



NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

Web: www.nitt.edu

Phone: 0431-2503830

e-Procurement Notice

Ref: NITT/Convocation 2026/Infra/EMD-006

Dated: 25.06.2026

Online tenders are hereby invited in **three cover system** from Indian Nationals for **Floral Decoration for the 22nd Convocation-2026 in GJCH at NIT-Trichy**. Bidders can download complete set of bidding documents from e- procurement Platform <https://eprocure.gov.in/eprocure/app> from **25.06.2026** onwards. Bidders need to submit the bids online for the interested items by uploading all the required documents through <https://eprocure.gov.in/eprocure/app>.

Last Date/ Time for receipt of bids through e-procurement is: 08.07.2026 (3.00 P.M)
(Server time).

Late bids shall not be accepted.

For further details regarding Tender Notification & Specifications please visit website:

<https://eprocure.gov.in/eprocure/app> and www.nitt.edu

CRITICAL DATE SHEET

Published Date	25.06.2026 (6.55 P.M)
Bid Document Download Start Date	25.06.2026 (6.55 P.M)
Clarification Start Date	25.06.2026 (6.55 P.M)
Clarification End Date	07.07.2026 (3.00 P.M)
Bid Submission Start Date	25.06.2026 (6.55 P.M)
Bid Submission End Date	07.07.2026 (3.00 P.M)
Bid Opening Date (Technical)	08.07.2026(4.30 P.M)
Bid Opening Date (Price)	Will be announced after technical evaluation (After evaluation of technical bids, the price bid will be opened only for technically qualified bidders in e-Tender)

Note: Earnest Money Deposit (EMD) is to be submitted through SBI collect.

Please refer page 3 for details.

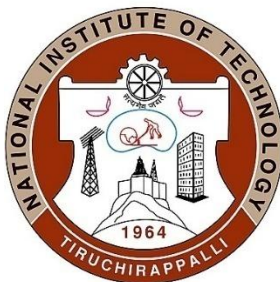
This E-Tender is created and published as per the Recommendations and Approval of the respective Purchase Committee. For further queries / clarifications please contact the contact details available in Section III. BID Data Sheet (BDS).

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

Estate Maintenance Department

Web: www.nitt.edu

Phone: 0431-2503830



Tender Document (e - Procurement)

Name of Work/ Service	:	Floral Decoration for the 22nd Convocation-2026 in GJCH at NIT-Trichy.
Tender Notification No	:	NITT/Convocation 2026/Infra/EMD-006
Date	:	25.06.2026
Name of the Department	:	Estate Maintenance Department
EMD Amount	:	Rs. 7,500/- (Please refer pag-3 for details)
Last Date & Time of submission of Tender	:	07.07.2026 (3.00 P.M)
Address for submission of Tender	:	THE DIRECTOR, NIT TIRUCHIRAPPALLI-15 KIND ATTENTION TO: The Executive Engineer, EMD Department
Date & Time of opening of technical bid	:	08.07.2026 (4.30 P.M)

Earnest Money Deposit (EMD) Details	
<p>1. Earnest Money Deposit (EMD) is to be submitted through SBI collect link as below. The bids submitted without EMD will be treated as non-responsive and will be rejected. EMD shall bear no interest.</p> <p>2. Bidder must fill the EMD returning Form (Annexure-III) and submit in fee document.</p> <p>3. EMD will be returned to the unsuccessful Bidder(s) as per the purchase norms.</p> <p>4. The EMD shall be forfeited if any Bidder withdraws the offer before finalization of the tender.</p> <p>5. Bids submitted without EMD will summarily be rejected.</p>	
EMD amount	Rs.7,500/-
SBI Collect Link mode (Payment Category- NITT Tender- Earnest Money Deposit).	https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=1768557
The bidder must enclose SBI collect receipt failing which the bid shall be rejected without any further communication.	

IMPORTANT INSTRUCTIONS TO THE PROSPECTIVE BIDDERS/VENDORS:

Beware of fraudulent calls/messages from unauthorized person(s) demanding money in the form of EMD/ Security Deposit in order to influence the award of contract. NIT-Tiruchirappalli will not be responsible for the same.

