



भारतीय प्रौद्योगिकी संस्थान इंदौर
Indian Institute of Technology Indore
सिमरोल, खंडवा रोड, इंदौर & 453552
Simrol, Khandwa Road, Indore- 453552

FLUXUS

**Venue Preparation for Fluxus Programme -2020 at IIT Indore,
Simrol Campus”**

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

**Infrastructure Development Office
IIT Indore
Hub Building, Simrol
Khandwa Road, Indore- 453552**



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

Tel.: 0731 2438700/203/958/949
E-mail: idooffice@iiti.ac.in

NIT. No.: IITI/ESTATE/MAINT./FLUXUS/2019-20/73

January 27, 2020

Tel.: 0731 - 2438700/852/983/856, Email: idooffice@iiti.ac.in

Website: www.iiti.ac.in,
NOTICE INVITING TENDER

Online e-Tenders are invited by IIT Indore (in Two bid System) to arrange convocation ceremony which includes services mentioned 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:

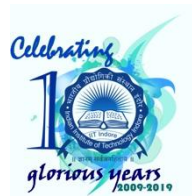
Sl. No.	Description of Services	NIT No.	EMD (in INR) - Online	Estimated Cost
1.	Venue Preparation for Fluxus Programme -2020 at IIT Indore, Simrol Campus	IITI/ESTATE/MAINT./FLUXUS/2019-20/73	40,000.00 (Rupees Forty Thousand Only) Online EMD Submission: Bidder can submit their EMD online	Rs. 19,86,839
SUBMISSION OF BIDS ONLINE IN TWO BID https://www.tenderwizard.com/IITI				

Note:

- I. Tender Documents with detail terms & conditions can be downloaded from our website: http://iiti.ac.in/tender_estate & <https://www.tenderwizard.com/IITI>
- II. All the details/document pertaining to the NIT such as tender document, corrigendum and any further updates will be available only on our website and also at Tender Wizard.
- III. Bids/Quotations may be submitted directly by the service provider or contractor with proof of authorization.
- IV. Those who fulfill eligibility criteria can participate in the bidding process.
- V. The EMD of the unsuccessful bidders may be refunded after finalization of the contract.
- VI. All the communications with respect to the tender shall be addressed to the tender shall be addressed to Project-In-Charge, IIT Indore, Tel.: 07321 2438700 Ext.852/983/856, Email id- idooffice@iiti.ac.in

IIT Indore shall not be responsible for non-receipt bid due to internet issues or any other reasons. **For any issues related to tender please contact Infrastructure Development Office, Tel: +91-731-2438700/852/983/856 Email: idooffice@iiti.ac.in**

Project-In-Charge



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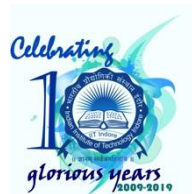
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ONLINE BIDDING DOCUMENTS FOR PURCHASE OF GOODS

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Chapter 9	Performance Bank Guarantee



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Chapter 1
Schedule of Tendering:

Sl. No.	Event	Date and Time/ Remarks
01	Downloading of Tender document online from CPPP	From 28/01/2020- https://www.tenderwizard.com/IITI & http://iiti.ac.in/tender_estate
04	Bid submission Start date	28/01/2020
05	Last date & Time of Submission of Bids Online / EMD (Technical and Price Bid)	30/01/2020– 05:00 PM Please refer tender Terms at IITI
06	Opening of Technical Bids Online	31/01/2020- 11:00 AM Please refer tender Terms at IITI
07	All the communications with respect to the tender shall be addressed to	Project-In-Charge, IIT Indore, Hub building (Sodium) Khandwa Road, Simrol Campus, Indore- 453552 Tel.: 0731-2438700 Ext. 852/983/856
08	Submission of Bid Online	https://www.tenderwizard.com/IITI
09	FOR TAKING ASSISTANCE, IF ANY	Mr. Sanjeet Gupta (M/s ITI Limited, Tender Wizard) 8602465460



