



राष्ट्रीय प्रौद्योगिकी संस्थान नागालैंड
NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND
(An Institute of National Importance under Ministry of Education, Govt of India)
Chumukedima, Nagaland - 797 103

**TENDER DOCUMENT FOR HIRING OF REPUTED FIRMS FOR PROVIDING
VARIOUS FACILITIES FOR CONVOCATION AT NIT NAGALAND,
CHUMUKEDIMA**

NOTICE INVITING TENDER

Notice Inviting Tender No.	: No: NIT-N/ADMN/REG/CON/2024/01-001 Date: 11-01-2024
Tender Document Issue Date	: 11-01-2024
Last Date of Submission of Tender	: 18-01-2024, 2.00 P.M
EMD Amount	: Rs.50,000/-
Technical Bid Opening Date and Time	: 19-01-2024, 11:00 A.M
Financial Bid Opening Date and Time	: 19-01-2024, 12:00 P.M
Tender Document Fee	: Nil
Address for Submission of Tender	: The Registrar National Institute of Technology Nagaland, Chumukedima, Nagaland-797 103

NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND
Chumukedima, Nagaland – 797103

NOTICE INVITING TENDER

No: No: NIT-N/ADMN/REG/2024/CON/01-001

Date: 11-01-2024

National Institute of Technology Nagaland is an Institute of National Importance under Ministry of Education, Govt of India under the NIT Act 2007 to impart technical education and to promote research activities in the North East region.

Sealed quotations (two bid system) are invited from experienced and reputed firms/event organisers/facilities providers for providing various facilities arrangement for high level functions in gracious presence of Hon'ble Minister of Higher education and tourism of Nagaland for hosting the 5th Convocation within NIT Nagaland campus tentatively on 24rd January 2024. Detailed tender document can be downloaded from the Institute Website at URL <http://www.nitnagaland.ac.in>.

The tender document shall be submitted in a sealed envelope bearing the following reference on the top left corner: **No: NIT-N/ADMN/REG/2024/CON/01-001, latest by 18-01-2024, 2.00 P.M** and addressed to: **The Registrar, National Institute of Technology Nagaland, Chumukedima, Nagaland - 797103.**

Bid(s) received beyond the due date of submission will be rejected. No tender document will be entertained by E-mail / FAX. The Institute shall not be responsible for any delay about non-receipt / non-delivery of the tender documents.

Technical bid(s) will be opened on 19-01-2024, 11:00 A.M. in the Conference Hall, Administrative Block of the Institute in the presence of the bidder(s) or their authorized representative(s) who are present at the scheduled time.

The Financial bid(s) of the technically qualified bidder(s) will be opened on 19-01-2024 at 12.00 P.M.

In the event of the due date of receipt and opening of the tender being holiday/declared as holiday for the Institute, then due date of receipt / opening of the tender will be the next working day at the same time. The tender document duly signed and stamped on each page shall be submitted in original with the Technical bid as a proof to confirm the acceptance of the entire terms and conditions of tender. Any amendment and / or addition made to the tender are not permissible after opening of the tender. Incomplete tenders will be rejected.

The Institute reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.

A. ESSENTIAL QUALIFICATIONS FOR BIDDER

1. The bidder(s) should have carried out similar events in any Central or State Government Institution or Department/ Research Institute /Events of National Repute.
2. The bidder should have at least one similar working experience of conducting high level event at the level of State Ministers in North Eastern State of India.
3. The bidder should furnish the certificate of GST, PAN, Trade license.
4. The bidder should produce back up documents to prove prior work experience.
5. The firm has to attach an undertaking that no Government / undertaking organizations have blacklisted the firm for any reason.

Note:

- **All the supporting documents should be attached with the Technical Bid, without which the tender will be rejected. The bidder need to bring the above original documents at the time of technical opening for the verification.**

B. INSTRUCTIONS TO BIDDER

Tender should be submitted in two covers, Cover-I (Technical Bid) and Cover-II (Financial Bid). Envelopes of technical bid and financial bid should be individually sealed and then placed in a common outer cover which shall also be sealed and super scribed with the tender reference no. and due date of submission.

Cover-I: Technical Bid (Cover I should be superscribed as Technical Bid and indicating the Tender Reference No.)

