

Date: 21-09-2022

**CORRIGENDUM – 01**

With reference to the tender notification for “General Arrangements for 20th Annual Convocation” (Tender Notification No: NITK /Annual Convocation/ 2022 / T /Doc4 Dated 08 September, 2022),

Please note the following changes:

- 1) Time for Supply of item after release of Purchase order is revised as 15 October 2022
- 2) Bid submission date is extended as follows
  - i. Last Date for submission of tender is revised as: 3<sup>rd</sup> October, 2022 before 03:00 PM
  - ii. Bid opening date is revised as : 3<sup>rd</sup> October 2022 at 3:30 PM

Sd/-  
Convener

# NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

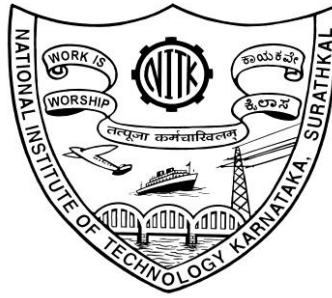
POST SRINIVASNAGAR, MANGALORE – 575 025 (D K)  
A DEEMED UNIVERSITY

Phone: (0824) 2474000.

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Website: <http://www.nitk.ac.in>



## TENDER DOCUMENT

Tender Notification. No. NITK /Annual Convocation/ 2022 / T /Doc4 Dated 08 September, 2022

**Name of Goods: General Arrangements for 20th Annual Convocation**

Estimated amount put to Tender : Rs 9,50,000/- (Nine Lakhs Fifty Thousand) Excluding GST

Time for Supply of item after release of Purchase order: 15 October, 2022

Last Date for submission of tender : 3rd October, 2022 before 03:00 PM

Address for Submission of Tender: Office of Dean (Academic), NITK Surathkal, Srinivasnagar, Mangalore 575025. Ph: 9739939986, Kind Attention: Dr. Raj Mohan B, Chemical Engg.

Date of opening of technical bid : 3<sup>rd</sup> October, 2022 at 3.30 PM (if possible)



**NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL**

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Tender Notificatin.No : NITK /Annual Convocation/ 2022 / T /Doc4

Date: 08 September, 2022

**NOTICE INVITING TENDER (NIT)**

The National Institute of Technology Karnataka, Surathkal (in short – NITK, Surathkal) is an autonomous body under Ministry of HRD Govt of India, a Deemed University, imparting Technical Education and engaged in Research Activities. It is proposed to procure the items for the 17<sup>th</sup> Annual Convocation.

Sealed Tenders are invited for the following items in **two cover system** (i.e., technical bid and financial bid) subject to the following terms and conditions, from the reputed manufacturers or its authorized dealers so as to reach this office on or before scheduled date and time. The tender (Technical bid) will be opened on the same day if possible, in the presence of bidders or their authorized agents who may choose to be present. The financial bid of only such bidders whose technical bid is accepted shall be opened on the same day or later pre-informed date.

1. Name of Goods: **General Arrangements for 20th Annual Convocation**
2. Estimated Cost: Rs 9,50,000/- (Nine Lakhs Fifty Thousand)-Excluding GST
3. Time for completion of Supply after Placing Purchase Order: 15<sup>th</sup> October, 2022
4. Last date at time for submission of Tender : 3<sup>rd</sup> October, 2022 before 03:00 PM
5. Tender to be submitted at the following address:  
Office of Dean (Academic), NITK Surathkal, Srinivasnagar, Mangalore 575025.  
Kind Attention: Dr. Raj Mohan B
6. Place, Date and Time of opening of technical bid:  
Date: 3<sup>rd</sup> October, 2022 Time :03:30 PM VENUE: Board Room, Main Building, NITK, Surathkal

Note: Institute shall not be responsible for any postal delay about non-receipt /non delivery of the bids or due to wrong addressee.