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CHAPTER- 2 INSTRUCTIONS TO THE TENDERERS

The tender shall be submitted in accordance with these instructions and any tender not confirming 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 Tender Wizard ([URL:https://www.tenderwizard.com/IITI](https://www.tenderwizard.com/IITI)).The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.
2. More information useful for submitting the online bids on the CPP Portal is available/obtained at [URL:https://www.tenderwizard.com/IITI](https://www.tenderwizard.com/IITI)
3. For Registration: Bidders are required to enroll on the e-Procurement module of the Tender Wizard ([URL:https://www.tenderwizard.com/IITI](https://www.tenderwizard.com/IITI)) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
4. Foreign Bidders have to refer "DSC detail's for foreign Bidders" for Digital signature Certificates requirements which comes under Download Tab at <https://www.tenderwizard.com/IITI> =Standard Bidding Documents &service=page and the remaining part is same as above and below.
5. 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 stipulate any condition of his own, such conditional tender is liable to be rejected.
6. IITI reserves the right to reject any tender/bid wholly or partly without assigning any reason.
7. The Technical Committee constituted by the IITI shall have the right to verify the particulars furnished by the bidder independently.
8. Tenderer shall take into account all costs including installation, commissioning, cartage etc. for giving delivery of material at site i.e. IIT Indore before quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
9. The services required at IIT Indore, Khandwa Road, Simrol, Indore and the contractor/supplier shall be responsible for any damage during the transit of goods.
10. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
11. Interested bonafide and reputed manufacturers/Indian agents (on behalf of their foreign principals) may submit online bids for each of the above service alongwith all requisite documents and scanned copy of online EMD submission reference.



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12. 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://www.tenderwizard.com/IITI>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
13. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
14. In case, 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.
15. The detailed instruction for online submissions of bid(s) through e-procurement module of Tender Wizard, the bidder(s) may visit following link:- <https://www.tenderwizard.com/IITI>.

CHAPTER - 3

LIST OF DOCUMENT TO BE UPLOADED WITH TECHNICAL BID:

1. 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 to items/ services and services provided by the firm.
2. The intending Tenderer, in case of contractor/ service provider shall upload a self-declaration on their letter-head as PDF file in Cover-I of e-tender, along with the tender documents, confirming that they are regularly providing services for event, supplying, installing, of the similar service for the **last 03 years**.
3. The intending Tenderer, in case of **Authorized Contractor/ Authorized Service Provider** shall possess valid authorized certificate. The tenderer shall enclose the copy of the same as PDF file in Cover-I of the e-tender while submitting the tender.
4. The service shall be in compliance with the scope of works mentioned in **Chapter 06** of the tender and shall be of the latest technology, best quality and high standards. The documents mentioned and required as per chapter 06 part –I & Part –II to be enclosed in PDF.
5. Any optional accessories/ tooling, besides the standard service recommended for the better performance of the service, if offered, are provided with their full technical details including their use and advantage in a separate sheet with the tender documents.
6. **PAN Card, GST Details, Order Copies, Registration details of the firm/Company etc.**
7. **Bank Detail on letter head.**



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CHAPTER - 4

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers (e-tender system) 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 the same may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/ XLS formats. Bid documents may be scanned with 100 dpi with black and white & color option.
4. Bidder should upload the standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) with each bids.
5. Bidders can use "My Space" 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 bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that he/she 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 has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. A standard BoQ format has been provided with the tender document to be filled by all the bidders.
4. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The 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 the name of the bidder) No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file found to be modified by the bidder, the bid will be rejected.
5. 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.
6. All the documents being submitted by the bidders would be encrypted to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bids, 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.
9. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

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 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 Mr. Sanjeet Gupta (M/s ITI Limited, Tender Wizard) 8602465460.



