

RFQ NO.: IITI(MM)/ME/(PRJ)10/10A/187/DD/2019-2020

November 28, 2019

Request for Quotation

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

Last date of bid submission: December 03, 2019 upto 3.00 PM
Date of Opening of Bids : December 03, 2019 at 3.30 PM

Dear Sir,

We are interested to hire the 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 etc. as per the terms & conditions indicated herein below in a Single-bid.

Your quotation should be dropped in the Tender Box kept in the IITI, Khandwa Road, Simrol, Indore-453552, M.P. only.

Sl.No.	Item with specifications	Quantity
1.	Event Management Services including “Supply of Structure, Services, Facilities as per enclosed Specifications and Scope of Work/supply for conducting Conference 2019 at IITI-Simrol Campus” from December 12 to 14, 2019 Detailed scope of work as per Annexure- II (Part A & B)	As per Scope of Work

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.

- Please mention the enquiry no. & due date on the top of the Bid envelop.
- Please submit copy of your Income Tax Number, GST and copies of PAN with your offer.
- Please submit copy of your registration no. for this Service being rendered with your offer.
- The offer must be submitted in Single bid system in sealed envelope within the Date and Time.
- 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: In-charge (MMS), IITI Simrol Campus, Indore- 453552, M.P. only
- 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.
- The firm quoting for above mentioned items/ services 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/ services and Services provided by the firm.
- The Bank/RTGS detail must be submitted along with the quotations /Tenders on the letter head.
- All communications related to this tender should be addressed to the undersigned only.
- 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.
- 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.

13. Ground leveling on site to be done by the service provider, if required.
14. Housekeeping & cleaning on site to be done by the firm during and after the event.
15. Service provider should depute one on-site skilled supervisor to coordinate the arrangement with the IITI officials.
16. Firm should use new carpet only; used/old carpet will not be accepted on venue site.
17. The service provider should ensure all statutory compliances related to workshop safety, sanitary etc. of the workers engaged as per Govt. of India norms.
18. The service provider should coordinate with institute security for entry and exit of men & materials.
19. No material and labour can be extended from the institute for execution of the contract.
20. The institute reserves the right for modification, minor deviation from the awarded scope of contract without any additional cost & risk.
21. The pre-bid meeting is scheduled to discuss and clarify any points in the tender document after which no further clarification will be entertained.
22. The firms are required to make a presentation of 10 minutes before the committee during the pre-bid meeting after clarifying their queries, if any.
23. All the work pertaining to convocation shall be carried out so as to maintain the electrical safety (as per international standard) at site.
24. All electrical connections should have proper safety arrangements, logs etc.
25. Necessary statutory permission, if required, is to be obtained by agency.
26. The display of presentation must be legible in LED Wall screen with proper resolution font size will be intimated to successful agency.

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 Govt. Institutes, departments can participate in the bidding. The institute will shortlist/ select bidders based on their performance record in educational institutes for similar events.
2. **The firm should have completed at least 01(One) similar tasks with Order value of ₹10 Lakhs and 02 (Two) works amounts ₹ 05 Lakhs in last three years.**
3. **Price:** The **basic price** with break up for each item/service may be quoted in **Unit price**. IITI will decide on the quantity required.
4. **Price Bid form at Annexure –I should be used for bid submission.**
5. **Earnest money deposit** of ₹ 24,000.00 (Rupees Twenty Four Thousand Only) to be submitted in online mode.
6. **Bids received without EMD will be rejected.s**
7. **Earnest Money Deposit (EMD / Bid Security (BS)** has to be submitted by bidders except those who are registered with
 - i. **Micro and Small Enterprises (MSEs)**
 - ii. **Central Purchase Organization (CPO)**
 - iii. **Concerned Ministry / Department.**
 - iv. **Startups as recognized by Department of Industrial Policy & Promotion (DIPP).**
8. 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.
9. EMD of the unsuccessful bidders will be returned/ refunded after the institute takes final decision to award the contract.
10. **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.

11. **Concessional Sales Tax Certificate** not against 'C/D' form along with CST, JST/VAT/TIN Number etc.
12. **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.
13. **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 price bid.
14. **Discounts:** The bidder need to mention clearly the exact figure/Percentage of discount offered, if any.
15. **Concession/Exemptions:** IIT-I being an academic institute is entitled for availing Customs Duty exemptions in terms of Notfn. No. 51/96 dated 23.07.1996, Notfn. No. 28/2003- Customs dt. 01/03/2003, Notfn. No.43/2017- Customs dt. 30/06/2017 & notfn. No. 47/2017- Integrated Tax (Rate) dt. 14/11/2017, Notfn. No. 10/2018- Integrated Tax (Rate) dt.25/0/2018 and Notfn. No. 45/2017-Central Tax (rate) dt. 14/11/2017, Notfn. No. 45/2017-Union Territory Tax (Rate) dt. 25/01/2018 as amended from time to time. Presently this is valid till 31.08.2021 vide Order No. TU/V/RG-CDE(1145)/2016 Dt.28/02/2018 issued from DSIR-Min. of Sc.& Tech; Govt. of India. **Please state clearly that this Certificate is required.**
16. **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.
17. **Delivery Terms:** Our standard Delivery Terms is **On-Site IIT, Indore Campus**. Rates should be quoted accordingly.
18. **Delivery Schedule:** The event management company will be responsible for coordination of delivery of services and requisite items at the event site. Firm should ensure all the requirements/facilities as per order **02 days prior to the event.**
19. **Terms of Acceptance:** The items/ services will be treated Accepted only after Inspection. This includes set up of stage, audio-visual system, furniture's etc.
20. **Specification:** Quotation should confirm the exact details of services, if any shown in the enquiry against Sl. No. of the item. In the view of the supplier there is any other alternative service which can serve out purpose, quotation may also be given for the same separately client list along with the order copy of similar service supplied to any IITs / any Govt. Organization including detail of price & all charges must be attached.
21. **Deviation statement:** In the case of items/ services quoted having specifications and layout 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. The date of delivery/services 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. The Services should be securely, safely to be done. In case of damage of item supplied by the service provide such as stage, furniture etc., the same should be replaced without any cost by the supplier before the event.
23. **Payment:** Full payment within 30 days from the date of final satisfactory completion of the event, submission of the bills and certification from the user department.
24. **Guarantee/ Warranty:** The setup established by the service provider for the event should be as per requirement and tender.
25. In case 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 days 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 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. **IITI reserves the right to modify/alter/insertion or deletion on any part of the tender document to ensure fulfillment of its material & service requirement at any stage.**
29. 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
30. For any dispute, the place of jurisdiction shall be Indore, India only.

