



## Notice Inviting Tender (NIT)

IMU-KC/POP (2026)/Decorations/25-26

Dated: 24.02.2026

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 & financial bid in the same envelope from eligible and qualified firms towards the Decorations for the Passing Out Parade (POP) – 2026 Ceremony going to be organised on 13.03.2026 at the Campus. **Partial bids shall not be accepted.**
2. **Name of the work:** Decorations for the POP-2026 Ceremony on 13.03.2026 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	<b>05.03.2026 / 1430 Hrs.</b>
02.	Tender opening dated & time (Techno-commercial)	<b>05.03.2026 / 1500 Hrs.</b>
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: The Campus Director  
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

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## **TENDER DOCUMENT (TD)**

IMU-KC/POP (2026)/Decorations/25-26

Dated: 24.02.2026

### **SECTION – I**

#### **GENERAL INSTRUCTIONS TO BIDDERS**

1. The tender consisting of following documents is to be sent to consignee.
  - i. Tender Acceptance 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 no 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 are liable to be treated as non-responsive and will be summarily 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.

- iv. Tender which does not contain duly filled in and signed Annexure- I, II & III

#### **4. Tender evaluation:**

The bids will be evaluated by the Evaluation Committee duly approved by the competent authority to 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. 1 no. Work Order during the period of 2024-25 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 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. Mandate Form  
(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 requirements upto 10% as mentioned in the document.
- 6.** Decorations as per **Annexure-IV** should be completed within 6.00 PM on 12.03.2026 (Sunday), 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) – 2026 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. Arbitration clause:**

Any dispute arising out of or in connection with this contract, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by arbitration administered by the India International Arbitration Centre (“IIAC”) in accordance with the India International Arbitration Centre (Conduct of Arbitration) Regulations (“IIAC Regulation”) for the time being in force, which regulation are deemed to be incorporated by reference in this clause.

The place/seat of the arbitration shall be Kolkata, India

The Tribunal shall consist of three arbitrators.

The law governing the arbitration agreement shall be Indian Law.

The language of the arbitration shall be English.

Applicable Law: The governing Law of the contract shall be Indian Law.

11. **Acceptance of the Work Order:** Within two (02) days from the date of issue of the Work Order.

**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 2024-25 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-2026 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. All applicable taxes must be mentioned against each item. Rate of each applicable tax must be mentioned in price bid.

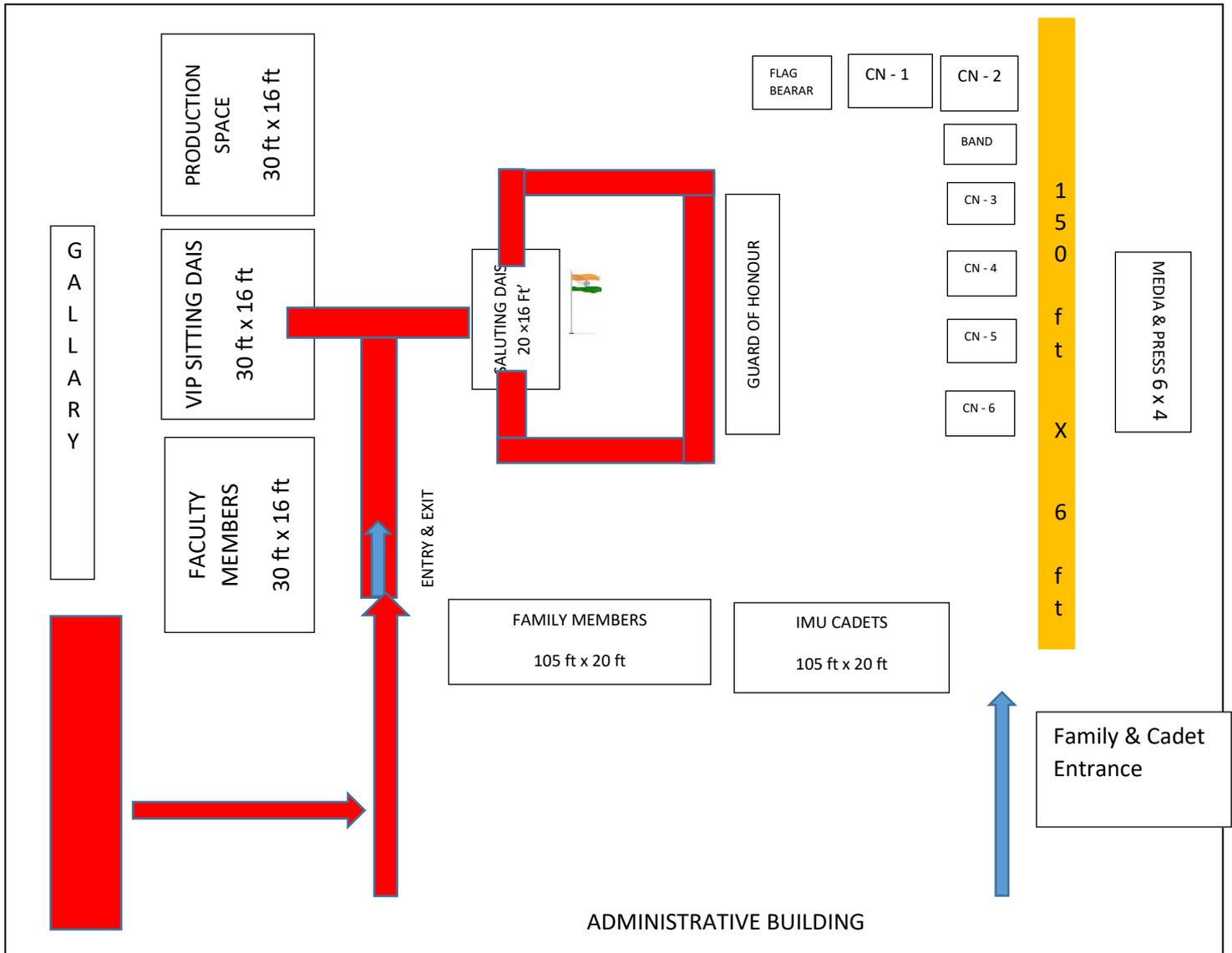
Signature of Bidder \_\_\_\_\_

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 Navy Blue + White in colour (colour may be confirmed later).
4. All the samiyana should have a frill (colour suitable to the samiyana). (White + Blue Frills)

5. All the supporting bamboo / wooden parts should be well covered. (White cloth)
6. The top of all the samiyana should be slanted in the 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 the 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 + White 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 (40 feet) should be decorated with artificial flowers (as shown in the picture) + Flower pots/ Green Plant pots.
16. Dias on the field should also be decorated by artificial flowers (as shown in the picture).
17. Auditorium Stairs should have Hand Rails.

**MASKING ARRANGEMENTS FOR GROUND AND AUDITORIUM APPROACH**

Sr.no	Requirement	Dimension
	<b>GROUND</b>	
1.	From the starting point of the playground entrance near IRCTC Kiosk on both sides	70 Ft
	<b>AUDITORIUM</b>	
2.	Corner of the old junior hostel	130 Ft
	Total	200 Ft

\*\*The length of the masking is approximate. The payment will be considered as per the pro-rata basis based on actual execution.

**CARPETING**

Sr.no	Area	Dimensions
1.	Carpet for the approach road up to the ground and all sides of the VVIP Dias as shown in the diagram	600 Ft x 6 Ft = 3600 Sq.Ft
2.	Green Carpet	18 Ft x 06 Ft = 108 Sq. Ft
	Total	3708 Sq. Ft.

### SEATING REQUIREMENTS

Sr.no	Specification	Requirement
1.	3 seater sofa with cover for Auditorium Landing	06 nos.
2.	2 seater sofa with cover for Auditorium Stage	02 nos.
3.	3 seater sofa with cover for Ground	05 nos.
4.	2 seater sofa with cover for Ground	04 nos.
5.	Short table (Auditorium + Ground)	17 nos.
6.	Flower with vase (Auditorium + Play ground)	12 nos.
7.	Table cloth 4*5 feet, clean, White	02 nos.
8.	Steel Decorative Chair Without Handle with White Cover (for dignitaries and faculty)	150 nos.
9.	Fresh Plastic Chair (for students and parents on Ground)	800 nos.
10.	Seat Cover for Auditorium Chairs (CUSTOMISED, Preferably 3 to 4 rows from the front)	100 nos.
11.	Table with cover frill	08 nos.
12.	Dais (18 Ft x 15 Ft)	01 no.
13.	Artificial Flowers Decoration Complete	01 Job
14.	Riser for photo booth area (18 Ft x 6 Ft x 01 Ft) covered with Green carpet	01 no.
15.	Flower pots with Green Plants (3Ft - 4 Ft)	50 nos.

### SAMIYANA REQUIREMENTS

Sl.no.	Name of the item	Quantity
1.	Waterproof Samiyana for the Playground for the different Pandals 30 Ft x 16 Ft – 03 nos. 105 Ft x 20 Ft – 02 nos. 06 Ft x 04 ft – 01 no.	5,664 Sq Ft
2.	Waterproof Samiyana 20 Ft x 10 Ft without carpet for distributing food (600 Sq. Ft. at back side of Auditorium + 200 Sq Ft in the front side of Auditorium)	800 Sq Ft
3.	Waterproof Samiyana 15 Ft x 10 Ft without carpet for distributing food	150 Sq Ft
4.	Wooden Table with Cover & Frill for distributing food	18 nos.
5.	Water Dispenser for Field and Auditorium	10 nos.
6.	Water Drum 20 Lts. for Field and Auditorium (Bisleri/Kinley/Aquafina)	30 nos.
7.	Plastic Glass Disposable	1500 nos.
8.	Sun Guard for VIP ( 90 Ft x 10 Ft) for 30 Ft Pandals – 03 nos.	900 Sq Ft
9.	Sun Guard beside production space (50 Ft x 10 Ft) – back side of auditorium	500 Sq Ft
10.	Kitchen Tripal shed	01 job
11.	Round Wooden Table with white frill cover – 5 <sup>th</sup> floor of New Academic Building	15 nos.
12.	Steel Chairs with cover - 5 <sup>th</sup> floor of New Academic Building	70 nos.
13.	Wooden Table with frill cover for Buffet - 5 <sup>th</sup> floor of New Academic Building	10 nos.

**SAMPLE PICTURES TOWARDS DECORATIONS FOR THE EVENT**

