

NATIONAL INSTITUTE OF TECHNOLOGY GOA

(Form to be used for purchases above Rs.2.50 lakhs and below Rs. 25 lakhs)

Enquiry No: NITGOA/CONV 2023/PUR/OW/ 362**Date:** 13/9/2023**Important Dates**

To	Event	Date	Time
	Pre-bid Conference	-	-
	Last Date of submission of quotation	27/09/2023	01:00 PM
	Technical Bid Opening date	27/09/2023	02:00 PM
	Financial Bid Opening date	29/09/2023	11:00 AM

Dear Sir,

We intend to procure the service of **9th Convocation Venue Preparations at NIT Goa Campus, Cuncolim – Goa** specified below and invite quotations in accordance with the terms and conditions detailed in the bid document. If you are interested, kindly send your offer with prices and complete terms within the time mentioned above.

Please send your quotation to:

To,
The Director
NATIONAL INSTITUTE OF TECHNOLOGY GOA - 403401

Yours sincerely,


Registrar

National Institute of Technology Goa

Encl:

- (1) Schedule of requirement, specifications, dates etc.
- (2) Bid document containing detail terms and conditions.

1. **Schedule of requirements**

Sl. No.	Name of Service	No's Required
1.	9th Convocation Venue Preparations at NIT Goa Campus, Cuncolim – Goa	1

2. **Specifications and allied Technical Details**

Enclosed at Annexure – I

3. **Format of Quotation (tick appropriate box)**

☐ It is a Single bid; please give all technical specifications and price bid in one envelope.

OR

☒ It is a two-part bid with separate techno-commercial and price bids. Please see item 1.12 of instructions for method of bidding.

4. The bid envelope should be super-scribed with

Bid for 9th Convocation Venue Preparations at NIT Goa Campus, Cuncolim – Goa
Enquiry No. NITGOA/CONV 2023/PUR/OW/ 362 dated: 13/09/2023

5. Quotations should be valid for a period of 45 days from the closing date of the bid.

6. **Some important dates:**

i.	Pre-bid Conference:	Date: _____ - _____	Time: _____ - _____
ii.	Last date for receipt of quotation:	Date: <u>27/09/2023</u>	Time: <u>01:00 PM</u>
iii.	Opening of techno-commercial bid:	Date: <u>27/09/2023</u>	Time: <u>02:00 PM</u>
iv.	Opening of Financial bid:	Date: <u>29/09/2023</u>	Time: <u>11:00 AM</u>

7. **Warranty: N A.**

8(a) **GST:** The Institute is not authorized to give any forms related to tax. GST should be charged according to applicable rates.

8(b) **Entry Tax:** The State of Goa charges entry tax on all goods entering the State. Please include it in your quotation.

8 (c) **Custom and Excise Duty:** The Institute is authorized to give Custom and Excise Duty Exemption Certificate. **Custom and Excise Duty** should be charge accordingly (if applicable).

9. **Bid Security** (See Item 2.8 of instructions): **Rs. 16,000/-**

10. **Performance Security** (See Item 2.10 of instructions): **N A**

11. Please go through the enclosed "bid document" carefully for other bidding instructions.

12(a) Please send your quotations by Registered/Speed Post to:

To,
The Director
National Institute of Technology Goa
Farmagudi, Ponda, Goa - 403401

OR

(b) Drop the quotation in the office of the normal working hours of the Institute.

13. For clarifications if any, please mail to sunilkumar@nitgoa.ac.in

(Contd.)

Form PPIM-1B

[Para 1.17 (ii)]

