



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, इंदौर, पिन- 453552

Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

निविदा आमंत्रण सूचना
Notice Inviting Tender

Bidding Documents for

**Hiring of Services for Video Recording, Video Editing,
Commentator and Live Webcasting Setup for Inter
IIT Sprots Meets 2024**

**Documents to be submitted online for
(Technical & Financial Bid as per Schedule of requirement)**



भारतीय प्रौद्योगिकी संस्थान इंदौर
खंडवा रोड, सिमरोल, इंदौर - 453552
Indian Institute of Technology Indore
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निविदा आमंत्रण सूचना / NOTICE INVITING TENDER (NIT)

for

Hiring of Services of Video Recording, Video Editing, Commentator and Live Webcasting Setup for Inter IIT Sprots Meets 2024

Online e- Tenders are invited by IIT Indore (In Two Bid System) for the "(Hiring of Services for Video Recording, Video Editing, Commentator and Live Webcasting Setup for Inter IIT Sprots Meets 2024) with the following details.

Sl. No.	Description	NIT No.	EMD
1.	Hiring of Services of Video Recording, Video Editing, Commentator and Live Webcasting Setup for Inter IIT Sprots Meets 2024	IITI(MM)/AS/9/9C/588/PK/2024-2025	Rs. 1,00,000/- (Rupees One Lakh Only) Online EMD Submission: Bidder can submit their EMD online by visiting to the below link: https://www.onlinesbi.sbi/sbicollect/

SUBMISSION OF BIDS ONLINE IN TWO BID: <https://CPPP.gov.in>

***NIT No. 588 should be mentioned for the purpose of EMD Submission, and the Tender No. should be refereed for bid submission/communication etc.**

Note:

- I. Tender Documents with detail terms & conditions can be downloaded from our website: <https://www.iiti.ac.in/tender> & <https://eprocure.gov.in/eprocure/app>
- II. All the details pertaining to the NIT such as tender document, corrigendum and any further updates will be available only on our website and also at the Central Public Procurement Portal.

IIT Indore shall not be responsible for non-receipt of bid due to internet issues or any other reasons. **For any issues related to tender please contact Material Management Section, Tel: +91-0731-6603546/3551 Email: mms@iiti.ac.in**

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अनुभाग 1 / SECTION 1
निविदा की अनुसूची/ SCHEDULE OF TENDER

Sl. No.	Event	Date and Time/ Remarks
01	Downloading of Tender document online from CPPP	From November 19, 2024 & http://www.iiti.ac.in/tender_mms.php
02	Last date & Time of Submission of Bids Online (Technical and Price Bid)	November 25, 2024 up to 11.00 AM (IST) Please refer tender Terms at CPPP & IITI
03	Opening of Technical Bids Online	November 26, 2024 at 11.00 AM (IST) Please refer tender Terms at CPPP & IITI
04	All the communications with respect to the tender shall be addressed to:	Deputy Registrar, MM Section 4th Floor, Abhinandan Bhawan (West Wing), Indian Institute of Technology, Indore Khandwa Road Simrol, Indore- 453552 Tel.: 0731-660 Ext 3551/3546 Email: mms@iiti.ac.in
05	Submission of Bid Online	https://eprocure.gov.in/eprocure/app
07	Schedule of Price Bid Opening	Schedule for opening of Price Bids will be notified via CPPP only to the bidders qualifying the Technical Bid evaluation.
08	FOR TAKING ASSISTANCE, IF ANY	CPPP Portal website: https://eprocure.gov.in/eprocure/app CPPP Portal Help Desk Toll Free No.:18004193436

अनुभाग 2 / SECTION 2**ऑनलाइन बोली जमा करने के लिए बोलीदाताओं को निर्देश****INSTRUCTIONS TO THE BIDDERS FOR ONLINE BID SUBMISSION**

The tender shall be submitted in accordance with these instructions and any tender not conforming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>). The bidders are required to submit copies of their bids electronically on the CPPP Portal.
2. More information useful for submitting the online bids on the CPPP Portal is available/ obtained at (URL: <https://eprocure.gov.in/eprocure/app>).
3. For Registration: Bidders are required to enroll on the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>).
4. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
5. IITI reserves the right to reject any tender/bid wholly or partly without assigning any reason.
6. The Technical Committee constituted by the IITI shall have the right to verify the particulars furnished by the bidder independently.
7. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
8. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents mentioned in the bid document should and must be uploaded On-line <https://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
9. The bidders may submit duly filled and completed bidding documents ONLINE as per instruction contained in the bidding documents. The incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in the complete bid document.
10. In case, a holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The IITI reserves the right to accept or reject any or all the tenders.
11. The detailed instruction for online submissions of bid(s) through the e-procurement module of Central Public Procurement Portal, the bidder(s) may visit following link:- URL: <https://eprocure.gov.in/eprocure/app>.



