

NATIONAL INSTITUTE OF TECHNOLOGY  
GOA -403401

Open Tender Enquiry

Enquiry No: NITGOA/OT/SAVYAAS 2020/2019-2020/OW/ 118

Date: 20/2/2020

Important Dates

To,

Event	Date	Time
Pre-bid Conference	-	-
Last Date of submission of quotation	<b>02-03-2020</b>	<b>01:00PM</b>
Technical Bid Opening date	<b>02-03-2020</b>	<b>03:00PM</b>
Financial Bid Opening date	<b>03-03-2020</b>	<b>03:00PM</b>

Dear Sir,

We intend to purchase the commodities specified below and invite quotations in accordance with the terms and conditions detailed in the bid document. If you are interested, kindly send your offer with prices and complete terms within the time mentioned above.

*Please send your quotation to:*

*The Director,  
National Institute of Technology Goa,  
Farmagudi, Ponda – Goa.*

  
National Institute of Technology Goa  
Farmagudi, Ponda-Goa 403 401

The tender document is available on:-

1. Institute web site of NIT GOA.
2. CPPP Portal.

Yours sincerely,



**Registrar I/C**  
National Institute of  
Technology Goa

National Institute of Technology Goa  
Farmagudi, Ponda-Goa 403 401

Encl:

- (1) Schedule of requirement, specifications, dates, etc.
- (2) Bid document containing detail terms and conditions.

1. **Schedule of requirements**

Sl. No.	Name of Work
1	<b>Event Management Service for Saavyas-2020 (03 Day Event from 07<sup>th</sup> March-2020 to 09<sup>th</sup> March-2020)</b>

2. **Specifications and allied Technical Details**

<b>Enclosed at Annexure – 1</b>
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3. **Format of Quotation** (tick appropriate box)

It is a Single bid; please give all technical specifications and price bid in one envelope.

OR

It is a two-part bid with separate techno-commercial and price bids. Please see item 1.2 of instructions for the method of bidding.

4. The bid envelope should be super-scribed with

<b>Bid for Event Management Service for Saavyas-2020</b> vide Enquiry No. NITGOA/OT/SAAVYAS 2020/2019- 20/OW/ <u>118</u> dated <u>20/2/2020</u>
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5. Quotations should be valid for a period of 90 days from the closing date of the bid.

6. **Some important dates:**

i.	Pre-bid Conference:	Date: ____ - ____	Time: ____ - ____
ii.	Last date for receipt of quotation:	02-03-2020	Time: 01:00PM
iii.	Opening of techno-commercial bid:	02-03-2020	Time: 03:00PM
iv.	Opening of Financial bid:	03-03-2020	Time: 03:00PM

7. **Warranty** as applicable must be provided.
- 8(a) **Excise Duty:** Please state applicable excise duty as a separate item.
- 8(b) **GST:** Quote GST as applicable.
- 8(c) **Entry Tax:** Quote as per applicable rates.
9. **Bid Security** (See Item 2.9 of instructions): **10,000/- (Rs Ten Thousand Only).**
10. Please go through the enclosed "bid document" carefully for other bidding instructions.
11. For clarifications, if any, please mail to [velavan@nitgoa.ac.in](mailto:velavan@nitgoa.ac.in) or you can also visit the Institute during office hours and meet concerned person for bid clarification.

(Contd.)

**Form PPIM-1B**  
**[ Para 1.17 (ii) ]**



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## NATIONAL INSTITUTE OF TECHNOLOGY GOA

### **1. Instructions to the bidders:**

- 1.1 Sealed bids are invited on behalf of the Director, National Institute of Technology (NIT), Goa – 403401, from the intending bidders for Event Management Service for Saavyas-2020 (03 Day Event from 07th March-2020 to 09th March-2020).
- 1.2 The bidders should quote the technical and financial bid separately in two separate sealed envelopes and on the Technical bid/Financial bid subject should be for **Event Management Service for Saavyas-2020** and their offer/rates in clear terms without ambiguity. EMD should be kept in a separate envelope with heading as **EMD for Tender-Event Management Service for Saavyas-2020**
- 1.3 The rates should be quoted both in figures and words and legibly written without any over-writings.
- 1.4 In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
- 1.5 The last date for receipt of the bid is marked in the inquiry. In case the above date is declared a holiday to NIT GOA, then the bids will be received up to the appointed time on the next working day.
- 1.6 The bids may be sent through registered post or speed post, so as to reach the office of NIT GOA before the last date of receipt, or alternatively, be dropped in the office of the normal working hours of the institute. **(09.00 am to 05.30 pm)**
- 1.7 If a prospective bidder requires any clarification in regard to the bidding documents, he may mail to **velavan@nitgoa.ac.in** at least 03 days before the deadline for receipt of bids.
- 1.8 Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive.
- 1.9 Bids received after the deadline of receipt shall be not taken into consideration.

