|  |
| --- |
| **logo1COLLEGE OF ENGINEERING AND TECHNOLOGY****(A Constituent College of Biju Patnaik University of Technology)****TECHNO CAMPUS, GHATIKIA, PO: MAHALAXMIVIHAR, BHUBANESWAR-751 029** |

|  |
| --- |
| Letter No.0316/ CET Dated 25.01.2020 |

**SHORT TENDER CALL NOTICE**

Sealed Tenders are invited from reputed Event Management Agency for supply and installation light arrangement and sound at College of Engineering and Technology, Bhubaneswar, Techno campus, Ghatikia, Bhubaneswar on hiring basis for “Perception 2020”, an Annual Techno-Literary festival, to be held on 14th-16th February 2020 in the prescribed format as per the requirements enclosed in the schedule of items given in bid documents. Bid documents with details terms & conditions is to be downloaded from CET website **“**[**www.cet.edu.in**](http://www.cet.edu.in)**”.**

The tenders along with the tender cost and EMD as given in bid documents in the sealed envelope should be super scribed with **"Short Tender** for supply and installation of tent, light arrangement and soundfor the occasion of “Perception 2020”, through **Speed Post / Regd. Post**address to only at Principal, CET, Bhubaneswar **on or before 06-02-2020** at 4:00 P.M**.** No hand delivery will be accepted. The authority will not be held responsible for any postal delay. More details are available at our College Website: [**www.cet.edu.in**](http://www.cet.edu.in). The authority reserves the right to accept/reject any or all tenders without assigning any reason thereof. ***No correspondence in this regard will be entertained.***

Sd/-

PRINCIPAL

**Bid Ref No. 0316/CET Date:25-01-2020**

**BIDDING DOCUMENTS AND INSTRUCTION**

**FOR**

**SUPPLY AND INSTALLATION OF TENT, LIGHT ARRANGEMENT AND SOUND ON HIRING BASIS FOR PERCEPTION 2020**

****

**COLLEGE OF ENGINEERING AND TECHNOLOGY**

**(A Constituent College of Biju Patnaik University of Technology)**

**Techno Campus,Mahalaxmivihar,Bhubaneswar – 751 029**

**INVITATIONFORBIDS**

**Principal, College of Engineering & Technology**, Bhubaneswar invitessealedbidsfromeligiblebiddersforsupply and installation of tent, light arrangement and sound**on hiring basis** for the occasion of “Perception 2020”, an Annual Techno-Literary festival, to be held on 14th-16th February 2020, College of Engineering &Technology, Technocampus, Ghatikia, Mahalaxmivihar, Bhubaneswar-751029.

Interested eligibleBiddersmayobtain detail information and list of items with technical specifications from**thewebsiteofthe College** [**www.**](http://www.nitdgp.ac.in)**cet.edu.in**

Particularsaboutsubmissionofbiddingdocument areasfollows:

(a)Priceofbiddingdocument (non-refundable): **Rs.150/-**

(b) EMD **: Rs. 2000/-**

(c)Firstdateofavailability of Bidding Document inthe website:**25.01.2020**

(d)Lastdateandtimefor submissionofbids**:06.02.2020up to4:00 p.m.**

(e)Timeanddateof openingofbids :**06.02.2020at4:30 p.m**.

(f)Placeofopeningofbids :**Principal Office**

**College of Engineering& TechnologyTechnocampus,Ghatikia,**

**Mahalaxmivihar, Bhubaneswar-751029**

(g)Addressforcommunication :**Principal**

**College of Engineering&Technology**

**Technocampus, Ghatikia,**

**Mahalaxmivihar,Bhubaneswar-751029**

**Sd/- Principal**

### Eligibility of Bidder and General Instructions:

### 1.1 Eligibility:

Those who fulfill the following criteria are eligible to participate in the tender.