ANNEXURE- I
(On Company Letter Head)
PRICE SUBMISSION FORM (to be utilized by the bidders for Indigenous quotes)

Reference No.: _____

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

Contact No.:

Email Id:

Details	DESCRIPTION	Price per Unit in INR
Price	Basic Price of the Event Management Services (Detailed breakup of the price both civil & electrical should be attached as shown in Annexure I & II)	
GST	GST to be quoted in %	
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 should be attached for Price break up

Signature of the Authorised person with firm seal and date

Scope of Work
Annexure- I-Part- A

Estimate for providing tent for Conference 2019 from December 12 to 14, 2019 at Simrol campus IIT Indore

Sl. No	Description of the Items	Quantity	Days	Unit Price	Total Amount in ₹
PART A: Providing Pandal with Aluminum German Hanger for Convocation 2018 at Simrol campus IIT Indore					
1	MS Structure- Providing and fixing of pillar less MS structure to Cover an area of 7000 sq. Feet including new white cloth ceiling on MS structure and including land dressing, Soil filling, leveling and rolling venue if required complete in all respect. for 3 days.	7200	3		
2	Providing & fixing Platform 4" ht of size 12000 Sq.Ft. complete in all respect for 3 days.	12000	3		
3	Carpet- Providing and laying New synthetic carpet of good quality. The carpet in passage will be of red colour and rest of the area will be green complete in all respect. for 3 days.	12000	3		
4	Providing & fixing Octonorm Stall with 1 nos 4 feet table, 2 nos vip cousin chairs with white cover, power points and new carpet complete in all respect. for 3 days	15	3		
5	Providing & fixing New White House tent complete in all respect. for 3 days.	15	3		
6	Providing & fixing Kitchen waterproof tent covered from all side with carpet complete in all respect. for 3 days.	900	3		
7	Providing & fixing clean Red colour fiber chair of good quality. for 3 days.	50	3		
8	Providing & fixing VIP cushioned chair with new white cover of good quality. for 3 days.	35	3		
9	Steel tables- Providing and laying good quality Table of size 4 X 2.5 feet and height 2.5 feet along with good quality of white cover frill complete in all respect. for 3 days.	50	3		
10	Round tables- Providing and laying good quality Round Table along with good quality of New white cover frill and theme colour plastic top cover should clean/change every day complete in all respect. for 3 days.	15	3		
11	Providing & fixing Wooden frame ply based wall with both side masking with white cloth(320 rft) for 3 days.	320	3		
12	4 nos. Cleaning Staff for 3 full day	4	3		
13	Dust bins : Providing steel dustbins of best quality for 3 days.	10	3		
Total Amount =					
GST @ ____%=					
Total Amount with GST =					

Signature & Seal of Service provider/Bidder

Annexure- II-Part- B

Estimate for providing tent for Conference 2019 from December 12 to 14, 2019 at Simrol campus IIT Indore

Sl. No.	Description of the Items	Qty	Days	Unit Price	Total Amount
A.	Electrical Items for Convocation Hall				
1	Providing and fixing of LED (Cool day Colour) minimum 250 w fittings Qty. 30 nos. for 3 days.	30	3		
2	Providing and fixing of LED (Warm White) focus lights of minimum 250 w fittings Qty. 10 nos. for 3 days.	10	3		
3	Power points (socket with switch control arrangement) of 6/12 amp rating with necessary joint less wiring for providing supply at venue. Complete in all respect. for 3 days.	50	3		
4	Earthling with G.I. earth plate including accessories, and providing masonry enclosure with cover plate having locking arrangement and watering pipe of 2.7 meter long etc. with charcoal/ coke and salt as require. for 3 days.	1	3		
5	Providing and fixing of connections with proper termination (Also necessary joint less cabling with panel) to all above & below mentioned electrical and electronics items within function area as per requirement with necessary Panel for 3 days.	1	job		
6	Providing and fixing of HD LED TV display: 42" (106 cm) including Speakers and good quality Dual post pole Stands (Floor Standing) with VGA input & video cabling etc. as required. Providing and fixing of HD LED TV display: 42" (106 cm) including Speakers and good quality Dual post pole Stands (Floor Standing) with VGA input & video cabling etc. as required. for 3 days.	15	3		
8	Providing, fixing , testing and commissioning of silent DG set of 65 KVA for 3 days.	1	3		
9	Diesel for the above DG set for the given period on per hour basis (12 hours per day)	1	job		
Total (A + B) =					
GST Extra @ _____ =					
Total (A + B) =					

Signature & Seal of Service provider/Bidder