



**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](http://www.iiitkalyani.ac.in)**

**TENDER FOR SUPPLY OF  
EVENT MATERIALS, BANNERS, GIFT ITEMS,  
AND ID CARD ESSENTIALS FOR ALUMNI MEET**

**Tender No. IIITK/Tender/24-25/14    Date: - 01.01.2025**

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

**NOTICE INVITING TENDER FOR SUPPLY OF EVENT MATERIALS, BANNERS, GIFT ITEMS,  
AND ID CARD ESSENTIALS FOR ALUMNI MEET**

TENDER NO.: IITK/Tender/24-25/14 DATED: 01-01-2025

NAME OF WORK: For Supply of Event Materials, Banners, Gift Items, and Id Card Essentials

LOCATION OF SUPPLY: Indian Institute of Information Technology Kalyani (IITK)  
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.**

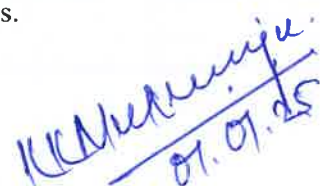
## Tender Document

### 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 premises of the Institute. 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 items are to be supplied at the Office of IIIT Kalyani between 11.00 am and 4.00 pm from Monday to Friday except holidays. The bidders will be responsible for any breakage, damage or defect in the equipment detected subsequently.
8. Period of delivery is 5 days from the date of issue of Purchase Order. If the supply 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.

  
07.01.25

**Registrar**  
**Indian Institute of Information Technology, Kalyani**

**Technical Specification:****Event Materials, Banners, Gift Items, and ID Card Essentials**

<b>Sl. No</b>	<b>Items</b>	<b>Details</b>	<b>Quantity</b>
<b>1.</b>	<b>Flex and Banners</b>	Flex & Banner Material: Good quality	
		1.a) Stage Back Drop Flex – 30' * 10' = 300 sqft	1 No.
		1.b) Entry Gate Tablo	2 Nos.
		1.c) Guest & Dignitaries Standy Indicators	5 Nos.
		1.d) Flex Banner for Standy	2 Nos.
<b>2.</b>	<b>Guest &amp; Dignitary Gifts</b>	2.a) Robe - Good Quality as per approved sample	20 Nos.
		2.b) Memento – As per approved Sample	50 Nos.
		2.c) Flower Bouquet - As per approved Sample	10 Nos.
<b>3.</b>	<b>ID card &amp; Lanyard</b>	Material: PVC (Good Quality), Size: 5" *3.25"	
		3.a) ID Card	60 Nos.
		3.b) Lanyard with printing	60 Nos.
<b>4.</b>	<b>Alumni Gifts</b>	4.a) Gift Box - As per approved Sample	50 Nos
		4.b) Passport & Card Holder – As per approved Sample	50 Nos.
		4.c) Key Chain – As per approved Sample	50 Nos.
		4.d) Pen – As per approved Sample	50 Nos.
		4.e) Jute Bag – As per approved Sample	50 Nos.
		4.f) Flower Bouquet - As per approved Sample	40 Nos.

**Important Note:**

Bidders are required to obtain prior approval for the product samples before participating in the bidding process.

**Financial Bid:**

<b>Sl. No</b>	<b>Items</b>	<b>Details</b>	<b>Quantity</b>	<b>Amount</b>
<b>1.</b>	<b>Flex and Banners</b>	1.a) Stage Back Drop Flex	1 No.	
		1.b) Entry Gate Tablo	2 Nos.	
		1.c) Guest & Dignitaries Standy Indicators	5 Nos.	
		1.d) Flex Banner for Standy	2 Nos.	
<b>2.</b>	<b>Guest &amp; Dignitary Gifts</b>	2.a) Robe	20 Nos.	
		2.b) Memento	50 Nos.	
		2.c) Flower Bouquet	10 Nos.	
<b>3.</b>	<b>ID card &amp; Lanyard</b>	3.a) ID Card	60 Nos.	
		3.b) Lanyard with printing	60 Nos.	
<b>4.</b>	<b>Alumni Gifts</b>	4.a) Gift Box	50 Nos	
		4.b) Passport & Card Holder	50 Nos.	
		4.c) Key Chain	50 Nos.	
		4.d) Pen	50 Nos.	
		4.e) Jute Bag	50 Nos.	
		4.f) Flower Bouquet	40 Nos.	

- **The bidder must quote the price inclusive of GST.**

