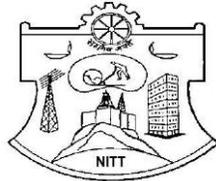


NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

Web : www.nitt.edu

Phone : 0431 –250 3840

ESTATE MAINTENANCE DEPARTMENT/ELECTRICAL



TENDER DOCUMENT (TECHNICAL BID)

Name of work : **Supply and erection of temporary Video, photography and LED display arrangements for the following function:**

13th Convocation on 12th Aug. 2017 at NIT, Tiruchirappalli. All arrangements should be made on that day before 9.00 AM

Tender Enquiry No : **44/17-18**

Period of Contract : **1 day**

Tender Enquiry No : **[EMD/EO/ELE/tender notice//Enq.No:44/17-18](#)**

NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPALLI - 620 015.

ESTATE MAINTENANCE DEPARTMENT/ELECTRICAL

NOTICE INVITING TENDER

1. **Name of Work** : **Supply and erection of temporary video, photography and LED display arrangements for the 13th Convocation on 12th Aug. 2017 at NIT, Tiruchirappalli.**
All arrangements should be made on or before 9.00 AM on 12th Aug. 2017
2. **Estimated Cost** : **₹ 3,00,000/-**
3. **Earnest Money Deposit** : **₹ 6,000/-**
4. **Period of Contract** : **1 day**
3. **Cost of tender document** : **₹ 525/-**
4. **Last Date & Time for downloading of tenders** : **24.07.2017 & 2.00 PM**
5. (a) **Date & Time of Tender opening (Technical Bid)**: **24.07.2017 & 2.30 PM**
(b) **Opening of Price bid intimation** : **24.07.2017 & 4.00 PM**
6. **Address for Submission of tender** : **The Director, National Institute of Technology, Tiruchirappalli-620 015.**

Tender document contains 10 pages including Price bid.

Name of the Agency Submitting :

the tender

.....

.....

Check list to evaluate the capability of the tenderer qualifying for price bid opening.

S. No	Item/ Requirement from the Bidder	Bidders Response should be definite, complete and legible. Use separate sheet wherever necessary. All the documents enclosed should be arranged in the same serial order as they appear on the Tender Document.		
1	Particulars of remittance of EMD: Specify (a) DD Number (b) Amount (c) Issuing Banker	DD Number : Amount : Issuing Banker :		
2	Particulars of remittance of Cost of Tender Document Specify (a) DD Number (b) Amount (c) Issuing Banker	DD Number : Amount : Issuing Banker :		
3	Name and Complete Postal address of the Applicant or Bidder Firm/ Company with phone/ Fax/ Mobile number			
4	Website Address, if any, of the Bidder firm / company			
5	Legal status / Constitution of the Bidder in INDIA : (a) Sole Proprietor (b) Partnership (c) Private Limited (d) Public Limited (e) others			
6	Registration particulars for Establishment / Incorporation of the Bidder as Partnership firm/Private Limited Company/ Public limited Company etc., (Attach documentary evidence)	Autho rity	Registration Number	Place, date and Year of registration/ incorporation
7	Classification of the bidder (a) Manufacturer or (b) Authorized Agent or (c) Authorized Dealer or (d) Stockiest or (e) others, specify			
8	If the bidder is an authorized dealer/ distributor/ stockiest, whether authorization letter from the Original Equipment Manufacturer is attached? (Note: Without this authorization letter, the bid will not be considered)			
9	Details/ Profile of the Products you are dealing with			
10	(a) Name, (b) address ,(c) designation, (d) phone & cell number and (e) E mail ID of the Contact person of the applicant/ bidder			
11	Income Tax Permanent Account Number (PAN Number) (Attach self-attested copy)			
12	GST/ TIN number (Proof to be attached)			
13	If the bidder has already supplied SIMILAR item or similar equipment to NIT, Tiruchirappalli the details of the same.			