For reporting of any such incidents, you may feel free to contact: [Stores and Purchase Section](#)

Email: stores@nitt.edu

Ex. No: [+91-431-250-3963/3961/3956](tel:+91-431-250-3963/3961/3956)

Detailed Circular is attached in the web link below:

https://www.nitt.edu/home/other/tenders/Instructions_to_bidders.pdf

Bidding Procedures

Section I: Instructions for Online Bid Submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

1. Possession of valid Digital Signature Certificate (DSC) and enrollment / registration of the contractors / bidders on the e-Procurement/e-tender portal are prerequisite for e-tendering.
2. Bidder should register for the enrollment in the e-Procurement site using the “Online Bidder Enrollment” option available on the home page. Portal enrollment is generally free of charge. During enrollment / registration, the bidders should provide only valid and true information including valid E-mail id. All the correspondence shall be made directly with the contractors/bidders through E-mail id as registered.
3. Bidder need to login to the site through their user ID / password chosen during enrollment / registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY / TCS / nCode / eMudra or any other Certifying Authority recognized by Controller of Certifying Authorities (CCA) India on eToken / Smartcard, should be registered.
5. The registered DSC only should be used by the bidder in the transactions and should ensure safety of the same.
6. Contractor / Bidder may go through the tenders published on the site and download the tender documents/schedules for the tenders.
7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as required, otherwise bid will be rejected.
8. Any clarifications may be sought online through the tender site, through the contact details or during pre-bid meeting if any. Bidder should take into account the corrigendum if any published before submitting the bids online.
9. Bidder may log in to the site through the secured login by the user id / password chosen during enrolment / registration and then by submitting the password of the e-Token / Smartcard to access DSC.
10. Bidder may select the tender in which he / she is interested in by using the search option and then move it to the ‘my tenders’ folder.
11. From my tender folder, he / she may select the tender to view all the details uploaded there.
12. It shall be deemed that the bidder has read and understood all the terms and conditions before submitting the offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the incomplete bid shall stand rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and ordinarily it shall be in PDF /xls / rar / jpg / dwf formats. If there is more than one document, all may be clubbed together and provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip / rar and the same if permitted may be uploaded. The file size being less than 1 MB the transaction uploading time will be very fast.
14. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under “My Space option” and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
15. Bidder should submit the Tender Fee / EMD as specified in the tender. The hard copy should be posted / couriered / given in person to the Tender Inviting Authority, within bid submission due date and time as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
16. The bidder has to select the payment option as offline to pay the Tender FEE / EMD as applicable and enter details of the instruments.
17. The details of the DD / any other accepted instrument, physically delivered, should tally with the details

available in the scanned copy and the data entered during bid submission time, otherwise submitted bid shall not be acceptable or liable for rejection.

18. While submitting the bids online, the bidder shall read the terms and conditions and may accept the same to proceed further to submit the bid packets.
19. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read, understood and agreed with all clauses of the bid document including General conditions of contract without any exception.
20. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid may be rejected.

PRICE BID

21. If the price bid format is provided in a spread sheet file like BoQ_XXXXX.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid / BOQ template shall not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for the tender.
22. The bidders are advised to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission due date and time (as per Server System Clock). The TIA shall not be held responsible for any delay or the difficulties faced during the submission of bids online by the bidders.
23. The time settings fixed in the server side and displayed at the top of the tender site, shall remain valid for all actions of requesting, bid submission, bid opening etc., in the e-Tender system. The bidders should follow such time during bid submission.

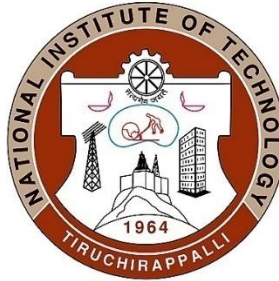
EVIDENCE FOR ONLINE BID SUBMISSION

24. After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the acknowledgement number indicated by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and also be used as entry pass to participate in the bid opening.
25. All the data being entered by the bidders would be encrypted using Public Key Infrastructure (PKI) encryption techniques to ensure the secrecy of the data. The data entered is not retrievable by unauthorized persons during the bid submission and until the time of bid opening by any person.
26. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers’ public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
27. The confidentiality of the bids is maintained with the use of Secured Socket Layer (SSL) 128-bit encryption technology. Data storage encryption of sensitive fields is done.
28. The bidder should logout of the tendering system using the normal logout option available at the top right-hand corner and not by selecting the (X) exit option in the browser.
29. For any queries regarding e-Tendering process, the bidders may contact at address as provided in the tender document. Parallely for any further queries, the bidders are advised to contact over phone: **1-800-233-7315, 0120-4001005** or send an E-mail to cppp-nic@nic.in.

