

## **TENDER DOCUMENT**

**NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR**

**P. O.: NIT, JAMSHEDPUR, ( JHARKHAND)- 831014**

*(An Institution of National Importance under Ministry of HRD, Govt. of India)*



### **TENDER NOTICE**

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**SUPPLY OF ITEMS/ WORKS FOR ALUMNI MEET-2019**  
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**Tender Notice No. : NIT/JSR/I&AR/01/12(Part)/57/20189 Dated: 27/12/2018**

LAST DATE OF SUBMISSION OF TENDER: 16/01/2019 UP-TO: 05.00 P.M.

DATE OF OPENING OF TENDER: 17/01/2019 AT 11.00.00A.M.

Tender inviting officer:

Dean ( I&AR)  
National Institute of Technology  
Jamshedpur-831014

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Telephone No :(91) +0657- 2373629, 2373408, 2374249  
web site : [www.nitjsr.ac.in](http://www.nitjsr.ac.in) Fax No. :(91) +0657- 2373246

**NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR**  
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**TENDER NOTICE**

**Tender Notice No. : NIT/JSR/I&AR/01/12(Part)/57/2019 Dated: 27/12/2018**

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**SUPPLY OF ITEMS/ SERVICES FOR ALUMNI MEET-2019**  
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National Institute of Technology Jamshedpur is going to organise **"ALUMNI MEET-2019"** on **26 January to 27 January 2019** in the Institute campus. Sealed cover offers are invited from reputed and reliable Suppliers for Supply of items/works under following categories for the event of ALUMNI MEET-2019 National Institute of Technology, Jamshedpur (Jharkhand).

- 1. Catering**
- 2. Tenting, Sound –Light & Generator**

Competent and reliable Suppliers who are financially sound and who have supplied similar type of items/works to Reputed Organizations are requested to send their offer along with other information etc. in sealed cover envelop category wise. Rate of item should be quoted full quantity and as per Technical specification/requirement. Interested vendor can visit institute campus for site seeing and enquiries, if any.

The Detailed Specification of the items/work along with terms & condition can be downloaded from our website [www.nitjsr.ac.in](http://www.nitjsr.ac.in) or can be obtained from the office of the Stores & Procurement Section, NIT, Jamshedpur in person on any working day after publication of this notice. Last date for submission of Tender is 16/01/2019 by 05.00 P.M. and received tender will be opened on 17/01/2019 at 11.00 A.M in the presence of the tenderers or their representatives, if they so desire, at NIT Jamshedpur.

Dean ( I&AR)  
National Institute of Technology  
Jamshedpur-831014

Copy to:

1. Institute Notice Board NIT Jamshedpur/News Papers
2. Institute website: [www.nitjsr.ac.in](http://www.nitjsr.ac.in) for broad circulation

# **INSTRUCTIONS TO THE BIDDERS FOR ALL CATEGORIES**

## **GENERAL**

1. Sealed Tender are invited on behalf of the Director, National Institute of Technology Jamshedpur – 831014, (Jharkhand) for **SUPPLY OF ITEMS /WORKS FOR ALUMNI MEET-2019** at National Institute of Technology, Jamshedpur. The tender documents can be downloaded from the institute website **www.nitjsr.ac.in** and can also be obtained from the office of The Stores & Procurement Section, NIT Jamshedpur on working day after notification/publication of this notice.
2. Bidders may be participated for any or all categories mentioned in Tender Documents but bid must be submitted in prescribed documents in sealed cover envelop & the rates of item should be quoted, full quantity and as per Technical specification.
3. Bidder who interested for participating in more than one Category, are directed to submit their offer in separate envelope category wise.
4. The Bidders should offer their price for the supply of items/works for **ALUMNI MEET-2019 category wise** as specified in **Annexure-I** along with terms & conditions, if any, on printed letter head of the Bidder's firm indicating thereon Sales Tax Registration, FAX, Email, Telephone numbers, etc.
5. The offer shall contain papers regarding :
  - a. Registration Certificate of firm
  - b. GST Registration Certificates
  - c. Income Tax /PAN Registration Certificates
  - d. Copy of supply /work order completed during the last three years.
6. Tender documents should be in sealed cover category wise and superscribed on the top of envelop "**SUPPLY OF ITEMS/WORKS FOR ALUMNI MEET-2019** " with the tender reference no. and **category** .
7. All pages of the bid documents should be signed with seal by the firm.
8. Submission of a tender by a Tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the supply /work.

