

# NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

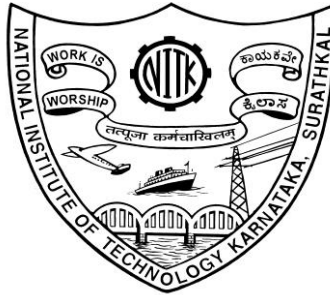
POST SRINIVASNAGAR, MANGALORE – 575 025 (D K)

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## TENDER DOCUMENT

Tender Notification. No. NITK /Annual Convocation/ 2023 / T /Doc4	Dated 03 Oct, 2023
<b>Name of Goods</b>	: <b>General Arrangements for 21st Annual Convocation</b>
Estimated amount put to Tender	: Rs 10,00,000/- (Ten Lakhs) Excluding GST
E M D Amount	: Nil
Time for Supply of item after the release of a Purchase order	: 10 Days. (Service to be provided on 04th November 2023)
Last Date for submission of tender	: 16 October 2023 <b>before 3.00 PM</b>
Address for Submission of Tender	: Office of Dean (Academic), NITK Surathkal, Srinivasnagar, Mangalore 575025. Ph: 9480540801, Kind Attention: Dr. Ramesh M R, Mechanical Engg, Email:rameshmr@nitk.edu.in.
Date of opening of technical bid	: 16 October 2023 at 3.30 PM (if possible)



## NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

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Tender Notificatin.No. NITK /Annual Convocation/ 2023 / T /Doc4

Date: 05 October, 2023

### NOTICE INVITING TENDER (NIT)

The National Institute of Technology Karnataka, Surathkal (in short – NITK, Surathkal) is an autonomous Institute 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 departmental academic/research activities.

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 it's authorised 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/Service:** **General Arrangements for 21st Annual Convocation**
- 2. Estimated Cost:** **Rs 10,00,000/- (Rs Ten Lakhs) - Excluding GST**
- 3. E M D :** **Nil**
- 4. Time for completion of Supply after Placing Purchase Order:** **10 Days ( Service to be provided on 04th November 2023)**
- 5. Last date at time for submission of Tender :** **16 October 2023 before 03:00 PM**
- 6. Tender to be submitted at the following address:** **Office of Dean (Academic), NITK Surathkal, Srinivasnagar, Mangalore 575025. Ph: 9480540801, Kind Attention: Dr. Ramesh M R, Mechanical Engg, Email:rameshmr@nitk.edu.in.**
- 7. Place, Date and Time of opening of technical bid:** **Date: 16th October, 2023 at 3.30 PM VENUE: Board Room, Main Building, NITK, Surathkal**

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

Sd/-  
[Signature of Convener]

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

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

**1.1 Envelope No.1 – Technical Bid:** The agencies should give details of their technical soundness and provide a 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 Bidder/ 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 Bidder should also be mentioned on the envelope and should be addressed to The Director, NITK, Surathkal.

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

- a) The Bidder should possess Licence certificate for manufacture /supply of the item.
- b) List of Owner/partners of the firm and their contact numbers
- c) The Bidder should possess Income tax PAN Number.
- d) The Bidder should possess GST registration and TIN number.
- e) Catalogue of the Product with detailed product specifications.
- f) List Service Centres
- g) List of customers with contact details.
- h) The average annual turnover should not be less than 30% of the estimated cost put to tender/Tender 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
- i) **Warranty Period Offered for the tendered item to be specified. If the Warranty period is not conforming to the schedule of requirements given in section 3 of the document, the bid is liable to be treated as non-responsive and rejected.**
- j) **EMD in an original form valid for minimum six months, through Bank Guarantee drew on any scheduled bank in favour of “Director NITK, Surathkal”, payable at Surathkal should be submitted. EMD shall bear no interest. Any bid not accompanying with EMD is liable to be treated as non-responsive and rejected.**
- k) **Contract form given in section 5 needs 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 is 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 Bidder 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: Contact Person’s Name and Phone Number”, and submit at the address given in the Notice Inviting Tender.**

**3 The tender will be acceptable only from the relevant service provider and they should have a service centre in Karnataka, preferably in Dakshina Kannada or Udupi.**

4. The Institute **reserves the right to visit the factory** before or after the issue of supply order to satisfy itself regarding the 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 is given in section 5 shall be submitted. The incomplete or conditional tender will be rejected.**
6. Details of the 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. **Performance Security of 5 % of contract value in terms of Bank Guarantee by scheduled banks shall be given by the successful bidder for the total period of Warranty.**
- 11 **The release of EMD:** The EMD shall be released after receipt of performance security from the successful bidder.
- 12 **The validity of bids:** The rate quoted should be valid for a minimum of 90 days. No claim for escalation of the rate will be considered after opening the Tender.
- 13 **Imports: In case, Goods are to be Imported, the Indian agent should furnish authorisation certificate by the principles abroad for submission of the bid in response to this Notice Inviting Tender.**
- 14 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
- 15 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 a prospective bidder, modify the Tender document by an amendment.
- 16 **Institute may at its own discretion extend the last date for the receipt of bids.**
- 17 The bids shall be written in English language and any information printed in another language shall be accompanied by an English translation, in which case for the purpose of interpretation of the bid, the English translation shall govern.
- 18 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.