1. The bidder must be a reputed Authorised Dealer/ Event managent firm/supplier/distributor of a reputed manufacturer. Event managent firm should provide all documents relating to their **Capabilities in mentioned event.**
2. If the bidder is an Authorized Dealer/supplier/distributor of a reputed firm, necessary certificate to this effect from his manufacturer must be enclosed.
3. All support from installation, erection to completion of the event should be provided directly by the event management firm only.
4. The bidder must have the willingness for providing comprehensive support of the event related to Tent, Light and Sound.
5. The bidder must provide evidence of successful execution of supply orders with installation and successful after support in reputed organizations.
6. The biddermust have GSTIN No. and Income Tax payment up to date. Attested copies of GSTIN Certificate or non-assessment certificate from the concerned Authority valid up to date and attested copy of Income Tax Clearance Certificate or non-assessment certificate, as the case may be, from the competent authority, up to date and PAN Number must be enclosed along with the Tender documents.

### 1.2 General Instructions:

Submission of more than one bid by a particular bidder under different names is strictly prohibited. In case it is discovered later on that, this condition is violated, all the tenders submitted by such bidders would be rejected or contract cancelled.

All offers should be in English and the price quoted for each item should be firm.

The rates and the conditions of the offer will remain valid for three months from the date of opening of the tender and no change or alteration of the rate will be acceptable on any account.

Submitted tender forms with overwriting or erased or illegible specifications and rates will be rejected.

Request from bidderin respect of additions, alterations, modifications, corrections, etc. of either terms & conditions or rate after opening of the bid may not be considered. However, negotiation may be made before finalization.

Bidders shall carefully examine the bid documents and fully inform themselves of all the conditions, which may in any way affect the work of the cost thereof.

Should a bidder find discrepancies or omissions from the specification or other documents and any doubt as to their meaning, he should at once notify the purchaser and obtain clarification in writing.

This, however, does not entitle the bidder to ask for time beyond the due date fixed for receipt of tenders.

The bidder must also specify minimum uptime and maximum time to repair/replace in the event of a failure and penalty thereof.

Verbal clarification and/or information given by the purchaser or its employees or representatives shall not be binding on the purchaser.

Submission of sealed bid will carry with the implication that the bidderagrees to abide by the conditions laid down in the detailed particulars of the bid notice.

Conditional offers and offers qualified by vague and indefinite expression, as ‘subject to immediate acceptance’ ‘subject to prior sale’, etc. will not be considered.

While tenders are under consideration, bidders and their representatives or other interested parties are advised to refrain from contacting by any means, to the purchaser's personnel or representatives on matter relating to the tenders under study.

The purchaser, if necessary, will obtain clarification on tenders by requesting such information from any or all the bidders either in writing or through personal contact as may be necessary.

The purchaser, if necessary, will visit the site of some selected bidders or all bidders to see the Lab equipments for better appreciation of any material/design on tenders either in writing or through personal contact as may be necessary.

The bidder will not be permitted to change the substance of his offer after the tenders have been opened.

In the event of non-compliance with this provision, the bidder is liable to be disqualified.

### 1.3 Procedure for Submission of Tenders:

The Bidders must submit their bidone sealed coverprominently super scribed as ”**ShortTender** for supply and installation of tent, light arrangement and soundfor the occasion of “Perception 2020”

Except the price schedule, all other documents i.e. details of technical specifications, leaflet, Copy of Firm Registration Certificate from the competent authority,GSTIN certificate, Income Tax Clearance, PAN Card copy, list of clients, authorization certificate from Manufacturer in case of Dealer, etc. along with tender document duly signed by the authorized person in each page shall be attached in the bid.

#### EMD & cost ofTender documents (separately in the form of DD drawn in favour of **Principal, College of Engineering & Technology, Bhubaneswar** at any Nationalized Bank payable at Bhubaneswar) , others requisite supporting documents etc. are to be kept in that cover as well.

#### The sealed cover containing tender documents as per procedure indicated above should be submitted at the office of the Principal, CET, Techno campus, Bhubaneswar through**Registered Post/Speed Post**only addressing to the**Principal, College of Engineering & Technology, Techno-campus,Mahalaxmivihar, Bhubaneswar-751029**within the due date and time as stipulated in Tender Call Notice**. The sealed envelope must show the name of the bidderand his address and should be super scribed as “supply, installation and erection of tent, light arrangement and soundfor the occasion of “Perception 2020”, an Annual Techno-Literary festival”on the top of the envelope.**

All the documents submitted must be in the papers showing signature of the bidder and printed office name of the bidder on official seal.

