



# The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION  
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)  
8 Gokhale Road, Kolkata-700 020

*A Century of Service to the Nation*

## NOTICE INVITING TENDER

SP/T-1830/1

Date: 22.04.2025

### SUB: SUPPLY OF MERCHANDISED LAPEL PIN FOR IEI HQ

Sealed tenders are invited in two parts viz. Technical bid (Envelope – ‘A’) and Financial bid (Envelope ‘B’) (Envelope ‘A’ and ‘B’ with the content shall be clearly marked on the top of the envelopes separately). Technical Part – Bids (Envelope – ‘A’) shall comprise of compliance documents Qualification Requirement, IT Return copy, GST certificates, company profile and any other document in support of technical capability. The Technical bid should not contain any financial indication, violation of which will invite disqualification. Financial bid shall comprise of quoted price only in the format provided with the tender document.

Completed Separate tenders against each of the two (Technical part in one envelope, Financial part in another envelope, and the two envelopes put into one third envelope, with all envelopes superscribed about Name of Work and contents, envelope type whether ‘A’ or ‘B’) should be submitted to the Receiving Cell of IEI by **09 May 2025**.

All pages of the tender document including tender notice are to be signed by the bidders. IEI reserves the right to reject the tender in full or part without assigning any reason.

Deputy Director (IT & ADMN)

P.Roy



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### SUPPLY OF MERCHANDISED LAPEL PIN

#### QUALIFICATION REQUIREMENT

1. The bidder must be in service of preparation of Merchandised Items since last 5 years.
2. The Annual Average Turnover must be Rs.5 lakhs onwards.
3. The bidder has to submit the pictures of sample Merchandised Items prepared by them.
4. The bidder has to submit the Company Profile.

#### OTHER TERMS & CONDITIONS

1. **The mold of Lapel Pin is to be returned back to IEI by the vendor after completion of the job.**
2. The rates quoted shall be valid for the **period of one year from the date of issuance of work order. No escalation in price will be entertained during this period.**
3. Bidders are strictly asked to quote the rate of Merchandised Lapel Pin as specified in the Tender Notice. No rate for any other brand which is not mentioned in the Tender Notice, would be considered.
4. The rates/prices quoted shall include packing delivery and all other charges.
5. Standard LD Clause for delay in supply / service @ 2% per week or part thereof subject to maximum of 10% of the order value will be applicable.
6. IEI reserves the right to reject the tender in part or whole without assigning any reason whatsoever.
7. Vendor shall not subcontract the job to any outside agency including their franchisee.
8. Payment shall made after successful delivery of items and submission of proforma invoice.
9. The initial tenure of the work shall for 12 months which can be extended upon satisfactory performance of the bidder at the existing rate with same terms & conditions. However, decision of IEI shall be final.
10. The contract can be terminated by IEI by given 15 days notice in case of unsatisfactory performance.
11. **Jurisdiction** : This Agreement will be governed by and constructed in accordance with the laws of India and any dispute arising out of this agreement will be subject to the jurisdiction of Court at Kolkata only.
12. **Contact Information** : For any clarifications vendor may contact Deputy Director, Membership at email [dd.membership@ieindia.org](mailto:dd.membership@ieindia.org).

## **DOCUMENTS TO BE SUBMITTED**

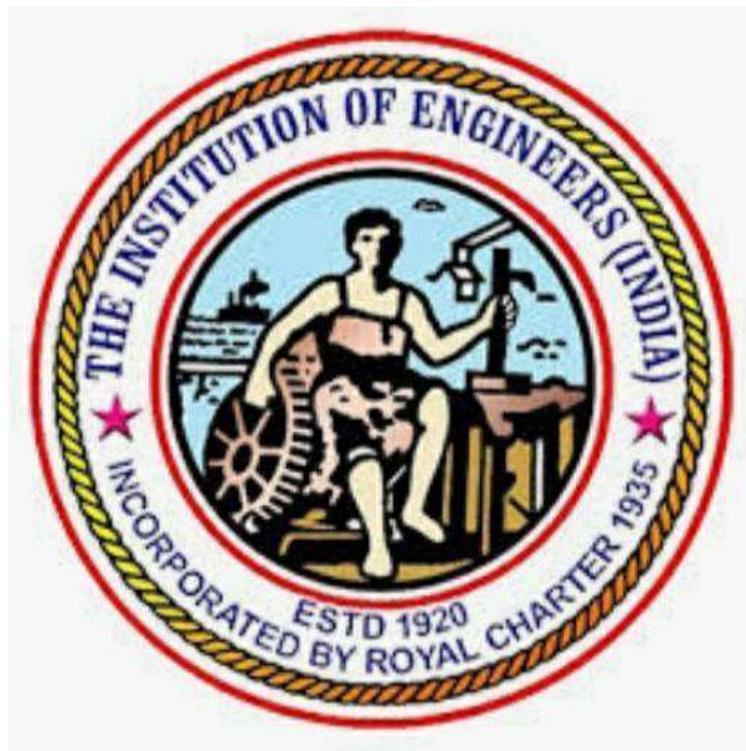
- a) Copy of Trade Licence / Certificate of incorporation
- b) Copy of PAN Card
- c) Copy of the GST Registration Certificate.
- d) Company Profile.

## **MERCHANDISED LAPEL PIN TO BE REQUIRED**

<b>Sl. No.</b>	<b>Merchandised Items</b>	<b>Description</b>	<b>Brand</b>	<b>Qty required</b>
<b>1.</b>	Lapel Pin	Type : Round Customised design with Logo	N.A	500 nos.

**\*\* Each items should be packed individually in a corrugated box / plastic packet**

**\*\* Please refer to the pictures below for more clarification.**





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## PRICE BID

Sl. No.	Merchandised Items	Product Price Each Rs. (including logo/engraving)	Qty.	GST	Total
1.	Lapel Pin		500 nos.		
Total					

**Total in Words :** ( .....)

Name of the Company:

Signature of Vendor:

Date:

Seal of Vendor:

Phone/Mobile:

Email:

Signature of the bidder with date and seal