

**NOTICE INVITING TENDER (NIT) FOR PROVIDING CONSOLIDATED  
SERVICES FOR CONVOCATION PANDHAL FOR THE FIRST  
CONVOCATION OF IIT PALAKKAD**

**Tender No. IITPKD/TRAN/016/2019-20**

**Date/Time of Publication: 31-05-2019, 1500 hrs**

**Date/Time of Closing: 10-06-2019, 1500 hrs**



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**IIT PALAKKAD**

**Indian Institute of Technology Palakkad  
Ahalia Integrated Campus, Kozhipara,  
Palakkad – 678 557.**

## 1. GENERAL

1.1. Indian Institute of Technology Palakkad (herein after called “IITPKD”) invites sealed Tenders under Two-Bid System for **Providing Consolidated Services for the Convocation Pandhal for the First Convocation of IIT Palakkad** as per the Scope of Work and Technical Specifications given in **Annexure-I**.

1.2. The tender documents may be obtained from the **Office of the Registrar, IIT Palakkad, Ahalia Integrated Campus, Kozhipara, Palakkad-678557** or downloaded from <https://iitpkd.ac.in/tenders> or <https://eprocure.gov.in/cppp/>. Last date/time for submission of the bids is **10-06-2019, 1500 hours**. The bids will be opened by the duly constituted Committee in the presence of the bidders or their authorized representatives, who wish to be present on the same day at **10-06-2019, 1515 hours**. The bidder’s representative should carry authorization letter from their company empowering them to participate in the pre-bid and tender opening meetings. The Technical bids will be opened and examined by a committee, which will decide the suitability of the bid as per the specifications and requirements of IITPKD. In respect of opening of financial bids, those bidders who are qualified in Technical stage only will be called. In case of any holiday or unforeseen closure of the institute on the scheduled day of opening of the bids, the bids will be opened on the next working day at the same time, but the deadline for submission of bids remains the same as indicated above. Supply/Download of tender documents will close on the last working day at 1500 hours before the last date for submission of the tenders.

1.3. The bids shall reach **Registrar, IIT Palakkad, Ahalia Integrated Campus, Kozhipara, Palakkad-678557**, by Post/Courier/in person latest by **10-06-2019, 1500 hours**. Bids received after the abovementioned date and time shall not be considered. Bids sent through Cable/Facsimile/Email/FAX/any other mode shall not be considered. Conditional bids will be rejected outright. The tender box is kept in the office of the Academic Block, IIT Palakkad, Ahalia Integrated Campus, Kozhipara, Palakkad-678 557.

1.4. The responsibility of submission of the bids on or before the last date shall rest with the tenderer. The institute will hold no responsibility for the non-receipt of the bids or for the bids received after the date/time specified. Any bid received by IITPKD after the bid submission deadline prescribed by IITPKD, shall be rejected and returned unopened to the Bidder.

1.5. The timeline for the NIT is as mentioned below:

S. No.	Events	Date and Time
1	Publication of the Tender Document	31-05-2019, 1500 hours
2	Site Inspection by the Bidders	06-06-2019, 1030 hours
3	Last date for submission of sealed tenders	10-06-2019, 1500 hours
4	Opening of Technical Bids	10-06-2019, 1515 hours

1.6. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid is an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

1.7. Each tenderer shall submit only one bid, either by himself or as a partner in a joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids (of both the individual and the partnership/consortium/joint venture) are liable to be rejected.

1.8. The bidder shall bear all costs associated with the preparation and submission of his bid and IITPKD shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

1.9. The Tender Document is not transferable. The bidder shall make a copy of the tender document before submitting the same to the concerned office. No requests will be entertained for making a copy after the submission of the document.

1.10. IITPKD will respond to any request for clarification or modification of the Tender Document that are received up to **TWO (02) days** prior to the deadline for submission of bids prescribed by IITPKD. For this purpose, the prospective bidder(s) requiring clarification in the Tender Document shall notify IITPKD in writing at the address mentioned. Any such clarification, together with all details on which the clarification had been sought, will be published in the website.

1.11. Except for any such written clarification by the Institute, which is expressly stated to be an addendum to the tender document issued by the Registrar, IIT Palakkad, no written or oral communication, presentation or explanation by any other employee of any of the Sections/Departments of the Institute, shall be taken to bind or fetter the Institute.

**1.12. By submitting the tender for the work, the agency will be deemed to have satisfied themselves by actual inspection of the site and locality of the work that the rates quoted by them in the tender will be adequate to complete such work according to specification and conditions attached thereto. No additional charges shall be claimed by the Contractor either during the course of the Work or after the completion of the Work.**

1.13. The Contractor shall be responsible for:

i. All injury due to any accident to persons, including to those engaged by him/her and those affected by the accident.

ii. For any damage arising due to negligence on the part of the contractor or his employees to the furniture and fittings provided by Institute. Further maintenance in the form of day-to-day cleaning of the campus and other facilities provided would be carried out by the Contractor at their cost.

1.14. Contractor shall ensure that sufficient number of Fire Extinguishers shall be kept inside the Pandhal.

## **2. AMENDMENTS IN THE TENDER DOCUMENT**

2.1. At any time prior to the deadline for submission of bids, IITPKD may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by way of amendment(s).