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GENERAL INSTRUCTIONS TO THE BIDDERS

- 1) The tenders will be received online through portal <https://www.tenderwizard.com/IITI>. 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/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://www.tenderwizard.com/IITI>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://www.tenderwizard.com/IITI> 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 Tender Wizard for e-Procurement at <https://www.tenderwizard.com/IITI>

Online Bid Form

The bidder shall complete the online bid form and the appropriate price schedule furnished in the online bidding documents in section VII/1, indicating, inter alia for the goods to be supplied, a brief description of the goods, their country of origin, quantity and prices.

Online Bid prices

The Bidder shall indicate on the Price Schedule the unit price and total bid prices of the goods it proposes to supply 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. However, Bidders shall quote for the complete requirement of goods and services specified under each schedule on a single responsibility basis, failing which such bids (for the schedule in question) will not be taken into account for evaluation and will not be considered for award.

Prices indicated in the online price schedule shall be entered separately in the following manner.

I. For goods offered from within India:

- a. The price of the goods should be quoted for destination basis, charges towards freight, installation etc. may be mentioned. GST should mention as applicable after referring the attached GST Notification.
- b. Any sales or other taxes/duties should be clearly mentioned, which will be payable on the goods in India if the contract is awarded.
- c. Charges for inland transportation, insurance and other local costs incidental to delivery of goods to their final destination should be mentioned. The final destination is specified in the schedule of requirements.
- d. Any element of cost, taxes, duties levies etc. not specifically indicated in the online bid, shall not be paid by the purchaser.

II. Bid currencies

- a. For domestic goods prices shall be quoted in Indian rupees only. Commission for Indian Agent, if payable, shall also be quoted in Indian Rupees only.
- b. For imported goods prices shall be quoted either in Indian rupees or may be quoted in foreign currency (currencies) and the portion of the allied work and services, which are to be undertaken in India (like installation & commissioning of service) are to be quoted in Indian currency.



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III. Indian Agent

- a) If a foreign bidder has engaged an agent in India in connection with its online bid it will be required to give the following information in the online bid:
 - i) The name and address of the Indian agent with their permanent income tax number.
 - ii) The details of the services the agent will render.
- b) The agency commission shall be indicated in the space provided for in the price schedule and will be paid to the bidder's agent in Indian rupees

IV. Period of validity of online bids: Online Bids shall remain valid for acceptance for 180 days after the date of bid submission.

Proof of EMD submission must be attached to the Techno-Commercial Bid Only and NOT to the Price Bid. Bids received without EMD will be rejected.

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



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CHAPTER- 5
GENERAL TERMS AND CONDITIONS

1. **Delivery of Tender: Two- Bid through Online Mode.** IIT Indore reserves the right to ignore any tender who fails to comply with the above instructions without giving any notice.
2. **Two Bid:** Firm should submit the bids online:
 - a) **Technical Bid:** Technical bid will be opened on the due date for technical evaluation of bids. **Non-representation within stipulated time the tender will be processed further and no representation will be accepted thereafter.**
 - b) **Financial Bid:** The financial bids of technical qualified responsive bidder will be opened.
3. **Bidder:** Tenders are invited only from authorized contractors / Service provider, Vendors are requested to attach proof to show that they are the authorized service provider of the specific event that they are quoting for the event management. Bids/Quotations of internationally recognized brand from authorized service providers only will be accepted.
4. **Bid Security (EMD) :**
 - a) **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).**
 - b) In such case, copy of the certificate showing registration with the abovementioned institutions to be uploaded in e-tender in PDF format.
 - c) In case the unit is not covered as above, the EMD should be submitted online.
 - d) The EMD will be returned to the unsuccessful bidders after the orders are placed with the successful bidder.
 - e) The EMD will be forfeited if the bidder fails to accept the order based on his/her offer/bid or fails to supply the items.
 - f) 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 after finalization of order or immediately after completion of validity of the bid.** 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 give service as per service order (SO) terms and conditions within stipulated period, the earnest money shall be liable to be forfeited by IIT Indore
3. **Period for which the offer will remain opened:**
 - (i) Firms tendering should note the period for which it is desired that their offers should remain open for acceptance.
 - (ii) Quotations qualified by such vague and indefinite expressions such as "subject to immediate acceptance", "subject to prior service", etc. will not be considered.
4. **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-



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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.**

5. **Opening of Tenders:** Online tender opening as specified in schedule of requirement. The received bid will be opened online, and it will be evaluated by a technical committee which will decide the suitability as per our scope of work and requirement. The financial offer/bid will be opened only for the offer/bid which submits all the required necessary documents and verified by the technical committee as technically qualified bidder as per Tender.
 - a) **Award Criteria:** *The Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive, technically qualified and has been determined to be the lowest responsive evaluated bid.*
 - b) **Purchaser's Right to vary Quantities at Time of Award:** *The Purchaser reserves the right at the time of Contract award to increase or decrease the quantity of goods and services originally specified in the tender without any change in unit price or other terms and conditions. The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract.*
 - c) **Notification of Award:** *Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing by registered letter or e-mail that the bid has been accepted by way of a Purchase Order/ Service Order.*
7. **IIT Indore is green zone campus, hence, after delivery and acceptance of item supplier should take back the waste packing material such as plastic, wrapping paper and toxic material. Further, any wooden packing material to be handed over to store**
6. **Place of Event & Schedule:** IIT Indore, SIMROL, Khandwa Road, Indore – 453552 and should be delivered within schedule.
7. **Right of Acceptance:** This office does not pledge itself and reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity offered and the firm shall give the service as per the rate quoted. The firm 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 firm.
8. **Proof of Service Registration Certificate MUST be attached.**
9. **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 firm is liable to be blacklisted.**
10. **IITI reserves the right to call for techno-commercial/price negotiations. The company should depute competent representative for such discussion/negotiations whenever called for and he shall be competent to take on the spot decisions.**



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11. 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.
12. **Liquidated Damages:** As Time is the essence of an order, the date of service should be strictly adhered to, otherwise the service in full or in part may not be accepted and penalty for late service will be imposed @ 0.5% (Half Percent) per week subject to a maximum of 10% of the total value of service order & beyond 10% subject to approval of IITI.
13. **Force Majeure:** Neither the contractor nor the institute shall be liable to the other, for any delay in or failure of their respective obligations under this control 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 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.
14. The firm may give any of their commercial term, if required, in their techno-commercial offer only, and price quotation should contain only price.
15. Please inform the IITI in writing whether the owner of the firm or any of their partners/employees has close relations working with IIT Indore. This is for record only.
16. 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
17. **IITI reserves the right to modify/alter/insertion or deletion on any part of the tender document /NIT to ensure fulfillment of its material & service requirement at any stage.**
18. The instructions about bidding given in this advertisement and the Tender Documents should be read thoroughly before bidding. IIT Indore reserves the right to accept or reject any or all quotations at any stage without assigning any reason whatsoever it may be.
19. **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. 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.
20. **Governing Law:** The order placed will be 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.
21. For any dispute, the place of jurisdiction shall be Indore, India only.

CHAPTER- 6



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, इंदौर & 453552

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

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E-mail: idooffice@iiti.ac.in

NIT. No.: IITI/ESTATE/MAINT./FLUXUS/2019-20/73

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Part -I
Scope of Work

Works details and technical specifications as mentioned below:

S. No.	Particulars	Unit	Qty.	Days
Technical rider requirement-light & sound				
1	Providing and making all necessary arrangement for day 1 event i.e. 7/2/2020 of fluxus technical rider as per attached annexure -1 complete in all respect	Job	1	1
2	Providing and making all necessary arrangement for day 2 event i.e. 8/2/2020 of fluxus technical rider as per attached annexure -1 complete in all respect	Job	1	1
3	Providing and making all necessary arrangement for day 3 event i.e. 9/2/2020 of fluxus technical rider as per attached annexure -1 complete in all respect	Job	1	1

