



IIT PALAKKAD

**Indian Institute of Technology Palakkad**  
**भारतीय प्रौद्योगिकी संस्थान पालक्काड**

Nurturing Minds For a Better World

**Tender No. 17/ IITPKD/EWD/2023-24/009**

**Date of Publication: 20-06-2023**

**Date / Time of Closing: 03-07-2023, 1500 hours**

Indian Institute of Technology Palakkad Invites Notice Inviting Tender (NIT) under Two-bid system for the following work.

**Name of work : Hiring of Furniture, Stage Decoration, Light Decoration for Convocation 2023 is scheduled on 22.07.2023 at Agora, Nila campus, IIT Palakkad**

| S. No. | Events                                       | Details                 |
|--------|--|-------------------------|
| 1      | Publication of the Tender Document           | 20-06-2023              |
| 2      | Date of Pre-Bid Meeting                      | 26-06-2023, 1100 hours  |
| 3      | Last Date/Time for submission of ONLINE Bids | 03-07- 2023, 1500 hours |
| 4      | Opening of Technical Bids                    | 03-07-2023, 1515 hours  |
| 5      | Estimated Cost put to bid                    | Rs. 3,11,000 /-         |
| 6      | Earnest Money Deposit (EMD)                  | Rs. 6,220/-             |

**Pre-bid Meeting :** A Pre-bid meeting will be held in the EWD Conference Room Main campus, IIT Palakkad on **26-06-2023 at 1100 hrs** to clear the doubts of intending bidders, if any. All prospective bidders are requested to kindly submit their queries to [ewd@iitpkd.ac.in](mailto:ewd@iitpkd.ac.in) latest by **25-06-2023, 1500 hrs**. During the Pre-bid meeting the answers/clarifications to the queries will be made available and also uploaded on Ewizard Portal. No queries will be entertained after the Pre-bid meeting. The Bidder's representative should carry an authorization letter from their company empowering them to participate in the Pre- bid meeting. Addendum/ Corrigendum shall be uploaded by the Institute, if felt necessary by him, which shall form part of the bid document.

## TERMS AND CONDITIONS

### I. GENERAL

- a. The responsibility of submission of the bids on or before the last date shall rest with the tenderer. The institute will hold no responsibility for the non-receipt of the bids or the bids received after the date/time specified. Any bid received by IITPKD after the bid submission deadline prescribed by IITPKD, shall be rejected and returned unopened to the Bidder.
- b. Canvassing or offering of an advantage or any other inducement by any person with a view to influencing acceptance of a bid is an offense under the Laws of India. Such action will result in the rejection of the bid, in addition to other punitive measures.
- c. Each bidder shall submit only one bid, either by himself or as a partner in a joint venture or as a member of the consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids (of both the individual and the partnership/consortium/joint venture) are liable to be rejected.
- d. The bidder shall bear all costs associated with the preparation and submission of his bid and IITPKD shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
- e. **IITPKD will respond to any request for clarification or modification of the Tender Document that is received during the Pre Bid meeting. Any such clarification, together with all the details on which the clarification had been sought, will be published in the ONLINE Portal ONLY. Deviations, if any, observed by the Institute in the submitted bids, from the Terms and Conditions of the Tender Document will not be accepted by the Institute.**
- f. Except for any such clarification by the Institute, which is expressly stated to be an addendum to the tender document issued by the Chairman (EWD), IIT Palakkad, no written or oral communication, presentation or explanation by any other employee of any of the Sections/Departments of the Institute, shall be taken to bind or fetter the Institute.
- g. The bidder is expected to examine all instructions, forms, terms and conditions in the Tender Document. In the event of discovery of any missing pages, the bidder shall inform the same to the Section/ Department concerned. Failure to furnish the information required by the Tender Document or submission of a tender not substantially responsive to the Tender Document in every respect will be at the bidder's risk and may result in rejection of the bid.
- h. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender Document.
- i. The Contractor shall not, without the prior written consent of the IITPKD, assign to any third party, the Contract or any part thereof.