2.2. Amendments will be intimated through the institute's website and the tenderers shall ensure that the amendments are carried out in the bid before submission. The amendments will not be published in newspapers. Bidders should regularly visit the institute's website to keep themselves updated.

2.3. No extension in the bid due date/ time shall be considered on account of delay in receipt of any document by mail. Further, it will be assumed that the Bidder has taken into account, such amendments, while submitting the bid.

## **3. COMPOSITION OF THE TENDER DOCUMENT**

3.1. The Tender Document comprises of:

- (a) Instruction to the bidders, including terms and conditions
- (b) Scope of Work and Technical Specifications (Annexure-I)
- (c) Technical Criteria (Annexure-II)
- (d) Techno-Commercial Parameters (Annexure-III)
- (e) Commercial Bid and Schedule of Quantity (Annexure-IV)

(f) Format of Performance Security (Annexure-V)

(g) Declaration (Annexure-VI)

(f) Layout of the Convocation Venue (Annexure-VII)

3.2. The bidder is expected to examine all instructions, forms, terms and conditions in the Tender Document. In the event of discovery of any missing pages, the bidder shall inform the same to the Section/ Department concerned. Failure to furnish the information required by the Tender Document or submission of a tender not substantially responsive to the Tender Document in every respect will be at the bidder's risk and may result in rejection of the bid.

3.3. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender Document.

#### **4. LANGUAGE/FORMAT/SIGNING OF THE BID**

4.1. The bid prepared by the Bidder and all correspondence and documents related to the tender exchanged by the Bidder and IITPKD shall be in English and the Contract shall be construed and interpreted in accordance with that language. If any of the brochures, leaflets or communication is prepared in any language other than English, a translation of such document, correspondence or communication shall also be provided at the cost and risk of the bidder. The translation so provided shall prevail in matters of interpretation. The bidder, with respect to such documents, correspondence and communications, shall bear the costs and risks of such translation.

4.2. The documents comprising the bid shall be typed or written in indelible ink and all the pages shall be signed by the bidder or a person or persons authorized by the bidder. All the pages of the bid shall be numbered and except for unamendable printed, shall be signed by the person or persons authorized.

4.3. The bid shall not contain any internalizations, erasures, overwriting, except to correct errors made by the bidder, in which case the person or persons signing the bid shall initial such corrections with date.

#### **5. DOCUMENTS COMPRISING THE BID**

5.1. The Technical and the Commercial Bids shall be sealed by the bidder in separate covers duly superscribed as **Providing Consolidated Services for the Convocation Pandhal for the First Convocation of IIT Palakkad** and both these sealed covers are to be put in a bigger cover, which should also be sealed and duly superscribed as **Providing Consolidated Services for the Convocation Pandhal for the First Convocation of IIT Palakkad - Tender No. IITPKD/TRAN/016/2019-20**. The technical details of the equipment should be kept inside the Technical Bid envelope and sealed. If the bigger cover is not sealed and marked as required above, IITPKD will assume no responsibility for the bid's misplacement or premature opening.

5.2. Bids must either be spiral bound/stapled together. No loose sheets will be accepted. All pages must be serially numbered.

5.3. The bidder shall furnish, as part of the bid, an EMD (Earnest Money Deposit) of **Rs.60,000/- (Rupees Sixty Thousand Only)** in the form of an Account Payee DD/Fixed Deposit Receipt/Bank Guarantee from a nationalised bank in an appropriate format, in favour of **INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD PAYABLE AT PALAKKAD** along with the Tender Document. EMD shall be put in a separate sealed cover and duly superscribed (as was done for the technical/commercial bids). **It should not be enclosed either with Technical Bid or with Financial Bid.**

5.3.1. Bids not accompanied by the EMD shall be rejected/disqualified.

5.3.2. Photo/FAX copies of the Demand Draft/Banker's pay orders will not be accepted.

5.3.3. No interest will be paid for the EMD.

5.3.4. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest by the 30<sup>th</sup> day after the award of the contract.

5.3.5. EMD of the successful bidder shall be returned on receipt of the prescribed Performance Security and after signing of the contract agreement.

5.3.6. EMD shall be forfeited, if the bidder withdraws his bid during the period of validity of the tender.

5.3.7. EMD shall be forfeited, if the successful bidder refuses or neglects to execute the contract or fails to furnish the required Performance Security within the time frame specified by the Institute.

5.4. Documents establishing conformity of the terms and conditions of the Tender Document shall be provided along with the bid.

5.5. Information related to the agency/bidder such as photocopies of the Registration/PAN/GST/TIN shall be furnished.

5.6. The Technical bid should consist of all the required details along with commercial terms and conditions. No prices should be included in Technical bid. Financial Bid should indicate item-wise prices for the items mentioned in the Technical bid. The items for which the rates are not quoted will be considered as ZERO and the agency shall complete that item of work without any claim.

5.7. Bidders, who are bidding for this NIT shall have documentary evidence (Purchase Order) of having completed at least one such similar work in a Centrally Funded Technical Institution (e.g., IIT, NIT, IISc, IISER, etc.) during the last five years.