NATIONAL INSTITUTE OF TECHNOLOGY GOA

BID DOCUMENT

1. Instructions to the bidders

- 1.1 Sealed bids are invited on behalf of the Director, National Institute of Technology Goa, Farmagudi, Ponda, Goa – 403401, from the intending bidders for supply of the goods/stores/ equipments/ services for the Institute as detailed in the enquiry letter.
- 1.2 The bidders should quote the technical and financial bid separately in two separate envelopes duly superscripted on the envelope as **9th Convocation Venue Preparations at NIT Goa Campus, Cuncolim – Goa** and their offer/rates in clear terms without ambiguity and EMD should be enclosed in separate envelope super scribed as “EMD”.
- 1.3 The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature. However, no over-writing is permissible. Manufacturer’s price-list, where applicable, should be submitted along with the bid.
- 1.4 In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
- 1.5 The last date for receipt of the bid is marked in the enquiry. In case the above date is declared a holiday for NIT Goa, and the bids will be received up to the appointed time on the next working day.
- 1.6 There may be a pre-bid conference in the office of the Department as per schedule given under at the top of the document. NIT Goa for clarifying issues and clearing doubts, if any, about the specification and other allied technical details of equipment and machinery projected in the bidding document. The prospecting bidders may attend this pre-bid conference at the appointed date, time and place. In case the said date is declared a holiday for the NIT Goa, the pre-bid conference shall be held at the appointed time and place on the next working day.
- 1.7 The bids may be sent by registered or speed post, so as to reach the office NIT Goa before the last date of receipt, or alternatively, be dropped in the office of the normal working hours of the Institute.

- 1.8 If a prospective bidder requires any clarification in regard to the bidding documents, he may mail to sunilkumar@nitgoa.ac.in at least 03 days before the deadline for receipt of bids.
- 1.9 Bids received after the deadline of receipt indicated in para 1.5 above, shall not be taken in to consideration.
- 1.10 Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive.
- 1.11 The cover containing the bid must be sealed and super-scribed "**Bid 9th Convocation Venue Preparations at NIT Goa Campus, Cuncolim – Goa**" vide Enquiry No. **NITGOA/CONV 2023/PUR/OW/362** dated **13/09/2023** as given under item of the enquiry.
- 1.12 The bids shall be opened in the office at the date and time given on the top of the document. The bidders may send their authorized representatives to attend the bid opening, if they so desire. In the event of the above bid opening date being declared holiday for the NIT Goa, and then the bids will be opened at the appointed time and place on the next working day.
- 1.13 The bidder has to put seal and sign in full at all pages of the bidding document including all annexures and price bid failing which the bidder will be disqualified.
- 1.14 The Director NIT GOA and its successors reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.

2. Conditions of the bid

- 2.1 The rates quoted should preferably be net, inclusive of all taxes and duties, packing, forwarding, freight, Insurance and all other incidental charges mentioned separately.
- 2.2 The 9th Convocation venue preparation should be provided at NIT Goa Campus, Cuncolim – Goa.
- 2.3 The venue must be readily available for ceremony on 12th October by 06.00 pm.
- 2.4 The bid should remain valid for a period of 90 days from the date of opening. In case your offer has a different validity period that should be clearly mentioned in the quotation.

- 2.5 Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.
- 2.6 The service offered should strictly conform to the specification and technical details mentioned in Annexure-I.
- 2.7 The Institute may like to conduct pre- inspection of venue prepared by the successful bidder, where applicable.
- 2.8 The bid is to be accompanied with "Bid Security" (*Earnest Money*) for an amount stated in the enquiry, in the form of Account Payee Demand Draft, in favour of Director, NIT Goa Fees Account from any Commercial Bank with validity period of 30 days beyond the final bid validity period. The bid security shall be forfeited, if the bidder withdraws during the bid validity period.
- 2.9 Any Liability regarding GST will be of supplier of products.
- 2.10 Period of guarantee/warranty, where applicable, should be specified in the bid.
- 2.11 If the successful bidder, on receipt of the service order, fails to execute the order within the stipulated period, in full or part, it will be open to the Director, NIT Goa to recover liquidated damage from the firm at the rate of 0.5 percent of the value of undelivered services per week or part thereof, subject to a maximum of 5 percent of the value of undelivered service. Alternatively, it will also be opened to the Director, to arrange procurement of the required service from any other source at the risk and expenses of the bidder.
- 2.12 The successful bidder may be required to execute a contract, where applicable.
- 2.13 Payment (*100 percent*) will be made by Account Payee Cheque/Bank Draft, within 30 days from the installation or receipt of the goods in good condition or receipt of the bill, commissioning of the equipment, where applicable, whichever is later/latest.
- 2.14 In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, NIT Goa shall be final.
- 2.15 The Director NIT GOA and its successors reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.
- 2.16 The bid document/resultant contract will be interpreted under Indian Laws.

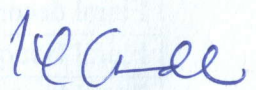
- 2.17 Any disputes arising out of this enquiry shall be dealt in the Goa jurisdiction.
- 2.18 After installation, it is the responsibility of the bidder to look into the issue that the system functions without any problem as per the Institute requirements.
- 2.19 Criteria for Evaluation in Technical Bid
- a) Proof of establishment of Firms/shop/business/ manufacturing unit etc.
 - b) Valid EMD
 - c) PAN No: (With photo copy) of firms/proprietor.
 - d) Photocopy of GST Registration Certificate.
 - e) The bidder must have completed similar type of work in which the chief guest must be Governor/Chief Minister/President/Vice President/Prime Minister (either one this). The bidder has to submit relevant certificate/Work Order/Proof of work conducted/Any other document which proves that the bidder has completed similar type of work.
 - f) The bidder has to submit similar type of work order /certificate/any other document of Rs 10 lakhs and above.
 - g) The bidder must be ISO Certified.
 - h) Technical Specification- The bidder will qualify technically if the bidder meets technical specifications of all the items. The committee reserves the right to look into the compatibility issues with respect to the technical specifications quoted.
 - i) Stamp and sign on all the pages of the tender document.
 - j) PFMS Form should be duly stamped and signed by the bidder.
 - k) Signed Annexure I on the letter head of the bidder.

2.20 Criteria for Evaluation in Financial Bid

The financial bid(s) shall be evaluated on the basis of the total lowest rates quoted for all the services mentioned in annexure II.

The words in price bid such as extra will entitle for disqualification of bidders.

Conditional bids will not be accepted and will be liable for disqualification.


Registrar
NIT-Goa

National Institute of Technology Goa
Farmagudi, Ponda-Goa 403 401


Specification (Annexure-I)

9th Convocation Venue Preparations at NIT Goa Campus, Cuncolim - Goa

Element	Size	Qty.	Seller Compliance Yes/No
Main Entrance Gate cloth with design (24ft x16ft) (Printing on Fabric with double pass and mounted on frame and supported by Truss structure)	24' x 2.5' x 4 sides (Gate Top) +16' x 2.5' x 4 sides (2 Gate Pillars)	2	
Pole Branding (Polyester Fabric - double side printing, mounted on 2 rods - top & bottom)	5' x 2'	30	
Welcome standees with printing	6' x 3'	6	
Entry passage			
Entrance railing: Standing boque outside the seminar hall building		10	
Entry: Floral Truss Gate (10ft x10ft) - mix of white and orchid flowers	30 RFT	1	
Red carpet from seminar hall main door till stairs (foyer) 10ft x 38ft	380 sqft	2	
Floral decoration on handrailing (57 running feet) x 2 Inside the seminar hall building	57 RFT	2	
Red carpet from stair to the seminar hall entrance first floor 130ft x 06ft	780 sqft	1	
Stage			
Tea poys on stage		2	
Floral decoration (orchid) on Teapoy		2	
Banquet chairs with cover and bow		30	
Podium mikes		4	
Cordless mike		3	
Lamp lighting kit		1	
Stage backdrop with flex printing (27 ft. x 12 ft.)	324 sqft	1	
2 Podium branding 3 mm forex sheet 4ft x 2.5 ft		2	
Blue Carpet 34ftX20ft	680 sqft	1	
Floral decoration on the stage 35 x 2ft 5" (orchid)	35 RFT	1	
Floral Bouquet on the podiums		2	
Portable speaker		1	
Auditorium			
Cushion chairs for VIPs, faculty and staff members		120	
Plastic chairs with cover with bow, without arm rest		500	
VIP area (for food) ground left wing			

Octanorm panel partition 27ft x15ft	15 RFT + 27 RFT + 15 RFT	1	
Chairs with cover		60	
Carpet red colour 15 ft x 20 ft		1	
VIP area (for robbing)			
Cooler		3	
Octanorm panel partition 10running feet (each side entry point should be given)		2	
Two Seater Sofa White colour		20	
Tea poy (with flower vase)		10	
Common Food area			
Serving Tables (in white cloth)		20	
Plastic chairs(without cover)		300	
Hand Wash Basin		2	
Water proof canopies 16ft x 16ft		3	
Round tables with white cover		10	
Students recreation			
Photo-Op banner with framing 18ft x 10 ft		1	
Selfie point with necessary printing	8' x 8'	1	
VVIP Lounge			
Two seater sofa black leather		4	
Tea poy with floral decoration with cover		2	
Extra Elements :-			
Signages with stand (2ftx2ft)		35	
Signages with stand (A4)		20	
Q-manager		50	
Plant Pots		100	
Plastic Tables with white cover		20	
Name plate stand		20	
White Table cloth (8ft x 4t)		3	

Note: The above format should be on letter head of the firm with the signature of Authorized Signatory.



