

Bidder's Checklist Before Submission of Tender

Part I: First Envelope (Technical Bid)

S No	Tender Submission Check Points	Check before submission Tick (√)
1	Tender Document Duly Seal & Signed on every page	
2	Earnest Money Deposit (EMD) as per NIT requirement	
3	Submit the documents as per Eligibility criteria:	
a	With Experience / completion certificate/certificate of similar works as per NIT requirement.	
b	Financial Turn-over certificate duly certified by Chartered Accountant along with balance sheets	
4	Documentary evidence towards PAN & GST Registration Certificate	
5	Annexure – I: Letter of transmittal	
6	Annexure – II: Integrity Pact	
7	Annexure – III: Integrity Agreement	
8	Annexure – IV: Details to be furnished by the Bidder	
9	Annexure – V: Declaration regarding black-listing	
10	Annexure – VI: Performa of Experience	
11	Annexure – VII: Financial Information duly signed by the Bidder	

Part II: Second Envelope (Price Bid)

S No	Description	Submitted / Not Submitted
1	Price Bid as per the format (Mention Basic Price and applicable taxes under relevant columns)	

Note: Price to be mentioned only in price bid not in Techno commercial bid or any other place. If it is mentioned any other part other than price bid, the offer will be rejected.



Indian Institute of Information Technology Sri City, Chittoor

NOTICE INVITING TENDER

NIT No: **IIITS/NIT/CONVOCATION/2026, Dt. 23/06/2026.**

Notice inviting E-Tenders through CPP Portal from eligibility bidders under two bid systems (Technical bid and Financial bid) for the work **“Consolidated services as per the scope of work for 10th Batch Convocation at IIIT Sri City campus to be held on August, 1st 2026,** addressed to the Dean Academics, IIIT Sri City, Chittoor along with all specified documents.

Bid Issue Date	23 rd June 2026
Clarification Start Date & Time	23 rd June 2026 at 17:00 Hrs
Clarifications End Date & Time [through mail only]	29 th June 2026 up to 17:00 Hrs
Pre-bid meeting	30 th June 2026 @ 11:00 Hrs
Last Date for submission of e-bids	10 th July 2026 @ 16:00 Hrs
Due Date for opening of e-bids	11 th July 2026 @ 16:00 Hrs
Submission of offer	E-Tender in Two Bid System through CPP Portal ENVELOPE 1: Technical Bid ENVELOPE 2: Financial Bid
Address for submission	E-Tender through CPP Portal only https://etenders.gov.in/eprocure/app
Earnest Money Deposit (EMD)	The Earnest Money Deposit amounting to Rs. 60,000/- (Rupees Sixty Thousand only) must be deposited through RTGS / NEFT to IIIT Sri City Chittoor Opex Account (Bank details are available in Page 5)

PART – I

TECHNICAL BID

SECTION 1: INSTRUCTIONS FOR SUBMISSION OF ONLINE BID

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal URL: <https://etenders.gov.in/eprocure/app> by clicking on "**Online Bidder Enrollment**" on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email and mobile number(s) as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.)
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

7. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
8. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective "My Tender" folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
9. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

10. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
11. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of

documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

12. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document / schedule and generally shall be in PDF / XLS / RAR / DWF / JPG formats as the case may be. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
13. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every Bid, a provision of uploading such standard documents (e.g. PAN card copy, GSTIN Details, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

14. Bidder should log into the site well in advance for bid submission so that he/she upload the Bid in time i.e. on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
15. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument. A standard BOQ format has been provided with the tender document to be filled by all the bidders.
16. Bidders are requested to note that they should submit their financial bids in the format provided and that no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the detail with their respective financial quotes and other details (such as the bidder's name). If the BOQ file is found to be modified by the bidder, the Bid will be rejected.
17. The server time (displayed on the bidders' dashboard) will be considered the standard time for referencing the deadlines for submitting bids by the bidders, opening of bids, etc. The bidders should follow this time during bid submission.
18. The Tender Inviting Authority will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
19. The uploaded tender documents become readable only to public view after the tender opening by authorized bid openers.
20. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the Bid no. and the Date & time of submission of the Bid with all other relevant details.
21. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
22. Any queries relating to online bid submission or CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

