

**Indian Institute of Information Technology  
Design and Manufacturing Kurnool**

**An Institute of National Importance  
Funded by Ministry of Education, Government of India**



**NOTICE INVITING SHORT NOTICE TENDERS  
FOR  
EVENT MANAGEMENT AND CATERING SERVICES FOR  
THE 5<sup>th</sup> CONVOCATION CEREMONY TO BE HELD IN THE  
MONTH OF SEPTEMBER 2023  
AT IIITDM KURNOOL, KURNOOL – 518007, A.P., INDIA**

Tender No: IIITDMKNL/2023-24/SNT/Acad./5<sup>th</sup> Convocation/

Telephone: 08518-289115

E-mail Id : [purchase@iiitk.ac.in](mailto:purchase@iiitk.ac.in)

Website: [www.iiitk.ac.in](http://www.iiitk.ac.in)

## DISCLAIMER

1. The information contained in this Tender document or subsequently provided to Tenderers, whether in the document or verbal or any other form by or on behalf of Indian Institute of Information Technology Design and Manufacturing Kurnool (IIITDM Kurnool) by any of its employees or advisors, is provided to Tenderers on the terms and conditions set out in this Tender document and such other terms and conditions subject to which such information is provided.
2. The purpose of this Tender document is to provide interested parties with information that may be useful to them in eliciting their proposals according to this Tender document. This Tender document may not be appropriate for all persons, and it is not possible for the Institute, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this Tender document.
3. This Tender document includes statements, which reflect various assumptions and assessments made by the Institute in relation to the Contract. Such assumptions, assessments and statements do not purport to contain all the information that each Tenderer may require.
4. The assumptions, assessments, statements and information contained in this Tender document, may not be complete, accurate, adequate or correct. Each Tenderer should, therefore, conduct his/her own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Tender document and obtain independent advice from appropriate sources.
5. Information provided in this document to the Tenderer(s) is on a wide range of matters, some of which depend upon the interpretation of the law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Institute accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
6. The Institute, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Tenderer under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Tender document and any assessment, assumption, statement or information contained therein or deemed to form part of this Tender document or arising in any way in this Tender Stage.
7. Institute reserves the right to reject any or all the tenders at any stage or accept them in part or reject the lowest tender without assigning any reason thereof and the decision of the Institute in this respect shall be final.

**Registrar**

# 1. PREAMBLE

**Tender No:** IIITDMKLN/2023-24/SNT/Acad./5th Convocation/

**Date:** 11 Sept. 2023

1. Indian Institute of Information Technology Design and Manufacturing Kurnool (IIITDM Kurnool) invites Short Notice Tenders from the Registered Firms/Agencies/Contractors/Suppliers for providing the Goods/Services at IIITDM KURNOOL, Kurnool, Andhra Pradesh, as specified in the following scope of Work.
2. **Scope of Work: “Event Management and Catering Services for the 5<sup>th</sup> Convocation to Be Held in The Month of September at IIITDM Kurnool, Kurnool, Andhra Pradesh”.** as per the terms & conditions outlined in this tender document.

**Tender Title: “Event Management and Catering Services for the 5<sup>th</sup> Convocation to Be Held in The Month of September At IIITDM Kurnool, Kurnool, Andhra Pradesh”.**

- 3.
4. The tender document can be downloaded from either Central Public Procurement (CPP) Portal <http://eprocure.gov.in/eprocure/app> or the Institute website [www.iiitk.ac.in](http://www.iiitk.ac.in).
5. The tenders can either be dropped in the Tender Box in the Administrative Building of the Institute or sent by **Indian Speed Post / Registered Post only** to the address given below.

To,

The Registrar,

IIITDM Kurnool,

Jagannathagattu, Dinnidevarapadu,

Kurnool-518007.

The Institute will not take any responsibility for postal delays.


6. The following are the critical timelines of this Tender:

Sl. No.	Particulars	Date & Time
1	Date of Publication and Download of Tender	11 Sept. 2023
2	Bid submission Start Date	11 Sept. 2023
3	Bid submission End Date & Time	15 Sept. 2023 @ 2.00 pm
4	Opening of Techno-Financial Bid	15 Sept. 2023 @ 2:30 pm

7. Queries, if any, can be made through e-mail only to [purchase@iiitk.ac.in](mailto:purchase@iiitk.ac.in) on or before the Pre-bid meeting. Queries received via any other mode shall not be entertained. The queries should only be sent in the following format on the official letterhead of the company.