Deputy Registrar
MM Section, IIT, Indore

उप कुलसचिव
(सामग्री प्रबंधन विभाग)
Deputy Registrar
(Materials Management Section)

अनुभाग- 3 / SECTION- 3
बोली लगाने वालों के लिए निर्देश
INSTRUCTIONS TO BIDDER

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app> by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As a part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum report published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder in advance, should get ready the bid documents to be submitted as indicated in the NIT / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor valid certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload\ the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder must digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be liable to be rejected. The service provider should fill in the complete details as mentioned in BOQ and exclude any cell of BOQ (Financial bid), the cost will be treated as inclusive of GST and other charges as mentioned in the BOQ column.
- 4) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 8) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

GENERAL INSTRUCTIONS TO THE BIDDERS

- 1) The tenders will be received online through the portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/etoken in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
- 3) Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>
- 4) The bids should be in computer printouts or neatly typed and submitted online complying with the guidelines of CPP Portals. The bidder's name and signature should appear on each page of the bid document.
- 5) Tenderer who has downloaded the tender from the Institute's website and Central Public Procurement Portal (CPPP) shall not tamper/modify the tender document including downloaded Financial Offer template in any manner. In case if the same found tampered/modified in any manner, tender will be completely rejected and EMD shall be forfeited, and tenderer is liable to be debarred from doing business with IITI
- 6) Intending tenderers are advised to visit Institute website and CPPP website regularly till the closing date of submission of tender for any corrigendum/addendum/ amendment.
- 7) **The bidder may seek detailed clarifications on technical & financial issues (if any) on the conditions of bidding document through email (mms@iiti.ac.in) addressed to the Deputy Registrar (MM), IIT Indore.**
- 8) Online Bid Form-The bidder shall complete the online bid form and the appropriate price schedule furnished in the online bidding documents, indicating, inter IITI for the service to be supplied, a brief description with scope of service.
- 9) **Online Bid prices-**
 - a) The Bidder shall indicate the price on the BOQ as per defined scope of work under the Contract. To this end, the Bidders are allowed the option to submit the online bids for any one or more schedule specified in the "Schedule of Requirement" and to offer discounts for combined schedules. **Prices indicated in the online price schedule shall be entered separately in the following manner.**
 - a) Any other service or charge applicable should be clearly mentioned and if not any additional amount will not be considered later on.
 - b) Any element of cost, taxes, duties levies etc. not specifically indicated in the online bid, shall not be paid by the IITI. **If the GST amount is not quoted in the BOQ (Financial Bid), the total cost will be treated as inclusive of GST.** No further communication will be entertained later or else the EMD will be forfeited.
- 10) **Period of validity of online bids:** Online Bids shall remain valid for acceptance for 60 days after the date of bid submission.

Note – Non-compliance of the above-mentioned points may disqualify your offer for further consideration.

अनुभाग 4 / SECTION 4
सामान्य नियम और शर्तें
GENERAL TERMS & CONDITIONS

Please carefully review the following instructions regarding the submission of your tender for providing Services for the Inter IIT Sports Meet/state-level sports meet/National level sports meet. Upon agreeing to the terms, kindly submit your acceptance in the prescribed format along with your Technical Bid.

1. **Bidder Eligibility:** Tenders are invited exclusively from service providers/agencies/companies with experience in providing operational services for events such as the Inter IIT Sports Meet or similar state/national-level sports events.
2. **Tender Type:** This is a two-part tender process to be submitted through online mode.
 - a) **Part A – Technical Bid:** This will be opened on the due date for technical evaluation. A technical evaluation matrix will be uploaded on the CPP Portal. Technically disqualified bidders may submit representations within 02 days of the matrix upload. Non-representation within the stipulated time will result in the tender being processed without further opportunities for representation.
 - b) **Part B – Financial Bid:** The financial bids of technically qualified bidders will be opened subsequently.
3. **Bid Submission:** Bidders must submit their bids only after considering any changes corrigendum. The bid must be submitted online via <http://eprocure.gov.in/eprocure/app>. Bids sent through fax, email, hand delivery, or post/courier will not be accepted.
4. **Late Bids:** IIT Indore shall not be responsible for non-receipt of bid due to internet issues or any other reasons.
5. **Bid Validity:** Bids must remain valid for a period of 60 days from the date of bid opening.
6. **Modification and Withdrawal of Bids:** No bid may be modified after the submission deadline. Bids cannot be withdrawn once submitted.
7. **Bid Security (EMD):** Earnest Money Deposit (EMD / Bid Security (BS) has to be submitted by bidders except those who are registered with:-