SECTION 2: GUIDELINES

1. **Tender Documents:** The interested parties may download the tender document from websites <https://etenders.gov.in/eprocure/app> and <https://www.iiits.ac.in/tenders>
2. Bidders are advised to visit the website frequently to find any addendum, corrigendum issued, extension of due date for submission, etc. No separate intimation will be issued or advertised in this regard.
3. You are requested to go through the terms and conditions carefully and also visit / inspect the site to familiarize and submit your tender as per procedure explained in the tender document.
4. The tenderer(s) if required, may submit queries, if any, through E-mail to tenders.2024@iiits.in to seek clarifications. IIIT Sri City will reply only those queries which are essentially required for the submission of bids.
5. IIIT Sri City will not reply the queries which are not considered fit like replies of which can be implied /found in the NIT/ Tender Documents or which are not relevant or in contravention to NIT/Tender Documents or queries received after stipulated, extension of time for opening of technical bids, etc.
6. Technical Bids will be open on the scheduled dates. Requests for extension of opening of Technical Bids will not be entertained. If the date of opening of the tender is declared as holiday, it will be opened on the next working day at the same time.
7. **Earnest Money Deposit:**
The Earnest Money Deposit amounting to Rs. 60,000/- (Rupees Sixty Thousand only) must be credited in the form of NEFT/RTGS to “IIIT Sri City Chittoor Opex Account”
IIIT Sri City Chittoor Opex Account details:
Acc. No. 110167506587,
IFSC Code CNRB0013247
Sri City Branch, Opp. Sri City Business Center, Chittoor District, AP - 517 588.
8. **Completion Time:** Convocation 2026 is scheduled on 1st August 2026. Materials must be supplied and all arrangements & set-up to be completed by 31st July 2026 at 12:00 PM. Floral decoration may be done later as per instructions. Delay in supply or setup will attract a penalty of 10% of the total work order value.
9. **Site Visit:** Before tendering, every bidder has to compulsorily visit and inspect the site/locations of work and its environments between Monday to Saturday from 10:00 Hrs to 16:00 Hrs except Sunday and Govt. holidays, to ascertain the exact requirement of the NIT, at his own cost.

SECTION 3: ELIGIBILITY CRITERIA

1. The applicant should have satisfactorily completed “Similar” works of magnitude as specified below during last five (5) years ending **31st December 2025**. This should be supported by completion certificate issued by an officer not below the rank of Superintending Engineer / Chief Project Manager or equivalent of the organizations from whom the work has been done. **The values are excluding GST paid.**
 - i. Three similar completed works each of value not less than Rs. 12 Lakhs
OR
 - ii. Two similar completed works each of value not less than Rs. 15 Lakhs
OR
 - iii. One similar completed work of value not less than Rs. 24 Lakhs
2. Similar works shall mean successful completion of event management Projects, at any University, reputed educational institute, Government Organizations and in any reputed private companies.
3. The firm should have an average annual financial turnover of Rs. 20.00 lakhs during the last five (5) financial years ending **31st March 2025**
4. The firms should have valid registration for GST and should have Permanent Account Number (PAN).
5. Documentary evidence for work experience, Signed Tender Document, turnover, GST, PAN all as indicated & required in the tender document should be furnished without which it will not be taken into account.

SECTION 4: BID EVALUATION

1. The Technical Evaluation Committee (TEC) constituted by the competent authority, IIIT Sri City Chittoor will open the technical bid to decide the technical suitability of their service based on the pre-laid terms and conditions.
2. Appropriate norms as stipulated in the NIT will be decided by the committee before the opening of the technical bid for evaluation of bids. After the evaluation of the technical aspects of the bid the committee will give suitable recommendations about the shortlisted firms.
3. The recommendation of the TEC shall be final and binding on all the parties. Further, the TEC may seek additional information from the existing users at IIIT Sri City Chittoor or from other Institutes.
4. The contract will be awarded to the successful bidder at their quoted /negotiated amount.

SECTION 5: GENERAL CONDITIONS

1. Bidders shall clearly indicate their legal constitution and the person signing the bid shall state his capacity and also the source of his ability to bind the bidder. The power of attorney or authorization or any other document constituting adequate proof of the ability of the signatory to bind the bidder shall be annexed to the bid. The owner may reject outright any bid unsupported by inadequate proof of the signatory's authority.
2. The bid document shall be completed in all respects and shall be uploaded in the portal together with the requisite information and appendices. They shall be completed and free from ambiguity, change or inter-lineation.
3. IIIT Sri City shall have a unqualified option under the said bid bond to forfeit the EMD in the event of Bidder failing to keep the bid valid up to the date specified or refusing to accept work or carry it out in accordance with the bid if the IIIT Sri City decides to award the work to the Bidder.
4. The EMD shall be retained with the IIIT Sri City until finalization of tenders. If any statements documents/information submitted by tenderer is found false/incorrect, willful misrepresented or omission of facts or fake/forged documents, the EMD shall be forfeited.
5. IIIT Sri City shall, however, release the EMD in respect of unsuccessful bidders within 30 (thirty) days of placement of order to successful bidder. No interest shall be payable on EMD by IIIT Sri City. EMD of successful bidder will be converted into security refundable deposit. In case of any breach of contract, the EMD will be forfeited.
6. **Validity:** Bid shall be valid for a period of **180 days** from the date of opening of the bids, which shall be extended for another 180 days as decided by the Institute.
7. IIIT Sri City reserves the right:
 - a. 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.
 - b. 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 Bidder.
 - c. To omit/delete any item(s) of work from the schedule at the time of allotment or before the commencement of work or during the execution of work without assigning any reason whatsoever.
 - 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.
8. Bids shall be adjudged as non-responsive due to any of the following reasons:
 - a. Bids submitted without Earnest money or without evidence for EMD Exemption.
 - b. Bids submitted without certificate(s) in respect of the technical qualification criteria.
 - c. Bids submitted without documents to establish the eligibility criteria.
 - d. Bids submitted without photocopies of the receipted copies of GST, IT and PF returns from the respective Competent Authority.
 - e. Any other reason as applicable.