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

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TENDER DOCUMENT (TECHNICAL BID)

Name of work : **Floral Decoration for the 22nd Convocation-2026 in GJCH at NIT-Trichy.**

Value of work : **Rs. 2,66,000/- (Inclusive of GST)**

Tender Enquiry No. : **NITT/Convocation 2026/Infra/EMD-006**
Dt. 25.06.2026

Period of Contract : **1 Day (25.07.2026)**

NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI -620 015.
Estate Maintenance Department

NOTICE INVITING TENDER

01.	Name of Work	Floral Decoration for the 22 nd Convocation-2026 in GJCH at NIT-Trichy.
02.	Estimated Cost	Rs. 2,66,000/- (Including GST)
03.	i) Earnest Money Deposit	Rs. 7,500/-. (Please refer pag-3 for details)
	ii) Performance Guarantee	5% of the final work order value
04.	Completion Time	1 Day (The Convocation event date is 25.07.2026)
05.	Cost of Tender Document	NIL
06.	Last Date and Time for submission of E-Tender	07.07.2026 (3.00 PM) (Server time). Late bids shall not be accepted.
07.	a) Date and Time of Opening of E-Technical Bid	08.07.2026 (4.30 PM) (Venue: Stores and Purchase Section, National Institute of Technology, Tiruchirappalli-620015)
	b) Opening of Price bid	After evaluation of technical bids, the date, time and place of opening of the Price bid will be intimated to technically qualified bidders.
08.	Address for submission of Tender	The Director, National Institute of Technology, Tiruchirappalli - 620 015 KIND ATTENTION TO: The Executive Engineer, EMD Department
09.	Procedure for submission of Bid	As Per the E-Bidding Procedure

Name of the Agency

Submitting the tender

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**Details to be furnished by the Contractor. (Must be fill and attached)
(To be provided by the bidder in their business letter head)**

Ref: NITT/Convocation 2026/Infra/EMD-006 Dt. 25.06.2026

Sl.No	Description / Requirement from the tenderer	Tenderer's response should be clear, firm, complete & legible. If necessary, separate sheet shall be used.
1	Name & Complete address of the tenderer with contact details: Mobile No/ Email ID	
2	MSME/NSIC/ Any Firm Registration No: Company Name & Address: Validity : Product for which registered:	
3	Status of the tenderer: Proprietorship / Partnership / Private Limited. / Public Limited	
4	Details of Contract Registration with Govt. depts. Class and value (If available)	
5	Details of PAN	
6	GST Registration:	
7	Details of similar works executed with Govt. depts./reputed private Ltd, companies or educational institution/universities during last 5 years ending 31.05.2026.	
8	Details of Machineries	Use Separate Sheet.

Note: Relevant certificates for items 2-6 are to be upload in PreQual/Technical Cover.

I/We hereby certify that the information furnished above and the attached documents as proof of the information are true and correct to the best of our knowledge.

I/We also authorize the Director / NITT or his representative to approach the source of the certificate to verify our competence, if required, for processing the tender.

Signatory of Bidder with Seal



**NATIONAL INSTITUTE OF TECHNOLOGY,
TIRUCHIRAPPALLI
NOTICE INVITING TENDER**

Tender Notification No.: **NITT/Convocation 2026/Infra/EMD-006 Dt. 25.06.2026**

National Institute of Technology, Tiruchirappalli invites E - tender, in **Three Cover System (1.EMD Fee, 2. Technical Bid and 3. Financial bid)** following work:

Name of the Work	EMD	Period
Floral Decoration for the 22nd Convocation-2026 in GJCH at NIT-Trichy.	Rs. 7,500/-	1 Day (The Convocation event date is 25.07.2026)

ELIGIBILITY CRITERIA: -

Contractors who having the experience of successfully managed/conducted events/service/similar works at least one work of value not less than Rs. 1,00,000/- during the last 5 (Five) years up to 31-05-2026. Documentary evidence need to be submitted to prove the experience.

Similar work/service means providing facility and event management service for the conduct of convocation/academic or technical or cultural gatherings, which include SITC/fixing of all necessary items, operating manpower and demonstration a day before the event.

Startup company exempted from prior experience (startup certificate registered with DIPP should be enclosed).



