



Indian Institute of Information Technology Sri City, Chittoor

(An Institute of National Importance under an Act of Parliament)
630 Gnan Marg, Sri City, Tirupati District - 517 646, Andhra Pradesh, India
e-mail: procurement@iiits.in, www.iiits.ac.in
GST No: 37AAAAI7242R1Z4

Tender Notice No. IIITS/NIT/2024/10/01/Graduation Day, dt.09.10.2024

NOTICE INVITING TENDER

- Indian Institute of Information Technology Sri City, Chittoor wishes to engage reputed contractors/decorators for a) **erection of stage, safety arrangement, b), ground lighting, supply of sound system, chairs, carpets etc** with considerable experience for Graduation Day 2024 scheduled to be held on 26th Oct. 2024 **at its Permanent Campus, 630, Gnan Marg, Sri City, Tirupati District, Andhra Pradesh-517 646.**
- The interested bidders are hereby requested to submit their bid in the attached tender form duly filled in all respects along with required documents in a sealed cover super scribing "**Tender for erection of stage, supply of sound system, chairs, carpets etc for Graduation Day 2024** addressed to **The Registrar, Indian Institute of Information Technology, Sri City, 630, Gnan Marg, Sri City, Tirupati District, AP, PIN-517 646** on or before **15:00 Hrs on 18th Oct. 2024.**
- Tenders can also be dropped in the Tender Box placed near reception at Academic Block of IIIT Sri City Permanent Campus. The tenders dropped / delivered at other sections of the Institute will not be considered, if the same is not received on or before the due date.
- The tenders will be opened at **15:30 hrs on 18th Oct., 2024** in the presence of the available tenderers or their authorized representatives.
- **Interested parties are advised to inspect the site first and work out the requirements between 10:00 AM to 05:00 PM on any working day from 10.10.2024 to 15.10.2024. The Institute will not be responsible for deviation in the quotes submitted, without inspecting the site.**

For & On behalf of IIIT Sri City, Chittoor

Authorized Signature



Signature of the bidder with seal

TENDER FORM

1. Bid Documents: The interested parties may collect the bid documents from the Office of the Registrar or download them from the IIIT Sri City website <https://www.iiits.ac.in/tenders/>
2. Bidders are advised to visit the website frequently to find any addendum/Corrigendum issued or extension of due date for submission, etc. No separate intimation will be issued /Advertised in this regard.
3. **The tender in Single bid systems in sealed envelopes in single cover consisting of inner sealed covers (Price bid) super scribing the NIQ No., Name of the work, Bidder name & address will be received at this office upto 15:00 hours on or before 18th October, 2024 addressed to the Registrar, IIIT Sri City, Chittoor, 630, Gnan Marg, Sri City, Tirupati District, AP, PIN:517 646. Bid will be opened at 15.30 Hrs on the same date and further information, if any, may be obtained from the office. Bids of the tenderers will be opened by the Committee to decide the suitability of their service based on the pre-laid terms and conditions.**
4. No other mode of submission is acceptable.
5. Offer must be legible, clear and free from overwriting and cutting. Incomplete submissions are liable to be rejected.
6. Validity: Minimum validity of the quotation must be 90 days from the date of opening of the quotation/tenders.
7. If the date of opening of the bid is declared as holiday, it will be opened on the next working day at the same time.
8. The overall lowest bidder will be considered for award of purchase order.
9. Bids to be submitted in this tender form and all pages must be duly signed by the bidder failing which bid may not be considered.
10. Tender shall be submitted in official tender form only. Submission in other format will be summarily rejected. Each and every page has to be signed & numbered and no paper shall be detached from the tender.
11. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instruction laid down herein: otherwise the tender is liable to be rejected.
12. The tender is liable to be rejected if complete information is not given therein, or if the particulars and data (if any) asked for in the schedules to the tender are not filled in.
13. The tender should be addressed to The Registrar, Indian Institute of Information Technology, Sri City, 630, Gnan Marg, Sri City, Tirupati District, AP-517 646 and should be submitted on or before 18th October, 2024 by 15:00 hrs. Tenders can also be dropped in the tender box kept near the reception at Academic Block of IIIT Sri City Permanent Campus. The tender bids received after due date and time will not be accepted and considered. The tenders will be opened by the Tender opening Committee on the same day at 15:30 hrs at the same office in the presence of tenderers, who wish to be present, either by themselves or through their authorized representatives (1 per agency allowed to present during the opening of bids with the authorization letter & ID Proof).

