

Indian Institute of Information Technology Sri City, Chittoor



Indian Institute of Information Technology Sri City, Chittoor

NOTICE INVITING TENDER

Tender No.: IIITS/PROC/CONVOCAATION/2022/08/01

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.

TENDER SCHEDULE

Name of the work	Consolidated services as per the scope of work for 3rd Convocation at IIIT Sri City, Chittoor Campus to be held in the year 2022
Tender Enquiry No.	IIITS/PROC/CONVOCAATION/2022/08/01
Submission of offer	Two bid system
Bid Issue Date	5 August, 2022
Pre-Bid Meeting	12-08-2022 @ 12 Noon at IIIT Sri City Chittoor, 630 Gnan Marg, Sri City, Tirupati District, Andhra Pradesh
Last Date for submission of bids	20-08-2022 up to 02:00 PM
Opening of Technical bid	20-08-2022 up to 02:30 PM
Opening of Financial bid	The date will be communicated to the technically qualified bidders.
Earnest Money Deposit (EMD)	The Earnest Money Deposit amounting to Rs.25000/- (Rupees Twenty Five thousand only) must deposit through RTGS / NEFT to IIIT Sri City Chittoor Opex Account (Bank details are in Page 3)

Date: Aug 05, 2022

Place: IIIT Sri City

Registrar i/c

Indian Institute of Information Technology Sri City, Chittoor

Detailed Notice Inviting Tender

Ref: Tender Notice No. IIITS/PROC/CONVOCATION/2022/08/01

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 3rd Convocation at IIIT Sri City, Chittoor Campus to be held in the year 2022 tentatively. The details are given below:

PART "A": NIT DETAILS

1. NIT No. IIITS/PROC/CONVOCATION/2022/08/01
2. Name of Work: Consolidated services as per the scope of work for 3rd Convocation at IIIT Sri City, Chittoor Campus to be held in the year 2022
3. Date of Completion of setup & Penalty: If the setting up does not get completed in all respect as per the date and time mentioned in the work order, then a penalty at the rate of Rs.10000/- per hour delay will be levied.
4. Mode of submission of tender: Hard copy in two bid system
5. Last date for Submission of tender: 20.08.2022 up to 02:00 PM at Registrar Office, IIIT Sri City.
6. Date of Bid Opening: 20.08.2022 at 03:30 PM at Registrar Office, IIIT Sri City.
7. Technical Qualifying Criteria:
 - The Eligibility Criteria and Other terms & Conditions enlisted in this tender, the bidder must have prior experience of providing at least three such similar services in a renowned Educational Institutions such as IITs, NITs, IIITs, IIMs, AIIMS, Central Universities or Institute of National Importance as per consolidated scope for convocation during last 03 (three) years academic years. Signed certificates and Work Order copies from the clients to whom such services have been extended should be enclosed with the technical bid.
 - **Average Annual Turnover**: The bidders average annual turnover (gross) in providing similar services during the three financial years out of five financial years (from 2016-17 to 2020-21), duly audited by Chartered Accountant, should not be less than **INR 100 lakhs (Rupees One hundred lakhs only)**. Year in which no turnover is shown would also be considered for working out the average. Copy of the Audited financial statements for 3 years out of 5 years should be attached.
 - **Performance Certification**: The bidders' performance for each work completed during the three financial years out of five financial years (from 2016-17 to 2020-21) and work in hand should be certified by the responsible official from the concerned organization. The certificate should be enclosed with a Technical bid.
 - Bidder's profile shall include the full details about the firm. The number of years of experience in the business may be furnished along with proof.
 - Firm Registration Certificate, PAN details, TIN/CST/GST etc., details are to be provided.
 - The Bidder should give an undertaking form (Annexure I) for acceptance of all terms and conditions of tender documents.
 - The firm should be neither blacklisted by any government department nor should there be any criminal case registered/pending against the firm or its owner/partners anywhere in India. A duly completed certificate to this effect is to be submitted.
 - The firm has to bid for all the items mentioned in the tender document. The tender document will not be considered valid in the case of non-fulfillment of this criterion.
 - Name(s) for proprietor/partners of the bidders with their residential addresses and telephone numbers.