1. The bidder shall be required to deposit the earnest money (EMD) for an amount Rs. 50,000/- (Rupees Fifty Thousand only), which is refundable. The Demand Draft/ Banker Cheque shall be drawn in favour of “IRG, NIT Nagaland” payable at Chumukedima. **The Demand Draft/ Banker Cheque for Earnest Money Deposit fee must be enclosed in the envelope containing the Technical Bid.**
2. Any technical bid without the Demand Draft of Earnest Money Deposit is liable to be rejected. The Institute is not responsible to pay any interest on such amount. Earnest Money Deposit shall be forfeited, if the tenderer withdraws its bid during the period of tender validity.
3. The Earnest Money Deposit of the successful bidder shall be refunded after the completion of contract/order. For unsuccessful bidder(s) it will be refunded after award of the contract.
4. The rate quoted should be valid for a minimum period of 90 days. No claim for escalation of the rate will be considered after opening the tender.
5. The tender form shall be duly signed by the tenderer. The forwarding letter should be signed by the tenderer along with quotations.
6. The Institute reserves the right to accept in part or in full any quotation(s) or reject any or more quotation(s) without assigning any reason or to cancel the tendering process and reject all quotation(s) at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).
7. A prospective bidder requiring any clarification of the tender document may communicate to The Registrar, NIT Nagaland.
8. At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the tender document by an amendment.
9. The item to be used is strictly adhering to the specification and subject to test by the Institute / concerned authorities. It must be delivered and installed in good condition.
10. If the tender is submitted by a sole proprietorship concern, it shall be signed by the proprietor above his full name and the full name and current business address of his concern. In case the tender is submitted by a partnership concern, the partner who signs

the tender must have the authority (either by virtue of the partnership deed or by virtue of a power of attorney duly executed by all the partners of the firm) to bind the firm/all partners in contracts, including the authority to enter into arbitration agreement on behalf of the firm. Attested copies of the certificate of registration of the firm, the partnership deed or power of attorney duly executed by all the partners of the firm must be enclosed along with the tender.

Cover–II: Financial Bid (Cover-II should be super scribed as Financial Bid and indicating the Tender Reference No. and shall contain Price only)

1. Financial bid should be enclosed in a separate sealed cover and should be written in the format (ANNEXURE-I) given in the tender document. Failure to provide price bid in a sealed separate cover will result in invalidation of the offer.
2. The bid should be clearly filled or typed and signed in ink legibly giving full address of the bidder. The rate should be quoted both in words and figures. All the pages of the bid should be duly signed by the authorized person affixing the seal. All corrections and overwriting should be initialed otherwise the tender shall be invalidated.
3. The rates should be quoted in Indian Rupee inclusive all taxes applicable.
4. The rate quoted should be of installation and commissioning.
5. Bidder shall submit the Financial Bid duly filled, in the commercial bid cover only.

C. SPECIAL CONDITIONS

1. The contractor shall be responsible for watch and ward of all the works, equipment and various materials. Agency shall take necessary steps including insurance for safeguarding its equipment, tentage etc. against any damage due to any reason. No claim on this account shall be entertained by Institute.
2. Agency shall provide original CD of recording at all the locations where video recording has been specified in scope of work. Cost of same is deemed to be included in the rates quoted by the agency.
3. All required fire safety measures shall be taken by the agency including provision of fire extinguishers etc. Any damage on this account shall be sole responsibility of the agency.
4. Agency shall be fully responsible for its acts and acts of its sub-agencies and indemnify the Institute/University against any losses, compensation to its workmen, sub agency workmen or any third party.
5. Agency shall ensure that stage / shamiana / truss structure etc. are structurally safe for the usage. All structural members including top wooden board shall be firmly secured with line and level to ensure safe performance. Any mishap on this account shall be sole responsibility of the agency.

6. All material, labour, transportation, incidental expenses, insurance, required peripheral works, storage of equipment, safety, manpower required for operation of equipment, required wiring / cabling etc deemed to be included in the rates quoted by the agency. No claim, whatsoever, shall be entertained in this account.
7. Agency shall ensure that all wires, cables are properly secured, joints properly insulated and cables of required size are installed so as to avoid any mishappening. No temporary arrangement with loose connections, open joints shall be made. Agency shall arrange required cables, wires, change over etc for tapping the electricity from the designated tapping locations in the University. Nothing extra shall be paid on this account.
8. The bidder or his authorized representative should always be available at the site of work to take instructions from officer in-charge and ensure proper execution of work. No work shall commence in the absence of contractor's representative and they shall certify in writing about the correctness of layout alignment and shall ensure stability of all structural work such as partition panel/electricity panel and other related items.
9. The contractor shall take all necessary precautions to prevent any nuisance or inconvenience to the owners, tenants of adjacent properties and to the public in general and to prevent any damage to such properties and any pollution of environment and waterways. He shall make good at his own cost and to the satisfaction of the officer-in-Charge, any damage to public or private property whatsoever caused by the execution of the work or by traffic brought thereon by the contractor. Utmost care shall be taken to keep the noise level to the barest minimum so that no disturbance as far as possible is caused to the occupants/users of adjoining buildings.
10. Agency shall obtain all required permissions from the local statutory authorities required for this work. All associated activities required for obtaining necessary clearances, permissions, approvals, all licenses etc. as required from all concerned authorities in respect of installation and commissioning shall be the responsibility of the contractor, the cost for which shall be deemed to be included in the rates.
11. The contractor shall be bound to follow the instruction and restrictions imposed by the Administration / Police authorities on the working and movement of labour / material /vehicles etc. and nothing extra shall be paid on this account.
12. The successful bidder to whom work is awarded shall ensure that the tent, lighting, & PA system etc. is safe for use of public and issue following certificate:
 - a. Certificate of Structural stability of building/dais/Pandal/Sofa by a Govt. Engineer.
 - b. Certificate of Structural stability of the iron structures of light, trusses, speakers etc.
 - c. Certificate of the firefighting arrangements and installation of sufficient number of fire extinguishers.

