



भारतीय प्रौद्योगिकी संस्थान इंदौर

सिमरोल कैम्पस, खंडवा रोड, पी.ओ. सिमरोल,

इंदौर-४५२ ०२०, मध्य प्रदेश

Indian Institute of Technology Indore

Simrol Campus, Khandwa Road, P.O. Simrol,

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IIT
Indore

Request for Quotation

RFQ NO.: IITI(MM)/EMS/IAC&Fluxus/0381/IAP&PS/2015-16

January 13, 2016

Sub.: Request for Quotation of “Event Management Services for Industry Academic Conclave & Technical Event Fluxus at Simrol Campus”.

Last date of submission:

January 22, 2016, 3.00 PM

Date of Opening :

January 22, 2016, 3.30 PM

Dear Sir,

We are interested to hire the items and services mentioned for our institutional purpose. You are hereby requested to submit your valid and firm quote for **supply, assembly of the structure, facilities, demonstration, sound system dismantling and return of items and service (End to End Solution) etc.** as per tender terms & conditions indicated herein below in respect of the following items/services sealed in **Single bid basis**. Your quotation should be dropped in the Tender Box kept in the **IITI, Simrol Campus, Near Security Control Room in Workshop Building, Indore- 452 020 , M.P.** only. **The bids should be submitted by SPEEDPOST and not by Courier.**

Sl.No	Item with specifications	Service Duration
1.	<p>Event Management Services for Industry Academic Conclave</p> <p>Programme Duration- February 18th – 20th, 2016</p> <p>Scope of Work for IAC-2016,</p> <ol style="list-style-type: none">Only one Hall with AC for the capacity of 2000 in theater style.<ul style="list-style-type: none">Arrangement of stage for 8-10 people with a provision of a long tableStage should have minimum 4 projectors, and a screen of significant area.All kinds of audio, video, recording, broadcasting of the event should be arranged by event management team (EMT).Stage decorations part will be covered by EMT.Backdrop will be printed and shipped on time to IIT Team by EMT. We will just send the soft copy of backdrop to EMT.Minimum 5 small rooms for one to one discussion of the size 10' x 10'.The hall should have at least 10 attached toilets (5 for male and 5 for female).Proper arrangements to be made so that no acoustic disruptions occur, and should be in accordance with the media arrangements.Two food courts will be required:<ul style="list-style-type: none">One should be for 1000 People having minimum three food stalls.Other one should have for VVIP for 50 Person. This should have attached two toilets. One is for male and other one is for female.Innovations pavilion: Covered and with lights.<ul style="list-style-type: none">Pavilion should be enough to accommodate Innovators/researcher for about 100 Groups	Feb 18 to Feb 20, 2016

	<ul style="list-style-type: none"> • Each group should have a stall about 2-3 Meters x 2 Meter. • Each stall should have one table and three chairs. • Stalls should have lights. • We will just provide the softcopy of Poster and poster should be printed and shipped by event management team. • The innovation Pavilion should be in the vicinity of the hall. 	
2.	Event Management Services for Technical Event of Students i.e. “Fluxus” Detailed scope of Work is attached as Annexure-I	Feb 05 to Feb 07, 2016
<p><u>Please Note:</u> Bidders can visit at IIT Simrol Campus for site visit, inspection and discussion on any technical and commercial aspects.</p> <p>The event dates are tentative and may change. Interested bidders are requested to go through the terms and conditions of the tender.</p> <p>Bidders can take measurements of the site/building etc. for collection of first hand information on size and dimension of the items to be supplied and assembled. No further details can be furnished individually.</p> <p>The layout will be finalized by IIT Indore and binding on you.</p> <p>You have to hand over the complete infrastructure in all respect to IIT Indore at least before a day of event.</p> <p>The design, drawings, security system, access control, etc. submitted by you must be approved by IIT Indore. IIT Indore reserves the right to modify the drawing, design, decoration etc. submitted by you and no additional payment will be made towards these modifications.</p>		

Instructions to Bidder (ITB):

You are requested to kindly go through the detailed **Terms & Conditions** mentioned below and overleaf and submit your most competitive bid applicable to Educational and Research Institutes.

