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 SOUND SYSTEM & STAGE INCLUDING LIGHTING SERVICES FOR THE SOLASTA – ANNUAL TECHO CULTURAL FEST OF IIITDM KURNOOL TO BE HELD FROM 23.02.2024 TO 25.02.2024 AT IIITDM KURNOOL, KURNOOL – 518008, A.P., INDIA

Tender No: IIITDMKNL/2023-24/SNT/S.A./Solasta/9, Dt. 15.02.2024

Telephone: 08518-289115

E-mail Id : purchase@iiitk.ac.in

Website: 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: IIITDMKNL/2023-24/SNT/S.A./Solasta/9, Dt. 15.02.2024

- 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.
- Scope of Work: "SOUND SYSTEM & STAGE INCLUDING LIGHTING SERVICES FOR THE SOLASTA ANNUAL TECHO CULTURAL FEST OF IIITDM KURNOOL TO BE HELD FROM 23.02.2024 TO 25.02.2024, INDIA at IIITDM Kurnool, Kurnool, Andhra Pradesh" as per the terms & conditions outlined in this tender document.

Tender Title: "SOUND SYSTEM & STAGE INCLUDING LIGHTING SERVICES FOR THE SOLASTA – ANNUAL TECHO CULTURAL FEST OF IIITDM KURNOOL TO BE HELD FROM 23.02.2024 TO 25.02.2024 AT IIITDM KURNOOL".

- 3.
- 4. The tender document can be downloaded from either Central Public Procurement (CPP) Portal <u>http://eprocure.gov.in/eprocure/app</u> or the Institute website <u>www.iiitk.ac.in</u>.
- 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, Kurnool-518008.

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	15.02.2024		
2	Bid submission Start Date	15.02.2024		
3	Bid submission End Date & Time	20.02.2024 Till 02:00 PM		
4	Opening of Techno-Financial Bid	20.02.2024 @ 2:30 pm		

7. Queries, if any, can be made through e-mail only to <u>purchase@iiitk.ac.in</u> on or before 17.02.2024. 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 **Scheduled dates** of the event are from 23.02.2024 to 25.02.2024. (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. TERMS OF PAYMENT: 100% within 10 days after successful completion of the event.

2. TENDER PROCESSING FEE, EARNEST MONEY DEPOSIT AND PERFORMANCE GUARANTEE

 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.

	Earnest Money Deposit (EMD)	Performance Guarantee		
	(Refundable)			
Amount	Rs: 5,000.00 or By Submitting Bid Security	EMD of successful bidder will be		
Amount	Declaration as per Annexure-IV	retained as performance Guarantee		
Validity	With a validity period of 90 days beyond	Successful completion of work order +		
v andity	the opening of the Technical bid	minimum 2 month		

- 2. Bids received without Tender processing fee and EMD shall be summarily rejected.
- EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document along with the bid. Under MSE category, only services providers of similar 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.
- 4. 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.
- **5.** 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.
- 6. In cases of 4 and 5, 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.
- 7. 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 two more envelopes, namely: Envelope-1, and Envelope-2.
 - a) Envelope-1: Superscribed as **"EMD for Tender for SOUND SYSTEM & STAGE INCLUDING LIGHTING SERVICES at IIITDM KURNOOL"**. 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 **"Techno-financial bid for Tender for SOUND SYSTEM & STAGE INCLUDING LIGHTING SERVICES at IIITDM KURNOOL"**. 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 **"Tender for SOUND SYSTEM & STAGE INCLUDING LIGHTING SERVICES at IIITDM KURNOOL".**
- 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 30 days from the date of opening of the Technical Bid.

4. ELIGIBILITY CRITERIA

- 1. The bidder should have GST certificate (Attach self-attested copy).
- 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.
- 3. 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)
- 4. The bidder should have successfully supplied similar services to any One (01) Govt Organization or Reputed Private Educational Institute in the past three years and copies of work order/ satisfactory completion certificate should be provided.