9. The work shall be carried out in the IIIT Campus as per the directions of, Safety procedure, specifications and standard code of practice.
10. This tender notice (NIT) shall be deemed to form an integral part of the contract to be entered into for this work.
11. The successful bidder needs to arrange for the required materials, tools & plants including scaffolding & staging and manpower to the locations at his own cost as per the scope of the work. Accommodation and Transportation should be arranged by the contractor themselves.
12. The successful bidder has to ensure the safety of the manpower/vehicles deployed in the premises. IIIT Sri City will not be responsible for any incident arising during execution of the work.
13. Since the work to be carried out in a operational Academic Block area the rates quoted should be inclusive of all preliminaries like site hoarding, barricading, site sign boards, safety boards, gangmen etc.,
14. On account of security considerations, some restrictions may be imposed by the security staff on the working and/ movement of men and materials etc. The contractor will be bound to follow all such restrictions/ instructions and he shall organize his work accordingly. No claim on this account, whatsoever, shall be payable.

15. PAYMENT TERMS:

- i. 100% of Bill Value for the works shall be made after completion of the entire work within 30 days from the date of certification by IIITS.
- ii. Payment will be initiated only after receipt of the certificate from the official concerned from, IIIT Sri City Chittoor.
- iii. All taxes must be clearly mentioned in the financial bid.
- iv. No escalation of prices for services will be entertained later in any case.

16. PERFORMANCE GUARANTEE:

The successful tenderer shall submit an irrevocable performance guarantee of 5% of the tendered amount in addition to other deposits mentioned elsewhere in the contract for his proper performance of the contract agreement within ~~15 days~~ SEVEN (7) DAYS of issue of letter of intent (LOI). This guarantee shall be in the form of government securities or fixed deposit receipts or guarantee bonds or Demand draft of any scheduled bank or the State Bank of India in the specified format. The performance guarantee shall be initially valid up to the stipulated date of completion plus 60 days beyond. This bank guarantee shall be kept valid till the recording of completion certificate for the work by the Competent Authority.

17. TAXES AND DUTIES:

As per the CPP Portal standards and format, Bidders are required to provide the GST amount for each item of work in the CPP Portal format BOQ. If the GST values are not provided in the financial bid by the bidders, then the financial bid of the bidder will not be admitted for evaluation as per government norms.

18. RIGHT OF REJECTION:

The IIIT Sri City reserves the right to reject any proposal that does not address all the requirements of the NIT. In addition, the IIIT Sri City reserves the right to accept or reject any proposal submitted by the tenderers, and to cancel the NIT process and reject all proposal submissions at any time, without thereby incurring any liability to the affected Consultant or any obligation to inform the affected tenderer the grounds for IIIT Sri City action.

19. FORCE MAJEURE

IIIT Sri City, Chittoor may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay, in performance or other failure to perform its obligations under the contract, is the result of a force majeure.

20. ARBITRATION

All disputes of any kind arising out of supply, commissioning, acceptance, warranty maintenance etc., shall be referred by either party (IIIT Sri City, Chittoor or the bidder) after issuance of 30 days' notice in writing to the other party clearly mentioning the nature of dispute and will be referred to the arbitrator to be nominated by The Director, IIIT Sri City, Chittoor. The Venue for arbitration shall be Tirupathi District, Andhra Pradesh – 517 646.

21. JURISDICTION

All the disputes arising out of this tender shall have exclusive jurisdiction of Tirupati, Andhra Pradesh.

SECTION 6: SPECIAL CONDITIONS

1. The tenderer shall acquaint him with the proposed site of work.
2. The contractor shall take care of all safety precautions pertaining to work, such as scaffolding, ladder, working platforms, gangways, electric arc/ gas welding, use of hoist and construction machinery.
3. On account of security consideration, some restrictions may be imposed by the security staff on the working and/ movement of men and materials etc. The contractor shall be bound to follow all such restrictions/ instructions and he shall organize his work accordingly. No claim on this account, whatsoever, shall be payable.
4. The contractor shall take all precautions to avoid accidents by providing suitable mechanism. He shall be responsible for all damages and accidents caused to existing/ new work due to negligence on his part. No hindrance shall be caused to traffic during the execution of the work.
5. The contractor shall be responsible for the watch and ward of all materials brought by the contractor to site against pilferage and breakage during the period of installation, in campus installed, during usage and thereafter till he/she take back the same out of the campus.
6. The contractor shall take all preventive measures against any damage caused by rain, fire or any other natural calamity, whatsoever during the execution of the work. The contractor shall be fully responsible for any damage to the owners' property and to the work for which the payment is due to him under the contract.
7. The work will be carried out in the manner complying, in all respects, with the requirements of relevant bye-laws of the local body under the jurisdiction of which the work is to be executed or as directed by the IIIT Sri City officials and nothing extra shall be paid on this account.
8. The contractor shall comply with proper and legal orders and directions of the local or public authority or municipality and abide by their rules and regulations and pay all fees and charges which may be liable.
9. The contractor shall give due notices to Municipal, Police and/or other authorities that may be required under the law/rules under force in the area and obtain all requisite licenses for temporary obstructions / enclosures and pay all charges which may be leviable on account of his execution of work under the agreement. Nothing extra shall be payable on this account.
10. All materials to be incorporated in the work shall be arranged by the contractor and shall be in accordance with the specifications laid down.
11. The contractor shall be responsible for completing the work and for satisfying all terms and conditions of the Contract without any extra payment over his quoted rates unless otherwise specified. The contractor shall quote his rate for various items of work accordingly and no claim whatsoever shall be entertained for any incidental or extra work involved in the execution of the work as per nomenclature of the item and the specifications indicated in

the tender documents.

