

TENDER DOCUMENT

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

P. O.: NIT JAMSHEDPUR (JHARKHAND) - 831014

(An Institution of National Importance under Ministry of HRD, Govt. of India)



TENDER NOTICE

SUPPLY OF ITEMS/WORKS FOR "8th CONVOCATION"

Tender Notice No.:NITJSR/S&P/Convocation/CD/1453 Dt: 16/11/2018

LAST DATE OF SUBMISSION OF TENDER: 08/12/2018/2018 UP TO 11.00 AM

DATE OF OPENING OF TENDER: 08/12/2018 AT 11.30 AM

Address for submission of Tender:

Dean (Academic)
National Institute of Technology
Jamshedpur-831014

Telephone No : (91) +0657- 2373629, 2374248

web site : www.nitjsr.ac.in Fax No. : (91) +0657- 2373246

PREPARED BY: STORES & PROCUREMENT SECTION, NIT JAMSHEDPUR

TENDER NOTICE

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SUPPLY OF ITEMS/WORKS FOR "8th CONVOCATION"
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National Institute of Technology Jamshedpur is going to organise its "**8th CONVOCATION**" scheduled **on 19th December 2018** in the Institute campus. Sealed cover offers are invited from reputed, reliable and competent firms for Supply of Items/Works under following categories for the event of convocation at National Institute of Technology, Jamshedpur (Jharkhand).

1. Webcast Service, Photography and Videography:
2. General Tenting & Flower Decoration
3. Light, Sound & Generator
4. Catering service
5. Gowns

Competent and reliable firms who are financially sound and who have supplied similar type of items/works to Reputed Institution/Organizations are requested to send their offer along with other information etc. in sealed cover envelop category wise. Rate of the item should be quoted in full quantity and as per Technical specification/requirement. Interested vendors are advised to visit institute campus for site seeing and enquiries, if any.

The Detailed Specification of the items/work along with terms & condition can be downloaded from our website www.nitjsr.ac.in or can be obtained from the office of the Dean (Academic) NIT Jamshedpur in person on any working day after publication of this notice.

Last date for submission of Tender is 08/12/2018 up to 11.00 A.M to the office of the Dean (Academic) NIT Jamshedpur and received tender will be opened at 11.30 A.M. on same day in the presence of the tenderers or their representatives, if they so desire, at NIT Jamshedpur.

Registrar
National Institute of Technology
Jamshedpur-831014

Copy to:

1. Institute Notice Board NIT Jamshedpur/News Papers
2. Institute website: www.nitjsr.ac.in for broad circulation.

GENERAL INSTRUCTIONS TO THE BIDDERS FOR ALL CATEGORIES

1. Sealed Tenders are invited on behalf of the Director, National Institute of Technology Jamshedpur – 831014, (Jharkhand) for **SUPPLY OF ITEMS /WORKS FOR the “8th CONVOCATION”** scheduled on **19th December, 2018** at National Institute of Technology Jamshedpur campus.
2. The tender documents can be downloaded from the institute website **www.nitjsr.ac.in** and can also be obtained from the office of Dean (Academic) NIT Jamshedpur on working day after publication of this notice.
3. Bidders may participate for any or all categories mentioned in Tender Documents but bid must be submitted in prescribed format in sealed and rate of item should be quoted, full quantity and as per Technical specification.
4. Bidder who interested for participating in more than one Category, are directed to submit their offer in separate envelope category wise.
5. The Bidders should offer their price for the **SUPPLY OF ITEMS/WORKS FOR the “8th CONVOCATION”** category wise as specified in **Annexure-I** along with terms & conditions, if any, on printed letter head of the Bidder’s firm indicating there on GST Registration, FAX, Email, Telephone numbers, etc.
6. The offer shall must be contain papers regarding :
 - a. Registration Certificate of firm
 - b. GST Registration Certificates
 - c. Income Tax /PAN Registration Certificates
 - d. Copy of supply orders/work order completed during the last three years.
7. Tender documents should be in sealed cover category wise and superscribed on the top of envelop **“SUPPLY OF ITEMS/WORKS FOR THE “8th CONVOCATION”** with the tender reference no. and **category**.
8. All pages of the bid documents should be signed with seal by the firm.
9. Submission of a tender by a Tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the supply /work.