- 1.10 The bidder has to sign in full at all pages of the bidding document including all annexure and price bid failing which the bidder will be disqualified.
- 1.11 The Director NIT GOA and its successors reserve the right to reject any or all the tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.
- 1.12 The bids will be opened in the office at the date and time given above. If any bidder wants to send their representative during bid opening he may send them with a proper authorization letter.

**2. Conditions of the bid:**

- 2.1 The rates quoted should preferably be net, inclusive of all taxes and duties, packing, forwarding, freight, loading, un loading, Insurance and all other incidental charges mentioned separately(if applicable).
- 2.2 The successful bidder should perform the service as per the instruction of NIT GOA officers.
- 2.3 The bid should remain valid for a period of 90 days from the date of opening.
- 2.4 Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.
- 2.5 The service should be of quality.
- 2.6 The bid is to be accompanied by "Bid Security" for an amount stated in the inquiry (to be submitted in form of Demand Draft in favor of Director NIT GOA FEES ACCOUNT, from any commercial bank with a validity period of 30 days beyond the final bid validity period. The bid security shall be forfeited if the bidder withdraws during the Bid validity period.
- 2.7 Any liability regarding GST will be of service provider.



- 2.8 If the successful bidder, on receipt of the service order, fails to execute the order within the stipulated period, in full or part, it will be open to the Director, NIT Goa to take necessary actions against the defaulting bidder. Alternatively, it will also be opened to the Director, to arrange procurement service from any other source at the risk and expenses of the bidder.
- 2.9 The successful bidder may be required to execute a contract, where applicable.
- 2.10 Payment (100 percent) will be made by Account Payee Cheque/Bank Draft/PFMS, within 30 days from the date of receipt of bills after completion of service as per order.
- 2.11 In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, NIT Goa shall be final.
- 2.12 The bid document/resultant contract will be interpreted under Indian Laws.
- 2.13 Any disputes arising out of this inquiry shall be dealt with in the Goa jurisdiction.

**Criteria for Technical evaluation:-**

- ❖ Valid EMD (Valid EMD exemption certificate should be attached if exemption from EMD is claimed).
- ❖ PAN No: ..... (With photocopy) of firms/proprietor duly Stamped and signed.
- ❖ Photocopy of GST Registration Certificate duly stamped and Signed.
- ❖ Stamped and Signed copy of Annexure-I (Which means that the bidder is agreed to provide event management service with inclusion of items mentioned in Annexure-I).
- ❖ Signed and stamped copy of the entire tender document.

**Criteria for Evaluation in Financial Bid:-**

- ❖ The financial bid will be opened of only those bidders who is technically qualified in technical bid.
- ❖ The financial bid(s) shall be evaluated on the basis of the total lowest rates quoted for the entire service (with inclusion of all items in Annexure-I).

- ❖ The words in price bid such as extra will entitle for disqualification of bidders.
- ❖ Conditional bids will not be accepted and will be liable for disqualification.

**Documents required for processing of bills:-**

- ❖ Filling of PFMS Mandate Form.
- ❖ Filled bidder information sheet mentioned at the end of the tender document.



**Registrar I/C**

**National Institute of Technology Goa**

**National Institute of Technology Goa  
Farmagudi, Ponda-Goa 403 401**



## ***Technical bid (Refer Annexure 1)***

**Item Name: Event Management Service for Saavyas 2020**

Sr.No	Description	Vendor	
		Technical specification (YES / NO)	Remark
1	<b>Event Management Service for Saavyas-2020 (03 Day Event from 07<sup>th</sup> March-2020 to 09<sup>th</sup> March-2020) (Refer Annexure-I for list of items required in service)</b>		

Note: The above format should be on letterhead of the firm with the signature of Authorized Signatory

  
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## *Price Bid (Refer Annexure 1)*

**Item Name: Event Management Service for Saavyas 2020**

Sr.No	Item Name	Rate	Total
1	<b>Event Management Service for Saavyas-2020 (03 Day Event from 07<sup>th</sup> March-2020 to 09<sup>th</sup> March-2020) (Refer Annexure-I for list of items required in service)</b>		
		Total	
		Other Charges (if any )(please specify)	
		Total	
		GST @ _____	
		<b>Grand Total in Rs.</b>	
<b>Grand Total in Rs. (In Words) :</b>			

Note: The above format should be on the letter head of the firm with the signature of Authorized Signatory

Please Note: Provide separate price schedule for list of items mentioned at Annexure-I for detail pricing.

