

1. **Schedule of requirements**

Sl. No.	Name of Service
1.	10th Convocation Venue Preparations at NIT Goa Campus, Cuncolim – Goa

2. **Specifications and allied Technical Details**

Enclosed at Annexure – I

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 1.12 of instructions for method of bidding.

4. The bid envelope should be super-scribed with

Bid for **10th Convocation Venue Preparations at NIT Goa Campus, Cuncolim – Goa**
Enquiry No. **NITGOA/CONV 2024/PUR/OW/ 386**

5. Quotations should be valid for a period of 45 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:	Date: 18/09/2024	Time: 10:00 AM
iii.	Opening of techno-commercial bid:	Date: 18/09/2024	Time: 11:00 AM
iv.	Opening of Financial bid:	Date: 18/09/2024	Time: 02:00 PM

7. **Warranty: N A.**

8(a) **GST:** The Institute is not authorized to give any forms related to tax. GST should be charged according to applicable rates.

8(b) **Entry Tax:** The State of Goa charges entry tax on all goods entering the State. Please include it in your quotation.

8 (c) **Custom and Excise Duty:** The Institute is authorized to give Custom and Excise Duty Exemption Certificate. **Custom and Excise Duty** should be charge accordingly (if applicable).

9. **Bid Security** (See Item 2.8 of instructions): **Rs. 30,000/-**

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10. Performance Security: N A

11. Please go through the enclosed "bid document" carefully for other bidding instructions.

12(a) Please send your quotations by Registered/Speed Post to:

To,
The Director
National Institute of Technology Goa
Cuncolim, South Goa, Goa - 403703

OR

(b) Drop the quotation in the office of the normal working hours of the Institute.

13. For clarifications if any, please mail to **ar_af@nitgoa.ac.in**

(Contd.)

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

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NATIONAL INSTITUTE OF TECHNOLOGY GOA

BID DOCUMENT

1. Instructions to the bidders

- 1.1 Sealed bids are invited on behalf of the Director, National Institute of Technology Goa, **Cuncolim**, Goa – 403703, from the intending bidders for services for the Institute as detailed in the enquiry letter.
- 1.2 The bidders should quote the technical and financial bid separately in two separate envelopes duly superscripted on the envelope as **10th Convocation Venue Preparations at NIT Goa Campus, Cuncolim – Goa** and their offer/rates in clear terms without ambiguity and EMD should be enclosed in separate envelope superscribed as “EMD”.
- 1.3 The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature. However, no over-writing is permissible. Manufacturer’s price-list, where applicable, should be submitted along with the bid.
- 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 enquiry. In case the above date is declared a holiday for NIT Goa, and the bids will be received up to the appointed time on the next working day.
- 1.6 There may be a pre-bid conference in the office of the Department as per schedule given under at the top of the document. NIT Goa for clarifying issues and clearing doubts, if any, about the specification and other allied technical details of equipment and machinery projected in the bidding document. The prospecting bidders may attend this pre-bid conference at the appointed date, time and place. In case the said date is declared a holiday for the NIT Goa, the pre-bid conference shall be held at the appointed time and place on the next working day.
- 1.7 The bids may be sent by registered or speed post, so as to reach the office NIT Goa before the last date of receipt, or alternatively, be dropped in the office of the normal working hours of the Institute.
- 1.8 If a prospective bidder requires any clarification in regard to the bidding documents, he may mail to **ar_af@nitgoa.ac.in** at least 02 days before the deadline for receipt of bids.
- 1.9 Bids received after the deadline of receipt indicated in para 1.5 above, shall not be taken in to consideration.
- 1.10 Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive.
- 1.11 The cover containing the bid must be sealed and super-scribed “10th **Convocation Venue Preparations at NIT Goa Campus, Cuncolim – Goa** vide Enquiry No. **NITGOA/CONV 2024/PUR/OW/386** dated 11/09/24 as given under item of the enquiry.

