



# भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद

धनबाद, झारखण्ड, भारत, पिन-826004

(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का एक संस्थान)

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

DHANBAD, JHARKHAND, INDIA, PIN-826004

(An Institute of National Importance under Ministry of Education, Govt. of India)

STORES & PURCHASE SECTION

Phone:(0326) 2235678 || Email : purchase@iitism.ac.in || Website : www.iitism.ac.in

INST-INS-169-22-23

Date: 24.11.2022

## LIMITED TENDER ENQUIRY NOTICE

**The notice is being published only as an abundant precaution and is not an open invitation to quote in the Tender. Participation in this tender is limited to the selected bidders only.**

**Subject: Limited Tender Enquiry Notice for Pandal, Decoration and allied miscellaneous works / tasks to be done for 97<sup>th</sup> Foundation day & 42<sup>nd</sup> Convocation of IIT(ISM), Dhanbad.**

**Sealed quotations** are invited from eligible firms / vendors for Pandal, Decoration and allied miscellaneous works / tasks to be done for 97<sup>th</sup> Foundation day & 42<sup>nd</sup> Convocation of IIT(ISM), Dhanbad.

**Details of the requirement, Scope of work, Schedule and Venue etc. are mentioned below.**

### A. Pandal and Allied Work.

Sl. No.	Work Description	Brief Specification / Quantity (Nos. / Fts. / Mtrs.)
<b>I. CONVOCATION: Penman Auditorium, 12<sup>th</sup> of December 2022.</b>		
1.	Water proof Pandal (Min.12 feet height)	9000 Sq. fts.
2.	Carpeting	13000 Sq. fts.
3.	Plastic chairs with cover	200 Nos.
4.	Two seater lounge / VIP Sofa with arms (Size Min 5.5 ft. length )	24 Nos.
5.	Stage 32 Fts. X 12 Fts.	384 Sq. fts.
6.	Walling (To be done with truss)	960 Sq. fts.
7.	Double face gate (To be done with truss of Standard Size)	01 No.
8.	Food stalls with Covers	30 Nos.
9.	Centre Tables with Covers	10 Nos.
10.	Mirrors	02 Nos.
11.	Foam / Dunlop chair with Covers	50 Nos.
12.	Water proof Pandal in Dome shape (Min. 16 Feet height)	2000 Sq. fts.
13.	Round tables with Covers	08 Nos.
<b>II. FOUNDATION DAY: Penman Auditorium, 09<sup>th</sup> of December, 2022.</b>		
1.	Water proof Pandal (Min.12 feet height)	3600 Sq. fts.
2.	Carpeting	3600 Sq. fts.
3.	Plastic chairs with cover	200 Nos.
4.	Two seater lounge / VIP Sofa with arms (Size Min 5.5 ft. length )	24 Nos.
5.	Food stalls with Covers	30 Nos.
6.	Centre Tables with Covers	10 Nos.
7.	Foam / Dunlop chair with Covers	50 Nos.