National Institute of Technology Goa
Farmagudi, Ponda-Goa 403 401

Price Bid (Annexure II)

9th Convocation Venue Preparations at NIT Goa Campus, Cuncolim - Goa

Element	Size	Qty.	Total amount in Rs.
Main Entrance Gate cloth with design (24ft x16ft) (Printing on Fabric with double pass and mounted on frame and supported by Truss structure)	24' x 2.5' x 4 sides (Gate Top) +16' x 2.5' x 4 sides (2 Gate Pillars)	2	
Pole Branding (Polyester Fabric - double side printing, mounted on 2 rods - top & bottom)	5' x 2'	30	
Welcome standees with printing	6' x 3'	6	
Entry passage			
Entrance railing: Standing boque outside the seminar hall building		10	
Entry: Floral Truss Gate (10ft x10ft) - mix of white and orchid flowers	30 RFT	1	
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Podium mikes		4	
Cordless mike		3	
Lamp lighting kit		1	
Stage backdrop with flex printing (27 ft. x 12 ft.)	324 sqft	1	
2 Podium branding 3 mm forex sheet 4ft x 2.5 ft		2	
Blue Carpet 34ftX20ft	680 sqft	1	
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Floral Bouquet on the podiums		2	
Portable speaker		1	
Auditorium			
Cushion chairs for VIPs, faculty and staff members		120	
Plastic chairs with cover with bow, without arm rest		500	
VIP area (for food) ground left wing			
Octanorm panel partition 27ft x15ft	15 RFT + 27 RFT + 15 RFT	1	
Chairs with cover		60	
Carpet red colour 15 ft x 20 ft		1	

VIP area (for robbing)			
Cooler		3	
Octanorm panel partition 10running feet (each side entry point should be given)		2	
Two Seater Sofa White colour		20	
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Extra Elements :-			
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Signages with stand (A4)		20	
Q-manager		50	
Plant Pots		100	
Plastic Tables with white cover		20	
Name plate stand		20	
White Table cloth (8ft x 4t)		3	
Total in Rs. (excluding taxes)			
Other charges (if any), please specify			
Taxes in Rs.			
Grand Total in Rs. (In figures)			

Note: The above format should be on letter head of the firm with the signature of Authorized Signatory


National Institute of Technology Goa
Farmagudi, Ponda-Goa 403 401

Date:-

PFMS Mandate Form

Sr. No	Details Required	Information
1	Name of Vendor/Supplier	
2	Date Of Birth / Date of Incorporation	
3	Father/Husband Name	
4	Aadhaar Number	
5	GST No.	
6	PAN No.	
7	Complete Address	
8	City	
9	Country	
10	State	
11	District	
12	PIN Code	
13	Mobile No.	
14	Telephone No.	
15	E Mail Address	
16	Account Holder Name	
17	Bank Name	
18	Bank (Branch)	
19	Bank Address	
20	Account No.	
21	IFSC Code	
22	Swift Code	

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I/we would not hold the user Institution responsible.

Name:

Stamp/Seal & Signature of Vendor/Supplier:

Quotationere Information Sheet

1	Company Name	
2	Company Registration Number	
3	Registered Address	
4	Name of Partners / Directors	
5	Bidder Type (Indian/Foreign)	
6	City	
7	State	
8	Postal Code	
9	PAN/TAN Number	
10	Company's Establishment Year	
11	Company's Nature of Business	
12	Company's Legal Status (<i>Limited Company, Undertaking, Joint venture, Partnership and others</i>)	
13	Company Category (<i>micro unit as per MSME, Small unit as per MSME, Medium unit as per MSME, Ancillary unit, Project Affected person of this company, SSI, Others</i>)	
14	Contact Person Name	
15	Date Of Birth (DD/MM/YYYY)	
16	Correspondence Email	
17	Designation	
18	Phone	
19	Mobile	

Note: If the information is not pertaining to the bidder, in third column he should specify as "Not Applicable". The information sheet should be sealed and signed.


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Farmagudi, Ponda-Goa 403 401