



राष्ट्रीय प्रौद्योगिकी संस्थान सिक्किम
NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM
(An Institute of National Importance, MHRD, Govt. of India)

Tender No: 73/NITS/SWA/Udgam 20/ Tender for Stage/19-20/86

Date: 03rd March 2020

NOTICE INVITING TENDER

National Institute of Technology Sikkim invites tender in sealed envelope for **Preparation of stage for its annual cultural festivals UDGAM at NIT Sikkim during 09th- 11th April 2020 as per Specification** given in this tender notice to be delivered at NIT Sikkim, Barfung Block, Ravangla, South Sikkim-737139. The tender document can be downloaded free of cost from the website www.nitsikkim.ac.in or obtained from the office.

Schedule of Requirement

S.No.	Particulars
1	Preparation of stage and sheds for Annual Tech Fest cum Cultural Programme at NIT Sikkim from 9 th – 11 th April 2020 as per the specification mentioned in this tender.

<i>Detailed Information</i>	
Bidding System	Single bid mode
Tender Floating Date	3 rd March 2020
Pre Bid Meeting	17 th March 2020; 02:00 PM
Tender Closing Date & Time	23 rd March 2020; 11:00 AM
Bid Opening Date & Time (Tentative)	23 rd March 2020; 11:30 AM (Tentative); Shall be announced at the time of technical bid opening.
EMD (Earnest Money Deposit)	Rs. 5000/- (Rupees Five Thousand Only) By Demand Drafts in favour of “The Director, NIT Sikkim” payable at State Bank of India, Ravangla Branch (IFSC SBIN0007218).
Address for communication	The Registrar, NIT Sikkim, Barfung Block, Ravangla, South Sikkim - 737139
Tender Submission	Tender/Bid may be deposited in the tender box or submitted in the Administrative Block at Reception/ Registrar Office.
For any Clarification	registrar.office@nitsikkim.ac.in
Website	www.nitsikkim.ac.in
Number of Pages in the Tender Document	7

Note: Bidder are strongly advised to visit the site and be present in the pre bid meeting to know the scope of the work.

Registrar

Instruction to Bidders

1. Scope of Work:

Stage Preparation for Annual Tech Fest cum Cultural Programme as per the specification mentioned in this tender. Agency carrying Pandal, Shamiana stage and light/sound works and carrying out stage preparation/ Light /Sound arrangement may bid for the tender.

2. Bid Security:

The Bid Security (i.e. Earnest Money Deposit, EMD) in the form of Demand draft for Rs.5,000/- (Rupees Five Thousand Only) from any scheduled bank drawn in favor of “The Director, NIT Sikkim” payable at Ravangla, South Sikkim-737139 must accompany with the Bid. No interest shall be paid on the submitted EMD.

3. The place of installation shall be NIT Sikkim campus Ravangla, South Sikkim.

4. Bidder should have valid GST registration for the financial year 2019-20. Only invoices/bill with serial numbers and printed with GSTIN number shall be accepted.

5. Packing, forwarding, insurance (if any), transportation charges should be inclusive in the price. For any damage/loss during transit or at site, supplier will be solely responsible and damaged/lost material must be replaced by supplier at their own cost.

6. Validity: Bids shall remain valid for 180 days from date of the Tender closing Date.

7. All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway.

8. The safety of the manpower engaged by the successful bidder shall be the sole responsibility of the vendor. The Institute shall in no way be responsible for and health or untoward incident in the campus. Any damages to the institute property or any incident resulting in injury or loss to any person in the institute shall be fully indemnified by the vendor.

9. Delivery Period: The stage and sheds to be prepared if for 8-11th April 2020. However the institute reserves the right to shift the date as per the direction of the institute authority. Completion period for the installation shall be 5 days from date of issue of Work Order. Liquidity damage will be levied in case of failure to abide by the delivery period.

10. If supplier fails to deliver the material and carry out the work within the delivery period, NIT Sikkim may cancel full order or parts of the order and EMD value may not be returned to the bidder. NIT Sikkim also reserves the right to place the Purchase Order to other bidder or supplier in case of failure of the successful bidder. The EMD shall be forfeited in case the supplier withdraws his tender offer during the validity period of the bid.