5.8. Copy of Tender Document marked "Original" with each page signed and stamped to acknowledge acceptance of the same.

## **6. BID PRICES**

6.1. Prices shall be quoted separately for each item.

6.2. Prices quoted shall include all the costs associated with packing, transportation, insurance, delivery, taxes (specify separately), loading and unloading, including erection of the Pandhal.

6.3. Prices quoted by the bidder shall be fixed during the validity of the bid.

## **7. BID CURRENCY**

Prices of indigenous equipment/items shall be quoted in Indian Rupees.

## **8. CONFORMITY OF THE TENDER DOCUMENT**

The Bidder shall furnish, as part of its bid, documents establishing the conformity of the requirement that the Bidder proposes to execute under the Contract to the requirements of the Purchaser, as given in the Tender Document.

## **9. PERIOD OF VALIDITY OF BIDS**

Bids shall remain valid for a period of 90 days after the date of deadline for submission of bids prescribed by the Purchaser.

## **10. MODIFICATION AND WITHDRAWAL OF BIDS**

10.1. The Bidder may modify or withdraw the bid after submission, provided a written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for bid submission.

10.2. The Bidder's modifications shall be prepared, sealed, marked and dispatched in an envelope duly marked BID MODIFICATION.

10.3. A Bidder wishing to withdraw the bid shall notify the Purchaser in writing prior to the deadline prescribed for bid submission. The withdrawal notice shall:

(a) be addressed to the Purchaser at the specified address and

(b) bear the reference number and the title of the project, and the words BID WITHDRAWAL NOTICE. Bid withdrawal notices received after the bid submission deadline will be ignored and the bid submitted prior to that will be deemed to be a valid bid.

10.4. No Bid may be modified subsequent to the deadline for submission of Bids.

10.5. No bid may be withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period. Withdrawal of a bid during this interval may result in the forfeiture of the Bidder's EMD.

## **11. OPENING AND EXAMINATION OF BIDS**

11.1. The Technical bids will be opened on the prescribed date and time as mentioned in the Bid document. Bidders or their representative may be present during the opening of technical bid, if they wish to be present.

11.2. The Purchaser will evaluate the Technical bids. The bids which satisfy the Technical requirements and responsive to the tender conditions only will be considered. Those bids which found to be either non-responsive, not satisfying the Technical requirements or both will not be considered and will be rejected.

11.3. The Price bids of the successful bidders on the basis of evaluation as mentioned in will be considered for the next stage for opening.

11.4. The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required security has been furnished, whether the documents have been properly signed and whether the bids are generally in order.

11.5. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, the unit or subtotal price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words shall prevail. If a Bidder does not accept the correction of errors, the bid will be rejected and its EMD may be forfeited.

11.6. The Purchaser may waive any minor non-conformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

11.7. Prior to the detailed evaluation, the Purchaser will determine whether each bid is complete and is substantially responsive to the Tender Document. For purposes of this determination, a substantially responsive bid is one that conforms to all the terms, conditions and specifications of the Tender Document without material deviations, exceptions, objections, conditionality or reservations. A material deviation, exception, objection, conditionality, or reservation is:

(a) One that limits in any substantial way the scope of the work; **OR**

(b) One that limits, in any substantial way that is inconsistent with the Tender Document, the Purchaser's rights or the successful Bidder's obligations under the Contract: and

(c) One that the acceptance of which would unfairly affect the competitive position of other Bidders who have submitted substantially responsive bids.

11.8. If a bid is not substantially responsive, it shall be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity. The Purchaser's determination of bid responsiveness will be based on the contents of the bid itself and any written clarifications submitted by the Bidder.

11.9. The Date and Time for opening of the Financial Bid shall be intimated after the evaluation of Technical Bid.

## **12. CLARIFICATION OF BIDS**

During the bid evaluation, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered or permitted. Any clarification shall be as per the sub-clause 1.10.

## **13. EVALUATION OF RESPONSIVE BIDS**

The Purchaser will evaluate the bids that have been determined to be substantially responsive.

## **14. CONTACTING THE PURCHASER**

14.1. From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bid, it shall do so in writing.

14.2. If a Bidder tries to directly influence the Purchaser or otherwise interfere in the bid evaluation process and the Contract award decision, his bid shall be rejected.

## **15. AWARD CRITERIA**

15.1 Purchaser will award the Contract to the Bidder, whose bid has been determined to be substantially responsive and evaluated as the lowest quote.

**15.2. IITPKD reserves right to reject any or all tenders or to split up or to distribute work in any manner among two or more contractors without assigning any reason. The Contractors will have no option to refuse such splitting up.**

## **16. PURCHASER'S RIGHT TO ACCEPT/REJECT BIDS**

16.1. The Purchaser reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award, without thereby incurring any liability to the Bidders.

16.2. The Purchaser reserves the right to negotiate with the Bidder, whose bid has been evaluated as the lowest quote.

## **17. AWARD OF WORK ORDER**

17.1. Prior to the expiration of the period of bid validity, the Purchaser will issue the Letter of Intent / Work Order to the successful Bidder in writing.