**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPALLI -620 015.
Estate Maintenance Department**

TERMS AND CONDITIONS

- The floral arrangements have to be completed on or before 8 AM on 25.07.2026 and the contractor has to ensure freshness of the floral till 7 PM on 25.07.2026.**
- GST, packing, forwarding and delivering other allied items at the destination shall be included in the price. All such price components may be shown in the quotation. If there is no indication regarding above charges. It will be considered as inclusive of all charges.
- All items (unless otherwise specified) are on hiring basis only.**
- The scope of work defined includes supply, installation/erection/fixing, testing and arrangements of all the items listed in bill of quantities. Sufficient man power deployment till the completion of the event is under the scope of the contractor.
- The rates quoted by the bidder shall be fixed** for the duration of the contract and shall not be subjected to adjustment on any account. Deviation of Time in conclusion of Event should not be cause for any sort of additional claim.
- If the contractor fails to provide the above-mentioned services in time, the same will be executed through other agencies at the risk and cost of the contractor. Besides, the Contractor name would be considered for blacklisting by the NITT / forfeiture of Bank Guarantee etc.
- Quoted rate shall remain valid for a period of **60 days** from the date of tender opening for the release of work order and will be firm throughout the contract period of **1 Day** or till completion of work, once awarded and no cost escalation is allowed on any account.
- The item rate offered is for finished item of works and shall provide for the complete cost towards fuel, tools, tackles, plant & machinery, temporary works, labour, materials, levies, taxes, transport, lay-out, repairs, rectifications, maintenance till handing over, supervision, labour colonies, establishment, services, roads, revenue expenses, overheads, profits & all other incidentals etc., complete. Rate quoted shall include GST. The applicable GST can be reimbursed by NITT along with the running / final bill on production of documentary evidence by the agency for having paid the GST to the authorities concerned.
- Since the responsibility for the quality, workmanship and accuracy of any work being carried out under this contract lies with the contractor, the contractor should ensure that no work is done without the presence of contractor's representative at the work spot, whose strength depends on the value of contract awarded. The contract should arrange for surveying construction site at his own cost.
- The decision of Engineer-in-charge shall be final and binding on the contractor regarding clarification of items in this tender schedule.
- The contractor shall follow norms of NITT security system for movement of men & materials within the complex.
- All materials brought by the Contractor for incorporation in the work shall be got inspected and approved by the Engineer-in-charge before they are incorporated in the work.
- The contractor should extend full co-operation to the other contractors who may be doing other works in the same areas to enable them to execute their portions of work without any delay or difficulty.
- Tenderers are requested to furnish the duly filled in E format attached as separate sheet along with a cancelled Cheque leaf to accept Electronic fund transfer / R T G S transfer for any payment from NITT, Trichy.

15. No advance / mobilization advance will be given.
16. NITT reserves its right to reject a tender due to unsatisfactory past performance in the execution of a contract awarded against a different Tender.
17. The contractor's responsibility under this contract shall commence from the date of receipt of the LOI by the tenderer. The scheduled period of completion for this work is as mentioned in page No. 01, and the Contractor will have to plan his work accordingly.
18. Any deviation to this tender terms & condition and schedules of this tender will cause total rejection of the offer submitted
19. Incomplete offers will become liable for rejection.
20. In the event of the disputes, differences, claims and questions arising between the parties here to arising out of this agreement or anyway relating here to or any term, condition provisions herein mentioned or the validity, interpretation, thereof or otherwise in relation hereto, all such dispute claims or question shall be referred to Sole Arbitrator appointed by the NITT. Such arbitration shall be held in accordance with the provisions of arbitration and conciliation act 1996 or re-enactment thereof for the time being in force and arbitration proceedings shall be held at Tiruchirappalli. All legal disputes shall be subject to the jurisdiction of court at Tiruchirappalli.
21. **Earnest Money Deposit:**

Earnest Money is to be paid by each tenderer to ensure that the tenderer does not refuse to execute the work after it is awarded to him. EMD to be paid through SBI Collect as given in Page-3 of this tender document. Bids submitted without EMD will summarily be rejected.

EMD of the successful contractor shall be refunded after submission of Performance Guarantee and unsuccessful contractor shall be refunded immediately after finalization of the contractor. EMD shall not carry any interest.
22. **Performance guarantee (Bid Security):**
 - (1) **Performance Guarantee @ 5%, subject to finality at the time of issue of work order value should be submitted before commencement of the work in the following forms:**
 - i) Deposit at Bankers Cheque/Demand Draft of a Scheduled Bank
 - ii) Government securities.
 - iii) Fixed Deposit Receipt (FDR) of a Scheduled Bank.
 - iv) An irrevocable bank guarantee bond of any scheduled bank or the State Bank of India.
 - (2) The time allowed for submission of the performance guarantee by the contractor shall be Decided by the NIT approving authority for a period ranging from 4 to 15 days of issue of the letter of acceptance, depending upon the magnitude and/or urgency of the work.
23. **Refund of Performance Guarantee:**

The performance guarantee shall be refunded to the contractor soon after the completion of the event. The deposited performance guarantee amount will not carry any interest.
24. If the tenderer deliberately gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, NITT reserves the right to reject such tender at any stage.
25. Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection
26. This tender notice shall be deemed to form an integral part of the contract to be entered into for this work.

