

भारतीय सूचना प्रौद्योगिकी अभिकल्पना,
एवं विनिर्माण संस्थान, कांचीपुरम



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN AND MANUFACTURING, KANCHEEPURAM

(An Institute of National Importance under Ministry of Education, Govt. of India)
Melakkottaiyur, Vandalur-Kelambakkam Road, Chennai – 600 127, Tamil Nadu.

Tender No: IIITDM/ENGG/CIVIL/2025-26/Convocation/006

NOTICE INVITING TENDER (BOX TENDER)

**HIRING STAGE MATERIALS, OTHER FURNITURE ITEMS, AND THREE-
LAYER FLOOR PROTECTION TO CONDUCT THE 13th CONVOCATION
AT THE SPORTS COMPLEX, IIITDM KANCHEEPURAM**

ON 26th JULY 2025.

NOTICE INVITING TENDER (BOX TENDER)

Name of Work: Hiring stage materials, other furniture items and three-layer floor protection to conduct the 13th convocation at the Sports Complex of IIITDM Kancheepuram.

Indian Institute of Information Technology Design and Manufacturing (IIITDM) Kancheepuram invites sealed item rate Tenders under **single bid** with prequalification systems from the vendors who fulfil the eligibility as given below for providing EVENT MANAGEMENT of CONVOCATION 2025 scheduled **on 26 July, 2025** at IIITDM campus.

| Sl No. | Particulars | Quantity Required* |
|--------|---|----------------------------|
| 1 | Hiring stage materials, other furniture items, and three-layer floor protection to conduct the 13th convocation at the Sports Complex of IIITDM Kancheepuram | As per Annexure-III |

The tender document may be collected from the Estate section, IIITDM Kancheepuram office, or may be downloaded from the website “<https://www.iiitdm.ac.in/tender>”.

| | |
|--------------------------------------|---|
| Tender Notice No | IIITDM/ENGG/CIVIL/2025-26/Convocation/006 |
| Tender Document for | Hiring stage materials, other furniture items, and three-layer floor protection to conduct the 13th convocation at the Sports Complex of IIITDM Kancheepuram |
| Earnest Money Deposit (EMD) | Rs.23,000/- |
| Date of Issue of Tender Documents | 02.07.2025 |
| Pre-Bid Meeting including SITE VISIT | 07.07.2025 at 11:00 Hrs |
| Last date and time of submission | 10.07.2025 at 11:00 Hrs |
| Date and time of opening of Tender | 10.07.2025 at 12:00 Hrs |
| Place of Submission | Ground Floor (Tender Box), Admin Block, IIITDM Kancheepuram, Melakottaiyur, Vandalur-Kelambakkam Road, Chennai 600 127 |

IMPORTANT:All communications are to be addressed to in the name of **The Registrar, IIITDM Kancheepuram** only and not in the name of any officer and mails has to be sent to official email id **estate@iiitdm.ac.in**.

Sir,

Please quote your rates for the mentioned service as per our terms and conditions. The TENDER together with service details may be sent to the undersigned so as to reach by the due date. Please ensure that the TENDERS are in a sealed envelope super-scribing the Enquiry No. The Institute reserves the right to reject any or all including the lowest TENDER without assigning any reason whatsoever. The bidder has to accept all terms and conditions of the Institute given overleaf and conditional offers will not be accepted.

GENERAL TERMS AND CONDITIONS:

1. **The bids should be valid for 30 days** from the due date and this work should be carried out in a time bound manner and the entire work including providing, placing in position in all lead in various building situated in the address mentioned above of this Institute and shall be commissioned **on or before 5 PM on 25th July 2025**
2. The rate shall be quoted in INR.
3. No unsolicited correspondence will be entertained after the submission of the offer.
4. **Eligibility Criteria:** The bidder must meet the following criteria and submit proof for the same along with the tender document.
 - a) Valid proof of Business License.
 - b) Should have executed at least two works of similar type and magnitude in a government /government-controlled autonomous Institute on or after 01.01.2020. Proof (work completion certificate/photocopy of supply order/work order for each event) for the same must be attached.
 - c) Should have self-sufficiency and adequate stock in a store/go down located within the limits of Chennai.
 - d) After receipt of the bid, if required, a committee by IIITDM will visit the materials of the bidders for adequacy and quality. The bids of the bidders who have been recommended by the committee only shall be opened and all other bids will be returned. The decision of the committee shall be final and binding.
5. **Earnest Money Deposit:**

Bidders shall Deposit EMD through SBI E'Collect for an amount of **Rs.23,000/-** must be paid online, and it shall be received on or before the last date and time of bid submission. Proof of payment for EMD shall be attached along with the technical bid. **Physical mode of payment, i.e., Banker cheque or Demand drafts, is unacceptable.**

Steps for submission of EMD through SBI E'Collect.