- | |
|--|
| <p>a. Earnest Money Deposit (EMD / Bid Security (BS) has to be submitted by bidders except those who are registered with:-</p> <p>(i) Micro and Small Enterprises (MSEs)
 (ii) Central Purchase Organization (CPO)
 (iii) Concerned Ministry / Department.
 (iv) Startups as recognized by the Department for Promotion of Industry and Internal Trade (DPIIT).</p> |
| <p>b. In case the unit is not covered as above, the EMD should be submitted online via https://www.onlinesbi.sbi/sbicollect/icollecthome.htm and the payment reference should be attached in PDF with Cover I</p> |
| <p>c. The EMD will be returned to the unsuccessful bidders within 30days after the placement of order or within 30 days from the date of technical rejection or after the completion of the validity of the bid.</p> |

- | |
|---|
| d. The EMD will be forfeited if the technically qualified L-1 bidder fails to accept the order based on his/her offer/bid or fails to supply the items. |
| e. No interest will be payable by the bidder on the Earnest Money Deposit. |

8. **Opening of Tenders:** The decryption of the bids would be done as specified schedule mentioned in the tender document on the Central Public Procurement Portal. In the event of the specified date of Bid opening being declared a holiday for the IIT, Indore the Bids shall be opened at the appointed time and location on the next working day. In two-parts bidding, the financial bid shall be opened only for those who qualified in the technical evaluation stage by the committee.
9. **Confidentiality:** Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract Award. Any effort by a Bidder to influence the IITI in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its Bid.
10. **Preliminary Examination:** The technical evaluation committee shall examine the bids to confirm that all documents and technical documentation requested in NIT have been provided, and to determine the completeness of each document submitted. If any of these documents or information is missing, the offer shall be liable to be rejected.
- (a) Technical Bid and Price Bid,
 - (b) All the tenders received will first be scrutinized to see whether the tenders meet the pre-qualification, technical scoring as incorporated in the NIT. The tenders, who do not meet the basic requirements, are to be treated as unresponsive and shall be disqualified for further process.
 - (c) The technical committee may call the bidders for presentations for experience, scope of service, planning of event, performance certificate, capability etc. as part of the evaluation process.
11. **Award Criteria:** The IITI reserves the rights to award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the highest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
12. **Right to vary Quantities at Time of Award:** The IITI reserves the right at the time of Contract award to increase or decrease the number of items originally specified in the tender without any change in unit price or other terms and conditions. The IITI reserves the right to accept or reject any bid at any stage and to annul the bidding process and reject all bids at any time prior to award of Contract.
13. **IITI's right to accept Any Bid and to reject any or All Bids:** The IITI reserves the right to accept or reject any bid at any stage and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.
14. **Award of Contract:** The IITI shall send the successful Bidder the Service Order. **The services should be delivered from December 09, 2024 to December 18, 2024.**
15. **Order Acceptance:** The successful bidder should submit service **order acceptance within 12 hours from the date of issue of order**, failing which it shall be presumed that the service is not interested, and his bid security is liable to be forfeited.

16. **Conflict of Interest among Bidders/Agent:** The bidder found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:
 - i. they have controlling partner (s) in common; or
 - ii. they have the same legal representative/agent for purposes of this bid; or
 - iii. they have relationships with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder; or
 - iv. bidder participates in more than one bid in this bidding process. Participation by a bidder in more than one Bid will result in the disqualification of all bids in which the parties are involved.
17. **Right of Acceptance:** This Institute does not pledge itself and reserves to itself the right to accept the whole or any part of the tender or portion of the quantity offered, and the service provider shall supply the same at the rate quoted. The service provider shall be at liberty to tender for the whole or any portion or to state in the tender that the rate quoted shall apply only if the entire quantity is taken from the service provider.
18. **Subletting of Work:** The service provider shall not assign or sublet the service/job or any part of it to any other person or party. The tender is not transferable. **Only one tender shall be submitted by one tenderer.**
19. **No Unsolicited Correspondence:** No correspondence/discussion/visits whatsoever will be entertained on the subject unless specifically called by this office after opening the tenders for technical discussions/ price negotiations. Any violation of this will render the quotations invalid and the service provider is liable to be blacklisted.
20. **Techno-Commercial Discussions:** IITI reserves the right to call for techno-commercial. The company should depute a competent representative for such discussion whenever called for and he shall be competent to take on the spot decisions.
21. **Right to Modify Tender:** IITI reserves the right to modify/alter/insertion or deletion on any part of the tender document to ensure fulfillment of its service requirement at any stage.
22. IITI does not bind itself to accept the lowest or any tender and may cancel / withdraw the tender without assigning any reason and no claim whatsoever, for any reason arising out of such action, will be entertained by IITI.
23. **Force Majeure:** Neither the Agency nor the institute shall be liable to the other, for any delay in or failure of their respective obligations under this contract caused by occurrences beyond the control of either party because of fire, floods, acts of God, acts of public enemy, wars, riots, strikes, lockouts, sabotage, fire, floods, explosion, epidemic, quarantine restrictions, any law statute or ordinance order actions or regulations of the Government or any compliance there is similar to the above. Either party shall promptly notify the other of his commencement and cessation of such contingency and prove that such is beyond the controls and effects the implementation of this contract adversely.
24. **Breach of Terms and Conditions:** IIT- Indore reserves the right to accept or reject or cancel any or all enquiries or bids at any stage without assigning any reason thereof. 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. **Governing Law:** The order placed will be a contract between the supplier and the buyer and shall be governed by the LAWS of India and under the contract shall be taken by the parties only in **Indore, India to competent jurisdiction.**