17.2. The Work Order shall constitute the foundation of the Contract.

**17.3. The said work shall be completed as per the scope of work and the Convocation Pandhal shall be handed over to the designated authority or the Officer of the Institute on the afternoon of 23-07-2019 by 1600 hours.**

## **18. CONTRACT AGREEMENT**

18.1. Within five (05) days of receipt of the Work Order, the successful bidder shall sign

(with date) its copy on each page and return it to the Purchaser, along with the Performance Security.

18.2. Copy of the Work Order duly signed and dated by the successful bidder on each page shall constitute the Contract Agreement.

## **19. PERFORMANCE SECURITY**

19.1. Within five (05) days of receipt of notification of award of Work Order from the Purchaser, the successful bidder shall furnish the performance security equal to 5% of the Contract value. The Performance Security shall be valid for a period of 30 days after the date of scheduled event (i.e. shall be valid for 30 days after 27-07-2019) .

19.2. The Performance Security shall be a bank guarantee (in the format as provided in **Annexure-V**) issued by the Indian Scheduled bank acceptable to the Purchaser or a

Demand Draft favouring, **INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD** payable at PALAKKAD.

19.3. The performance security shall automatically become null and void once all the obligations of the Contractor under the Contract have been fulfilled, including, but not limited to the period specified in 19.1 above. The Performance Security shall be returned to the Contractor not later than fifteen (15) days after its expiration.

19.4. Failure of the successful bidder to comply with the requirements shall constitute enough grounds for the annulment of the award and forfeiture of the EMD, in which event the Purchaser may make the award to the next lowest evaluated bid submitted by a qualified bidder or call for new bids.

## **20. CONTRACT DOCUMENTS**

20.1. All documents forming part of the Contract (and all parts of these documents) are intended to be correlative, complementary and mutually explanatory. The Contract shall be read as a whole.

20.2. The order of precedence of the Contract documents shall be as follows:

- (i) Contract Agreement
- (ii) All other Forms
- (iii) Scope of Work
- (iv) Contractor's Bid
- (v) Tender Document

## **21. AMENDMENT TO CONTRACT**

No amendment or other variation of the Contract shall be effective unless it is in writing, is dated, expressly refers to the Contract and is signed by a duly authorized representative of each party to the Contract.

## **22. CONTRACTOR'S RESPONSIBILITIES IN COMPLETION OF THE WORK**

22.1. The Contractor's obligations involve:

- (a) Execution of Work as specified in the Tender Document.
- (b) **Making the Convocation Pandhal ready and handover the same to the designated authority or the Officer by 1600 hours of 23-07-2019.**
- (c) **Assisting the designated authority or the Officer in fixing up the issues, if any, after handing over the same. Shortcomings, if any, shall be fixed latest by 1100 hours of 25-07-2019.**
- (d) Completion of the Work as per the specifications in the Tender Document and submission of all relevant documents specified in the Contract/Work Order on time.

22.2. The Contractor shall, unless specifically excluded in the Contract, perform all such work and/or supply all such items, services and materials not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required for the erection of Convocation Pandhal, as if such work and/or items and materials were expressly mentioned in the Contract/Work Order.

22.3. The Contractor shall comply with all laws in force in India. The laws will include all national, provincial, municipal, state or other laws that affect the performance of the Contract and are binding upon the Contractor. The Contractor shall indemnify and hold harmless, the Purchaser from and against any and all liabilities, damages, claims, fines, penalties and expenses of whatever nature, arising or resulting from the violation of such laws by the Contractor.

22.4. A Single Point of Contact (SPoC) shall be provided by the Contractor, who shall be coordinating with the designated authority right from the day of award of the Contract till the completion of the event. The SPoC shall be physically available



during the making of the Convocation Pandhal, during the course of the event till its completion.

22.5. In the event of failure of completion of Work within the stipulated time schedule, the Purchaser has all the right to get the Work done from other sources on the total risk of the Contractor under the risk clause.

### **23. TERMS OF PAYMENT**

23.1. **No advance payment will be made for the Work. 100% payment shall be upon successful completion of the Work and within 10 days on the completion of the event.**

23.2. Work Completion Certificate issued by the Designated Authority or the Officer alone shall be considered as a valid credential. If the Work Completion Certificate issued does not reflect the type of work, then Final bill / Schedule of Quantity of the qualifying works also to be attached along with it. Work Completion Certificates from individuals, who are not authorized by the Institute shall not be accepted.

### **24. TAXES AND DUTIES**

The Contractor should ensure payment of all taxes, duties, levies and charges assessed by all municipal, state or national government authorities, in connection with the Goods and Services under the Contract.

### **25. PENALTIES**

25.1. If the Contractor fails to complete any of the activities in accordance with the time specified for it, the loss or the damage due to them shall be recovered from the Contractor on the prevailing market rates.

25.2. IITPKD reserves the right to terminate the contract if the Contractor defaults on any of the time limits specified.

### **26. INDEMNITY**

26.1. The Contractor shall indemnify and hold harmless the Purchaser from and against any and/or all losses, liabilities and costs (including losses, liabilities and costs incurred in defending a claim alleging such a liability), that the Purchaser may suffer because of any infringement or alleged infringement of any Intellectual Property Rights.

