



INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
HOWRAH – 711 103, WEST BENGAL

Advt. No. COA-NIASA TENDER/001/16-17

Date: 17/08/2016

The Department of Architecture, Town and Regional Planning, Indian Institute of Engineering Science and Technology, Shibpur invites sealed quotations from reputed vendors for Venue Branding Work for the Zonal Jury of the COA-NIASA UG Thesis Awards 2016 (supply, installation and renting of stage backdrop, posters for outdoor displays, decorative gate for event, exhibition panels, stage decoration, projector and screen, Plasma/LED TV panels and videography services) at the venues as indicated below in detail, on September 1,2 and 3, 2016 in the Indian Institute of Engineering Science and Technology, Shibpur Campus.

Last date for submission of quotation to the office of the Head, Department of Architecture, Town and Regional Planning, Indian Institute of Engineering Science and Technology, Shibpur, is 22nd August, 2016. For details visit the institute website (www.iiests.ac.in). Quotations are to be submitted at the Office of the HOD, Arch latest by 5 PM on 22.08.2016.

Head

Department of Architecture, Town and Regional Planning

INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
HOWRAH – 711 103, WEST BENGAL

NOTICE INVITING TENDER

Sealed quotations are invited from reputed vendors on behalf of Department of Architecture, Town and Regional Planning, IEST, Shibpur for Venue Branding Work for the Zonal Jury of the COA-NIASA UG Thesis Awards 2016 (**supply, installation and renting of stage backdrop, posters for outdoor displays, decorative gate for event, exhibition panels, stage decoration, projector and screen, Plasma/LED TV panels and videography services**) at the venues as indicated below in detail, on September 1,2 and 3, 2016 in the Indian Institute of Engineering Science and Technology, Shibpur Campus.

NAME OF WORK: Venue Branding Work for the Zonal Jury of the COA-NIASA UG Thesis Awards 2016, hosted by the Department of Architecture, Town and Regional Planning, to be held in IEST, Shibpur during September 1-3, 2016.

TYPE OF WORK: Supply, installation and renting of stage backdrop, posters for outdoor displays, decorative gate for event, exhibition panels, stage decoration, projector and screen, Plasma/LED TV panels and videography services for the Zonal Jury of the COA-NIASA UG Thesis Awards 2016 at 2/3 different locations within IEST Campus.

LAST DATE AND TIME FOR RECEIVING THE BIDS: 22.08.2016 at 5 PM in the Office of the Head, Department of Architecture, Town and Regional Planning, Indian Institute of Engineering Science and Technology, Shibpur.

DATE AND TIME OF OPENING OF BIDS: 22.08.2016 at 5:30 PM at the same venue.

REQUIREMENTS AND SPECIFICATIONS: As indicated in Table 1 below:

TABLE 1

Sl. No.	Description of Items of Work	Unit of Measurement	Size per unit	Qty.	Total Size/Qty. per Item	Venue and Date of installation	No. Of days of rent
1	Backdrop: Star Flex Printing (Glossy Finish as per Star Grade).	Sq. ft.	4ft x 8ft	2	64	Institute Hall Date: 31.8.16 by 5PM	NA
2	Misc. Framework: Star Flex Printing (Glossy Finish as per Star Grade).	Sq. ft.	LS	4-6	100	Institute Hall Lobby, Alumni Seminar Hall Lobby and Students Amenities Centre Date: 26.8.16 by 5PM	NA
3	Arch Gate: Star Flex Printing (Glossy Finish as per Star Grade) with Leg: 2ft x 10ft (each) Header: 18ft x 3ft (each).	Sq. ft.		2	188	In front of Institute Hall and Students' Amenities Centre Date: 26.8.16 by 2PM	NA
4	Single Rose.	Nos.		250		Alumni Seminar Hall Lobby Date: 1.9.16 by 8 AM	NA