12. Subject to the nomenclature of the item as per schedule of quantities, the specification indicated in the tender documents, the rates quoted shall include cost of all materials including royalty and taxes if any, labour, sundry inputs, execution of work at all heights, levels, pattern and design for all leads, lifts and depths including overhead charges and contractor's profit. Nothing extra shall be paid on this account.
13. The rate shall be inclusive of making design, pattern and execution of work as per drawings, at all levels and heights.
14. The rates shall be inclusive of making any holes or otherwise for fixing any fixture/ frame work and making good the structure to its original shape and finish.
15. Other agencies doing works related with this project will also simultaneously execute the works and the contractor shall afford necessary co-ordination for un-hindered completion of these sub-works.
16. The contractor shall give a satisfactory performance test of installations individually and as a whole to ensure their proper functioning before the work is finally declared and completed and accepted.
17. The contractor shall continue to maintain watch and ward to safeguard the Owner's property in his possession until the same is formally handed over as per directions of the Director. Nothing extra over agreement rates shall be paid on this account.
18. All tools, plants and measuring or weighing equipment shall be arranged by the contractor himself and nothing extra shall be paid to the contractor on this account.
19. The quantities of various items incorporated in the tender are approximate. However, the payments shall be made to the contractors on the basis of actual measurements taken at site.
20. The contractor shall protect the adjoining buildings or works and the work under execution from fire and shall make adequate arrangements for fire protection and firefighting and if any property is damaged, by fire due to the negligence of the contractor, the same shall be made good by the contractor at his own cost, to the entire satisfaction of Director.
21. In order to achieve the targeted date of completion the contractor may have to work in multiple shifts, round the clock including public and gazetted holidays and nothing extra shall be paid on this account.
22. All materials, articles and workmanship shall be of respective best quality and kind for the class described in the schedule of quantities and specifications. All materials, so used in different items of work shall be subject to the approval of the Director.
23. The contractor shall be responsible for all statutory provisions and deductions towards ESI, PF or any other, as the case may be or any other levies and taxes shall be borne by the contractors. The Taxes or any other statutory levels/taxes incorporated from time to time shall be deducted from the invoice at the time of payment. No claim in this regard shall be entertained.

-
24. The contractor is supposed to abide the minimum wages act and shall produce all records to the IIIT Sri City or any other statutory authority as and when called for. The IIIT Sri city does not hold any responsibility on account of any lapses in this regard.
25. All spaces allotted to the contractor as described above shall be vacated and all structures removed from site at any time as and when required and directed by the IIIT Sri City, unconditionally and without any reservation. The IIIT Sri City will not be obliged to give any reason for such removal. Upon receiving instructions to vacate the space, the contractor shall remove within Two (2) days of the completion of the event in an environmentally friendly manner all his structures, materials, etc. from the sources and clear and clean-up the site to the satisfaction of the IIIT Sri city.
26. It shall be the responsibility of the Contractor to safeguard the site and ensure that no illegal encroachments are made by outside elements within the area allotted to the contractor. Upon completion of the work or earlier as required by IIIT Sri City, the contractor shall vacate the land totally without any reservation (within 2 days of completion of event).
27. Any item which is not available in the Bill of Quantity (BOQ) shall be paid as per actual cost of the materials in the market and actual cost of the labour plus 5% as overhead and profit. The decision of Director will be conclusive and final binding on the contractor.
28. Layout of works shall be got checked by stage committee & only then further work shall be taken by after approval.
29. The Contractor will execute the aforesaid works subject to the provisions contained & to the extent applicable for IIIT Sri City's General Conditions of Contract, Special conditions of contract, Safety Code, Model Rules for the protection of health and other arrangements for workers, Specifications, Preambles and Schedule of Quantities and erection & furnishing schedule (all of which will collectively referred to as the 'tender conditions') and strictly in accordance with the Scope of work at or for the respective rates set out in the Schedule of Quantities amounting to the sum as there under arrived at or such other sums as shall become payable.
30. Agencies Black listed and Suspended from carrying out business by any Government offices, Autonomous bodies, Educational and/or research institutes, PSUs etc need not submit their quote. Suppression of information in this regard will be taken seriously.
31. The contractor is solely responsible for compliance of all labour laws and other associated statutory obligations applicable for the work. IIIT Sri City will not be responsible for any of the compliances or lapses in respect of the aforesaid.
32. **Power Supply:** The successful bidder is responsible for arranging their own resources for testing and related arrangements.
33. **Water Supply:** The successful bidder is responsible for arranging their own resources.
34. **Inspection and testing:**
After completion of the work in all respect the contractor shall offer the works for inspection and approval.

Annexure – I

LETTER OF TRANSMITTAL
(To be printed on the applicant's letter head)

To,
The Dean Academics,
Indian Institute of Information Technology Sri City, Chittoor
630, Gnan Marg, Sri City
Tirupati District – 517 646
Andhra Pradesh.