1. Please **mention the enquiry no. & due date** on the top of the Bid envelop.
2. Please submit copy of **your Income Tax Number and copies of PAN** with your offer.
3. The offer must be submitted in **Single bid** system.
4. **No Tender is to be handed over** to any of our staff/ any other person.
5. All tenders/quotations should be sent to: **Deputy Registrar (MM), IITI, Room No. WS-102, Ground floor, Workshop Building Simrol Campus, Indore- 452 020, M.P. only**
6. Tenders/Quotations must be sent **sufficiently in advance** so that it reaches us on or before the due date and time. Quotation received after the due date & time will not be considered.
7. The firm quoting for above mentioned items should be the authorized dealer of the manufacturer. Copy of **authorization certificate** should be enclosed with the quotation. Offers submitted without proper authorization shall be rejected summarily.
8. The **Bank/RTGS** detail must be submitted along with the quotations /Tenders on the letter head.
9. All communications related to this tender should be addressed to the undersigned only.
10. Agencies Black listed and Suspended from carrying out business by any Government offices, Autonomous bodies, Educational and/or research institutes, PSUs etc. need not submit their quote. Suppression of information in this regard will be taken seriously.
11. The client list where the supplier has provided similar services in last 05 years should be enclosed. The successful completion certificate of the similar services in Educational, Academic and Research institutes will be given weightage.

Terms & Conditions

The offer must comprise of the following failing which it will be treated as non-responsive hence rejected:

1. **Eligibility of bidders:** Bidders who are registered for the Tent and Event management Services and having credentials of extending similar services to Educational, academic, research and Govt. Institutes, departments can participate in the bidding.
2. **Price:** The **basic price** with break up for each item may be quoted in Unit price. IITI will decide on the quantity required.
3. **Price Bid format:** Please fill up the relevant formats enclosed depending on the offer as **Annexure-II**
4. **Taxes and Levies:** Taxes as applicable should be mentioned clearly in Percentage (%) and in exact Figure. If No Tax is mentioned it will be presumed that the Price is Inclusive and the Bidder is responsible for all Tax related Compliances. Statutory Levies will be accepted on production of valid documents.
5. **Concessional Sales Tax Certificate** not against 'C/D' form along with CST, JST/VAT/TIN Number etc.
6. **Overhead Charges:** The quoted price (final offer) must be including all service charge and overheads such as supply of items, services, assembling and dismantling of the items etc. with detail break-up.
7. **Additional Charges if any,** must be mentioned clearly.
8. **Discounts:** The bidder need to mention clearly the exact figure of discount offered and also the Percentage, if any.
9. **Concession/Exemptions:** IITI is exempted from payment of Excise Duty. We shall provide all the documents to enable you to clear the goods without payment of Excise Duty, wherever required.
IIT-I being an academic institute is entitled for payment of Concessional Customs Duty on import of Scientific Instruments for Academic and Research purposes in terms of Govt. Notification No. 51/96 dated 23.07.1996 and Central Excise Duty Exemption in terms of Govt. Notification No.10/97-Central Excise Dated 01.03.1997 as amended from time to time. Presently this is valid till 31.08.2016 vide Order No. TU/V/RG-CDE(1145)/2010 Dt.05.04.2011 issued from DSIR-Min. of Sc & Tech; Govt. of India.. Please state clearly that this Certificate is required.
10. **Validity of the Quote:** The validity period of the offer should be clearly specified. It should be at least for **90 (Ninety) days** from the last date of submission of quotations.
11. **Delivery Terms:** Our standard Delivery Terms is FOR, IIT, Indore destination Campus. Rates should be quoted accordingly.
12. **Delivery Schedule:** Delivery within **03** weeks. Items should be delivered only on Working Days (Monday to Friday) during office Hours only i.e. between 10.00am to 04.00pm.
13. **Place of Delivery:** IIT-Indore operates from 03 Different Campus in Indore. All items should be delivered to one of the campuses:
 - a. IIT,PACL Campus - IIT Indore, Survey No. 113/2-B, Village Harnia Khedi, Tehsil MHOW, Distt., A.B. Road, Opp. Veterinary College, Indore
 - b. IIT-Silver Spring Campus,
 - c. IIT, Simrol, Khandwa Road, Indore.
 - d. IITI is presently functioning from multiple campuses in Indore. It is planned to shift the laboratory facilities to IITI new campus at Simrol, Khandwa Road, Indore. The bidder may quote separately for shifting the equipment ensuring warranty obligations.

