

NATIONAL INSTITUTE OF TECHNOLOGY GOA

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

Enquiry No: NITGOA/ STPEC 2025/OW/ 463**Date: 27-11-2025****Important Dates**

To	Event	Date	Time
	Pre-bid Conference	-	-
	Last Date of submission of quotation	04/12/2025	05 : 00 P.M
	Technical Bid Opening date	05/12/2025	11 : 00 A.M
	Financial Bid Opening date	05/12/2025	03 : 00 P.M

Dear Sir,

We intend to procure the service of **Venue Preparation for the IEEE International Conference STPEC-2025 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 - 403703

Yours sincerely,

Registrar

National Institute of Technology Goa

Encl:

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

कुलसचिव

Registrar

राष्ट्रीय प्रौद्योगिकी संस्थान गोवा

National Institute of Technology Goa

1. **Schedule of requirements**

Sl. No.	Name of Service	No's Required
1.	Venue Preparation for the IEEE International Conference STPEC-2025 at NIT Goa Campus, Cuncolim – Goa	As per annexure

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.

4. The bid envelope should be super-scribed with

Bid for Venue Preparation for the IEEE International Conference STPEC-2025 at NIT Goa Campus, Cuncolim – Goa Enquiry No. NITGOA/STPEC 2025/OW/

5. Quotations should be valid for a period of 90days 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: 04/12/2025	Time: 05 : 00 P.M
iii.	Opening of techno-commercial bid:	Date: 05/12/2025	Time: 11 : 00 A.M
iv.	Opening of Financial bid:	Date: 05/12/2025	Time: 03 : 00 P.M

18/12/25

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:** Rs. 16,000/-
10. **Performance Security:** N A
11. Please go through the enclosed "bid document" carefully for other bidding instructions.
12. The bidder must have completed similar type of work in Central Government/State Government/PSUs. 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.
- 13(a) Please send your quotations by Registered/Speed Post to:

To,
The Director
National Institute of Technology Goa
Cuncolim, Goa – 403703

OR

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

14. For clarifications if any, please mail to amol.rahulkar@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, Cuncolim, Goa – 403703, 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 **Venue Preparation for the IEEE International Conference STPEC-2025 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 amol.rahulkar@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 Venue Preparation for the IEEE International Conference STPEC-2025 at NIT Goa Campus, Cuncolim – Goa** vide Enquiry No. NITGOA/ STPEC 2025/OW/ 463 dated: 27/11/25 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 **Venue Preparation for the IEEE International Conference STPEC-2025** should be provided at NIT Goa Campus, Cuncolim – Goa.
- 2.3 **The venue must be readily available for conference on 09th December, 2025 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 In case there is any additional item requirements which are not included in the tender specifications the service provider should make arrangements for the same as per the need of the institute.
- 2.20 Criteria for Evaluation in Technical Bid
- a) Proof of establishment of Firms/shop/business/manufacturing unit in Goa/border districts of neighboring states of Maharashtra and Karnataka for a minimum period of five years.
 - b) Valid EMD
 - c) PAN No: (With photo copy) of firms/proprietor.
 - d) Photocopy of GST Registration Certificate.
 - e) The bidder has to submit similar type of work order /certificate/any other document.(refer 12)
 - f) PFMS Form should be duly stamped and signed by the bidder.
 - g) Annexure I on the letter head of the bidder with signed and stamp.
 - 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) Before submitting the bid document the intending bidder must compulsorily visit the actual site/venue i.e. NIT Goa, Cuncolim to have a complete understanding of the bid scope, conditions, and potential challenges before they prepare and submit their bids. The site visit certificate must be kept in the technical bid envelope. The bidders who fails to produce the site visit certificate will be technically disqualified.
- 2.21 Criteria for Evaluation in Financial Bid
- i. Annexure II on letterhead of firm with seal and sign on all pages of the annexure.
 - ii. 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

10 Aug

Technical bid:**Specification (Annexure-I)****Venue Preparation for IEEE International Conference STPEC-2025 at NIT Goa Campus, Cuncolim – Goa**