Please Note: The Financial Comparison will be done on the basis of Price Bid as Mentioned in this Page.

**Please Note: Event will be held for 03 days from 07<sup>th</sup> March-2020 to 09<sup>th</sup> March-2020 so please quote accordingly.**

  
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**Annexure-I**

Sl. No	Description	Size	Quantity	Day
<b>Ground(Onstage)</b>				
1	Stage	( 40x20x3.5)ft	1	3
2	Ramp	(16x8x3.5)ft	1	3
3	Steps		3	3
4	Teapoy		2	1
5	Sofa	(3 seater)	4	1
6	LED wall(backdrop)	(20ftx10ft)	1	3
7	Moving Head Sharpy		4	3
8	Sound (3pa)			3
9	Podium mic		4	1
10	cordless mic		5	3
11	mic stands		3	3
12	stage monitor		4	3
13	Hanging Speakers		4	3
14	LED parcans		26	3
15	Spotlight		2	3
16	Blinders		4	3
17	Smoke Machine		3	3
18	DJ console		1	1
19	Confetti blast		1pair	3
20	Plugins (DI boxes)		4	3
21	Drumset mic kit		1	3
22	Standees (Sponsor)	6ft(H)x3ft(W)	4	3
23	Goalpost Truss	(50x20)sq.ft	1	3
<b>Ground(Offstage)</b>				
24	Red Carpet(entry)	40mt x6ft	1	1
25	Arena lights	[16 metal lights with 4 light stands]		3
26	Carpet(for EDM night)	40x60sq.ft	1	1
27	Green Room	(10x10)sq.ft.	4	3
28	Generator	125KVA	1	3
29	Plastic chairs with bow		80	1
30	Plastic chairs		400	3
31	Que-manager	100ft		3
32	Barricade	100ft		1
33	Canopy	(10x10)sq.ft	11	3
34	Box pillar gate	18ftx15ftx3ft	1	3
35	Flat Arch Gate	16ftx10ftx2ft	1	3

36	Palco lights		8	3
37	Black cloth covering area	100ftx200ftx8ft		3
38	Television	60 inch	1	3
<b>Besides Mech Workshop</b>				
39	Shamiyana	45ftx30ft	1	3
40	Metal lights		4	3
41	Tables		8	3
42	Cloth Partition	4ft height		3
<b>Badminton court</b>				
43	Strips of cloth	67ftx60ftx5ft	20	3
44	Cord mic		2	2
45	Stage monitor		1	2
46	Speakers		2	2
47	Led parcan		2	1
48	Standee(Sponsor)	6ft(H)x8ft(W)	1	3
49	Sound mixer		1	2
<b>Besides Faculty room</b>				
50.	Plain cloth cover	26mt	1	3
<b>Extra</b>				
51	Speakers operating with single mic		4	3
52	mic		1	3
53	walkie talkie		15	3

Date:-

## PFMS Mandate Form

Sr. No	Details Required	Information
1	Name of Vendor/Supplier	
2	Date Of Birth / Date of Incorporation	
3	Father/Husband Name	
4	Aadhaar Number	
5	GST No	
6	PAN No	
7	Complete Address	
8	City	
9	Country	
10	State	
11	District	
12	PIN Code	
13	Mobile No.	
14	Telephone No.	

15	E-Mail Address	
16	Account Holder Name	
17	Bank Name	
18	Bank (Branch)	
19	Bank Address	
20	Account No.	
21	IFSC Code	
22	Swift Code	

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I/we would not hold the user Institution responsible.

**Name:**

**Stamp/Seal & Signature of Vendor/Supplier**

## Bidder Information Sheet

1	Company Name	
2	company Registration Number	
3	Registered Address	
4	Name of Partners / Directors	
5	Bidder Type (Indian/Foreign)	
6	City	
7	State	
8	Postal Code	
9	PAN/TAN Number	
10	Company's Establishment Year	
11	Company's Nature of Business	
12	Company's Legal Status ( <i>Limited Company, Undertaking, Joint venture, Partnership, and others</i> )	
13	Company Category ( <i>micro-unit as per MSME, Small unit as per MSME, Medium unit as per MSME, Ancillary unit, Project Affected person of this company, SSI, Others</i> )	
14	Contact Person Name	
15	Date Of Birth (DD/MM/YYYY)	
16	Correspondence Email	
17	Designation	
18	Phone	
19	Mobile	

Note: If the information is not about the bidder, in the third column he should specify as "Not Applicable"