Sub: Submission of bid for “**Consolidated services as per the scope of work for 10th Batch Convocation at IIIT Sri City campus to be held on August, 1st 2026**”

Dear Sir,

Having examined the details given in NIT web-notice and document for the above work, I/we hereby submit the documents (issued / downloaded from web) and other relevant information.

- a. I/We have furnished all information and details necessary for tendering and have no further pertinent information to supply.
- b. I/We also authorize Registrar to approach individuals, employers, firms and corporation to verify our competence and general reputation.
- c. I/We also submit prescribed declaration in respect of downloaded NIT document.
- d. I/We submit the following certificates in support of our suitability, technical know-how & capability for having successfully completed the following works.

Sl No	Name of Work	Certificate from

- e. In case at any stage later, information/details submitted by me / us is / are found to be incorrect / false / fabricated, IIIT Sri City shall have the absolute right to disqualify / reject the application out-rightly and also debar me / us in participating in any future tenders without any prior intimation to me / us.

- f. I / We agree that the decision of IIIT Sri City in selection of contractors and award of work will be final and binding to me / us
- g. I/We hereby certify that all the statements made, and information supplied in the Application form, Annexures, Checklist and accompanying statements are true and correct.
- h. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
- i. I / We agree that I / We have not applied in the name of sister concern for the subject project.
- j. I / We agree to enter into Agreement and execute the pre-contract indemnity pact with the Institute as per the draft enclosed in Annexure 'II' & Annexure 'III' respectively of this bid document, in case, our firm/company has been awarded the project.

Yours faithfully

Duly authorized signatory of the Bidder(s)

Annexure – II**INTEGRITY PACT**

To,
The Dean Academics,
Indian Institute of Information Technology Sri City, Chittoor
630, Gnan Marg, Sri City
Tirupati District – 517 646
Andhra Pradesh.

Sub: “Consolidated services as per the scope of work for 10th Batch Convocation at IIIT Sri City campus to be held on August, 1st 2026.”

Dear Sir,

I/We acknowledge that IIIT Sri City is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I/We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/We will sign the enclosed integrity Agreement, which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process.

I/We acknowledge that the making of the bid shall be regarded as an unconditional and absolute acceptance of this condition of the NIT.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by IIIT Sri City. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, IIIT Sri City shall have unqualified, absolute and unfettered right to disqualify the tenderer/bidder and reject the tender/bid in accordance with terms and conditions of the tender/bid.

Yours faithfully

Duly authorized signatory of the Bidder(s)

Annexure – III**INTEGRITY AGREEMENT**

This Integrity Agreement is made at on this Day of. 2026

BETWEEN

The Dean Academics, Indian Institute of Information Technology Sri City, Chittoor, 630, Gnan Marg, Sri City, Chittoor District – 517 646, Andhra Pradesh.

IIIT Sri City, (Hereinafter referred as the ‘Institute’, which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

.....
(Name and Address of the Individual / Firm / Company) through

..... (Hereinafter referred to as
(Details of duly authorized signatory)

the “Bidder / Contractor” and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

WHEREAS the Institute has floated the Tender [IIITS/NIT/CONVOCATION/2026] (hereinafter referred to as “Tender/Bid”) and intends to award, under laid down organizational procedure, contract for **“Consolidated services as per the scope of work for 10th Batch Convocation at IIIT Sri City campus to be held on August, 1st 2026”**, here in after referred to as the “Contract”.

AND WHEREAS the Institute values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as “Integrity Pact” or “Pact”), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

Article 1: Commitment of the Institute

- 1) The Institute commits itself to take all measures necessary to prevent corruption and to observe the following principles:
 - a) No employee of the Institute, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise

for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

- b) The Institute will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.
 - c) The Institute shall endeavor to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- 2) If the Institute obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act,1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Institute will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Article 2: Commitment of the Bidder (s) / Contractor (s)

1. It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the IIIT Sri City all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
2. The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
 - a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the tender process or execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the contract.
 - b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
 - c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contract(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

- d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly, Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participates in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.
- e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
3. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
4. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.
5. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

Article 3: Consequences of Breach

Without prejudice to any rights that may be available to the Institute under law or the Contract or its established policies and laid down procedures, the Institute shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the bidder/contractor accepts and undertakes to respect and uphold the Institute's absolute right:

- 1) If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Institute after giving 14 days' notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Institute. Such exclusion may be forever or for a limited period as decided by the Institute.
- 2) Forfeiture of EMD/Performance Guarantee/Security Deposit: If the Institute has disqualified the Bidder(s) from the tender process prior to the award of the contract or terminated/determined the contract or has accrued the right to terminate/determine the contract according to Article 3(1), the Institute apart from exercising any legal rights that may have accrued to the Institute, may in its considered opinion forfeit the entire amount

of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/Contractor.

- 3) Criminal Liability: If the Institute obtains knowledge of conduct of a bidder or Contractor, or of an employee or a representative or an associate of a bidder or Contractor which constitutes corruption within the meaning of IPC Act, or if the Institute has substantive suspicion in this regard, the Institute will inform the same to law enforcing agencies for further investigation.

Article 4: Previous Transgression

- 1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
- 2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Institute.
- 3) If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors

- 1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/ sub-vendors.
- 2) The Institute will enter into Pacts on identical terms as this one with all Bidders and Contractors.
- 3) The Institute will disqualify Bidders, who do not submit, the duly signed Pact between the Institute and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

Article 6: Duration of the Pact

- 1) This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor 12 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded.
- 2) If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority, IIIT Sri City.