Signature of the bidder with seal

Er. S. R. Somaiah



14. Tenderer should have the experience of organising at least THREE similar functions of National Level Institutes/Govt. Organizations/ / Corporate Commercial/ Non-Commercial Events/ Celebrity Events/ Product Launch Shows/ Movie Promotion/Convocation/Graduation Day etc. Proof of experience such as copy of work order / agreement etc. to be attached with the tender.
15. The firm must be registered with GST and other statutory authorities and to enclose the copies of the relevant certificates along with the bid.
16. The schedule of items/services required is as per Part B - Annexure 'A' (Price Bid) of this tender form and the evaluation of bid will be on the basis of total bid value. Institute reserves the right to change the quantity or cancel the item/service required.
17. The rates quoted should be on FIRM & FIXED basis. The Prevailing duties/taxes must be clearly mentioned by the agencies/tenderers, wherever applicable. In case the same is not mentioned clearly, then the quoted rates will be considered as inclusive of all and no additional payment will be applicable towards taxes/ duties etc.
18. IIT Sri City Chittoor reserves the right to accept or reject any or all the offer either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weightage shall be given to several factors besides the financial quote.
19. The Work Order shall be awarded by the Institute based on the quotes with requisite documents. The awarded agency to provide their services as per the schedule and requirements projected by the institute in the tender/work order/subsequent discussions with the committees.
20. The firm / contractor should deploy sufficient number of technically and professionally qualified personnel for the event. They have to depute technically qualified executives, who can coordinate the event as per the directions of team and can take immediate decisions on behalf of the firm. The name, designation and contact number of the coordinator should also be provided in the tender. The staff deployed should have proper uniform and should wear the firm's identity card.
21. The venue with all the installations (like carpeting, Chairs, speakers, mic, lightings etc.) should be ready on or before 05.00 PM on 25.10.2024, failing which penalty will be imposed as decided by the Competent Authority. All the required furniture and fittings are to be brought to the site latest by 08.00 am on 25.10.2024. The firm has to arrange for loading/ unloading of the items by deploying their own staff/ authorized labourers of the locality and Institute in no way will be responsible for the same. No excuse in delays in bringing the required materials/completing the work as sought will be entertained.
22. The firm / contractor must ensure that the materials being used are of standard quality, dimensions & other parameters and to be quoted accordingly. In case items / services are not as quoted the same shall not be accepted. No payment, claims for such items shall be entertained.
23. The contractor has to ensure that the premises are kept clean before and after the event. The collection and disposal of garbage from the venue generated during the function has to be carried out by the firm at their risk.
24. IIT Sri City shall in no way be responsible for any default with regard to any statutory obligation from the side of Vendor/Contractor and will indemnify IIT Sri City in case of any damage or liability, which may arise on account of action of any reason.

Signature of the bidder with seal

Erskson Jayanth



25. The full & final payment shall be made after providing the necessary services based on certification by the concerned authority within thirty days from the date of submission of bill after deducting necessary deductions/penalties, if any, towards deviation from the agreement/work order. The bank account number and other details are to be submitted along with the bills to facilitate the payment through bank transfer.
26. Dispute, if any shall be settled mutually or arbitration by sole Arbitrator to be appointed by the Director, IIT Sri City Chittoor at Sri City as per the provisions of the Indian arbitration and Conciliation Act, 1996 and the Rules framed there under.
27. **Location of the Venue:** IIT Sri City permanent campus.
28. The institute will reserve the right to impose penalty and make deductions in case of the following: -
- i) Non completion of work in time
 - ii) Deviation from quality and quantity of service/ items as promised
 - iii) Non disposal of garbage from the venue
 - iv) Other things which are not specified and may be deemed fit
29. IIT Sri City reserves the right:
- a) IIT Sri City Chittoor reserves the right to accept or reject the lowest offer or all the quotations without assigning any reasons.
 - b) To accept or reject any or all bids either in whole or in part or to invite revised price bids or to annul the bidding process
 - c) To postpone and/or extend the date of receipt/opening of quotation or to withdraw the same at any time before finalization without incurring any liability to the affected Tenderer / Bidder.
 - d) To change the quantity or add the item or cancel the item/service required.
 - e) To accept or reject any or all the Tenders without assigning any reason.

Signature of the bidder with seal

EVSR Somaiah



Part A

Annexure A

Particulars of the Bidder

1	Name and Address of the Tenderer/ Agency with Telephone Number/Fax No./Mobile No.	
2	GST Registration No. & its details	
3	PAN Registration No. & its details	
4	Experience of organizing at least THREE similar functions of National Level Institutes/Govt. Organizations/ / Corporate Commercial/ Non Commercial Events/ Celebrity Events/ Product Launch Shows/ Movie Promotion/Convocation/Graduation Day etc (Attach proofs such as work order / agreement etc separately)	
5	Name, Designation and contact details of the Coordinator	

Date

Place

Signature

(Name of the authorized signatory of Agency/Firm with stamp)

Signature of the bidder with seal

Er. S. S. S. S. S.


Annexure-'B'

To

The Registrar
Indian Institute of Information Technology, Sri City, Chittoor (IIITS)
630, Gnan Marg, Sri City
Tirupati District-517646

Sub: Tender from reputed contractors/decorators for a) erection of stage, safety arrangement, supply of chairs, carpets etc , ground lighting, supply of sound system, chairs, carpets, stage effects etc for the event scheduled on 26th Oct. 2024- Graduation Day 2024 – Reg.

Ref.: Your Notice Inviting Tender No . IIITS/NIT/2024/10/01/Graduation Day, dt.09.10.2024

Sir,

I / we have carefully gone through all the Terms and conditions and also the schedule of items as enlisted by you in your Notice Inviting Tender for the subject under reference.