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- Attested copies of Income Tax Returns certificates for the last 3 years.
- Attested copies of Registration and Sales Tax Certificate issued under Shops and Establishment Act.
- Declaration on letterhead of bidders that it has never been involved in any illegal activity or financial frauds.
- Signed copy of the terms and conditions stipulated in the terms and conditions.
- Earnest Money Deposit:
 - The Earnest Money Deposit amounting to Rs.25,000/- (Rupees Twenty Five thousand only) must be credited in the form of NEFT/RTGS to “IIIT Sri City Chittoor Opex Account” (A/c.No.38329375681, IFSC Code.SBIN0016527, (16527) - Sri City (Mallavaripalem), 115, Peepul Boulevard Sri City, Chittoor District, AP-517 646.
 - EMD of all unsuccessful bidders will be returned after finalisation of the tender. EMD of the successful bidder will be returned only after completion of work duly certified by the authorized officer of IIIT Sri City.
 - The amount of EMD is liable to be forfeited if the bidder withdraws from the offer after submission of the tender or after the acceptance of the offer
 - No interest will be paid on the EMD
 - The Bidders will have to attach a scanned copy of Payment details towards EMD and the same will be accepted only on verification and confirmation by the Institute.
 - Any delay in credit will not be entertained by the IIIT Sri City Chittoor

Documents Required to be submitted

Part – 1: Technical Bid: The technical bid should not contain any price information. It comprises the following documents.

- a. Undertaking on Tender document (Annexure I)
- b. Basic Details (Annexure - II)
- c. Declaration regarding Black listing/litigation (Annexure - III)
- d. Balance Sheets for (2016-17 to 2020-21) (Annexure IV)
- e. Proof of payment of GST and Income Tax (Annexure V)
- f. Details of similar services provided (Annexure VI)
- g. Performance report for work refer to Annexure VI (Annexure VII)
- h. Signed copy with seal (on each page) of the tender document and corrigendum (if any).
- i. Payment proof of EMD
- j. Firm Registration Certificate
- k. Certificate of Registration for GST
- l. Permanent Account Number (PAN)
- m. Attach other documents etc as mentioned in the Eligibility Criteria mentioned in the Tender document
- n. Other documents that the bidder feels are necessary in support of his bid.

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PART "B": GUIDELINES FOR TENDERING

1. The tender in TWO bid systems in sealed envelopes 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 separate envelope, duly super-scribed as "Tender for Consolidated services as per the scope of work for 3rd Convocation at IIIT Sri City, Chittoor Campus to be held in the year 2022 against Tender No. Tender No.: IIITS/PROC/CONVOCATION/2022/08/01, Dated: August 5 2022, Submission Deadline: August 20, 2022 upto 2pm."
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)
 - Filled in annexures with supporting documents
 - 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 separate sealed envelope
7. The sealed quotation shall be sent to
The Registrar
Indian Institute of Information Technology Sri City, Chittoor
#630, Gnan Marg, Sri City,
Tirupati 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.
10. IIIT Sri City reserves the right of accepting the whole or any part of the bid and the bidders shall

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be bound to perform the same at the rate quoted. Also the Institute reserves the right toward 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.
13. **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: Aug 05, 2022
Place: IIIT Sri City

Sd/-
Registrar I/C

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Annexure I

UNDERTAKING FORM

To
The Registrar I/c.
IIIT Sri City Chittoor
PIN:517646

Dear Sir,

Sub: Consolidated services as per the scope of work for 3rd Convocation at IIIT Sri City, Chittoor Campus to be held in the year 2022

Ref: IIITS/PROC/CONVOCAATION/2022/08/01, dt.05.08.2022

1. Having visited the site and examined the complete tender document including instructions for bid submission, terms and conditions, we offer to provide services in conformity with the conditions for contract, specifications, and Bill of Quantities of this Tender Documents or such other sum as may be ascertained in accordance with the said conditions of contract.
2. We agree to abide by this tender for the period of ninety days from the date fixed for receiving of tender and it shall remain binding upon us and may be accepted at any time before the expiry of the period.
3. Unless and until a formal Agreement is prepared and executed this tender together with your Acceptance thereof shall constitute a binding contract between us.
4. We understand that you are not bound to accept the lowest or any tender you may receive. Also you are not bound to assign any reason for rejection of any tender.

Datedday of.....2022

Signature of the bidder with seal.....

In the capacity of duly authorized to sign Tenders on behalf of

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Address of the bidder:

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Witness:

Signature.....

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Annexure –II

BASIC DETAILS TO BE FURNISHED BY THE BIDDERS

Ref: IIITS/PROC/CONVOCAATION/2022/08/01, dt.05.08.2022

S.No.	Description	Information
1a.	Name of the Firm / Company :	
	Date of Incorporation/Establishment	
	Complete Address	
	Phone No.	
	Mobile No.	
	Email id	
	Constitution: Proprietorship/ Partnership/Pvt. Ltd Co./Public Ltd Co.	
1b.	Details of Proprietor /Director/MD :	
1c.	Contact Person/Representative Name and Designation :	
	Phone (with STD Code)	
	Mobile No.	
2a.	GST (ENCLOSE COPY)	
	PAN (ENCLOSE COPY)	
	ESI (ENCLOSE COPY)	
	EPF (ENCLOSE COPY)	
2b.	Proof for payment of Income Tax and Service tax/ GST (last three years) (copy of Income Tax and Service Tax/GST	

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	payment to be enclosed	
3	No. of similar works completed in Educational Institutions (Enclose list of work handled upto 2021-22 with all the relevant documents)	
4	Turnover per annum Rs. (in lakhs) Authenticated copy of audited statement of Accounts during the three financial years out of five financial years (from 2016-17 to 2020-21)	
5	Authorized Signatory Details	
	Name:	
	Designation	
	Email	
	Contact No.	
6	Details of contact other than Authorized Signatory	
	Name:	
	Designation	
	Email	
	Contact No.	
7	Any other information in support of the credentials	

This is to certify that the above facts are true, complete and correct to the best of my knowledge and belief. Further, it is certified that I/We have read and understood the terms and conditions of the Tender Notice.