### Requirements by Bidderbefore Supply:

The interested bidders can inspect the site at any time during working hours on any working day at their own cost before submission of tender. No consideration shall be entertained regarding non awareness of the site conditions and constraints after submission of tender.

### 3. Requirements by Tender after Supply:

### 3.1 Execution

The material would be delivered by the supplier **College of Engineering and Technology, Techno Campus, Mahalaxmivihar, Bhubaneswar – 751029, Odisha. The work will be executed in campus.**

In case of delay in delivery or successful installation, authority will take legal; action against the bidder.

Any increase in tax and duties after expiry of delivery period will be to the seller’s account.

In case of delay in execution of the work, authority will take legal action.

In case the items supplied by the supplier are found not upto our requirement, the order shall be rejected

The necessary arrangementsfor tent,light and sound must be carried out by bidder for 3 days, 14th-16th Feb 2020. The to and fro and trasporation cost of all materials for the said program will be borne by bidder.

All taxes, levies, surcharges shall be handled by the bidder.

### 4. Financial Terms:

**4.1 EMD**

The Bidder has to submit a Demand Draft / Pay order of**Rs. 2000/ - in favour of Principal, College of Engineering and Technology, Bhubaneswar** payable at Bhubaneswar in any Nationalized Bank towards EMD.

There will be no interest paid to the bidder towards EMD money.

In no case, the EMD Money in cash or other forms will be accepted at the time of opening of the bid.

No request for adjustment of claims, if any, will be accepted.

The EMD of unsuccessful bidders will be refunded as soon as possible after the tenders are finalized.

**4.2 PRICES:**

Price quoted for hiring charges should be reasonable as per market price which should be mentioned clearly in the bid.

**4.3 GST Concession:**

GST Concession if any is to be availed on production of the required certificates applicable to Educational Institution.

**4.5 Payments:**

Payment of 100 percent of the ordered value will be made after successful execution of the event subject to submission of satisfactory performance report by the concerned users/HODs.

**5. Solving Disputes:**

CET, the renderer and the manufacturer shall make all efforts to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with this contract.

All disputes arising out of the contract shall be referred to courts under the jurisdiction of the Bhubaneswar court only.

***The above terms and conditions except those otherwise agreed upon, shall form a part of the Purchase Order***.

***Sign on each page of this tender document and Return it along with the offer enclosing this part together with the Technical Offer.***

***\*\* The CET authority has all rights to accept / reject any tender without assigning any reasons thereof.***

### 6. Requirements of items for the event

The specified specifications are indicative and not exhaustive.

The quoted materials should be of latest trend and technology.

|  |  |  |
| --- | --- | --- |
| **SOUND** | **LIGHT** | **TENT** |
| Line Array Speakers – 8 Nos Eaw Sb 1000 Sub woofers – 8No.s Stage Monitors JBL SRX712 – 6No.s Digital mixture QU32 – 1 No.s Amplifiers –  Snake cable 24 channel – 1 No.s Corded Microphones – As per actual Cordless Microphone Shure –as required DJ Consol Digital QU32 Side fill – 2 No.s Noise gate – 12 No.s Composer Limiter (8 channel) Equalizer – 1 No.s Tap delay  - 4 No.s Delay – As per requirement  Drive back – 1 No.s  Jack to Jack Cables (as per requirement ) | LED Parcan -40 Parcan 60 n 64 – 12 No.s SGM 17 R Follow Spot – 1 No.s Laser Jumbo – 1 No.s  Smoke – 2 No.s  Strobe Jumbo – 6 No.s Sharpy – 12 No.s Paper blaster  Audience light Blinder – 2 No.s  dimmer (as per requirement)  Green Metal -25  White metal -10  Rice Light- 150 | Stall 10x10- 4no  Single steel sofa -8  Triple steel sofa -6  VIP chair – 40  Plastic chair -500  Console stage & masking  Barricading – 60ft  Flex -32x10 with framing for backdrop |