26.2. In case the Contractor fails to perform the work, it shall be liable for payment of liquidated damages to the Institute as per decision of the Director besides forfeiture of his earnest money without prejudice to any other legal action which may be taken against him.

### **27. EFFECT OF FORCE MAJEURE**

27.1. If the Contractor is prevented, hindered, or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the Purchaser in writing of the occurrence of such event and the circumstances of the event of Force Majeure within Five (05) days after the occurrence of such event.

27.2. The Contractor, when affected by the event of Force Majeure shall use reasonable efforts to mitigate the effect of the event of Force Majeure upon its performance of the Contract and to fulfill its obligations under the Contract, but without prejudice to Purchaser's right to terminate the Contract.

27.3. No delay or non-performance by the Contractor caused by the occurrence of any event of Force Majeure shall:

- (a) Constitute a default or breach of the Contract;
- (b) Give rise to any claim for damages or additional cost or expense occasioned by the delay or non-performance.

27.4. If the performance of the Contract is substantially prevented, hindered, or delayed on account of one or more events of Force Majeure, the Purchaser shall have the right to terminate the Contract by giving a notice to the Contractor.

## **28. ASSIGNMENT**

The Contractor shall not, without the prior written consent of the Purchaser, assign to any third party, the Contract or any part thereof.

## **29. GOVERNING LAW**

The Contract shall be governed by and interpreted in accordance with the prevailing laws of India.

## **30. SETTLEMENT OF DISPUTES**

Any dispute or claim arising out of/relating to this Contract or the breach, termination or the invalidity thereof, shall be settled by the Hon'ble Courts of Justice at Palakkad.

**31.** The page number should be marked in all pages serially (including all supporting documents enclosed with the tender document) and the declaration for the same shall be submitted by the bidder as in **Annexure-VI**.

**32.** IITPKD reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at its sole discretion without assigning any reason whatsoever. No further correspondence in this regard will be entertained.

**REGISTRAR**

**SCOPE OF WORK AND TECHNICAL SPECIFICATIONS**

The bidders are strongly advised to make themselves acquainted with actual size of the Venue where the Convocation Pandhal is planned to be erected, by making a visit to the site on the prescribed date and time (06-06-2019, 1030 hours) with a prior intimation to Mr. Balachandran, Consultant Engineer, EWD, email: [balac@iitpkd.ac.in](mailto:balac@iitpkd.ac.in), [ewd@iitpkd.ac.in](mailto:ewd@iitpkd.ac.in), Phone: 04923-226 542. All bidders are strongly advised to submit their proposal for various services as requested in the tender document.

1. The Convocation is scheduled to be held on 27-07-2019, during which Palakkad is likely to get the monsoon. The bidder is to ensure that the temporary structure (Convocation Pandhal) put up for the event is adequate to provide safety against the wind speed upto **90 km/h and the monsoon rain.**
2. The stage / prop / shamiana / pandhal cover should be ready and handed over to the Institute by 1600 hours on 23-07-2019, for rehearsal and testing the efficiency of air conditioning, lighting, sound system etc. The size of covering shall be as per site condition. The size of the Pandhal should be enough to cover the stage and the audience area and cater to all other functional requirements mentioned elsewhere in the bid documents.
3. The Pandhal is to be erected in the manner that gives the view of a good Auditorium and covered from top and sides with entry / exit.
4. The Pandhal including stage shall have an attractive look with good quality work. The seating arrangement should be of such nature that the spectators will have clear vision of ongoing program on the dias.
5. The scope of coverage of the venue with water proof pandhal / shamiana include coverage of approaches as well with approved colour and material. Seating arrangement for audience involves provision of cushion in the entire existing sitting area and coverage with appropriate material to provide aesthetic look and comfort. All the audience seating rows shall be provided with cushion with coverings of cloths.
6. Provision of carpet in entire circulating area of the Pandhal including approaches from the welcome arch to the Phandal / shamiana and stage area. All the carpets to be provided should be clean and possess new look. The carpet area (outside the Pandhal) should be covered with canopy on top only and the proposal for the same should be submitted along with Technical bid.
7. Decoration of stage including dais and backdrop with approved material and colour.
8. Decoration of welcome gate.
9. Provision for welcome arch at the appropriate points indicated by the designated authority or the Officer. The bidders are requested to submit their proposal for decoration of the welcome arch i.e. shape, size, dimension, materials etc. for evaluation of their proposal.
10. Air conditioning of interior of the Pandhal including stage as per specifications mentioned elsewhere in the Contract. The bidders have to submit their proposal along with the Technical bid.
11. Installation of ambience lighting with wiring and MCCB/ MCB/ DB/ Junction box from the power sources provided by IITPKD as per the specifications mentioned elsewhere in the Contract. The primary power shall be sourced from the incoming raw power provided by IITPKD.
12. The standby power supply through DG (including fuel & lubricants) is in the scope of the bidder. The bidder shall arrange adequate capacity DG power as backup

to meet the requirements of entire function including Air-condition (installed by bidder), Light system (installed by bidder), Sound systems (installed by bidder, LED Wall (installed by bidder) and any other systems installed by bidder.