11. Extra Features: If the bidder provides any other extra features on the material/ specification which are not mentioned in the tender product specifications, then that shall be highlighted in clear terms, with documentary evidence/literature.
12. The authority is not bound to accept the lowest quoted rate if the bidder does not fulfill all requisites as considered necessary in any case the quality of product will not be compromised.
13. The bidder must enclose a valid trade license, GST registration certificate, PAN, or any other certificate evidencing quality, or statutory compliance along with the bid documents duly certified to be true copies.
14. NIT Sikkim reserves right to award Contract/Purchase order/Work order to one or more bidder.
15. The work performed shall be to the satisfaction in all terms of NIT Sikkim, else no payment will be made. The decision of competent authority of NIT Sikkim shall be final and binding on Firms/Suppliers.
16. Advance Payments: No advance payment(s) will be made.

Registrar

The Technical Specification for the Required Services

S.No.	Name of Works	Quantity
1.	Construction of programme stage + green room with truss for light (rain proof)	1050 Sq Ft
2.	Construction of Pandal for guest and audience (rain proof)	9900 Sq Ft
3.	Construction of Stalls (rain proof)	8 Nos (12X12 Feet)
4.	Chairs for audience (Plastic) for programme duration on rent	500
5.	Arrangement of Full Sound & Light system as per given area	Sufficient light with wires for Stage Pandal and Stalls

Note:

1. The quantity of the work is in approximate term. It may increase or decrease based on the actual and dynamic requirement of the Institute.
2. The institute reserves the right to place the order for any of the above work or a combination of the above work based on the requirement and suitability of the institute.
3. The supplying firm must ensure approval of a sample by the institute committee/ representative. The directions of the institute committee/ representative must be strictly adhered by the supplier.
4. Vendors may bid for all the items required above or S.No.1-4 and S.No. 4.

Registrar

(Annexure-A)

Part-I: Format for Submission of Technical Bid**(On the letter head of the Bidder)**

S. No.	Particulars	Fill-in Details	Ref No./ remarks if any
1	Name and address of the Firm/Company/ Agency		
2	Whether the firm is Proprietary/ Partnership Firm/Private Ltd./Public Ltd./Others.		
3	Name of Proprietor/Partner of the firm/Agency		
4	Name & Contact detail of Authorized representative: (Designation, Address, Mobile No., E-mail ID)		
5	Month and Year of Establishment of Firm*		
6	Number of years of experience in this field*		
7	Registration Number of the Firm*		
8	Valid GSTIN Number		
9	PAN number of the firm or Proprietor*		

**All fields are mandatory with the copy of duly signed certificates. The above points together constitute eligibility criteria.*

Signature & Seal of the Firm/Company/Agency

(Annexure-B)

Undertaking

(On the letter head of the bidder)

To
The Director
NIT Sikkim

Sub:**Dear Sir,**

This is to undertake that I / We, owner(s) of M/s, of (name of city) have read the above mentioned Tender document and have fully understood the Terms & Conditions and their implications. We undertake that if I/We am/were given the contract, I/We will abide by all the Terms & Conditions etc. of the tender in letter and spirit.

Signed by

(Name)

Authorized Signatory of M/s

Official Stamp:

Date:

Place:

(Annexure–C)

Part-II: Financial Bid
(On the letterhead of the bidder)

S. No.	Name of works	Unit	Quantity	Price	GST	Total Price
1.	Construction of programme stage+green room	Sqft	1050			
2.	Construction of Pandal for guest and audience	Sqft	9900			
3.	Construction of Stalls	Nos	8 (12'X12')			
4	Chairs (Plastic)					
5	Arrangement of Sound & Light(JBL)	Nos	Sufficient light with wires for Stage, stalls and pandal as per given area			

Note:

1. Please quote rate as per the unit keeping in view the approximate dimensions given in the specifications.
2. Total unit quoted price should be inclusive all charges (taxes, transportation, etc.). No extra charges will be paid. Rate quoted must be F.O.R. NIT Sikkim.

Performa for direct payment/transfer to bank account by NIT Sikkim

S.No.	Particulars	Information
1	Firm (Beneficiary) Name	
3	Complete Bank Account No. of the Firm (beneficiary)	
4	Bank Name& Address	
5	IFSC Code no.	
6	Mobile no (for SMS)	
7	Email ID (for information)	

**Please enclose a cancelled cheque to confirm the above details.*

We undertake that all information provided above is correct and NIT Sikkim will not be responsible in case of any error on the part of firm.

Signature & Seal of the Firm/Company/Agency