



Notice Inviting Tender (NIT)

IMU-KC/POP (2024)/Decorations/23-24

Dated: 01.03.2024

1. Indian Maritime University – Kolkata Campus, located at P-19, Taratala Road, Kolkata-700088 invites offline bid in ***single bid systems*** i.e. Techno-commercial bid from eligible and qualified firms towards the Decorations for the Passing Out Parade (POP) – 2024 Ceremony going to be organised on 15.03.2024 at the Campus. **Partial bids shall not be accepted.**
2. **Name of the work:** Decorations for the POP-2024 Ceremony on 15.03.2024 at IMU-KC.
3. **Description of items, quantity and scope of work:** As per the Annexure – IV.
4. **Tender Schedule is as follows:**

01.	Closing date and time for submission of tender	07.03.2024 / 1400 Hrs.
02.	Tender opening dated & time (Techno-commercial)	07.03.2024 / 1500 Hrs.
03.	Place of Tender opening	Conference Hall of the Administrative Building of IMU-Kolkata Campus P-19, Taratala Road Kolkata – 700088

5. Purchaser: The Campus Director
Indian Maritime University – Kolkata Campus
P-19, Taratala Road, Kolkata – 700088
6. Consignee: Assistant Registrar
Indian Maritime University – Kolkata Campus
P-19, Taratala Road, Kolkata – 700088
7. Acceptance Authority: The Campus Director
Indian Maritime University – Kolkata Campus
P-19, Taratala Road, Kolkata – 700088



TENDER DOCUMENT (TD)

IMU-KC/POP (2024)/Decorations/23-24

Dated: 01.03.2024

SECTION – I

GENERAL INSTRUCTIONS TO BIDDERS

1. The tender consisting of following documents is to be sent to consignee.
 - i. Tender form duly stamped and signed (i.e. bidder has agreed to all the terms & conditions of tender enquiry document. Bidders shall have to agree/accept all the terms and conditions of tenders including payment etc. Acceptance shall be unconditional and bidders shall have on claim and right in future on their terms if any.
 - ii. **Techno-Commercial proposal as per Annexure**
 - iii. **Price Bid**

The price bid should be signed by authorized signatory.

 - (a) Prices should be quoted in **INR** and as per price schedule format (**Annexure-III**). The bidder shall indicate on the Price Schedule specifying all components of prices shown therein.
 - (b) In case any charges not mentioned in the price bid, it will be treated as all the charges are free of cost for that item.
 - (c) Unless otherwise specified, prices quoted by the bidder shall remain firm and fixed during the currency of the contract and not subject to variation on any account except statutory taxes and duties etc., if any, chargeable on the items are payable.
 - (d) If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail.
2. **Opening of Tenders:** The purchaser will open the bid at the specified date and time and at the specified place as indicated in the NIT. Authorized representatives of the bidders, who have submitted tenders on time may attend the tender opening, provided they bring with them letters of authority from the corresponding bidders.
3. **Security of tenders**

Unresponsive bids: The tenders will be scrutinized before further evaluation to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the document. The tenders received, are liable to be treated as non-responsive and will be summarily be ignored, if following documents not attached along with the bid.

- i. Tender form (Annexure – II) not duly signed and stamped. (i.e. all the terms & conditions of tender documents are acceptable.)
- ii. Tender is unsigned and incomplete in any aspect.

- iii. Tender validity is shorter than the required period.

4. **Tender evaluation:**

The bids will be evaluated by the Evaluation Committee duly approved by the competent authority which will decide the lowest bidder (L-1) on the basis of total cost provided by each bidder.

SECTION – II

GENERAL CONDITIONS OF CONTRACT (GCC)

1. **Eligibility Conditions:** Firms submitting bids should send following documents for consideration of their bids for evaluation.

- a. Proof of GST Number
- b. Copy of Pan Card Number
- c. An undertaking that the firm is not blacklisted/debarred from any Govt. organization / Department
- d. At least 1 no. Work Order during the period of 2023-24 as the proof that the bidder is involved with the similar business (decorations).
- e. Valid Trade License in similar business.

2. **Tender Validity:** The tenders shall remain valid for acceptance for a period of 30 days (Thirty days) after the date of tender opening prescribed in the document.