13. The assessment of backup power for above requirements is in the scope of bidder as per their technical offer. The bidders have to submit their proposal for DG power along with the Technical bid with details such as capacity of DG power / quantity of DG sets etc. The capacity of DG power for AC(tons)/Electrical Installation/Sound System/LED back drop at stage should be submitted along with technical bid.

14. Setting and erection of 2 nos. of stall of 8x10 feet for Registration/Reception. Registration Desk shall be located outside the Pandhal with proper coverage against rain water / sunlight / wind etc.

15. Exclusive two rows of sofa (3 seater/2 seater) in front of the stage at Audience area & one row of sofa / chairs of approved quality on stage for VIPs.

16. Proper cleanliness inside the Pandhal and external area should be ensured.

17. The time is essence; therefore, the work must be completed on the specified date and time. Contractor should appoint a supervisor for the work and at a time if addition or alteration needs to be done, the supervisor should be coordinate with Site In-Charge and rates of extra items will be finalized later as per the prevailing market rate.

18. AMF (Auto Mains Failure) Panel shall be arranged by the bidder.

19. Adequate exhaust system should be provided for comfort and removal of stale air from inside the Pandhal.

20. The specifications for lights shall be as per the specifications mentioned for the electrical works of the Technical bid. The bidders shall submit their proposal for light systems for stage, audience and external area along with the Technical bid with details such as capacity of the light fittings, quantity of light fittings etc.

21. The specifications for sound system including mikes (with cord & cordless mikes, podium mikes, Head mikes, lapel mikes etc.), sound mixers, necessary cabling, speakers, services of sound engineer etc. shall be in the scope of the bidder.

22. The bidders have to submit their proposal for sound systems for stage and audience area along with the Technical bid.

### **SPECIFICATIONS FOR ELECTRICAL WORKS**

1. Incoming raw power will be provided by the Institute from the vicinity of the venue.

2. DG power will also be provided by the Institute for the stage only limited to 30 KVA.

3. All wirings for air conditioning and lights in the audience side shall be done by successful bidder with FRLSH Cu wires laid inside PVC conduit (ISI). No joints in wiring will be allowed. Each lighting circuit should be of 2.5 sqmm FRLSH copper wire and under no circumstances more than 8 points are to be allowed in each circuit. Light circuits should be done separately.

4. Lights in the audience side would be LED lamps connected through pendant holders of ISI brand qualities and they should be suspended properly with PVC pipes.

5. Statuary clearances from Kerala State fire service and district administration shall be obtained by the Contractor.

6. Air-conditioning line will be separate and will be provided upto the electric mains of the AC DB by the bidder.

7. DG and AMF for audience side/Air Conditioning/Audit Visual shall be provided by the Contractor.

8. Capacity of DG for AC/light/ sound/ LED should be as per the requirements ascertained by the Contractor.

## **SPECIFICATIONS FOR AIR-CONDITIONING**

### **Scope of Work: Provision of Air-conditioning on a temporary basis in the Convocation Pandhal at the Permanent Campus of IITPKD during the rehearsal and Convocation.**

#### **Specifications:**

1. Area to be air conditioned: Dais and the audience area
2. Total Occupancy: 800 (approx)
3. Required environmental conditions inside the conditioned space
  - a) Dry Bulb Temperature:  $26 \pm 2$ o C
  - b) Relative Humidity: <55% RH
  - c) Air Velocity: 0.25 to 0.8 m/s
  - d) Fresh Air: As per ASHRAE 62.1 – 2015
  - e) Type of System: DX or Air Cooled System
4. **Other Conditions:**
  - a) The total installed air conditioning capacity shall be adequate so that comfortable conditions as mentioned above can be maintained inside the occupied zone of the Pandhal during the convocation.
  - b) The Contractor shall provide complete specifications and the layout drawing of the air conditioning space indicating the type and capacity of AC units with the offer.
  - c) All the equipment, tools, refrigerant, oil, pipelines, ladders, insulation materials etc. shall be provided by the Contractor
  - d) The responsibility of bringing the AC equipment, unloading, installation, testing, operation, dismantling and loading lies with the Contractor. IITPKD shall not provide any skilled or unskilled labour for any of the above activities.
  - e) The air conditioning units shall be installed in such a way that it does not hamper the movement of the guests attending the Convocation.
  - f) Special care should be taken by the Contractor to provide suitable AC units, which should not generate any objectionable noise, especially on the dais.
  - g) Vendor shall provide suitable AC units combined with suitable number and type of fans so that the conditions are more or less uniform and comfortable throughout the occupied zone as given in the specifications.
  - h) The Contractor shall take special precautions so as to provide an absolutely safe air conditioning system that is fire and smoke proof.
  - i) Care shall be taken to drain the condensate water so that there is no spillage of water inside the occupied zone.
  - j) The AC units shall be so arranged that in the event of power cut, the ones installed on the dais and some of them in the audience area shall operate with the DG power available.
  - k) The Contractor has to plan the activity such that the installation of the AC units is completed in all respects, at least 72 hrs before the convocation so that the system can be tested for performance and used during the rehearsal on the day before the Convocation when the space is occupied.
  - l) The Contractor shall depute suitable number of technical personnel before and during the Convocation so that the system can be operated smoothly with minimum/no disturbance.
  - m) IITPKD shall provide the necessary electrical power points. The Contractor has to make necessary arrangements for electrical wiring taking all necessary safety precautions.

