



A constituent society of
Students' Centre for Creative Expressions

NOTICE INVITING TENDER

Tender No.:

EU/O6/19-20/SNL

Tender Date:

03-03-2020

Name of the Tender: Venue branding for the event 'Euphony Oikotaan 2020' to be held on 14 – 15 March, 2020 at Indian Institute of Engineering Science and Technology, Shibpur." For further details contact Ayon Chatterjee (+917003756889)

ELIGIBILITY CRITERIA

The bidder shall provide minimum qualification documents along with "Financial Bid" in a separate envelop and the envelope will also bear the following identification: 'Financial Bid' for Venue branding for 'Euphony Oikotaan 2020' at Indian Institute of Engineering Science and Technology, Shibpur to be held on 14th and 15th of March, 2020. Do not open before 11:00 hours dated 11th March, 2020 (time and date of quotation opening).

'Financial Bid' shall include:

(a) Minimum Qualification Documents:

- 1) Copy of the Income Tax return submitted to the concerned I.T.O (at least for any 1 year of last 3 Financial Years)
- 2) Copy of PAN Card
- 3) Copy of Valid Trade license (Financial Year: 2018 – 2019)
- 4) Self attached copy of declaration that "The bidder wasn't involved in any dispute or litigation, current or during the last 3 financial years

Note: If a bidder doesn't furnish any of above qualification information, his / her / agencies BID will be declared as "Null & Void" and BID will be rejected immediately without opening

of “Quotation”

(b) Quotation in specific format as given in Annexure – 1

The bidder shall provide technical evaluation information along with “Technical Bid” in a separate envelop and the envelope will also bear the following identification: “Technical Bid” for Venue branding for ‘Euphony Oikotaan 2020’ at Indian Institute of Engineering Science and Technology, Shibpur to be held on 14th and 15th of March, 2020. Do not open before 11:00 hours dated 11th March, 2020 (time and date of quotation opening).

'Technical Bid' shall include following documents for evaluation:

- 1) Copy of the GST Registration Certificate (as applicable)
- 2) Copy of Professional Tax (Cleared / Paid for F.Y.: 2019 – 2020)
- 3) Minimum Turnover of **Rs. 3000000/-** (Rupees Thirty Lakhs) for any of Last Three Financial Years (F.Y.: 2016 – 2017 or 2017 – 2018 or 2018 – 2019) – Copy of Balance Sheet to be Provided as Proof
- 4) Minimum Turnover of **Rs. 10000000/-** (Rupees One Crore) for at least One Financial Year out of Last Two Financial Years (F.Y.: 2017 – 2018 or 2018 – 2019) – Copy of Balance Sheet to be Provided as Proof

BID PRICE

- a) The bid shall be for the whole work including providing the equipment, installation on the venue, operation in the event days.
 - b) The bidders are required to quote their price, in amount of INR only for the whole work.
 - c) All duties, taxes and other levies payable by the vendor under the contract shall be included in the total price.
 - d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
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SUBMISSION of BID

The BID submitted by the bidder shall comprise the following:

- (a) Envelope for “**Financial BID**” which includes **Minimum Qualification Documents and Quotation in specific format as given in Annexure – 1**
- (b) Envelope for “**Technical BID**”

Note: Do refer to **Eligibility Criteria** for details about “**Financial Bid**” and “**Technical BID**”

- The bidder shall seal both the envelopes in a separate envelope bearing following identification “BID for venue branding for ‘Euphony Oikotaan 2020’ at Indian Institute of Engineering Science and Technology, Shibpur to be held on 14th and 15th March, 2020. Do not open before 11:00 hours dated 11th March, 2020.”
- The bidder should submit the BID addressed to “The General Secretary, Euphony”, Indian Institute of Engineering Science & Technology, Shibpur, Howrah – 711103 and the BID must be received in the office of Euphony at Slater Hall, Indian Institute of Engineering Science & Technology, Shibpur, Howrah - 711103 latest by 10:00 **hours on 11th March, 2020.**
- Any quotation received by the authority after the deadline for submission of quotations will be rejected and returned unopened to the bidder.

LAST DATE AND TIME FOR RECEIVING THE BID

11th March, 2020 at 10:00 hours

LAST DATE AND TIME FOR OPENING THE BID

11th March, 2019 at 11:00 hours

OPENING OF BID

Quotations will be opened in the presence of Bidders or their representatives who choose to attend at the specified time and date in the office of Euphony, Slater Hall, IEST, Shibpur.

PRIVACY OF BIDS

Information relating to evaluation of quotations and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process

until the award to the successful bidder is announced.

EVALUATION OF BIDS

The Employer will evaluate and compare the quotations determined to be substantially responsive i.e. which – (a) meet the qualification criteria specified above, (b) are properly signed, and (c) conform to the terms and conditions, specifications without deviations.

AWARD OF CONTRACT

The Employer will award the contract to the bidder whose quotation has been determined to be substantially responsive and who meets the specified qualification criteria. Notwithstanding the above, the Employer reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract. The evaluation of BID will be done in following process.....