Note: 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 may be present in the Purchase section of the Institute.
- 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.
- 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

S.	Idama di se			0
No.	Item description			Quantity
1.	Sound System Sound system shall consists of : Bass-8 Top linears-8 Hand mic-6 Drum mic-4 Mapex-blackpanther Pearl-masters/Reference 22"/20"Kick Drum 10"Tom 12"Tom 16"Tom 16"Tom 14"Snare 16"Crash 18"Crash 20"Ride 18"China crash			01
2.	Stalls			
3.	Stalls,Pendals ; Sixe: 8' X 10' with frame and light and table Stage With Lighting Decoration & Se	ating		10
			1	1
	18x30 feet stage with carpet, 4 feet height	01 No.	-	
	LED Wall 10×20	01 No.	-	
	VIP Chair{sofa}3 Seater	04 Nos.		
	Smoke Machine	01 No.	-	
	CO2 Paper Machine	01 No.	-	
	COLD FIRE	01 No.	-	
	Goal Post Truss RGB Light {Power cans} Sharp light-6 Blinders-5 Warm light-1 Event Name Board written "Solasta"	01 Set 01 No.		
4.	Manpower			
	Working manpower (Sound System – 1	, Electrical -	– 1, Helper - 2)	04

Note: Bidders shall visit the site to understand the physical location & requirements before submitting their bids. The above requirements mentioned are for the organizing of the event and vendors may consider minor additional requirements that may also be required and submit their bid/quote considering the same.

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. Before submission of bids, bidders may visit/ survey the Institute/Venue to get prior understanding of the location and the services required so as to quote accordingly.
- 2. All the documents including Tender Document & documents pertaining to eligibility criteria must be submitted with self attestation.
- 3. PERIOD OF VALIDITY: A quotation shall remain valid for acceptance at least for a period of 30 days from the date of opening.

B. General Terms and Conditions:

- 1. No advance payment will be made; payment will be made only after successful completion of the work and submission of bill.
- 2. The bidder has to quote in INR (Must be inclusive of GST & all taxes) for the services as per details listed. Space, water, and electricity will be provided by IIITDM Kurnool while the rest of the other arrangements for smooth operations will be the responsibility of the agency (Bidder).
- 3. Any incident/inconvenience that occurs during the event related to service being provided or by the manpower of the service provide, the service provider only has to take care of complete responsibility. No liability on the IIITDM Kurnool side on any account. Vendor shall take measures for safety, including fire safety.
- 4. The successful vendor must comply with all the applicable laws of the Government and Institute will not be liable for any lapse.

C. RESOLUTION OF DISPUTES

In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, IIITDM Kurnool, Kurnool, Andhra Pradesh or any other officer nominated by the Director, IIITDM Kurnool, Kurnool, Andhra Pradesh for arbitration, whose decision shall be final and binding on both the parties. The Agency agrees that the arbitrator could be an employee of the Institute and shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act 1996. The venue of arbitration shall be Kurnool.

D. JURISDICTION

- a. This Agreement including all matter connected with this Agreement, shall be governed by the laws of India (both substantive and procedural) for the time being in force and shall be subject to executive jurisdiction of the Indian Courts at Kurnool.
- b. The disputes, legal matters, court matters, if any, shall be subject to Courts in the district of Kurnool Jurisdiction only.
- c. The contracting agency and the IIIITDM Kurnool shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations. However, in case of any unresolved issues / disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction. The resultant contract will be interpreted under Indian Laws.

E. FORCE MAJEURE

- a. Any delay due to Force Majeure will not be attributable to the Service provider. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur, exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption, or fire or landslide; Radioactive contamination or ionizing radiation; Strikes or boycotts (other than those involving the Vendor or its employees/representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Contract for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents rendering of supplies or specified services by the service provider for a period exceeding a continuous period of 7 (seven) days.
- b. IIITDM Kurnool may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay, in performance or other failures to perform its obligations under the contract, is the result of a force majeure.
- c. If the due date of submission of tender/tender opening is declared a holiday for the Institute, the due date for submission of tender/tender will be extended to the same time on next working day.

