

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

Tender Ref. CHEM/22-23/9 dated 27/09/2022

and

**Notice Inviting Quotations**

Sealed quotations are invited for the Repairing of Photoluminescence Spectrophotometer 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 Repairing of Photoluminescence Spectrophotometer*

**Department of Chemistry**

**September 27, 2022**

## SECTION I: Instrument name

| Sl. No. | Instrument Name                     |
|---------|-------------------------------------|
| 1       | Photoluminescence Spectrophotometer |

## SECTION II: TERMS & CONDITIONS AND IMPORTANT INSTRUCTIONS FOR BIDDERS

1. Preference will be given to OEM or Authorized Agent (document required). If no bid received from OEM or Authorized agent, a bid from the vendor with more than ten years experience of handling Photoluminescence spectrophotometer (document required) will be considered.
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 and **b)** Quotation for reassembly and repair.
4. Equipment must be cleaned during reassembly. Vendor should be able to provide technical service if needed and quotation is to be provided after relocation.
5. Bidders are invited to submit 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 15 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 should be completed within a period not exceeding **two weeks from the placement of the formal work order (part a)** failing which appropriate action will be taken as per university rules.

10. After completion of the work of **part a**, vendor has to either provide quotation for the part b or provide a report if the part b can not be done for technical problems within **seven working days** from the date of completion of work of part a.
11. Vendor is required to complete the work order for **part b** within a period not exceeding **one month from the placement of the formal work order** for part b 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 not issue any GST Exemption Certificate. GST to be quoted @18%.

**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