



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
DESIGN AND MANUFACTURING KANCHEEPURAM  
Off Vandalur-Kelambakkam Road, Melakkottaiyur  
Chennai-600 127**

**Tender No: IITDM/01/Convo/2017**

**NOTICE INVITING QUOTATION**

**STAGE ARRANGEMENT & HIRING OF FURNITURE SERVICES**

**for**

**CONVOCATION 2017**

Sir,

Please quote your rates for the mentioned service as per our terms and conditions. The quotation together with service details may be sent to the undersigned so as to reach by the due date. Please ensure that the quotations are in a sealed envelope superscribing the Enquiry No. The Institute reserves the right to reject any or all including the lowest quotation without assigning any reason whatsoever. The bidder has to accept all terms and conditions of the Institute given overleaf and conditional offers will not be accepted.

General Terms and Conditions:

1. The quotations should be valid for 30 days from the due date and this work needs to be carried out in a time bound manner and the entire work including providing, placing in position in all lead and lifts in various building situated in the address mentioned above of this Institute and shall be commissioned on or before 5pm on 15 September 2017.
2. Any delay in commissioning the work on the time and date mentioned above will lead to the total rejection of the work and no payment whatsoever shall be made towards the work.
3. The vendor shall take care of all safety and precautionary measures during erection of the work.
4. No damage shall be made to any fittings, surfaces, paintings of the building. If any made shall be restored by the vendor at his own cost.
5. The stage shall be firmly fixed in position without tangling by force etc. The carpet colour pattern etc shall be artfully made to give the festive ambience to the campus.
6. The price may be quoted in INR only.
7. No unsolicited correspondence shall be entertained after the submission of the offer.
8. Quoting merely the lowest price does not confer any right to any bidder for award of work order. The Institute reserves the right to select any bid on the grounds of quality, offer of additional/special features, compatibility etc.
9. The Institute also reserves the right to reject any bids with sub-standard products even if they are found to be lowest.
10. The quotations duly sealed and super scribed on the envelope with the reference no. and due date, should be addressed to the undersigned so as to reach him on or before the due date stipulated above.
11. The rate quoted should be inclusive of all material, labour, transportation and installation of the terms at the designated place and removal of the same after the function is over.
12. Special concession in rates if any applicable for Educational Institution shall also be offered and indicated clearly.
13. Penalty for delayed services / LD
  - a. As time is essence of the contract, the period of work mentioned in the work order should be strictly adhered to.
  - b. If the vendor fails to perform the work as per the specifications mentioned in the order within the due date and time the vendor is liable to pay liquidated damages of 10% of order value and the work will be executed through some other Agency at the risk and cost of the vendor.
14. The IIITDMK reserves the right to accept the offer in full or in parts or reject the offer summarily or partly without assigning any reasons.
15. The payment shall be made as first and final bill on completion of the work satisfactorily.
16. Any less usage of number of items, the rate will be reduced pro-rata and vice versa.

Yours faithfully,

Sd/-  
Registrar

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**NOTICE INVITING QUOTATION**

Name of Work: Providing furniture & Stage arrangement on Hire basis for Annual Convocation  
**16 September 2017 (Saturday).**

Indian Institute of Information Technology Design and Manufacturing (IIITD&M) Kancheepuram invites sealed item rate Tenders under single bid with prequalification systems from the vendors who fulfils the eligibility as given below for providing EVENT MANAGEMENT of CONVOCATION 2017 scheduled **on 16 Sep 2017** at IIITDM campus.

Sl No.	Particulars	Quantity Required*
1	<b>Furniture, Stage and other arrangement on hire basis</b> for conduct of Convocation on <b>16 Sep 2017</b> at IIITDM Kancheepuram Campus.	As per <b>Annexure-II</b>

The tender document may be collected from Purchase section, IIITDM Kancheepuram office or may be downloaded from the website "<http://iiitdm.ac.in>".

Tender Notice No

IIITDM/01/Convo/2017

Tender Document for

Providing Furniture and Stage arrangements on Hire basis for Annual Convocation Programme

Date of Issue of Tender Documents

31 Aug 2017

Pre-Bid Meeting including SITE VISIT

06 Sep 2017 at 1100 hrs

Last date and time of submission

07 Sep 2017 at 1100 hrs

Date and time of opening of Tender

07 Sep 2017 at 1200 hrs

## **Eligibility Criteria:**

The Vendor must meet the following criteria and submit proof for the same along with the tender document (**Technical Envelop**):

- Valid proof of Business license
- Past experience of at least last three years in executing similar kind of work.
- Should have executed at least two works of similar type and magnitude in a government /government controlled autonomous Institute.

## **Tender Envelop should contain**

### **(a) Technical Information**

Should contain the documents related to bidders' qualification and should contain:

- i. Profile of Firm / Agency. (As per **Annexure – I**)
- ii. Valid business License certificate of the firm participating in the tender issued by appropriate Government authority.
- iii. GST / Sales Tax / TIN/PAN/Service tax Number registration certificate whichever is applicable.
- iv. Past experience of at least Two events in any government or government controlled autonomous institution of repute of a similar magnitude. The client satisfaction, certificate from a senior officer of Government /Autonomous Institution may be furnished. Proof (photo copy of supply order / work order for each event) for the same must be attached.

### **(b) Financial Information**

- i. The financial bid must be submitted as per the **Annexure-II**.
- ii. The financial bid should include the rate, taxes and other charges like labour requirement for fixing, arrangement, etc with other terms and conditions if any.

