



No.1302-18/IITRPR/PS/

Dated: 22.02.2019

**NOTICE INVITING QUOTATION**

Sealed tenders are invited for Event Management for BAJA SAEINDIA 2019 IIT Ropar EVENT 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.

<b>a). Last date of receipt of tender:</b>	<b>28.02.2019 upto 03.00 PM.</b>
<b>b). Opening of tenders on:</b>	<b>28.02.2019 at 03.30 PM.</b>

Tenders addressed to the 'Registrar, IIT Ropar' and valid for 90 days should reach the Deputy Registrar Office, Utility Block, Indian Institute of Technology Ropar, Birla Farms, Permanent Campus, Rupnagar-140111 on or before the last date and time. Tenders received late shall not be considered.

<b>Sl. No.</b>	<b>Description</b>
1.	Event Management for BAJA SAEINDIA 2019 IIT Ropar EVENT at Main Campus of IIT Ropar (Detailed specifications as per BOQ Annexure - A)

**NB:** : Late/Delayed tenders shall not be considered.  
: The rates should be quoted in BOQ as per Annexure “A”

**Registrar**



**TENDER NOTICE FORM**

Sealed tenders are invited for Management for BAJA SAEINDIA EVENT at Main Campus of IIT Ropar:

1.	Mode of Tender	Single Bid
2.	Name of work  <b>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</b>	Management for BAJA SAEINDIA EVENT at Main Campus of IIT Ropar
		<b>(Detailed Quantity &amp; Specification as per BOQ)</b>
3.	Earnest Money Deposit (EMD)	Demand Draft from any nationalized bank in favour of the “ IIT Ropar Revenue Account” payable at Ropar. The tender without EMD shall not be Considered.
4.	Last date and time of receipt of bids	<b>Up to 3:00 P.M. on 28.02.2019.</b> Offers addressed to the 'Registrar, IIT Ropar' should reach the office of “Deputy Registrar, Utility Block, Indian Institute of Technology Ropar, Birla Farms, Permanent Campus, Rupnagar-14011” 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 28.02.2019, 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



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		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.	Validity of Offer	60 days.

(Authorized signatory)



## **TERMS & CONDITIONS**

### **Eligibility Criteria:**

1. The vendor should meet the following eligibility criteria
  - a) Vendor should have a professional experience of the task quoted.
  - b) Vendor should resolve all ambiguities / queries before quoting.
  - c) Vendor should have all concerned tax identification details.
  - d) Vendor should have outdoor service experience of sports event like BAJA.
  - e) Vendor should have experienced manpower.
  - f) Any of one time billing should be more than Rs. 20 Lakhs.
  - g) Annual turnover should be more than Rs. 60 Lakhs.
  - h) GST number.
  - i) Atleast 3 years of Work experience.
  - j) Vendor should submit the audited Last 3 years balance sheet.
  - l) Vendor should submit the copy of company registration.
  - m) Vendor need to present the company profile.
  - n) Vendor should clear registration and permission from all the necessary departments.
2. The vendor agrees to supply, install and maintain the goods and services as mentioned in the BOQ hereby attached with this tender “ANNEXURE – A”.
3. Vendor shall note that the BOQ contains, but is not limited to, all the goods and services required to conduct the specific event. Vendor shall include all the required items so as to provide the mentioned goods and services in the BOQ.
4. The quote should include all the details and product description (if applicable) of the goods intended for supply. No items in the quote should be ambiguous or uncertain.



## **5. PRICE BASIS AND TAXATION**

- All the currency values to be in Indian Rupees ( ₹ ).
- The rates quoted should contain distinct Unit Rate, Quantity, Total Basic Value, Discount per Item, Total Discount, Taxes as applicable and Total Bid Value
- By participating in the Bid, it is understood that the vendors are agree to the terms and condition of supply put here forth in this document.

## **6. QUALITY POLICY**

- The quality of the goods and services offered should be of utmost quality as per industrial practices and should be compromised for any reason.
- All the goods will be accepted only if they are found to be of desirable quality standards and specifications as per the requirement mentioned in the specific BOQ ( refer ANNEXURE A)
- The warranty of goods will hold true for the said period of 1 year or more, as applicable and same needs to be attested by the supplier.

## **7. PAYMENT TERMS:**

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.

## **8. DELIVERY TERMS:**

All the goods /services to be delivered on site i.e. Ropar

## **9. GRIEVANCE RESOLUTION**

- a) Any grievances or clarifications required by the vendors will be resolved by the below appointed Organizing Committee Member:

- 1) Dr Himanshu Paliwal , Assistant Professor  
Email:- [himanshu.paliwal@iitrpr.ac.in](mailto:himanshu.paliwal@iitrpr.ac.in)
- 2) Sh. Lagvish Kumar, Deputy Registrar  
Email:- [lagvish@iitrpr.ac.in](mailto:lagvish@iitrpr.ac.in)



- b) Vendors are requested to get all their doubts clarified before submitting their quote to IIT Ropar

**10. BAJA ORGANIZING COMMITTEE DISCRETION:**

- The decision of selecting, processing and finalizing a vendor lies at the sole discretion of BAJA Organizing Committee, IIT Ropar.
- BAJA Organizing Committee, IIT Ropar may visit the Vendor's manufacturing premises to verify the competence of a vendor to supply the goods.
- Any decision taken by the BAJA Organizing Committee, IIT Ropar will be final and binding on all the vendors.