**Sd/-  
Convener**

## **SECTION 1: INSTRUCTION TO BIDDER (ITB)**

### **1. The bid should be submitted in two cover system-Technical Bid and Financial Bid:**

**1.1 Envelope No.1 – Technical Bid:** The agencies should give details of their technical soundness and provide list of customers of previous supply of similar items to Universities, Institutes or Government Departments/ Undertakings/ public sectors with contact details. The details of the agency/ profile should be furnished along with the copy of all related documents. This envelope should be sealed and duly super-scribed as “**Envelope No. 1 – Technical Bid**”. Full name and address of the agency should also be mentioned on envelope and should be addressed to The Director, NITK, Surathkal.

### **1.2. Documents to be submitted in the technical bid :**

- a) The agency should possess Licence certificate for manufacture /supply of the item.
- b) List of Owner/partners of the firm and their contact numbers
- c) The agency should possess Income tax PAN number.
- d) The agency should possess GST registration and TIN number.
- e) Catalogue of the Product with detailed product specifications.
- f) The average annual turnover should not be less than 30% of the estimated cost put to tender/quotation for the job work. The copy of the Balance sheet, Profit & Loss A/c., Trade or Manufacturing A/c for the last 3 years should be enclosed
- g) **Contract form given in section 5 need to be submitted.**

**The above documents should be furnished in the technical bid envelope.**

**2. Envelope No.2 – Financial bid:** The agencies should submit their financial bid as per the format given in Section 4 of the Notice Inviting Tender in this cover. The rate should be quoted both in words and figures. All the pages of the financial bid should be signed affixing the seal. All corrections and overwriting should be initialled. This envelope should be duly superscribed as “**Envelope No. 2 – Financial bid**”. Full name and address of the agency should also be mentioned on the envelope and should be addressed to The Director, NITK, Surathkal.

**Both the Envelope No. 1 and 2 should be kept in another separate envelope duly superscribed with the following details.**

**(i) Tender Notification Number (ii) " Tender for the supply of.....", (iii) Not to Open before (Date and Time)**

**Mention “Kind Attention: Dr. Raj Mohan B, Convener-Annual Convocation, Department of Chemical Engineering, NITK Surathkal, Srinivasnagar, Mangalore 575025. Ph: 9739939986, and submit at the address given in the Notice Inviting Tender.**

- 3 The tender will be acceptable only from the **manufacturers or its authorised supplier.**
4. The Institute **reserves the right to visit to the factory** before or after issue of supply order to satisfy itself regarding quality of production. In case of any remarks /default noted, the EMD will be forfeited even if pre-qualified.
5. **The Financial bid shall be in the format of Price Schedule given in Section 4. The Contract form as per format given in section 5 shall be submitted. Incomplete or conditional tender will be rejected.**
6. Details of item to be carried out, approximate quantity and the specifications are mentioned in “**Section 3**” appended to this Notice Inviting Tender.

7. **The item to be used is strictly according to the specification and subject to test by the institute/concerned authorities. It must be delivered and installed in good working condition.**
8. The Institute **reserves the right to cancel or reduce the quantity** included in the schedule of requirements at any time after acceptance of the tender with a notice. The Contractor/Supplier shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work/supply in full but he did not derive in consequence of the foreclosure of the whole or part of the works.
9. **Validity of bids:** The rate quoted should be valid for a minimum of 10 days.  
No claim for escalation of rate will be considered after opening the Tender.
10. Clarification of Tender Document:  
A prospective bidder requiring any clarification of the Tender Document may communicate to the contact person given in this notice inviting tender. The contact person will respond to any request for clarification for the Tender Document received not later than 5 working days prior to the last date for the receipt of bids
11. Amendment of Tender document: At any time prior to the last date for receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment.
12. **Institute may at its own discretion extend the last date for the receipt of bids.**
13. The bids shall be written in English language and any information printed in other language shall be accompanied by an English translation, in which case for the purpose of interpretation of the bid, the English translation shall govern.
14. The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids. The decision of the Institute Purchase Committee is final in all matters of tender and purchase.
15. The bidder should give the following declaration while submitting the Tender.
16. Any other details required may be obtained from the contact person given in the notice inviting tender during the office hours.