#### **COLLEGE OF ENGINEERING & TECHNOLOGY, BHUBANESWAR**

#### **DEPARTMENT OF PLANNING AND DEPARTMENT OF PHYSICS**

#### **(A Constituent College of BPUT, Odisha)**

#### **Techno Campus, P.O. : Mahalaxmivihar**

#### **Bhuabaneswar,Pin-751029**

#### **www.cet.edu.in**

#### **Email:principalcet@cet.edu.in**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**TECHNICAL BID**

(To be enclosed in separate sealed cover)

**Name and address of the bidder:**

Note: A DD for EMD and Tender document fee should be enclosed with this bid separately as mentioned in para 4.1 of tender paper

1. Name of the bidder
   1. Full postal address
   2. Full address of the premises
   3. Telegraphic address
   4. Telex number
   5. Telephone number
   6. Fax number
2. Monthly supply capacity of goods quoted for
   1. Normal
   2. Maximum
3. Total annual turn-over(value in Rupees)(Previous year)

(Copy of Balance Sheet / Audit Statement / IT returns, etc. to be attached as proof)

1. Past supply details for 3 years (Attach proof)
2. Whether similar job work undertaken in the past, if so details.

(Demo of the Lab Equipments to be arranged if required)

**Customer** **Quantity supplied** **Year**

6. GSTIN No.

**Signature and seal of the bidder**

**COLLEGE OF ENGINEERING & TECHNOLOGY, BHUBANESWAR**

**DEPARTMENT OF PLANNING AND DEPARTMENT OF PHYSICS**

**(A Constituent College of BPUT, Odisha.)**

**Techno Campus, P.O. : Mahalaxmivihar, Bhubaneswar, Pin-751029** [www.cet.edu.in](http://www.cet.edu.in)

**Email:principalcet@cet.edu.in**

\*\*\*\*\*\*\*\*\*\*\*\*\***\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**FORMAT OF BID**

(To be enclosed in separate sealed cover)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Item Description** | **Make / Model** | **Quantity**  **Required** | **Unit Cost**  **Without GST** | **Total**  **Cost without GST** | **GST %**  **GST cost** | **Total Amount with GST** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total amount in words:** | | | | | | | |

**Signature and seal of the bidder**

# PROFORMA FOR SUBMITTING ELIGIBILITY REQUIREMENT AND UNDERTAKING

**To**

**The Principal,**

**CET, Bhubaneswar**

**Sub: Submission of Tender Supply and installation of Solar thermal training system and solar concentrator training system for the Department of Mechanical Engineering.**

Sir / Madam,

Having examined the conditions of contract and specifications including agenda, I/we, the undersigned, offer to undertake Supply, Installation, Commissioning of above mentioned items at Department of Mechanical Engineering,CET, Bhubaneswar, in conformity with the specifications, terms & conditions of Tender.

1. I/We agree to abide by the terms and provisions of the said conditions of the contract and provisions contained in the notice inviting tender. I/We hereby unconditionally accept(s) the tender conditions.

It is certified that I/we have not stipulated any condition(s) in our tender offer. In case any condition(s) are found in our tender offer violated after opening tender, I/We agree that the tender shall be rejected without prejudice to any other right or remedy be at liberty to forfeit the EMD absolutely.

1. I/We hereby submit the earnest money of [INR…………..……….……] for the Tender for the above mentioned work in the form of demand draft.
2. That, I/We declare that I/We have not paid and shall not pay any bribe to any officer of CET for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of CET asks for bribe/gratification, I/We shall immediately report it to the CET authorities.
3. That, I/We undertake that CET’s tender document shall form part of contract agreement.

I/We understand that you are not bound to accept the lowest or any bid, you shall receive.

Thanking you

Yours faithfully

Dated:

Signature of Bidder

Name: ………………

Telephone:…………..

Witness…................... Signature.................... Address......................

Enclosures: