

**Indian Institute of Engineering Science and Technology,  
Shibpur Howrah – 711103, West Bengal, India**  
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No:

Date: 21.02.2018

**Notice**

**Advt.No.Web/Dean, IPM/IEST/17-18/ 68**

Quotation are invited from bonafide Contractor's for Venue Branding for the purpose of the 4<sup>th</sup>. Annual Convocation of IEST, Shibpur, to be held on 4<sup>th</sup> March, 2017. The quotation should be dropped in the drop box at the Office of the Dean , IPM, IEST, Shibpur between 11.00 am to 1.30 p.m. & 2p.m. to 5.30 p.m. (Week Day) latest by 28<sup>th</sup> February, 2018.

<b>1. Important Information:</b>	
Location of Work:	Indian Institute of Engineering Science and Technology, Shibpur Post: Botanic Garden, Howrah: 711103
Name of Work:	Venue Branding for the purpose of the 4 <sup>th</sup> . Annual Convocation of IEST, Shibpur, to be held on 4 <sup>th</sup> March, 2018.
Completion of the work:	The work is required to be completed by 09 A.M, 3 <sup>rd</sup> March 2018 and in close co-ordination with the electrical contractor and other institute personnel enabling them to complete their scheduled works and activities.
To qualify for award of the work, each bidder in its name should have	Satisfactorily completed at least one similar work of value not less than Rs. 50, 000/- (Rs. Fifty Thousand) during the last three years.
Earnest Money Deposit	Rs. 2,000/- (Rs. Two thousand) in favour of "Registrar, IEST, Shibpur" payable at Kolkata
Date of N. I. T	Date: 21.02.2018
Last Date of Submission of Bid:	Date: 28.02.2018, Time 5.30 Hours
Bids shall be submitted to:	Office of the Dean, IPM, IEST, Shibpur
Date of Opening of Bid	Date: 28.02.2018, Time 18:00 Hours
Clarification needed on Bidding Documents may be inquired to	The Dean, Infrastructure Planning and Management, IEST, Shibpur. Mobile no: 94338 17067
Officer Inviting Bid:	Registrar, IEST, Shibpur

<b>2. Technical bid shall consist of the following Information and supporting documents</b>	
<b>towards:</b> Name of the firm	
Address of the Registered	
Office Contact Phone No	
Contact E-mail address: Constitution	
or legal status of Bidder Place of registration:	
Principal place of business:	
Power of attorney of signatory	
PAN	
Valid Trade License	
GST	
Satisfactory completion of similar work/s necessary to qualify for award of the work as stated	
above Earnest Money Deposit	

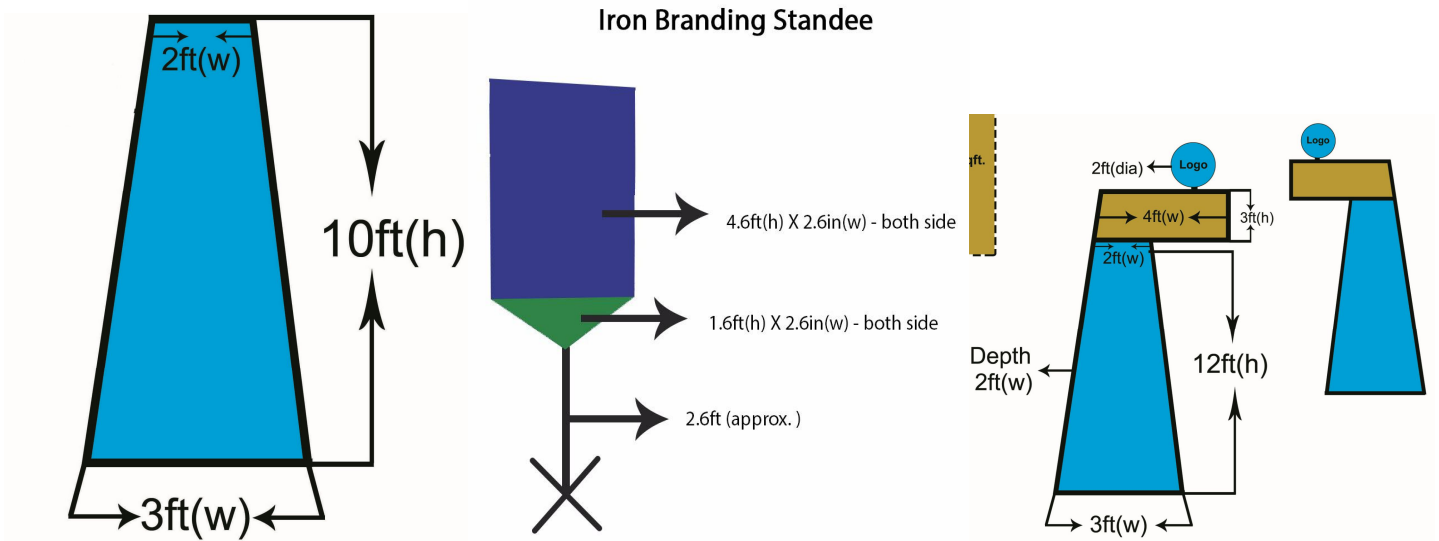
## Venue Branding & Misc. Items for 4 th. Annual Convocation of IEST, Shibpur.

Sl. No	Elements	Unit of Measurement	Size (Approx.) per Unit (w x h)	Size per Qty as per UOM	Total Qty	Total Size / Qty as per UOM	Rate per Unit (INR)	Gross Amount (INR)
1	<b>Backdrop:</b> Mounting & Fitting Charges of Temporary Backdrop Made with Battam / Wooden Structure and Standard Quality Flex	Sqft.	40ft x 14ft	560	1	560		
2	<b>3D Box Pillar (4 side):</b> Battam (High Quality) Structure, Flex Printing & Mounting	Sqft.	Body: 3ft x 10ft x 4side	120	8	960		
3	<b>Iron Box 3D Gate (4 side):</b> Iron Structure (16 Gage & Higher), Flex Printing & Mounting Using Bond Adhesive Only and 2ft Dia Sunboard (3mm or Higher) with Vinyl Printing and Pasting (Both Side)	Sqft.	<b>Top (Front &amp; Back):</b> 4ft x 3ft x 2side <b>Top (Depth):</b> 2ft x 3ft x 2side <b>Leg (Front &amp; Back):</b> 3ft x 12ft x 2side <b>Leg (Depth):</b> 2ft x 12ft x 2side <b>Sunboard Dia:</b> 2ft x 2side	156	2	312		
4	<b>Arch Gate:</b> : Battam (High Quality) Structure, Flex Printing & Mounting	Sqft.	<b>Leg:</b> 2ft x 12ft x 2nos. <b>Header:</b> 18ft x 3ft x 1no.	102	2	204		
5	<b>Iron Branding Standee (Both Side):</b> Iron Structure (16 Gage & Higher), Flex Printing & Mounting Using Bond Adhesive Only.	Sqft.	6ft x 2.5ft x 2side	36	6	216		
6	<b>Eco Solvent Vinyl Pasted on 3mm Sun Board for Podium:</b>	Sqft.	4ft x 2ft	8	2	16		
7	<b>Acrylic Name Plate</b>	Nos.	Lump Sump	LS	40	40		
8	<b>Transportation</b>	LS	Lump Sump	LS	LS	1		
<b>Gross Total (INR)</b>								
<b>Add: SGST (if Applicable and only for Proper Registration Number Holder)</b>								
<b>Add: SGST (if Applicable and only for Proper Registration Number Holder)</b>								
<b>Grand Total (INR)</b>								

**Kindly Note:**

1. Non GST party should declare non registration of GST in a self attested format.

2. SGST & CGST percentage should be mentioned in the column above (if applicable).
3. Every party should quote as per the quotation format mentioned above and unit price need to be mentioned and final amount will be finalised as per actual delivery as per pro rata basis.
4. For understanding of few items do refer to the attached reference pictures.



#### 4. Terms and conditions:

- i. 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.
- ii. Transportation, Packing, Forwarding and Insurance Charges if any to be charged should be specifically indicated.
- iii. 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.
- iv. **The work is required to be completed by 09 A.M, 3<sup>rd</sup> March 2018 and in close co-ordination with the electrical contractor and other institute personnel enabling them to complete their scheduled works and activities.**
- v. The EMD of the successful vendor will be converted as performance security and to be refunded after satisfactory completion of the work.
- vi. Materials & accessories 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.
- vii. Bills in Triplicate should be presented for payment within 15days of supply/completion of work.
- viii. The Order no. is to be noted on both challan & Bill.
- ix. All bills are to be accompanied by order copies and challans as received.
- x. 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.

**Dean , IPM,  
IEST, Shibpur,  
Howrah.**

Copy to:

1. Institute Website.
2. All Notice Boards