18/09/24

- 1.12 The bids shall be opened in the office at the date and time given on the top of the document. The bidders may send their authorized representatives to attend the bid opening, if they so desire. In the event of the above bid opening date being declared holiday for the NIT Goa, and then the bids will be opened at the appointed time and place on the next working day.
- 1.13 The bidder has to put seal and sign in full at all pages of the bidding document including all annexures and price bid failing which the bidder will be disqualified.
- 1.14 The Director NIT GOA and its successors reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.

2. Conditions of the bid

- 2.1 The rates quoted should preferably be net, inclusive of all taxes and duties, packing, forwarding, freight, Insurance and all other incidental charges mentioned separately.
- 2.2 The 10th Convocation venue preparation should be provided at NIT Goa Campus, Cuncolim - Goa.
- 2.3 The venue must be readily available for ceremony on 21st September 2024 by 05.00 pm.
- 2.4 The bid should remain valid for a period of 45 days from the date of opening. In case your offer has a different validity period that should be clearly mentioned in the quotation.
- 2.5 Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.
- 2.6 The service offered should strictly conform to the specification and technical details mentioned in Annexure-I.
- 2.7 The Institute may like to conduct pre- inspection of venue prepared by the successful bidder, where applicable.
- 2.8 The bid is to be accompanied with "Bid Security" (*Earnest Money*) for an amount stated in the enquiry, in the form of Account Payee Demand Draft, in favour of Director, NIT Goa Fees Account from any Commercial Bank with 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.
- 2.9 Any Liability regarding GST will be of supplier of products.
- 2.10 Period of guarantee/warranty, where applicable, should be specified in the bid.
- 2.11 If the successful bidder, on receipt of the service order, fails to execute the order within the stipulated period, in full or part, the arrangement will be subject to performance and inspection. The Director NIT Goa or his representative(s) reserve the right to levy a penalty up-to 10% of the value of the work order for any shortfall in the service provide / any breach of tender terms & conditions.
- 2.12 The successful bidder may be required to execute a contract, where applicable.
- 2.13 Payment (*100 percent*) will be made by Account Payee Cheque/Bank Draft, within 30 days from the installation or receipt of the goods in good condition or receipt of

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the bill, commissioning of the equipment, where applicable, whichever is later/latest.

- 2.14 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.
- 2.15 The Director NIT GOA and its successors reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.
- 2.16 The bid document/resultant contract will be interpreted under Indian Laws.
- 2.17 Any disputes arising out of this enquiry shall be dealt in the Goa jurisdiction.
- 2.18 After installation, it is the responsibility of the bidder to look into the issue that the system functions without any problem as per the Institute requirements.
- 2.19 In case there is any additional item required which are not included in the tendered specifications the service provider should make arrangement for the same as per the need of the Institute.

2.20 Criteria for Evaluation in Technical Bid:-

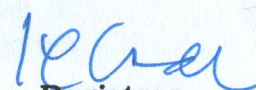
- a) Proof of establishment of Firms/shop/business/ manufacturing unit etc.
- b) Valid EMD (Valid MSE Certificate should be provided for claiming EMD Exemption).
- c) PAN No: (With photo copy) of firms/proprietor.
- d) Photocopy of GST Registration Certificate.
- e) The bidder has to submit similar type of work order /certificate/any other document of Rs 10 lakhs and above.
- f) The bidder must be ISO Certified.
- g) Technical Specification- The bidder will qualify technically if the bidder meets technical specifications of all the items. The committee reserves the right to look into the compatibility issues with respect to the technical specifications quoted.
- h) Stamp and sign on all the pages of the tender document.
- i) PFMS Form should be duly stamped and signed by the bidder.
- j) Signed Annexure I on the letter head of the bidder.

2.21 Criteria for Evaluation in Financial Bid

The financial bid(s) shall be evaluated on the basis of the total lowest rates quoted for all the services mentioned in annexure II.

