भारतीय सूचना प्रौद्योगिकी अभिकल्पना,
एवं विनिर्माण संस्थान, कांचीपुरम

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN AND MANUFACTURING, KANCHEEPURAM

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

NOTICE INVITING TENDER

(BOX TENDER)

Tender No.	IIITDMK/GSS/SPORTSMEET/26-27/012 dated 10.11.2026
Name of the Work	**Hiring of Main Stage, Side Stage, Furniture, Small Tents, Electrical Items and PA System for the 9th All India Inter IIIT Students' Sports Meet 2026**
Event Dates	19.12.2026 to 23.12.2026
Venue	IIITDM Kancheepuram campus, Chennai
Mode of Tender	Box tender (sealed bid, single-bid system)
Pre-bid Meeting including Site Visit	**20.11.2026 at 11:00 Hrs** – Venue: D-1, ADMN BLOCK, IIITDM CAMPUS
Last Date & Time of Submission	30.11.2026 at 11:00 Hrs
Date & Time of Opening	30.11.2026 at 12:00 Hrs

Tender document are available at https://www.iiitdm.ac.in/tender

भारतीय सूचना प्रौद्योगिकी अभिकल्पना, एवं विनिर्माण संस्थान, कांचीपुरम

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NOTICE INVITING TENDER (BOX TENDER)

Indian Institute of Information Technology, Design and Manufacturing (IIITDM) Kancheepuram invites sealed item-rate tenders under the **single-bid system** from eligible vendors who fulfil the eligibility criteria given in Clause 4 of the General Terms and Conditions, for the following work:

S. No.	Particulars	Quantity Required
1	Hiring of Main Stage, Side Stage, Furniture, Small Tents, Electrical Items and PA System for the 9th All India Inter IIIT Students' Sports Meet 2026, to be held at IIITDM Kancheepuram from **19.12.2026 to 23.12.2026**	As per **Annexure-III**

The tender document may be downloaded from the Institute website https://www.iiitdm.ac.in/tender.

Tender Notice No.	IIITDMK/GSS/SPORTSMEET/26-27/001 dated 10.11.2026
Name of the Work	Hiring of Main Stage, Side Stage, Furniture, Small Tents, Electrical Items and PA System for the 9th All India Inter IIIT Students' Sports Meet 2026, to be held at IIITDM Kancheepuram from 19.12.2026 to 23.12.2026
Earnest Money Deposit (EMD)	**Rs. 50,000/- (Rupees Fifty Thousand only)**
Bid Validity	60 days from the last date of submission
Date of Issue of Tender Documents	12.11.2026
Pre-bid Meeting including Site Visit	**20.11.2026 at 11:00 Hrs** – Venue: D-1, ADMN BLOCK, IIITDM CAMPUS
Last Date & Time of Submission	**30.11.2026 at 11:00 Hrs**
Date & Time of Opening of Tender	**30.11.2026 at 12:00 Hrs**
Completion of Erection (ready for use)	**On or before 17:00 Hrs on 17.12.2026**
Place of Submission	Tender Box, Ground Floor, Administration Building, IIITDM Kancheepuram, Melakottaiyur, Vandalur–Kelambakkam Road, Chennai – 600 127

IMPORTANT: All communications shall be addressed only to **The Registrar, IIITDM Kancheepuram**, and not to any individual officer by name. E-mails, if any, shall be sent only to the official e-mail ID gss@iiitdm.ac.in.

Sir/Madam,

Please quote your rates for the work mentioned above as per the terms and conditions of the Institute. The tender, together with the service details, shall be sent to the undersigned so as to reach on or before the due date. Please ensure that the tender is submitted in a sealed envelope **superscribed with the Tender No. and the Name of the Work**. The Institute reserves the right to reject any or all tenders, including the lowest, without assigning any reason whatsoever. The bidder shall accept all the terms and conditions of the Institute given in this document; conditional offers will not be accepted.

GENERAL TERMS AND CONDITIONS

1. **Bid validity and completion:** The bids shall be **valid for 60 days** from the last date of submission. The work shall be carried out in a time-bound manner. The entire work, including supply, transportation, erection and placing in position of all items at the locations within the Institute campus indicated by the Institute, shall be completed and commissioned **on or before 17:00 Hrs on 17.12.2026**.
2. **Currency:** Rates shall be quoted in Indian Rupees (INR) only.
3. **No post-bid correspondence:** No unsolicited correspondence will be entertained after the submission of the offer.
4. **Eligibility criteria:** The bidder must meet the following criteria and submit documentary proof for each of them along with the bid:
   a) Valid proof of business licence / registration of the firm **AND the FIRM SHOULD BE LOCATED WITHIN 50 KMS OF THE INSTITUTE.**
   b) Should have executed at least two works of similar type and magnitude in Government / Government-controlled autonomous institutions on or after 01.01.2024. Proof (work completion certificate / copy of the supply order or work order for each event) must be attached.
   c) **Should have self-sufficient and adequate stock of materials in a store / godown located within the limits of Chennai.**
   d) After opening of the bids, if required, a committee constituted by IIITDM Kancheepuram may inspect the store / godown and the materials of the bidders for adequacy and quality. Bids of bidders not recommended by the committee shall be treated as non-responsive and will not be considered further. The decision of the committee shall be final and binding.
5. **Earnest Money Deposit (EMD):** Bidders shall deposit an EMD of **Rs. 50,000/- (Rupees Fifty Thousand only) by Banker's Cheque or Demand Draft** drawn in favour of "REGISTRAR, IIITDM KANCHEEPURAM ", payable at Chennai. The instrument, or proof of payment, shall be enclosed with the bid. Bids not accompanied by the EMD will be rejected.
   - EMD of unsuccessful bidders will be refunded, without interest, within 30 days from the date of issue of the work order.
   - Bidders shall enclose a cancelled cheque / bank details for refund of the EMD.
   - EMD shall be forfeited if a bidder withdraws or modifies its offer during the bid validity period.
6. **Quantities:** The quantities mentioned in Annexure-III are indicative and are subject to variation.
7. **Contents of the tender envelope:** The sealed envelope shall contain:
   - Profile of the firm / agency as per **Annexure-I**
   - Bid Securing Declaration as per **Annexure-II**
   - Schedule of items with rates (price bid) as per **Annexure-III**
   - List of enclosures as per **Annexure-IV**
   - EMD instrument / payment details (or Udyam Registration Certificate, if claiming exemption)
   - Bank details / cancelled cheque for refund of EMD
   - GST registration certificate and PAN card copy
   - Proof of at least two similar works executed in Government / Government-controlled autonomous institutions on or after 01.01.2024 (copy of work completion certificate / work order)

8. **Scope of rates:** The rates quoted shall include all charges, including labour for fixing and arrangement, along with the other terms and conditions, if any.
9. **Submission: The bid, in a sealed envelope superscribed with the Name of the Work, Tender No. and due date, shall be addressed to the undersigned so as to reach on or before the due date and time stipulated above. It may be dropped in the tender box placed on the Ground Floor, Administration Building, IIITDM Kancheepuram.**
10. **Basis of award:** Quoting the lowest rate alone does not confer any right on a bidder to the award of the work. The work will be awarded to the bidder who fulfils the eligibility criteria, whose materials are found acceptable under Clause 4(d), and who has quoted the lowest total amount for all items taken together (L-1).
11. **Sub-standard materials:** The Institute reserves the right to reject any bid offering sub-standard materials, even if it is the lowest.
12. **Time is the essence:** Time is the essence of this contract. If the work is not commissioned by the date and time stipulated in Clause 1, the Institute may reject the work in full, and no payment whatsoever shall be made towards the work.
13. **Safety during erection:** The vendor shall take all safety and precautionary measures during the erection and dismantling of the work.
14. **Damage to property:** No damage shall be caused to any fittings, surfaces or paintwork of the buildings. Any damage caused shall be made good by the vendor at its own cost.
15. **Stage and décor:** The stage shall be firmly and rigidly fixed in position, without being forcibly tied to any existing structure. The colour and pattern of the carpet shall be chosen to give a festive ambience to the campus.
16. **Inclusive rates:** The rates quoted shall be inclusive of all materials, labour, transportation and installation of the items at the designated places, and their removal after the event is over.
17. **Concession for educational institutions:** Special concession in rates, if any, applicable to educational institutions shall also be offered and indicated clearly.
18. **Item-wise rates and package evaluation:** Bidders shall quote rates for each item separately; it is compulsory to quote for all items. For comparison, the **total amount for all items taken together** will be considered as one package.
19. **Opening of tenders:** The tenders will be opened by a committee of officers of IIITDM Kancheepuram on the date and time stated above. Bidders or their authorised representatives may attend the opening.
20. **Variation in scope and disputes:** The Institute reserves the right to increase or decrease the scope of work by any margin depending on the requirement. In case of any dispute, the decision of the Institute shall be final and binding on both parties. The Institute reserves the right to accept or reject any or all tenders, in part or in full, without assigning any reason.
21. **Partial acceptance:** The Institute also reserves the right to accept the tender in full or in part, or to delete certain items, without assigning any reason.
22. **Execution as directed:** The work shall be executed and completed as per the technical terms and conditions of this document and as directed by the Chairman, organizing committee or his authorised representative.
23. **Safety provisions for labour:** The contractor shall, at its own expense, make all safety provisions required by the Engineer-in-Charge in respect of all labour directly or indirectly employed for the work, and shall provide all facilities connected therewith.
24. **Supervision:** The contractor shall provide constant and adequate supervision of the work to ensure compliance with the laws relating to safety, and shall take all practical steps necessary to prevent accidents.
25. **Storage and housekeeping:** Stores and materials brought by the contractor shall be stored only at places approved by the Engineer-in-Charge. Storage and safe custody of materials shall be the responsibility of the contractor. No materials, waste or equipment shall be dumped at the site, and cleaning and debris removal shall be done daily.
26. **Weather risk: No compensation shall be payable to the contractor for any damage caused by rain, lightning, wind or storm during the execution of the work. The contractor shall make good all such damage at its own cost, and no claim on this account will be entertained.**

27. **Failure to complete:** If the contractor fails to complete the assigned work within the specified completion period, IIITDM Kancheepuram may recover liquidated damages and/or terminate the contract and/or forfeit the security deposit. IIITDM Kancheepuram, on its part, shall hand over the site to the contractor free from any encumbrance.
28. **Payment basis:** Payment shall be made as a single, first and final bill on satisfactory completion of the work. If fewer items are used than ordered, the payment will be reduced pro-rata, and vice versa.
29. **Bills and deductions:** The final bill shall be submitted by the contractor after execution of the work. Payment shall be released after acceptance and verification of the bill by the Institute, and after deduction of taxes, including TDS, as per applicable rules. A completion certificate shall be issued by the Institute after the work is completed in full. Payment shall be made only for the work actually done.
30. **Insurance:** The contractor shall, at its own cost, take the necessary insurance cover for its staff and other personnel employed or engaged in connection with this work.
31. **Holiday on due date:** If the due date of submission or opening of tenders is declared a holiday by the Institute, the due date will stand extended to the same time on the next working day.

MAIN TERMS, CONDITIONS AND IMPORTANT INSTRUCTIONS

1. The work shall be executed as per the directions of the Chairman, organizing committee or his authorised representative/ Engineer-in-Charge of IIITDM Kancheepuram.
2. The selected firm shall hand over the complete work, ready for use in all respects, **by 17:00 Hrs on 17.12.2026**.
3. All items shall be dismantled and removed from the campus within 48 hours after the conclusion of the event, and the site shall be left clean.
4. Transportation of all items to and from the site is the sole responsibility of the firm.
5. All materials shall be of standard quality and in decent condition. Cleanliness of all items shall be of a high standard. **All safety precautions shall be observed while erecting and dismantling at site.**
6. Quantities, requirements and specifications given are approximate and may vary as per site conditions; items may be deleted, added or modified, if needed.
7. Payment will be made for the actual quantities hired and put to use. Statutory taxes (TDS) will be deducted from the bill as per norms.
8. Rates shall be quoted on a unit basis (inclusive of transportation, labour, installation, etc.) in the price schedule (Annexure-III) only, and taxes, if any, shall be indicated clearly.
9. Bidders are requested to visit the proposed site on the day of the pre-bid meeting, understand the work, and agree to all the terms and conditions of IIITDM Kancheepuram given above.
10. In case of any dispute, the decision of IIITDM Kancheepuram shall be final and binding.

Sd/-
Registrar
IIITDM Kancheepuram

Annexure – I

PROFILE OF FIRM / AGENCY

S. No.	Description	Details furnished by the bidder
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 number(s)	
5.	E-mail and website	
6.	Year of establishment	
7.	Activities / services offered	
8.	Bid Securing Declaration (enclose Annexure-II)	
9.	PAN	
10.	Registration No. of the firm	
11.	GST registration number	
12.	Similar works carried out on or after 01.01.2024 (name of institution, work order no. & date, value)	(1) (2) (3)
13.	Other information, if any	

Authorised Signatory with Seal

Name: _____

Date: _____ Place: _____

Annexure – II

(To be printed on the letterhead of the bidder)

BID SECURING DECLARATION

To
The Registrar,
IIITDM Kancheepuram,
Melakottaiyur, Chennai – 600 127.

Sub: Bid Securing Declaration – Tender No. IIITDMK/GSS/SPORTSMEET/26-27/001 dated 10.11.2026

I/We, M/s. _____ (name of the bidder), having submitted our bid against the above tender for _____ (name of the work), declare that if we withdraw or modify our bid during the period of its validity, or fail to execute the contract after award of the work order, we understand and agree that our firm will be debarred from bidding in any tender of your Institute for a period of one year and our EMD will be retained by IIITDM Kancheepuram. We further agree that the Institute is at liberty to intimate this debarment to all Government departments and organisations.

Authorised Signatory with Seal

Name: _____

Date: _____ Place: _____

Annexure – III

SCHEDULE OF ITEMS AND PRICE BID

Name of the Work: Hiring of Main Stage, Side Stage, Furniture, Small Tents, Electrical Items and PA System for the 9th All India Inter IIIT Students' Sports Meet 2026, to be held at IIITDM Kancheepuram from 19.12.2026 to 23.12.2026

S. No.	Description of Item	Qty	Unit	Rate per Unit (Rs.) excl. GST	Amount (Rs.) excl. GST
1	**Stage, tentage and related items**				
1.1	Hiring charges for supply and erection of main stage of size 32' x 28' x 4' with 19 mm wooden (plywood) flooring platform on metal framework, including complete labour charges. The stage shall be rigidly fixed in position as directed by the Institute. Hire charges for covering the stage with water proof material on top and back side with appropriate cloth and decorative material as directed by the Institute.	1	Lump sum		
1.2	Hiring charges for laying of carpet on the above stage.				
1.3	Hiring charges for supply and fixing of good-quality festoons with a minimum height of 10' from ground level. The poles shall be rigidly fixed in the ground.	50	Nos		
1.5	Hiring charges for supply and erection of side shamiana with waterproof covering on top of size 40' x 20' for use as visitors gallery	02	Nos		
1.6	Hiring charges for supply and erection of small tents (shamiana) of size 10' x 10, with waterproof roofing.	05	Nos		
2	**Furniture and tables**				
2.1	Hiring charges for supply of VVIP chairs on the stage.	5	Nos		
2.2	Hiring charges for supply of single-seater sofas.	5	Nos		
2.3	Hiring charges for supply of double-seater sofas.	5	Nos		
2.4	Hiring charges for supply of centre tables (teapoy) on the stage and in the VIP assembly area.	2	Nos		
2.5	Hiring charges for supply of good-quality armless plastic chairs.	500	Nos		
2.6	Hiring charges for supply of side tables with frill for medals / certificates / live telecast / refreshments / photographer / videographer, etc.	5	Nos		
3	**Electrical items**				
3.1	Hiring charges for supply and fixing of stage lights on the main stage etc., as directed by the Institute.	10	Nos		
3.2	Hiring charges for supply and fixing of decorative serial lights on the stage, side tents, Institute main gate, etc., as directed by the Institute.	2000	sq.ft		

Name of the Work: Hiring of Main Stage, Side Stage, Furniture, Small Tents, Electrical Items and PA System for the 9th All India Inter IIIT Students' Sports Meet 2026, to be held at IIITDM Kancheepuram from 19.12.2026 to 23.12.2026					
S. No.	**Description of Item**	**Qty**	**Unit**	**Rate per Unit (Rs.) excl. GST**	**Amount (Rs.) excl. GST**
4	**PA system**				
4.1	Hiring charges for arrangement of PA system and speakers on the main stage.	1	No.		
4.2	Hiring charges for wireless microphones with speakers for public announcements covering the ground, indoor sports complex, etc., during the events, as directed by the Institute.	10	Nos		
				(A) Total Amount excluding GST (Rs.)	
				(B) GST @ _____ % (Rs.)	
				(C) Grand Total including GST (A + B) (Rs.)	
Grand Total (C) in words: Rupees _____ only					

Notes:

1. The rates quoted shall be net, inclusive of transportation, manpower, materials, machinery, equipment, erection and dismantling. Nothing extra shall be payable on any account over and above the rates quoted.
2. Rates shall be for the **entire hire period** – from erection (to be completed by 17.12.2026) till dismantling after the event – and not per day.
3. **Bidders shall quote for ALL the items. The work will be awarded to the L-1 bidder on the basis of the total amount (A) for all items taken together. Failure to quote for all the items will lead to rejection of the bid.**

Authorised Signatory with Seal

Name: _____

Date: _____ Place: _____

Annexure – IV

LIST OF ENCLOSURES

S. No.	Description	Compliance (Yes / No / N.A.)	Page No. / Remarks
1.	Profile of firm / agency (Annexure-I)		
2.	Bid Security Declaration (Annexure-II)		
3.	Schedule of items with rates (Annexure-III)		
4.	EMD instrument / payment details		
5.	Udyam Registration Certificate (only if claiming EMD exemption)		
6.	Bank details / cancelled cheque for refund of EMD		
7.	GST registration certificate		
8.	PAN card copy		
9.	Proof of business licence / registration of the firm [Clause 4(a)]		
10.	Proof of at least two similar works executed in Government / Government-controlled autonomous institutions on or after 01.01.2024 (copy of work completion certificate / work order) [Clause 4(b)]		
11.	Proof of Office within Chennai limits [Clause 4(A)]		
Please enclose relevant documents only.			

Authorised Signatory with Seal

Name: _____

Date: _____ Place: _____