

No. IIT Mandi/PUR-144/5th Convocation/2017-18/5567-68

Date: 11.09.2017

To

1. CPP Portal
2. Institute Website

NOTICE INVITING TENDER

Online bids are invited for “Erection of pandal, audio, flower decoration, campus beautification and other allied works for 5th Convocation of IIT Mandi at Kamand campus to be held on **7th October, 2017**” in two bid system as per schedule of quantity attached.

In order to submit bids in hard shape, Tender forms can be downloaded from Institute website (www.iitmandi.ac.in/administration/tenderseoi.php) & e-publishing portal (<http://eprocure.gov.in/epublish/app>).

Preparation and submission of Online bids:

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 publishing on the CPP Portal.
2. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
3. 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.
4. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format. All quotation (**both Technical and Financial should be submitted in the E-procurement portal**).
5. 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 <http://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".

6. Technical & Financial Bids should be submitted in PDF format.
7. **In case of Financial bids**, a standard BOQ format has been provided in PDF format. Bidders are required to download the BoQ PDF file and fill their financial offer on the same BOQ format. After filling the same, submit it online in PDF format, without changing the financial template format. If the BoQ format file is found to be modified by the bidder, the bid will be rejected.
8. 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 formats. Bid documents may be scanned with 100 dpi with black and white option.
9. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
10. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
11. **Kindly add scanned PDF of all relevant documents in a single PDF file like, compliance sheet, other Certificate etc.**
12. 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.
13. 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.
14. The technical and financial bids should be submitted online through portal <http://eprocure.gov.in/eprocure/app> in original. The financial bid should include the cost of main equipment/item and its accessories. If there is any separate cost involved etc. that should be quoted separately.
15. The printed literature and catalogue/brochure giving full technical details should be included with the technical bid to verify the specifications quoted in the tender. The bidders should submit copies of suitable documents in support of their reputation, credentials and past performance in .pdf format.

The Quotations will be received up to 03:00 PM on 18.09.2017
Technical bids will be opened at 03:00 PM on 19.09.2017

Representatives of the firm(s) may present themselves at the time of opening the quotations if they so desire. The quotations should bear full details and where ever possible, should be duly supported with

catalogues, pamphlets, literature as the case may be for comparing the quality of the items.

Technical bid should contain the credentials of the firm, detailed plan of the work to be done and proof of previous experience of arranging similar type of work for the visits of VIPs in educational institutions like IITs / IIMs / IIITs / NITs / Universities of repute etc. GST Registration certificate is also required.

Reviewing the technical bids, the committee will recommend the firms considered competent technically. **Financial bids shall be opened in respect of the recommended firms only.** Date of opening of financial bids by the Committee will be announced separately.

The following instructions should be strictly observed for submitting the quotations failing which the quotations shall be liable for rejection.

1. The quotations should be submitted on enclosed schedule of quantity. The quotation must bear original signature.
2. The quotation shall be accompanied with **Earnest money of Rs. 12,000 (Rupees twelve thousand only)** in the shape of demand draft of a scheduled bank in favour of **Registrar, IIT Mandi** payable at Mandi. No quotation will be entertained in the absence of EMD. The EMD will be refunded after successful completion of the job without any interest there upon.
3. A Demand draft of **Rs. 1,000/-** (Rupees One Thousand only) towards non-refundable **tender fee**, drawn in favour of **“The Registrar, IIT Mandi”** payable at Mandi should accompany the Technical bid documents. In the absence of tender cost, the tender will not be accepted
4. PBG should be submitted on award of work for the amount @ 10% of the quoted price in the shape of FDR / BG / DD.
5. The quotations shall be **submitted in the O/o Registrar, IIT Mandi at Kamand campus in a sealed envelope** duly marked "Quotation against enquiry no. _____ dated _____ due on _____" on the corner of the envelope.
6. EMD, Technical and Financial bids sealed in separate envelopes should be submitted in one envelope duly marked as given above.
7. Quotation as above received after closing date / time will not be accepted.
8. Rates quoted should be F.O.R. Kamand campus of IIT Mandi inclusive of Service tax and other taxes if applicable, transportation, loading, unloading & reloading and removing all the structure etc. Rates quoted should be valid for at-least 60 days from the date of opening of the quotation.