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8.	Round tables with Covers	08 Nos.
<b>III. FOUNDATION DAY DINNER ON 09<sup>th</sup> Dec., 2022 in the Evening at Scholomin House</b>		
1.	Water proof Pandal (Min.12 feet height)	2275 Sqft.
2.	Plastic chairs with covers	100 Nos.
3.	Two seater lounge / VIP Sofa with arms (Size Min 5.5 ft. length )	10 Nos.
4.	Food stalls with Covers	12 Nos.
5.	Centre Tables with Covers	10 Nos.
6.	Foam / Dunlop chair with Covers	50 Nos.
7.	Round tables with Covers	08 Nos.
<b>IV. PRE-CONVOCATION DINNER ON 11<sup>th</sup> Dec., 2022 in the Evening at Scholomin House</b>		
1.	Water proof Pandal (Min.12 feet height)	2275 Sqft.
2.	Plastic chairs with covers	100 Nos.
3.	Two seater lounge / VIP Sofa with arms (Size Min 5.5 ft. length )	10 Nos.
4.	Food stalls with Covers	12 Nos.
5.	Centre Tables with Covers	10 Nos.
6.	Foam / Dunlop chair with Covers	50 Nos.
7.	Round tables with Covers	08 Nos.
<b>V. Miscellaneous requirements in Penman Auditorium for distribution of Degrees, mementoes, Awards and fooding at SAC.</b>		
1.	Table with Cover in Penman Auditorium for Placing the degree, folders, medals and awards required from 11.12.22 (Afternoon) to 12.12.22 (Night)	10 Nos.
2.	Chairs in Penman Auditorium required from 11.12.22 (Afternoon) to 12.12.22 (Night)	10 Nos.
3.	Table with Cover in Penman Auditorium for placing the mementoes and awards required on 09/12/22	04 Nos.
4.	Chairs in Penman auditorium required on 09/12/22	05 Nos.
5.	Pandal for Kitchen at SAC on 12.12.2022	1500 Sqft.
6.	Food Stalls with Covers at SAC Building on 12.12.2022	115 Nos.
7.	Chowkis at SAC Building on 12.12.2022	10 Nos.
8.	Plastic chairs with covers at SAC Building on 12.12.2022	400 Nos.
9.	Stand Fans at SAC Building on 12.12.2022	16 Nos.
<b>B. Decorations by Flowers &amp; Lights at Penman Auditorium, Institute's Premises, Scholomin House &amp; SAC Building</b>		
<b>I. Decoration (Flowers) for Convocation at the Penman Auditorium on 12<sup>th</sup> of Dec. 2022.</b>		
1.	Original Flower Decoration in Stage of Penman Hall	1 Set
2.	Original Flower Decoration in Main Gate of Penman Hall	1 Set
3.	Original Flower Decoration in Pandal Double Face Gate	1 Set



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4.	Original Flower Decoration in Backdrop of Penman Hall	1 Set
5.	Bouquet	7Nos.
<b>II. Decoration (Lights) for Convocation at the Penman Auditorium on 12<sup>th</sup> Dec. 2022</b>		
1.	CFL / LED Bulb 50W	35 Nos.
2.	Par Light (In Main Building for highlighting)	40 Nos.
3.	Strip Light (In Main Gate of Institute)	20 mtrs
4.	Rice Light Decoration (Complete Work in the pathways, trees and plants from Main Gate to Oval Garden & Oval Garden to Penman)	One Set (Complete Work)
5.	Metal Lights	20 os.
<b>III. Decoration (Flowers) for Foundation Day at the Penman Auditorium on 09<sup>th</sup> Dec. 2022.</b>		
1.	Original Flower Decoration in Entrance of Penman Hall	1 Set
2.	Original Flower Decoration in Backdrop of Penman Hall	1 Set
3.	Bouquet	7 Nos.
<b>IV. Decoration (Lights) for Foundation day at the Penman Auditorium on 09<sup>th</sup> Dec.2022.</b>		
1.	CFL / LED Bulb 50W	20 Nos.
2.	Par Light (In Main Building for highlighting)	40 Nos.
3.	Strip Light (In Main Gate of Institute)	20 mtrs.
4.	Rice Light Decoration (Complete Work in the pathways, trees and plants from Main Gate to Oval Garden & Oval Garden to Penman)	One Set (Complete Work)
5.	Metal Lights	10 Nos.
<b>V. Decoration (Lights) for Foundation Day Dinner at Scholomin House on 09.12.2022</b>		
1.	CFL / LED Bulb 50W	20 Nos.
2.	Rice Light Decoration (Complete work in Entrance, pathways, trees and plants of the Scholomin House)	One Set (Complete Work)
3.	Metal Lights	05 Nos.
<b>VI. Decoration (Lights) for Pre-Convocation Dinner at Scholomin House on 11.12.2022</b>		
1.	CFL / LED Bulb 50W	20 Nos.
2.	Rice Light Decoration (Complete work in Entrance, pathways, trees and plants of the Scholomin House)	One Set (Complete Work)
3.	Metal Lights	05 os.
<b>VII. Decoration (Lights) at SAC Building on 12.12.2022.</b>		
1.	Halogen Light	08 Nos.
2.	Decoration with metal lights, strip and rice lights.	One Set (Complete Work)





