

भारतीय प्रोध्योगिकी संस्थान इंदौर

सिमरोल कैम्पस, खंडवा रोड, पी ओः सिमरोल, इंदौर-४५२ ०२०, मध्य प्रदेश

Indian Institute of Technology Indore SimrolCampus, Khandwa Road, P.O. Simrol, Indore-452 020, Madhya Pradesh Office: +91-731-2438958/949 Fax: +91-731-2438933

LII

Request for Quotation

ENQUIRY NO.: IITI(MM)/Convocation/15-16

July 28, 2015

Sub.: Request for Quotation of "Event Management Services including supply of Structure, Services, Facilities as per enclosed Specifications and Scope of Work for conducting Convocation function at IITI-Simrol Campus"

Date of receipt of Queries for Pre-bid meeting
Date of Pre-bid meeting
Last date of bid submission:
Date of Opening of Bids :

30 July, 2015(Thursday),03.00 PM 31 July, 2015(Friday),03.00 PM August,04th, 2015(Tuesday) upto 11.00 AM August,04th, 2015(Thursday), 11.15 AM

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 <u>supply</u>, <u>erection</u>, <u>assembly</u> <u>of the structure</u>, <u>Facilities</u>, <u>Demonstration</u>, <u>dismantling</u> <u>and</u> <u>return</u> <u>of the items and Services(end to end solution)</u> etc. as per the terms & conditions indicated herein below <u>Single-bid</u>.

Your quotation should be dropped in the Tender Box kept in the <u>IITI, Simrol Campus, Near Security Control Room in Workshop Building, Indore- 452 020, M.P.</u>only.

SI.No	Item with specifications	Quantity
1,,	Event Management Services including supply of Structure, Services, Facili- per enclosed Specifications and Scope of Work for conducting Convocation fl IITI-Simrol Campus"	
	Details of Material requirement for Structure, Electrical, Audio-visual, Safety- Security, Facilities with Schedule of requirement date line etc. is enclosed	

Please Note:

Bidders can attend a prebid meeting 31 July, 2015(Friday) at 03.00 PM at IITI-Simrol campus for site visit, inspection and discussion on any technical and commercial aspects.

Interested bidders are requested to go through the terms and conditions of the tender. Queries for the Prebid meeting, if any may be forwarded by E.Mail to (mms@iiti.ac.in) well in advance i.e. latest by 30.07.2015-04.00pm so that those points can be discussed during the Prebid meeting on 31.07.2015.

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एस.पी. होता / S.P. HOTA उप कुलसचिव / Deputy Registrar आई.आई.टी. इन्दार / IIT Indore 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.

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. Please submit copy of your registration no. for this Service being rendered with your offer.

4. The offer must be submitted in Single bid system in sealed envelope within the Date and Time.

5. No Tender/bid is to be handed over to any of our staff/ any other person.

 All tenders/quotations should be sent or deposited in the tender box at the following address: Deputy Registrar (MM), IITI, Room No. WS-102, Ground floor, Workshop Building Simrol Campus, Indore- 452 020, M.P. only

7. 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 cannot be considered.

8. The firm quoting for above mentioned items should be the authorized dealer/distributor for carrying out the SERVICES. The institute will not be responsible for any statutory compliance in respect fo items and Services provided by the firm.

9. The Bank/RTGS detail must be submitted along with the quotations /Tenders on the letter head.

10. All communications related to this tender should be addressed to the undersigned only.

- 11. 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.
- 12. The Client list where the supplier has provided similar Services in last 05 years should be enclosed. The successful completion certificate of similar Services in Educational, Academic and Research institutes will be given weight age.

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 credential of extending similar Services to Educational, academic, research and Got. Institutes, departments can participate in the bidding.
 - 1/a. The firm should have completed atleast 01(One) similar tasks with Order value of above Rs10,00,000(Ten Lacs) and 02(Two) works valuing Rs5,00,000/-(Five Lacs)) in last three years.
- 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 form at Annexure -I should be used for bid submission.
- 4. Earnest money deposit of ₹25,000.00 (Rupees Twenty Five Thousand Only) to be submitted in the form of Demand Draft from any Nationalized Bank in favour of the Registrar, IIT Indore payable at Indore. Bids received without EMD will be rejected.

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एस.पी. होता / S.P. HOTA उप कुलसचिव / Deputy Registrar आई.आई.टी. इन्दोर / IIT Indore Page 2 of 6 5. Earnest Money Deposit (EMD / Bid Security (BS) has to be submitted by bidders except those who are registered with

I.) Central Purchase Organization (CPO) i.e. DGS & D.

II.) National Small Industries Corporation (NSIC). However, this certificate should be for manufacturing of the item indented and not for selling items manufactured by other firms. In case of Services the concerned Service should be clearly mentioned in the NSIC certificate which should be valid for a period of six months (180 days) beyond the Bid validity.

III.) Concerned Ministry / Department.