19 The bidder should give the following declaration while submitting the Tender.

**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 are/are liable to be banned from doing business with NITK, Surathkal and/or prosecuted.

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

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

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

\_\_\_\_\_

**Place :**

**Seal of the Bidder's Firm**

**Date :**

19. Any other details required may be obtained from the contact person given in the notice inviting tender during the office hours.

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

1. In the case of import, both CIF and/ or FOB rate should be quoted. All components of expenditure to arrive at Bangalore need to be explicitly specified.
2. The bidder shall indicate the excise duty exemption for the goods if applicable.
3. The rates should be quoted for preferably FOR destination from supply within India.
4. The rate quoted should be on a 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 the supplier. **In the case of Imports, the payment will be made through LC / Sight Draft / After Installation, and performance security need to be submitted at the time of LC commitment/issue of sight draft.**
7. Guarantee and Warranty period should be specified for the complete period conforming to section 3 of this tender document.
8. The period required for the supply and installation of the item should be specified conforming to section 3 of this tender document.
9. In case of dispute, the matter will be subject to Mangalore Jurisdiction only.
10. **The tender will be acceptable only from the relevant service provider and they should have a service centre in Karnataka, preferably in Dakshina Kannada or Udupi.**

### 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 21st Annual Convocation :

Type (Others-Service) : 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

Warranty Period required : NA

Delivery Schedule expected  
after release of Purchase order  
(in Days) : 10 Days (Service to be provided on 04<sup>th</sup> November 2023)

EMD (in Rupees) : NA

Performance Security to be given  
by Successful Bidder after release of  
Purchase Order (in Rupees) : NA



**NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL**

**SECTION 4 - PRICE BID (for indigenous Supplies)**  
[ To be used by the bidder for submission of the bid]

Reference Number:

Date:

Sr. No.	Description of the Item and Specification	Qty. in Units	Unit Price (Rs.)	Discount %	GST (%)	Other charges if any (please specify details)	Total Price (Rs.)

1. Delivery Mode: Delivery at NITK Surathkal, at the site only.

Total Bid Price in the above column should be inclusive of all taxes and levies transport, loading, unloading etc.

Delivery Period:..... days.

Validity Date: Minimum 90 days from the date of submission of Tender/Tender.

2. Payment Term: Payment within 30 days from the date submission of bill Acceptance Certificate to concerned Dept./ Sect.

PAN No. : .....

GST Registration No. : .....

Seal and Signature:.....

Name & Business Address:.....

**Note: Price Bid should be submitted in given format only.** For additional information/extra items above format may be typed and used.

Place:

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 them by the delivery schedule mentioned in section 3 tender document for the 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 :**

**Seal of the Bidder's Firm**

**Date :**

## SPECIFICATIONS

<b>Annexure-I</b>		
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, venue seminar hall at 14 locations)	16
4.	Fabric cloth banner 10 feet by 15 feet (one at the conference venue- photo shoot stage)	01
5.	Navy blue back drop from floor to ceiling behind the stage. Approximate dimension: 60 feet x 30 feet.	01
6.	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
7.	Spot Light (1000 W) with stand – 4 Nos. for stage	04
8.	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.	-
9.	Flower decoration for seminar hall at 14 different locations (At each location for 15 feet length, 1 podium, one flower vase).	
10.	4 Feet height air coolers for stage	06
11.	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.	
12.	Red carpet new of 67 feet length and 30 feet wide on the stage for the new sports complex west side	-
13.	20,000 Miniature lights, and focus lights for main building of the institute and the diesel generator for the same	20,000
14.	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
15.	The side cover for the entire audience area, height: 10 feet.	-
16.	Requisite number of lights to the audience area- 50 Nos.	50
17.	Red carpet for the entire audience seating area (Approximate dimension, 100 feet x 180 feet)	-
18.	Guest Sofa for seating 100 guests /VIPs	-
19.	160 feet x 100 feet waterproof structure pendal with decorative cloth near convocation venue. (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	-
20.	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
21.	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.	-
22.	Generator back up for all the lighting and sound system at the News sports complex venue.	-
23.	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.	-
24.	Barricading around 360 feet x3 feet	--

25.	CCTV with 4 cameras-2 for stage and 2 for audience sitting area	01
26.	LED television with screen size 50+ inches	06

**Other Requirements:**

1. 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.
2. The tender will be acceptable only from the relevant service provider and they should have a service center in Karnataka, preferably in Dakshina Kannada or Udupi.