Sl. No.	Description of Items of Work	Unit of Measurement	Size per unit	Qty.	Total Size/Qty. per Item	Venue and Date of installation	No. Of days of rent
5	Inauguration lamp made of brass with shining polish – 2' 6" high.	Nos.		1	1	Alumni Seminar Hall Lobby Date: 1.9.16 by 8 AM	01
6	Exhibition Panel: Wooden Exhibition Panel having display surface made with 6mm export quality ply board and brand new synthetic carpet (tentatively deep grey colour) to be pasted on the ply board along with proper support structure (nailing won't be allowed on the floor). Display surface of every Exhibition Panel should have 1.6ft (approx.) clearance from the ground and every Exhibition Panel must have display surface in both the side maintaining a thickness of less than 6 inches (approx.).	Sq. ft.	8ft x 4ft x 2 sides (each)	11	704	Students' Amenities Centre Date: 30.8.16 by 5PM	up to 7 days
7	Backdrop: Mounting & Fitting charge of batten framework with proper support structure.	Sq. ft.	16ft x 8ft	1	128	Students' Amenities Centre (SAC) Date: 30.8.16 by 5PM	1
8	Arch Gate: Mounting & Fitting charge of batten framework with proper support structure with specification: Leg: 2ft x 10ft (each) Header: 18ft x 3ft (each).	Sq. ft.	Leg: 2ft x 10ft (each) Header: 18ft x 3ft (each)	2	188	Institute Hall (I Hall) Date: 30.8.16 by 5PM	up to 7 days
9	Cloth Masking: Masking of good quality & new cloth with batten framework and proper support structure.	Sq. ft.	62ft x 8ft	1	496	Netaji Bhavan Date: 31.8.16 by 5PM	up to 7 days
10	Table Frill & Cover: Table will be provided by the management.	Nos.	LS	4	4	I Hall Date: 2.9.16 by 2PM	1
11	Projector with Screen: 4000 lumens high quality projector (front or back projector as per technical evaluation) with screen size of 10ft x 8ft.	Nos.	LS	1	1	I Hall Date: 2.9.16 by 2PM	1
12	Plasma / LED TV: Plasma / LED TV with proper cabling and switcher & splitter in sync with the projector.	Nos.	42 Inches	2	2	I Hall Date: 2.9.16 by 2PM	1
13	Videography with HD Camera with manpower and editing.					I Hall Date: 3.9.16 by from 10AM till 6PM	1

Sl. No.	Description of Items of Work	Unit of Measurement	Size per unit	Qty.	Total Size/Qty. per Item	Venue and Date of installation	No. Of days of rent
14	Still Photography with latest technology Camera and manpower along with making an photo Album as per direction.					Alumni Seminar Hall, Student Amenity Centre and I Hall	3

Instructions to Bidders

1. The successful bidder will be expected to complete the works by the intended completion dates specified above.
2. **Qualification of the bidder:** The bidder shall provide qualification information which shall include :-
 - (a) Total monetary value of similar works performed for each year of the last 2 years :
 - (b) (i) Copy of the up to date Income Tax return submitted to the concerned I.T.O
 - (ii) Copy of PAN Card, VAT Registration Certificate and Valid Service Tax Registration as applicable
 - (c) (i) Valid trade license.
 - (d) Report on his financial standing; and
 - (e) Details of any litigation, current or during the last 3 years in which the bidder is involved, the parties concerned and disputed amount in each case.
3. **To qualify for award of the contract the bidder: -**
 - (a) The bidder should have satisfactorily completed as a prime contractor at least one similar work of value not less than Rs. 50,000/- (Rupees fifty thousand only) in the last two years;
4. **Bid Price**
 - a) The contract shall be for the whole works as described in the Requirements and technical specifications. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
 - b) The bidders are required to quote their rates, both in digits and in words.
 - c) All duties, taxes and other levies, payment to persons at delivery counters payable by the bidder under the contract shall be included in the total price.
 - d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - e) The rates should be quoted in Indian Rupees only.
5. **Submission of Quotations**
 - 5.1 The bidder is advised to visit the site of works at his own expense and obtain all information that may be necessary for preparing the quotation.
 - 5.2 Each bidder shall submit only one quotation.
 - 5.3 The quotation submitted by the bidder shall comprise the following:-
 - (a) Quotation in the format given in Annexure 2.
 - (b) Priced Bill of Quantities duly signed by the bidder; and
 - (c) Qualification information form given in Section 2 duly completed.
 - (d) **Bid security of Rs 5,000/- (Rupees Five thousand only)** in the form DD/Pay order/Banker's cheque in favour of "Registrar, IEST, Shibpur" payable at Howrah, without which quotation will not be considered.
- 5.3.1 **Bid Security:**
 - a) The Bid Security shall have to be valid for a period not less than 45 days after the deadline date specified for submission.

b) The Bid Security of the unsuccessful bidders will be returned within 28 days of the end of bid validity period specified in Clause no 6

- 5.4** The bidder shall seal the quotation in an envelope addressed to “The Head, Department of Architecture, Town and Regional Planning, Indian Institute of Engineering Science and Technology, Shibpur, Howrah-711103”.

The envelope will also bear the following identification: -

Quotation for: Venue Branding Work for the Zonal Jury of the COA-NIASA UG Thesis Awards 2016, hosted by the Department of Architecture, Town and Regional Planning, to be held in IEST, Shibpur during September 1-3, 2016.

“Do not open before 1730 hours dated August 22, 2016 (time and date of quotations opening.”

- 5.5** Quotations must be received in the office of the Head, Department of Architecture, Town and Regional Planning, Indian Institute of Engineering Science & Technology, Shibpur, Howrah-711103 latest by the specified time and date.

- 5.6** Any quotation received by the office of the Head, Department of Architecture, Town and Regional Planning, Indian Institute of Engineering Science & Technology, Shibpur, Howrah-711103 after the deadline for submission of quotations will be rejected and returned unopened to the bidder.

6. Validity of Quotation

Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.