MODE OF SUBMISSION OF TENDER & LAST DATE:

1. The sealed cover Tender envelop should be addressed to the **“Dean (Academic) National Institute of Technology, P.O.: NIT**

Jamshedpur- 831014" and must be reach Latest by 08/12/2018 up to 11.00 A.M in the office of the Dean (Academic) NIT Jamshedpur.

2. Tender may be hand delivered at the aforementioned address or sent by post also so as to reach the aforementioned address on or before the said date. NIT Jamshedpur will not be responsible for delay or loss in transit if sent by post. No representation in this regard shall be entertained by this Institute.

OPENING OF BIDS:

Received Bids will be opened on the scheduled date and time as mentioned in the tender enquiry in the office of Dean (Academic) NIT administrative building in presence of committee /officials and interested vendors or their authorized representatives. Tender received after due date and time will not be considered.

PERIOD OF VALIDITY OF BIDS:

The bid shall remain valid and open for acceptance for a period of 90 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.

EXTENSION OF LAST DATE:

The Director, NIT Jamshedpur, may in his discretion extend the last date for submission of the Tender and such extension shall be binding on all the Bidders.

QUANTITY: Quantity mentioned is only indicative. The actual requirement may vary at time of placement of the purchase order.

DISCRETION: In all matters of dispute the decision of the Director, NIT Jamshedpur shall be final and binding on the bidders.

CLARIFICATION: For any clarification regarding this tender, Bidder may contact to Dr. Shalendra-Dean (Academic) & Dr. Arvind Gali -Associate Dean (Academic) during office Hours.

KIND SPECIAL ATTENTION

Supply/work must be completed within schedule date & time of convocation by the successful bidder since the “**8th CONVOCATION**” scheduled is on **19th December 2018** in the Institute campus. All the work will be completed as per direction of Dean (Academic) & Associate Dean (Academic). For any assistance and advice feel free to contact on 09431186594.

1. Category (1). Webcast Service, Photography and Videography:

- I. Bidder interested for quoting Webcast Service, Photography and Videography are advised that for handling the Webcast Service, Photography and Videography trained & expert professional should be deployed. Items under this Category will be supplied on rental/ hiring basis for one day.
- II. Webcast Service, Photography and Videography work will be completed as per guide line of Dr. **B K Singh -Convener of Webcast**.

2. Category (2). General Tenting & Flower Decoration:

- I. Firm should experience of such type of Work. Valid licence to this effect should be attached.
- II. Items under this Category will be supplied on rental/ hiring basis for one day.
- III. Interested vendors must visit institute campus for site seeing and stage requirements. To analyse the nature of work and advice, feel free to contact officials.
- IV. General Tenting & Flower Decoration: work will be completed as per guide line of **Dr. T. Mandal Convener**.

3. Category (3.) Light & Sound:

- I. Firm must have experience of such type of Work and valid licence to this effect should be attached.
- II. Items under this Category will be supplied on rental/ hiring basis for one day.
- III. Work will be completed as per guide line of **Dr. T. Mandal- Convener**

4. Category (4). CATERING:

- I. Bidder interested for quoting to provide Catering should be well established Professional Catering services and must have organized /participated in events in reputed Organization. (Documentary proof should be attached).
- II. All the food preparations are to be done at the venue itself. Paneer used should be of AMUL or SUDHA or DINSHAWS or COMFED.

- III. Crockery, transportation, waiter and cooking gas etc must be provided by the vender.
- IV. At most attention has to be given to provide wholesome quality dishes and render good acceptable services besides maintaining punctuality in services without any complaint.
- V. The food, raw materials, ingredients, etc. are to be used of superior quality, clean, fresh, nutritious, hygienic and edible.
- V. Items under this Category will be supplied as per schedule and guide line of Prof. **Amresh Kumar- Convener**.

5. Category: (5) Convocation Gowns on hiring basis:

Sample of Gowns of each item of in an additional sealed packet must be submitted by the respective bidder superscribed on the top of cover "SAMPLES", failing which your Bid may not be considered. Sample should have a Tag affixed to it securely with:

- I. Name of the Bidder
 - II. Sl. No. of Item quoted
 - III. For more than one sample for a particular item, sample should be marked as 1(a) & (b) so on.
- IV. One set of convocation Gown will include one Jacket (Jawahar Coat) and Stole (Anvastram). Jacket and Stole should be of contrast colour. Bidder must mention regarding workman ship on Gown & quality of Gown material. The size of Gown will be of Large & Extra large.