- d. Certificate of fitness of installation of electrical wiring circuit etc. and it may be ensured that there are no loose wire and all the wire and all the joints are properly taped.
- e. Certificate of fitness of false ceiling.
- f. Certificate of fitness/stability of all the hanging fixture, light, back drops, signage, PA systems, speakers console, media tiered stand, trusses etc.
- g. It should be ensured that all cables (electrical, audio, media) will be duly installed and covered under mat after properly fixing tag on each cable. No loose end/joint is left in the cabling to avoid any short circuit.

D. PAYMENT TERMS: The full payment shall be released after the successful completion of the Convocation.

REGISTRAR

ANNEXURE-I

FINANCIAL BID

SN	PARTICULARS	SIZES (approximate)	QTY	UNIT RATE	AMOUNT
A	STAGE and Pandal area REQUIREMENTS				
1	Air conditioner rainproof superstructure	60 ftx40 ft	1		
2	Bamboo pandal (peripheral side wall and cover roof)	80 ft x 120 ft	1		
3	Backstage with side wall and roof cover	15 ft x 15 ft	1		
3	Stage with grey carpet	60 ft x 40 ft x 3.5 ft	1		
4	Steps with grey carpet (both sides)	6 ft x 10 ft x 3.5 ft	2		
5	Green Floor carpet (preferably new)	80 ft x120 ft	1		
6	Red carpet (passage/VIP area)	6 ft x 250 m	1		
7	Flower decoration (rectangular/arch steel structure) for entry	9ft H x 10ft W	1		
8	Flower decoration for stage front	40 ft(length)	1		
9	Table flower top		2		
10	VIP bouquet (fresh flower)		1		
11	Bouquet (fresh flower)		2		
12	Stand fans for pandal area		30		
13	Sofa set (5 seater)		2		
14	Chairs		400		
15	Media Platform	6ft x 8 ft x 3 ft	2		
16	Signage- VIP, PRESS,STAFF,STUDENTS, PARENTS & OTHERS, VIP PARKING, PARKING	2FT X 4FT	10		
B	SOUND AND SPEAKERS				
1	SOUND FOR 800 PAX				
2	SRX TOPS		4		
3	SRX BASS		4		
4	EON DELAY		2		
5	STAGE MONITOR SPEAKERS		2		
6	REVERB UNIT & EFFECT PROCESSOR		1		
7	POWER AMPLIFIER		6		

8	MIXER		1		
9	PODIUM MIC		1		
10	CORDLESS MIC		4		
11	SNAKE CABLE		1		
C	LIGHTS				
1	LED Parcans		6		
2	snake cable		1		
3	technician		1		
D	General Requirements				
1	Photo-Photographer shooting (Soft copy to be given)				
2	Video- videographer shooting (DVD to be given)				
F	DG SET with technician				
1		Light & Sound- 30 kva	1		
2		AC - 63 kva	1		
G	FOOD CATERING REQUIREMENTS				
1	Portable wash basin		4		
2	Serving table with table cloth	6ft x 3 ft	12		
3	Round dining table		40		
4	Chairs		200		
5	White shamina Director parking	45 ft x 45ft	1		
6	Carpet for shamina	45ft x 45 ft	1		
7	Dustbin		10		
H	ADDITIONAL ITEMS				
1	RED carpet admin building				
2	CARPET OUTSIDE DOME				
3	PODIUM MIC				
4	SIDE WALL FOR VIP SECURITY PROTECTION				

Total in words Rs. _____

*All the quoted rates should be inclusive of transportation and taxes

*Please quote any other essential items for convocation, which shall be optional. The optional items will not be considered for cost comparison.

* Interested bidder may kindly visit the campus for reference.

Signature of the Bidder: _____

Agency/ Firm Name: _____

Date: _____