7. Opening of Quotations

Quotations will be opened in the presence of Bidders or their representatives who choose to attend at the specified time and date in the office of “the Head, Department of Architecture, Town and Regional Planning, Indian Institute of Engineering Science & Technology, Shibpur, Howrah-711103.”

8. Information relating to evaluation of quotations and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder is announced.

9. Evaluation of Quotations

The The Department of Architecture, Town and Regional Planning authority will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) meet the qualification criteria specified in clause 3 above;
- (b) contains the bid security as specified in clause 5.3 above;
- (c) are properly signed ; and
- (d) conform to the terms and conditions and specifications without material deviations.

10. Award of contract

The The Department of Architecture, Town and Regional Planning authority will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price and who meets the specified qualification criteria and provided the bid security.

- 10.1** Notwithstanding the above, the The Department of Architecture, Town and Regional Planning authority reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

- 10.2** The bidder whose bid is accepted will be notified of the award of contract by the The Department of Architecture, Town and Regional Planning authority prior to expiration of the quotation validity period.

QUOTATION

To,
The Head,
Department of Architecture, Town and Regional Planning
Indian Institute of Engineering Science and Technology, Shibpur,
Howrah-711103

Subject: **Submission of quotation for “Venue Branding Work for the Zonal Jury of the COA-NIASA UG Thesis Awards 2016, hosted by the Department of Architecture, Town and Regional Planning, to be held in IEST, Shibpur during September 1-3, 2016.”**

Reference: Tender No **COA-NIASA TENDER/001/16-17** dated **17.08.2016**

Dear Sir/Madam,

I/We offer to execute the works described in tender no referred to above in accordance with the Conditions of Contract enclosed therewith for a total Contract Price of Rs. _____ [in figures]** Rs. _____ [in words]**

This quotation shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any quotation you receive.

We hereby confirm that this quotation is valid for 45 days as required in Clause 6 of the Instructions to Bidders.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Yours faithfully,

Authorized Signature:

Date: _____

Name & Title of Signatory:

Address of Bidder:

** To be filled in by the Bidder, together with his particulars and date of submission at the bottom of this form.

Note: *the Bidder shall attach duly priced and duly signed Bid offer as shown in Annexure-2 of this Tender Document.*

BID OFFER

Sl. No.	Description of Items of Work	Unit of Measurement	Size per unit	Qty.	Total Size/Qty. per Item	No. Of days of rent	Rate per Unit (Rs.)	Gross Amount (Rs.)
1	Backdrop: Star Flex Printing (Glossy Finish as per Star Grade).	Sq. ft.	4ft x 8ft	2	64	NA		
2	Misc. Framework: Star Flex Printing (Glossy Finish as per Star Grade).	Sq. ft.	LS	4-6	100	NA		
3	Arch Gate: Star Flex Printing (Glossy Finish as per Star Grade) with Leg: 2ft x 10ft (each) Header: 18ft x 3ft (each).	Sq. ft.		2	188	NA		
4	Single Rose.	Nos.		250				
5	Inauguration lamp made of brass with shining polish – 2' 6" high.	Nos.		1	1			
6	Exhibition Panel: Wooden Exhibition Panel having display surface made with 6mm export quality ply board and brand new synthetic carpet (tentatively deep grey colour) to be pasted on the ply board along with proper support structure (nailing won't be allowed on the floor). Display surface of every Exhibition Panel should have 1.6ft (approx.) clearance from the ground and every Exhibition Panel must have display surface in both the side maintaining a thickness of less than 6 inches (approx.).	Sq. ft.	8ft x 4ft x 2 sides (each)	11	704	up to 7 days		
7	Backdrop: Mounting & Fitting charge of batten framework with proper support structure	Sq. ft.	16ft x 8ft	1	128	1		
8	Arch Gate: Mounting & Fitting charge of batten framework with proper support structure with specification: Leg: 2ft x 10ft (each) Header: 18ft x 3ft (each).	Sq. ft.	Leg: 2ft x 10ft (each) Header: 18ft x 3ft (each)	2	188	up to 7 days		
9	Cloth Masking: Masking of good quality & new cloth with batten framework and proper support structure.	Sq. ft.	62ft x 8ft	1	496	up to 7 days		
10	Table Frill & Cover: Table will be provided by the management.	Nos.	LS	4	4	1		
11	Projector with Screen: 4000 lumens high quality projector (front or back projector as per technical evaluation) with screen size of 10ft x 8ft.	Nos.	LS	1	1	1		

Sl. No.	Description of Items of Work	Unit of Measurement	Size per unit	Qty.	Total Size/Qty. per Item	No. Of days of rent	Rate per Unit (Rs.)	Gross Amount (Rs.)
12	Plasma / LED TV: Plasma / LED TV with proper cabling and switcher & splitter in sync with the projector.	Nos.	42 Inches	2	2	1		
13	Videography with HD Camera with manpower and editing.					1		
14	Still Photography with latest technology Camera and manpower along with making a photo Album as per direction.					3		

Authorized Signature:

Date: _____

Name & Title of Signatory:

Address of Bidder:
