

Indian Institute of Information Technology Sri City, Chittoor



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TENDER NOTICE

Tender No.: IIITS/PROC/Convocation/20210601

On behalf of IIIT Sri City, Chittoor, Andhra Pradesh, sealed tenders are invited from the eligible bidders as per the eligibility criteria mentioned in the tender document.

Name of work: Consolidated services as per the scope of work for 2nd Convocation at IIIT Sri City, Chittoor Campus to be held on June 30, 2021

BID ISSUE DATE	19-06-2021
LAST DATE OF BID SUBMISSION	25-06-2021 up to 03:00 PM
DATE OF BID OPENING	25-06-2021 up to 03:30 PM

Date: June 19, 2021

Place: IIIT Sri City

Sd/-
Registrar i/c

Indian Institute of Information Technology Sri City, Chittoor

Detailed Notice Inviting Tender

Ref: Tender Notice No. IIITS/PROC/Convocation/20210601

IIIT Sri City invites tender from the eligible bidders as per the eligibility criteria mentioned in the tender document for the Consolidated services as per the scope of work for for 2nd Convocation at IIIT Sri City, Chittoor Campus to be held on June 30, 2021. The details are given below:

PART "A": NIT DETAILS

1	NIT No.	IIITS/PROC/Convocation/20210601
2	Name of Work	Consolidated services as per the scope of work for for 2 nd Convocation at IIIT Sri City, Chittoor Campus to be held on June 30, 2021
3	Date of Completion of setup & Penalty	June 29, 2021 at 5.00 P.M. If the setting up does not gets completed in all respect by the aforesaid date & time then a penalty at the rate of Rs.10000/- per hour delay will be levied.
4	Mode of submission of tender	Hard copy single bid system
5	Last date for Submission of tender	June 25, 2021 at 03:00 PM at Registrar Office, IIIT Sri City.
6	Date of Bid Opening	June 25, 2021 at 03:30 PM at Registrar Office, IIIT Sri City.
7	Technical Qualifying Criteria	<p>The Eligibility Criteria and Other terms & Conditions enlisted in this tender, the bidder must have prior experience of providing at least two such similar services out of which one should be in Government/Quasi Government Institute or large corporate as per consolidated scope for convocation during last 03 (three) years. Signed certificate and Work Order copies from the clients to whom such services have been extended may be enclosed with the technical bid.</p> <p>Desirable : Bidder must have prior experience of providing large similar events during the last 3 years.</p>

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PART "B": GUIDELINES FOR TENDERING

1. The tender in single bid systems in sealed envelope shall be submitted in the office of Registrar in the prescribed format before the date and time as mentioned in NIT. No other mode of submission is acceptable.

2. The tender document can be downloaded from IIIT Sri City website www.iiits.ac.in.

3. Sealing and Marking of Bids:

The Technical and price bid must be sealed in a single envelope, duly super-scribed as "Tender for Consolidated services as per the scope of work for 2nd Convocation at IIIT Sri City, Chittoor Campus to be held on June 30, 2021 against Tender No. Tender No.: IIITS/PROC/Convocation/20210601, Dated: June 19, 2021, Submission Deadline: June 25, 2021."

4. Validity Period

The validity period of the tender should be clearly specified. It must be at least for 90 (Ninety) days from the date of the opening of the price bid.

5. The Tenderer can visit the IIIT Sri City Campus for understanding the requirements as per the Scope of the work.

6. Certificates: The following documents (self-certified copy) are required to be attached along with bid:

- PAN (Permanent Account Number)
- GST Registration Certificate
- Relevant work experience certificate of value during last three years
- Bank account details of the Firm / Vendor
- Registration certificate of firm (If any)
- Any other documents that bidder feels necessary in support of his candidature.
- Schedule of Price Bid in the attached form (scope of work) in the main sealed envelope

7. The sealed quotation shall be sent to

**Indian Institute of Information Technology,
Sri City, #630, Gnan Marg, Satyavedu Mandal,
Chittoor District – 517646, Andhra Pradesh**

The sealed quotation shall bear the name of work, reference no. and last date of submission written on the envelope

8. Short listing of the agencies shall be subject to through verification of their credentials and inspection of works carried out by them, through a Technical Evaluation committee of experts, constituted by IIIT Sri City.

9. The competent authority on behalf of the Institute does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.

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10. IIIT Sri City reserves the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted. Also the Institute reserves the right to award and cancel any part-work while awarding the contract to the bidder.

11. Additional Charges if any, for Installation, Packing-Unpacking, Loading/ Unloading, Erection, Commissioning and De-commissioning, Inspection, Certification, any other charge(s) must be included in the quoted amount.

12. IIIT Sri City reserves the right to change the quantity or add the item or cancel the item/service required

PAYMENT TERMS:

- a. IIIT Sri City, Chittoor will release payment by RTGS/NEFT within 30 days after receipt of the bill.
- b. 100% payment shall be made in full within 30 days after the satisfactory performance by the vendor as per the scope of work.

Date: June 19, 2021
Place: IIIT Sri City

Sd/-
Registrar I/C

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BOQ AND SPECIFICATION DETAILS HIRING OF SERVICES FOR 2nd CONVOCATION AT IIIT SRI CITY

S.No.	Scope of Work (Infrastructure)	Specification Description / Details	Unit	Qty	Rate per Unit	GST	Line Total	Remarks
1	Platform / Stage: Metal stage with wooden ply top and appropriate step/s on the sides of the stage, all covered with good carpet of aproved color	Length 3.00 mtrs / 09 feet 10 inches Width: 6.45 mtrs / 21 feet 02 inches Height: 1 feet	Sq. ft					
2	Backdrop: in wooden/metal frame work	Height: 2.95 mtrs / 9 feet 08 inches Width: 6.45 mtrs / 21 feet 02 inches	Sq. ft					On top of the platform
3	Podium with branding		Nos	2				
4	Digital Screen		Nos	1				Optional
5	Floral Arrangements	Front side of the table (on top of Platform) of 2 to 3 mtrs width and table top floral arrangement And Floral Arrangements for podium						
6	Collar Mics		Nos	3				
7	Hand Mics		Nos	2				
8	Podium Mics		Nos	2				
9	Amplifier	As per choice to fit in all MICs and inputs for camera / console	Nos	1				Mention the specification of the unit to be used
10	Mixer	As per choice of all camera and audio inputs	Nos	1				Mention the specification of the unit to be used
12	Video Cameras	For High Definition - live shoot and relay output to laptop/console	Nos	2				
13	Video Camera	For back-up relay – High Definition	Nos	1				
Grand Total:								

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Note:

1. The event will happen inside a closed room
2. The video cameras output and digital screen output (including audio) is to be given to a console/laptop (platform preferably Webex or Zoom)
3. Necessary Laptops for channelling and mixing of audio & video will be the responsibility of the Vendor. Also all the required cables/connectors/converters etc. will be arranged by the vendor.