



**TECHNOLOGY STUDENTS GYMKHANA**  
**INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR**

Ref.: IITKGP/TSG/ARC/SS-PG-VD-BN-POS /2018-19

Date: 04/07/2018

**TENDER NOTICE**

<b>Last date for submission of Tender: 31.07.2018 up to 11:00 AM</b>
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<b>Opening of Technical Bid: 31.07.2018 at 12:00 PM</b>
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Sealed tenders are invited in a two part bid system from the Authorised Service Providers of Sound System, Photography, Videographer, Poster & Banner for Comprehensive/Annual Rate Contract (CARC/ARC) for Technology Students Gymkhana during the whole year from time to time requirements of models.

Interested vendors are requested to send their sealed bids as per required Specifications and General Terms & Condition.

Bidders are required to submit the Details in the format given along with their technical bids.

Apart from on-call visit to the concerned Departments/Centres/Schools/Sections/Offices of this Institute for related needs of servicing of above mention models, all-in-all Annual Rate Contract (ARC) will include the following: Details in Annexure-1 Technical Bid & Annexure - 2 for commercial bid only.

Assistant Registrar, TSG

Sr. Sports Officer, TSG

President, TSG

Copy to:

1. Institute website
2. TSG Notice Board
3. CPPP
4. Office Guard file

### Eligibility criteria for submission of tender:

- a. Valid Registration under the Law of the land for carrying out concerned business as would be applicable to the respective tenderers;
- b. The bidders must have event management capability and at least supply of any one items on hired basis like as Sound System or Photography & Videographer or supplied Poster & Banner to the Institutions of Central or State Govt. Institutions and offices or any other private organisations.
- c. Must have enclosed with technical bids of Income Tax return certificate of latest three consecutive years.
- d. Must have valid GST registration certificate and enclosed with technical bid document.
- e. Must have valid PAN Number certificate and copy enclosed with technical bid document.
- f. Must have enclosed Tender fee Rs. 200/- and EMD Rs. 2000/- respectively without this tender document may not be entertained by the committee.

### Terms and Conditions

1. The offer/bids are to be submitted in two bid systems i.e. (1) Technical bid and (2) Commercial bid. The Technical Bid must consist of all the details as specified above at (a) to (f) mentioned under Eligibility Criteria whereas Commercial Bid must indicate rate only. THERE MUST NOT BE ANY COST INDICATION IN THE TECHNICAL BID.
2. The tender papers can be submitted on all working days (except holidays) during office hours either by Speed Post/Registered Post addressed to the **President, Technology Students Gymkhana, Indian Institute of Technology, Kharagpur- 721 302**, or by dropping the tender papers in the box to be kept in the office of the TSG, **latest by 31<sup>st</sup> July, 2018 up to 11:00 AM** on all working days if Friday is the declare of holyday, In the event of this day being declared as a holiday, the tender papers may be submitted up to the afore-mentioned time on the next working day.
3. On obtaining prior permission from the competent authority of this Institute, the prospective tenderers may be permitted to visit the work areas in the concerned Departments / Centres / Schools /Sections/Offices of this Institute for the purpose of having an idea of the supplying of work.
4. The Technical Bid and the Commercial Bid must be in SEPARATE envelopes duly SEALED and MARKED AS 'TECHNICAL BID' and 'COMMERCIAL BID' respectively. The Technical Bid should contain the following:

- i) The documents as detailed under (a) to (f) to substantiate eligibility criteria mentioned above;
  - ii) Tender Fee of Rs. 200/- (Rupees two hundred only) in the form of an account payee Demand Draft drawn in favour of "Indian Institute of Technology Kharagpur" on any nationalized bank at Kharagpur. The tender fee is not refundable;
  - iii) It is required to submit a EMD of Rs. 2000/- (Rupees two thousand only) in the form of a Demand Draft or Banker's pay order drawn in favour of "Indian Institute of Technology Kharagpur" and payable at any nationalized bank at Kharagpur';
5. The Commercial Bid should be in the format attached in Annexure II. The commercial bid should include rate ONLY inclusive of all taxes.
  6. The sealed Technical Bid and Commercial Bid are to be put in a bigger envelope. Thus prepared bigger envelope is to be super scribed (on the left side of the envelope with the words "Tender for rendering Comprehensive Annual Rate Contract for Photography, Videographer, Poster, Banner & Sound System of various models of work in different Departments/Centres/Schools/Sections/Offices of Indian Institute of Technology Kharagpur". The sealed envelope containing Commercial Bid of the Tenderers will not be opened if their Technical bids are found unacceptable by the Committee. In such cases the EMD will be returned to them. TENDER FEE IS NOT REFUNDABLE.
  7. Tenderers must agree to keep their tender open for one hundred twenty (120) days from the stipulated last date of submission. Once the Tender Papers are submitted, no request for any modifications of whatsoever will be entertained.
  8. The bids/offers received after the pre-defined date and time of submission will not be considered for any reason whatsoever.
  9. The bidders can apply together all scope of work (A to D) or separately any scope of work among A, B, C & D respectively.
  10. The right to shortlist/reject any or all tenders and/or to accept the whole or any part of the Tenders without assigning any reason whatsoever will be vested upon the Committee as would be constituted for the purpose.
  11. Payment will be made after completion of the work on basis of receipt invoice in triplicate at the end of each period along with certificate of satisfactory service report from the Head of the concerned Departments/Centres/Schools/Sections/Offices of this Institute.
  12. Liquidated Damages: If the bidder fails to deliver or perform the service by the specified date, liquidated damages at 1% per month or EMD may be forfeited. Alternately, the order will be cancelled.
  13. Tender is invited in duplicate sets: Complying with the requirement for tender as detailed in the tender specification to be submitted in the Company's/Firm's letterhead neatly

