



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/2026/03/01/Abhisarga, dt.12.03.2026

NOTICE INVITING TENDER

- Indian Institute of Information Technology Sri City, Chittoor wishes to engage reputed contractors/decorators for a) **erection of stage, safety arrangement, supply of chairs, carpets etc** b) **truss lighting, ground lighting, supply of sound system, chairs, carpets etc** with considerable experience for the Techno Cultural Fest (Abhisarga 2026) scheduled to be held from 26th to 28th March, 2026 (3 days) **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 respect along with EMD & required documents in a sealed cover super scribing "**Tender for erection of stage, truss lighting, supply of sound system, chairs, carpets, generator etc for 3 days at Techno Cultural Fest (Abhisarga 2026)** 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 **12:00 Hrs on 23rd March, 2026.**
- Tenders can also be dropped in the Tender Box placed at the Office of Registrar 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 **12:10 hrs on 23rd March, 2026** 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 13.03.2026 to 19.03.2026. The Institute will not be responsible for deviation in the quotes submitted, without inspecting the site.**

-Sd/-.

Registrar(i/c)

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 TWO bid systems in sealed envelopes in single cover consisting of TWO inner sealed covers (containing Technical bid and Price bid) super scribing the NIQ No., Name of the work, Bidder name & address will be received at this office upto 12:00 hours on or before 23rd March, 2026 addressed to the Registrar, IIIT Sri City, Chittoor, 630, Gnan Marg, Sri City, Tirupati District, AP, PIN:517 646. Technical bid will be opened at 12.10Hrs on the same date and further information, if any, may be obtained from the office. Technical bids of the tenderers will be opened by the Committee to decide the technical 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 23rd March, 2026 by 12:00 hrs. Tenders can also be dropped in the tender box kept in the Office of Registrar at Academic Block of IIIT Sri City Permanent Campus. The tender bids received after due date and time and without EMD will not be accepted and considered. The tenders will be opened by the Tender opening Committee on the same day at 12:10 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

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 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. IIIT 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 firms identity card.
21. The venue with all the installations (like carpeting, Chairs, speakers, mic, lightings etc.) should be ready on or before 09.00 PM on 25.03.2026, 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 4.00 pm on 25.03.2026. 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. IIIT 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 IIIT Sri City in case of any damage or liability, which may arise on account of action of any reason.

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, IIIT 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:** IIIT 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. IIIT Sri City reserves the right:
 - a) IIIT 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.

Part A (Technical Bid)

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 etc (Attach proof such as work order / agreement 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

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 b) truss lighting, ground lighting, supply of sound system, chairs, carpets, stage effects etc from 26th to 28th March, 2026 for 3 days IIIT Sri City – Techno Cultural Fest - Abhisarga 2026 – Reg.

Ref.: Your Notice Inviting Tender No . IIITS/NIT/2026/03/01/Abhisarga, dt.12.03.2026

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

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 **IIIT 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 Techno cultural Fest - Abhisarga 2026 as specified in Annexure B of IIIT Sri City Chittoor Tender No. IIITS/NIT/2026/03/01/Abhisarga, dt.12.03.2026 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

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.....2026

Signature of Bidder

Name & Address of Bidder

.....

.....

Signature of the bidder with seal

(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)	EMD		
(e)	Signed copy of tender form		
(f)	Undertaking		

Date:-_____

Place:-_____

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

Signature of the bidder with seal

Part B
Price Bid/Financial 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.	

ABHISARGA 2026 STAGE,STALLS REQUIREMENTS				
SL No	Requirement	Item	Size / Quantity	Days
1	Audio System	RCF HDL 30A TOP	16 Nos	3
		RCF SUBWOOFER	10 Nos	3
		ALLEN&HEATH AVANTIS	1 Nos	3
		JBL VRX 915M MONITOR	4 Nos	3
		SHURE SLXD	6 Nos	3
		DI BOX	10 Nos	3
		SHURE SM58 WITH STAND	10 Nos	3
		SHURE AXIENT DIGITAL	3 Nos	1
		PEARL MASTER DRUMKIT	1 Set	1
		K KUSTOM CYMBALS	1 Set	1
		AUDIX DRUM MIC	1 Set	1
		BASS AMP AMPEG	1 No	1
		FENDER TWINREVERB GUITAR AMP	1 No	1
		GUITAR STAND	2 Nos	1
		X KEYBOARD STAND1	1 No	1
		NOTATION STAND	2 Nos	1
		DRUM SHIELD	1 No	1
		CABLES AND ACCESSORIES	—	3
2	Lighting Truss	Truss 60 x 40 Box Truss	1	3
3	Lighting	Sharpies (330W)	24	3
		Led Par	45	3
		Strobes	16	3
		2i Blinders	4	3
		Moving Washers	6	3
		4i Blinders	4	3

		Haze Smoke	2	3
		Follow Spot	1	3
		Arena	1	3
		RGB Battels	8	3
4	LED Screen	MAIN LED	According to the stage	3
		Led Wall Raiser	According to the stage	3
5	Stage	Stage with Stair Case	50 × 30	3
		Drum Raiser 8×8	1	3
		Flute Raiser 4×4	1	3
		Ramp For T Stage	According to the stage	3
6	SFX	CO2 Jet	4	3
		Cold Fire	4	3
		Flame Machine	2	3
		Fire (Comets, Mines, Tails)	As per required	3
		Big Paper Blower	2	3
		Paper Streamers	10	
		CO2 Bubble	1	3
7	Ground Light	Led Lamp	100	3
		Led par	40	3
		4 pole towers	3	3
		Generators (Genset) - 65kv (Stalls), 125kv (Stage and Ground) (Minimum)	2 Nos	3
8	Extras	Plastic Chairs	800 Nos	3
		Chairs covered with Cloth for VIPs	50 Nos	3
		Barricades	as required	3
		Camera Man Stage	8 x 8	3
		Food Stall Pandal	10 Nos	3
		Mat Stage Front (VIP Gallery)	120 x 40	3
		Stall Side Cloths	10 Nos	3
		LED Lamps for stalls	20	3
		Stalls Food Tables	35 Nos	3
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.

Date:

Name & Signature of the bidder with seal