3. **Taxes and Duties:**

Income Tax and Service Tax etc.: Deduction of Tax at Sources from payment to the suppliers as per existing law in force. The bidders (foreign as well as Indian bidders) may visit website of Income Tax Department of India for details of Tax Liabilities, Rules and Procedures etc. The bidders shall have to provide their Permanent Income Tax Number (PAN). Firm may also mention the applicable rates of TDS.

4. **Terms and Mode of Payment**

Payment Terms: Payment shall be made subject to recoveries, if any, by way of penalty clause/TDS or any other charges as per terms & conditions of contract if not specified elsewhere in the document.

- i. 100% payment will be made after successful completion of the event and getting satisfactory report from the consignee.
 - ii. The bidder shall submit detailed particulars of his bank account i.e.,
(a) Account Number (b) Bank Name (c) Branch Name (d) Address (e) IFS (f) MICR No. (g) Telephone No. etc.
5. IMU-KC reserves the right to increase or decrease the required quantities upto 10% as mentioned in the document.
6. Decorations as per **Annexure-IV** should be completed within 5.00 PM on 13.03.2024 (Wednesday), failing which LD may be imposed @ 10% of the value of the Work Order.

7. Submission of multiple bids by a single firm will lead to rejection of the bids and IMU-KC may blacklist such firm from future participation.
8. The quotation is to be submitted in sealed envelope clearly subscribing “Quotation for Decorations for the Passing Out Parade (POP) – 2024 at IMU-KC”.
9. Notwithstanding anything specified in this letter inviting quotation, IMU-KC at its sole discretion, unconditionally and without assigning any reason, reserves the right:
 - (a) To accept or reject lowest bid or any other bid or all the bids.
 - (b) To accept any bid in full or in part.
 - (c) To reject the bid offer not conforming to the tender conditions.
10. Micro and Small Enterprises should provide valid MSME certificate along with the quotation.
11. MSME quoting within the price band of L1+15% shall be allowed to supply the requirement up to 25% of the tender quantity subject to the condition that such Enterprises bring down their price to L1 price where L1 price is from other than a Micro and Small Enterprise. If L1 offer is from a Micro / Small Enterprise, this provision will not be applicable. In case more than one Micro and Small Enterprise is there within this span, the supply shall be shared proportionately to the tender quantity. For availing the advantage of L1+15%, bidders have to provide the MSME certificate along with the quotation.

12. Arbitration clause:

If dispute or difference of any kind shall arise between the purchaser and the supplier in connection with or relating to the extension of contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, unless otherwise provided in the REP, either the purchaser or the supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per Indian Arbitration and Conciliation Act, 1996. In the case of a dispute or difference arising between the purchaser/consignee and all suppliers relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the sole arbitration of an officer, appointed to be the arbitrator by the IMU – Kolkata Campus. The award of the arbitrator shall be final and binding on the parties to the contract. Each party shall bear its own cost.

13. Venue of Arbitration: The venue of arbitration shall be the place from where the contract has been issued i.e. Kolkata. The contract shall be interpreted in accordance with the laws of India.

CHECKLIST

This checklist shall be attached in the beginning of the tender.

S. N.	Activity	Compliance Yes / No / NA
01.	Have you kept validity of tender for acceptance by the purchaser as per the document?	
02.	Have you enclosed duly filled and signed Tender Form accepting all terms and conditions of the tender document Tenders may be ignored if not signed.	
03.	(i) Permanent Account No. of bidding firm with proof.	
	(ii) Is GST Number with registration certificate attached?	
	(iii) Valid Trade License in similar business (decorations)	
04.	Name of the firm with complete address and their bank details who quoted the price.	
05.	Are the all bidding documents properly signed?	
06.	Whether the copy of the Work Order during the period of 2023-24 as the proof that the bidder is involved in decorators business is submitted?	

(Signature with date)
(Seal of the Bidder)

TENDER ACCEPTANCE FORM

(For all the terms & conditions of tender document acceptable to bidder)

To
The Director
Indian Maritime University
(Kolkata Campus)
P-19, Taratala Road
Kolkata – 700088

Ref: Your document no. _____ dated _____

I/We, the undersigned have examined the above mentioned document, including amendment/corrigendum no. _____, dated _____ (if any), the receipt of which is hereby confirmed. We now offer to arrange the items in conformity with your above referred document.

If tender is accepted, we undertake to arrange the items within time as mentioned in the tender document.

I/We agree to keep our tender valid for acceptance as required in tender document or for subsequently extended period, if any, agreed to by us. I/We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period.