printed/typed duly signed by authorized person with the seal of the bidders. All envelopes containing the tender should be properly sealed.

14. The Institute does not bind itself to offer any explanation to those bidders who's Bid has not been found acceptable by the Evaluation Committee of the Institute.
15. Two bids system- quotation shall be sent in separate envelop as Technical bid and Financial bid. Conditional offer will not be accepted.
16. Late Tenders: Tender received after the due date and time of submission as mentioned above shall not be accepted.
17. All Tenders are to be addressed and sent to the office of President, Technology Students' Gymkhana, Indian Institute of Technology, Kharagpur, PO Kharagpur, PIN - 721 302, West Bengal by post or in person.
18. The Person/officer signing the Tender/ Bid documents should be delegated with an appropriate Power of Attorney (duly endorsed by a Notary Public) by Head of the Company to sign such documents.
19. Canvassing in any form not only invites disqualification in the tender but may also result in debarring the vendor from participation in the future tendering process. IIT, Kharagpur reserves its right to enter into negotiations of rates, contract conditions etc., either with the L1, L2 or L3 basis.
20. No interest will be paid on EMD in case of successful or unsuccessful bidders. Validity of the EMD for the bid security is to be for a period of three months from any nationalized bank. The EMD will be release by the competent authority after the period is over or after over the contract session.
21. Director may accept or reject any or all the bids in part of in full without assigning any reasons and does not bind himself to accept the lowest bid. The Institute at its discretion may change the quantity/upgrade the criteria/drop any item or part thereof at any time before place the Purchase Order.
22. In case of any dispute, the decision of the Director of this Institute shall be final and binding on the Bidders.
23. The Committee as would be constituted by the authority of the Institute will be the only authorized body to evaluate, examine all related tender documents and to take decision on everything related to tender process, suitability of bidders and awarding of contracts etc. It will be the prerogative of the said Committee to make negotiation, if required any, and to work out splitting of the job amongst the successful bidders with a view to cater maximum service to the Institute.

24. Any legal disputes arising out of any breach of contract pertaining to the whole process of this tender or part thereof, shall be settled in the court of competent jurisdiction in the district of Paschim Medinipur in the state of West Bengal.

The Bids will be opened at 12:00 Noon, Office of the President, TSG, and IIT Kharagpur on 31st July 2018.

PRESENCE OF THE TENDERER OR ONE OF HIS AUTHORISED REPRESENTATIVES AT THE TIME OF OPENING OF THE BID IS INSISTED UPON.

THE RIGHT TO SUSPEND THE WHOLE TENDER PROCESS OR ANY PART THEREOF, TO ACCEPT OR REJECT ANY OR ALL THE TENDERS AT ANY STAGE OF THE PROCESS AND/OR TO MODIFY THE WHOLE PROCESS OR ANY PART THEREOF AT ANY TIME WITHOUT ASSIGNING ANY REASONS THERETO IS RESERVED BY THE IIT KHARAGPUR WITHOUT ANY OBLIGATION OR LIABILITY WHATSOEVER.