S. No	Page No (tender Ref)	Clause (Tender Ref)	Description (Tender Ref)	Query

8. If there is any addendum/corrigendum related to the Tender, it shall only be published on the Institute website. The Bidders are advised to check the Institute website regularly. No other mode of notice will be given.
9. The Bidders are requested to submit the bids after the issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued, if any, during a pre-bid meeting in their bid.
10. Bidders need to submit **self-attested** hard copies with relevant documents.
11. If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date. Physical submission of financial bid only shall be considered.

12. Bidders prior to submission of their bids may visit the institute for better understanding of the site.
  13. The **tentative date** of the 5<sup>th</sup> Convocation Ceremony is **23.09.2023**. (However, the bidders are to be aware that due to unavoidable circumstances there may be a change in date and the bidders shall have to comply the same.
  14. The number of participants is provisional and if there is any increase in the number, the bidder shall have to make necessary arrangements for food and the same shall be paid extra as per the per person.
  15. All the items as mentioned in the lunch menu should be available for all the participants of the convocation.
  16. **TERMS OF PAYMENT:** For **Schedule A BOQ:** No advance payment will be made for the Work. 90% payment shall be upon successful completion of the Work and within 10 days on the completion of the event and 10% payment shall be upon Submission of four album's with 300 (6 X 4 inches) sheets and One copy of the CD. For **Schedule B BOQ:** No advance payment will be made for the Work. 60% payment shall be upon successful completion of the catering services and within 10 days from the completion of the event. Another 40% payment shall be within 28 days from the completion of the event upon the review and feedback from the relevant monitoring committee constituted for the purpose of assessment of the contractor. The decision of the monitoring committee is final, and nothing can be challenged by the bidder.
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## **2. TENDER PROCESSING FEE, EARNEST MONEY DEPOSIT AND PERFORMANCE GUARANTEE**


1. The Bidders are required to pay (i) Tender processing fee and (ii) Earnest Money Deposit (EMD) as specified below in the form of DD/ Banker's Cheque, drawn from any nationalized bank in favour of "The Director, IIITDM Kurnool, Kurnool, Andhra Pradesh", payable at SBI, Nandyal Road Branch, Kurnool- IFSC Code SBIN0021660.

	<b>Earnest Money Deposit (EMD) (Refundable)</b>	<b>Performance Guarantee</b>
Amount	Rs: 50,000.00 or By Submitting Bid Security Declaration as per <b>Annexure-IV</b>	EMD of successful bidder will be retain as performance Guarantee
Validity	With a validity period of 90 days beyond the opening of the Technical bid	Successful completion of work order + minimum 2 month

2. Bids received without Tender processing fee and EMD shall be summarily rejected.
3. The Successful Bidder shall furnish a **Performance Guarantee** in the form of DD/ Bankers Cheque/Bank Guarantee (as per the template in **Annexure-VI**) in the form of Bank Guarantee from any nationalized bank within a **Week period of Letter of Award (LOA)**. The validity period and amount of Performance Guarantee are specified in the previous table.
4. EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document along with the bid. Under MSE category, only manufacturers for goods and services for Services are eligible for exemption from EMD. Traders are excluded from the purview of this exemption. Bidders must submit declaration as per Annexure – IV for claiming EMD exemption.
5. EMD of Bidder shall be forfeited if the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect within the period of validity of his/her bid.
6. Further, if the successful Bidder fails to furnish the Performance Guarantee within the specified period, his/her EMD shall be forfeited.
7. In case the Bidders / Successful Bidder(s) are found in breach of any condition(s) at any stage of the tender, EMD / Performance Guarantee shall be forfeited.
8. In cases of 4, 5 and 6, apart from forfeiting EMD/Performance Guarantee, the Institute may initiate any penal action against the Bidder/successful Bidder, which the Competent Authority deems it to be fit.
9. EMD will be returned to Unsuccessful Bidders without any interest whatsoever, after allotment of LOA.

## **3. METHOD OF SUBMISSION OF BIDS**

1. The bids should be filled in one bid format (Techno-financial Bid) with all the required documents as enclosures in separate sealed covers.
2. There should be the main envelope, called a Master envelope, and four more envelopes, namely: Envelope-1, and Envelope-2.
  - a) Envelope-1: Superscribed as "**Event Management and Catering Services for the 5<sup>th</sup> Convocation To Be Held In The Month of September At IIITDM Kurnool, Kurnool, Andhra Pradesh**". The Demand Draft/Banker's Cheque / EMD exemption declaration (**Annexure-IV**) towards EMD should be kept in this envelope and sealed.
  - b) Envelope-2: Superscribed as "**Event Management and Catering Services for the 5<sup>th</sup> Convocation To Be Held In The Month of September At IIITDM Kurnool, Kurnool, Andhra Pradesh**". The complete tender document (downloaded from the websites) along with the required supporting documents and The Financial Bid (as per the template in **Annexure-V**) needs to be **spiral-bounded** and should be kept in this envelope and sealed.
3. All the documents in Envelopes 2 should be duly **signed by the Bidder with the stamp** of the firm.

4. All these two envelopes, Envelope-1 and 2 should be kept in the **Master envelope**.
  5. The master envelope should be super-scribed with the **“Event Management and Catering Services for the 5<sup>th</sup> Convocation to Be Held In The Month of September At IIITDM Kurnool, Kurnool, Andhra Pradesh”**.
  6. Incomplete bids or bids not submitted in the prescribed format are liable for rejection. Also, the Bids received after the due date and time shall be summarily rejected.
  7. The Bids should be valid for a period of 60 days from the date of opening of the Technical Bid.
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#### **4. ELIGIBILITY CRITERIA**

1. Bidder must have Trade License from Local Administrative Authority or from authorized government agencies. (Attach self-attested copy).
2. The bidder should have GST certificate as on 01-December-2020. (Attach self-attested copy).
3. Bidder must have a PAN Card. (Attach self-attested copy).
4. A declaration undertaking on the Letterhead of the Bidder/Agency that all the terms and conditions as given in the tender document are acceptable and the Agency has not been blacklisted by any of the organization at any point of time and no criminal case is pending against the said firm/agency (as per the template in **Annexure-III**) should be given.
5. Each page of the tender document along with all other submitted documents must be duly signed by **authorized signatory** with Bidder's company seal and initial, otherwise, the document will be invalid. (power of attorney, if any, to be submitted)
6. The contracting agency should have successfully organized atleast one event of not less than 500 people in any Central/State Govt/PSU/Autonomous Bodies in the past three years and copies of work order & satisfactory completion certificate should be provided.
7. The tenders of the contracting agency with inadequate/irrelevant experience as mentioned above are liable to rejection. It is mandatory for the bidders to attach a documentary proof of requisite experience, with the technical bid.

#### **5. EVALUATION PROCEDURE**

1. At the first stage, the Techno-Financial Bids will be opened as per the specified date and time in the presence of Bidders, who shall mandatorily be present in the Purchase section of the Institute for giving a demo (for 5-7 minutes) before the committee through with the old photographs /video clips of successfully completed similar nature of work done in the past to show their managing capabilities
2. A Committee duly constituted by the Competent Authority would evaluate the Techno-Financial bids submitted by the Bidders.
3. Prior to the detailed evaluation, the Institute will determine the substantial responsiveness of each bid to the tender document. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding/tender document and is without any material defects and deviations. Deviations from, or objections or reservations to critical provisions such as those concerning qualification/eligibility criteria, availability of facilities and amenities as needed, availability of government/statutory approvals and clearances, ready and explicit willingness to accept and honour the terms and conditions of contract etc. will be deemed to be material deviations.
4. If a bid is not substantially responsive, it will be rejected by the Institute and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
5. The Contract will be awarded to the L1 Bidder, i.e. the bidder who quotes least price among all the technically qualified bidders. The decision of the Director, IIITDM Kurnool, Kurnool, Andhra Pradesh, is final in this regard.
6. The evaluation method is a total value-wise evaluation, however in case of more than 500 participants in the convocation lunch the vendor will be paid at pro-rata basis as per the value quoted in schedule b of the financial bid
7. The Bidder should quote the Service charge in the financial bid in figures as well as in words.
8. Tenders with revised/modified rates/offer after the opening of the tenders shall be summarily rejected and the entire Earnest Money Deposit (EMD) submitted with the tender shall be forfeited.
9. The tender is not transferable under any circumstances.
10. Telegraphic, conditional or incomplete tenders shall not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the Bidder.
11. Institute reserves the right to reject any or all the tenders at any stage or accept them in part or reject the lowest tender without assigning any reason thereof and the decision of the Institute in this respect shall be final.

## 6. DETAILED SCOPE OF WORK AND OTHER TERMS AND CONDITIONS

Schedule-A BOQ

S. No.	Item description	Quantity
1.	<b>Logistics</b>	
	Entrance flex arches	02
	Flag poles	30
	6x4 Flexes (ft.) with frame	30
	8x3 Flexes (ft.) with frame	10
	Stage Backdrop Flex (LED Screen) – 40x12 (ft.)	01
	Side wings flex – 12x6 (ft.)	02
	On stage single seater executive/special chairs	25
	On stage single seater maharaja sofa	03
	Teapoy	08
	Three-seater sofa for guest	20
	Flower decoration at entry gate, Seminar Hall, and stage (Fresh)	01
	Flower bouquets (Fresh)	25
	Flower vases	05
	Brand new carpet (Red/Green) in Sft.	9000
	Selfie point	01
	VIP Seating and dining arrangement for convocation lunch	50
2.	<b>Lighting and Sound</b>	
	Stage lighting with LED par cans	LS
	JBL sound system with sufficient mics and tops (JBL 800W – 4 Nos., JBL 500W – 4 Nos.)	08
	Monitor Speakers on the stage	02
	Podium (wooden) with IIITDM Kurnool logo	02
3.	<b>Food (Snacks and Convocation Lunch)</b>	
	Snacks (dry fruits) and drinking water in the board room for guests – 25 pax	25
	Snacks (dry fruits) and drinking water on stage for guests – 25 pax	25
	Convocation lunch – 500 pax (Menu is appended in <b>Schedule-B</b> )	500
4.	<b>Vas items</b>	
	Floral rangoli	LS
	YouTube live streaming of the ceremony	LS
	Photography and videography (2+2): 5D Camera (Videography and Photography), Zimmy, Drone, Tripod with all lenses and required focus lighting along one copy of CD. All arrangements of videography for live streaming on YouTube/ social media as prescribed by the institute shall be made by the bidder.	LS
	Photo albums with 300 (6x4 inches) sheets – 4 Nos.	04
5.	<b>Manpower</b>	
	Working manpower	15
	Welcome girls – 04 Nos.	04



Arrangement of vehicle parking	LS
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## Convocation Lunch Menu (Buffet) – 500 Nos. including dining arrangement

**Schedule-B BOQ**

S. No.	Item Category	Description	Remarks, if any
1.	Salad counter	Onion and Lemon Salad, Fresh Garden green salad	
2.	Sweet	Gulab jamun	
3.	Hot	Rainbow rolls	
4.	Roti	Baby butter naan, Ragi sangati, Ghee bakshalu	
5.	Special rice	All mixed vegetable biryani, raitha	
6.	Kurma	Kadai Paneer, Mirchi ka salan	
7.	Rice	White rice with ghee	
8.	Dal	Mango palak dal	
9.	Veg Fries	Dondakaya chilikala pakodi fry, Aloo allam pachi mirchi fry	
10.	Veg gravy curry	Mushroom kaju curry	
11.	Pickels	New mango, Gongura pandumirchi	
12.	Grinded chutney	Beerakaya dondakaya roti pachadi	
13.	Standard items	Valvacharu with cream, Sambar, Peppar rasam	
14.	Fryums	Panjabi masal papad, Minapa vaiyalu	
15.	Curd	Curd	
16.	Pan	Sweet pan, Saunf	
17.	Ice Cream	Butter scotch, Vanilla gold	
18.	Fruit Delight	Pappaya, Apple, Watermelon, Pine apple, Muskmelon	
19.	Water bottles	250 ml. water bottels	
20.	Non-veg items	Mutton dum biryani, Katta, Raitha, Chicken curry, Prawns fry	

## **A. Technical Terms and Conditions: Any deviation will not be accepted.**

The Technical Bid should be in the form of a compliance statement to the points mentioned below.

1. All bidders MUST have to give a demo (for 5-7 minutes) before the committee through with the old photographs /video clips of successfully completed similar nature of work done in the past to show their managing capabilities before last date of bidding.
2. Quality of food will be tested by an authorized Expert Committee for serving one day before the event.
3. It is mandatory for bidders to take a visit/ survey of the venues selected for hosting the Convocation Lunch to get prior information on the required services before submission of the bids.
4. Any incident that occurs during the contract, the caterer only has to take care of complete responsibility. No liability on the IIITDM Kurnool side on any account.
5. PERIOD OF VALIDITY: A quotation shall remain valid for acceptance at least for a period of 60 days from the date of opening.
6. Kindly note that bidders must carry their own laptops or accessories required for presentation purposes.

## **B. General Terms and Conditions:**

1. No advance payment will be made; payment will be made only after completion of the work and submission of bill.
2. The caterer has to take care of including pandal with the side wall, masking and also making/decoration of Entrance gate, setup of the buffet table, signage's, decoration of the Lunch Venue, sufficient Fans and Coolers, Serving Tables, Service people, transport, Seating arrangements separately for students, staff, guests, faculty members and VIPs separately as per instruction of the refreshments committee. This also includes masking back walls and side walls with windows for ventilation, Standing Fans, Carpeting (Green) of the entire area, Buffet Tables, Chairs with Cover, Waterproof Masking and Tarpaulin at the terrace, and Cooking (Kitchen) areas to prevent rain, Hand wash basin
3. Water dispensers (with water Jars), Adequate Lighting and Making of Gates at the Entrance & Exit of each. Quantity will be as per the adequate requirement of the lunch site and serving venues.
4. In case of any addition beyond 10 % of the number of required items, unit costs will be taken for calculation of final bills. Bills will be paid as per the actual number of plates consumed if it exceeds the order value.
5. Agency shall provide adequate quantity/ approved good quality/grade food and hygienically clean table cloth of good quality shall be placed on the buffet table.
6. Presentable & hygienically cleaned Utensils/ food containers for cooking and serving warm food shall also be provided by the agency.
7. The agency shall also ensure that staff deployed for food preparations and services must use disposable caps & gloves during cooking and during serving food respectively. The agency must ensure that all the staff engaged by them for work (food preparations, food services, and Decorations) at the venue must wear masks, gloves, and disposable caps at all times.
8. The bidders must ensure that the food is prepared sufficiently to avoid any shortage during service time. If it is observed that the food (even if it is a single food item) is falling short and is not available on the buffet counter for service to the guests, a penalty of Rs. 50,000.00 per item/per buffet/per plate or container will be imposed on the agency.
9. All dishes should be made from fresh and good quality raw materials. If found using stale or non-fresh items the vendors will be penalised of 100% of their actual bill amount and they will be debarred/ blacklisted from serving in IIITDM Kurnool in the future. The agency must ensure to hygienically clean all items such as vegetables/fruits/ other raw food items (Veg. & Non. Veg) before food preparation.
10. IIITDM Kurnool reserves the right to reject any or all the tenders without assigning any reason and also reserves the right to add, delete and modify the quantity of items and terms and conditions mentioned in the Short Tender Notice at any point in time.

11. The bidder has to quote in INR (Must be inclusive of all taxes) for the menus as per details listed in **Schedule-B**. Space, water, and electricity will be provided by IIITDM Kurnool for cooking purposes only while the rest of the other arrangements for smooth operations will be the responsibility of the agency (Bidder).

**Registrar**

**Annexure-I**

Self-attested  
Photograph  
of the bidder

**PROFILE OF THE FIRM FOR EVENT MANAGEMENT AND CATERING SERVICES**

i.	Name & Address of the Agency	
	a. Mobile no.	
	b. Telephone no.	
	c. E-mail	
ii.	Name and Designation of Authority having Administrative & Financial Powers along with his/her Mobile no.	
iii.	Experience of the agency for last 3 years in <b>Event Management and Catering Services</b> . Particulars may be provided in the table given bellow.	
iv.	Certificate issued by the appropriate authority	
v.	Copy of Food Safety/ Hygiene License from authorized government agencies.	
vi.	Copy of Income Tax PAN number	
vii.	Any other information which The Agency may like to provide	
	Name of the Client	Contact person & Mobile no.
	Name of the	No. of participants
		Value

Documents having Corrections and Alterations shall not be accepted.

All the information furnished above should be supported by documentary evidence.

I / we accept all the terms and conditions of the tender notice.

Place: .....

Date: .....

Signature of the Tenderer with Seal

**TECHNICAL BID (checklist)**

(The Bidder may use the checklist below, to ensure that the tender submitted is complete in all respects)

Sl. No	Particulars	Yes	No	Document Page No
1	Self-attested copy of original tender document downloaded from either Central Public Procurement (CPP) Portal <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> or the Institute website <a href="http://www.iiitk.ac.in">www.iiitk.ac.in</a> (self-attested copy)			
2	<b>Profile of the Firm of Event Management and Catering Services (Annexure-I)</b>			
3	<b>Self-attested copy</b> of Firm Registration Certificate.			
4	<b>Self-attested copy</b> of GST registration.			
5	<b>Self-attested copy</b> of PAN card copy.			
6	<b>Self-attested copies</b> of relevant work/purchase order(s)			
7	Declaration in the format given by the Institute ( <b>Annexure-III</b> )			
8	<b>Self-attested copies</b> Power of attorney, if any, to be submitted			
9	EMD cover (Demand Draft/Banker's Cheque)			<b>Envelop-I</b>
10	Techno-financial bid cover (as per <b>Annexure-V</b> )			<b>Envelop-II</b>

Note:

- All the pages of the original bid document along with other hard copies should be **serially numbered**, and **document page numbers should be filled** in the above table.
- Bidders need to submit **self-attested** hard copies with relevant documents.