I/We further understand that you are not bound to accept the lowest or any tender you may receive against your above referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities. I/We confirm that we fully agree to the terms and conditions specified in above mentioned document, including amendment/corrigendum etc. if any.

(Signature with date)

(Name and designation)

Duly authorized to sign tender for and on behalf of bidder

PRICE SCHEDULE (Financial Bid Format)

S. N. (1)	Name of Items (2)	Basic Amount (INR) (3)	GST Rate (in %) (4)	GST Amount (INR) (5)	Total Amount (INR) (3 + 5) (6)
A.	Decorations for POP- 2024 Ceremony of IMU-KC (as per the list of items and scope of work in Annexure – IV)				

Total Tender Price:

(In figures): _____

(In words): Rupees _____

_____ Only.

Note:

1. The quote shall be in INR only.
2. If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.
3. All applicable taxes must be mentioned against each item. Rate of each applicable tax must be mentioned in price bid.

Signature of Bidder _____

Seal of the Bidder _____

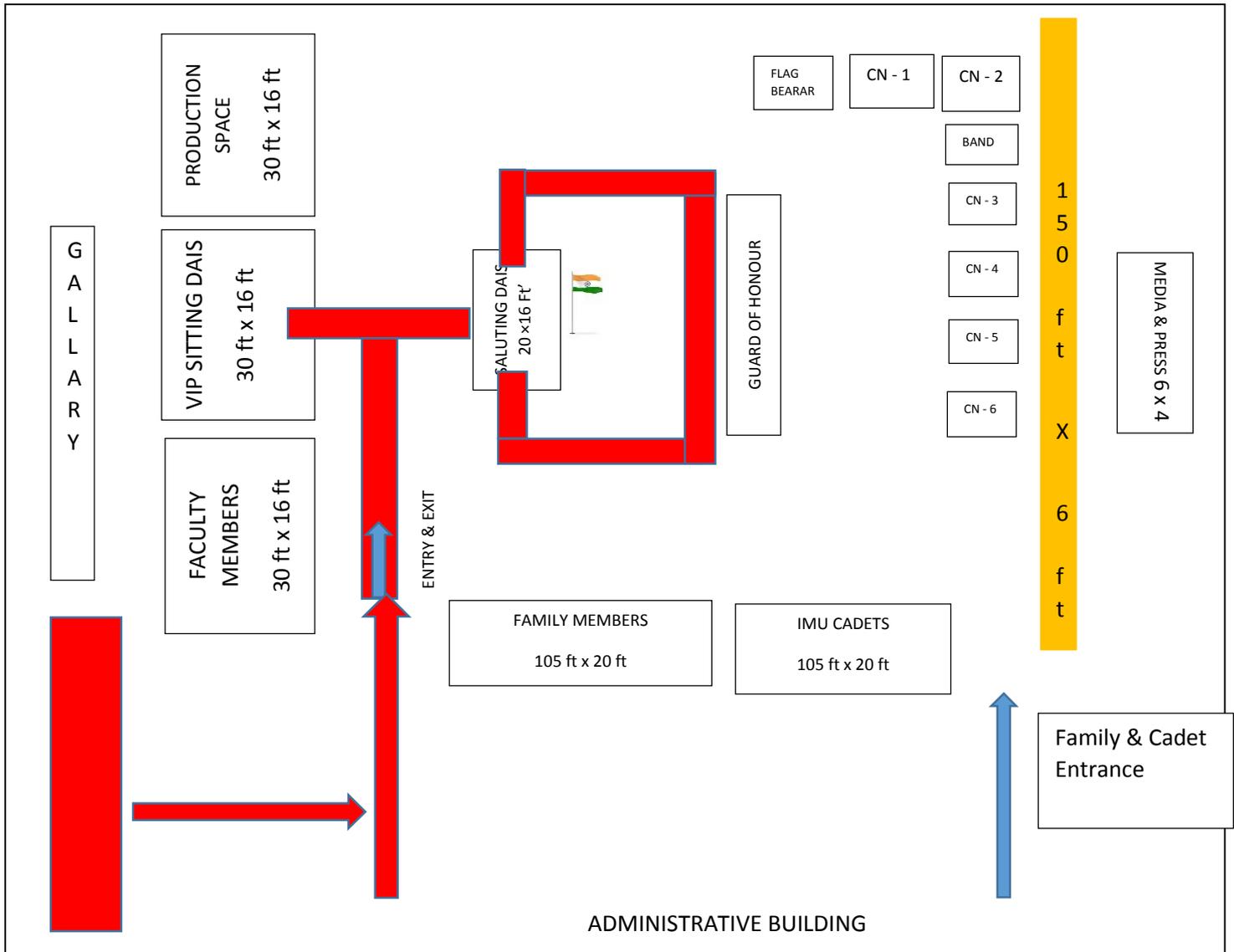
Place: _____

Date: _____

PARADE GROUND LAYOUT CHART

COLLEGE GROUND

POSITIONONG OF CONTINGENTS



SPECIFICATIONS OF DECORATION

1. All the samiyana should be covered from top and should be waterproof.
2. Colour of the samiyana should be Pink and Cream (off white). New clothes to be used.
3. Masking should be Pink and White in colour (colour may be confirmed later).
4. All the samiyana should have frill (colour suitable to the samiyana).
5. All the supporting bamboo / wooden parts should be well covered.
6. The top of all the samiyana should be slanted in backward direction.
7. Ground Carpeting (**RED**) should be done in samiyana for Faculty Members, VIP Seating Area, Production Space and DIAS.
8. Dias should be covered from top and the supporting pillars used for top should be of metal rod (as per attached picture) with Stainless Steel Chain.

9. The Dias should be raised from the ground by 18 INCHES with 3 stairs of 2 steps in three different sides (each stair height 6 inches).
10. All three stairs for the DAIS to be accompanied by Hand Rails.
11. Media centre to be placed behind the screen, and to be raised from ground by a height of 3 feet (accompanied by a stair as applicable)
12. 150 feet x 6 ft screen to be of Navy Blue Colour.