27. **ARBITRATION:**

Except where otherwise provided for in the contract all questions and disputes relating to the meaning of the specifications, designs, drawings and instructions hereinbefore mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the work or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the mutually appointed Arbitrator, the proceedings shall be in English and in accordance with Alternative Dispute Resolution (ADR) Act 1996 or any amendment thereof . The decision of the sole Arbitrator is binding and conclusive.

It is a term of the contract that the party involving arbitration shall specify the dispute or disputes to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each such dispute. The arbitrator(s) may from time to time with consent of the parties enlarge the time for making and publishing the award. The work under the Contract shall, if reasonably possible, continue, during the arbitration proceedings and no payment due or payable, to the Contractor shall be withheld on account of such proceeding.

The arbitrator shall give a separate award in respect of each dispute or difference referred to him. The venue of arbitration shall be such place as may be fixed by the mutual agreement of the parties. The award of the arbitrator shall be final, conclusive and binding on all parties to this contract. In the event of disputes or differences arising between one public sector enterprise and a Govt. Department or between two public sector enterprises the above stipulations shall not apply or its amendments for arbitration shall be applicable.

28. **DISPUTE RESOLUTION MECHANISM**

In case of any dispute arising out during execution of the contract the following procedure will be followed for resolving the issue. The decision of competent authority, NIT Trichy in regard to the interpretation of the terms and conditions shall be final and binding which shall not be called in question in proceedings before any forum. The Institute rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter will be settled at his/her level by mutual consultation and in case of failure, Clause 9 Arbitration proceedings mentioned in this tender will be in effect. Jurisdiction for any dispute claims shall be made in courts/ Tribunal having jurisdiction over Trichy, TN, India.

SUBMISSION OF BILLS BY CONTRACTOR: -

100% will be paid after Installation and satisfactory working/date of completion of service if the documents are in order. The bill should be raised in favor of “The Director, National Institute of Technology, Tiruchirappalli, Tamil Nadu, India.” with institute GST No. 33AAATN5491Q1ZZ.No advance will be provided to the supplier and installer.

PAYMENT OF BILLS:-

All payments to be made to the Contractor, under this contract shall be by NEFT or RTGS within a reasonable time (~90 days), after the certification of bills by the execution department. Any delay in bill payment will not accrue interest, and any claims for interest by the Contractor due to payment delays will not be entertained.

RECOVERY FROM CONTRACTOR: -

Whenever under the contract, any sum of money, shall be recoverable from or payable by the Contractors, the same may be deducted from or any sum then due or which at any time thereafter may become due to Contractor under the contract or under any other contract with NITT or from his Security Deposit or he shall pay the claim on demand.

SPECIAL POWER TO TERMINATION: -

If at any time after the award of contract, NITT shall for any reason whatsoever not require whole or any part of the work to be carried out the Engineer in charge shall give notice in writing of the fact to the Contractor who shall have no claim to any payment of compensation or otherwise howsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the fore-closing of the work.

PRECAUTIONS AGAINST RISK: -

The Contractor shall be responsible for providing at his own expense for all precautions to prevent loss or damage from any and all risks and to minimize the amount of any such loss or damage and for the necessary steps to be taken for the said purpose.

Corrigendum / Amendment:

It is tenderer's responsibility to watch for any corrigendum or amendment till the opening of a particular tender that will be posted only at NITT and CPPP web site.

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

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PRICE BID

TO BE DULY TYPED, SIGNED AND STAMPED AND UPLOADED AS PDF IN THE E-TENDER. [THE OVERALL TOTAL OF THE PRICEBID TO BE INCORPORATED IN THE PROVIDED PRICEBID EXCEL FILE BoQ_XXXXX.xls AND UPLOADED]

Name of work	: Floral Decoration for the 22nd Convocation-2026 in GJCH at NIT-Trichy.
Value of work	: Rs. 2,66,000/- (Including GST)
Tender Enquiry No.	: NITT/Convocation 2026/Infra/EMD-006 Dt. 25.06.2026
Period of Contract	: 1 Day (25.07.2026)

SCHEDULE 'A'

LIST OF WORKS AND PRICES

NAME OF WORK:

DETAILS & QUANTITIES of each item of work shown in the BILL OF QUANTITIES are only approximate. They are given as a guide for the purpose of tendering only and are liable to variation and alteration of the Competent Authority. The work under each item as executed shall be measured and priced at the corresponding rate quoted by the contractor in the BILL OF QUANTITIES

Sl.No.	Description of the Work	Total amount of work Rs.	Period of contract
1.	Floral Decoration for the 22 nd Convocation-2026 in GJCH at NIT-Trichy.	Rs. 2,66,000/- (Including GST)	1 Day (The Convocation event date is 25.07.2026)

BILL OF QUANTITIES

Sl. No.	Item Description	Quantity	Units	BASIC RATE PER UNIT In Figures To be entered by the Bidder	TOTAL AMOUNT	TOTAL AMOUNT In Words
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AS PER SEPARATE SHEETS ATTACHED CONTAINING 2 PAGES

PAGE No. 17 to 18

BILL OF QUANTITIES

Validate

Print

Help

Item Rate BoQ

Tender Inviting Authority: The Director, NIT Tiruchirappalli

Name of Work: Floral Decoration for the 22nd Convocation-2026 in GJCH at NIT-Trichy.

Contract No: NITT/Convocation 2026/Infra/EMD-006 Dt: 25.06.2026

Bidder Name :						
<p><u>PRICE SCHEDULE</u> (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only) Quoted Rate is inclusive of GST</p>						
Sl. No.	Item Description	Quantity	Units	BASIC RATE PER UNIT In Figures To be entered by the Bidder	TOTAL AMOUNT	TOTAL AMOUNT In Words
1	<p>Supply and Fixing of floral arrangements using fresh exotic flowers such as Gerbera and Carnation, along with fillers like Asparagus, for the welcome board of 30 feet (Refer Image-1) & door arch-40 feet length (Refer Image-2). The arrangements shall be secured using foam bricks to retain water.</p> <p>The minimum quantity of flower bunches required is as follows; however, a densely packed floral decoration is highly encouraged: Gerbera (Each bunch contains 20 Nos) -45 Bunches Dracaena (Each bunch contains 10 Nos) -20 Bunches Asparagus (Each bunch contains 10 Nos)-30 Bunches Foam bricks (Each box contains 20 Nos)-04 Boxes</p>	1.00	Job		0.00	INR Zero Only
2	<p>The scope includes Supply and Fixing of a floral arrangement for the NIT, Tiruchirappalli logo, measuring between 5 to 6 feet in diameter, using fresh exotic flowers such as cut roses, carnations, orchids, and roses, along with fillers like asparagus. The logo will be mounted on an approximately 45-degree sloped steel structure to ensure an even and visually appealing display. Foam bricks will be used for water retention. (Refer Image-3)</p> <p>The minimum quantity of flower bunches required is as follows; however, a densely packed floral decoration is highly encouraged: Cut rose (Each bunch contains 20 Nos) -20 Bunches Carnation (Each bunch contains 20 Nos) -90 Bunches Asparagus (Each bunch contains 10 Nos)-05 Bunches Foam bricks (Each box contains 20 Nos)-02 Boxes</p>	1.00	Job		0.00	INR Zero Only

3	<p>The scope includes Supply and Fixing of floral arrangements using exotic flowers such as orchids and gladiolus, along with fillers like asparagus, to be placed along the walls in front of stage, covering a total length of 100 feet. Foam bricks will be used for water retention. (Refer Image-4)</p> <p>The minimum quantity of flower bunches required is as follows; however, a densely packed floral decoration is highly encouraged:</p> <p>Gerbera (Each bunch contains 20 Nos)-190 Bunches Fishtail/Asparagus (Each bunch contains 10 Nos) -30 Bunches Foam bricks (Each box contains 20 Nos) -10 Boxes</p>	1.00	Job		0.00	INR Zero Only
4	<p>Provision of decorative pots and stands with colourful flowers of 15 Nos and 20 Nos respectively. The vendor shall be responsible for the transportation, installation, and proper positioning of the plants as per the instructions of the Engineer-in-Charge. (Refer Image-6&7)</p> <p>The minimum quantity of materials required is as follows: Gerbera: 45 bunches (each bunch containing 20 flowers) Gladiolus: 6 bunches (each bunch containing 20 flowers) Carnation: 8 bunches (each bunch containing 20 flowers)</p>	1.00	Job		0.00	INR Zero Only
5	<p>Supplying and fixing of arrangement using exotic flowers like Gladiolus, Carnation, and Orchids etc, as detailed below including fillers like asparagus in the podium & center table using foam bricks for holding water. The rate includes cost of hire charges for the stand transportation, loading, unloading and other incidental charges etc., complete.</p> <p>The minimum quantity of flower bunches required is as follows; however, a densely packed floral decoration is highly encouraged:</p> <p>Gladiolus (Each bunch contains 20 Nos) - 06 Bunches Dracaena (Each bunch contains 10 Nos) - 10 Bunches Carnation (Each bunch contains 20 Nos) - 08 Bunches Asparagus (Each bunch contains 10 Nos) -10 Bunches Foam bricks (Each box contains 20 Nos) - 04 Boxes</p>	1.00	Job		0.00	INR Zero Only
6	<p>The scope includes the supply of fresh flower bouquets (for VIPs, crafted using high-quality rose flowers (Refer Image-8) and arranged elegantly to suit the occasion. The vendor shall ensure timely delivery and proper packaging to maintain freshness and aesthetic appeal. The bouquets must meet the specifications and standards as directed by the Engineer-in-Charge.</p>	3.00	Each		0.00	INR Zero Only
Total (Including GST)					0.00	INR Zero Only
Quoted Rate in Words	INR Zero Only					

