



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
DESIGN AND MANUFACTURING KANCHEEPURAM  
Off Vandalur - Kelambakkam Road, Melakkottaiyur  
Chennai - 600 127**

**Tender No.: IIITDM/2025-26/E168/008; Dt: 04<sup>th</sup> July 2025**

**NOTICE INVITING TENDER**

**HIRING OF SERIAL LIGHTS, AIR CONDITIONERS, PEDESTAL FANS, LED  
LIGHTS AND SELFIE BOOTH FOR 13<sup>th</sup> CONVOCATION AT IIITDM,  
KANCHEEPURAM**



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**NOTICE INVITING TENDER**

**Name of Work: Hiring of Serial lights, Air Conditioners, Pedestal fans, LED lights and Selfie booth to conduct the 13th convocation at the Sports Complex of IIITDM Kancheepuram**

Indian Institute of Information Technology, Design and Manufacturing (IIITD&M) Kancheepuram invites item rate tender in the sealed envelope under **single bid** with prequalification systems from the vendors who fulfill the eligibility as given below for providing EVENT MANAGEMENT of CONVOCATION 2025 scheduled on **26<sup>th</sup> July 2025** at IIITDM campus.

Sl. No.	Particulars	Quantity Required*
1	<b>Hiring of Serial lights, Air Conditioners, Pedestal fans, LED lights and Selfie booth for conducting the 13<sup>th</sup> Convocation at IIITDM Kancheepuram</b>	As per Annexure-III

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

Tender Notice No.	IIITDM/2025-26/E168/008
Tender Document for	<b>Hiring Serial lights, Air Conditioners, Pedestal fans, LED lights and Selfie booth for conducting the 13th Convocation at IIITDM Kancheepuram</b>
Earnest Money Deposit	Rs. 13,850/-
Date of Issue of Tender Documents	04 <sup>th</sup> July 2025
Pre-Bid Meeting including SITE VISIT	08 <sup>th</sup> July 2025 at 11:00 hrs.
Last date and time of submission	11 <sup>th</sup> July 2025 at 11:00 hrs.
Date and time of opening of Tender	11 <sup>th</sup> July 2025 at 12:00 hrs.
Place of Submission	Ground Floor (Tender Box), Admin Building, IIITDM Kancheepuram.

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 bid shall be in a sealed envelope super-scribing the Tender Notice No.** The Institute reserves the right to reject any or all including the lowest bids without assigning any reason whatsoever. The bidder has to accept all terms and conditions of the Institute given in overleaf and conditional offers will not be accepted.

**General Terms and Conditions:**

1. **The bids should be valid for 45 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 01:00 PM on 25<sup>th</sup> July 2025 for rehearsal program.
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.
  - Valid proof of Business License.
  - Should have executed at least two works of similar type and magnitude in a government / government-controlled autonomous Institute / Reputed corporate Institutes or Organizations on or after 01.01.2020. Proof (work completion certificate / photocopy of supply order / work order for each event with complete item wise description) for the same must be attached.
  - The bidder shall have a registered office in and around Chennai and shall be within 50 km of the institute's radial distance.
  - Should have self-sufficiency and adequate stock in a store / godown located within the limits of Chennai.
  - 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. Bidders shall Deposit EMD through SBI E'Collect. The amount must be through online mode and it shall be received on or before the due date and time of bid submission and the payment proof of EMD shall be attached along with the technical bid.
6. Steps for submission of EMD through SBI E'Collect.
  - Go to link - <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>
  - Please select category as "Educational Institutions"

- Please select “IIITDM – KANCHEEPURAM A/C” from drop down list
  - Please select “Earnest Money Deposit (EMD)” from Payment Category drop down list
  - Kindly fill all tender details, contact details, EMD amount and make payment.
  - After successful payment, the payment proof of EMD shall be attached along with the technical bid.
7. For the successful bidder, the EMD will be retained as Security Deposit and will be released 30 days after the satisfactory completion of the event. In the event of any damages to the Institute / failure to execute the work, the cost of repairs will be deducted from the security deposit.
  8. For the unsuccessful bidders, EMD amount will be refunded within 30 days from the date of issue of work order.
  9. The bidder shall enclose cancelled Cheque / Bank details to refund the EMD amount in case of unsuccessful bids.
  10. EMD shall be forfeited if any tenderer withdraw their offer within the bid validity period.
  11. Quantity mentioned in the technical compliance sheet may subject to vary and payment will be made as per actual.
  12. **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
    - GST Number registration certificate
    - Past experience of at least two similar works in any government or government controlled autonomous institution of repute / Reputed corporate Institutes or Organizations. Proof (Photo copy of work completion certificate / work order) for the same must be attached.
  13. The financial bid should include the rate and other charges like labour requirement for fixing, arrangement, etc. with other terms and conditions if any.
  14. **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, Administration building, IIITDM Kancheepuram.**

15. 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.
16. The Institute also reserves the right to reject any bids with sub-standard products even if they are found to be lowest.
17. Any delay in executing 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.
18. 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.
19. The serial lighting, other lightings, air conditioners, pedestal fans and selfie booth works shall be carried in such a manner so that other materials / works shall not be affected and shall coordinate with the other vendors for the smooth conduction of event.
20. The serial lights shall be firmly fixed in position without tangling by force etc. and shall be connected electrically with proper insulation as directed by the Engineer – In – Charge.
21. The bare wires, loose connections, improper joints shall be avoided and proper insulation, earthing, required circuit breakers panels, plug tops, switches and A/c water drain lines shall be provided professionally in a good quality manner. The bidder has to take care of all electrical/fire and other safety norms and regulations as prescribed by the Govt. norms and institute regulations. The bidders has to ensure the insurance for the labour and material etc., institute will not be liable in this regard.
22. The rate quoted should be net 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.
23. Special concession in rates if any applicable for Educational Institution shall also be offered and indicated clearly.
24. 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.
25. The tenders will be opened by a Committee of the Officers of IIITDM Kancheepuram. The tenderer or their authorized representatives may attend at the time of opening of the tenders.
26. 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.

27. 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.
28. Work shall be executed and completed as per the technical terms and conditions of this document as per the direction of Engineer in charge.
29. 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.
30. 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.
31. Required materials brought by the contractor shall be stored only at places designated by the Engineer-in-Charge. Storage and safe custody of material shall be the sole 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.
32. No compensation shall be payable to the contractor for any damage caused by rains, lightening, wind, storm & anyother natural calamities 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.
33. 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.
34. 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.
35. Payment of bills shall be made against supply & execution of the work, acceptance and after verification of the bill by the Institute after deduction of taxes and TDS as per applicable rules. The final bill shall be submitted by the contractor after the execution of work. Payment to be made only for the work actually done.

36. 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.
37. 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.
38. 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 complete the fool proof work by **25<sup>th</sup> July 2025 by 13:00 hrs** before the rehearsal.
3. Dismantling shall be started on or after 26<sup>th</sup> July 2025; 05:00 PM onwards, in case of LED serial lights shall be removed on or after 27<sup>th</sup> July 2025; 06:00 AM onwards. The said time is tentative the exact timing may vary.
4. Transportation of all items to site and back from site is total responsibility of the bidder / firm.
5. All material should be new / of standard quality and decent. Cleanliness of all items should be of high standard. **All necessary safety precautions shall be taken during work execution & operation at site by the bidder.**
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 / Mobile No's.	
5.	Email & website	
6.	Bid Submission & Self declaration Proforma: <b>(Please enclose the annexure-1I)</b>	
7.	PAN No. (Attach proof)	
8.	GST & other Registration No. (Attach proof)	
9.	Particulars of Head of Organization and Directors / Partners of Organization with Names, PANs., completed address & phone No's	
10.	Similar works carried out on or after 01.01.2020. Complete work order/purchase order/completion to be attached.	(1) (2) (3)
11.	Other information, if any	

**Authorized signatory with seal**

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

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**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 in Rs.	Amount in Rs.
1	Hiring charges for providing 100 Watt or 200 Watt LED fittings with cables, switchgears inside our premises for flood lighting and removing the same after completion of the function as per the instruction given by the engineer in charge.	No's	50		
2	Hiring charges for providing 100w multi-colour single LED fittings cables, switchgears etc., for various places inside the convocation hall and outside the buildings and removing the same after completion of the function as per the instruction given by the engineer in charge.	No's	10		
3	Hiring charges for providing AC 5.0TR unit in stage and another green room. Cooling pipe indoor to outdoor connecting and cable at panel board all works. Before one day the testing has to be done, the exact location will be as designated by Enigneer-in-charge. i) On the stage 6 Nos. (Each side 3 Nos.) ii) Other VIP & refreshment room 5 Nos.	No's	11		
4	Hiring charges for good quality industrial type swing free pedestal fans including connecting wires, cables with required switch boxes, plug, sockets, MCB and other protective devices in the convocation hall. Bared wire connections will not be allowed.	No's	50		
5	Hiring charges for providing multi coloured <b>LED Serial lights</b> along with boarder light at various places in and around the Institute premises & convocation venue. The rate shall inclusive of necessary cabling from the nearby mains and separate on/off control panel for all the locations. (2000 sets). Bare wire, pin tapping and un insulated connections will not be allowed.				
5.1	Places to be provided: a) Main Gate - A b) Sports complete outer c) Academic building 2 sides	Job	1		

S. No.	Description of item	Qty	Unit	Rate in Rs.	Amount in Rs.
6	Selfie Booth Hiring Charges for supply of Selfie Booth with steady stand with rigid platform for Graduates of Convocation 2025. <b>Size :- 10 * 6 ft. Design and Theme:</b> As per directions of Engineer – in - Charge	No's	2		
<b>Total Amount in Rs. (Excluding GST)</b>					

**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 01:00 PM itself.**
3. The rate quoted shall be net inclusive of men, material, transportation, machinery, equipment, installation, dismantling all inclusive. Nothing extra shall be payable under any account over and above the rate quoted.

**Authorized signatory with seal**

**LIST OF ENCLOSURES**

<b>Sl. No</b>	<b>Description</b>	<b>Compliance Yes/No/N.A.</b>	<b>Remarks</b>
1.	Profile of Firm / Agency (Annex-I)		
2.	Bid Declaration form (Annex-II)		
3.	Schedule of items for convocation (Annex-III)		
4.	EMD payment details		
5.	GST Number registration certificate		
6.	Past experience of at least two similar work in any government or government autonomous institution or Reputed corporate Institutes or Organizations on or after 01.01.2020. Proof (photo copy of complete work completion certificate / work order / Purchase order) for the same must be attached.		
<b>Please Enclose Relevant Documents Only.</b>			

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**Authorized signatory with seal**