## **Price**

The rates shall be for all operations including labour charges and no extra on any account shall be payable. The quoted rates should be without the applicable taxes, duties and other charges. All taxes as applicable need to be shown separately. Comparison of rates will be made for rates without taxes. Applicable taxes being uniform for all will be added separately at the time of payment.

## **NOTE:**

- i. Vendor should quote rates for individual items separately. For comparison purpose **total rates for all the items** will be considered as one package. It is compulsory to submit rates for all items separately.

ii. The tenders will be opened by a Committee of the Officers of IIITDM Kancheepuram. The tenderer or their authorized representatives may attend the time of opening of the tenders.

iii. The Institute also reserves the right to increase or decrease the scope of work by any margin depending on the requirement. For any dispute, the Institute shall be the final authority and its decision shall be final and binding on both the parties. The Institute reserves all rights to accept or reject any or all tenders in part or full without assigning any reason thereof.

iv. The institute also reserves the right to accept the quotation in full or partially for some of the items quoted by deleting certain items without assigning any reason thereof.

### **Main Terms, conditions & Important Instructions**

1. The work is to be executed as per directions of Registrar In charge of IIITDM.
2. The selected firm will have to handover the complete foolproof work by **15 Sep 2017 by 1700 hrs.**
3. Dismantling is to be started from 17 Sep 2017 morning at 0700hrs.
4. Transportation of all items to site and back from site is total responsibility of the firm.
5. All material should be new, of standard quality and decent. Cleanliness of all items should be of high standard. **All safety precautions should be observed while erecting and dismantling at site.**
6. Quantities, requirements and specifications given are approximate and may vary as per site conditions and few items may be deleted / added / modified, if needed.
7. Payment will be made as per actual hired quantities put in use.
8. Rate must be quoted on unit basis (including transportation, labour, installation etc.) in the price schedule only and taxes (if any) should be clearly indicated.
9. The Agencies are requested to see proposed site on the day of PRE-BID MEETING, understand the work and agree to all the terms and conditions of IIITDM given above.
10. In case of any dispute, if arises decision of IIITDM will be final and binding.

**Profile of Firm / Agency**

Sl No	Description	
1.	Name of the Firm / Agency	
2.	Status of the Firm / Agency (With supporting Document)	Proprietary / Partnership / Limited / Joint Venture (Specify)
3.	Postal Address	
4.	Telephone Nos.	
5.	Email & website	
6.	Year of establishment	
7.	Activities / services offered	
8.	PAN No	
9.	Registration No	
10.	Particulars of Head of Organization and Directors / Partners of Organization with Names, PANs., completed address & phone Nos	
11.	Similar works carried out:	(1) (2) (3)
12.	Other information, if any	

**SCHEDULE OF ITEMS FOR CONVOCATION AT IITD&M**

<b>Sl. No</b>	<b>Description of items</b>	<b>Qty</b>	<b>Rate in Figure</b>	<b>Rate in Words</b>	<b>Unit</b>	<b>Amount</b>
<b><u>FURNITURE</u></b>						
1.	Good quality plastic armless chair	500				
2.	Professional high back chair on the stage for chief guest/chairman/Director	04				
3.	Three seater sofa	03				
4.	Single seater sofa	06				
5.	Center table (Teapoy) on the stage and VIP assembling area	09				
6.	VIP/Banquet Chair	50				
7.	Side Table with frill for medals/Certificate/live telecast/refreshment/photo/video graper etc.	25				
8.	Lamp Height 5'	01				
9.	Refreshment Serving Counter	05				
10.	Stand to place AC units of size 3x3x2	06				
11.	VIP Chair on the Stage	20				
<b><u>STAGE and TENT</u></b>						
12.	Stage approximate size 40'x20' and height shall be of min 3 feet 6 inches, the stage shall be rigidly fixed with all four corners. The stage work including two side steps, handrail and synthetic carpet over the stage	75 Sq m				
13.	Synthetic carpet for procession route/all the passage and VIP assembling area. The width of carpet on the passage minimum of 6 feet and around the stage it should be minimum of 3 meter width. The color shall be of red color	120 Sq m				
14.	Stage backdrop 40'x12'. The backdrop should be rigidly fixed with all corners. The material/printing will be first quality. The back drop design shall be given by the institute.	45 Sq m				

Sl. No	Description of items	Qty	Rate in Figure	Rate in Words	Unit	Amount
15.	Old Synthetic carpet to spread for entire tent area except red carpet cover area. The color shall be of Green color / Blue / as approved by the Institute.	450 Sq m				
16.	GI Sheet shed of size 60'X80' with height of 20' at centre and 14' on both sides including side wall cloth of appx 6' height all around tent area with necessary entrance openings and providing ceiling cloth entire sheet roof as per directions of Institute.  The Shed should be fixed rigidly with suitable supporting arrangement to withstand rain and wind etc. complete.	450 sq m				
17.	Providing Zinc Shed covering with cloth on the rear side and both sides of stage for the length upto the stage with suitable supporting arrangements to withstand rain and wind etc. complete.	150 sq m				

**The Function will be on 16 Sep 2017 (SATURDAY), all the work should be completed on or before 15 Sep 2017 at 05 PM only.**

**The rate shall be quoted for entire period i.e from 6 PM on 15 Sep 2017 to 6 AM on 18 Sep 2017 on unit basis.**

The rate quoted shall be net inclusive of all taxes, transportation, men, material, machinery, equipment. Nothing extra shall be payable under any account over and above the rate quoted.

I/we accept the terms and conditions appended with the quotation.

**Signature**

**Name and Address of the vendor**