



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,
Indore-452 020, Madhya Pradesh

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IIT

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 30 July, 2015(Thursday), 03.00 PM
Date of Pre-bid meeting 31 July, 2015(Friday), 03.00 PM
Last date of bid submission: August, 04th, 2015(Tuesday) upto 11.00 AM
Date of Opening of Bids : 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 supply, erection, assembly of the structure, Facilities, Demonstration, dismantling and return of the items and Services(end to end solution) etc. as per the terms & conditions indicated herein below Single-bid.

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.

Sl.No	Item with specifications	Quantity
1.	<p><i>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</i></p> <p>Details of Material requirement for Structure, Electrical, Audio-visual, Safety- Security, Facilities with Schedule of requirement date line etc. is enclosed</p>	02 set of event with End to end solution

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.

ATOH-9.2 (वि.सि.सं.)
सिमरोल कैम्पस, खंडवा रोड, इंदौर-452 020, मध्य प्रदेश


28/07/15
एस.पी. होता / S.P. HOTA
उप कुलसचिव / Deputy Registrar
आई.आई.टी. इन्दौर / IIT 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 Sl. 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 of 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/repared 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.

ANNEXURE- I

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

Reference No.: IIT1(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)		
	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

Page 5 of 6
एस.पी. होता / S.P. HOTA
उप कुलसचिव / Deputy Registrar
आई.आई.टी. इन्दौर / IIT Indore


28/7

Page 8

Estimate for Tent house material-(A) required for celebration of Illird convocation 2015 scheduled on 24/08/2015 at Simrol campus of IIT Indore

S.No.	Brief description of Items	Unit	Quantity	Estimated Rate (in Rs.)	Estimated Amount (in Rs.)	Remarks
1	Carpet should be of good quality, providing passage red, in color and rest of the areas will be green etc complete. Stage of size 25 x 60 x 3 feet (Length-60 feet, Width-20 feet and height- 3 feet) with best quality of carpet & masking- with height 3 feet on iron stands and one stair in front side and 2 stairs at both side, made up of 18 mm good quality ply and to sustain the weight of approx. 50 persons etc complete.	Sq feet	18871	4	75,484	(Inside workshop & Inside Substation)(15600+2500+450+225+96)
2		Sq feet	1500	20	30,000	
3	Providing chairs having foam of good quality with white cover etc complete.	Nos	1100	80	88,000	
4	Providing VIP chairs of best quality with white back cover etc complete.	Nos	40	300	12,000	Chairs for Senate members(6+34)
5	Providing good quality of Sofa for front area.	Nos	8	1500	12,000	
6	Back Drop -Wooden frame back drop with good quality of cloth to cover the area. Flower decoration on back drop, Stage border both side of workshop, outside and Entrance decoration etc complete.	LS	LS		60,000	
7	Providing flower pots (Gamle) of good quality.	Each	100	120	12,000	
8	Providing & fixing water proof tent of size 15x15 feet etc complete.	Sq feet	225	15	3,375	registration desk
9	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
11	Providing good quality of tables with white cover and frill etc complete.	Nos	16	90	1,440	
12	Providing good quality of podium with masking of white cloth for frisking.	Nos	2	1000	2,000	

21/8/2015
 10/08/2015
 A

Electrical Items for Convocation hall and periphery

Sl. No.	Description of Items	Quantity	Unit	Remarks
01	Providing and fixing, earthing 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.