### 2. COMPOSITION OF THE TENDER DOCUMENT

- (a) The Tender Document comprises of:
  - Instruction to the bidders including terms and conditions
  1. Scope of Work (Annexure-I)
  2. Undertaking by the Bidder (Annexure-II)
  3. Fall Clause Notice Certificate (Annexure-III)

### 3. DOCUMENTS COMPRISING THE BID

- (a) **The Pre-Qualification, Technical Bid (Cover One) and Commercial Bid (Cover Two) shall be submitted ONLINE through the e-Wizard Portal.**
- (b) Bids submitted in any mode other than ONLINE will be rejected outright.
- (c) Documents establishing the conformity of the terms and conditions of the Tender Document shall be provided along with the bid.
- (d) Information related to the agency/bidder such as photocopies of the Registration/PAN/GST/TIN shall be furnished.
- (e) The technical bid should consist of all technical details along with terms and conditions. **No prices should be included in the technical bid. Mentioning of Prices in the Technical Bid shall lead to DISQUALIFICATION.**
- (f) Bidders who are bidding for this tender shall,
  - 1) Should have implemented at least three similar works of **Rs.2.50 Lakh during the last three years ending the previous day of last/closing date of the Eligibility Bid**. Copies of the most recent Work orders must be included. Copies of financial statements or evidence of turnover must be furnished.

2) Digitally signed Tender Document should be submitted in Cover One.

#### 4. EARNEST MONEY DEPOSIT (EMD)

- (a) The bidder shall furnish EMD of **Rs. 6220/- (Rupees Six Thousand Two Hundred and Twenty Only)** through online payment gateway in the E-Wizard.
- (b) Bids not accompanied by EMD shall be DISQUALIFIED.
- (c) Any bid without paying EMD will be rejected.
- (d) EMD will be returned to the unsuccessful bidders on finalization of the tender process without any interest. The EMD of the vendor awarded with the contract will be treated as a part of the security deposit towards performance Guarantee, no interest is payable on security deposit

#### 5. BID PRICES AND CURRENCY

- (a) Prices must be quoted separately for each item identified.
- (b) Price quoted for items shall include all the costs associated with packing, local transportation from your firm to IITPKD, insurance, loading, unloading and manpower.
- (c) Prices quoted by the bidder shall be fixed during the validity of the bid.
- (d) Prices of the items shall be quoted in Indian Rupees (INR) and inclusive of all taxes.

#### 6. PERIOD OF VALIDITY OF BIDS

- (a) Bids shall remain valid for a period of **30 DAYS** after the date of the deadline for submission of bids prescribed by IITPKD.
- (b) If the deadline is extended due to unforeseen circumstances, the bid validity shall be deemed to have extended accordingly.

#### 7. EXECUTION

- a) The Contractor has to execute the above work at the IIT Palakkad premises.

#### 8. PENALTIES

- (a) If the Contractor fails to complete any of the activities in accordance with the time specified for it, or any extension of time granted by IITPKD, Liquidated Damages Clause shall be invoked.

#### 9. LIQUIDATED DAMAGES

- (a) If a firm accepts an order and fails to execute the order, in full or part, as per the terms and conditions stipulated therein, it will be open to the Institute to recover liquidated damages from the firm at the rate of 1% of the value of the works per month or part thereof, subject to a maximum of 5% of the value of the work. It will also be open to the Institute alternatively, to arrange procurement of the required stores from any source, at the risk and expense of the firm, accepted and failed to execute the order according to stipulations agreed upon. This will also entail the removal of the defaulters' name from the approved/registered list of Contractors.

#### 10. EFFECT OF FORCE MAJEURE

- (a) If the Contractor is prevented, hindered, or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the IITPKD in writing of the occurrence of such event and the circumstances of the event of Force Majeure within **SEVEN DAYS** after the occurrence of such event.
- (b) The Contractor, when affected by the event of Force Majeure, shall use reasonable efforts to mitigate the effect of the event of Force Majeure upon its performance of the Contract and to fulfill its obligations under the Contract, but without prejudice to IITPKD's right to terminate the Contract.
- (c) No delay or non-performance by the Contractor caused by the occurrence of any event of Force Majeure shall:
  - i. Constitute a default or breach of the Contract;
  - ii. Give rise to any claim for damages or additional cost or expense occasioned by the delay or non-performance.
- (d) If the performance of the Contract is substantially prevented, hindered, or delayed for a as per the date given in the tender document or an aggregate period of more than **FIVE DAYS** on account of one or more events of Force Majeure, the IITPKD shall have the right to terminate the Contract by giving a notice to the Contractor.

#### 11. GOVERNING LAW AND SETTLEMENT OF DISPUTES

- (a) The Contract shall be governed by and interpreted in accordance with the laws of India.
- (b) Any dispute or claim arising out of/relating to this Contract of the breach, termination or the invalidity thereof, shall be settled by the Hon'ble Courts of Justice at Palakkad.
- (c) The page number should be marked in all pages serially (including all supporting documents enclosed with the tender document) and the declaration for the same shall be submitted by the bidder as in **Annexure-II**.