14	At least 3 years of experience in this field is necessary. Also the bidders should have experience of caring out similar works in Govt./Private organization with a capacity of minimum 3000 audience.	
15	Financial turn over for last three years (Proof to be attached)	2013-14 : 2014-15 : 2015-16 :

Technical Compliance List

SL.No	Description	YES (✓)	NO (✓)
1	Lighting arrangement		
2	Tripots		
3	Jimmy crane / Helicam with High Quality cameras		
4	Minimum Three numbers of High Quality (HD) video cameras		
5	High quality camera, Mixing unit, Recording unit, Live stream output unit, Lightings, Umbrellas, Cables, Connectors etc.,		
6	Minimum Two numbers of High resolution format still photo camera		
7	Audience – 4 Numbers of 12X8/12X16 LED Video Wall		
8	Guest – 3 Numbers of 52’’ / 42’’ LED TV		
9	Capable of live display and institute slide or PPT presentation		
10	With high quality camera, Mixing unit, Recording unit, Live stream output unit, Lightings, Umbrellas, Cables, Connectors etc.		
11	Separate Trained and qualified Technicians must for every equipment.		
12	UPS, Proper power connectors, Switch board with circuit breaker, Power cables should be brought		
13	Minimum power rating required to be mentioned.		

Note: The above mentioned items proof to be attached.

- ✓ I / we hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
- ✓ I / we have furnished all information and details necessary for deciding our eligibility to be qualified for taking part in the tendering process for the work. We have no further information to supply.
- ✓ I/We also authorize the Director, NIT Tiruchirappalli or his representative to approach individuals, firms and corporations to verify our competence and general reputation.

Authorized signatory of Bidder with Seal

Name.....

Designation.....

NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI – 620 015

Tender No: 44 / 17-18 / 13th Convocation 2017

On behalf of the National Institute of Technology, Tiruchirappalli, tenders are invited for Supply and erection of temporary video, photography and LED display arrangements for 13th Convocation at NIT, Tiruchirappalli conforming to the specifications and scope of work given in Annexure – 1 of this schedule. The bidders are welcomed to visit the event place before quoting, if desired.

1. The tender document can be downloaded from the Institute web site (<https://www.nitt.edu/home/other/tenders/>). The tender document shall be submitted along with two demand drafts, one demand draft for ₹ 525/- Rupees drawn in favour of The Director, NIT, Tiruchirappalli -15 towards cost of tender schedule and another demand draft for ₹ 6,000/- Rupees drawn in favour of The Director, NIT, Tiruchirappalli-15 towards Earnest Money Deposit (EMD). If you are in a position to quote in accordance with the requirements stated in the attached schedule, please submit your tender to this Office by specifying your rates in the space provided in the prescribed tender form itself along with demand drafts (obtained on or after the date of issue of tender).

2. Preparation of Tender:

- 2a. In the event of space on the schedule form being insufficient for the required purpose, you have to submit the rates in the letter head of your company clearly mentioning S.No. and other relevant particulars. Each such additional page must be numbered consecutively, bearing the Tender Number and be fully signed by you. In such cases reference to the additional pages must be made in the tender form.
- 2b. You should quote your rate only for our scope / specification requirements in the format issued by this office.

3. Signing of Tender:

The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and important conditions referred to in Annexure enclosed herewith. Each page of the tender documents required to be signed and bears the official seal of the tenderers.

4. Delivery of Tender:

- 4a. The Original copy of the Tender is to be enclosed in a double cover.
- 4b. The outer cover should be sealed and addressed to the Director, NIT, Tiruchirappalli-15

The tender cover should be sent to:	The Director, National Institute of Technology, Tiruchirappalli - 620 015.
LAST DATE for receipt of Tender	Date: 24-07-2017 at 2.00 PM

4c. The Tender Cover should be superscribed on the left hand side “Tender No: 44/17-18/ 13th Convocation 2017”.

4d. Tender which fails to comply with the above instructions is liable to be rejected.