### **DECLARATION**

I/we have not tampered/modified the tender forms in any manner. In case , if the same is found to be tampered/modified, I /we understand that my/our tender will be summarily rejected and full Earnest money deposit will be forfeited and I /we am/are liable to be banned from doing business with NITK, Surathkal and / or prosecuted.

**Signature of the Bidder :** \_\_\_\_\_

**Name and Designation :** \_\_\_\_\_

**Business Address :** \_\_\_\_\_

\_\_\_\_\_

**Place :**  
**Date :**

**Seal of the Bidder's Firm**

## **SECTION 2 : CONDITIONS OF CONTRACT.**

1. The rates should be quoted for preferably FOR destination from supply within India.
2. The bidder shall indicate the excise duty exemption for the goods if applicable.
3. The institute is eligible for customs duty exemption, excise duty exemption, issuance of form D.
4. The rate quoted should be on unit basis. Taxes and other charges should be quoted separately, considering exemptions if any.
5. Rate quoted should be inclusive of Testing, commissioning and Installation of equipment and Training.
6. Payment: No advance payment will be made. Payment will be made only after the supply of the item in good and satisfactory condition and receipt of performance security by supplier.
7. Period requirement for the supply and installation of item should be specified conforming to the section 3 of this tender document.
8. In case of dispute, the matter will be subject to Mangalore Jurisdiction only.

### SECTION 3 : SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS

[To be filled up by the Department / Center of NITK, Surathkal]

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Item(s) Name to be Procured : **General Arrangements for 20th Annual Convocation**

Type (Furniture / Others) : Stage Arrangements, Displays, Light & Sound

Brief Specifications of the Item(s)  
(Attach Additional Sheet if necessary) : Attached as Annexure-I

Quantity : Refer Annexure - I

Any other details / requirement : Refer Annexure - I

Delivery Schedule expected  
after release of Purchase order : 15<sup>th</sup> October 2022

## SECTION 4: PRICE SCHEDULE

[To be used by the bidder for submission of the bid]

- 
1. Item Name: General Arrangements for 20th Annual Convocation
  2. Specifications  
(Conforming to Section 3 of  
Tender document- Enclose additional  
sheets if necessary) : Attached as Annexure-II
  3. Currency and Unit Price :
  4. Quantity :
  5. Item Cost (Sl No. 3 \* Sl. No. 4 ) :
  6. Taxes and Other Charges :  
(i) Specify the type of taxes and duties  
in percentages and also in figures.  
(ii) Specify Other Charges in figures.
  7. Delivery Schedule : 15<sup>th</sup> October, 2022  
(Conforming to the Section 3 of  
Tender document
  9. Name and address of the Firm for  
placing purchase order :

**Signature of the Bidder :** \_\_\_\_\_

**Name and Designation :** \_\_\_\_\_

**Business Address :** \_\_\_\_\_

\_\_\_\_\_

**Place :**

**Seal of the Bidder's Firm**

**Date :**



**SECTION 5 : CONTRACT FORM**

[ To be provided by the bidder in the business letter head]

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1. (Name of the Supplier's Firm) hereby abide to deliver the by the delivery schedule mentioned in the section 3 tender document for supply of the items if the purchase order is awarded.
2. The item will be supplied conforming to the specifications stated in the tender document without any defect and deviations.
3. Warranty will be given for the period mentioned in the tender document and service will be rendered to the satisfaction of NITK, Surathkal during this period.