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.


Registrar
NIT-Goa

Specification (Annexure-I)


10th Convocation Venue Preparations at NIT Goa Campus, Cuncolim - Goa

Element	Size	Qty.	Seller Compliance Yes/No
Main Entrance Gate cloth with design (24ft x16ft) (Printing on Fabric with double pass and mounted on frame and supported by Truss structure)	24' x 2.5' x 4 sides (Gate Top) +16' x 2.5' x 4 sides (2 Gate Pillars)	2	
Pole Branding (Polyester Fabric - double side printing, mounted on 2 rods - top & bottom)	5' x 2'	30	
Welcome standees with printing	6' x 3'	6	
Entry passage			
Entrance railing: Standing bouquet outside the seminar hall building		10	
Entry: Floral Truss Gate (10ft x10ft) - mix of white and orchid flowers	30 RFT	1	
Red carpet from seminar hall main door till stairs (foyer) 10ft x 38ft	380 sqft	2	
Floral decoration on handrailing (57 running feet) x 2 Inside the seminar hall building	57 RFT	2	
Red carpet from stair to the seminar hall entrance first floor 130ft x 06ft	780 sqft	1	
Stage			
Tea poys on stage		2	
Floral decoration (orchid) on Teapoy		2	
Banquet chairs with cover and bow		30	
2 Podium branding 3 mm forex sheet 4ft x 2.5 ft		2	
Floral decoration on the stage 35 x 2ft 5" (orchid)	35 RFT	1	
Floral Bouquet on the podiums		2	
Auditorium			
Signages with stand (A4)		20	
Cushion chairs with cover with bow, without arm rest		500	
VIP area (for food)			
Cushion Chairs with cover		30	
Red carpet from Entrance to the Lift area entrance Ground floor Admin Building 20ft x 06ft	120 sqft	1	
VIP area (for robbing)			
Cooler		5	

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Octanorm panel partition 10running feet (each side entry point should be given)		2	
Two Seater Sofa White colour		20	
Tea poy (with flower vase)		10	
Common Food area			
Hand Wash Basin (portable)		6	
Standing Round tables with white cover (4ft Height)		75	
Revolving Standing Fans			
Signages board with stand (A4)		15	
Water Proof Pandal covering the sides on both sides along with the provisions for providing electric connection to fans and water connection for wash basins and other equipments as per requirement	1.125x10M (dining area) 2.20x8 Mtrs. Cooking area)	1 each	
Green Carpet in the dining area	125x10M (dining area)		
Dustbins & containers for placing soil plate			
Students recreation			
Photo-Op banner with framing 18ft x 10 ft		1	
Selfie point with necessary printing	8' x 8'	1	
3D image for 10 th Convocation		1	
VVIP Lounge			
Extra Elements :-			
Signages with stand (2ftx2ft)		15	
Signages with stand (A4)		20	
Q-manager		50	
Plastic Tables with white cover		20	
Lighting on Seminar Hall, Admin Building, Gyan Mandir and Main Entrance Gate upto seminar Hall (one night before and on day of convocation)		3 Buildings and Gate	
200-300W Speakers with compatible amplifier and necessary logistics to be placed to play instrumental music in the evening a day before convocation and on the day of convocation on the passage from main gate to Gyan Mandir		6	
Flower orchid and roses Bouquet		6	
Rose sticks (wrapped)		50	
Flower Bouquet (mini Bouquet)		15	
Signages board with stand (A4) with different directions		26	

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



Price Bid (Annexure II)