- 6. No interest will be payable by the Purchaser on the Earnest Money Deposit. The earnest money of all the unsuccessful tenderers will be returned to them at the earliest. The Earnest Money of successful bidder shall be returned on receipt of Performance Security. If the successful bidder fails to furnish the performance security or fails to supply the item as per Purchase Order (PO) terms and conditions within stipulated period, the earnest money shall be liable to be forfeited by IIT Indore
- 7. Performance Bank Guarantee: The firm has to submit a performance security of 10% of the total order value to be submitted from an Indian Scheduled Bank before release of final payment and after successful installation and commissioning of the equipment in the form bank guarantee valid for 2 months beyond the warranty period. No interest will be payable by the Purchaser on the Performance Security deposited. In case supplier fails to provide satisfactory after sale service within the warranty period, the Performance Security submitted by the firm is liable to be forfeited.
- 8. **Taxes and Levies:** Taxes as applicable should be mentioned clearly in Percentage (%) and in exact Figure. If No Tax in 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.
- 9. Concessional Sales Tax Certificate not against 'C/D' form along with CST, JST/VAT/TIN Number etc.
- 10. Overhead Charges: The quoted price (final offer) must be F.O.R. IIT Indore, Indore including all overheads such as Packing, Forwarding, Loading/Unloading, Transporting, Postage/Courier, Octroi, Freight, Insurance etc. with detail break-up.
- 11. Additional Charges if any, for Installation, Packing-Unpacking, Loading/Unloading, erection, Commissioning, Inspection, Certification, Extended Warranty any other charge(s) must be mentioned clearly in Annexure –I.
- 12. Discounts: The bidder need to mention clearly the exact figure/Percentage of discount offered, if any.
- 13. Concession/Exemptions: As per Govt. Notification No. 10/97-CE dt 01.03.97, IIT's is exempted from payment of Excise duty. We shall provide all the documents under this notification to enable you to clear the goods without payment of Excise duty, wherever required. Please state clearly if this Certificate is required.
- 14. Validity of the Quote: The validity period of the offer should be clearly specified. It should be at least for 30 (Thirty) days from the last date of submission of quotations.
- 15. **Delivery Terms**: Our standard Delivery Terms is **FOR,IIT, Indore destination Campus**. Rates should be quoted accordingly.
- 16. **Delivery Schedule**: Items should be delivered on Working Days(Monday to Friday) during office Hours only i.e. between 10.00am to 04.00pm. For any supply on off days prior information and coordination with the User department can be confirmed.

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उप कुलसचिव / Deputy Registrar 287
आई.आई.टी. इन्दार / IIT Indore

एस. थी. होता / S.P. HOTA: उप कुलम्बिए / प्रकृत्यावर आई.आई. टी. इन्तर / 10 Indore

- 17. Place of Delivery: IIT-Indore operates from 04 Different Campus in Indore. All items should be delivered to one of the campuses:
 - a. IITI, Simrol Campus, Khandwa Road, Indore, PIN- 452020, M.P.
- 18. 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.
- 19. **Terms of Acceptance**: The items will be treated Accepted only after Inspection for Features and Functions. This includes delivery, installation & commissioning, Inspection, demonstration, schedule etc.
- 20. Specification and Make: Quotation should confirm the exact specification and make, Model, if any shown in the enquiry against SI. No. of the item. 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.
- 21. **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 as Deviation statement.
- 22. Insurance: The date of delivery should be strictly adhered to failing which the purchase/Service 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 only after satisfactory replacement.
- 23. Payment: Full payment within 30 days from the date of final satisfactory completion of the event and submission f the bills.
- 24. Guarantee/ Warranty: The equipment should be guaranteed On site(in situ) against any defect for a period of event.
- 25. In case any part or whole of the item 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 immediately at the own cost and risk of the supplier.
- 26. 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 Director IITI. In case of delay in erection, Installation, commission, demonstration, dismantling, Inspection, Certification etc also the same rate of penalty shall be leviable.
- 27. 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.
- 28. 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.

29. For any dispute, the place of jurisdiction shall be Indore, India only.

Yours' faithfully, एस.पी. होता / S.P. HO Deputy Registrar (MM) उप कुलसीयव / Paga 4/9f foliodore

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ANNEXURE-I

PRICE SUBMISSION FORM (to be utilized by the bidders for Indigenous quotes)

Reference No.: IITI(MM)/Convocation /15-16

July22, 2015

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

	DESCRIPTION	Price per Unit in INR
Price	Basic Price of the item/Service	
Service Charge	Service Charge	
Overheads	Transport Charge(To and fro)	
	Packing and Forwarding	
	Delivery charges if extra	
	Documentation Charges, if applicable	
Installation etc.	Loading/ Unloading, Installation, commission, demonstration, dismantling etc.) Charges	
	Inspection Charges, if applicable	
Other charges if any		
DISCOUNT IF ANY (in Percentage of in absolute figure)		
and a second	Total Landing Price to IIT-Indore (in Figures)	
Total Price in Words		

All prices should be Inclusive of all applicable Taxes
Price quoted is firm and final with Validity as per the terms of IIT-I tender Terms.

