



LES ThEspians

(The IEST Shibpur Drama Society)

A Constituent Society of

STUDENTS' SENATE

INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR



Date: 12/02/18

Advt.No.WEB/STS/IEST/17-18/61

NOTICE INVITING TENDER

Sealed Tenders are invited from reputed vendors on behalf of Les Thespians, the Drama Society of IEST, Shibpur for the Decorational Work in the upcoming annual dramatics festival "ANURANAN 7" scheduled to be held on the 25th February to 1st of March, 2018.

NAME OF WORK:

Decorational work for the event 'ANURANAN 7' at Indian Institute of Engineering Science and Technology, Shibpur.

TYPE OF WORK:

Installation and Operation of the required equipments in "ANURANAN 7"

LAST DATE AND TIME FOR RECEIVING THE BIDS:

19th February, 2018 at 1400 hours

DATE AND TIME OF OPENING OF BIDS:

19th February, 2018 at 1700 hours

REQUIREMENTS AND SPECIFICATIONS:

Event Date: 25th February– 1st March, 2018

Sl. No.	Particulars	Size	Quantities	Unit Wise Flex / Structure Size (Approx)	No. of Days
1.a	Iron Box (4 Side) 3D Gate: Iron Structure (16 Gage & Higher), Flex Printing & Mounting Using Bond Adhesive Only	312	2	156	8
1.b	Iron Box (4 Side) 3D Gate: 2ft Dia Sunboard (3mm or Higher) with Vinyl Printing and Pasting (Both Side)	16	2	8	8
2.a	3D Box Pillar: Battam (High Quality) Structure, Flex Printing & Mounting	516	4	129	8
2.b	3D Box Pillar: 1.6ft Dia Sunboard (3mm or Higher) with Vinyl Printing and Pasting (Both Side)	32	4	8	8
3	2D Arch Gate: Battam (High Quality) Structure, Flex Printing & Mounting (Back Side Cloth Masking)	68	1	68	8
4.a	Reception Stall: Battam (High Quality)	254	1	254	6



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	Structure, Flex Printing & Mounting and Cloth Masking (If Required)				
4.b	Reception Stall: Platform (Iron Structure with Ply Finish) with Skirting and Carpet	64	1	64	6
5.a	Double Stall: Battam (High Quality) Structure, Flex Printing & Mounting and Cloth Masking (If Required)	528	1	528	6
5.b	Double Stall: Platform (Iron Structure with Ply Finish) with Skirting and Carpet	128	1	128	6
6.a	Single Stall: Battam (High Quality) Structure, Flex Printing & Mounting and Cloth Masking (If Required)	328	1	328	6
6.b	Single Stall: Platform (Iron Structure with Ply Finish) with Skirting and Carpet	64	1	64	6
7	Standee (8ft x 3ft): Battam (High Quality) Structure, Jute Cloth Masking & Mounting (Both Side)	72	1	24	6
8	LED TV	32	1	NA	5
10	Props: Misc. Types	NA	NA	NA	8
11	Transportation	NA	NA	NA	8

Sl. No.	Particulars	Size	Quantity
1.	Flex	6' x 8'	1
2.	Flex	5' x 6'	1
3	Posters	30" x 40"	50



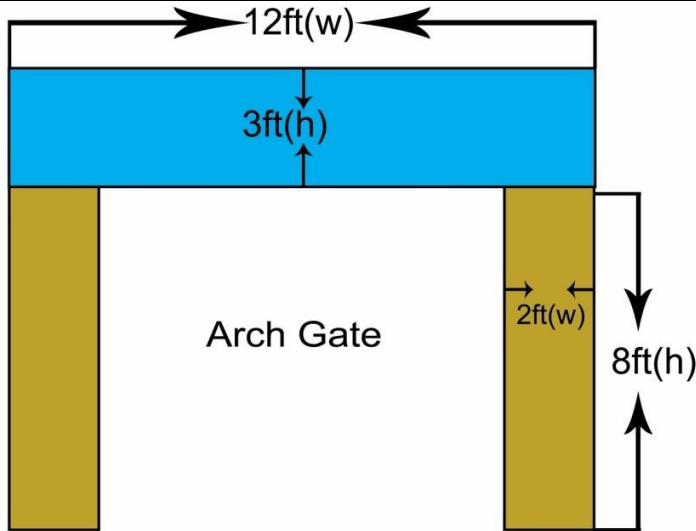
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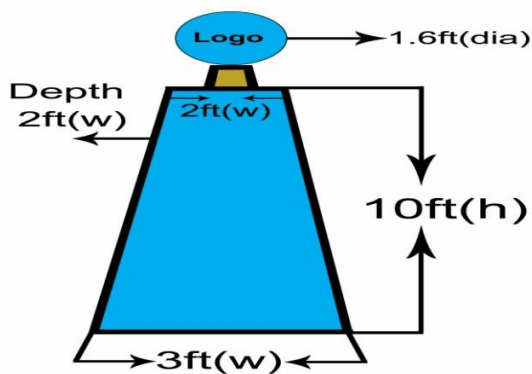
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Arch Gate
Flex Size:
 12ft(w) X 3ft(h) X 1no.
 2ft(w) X 8ft(h) X 2nos.

2 D Arc Gate



Pillar Branding
Flex Size:
 10ft X 3ft X 4nos. = 120 Sqft.
 3ft X 3ft X 1no. = 9 Sqft.
Logo with Sunboard & Vinyl Size:
 1.6ft Dia both side

De
21

3 D Box Pillar



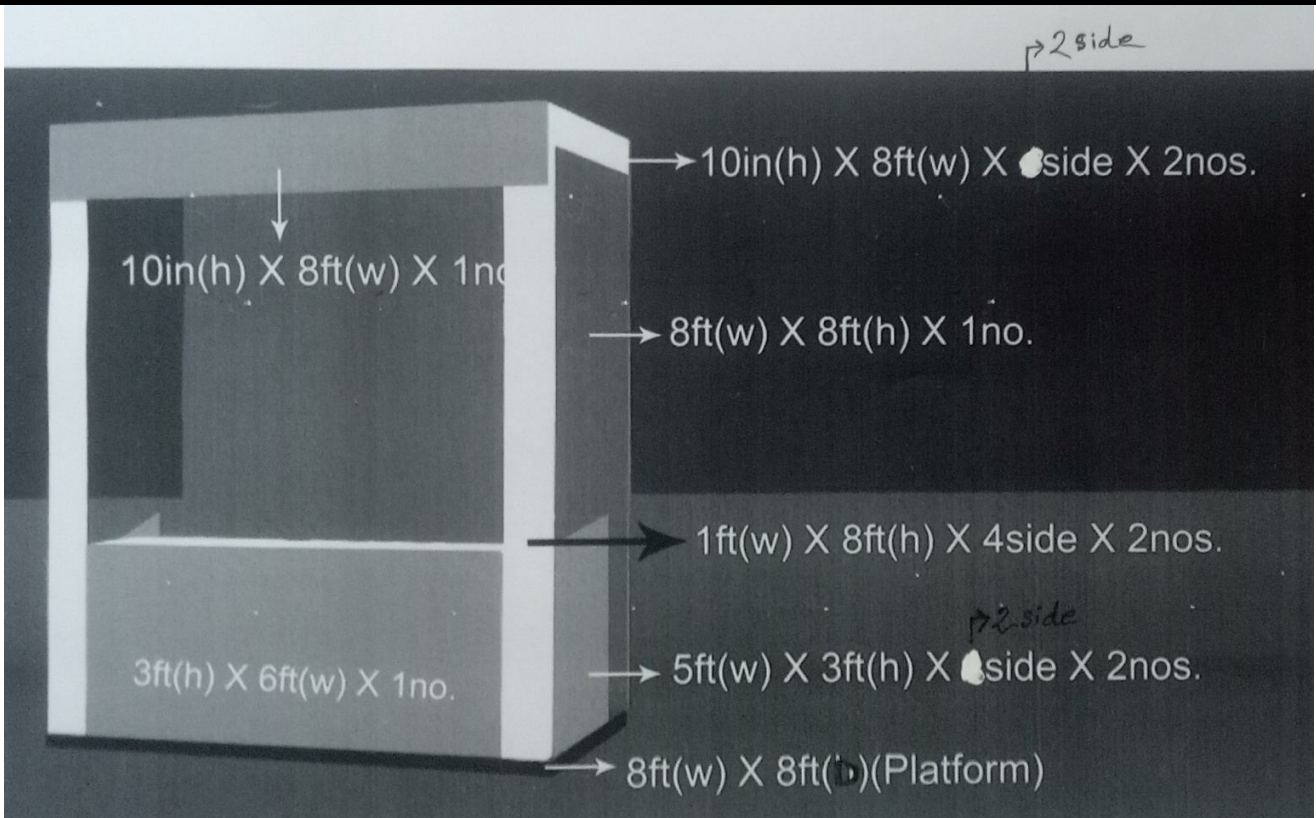
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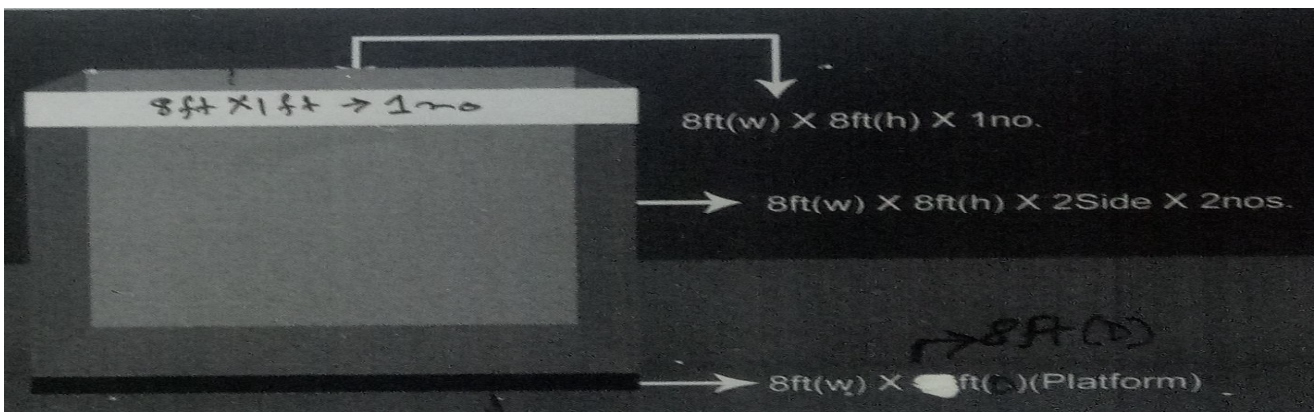
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Reception Stall



Single Stall



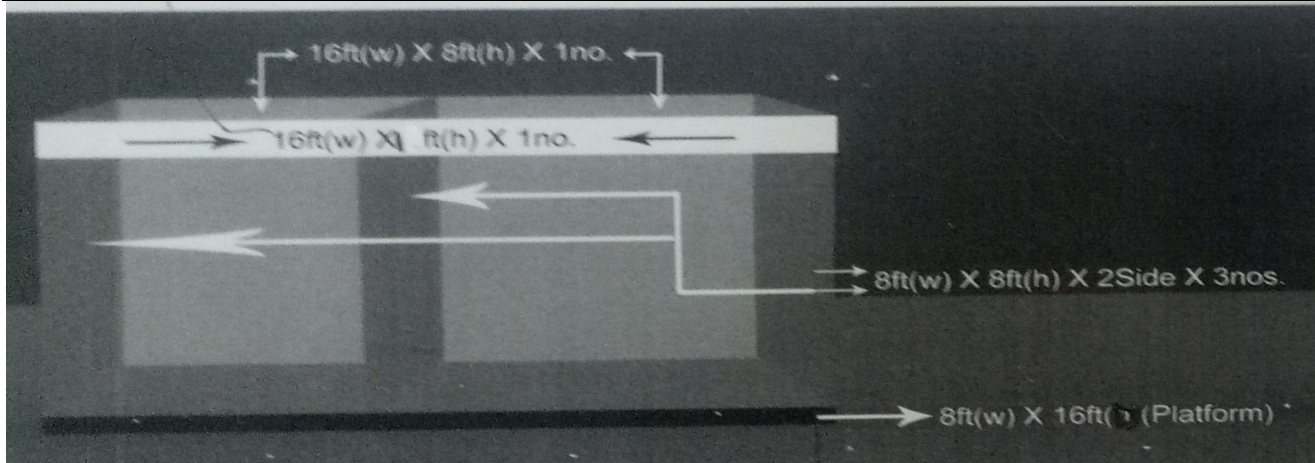
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Double Stall

INSTRUCTIONS TO BIDDERS:

The Successful Bidders will be expected to provide the above mentioned equipment subjected to the following conditions:

1. The above mentioned equipment will be hired by the undersigned on the event days i.e. 25th February – 1st March, 2018.
2. Gates and Pillars should be installed by 8:00 P.M. on 22nd February, 2018.
3. All other equipments must be installed by 8:00n P.M. on 24th February, 2018.
4. Posters and flex should be delivered by 22nd February, 2018.
5. LED must be installed properly by 25th February, 2018. It should have USB port.
6. If any of the above mentioned particulars will be missing then half of the price will be cut.

The bidder shall provide qualification information which shall include:

- (a)
 - (i) Copy of the Income Tax return submitted to the concerned I.T.O (at least for any 1 year of last 4 financial years)
 - (ii) Copy of PAN Card
 - (iii) Copy of Service Tax or VAT Registration Certificate (as applicable)
 - (iv) Copy of Valid Trade license.



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(b) 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.

(c) Copy of Proof of past experiences in working with any Government Organisation / Government Institute

Bid Price

a) The bid shall be for the whole work including providing the equipment, installation on the venue, operation in the event days.

b) The bidders are required to quote their price, in amount of INR only for the whole work.

c) All duties, taxes and other levies payable by the vendor 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.

Submission of Quotations

- The quotation submitted by the bidder shall comprise the following:
 - (a) Quotation in the format given in Annexure-1
 - (b) Qualification information duly completed.
- The bidder shall seal the quotation in an envelope addressed to "Secretary, Les Thespians, Indian Institute of Engineering Science & Technology, Shibpur, Howrah - 711103".
- The envelope will also bear the following identification: - "Quotation for Decorational Work for the event 'Anuragan 7' at Indian Institute of Engineering Science and Technology, Shibpur. Do not open before _____ hours dated _____ (time and date of quotation opening)."
- Quotations must be received in the office of Les Thespians, Indian Institute of Engineering Science & Technology, Shibpur, Howrah - 711103 latest by the specified time and date.
- Any quotation received by Les Thespians after the deadline for submission of quotations will be rejected and returned unopened to the bidder.

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 Les Thespians.



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PRIVACY OF BIDS

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.

EVALUATION OF BIDS

The Employer will evaluate and compare the quotations determined to be substantially responsive i.e. which – (a) meet the qualification criteria specified above, (b) are properly signed, and (c) conform to the terms and conditions, specifications without deviations.

AWARD OF CONTRACT

The Employer 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. Notwithstanding the above, the Employer 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.

Varsha Bharti
(General Secretary)



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ANNEXURE-1



QUOTATION

The Secretary,
Les ThespianS, the Drama Society,
Indian Institute of Engineering Science & Technology, Shibpur,
Howrah-711103

Subject: "Quotation for Decorational Work for the event 'Anuranan 7' at Indian Institute of Engineering Science and Technology, Shibpur."

Quotation Reference No.:

Tender No.: _____ dated _____

Dear Sir/ Madam,

I/We offer to execute the Works described in your letter / 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 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: _____

Name of Bidder: _____

Address: _____

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