26. **Settlement of Disputes**

- i. **Amicable Settlement:** In case a dispute arises between the (IITI and the Agency (parties) regarding any matter under the contract, either Party of the contract may send a written Notice of Dispute to the other party. **The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days after receiving receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days** following the response of that party, Arbitration Clause shall become applicable.
- ii. **Arbitration:** In the event of any dispute or difference arising out of or in any way touching or concerning this agreement whatsoever (except as to matter the decision of which is specifically provided under this contract) the same shall be referred to the sole arbitration of the **Registrar, IIT Indore or his nominee on mutual agreement of both the parties.**
- iii. The award of such Arbitrator shall be final and binding on the parties. In the event of such Arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever the Registrar, IIT Indore shall appoint another person to act as Arbitrator in place of the outgoing Arbitrator in accordance with the above said terms of the agreement and the person so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. The Arbitration and Conciliation Act, 1996, shall deem to apply to arbitration proceedings. The venue of arbitration shall be Indore.

27. **CANCELLATION OF CONTRACT:**

- a) Notwithstanding any other provisions in this contract, the IITI reserves the absolute right to terminate the contract forthwith it is found that continuation of the contract is not in public interest. The Agency is not eligible for any compensation or claim in the event of such cancellation.
- b) If at any later date, it is found that the documents and certificates submitted by the Agency are forged or have been manipulated, the work order issued to the Agency shall be canceled and Security Deposit issued to the IITI shall be forfeited without any claim whatsoever on IITI and the Agency is liable for action as appropriate under the extant laws.

28. **Termination of the contract:** The contract may be terminated in any of the following contingencies:

- i. By either party on giving notice in writing of 30 days to the other party (without assigning any reason).
OR
- ii. on assigning of the contract or any part thereof or any benefit or interest therein or there under by the Agency to any third person for sub-letting the whole or a part of the contract to any third person, without any notice.
OR
- iii. on Agency being declared insolvent by the competent Court of Law without any notice.
OR
- iv. In case the Agency is not interested to continue the contract subject to the condition that the Agency shall give a minimum of three months' notice.
OR
- v. If the Agency does not give the requisite notice as mentioned above, then his security deposit shall be forfeited and Bank Guarantee shall be encashed in proportion to the period falling short of the specified notice period ; "Provided that during the notice period for termination of the contract, in the situation contemplated above, the Agency shall keep on discharging his duties as before till the expiry of notice period".

29. Liability for Damages:

The service provider will be liable for any damages caused to the premises or property during the service.

30. Cancellation Clause:

In case the event is canceled due to unforeseen circumstances, the above services for that day will also be canceled, and no payment will be made for unrendered services. The institute reserves the right to cancel the service with a 24-hour notice.

31. Performance Security:

- a) **Within two (2) days of the notification of award, the service provider must submit a performance security from an Indian Scheduled Bank, in the form of a bank guarantee, valid up to sixty (60) days beyond the contract period.** No interest will be payable on the performance security. If the service provider fails to perform satisfactorily within the contract period, the performance security will be forfeited. In case of any extension in the contract period, the validity of the performance guarantee must be extended accordingly. Upon satisfactory completion of the contract, the performance guarantee will be returned without any interest.
- b) The 5% amount of the order value shall be stipulated in Tender Document or Contract denominated in Indian Rupees or the currency of the contract and shall be in one of the following forms.
- c) Bank Guarantee issued by a commercial bank in India, in the prescribed form provided in tender.

- 32. Payment:** Payment will be made based on actual usage after the services have been rendered. The service provider must submit the bill to the designated committee for verification and certification of the number of pax. Once certified, the bill will be processed for payment. All payments will be made through online transfer, and under no circumstances should cash be accepted.

Note – Non-compliance of the above-mentioned points may disqualify your offer for further consideration.

