



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

Tender No: IIITDM/02/Convo/2018/ELECT

**NOTICE INVITING TENDER
HIRING OF ELECTRICAL SERVICES
FOR
CONVOCATION ON 22ND JULY 2018**

Sir,

Please quote your rates for the mentioned services as per our terms and conditions. The TENDER together with service details may be sent to the undersigned so as to reach by the due date. Ensure that the TENDERS are in a sealed envelope super scribing the Enquiry No. The Institute reserves the right to reject any or all including the lowest TENDER 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 lifting in various building/program venue situated in the address mentioned above of this Institute and shall be commissioned as per the institute engineer in charge direction.
2. Any delay in commissioning the work on the time and date mentioned in Annexure -II will lead to the total rejection of the work and no payment whatsoever shall be made towards the work.
3. The electricity for running the light in all the mentioned (Annexure-II) days will be supplied free of cost by the Institute. However suitable tapping of power (**appropriate cable, extension boards, Sockets, switches with proper earthing etc.**) for the designated outlet for each building/program venue shall be the responsibility of the vendor of the work.
 - i) **Proper wiring & earthing is to be ensured for all items. Lighting, Fans, Air conditioners, PA systems and all electrical panels, Junction boxes are to be in good condition and appearance.**
 - ii) **Based on the decision of institute's committee on pre inspection of the vendor place/good down, (ie: Quality/appearance of the items mentioned in Annexure-II) only work order will be awarded.**
 - iii) **Good quality audio output to be given to audio graphy and live web telecasting.**
4. **The vendor shall take care of all safety and precautionary measures (Men, material etc.) during erection, commissioning and running of the equipment during the period of the work. The work shall be carried out as per the regulation of Govt. Electricity Act.**
5. No damage shall be made to any fittings, surfaces, paintings of the building & fixtures. If any made shall be restored by the vendor at his own cost.
6. On completion of work the vendor at his own cost remove the equipment & installation and remove all the temporary fixtures fixed for holding the lighting sets and restore the original position of the building and remove the entire materials within 24 hours after completion time and date of this work.
7. The vendor shall be responsible for any misuse of power by his employee or representative. The care shall be taken to utilize the power given for this purpose for its bonafide use only.
8. **The serial sets shall be firmly fixed in position without tangling by wind etc.** The serial color pattern etc shall be artfully made to give the festive ambience to the campus.

9. The Institute is exempted from Custom/Excise duty (as applicable to Research Institutes/University) vide Custom and Excise notification no. 51/96 dt 23.07.19196 and 10/97 dt 01.03.1997 respectively.
10. The Institute is also eligible for concessional sales tax as applicable to educational institute. The sales tax should be quoted separately.
11. The price may be quoted taking into consideration of (9) and (10) above in INR.
12. No unsolicited correspondence shall be entertained after the submission of the offer.
13. 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.
14. The Institute also reserves the right to reject any bids with sub-standard products even if they are found to be lowest.
15. 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.
16. The rate quoted should be inclusive of all material, labour, transportation and installation of the terms at the designated place.
17. Special concession in rates if any applicable for Educational Institution shall also be offered and indicated clearly.
18. Penalty for delayed services / LD:
 - (i) As time is essence of the contract, the period of work mentioned in the work order should be strictly adhered to.
 - (ii) 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.
19. 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.
20. The payment shall be made as first and final bill on completion of the work satisfactorily.

Sd/x
Registrar

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

NOTICE INVITING TENDER

Name of Work: Providing Electrical services on hiring basis for Annual Convocation 2018

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 CONVOCATION2018 scheduled **on 22 July 2018** at IIITDM campus.

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

Tender Notice No	IIITDM/02/Convo/2018/Elect
Tender Document for	Providing Electrical services on hiring basis for Annual Convocation 2018
Date of Issue of Tender Documents	10 July 2018
Pre-Bid Meeting including SITE VISIT	12 July 2018 at 1100hrs
Last date and time of submission	16 July2018 at 1100 hrs
Date and time of opening of Tender	16 July 2018at 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 needs 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 TENDER 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 IITDM.
2. The selected firm will have to handover the complete foolproof work as per schedule mentioned in annexure-II
3. Dismantling is to be done as per schedule mentioned in annexure-II
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 statutory taxes will be recovered from the bill as per norms(TDS)
10. 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 IITDM given above.
11. In case of any dispute, if arises decision of IITDM 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	

Annexure – II

HIRING OF ELECTRICAL ITEMS FOR 6 th CONVOCATION ON 22 JULY 2018						
Sl.NO.	Item	Description	Qty	Unit	Rate	Amount
1	Serial lighting	Providing & installing of 6 volts different colour LED serial lighting 3000 sets (1 set is minimum 30 lights) hung from the top of the various buildings (Admin Block front side, Academic block front side, outdoor Program venue, Aswatha portico & Main gate) in the campus of IIITD&M situated in the above mentioned address, including connections as required from 21/07/2018, (6.00 PM) to 24/07/2018, (6.00 AM) 3 nights.	3000 Sets	Set		
2	Stage lighting	Providing and installing of stage lights (Multi-color LED wash light with colour changing drivers for stage back drop). With required necessary cables, stands, junction boxes, plugs & sockets etc. Period from 22/07/2018 (8.00 AM to 8.00 PM)	4 Nos.	No.		
3	Focus lights for program venue	Providing of Focus/flood lights (White-color 500 watts halide lamp or equivalent LED lights) for entire function hall. With required necessary cables, stands, poles, junction boxes, plug & sockets etc. Period from 22/07/2018 (8 AM to 8 PM)	15	No.		
4	PA System	Providing of good quality 2 way Public Addressing system at outdoor program venue (2 way audio system consisting of 2 no. of podium Mics for each, wired hand Mics 2 nos, wireless hand mic 2 nos., 6 no. of speakers and required players, equalizers, Mixers, monitor, suppressors, cables and including connections etc). With required necessary cables, stands, junction boxes, plugs & sockets etc. in the campus of IIITD&M situated in the above mentioned address, from 22/7/2018 (8 AM to 8 PM).	1 Set	Set		
5	Pedestal fans	Providing & fixing of good quality noiseless pedestal fans with required necessary cables, junction boxes, plugs & sockets etc at Program venue in the campus of IIITD&M situated in the above mentioned address, from 22/7/2018 (8 AM to 8 PM).	40 Nos.	No.		

6	Air conditioners	Providing of good quality portable pillar type 2/2.5 Ton Air conditioners (6 Nos) for stage at program venue in the campus of IIITD&M situated in the above mentioned address, from 22/07/2018 (8.00 AM to 8.00 PM).	6 Nos.	No.		
TOTAL COST						

Note: The rate shall be inclusive of GST.

The Main function will be on **22 July 2018**, all the work should be carried out as per schedule mentioned in annexure-II.

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 TENDER.

Signature

Name and Address of the vendor