4e. Tender should be sent either by REGISTERED POST WITH ACKNOWLEDGEMENT DUE OR THROUGH A MESSENGER. If the Tender is sent through a messenger, the same has to be dropped in the DISPATCH SECTION in the office of the Registrar (Administrative Building, NIT Tiruchirappalli) before 2.00 PM on the due date.

5. Opening of Tenders: You are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and the date specified in the Schedule. Tenders will be opened on 24.07.2017 at 2.30 PM in the administrative building of NIT, Tiruchirappalli.

6. Validity: The tender rate should be kept valid for sixty (60) days from the due date of submission thereof and not to make any modifications in terms and conditions.

7. Prices:

- 7a. The prices quoted must be net per unit shown in the schedule and must include delivery charges and other statutory levies.
- 7b. **The prices quoted by the Tenderer should be inclusive all tax and other statutory levies.**
- 7c. **No price revision, changes in the scope / specification already given or changes in the terms and conditions etc. during the contract period is acceptable.**

8. Terms of Delivery: The complete scope of work defined in this tender document shall be completed by 9.00 AM on 12th Aug. 2017 for inspection and verification by Institute authorities.

9. Right of Acceptance: The National Institute of Technology, Tiruchirappalli – 620 015 does not bind itself to accepting the whole or any part of the Tender or portion of the quantity offered.

10. Communication of Acceptance: Acceptance by the Institute will be communicated by Post, if required, and the Company's acceptance to be communicated to us formally in writing. The Institute shall not be responsible for the late receipt of tender documents due to postal and or any other delay.

Annexure - 1

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI 620 015

In the event of the date of opening of tender being declared a closed holiday for the National Institute of Technology, Tiruchirappalli the due date for opening will be in the following working day.

Details of the coverage area:

About 3000-4000 persons are seated in the auditorium having the size of 110 mts x50 mts approximately and the minimum of 50-60 officials are seated on the Dias having the size of 25 mts x 30 mts approximately. Around 1500 graduands will receive the degree from the chief guest on the Dias.

Full coverage must be needed for the both video and still photography.

Video, Photography & Display

S. No.	Description	Qty in Nos.	Rate / Qty in ₹	Total Amount in ₹
1	<p><u>Video:</u> The coverage includes the required proper lightings/ Tripots/ Jimmy crane/ Helicam with High definition (HD) Cameras, Mixing Board and Recording unit with High quality play Back format including live online streaming output unit. (Minimum 3 Nos. or as required)</p> <p><u>Still Photography:</u> The coverage of whole function with high resolution format still photo of each and every graduands , Officials and Guest for the file. Two copies of Album with limited photos is to be given. (Minimum 2 Nos. or as required)</p> <p><u>Display</u> Audience – 4 Numbers of 12X8/12X16 LED Video Wall Guest – 3 Numbers of 52” / 42” LED TV Capable of live display and institute slide or PPT presentation</p> <p><u>The Coverage Includes:</u> 1. With high quality camera, Mixing unit, Recording unit, Live stream output unit, Lightings, Umbrellas, Cables, Connectors etc. 2. Separate Trained and qualified Technicians must for every equipment. 3. UPS, Proper power connectors, Switch board with circuit breaker, Power cables should be brought 4. Minimum power rating required to be mentioned.</p>			
			Taxes if any	
			Total	

Grand Total amount in words ₹

Signature of the Contractor

IMPORTANT NOTE:

1. All pages of tender documents should be filled in and returned duly signed.
2. All the above works should be completed within the time frame.
3. **Fax & E-mail quotations will not be accepted.**
4. Total inclusive price should be quoted in nearest Rupee.
5. After completion of the function, the place shall be neatly cleaned by the contractor. No debris / foreign materials will be allowed to left inside the campus.
6. The contractor shall make sure proper safety arrangements.

