



## **NOTICE INVITING TENDER**

**Tender No.:WEB/EU/IIEST/17-18/66**

**Tender Date:14/03/2018**

**Name of the Tender: Venue Branding and Furniture for the event 'Euphony Oikotaan 2018' to be held on 24 – 25 March, 2018 at Indian Institute of Engineering Science and Technology, Shibpur."**

### **ELIGIBILITY CRITERIA**

The bidder shall provide minimum qualification documents along with "Financial Bid" in a separate envelop and the envelope will also bear the following identification: 'Financial Bid' for Venue Branding and Furniture for 'Euphony Oikotaan 2018' at Indian Institute of Engineering Science and Technology, Shibpur to be held on 24<sup>th</sup> and 25<sup>th</sup> of March, 2018. Do not open before 17:00 hours dated 17<sup>th</sup> March, 2018 (time and date of quotation opening).

**'Financial Bid' shall include:**

#### **(a) Minimum Qualification Documents:**

- 1) Copy of the Income Tax return submitted to the concerned I.T.O (at least for any 1 year of last 3 Financial Years)
- 2) Copy of PAN Card
- 3) Copy of Valid Trade license (Financial Year: 2017 – 2018)
- 4) Copy of One Proof of past experiences in working with any Government Organization / Government Institute
- 5) Self attached copy of declaration that "The bidder wasn't involved in any dispute or litigation, current or during the last 3 financial years
- 6) GST Certificate (Party with non-GST registration is only valid if the party has executed at least one work of value Rs. 50000 or above with IIEST, Shibpur)

**Note:** If a bidder doesn't furnish any of above qualification information, his / her / agencies BID will be declared as "Null & Void" and BID will be rejected immediately without opening of "Quotation"

**(b) Quotation in specific format as given in Annexure – 1**

The bidder shall provide technical evaluation information along with “Technical Bid” in a separate envelop and the envelope will also bear the following identification: “Technical Bid” for Venue Branding and Furniture for ‘Euphony Oikotaan 2018’ at Indian Institute of Engineering Science and Technology, Shibpur to be held on 24<sup>th</sup> and 25<sup>th</sup> March, 2018. Do not open before 17:00 hours dated 17<sup>th</sup> March, 2018 (time and date of quotation opening).

**'Technical Bid'** shall include following documents for evaluation:

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- 1) Establishment of Business on or before 1<sup>st</sup> April, 2015 (Copy of Trade License of Establishment Financial year to be Furnished as proof)
- 2) Copy of the GST Registration Certificate (as applicable)
- 3) Copy of Professional Tax (Cleared / Paid for F.Y.: 2017 – 2018)
- 4) Copy of a previous working credential with Students Senate of IEST, Shibpur. Minimum work value should be **Rs. 50000/-** (Rupees Fifty Thousand) or above
- 5) Copy of a previous working credential with IEST, Shibpur (other than Students Senate). Minimum work value should be **Rs. 50000/-** (Rupees Fifty Thousand) or above
- 6) Copy of a previous working credential with any other NIT / IIT / Govt. Institute of India (other than IEST, Shibpur). Minimum work value should be **Rs. 400000/-** (Rupees Four Lakhs) or above
- 7) Copy of a previous working credential with any Govt. Institute / Department / Organization of India. Minimum work value should be **Rs. 1200000/-** (Rupees Twelve Lakhs) or above in current financial year (F.Y.: 2017 – 2018)
- 8) Copy of a previous working credential with any Govt. Institute / Department / Organization of India. Minimum work value should be **Rs. 5000000/-** (Rupees Fifty Lakhs) or above in last or current Financial Year (F.Y.: 2016 – 2017 or 2017 – 2018)
- 9) Minimum Turnover of **Rs. 3000000/-** (Rupees Thirty Lakhs) for Last Three Financial Years (F.Y.: 2014 – 2015, 2015 – 2016 & 2016 – 2017) – Copy of Balance Sheet to be Provided as Proof
- 10) Minimum Turnover of **Rs. 12500000/-** (Rupees One Crore Twenty Five Lakhs) for at least One Financial Year out of Last Two Financial Year (F.Y.: 2015 – 2016 or 2016 – 2017) – Copy of Balance Sheet to be Provided as Proof

## **BID PRICE**

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- 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.
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## **SUBMISSION of BID**

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The BID submitted by the bidder shall comprise the following:

- (a) Envelope for “**Financial BID**” which includes **Minimum Qualification Documents and Quotation in specific format as given in Annexure – 1**
- (b) Envelope for “**Technical BID**”

**Note:** Do refer to **Eligibility Criteria** for details about “**Financial Bid**” and “**Technical BID**”

- The bidder shall seal both the envelopes in a separate envelope bearing following identification “**BID for Venue Branding and Furniture for ‘Euphony Oikotaan 2018’ at Indian Institute of Engineering Science and Technology, Shibpur to be held on 24<sup>th</sup> and 25<sup>th</sup> March, 2018. Do not open before 17:00 hours dated 17<sup>th</sup> March, 2018.**”
- The bidder should submit the BID addressed to “**The Secretary, Euphony**”, Indian Institute of Engineering Science & Technology, Shibpur, Howrah – 711103 and the BID must be received in the office of Euphony at Slater Hall, Indian Institute of Engineering Science & Technology, Shibpur, Howrah - 711103 latest by **13:00 hours on 17<sup>th</sup> March, 2018.**
- Any quotation received by the authority after the deadline for submission of quotations will be rejected and returned unopened to the bidder.

## **LAST DATE AND TIME FOR RECEIVING THE BID**

**17<sup>th</sup> March, 2018 at 13:00 hours**

## **LAST DATE AND TIME FOR OPENING THE BID**

**17<sup>th</sup> March, 2018 at 17:00 hours**

## **OPENING OF BID**

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 Euphony, Slater Hall, IEST, Shibpur.

## **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 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. The evaluation of BID will be done in following process.....

**“Financial BID”:** Quotation of only those bidders will be considered for evaluation who have submitted the **Financial BID** in a **Specific Quotation Format** as given in **Annexure – 1** and submitted all the **Minimum Qualification Documents**. From those eligible and valid bidders we shall shortlisted three lowest bidders (as per **Gross Total only**) and **30 marks, 20 marks and 10 marks** will be given to respective **L1, L2 and L3 bidders**.

**Total Marks in “Financial BID”: 30 Marks**

**“Technical BID”:** Technical BID of only three short listed bidders will be opened for evaluation based on the process as mentioned above. Marking system of Technical BID is as per mentioned below.....

- 1) Establishment of Business on or before 1<sup>st</sup> April, 2015 (Copy of Trade License of Establishment Financial year to be Furnished as proof) – **If submitted Five (5) Marks**
- 2) Copy of the GST Registration Certificate - **If submitted Five (5) Marks**
- 3) Copy of Professional Tax (Cleared / Paid for F.Y.: 2017 – 2018) - **If submitted Five (5) Marks**
- 4) Copy of a previous working credential with Students Senate of IEST, Shibpur. Minimum work value should be **Rs. 50000/-** (Rupees Fifty Thousand) or above - **If submitted Five (5) Marks**
- 5) Copy of a previous working credential with IEST, Shibpur (other than Students Senate). Minimum work value should be **Rs. 50000/-** (Rupees Fifty Thousand) or above - **If submitted Five (5) Marks**
- 6) Copy of a previous working credential with any other NIT / IIT / Govt. Institute of India (other than IEST, Shibpur). Minimum work value should be **Rs. 400000/-** (Rupees Four Lakhs) or above - **If submitted Five (5) Marks**
- 7) Copy of a previous working credential with any Govt. Institute / Department / Organization of India. Minimum work value should be **Rs. 1200000/-** (Rupees Twelve Lakhs) or above in current financial year (F.Y.: 2017 – 2018) - **If submitted Ten (10) Marks**
- 8) Copy of a previous working credential with any Govt. Institute / Department / Organization of India. Minimum work value should be **Rs. 5000000/-** (Rupees Fifty Lakhs) or above in last or current Financial Year (F.Y.: 2016 – 2017 or 2017 – 2018) - **If submitted Ten (10) Marks**
- 9) Minimum Turnover of **Rs. 3000000/-** (Rupees Thirty Lakhs) for Last Three Financial Years (F.Y.: 2014 – 2015, 2015 – 2016 & 2016 – 2017) – Copy of Balance Sheet to be Provided as Proof - **If submitted Ten (10) Marks**
- 10) Minimum Turnover of **Rs. 12500000/-** (Rupees One Crore Twenty Five Lakhs) for at least One Financial Year out of Last Two Financial Year (F.Y.: 2015 – 2016 or 2016 – 2017) – Copy of Balance Sheet to be Provided as Proof - **If submitted Ten (10) Marks**

**Total Marks in “Technical BID”: 70 Marks**

Total Marks in “Financial BID” and “Technical BID”: 100 Marks (30 Marks + 70 Marks)

After evaluation of both the “Financial BID” and “Technical BID” the contract will be awarded to the Bidder who will secure maximum marks out of **100 Marks** as mentioned above. However Committee may award the contract to any bidder based on past working experience (if necessary).

(Avik Ghosh)

Secretary

# FINANCIAL BID

## Quotation Format

### Annexure – 1

To,  
The Secretary,  
Euphony, the Music Society,  
Indian Institute of Engineering Science & Technology, Shibpur,  
Howrah-711103

**Subject:** “Quotation for Venue Branding and Furniture for the event ‘Euphony Oikotaan 2018’ to be held on 24 – 25 March, 2018 at Indian Institute of Engineering Science and Technology, Shibpur.”

Tender No.:

Tender Date:

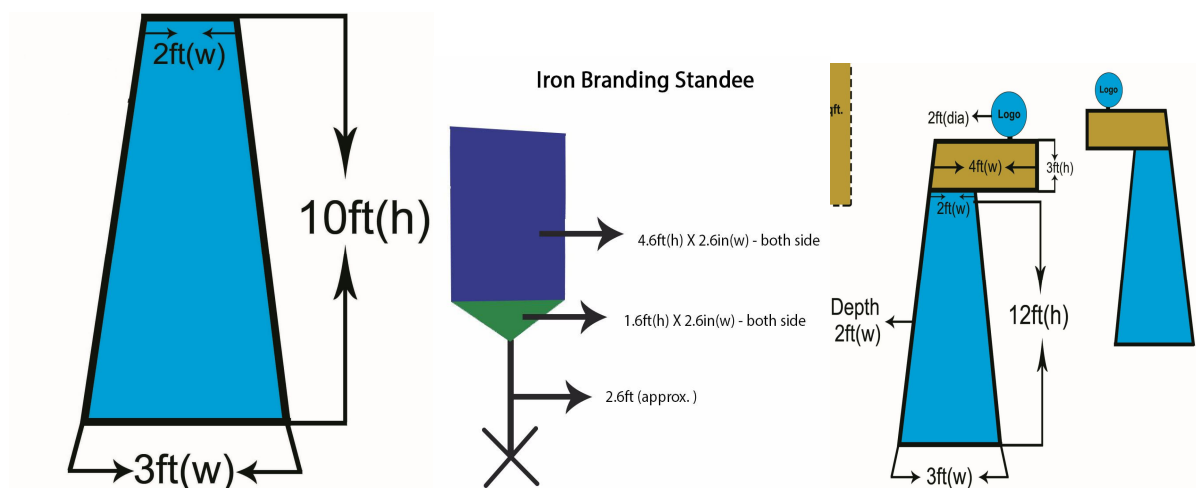
Quotation Reference No.:

Quotation Date:

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 as per below mentioned rate contract...

### Reference Picture for Branding:



**Oikotaan 4 Quotation Format: Venue Branding and Furniture for 2 days**

Sl. No	Elements	Unit of Measurement	Size (Approx.) per Unit (w x h) / (w x d) / (w x h x d)	Size per Qty as per UOM	Total Qty	Total Size / Qty as per UOM	Rate per Unit (INR)	Gross Amount (INR)
1	<b>Standee:</b> Battam (High Quality) Structure, Flex Printing & Mounting	Sqft.	3ft x 10ft	30	12	360		
2	<b>3D Box Pillar (4 side):</b> Battam (High Quality) Structure, Flex Printing & Mounting	Sqft.	Body: 3ft x 8ft x 4side	96	5	480		
3	<b>Iron Box 3D Gate (4 side):</b> Iron Structure (16 Gage & Higher), Flex Printing & Mounting Using Bond Adhesive Only and 2ft Dia Sunboard (3mm or Higher) with Vinyl Printing and Pasting (Both Side)	Sqft.	<b>Top (Front &amp; Back):</b> 4ft x 3ft x 2side <b>Top (Depth):</b> 2ft x 3ft x 2side <b>Leg (Front &amp; Back):</b> 3ft x 12ft x 2side <b>Leg (Depth):</b> 2ft x 12ft x 2side <b>Sunboard Dia:</b> 2ft x 2side	156	2	312		
4	<b>Arch Gate:</b> : Iron Lightweight Truss and Masked with Jute Cloth	Ft.	10ft + 10ft + 13ft	33	1	33		
5	<b>Iron Glow Sign Standee (Both Side):</b> Iron Structure (16 Gage & Higher), Backlit Flex Printing & Mounting Using Bond Adhesive Only. Illumination of the standee need to be proper. <b>Note:</b> Light need to be fixed by the vendor only electrical connection will be provided	Sqft.	6ft x 2.5ft x 2side	36	6	216		
6	<b>Musical Instrument Cutout:</b> 3mm Sunboard / Ply Board Cutout including Vinyl Printing and Pasting of Various Musical Instruments such as Guitar / Keyboard esc.	Sqft.	4ft x 4ft	16	6	96		
7	<b>Flex Printing:</b> Flex Printing and Fitting at Various Places in and	Sqft.	6ft x 6ft	36	8	288		



	around the Institute							
8	<b>Poster:</b> Poster with Self Adhesive Gumming Sheet	Nos.	18inch x 12inch	NA	25	25		
9	Plastic Chair	Nos.	NA	NA	170	170		
10	Banquet Chair with Cover	Nos.	NA	NA	20	20		
11	Two Seater Sofa	Nos.	NA	NA	10	10		
12	Centre Table with Cover	Nos.	NA	NA	5	5		
13	Plastic Table with Cover	Nos.	NA	NA	10	10		
14	Chowki with Masking	Nos.	6ft x 3ft x 1.5ft	NA	2	2		
15	Transportation	NA	NA	NA	1	1		
<b>Gross Total (INR):</b>								
<b>Add: SGST (if Applicable and only for Proper Registration Number Holder):</b>								
<b>Add: CGST (if Applicable and only for Proper Registration Number Holder):</b>								
<b>Grand Total (INR):</b>								

**Grand Total 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 of Signatory with Designation:

Contact Number of Signatory:

Name of Bidder:

\*\* To be filled in by the Bidder in its Official Letter Head.

**Kindly Note:**

1. Non GST party should declare non registration of GST in a self attested format.
2. SGST & CGST percentage should be mentioned in the column above (if applicable).
3. Every party should quote as per the quotation format mentioned above and unit price need to be mentioned and final amount will be finalised as per actual delivery as per pro rata basis.