(d) IITPKD reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at its sole discretion without assigning any reason whatsoever. No further correspondence in this regard will be entertained.

## AWARD OF CONTRACT

|          |   |   |
|----------|---|---|
| <b>1</b> | <b>AWARD CRITERIA</b>                                     | <ol style="list-style-type: none"><li>1. IITPKD will award the Contract to the Bidder whose bid has been determined to be substantially responsive.</li><li>2. The Institute reserves the right to buy different items/quantities from different bidders considering price of individual/group of items or any other factors as decided by the Engineer in Charge.</li></ol>  |
| <b>2</b> | <b>AWARD OF WORK ORDER</b>                                | <ol style="list-style-type: none"><li>1. Prior to the expiration of the period of bid validity, IITPKD will issue the Letter of Intent / Work Order to the successful Bidder in writing.</li><li>2. Any amendment(s) in the Work Order will be permitted within <b>SEVEN DAYS</b> of its issuance. No amendments will be permitted beyond this period.</li><li>3. The Work Order will constitute the foundation of the Contract.</li></ol>  |
| <b>3</b> | <b>CONTRACT AGREEMENT</b>                                 | <ol style="list-style-type: none"><li>1. Within <b>SEVEN DAYS</b> of receipt of the Work Order, the successful Bidder shall sign and date its copy on each page and return it to the Work.</li><li>2. Copy of Work Order duly signed and dated by the successful Bidder on each page shall constitute the Contract Agreement.</li></ol>   |
| <b>4</b> | <b>CONTRACT DOCUMENTS /<br/>AMENDMENT TO<br/>CONTRACT</b> | <ol style="list-style-type: none"><li>1. All documents forming part of the Contract (and all parts of these documents) are intended to be correlative, complementary and mutually explanatory. The Contract shall be read as a whole.</li><li>2. The order of precedence of the Contract documents shall be as follows:<ol style="list-style-type: none"><li>(i) Contract Agreement/Work Order</li><li>(ii) All Forms/Annexures</li><li>(iii) Scope of the Work</li><li>(iv) Contractor 's Bid</li><li>(v) Tender Document</li></ol></li><li>3. No amendment or other variation of the Contract shall be effective unless it is in writing, is dated, expressly refers to the Contract and is signed by a duly authorized representative of each party to the Contract.</li></ol> |

**CHAIRMAN, EWD**

**SCOPE OF WORK AND TECHNICAL SPECIFICATIONS**

The bidders are strongly advised to make themselves acquainted with the actual size of the Venue where the Convocation is planned, by making a visit to the site with a prior intimation to Mr.R.Navaneethakumar, Executive Engineer, EWD, email: eecivil@iitpkd.ac.in, ewd@iitpkd.ac.in, Phone: 04923-226 542. All bidders are strongly advised to submit their proposal for various services as requested in the tender document.

1. The Convocation is scheduled to be held on 22-07-2023. Contractors are advised to start their work-related preparation two days prior to the commencement of handover.
2. All The decorations should be completed before 9.00 pm of 21-07-2023. The contractor should take back the material on 22-07-2023 after 10.00 p.m. only.
3. All works should be ready and **handed over to the Institute by 09:00 hours on 21-07-2023, for rehearsal and testing** the efficiency of lighting, and decoration review..
4. Seating arrangement for the audience involves provision of cushion in the entire existing sitting area and coverage with appropriate material to provide aesthetic look and comfort.
5. Decoration of welcome gate, entrance arch decorations to be in consultation with the Engineer in charge.
6. Setting and erection of 1 No. of stalls of 10x12 feet for Distribution of Sweets.
7. The contractors are advised to get the prior approval for cushion seats, VIP seats and chairs and covers by bringing the sample pieces as directed by the Engineer in charge well in advance .
8. Proper cleanliness inside the Stage and external area should be ensured.
9. The time is essence; therefore, the work must be completed on the above specified date and time. Contractor should appoint a supervisor for the work and at a time if addition or alteration needs to be done, the supervisor should be coordinated with Site In-Charge.
10. The specifications for lights shall be as per the specifications mentioned for the electrical works of the Technical bid. The bidders shall submit their proposal for light systems for stage, audience and external area along with the Technical bid with details such as capacity of the light fittings, quantity of light fittings etc any clarification sought contractors advised to discuss with the Site Engineer in charge.
11. Removal of the decoration items should take place 22.07.2023 after 10.00 pm only.
12. Nothing extra will be paid on account of any delay caused by the agency for the removal of items.