Amount in words (Rupees.....Only

Sample Images for Reference



Image-1



Image-2



Image-3



Image-4



Image-5



Image-6



Image-7



Image-8

(For E-Tender) **(Annexure – I)**
PROCESS COMPLIANCE/ACCEPTANCE OF TENDER CONDITIONS FORM

**The Form has to be submitted in the Letter Head of the Firm/Company/Enterprises
along with appropriate Sign & Seal)**

**The Director,
National Institute of Technology,
Trichy – 15**

Sub : Acceptance to the Process related & Terms and Conditions for the-
Limited tendering

Ref. : The Terms & Conditions for e-Tendering mentioned in Tender.

No. : _____

Sir,

We hereby confirm the following.

The undersigned is authorized representative of the company. We have carefully gone through the NIT Tiruchirappalli, Tender Documents and the Rules governing the Limited Tender along with this document. We have examined and have no reservations to the Bidding Documents, including addendum (if any). We offer to supply in conformity with the Bidding Documents and in accordance with the condition of contact specified in this tender document. We will honour the Bid submitted by us during the Limited Tender. We give undertaking that if any mistake occurs while submitting the bid from our side, we will honour the same.

Bid Securing Declaration: - We accept that if we withdraw or modify Bids during the period of validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in this bids document, we will be suspended / blacklisted / banned for contracts with National Institute of Technology, Tiruchirappalli

We are aware that if NIT Tiruchirappalli has to carry out e-tender again due to our mistake, NIT Tiruchirappalli has the right to disqualify us for this tender when refloat. Our bid shall be valid for the period from the date fixed for the bid submission deadline & it shall remain binding upon us and accepted at any time before the expiration of bid validity period as per this tender.

If our bid is accepted, we commit to provide a performance security deposit at 3% to 5% of purchase value in Bank Guarantee /Fixed Deposits for due performance of the contract as per NIT Tiruchirappalli policy and warranty-guarantee as per tender specification or agrees as per contract. We understand that this bid, together with your written acceptance thereof included in your notification of award/placement of order, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive. We accept that the competent authority in NIT Tiruchirappalli will have full right to reject any/all offer(s) without assigning any reason thereof and does not bind itself to accept the lowest or any other tender and full authority to postpone the tender issue date, submission /opening date or to alter any other condition of tender /cancellation of this tender, as per policy/committee recommendations of NIT Tiruchirappalli at any stage without assigning any reason thereof for which no claim from whomsoever will be entertained. I/We the undersigned have read the entire terms and conditions of this Tender document and we are fully agreeable to the terms and conditions mentioned herein. The decision of competent authority of NIT Tiruchirappalli with respect to this Tender-Result will be fully agreeable and binding on us.

This letter can be treated as signed and acceptance copy of tender documents and the forms submitted as signed by competent authority of firm submitting this tender and there is no need to submit separate signed copy of tender document.

Competent Authority of the Firm/Company/Enterprises to sign:

Name

Designation

Contact Details

Date with stamp & seal of organization:

Contract
No.....

Agreement

TENDER

To

The Director,
National Institute of Technology
TIRUCHIRAPPALLI –620 015.

I / We hereby offer to carry out the work of

I / We hereby carefully perused the following documents connected with the above noted work and agree to abide by the same.

- 1.Specifications (General & Particular)
- 2.Drawings
- 3.Schedule ‘A’,
- 4.Bill of Quantities
- 5.CPWD works Manual in force.