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## Tender Schedule

Particulars	Date & Time
Bid Security or Earnest Money Deposit	<b>Rs. 10,000.00 (Rupees Ten Thousand only)</b>
Last date and time for submission of tenders	<b>01.12.2022 at 1:00 P.M.</b>
Date and time of opening of tenders	<b>01.12.2022 at 3.00 P.M.</b>

- You are requested to quote your lowest rates for the supply of above items in the attached format for Financial Bid (Annexure – I)
- Clarification(s) sought after the prescribed date shall not be entertained.
- You may send your representative in the office of the undersigned at the scheduled date and time of opening of tender.
- Tender should be submitted in sealed cover only superscribed with Enquiry No. and due date at the following address only:

*The Deputy Registrar (Purchase & Stores)*  
*Administrative Building*  
*Indian Institute of Technology (Indian School of Mines),*  
*Dhanbad – 826 004, Jharkhand*  
*Phone - 0326- 2235678*

## Terms & Conditions

- The rates should be quoted for each item separately.
- Conditional offer will not be accepted.
- You are requested to submit your quotation strictly as per the specifications mentioned in the NIT.
- Your tender must be valid for **minimum 30 days** from the date of opening of tender.
- Each page in the bid document must be numbered properly and duly signed & sealed by the bidder on every page of the bid.
- Bid Security or Earnest Money Deposit (EMD):** Should be submitted in form of A/C payee demand draft drawn in favor of Registrar, IIT (ISM), Dhanbad and payable at Dhanbad.
- The items offered should be of good quality confirming to BIS standards, wherever applicable.
- Advance payment is not admissible.** Payment shall normally be made within 3-4 weeks subject to receipt and acceptance & installation (as per Purchase Order Terms) of the ordered materials/items.
- In the event date on which the tender is opened for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day. IIT(ISM) Dhanbad may extend the date and time for submission opening of the bids.
- Please send your offer by Regd.Post/ Speed Post/ Courier along with Courier receipt/By Hand. Tender/quotation will be received during IIT (ISM) Dhanbad working hours only (i.e. 9:00 hr. to 18:00 hrs.). *Late or delayed tenders shall be summarily rejected.*
- Any other information that you may like to obtain, you are free to contact IIT (ISM) Dhanbad before submission of tender.
- IIT (ISM) Dhanbad reserves the right to accept and/or to reject any/ all tenders without assigning any reason.
- All the above work (Pandal, Light decoration, miscellaneous items etc.) except for fresh flowers work should be completed for **Inspection** as per below mentioned schedule:-

**Foundation day** at Penman Auditorium: By **08.12.2022, 6 PM**

**Foundation day Dinner** at Scolomin House: **09.12.2022, 11 AM**

**Pre-Convocation dinner** at Scolomin House: **11.12.2022, 11 AM**



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**Convocation** at Penman Auditorium: **11.12.2022, 2 PM**

