



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR
नंगल मार्ग , रूपनगर , पंजाब - 140001/Nangal Road, Rupnagar, Punjab-140001
Ph. 01881-242193, e-mail: purchase@iitrpr.ac.in

IITRPR/Acad/670

Dated-02.11.2017

NOTICE INVITING QUOTATION

Sealed tenders are invited for Decoration and Branding of the Convocation Hall at Main Campus of IIT Ropar. Please send your offer superscribing (i) Name of the quoted item, (ii) Reference of this letter and (iii) Opening date of Quotation on top of the envelope.

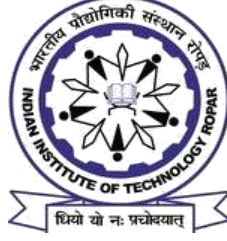
| | |
|--|----------------------------------|
| a). Last date of receipt of tender: | 16.11.2017 upto 03.00 PM. |
| b). Opening of tenders on: | 16.11.2017 at 03.30 PM. |

Offers should reach the office of “**The Registrar, IIT Ropar, Room No. 104**” on or before the last date and time. The tenders will be opened as per the above schedule in the presence of bidders, if any, in the Conference Room of IIT Ropar.

| Sl. No. | Description |
|----------------|---|
| 1. | Decoration and Branding of the Convocation Hall at IIT Ropar Main Campus on Turnkey Basis for Convocation at IIT Ropar as per <u>Annexure A</u> |

NB: Late/Delayed tenders shall not be considered.

Registrar



**Indian Institute of Technology Ropar
Nangal Road, Rupnagar-140001**

TENDER DOCUMENT

**TENDER FOR DECORATION & BRANDING OF THE CONVOCATION HALL AT
IIT ROPAR MAIN CAMPUS ON TURNKEY BASIS FOR IIT ROPAR**

IITRPR/Acad/670

Dated 02.11.2017

TENDER NOTICE FORM

Sealed tenders are invited for Decoration & Branding of Convocation Hall at IIT Ropar Main Campus :

| | | |
|----|---|---|
| 1. | Mode of Tender | Single Bid |
| 2. | Name of work Imp. Note: Interested Bidders can visit this institute to survey the site on any working day during office hours i.e. 9:00 Am to 5:00 PM | Decoration & Branding of Convocation Hall at IIT Ropar Main Campus (Detailed Quantity & Specification as per Annexure-A) |
| 3. | Earnest Money Deposit (EMD) | Rs. 10,000/- (In the shape of Demand Draft drawn in favour of Registrar, IIT Ropar payable at Rupnagar/Ropar) The tender without EMD shall not be Considered. |
| 4. | Last date and time of receipt of bids | Up to 3:00 P.M. on 16.11.2017 Offers addressed to the 'Registrar, IIT Ropar' should reach the office of ' The Registrar, IIT Ropar, Room No. 104 ' before or on the last date and time. Tenders received late shall not be considered |
| 5. | Date, Time & Venue for opening of Technical Bids | 3:30 P.M. on 16.11.2017, Conference Room, IIT Ropar The quotations shall be opened by the tender opening committee as per the schedule mentioned in this document, in presence of tenderers or their authorized representatives whosoever may wish to attend. In case the due date of receipt/opening of the quotations is or is declared a holiday in the Institute, then in that event, the due date of receipt/opening of the quotations shall be the next working day at the same time. |
| 6. | Delivery Period | The period of delivery is 15 days from the date of receipt of order. |
| 7. | Validity of Offer | 90 days. |

(Authorized signatory)

Technical Bid

| | | |
|-----|---|---|
| 1. | Name & Address of Registered Office of the Company Telephone No. FAX No: E-Mail: | |
| 2. | EMD (Tenders without EMD shall not be entertained) | DD No. Date Amount(Rs.) _____ _____ Rs. 10,000/- |
| 3. | The bidder should have the expertise of undertaking similar type of work of such magnitude i.e. providing of tentage services on hiring basis at PSU/ autonomous Institutions/Govt. Institutions in the last 03 years (Documents to this effect attached) | Yes/No |
| 4. | The firm should have annual turnover of Rs. 30.00 lacs or above during the last 03 financial year. | |
| 5. | Proof of annual turnover supported by audited balance sheets attached | Yes/No |
| 6. | Self attested copy of Registration for Sales Tax / VAT / Trade / Service Tax. (Copy of Registration Certificates attached) | Yes/No |
| 7. | Declaration for Non-Blacklisting (attached) | Yes/No |
| 8. | All the pages of the bid have been numbered. Page nos. of the documents attached has been mentioned wherever required. Every page has been signed and stamped by authorized signatory. | Yes/No |
| 9. | Price Bid attached as per Annexure 'B' | Yes/No |
| 10. | Any other detail as per tender specifications. | |

(Authorized signatory)