I/We, hereby confirm that we have understood all the Terms and conditions and confirm my/our commitment to abide by them and I/We do not have any counter conditions.

I/We also confirm my/our commitment to provide the services as enlisted in schedule of item with your Notice Inviting Tender under reference.

(Authorized Name & Signatory of Agency/firm with stamp)

Signature of the bidder with seal

Er. S. R. Somayajulu

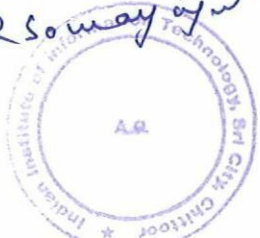

DECLARATION ON PRICE BID of ANNEXURE-C

The tenderer shall quote the amount tendered / financial bids in the following format as considering the venue in **IIT Sri City, Chittoor Permanent Campus, 630, Gnan marg, Sri City, Tirupati District, PIN:517 646.**

I / We on behalf of M/s _____ hereby undertake to carry out the event of Graduation Day 2024 as specified in Annexure B of IIT Sri City Chittoor Tender No. IIITS/NIT/2024/10/01/Graduation Day, dt.09.10.2024 for an amount of Rs. _____ (Rupees _____ only). The above quoted amount is inclusive of all in accordance with statutory liability, service charges, administrative charges, GST etc. as applicable. No other direct or indirect claims is applicable in this tender.

(Authorized Name & Signatory of Agency/firm

Signature of the bidder with seal

ER S R Somanay


Annexure-D
Declaration regarding black-listing and/ or litigations

I/we hereby declare that our firm/agency is not black-listed by any Ministry or Department of Central Government/State Government or PSU or other bodies under the Central Government/State Government. I/we further declare that no criminal case is registered or pending against the firm/company or its owner/partners/directors anywhere in India.

Date the day of..... 2024

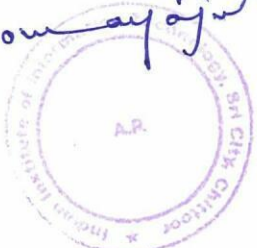
Signature of Bidder

Name & Address of Bidder

.....

.....

Signature of the bidder with seal

ERSSRSomayajulu


(Put a "tick" in the appropriate column)

SI	Attachment (keep the copies of relevant documents)	Yes	No
(a)	Address Proof		
(b)	Copy of GST Registration Certificate		
(c)	Bank Details with IFSC code		
(d)	Signed copy of tender form		
(e)	Undertaking		

Date:- _____

Place:- _____

(Authorized Name & Signatory of Agency/firm with stamp)

Signature of the bidder with seal

Er. S. R. Somayajulu



Part B
Price Bid

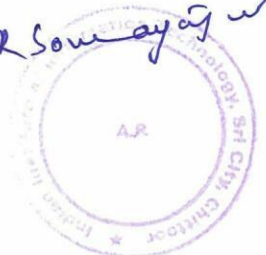
Annexure A

Name of the work	
Name and address of the Institute	Indian Institute of Information Technology Sri City Chittoor, 630, Gnan Marg, Sri City, Tirupati District, Andhra Pradesh-517 646
Name of Firm/Company of the bidder with complete address	
Contact No.	

SLNo	Requirement	Item	Size / Quantity	Unit Price	GST	Total price
1	LED Screen	LED Screen 12 x 8 with 2ft Raiser	12 x 8 – 2 No's			
2	Audio setup	Ref 20 hdl a 4 nos	4			
		Monitor	2			
		Cordless mic Shure	2			
		Sound craft mixer 24 ch	1			
		Podium mic shure sm 58	1			
3	Stage face light	Led colour wash RGBWW 84X3	16			
4	Stage	Stage 32x20 with 2 step and carpet with masking	640 sft			
		Green carpet 80x40	3200sft			
		Red carpet 80x6	480 sft			
5	Ceiling cloth cover	Stage area ceiling cover 40x20	800sft			
6	Vip chair	Wooden Cm chair	8			
7	Tea poe	Wooden tea poe	2			
8	Sofa	Double seater sofa	4			
9	Chair with cover and bow		300			
10	Side wall covering with frame 8 feet height	Stage right side covering 100 feet left side 120 feet	240 feet			

Signature of the bidder with seal

ERSR Somayajulu



11	2 feet jaalra cloth	240 feet round shape cloth				
12	Photography	Photo 1 candid 1				
13	Videography	Video 1 fx 30				
14	Live streaming					
15	Pedestal fan	Normal pedestal fan	12			
					Sub Total	
					GST	
					Total	

Note:- The above items are indicative only. The bidder should arrange all the necessary accessories, such as cables, connectors capable of supporting all the electrical equipment, lights, lap tops, slide changer, data switcher, pointer etc for the entire duration of the function.

Note:

GST extra will be paid at the applicable rate

Date:

Name & Signature of the bidder with seal

For & On behalf of IIIT Sri City, Chittoor

Er. S. R. S. Somayajulu

Authorized Signature



Signature of the bidder with seal

Signature of the bidder with seal