General Ground Lighting and others Electrical requirements:-

4	6 No. SRX/VRX top, 6 Subs, mixture, 6 monitor, 5 big stand mic(shure), 3 small stand mic, 2 cordless mic, 2 head mic, 4 instrument mic, 2 amplifier, usb interface, double bass drum at Hostel building for 4 days complete in all respect	Job	1	4
5	4 No. SRX top, 2 base, complete setup with 2 cordless mic for technical event for 3 days complete in all respect	Job	1	3
6	1 Sound console with table arrangement for hostel building with masking for 4 days complete in all respect	Job	1	3
7	Providing and fixing of LED (Cool day Colour) minimum 250 w including fittings for 3 days on 6 meter pole with MCB Breaker on every pole. surrounding cricket ground	Nos	100	3
8	Providing and fixing of LED minimum 250 w including fittings for 4 days on 6 meter pole with MCB Breaker on every pole	Nos	50	3
9	Providing and fixing of LED (Warm White) focus lights of minimum 250 w fittings for 3 days on 6 meter pole with MCB Breaker on every pole	Nos	20	3
10	Providing and fixing of halogen and LED light Tower on 6 meter pole with MCB Breaker on every pole for hostel building ground for 3 days complete in all respect	Nos	20	3



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11	Providing and fixing Joint less Cabling for All electrical items (required for Fluxus) for 4 days complete in all respect	Job	1	3
12	Power points (socket with switch control arrangement) of 6/12 amp rating with necessary joint less wiring for providing supply at venue(Green Rooms/Stalls and others . Complete in all respect. for 3 days.	Nos	50	3
13	Earthling with G.I. earth plate including accessories, coal, charcoal, etc. and providing masonry enclosure with cover plate having locking arrangement and watering pipe of 2.7 metre long etc. with charcoal/ coke and salt as require(one for general electrical and other sound & light as per tech rider). for 3 days.	Nos	3	3
14	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 4 days.	Job	1	3
15	Providing and fixing 6 sharpies,24 LED par at Hostel ground etc. complete in all respect	Job	1	4
16	Providing and fixing 4 SRX, 4 subs at required locations and 6 mic for 2 locations for 3 days etc. complete in all respect	Job	1	3
17	Providing and fixing 12 LED par at Technical ground etc complete in all respect	Nos	12	2
18	providing and fixing Silent Generator 250 KVA with fuel (12 Hr per day Backup) for 2 days at cricket ground	Nos	1	2
19	providing and fixing 2 Nos Silent Generator 125 KVA with fuel (Backup Required for 12 Hr per day each) for 3 days at cricket ground	Nos	2	3
20	providing and fixing 1 Nos Generator rent 125 KVA Silent DG Set(Backup Required for 12 Hr per day each) for 4 days at Hostel building ground	Nos	1	3

Stage/tent Material

21	Providing and fixing Scaffolding MS Structure Clear Stage with new black cloth masking of Size 56x32=1792 Sq.Ft. on 5 feet height for 3 days with new dark Grey carpet at Cricket ground complete in all respects	Sft	1792	3
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22	Providing and fixing Console scaffolding stage platform (24x16=384 sq. ft.) arrangement on 4 feet height with carpet and 5 nos table with stair for 3 days complete in all respect	Sft	384	3
23	Providing and fixing Scaffolding MS Structure Clear Stage with new black cloth masking of Size 56x4=224 Sq.Ft. on 4 feet height (for SFX) 2 days with new dark Grey carpet at Cricket ground complete in all respects	Sft	192	2
24	Providing and fixing Scaffolding MS Structure Clear Stage with new black cloth masking of Size 32x24=768 Sq.Ft. on 5 feet height for 4 days with new dark Grey carpet at near Hostel building complete in all respects	Sft	768	4
25	Providing and fixing Scaffolding MS Structure Ramp with new black cloth masking of Size 8x24=192 Sq.Ft. on 5 feet height for 3 days with new dark Grey carpet at near Hostel building complete in all respects	Sft	192	3
26	Providing and fixing LED scaffolding Riser stage with new black cloth masking 56x4=224 Sq. Ft. on (5+2 feet height) with new black masking at Cricket ground complete in all respect	Sft	192	3
27	Providing and fixing scaffolding structure based backdrop with star quality flex of size 32x12=348 Sq.Ft. For 3 days(Flex Design will be change in every day) for 3 days complete in all respect	Sft	348	3
28	providing and fixing Aluminium structureTrussing(2x2) for light arrangement at hostel building (40 feet x25 feet) complete in all respect	Job	1	3
29	providing and fixing 3 nos Green Room for artist 16x16 (3 nos.) with new grey carpeted platform, 2 nos dressing table, 2 nos. sofa set, glass top center table and 4 vip tent chairs and sink etc. complete in all respect for 3 days	Nos	3	3
30	Providing and fixing 1 nos Green Room for artist 16x16(1nos) with new grey carpet platform ,2nos dressing table etc. complete in all respect	Nos	1	3
31	providing and fixing New carpet of desire colour(5000 Sq. Ft.)	Sft	5000	3
32	providing and fixing Mojo Barricading for cover stage and VVIP entry at cricket ground(1000 Running feet) complete in all respect	Rft	1000	3