HEAD OF THE DEPTT./CENTRE/SECTION

Enclosures:

Annexure I (List of the models for which AMC/CAMC is proposed)

Annexure II (Document for Commercial Bid)(Submitted by the Bidders)

Annexure- 1 **Technical bid for required for hired basis of Annual Rate Contract**

<b>A</b>	<b>For Rate contract Items description for Sound System on hired basis</b>	<b>ABILITY TO SUPPLY YES /NO (Put yes/no in the box)</b>
1.	a. Sound box- 2 (200- 2000 wt.) b. Amplifier-High quality, c. Stand Micro Phone (Hq) -2, d. Cordless (Hq.) - 1 e. Collar mic (Hq.) - 1 with all accessories and fittings	
2.	a. Sound box- 6 (200- 2000 wt.) b. Amplifier- High quality, c. Stand Micro Phone (Hq) -6, d. Cordless (Hq.) - 3 e. Collar mic (Hq) - 3 with all accessories and fittings	
3.	a. Sound box- 12 (200- 2000 wt.) b. Amplifier- High quality, c. Stand Micro Phone (Hq) -6, d. Cordless (Hq.) - 3 e. Collar mic (Hq) - 3 f. Mixer digital (channel-40)- 01 with all accessories and fittings	
4.	a. Sound box- 12 (200- 2000 wt.) b. Amplifier- High quality, c. Stand Micro Phone (Hq) -6, d. Cordless (AKG, Sniger) - 10 e. Collar mic (Hq) - 08 f. Mixer digital (channel-40)- 01 g. Repal Mic/Collar mic with condenser h. Smoke gun- 900-3000 watt. i. Spot light - led, pin light or multi color with round angle j. Flicker - 1000 watt. k. Podium Mic with condenser l. Avo light (old)- 10 pc. m. Touch Tiger (new) - 10 pc. n. Painty (330 sarfy)- as per req. o. Profile- as per required with all accessories and fittings	
5.	a. Sound box- 12 (200- 2000 wt.) b. Amplifier- High quality, c. Stand Micro Phone (Hq) -6, d. Cordless (AKG, Sniger) - 10 e. Collar mic (Hq) - 08 f. Mixer digital (channel-40)- 01 g. Repal Mic/Collar mic with condenser h. Smoke gun- 900-3000 watt. i. Spot light - led, pin light or multi color with	

	<p>round angle  j. Flicker - 1000 watt.  k. Podium Mic with condenser  l. Avo light (old)- 10 pc.  m. Touch Tiger (new) - 10 pc.  n. Painty (330 sarfy)- as per req.  o. Profile- as per required  p. Power pack (48 kv wt.)- as req.  q. P C Ligh- as req.  r. D I Box- BSS- as req.  s. Foot Mic- 05 pc  t. Led paar Hi Lex- as required  u. Dramket- as required  with all accessories and fittings</p>	
<b>6.</b>	a. Sound box (200- 2000 wt.) - 01 Pc.	
	b. Amplifier- High quality - 01 pc	
	c. Stand Micro Phone (Hq) - 01 pc	
	d. Cordless (AKG, Sniger) - 01 pc	
	e. Collar mic (Hq) - 01 pc	
	f. Mixer digital (channel-40)- 01	
	g. Repal Mic/Collar mic with condenser- 01 pc	
	h. Smoke gun- 900-3000 watt. - 01pc	
	i. Spot light ( led) multi color with round angle - 01 pc	
	j.Led pin light or multi color with round angle- 01 pc	
	k. Flicker - 1000 watt.- 01 pc	
	l. Podium Mic with condenser - 01 pc	
	m. Avo light (old)- 01 pc.	
	n. Touch Tiger (new) - 01 pc.	
	o. Painty (330 sarfy)- 01 pc	
	p. Profile- 01 pc	
	q. Power pack (48 kv wt.)- 01 pc	
	r. P C Ligh- 01 pc	
	s. D I Box- BSS- 01 pc	
	t. Foot Mic- 01 pc	
	u. Led paar Hi Lex- 01 pc	
	v. Dramket- 01 pc	
<b>B</b>	<b>For Rate contract Items description for Camera</b>	

1.	One still camera or more hi quality camera	
2.	One still camera hi quality and one Video camera or more	
3.	Two still camera hi quality and two Video camera or three camera or more.	
<b>C</b>	<b>For Rate contract Items description for Decorator</b>	
1.	Seating and fooding arrangement for 50 persons and or more	
2.	Seating and fooding arrangement for 100 persons and or more	
3.	Seating and fooding arrangement for 300 persons and or more	
4.	Seating and fooding arrangement for 500 persons and or more	
<b>D</b>	<b>For Rate contract Items description for Banners/ Posters</b>	
1.	Banner/ Poster with colour print	
2.	Banner/ Poster with colour print with stand projector screen	
3.	Banner with colour print with wooden frame and fitted on proper places	
4.	Banner with colour print with iron frame and fitted on proper places	

Signature by authorised person of bidders

Official seal of the bidders



**Price bid for required Annual Rate Contract**

(To be filled properly and enclosed with price bid document in a separate envelope)