- Go to link - <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>
- Please select "IIITDM – KANCHEEPURAM A/C" from drop down list
- Please select "Earnest Money Deposit (EMD)" from the Payment Category drop-down list
- Kindly fill in all tender details, contact details, and EMD amount and make payment.
- After successful payment, the proof of payment for EMD shall be attached along with the technical bid.

- In the case of payment failure/ mismatch of particulars leads to cancellation of bid.
 - For the unsuccessful bidders, the EMD amount will be refunded within 30 days from the date of issue of the work order.
 - The bidder shall enclose the canceled Cheque/bank details to refund the EMD amount in case of unsuccessful bids.
 - EMD shall be forfeited if any tenderer withdraws their offer within the bid validity period
6. Quantity mentioned in the technical compliance sheet may subject to vary.
7. **Security Deposit:** For the successful bidder, the Earnest Money Deposit (EMD) will be retained as a security deposit and released along with the final bill payment.
8. **Tender Envelope should contain:**
- Profile of Firm / Agency as per **Annexure – I**
 - Bid Declaration Form as per **Annexure – II**
 - Schedule of items for convocation as per the **Annexure-III**.
 - List of enclosure as per **Annexure – IV**
 - EMD payment details
 - Bank details / Crossed cheque for refund of EMD.
 - GST Number registration certificate
 - Past experience of at least two similar works in any government or government controlled autonomous institution of repute. Proof (photo copy of work completion certificate / work order) for the same must be attached.
9. The financial bid should include the rate, and other charges like labor requirement for fixing, arrangement, etc. with other terms and conditions if any.
10. **The bids duly sealed and super-scribed on the envelope with the name of the work, tender reference no. and due date, should be addressed to the undersigned to so as to reach him on or before the due date stipulated above. The same may be dropped in tender box placed in Ground floor, Admin Block, IIITDM Kancheepuram.**
11. Quoting merely the lowest price does not confer any right to any bidder for award of work order. The Institute reserves the right to select any bid on the grounds of quality, offer of additional/special features, compatibility, etc.
12. The Institute also reserves the right to reject any bids with sub-standard products even if they are found to be lowest.
13. Any delay in commissioning the work on the time and date mentioned above will lead to the total rejection of the work and no payment whatsoever shall be made towards the work.
14. The vendor shall take care of all safety and precautionary measures during erection of the work.
15. No damage shall be made to any fittings, surfaces, paintings of the building. If any made shall be restored by the vendor at his own cost.

16. The stage shall be firmly fixed in position without tangling by force etc. The carpet colour pattern etc. shall be artfully made to give the festive ambience to the campus.
17. The rate quoted should be inclusive of all material, labor, transportation and installation of the terms at the designated place and removal of the same after the function is over.
18. Special concession in rates if any applicable for Educational Institution shall also be offered and indicated clearly.
19. Bidder should quote rates for individual items separately. For comparison purpose **total rates for all the items** will be considered as one package. It is compulsory to submit rates for all items separately.
20. The tenders will be opened by a Committee of the Officers of IIITDM Kancheepuram. The tenderer or their authorized representatives may attend the time of opening of the tenders.
21. The Institute also reserves the right to increase or decrease the scope of work by any margin depending on the requirement. For any dispute, the Institute shall be the final authority and its decision shall be final and binding on both the parties. The Institute reserves all rights to accept or reject any or all tenders in part or full without assigning any reason thereof.
22. The institute also reserves the right to accept the TENDER in full or partially for some of the items quoted by deleting certain items without assigning any reason thereof.
23. Work shall be executed and completed as per the technical terms and conditions of this document as per the direction of Engineer in charge.
24. The Contractor shall at his own expense arrange for the safety provisions as appended to these conditions or as required by the Engineer-in-Charge, in respect of all labor directly or indirectly employed for performance of the works and shall provide all facilities in connection therewith.
25. The Contractor shall be responsible for providing constant and adequate supervision of the work to ensure compliance with the provisions of laws relating to safety and for taking all practical steps necessary to prevent accidents.
26. Stores and Materials required for the works, brought by the Contractor, shall be stored by the Contractor only at places approved by the Engineer-in-Charge. Storage and safe custody of material shall be the responsibility of the contractor. The contractor shall ensure that no materials/ wastes/ equipment's are dumped at site. Proper cleaning and debris removal should be done on daily basis
27. No compensation shall be payable to the contractor for any damage caused by rains, lightening, wind, storm during the execution of work. He shall make good all such damages at his own cost; and no claim on this account will be entertained.
28. In case the Contractor fails to complete the assigned work within specified Work Completion Period, IIITDM Kancheepuram may recover Liquidated Damage and/or terminate the Contract and/or forfeit the Security Deposit. IIITDM Kancheepuram on its part would be required to handover the site to the Contractor free from any encumbrance.