“Financial BID”: Quotation of only those bidders will be considered for evaluation who have submitted the **Financial BID** in a **Specific Quotation Format** as given in **Annexure – 1** and submitted all the **Minimum Qualification Documents**. From those eligible and valid bidders we shall shortlisted three lowest bidders (**as per Gross Total only**) and **60 marks, 40 marks and 20 marks** will be given to respective **L1, L2 and L3 bidders**.

Total Marks in “Financial BID”: 60 Marks

“Technical BID”: Technical BID of only three short listed bidders will be opened for evaluation based on the process as mentioned above. Marking system of Technical BID is as per mentioned below.....

- 1) Copy of the GST Registration Certificate - **If submitted Ten (10) Marks**
- 2) Copy of Professional Tax (Cleared / Paid for F.Y.: 2018 – 2019) - **If submitted Five (5) Marks**
- 3) Minimum Turnover of **Rs. 3000000/-** (Rupees Thirty Lakhs) for any of Last Three Financial Years (F.Y.: 2016 – 2017 or 2017 – 2018 or 2018 – 2019) – Copy of Balance Sheet to be Provided as Proof - **If submitted Five (5) Marks**
- 4) Minimum Turnover of **Rs. 10000000/-** (Rupees One Crore) for at least One Financial Year out of Last Two Financial Years (F.Y.: 2017 – 2018 or 2018 – 2019) – Copy of Balance Sheet to be Provided as Proof - **If submitted Twenty (20) Marks**

Total Marks in “Technical BID”: 40 Marks

Total Marks in “Financial BID” and “Technical BID”: 100 Marks (60 Marks + 40 Marks)

After evaluation of both the “Financial BID” and “Technical BID” the contract will be awarded to the Bidder who will secure maximum marks out of **100 Marks** as mentioned above. However Committee may award the contract to any bidder based on past working experience (if necessary).

Ayon Chatterjee

General Secretary, Euphony

Dr. Pritha Das

Professor in Charge Euphony

FINANCIAL BID

Quotation Format

Annexure – 1

To,
The General Secretary,
Euphony, the Music Society,
Indian Institute of Engineering Science & Technology, Shibpur,
Howrah-711103

Subject: “Quotation for Venue branding for the event ‘Euphony Oikotaan 2020’ to be held on 14 – 15 March, 2020 at Indian Institute of Engineering Science and Technology, Shibpur.”

Tender No.:

Tender Date:

Quotation Reference No.:

Quotation Date:

Dear Sir/ Madam,

I/We offer to execute the Works described in your letter / tender no referred to above in accordance with the Conditions of Contract enclosed therewith as per below mentioned rate contract.

Oikotaan 6 Quotation Format: Venue Branding for 2 days

Sl. No	Elements	Unit of Measurement	Size (Approx.) per Unit (w x h) / (w x d) / (w x h x d)	Size per Qty as per UOM	Total Qty	Total Size / Qty as per UOM	Rate per Unit (INR)	Gross Amount (INR)
1	Standee: Battam (High Quality) Structure, Flex Printing & Mounting	Sqft.	3ft x 10ft	30	12	360		
2	Glow sign 3D Box Pillar (4 side): Battam (High Quality) Structure, Flex Printing, Mounting with electricity connection	Sqft.	Body: 2ft x 6ft x 4side Base: 3ft x 1.5ft x 4side	Sqft	5	330		
3	3D Gate (4 side): Battam / Wooden Structure, Flex Printing & Mounting	Sqft.	Top (Front & Back): 5ft x 3ft x 2side Top (Depth): 2ft x 5ft x 2side 2ft x 3ft x 2side Leg (Front & Back): 4ft x 10ft x 2side Leg (Depth): 2ft x 10ft x 2side e	182	2	364		

4	Arch Gate: : Iron Lightweight Truss and Masked with Jute Cloth	Ft.	Header: 3ft x 12ft x 2side Leg: 2ft x 8ft x 2side x2nos	136	1	136		
5	Flex Printing: Flex Printing and Fitting at Various Places in and around the Institute	Sqft.	6ft x 6ft	36	10	288		
6	AV Masking: Mounting & Fitting Charges of AV Screen at the Both Side of the Stage Made with Battam / Wooden Structure and Flex	Sqft	8ft x 10ft	NA	2	160		
7	Stage Skirting: Mounting & Fitting Charges of Stage Skirting Made with Battam / Wooden Structure and Flex	Sqft	12ft x 4ft x 2nos 8ft x 4ft x 2nos	NA	1	120		
8	Transportation	NA	NA	NA	1	1		
Gross Total (INR):								
Add: SGST (if Applicable and only for Proper Registration Number Holder):								
Add: CGST (if Applicable and only for Proper Registration Number Holder):								
Grand Total (INR):								

Grand Total in Words:

This quotation shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any quotation you receive. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Yours Faithfully,

Authorized Signature:

Date:

Name of Signatory with Designation:

Contact Number of Signatory:

Name of Bidder:

** To be filled in by the Bidder in its Official Letter Head.

Kindly Note:

1. Non GST party should declare non registration of GST in a self attested format.
2. SGST & CGST percentage should be mentioned in the column above (if applicable).
3. Every party should quote as per the quotation format mentioned above and unit price need to be mentioned and final amount will be finalised as per actual delivery as per pro rata basis.