Separate sheets may be attached if any Price break up is required t be furnished

Signature of the Authorised person with firm seal and date

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उप कुलसचिव / Deputy Registrar
आई.आई.टी. इन्दार / IIT Indore

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Estima	Estimate for Tent house material-(A) required for celebra	tion of Illrd	convocation	2015 schedu	led on 24/08/2015 at	celebration of Illrd convocation 2015 scheduled on 24/08/2015 at Simrol campus of IIT Indore
S.No.	Brief description of Items	Unit	Quantity	EstimatedR ate (in Rs.)	Estimated Amount (in Rs.)	Remarks
<u>\</u>	Car pet should be of good quality,providing passage red in color and rest of the areas will be green etc complete.	Sq feet	18871	4	75,484	(Inside workshop & Inside Substation)(15600+2500+450+22 5+96)
X Y E	Stage of size 25 x 60 x3 feet (Length-60 feet, Width-20 feet and height- 3 feet)with best quality of carnet & masking, with height 3 feet on		trac			* 1
2	iron stands and one stair in front side and 2 stairs at both side, made up of 18 mm good quality ply	Sq feet	1500	20	30,000	e e e e e e e e e e e e e e e e e e e
	and to sustain the weight of approx. 50 persons etc complete.		al I			× + × E
ო	Providing chairs having foam of good quality with white cover etc complete.	Nos	1100	80	88,000	× 3
4	Providing VIP chairs of best quality with white back cover etc complete.	Nos	40	300	12,000	Chairs for Senate members(6+34)
S	Providing good quality of Sofa for front area.	Nos	æ	1500	12,000	
	Back Drop -Wooden frame back drop with good quality of cloth to cover the area.Flower					
ø	decoration on back drop, Stage border both side of workshop, outside and Enterance	S	rs		000'09	
7	Providing flower pots (Gamle) of good quality.	Each	100	120	12,000	
∞	Providing & fixing water proof tent of size 15x15 feet etc complete.	Sq feet	225	15	3,375	registration desk
6	Providing & fixing water proof tent of size 15x30 feet etc complete.	Sq feet	450	15	6,750	
10	Providing & fixing wooden platform of 4 inch height using good quality of wooden batten and efficient to resist load etc complete.	Sq feet	675	14	9,450	450+225
7	Providing good quality of tables with white cover and frill etc complete.	Nos	16	06	1,440	
12	Providing good quality of podium with masking of white cloth for frisking.	Nos	2	1000	2,000	

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13	Providing & fixing male/female frisking booth with					
2	curtains complete.	SON		3000	3,000	
7	Providing mobile toilets with water arrangment etc.	:				
1	complete.	SON	ဖ	8000	48,000	
15	Providing good quality of big dustbins.	Nos	ω	300	2 400	
	Providing & fixing stage for media persons approx.				1,1	
17	20 nos. of size 12x8 feet with best quality of carpet	Sa feet	96	20	1 920	
-	& masking etc complete.			ì	20.	
ά	Providing & fixing entry gate with best quality of	-				
2	white cloth cover etc complete.	2	Ŋ	18000	18,000	
19	Providing & fixing decorative umbrella of best quality	Nos	m	0006	27 000	
c	White wall —white good quality wall with iron frame					
70	and 8 feet height etc complete.	RĦ	550	25	13,750	
21	Transportation charges including loading &	0			50.000	
1	unloading etc complete.	L2				
				Total	4,76,569	
			Service ta	Service tax @ 14%	66719.66	
				,	100	

In Words-Rupees Five Lakh Forty Three Thousand Two Hundred Eighty Nine Only)

5,43,289



Electrical Items for Convocation hall and periphery

SI. No.	Description of Items	Quan tity	Unit	Remarks
01	Providing and fixing, earthling of Silent DG Set: 63KVA With operator for 02 days with temporary earthing.	01	No.	For 02 days
02	Diesel for the above DG set for the period on Per Hour basis	20	Hour	For 02 days
03	Providing and fixing of LCD TV display: 42"(106cms) including Speakers and Dual post pole Stands(Floor Stand	08	No.	For 01 day
04	Providing and fixing of UPS of 20KVA with batteries and rack, 03 Phase output and back up of minimum 30minutes	01	No	For 02 days
05	Providing and fixing of LED par lights for stage and back drop illumination with desired colour	25	No	For 01 day
06	Providing and fixing very good quality pedestal fan with low noise and regulator, Heavy duty PP Blade swing Fan, Minimum 1300 RPM	20	No	For 02 days
07	Providing and fixing of connections with proper termination to all above mentioned electrical and electronics items within function area as per requirement		###*.	As required

[#] i. All items should be of requisite quality and branded so that their optimal function is assured during testing and use during function.

- ii. Complete set up should be of sleek and tidy for aesthetic look
- iii. Adequate and Competent technicians and supervisor shall be provided on site.

