dial, weight driven pendulum movement clock .	Set.	01		
<b>TOTAL (In Rs)</b>					

To  
Deputy Registrar  
(Stores and Purchase)  
IEST'S, Howrah-711103

I/WE agree to execute the work in accordance to requirement at the above quoted items rates for a total price of Rs-----  
----- (Rupees )

Authorized Signature:----- Dated:- Address:-

Name & Title of Signatory:

Name of the bidder and Seal:

**Notes:**

1) *The bidder is advised to visit the site of work at his own expense and obtain all information that may be necessary for preparing the quotation. The Bidder enclosed attested copy of Trade License/GST No/Pan Card/ Completion certificate of similar work and other document etc with the application.*

**Terms & Conditions:-**

- To qualify for award of the contract the bidder should have satisfactory completed at least one similar work.
- Quotation are to be submitted as per above mentioned format.
- 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 at later stage will not be entertained.
- Transportation, Packing, Forwarding and Insurance Charges if any to be charged should be specifically indicated.
- 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 work should be completed within 20 days of issuing of order.
- A DD of Rs. 1000/- as EMD in favor of "Registrar, IEST, Shibpur" payable at Kolkata has to be submitted by the vendor/supplier, without which quotation will be summarily cancelled. The EMD of the unsuccessful vendors will be refunded. The EMD of the successful vendor will be converted as performance security shall be valid until a "Period of Maintenance" for the work i.e 12 (twelve) months from the date of taking over possession. During the period of maintenance, the contractor will be responsible for rectifying any defects free of cost to the Employer.
- Materials & accessories supplied/used should be as per specification and of Approved Quality (B.I.S.) or by the authorised officer of I.I.E.S.T, Shibpur.
- The work should be completed within stipulated period as indicated in the work-order. A Liquidated damages @ 0.5% per week, subject to maximum of 2% of the value of work-order, beyond which the Employer may cancel the Contract.
- Bills in Triplicate should be presented for payment within 15days 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.
- 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.

**Deputy Registrar**  
(Store and Purchase)

