



**INDIAN INSTITUTE OF TECHNOLOGY MADRAS**  
**ENGINEERING UNIT**  
**CHENNAI – 600 036**

**Tender No: 06/2014 – 15/Supply**

Name of Work : Supply and erection of the temporary shed (1000Nos) seating including air conditioning, screen, surveillance camera and PA System etc for the 51<sup>st</sup> Convocation at IIT Madras

Cost of Tender Schedule	: Rs. 525/-
Earnest Money Deposit	: Rs. 16,000/-
Last Date and Time of Receipt	: <b>Date: 15-05 - 2014</b> Time: 3.00 P.M
Date and Time of Opening	: <b>Date: 15-05 - 2014</b> Time: 3.10 P.M

Certified that the tender document contains 9 (Nine) pages only and no alterations and additions have been made by me / us in the tender document.

**Signature of the Contractor**

**Executive Engineer (Civil)**

# INDIAN INSTITUTE OF TECHNOLOGY MADRAS

## CHENNAI-600 036

### Tender No: 06/2014-15/Supply

On behalf of the Indian Institute of Technology Madras, tenders are invited for Supply and erection of the temporary shed (1000Nos) seating including air conditioning, screen, surveillance camera and PA system etc for the 51<sup>st</sup> Convocation at IIT Madras  
Confirming to the specifications and scope of work given in Annexure – 1 of this schedule.

1. The tender document can be downloaded from the Institute web site (<http://tenders.iitm.ac.in/>). The tender document shall be submitted along with two demand drafts, one demand draft for **Rs 525/- towards cost of tender schedule and another demand draft for Rs.16,000/- drawn in favour of IIT Madras, Chennai-36 towards Earnest Money Deposit (EMD)**. If you are in a position to quote in accordance with the requirements stated in the attached schedule, please submit your tender to this Office by specifying your rates in the space provided in the prescribed tender form itself along with demand drafts (obtained on or after the date of issue of tender).

#### 2. Preparation of Tender:

- 2a. In the event of space on the schedule form being insufficient for the required purpose, you have to submit the rates in the letter head of your company clearly mentioning S.No. and other relevant particulars. Each such additional page must be numbered consecutively, bearing the Tender Number and be fully signed by you. In such cases reference to the additional pages must be made in the tender form.
- 2b. You should quote your rate only for our scope / specification requirements in the format issued by this office.

#### 3. Signing of Tender:

The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and important conditions referred to in Annexure enclosed herewith. Each page of the tender documents required to be signed and bears the official seal of the tenderers.

#### 4. Delivery of Tender:

- 4a. The Original copy of the Tender is to be enclosed in a double cover.
- 4b. The outer cover should be sealed and addressed to the Executive Engineer (Civil) by Name

<b>The tender cover should be sent to:</b>	<b>THE EXECUTIVE ENGINEER (CIVIL) ENGINEERING UNIT ADMIN 3<sup>RD</sup> FLOOR INDIAN INSTITUTE OF TECHNOLOGY MADRAS CHENNAI-600 036</b>
<b>LAST DATE for receipt of Tender</b>	<b>15-05-2014 before 3.00 PM.</b>

4c. The Tender Cover should be superscribed on the left hand side "TENDER No. 06/2014-15/Supply".

4d. Tender which fails to comply with the above instructions is liable to be rejected.

4e. Tender should be sent either by REGISTERED POST ACKNOWLEDGEMENT DUE OR THROUGH MESSENGER. If the Tender is sent through messenger, the same has to be dropped in the TENDER BOX kept for this purpose in the office of the Executive Engineer (Civil) (3rd floor of Admin. Building, IIT Madras) before 3.00 PM on due date.

**5. Opening of Tenders:** You are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date specified in the Schedule.

**6. Validity:** The tender rate should be kept valid for **Ninety (90) days** from the due date of submission thereof and not to make any modifications in terms and conditions.

**7. Prices:**

7a. The prices quoted must be net per unit shown in the schedule and must include delivery charges and other statutory levies.

7b. **The prices quoted by the Tenderer should be inclusive of Sales Tax / Service Tax / VAT and other statutory levies.**

7c. **No price revision, changes in the scope / specification already given or changes in the terms and conditions etc during the contract period is acceptable.**

**8. Terms of Delivery:** The complete scope of work defined in this tender document shall be completed by 16<sup>th</sup> July 2014 FN for inspection and verification by Institute authorities. However, Air-conditioning in the shed / tent will be used only during the rehearsals on (one or two hours) 17<sup>th</sup> July 2014 evening and during Convocation function on 18<sup>th</sup> July 2014 (six to seven hours).

**9. Right of Acceptance:** The Indian Institute of Technology Madras, Chennai-600 036 does not bind itself to accepting the whole or any part of the Tender or portion of the quantity offered.

**10. Communication of Acceptance:** Acceptance by the Institute will be communicated by Post, if required, and the Company's acceptance to be communicated to us formally in writing. The Institute shall not be responsible for the late receipt of tender documents due to postal and or any other delay.

## Annexure - 1

### INDIAN INSTITUTE OF TECHNOLOGY MADRAS 600 036 ENGINEERING UNIT

In the event of the date of opening of tender being declared a closed holiday for the Indian Institute of Technology Madras the due date for opening will be in the following working day. The Tender shall remain open for acceptance/validity till: **30 - 07 -2014**

Item No	Description of item	Unit	Quantity	Rate per unit in Rs (Figures & words)	Amount in Rs
1.	Hire charges for supply and erection of temporary shed / tent using prefabricated steel structure with G.I. sheet roofing as approved by IIT Madras. The size of shed shall be 60m x 12m x 5m(the gallery floor should be installed with adequate slope to give proper vision/eye sight for spectators). The contractor shall obtain prior approval from IIT Madras for the shed / tent layout, design and other fixture. The rate quoted shall be inclusive of G.I sheet covering for the structure (all sides including roofing), IIT M approved neat and ambient fabric for tent / shed ceiling and walls (inside only), plywood wooden flooring with metal frame and Jackie system, carpet over plywood flooring including entrance path, Air-conditioning arrangements (one ton for every 90sqft to keep inside temperature not more than 25 Degree Celsius) ensuring high level of human comfort, aluminium door with air curtain, emergency exit with sign boards, sufficient internal, entrance, pathway lighting arrangements and necessary safety arrangements, labour charge, A/c operational, testing charges, transportation, materials and taxes and levies etc, complete.	Sqm	720		
2.	Hire charges for supply of good quality armless plastic chairs as approved by IIT Madras.	Each	1000		

Item No	Description of item	Unit	Quantity	Rate per unit in Rs (Figures & words)	Amount in Rs
3.	Hire charges for supply and operation of 250KVA DG set for Air-conditioning/lighting (including labour charge for operation, transportation and fuel charges).	Each	1.00		
4.	Hire charges for supply and operation of 125KVA DG set for Air-conditioning/lighting (including labour charge for operation, transportation and fuel charges).	Each	1.00		
5.	Hire charges for PA system with delay speakers (8nos), sound mixer, CD player and extra-long cabling from SAC building.	Job	1		
6	Hire charges for Audio visuals with approved switcher/scaler, cables, operators / technicians, LED screen of size 15' x 12' of required lumens, extra cabling from SAC with boosters, hanging system for all screens etc complete. LED screen should be placed at a height of about 2'6"(750mm) above finished floor level for better visibility.	Job	1		
7	Providing surveillance camera in front of all openings, 4 numbers inside the tent with adequate recording facilities. The full recorded video during the functioning of the tent should be supplied in Compact Disc or any storage device to IITM.	Job	1		
<b>Total amount in Rs</b>					

Total amount in words (Rs):

**IMPORTANT NOTE:**

1. All pages of tender documents should be filled in and returned duly signed.
2. All the above works should be completed within the time frame as given in S.No.8 Page No.3.
3. **Fax & E-mail quotations will not be accepted.**
4. Total inclusive price should be quoted in nearest Rupee.

5. After completion of the function, the place shall be neatly cleaned by the contractor. No debris / foreign materials will be allowed to left inside the campus.
6. The contractor shall make sure proper safety arrangements in the temporary shed / tent during erection, commissioning and function of the shed.

Signature of the Contractor

Executive Engineer (Civil)

## **IMPORTANT CONDITIONS**

The following instructions are to be followed meticulously FAILING WHICH YOUR OFFER WILL NOT BE CONSIDERED:

1. Please mention the TNGST/CST/VAT No and Area Code. All of your future correspondences including Invoices should bear the TNGST/CST/VAT No. and Area Code.
2. Quotations should be submitted in Arrack Sealed Cover (Sealing Wax). The quotation should be duly filled in the space provided in the issued format only. Quotes given by the tenderers in their own format/letter heads will not be considered at all.

3. **Delivery Period:**

The delivery of item should be made only on receipt of purchase order from the Institute. The work should be completed within **the time schedule given in the S.No:8 / page:3 of this document.** No extension of time will be allowed. Any delay beyond the time indicated above will be viewed seriously and EMD amount will be forfeited and further action will be taken for removing them from our future enquiry.

4. No Advance Payment will be made for the purchase.

## **ANNEXURE -2**

### **INSTRUCTIONS & SPECIAL CONDITIONS**

**(To be returned by Tenderer along with the Tender duly signed)**

#### **1. GENERAL:**

Tenderer should furnish clear declaration as follows:

We declare that I am/we are (tick appropriate sl no.)

- i) An individual;
- ii) A proprietary;
- iii) A Firm in partnership;
- iv) A Limited Company or Corporation.

#### **2. CONDITIONS OF CONTRACT:**

Printed or cyclostyled or such terms and conditions of the tenderer, not appearing in the body of the tender will not be considered as forming part of the tender. Tenderer should quote on the basis of the conditions referred to in Para of the invitation to tender and tender papers.

#### **3. PRICE:**

- i) Prices must be in Rupees and Paisa.
- ii) The unit prices should be for the same unit as indicated in the Schedule to tender enquiry and not for any other unit.
- iii) Prices quoted should be for Hire charges and supply at IIT Madras.
- iv) Discount has to be indicated prominently in terms of percentage only.
- v) **No price revision, changes in the specification will be entertained after opening of the tender.**

#### **4. TRANSIT AND ANY OTHER INSURANCE:**

The Purchaser will not pay separately for transit and any other Insurance.

#### **5. PAYMENT:**

- i) Payment will be made only after completion of all works including removal of sheds, fixture and cleaning of venue to the entire satisfaction of the Institute authorities.
- ii) No Advance Payment will be made.

#### **6. TENDERER SHALL SUBMIT ALONG WITH HIS TENDER:**

- i) PAN No. of the company along with proof of PAN card.
- ii) Name and full address of the Banker and their swift code and other bank details.
- iii) Proof of having ISO or other equivalent certification given by appropriate authorities.



- iv) Proof of registration with sales tax /VAT authorities like registration/ TIN number, range etc. in clear terms.

**7. SECURITY DEPOSIT:**

<b>Earnest Money Deposit (EMD)</b>	<b>Rs 16000/-</b> (Rupees Sixteen thousand only) in the form of demand draft drawn in favour of Indian Institute of Technology, Madras.
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EMD has to be paid along with the tender in the form of Demand Draft drawn in favour of Indian Institute of Technology Madras 600 036 payable at the State Bank of India, IIT Branch, Chennai 600 036. This Earnest Money will be returned to the unsuccessful tenderer after the final disposal of the tenders. EMD will not carry any interest. **The EMD will be retained in the case of successful tenderer. The EMD paid will be refunded only after completion of all works including removal of sheds, fixture and cleaning of venue to the entire satisfaction of the Institute authorities.** EMD will not be waived under any circumstances. EMD will be forfeited in the case of non-execution of the order within the due date. Non submission of EMD will lead to rejection of tender at the opening stage itself.

**8. JURISDICTION:**

All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the Chennai jurisdiction only.

**9. ACKNOWLEDMENT**

It is hereby acknowledged that we have gone through all the points listed in the main Page No. 1 to 5, those in the accompanying note on "Important Conditions" Page No. 6, and under "Instructions & Special Conditions" Page No. 7 & 8 outlined above, and we agree to abide by them under the penalty of permanent disqualification for Tender participation and for related penal actions for non-abidance of the conditions.

**Signature of the Contractor**

**Executive Engineer (Civil)**