

*Maulana Azad*

**National Institute of Technology Bhopal- 462 003**

(An Institution of National Importance under MoE, Govt. of India)



**LIMITED TENDER ENQUIRY  
FOR**

*SUPPLY OF RENTAL TENTAGE, SOUND AND LIGHT SERVICES IN  
INSTITUTE*

Website: [www.manit.ac.in](http://www.manit.ac.in)  
Email Address: [info@manit.ac.in](mailto:info@manit.ac.in)

Fax No: 0755-2670562  
Telephone No: 0755-4051000, 0755-4052000

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*Maulana Azad*

**National Institute of Technology Bhopal- 462 003**

(An Institution of National Importance under MoE, Govt. of India)

No. MANIT/DSW/2022:01

Date: 22/11/2022

**NOTICE INVITING TENDERS**

**Sub: SUPPLY OF RENTAL TENTAGE, SOUND AND LIGHT SERVICES IN INSTITUTE.**

Tenders are invited for providing Rental Tentage, Sound and Light Service for Student Function “Technosearch” in Institute. Interested Firms/ Agencies may log on Institute website [www.manit.ac.in](http://www.manit.ac.in) and CPPP website [www.eprocure.gov.in/epublish/app](http://www.eprocure.gov.in/epublish/app) for further details. Tender Document can be downloaded and the duly completed be submitted to the Assistant Registrar, Stores & Purchase, Maulana Azad National Institute of Technology- Bhopal- 462 003.

Last date of receipt of complete tender document is **29/11/2022 up to 12.00 hours**. The Director of the Institute reserves the right to accept or reject any or the entire tender in full or in part without assigning any reason whatsoever.

**Registrar**

*Maulana Azad*  
National Institute of Technology Bhopal- 462 003

<b>IMPORTANT INFORMATION AT A GLANCE</b>		
Tender No & Date	No. MANIT/ DSW/2022: 01	
	Date: 22/11/2022	
SCOPE OF TENDER		
Brief Description of Goods/Items	Quantity	Remarks
<b>Supply of rental Tentage, Sound and Light services in Institute</b>	Detailed At Annexure-I	
Estimated cost of Tender	Rs. 6,50,000.00	
Location of Supplies & Installation	At Institute	
TENDER DOCUMENT		
Tender Document can be downloaded free of cost from <b>Institute website <a href="http://www.manit.ac.in">www.manit.ac.in</a> and CPPP website <a href="http://www.eprocure.gov.in/epublish/app">www.eprocure.gov.in/epublish/app</a></b>		
Date & Time of Pre- Bid Meeting	28/11/2022 up to 15:00 hours Office of Dean SW	
<b>Last Date &amp; Time of Submission of Tender</b>	<b>29/11/2022 up to 17:00 hours</b>	
<b>Date &amp; Time of Opening of Bids</b>	<b>30/11/2022 at 11:00 hours</b>	
Tender Validity period	<b>45 days</b> from the date of opening of the Technical Bid	
Delivery/ Supply period	<b>As per the programme/ Function date</b>	
Bid Security/ EMD	Rs. 10000.00 (Ten Thousand Only) by way of Demand Draft in favour of Director- MANIT Bhopal.	
Details of Contact Persons for Query if any		
<b>Name:</b> Dr. Vijay Bhaskar <b>Designation:</b> Assistant Professor Tel No:7541805885 Email: vsemwal@gmail.com	<b>Name:</b> Ravi Kr. Mandawa <b>Designation:</b> Assistant Professor Tel No: 9885291316 Email: ravikumar1013@gmail.com	

