

No. IIT Mandi/PUR-105/3rd Convocation/2015-16/5972-73

Date: 01st October, 2015

NOTICE INVITING TENDER

Tenders from interested parties are invited in sealed envelopes for “Erection of pandal, audio-visual, flower decoration, campus beautification and other allied works. for 3rd Convocation of IIT Mandi at Kamand campus to be held on 31st October 2015” in two bid system as per schedule of quantity attached.

The Quotations will be received up to 01:00 PM on 15.10.2015
Technical bids will be opened at 03:00 PM on 15.10.2015

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.

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. 25,000 (Rupees Twenty five 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 work is of urgent nature and is to be completed in all respects on 30th October, 2015 (08 AM) positively without fail.**
 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 department 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 mishappenings and IIT Mandi will not be responsible in any manner whatsoever. After event, dismantling should be completed within two days i.e. **Nov. 02, 2015 (5 PM)**.
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.

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

- DA:
1. Schedule of quantity.
 2. Annexure A.
 3. Annexure B.
 4. Annexure C.
 5. Annexure D.

Sd/-
Registrar

Copy to:

1. IIT Mandi website.
2. Notice board.

Sd/-
Registrar

Schedule of Work

Name of work: Erection of pandal, audio-visual, flower decoration, campus beautification etc. for 3rd convocation of IIT Mandi at Kamand campus to be held on 31st October 2015

Sl No.	Item Description	Rates	Amount in Rupees
1.	Providing, fixing & erecting of white colored pandal (in dome shaped) of size 80'X 240' with water proof roof, including side curtains, carpet in full area, passages etc. including entry gates complete in all respect.		
2.	Providing, fixing, erecting & decorating of stage 56'X60' (Size area 3360 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 @ 6 inches high at 8' area of stage from the back side.		
3.	On the stage, providing of 70 VIP chairs covered with white covers and one table of 2'X18' and two good quality podiums of 3'X3'.		
4.	Providing of sofa sets with covers as many required to cover for sitting of 50 VIPs.		
5.	Providing of 800 chairs in front sitting area covered with light sky blue covers.		
6.	Providing, fixing & erecting of 2 dressing rooms with hangers and mirrors (1'X4') with tables and sitting arrangements as per requirements.		
7.	Providing of 2 vehicle mounted mobile toilets containing 4 lavatories each with water arrangements.		
8.	Providing and provisioning of 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.		
9.	Providing, fixing & erecting of 3 side covered and one side open with ceiling carpeted tent for dining hall of size 60'X180' with partition at 3 portions with seating arrangements as below: (i) Dining hall should be provisioned with Sofa sitting with Centre round tables for 20 VIPs. (ii) Dining hall should be provisioned with sitting and round table arrangements for 60 persons.		
10.	Excellent flower decoration inside pandal, on stage & podium, between stage and audience, at pandal entry gates and other places as per requirements.		
11.	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.		
12.	Providing & erection of main entry Gate decorated with fresh flowers and cloth etc.		
13.	Decoration of existing road gate or other places as per requirements.		
14.	Provisioning of light of sufficient illumination inside the pandal, on stage, dining area, entry gates, path way, dressing rooms and other places as per requirement.		

15.	Decoration of campus on entry to pandal with LED decorations lights (jhalars)		
16	Providing appropriate manpower during 31st Oct. 2015 (whole day) for any last minute changes in the layout of chairs/tables.		
	GRAND TOTAL		