Article 7: Other Provisions

- 1) This Pact is subject to Indian Law, place of performance and jurisdiction is the Headquarters of the Division of the Institute, who has floated the Tender.

- 2) Changes and supplements need to be made in writing. Side agreements have not been made.
- 3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- 4) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 5) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Institute in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

Article 8: Legal & Prior Rights

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contact documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....

(For and on behalf of the Institute)

.....

(For and on behalf of Bidder/Contractor)

WITNESSES:

1.

(Signature, name and address)

2.

(Signature, name and address)

Place:

Date:

Annexure – IV**DETAILS TO BE FURNISHED BY THE BIDDERS**

1. Name of the Firm/Company :
(Attach copy of the Registration Certificate)
2. Address for Communication :
3. Contact Person Telephone / Mobile No. :
4. E-mail :
5. Constitution of Firm : Proprietorship / Partnership / Pvt. Ltd. /
Public Ltd. / Any Other (Please Specify)
6. Details of Proprietor/Partner/Director :
7. GST Registration No. :
(Attach copy of the GST Registration Certificate)
8. PAN Number :
(Attach copy of the PAN Card)

This is to certify that the above facts are true complete and correct to the best of my knowledge and belief. Further, it is certified that I/We have read and understood the terms and conditions of the Tender Notice.

I/We give an undertaking and give our unconditional and unequivocal acceptance of all terms and conditions of the Tender and agree to abide by these terms and conditions.

Name and Signature of the Applicant
Seal of the Firm/Company

Annexure – V

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

.....

Annexure – VI**PROFORMA OF EXPERIENCE****DETAILS OF SIMILAR WORKS CARRIED OUT BY THE FIRM**

(SEPARATE SHEETS TO BE ATTACHED)

S. No.	NAME OF ORGANISATION	NAME OF WORK	CONTRACT VALUE	SCHEDULED DATE AND ACTUAL DATE OF COMPLETION (EXTN. OF TIME, IF ANY)	ACTUAL REASON FOR DELAY IN COMPLETION, IF ANY

Annexure – VII**FINANCIAL INFORMATION****1. Banker Details**

Name of the Bank :
 Branch with Address :
 Contact Person in the Bank :
 Contact Details :

2. Details of Chartered Accountant

Name & Address :
 Registration Details of CA :
 Contact Details :
 Email Address :

3. Financial Analysis

Details to be furnished duly supported by figures in Balance Sheet / Profit and Loss Account for the last Five (5) years duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached).

Particulars	2020-21	2021-22	2022-23	2023-24	2024-25
1. Gross Annual Turn-over in Construction Works					
2. Profit / Loss					
3. Financial Position:					
a. Cash					
b. Current Assets					
c. Current Liabilities					
d. Working Capital (b – c)					

4. Income Tax Clearance Certificate duly attested by the CA.**5. Financial arrangements for carrying out the proposed works**

.....
 (Signature of the Applicant)

Annexure – VIII**FORMAT OF PERFORMANCE BANK GUARANTEE**

To
The Dean Academics,
Indian Institute of Information Technology Sri City, Chittoor
No. 630, Gnan Marg, Sri City,
Tirupathi District – 517 646
Andhra Pradesh.

WHEREAS... (name and address of contractor) hereinafter called
“the contractor” has undertaken, in pursuance of Contract No. /
Letter of Intent (LOI) No. Dated to
execute

.....
(Name of Contract and brief description of Works) (Herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the Contractor shall
furnish you with a Bank Guarantee by a Nationalized/Scheduled bank of India for the sum
specified therein as performance guarantee for compliance with his obligations in accordance
with the Contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREOF we hereby affirm that we are the guarantor and responsible to you on behalf
of the Contractor, up to a total of Rs..... (Amount of guarantee) Rupees. (in
words), such sum being payable in the types and proportions of currencies in which the
Contract Price is payable, and we undertake to pay you, upon your first written demand and
without cavil or argument, any sum or sums within the limits of
(amount of guarantee) as aforesaid without your needing to prove or to show grounds or
reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before
presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract
or of the works to be performed there under or of any of the contract documents which may be
made between you and the Contractor shall in any way release us from any liability under this
guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until 60 days from the date of issue of the Defects Liability
Certificate.

Signature and seal of the Guarantor.....

Name of the Bank

Address.....

Date.....

In the presence of

1.....

(Name of Occupation)

2.....

(Name of Occupation)

An amount shall be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract and denominated in Indian Rupees.

Annexure – IX**FORMAT FOR CONTRACT AGREEMENT**

(TO BE SUBMITTED ON RS.100/- NON-JUDICIAL STAMP PAPER)

CONTRACT AGREEMENT FOR THE WORK OF _____ made this on _____, between M/s _____, Hereinafter called the “Contractor” (which terms shall unless excluded by or repugnant to the context include its successors and permitted assigns) of the one part; and Indian Institute of Information Technology Sri City, Chittoor, 630, Gnan Marg, Sri City, Tirupati District – 517 646 (A.P.) hereinafter called the “OWNER” (which terms shall unless excluded by or repugnant to the context include its successors and permitted assigns) of the other part.

