



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद  
Indian Institute of Information Technology, Allahabad  
An Institute of National Importance by Act of Parliament  
Deoghat, Jhalwa, Prayagraj-211015 (U.P.) INDIA

Ph.: 0532-2922025, 2922067, Fax : 0532-2922125, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

Ref no. IIIT-A/Tender/Effervescence-23/-24/Hiring/1468/2165/2023  
Date: 22/12/2023

**Tender Notice**

M/S.....

.....

Ph. No.: .....

**Sub: Quotation for Hiring of Lighting Arrangement & Tent and Infrastructure at  
IIIT-Allahabad, Jhalwa Prayagraj on January 12-14, 2024**

Tender issue date : 22/12/2023  
Last submission date : 29/12/2023 upto 12:00 Noon  
Opening of Bid : 29/12/2023 at 4:00 PM  
Bid Security Amount: Rs.16,000/- (Rupees Sixteen Thousand Only)  
through RTGS/NEFT

Dear Sir,

Institute intends to hire the following items for 03 days on the occasion of Effervescence 2023-24 (Scheduled from 12/01/2024 to 14/01/2024) at IIIT-Allahabad" for which quotations are invited as per details given in below :

Sl. No	Description of Work	Size	Unit	Qty	Unit/Rate (Rs.)	Amount (Rs.)
1.	Stalls-25	(12' x 12')	Nos.	25		
2.	Table with (cloth + border)	-	Nos.	150		
3.	Chair-Dunlop	-	Nos.	300		
4.	Sofa (3 Seater)	-	Nos.	30		
5.	Green Room - 2 (Complete with Table, Chair and Mirrors)	(18' x 12') Sq.ft	Nos.	2		
6.	Barricading	-	R.ft.	1000		
7.	Mojo Barricading	-	R.ft.	400		
8.	Watch Tower	(10x10x15) sq. ft	Nos.	1		
9.	Chair-Fiber	-	Nos.	600		
10.	Bedding ( 1 x Gadda, 2 x Bedsheet, 1 x Pillow)	-	Nos.	150		
11.	Console Tent	(15' x 15' x 12')	Sq. ft	1		
12.	Bamboo (12 Ft)	-	Pcs	60		
13.	Registration Desk Tent	(18' x 18' x 10')	Sq. ft	1		

5/

14.	Green Matting (Front Stage)	-	Sq. ft	10000		
15.	White Bed Sheet (Chaddar)	-	Nos.	50		
16.	LED Halogens (including input wire circuit and grounding for supply)	-	Nos.	200		
17.	China Light (including input wire circuit and grounding for supply)	-	Per Thousand	200		
18.	Halogen (including input wire circuit and grounding for supply)	-	Nos.	10		
19.	Pedestal Fan	-	R.mtr.	05		
20.	Wiring 6mm	-	R.mtr.	500		
21.	Wiring 10mm	-	R.mtr.	350		
22.	16mm - 4 core wire	-	R.mtr.	450		
23.	25mm - 4 core wire	-	R.mtr.	450		
24.	35mm - 4 core wire	-	R.mtr.	450		
25.	70mm core cable	-	R.mtr.	300		
26.	Change Over	-	Nos.	7		
27.	Channel Board	-	Nos.	1		
28.	Power Board	-	Nos.	50		
29.	Power Point	-	Nos.	50		
30.	LED Bulb (including input wire circuit and grounding for supply)	-	Nos.	50		
31.	Bulbs(100 Watt, Filament Bulb) (including input wire circuit and grounding for supply)	-	Nos.	350		
32.	Speakers 12 watt for Auditorium	-	Nos.	4		
33.	Wireless Mic. for Auditorium	-	Nos.	6		
34.	Wired Mic. for Auditorium	-	Nos.	6		
35.	Collar Mic. for Auditorium	-	Nos.	4		
36.	Supporting Mixer & amplifier for Sl. 32,33,34,35 for Auditorium	-	Nos.	1		
Transportation-						
Labour Charges-						
<b>Total Amount-</b>						
Taxes (GST)-						
<b>a) Total (After Including GST)-</b>						
b) Sponsorship provided by Vendor including GST-						
<b>Grand Total (After deduction of sponsorship (a-b))-</b>						

You are requested to submit the sealed quotation by courier/speed post with complete details of specifications, terms & conditions, etc. **upto 29/12/2023 till 12:00 Noon.** Quotations duly sealed may also be dropped in the tender box placed in the office of the Joint Registrar (S&P), IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately. **Kindly mention Tender ref. number, subject, due date, contact address etc., on your quotation. Incomplete quotation will not be accepted.**

Quotation should be addressed to **Joint Registrar (S&P), IIIT-Allahabad, Deoghat Jhalwa, Prayagraj-211015**



