

"14वें दीक्षांत समारोह के लिए सजावट, रोशनी, फ्लेक्स/बैनर, टेंट सामग्री और अन्य संबंधित कार्य"

के लिए

(सीपीपीपी के ई-प्रोक्योरमेंट पोर्टल के माध्यम से)
ऑनलाइन बोली आमंत्रित है

निविदा संख्या: IIT(BHU)/Exam/2025-26/01, Dated: 08.09.2025

जमा करने की अंतिम तिथि: 22.09.2025, (04:00 PM)

निविदा खुलने की तिथि: 23.09.2025, (04:00 PM)



अधिष्ठाता (शैक्षणिक कार्य) कार्यालय
भारतीय प्रौद्योगिकी संस्थान
(काशी हिंदू विश्वविद्यालय) वाराणसी
वाराणसी - 221005, उत्तर प्रदेश, भारत

ई-मेल: office.exam@itbhu.ac.in

Online Bids

(Through E-Procurement Portal of CPPP)

are invited

for

Providing the decoration, Illumination, Flex/Banners, Tent materials and other related works for the 14th Convocation

Tender No.: IIT(BHU)/Exam/2025-26/01, Dated: 08.09.2025

Last Date of Submission: 22.09.2025, (04:00 PM)

Tender Opening Date: 23.09.2025, (04:00 PM)



**Office of the Dean (Academic Affairs)
Indian Institute of Technology (BHU), Varanasi
Varanasi - 221005, Uttar Pradesh, India**

E-mail: office.exam@itbhu.ac.in

भारतीय प्रौद्योगिकी संस्थान (काशी हिंदू विश्वविद्यालय), वाराणसी - 221005

**विभाग: अधिष्ठाता (शैक्षणिक कार्य), भारतीय प्रौद्योगिकी संस्थान (बीएचयू) वाराणसी,
वाराणसी- 221005, उत्तर प्रदेश, भारत**

विज्ञापित निविदा जांच दस्तावेज

(निविदा आमंत्रण सूचना)

आईआईटी (बीएचयू) वाराणसी निम्नलिखित वस्तुओं के लिए निर्माताओं (या उनके 'अधिकृत' डीलरों जिन्हें इस निविदा आमंत्रण सूचना के प्रत्युत्तर में कोटेशन देने के लिए अधिकृत किया गया है) से ऑनलाइन निविदाएं आमंत्रित करता है।

| क्रम संख्या | निविदा संख्या एवं अंतिम तिथि | वस्तु का विशिष्टता |
|-------------|--|---|
| 1. | निविदा संख्या: IIT(BHU)/Exam/2025-26/01, दिनांक: 08.09.2025 जमा करने की अंतिम तिथि: 22.09.2025, (04:00 PM) | 14वें दीक्षांत समारोह के लिए सजावट, रोशनी, फ्लेक्स/बैनर, टेंट सामग्री और अन्य संबंधित कार्य अनुलग्नक-I से V तक के अनुसार विशिष्टताएँ |

निविदा दस्तावेज केंद्रीय सार्वजनिक खरीद पोर्टल (Central Public Procurement Portal) <http://eprocure.gov.in/eprocure/app> से डाउनलोड किए जा सकते हैं।

निविदाकर्ता सीपीपी पोर्टल (CPP Portal) पर निविदा दस्तावेजों को एक्सेस कर सकते हैं। उपयुक्त निविदा का चयन करें, सभी आवश्यक जानकारी भरें और पूर्ण रूप से भरे हुए निविदा दस्तावेज को निर्धारित कार्यक्रमानुसार उक्त वेबसाइट <http://eprocure.gov.in/eprocure/app> पर ऑनलाइन जमा करें।

वे इच्छुक निविदाकर्ता जो ई-प्रोक्योरमेंट पोर्टल पर अभी तक पंजीकृत/नामांकित नहीं हैं, उन्हें वेबसाइट <http://eprocure.gov.in/eprocure/app> के माध्यम से भाग लेने से पूर्व पंजीकरण/नामांकन कर लेना चाहिए। पोर्टल पर नामांकन निःशुल्क है।

निविदाकर्ताओं को सलाह दी जाती है कि वे "ऑनलाइन निविदा जमा करने के लिए दिशा-निर्देश" अनुभाग में दिए गए निर्देशों को ध्यानपूर्वक पढ़ें।

कोई भी मैनुअल (हस्तलिखित या ऑफलाइन) निविदा स्वीकार नहीं की जाएगी। सभी कोटेशन (तकनीकी एवं वित्तीय दोनों) ई-प्रोक्योरमेंट पोर्टल के माध्यम से ही जमा की जानी चाहिए।

निविदा अधिष्ठाता (शैक्षणिक कार्य), भारतीय प्रौद्योगिकी संस्थान (बीएचयू), वाराणसी - 221005, उत्तर प्रदेश, भारत के नाम संबोधित होनी चाहिए और इसे महत्वपूर्ण तिथियों की तालिका (Critical Date Sheet) में उल्लिखित अंतिम तिथि से पहले या अंतिम तिथि तक ऑनलाइन जमा किया जाना चाहिए।

संस्थान ऑनलाइन निविदाएं जमा करने में होने वाली किसी भी देरी के लिए उत्तरदायी नहीं होगा। संस्थान को किसी भी निविदा को स्वीकार या अस्वीकार करने तथा बिना कोई कारण बताए निविदा को रद्द करने का पूर्ण अधिकार प्राप्त है। इस संबंध में किसी भी प्रकार का पत्राचार स्वीकार नहीं किया जाएगा।