**SAC:** 11.12.2022, 6 PM

- 14) In case any discrepancy / deficiency is found during inspection; the same must be resolved by the firm getting the work order before the commencement of the event without any additional charges to the satisfaction of the committee / nodal officer nominated by the committee.
- 15) As per the instruction of the committee / nodal officer nominated by the committee, the firm receiving the work order has to do the addition / omission in the work before / during the above events. There will be no charges given for omission of work while for any additional work; the charges will be paid as per the approved rates.
- 16) The firm getting the work order is strictly instructed not to perform any additional work before / during / after above events. A written order / confirmation / consent (hard copy / E-mail / Whatsapp / Text message) must be taken before doing any such additional work from the concerned committee / convener of the committee / nodal officer nominated by the committee. In case, it is not followed; the concerned bill will not be recommended for payments.
- 17) The work order will be for complete work i.e. supply of the items, transportation, their installations, Service charges, applicable taxes and any other charges. Items to be used for Chair Covers, Table Covers and Carpets etc. should **preferably be new**.
- 18) The firm needs to attach self-attested copy of **PAN card**, **GST** registration certificate, **Bank account details** and **previous work order** of similar nature along with the quotation.
- 19) **Earnest money deposit (EMD):** Rs 10,000/- to be submitted by the firm along with the bids in form of DD / Cheque / FD in favour of Registrar, IIT(ISM) or through Online transfer in the bank account of IIT(ISM), Dhanbad. EMD will be returned to the unsuccessful bidders within 10 days from the date of issue of work order.
- 20) **Security deposit:** 3% of the value of Work order to be submitted by the firm within 3 days of the work order in form of DD / Cheque / FD in favour of Registrar, IIT(ISM) or through Online transfer in the bank account of IIT(ISM), Dhanbad. Security will be refunded after 10 days of the successful completion of the work as mentioned in the work order.
- 21) Quotation should be neatly typed and rates for above mentioned work should be mentioned as it is with a final Grand total amount. The final total amount should be inclusive of GST, Transportation, Installation, Service charges and any other charges, if applicable. The **Grand Total rates** will be reckoned for deciding the firm quoting the **lowest (L1) price**.
- 22) **Last date of submission** of sealed physical quotation / bids by Speed post / Courier / Registered Post / By Hand is **01 / 12 / 2022 till 01 P.M.** in the Purchase & Stores section of the Institute. The bids will be **opened on the same day at 3:00 PM** in front of all the participated vendors / firms.
- 23) The firm who wishes to quote should visit the event sites i.e. Penman Auditorium, Scolomin house and SAC. As per the present condition of sites, it will be the complete responsibility of the firm / vendor getting the work order to complete the work as per the deadline. No request and no excuse in this regard will be entertained.
- 24) The firm need to ensure the supply of any extra item or completion of any extra work in case of exigencies / new requirement as per the timeline / deadline given by the concerned committee / nodal officer on verbal / written basis. Any delay / non-compliance in this regard will lead to penalty of deduction up to 25% of the total bill. However, payments will be made for the extra supply / work as per approved rates



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and as decided by the competent committee / authority.

- 25) **Payment terms:** Bills along with ‘**Satisfactory Work Completion**’ Certificate / report need to be submitted for payments after the completion of the event. The report / certificate will be issued from the Office of Dean (Infrastructure) by the competent committee / authority.

Payment will be made **on actuals**. The authorized Committee will verify the work done by the firm / vendor as per the work order and will recommend for payments as per the actual work done.

- 26) **Satisfactory Work Completion & Blacklisting:** The firm / vendor getting the Work order should complete the work as per the above timeline. In addition, it will be the sole responsibility of the firm to ensure the smooth functioning of the same during the event i.e. 9<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> of December, 2022. Any arrangements, if necessary such as availability of trained manpower i.e. Electricians, Pandal Work men or other technical / non-technical staffs / equipment / resources should be made available at the place of event during the period for which no additional cost will be paid.

- 27) Any error / malfunctioning / work not completed up to the satisfaction of authorized committee / Institute’s personnel will lead to **Penalty up to 25%** deduction in the total bill of the firm and **forfeiting of the Security deposit**. In addition to this, the firm may also be **blacklisted for 5 years** where they will be debarred from working in the Institute for at least 5 years.