Note:

- A. For item Category sl. No. 1,2,3 & 7 there must be proper arrangement from the company/agency/vendor's end for the safety and security of all kinds of supply/work.**
- B. The institute will not be responsible for any kind of loss/damage occurred during the programme.**
- C. Fire Extinguisher must be provided by the vender as per Govt norms.**

GENERAL TERMS AND CONDITIONS

1. Rate: The rate should be quoted on F.O.R. NIT Jamshedpur, Inclusive fixing, packing, forwarding, freight, Insurance and all other charges, if any.
2. 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 signed with initial by the bidder with full signature; however, no over-writing is permissible.
3. In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
4. No escalation in respect of materials, labour, duties, freight etc will be allowed in any shape.
5. GST should be quoted as separately, if applicable.
6. Quality & Specification of Stores/Works: The goods/works offered should strictly conform to the required specification and technical details as specified in respective category of annexure.
7. The quantities included in the tender can be increased or decreased at the discretion of the Director, National Institute of Technology, Jamshedpur.
8. Period of Validity: Offer shall remain valid for acceptance at least for a period of 90 days from the date of opening of bid.
9. Road Permit: Supplier will manage them self for Road Permit, if needed at their end.
10. **Delivery and installation:** Supply/work must be completed within as per schedule of 8th convocation 2018 from the date of award of the work to the successful bidder.
11. Payment: 100% payment will be made against receipt of materials/ completion of work in good condition within week by crossed account payee cheque/NEFT/RTGS after submission of bill.
12. The Institute reserves absolute right to accept or reject any or all the Tender on whole or in part without assigning any reason thereof.
13. The Institute reserves the right to reject any article/service found defective, damaged and or not of the desired quality and specification, Decision of NIT Jamshedpur will be final. The agency will make necessary modification as per the direction of concerned authority without further delay at their cost.
14. **Dispute:** In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, NIT Jamshedpur shall be final.
15. The bid document/resultant contract will be interpreted under Indian Laws and subject to the jurisdiction of courts in Saraikela-Kharsawa.

ANNEXURE-I

DETAILS OF REQUIREMENT CATEGORIES WISE

Category: (1.) Webcast Service, Photography and Videography on hiring basis:

Sl No.	Description of Items/work	Quantity	Rate (Rs.)	Cost (Rs.)
1.	Webcast Service and Operator			
2.	Canon 5D or 6D Camera with 24-105mm lens with Operator	2 No.		
3.	HD Video CAMERA with supporting equipment and Operator	2 NO.		
Gross Total Rs.				
GST				
Grand Total Rs.				

*All edited videos and raw footage should be submitted in DVD to Dr. B.K. Singh Convener/Dean Associate (Academic) within a week of programme.

Category: (2.) General Tenting & Flower Decoration on Hiring Basis:

Sl No.	Description of Items/work	Quantity/Size	Rate (Rs.)	Cost (Rs.)
1.	Tenting Work: Pandal	Ceiling 11000 sq.ft walling 4800 sq.ft		
2.	Carpets	Red 2000 sq.ft Green 11000 sq.ft		
3.	Sofa-sets three sitter	24 Nos		
4.	VVIP Chairs Single seated	05 Nos		
5.	Senate Chairs Single seated	40 Nos.		
6.	Standard Chair with cover	600 Nos		
7.	Centre Table with cloth covered	05 Nos.		
8.	Flower decoration(Natural & Artificial)	Flower decoration (Natural & Artificial) for Stage, Hall, Golchakkar and Gate		
9.	Natural flowers Bouquet	20 Pc		
10.	Road gate	4 No		
			Gross Total Rs.	
			GST	
			Grand Total Rs.	

*Number of chair may be increased as per requirement in some case, proportional amount will be paid extra.

