INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI
Autonomous institution under MOE, Govt. of India
&
Department of Information Technology & Electronics, Govt. of West Bengal
WEBEL IT Park, 14 Adivasi Para Kalyani -741235,
West Bengal, website : www.iiitkalyani.ac.in

TENDER FOR SUPPLY AND INSTALLATION OF EVENT FURNITURE, DECORATIONS, AND LIGHTING FOR ALUMNI MEET

Tender No. IIITK/Tender/24-25/15   Date: - 01.01.2025

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI
NADIA – 741235, WEST BENGAL

NOTICE INVITING TENDER FOR SUPPLY AND INSTALLATION OF

EVENT FURNITURE, DECORATIONS, AND LIGHTING

FOR ALUMNI MEET

TENDER NO.:   IIITK/Tender/24-25/15   DATED: 01-01-2025

NAME OF WORK: Tender For Supply and Installation of Event Furniture, Decorations, and Lighting for Alumni Meet

LOCATION OF SUPPLY: Indian Institute of Information Technology Kalyani (IIITK)
c/o WEBEL IT Park, 14, Adivasi Para, Opposite of Kalyani Water Treatment Plant, Near Buddha Park, Dist. Nadia, P. O Kalyani, PIN - 741235, West Bengal.

LAST DATE AND TIME FOR RECEIVING THE BIDS:

15-01-2025 upto 3 pm in the Tender Box placed in Office of Indian Institute of Information Technology, Kalyani, (Room no. 107).
Quotation received later will not be entertained.

Note: In case of any clarification in with regard to submission of bids please contact Registrar, the bidders are advised to read the "**General Conditions and Important Instructions for Bidders**" available at the end of this tender document before submitting their bids.

DATE AND TIME OF OPENING OF BIDS: To be declared later.

Tender Document

SECTION-I: General Conditions and Important Instructions for Bidders

1. Bidders are invited to submit sealed quotations on official pad/letter head of the manufacturer/authorized distributor/bonafide supplier as per the Technical Specifications for tendered items to Office of Registrar, Indian Institute of Information Technology Kalyani, Webel IT Park, Kalyani, Nadia, Pin Code - 741235, West Bengal between 11.00 am to 3.00 pm.

2. The last date of receipt of tender is 15-01-2025. Quotations received later will not be entertained under any circumstances.

3. Copy of similar type of order received from any other similar Educational Institute, during the last one year, can be submitted for credential.

3. Only good quality item must be quoted as per annexure - I.

4. Bidders are to submit the quotations in sealed envelopes at the office in the Following address.

> Registrar,
> Indian Institute of Information Technology Kalyani,
> Webel IT Park, Kalyani
> Nadia, Pin Code- 741235
> West Bengal.

5. All bidders should submit in ONE-BID (TECHO-COMMERCIAL BID) in sealed envelope (Tender Number must be mentioned on envelope). The price quoted should be inclusive of all Taxes, duties, levies or any other charges to deliver items at the Venue. All taxes, freight, insurance charges, installation charges or any other specified overheads etc. should be clearly indicated. Inclusion of Tax/levy or any other charges at a later stage will not be accepted. At the end, the total price of a single item must be indicated as TOTAL PRICE: Rs............only INCLUDING ALL.

6. Vendors must enclose attested copies of Trade licence, GST Registration, PAN Card or any other statutory testimonials etc. along with the bidding document, otherwise their tender will be cancelled.

7. The work is to be executed on 22.01.2025 at A.P.J. Abdul Kalam auditorium, Kalyani University. The bidders will be responsible for any breakage, damage or defect in the items detected subsequently.

8. If the work is not completed within the stipulated period as indicated in the Purchase Order a Liquidated Damage @ 0.5 % per week will be imposed on the value of purchase order.

9. Bills should be presented for payment within 15 days of supply/commissioning of work. No advance is paid for execution of the order. The Order No. is to be noted on both Challan and Bill. All bills are to be accompanied by order copies and Challan receipt.

10. Documents to be submitted with the tender. Tender documents/Terms & Conditions in Original duly signed by the Proprietor/Partner/Director of the company as a token of acceptance of terms & conditions of Tender.

11. Bidders are advised to clear all doubts (if any) before submitting quotations. After submission the same, they shall not be entertained / not eligible to re-consider any issues under any circumstances.

Registrar
Indian Institute of Information Technology, Kalyani

Technical Specification:

Supply and Installation of Event Furniture, Decorations, and Lighting for Alumni Meet

Venue A.P.J. Abdul Kalam Auditorium, Kalyani University

Sl. No	Particulars	Quantity
1.	Lamp (Pradeep)	1 No.
2.	VIP Chair with Towels	10 Nos.
3.	Centre Table with Table Cloth	5 Nos.
4.	Steel Chair with Cover	50 Nos.
5.	Round Table	8 Nos.
6.	Temporary Canopy (Pandel) – 40' * 20' = 800 sqft	800 sqft
7.	Flex Frame – 10' * 30' = 300 sqft	300 sqft
8.	Stage – 2' * 30' = 60 sqft	60 sqft
9.	Carpet for Temporary Canopy (Pandel) – 40' * 20' = 800 sqft	800 sqft
10.	Light and Sound with DG Set	1 Set
11.	Flower Decoration with Bouquet	Lump Sum

Important Note:
Bidders must visit the venue and obtain approval for the decoration designs prior to participating in the bidding process.

Financial Bid:

Sl. No	Particulars	Quantity	Amount
1.	Lamp (Pradeep)	1 No.	
2.	VIP Chair with Towels	10 Nos.	
3.	Centre Table with Table Cloth	5 Nos.	
4.	Steel Chair with Cover	50 Nos.	
5.	Round Table	8 Nos.	
6.	Temporary Canopy (Pandel) – 40' * 20' = 800 sqft	800 sqft	
7.	Flex Frame – 10' * 30' = 300 sqft	300 sqft	
8.	Stage – 2' * 30' = 60 sqft	60 sqft	
9.	Carpet for Temporary Canopy (Pandel) – 40' * 20' = 800 sqft	800 sqft	
10.	Light and Sound with DG Set	1 Set	
11.	Flower Decoration with Bouquet	Lump Sum	

- **The bidder must provide a price that is inclusive of all taxes, freight, insurance, installation charges, and any other applicable costs. No price escalation will be accepted at any later stage.**