## **Terms and Conditions:**

1. FOR destination IIIT-Allahabad.
2. The mentioned quantity is approx quantity; it may decrease/increase. The payment will be made as per actual basis as certified by Effervescence committee.
3. Items required are for three days. Vendors are desired to quote their rates accordingly.
4. All above items should be of good make, good operational condition and standard of the Institute.
5. **Performance Security** : Awarded bidder have to submit Performance security in the form of a demand Draft/ Bank guarantee or NEFT/RTGS of Rs.20,000/- from Nationalized Bank within 03 working days from the issuance of work order and it should remain valid for a period of 60 days. Bid Security if any, will be released after receiving of Performance Security.
6. All above items should be of good make, clean and standard of the Institute.
7. In case the selected firm fails to complete the job within stipulated time as mentioned above, Institute reserves the right to cancel the order and no payment will be released.
8. **Quantity given in the requirement of items should be available in the vendor's warehouse. The same shall be checked before the award of work.**
9. The lowest bid will be calculated on the price obtained by subtracting total quoted price with sponsorship amount.
10. The annual average turnover of the vendor for the last three years (2020-21, 2021-22 & 2022-23) must be Rs.06 Lakhs or above.
11. Preference will be given to the vendor who have arranged the required materials in such types of big events in Institutions like - IIIT, NITs, Govt. Institutions or any others Institutions (Attached the documentary evidence).
12. The rate will be compared on the basis of Sponsorship provided by the Vendor. The same will be deducted from total quoted rates. The vendor shall be provided exemption certificate as per rules.
13. The installation of **Lighting & Tentage decoration** must be completed latest by 11/01/2024 up to 06.00 PM.
14. Additional Tentage/lighting items requirements may arise during the programme depending on specific requirement of the Effervescence Committee.
15. Quoted rate should be valid at least for 45 days from the last date of submission of tender.
16. For any technical queries, please contact Dr. Ranjit Singh, Dean (SA) (0532-2922184, and Sh. Aditya, Ph: 8264158455.
17. May feel free to contact on e-mail [info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in), Ph. No: 0532-2922013, 2051 for any queries.
18. In case of delay beyond stipulated time of completion of work, a suitable penalty of the total cost may be imposed at the discretion of the competent authority.
19. The firms must have completed at least one big events of such nature costing at least Rs.04 Lakhs during the last three financial year and it should be supported by the proof in the form of work order having complete details (Attach documentary evidence).
20. The installation of all the equipments shall be done by vendor and the vendor will be responsible for the security as well as their maintenance.
21. The tender committee may reject the quotation of any party in case of unsuitability or any other reason.
22. Tenderer should submit GSTIN registration copy with quotation.
23. It is mandatory to sign & stamp on all the papers of the tender/enquiry letter and attached evidence papers of all on claims.
24. Tenderers are desired to quote all the items as mentioned above, failing which quotation will not be considered.



25. All work will be carried out as per norms & specifications as mentioned in BOQ. Additional items, if any, which are not mentioned in BOQ will be provided by vendor as per site requirement under the instruction of Effervescence committee.
26. Enquiry/tender must be quoted in prescribed format on the letter head of the firm/vendor, otherwise quotation shall be rejected outright.
27. Details of Bank account of Firm/Agency for returned of Bid Security and/or Performance Security

**Bank's Account Holder Name** .....

**Type of Account Name**.....

**Address of Branch**.....

**Account No.**.....

**IFSC Code** .....

28. **Bid Security** : Bid Security (BS) fee should be directly transfer into the bank account (IIIT-A General AC) of Indian Institute of Information Technology, Allahabad through RTGS/NEFT and the tender document should be accompanied with the transaction receipt of RTGS/NEFT (Any bid without BS fee receipt will not be considered). However, the bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the Commercial Banks. **Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department are exempted from BID SECURITY. Such bidder needs to submit relevant document along with technical bid of tender.** BS receipt should be enclosed in a separate envelop. The Bid Security is to remain valid for a period of 45 days beyond the final bid validity period. No interest shall be paid on Bid Security/Performance Security.

The detail of institute's Bank account for submission of Bid Security/Performance Security is as below:

**Account Name : IIIT A EMD And Security Deposit Account**

**Bank name : Punjab National Bank**

**Address : Pipalgaon Branch, Allahabad, Prayagraj**

**Account No. : 8636000100031943**

**IFSC Code : PUNB0863600**

29. Conditional quotations are liable to be rejected. In the event of acceptance, Director's decision shall be final and binding on both the parties. The rates should be quoted as per our required specifications. The quotation which is not as per our required specifications, will not be considered.
30. The right to accept or reject any tender/ quotation, partially or wholly, including lowest quotation without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, IIIT, Allahabad. The decision of the Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderers, shall be final and the Director, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.
31. Payment will be made within fifteen days after completion of work and satisfactory report. No conditions/clause with regard to interest etc. shall be entertained.
32. To accord wide publicity, the details are also available on our web site ([www.iiita.ac.in](http://www.iiita.ac.in)), may be seen.
33. The tender will be opened in the presence of the tenderers or authorized representatives interested to be present on **29/12/2023 at 4:00 PM**. Vendors are desired to submit their authorization letter along with a photocopy of their photo identity card. Only one representative will be allowed to attend the

technical/financial bid for a particular firm. Please carry the same original proof of identity for verification purpose at the time of opening of tender/enquiry. The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered.

**34. Tenderer should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on IIIT-A website only [www.iiita.ac.in](http://www.iiita.ac.in). Intending tenderers are advised to visit [www.iiita.ac.in](http://www.iiita.ac.in) for regular updates, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIIT-A will not be responsible for ignorance of corrigendum.**

35. The lowest rate will not be the basis of claim to get the order.

36. All legal disputes shall be subject to Jurisdiction at courts in Prayagraj.

Read and accepted.

  
Joint Registrar (Store & Purchase)



Signature & stamp of Bidder or Authorized Signatory

**Copy to:**

- PS to Director - for kind information of Hon'ble Director.
- President/ General Secretary, Students' Gymkhana - for kind information
- Indenter- for information and necessary action.