Category: (3.) Light, Sound, Generator on Hiring Basis:

Sl No.	Description of Items/work	Quantity/Size	Rate (Rs.)	Cost (Rs.)
1.	Light LED	20 Nos. +20=40 Nos. (80 watt to 100watt)		
2.	Light Decoration: Trees Lighting With rice Lights, helical lighting of trees	50 trees		
3.	PA system with 6 big & 4 small sound with 2 wired mic with stand & 7 wireless mic.	1 Set		
4.	Podium with mic.	2 Nos.		
5.	Pedestal fan	06 Nos.		
7.	Generator silent DG 65 KW	2 Set		
Gross Total Rs.				
GST				
Grand Total Rs.				

Specify the running rate of diesel per hour. **Diesel will be provided by the Institute** or vender has to arrange the diesel and diesel cost will be paid on actual consumption.

Category: (4.) CATERING SERVICE:

Sl No.	Description of item(s)	Menu	Quantity	Rate (Rs.)	Cost (Rs.)
1.	Hi-Tea menu (Rehearsal Day) (Day before convocation during rehearsal)	I. Tea II. Coffee III. Cookies (Sweet & Salted) IV. Veg Sandwich V. Veg Cutlet or Assorted Pakoda VI. Dum Aloo Kachori VII. Live Jalebi	600 persons		
2.	Snacks on (On Day of convocation)	i. Tea ii. Coffee iii. Biscuits	800 Persons		
3.	LUNCH MENU (After Convocation) (On Day of convocation)	1. Soup ❖ Veg Manchow Soup Tomato Soup 2. Salad ❖ Green Salad ❖ Sprouted Salad ❖ Russian Salad ❖ Dahi Vada ❖ Achar ❖ Papad ❖ Chutney 3. Main Course ❖ Handi Vegetables ❖ Gobi Mattar ❖ Karahi Paneer ❖ Yellow Dal Fry ❖ Jeera Peas Rice ❖ Naan ❖ Tandoori Roti ❖ Masala Kulcha 4. Dessert ❖ Hot Chocolate Walnut Pudding or Gulab Jamun ❖ Ice Cream (2-3 flavour)	600 Persons		
4.	Sealed Water Bottles (200 ml) all time	(Bisleri/Aquafina/Kinley)	3000 bottles		
5.	Sealed Water Bottles (500 ml)		1000 bottles		
Gross Total Rs.					
GST Rs.					
Grand Total Rs.					

FOLLOWING ITEM WILL BE PROVIDE BY CATERER SIDE

- ❖ New and packed Cutlery & crockery
- ❖ Service staff well dressed
- ❖ All equipment for kitchen & service

FOLLOWING ITEM WILL BE PROVIDED BY NIT JAMSHEDPUR

- ❖ Place for kitchen
- ❖ Tenting & lighting
- ❖ Buffet counter for service
- ❖ Electric power point for soup & other requirement
- ❖ Dishwash area

Terms and Conditions

1. Service provider must have up-to-date FSSAI Licence / catering licence and labour licence.
2. Service provider must have up-to-date GST License.
3. Service provider should follow Kitchen Safety provisions i.e., Fire extinguishers, etc.
4. Service provider should have MOU with government bodies or certificate of excellence/certificate of appreciation from government bodies or highly reputed private bodies.
5. Service provider should preferably have experience of catering of convocation at reputed Institutes.
6. The entire catering has to be done using slandered Mustered oil like Hathi/Engine Brand, Pure Ghee like Amul, Sudha, Standard Refined oil like Suffola/Gold Line/Haridays or equivalent and spices of MDH brand.

Category: (5.) Convocation Gowns* on hiring basis:

Sl No.	Description of Items/work	Quantity/Size	Rate (Rs.)	Cost (Rs.)
1.	VIP Gowns	03 No.		
2.	Senate Members	36 No.		
3.	Ph.D. Students	10 No.		
4.	M. Tech. Students	100 No.		
5.	B. Tech. Students	400 No.		
6.	MCA Students	50 No.		
Gross Total Rs.				
GST				
Grand Total Rs.				

* One set of convocation Gown will include one Jacket (Jawahar Coat) and Stole (Anvastram). Jacket and Stole should be of contrast colour. Bidder must mention regarding workman ship on Gown & quality of Gown material. The size of Gown will be of Large & Extra large.