**Name and Signature of the Bidder with stamp**

**DECLARATION**

**(To be provided on the letterhead of the Bidder and submit along with Technical bid)**

To

The Registrar.

IIITDM Kurnool.

Jagannathagattu, Dinnidevarapadu,

Andhra Pradesh -518007.

**Bid Ref. No.: IIITDMKNL/2023-24/SNT/Acad./Conv/22 Dated: 11 Sept. 2023**

I/We, the undersigned, declare that:

1. I / We do hereby certify that our firm is not blacklisted and no enquiries / cases are pending against us by Govt. of India / Govt. of Andhra Pradesh or by any State Board Universities, since inception of the firm / company.
  - a. All the terms and conditions given in the tender document with reference to above, are acceptable to us.
2. I/We also certify that the information mentioned in the submitted documents is true and complete in any every respect and explicitly agree that in the case at a later date it is found out by the Institute (IIITDM Kurnool) that any details provided herein by us are incomplete/incorrect, any contract given to us may be summarily terminated forthwith, our firm may be blacklisted, and that the Institute may also initiate any other legal/penal proceedings, as deemed fit by it.

Date:

Place:

Signature:

Authorized Signatory Name:

Designation:

Company:

Contact No:

**Company Seal**

**DECLARATION FOR EXEMPTION OF EMD**

**(To be provided on the letterhead of the Bidder and submit along with Technical bid)**

To

The Registrar

IIITDM Kurnool.

Jagannathagattu, Dinnidevarapadu,

Andhra Pradesh -518007.

**Bid Ref. No.:** IIITDMKNL/2023-24/SNT/Acad./Conv/22 Dated: **11 Sept. 2023**

I/We, the undersigned, declare that I/We are registered with MSME/NSIC and hence may be exempted, in view of submission of **Bid Securing Declaration**, from payment of EMD.

1. I/We accept that:

- a. I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of five (5) years upon receipt of your Blacklisting Order and pay 5% on work order value / purchase order as a fine on the Use of Bid Securing Declaration if I/we have committed any of the following actions:
  - i. Withdrawn or Modify my/our Bid during the period of bid validity required in the Bidding Documents; or
  - ii. Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity; or
  - iii. Fail or refuse to submit a performance security before the deadline defined in the Bidding Documents.

Date:

Place:

Signature:

Authorized Signatory Name:

Designation:

Company:

Contact No:

**Company Seal**

**Enclosure: Copy of MSME / NSIC registration certificate.**

**FINANCIAL BID****(To be provided on the letterhead of the Firm)**Bid Reference No.: IIITDMKNL/2023-24/SNT/Acad./Conv/22 Dated: **11 Sept. 2023**

Sl. No.	Description of item (s)	Unit	Quoted Price including all taxes (Rs.)
(1)	(2)	(3)	(4)
1	<b>EVENT MANAGEMENT services in the month of September 2023 at IIITDM Kurnool, Andhra Pradesh as per <b>Schedule-A BOQ</b> specified in the tender at Scope of Work</b>	1 Job	
2	<b>CATERING services in the month of September 2023 at IIITDM Kurnool, Andhra Pradesh as per <b>Schedule-B BOQ</b> specified in the tender at Scope of Work</b>	For 500 pax	
<b>Total (in rupees)</b>			

**Note:**

1. The bidder must quote for both the Schedule-A and Schedule-B BOQ. The price comparison will be done based on the **overall quoted price** and the bidder with the lowest total price will be awarded with the contract.
2. The price quoted shall be inclusive of GST and any other statutory Central/State Govt. taxes.
3. The quoted prices shall remain the same for a period of 90 days from the date of opening the technical bid.

**COMMERCIAL TERMS:**

1. We hereby undertake that no extra charges on any account will be claimed except as mentioned above.
2. We hereby undertake to strictly abide by the Commercial and other terms laid down in the Tender.

[AUTHORIZED SIGNATORY]  
NAME IN BLOCK LETTERS  
SEAL OF THE TENDERER

Note: **All applicable taxes will be deducted on basic value at the time of payment.**