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33	Providing and fixing New Black cloth framed wall(cloth covered from both side) on 10 feet height for ground cover 500 running feet	Rft	500	3
34	Providing & fixing tent of size 10x10 feet for food stall & technical event,three sides & ceiling cover with new white cloth & carpet etc complete in all respect	Nos	15	3
35	Providing & fixing tent of size 15x15 feet for food stall & technical event,three sides & ceiling cover with new white cloth & carpet etc complete in all respect	Nos	15	3
36	Providing and fixing new white Table cloth of size 10x10 etc complete in all respect	Nos	40	3



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PART- II CONDITIONS FOR TECHNO-COMMERCIAL BIDS

TECHNICAL

1. 'Bidder' shall mean the individual or firm who participates in this tender and submits its bid.
2. 'Contractor'/ 'Agency'/ 'Firm' shall mean the successful bidder in this tender and shall include its legal representatives, successors.
3. 'Performance Security' shall mean monetary guarantee furnished by the successful bidder for due performance of the contract concluded with it.
4. 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.
5. The firm should have completed at least 01(One) similar tasks with Order value of 16Lakhs and 02 (Two) works amounts 12 Lakhs in last three years.

COMMERCIAL

1. **PAYMENT TERMS:** 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. The payment will be released after statutory deductions. The firm has to submit bill(s), challans(s), bank details/cancelled cheque, work completion report, performance bank guarantee (if required) etc. to the Project-In-Charge, IIT Indore.
2. Event 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.
3. In case of delayed services, liquidated damages at the rate of **0.5 percent per week** of delay with a maximum of **10 percent** of contract/order value will be levied.
4. **PERFORMANCE SECURITY:** 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 event of the Service in the form bank guarantee valid for 2 months beyond the event date. If PBG is not submitted 10% payment of the total order value will be withheld, till such time. 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. **PBG format.**
5. Please note clearly that faxed, mailed and opened quotations are liable to be rejected.
6. Fairness and Good Faith: The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.
7. Confidentiality: Except with the prior consent of IIT INDORE, the Contractor shall not at any time communicate to any person or entity any information acquired in the course of performance of this Contract. By agreeing to enter into this Contract, the Contractor also agrees to sign and abide with the Non-Disclosure Agreement.

Miscellaneous

1. All payments, including refund of Bid Security (EMD) will be made electronically.
2. The personnel engaged by the Contractor are subject to security vetting by IB and Security check by the IITI Security Staff at any time.
3. All personnel deputed by the Contractor should bear upon his/her person due authorization from the Contractor, and should produce the same for inspection in order to be allowed to enter IITI premises, and during their stay within the premises.
4. Within IITI premises, the Contractor's personnel shall restrict their activities to performance of this contract.

