



TECHNOLOGY STUDENTS' GYMKHANA
INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR

ENQUIRY NO: IITKGP/TSG/RC/SS-PG-VD/DCO-BN/2018-19

03rd May, 2018

LAST DATE SUBMISSION OF TENDER: 30.05.2018 UP TO 12:00 PM.
TECHNICAL BID OPENING DATE: 30.05.2018 UP TO 12:30 PM.

INVITATION FOR RATE CONTRACT OF SUPPLY OF SOUND SYSTEM, PHOTOGRAPHY, VIDEOGRAPHY AND BANNER OR POSTER FOR TECHNOLOGY STUDENTS GYMKHANA

Sealed tenders are invited in a two part bid system from the Authorised Providers of sound system, Photography, videographer and Banner or Poster for the Technology Students Gymkhana, IIT Kharagpur for Comprehensive/Annual Rate Contract (CAMC/ARC) for time to time requirement of TSG.

Apart from on-call visit to the TSG of this Institute for related needs of supply of above mention items on **hired basis**, all-in- all Annual Rate Contract (ARC) will include the following are details in Annexure-I.

Payment will be made on time to time supplied basis on receipt of invoice in triplicate at the end of each period along with certificate of satisfactory service report from concern in-charge and by the Head of the TSG, IIT Kharagpur.

Eligibility criteria for submission of tender:

- Valid registration under the Law of the land for carrying out concerned business as would be applicable to the respective tenders;
- Must have valid document to substantiate the fact of having experience of carrying out of supplying of models on a continuous basis for at least one full year preferably in offices of reputed higher educational institutions or any Central Govt. Offices;
- Must have valid Authorization letter issued from OEM /Suppliers/Bidders for maintenance of models;
- Must have valid Solvency certificate for an amount not less than Rs. 25 thousands.
- GST Registration certificate copy enclosed
- PAN Number enclosed copy

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 Bids must indicate rate only. **There must not be any cost indication in the Technical bid.**

The tender papers can be submitted on all working days (except holidays) during office hours either by Speed Post/ Registrar Post addressed to the President, TSG, IIT Kharagpur- 721 302 or by dropping the tender papers in the box to be kept in the office of the President, TSG latest by 30th May, 2018 up to 12:00 AM.

On obtaining prior permission from the President, TSG of this Institute, the prospective tenderers may be permitted to visit the work areas in the concerned departments of this Institute for the purpose of having an idea of the work.

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:

- The documents as detailed under (a) to (f) to substantiate eligibility criteria mentioned above;

- 2) Tender fee of Rs.200/- (Rupees two hundred only) in the form of an account payee Demand Draft drawn in favor of " Indian Institute of Technology Kharagpur" on any nationalized bank at Kharagpur. The tender fee is not refundable;
- 3) EMD to the tune of Rs. 2000/- (Rupees two thousand only) in the form of a Demand Draft of Banker's pay order drawn in favor of "Indian Institute of Technology Kharagpur" and payable at any nationalized bank at Kharagpur'. No interest will be paid of successful/unsuccessful bidders until EMD will be returned.

And the Commercial Bid should be in the format attached in **Annexure- II**. The commercial bid should include rate only inclusive of all taxes.

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 **Annual Rate Contract** for TSG of various models in different subjects 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.

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.

The bids/offers received after the pre-defined date and time of submission will not be considered for any reason whatsoever.

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.

The tenders can quote partly or totally of proposed modules of the work.

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.

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 or competent jurisdiction in the district of Paschim Medinipur in the state of West Bengal.

The bids will be opened at 12:30 PM Office at the President, TSG dated on 30th May, 2018

PRESENCE OF THE TENDERER OR ONE OF HIS QUTHORISED 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 OF 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.

PRESIDENT, TSG

Enclosures:

1. Annexure I (List of the models of TSG for which ARC is proposed)
2. Annexure II (Document for Commercial Bid) submitted by the Bidders separately.

List of models for required Annual Rate Contract

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

SI No.	For Rate contract Items description	Rate per hour or more	Rate Per 3 hour or more	Rate per 6 hour or more	GST	Total
1.	Sound box-1, Amplifier-1, Micro Phone-2, Stabilizer - 1, Mixer-1 with all accessories					
2.	Sound box-2, Amplifier-1, Micro Phone-3, Stabilizer - 1, Mixer-1, Variact-1, Power Pack-1 with all accessories					
3.	Sound box-4, Amplifier-2, Micro Phone-5, Stabilizer - 1, Mixer-1, Variact-1, Power Pack-1, Sport Light-2, Smoke Gun-1, Stover light-1, Body light-4 pc with all accessories					
4.	Sound box-6, Amplifier-2, Micro Phone-6, Stabilizer - 1, Mixer-1, Variact-1, Power Pack-1, Sport Light-2, Smoke Gun-1, Stover light-1, Body light-4 pc					
5.	Sound box-6, Amplifier-2, Micro Phone-6, Stabilizer - 1, Mixer-1, Variact-1, Power Pack-1 with all accessories.					
6.	Sound box-8, Amplifier-2, Micro Phone-8, Stabilizer - 1, Mixer-1, Variact-1, Power Pack-1, Sport Light-2, Smoke Gun-1, Stover light-1, Body light-4 pc with all accessories.					
7.	Sound box-10, Amplifier-2, Micro Phone-10, Stabilizer - 1, Mixer-1, Variact-1, Power Pack-1, Sport Light-2, Smoke Gun-1, Stover light-1, Body light-4 pc with all accessories.					
Rate Contract for Photography & Videographer						
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					

Rate Contract for Decorator

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					

Rate Contract for Banner or poster

		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 TENDERER ALONG WITH
SEAL OF THE COMPANY WITH DATE

List of models for required Annual Rate Contract

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

SI No.	For Rate contract Items description	Rate per hour or more	Rate Per 3 hour or more	Rate per 6 hour or more	GST	Total
1.						
2.						
3.						
4.						
5.						
6.						
7.						
Rate Contract for Photography & Videographer						
1.						
2.						
3.						
Rate Contract for Decorator						
1.						
2.						
3.						
4.						
5.						
Rate Contract for Banner or poster						
		Rate per sq.ft. or	Rate per 10 sq.ft	Rate per 50 sq.ft	GST	Total
1.						
2.						
3.						
4.						

SIGNATURE TENDERER ALONG WITH
SEAL OF THE COMPANY WITH DATE

Copy to:

1. Institute Website
2. TSG Notice board
3. Office guard file