**PRE-QUALIFICATION CRITERIA FOR BIDDERS**

Only those bidders fulfilling the following criteria should respond to the tender.

1. The bidder should be a company registered under the Companies Act, 1956/2013 OR a Limited Liability Partnership / a registered partnership firm OR a sole-proprietorship entity. Appropriate Registration incorporation certificate must be submitted.
2. The bidder must have a registered office in Karnataka/Tamil Nadu/Telangana/Andhra Pradesh/Kerala. Certificate of registration for the offices to be provided. Details about the types of services provided shall be provided.
3. The bidder must be in existence in the Event Management or similar business for a minimum period of three years. Documentary evidences of experience shall be provided.
4. The bidder should have implemented at least three similar orders during the previous three financial years (2015-16, 2016-17 and 2017-18). Copies of the most recent Work Orders and certificates of successful implementation shall be included.

**TECHNO-COMMERCIAL PARAMETERS**

**(To be enclosed in a separate sealed cover with the Technical Bid)**

**PART-I**

**1. Company Profile**

- a) Name
- b) Postal address of the registered office
- c) Name & Designation of CEO / Director
- d) Nature of Business (Proprietary / Partnership/ any other mode)
- e) Email ID & Contact number(s) of CEO / Director
- f) No. of years of operations in India
- g) Year of Establishment
- h) Location of offices in India

**2. Alliances for the purpose of this Bid**

- a) Details of alliance(s)
- b) Type of alliance(s)

**3. Experience/Credentials**

- a) No. of similar Works executed in Karnataka/Tamil Nadu/ Telangana/Andhra Pradesh or Kerala or any other nearby city/town during last 3 years
- b) List of clients in India
- c) Testimonials from atleast three clients shall be attached

## PART-II

### 1. Name of the Bidder

- a) Postal address
  
- b) Telex / Fax number
  
- c) Telephone (Landline)
  
- d) Mobile No.:
  
- e) Email address:
  
- f) Type of firm: Propriety/ Private/ Private Ltd/ MNC/ Cooperative /Govt. undertaking
  
- g) Name of the Proprietor /Partners
  
- h) Registration No.
  
- i) Year of commencement of company
  
- j) PAN
  
- k) TIN
  
- l) GST Number

### 2. Details of EMD

DD No.: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Bank/Branch: \_\_\_\_\_

### 3. Annual Turnover during the last three financial years (2015-16, 2016-17 and 2017-18)

(Documents shall be certified by Competent Authority)

### 4. Has the firm ever been debarred/blacklisted by any Govt. Organization/Dept. If 'yes' the details thereof.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date: \_\_\_\_\_ Place: \_\_\_\_\_

Seal of Company \_\_\_\_\_



**COMMERCIAL BID -SCHEDULE OF QUANTITY**  
**(To be enclosed in separate sealed cover)**

S. No.	Description of Item	Unit	Quantity	Unit Rate (INR)	Amount (INR)
1	Pandhal / shamiana (leak proof) for entire area of the venue and interior decoration excluding seating arrangement with cushion for an audience of approximately 800.	sqm	920		
2	2 (Two) Stalls for registration desk (8x10 feet) closed from three sides with clothes.	sqm	16		
3	2 Covered food counters (8x10 feet) closed three sides with clothes with leak proof .	sqm	16		
4	AC Installation setup suitable for 920 sqm pandhal.	ton	100		
5	Electrical fittings for Ambience Lighting in the entire Covered Area for the event including truss / mountings etc.	Job	1 Job		
6	Sound and Mike System with Truss for Audio Setup.	Job	1 Job		
7	Carpet for stage and all circulating area within the pandhal including the approach road/path from welcome arch to pandhal with top covered canopy.	Sqm	952		
8	VIP Chair (Wooden Chair with cushion).	Each	50		
9	Sofa ( 2 seater) on stage.	Each	8		
10	Decoration of Main Gates with plywood/cloth/flex/SAV material etc. (To be measured as elevation on the front side and back side only without any consideration for depth).	Job	1 Job		
11	2 nos. of Welcome Arch with cloth/flex/ SAV material etc. (To be measured as elevation on the front side and back side only without any consideration for depth).	Job	2 Jobs		
12	DG of appropriate capacity for backup of AC, lights, sound system, LED display etc.	Job	1 Job		
13	LED Wall as Backdrop to Stage and 2 nos. of LED wall as side wings.	Job	1 Job		
14	PVC Chairs with arms.	Nos	840		
15	Teapoy with Glass top.	nos	4		
16	Podium with institute's logo.	nos	2		

17	Stanchions for earmarking the seating	nos	10		
18	Wash trough 10 taps	2	sets		
19	Mobile toilets	4	sets		
20	Sign Indicators	1	Job		
21	HD Photo (3 Nos), Video editing Video live cabling set, 450 Photo printing , one Helicam unit Photo frames and mat finish lamination with album for 450.	1	Job		