Contract Agreement Number:**References:**

The Letter of Intent (LoI) issuance, in which Dt. _____ is mentioned as the start of work.

The brief of project schedule is given below:

Date of Commencement :
Duration of the Project :
Scheduled Completion :

Whereas the contractor has agreed to execute upon and subject to the conditions laid in reference (1) given for the mentioned works for a value of Rs. _____ (**Rupees** _____ **only**) which is inclusive of all applicable taxes, duties and GST.

Whereas the contractor has submitted performance Bank Guarantee in the form of Bank Guarantee Bond for an amount of **Rs:** _____ (Rupees _____ Only).
BG Ref .NO: _____.

WHEREAS

- a) OWNER being desirous of getting executed the WORK mentioned, enumerated or referred to in the Bid Document including Notice Inviting Tender, Instruction to Bidders, General Condition of Contract, Special Conditions of Contract, Specifications, Time Schedule, Letter of Acceptance of Bid and other documents has invited Bids.
- b) CONTRACTOR has inspected SITE and surroundings of WORK specified in the Bid Documents and satisfied himself by careful examination before submitting his Bid as to the nature of the quantities, nature and magnitude of WORK, availability of equipment etc. necessary for the execution of WORK, the means of access to SITE, the position of supply of power and water thereto and the accommodation he may require and has made local and independent enquiries and obtained complete information as to the matters and things referred to, or implied in the Bid Document or having any connection there with, and has

considered the nature and extent of all probable and possible situation, delays, hindrances or interferences to or with the execution and completion of WORK, to be carried out under this CONTRACT, and has examined and considered all other matters condition and things and probably and possibly contingencies, and generally all matters incidental thereto and ancillary thereof effecting the execution and completion of WORK and which might have influenced him in making his Bid.

- c) The Invitation to Bid, instructions to Bidders, General Conditions of Contract, Description of Works and specifications, Plans, Time Schedule, Letter of Acceptance of Bid any and any other documents and enclosures, copies of which are hereto annexed are included in the expression "CONTRACT":

AND WHEREAS

OWNER accepted the Bid of CONTRACTOR for the provision and the execution of WORK at the CONTRACT PRICE as indicated in the letter of award of work upon the terms and subject to the conditions of Contract.

Now this CONTRACT AGREEMENT witnessed, and it is hereby agreed and declared as follows:

1. In consideration of the payment to be made to CONTRACTOR for WORK to be executed by him, CONTRACTOR hereby covenants with OWNER that CONTRACTOR shall and will duly provide, execute and complete the work and things in CONTRACT, mentioned or described or which are to be implied therefrom or may be reasonably necessary for completion or stipulations mentioned in CONTRACT.
2. In consideration of the due provision, execution and completion of WORK by the CONTRACTOR in accordance with the terms of the CONTRACT, the Owner does hereby agree with CONTRACTOR that OWNER will pay to Contractor the respective amount for the work actually done by him and approved by Owner as per Payment Terms accepted in CONTRACT and payable to CONTRACTOR under provision of Contract; such payment to be made at such time and such manner as provided for in the CONTRACT.

AND

3. In consideration of the due provision, execution and completion of WORK, CONTRACTOR does hereby agree to pay such sums as may be due to OWNER for the services rendered by Owner to Contractor as set forth in CONTRACT and such other sums as may become payable to Owner towards loss, damage to the OWNER's equipment, materials etc. and such payments to be made at such time and in such manner as in provided in the CONTRACT.

IN WITNESS WHEREOF the Parties executed these presents and a duplicate thereof. The day and year herein above written.

FIRST PARTY: _____	SECOND PARTY: _____
---------------------------	----------------------------

Witness:

PART – II

PRICE BID

Note: Bidders to refer / use the BOQ from CPP Portal for Pricing.

**BOQ AND SPECIFICATION DETAILS HIRING OF SERVICES FOR
10th CONVOCATION AT IIIT SRI CITY**

Validate

Print

Help

Item Wise BoQ

Tender Inviting Authority: Dean - Academics, IIIT Sri City

Name of Work: Consolidated services as per the scope of work for 10th Batch Convocation at IIIT Sri City campus to be held on August, 1st 2026.

Contract No: IIITS/NIT/CONVOCATION/2026, Dt. 23/06/2026

Name of the
Bidder/ Bidding
Firm / Company :