अनुभाग - 5 / SECTION - 5

पूर्व योग्यता मानदंड / PRE-QUALIFICATION CRITERIA
(LIST OF DOCUMENTS TO BE UPLOADED WITH TECHNICAL BID)

Documents details to be mandatorily submitted:

Sl. No.	Details	Supporting Document Should be Submitted
1.	The Bidder should be Service Provider/Firms etc. and should have the existence of firm for a minimum period of 10 Years.	For OEM: -Valid Certificate of Incorporation/Registration Certificate of the firms.
2.	The firm should have a strong technical support team available in India to rectify the technical issues related to the Hiring of Services for Video Recording, Video Editing, Commentator and Live Webcasting Setup for Inter IIT Sports Meets 2024 service within 24 Hrs.	Bidder should enclose the details of service support (Escalation Matrix details).
3.	Udyam Registration certificate to be attached for (Major activity- Manufacturer of the tendered items) & (Major Activity – Service in case of the service tender)	Self-certified copies of documents.
4.	Startup Certificate if bidder claim as a startup	Self-certified copies of documents.
5.	<p>WORK EXPERIENCE: The Vendors / Bidders should have work experience as per the following parameters.</p> <p>Three similar completed work costing not less than ₹ 3,45,000/- in last 3 (Three) years for any Govt./Semi Govt./Centrally Funded Technical Institutes (CFTI) which includes IITs, IISERs, IIMs, NITs, IIITs, IISc and IIST), CSIR Institutes, Central Universities and /PSU /or DAE Institutes (NISER, TIFR) where they have completed the similar services.</p> <p style="text-align: center;">OR</p> <p>Two similar completed work costing not less than ₹ 4,60,000/- in last 3 (Three) for any Govt./Semi Govt./Centrally Funded Technical Institutes (CFTI) which includes IITs, IISERs, IIMs, NITs, IIITs, IISc and IIST), CSIR Institutes, Central Universities and /PSU /or DAE Institutes (NISER, TIFR) where they have completed the similar services.</p> <p style="text-align: center;">OR</p> <p>One similar completed work costing not less than ₹ 8,10,000/- in last 3 (Three) years for any Govt./Semi Govt./Centrally Funded Technical Institutes (CFTI) which includes IITs, IISERs, IIMs, NITs, IIITs, IISc and IIST), CSIR Institutes, Central Universities and/ PSU /or DAE Institutes (NISER, TIFR) where they have completed the similar services.</p>	<p>Service orders and satisfactory completion valid certificates issued by respective buyer organization of the above order in support of experience to be enclosed. Without submission of completion certificate the experience will not be considered.</p> <p>The valid certificate should be in Letter Head of the concerned government organization with authorized signatory.</p>

	Note: Similar service means Hiring of Services for Video Recording, Video Editing, Commentator, Live Webcasting Setup/Event Management for Inter IIT Sports Meets 2024.	
6.	Bidder Information	As per enclosed FORM - I
7.	Bidder Acceptance of Tender Document	As per enclosed FORM - II
8.	The bidder should not have been blacklisted by any Government / Semi Government / Board /Corporations /Autonomous Body/ PSU. An undertaking/declaration in this regard should be closed. If any such matter i.e. of blacklisting /suspension is subjudice, even then the concerned firm shall be technically disqualified.	As per enclosed FORM - III
9.	FINANCIAL TURNOVER: The Bidder Annual Financial Turnover should more than ₹ 46 Lakhs during the past three financial years namely 2021-22, 2022-23 and 2023-24. The Vendors / Bidders should not have incurred any loss during the last 3 (Three) years (as of 31st March 2024). Profit after Tax should be positive for the above-mentioned period.	As per enclosed FORM - IV and Attach a separate neatly typed sheet on the letter head of Registered Chartered Accountant OR enclose copies of audited Balance Sheet and Profit & Loss Statement for the previous 3 financial year as specified in bid document and further details if required may be asked from the contractor after opening of technical bids. There is no need to upload entire voluminous balance sheet.
10.	List of other Govt. Departments, Public Sector units and Central Autonomous Bodies for which the bidder is providing service or having the similar type of contracts and a valid certificate regarding the satisfactory performance of the contract	As per enclosed FORM - V
11.	Performance Report to be issued by the organization where aforesaid services is being provided	As per enclosed FORM - VI
12.	Copy of License Registration of Gumasta License , GST Registration, PF, ESIC etc.	Self-certified copies of documents.

NOTE: The agency failing to satisfy any of the above criteria will NOT be evaluated further.

अनुभाग - 6 / SECTION - 6

तकनीकी विशिष्टता / Technical Specificationभाग – 2 /PART - II

(Bidder should submit compliance matrix along with Technical Bid)

Hiring of Services for Video Recording, Video Editing, Commentator and Live Webcasting Setup for Inter IIT Sprots Meets 2024

1. The service provider should provide the services like Live webcasting, Recording, Editing and reels making according to below mentioned schedule:

Sr. No.	Date	Quantity of Setup	Locations	Technical Specifications	Required Team Members	Compliance (Y/N)
1	09/12/2024 (Inauguration day)	1	Football Ground	Sony A7SIII & FX 3 4 Camera Sony PXW or FX3 1 Crane Sony A7sIII 2 Gimbal VideoCast Or AVmatrix 1 mixer	7 Cinematographers 7 Assistants 1 live editor 2 Assistant editor 2 Helper	
2	14/12/2024	4	Football, Squash, Badminton.	Sony A7SIII & FX 3 8 Camera Sony PXW or FX3 2 Crane Sony A7sIII 3 Gimbal VideoCast Or AVmatrix 3 mixer	13 Cinematographers 10 Assistants 3 live editors 3 Assistant editor 3 Helper	
3	15/12/2024	4	Football, Squash, Badminton.	Sony A7SIII & FX 3 8 Camera Sony PXW or FX3 2 Crane Sony A7sIII 3 Gimbal VideoCast Or AVmatrix 3 mixer	13 Cinematographers 10 Assistants 3 live editors 3 Assistant editor 3 Helper	
4	16/12/2024	3	Football, Squash, Badminton.	Sony A7SIII & FX 3 8 Camera Sony PXW or FX3 2 Crane Sony A7sIII	13 Cinematographers 10 Assistants 3 live editor 3 Assistant editor	

				3 Gimbal VideoCast Or AVmatrix 3 mixer	3 Helper	
5	17/12/2024	1	Football	Sony A7SIII & FX 3 4 Camera Sony PXW or FX3 1 Crane Sony A7sIII 2 Gimbal VideoCast Or AVmatrix 1 mixer	7 Cinematographers 7 Assistants 1 live editor 2 Assistant editor 2 Helper	

Part -B Technical Terms & Condition Acceptance

Sr. No.	Details	Compliance (Y/N)
01	The service provider will be responsible for setting up of Video Recording, Video Editing, Commentator and Live Webcasting Setup for Inter IIT Sports Meets 2024.	
02	The commentator is required for each game for every day according to said schedule (Please quote the price in the BoQ).	
03	All the data and reels should be delivered on the same date, according to the games.	
04	No data should be used for publicity purpose by the service provider.	
05	The service provider should have total experience over 10 years in the field of Video Recording, Video Editing, Commentator and Live Webcasting/Event Management/making Documentaries/ Films/ TV Advertisement. Also, may have done many projects for TV channels/Media networks.	
06	Transportation: Service provider will have to arrange their own transportation for shifting of his/her materials/ equipment's to the venue.	
07	It is mandatory for the service provider to deliver all data in Hard Disk to IIT Indore Committee within the 04-05 days after completion of event.	
08	In case of any work, the service provider needs to arrange before the starting of the event.	
09	The service provider must bid for <u>Hiring of Services for Video Recording, Video Editing, Commentator and Live Webcasting Setup for Inter IIT Sprots Meets 2024 inclusive of details mentioned in the</u>	

	tender document. The tender document will not be considered valid in the case of non-fulfilment of this criterion.	
10	The following responsibilities of the service provider are to be carried out through their own resources: A) Arrangement of all accessories for Hiring of Services for Video Recording, Video Editing, Commentator and Live Webcasting Setup for Inter IIT Sprots Meets 2024. B) The service provider shall not make any addition/alteration or variation in the above services. C) No Usage of sub-standard raw material or products will be entertained. For any lapse on this front, financial penalty will be levied/ recovered.	
11	The service provider will be responsible for the behavior and conduct of its workers. No staff with doubtful integrity and/or having a bad record shall be engaged by the service provider.	
12	In case of underperformance and violation of Institute rules by any staff of the service provider, the service provider will have to replace the staff. The say of the Institute in this regard will be final.	
13	The service provider shall also ensure that his/her employees do not consume any prohibited substance and gutkha/pan masala and similar items at the Institute premises.	
14	IITI shall have no liability in any case to compensate the service provider due to natural calamities or for reasons beyond the control of the IITI.	
15	Any damage made to the property (s) of the institute by the vendor & it's team members during discharge of his services shall be borne by the vendor only.	

Note: -

- A. The bidder should submit his acceptance against each column as YES/NO and if No, the bidder should specify the deviation.
- B. Valid proof of the document in support of the claim to be enclosed with the technical bid.

अनुभाग - 7 / SECTION - 7
वित्तीय बोली/ Financial Bid

FINANCIAL BID –Schedule of price bid in the form of BOQ format:

1. The below mentioned Financial Proposal/Commercial bid format is provided as BoQ along with this tender document at <https://eprocure.gov.in/eprocure/app>
2. Bidders are advised to download this BoQ.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid.
3. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, the tender will be completely liable to be rejected and EMD shall be forfeited.
4. Any element of cost, taxes, duties levies, etc. not specifically indicated in the BOQ, shall not be paid by the IITI. If the GST amount is not quoted in the BOQ (Financial Bid), the total cost will be treated as inclusive of GST. No further communication will be entertained later or else **the EMD will be forfeited**.
5. The tender shall remain valid for acceptance for 60 days, from the date of tender opening.

