



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/18-19/02

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 of March, 2018.

NAME OF WORK:

Light and sound set up for the event 'ANURANAN 8' at Indian Institute of Engineering Science and Technology, Shibpur.

TYPE OF WORK:

Installation and operation 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

Sound Arrangement Required for: Rehearsal Day and All Event Days

Light Arrangement Required for Venue: Rehearsal Day and All Event Days

Light Arrangement Required for Stage: Rehearsal Day and 25 & 28 March, 2019

"ANURANAN 8" Financial BID: Light & Sound

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	Speaker with Stand	NA	Nos	4	4		6	
2	Power Monitor	NA	Nos	3	3		6	
3	Boom Mic	NA	Nos	6	6		6	
4	Lapel Mic	NA	Nos	2	2		6	
5	Cordless Microphone	NA	Nos	1	1		6	



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6	Condenser / Foot Mic	NA	Nos	2	2		6	
7	DVD / Pen Drive Player	NA	Nos	1	1		6	
8	400wt Metal (White, Green & Shawn)	NA	Nos	12	12		6	
9	Multicolour LED Rice Light	NA	Chain	300	300		6	
10	LED Par	NA	Nos	16	16		3	
11	Warm LED & Par 64	NA	Nos	10	10		3	
12	Profile	NA	Nos	2	2		3	
13	Smoke Machine	NA	Nos	1	1		3	
14	42" Plasma TV with Stand	NA	Nos	1	1		5	
15	Transportation	NA	Nos	1	1		1	
Gross Total (INR):								
Add: SGST								
Add: CGST								
Grand Total (INR):								

Grand Total in Words:

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.

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.
- (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



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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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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.