A	For Rate contract Items description for Sound System	Rate per hour	Rate per 6 hrs.	Rte per day	GST	Total
1.	a. Sound box- 2 (200- 2000 wt.) b. Amplifier-High quality, c. Stand Micro Phone (Hq) -2, d. Cordless (Hq.) - 1 e. Collar mic (Hq.) - 1 with all accessories and fittings.					
2.	a. Sound box- 6 (200- 2000 wt.) b. Amplifier- High quality, c. Stand Micro Phone (Hq) -6, d. Cordless (Hq.) - 3 e. Collar mic (Hq) - 3 with all accessories and fittings.					
3.	a. Sound box- 12 (200- 2000 wt.) b. Amplifier- High quality, c. Stand Micro Phone (Hq) -6, d. Cordless (Hq.) - 3 e. Collar mic (Hq) - 3 f. Mixer digital (channel-40)- 01 with all accessories and fittings.					
4.	a. Sound box- 12 (200- 2000 wt.) b. Amplifier- High quality, c. Stand Micro Phone (Hq) -6, d. Cordless (AKG, Sniger) - 10 e. Collar mic (Hq) - 08 f. Mixer digital (channel-40)- 01 g. Repal Mic/Collar mic with condenser h. Smoke gun- 900-3000 watt. i. Spot light - led, pin light or multi color with round angle j. Flicker - 1000 watt. k. Podium Mic with condenser l. Avo light (old)- 10 pc. m. Touch Tiger (new) - 10 pc. n. Painty (330 sarfy)- as per req. o. Profile- as per required with all accessories and fittings.					
5.	a. Sound box- 12 (200- 2000 wt.) b. Amplifier- High quality, c. Stand Micro Phone (Hq) -6, d. Cordless (AKG, Sniger) - 10 e. Collar mic (Hq) - 08 f. Mixer digital (channel-40)- 01					

	<p>g. Repal Mic/Collar mic with condenser  h. Smoke gun- 900-3000 watt.  i. Spot light - led, pin light or multi color with round angle  j. Flicker - 1000 watt.  k. Podium Mic with condenser  l. Avo light (old)- 10 pc.  m. Touch Tiger (new) - 10 pc.  n. Painty (330 sarfy)- as per req.  o. Profile- as per required  p. Power pack (48 kv wt.)- as req.  q. P C Ligh- as req.  r. D I Box- BSS- as req.  s. Foot Mic- 05 pc  t. Led paar Hi Lex- as required  u. Dramket- as required  with all accessories and fittings.</p>					
6.	a. Sound box (200- 2000 wt.) - 01 Pc.					
	b. Amplifier- High quality - 01 Pc.					
	c. Stand Micro Phone (Hq) - 01 Pc.					
	d. Cordless (AKG, Sniger) - 01 Pc					
	e. Collar mic (Hq) - 01					
	f. Mixer digital (channel-40)- 01					
	g. Repal /Collar mic with condenser - 01 Pc					
	h. Smoke gun- 900-3000 watt. - 01 Pc					
	i. Spot light - led multi color					
	j. Pin Light (Led) (multi color) - 01 pc.					
	k. Flicker - 1000 watt.- 01 pc.					
	l. Podium Mic with condenser - 01 pc.					
	m. Avo light (old)- 01 pc.					
	n. Touch Tiger (new) - 01 pc.					
	o. Painty (330 sarfy)- 01 pc.					
	p. Profile - 01 pc					
	q. Power pack (48 kv wt.)- 01 pc.					
	r. P C Ligh- 01 pc.					
	s. D I Box- BSS- 01 pc.					
	t. Foot Mic- 01 pc					
	u. Led paar Hi Lex- 01 pc.					
	v. Dramket- 01 pc					
B	<b>For Rate contract Items description for Camera</b>	Rate per hour	Rate per 6 hrs.	Rte per day	GST	Total
1.	One still camera or more hi quality camera					
2.	One still camera hi quality and one Video camera or more					

3.	Two still camera hi quality and two Video camera or more					
<b>C</b>	<b>For Rate contract Items description for Decorator</b>	Rate per hour	Rate per 6 hrs.	Rte per day	GST	Total
1.	Seating arrangement for 100 persons and or more					
2.	Seating and fooding arrangement for 50 persons and or more					
3.	Seating and fooding arrangement for 100 persons and or more					
4.	Seating and fooding arrangement for 300 persons and or more					
5.	Seating and fooding arrangement for 500 persons and or more					
<b>D</b>	<b>For Rate contract Items description for Banner Poster</b>	Rate per sq. ft. or	Rate per 10 sq. ft.	Rate per 50 sq. ft.	GST	Total
1.	Banner/ Poster with colour print					
2.	Banner/ Poster with colour print with stand projector screen					
3.	Banner with colour print with wooden frame and fitted on proper places					
4.	Banner with colour print with wooden/iron frame and fitted on proper places					

Signature by authorised person of bidders  
Official seal of the bidders