29. The payment shall be made as first and final bill on completion of the work satisfactorily. Any less usage of number of items, the rate will be reduced pro-rata and vice versa.
30. Payment of bills shall be made against supply, acceptance and after verification of the bill by the Institute after deduction of taxes and TDS as per applicable rules. The running account bill/Final bill shall be submitted by the contractor after the execution of work, and the completion certificate shall be furnished by the Institute after the completion of work in full. Payment to be made only for the work actually done.
31. The Contractor shall take at his own cost, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the afore mentioned services personnel by services to be rendered.
32. If the due date of submission of tender / Tender opening is declared a holiday for the Institute, the due date for submission of tender / Tender opening will be extended to same time on next working day.
33. The Institute reserves the right to accept the offer in full or in parts or reject the offer summarily or partly without assigning any reasons.

MAIN TERMS, CONDITIONS & IMPORTANT INSTRUCTIONS

1. The work is to be executed as per directions of Engineer in charge of IIITDM.
2. The selected firm will have to handover the complete foolproof work by **25 July 2025 by 5 PM.**
3. Dismantling is to be started from 27 July 2025 Evening at 7.00 pm onwards.
4. Transportation of all items to site and back from site is total responsibility of the firm.
5. All material should be new, of standard quality and decent. Cleanliness of all items should be of high standard. **All safety precautions should be observed while erecting and dismantling at site.**
6. Quantities, requirements and specifications given are approximate and may vary as per site conditions and few items may be deleted / added / modified, if needed.
7. Payment will be made as per actual hired quantities put in use. The statutory taxes will be recovered from the bill as per norms (TDS)
8. Rate must be quoted on unit basis (including transportation, labour, installation etc.) in the price schedule only and taxes (if any) should be clearly indicated.
9. The Agencies are requested to see proposed site on the day of PRE-BID MEETING, understand the work and agree to all the terms and conditions of IIITDM given above.
10. In case of any dispute, if arises decision of IIITDM will be final and binding.

Sd/-
Registrar
IIITDM Kancheepuram

PROFILE OF FIRM / AGENCY

| S No | Description | |
|-------------|---|---|
| 1. | Name of the Firm / Agency | |
| 2. | Status of the Firm / Agency (With supporting Document) | Proprietary / Partnership / Limited / Joint Venture (Specify) |
| 3. | Postal Address | |
| 4. | Telephone Nos. | |
| 5. | Email & website | |
| 6. | Year of establishment | |
| 7. | Activities / services offered | |
| 8. | Bid Submission & Self declaration Proforma: (Please enclose the annexure-1I) | |
| 9. | PAN No | |
| 10. | Registration No | |
| 11. | Particulars of Head of Organization and Directors / Partners of Organization with Names, PANs., completed address & phone Nos | |
| 12. | Similar works carried out on or after 01.01.2020. | (1) (2) (3) |
| 13. | Other information, if any | |

(To be printed in the letter head of the bidder)

Bid Declaration form

**To
The Registrar,
IIITDM Kancheepuram.**

I/We M/s. _____ (Name) bid for the
tender _____ (Tender No) towards
_____ (Name of the item) declare
that if we withdraw or modify our bids either during the period of validity of bid or fail to execute
the contract on award the purchase order/contract, we understand and agree that our firm will be
debarred for the period of one year for further bidding of any tender of your institute. Further, we
agree that your institute is at liberty to intimate this debarment to all departments/ organizations
of government and governmental organizations.