Element	Qty.	Total no. of days required	Compliance Yes/no only
Printing, Media, Fabrication Designing and installation:		10 th December to 13 th December 2025 (04 Days)	
Main Gate 50x2.5 X 4 Sides, Pillars 16dt X 2.5 X 4 sides 3 Qty.	1		
Flex Branding Pathway 6x2ft X 4 Sides	20		
Big Backdrops 40ft X10ft	5		
Pagoda Tents 6mtr X 6mtrs	3		
Octanorm Stalls & Branding 3mtrx2mtr	12		
Logos 3D	1		
Floral decoration (orchid) on Teapoy	2	11 th December 2025 (01 Day-For Inauguration Programme)	
Floral decoration on the stage 35 x 2ft 5" (orchid) 35 RFT	1		
Floral Bouquet on the podiums	2		
Cooling , Gensets , Table , Chairs (with installation)		10 th December to 13 th December 2025 (04 Days)	
Jumbo Coolers	12		
GENSET 12 Hrs	1		
Round Tables	50		
Chairs	300		
Labour & Transport	4		
Technical Requirement			
Led Wall 24ftx10ft (with all supporting AV equipments and manpower)	1		
All the above works and service must be including Manpower, Labour, Transport, Installation and other miscellaneous cost.	-		

Terms and Conditions: -

1. The above service must be provided from 10th to 13th December, 2025 at NIT Goa Cuncolim campus. All the necessary service arrangements must be ready one day before the conference start date i.e. 09th December, 2025 by 6pm.
2. In case there is any other necessary additional item requirements which are not included in the tender specifications the service provider should make arrangements for the same as per the need of the institute.
3. The Service provider should deploy sufficient manpower required for venue preparation service, sound and AV engineer/expert-during inauguration function and any other functions (refer



programme schedule below) **and AV operators** at various required locations and other allied activities.

4. Service Provider will be responsible for any loss or damage to Institute's property caused by them/ their workers for which service provider will be liable to compensate the said loss or damage
5. Material / data provided for the activities are confidential in nature. The service provider shall not share the data with any person without written permission of NIT Goa.
6. The service provider would have to provide the deliverables in the committed time frames. If NIT Goa directs any work to be done on short notice, then the agency would have to execute the work within few hours at short notices and if required even on holidays.
7. The quantity/ requirement mentioned in the Financial Bid is indicative. Actual requirement may vary based on circumstances.
8. The arrangement made by the service provider will be subject to performance and Inspection. The Director NIT Goa or his representative(s) reserve the right to levy a penalty up-to 10% of the value of the work order for any shortfall in the service provided/ any breach of tender terms & conditions.
9. The service provider should ensure that the materials supplied/ placed in different locations of the institute are neat, clean and in well presentable manner.

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



Financial bid (Annexure-II)

Venue Preparation for IEEE International Conference STPEC-2025 at NIT Goa Campus, Cuncolim – Goa

Element	Qty.	Total no. of days required	Amount
Printing, Media, Fabrication Designing and installation:			
Main Gate 50x2.5 X 4 Sides, Pillars 16dt X 2.5 X 4 sides 3 Qty.	1	10 th December to 13 th December 2025 (04 Days)	
Flex Branding Pathway 6x2ft X 4 Sides	20		
Big Backdrops 40ft X10ft	5		
Pagoda Tents 6mtr X 6mtrs	3		
Octanorm Stalls & Branding 3mtrx2mtr	12		
Logos 3D	1		
Floral decoration (orchid) on Teapoy	2	11 th December 2025 (01 Day-For Inauguration Programme)	
Floral decoration on the stage 35 x 2ft 5" (orchid) 35 RFT	1		
Floral Bouquet on the podiums	2		
Cooling , Gensets , Table , Chairs (with installation)			
Jumbo Coolers	12	10 th December to 13 th December 2025 (04 Days)	
GENSET 12 Hrs	1		
Round Tables	50		
Chairs	300		
Labour & Transport	4		
Technical Requirement			
Lcd Wall 24ftx10ft (with all supporting AV equipments and manpower)	1	10 th December to 13 th December 2025 (04 Days)	
All the above works and service must be including Manpower, Labour, Transport, Installation and other miscellaneous cost.	-		
Total in Rs. (excluding taxes)			
Other charges (if any), please specify			
Taxes in Rs.			
Grand Total in Rs. (In figures)			
Grand Total (In words)			

Terms and Conditions: -

1. The above service must be provided from 10th to 13th December, 2025 at NIT Goa Cuncolim campus. All the necessary service arrangements must be ready one day before the conference start date i.e. 09th December, 2025 by 6pm.
2. In case there is any other necessary additional item requirements which are not included in the tender specifications the service provider should make arrangements for the same as per the need of the institute.

Handwritten signature

3. The Service provider should deploy sufficient manpower required for venue preparation service, **sound and AV engineer/expert-during inauguration function and any other functions** (refer programme schedule below) **and AV operators** at various required locations and other allied activities.
4. Service Provider will be responsible for any loss or damage to Institute's property caused by them/ their workers for which service provider will be liable to compensate the said loss or damage
5. Material / data provided for the activities are confidential in nature. The service provider shall not share the data with any person without written permission of NIT Goa.
6. The service provider would have to provide the deliverables in the committed time frames. If NIT Goa directs any work to be done on short notice, then the agency would have to execute the work within few hours at short notices and if required even on holidays.
7. The quantity/ requirement mentioned in the Financial Bid is indicative. Actual requirement may vary based on circumstances.
8. The arrangement made by the service provider will be subject to performance and Inspection. The Director NIT Goa or his representative(s) reserve the right to levy a penalty up-to 10% of the value of the work order for any shortfall in the service provided/ any breach of tender terms & conditions.
9. The service provider should ensure that the materials supplied/ placed in different locations of the institute are neat, clean and in well presentable manner.

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



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.



About IEEE International Conference STPEC-2025

The IEEE International Conference on Smart Technologies for Power, Energy, and Control (STPEC) is a premier forum for researchers, academicians, and industry professionals to exchange ideas, innovations, and advancements in the fields of power systems, renewable energy, smart grids, and advanced control technologies.

STPEC provides a platform to discuss emerging trends and challenges in modern power and energy systems, focusing on sustainable solutions, intelligent control mechanisms, and cutting-edge smart technologies. The conference brings together leading experts to present state-of-the-art research, technical advancements, and real-world applications, fostering collaborations for the future of smart energy solutions.

With a strong emphasis on innovation and industry relevance, STPEC aims to bridge the gap between academia and industry, promoting discussions on energy efficiency, power electronics, grid modernization, and intelligent control strategies. The conference includes keynote speeches, technical paper presentations, panel discussions, and workshops, making it a significant event for professionals working towards a sustainable and smarter energy future. Previous versions of STPEC were held in the years 2020 (VNIT Nagpur India), 2021 (CEC Bilaspur India) and 2023 (KIIT Bhubaneswar India).

The 4th STPEC is scheduled to be held at National Institute of Technology, Goa, India from December 10 - 13th, 2025. This conference is proudly financially sponsored by the IEEE Industry Applications Society (IAS) and the IEEE Power Electronics Society (PELS), and it is technically sponsored by the IEEE Industrial Electronics Society.

				
Program at a Glance				
Time	Days			
	10-12-2025	11-12-2025	12-12-2025	13-12-2025
8:00 – 8:30	Registration and Breakfast			
8.30 – 10.00	Tutorial I & II	Oral Session - 2	Oral Session - 5	Oral Session - 7
10.00 – 10.30	Networking Tea	Networking Tea		
		Poster Session -2	Poster Session -4	Poster Session -6
10.30 – 12.00	Tutorial III & IV	Plenary Session II	Plenary Session IV	Plenary Session X
		Plenary Session III	Plenary Session V	Plenary Session XI
12.00 – 13.30	WIE	Oral Session - 3	Oral Session - 6	Oral Session - 8
13.30 – 14.30	Lunch			
14.30 – 16.00	Tutorial V	Industry Session - I	Plenary Session VI & VII (Online)	Plenary Session XII
			Plenary Session VIII & IX (Online)	Plenary Session XIII
16.00 – 17.30	Oral Session - 1	Oral Session - 4	Industry Session - II	Valedictory
17.30 – 18.00	Networking Tea			Networking Tea
	Poster Session -1	Poster Session -3	Poster Session -5	
18.00 – 19.30	Plenary Session I (Online)	Conference Inauguration	Local Tour	
19.30 – 20.15		Cultural Night		
20.15 – 21.30		Welcome Dinner		
			Gala Dinner on Cruise	
				