9. Taxes as applicable will be deducted from the bills.
10. The rates must be quoted both in figures and words and over writing should be avoided. However, all cuttings / corrections must be duly authenticated.
11. The quality of the material to be used will be inspected by the representatives of IIT Mandi before awarding of the work. If the material is not found satisfactory, the quotation may be rejected and the next lower bidder will be considered.
12. The work will be carried out as per the instructions of the pandal committee of IIT Mandi for convocation.
13. **The venue should be ready on 06-10-2017 at 09:00 A.M. Any modification/short comings should be completed by 02:00 P.M. on the same day as decided by the committee after inspection.**
14. If the contractor fails to complete the work within stipulated period, the EMD received will be forfeited. A penalty of 2% of amount quoted without taxes per hour will be applicable on delay after stipulated period, if work is not completed, as per the discretion of IIT Mandi. In such eventuality, the contractor will be black listed for quoting in IIT Mandi in future requirements of IIT Mandi.
15. All damages done during execution of the work are to be made good by the contractor and nothing extra will be paid separately for the same.
16. Contractor shall abide by labour rules and regulations. Contractor should ensure that his/her hired laborers/workers are in discipline and not creating any nuisance.
17. The quantity shown against items is approximate and may vary as per demand of the institute at the time of placing the order.
18. Period required for delivery should be mentioned.
19. Stability and safety of the structure, men and materials will be the responsibility of the firm. The firm should adopt all measures of safety from fire, theft or other unforeseen mis-happenings and IIT Mandi will not be responsible in any manner whatsoever. After event, **dismantling and removal of items out of campus should be completed within two days i.e. 9th Oct 2017 (5 PM).** In case of any delay suitable administrative action will be initiated.
20. The items must be of best quality and of reputed brands.
21. Any accident during erection and dismantling will be the responsibility of the firm and IIT Mandi will not be responsible in any manner what so ever.
22. The payment will be made after completion of the work on submission of pre- receipted bills in duplicate by the firm.
23. IIT Mandi reserves the right to modify the specifications wholly or partly without assigning any reason there to.
24. IIT Mandi reserves the right to select the firm on the basis of requirements of the work and credentials of the firm even being other than the L1. Lowest quoted rates will not be binding on IIT Mandi to award the work.
25. Provisioning of electricity inside the pandal will be done by the vendor by fixing a LT box at the point of electricity provided by the Institute. The connections should be properly fixed to avoid any

kind of disconnections or mis-happening during the event.

26. On completion of the event, area should be cleaned after removable of pandal and be handed over to the IIT authorities in proper shape.

27. In case of any dispute, the Director (IIT Mandi)'s decision will be final and binding

DA: 1. Schedule of works.

Sd/-
Registrar

Copy to:

1. IIT Mandi website.
2. Notice board.

Sd/-
Registrar

Technical Bid

Name of work: Erection of pandal, audio, flower decoration, campus beautification etc. for 5th convocation of IIT Mandi at Kamand campus to be held on 7th October 2017.

Sr. No.	Item Description
1.	Providing, fixing & erecting of white/colored pandal of size 60 'X 120' with water proof roof, with sides and front open, carpet in full area, passages etc. including entry gates complete in all respect. Carpets at the main entry must be new and of same colour.
2.	Providing, fixing, erecting & decorating of stage 36'X50' (Size Area 1800 Sqft) with water proof roof to accommodate 70 persons duly carpeted brand new, frilled and covered with Galicha. The height of stage should be 4 feet from the ground. The stage should be erected @ 9 inches high at three steps of 12'Ft. each depth of stage from the front side.
3.	On the stage, providing of 70 VIP fixed chairs covered with white covers and one table of 2'X18' and two good quality podiums of 3'X3'.
4.	Providing of 400 chairs and 24 seating sofa in front sitting area covered with matching color covers.
5.	Providing, fixing & erecting of 2 dressing rooms with hangers and mirrors (1'X4') with tables and sitting arrangements as per requirements.
6.	Providing, fixing and erecting of structure for group photograph with back flex and side walls without ceiling of size 30'x 90'.
7.	Providing and provisioning of good quality full PA (sound) system with battery backup of 5 hours with 5 cord less mikes. The sound system should be of the best quality and adequate to cover the entire audience area.
8.	Providing, fixing, erecting & decorating of 2 side covered 1 side partially covered and one side open with Half ceiling carpeted tent for dining hall of size 60'X120' with partition at 3 portions with seating arrangements as below: (i) Dining hall should be provisioned with sitting and round table arrangements for 60 persons. Providing, fixing & erecting of 2 side covered 1 side partially covered and one side open tent for kitchen area of size 30'X15'.
9.	Excellent flower decoration inside pandal, on stage & podium, between stage and audience, at pandal entry gates, dining area and other places as per requirements. Flower decoration near stage should be off 4 different colors flowers with approximate weight of 300 kg.
10.	Providing, fixing and erecting of flex at the back side of stage, sides and front of stage as per specifications to be provided by the Institute
11.	Providing & erection of main entry Gate of around 50' height and 50' wide of main pandal and decorated with fresh flowers, balloons and cloth etc.
12.	Decoration of existing road gate or other places as per requirement.
13.	Provisioning of light and light decorations of sufficient illumination inside the pandal, on stage, dining area, entry gates, path way, dressing rooms and other places as per requirement.
14.	Decoration of campus on entry to pandal with LED/light decorations lights (jhalars)
15.	Providing appropriate manpower during 7th Oct 2017 (whole day) for any last minute changes in the layout of chairs/tables.
16.	Power Supply for PA System alone.