11. The rates shall be inclusive of conveyance charges, transportation charges, assignment charges, labour charges, installation and dismantling charges etc.

12. 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.

13. 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.

14. 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.

15. The institute can pick different items from different vendors based on L1 criteria for individual items. It is not necessary that a single vendor has to provide everything.

16. Other security measures to avoid chance of disruption in power supply shall be made by the Contractor/Tenderer.

17. 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.



18. The contracts shall be subject to cancellation without prior intimation, if the work executed/ supplies made are found unsatisfactory.
19. The work should be completed within the stipulated time given from the date of order as mentioned in work order.
20. 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.
21. In case the contractors 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 noncompliance of the order for the job after acceptance of the terms & conditions vests on the part of the contractor(s).
22. No payment shall be made if the challan is not properly verified and signed by the Tentage Committee.
23. 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.
24. Income tax at the prescribed rates shall be deducted at source from the bills.
25. 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.
26. 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.



27. No request for the increase in the hiring rates approved during the period of contract will be entertained.
28. All the items should be of good quality and clean.
29. 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.
30. Offers sent by email/fax shall not be accepted.
31. 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
32. Additional Terms & Conditions may be incorporated in the purchase order, if needed, to safeguards the interests of the institute
33. 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**





**Annexure-“A”**

**Summary of Rates as per BOQ**

Sl. No.	Item	Detailed Specifications	Qty	Duration in days (dates)	Rate(Rs.)	Amt(Rs.)
1.	Stage in main Pandal	60 ft x 40 ft x 2.6 ft stage, floor covered with red carpet. The stage area has to be covered (top, back and sides) for proper viewing of LED on stage. Steps on both sides	1	4 (7th, 8th, 9th, 10th)		
		Stage skirting 60 ft x 2.6 ft.	1	4 (7th, 8th, 9th, 10th)		
		Stage skirting 40 ft x 2.6 ft.	2	4 (7th, 8th, 9th, 10th)		
2.	Tent for main pandal (german hanger)	<ul style="list-style-type: none"><li>• Open-sided German hangar tent structure having an overall dimension of 70 ft x 120 ft covering the staging area and the sitting area for 600 people.</li><li>• The minimum free-height of the tent must be 20 ft.</li><li>• The tent must withstand the prevailing wind load.</li><li>• The tent roof must be able to support the weights of 50 ceiling fans and lighting fixtures.</li><li>• The tent material must be water resistant.</li><li>• The sitting areas are to be arranged on the sides with an aisle space</li></ul>	1	4 (7th, 8th, 9th, 10th)		



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		having a minimum width of 20 ft. • The appearance must be aesthetically pleasing.				
3	Seating arrangements for main pandal	Cushioned chairs covered with satin cloth for VIPs	100	4 (7th, 8th, 9th, 10th)		
		Single-colored sturdy plastic chairs (to be lined up behind the VIP seating area)	600	4 (7th, 8th, 9th, 10th)		
4	Sound system for stage	Pandal Sound System on stage for function with Mikes 5 nos., Podium with podium mike 3 Way Speaker 3300 W JBL Bass Speaker 2400 Watts Monitor Speaker 800 W Monitors Speaker 1200 W C D Mixer Complete Set	1	4 (7th, 8th, 9th, 10th)		
5	Flower decoration on stage	Flower decoration on front stage skirting, vases on tables and front of the podium	-	2 (8th & 10th)		
6		Round table Coffee table Standard table Tower AC LED TV 40 inch with Dish	2 1 2 2 2	(7th, 8th, 9th, 10th)		
7	Machines for workshop	Gas welding machine with operator	1	3 (8th, 9th, 10th) On rent		
		Arc welding machine with operator	1	On rent		



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		Air compressor with operator	2	On rent		
8	IT machines	Laptop	5	5 days (6th, 7th, 8th, 9th, 10th) rent		
		Laser printer	4	rent		
		Photocopier with scanner	1	rent		
9	Drinking water	20 liter Jars (Kinley/Bisleri/Aquafill etc.)	750	4 (7th, 8th, 9th, 10th)		
		Stands for Jars	10			
		250 ml bottle cartons(Kinley/Bisleri/Aquafill etc.)	10			
10	Registration area	Standard tables (4ft x 2ft) with table cloths	6	2 (6th, 7th)		
		Standard plastic Chairs	12			
		Electric plug points (5 Amp) with switch	5			
	Spare parts area + ATV parking area	Electric extension board (4 points each) with 5 m cable	4	5 (6th, 7th, 8th, 9th, 10th)		
		LED bulbs (40W) lights with switch	4			
		Cloth partitioning of Registration area, spare parts area, ATV area	-			
11	Mobile Toilets with Hand Washing Facility	Mobile toilets with housekeeping staff to frequently clean stations on all 4 days	10	4 (7th, 8th, 9th, 10th)		



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12		Fire extinguisher Sand buckets	50 50	4(7th, 8th, 9th, 10th)		
13		Whiteboard 4'x2.5' with marker and stand	3	3(8th, 9th, 10th)		
14	Misc items required in dynamic events	Green plastic mesh at dynamic events 300 meters	1	4 (7th, 8th, 9th, 10th)		
		Chalk powder (25 kg sacks)	150			
		Traffic cones 3ft high, red color 100 for Dynamic events 10 for technical inspection area	110			

(Signature)