## SCHEDULE OF QUANTITY

Hire charges following items as per scope of work given in the Annexure I of this tender document

| <b>Name of work : Hiring of Furniture, Stage Decoration, Light Decoration for Convocation 2023 to be held on 22.07.2023 at Agora, Nila campus.</b> |  |             |            |
|--|--|-------------|------------|
| <b>Item no</b>   | <b>Description of items</b>  | <b>Unit</b> | <b>Qty</b> |
| 1  | Decorative Executive Chairs at the Stage   | Each        | 35         |
| 2  | Supplying Cushion plastic Chairs with covered frills inside the well-area of Agora                 | Each        | 120        |
| 3  | Stage vertical backdrops 8m x 1.5 m  | Each        | 2          |
| 4  | Front Agora Entrance drops on East side & West side 10 m x 2 m                                     | Each        | 2          |
| 5  | Front Agora entrance vertical drops East side & West side 6m x 1.5 m                               | Each        | 4          |
| 6  | Nila campus Main gate entrance Backdrop 2m X 6m  | Each        | 1          |
| 7  | Small sidebars (Vertical standees displaying the year achievements, performances) - 1.5 m x 0.75 m | Each        | 15         |
| 8  | VIP Entrance Arch at the Eastern foyer side  | Each        | 1          |
| 9  | Stantia (Guide Rails)  | RM          | 50         |
| 10   | Floral Decoration in Auditorium stage and well area  | Job         | 1          |
| 11   | Decorative Teapoy for chief guest  | Each        | 3          |
| 12   | Sweet distribution counter 10x12 feet  | Each        | 1          |
| 13   | Reception tables, Serving table for food, Common Table for keeping files                           | Each        | 15         |
| 14   | LED Bar Light inside stage   | Each        | 2          |
| 15   | Light Cannon for Stage Vertical drops  | Each        | 12         |
| 16   | Warm Serial Lights at outside garden area and walls of Agora 24 feet length                        | Set         | 250        |
| 17   | White Serial Lights at outside garden area and walls of Agora 24 feet length                       | Set         | 250        |
| 18   | Focus Lights at outside garden of Agora  | Each        | 250        |
| 19   | Cushion Chairs with Frill for Chief Guest Lunch  | Nos         | 40         |

|    |   |     |    |
|----|---|-----|----|
| 21 | Round table for lunch with decorative clothes | Nos | 10 |
|----|---|-----|----|



ANNEXURE-II

**UNDERTAKING BY THE BIDDER**  
**(TO BE SUBMITTED ONLY THROUGH ONLINE MODE IN APPROPRIATE FORMAT)**

We hereby accept all the Terms and Conditions of the Tender Document and strictly adhere to the same in the event of getting Work order. We also declare that the Technical and Financial Bids submitted by us has NO DEVIATION from the Tender Terms and Conditions.

We hereby undertake that there are \_\_\_\_\_ pages, serially numbered, in the submitted tender including the supporting documents. (Please serial number all the pages including blank pages, if any).

We have submitted our principal's exclusive authorization letter which is specific for this tender No. \_\_\_\_\_ dated \_\_\_\_\_.

**Note:**

This letter should be on the letterhead of the quoting firm and should be signed by a Competent Authority.

ANNEXURE-III

**FALL CLAUSE NOTICE CERTIFICATE**  
**(TO BE SUBMITTED ONLY THROUGH ONLINE MODE IN APPROPRIATE FORMAT)**

This is to certify that we have offered the maximum possible discount to you in our Quotation No. \_\_\_\_\_ dated \_\_\_\_\_ **(Please do not reveal the prices here, which will lead to outright rejection of your bid).**

The prices charged for the tender should under no event be higher than the lowest prices at which the party provides the service of identical description to any other Govt. organization/PSU's/Central Govt, /State Govt. Autonomous bodies/Central/state Universities/Central/State Educational Institutions, failing which the "FALL CLAUSE" will be applicable. The institute will look into a reasonable past period to ensure this.

In case, if the price charged by our firm is found to be more, IIT Palakkad will have the right to recover the excess charged amount from the subsequent/unpaid bill of the Contractor .

**Note:**

This letter of authority should be on the letterhead of the quoting firm and should be signed by a Competent Authority and having the power of attorney.