

**NATIONAL INSTITUTE OF TECHNOLOGY
GOA - 403703**

Open Tender Enquiry

Enquiry No: NITGOA/SAAYVAS 2024/OW/ 115

Date: 02/04/2024

Important Dates

To

Event	Date	Time
Pre-bid Conference	-	-
Last Date of submission of quotation	09-04-2024	10:00AM
Technical Bid Opening date	09-04-2024	11:00AM
Financial Bid Opening date	09-04-2024	02:00PM

Dear Sir,

We intend to procure the works for **SAAYVAS 2024** with an approximate estimated value of **Rs. 9,00,000/-** specified below and invite quotations in accordance with the terms and conditions detailed in the tender document. If you are interested, kindly send your offer with prices and complete terms within the time mentioned above.

Please send your quotation to:

To, The Director NATIONAL INSTITUTE OF TECHNOLOGY GOA-403703

Yours sincerely,



Registrar

National Institute of Technology Goa

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.	SAAYVAS 2024 at National Institute of Technology Goa, 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 1.2 of instructions for method of bidding.

4. The bid envelope should be super-scribed with

Bid for SAAYVAS 2024 at National Institute of Technology Goa , Cuncolim Goa. Enquiry No. NITGOA/SAAYVAS 2024/OW/115 dated 02/04/24

5. Quotations should be valid for a period of 90 days from the closing date of the bid.

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6. **Some important dates:**

i.	Pre-bid Conference:	Date: _____ - _____	Time: _____ - _____
ii.	Last date for receipt of quotation:	Date: 09-04-2024	Time: 10.00 A.M.
iii.	Opening of techno-commercial bid:	Date: 09-04-2024	Time: 11.00 A.M.
iv.	Opening of Financial bid:	Date: 09-04-2024	Time: 02.00 P.M.

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. 18,000/-**

10. **Performance Security:** 5% of the total value.

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

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

Director
National Institute of Technology Goa

OR

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

13. For clarifications if any, please mail to dean.sw@nitgoa.ac.in

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NATIONAL INSTITUTE OF TECHNOLOGY
GOA-403703

BID DOCUMENT

1. Instructions to the bidders

- 1.1 Sealed bids are invited on behalf of the Director, National Institute of Technology (NIT), Goa – 403703, from the intending bidders for the works 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 **SAAYVAS 2024 at National Institute of Technology Goa , Cuncolim Goa** and their offer/rates in clear terms without ambiguity. **EMD should be enclosed in separate envelope super scribed 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.

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- 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 **dean.sw@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 "SAAYVAS 2024" at National Institute of Technology Goa, Cuncolim Goa vide Enquiry No. **NITGOA/SAAYVAS 2024/OW/115** dated 02/04/24 as given under item of the enquiry.
- 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 venue preparation should be provided at National Institute of Technology Goa, Cuncolim Goa.
- 2.3 The venue preparation work must be readily available for ceremony on 12th April 2024 by 08.00 am.
- 2.4 The bid should remain valid for a period of 90 days from the date of opening. In case your offer has a different validity period that should be clearly mentioned in the quotation.

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- 2.5 Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.
- 2.6 The work 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 work order, fails to execute the order within the stipulated period, in full or part, it will be open to the Director, NIT Goa to recover liquidated damage from the firm at the rate of 0.5 percent of the value of undelivered works per week or part thereof, subject to a maximum of 5 percent of the value of undelivered work. Alternatively, it will also be opened to the Director, to arrange procurement of the required work from any other source at the risk and expenses of the bidder.
- 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 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 work order, it is the responsibility of the bidder to look into the issue that the event functions without any problem as per the Institute requirements.

2.19 Criteria for Evaluation in Technical Bid

- a) Valid EMD (Valid EMD Exemption certificate should be provided for claiming EMD Exemption duly signed).
- b) PAN No: (With photo copy) of firms/proprietor.
- c) Photocopy of GST Registration Certificate.
- d) 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.
- e) Stamp and sign on all the pages of the tender document.
- f) Signed Annexure I on the letter head of the bidder.
- g) The applicant should have successfully completed or substantially completed similar works during last seven years ending last day of month previous to the one in which applications are invited should be either of the following: -
 - i. Three similar completed works costing not less than the amount equal to 40(forty) percent of the estimated cost; or
 - ii. Two similar completed works costing not less than the amount equal to 50 (fifty) percent of the estimated cost; or
 - iii. One similar completed work costing not less than the amount equal to 80 (eighty) percent of the estimated cost.