### **MODE OF SUBMISSION OF TENDER & LAST DATE:**

1. The sealed cover Tender envelop should be addressed to the "Asstt. Registrar (S&P) Stores & Procurement Section, National Institute of Technology, P.O.: NIT Jamshedpur-831014" and must reach on or before 16/01/2019 by 05.00 P.M.
2. Tenders may be hand delivered at the aforementioned address or sent by post also so as to reach the aforementioned address on or before the said date. NIT Jamshedpur will not be responsible for delay or loss in transit if sent by post. No representation in this regard shall be entertained by this Institute.
3. **OPENING OF BIDS:** Received Tender will be opened on the scheduled date and time mentioned in the tender enquiry in the office of authorised officials NIT'S administrative building in presence of committee of officials and interested vendors or their authorized representatives. Tenderer may be present at the time of opening of the Tender. Tender received after due date and time will not be considered.
4. **PERIOD OF VALIDITY OF BIDS:** The bid shall remain valid and open for acceptance for a period of 90 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.
5. **EXTENSION OF LAST DATE:** The Director, NIT Jamshedpur, may in his discretion extend the last date for submission of the Tender and such extension shall be binding on all the Bidders.
6. **QUANTITY:** Quantity mentioned is only indicative. The actual requirement may vary at time of placement of the purchase order.
7. **Discretion:** In all matters of dispute the decision of the Director, NIT Jamshedpur shall be final and binding on the bidders.
8. **CLARIFICATION:** For any clarification regarding this tender, Bidder may contact to: Dean (I&AR) and Asstt. Registrar (S&P).

## **KIND SPECIAL ATTENTION**

1. Requirement is on urgent Basis, hence, Supply/work must be completed within schedule date & time of meet by the successful bidder since **ALUMNI MEET-2019 scheduled is 26 January to 27 January 2019.**
2. All the work will be completed as per direction of **Dean (I &AR)**
3. **Category 1.: CATERING**
  - I. Bidder interested for quoting to provide Catering should be well established Professional Catering services and must have organized /participated in events in reputed Organization. (Documentary proof should be attached).
  - II. All the food preparations are to be done at the venue itself. Paneer used should be of AMUL or SUDHA or DINSHAWS or COMFED.
  - III. Crockery, transportation, waiter and cooking gas etc must be provide by the vender.
  - IV. At most attention has to be given to provide wholesome quality dishes and render good acceptable services besides maintaining punctuality in services without any complaint.
  - V. The food, raw materials, ingredients, etc. are to be used of superior quality, clean, fresh, nutritious, hygienic and edible.

### **Category 2.: Tenting, Sound – Light & Generator.**

Items under this Category will be supplied on rental/ hiring basis.

- I. Tenting work will be completed as per guide line of Dean (I&AR). Items under this Category will be supplied on rental/ hiring basis for two day.
- II. Interested vendors must visit institute campus for site seeing and stage requirements to analyse the nature of work and advice feel free to contact officials.
- III. For light & sound valid electrical licence and sufficient trained staff is mandatory.
- IV. Generator should be noise free. Specify the running rate per hour and setup cost per day (when generator is idle)

## GENERAL TERMS AND CONDITIONS

1. Rate: The rate should be quoted on F.O.R. NIT Jamshedpur, Inclusive fixing, packing, forwarding, freight, Insurance and all other charges, if any.
2. The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be signed with initial by the bidder with full signature; however, no over-writing is permissible.
3. In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
4. No escalation in respect of materials, labour, duties, freight etc will be allowed in any shape.
5. GST should be quoted as separately.
6. Quality & Specification of items/works : The goods/works offered should strictly conform to the required specification and technical details as specified in annexure – I.
7. The quantities included in the tender can be increased or decreased at the discretion of the Director, National Institute of Technology, Jamshedpur.
8. Period of Validity: Offer shall remain valid for acceptance at least for a period of 90 days from the date of opening of bid.
9. Road Permit: Supplier will manage them self for Road Permit, if needed.
10. Delivery and installation: Requirement is on urgent Basis, hence, Supply/work must be completed within schedule date & time of meet by the successful bidder since **ALUMNI MEET-2019 scheduled is 26 January to 27 January 2019.**
11. Payment: 100% payment will be made against receipt of materials/completion of work in good condition within week by crossed account payee cheque after submission of bill.
12. The Institute reserves absolute right to accept or reject any or all the Tender on whole or in part without assigning any reason thereof.
13. The Institute reserves the right to reject any article/service found defective, damaged and or not of the desired quality and specification, Decision of NIT Jamshedpur will be final. The agency will make necessary modification as per the direction of concerned authority without further delay at their cost.
14. **Dispute:** In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, NIT Jamshedpur shall be final.
15. The bid document/resultant contract will be interpreted under Indian Laws and subject to the jurisdiction of courts in Saraikela-Kharsawa.

## DETAILED OF REQUIRMENT CATEGORIES WISE

### Category: 1 CATERING

Sl. No	Description of item(s)	Menu	Quantity	Rate	Amount (Rs.)
1.	Lunch (26 <sup>th</sup> Jan 2019)	Green Pees pulao Green salad Malai kofta Raita Tawa roti+Kachori +Naan(butter/plain) Dal makhani Paneer tikka masala Gajar halwa Chicken lawabdar Hot gulaab jaamun with Rabdi papad	400 plates		
2.	Snacks (26 <sup>th</sup> Jan 2019)	Tea + coffee Litti chokha/ babycorn chilli	350 plates		
3.	Lunch(27 <sup>th</sup> Jan 2019)	veg pulao Salad Roti+ naan dal Mixed veg Kadhai Paaneer Ice cream chicken hyderabadi Gulab jamun/ while rasgulla Papad	250 plates		
4.	Sealed Water Bottles (500 ml)	(Bisleri/Aquafina/Kinley)	1500 bottles		
Gross Amount Rs.					
GST@ ..... Rs.					
Total Rs.					

**Category: 2**  
**TENTING, SOUND-LIGHT, GENERATOR**

Sl. No.	DESCRIPTION OF ITEMS	QUANTITY	Total Rs.
1.	TENTING: Chairs with cushion on seat and back with cover	350 No.	
2.	Decorated food stall table	16 No.	
3.	Normal table (for kitchen and misc purposes)	10 No.	
4.	Round table	10 No.	
5.	Carpet for Stage	48 feet *32 feet	
6.	Red Carpet	6 feet * 300 feet	
7.	Walling of TSG Stage (Inside and Outside ) with roof	10*450 sq.ft,48* feet * 30 feet * 10 feet	
8.	Entry gates	1 No.	
9.	Sofa	8 No.	

1	SOUND SYSTEM (Public Announcement System)::High Speakers (JBL)	2 No. (for 2 days each)	
2	Low speakers(JBL)	2 No. (for 2 days each)	
3	Feedback(JBL)	2 No. (for 2 days each)	
4	Console Box	1 No.	
5	Cordless Mics	3 No.	
6	Collar Mics	2 No.	
7	Mic Stands	2 No.	
8	Podium	2 No.	
9	Projector and LED Screen	1 No.	

1.	LIGHT : Metal Light	15 ( for 2 days each)	
2.	Rice light	3000 meters ( for 2 days each)	
3.	Droplight for 10 trees (Big)	10*6 No.	
4.	Stage light (LED) changing colour (36*3 Watt)	6 No.	

1.	GENERATOR: 65-kV silent generator (DG set)	1 No.	
Gross Amount Rs.			
GST@ ..... Rs.			
Total Rs.			