10th Convocation Venue Preparations at NIT Goa Campus, Cuncolim - Goa

Element	Size	Qty.	Amount
Main Entrance Gate cloth with design (24ft x16ft) (Printing on Fabric with double pass and mounted on frame and supported by Truss structure)	24' x 2.5' x 4 sides (Gate Top) +16' x 2.5' x 4 sides (2 Gate Pillars)	2	
Pole Branding (Polyester Fabric - double side printing, mounted on 2 rods - top & bottom)	5' x 2'	30	
Welcome standees with printing	6' x 3'	6	
Entry passage			
Entrance railing: Standing bouquet outside the seminar hall building		10	
Entry: Floral Truss Gate (10ft x10ft) - mix of white and orchid flowers	30 RFT	1	
Red carpet from seminar hall main door till stairs (foyer) 10ft x 38ft	380 sqft	2	
Floral decoration on handrailing (57 running feet) x 2 Inside the seminar hall building	57 RFT	2	
Red carpet from stair to the seminar hall entrance first floor 130ft x 06ft	780 sqft	1	
Stage			
Tea poys on stage		2	
Floral decoration (orchid) on Teapoy		2	
Banquet chairs with cover and bow		30	
2 Podium branding 3 mm forex sheet 4ft x 2.5 ft		2	
Floral decoration on the stage 35 x 2ft 5" (orchid)	35 RFT	1	
Floral Bouquet on the podiums		2	
Auditorium			
Signages with stand (A4)		20	
Cushion chairs with cover with bow, without arm rest		500	
VIP area (for food)			
Cushion Chairs with cover		30	
Red carpet from Entrance to the Lift area entrance Ground floor Admin Building 20ft x 06ft	120 sqft	1	
VIP area (for robbing)			
Cooler		5	

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Octanorm panel partition 10running feet (each side entry point should be given)		2	
Two Seater Sofa White colour		20	
Tea poy (with flower vase)		10	
Common Food area			
Hand Wash Basin (portable)		6	
Standing Round tables with white cover (4ft Height)		75	
Revolving Standing Fans			
Signages with stand (A4)		15	
Water Proof Pandal covering the sides on both sides along with the provisions for providing electric connection to fans and water connection for wash basins and other equipments as per requirement	3. 125x10M (dining area) 4. 20x8 Mtrs. Cooking area)	1 each	
Green Carpet in the dining area	125x10M (dining area)		
Dustbins & containers for placing soil plate			
Students recreation			
Photo-Op banner with framing 18ft x 10 ft		1	
Selfie point with necessary printing	8' x 8'	1	
3D image for 10 th Convocation		1	
VVIP Lounge			
Extra Elements :-			
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Flower orchid and roses Bouquet		6	
Rose sticks		50	
Flower Bouquet (mini Bouquet)		15	

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

14/11/21

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:

10/01/21

Quotationere 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 (Limited Company, Undertaking, Joint venture, Partnership and others)	
13	Company Category (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)	
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 pertaining to the bidder, in third column he should specify as "Not Applicable". The information sheet should be sealed and signed.

12/11/2011

12/11/2011

Terms and Conditions: -

1. *The above service is required for the convocation event on 22nd September 2024 at **NIT Goa Cuncolim Campus. However the venue should be ready a day before the date of convocation. i.e 21st September 2024 by 5 P.M***
2. *Your Payment will be released only after receiving the desired quantity and quality of the above mentioned service as per requirement of NIT Goa*
3. *The arrangement made by the service provider will be subject to performance and inspection. The Director NIT Goa or his representative(s) reserve the right to levy a penalty up-to 10% of the value of the work order for any shortfall in the service provide / any breach of tender terms & conditions.*
4. *Taxes and transportation charges are included in the above mentioned cost.*
5. *The vendor should ensure the materials supplied/placed in different locations of the institute are neat, clean, and in well presentable manner proper hygiene before and during serving the food as per the schedule.*
6. *The bidders should ensure to keep, maintain and leave the surrounding area neat and clean.*
7. *In addition the bidder is requested to follow the terms and conditions mentioned in the tender.*
8. *The vendor should remove/dispose the waste from the campus as per the applicable rules in place.*
9. *The contract should not be sub-contracted to any, if it is found a suitable penalty up-to 50% of ordered value will be levied.*

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

12/09/24