IMPORTANT CONDITIONS

The following instructions are to be followed meticulously FAILING WHICH YOUR OFFER WILL NOT BE CONSIDERED:

1. Please mention the GST No and Area Code. All of your future correspondences including Invoices should bear the GST No. and Area Code.
2. Quotations should be submitted in Wax Sealed Cover. The quotation should be duly filled in the space provided in the issued format only. Quotes given by the tenderers in their own format/letter heads will not be considered at all.

3. **Delivery Period:**

The delivery of item should be made only on receipt of purchase order from the Institute. The work should be completed within the time schedule. No extension of time will be allowed. Any delay beyond the time indicated above will be viewed seriously and EMD amount will be forfeited and further action will be taken for removing them from our future enquiry.

4. No Advance Payment will be made for the Purchase / Service.

Signature of the Contractor

ANNEXURE -2

INSTRUCTIONS & SPECIAL CONDITIONS

(To be returned by Tenderer along with the Tender duly signed)

1. GENERAL:

Tenderer should furnish clear declaration as follows:

We declare that I am/we are (tick appropriate sl. no.)

- i) An individual;
- ii) A proprietary;
- iii) A Firm in partnership;
- iv) A Limited Company or Corporation.

2. CONDITIONS OF CONTRACT:

Printed or cyclostyled of such terms and conditions of the tenderer, not appearing in the body of the tender will not be considered as forming part of the tender. Tenderer should quote on the basis of the conditions referred to in Para No.1 of the invitation to tender and tender papers

3. PRICE:

- i) Prices must be in Rupees and Paisa.
- ii) The unit prices should be for the same unit as indicated in the Schedule to tender enquiry and not for any other unit.
- iii) Prices quoted should be for Hire charges and supply at NIT, Tiruchirappalli.
- iv) Discount has to be indicated prominently in terms of percentage only.
- v) **No price revision, changes in the specification will be entertained after opening of the tender.**

4. TRANSIT AND ANY OTHER INSURANCE:

The Purchaser will not pay separately for transit and any other Insurance.

5.PAYMENT:

- i) Payment will be made only after completion of all works including removal of sheds, fixture and cleaning of venue to the entire satisfaction of the Institute authorities.
- ii) No Advance Payment will be made.

Signature of the Contractor

6. TENDERER SHALL SUBMIT ALONG WITH HIS TENDER:

- i) PAN No. of the company along with proof of PAN card.
- ii) Name and full address of the Banker and their swift code and other bank details.
- iii) Proof of having ISO or other equivalent certification given by appropriate authorities.
- iv) Proof of registration with GST /VAT authorities like registration/ TIN number, range etc. in clear terms.

7. SECURITY DEPOSIT:

Earnest Money Deposit (EMD)	₹ 6,000/- (Rupees Six thousand only)in the form of demand draft drawn in favour of The Director, National Institute of Technology, Tiruchirappalli-620 015
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EMD has to be paid along with the tender in the form of Demand Draft drawn in favour of The Director, National Institute of Technology, Tiruchirappalli 620 015 payable at the State Bank of India, NIT Branch, Tiruchirappalli – 620 015. This Earnest Money will be returned to the unsuccessful tenderer after the final disposal of the tenders. EMD will not carry any interest. The EMD will be retained in the case of successful tenderer. The EMD paid will be refunded only after completion of all works including removal of sheds, fixture and cleaning of venue to the entire satisfaction of the Institute authorities. EMD will not be waived under any circumstances. EMD will be forfeited in the case of non-execution of the order within the due date. Non submission of EMD will lead to rejection of tender at the opening stage itself.

8. JURISDICTION:

All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the Tiruchirappalli jurisdiction only.

9. ACKNOWLEDMENT

It is hereby acknowledged that we have gone through all the points listed in the main Page No. 1 to 7, those in the accompanying note on “Important Conditions” Page No. 8, and under “Instructions & Special Conditions” Page No. 9 & 10 outlined above, and we agree to abide by them under the penalty of permanent disqualification for Tender participation and for related penal actions for non-abidance of the conditions.

Signature of the Contractor