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after fillin

NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P
1	2	3	4	5	7
1	AC German Structure Set up For Main event				
1.01	a. Setting up German A/C Hanger or equivalent using Aluminium frames, base plate, trusses, connecting the same with purlins & lattice of size with Octonorm wall panelling of size: 30m x 50m. b. Covering the roof with fire retardant tarpaulin sheet on the outer surface. c. Hanger floor with blue carpet: 16,140 Sqft. d. Entrance path up to the stage red color carpet: 600 ft e. AC for the event area Split AC, with gutter stand, gutter, stabilizer, indoor Blower unit, with copper piping and insulation for 200 tonnes. f. Lighting with Halogens in Dome cap style - Lot g. Main Entrance in Aluminium glass door of size - 8ft x 8ft h. Emergency Exit - 2 Nos	item1	1.00	Nos	
2	Main Event Stage Set up:				
2.01	Metal stage with wooden ply top with grey unitex carpet and three side skirting in black cloth with carpet and steps in-front of stage of size: 32' x 16' x 3' ht	item2	1.00	Nos	
2.02	Stage front skirting in wooden frame work: 50' x 3'	item3	1.00	Nos	
2.03	Metal stage with wooden ply top with grey unitex carpet and three side skirting in black cloth with carpet and steps in-front of stage of size - LED Riser 16' x 4' x 5' ht	item4	2.00	Nos	
2.04	Backdrop in wooden frame work of size: 32' x 10'	item5	1.00	Nos	
2.05	SF 01 Side flanks on the left side in metal framework: 4' x 10'	item6	2.00	Nos	
2.06	Link Masking in grey cloth of size: 6' x 10'	item7	2.00	Nos	
2.07	LED Screen framework, fixing of size: 14' x 13'	item8	2.00	Nos	
2.08	Side Masking framework, mounting and fixing of size: 12' x 6'	item9	2.00	Nos	
2.09	Masking for AV screen on all sides: 10' x 12'	item10	2.00	Nos	
2.10	Steps with grey carpet: 8' x 3' ht	item11	3.00	Nos	
2.11	Wooden Podium (4 feet only)	item12	2.00	Nos	
3	Floral Arrangements:				

NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P
1	2	3	4	5	7
3.01	Entrance Décor at the Event area	item13	4.00	Nos	
3.02	Head table tops	item14	5.00	Nos	
3.03	Front of stage décor	item15	30.00	Rft	
3.04	Floral Bouquets	item16	10.00	Nos	
3.05	Podium Décor	item17	2.00	Nos	
3.06	Entrance Décor at the Institute	item18	2.00	Nos	
4	Venue Constructs				
4.01	SLV console with black cloth masking of size - 120 Sqft	item19	1.00	LS	
4.02	Camera platform - 4' x 4' x 3'	item20	3.00	Nos	
4.03	Metal scaffolds for backdrop support - 32' x 6' x 12' ht	item21	1.00	Set	
4.04	Barricading for sterile area - 240 Rft	item22	1.00	LS	
4.05	Outside Area Masking for AC units - 1000 Sqft.	item23	1.00	LS	
4.06	Additional carpeting in front of event area & aisle area - 1000 Sqft	item24	1.00	LS	
5	Sound (Package Rate) Main Event Area (Make: Bose / JBL / EAW / DAS / OHM)				
5.01	Stage Monitors	item25	2.00	Nos	
5.02	Delay Speakers	item26	6.00	Nos	
5.03	Goose-neck sleek podium mic	item27	2.00	Nos	
5.04	Cordless Mics	item28	6.00	Nos	
5.05	Talk-Backs	item29	4.00	Nos	
5.06	Amplifier with min 520W - DI Box Note: Including necessary cabling and Technician Charges	item30	4.00	Nos	
6	Light (Package Rate) Main Event Area				
6.01	LED parcans	item31	48.00	Nos	
6.02	Halogens (500 watt) for House Light	item32	8.00	Nos	
6.03	Profile Spot	item33	4.00	Nos	
6.04	LED Washes / Palcos Note: Including Dimmer Packs, Pulsar Board, Lighting Board, necessary cabling and Technician charges	item34	8.00	Nos	
7	Video (Package Rate)				
7.01	True color LED wall - 12' x 7'	item35	4.00	Nos	
7.02	LED TVs 43inch with tilting stand	item36	3.00	Nos	

NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P
1	2	3	4	5	7
7.03	Laptop with MS, Intel, min. 8 GB Ram, pre-loaded with MS Office	item37	2.00	Nos	
7.04	Extron / Kramer Seamless Switcher	item38	1.00	Nos	
7.05	Monitor for playback viewing	item39	2.00	Nos	
7.06	Splitter	item40	2.00	Nos	
7.07	Signal Booster	item41	2.00	Nos	
7.08	Laser Pointer	item42	1.00	Nos	
7.09	Slide Changer Note: Including necessary cabling and Technician Charges	item43	1.00	Nos	
8	Coverage				
8.01	HD cameras for Photo	item44	2.00	Nos	
8.02	HD camera for Video	item45	2.00	Nos	
8.03	MX 70 Vision Mixer	item46	1.00	Nos	
8.04	Monitor for playback viewing Note: Including necessary cabling and Technician Charges	item47	1.00	Nos	
8.05	Digital Photographer	item48	2.00	Nos	
8.06	Digital Videographer and Live streaming	item49	2.00	Nos	
9	Power / Electricals - Event Area SLV				
9.01	250 KVA Genset with running charges for approx. 12 hrs. Note: Including Panel Board, Mainline Cabling, Switchover Boards, 5 Amp Plug points and Technician Charges	item50	2.00	Nos	
10	Furniture - Event Area				
10.01	Unitex carpet red for VVIP Walkway	item51	2000.00	Sqft	
10.02	VIP chairs	item52	15.00	Nos	
10.03	VIP Guest Sofas - 3 Seater	item53	10.00	Nos	
10.04	Cushion chairs with white cover and red/velvet bow	item54	1000.00	Nos	
10.05	Teapoy Wooden Tables	item55	5.00	Nos	
10.06	Plants in pathway	item56	50.00	Nos	
Total in Figures					
Quoted Rate in Words					