For and on behalf of  
IIT (ISM) Dhanbad

Deputy Registrar  
(Purchase & Stores)





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## Annexure –I

### Financial Bid

#### A. Pandal and Allied Work.

Sl. No.	Work Description	Brief Specification / Quantity (Nos. / Fts. / Mtrs.) (A)	Unit Rate (including GST) (B)	Amount (including GST) C= (AxB)
<b>1. CONVOCATION: Penman Auditorium, 12<sup>th</sup> of December 2022.</b>				
1.	Water proof Pandal (Min.12 feet height)	9000 Sq. fts.		
2.	Carpeting	13000 Sq. fts.		
3.	Plastic chairs with cover	200 Nos.		
4.	Two seater lounge / VIP Sofa with arms (Size Min 5.5 ft. length )	24 Nos.		
5.	Stage 32 Fts. X 12 Fts.	384 Sq. fts.		
6.	Walling (To be done with truss)	960 Sq. fts.		
7.	Double face gate (To be done with truss of Standard Size)	01 No.		
8.	Food stalls with Covers	30 Nos.		
9.	Centre Tables with Covers	10 Nos.		
10.	Mirrors	02 Nos.		
11.	Foam / Dunlop chair with Covers	50 Nos.		
12.	Water proof Pandal in Dome shape (Min. 16 Feet height)	2000 Sq. fts.		
13.	Round tables with Covers	08 Nos.		
<b>2. FOUNDATION DAY: Penman Auditorium, 09<sup>th</sup> of December, 2022.</b>				
1.	Water proof Pandal (Min.12 feet height)	3600 Sq. fts.		
2.	Carpeting	3600 Sq. fts.		
3.	Plastic chairs with cover	200 Nos.		
4.	Two seater lounge / VIP Sofa with arms (Size Min 5.5 ft. length )	24 Nos.		
5.	Food stalls with Covers	30 Nos.		
6.	Centre Tables with Covers	10 Nos.		
7.	Foam / Dunlop chair with Covers	50 Nos.		
8.	Round tables with Covers	08 Nos.		
<b>3. FOUNDATION DAY DINNER ON 09<sup>th</sup> Dec., 2022 in the Evening at Scholomin House</b>				
1.	Water proof Pandal (Min.12 feet height)	2275 Sqft.		
2.	Plastic chairs with covers	100 Nos.		
3.	Two seater lounge / VIP Sofa with arms (Size Min 5.5 ft. length )	10 Nos.		
4.	Food stalls with Covers	12 Nos.		
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6.	Foam / Dunlop chair with Covers	50 Nos.		
7.	Round tables with Covers	08 Nos.		



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<b>4. PRE-CONVOCATION DINNER ON 11<sup>th</sup> Dec., 2022 in the Evening at Scholomin House</b>				
1.	Water proof Pandal (Min.12 feet height)	2275 Sqft.		
2.	Plastic chairs with covers	100 Nos.		
3.	Two seater lounge / VIP Sofa with arms (Size Min 5.5 ft. length )	10 Nos.		
4.	Food stalls with Covers	12 Nos.		
5.	Centre Tables with Covers	10 Nos.		
6.	Foam / Dunlop chair with Covers	50 Nos.		
7.	Round tables with Covers	08 Nos.		
<b>5. Miscellaneous requirements in Penman Auditorium for distribution of Degrees, mementoes, Awards and fooding at SAC.</b>				
1.	Table with Cover in Penman Auditorium for Placing the degree, folders, medals and awards required from 11.12.22 (Afternoon) to 12.12.22 (Night)	10 Nos.		
2.	Chairs in Penman Auditorium required from 11.12.22 (Afternoon) to 12.12.22 (Night)	10 Nos.		
3.	Table with Cover in Penman Auditorium for placing the mementoes and awards required on 09/12/22	04 Nos.		
4.	Chairs in Penman auditorium required on 09/12/22	05 Nos.		
5.	Pandal for Kitchen at SAC on 12.12.2022	1500 Sqft.		
6.	Food Stalls with Covers at SAC Building on 12.12.2022	115 Nos.		
7.	Chowkis at SAC Building on 12.12.2022	10 Nos.		
8.	Plastic chairs with covers at SAC Building on 12.12.2022	400 Nos.		
9.	Stand Fans at SAC Building on 12.12.2022	16 os.		
<b>B . Decorations by Flowers &amp; Lights at Penman Auditorium, Institute's Premises, Scholomin House &amp; SAC Building</b>				
<b>1 Decoration (Flowers) for Convocation at the Penman Auditorium on 12<sup>th</sup> of Dec. 2022.</b>				
1.	Original Flower Decoration in Stage of Penman Hall	1 Set		
2.	Original Flower Decoration in Main Gate of Penman Hall	1 Set		
3.	Original Flower Decoration in Pandal Double Face Gate	1 Set		
4.	Original Flower Decoration in Backdrop of Penman Hall	1 Set		
5.	Bouquet	7Nos.		