I/We give an undertaking and give our unconditional and unequivocal acceptance of all terms and conditions of the Tender and agree to abide by these terms and conditions.

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Signature and Seal of the bidder

Name in Block letter

Seal

Designation

Contact no.

Full Address

Date:

Place:

Note : i) Authenticated certificates, testimonials and proof of experiences to be produced in support of information furnished above.

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Annexure – III

Ref: IIITS/PROC/CONVOCAATION/2022/08/01, dt.05.08.2022

Declaration regarding black-listing and/ or litigations

I/we hereby declare that our firm/Contractor is not black-listed by any Ministry or Department of Central Government/State Government or PSU or other bodies under the Central Government/State Government. I/we further declare that no criminal case is registered or pending against the firm/company or its owner/partners/directors anywhere in India.

Date the day of 2022

Signature of Bidder

Name & Address of Bidder

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Annexure – IV

Ref: IIITS/PROC/CONVOCAATION/2022/08/01, dt.05.08.2022

BALANCE SHEET DETAILS

Particulars	(Amount in INR Lakhs)				
	←----- Financial Year ----->				
	2016-17	2017-18	2018-19	2019-20	2020-21
Total Revenue					
Total Expenses					
Profit before tax					
Profit after tax					

(Enclose copies of audited balance sheet for the years up to March 20201)

Signature of Bidder with date

Name & Address of Bidder

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Annexure – V

Ref: IIITS/PROC/CONVOCATION/2022/08/01, dt.05.08.2022

Name of the Bidder:

Address:

Proof for payment of Service Tax/GST

(During the three financial years out of five financial years (from 2016-17 to 2020-21))

Financial Year	Taxable Value (Rs.)	Service Tax / GST paid (Rs.)
2016-17		
2017-18		
2018-19		
2019-20		
2020-21 (Provisional)		

(Please enclose copy of Service Tax/GST Return & payment receipts)

Proof for payment of Income Tax

(During the three financial years out of five financial years (from 2016-17 to 2020-21))

Financial Year	Assessment Year	Gross Income (Rs.)	Net Income (Rs.)	Income Tax paid (Rs.)
2016-17	2017-18			
2017-18	2018-19			
2018-19	2019-20			
2019-20	2020-21			
2020-21 (Provisional)	2021-22			

(Please also attached form 26AS downloaded from TDS Centralized Processing Cell of Income Tax Department)

Signature of Bidder with date and seal

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ANNEXURE VII

Name of the Bidder:

Address:

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PERFORMANCE REPORT FOR SUCCESSFULLY COMPLETED THE SIMILAR CONVOCAION WORKS IN RENOWNED EDUCATIONAL INSTITUTIONS SUCH AS IITS, NITS, IIITS, IIMS, AIIMS, CENTRAL UNIVERSITIES OR INSTITUTE OF NATIONAL IMPORTANCE.

(To be issued by the organization where the work was completed)

1. Name of the Owner :
2. Name of the Company/Firm & Location :
3. Name of organization where the work was executed :
4. Name and contact No. of the person in the Organization for verification :
5. Date of award of contract :
6. Date of completion of contract of contract :
7. Performance Report

a)	Quality of items / works supplied / executed	:	Excellent / very Good / Good / Fair / Poor
b)	Resourcefulness	:	Excellent / very Good / Good / Fair / Poor
c)	Interpersonal relationship	:	Excellent / very Good / Good / Fair / Poor
d)	Time Management	:	Excellent / very Good / Good / Fair / Poor

Date:

(Signature with Name, designation and Seal of the organization)

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BOQ AND SPECIFICATION DETAILS HIRING OF SERVICES FOR 3rd CONVOCATION AT IIIT SRI CITY, CHITTOOR

PRICE BID

Sl. No.	Scope of Work (Infrastructure)	Specification Description / Details	Unit	Qty.	Rate per Unit	GST	Line Total	Remarks
1	Platform / Stage: Metal stage with woodenply top and appropriate step/s on the sides of thestage, all covered with good carpet of approved 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 spec. 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:								
Note:								
<ol style="list-style-type: none"> 1. The video cameras output and digital screen output (including audio) is to be given to a console/laptop (platform preferably Webex or Zoom) 2. Necessary Laptops for channeling 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. 								