<b>INSTRUCTIONS TO BIDDERS</b>													
<b>1</b>	<p><b>Institute Profile &amp; Overview:</b></p> <p>Maulana Azad National Institute of Technology (MANIT) is one of the leading institutions of national importance in the area of technical education, established with the objective of developing a “Centre of Excellence” in the central region. Its aim at becoming a multi-disciplinary centre for technical education by strengthening both teaching and research activities besides contributing to the needs of rural community, society and industry at large. Institute is fully funded by Ministry of Human Resource Development, Government of India and is governed through National Institute of Technology, Science Education and Research Act 2007. (NITSER Act 2007)</p> <p>Student Function “Technosearch” is expected to be organized in the first fortnight of December 2022. Students from other Universities/ Colleges may take part in various Cultural/ Sports, Expert Lectures and Technical competitions. Around 5000 students are being expected to attend this function. Rental services are required for two days cultural night. One cultural night shall be performed by Institute students and second cultural mega night shall be performed by outside Artist.</p>												
<b>2</b>	<p><b>Scope of Supplies &amp; Work:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">a</td> <td>Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (So far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.</td> </tr> <tr> <td style="text-align: center;">b</td> <td>Bidder has to provide complete infrastructure to organize complete programme including Stage, Sound and light requirement of outside artist as well including technical rider + Musical instruments.</td> </tr> <tr> <td style="text-align: center;">c</td> <td>The Services shall be provided as per the Bill of Quantity sheet supplied upon the discussion during pre-bid meeting. That shall be treated <b>ANNEXURE-I</b>.</td> </tr> <tr> <td style="text-align: center;">d</td> <td>Supplied tentage quality should be neat &amp; clean and should not be damaged or mutilated in all respect.</td> </tr> <tr> <td style="text-align: center;">e</td> <td>If any minor sudden/ specific requirement arises apart from BoQ that shall also be fulfilled/ supplied by bidder as well.</td> </tr> <tr> <td style="text-align: center;">f</td> <td>This is total rental service and loading / unloading &amp; Installation/ un-installation charges shall be inclusive in the rent. No extra cost shall be paid for this reason.</td> </tr> </table>	a	Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (So far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.	b	Bidder has to provide complete infrastructure to organize complete programme including Stage, Sound and light requirement of outside artist as well including technical rider + Musical instruments.	c	The Services shall be provided as per the Bill of Quantity sheet supplied upon the discussion during pre-bid meeting. That shall be treated <b>ANNEXURE-I</b> .	d	Supplied tentage quality should be neat & clean and should not be damaged or mutilated in all respect.	e	If any minor sudden/ specific requirement arises apart from BoQ that shall also be fulfilled/ supplied by bidder as well.	f	This is total rental service and loading / unloading & Installation/ un-installation charges shall be inclusive in the rent. No extra cost shall be paid for this reason.
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		research Institute or other government organization in India.
	e	Bidders those who have participated in the pre-bid process and present themselves to be competent before the committee members, they shall only be eligible to participate in the further tender process.
	f	Bidders those who have participated in the pre-bid process, shall propose bill of quantity unanimously and same BoQ shall be applicable for all. Accordingly, all bidder shall submit price bid as per <b>Annexure-II</b>
4	<b>Amendment of Tender Document:</b>	
	a	At any time prior to the date submission of bids, the Institute, may, for any reason, whether at its own initiative or in response to a clarification sought by a prospective bidder, amend bid document by issuing corrigendum. The corrigendum will be notified/ published in e-tendering website www.eprocure.gov.in/epublish/app and Institute website only.
5	<b>Price Bid</b>	
	a	The Prices should be quoted in Indian Rupees only.
	b	Bidder shall take into account all costs including unloading at the location of Institute, cartage etc. for giving delivery of material at site(s) before quoting the rates. In this regard no claim what so ever shall be entertained.
	c	The bidders are advised not to indicate any separate discount. Discount, if any, should be merged with the quoted unit prices.
	d	The price quoted in price bid shall be firm but subject to change in rate of applicable taxes if any.
	e	The Bidder should avoid the use of vague term such as “Extra as applicable”. Such offers shall be treated as non-responsive.
	f	No extra payment shall be paid on account of any discrepancy in nomenclature of items. The bidder shall seek clarifications if any before submitting the tender.
6	<b>Bid Submission:</b>	
		The tender must be placed in a properly sealed envelope super-scribed “ <b>Tender for Supply of rental Tentage, Sound and Light services in Institute.</b> ” with tender inquiry number and its due date addressed to The Director, Maulana Azad National Institute of Technology- Bhopal- 462003 and must reach the office of the <b>Assistant Registrar- Stores &amp; Purchase, Maulana Azad National Institute of Technology, Bhopal</b> on or before closing date as mentioned at Important information at Glance Sheet. The sealed Envelop should be consisting of followings:
	a	Copy of Certificate of Registration of firm, GST Number and Income Tax PAN.
	b	Copy of Turnover Certificate.
	c	<b>BOQ</b> Annexure-I and Price <b>Bid</b> Annexure-II duly filled and signed.
	d	The Bidder must have at least three work orders (minimum value of 1.00 lac) in last five years to Central/State government Organizations, PSU’s, Government research Institute or other government organization in India.
7	<b>Evaluation of Bids:</b>	
		The Institute shall evaluate all the items together or separately depending upon nature of items of circumstance and compare the quotations determined to be substantially responsive i.e. which
	a	are properly signed;
	b	Confirm to the eligibility criteria of the vendor; and
	c	Confirm to the terms & conditions, and technical specifications.

8	<b>Validity of Tender:</b>	
	a	The tender shall be valid for a period of 45 days from the date of opening of the bid of tender. Terms and financial details submitted in the bid shall be treated as firm during the 45 days period.
	b	In exceptional circumstances, prior to the expiry of the bid validity period, the Institute may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.
9	<b>Notification of Award:</b>	
	a	Prior to the expiry of the period of bid validity, the Institute shall notify the successful bidder, in writing, that its bid has been accepted. The notification letter shall specify the sum that the Institute will pay to the bidder in consideration of the <i>Supply of Goods/ Services</i> with the details of selected location.
10	<b>Terms of Payment:</b>	
	a	The Payment shall be made within 30 days by Institute after Completion of event.
11	<b>Jurisdiction:</b>	
	a	In the event of any dispute the legal matter shall be subjected to the jurisdiction of Bhopal court only.

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**BILL OF QUANTITY**

SN	Technical Specification	Quantity	Remarks
1	Shall be proposed by the prospective bidders those who are participating in Pre-bid Process		
We confirm with our acceptance to provide items on rent for two day as given above.			
Date:		BIDDER'S NAME & SIGNATURE WITH SEAL	



		<b>ANNEXURE- II</b>
<b>FORMAT FOR SUBMISSION OF BID PRICE</b>		
To,		
The Director		
MANIT- Bhopal- 462 003		

Sub:	Price Bid with reference to Tender Document No: MANIT/DSW/2022:01 dated 22/11/2022.
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SN	Product Description	Discounted Rent	Qty	GST	Total Offer
1	2	3	4	5	6(3+56)
1	<b>Two Day Package</b> (as per Bill of Quantity)		--		
Total offered Price					
Total ( In Words)					

The followings things are confirmed and undertake by us that:	
a	The price quoted above are inclusive of Rent, statutory levies and taxes, duties, Transportation, Incidental services (including Insurance, Loading/ unloading, Packing & Forwarding charges, Installation/Un-installation etc.) at site.
b	Taxes are subject to change/ revision.
c	We agree with the terms and conditions specified in "Instructions to Bidders" and if selected, the execution of supplies would be made in compliance.

Date:	Signature of Authorized Bidder with proper rubber stamp
	Name:
	Designation:
	Mobile No: