



LES THESPIANS

(The IEST Shibpur Drama Society)
A Constituent Society of

STUDENTS' SENATE

INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR



Date: 18/03/19

Advt.No.WEB/STS/IEST/18-19/01

NOTICE INVITING TENDER

Sealed Tenders are invited from reputed vendors on behalf of Les Thespians, the Drama Society of IIE ST, Shibpur for the Light and Sound Setup in the upcoming annual dramatics festival "ANURANAN 8" scheduled to be held on the 25th March to 29th t of March, 2018.

NAME OF WORK:

Branding and decoration for the event 'ANURANAN 8' at Indian Institute of Engineering Science and Technology, Shibpur.

TYPE OF WORK:

Installation of the required equipments in "ANURANAN 8"

LAST DATE AND TIME FOR RECEIVING THE BIDS:

20th March, 2019 at 1200 hours

DATE AND TIME OF OPENING OF BIDS:

20th March, 2019 at 1400 hours

Date Specifications:

Rehearsal: 24 March, 2019

Event Date: 25 – 29 March, 2019

“ ANURANAN 8” Financial BID: Venue Decoration & Branding

Sl. No.	Elements	Size (w x h) (w x d x h)	Unit of Measurement	Qty.	Total Size / Qty. as per UOM	Rate per Unit per Day (INR)	Applicable Days	Gross Amount (INR)
1	Standee: Battam / Wooden Structure, Flex Printing & Mounting	3ft x 10ft	Sqft	24	720		1	
2	Glow Sign 3D Box Pillar (4 side): Iron Structure, Backlit Flex Printing & Mounting and Light Fitting	Body: 2ft x 6ft x 4side Base: 3ft x 1.5ft x 4side	Sqft	7	462		1	
3	Arch Gate: Battam / Wooden Structure, Flex Printing &	Header: 3ft x 14ft x	Sqft	1	148		1	



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	Mounting	2side Leg: 2ft x 8ft x 2side x 2nos						
4a	Reception Stall: Battam / Wooden Structure with Flex Printing & Mounting	As per attached design	Sqft	1	238		1	
4b	Reception Stall: Platform with New Carpet and Cloth Masking	8ft x 8ft	Sqft	1	64		1	
5	3D Gate (4 side): Battam / Wooden Structure, Flex Printing & Mounting	Top (Front & Back): 5ft x 3ft x 2side Top (Depth): 2ft x 5ft x 2side 2ft x 3ft x 2side Leg (Front & Back): 4ft x 10ft x 2side Leg (Depth): 2ft x 10ft x 2side	Sqft	2	364		1	
6	Flex Printing: Normal Flex Printing (without framing)	6ft x 6ft	Sqft	12	432		1	
7	Poster: Poster with Self Adhesive Gumming Sheet	17 inch x 11 inch	Nos	75	75		1	
8	Set: Drama Set made with Wooden Structure and Flex / Cloth Mounting	20ft x 10ft	Sqft	3	600		1	
9	Cloth: White Cloth (without framing)	15ft x 10ft	Sqft	2	300		1	
10	Props: Different types of Thematic Props	NA	Nos	30	30		1	
11	Flower Decoration: At Stage	NA	Nos	1	1			



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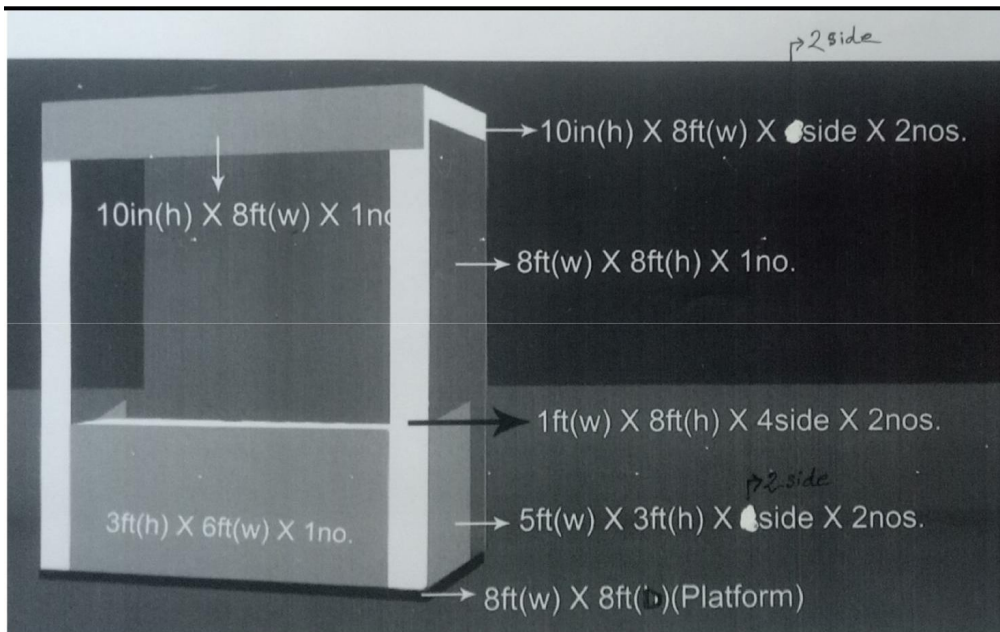


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12	Transportation	NA	Nos	1	1	1
Gross Total (INR):						
Add: SGST (INR):						
Add: CGST (INR):						
Grand Total (INR):						

Grand Total in Words:



Reception Stall Design

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 March – 29th March, 2019.
2. Installations of the equipment should be done before 7 a.m. on 25th March, 2019.
3. Expert Technicians to operate the equipment should be provided by the vendor on both the event days.



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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 PANCard

(iii) Copy of Service Tax or VAT Registration Certificate (as applicable)

(iv) Copy of Valid Trade license.

(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



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- The bid shall be for the whole work including providing the equipment, installation on the venue, operation in the event days.
- The bidders are required to quote their price, in amount of INR only for the whole work.
- All duties, taxes and other levies payable by the vendor under the contract shall be included in the total price.
- 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:
 - Quotation in the format given in Annexure-1
 - Qualification information duly completed.
- The bidder shall seal the quotation in an envelope addressed to "President, Les Thespians, Indian Institute of Engineering Science & Technology, Shibpur, Howrah - 711103".
- The envelope will also bear the following identification: - "Quotation for Light and Sound Setup for the event 'Anuranan 8' 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.

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.



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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.

Arijit Ghosh

(President)



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ANNEXURE-1

QUOTATION

The President,
Les Thespians, The Drama Society,
Indian Institute of Engineering Science & Technology, Shibpur,
Howrah-711103

Subject: "Quotation for Branding and Decoration for the event 'Anuranaan 8' 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.