**Note:**

1. The rates quoted by the tenderer should be exclusive of GST, but inclusive of freight charges, costs for local transportation, Insurance, delivery, watch and ward, dismantling and removal of all items, loading and unloading, on **DOOR DELIVERY** basis to the **Permanent Campus of IIT Palakkad**, including the installation, commissioning, integration, testing and validation, other taxes, cess, duties, levies etc.
2. The rates shall hold good till the completion of work and shall not be subject to escalation due to increase in local market rates of materials and labour. No claim on this account what so ever shall be entertained at any stage, including the extended period, if any. GST will be paid as per actual based on the GOI Notification.
3. Taxes and duty component should be mentioned separately.
4. Maximum educational discount as could be offered should be mentioned.
5. Wherever applicable, Concessional GST@ 5% will be paid extra against GOI Notification No. 45 & 47/2017, dated 14.11.2017 against Proforma Invoice.
6. TDS @ 2% will be deducted as per CBEC Circular No.65/39/2018-DOR dated 14.09.2018.
7. Do not quote the optional items or additional items unless otherwise mentioned in the Tender document / specifications.
8. The pandhal is shall be in its complete form without any technical or other issues on the day of Convocation (27-07-2019).The pandhal has to be completed, tested and handed over to the institute for conducting the function on 23-07-2019, 1600 hours.
9. The pandhal shall be erected with adequate safety measures against climate condition such as wind, rain, heat and fire safety.
10. Pandhal shall be removed within 48 hours closing of the function.
11. Work shall be carried out as per the inspection and supervision of EWD, IIT Palakkad.

**Signature and Seal of the Bidder**

**FORMAT OF PERFORMANCE SECURITY**

1. This deed of Guarantee made this day of \_\_\_\_\_ between Bank of \_\_\_\_\_ (hereinafter called the “Bank”) of the one part, and Indian Institute of Technology Palakkad (hereinafter called “the Purchaser”) of the other part.
  2. Whereas the Purchaser has awarded the Contract for **Providing Consolidated Services for the Convocation Pandhal for the First Convocation of IIT Palakkad** (hereinafter called the Contract) to \_\_\_\_\_ (hereinafter called the Contractor); (Name of the Contractor)
  3. AND WHEREAS the Contractor is bound by the said Contract to submit to the Purchaser a Performance Security for a total amount of Rs. \_\_\_\_\_ (Amount in figures and words).
  4. Now, I/we the undersigned, being fully authorized to sign and to incur obligations for and on behalf of and in the name of \_\_\_\_\_ (Full name of Bank), hereby declare that the said Bank will guarantee the Purchaser the full amount of Rs. \_\_\_\_\_ (Amount in figures and words) as stated above.
  5. After the Contractor has signed the aforementioned Contract with the Purchaser, the Bank is engaged to pay the Purchaser, any amount up to and inclusive of the aforementioned full amount upon written order from the Purchaser to indemnify the Purchaser for any liability of damage resulting from any defects or shortcomings of the Contractor under the Contract mentioned above, whether these defects or shortcomings are actual or estimated. The Bank will deliver the money required by the Purchaser immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings of the Contractor. The Bank shall pay to the Purchaser any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court relating thereto and the liability under this guarantee shall be absolute and unequivocal.
  6. This Guarantee is valid for a period of thirty six months from the date of signing. (Initial period for which this Guarantee will be valid must be for at least thirty (30) days longer than the anticipated expiry date of warranty period).
  7. At any time during the period in which this Guarantee is still valid, if the Purchaser agrees to grant a time extension to the Contractor or if the Contractor fails to complete the work within the time of completion as stated in the Contract, or fails to discharge himself of the liability or damages as stated under Para 5 above, the Bank shall extend this Guarantee under the same conditions for the required time on demand by the Purchaser and at the cost of the Contractor.
  8. The Guarantee herein before contained shall not be affected by any change in the Constitution of the Bank or of the Contractor.
  9. The neglect or forbearance of the Purchaser in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Purchaser for the payment hereof shall in no way relieve the bank of its liability under this deed.
  10. The expressions “the Purchaser”, “the Bank” and “the Contractor” herein before used shall include their respective successors and assigns.
- In witness whereof I/We of the bank have signed and sealed this guarantee on the \_\_\_\_\_ day of \_\_\_\_\_ (Month & Year) being herewith duly authorized.

For and on behalf of the \_\_\_\_\_ Bank.

**Signature of Authority**

Name of the Official Name: ..... Designation:

.....

Stamp/Seal of the Bank: .....

Signed, sealed and delivered for and on behalf of the Bank by the above named

\_\_\_\_\_ in the presence of:

**Witness 1**

**Witness 2**

**Signature** .....

**Signature** .....

**Name** .....

**Name** .....

**Address** .....

**Address** .....

**DECLARATION**

We hereby undertake that there are \_\_\_\_\_ pages, serially numbered, in the submitted tender including the supporting documents. (Please serially number all the pages including blank page, if any).

We have submitted our principal's exclusive authorization letter which is specific for this tender No. \_\_\_\_\_ dated \_\_\_\_\_.

**Signature and Seal of the Bidder**