ANNEXURE-A

| Quote For IIT Convocation 2017 | | | |
|---------------------------------------|---|------------------------|---------------|
| S.No. | Particular | QTY. | Amount |
| Venue Setup (A) | | | |
| 1 | STAGE SETUP | 48'x24' | |
| 2 | BACK DROP | 40'X12' | |
| 3 | SIDE WINGS | 5'X12'X2 PCS | |
| 4 | PODIUM | 2 | |
| 5 | PODIUM BRANDING | 2 | |
| 6 | FRONT SQUARE GATE 3 D | 15'X3'+10'X2'X2 PCS | |
| 7 | WELCOME STANDEE | 6'X3'X6 PCS | |
| 8 | HOARDING FOR MAIN GATE | 10'X10'X6PCS | |
| 9 | FRONT ENTRANCE GATE FACIA | 15'X5' | |
| 10 | Selfie Stand | 40'x10'x1 pcs | |
| | | TOTAL | |
| TENTAGE (B) | | | |
| 11 | Round table | 50 | |
| 12 | Buffet Chair | 150 | |
| 13 | CUSHION SOFA | 20 | |
| 14 | DUNLOP CHAIRS WITH COVER | 500 | |
| 15 | DUNLOP CHAIRS WITH COVER for Food Area | 200 | |
| 16 | FLOWER FOR STAGE, BACKDROP, ENTRANCE GATE ETC. | | |
| 17 | SPECIAL CHAIRS STAGE HEAD TABLE & FACULTY MEMBERS | 28 | |
| | | TOTAL | |

| Sound System © | | | |
|---|--|--------------|--|
| 18 | Sound System for 500 Pax | | |
| | 2 Podium Mic, 4 Cordless mic, 4 Lineray Top, 4 Top, 16 channel Mixer | | |
| | | Total | |
| LIGHTING & Air Conditioner (D) | | | |
| 19 | Stage Light | 20 | |
| 20 | Genset Backup 125 KVA for 2 Days | 2 | |
| 21 | TRANSPORTATION | 1 | |
| | | TOTAL | |
| Utility (E) | | | |
| 22 | Portabale Chemical toilet | 10 | |
| 23 | Transportation & Cleaning Staff, water tanker | | |
| | | TOTAL | |
| | GRAND TOTAL (A+B+C+D+E) | | |
| | GST @18% | | |
| | NET TOTAL AMOUNT | | |

(Signature of the authorized person)

TERMS & CONDITIONS

- 1. The project will be on turn-key basis.**
2. The rates given shall also be valid for a period of 90 days.
3. The rates shall be inclusive of conveyance charges, transportation charges, assignment charges, labour charges, installation and dismantling charges etc.
4. The successful bidder will be required to furnish a performance guarantee bond in the shape of Bank Guarantee for an amount equivalent to 10% of the order value. The Bank Guarantee will be submitted within a period of 10 days after the placement of the order.
5. The Tenderer will have to make all necessary changes as may be required by the IIT Ropar authorities in interest of work and security requirements.
6. IIT Ropar shall not be responsible for any kind of loss and insurance coverage and the firm shall be responsible for security of all its items.
7. Only those tenders shall be accepted which give the offer for entire work (tenders for part work will not be accepted).
8. The tenderer shall be required to keep sufficient work force including at least four electrician/wireman shall be kept on duty to attend and check the lines. They shall not be paid separately. All wiring connection points shall be completely insulated.
9. Other security measures to avoid chance of disruption in power supply shall be made by the Contractor/Tenderer.
10. The firm will have to depute his representative who will remain present at the site till the Tentage articles are in use and also be ensured proper fixing and upkeep of the tents etc. all the times.
11. The contracts shall be subject to cancellation without prior intimation, if the work executed/ supplies made are found unsatisfactory.
12. The work should be completed within the stipulated time given from the date of order as mentioned in work order.
13. No advance payment shall be made by the IIT Ropar. However, the IIT Ropar intends to make all the final payments within 30 days after the function is over and supply is made provided that the IIT Ropar gets the bills immediately after the function is over/supply is made. Payment shall be made on the basis of the actual work executed Satisfactory.
14. The contractor(s) shall prepare a challan of the items provided on the spot and duration thereof and get it signed from an officer of the IIT Ropar and enclose the same with the bill.

15. In case the contractor fails to comply with the order immediately even at a short notice, the IIT Ropar will be at a liberty to have the work executed from outside parties and the additional expenditure incurred on this account shall be recovered from him. As such any liability (in full or part) arising out of non-compliance of the order for the job after acceptance of the terms & conditions vests on the part of the contractor(s).
16. No payment shall be made if the challan is not properly verified and signed by the Tentage Committee.
17. In case at any stage if it is found that the work executed by the contractor(s) was not satisfactory and upto the standard. IIT Ropar shall have the right to put penalty on the contractor.
18. Income tax at the prescribed rates shall be deducted at source from the bills.
19. The submission of the filled registration/tender form by the contractor(s)/tender(s) or the firm/agency/company does not qualify him/it for providing the tentage. The firm for providing tentage etc. will be decided by the Experts Committee setup by the IIT Ropar whose decision in the matter shall be final and binding on all the concerned parties. No correspondence in this respect will be entertained at all.
20. The items required shall be provided at the venue of programme or at any other place as desired by the IIT Ropar alongwith the copy of challan.
21. No request for the increase in the hiring rates approved during the period of contract will be entertained.
22. All the items of shamiana, furniture, carpet etc. should be of good quality and clean.
23. Liquidated Damages: If fail to execute the supply as per the purchase order in part or in whole, the liquidated damages @1% per week of the value of undelivered stores, subject to a maximum of 10% can be recovered from the firm. It will also be open to this Institute to procure the required item(s) from any other source at the risk and expenses of the firm.
24. Offers sent by e-mail/fax shall not be accepted.
25. Late tenders shall not be considered. The institute shall not be responsible for any delay/loss or non-receipt of tenders by post/courier services
26. Additional Terms & Conditions may be incorporated in the purchase order, if needed, to safe guards the interests of the institute
27. The Director, IIT Ropar has the right to accept or reject any tender without assigning any reason and does not bind himself to accept the lowest quotation. The decision of the Director IIT Ropar in this regard will be final and no correspondence will be entertained.

Registrar