Documents required for payment processing

- PFMS Form and Bidder Information sheet should be duly stamped and signed by the bidder.

2.20 Criteria for Evaluation in Financial Bid

- a) The financial bid(s) shall be evaluated on the basis of the total lowest rates quoted after the deduction of sponsorship if any or the lowest price quoted by the bidder for all the works mentioned in annexure II.
- b) The words in price bid such as extra will entitle for disqualification of bidders.
- c) Conditional bids will not be accepted and will be liable for disqualification.


Registrar
NIT-Goa

TECHNICAL BID**Name of Work:-** SAAYVAS 2024 at National Institute of Technology Goa , Cuncolim Goa.

Technical Element Sheet					
Client Name:- NIT Goa		City :- South Goa			
Venue:-College Ground		Event Date : 11th April Setup and 12th to 13th April Show			
No.	Particulars	Days	Sizes	Qty.	Remarks
Main Auditorium Technicals					
A	Trussing				
	4-Sided Trussing	2		1	
	Centre Beam	2		1	
B	Stage				
	Main Stage	2	40x32x5	1	With Carpeting & Masking
	Staircase	2		2	
	Led Riser	2	30x4x3	1	
	Drum Riser	2	8x8x1	1	
	Follow Spot	2	6x6x5ft	1	
	Console	2	16x8x1 16x8x2	1	with Carpeting and Masking
	Canopies	2		5	
	Barricading	2	200Sq.ft	1	
	Cable Manager	2		10	
	Ply Board	2	8x4	8	
C	Sound Technical's				
	d&b V series or Das Aero 40	2		16	
	Das Aero Subs	2		10	
	Centre Fill	2		4	
	Digico SD10 or Avid Venue S6L	2		1	
	Shure Corded Microphone SM58	2		APR	
	Shure Corded Microphone SM57	2		APR	
	Sennheiser 6000 or Shure QLX D Cordless Microphone with Helical Antenna	2		2	
	Sennheiser IEM (G3) with RF Antenna	2		8	
	Sennheiser DrumKit Microphone	2		1	
	Fender Twin Reverb	1		1	
	Keyboard KC 550 Amp	1		1	
	Ampeg SVT4 Pro Bass Amp	1		1	
	Marshall JCM 900	1		1	
	Big Microphone Boom Stand	2		12	
	Sidefills SRX 725 with SRx 728 Low	2		2	
	Drum Kit (Pearl Masters or Dw Collector) With A or K Series Cymbals	2		1	
	CDJ 2000 Player	1		4	
	DJM 900 Mixer	1		1	
	Drum Kit Microphone With Kick In Beta 91A	1		1	
D	Lights				
	Sharpi	2		20	
	Led Par Can	2		36	
	Led Warm Par	2		24	
	Profile Spot	2		8	
	2-Eye Blinder	2		8	
	4-Eye Blinder	2		8	
	Led Batton	2		8	
	Moving Head Wash	2		8	

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	Follow Spot	2		1	
	GrandMA2 or Avolite Arena	2		1	
E	AV TECHNICAL's				
	Led Wall P3.9 (Main Screen)	2		300Sq.ft	
	Switcher	2		1	
G	Genset				
	Sound Proof Genset	2	125Kva	1	including fuel of 8hours per day
			62.5Kva	1	including fuel of 8hours per day

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

10/10/20

PRICE BID

Name of Service:- SAAYVAS 2024 at National Institute of Technology Goa , Cuncolim Goa.

Sr No.	Description	Total Amount in Rs.
1.	SAAYVAS 2024 at National Institute of Technology Goa, Cuncolim Goa. (Refer annexure – 1)	
	GST (As applicable)	
	Other charges (if any) please specify	
	Total	
	Less:- Sponsorship (if any)	
	Grand Total	
Grand Total in Words:-		

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



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

Handwritten signature

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 pertaining to the bidder, in third column he should specify as "Not Applicable". The information sheet should be sealed and signed.

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