



IIT Kharagpur
63rd Annual Convocation, 2017
Tender Notice

Tender No: IIT/TGH/Convo.-Deco./17-18/02

Date: April 20, 2017

Sealed Quotations are invited from experienced and reputed decorators/ physical facilities providers **for decoration of the venue** for hosting the Annual Convocation lunch and High Tea within the premises of Indian Institute of Technology, Kharagpur **on 29th and 30th July 2017 (Tentatively)** on a **turn-key basis**, the expected number on each day are approximately **2800** on 29th July 2017 **(Tentatively)** and approximately **2400** on **30th July 2017 (Tentatively)** and approximately **1300 on each of the day before the convocation dates (on 28th and 29th July 2017)** for High Tea. The basement area and the First Floor hall of Vikramshila with an area of 13500 sq ft have been chosen as the venue for Convocation Lunch and High Tea will be served nearby a location of Netaji Auditorium/ nearby rehearsal venue. Estimated Cost is ₹ 3 Lakh.

Quotations should be submitted in two parts (Technical and Price Bid), each individually sealed and put in a bigger sealed cover superscripted with **“Tender for Decoration of Convocation Lunch & High Tea Venue - 2017”** to reach the PIC, Guest Houses and Convener, Hospitality and Convocation Lunch Committee, Technology Guest House, IIT Kharagpur WB. 721302. The last date of submission of the tender is **18th May, 2017 up to 03.30 PM**. Technical bids will be opened on **18th May 2017 at 04.00 PM** and price bids only for the technically qualified bidders will be opened on a later date.

The Technical Bid should be in the form of a compliance statement to the point mentioned below.

1. Trade License from Local Administrative Authority.
2. Copy of PAN card, VAT registration, Service Tax registration.
3. Copies of last three years Income tax return.
4. Copy of at least one work orders of similar services at any IIT/NIT/IISER/ IIM/ Reputed Private Institutions/ University or Government Institutions/ Departments during last three years as on the last date of submission of the tender.
5. Signed tender document as a token of acceptance of all the terms and conditions of the Tender document.
6. All bidders must have to give a demo (for 5-7 minutes) before committee through power point presentation/ picture slides/video clips of company profile and related documents for this jobs.

Kindly note that bidders must carry their own laptop or accessories required for presentation before committee.

Interested agencies may contact the office of the undersigned (03222-282840) to get a suitable date (between 24th April, 2017 and 18th May, 2017) for visit/ survey of the venue selected for hosting the Convocation Lunch, Decoration would include making of entrance / exit gates in the venue, covering the area with decorative clothes and flowers, Display of menus (both Veg. and Non Veg.), event and directional signage's for both indoor and outdoor, carpeting of the floor and adequate arrangement for ventilation (exhaust and pedestals fans) and lightning (required power will be supplied) with seating only (no round tables) provision for 1000 chairs on 29th July 2017 and 30th July 2017(**Tentatively**).

Since the convocation would be held on two consecutive dates there would be a requirement for rearranging and relaying of the floor carpet for the second day.

The bidder has to quote in INR with component wise break up as per (**Annexure – I**)

Price bid must be given in the prescribed format (**Annexure -II**) only and total amount must be inclusive of all taxes.

Any deviation will not be accepted.

General Terms and Conditions:

1. No advance payment will be made; the payment will be made after completion of the work and submission of bill.
2. An amount of **Rs. 500.00** (Rupees Five Hundred Only) as **Tender Fee** (Non Refundable) is to be paid. The payment shall be made by demand draft from any nationalized bank and in favor of “Indian Institute of Technology – Kharagpur”, Payable at Kharagpur. Bids without Tender fee will not be accepted. This should be enclosed separately in an envelope and stapled with the Technical Bid document super scribing Tender Fee.
3. In case of any addition beyond 5% of the number of required items, unit costs will be taken for calculation of final bills.
4. IIT Kharagpur reserves the right to reject any or all the tenders without assigning any reason also reserve the right to add, delete and modify the terms and conditions at any point of time.

PIC, Guest Houses and Convenor,
Hospitality and Convocation Lunch Committee



IIT KHARAGPUR
63rd Annual Convocation – 2017

Job Description	Quantity
Masking back walls and side walls with window for ventilation	13500 sq ft
Standing Fans	80 pcs
Carpeting of the entire area	13500 sq ft
Buffet Table	30 pcs
Chair with Cover	1000 pcs
Masking and Tarpaulin at the terrace to prevent rain	Lumpsum
Hand wash basins with Taps	12 pcs
Water dispensers (with water Jars)	10 pcs
Adequate Lighting	Lumpsum
Making of Entry at the entrance and Exit Gates of each hall	Lumpsum

FORMAT FOR PRICE BID

Tender No: IIT/TGH/Convo/02

Date: April 20, 2017

Name of work: *Decoration of the venue for hosting the Annual Convocation lunch and High Tea for 63rd Annual Convocation, 2017, IIT Kharagpur*

1. Name of Firm/Bidder:
2. Address:
3. Phone/ Fax/ Mobile/ Email:

Job Description	Quantity	Unit Cost (INR)	Taxes (give in details)	Total Cost (INR)
Masking back walls and side walls with window for ventilation	13500 sqft			
Standing Fans	80 pcs			
Carpeting of the entire area	13500 sqft			
Buffet Table	30 pcs			
Chair with Cover	1000 pcs			
Masking and Tarpaulin at the terrace to prevent rain	Lumpsum			
Hand wash basin	12 pcs			
Water dispensers (with water Jars)	10 pcs			
Adequate Lighting	Lumpsum			
Making of Gates at the entrance of each hall	Lumpsum			
Total cost				

Signature & Seal of the Bidder