



IIT Kharagpur
64th Annual Convocation, 2018
Tender Notice

Tender No: IIT/TGH/Convo.-Deco./18-19/02

Date: March 19th, 2018

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 21st and 22nd July 2018(Tentatively)** on a **turn-key basis**, the expected number of Lunch on each day are approximately **2500** on 21st July **2018(Tentatively)** and approximately **2800** on 22nd July **2018(Tentatively)** and approximately **1500 on each of the day before the convocation dates (on 20th and 21st July 2018)** for High Tea. The basement area and the First Floor hall of Vikramshila with an area of 14000 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 Rs. 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 - 2018”** 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 April 2018 up to 03.30 PM**. Technical bids will be opened on **18th April 2018 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, GST registration.
3. Copies of last three years Income tax return.
4. Copy of atleast one work orders of similar services for at least 2500 peoples 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 successfully completed similar nature of work done in the past such as annual convocation/conferences etc. to show their managing capabilities.

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 02nd April and 10th April, 2018)** 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 entire 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 21st July 2018 and 22nd July 2018(**Tentatively**).

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

The commercial part of the bid 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 favour 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. Exemption for submission of Tender fee and EMD will be given as per Government of India rule and with submission of valid and proper document.
4. In case of any addition beyond 5% of the number of required items, unit costs will be taken for calculation of final bills.
5. 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.
6. **OPENING OF THE QUOTATION:** Quotation will be opened in the Office of Prof.-in-Charge, Guest Houses at the New Technology Guest House at the time and date indicated above. A firm may send its representative to witness the opening if it so desires.
7. **PERIOD OF VALIDITY:** A bids shall remain valid for acceptance at least for a period of 120 days from the date of opening.

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



IIT KHARAGPUR
64th Annual Convocation – 2018

Job Description	Quantity
Masking back walls and side walls with window for ventilation	14000 sq ft
Standing Fans	80 pcs
Carpeting of the entire area (approx.)	14000 sq ft
Buffet Table	30 pcs
Chair with Cover	1000 pcs
Waterproof 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 and venue	Lumpsum

FORMAT FOR PRICE BID

Tender No: IIT/TGH/Convo.-Deco./18-19/02

Date: March 19, 2018

Name of work: *Decoration of the venues for hosting the Annual Convocation lunch and High Tea for 64th Annual Convocation, 2018, 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	14000sqft			
Standing Fans	80 pcs			
Carpeting of the entire area	14000 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