Authorized signatory with seal

SCHEDULE OF ITEMS FOR CONVOCATION

| S. No. | Description of item | Qty | Unit | Rate | Total amount |
|---------------|--|------------|-------------|-------------|---------------------|
| 1 | Furnitute & other tables | | | | |
| 1.1 | Hiring charges for the supply of VVIP Chair on the Stage. | 24.00 | Nos | | |
| 1.2 | Hiring charges for the supply of Single Seater Sofa. | 20.00 | Nos | | |
| 1.3 | Hiring charges for the supply of double Seater Sofa. | 10.00 | Nos | | |
| 1.4 | Hiring charges for the supply of centre table (Teapoy) on the stage and VIP assembling area | 10.00 | Nos | | |
| 1.5 | Hiring charges for the supply of Banquet chair with cover & bow | 50.00 | Nos | | |
| 1.6 | Hiring charges for supply of good quality armless plastic chairs. | 500.00 | Nos | | |
| 1.7 | Hiring charges for supply of good quality armed plastic chairs. | 530.00 | Nos | | |
| 1.8 | Hiring charges for the supply of Side Table with frill for medals / Certificate / live telecast/ refreshment / photo / video Graper etc. | 20.00 | Nos | | |
| 1.9 | Hiring charges for Round table with frill | 3.00 | Nos | | |
| 1.1 | Hiring charges for the supply of Refreshment Serving Counters | 5.00 | Nos | | |
| 2 | Stage erection & other related items | | | | |
| 2.1 | Hiring charges for supply and Erection of Stage of size (32' x 28 ' x 4') with 19mm Wooden Flooring Plywood Platform and Metal frame work and complete labour charges . The Stage should be rigidly fixed in position | 896.00 | sqft | | |
| 2.2 | Hire charges for supply and fixing of the ramp on one side and steps on the other side of the stage | 160.00 | sqft | | |
| 2.3 | Hiring of 90' decorative Handrail for ramp and the steps | 1.00 | LS | | |
| 2.4 | Hiring charges for Supply of 2 m * 2 m Green Room | 1.00 | Nos | | |
| 2.5 | Hiring charges for Console Black masking | 120.00 | sq.ft | | |
| 2.6 | Hiring charges for Supply of Dressing table | 2.00 | Nos | | |

| | | | | | |
|----------|--|----------|-------|--|--|
| 3 | Carpet | | | | |
| 3.1 | Hiring charges for three-layer protection system, consisting of one layer of tarpaulin, one full layer of used carpet, and one layer of brand new blue carpet (200' x 60') or specified by the Engg-in-charge. | 12000.00 | sq.ft | | |
| 3.2 | Hiring charges for red carpet for the procession route and VVIP lunch room (dust-free, new red carpet) | 4978.00 | sq.ft | | |
| | Total (Excluding GST) | | | | |

Note:

1. The rate shall be exclusive of GST.
2. The Function will be on 26 July 2025, all the work should be completed on or before 25 July 2025 at 05:00 PM itself.
3. The rate quoted shall be net inclusive of transportation, men, material, machinery, equipment. Nothing extra shall be payable under any account over and above the rate quoted.

Authorized signatory with seal

LIST OF ENCLOSURES

| Sl. No | Description | Compliance Yes/No/N.A. | Remarks |
|--|--|-------------------------------|----------------|
| 1. | Profile of Firm / Agency (Annexure-I) | | |
| 2. | Bid Declaration form (Annexure-II) | | |
| 3. | Schedule of items for convocation (Annexure-III) | | |
| 4. | EMD payment details | | |
| 5. | Bank details / Crossed cheque for refund of EMD | | |
| 6. | GST Number registration certificate | | |
| 7. | Past experience of at least two similar work of the firm in any government or government controlled autonomous institution of repute on or after 01.01.2020. Proof (photo copy of work completion certificate / work order) for the same must be attached. | | |
| Please Enclose Relevant Documents Only. | | | |

Authorized signatory with seal