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5. The Contractor shall be directly responsible for any dispute arising between him and his personnel and IITI shall be kept indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
6. The Contractor shall be solely responsible for payment of wages/salaries, other benefits and allowances etc. in r/o the personnel deputed for IITI. IITI shall have no liability whatsoever in this regard and the Contractor shall indemnify IITI against all claims in this regard.
7. The Contractor shall be fully responsible for theft or burglary or any damage to IITI property directly attributable to any acts of commission or omission on the part of Contractor's personnel.

Special Terms & Conditions

1. Ground leveling on site to be done by the service provider, if required.
2. Housekeeping & cleaning on site to be done by the firm during and after the event.
3. Service provider should depute one on-site skilled supervisor to coordinate the arrangement with the IITI officials.
4. Firm should use new carpet only; used/old carpet will not be accepted on venue site.
5. The service provider should ensure all statutory compliances related to Hub safety, sanitary etc. of the workers engaged as per Govt. of India norms.
6. The service provider should coordinate with institute security for entry and exit of men & materials.
7. No material and labour can be extended from the institute for execution of the contract.
8. The institute reserves the right for modification, minor deviation from the awarded scope of contract without any additional cost & risk.
9. The pre-bid meeting is scheduled to discuss and clarify any points in the tender document after which no further clarification will be entertained.
10. 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.
11. All the work pertaining to convocation shall be carried out so as to maintain the electrical safety (as per international standard) at site.
12. All electrical connections should have proper safety arrangements, lugs etc.
13. Necessary statutory permission, if required, is to be obtained by agency.
14. The display of presentation must be legible in LED Wall screen with proper resolution font size will be intimated to successful agency.



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CHAPTER- 7

PRICE BID

PRICE 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://www.tenderwizard.com/IITI/>
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, tender will be completely rejected and EMD shall be forfeited.
4. The tender shall remain valid for acceptance for **180 days**, from the date of tender opening.

OTHER CONDITIONS FOR PRICE BIDS

1. Price: The basic price with break up for each item/service may be quoted in Unit price. IITI will decide on the quantity required.
2. No unilateral revision in price will be admissible.
3. INCOTERMS (in case of imported item) should be clearly mentioned on the bid
4. Rates should be quoted in the accounting units (A/U) mentioned in this enquiry. Rates must be quoted clearly on free delivery basis at IIT Indore and total value is also indicated in words.
5. Any optional indicated in techno-commercial bids must be priced separately.
6. In case spares/accessories are applicable, their list and price should be clearly indicated separately.
7. The price must be stated for each item separately.
8. Bidder should ensure the quoted price is mentioned correctly as change in unit price or total price etc. will not be considered after opening of bids.
9. Bidder should quote the price inclusive of all the charges and no extra price will be considered later on.

Signature of Tenderer



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Chapter 8
TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To _____

Sub: Acceptance of Terms & Conditions of Tender. Tender Reference No: _____

Name of Tender / Work: - _____

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We do hereby declare that we have quoted our firm rates inclusive of taxes if not mentioned extra.
7. I/We agree to hold this offer open until **180 days** and shall be bound to supply/commission/install the service and dispatch the same within the specified period.
8. I/We agree to supply and commission/install the service and complete the whole of the work and hand over to the purchaser within the stipulated period, after receipt of intimation regarding acceptance of this tender/receipt of supply/service order.
9. **I/We agree that in case if we fail to deliver the goods/complete the work within the specified period, then institute shall be liable to claim liquidated damages from me/us by invoking EMD.**
10. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)



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CHAPTER- 9
PERFORMANCE SECURITY FORMAT

To

.....
WHEREAS (Name and address of the supplier) (Hereinafter called "the supplier") has undertaken, in pursuance of contract no. datedto supplies (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier 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 supplier such a bank guarantee:

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, 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 supplier 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 Purchaser any money so demanded notwithstanding any dispute or disputes raised by the supplier(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 so made by us under this bond shall be a valid discharge of our liability for payment there under and the supplier(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 supplier 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 supplier 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 and address of the Branch
Phone No., Fax No. & e-mail id.