13. All carpet should be of Red colour.
14. Samiyana Extension should be done for Faculty Members, VIP Seating Area, Production Space and DIAS so that no Sunlight enters in the mentioned areas.
15. Auditorium stage front (40feet) should be decorated with artificial flowers (as shown in picture)
16. Dias on the field should also be decorated by artificial flowers (as shown in picture).
17. Auditorium Stairs should have Hand Rails.

MASKING ARRANGEMENTS FOR GROUND AND AUDITORIUM APPORACH

GROUND	DIMENSION
Parallel of the Workshop	150 feet
At entrance adjacent to workshop (L shaped coverage)	(20+60+20+60) feet
Electric junction box covering	3 x 5 feet box
From end of the L-wing road to entry of the ground	55 feet
L-wing road to Gym	35 feet
Opposite of the Gym road	40 feet
Entrance from old admin building (L shaped coverage)	(30+45+30+55) feet
Additional	50 Feet
AUDITORIUM	DIMENSION
Corner of old junior hostel	130 feet
Both side of emergency exit of auditorium	50feet
Opposite of the auditorium	40 feet

CARPETING

AREA	DIMENSIONS
Carpet for approach road up-to ground and all sides of VVIP Dias as shown in diagram	450 feet
Auditorium upstairs (road to auditorium 2 nd gate)	150 feet
Front Floor Inside Auditorium	60 feet

Additional Requirements

Specification	Requirement
3 seater sofa with cover for Auditorium Landing	6 nos.
2 seater sofa with cover for Auditorium Stage	5 nos.
3 seater Sofa with cover for Ground	5 nos.
2 seater sofa with cover for Ground	4 nos.
Short table (Auditorium + Ground)	15 nos.
Flower with vase (auditorium +ground)	12 nos.
Table cloth 4*5 feet, clean White	2 nos.
Steel Decorative Chair Without Handle with White Cover (for dignitaries and faculty)	150 nos.
Fresh Plastic Chair (for students and parents on Ground)	800 nos.
Seat Cover for Auditorium Chairs (CUSTOMISED, Preferably 3 to 4 rows from front)	100 nos.

SL. No.	Name of the Item	Quantity
01	Water Proof Samiyana 20 Feet x 10 Feet without carpet for distributing food	600 Sq Feet
02	Water Proof Samiyana 15 Feet x 10 Feet without carpet for distributing food	150 Sq Feet
03	Wooden Table with Cover & Frill for distributing food	18 nos.
04	Water Dispenser for Field and Auditorium	8 nos.
05	Water Drum 20 Lts. for Field and Auditorium	20 nos.
06	Plastic Glass Disposable	1000 nos.

SAMPLE PICTURES TOWARDS DECORATIONS FOR THE EVENT