Yours faithfully

(Signature of the Tenderer)

Printed Name:

Designation:

Company Seal:

Date:

प्रपत्र - 1 / FORM - I**बोलीदाता सूचना प्रपत्र****Bidder Information Form***(To be submitted on Service Provider/ Company Letterhead)*

1.	Name of the service provider/firms	
2.	Registration Number/ Incorporation certificate (Attach copy)	
3.	Registered Address with Pin code	
4.	Name of Director/ Partner(s)	
5.	Year of Establishment	
6.	Legal Status of the Organization (tick on appropriate option)	1. Limited Company 2. Undertaking 3. Joint Venture 4. Partnership 5. Others (In case of others, please specify)
7.	Category of the Organization	1. Micro Unit as per MSME 2. Small Unit as per MSME 3. Medium Unit as per MSME 4. Ancillary Unit 5. SSI 6. Others (In case of others, please specify)
8.	Contact Name, Email Id & Mobile No.	
9.	Bank Details	Name of Beneficiary : A/c. No. CC/CD/SB/OD: Name of Bank : IFSC NO. (Bank) : Branch Address and Branch Code:
10.	PAN No. of the Organization (copy should be enclosed)	
11.	GST No. of the Organization (copy should be enclosed)	
12.	EPF Registration No. of the Organization (copy should be enclosed)	
13.	ESI Registration No. of the Organization (copy should be enclosed)	
14.	Professional Tax Registration No. of the Organization (copy should be enclosed)	
16.	Labour Registration No. of the Organization as per CL&RA Act 1970 (registration copy should be enclosed)	

Date:

Authorized Signatory

Place:

Name:

Designation:

Contact No.:

Company Seal

प्रपत्र - 2 / FORM - II**निविदा शर्तों की स्वीकृति हेतु/ Acceptance of Tender Terms***(To be submitted on Service Provider/ Company Letterhead)*

Date: DD/MM/YYYY

To,
The Registrar
Indian Institute of Technology Indore
Khandwa Road, Simrol
Madhya Pradesh - 453552

Sub: Acceptance of Tender No. "IIT(MM)/ AS/9/9C/588/PK/2024-2025" for Hiring of Services for Video Recording , Video Editing, Commentator and Live Webcasting Setup for Inter IIT Sprots Meets 2024

1. I/ We have downloaded/ obtained this tender document(s) for the above mentioned 'Tender/service' from the website(s).
2. I/ We hereby certify that I/ we have read the entire terms and conditions of this tender from Page No. **02** to **26** (including all documents like annexure(s), schedule(s), etc), which form part of the contract agreement.
3. I/ We hereby unconditionally accept the tender conditions of the above-mentioned tender and its corrigendum(s) (if any) in its totality / entirety. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of bid.
4. I / We do hereby declare that our service provider has not been blacklisted/ debarred by any Govt. Department/Public Sector Undertaking/ Organization.
5. I / We do hereby declare that the prices quoted in our bid are inclusive of taxes, if not mentioned specifically.
6. I/ We agree to keep this offer open until **60 days** from the date of opening of the tender and shall be bound to provide the said services till the specified period.
7. I/ We agree that, if we fail to provide the services as per the terms and conditions of this tender and agreement, then the IIT Indore has full power to forfeit the Bid Security/ EMD or take any necessary action as deemed fit.
8. I/ We declare that no legal/ financial irregularities are pending against the proprietor/ partner of this service provider.
9. In case the tender is withdrawn within the validity period or the contract if awarded, I/We understand that our EMD will be forfeited, and I/We understand that I/We will be barred for future tendering.
10. I/We take full responsibility for the submission of authentic information/documents against the above cited bid.
11. I/We also hereby agree to abide by the rules and regulations of the IIT Indore, general conditions of the contract amended from time to time and to carry out the work according to the conditions laid down by the IIT Indore.
12. I/ We do hereby confirm that the prices/ rates quoted are fixed and are not higher than that approved by any other Govt. of State/ Central/ Institute/ Department/ PSUs during the current Financial Year. I/ We also offer to provide the services at prices and rates not exceeding those mentioned in the price bid.

(Signature of the Bidder, with Official Seal)

प्रपत्र - 3 / Form - III**स्वच्छ छवि/कोई कानूनी कार्रवाई नहीं होने के संबंध में घोषणा पत्र****DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION***(To be submitted on Service Provider/ Company Letterhead)*

I hereby certify that my service provider has neither been blacklisted/ debarred by any Institution of the Central or State Government, Govt. Departments/PSUs/Autonomous Bodies or concerned Bar Council in the last five years from the date of publishing of this tender and no bankruptcy/liquidation proceedings have been initiated against my service provider by any entity/government or quasi-government agency of PSU.

I also certify that the above Information is true and correct In every respect and In case, later it is found that any details provided above are incorrect, any contract given to us may be summarily terminated and the service provider blacklisted.

