

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

Ref: Tender Advt no. CH1773 dated 27th July, 2022

Notice Inviting Quotations

Sealed quotations are invited for the **dismantling and reassembling of Optical Microscope** at Department of Chemistry. The relevant bidding document can be downloaded from the website. Last date of submission of sealed quotation is **15 working days from the date of publication by 5.00 p.m.**

This is downloadable

**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND
TECHNOLOGY, SHIBPUR**



BIDDING DOCUMENT

For dismantling and reassembling of Optical Microscope

Department of Chemistry

June , 2022

SECTION I: Instrument name with Make and Model

Sl. No.	Instrument Name with OEM	Model Number
1	Olympus Optical Microscope with CMOS camera	GX51 microscope with DP12 camera

SECTION II: TERMS & CONDITIONS AND IMPORTANT INSTRUCTIONS FOR BIDDERS

1. Preference will be given to **OEM** or Authorized Agent (document required).
2. The potential bidders are encouraged for onsite inspection through HoD within five working days from **the date of publication of the tender** between **2.30 p.m. to 5.30 p.m.** after prior information. An inspection report should be provided.
3. Bidder can submit a two-part quotation namely **a)** Quotation for dismantling and moving (old space (2nd floor, Old Administrative Building, IESTS) to new space (2nd floor, Science and Technology Building, IESTS)) and **b)** Quotation for reassembly and repair.
4. Equipment must be cleaned during moving and any damage caused because of moving will be the responsibility of the bidder. Vendor should also be able to provide technical service if needed in the future and a quotation is to be provided after completion of the work.
5. Bidders are invited to submit a sealed quotation for **Part a** or both **part a and part b** as found suitable by the vendor upon inspection for the tendered item in the Department of Chemistry, **on or before 10 working days from the date of publication of the tender** between **10.30 a.m. to 5.00 p.m.** except Saturday, Sunday and other public holidays. Quotations received later will not be entertained under any circumstances.
6. Date and time of opening of bid is **next working day at 11.00 a.m.** and the place of opening of bid is office Room of the Department of Chemistry, IEST, Shibpur, Howrah-711103.
7. Bidders are to submit the quotations in Sealed Cover to the Department of Chemistry in the following address:

HoD
Department of Chemistry
IEST, Shibpur
Howrah-711103, India
8. The price quoted should be inclusive of all Taxes, duties and levies. Inclusion of Tax/Levy at a later stage will not be accepted. Freight, Insurance charges should be clearly indicated.

9. The work must be done at IEST, Shibpur premises between 10.00 a.m. and 5.00 p.m.. The work for **part a** should be completed within a period not exceeding **two weeks from the placement of the formal work order** failing which appropriate action will be taken as per university rules.
10. After completion of the work of **part a**, the vendor has to either provide a quotation (or revised quotation) for the part b if required or provide a report if the part b can not be done owing to technical problems within **seven working days** from the date of completion of work of **part a**.
11. Vendor is required to complete the work for **part b** within a period not exceeding **45 days from the placement of the formal work order** failing which appropriate action will be taken as per university rules.
12. If any essential item and/or service is required for the repair of the equipment, it must be included in the quotation.

13. If the work is not completed within the stipulated period as indicated in the Work Order, a Liquidated Damage @ ½ per cent per week will be imposed subject to maximum of 5% of the value of work order.
14. Bills in triplicate should be presented for payment within 15 days of Supply / Completion of work. No Advance Payment can be made. All bills are to be accompanied by Order copies and Challan Receipt. The Order Number is to be noted on both the Challan and the Bill.

15. **Documents to be submitted with the tender:**

Tender Documents/Terms & Conditions in Original duly signed by the Proprietor / Partner/ Director of the Company as a token of acceptance of Terms & Conditions of Tender.

16. **GST**
 - The Institute will issue GST Exemption Certificate if required.

17. **Indian Institute of Engineering Science and Technology, Shibpur, Howrah reserves the right to accept/reject all or any of the tenders without assigning any reason whatsoever.**

We accept the above terms and conditions.

Dated:

Signature of Bidders/Suppliers

With date & Seal