I / We forward herewith the sum of Rs.....as Earnest Money, which shall be refunded should this tender be rejected. I / We further agree to deposit such sum which along with the sum of Rs.....mentioned above shall make up 50% of the fully Security Deposit for this work as provided for under conditions of the NATIONAL INSTITUTE OF TECHNOLOGY General Conditions of Contract.

I / We further agree to execute all the work referred to in the said documents upon the terms & conditions contained or referred therein and as detailed in Schedule ‘A’ and Bill of Quantities thereto and to carry out such deviations as may be ordered, vide conditions of the NITT upto a maximum of 30% of the tendered amount of Rs.....

I / We further agree to refer all disputes, as required to the sole arbitration of an Officer, to be appointed by the Director, NITT., in his sole discretion whose decision shall be final and binding.

WITNESS

Signature of the Contractor

Date:

- 1.
- 2.

(TO BE PRINTED IN LETTER PAD OF THE FIRM)

(Annexure – III)

EMD RETURNING FORM

To,
The Director
National Institute of Technology,
Tiruchirappalli – 620 015.

Sub: Returning EMD amount.

Sir / Madam,
Our firm has participated in the tender / quotation enquiry No mentioned below and produced the EMD amount through SBI collect, details are given below.

Tender / Quotation Reference No	
EMD Amount	
SBI Collect Transaction Number	
SBI Collect Transaction Date	

It is requested to return the EMD amount to our firm after completion of the purchase to the below mentioned Bank account.

Account Name	
Bank Account Number	
IFS code	
Bank	

Signature with Seal and Date

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /

To

The Director,
National Institute of Technology,
Tiruchirappalli – 620 015, Tamil Nadu

Sub	:	Authorization for release of payment / dues from National Institute of Technology, Tiruchirappalli through Electronic Fund Transfer/RTGS Transfer.
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1. Name of the Party / Firm / Company / Institute :
2. Address of the Party :
3. City _____ Pin Code _____
4. E-Mail _____ Mobile No: _____
5. Permanent Account Number _____
6. Particulars of Bank:

Bank Name:		Branch Name:	
PIN Code:		Branch Code:	
IFS Code:(11 digit alpha numeric code)			
Account Type	Savings	Current	Cash Credit
Account Number:			

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Director, National Institute of Technology Tiruchirappalli responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____ Date: _____

Signature & Seal of the Authorized Signatory of the Party

**Help Page to Web load the documents in E-Tender Portal for Cover Wise Uploading
the Tender Documents AFTER LOGGING IN TO THE BIDDER'S LOGIN
COVER WISE TO BE UPLOADED DOCUMENTS**

Cover Details, No. Of Covers – 3				
Cover No	Cover	Document Type	Description	Remarks
1	Fee	.pdf	EMD (Earnest Money Deposit)	SBI Collect Receipt & EMD Returning Form (Annexure-III)
		.pdf	Bid Security Form (Annexure I)	The Form has to be submitted in the Letter Head of the Firm/Company/Enterprises along with appropriate Sign & Seal)
2	PreQual/ Technical	.pdf	Details to be furnished by the Contractor. (Tender Document Pg. No.9)	Duly filled and signed and stamped Checklist for Bid / Tender Document available in the page no.7
		.pdf	Other Important Documents. (Combined Copy)	Details to be furnished by the Contractor Form (Tender Document Pg. No.9) Relevant certificates for items 2-6 are to be enclosed
		.pdf	Technical Bid	Tender Document & Tender Related Documents
		.xls	Technical Bid	Tender Document & Tender Related Documents
		.pdf	Details of similar works executed with Govt. depts./reputed private Ltd, companies or educational institution/universities during last 5 years.	Similar works relevant work orders and Experience Certificate Copies to be upload.
3	Finance / Price Bid	.xls	Price Bid (BoQ)	Duly filled in Price Bid Excel file
		.pdf	Scanned copy of item wise breakup of price bid.	Item wise breakup of price bid in PDF (duly signed)

OID Bid (Other Important Documents to be uploaded) Other Important Documents

S.No	Category	Sub Category	Format/ File	Remarks
1	Certificate Details	Permanent Account Number	.pdf	Scanned Copy of Original PAN CARD of the firm.
2	Certificate Details	Registration Certificate	.pdf	Registration Certificate Details (Any firm registration Copy)
3	Certificate Details	Bidders Address Format	.pdf	Bidder Complete Profile (To be provided by the bidder in their business letter head)
4	Certificate Details	GST Registration Certificate	.pdf	GSTIN Registration certificate