14. **Receipt of Goods:** The items ordered should be delivered at appropriate place in Good condition and with proper package. The Items would be weighed, counted and measured, if required to confirm the accuracy and a provisional acknowledgement will be given.
15. **Terms of Acceptance:** The items will be treated Accepted only after Inspection for Features and Functions. This includes delivery, installation & commissioning, Inspection, demonstration, Training schedule etc.
16. **Specification and Make:** Quotation should confirm the exact specification and requirement. In the view of the supplier there is any other alternative item which can serve out purpose, quotation may also be given for the same separately client list along with the order copy of similar equipment supplied to any IITs / any Govt. Organization including detail of price & all charges must be attached.
17. **Deviation Statement:** In the case of items quoted having specifications different than those mentioned in the enclosed Tender format, kindly submit the information and the prices in the same format but on additional Sheet.
18. **Insurance:** The date of delivery should be strictly adhered to failing which the purchase order is liable to be cancelled. Penalty may be imposed as per P.O. terms & conditions. Goods should be securely, safely and adequately packed & dispatched and delivered at the risk of supplier. In case of damage consignment the same should be replaced without any cost to the Buyer and the supplier can collect the damaged consignment after satisfactory replacement.
19. **Payment:** Payment will be released through wire transfer/bank RTGS transfer after final satisfactory completion of the event and submission of bill. The payment will be released after statutory deductions. For the payment, the firm has to submit bill(s), bank details/cancelled cheque, installation report, performance bank guarantee (if required) etc. to the Deputy Registrar (MM), IIT Indore. The payment will be released within 30 days after receiving of the bills as mentioned.
20. **Guarantee/ Warranty:** The equipment should be guaranteed Onsite (in situ) against any defect for a period of event.
21. In case any part or whole of the equipment is found to be defective and any service is found to be not upto mark during the event, then the same will have to be replaced/repaired free of cost at our premises. In case the Part or equipment is to be taken out of IITI, the Supplier has to furnish an undertaking and also take it at their own cost and Risk.
22. **Liquidated Damages:** As Time is the essence of this order, the date of delivery should be strictly adhered to, otherwise the delivery in full or in part may not be accepted and penalty for late delivery will be imposed @ 0.5% per week subject to a maximum of 10% of the total value of supply order & beyond 10% subject to approval of IITI. In case of delay in installation and Commissioning, Inspection, Certification etc. also the same rate of penalty shall be leviable.
23. **Cancellation:** IIT- Indore reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof.
24. In case of cancellation of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, No compensation will be paid towards progress of order/procurement.
25. For any dispute, the place of jurisdiction shall be Indore, India only.

Yours' faithfully,

Deputy Registrar (MM)

ANNEXURE- II

PRICE SUBMISSION FORM (to be utilized by the bidders)

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January 13, 2016

Name of the Company/ Firm M/S.-----

	DESCRIPTION	Price per Unit in INR
Price	Basic Price of the item/service	
Taxes	Service tax applicable (in Percentage)	
Service Charge	Service Charge	
Overheads	Transport Charge (To & Fro)	
	Packing and Forwarding	
	Delivery charges if extra	
	Documentation Charges, if applicable	
Installation etc.	Loading/Unloading, Installation, commissioning, demonstration, dismantling etc.) charge	
	Inspection charges, if applicable	
Other charges if any		
	Total Landing Price to IIT-Indore (in Figures)	
Total Price in Words		

Price quoted is firm and final with Validity as per the terms of IIT-I tender Terms.

Signature of the Authorised person with seal and date