Date:

Authorized Signatory

Place:

Name:

Designation:

Contact No.:

Company Seal

Or

I/we declare the following:-

No.	Country in which the company is debarred / blacklisted / case is pending	Blacklisted / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

In case the above information is found false I/we are fully aware that the tender/contract shall be liable to be rejected/cancelled by the IIT Indore and EMD / SD shall be forfeited.

In addition to the above, IIT Indore will not be responsible to pay the bills for any completed / partially completed work.

Date:

Authorized Signatory

Place:

Name:

Designation:

Contact No.:

Company Seal

(NOTE: In case the company/service provider was blacklisted previously, please provide the details regarding the period for which the company/service provider was blacklisted and the reason/s for the same)

प्रपत्र – 4 / FORM - IV**वार्षिक कारोबार की घोषणा और इनकम टैक्स रिटर्न****DECLARATION OF ANNUAL TURNOVER, PROFIT & LOSS AND
INCOME TAX RETURN***(To be submitted on Service Provider/ Company Letterhead)*

To,
The Registrar
Indian Institute of Technology Indore
Khandwa Road, Simrol
Madhya Pradesh - 453552

Date: DD/MM/YYYY

Sub: NIT No. _____

Dear Sir,

I/we hereby declare that the details of our service provider's for Annual Turnover and Profit & Loss is as mentioned below, and the documentary evidence of the Audited Accounts is placed as enclosure:

Financial Year	Turnover	Profit & loss	Remarks
2021-2022			
2022-2023			
2023-2024			

I/we hereby also declare that our service provider had filed Income Tax Returns for the last three financial years and the filed copies of IT Return are enclosed.

My PAN No., GST Regn. No. are as follows:

PAN –

GST –

Date:

Authorized Signatory

Place:

Name:
Designation:
Contact No.:

Company Seal

Attach a separate neatly typed sheet on the letter head of **Registered Chartered Accountant** OR enclose copies of audited Balance Sheet and Profit & Loss Statement for the previous 3 financial year as specified in bid document and further details, if required, may be asked after opening of technical bids. There is no need to upload an entire voluminous balance sheet.

प्रपत्र – 5 / FORM - V**पिछले और वर्तमान अनुभव का विवरण****DETAILS OF PREVIOUS & CURRENT EXPERIENCE***(To be submitted on Service Provider/ Company Letterhead)*

To,
The Registrar
Indian Institute of Technology Indore
Khandwa Road, Simrol
Madhya Pradesh - 453552

Date: DD/MM/YYYY

Sub: NIT No. _____

Dear Sir,

Details of previous and current experiences with the clients are furnished below:

Name of the Client and full address	Order No. and Date	Description of the services offered	Telephone and Email id of the client	Tenure of contract	Value of contract

Date:

Authorized Signatory

Place:

Name:

Designation:

Contact No.:

Company Seal

प्रपत्र - 6 / FORM - VI**प्रदर्शन रिपोर्ट**
Performance Report

(To be issued by the organization where aforesaid services is being provided)

1. Name of the Owner:
2. Name of the Company/Service Provider & Address:
3. Name and address of the organization where services are provided:
4. Name and contact no. of the person in the organization for verification:
5. Date of award of contract:
6. Date of completion of contract:
7. Value of work in Contract:
8. Performance Report: Please tick/circle the correct option.

(a)	Quality of service	Excellent/Very Good/Good/Fair
(b)	Resourcefulness	Excellent/Very Good/Good/Fair
(c)	Behaviour and Attitude	Excellent/Very Good/Good/Fair
(d)	Redressal of complaints and Promptness	Excellent/Very Good/Good/Fair

Recommendation: _____

Seal of the Organization
Official

Signature of the Organization's

Designation:

Date:

प्रपत्र - 7 / FORM - VII**परफॉर्मेंस सिक्योरिटी प्रारूप / PERFORMANCE SECURITY FORMAT***(To be submitted on Service Provider/ Company Letterhead)*

To,

.....

WHEREAS (name and address of the service provider) (hereinafter called "the service provider") has undertaken, in pursuance of contract no. Datedto supply (description of goods and services) (hereinafter called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the service provider shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract.

AND WHEREAS we have agreed to give the service provider such a bank guarantee:

NOW THEREFORE we hereby service provider that we are guarantors and responsible to you, on behalf of the service provider, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the service provider to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We further undertake to pay the IIT any money so demanded notwithstanding any dispute or disputes raised by the service provider(s)/vendor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment made by us under this bond shall be a valid discharge of our liability for payment thereunder and the service provider(s)/vendor(s) shall have no claim against us for making such payment.

We hereby waive the necessity of your demanding the said debt from the service provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the service provider shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

(Signature of the authorized officer of the Bank)
Name and designation of the officer

Seal:

Name & address of the Bank
Address of the Branch:
Phone No.:
E-mail ID:.