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Phone:(0326) 2235678 || Email : purchase@iitism.ac.in || Website : www.iitism.ac.in

Sl. No.	Work Description	Brief Specification / Quantity (Nos. / Fts. / Mtrs.) (A)	Unit Rate (including GST) (B)	Amount (including GST) C= (AxB)
<b>2. Decoration (Lights) for Convocation at the Penman Auditorium on 12<sup>th</sup> Dec. 2022</b>				
1.	CFL / LED Bulb 50W	35 Nos.		
2.	Par Light (In Main Building for highlighting)	40 Nos.		
3.	Strip Light (In Main Gate of Institute)	20 mtrs		
4.	Rice Light Decoration (Complete Work in the pathways, trees and plants from Main Gate to Oval Garden & Oval Garden to Penman)	One Set (Complete Work)		
5.	Metal Lights	21 Nos.		
<b>3. Decoration (Flowers) for Foundation Day at the Penman Auditorium on 09<sup>th</sup> Dec. 2022.</b>				
1.	Original Flower Decoration in Entrance of Penman Hall	1 Set		
2.	Original Flower Decoration in Backdrop of Penman Hall	1 Set		
3.	Bouquet	7 Nos.		
<b>4. Decoration (Lights) for Foundation day at the Penman Auditorium on 09<sup>th</sup> Dec.2022.</b>				
1.	CFL / LED Bulb 50W	20 Nos.		
2.	Par Light (In Main Building for highlighting)	40 Nos.		
3.	Strip Light (In Main Gate of Institute)	20 mtrs.		
4.	Rice Light Decoration (Complete Work in the pathways, trees and plants from Main Gate to Oval Garden & Oval Garden to Penman)	One Set (Complete Work)		
5.	Metal Lights	11 Nos.		
<b>5. Decoration (Lights) for Foundation Day Dinner at Scholomin House on 09.12.2022</b>				
1.	CFL / LED Bulb 50W	20 Nos.		
2.	Rice Light Decoration (Complete work in Entrance, pathways, trees and plants of the Scholomin House)	One Set (Complete Work)		
3.	Metal Lights	06 Nos.		
<b>6. Decoration (Lights) for Pre-Convocation Dinner at Scholomin House on 11.12.2022</b>				
1.	CFL / LED Bulb 50W	20 Nos.		
2.	Rice Light Decoration (Complete work in Entrance, pathways, trees and plants of the Scholomin House)	One Set (Complete Work)		
3.	Metal Lights	2 Nos.		



# भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद

धनबाद, झारखण्ड, भारत, पिन-826004

(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का एक संस्थान)

**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD**

**DHANBAD, JHARKHAND, INDIA, PIN-826004**

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<b>7. Decoration (Lights) at SAC Building on 12.12.2022.</b>				
1.	Halogen Light	08 Nos.		
2.	Decoration with metal lights, strip and rice lights.	One Set (Complete Work)		
			Total	
			Grand Total	
Amount in Words:				