**Signature of the Bidder:** \_\_\_\_\_

**Name and Designation:** \_\_\_\_\_

**Business Address** : \_\_\_\_\_  
\_\_\_\_\_

**Place :**  
**Date :**

**Seal of the Bidder's Firm**

## Annexure-I

Sl No	Particulars	Quantity (Numbers)
1.	Complete Sound System	02
	(i) Double, Goose neck Mikes (for Podiums) – 2 Nos.	
	(ii) Cordless Mikes – 2 Nos.	02
	(iii) Speakers (JBL 800 W) – 4 Nos.- for audience	04
	(iv) Speakers (JBL 500 W) – 6 Nos.- for audience	06
	(v) Monitor Speakers (on stage) – 2 Nos.	02
2.	Back Drop 30 feet x 10 feet p3 led wall	01
3.	Fabric cloth banner 10 feet by 6 feet (one at the main bldg., Next to Sreenivas Mallya statue)	02
4.	Navy blue back drop from floor to ceiling behind the stage. Approximate dimension: 60 feet x 30 feet.	01
5.	The side blinds of size 10 feet x 20 feet on the stage to cover empty space in the side: 4 Numbers. Color- Navy blue	04
6.	Spot Light (1000 W) with stand – 4 Nos. for stage	04
7.	Flower decoration for new sports complex stage for 67 feet length, 2 podiums, one flower vase and bouquets and cut flowers for decoration on side blinds and empty space on the stage backdrop.	-
8.	Small wooden table of size 8 feet length × 2 feet wide and 2 feet height with WHITE TABLE CLOTH for the stage in the New sports complex.	4
9.	4 Feet height air coolers for stage	06
10.	Structure waterproof pendal with white cloth ceiling with open sides (only overhead cover) with carpet for approximately 700 feet length x 20 feet wide for procession path.	-
11.	Lighting (tube light/fluorescent lamp) arrangements for procession path.	30
12.	Lighting (tube light/fluorescent lamp) arrangements behind the gymkhana or from AMUL up to PG gate or nagabana.	30
13.	Red carpet new of 67 feet length and 30 feet wide on the stage for the new sports complex west side	-
14.	20,000 Miniature lights, and focus lights for main building of the institute and the diesel generator for the same	20,000
15.	Plastic chairs without arm rest – 2,000 Nos. with white chair cover. Need to secure each row of chairs. Use jute rope and GI pipe or bamboo to secure the row of chairs to the ground.	2,000
16.	The side cover for the entire audience area, height: 10 feet.	-
17.	Requisite number of lights to the audience area- 50 Nos.	50
18.	Red carpet for the entire audience seating area (Approximate dimension, 100 feet x 180 feet)	-
19.	Guest Sofa for seating 100 guests /VIPs	-
20.	160 feet x 100 feet waterproof structure pendal with decorative cloth in front of gymkhana. (where food is served for parents and students approximately 2000 people). Ground should be covered with carpet. Floor area 100 feet by 80 feet. Lighting by fluorescent lamps within the	-

	pendal area	
21.	Storage tank for holding 1000 liters 3 Nos. They need to be located near the gymkhana for hand wash. Vendors should make provision to fill the tank with pure and hygienic water for cleaning hands.	03
22.	Tanks provided in Sl.No.20 must be connected to the Taps with basin for cleaning hands: 5 steel basin with proper drain pipe. Each basin has minimum 5 taps or more. Use pvc/garden hose pipe to supply water to basin from the 1000 liters tank.	-
23.	Generator back up for all the lighting and sound system at the News sports complex venue.	-
24.	Rain proof tin sheet pental for the audience (Approximate size 200 feet x 100 feet) to accommodate about 2000 people having height of minimum 20 feet in the middle, white cloth to cover ceiling, requisite lighting for the area, 30 ceiling fans.	-
25.	Barricading around 360 feet x3 feet	--
26.	CCTV with 4 cameras-2 for stage and 2 for audience sitting area	01
27.	LED television with screen size 50+ inches	06
<p>Item No. 14. A separate quote may be given for item no. 14.  Other Requirements: Bidders should have provided service to the events where VVIP's (State/ Central Governments. Example PM/President/Vice president/Governor) have attended. Attach relevant purchase orders.</p>		

## Annexure-II

Sl No	Particulars	Unit Price (a)	Quantity (b)	Total c=a*b	Tax	Total
28.	Complete Sound System		02			
	(i) Double, Goose neck Mikes (for Podiums) – 2 Nos.					
	(ii) Cordless Mikes – 2 Nos.		02			
	(iii) Speakers (JBL 800 W) – 4 Nos.- for audience		04			
	(iv) Speakers (JBL 500 W) – 6 Nos.- for audience		06			
	(v) Monitor Speakers (on stage) – 2 Nos.		02			
29.	Back Drop 30 feet x 10 feet p3 led wall		01			
30.	Fabric cloth banner 10 feet by 6 feet (one at the main bldg., Next to Sreenivas Mallya statue)		02			
31.	Navy blue back drop from floor to ceiling behind the stage. Approximate dimension: 60 feet x 30 feet.		01			
32.	The side blinds of size 10 feet x 20 feet on the stage to cover empty space in the side: 4 Numbers. Color- Navy blue		04			
33.	Spot Light (1000 W) with stand – 4 Nos. for stage		04			
34.	Flower decoration for new sports complex stage for 67 feet length, 2 podiums, one flower vase and bouquets and cut flowers for decoration on side blinds and empty space on the stage backdrop.		-			
35.	Small wooden table of size 8 feet length × 2 feet wide and 2 feet height with WHITE TABLE CLOTH for the stage in the New sports complex.		4			
36.	4 Feet height air coolers for stage		06			
37.	Structure waterproof pendal with white cloth ceiling with open sides (only overhead cover) with carpet for approximately 700 feet length x 20 feet wide for procession path.		-			
38.	Lighting (tube light/fluorescent lamp) arrangements for procession path.		30			
39.	Lighting (tube light/fluorescent lamp) arrangements behind the gymkhana or from AMUL up to PG gate or nagabana.		30			
40.	Red carpet new of 67 feet length and 30 feet wide on the stage for the new sports complex west side		-			
41.	20,000 Miniature lights, and focus lights for main building of the institute and the diesel generator for the same		20,000			
42.	Plastic chairs without arm rest – 2,000 Nos. with white chair cover. Need to secure each row of chairs. Use jute rope and GI pipe or bamboo to secure the row of chairs to the ground.		2,000			
43.	The side cover for the entire audience area, height: 10 feet.		-			
44.	Requisite number of lights to the audience area- 50 Nos.		50			

45.	Red carpet for the entire audience seating area (Approximate dimension, 100 feet x 180 feet)		-			
46.	Guest Sofa for seating 100 guests /VIPs		-			
47.	160 feet x 100 feet waterproof structure pendal with decorative cloth in front of gymkhana. (where food is served for parents and students approximately 2000 people). Ground should be covered with carpet. Floor area 100 feet by 80 feet. Lighting by fluorescent lamps within the pendal area		-			
48.	Storage tank for holding 1000 liters 3 Nos. They need to be located near the gymkhana for hand wash. Vendors should make provision to fill the tank with pure and hygienic water for cleaning hands.		03			
49.	Tanks provided in Sl.No.20 must be connected to the Taps with basin for cleaning hands: 5 steel basin with proper drain pipe. Each basin has minimum 5 taps or more. Use pvc/garden hose pipe to supply water to basin from the 1000 liters tank.		-			
50.	Generator back up for all the lighting and sound system at the News sports complex venue.		-			
51.	Rain proof tin sheet pendal for the audience (Approximate size 200 feet x 100 feet) to accommodate about 2000 people having height of minimum 20 feet in the middle, white cloth to cover ceiling, requisite lighting for the area, 30 ceiling fans.		-			
52.	Barricading around 360 feet x3 feet		--			
53.	CCTV with 4 cameras-2 for stage and 2 for audience sitting area		01			
54.	LED television with screen size 50+ inches		06			

Item No. 14. A separate quote may be given for item no. 14.

Other Requirements: Bidders should have provided service to the events where VVIP's (State/ Central Governments. Example PM/President/Vice president/Governor) have attended. Attach relevant purchase orders.