F. ACCEPTANCE OF THE TERMS AND CONDITIONS OF TENDER DOCUMENT

The bidders have to accept all the terms and conditions of this tender document and it is made known that the bidders quoting for this tender had impliedly accepted the terms and conditions of this tender.

G. INTERPRETATION OF THE CLAUSES IN THE TENDER DOCUMENT

In case of any ambiguity/dispute in the interpretation of any of the clause in this tender document, interpretation of the Registrar, IIITDM Kurnool shall be final and binding on all parties. The IIITDM Kurnool reserves the right to accept the offer in full or in parts or reject the offer summarily or partly without assigning any reasons.

Registrar

Annexure-I

Self-attested Photograph of the bidder

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

	1			1
i.	Name & Addi	ress of the Agency	,	
	a. Mobile no.			
	b. Telephone	no.		
	c. E-mail			
	Name and De	signation of Autho	ority having	
ii.		e & Financial Pov	•	
	with his/her M	Mobile no.		
iii.	Experience of the agency in similar Services.Particulars may be provided in the table given bellow.			
iv.	Registration/I appropriate aut	License issued by t hority	he	
vi.	Copy of Incor	me Tax PAN num	lber	
vii.	i. Any other information which The Agency may like to provide		e Agency	
Nar	ne of the	Contact	Details of th	e Service offered
Client person & Mobile no.				

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

Annexure-II

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 <u>http://eprocure.gov.in/eprocure/app</u> or the Institute website <u>www.iiitk.ac.in</u> (self-attested copy)			
2	Profile of the Firm of Event Management and Catering Services (Annexure-I)			
3	Self-attested copy of Firm Registration Certificate.			
4	Self-attested copy of GST registration.			
5	Self-attested copy of PAN card copy.			
6	Self-attested copies of relevant work/purchase order/Satisfactory performance reports(s)			
7	Declaration in the format given by the Institute (Annexure-III)			
8	Self-attested copies Power of attorney, if any, to be submitted			
9	EMD cover (Demand Draft/Banker's Cheque)			Envelop-I
10	Techno-financial bid cover (as per Annexure-V)			Envelop-II

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/S.A./Solasta/9, Dt. 15.02.2024

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,

Andhra Pradesh -518007.

Bid Ref. No.: IIITDMKNL/2023-24/SNT/S.A./Solasta/9, Dt. 15.02.2024

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
 - 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.

Annexure-V

FINANCIAL BID

(To be provided on the letterhead of the Firm)

Bid Reference No.: IIITDMKNL/2023-24/SNT/S.A./Solasta/9, Dt. 15.02.2024

S. No.	Item description	Quantity	Quoted Price including GST & all taxes (Rs.)	
(1)	(2)	(3)	(4)	
1	Sound system shall consists of : Bass-8; Top linears-8; Hand mic-6 Drum mic-4; Mapex-blackpanther; Pearl-masters/Reference; 22"/20"Kick 10"Tom; 12"Tom; 16"Tom; 14"Snare; 16"Crash; 18"Crash; 20"Ride; 18"China crash	01 Job		
2	Stalls,Pendals ; Sixe: 8' X 10' with frame and light and table	10 Nos.	<u> </u>	
3	Stage With Lighting Decoration & Seat 18x30 feet stage with carpet, 4 feet height LED Wall 10×20 VIP Chair{sofa}3 Seater Smoke Machine CO2 Paper Machine COLD FIRE Goal Post Truss RGB Light {Power cans} Sharp light-6 Blinders-5 Warm light-1 Event Name Board written "Solasta"	01 No. 01 No. 04 Nos. 01 No. 01 No. 01 No. 01 Set 01 No.	1 Job	
4	Working manpower (Sound System – 1, Helper - 2)	, Electrical – 1,	04 Nos.	

Note:

1. The bidder must quote for all the items. 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.