**अधिष्ठाता (शैक्षणिक कार्य),
भारतीय प्रौद्योगिकी संस्थान (बीएचयू),
वाराणसी - 221005, उत्तर प्रदेश, भारत**

**INDIAN INSTITUTE OF TECHNOLOGY (Banaras Hindu University),
Varanasi - 221005, Uttar Pradesh, India**

**DEPARTMENT: Office of the Dean (Academic Affairs), Indian Institute of Technology (BHU),
Varanasi - 221005, Uttar Pradesh, India**

Advertised Tender Enquiry Documents

(NOTICE INVITING TENDER)

IIT (BHU) Varanasi invites online tender from manufacturers (or their 'authorized' dealers that they have been authorized to quote in response to this NIT) of the following items are invited:

| S. No. | Tender No. and Last Date | Specifications |
|-------------------|---|---|
| 1 | Tender No.: IIT(BHU)/Exam/2025-26/01, Dated: 08.09.2025 Last Date of Bid Submission: 22.09.2025, (04:00 PM) | Providing the decoration, Illumination, Flex/Banners, Tent materials and other related works for the 14th Convocation Specifications as per Annexure-I to V |

Tender Documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>. Tenderers can access tender documents on the CPP Portal. Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <https://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

Aspiring Bidders who have not enrolled/ registered in e-procurement should enroll/ register before participating through the website <https://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the e-procurement portal).

The tender should be addressed to **Dean (Academic Affairs), Indian Institute of Technology (BHU) Varanasi, Varanasi - 221005, Uttar Pradesh, India** and should be submitted online one or before the last Date of Submission as mentioned in critical date sheet.

The Institute shall not be responsible for any delay in submitting online Bids. The Institute reserves the right to accept or reject any bid, cancel the Tender without assigning any reason thereof. No correspondence in this regard will be entertained.

**Dean (Academic Affairs)
IIT (BHU), Varanasi
Varanasi - 221005, Uttar Pradesh, India**

भारतीय प्रौद्योगिकी संस्थान (काशी हिंदू विश्वविद्यालय), वाराणसी - 221005

विभाग: अधिष्ठाता (शैक्षणिक कार्य), भारतीय प्रौद्योगिकी संस्थान (बीएचयू) वाराणसी,
वाराणसी- 221005, उत्तर प्रदेश, भारत

14वें दीक्षांत समारोह के लिए सजावट, रोशनी, फ्लेक्स/बैनर, टेंट सामग्री और अन्य संबंधित कार्य

महत्वपूर्ण डाटा शीट

| | |
|--|--|
| संगठन का नाम | भारतीय प्रौद्योगिकी संस्थान (बीएचयू) वाराणसी |
| निविदा का प्रकार | खुली निविदा |
| अनुबंध का प्रकार (कार्य / आपूर्ति / नीलामी / सेवा / क्रय / पैनल गठन / विक्रय) | कार्य/ सेवा |
| मूल निविदा जारी / प्रकाशित करने की तिथि | 08.09.2025 (05:00 PM) |
| दस्तावेज़ डाउनलोड प्रारंभ तिथि | 08.09.2025 (05:00 PM) |
| पूर्व-बोली बैठक की तिथि (यदि कोई प्रश्न हों तो उन्हें विचारार्थ पूर्व-बोली बैठक की तिथि से पहले coordinator.coemtd@itbhu.ac.in पर ईमेल द्वारा भेजना अनिवार्य है)। | 15.09.2025 at 10:00 AM |
| संशोधन (यदि कोई हो) | --- |
| निविदा अपलोड करने की अंतिम तिथि और समय | 22.09.2025, (04:00 PM) |
| तकनीकी निविदा खोलने की तिथि और समय | 23.09.2025, (04:00 PM) |
| निविदा प्रोसेसिंग शुल्क (जीएसटी सहित, यदि लागू हो) | Rs. 5900/- ((निविदा प्रसंस्करण शुल्क के लिए) (निविदा प्रसंस्करण शुल्क / ईएमडी, निम्नलिखित विवरण के अनुसार आरटीजीएस/एनईएफटी के माध्यम से भुगतान किया जाना है:) खाते का नाम: रजिस्ट्रार, आईआईटी (बीएचयू) बैंक का नाम: भारतीय स्टेट बैंक शाखा का नाम: आईटी, बी.एच.यू., वाराणसी खाता संख्या: 32778803937 आईएफएससी: SBIN0011445 भुगतान का प्रमाण तकनीकी बोली के साथ संलग्न होना चाहिए। |
| जमानत राशि (ईएमडी) | --- |
| कवर की संख्या (1/2/3/4) | 02 |
| बोली की वैधता अवधि (दिनों में) | 30 दिन (निविदा खुलने की तिथि से) |
| पत्राचार हेतु पता | अधिष्ठाता (शैक्षणिक कार्य), भारतीय प्रौद्योगिकी संस्थान (बीएचयू), वाराणसी वाराणसी - 221005, उत्तर प्रदेश, भारत |
| ई-मेल पता | office.exam@itbhu.ac.in |

**INDIAN INSTITUTE OF TECHNOLOGY (Banaras Hindu University),
Varanasi - 221005, Uttar Pradesh, India**

**DEPARTMENT: Office of the Dean (Academic Affairs), Indian Institute of Technology (BHU)
Varanasi, Varanasi - 221005, Uttar Pradesh, India**

TENDER DOCUMENT FOR

Providing the decoration, Illumination, Flex/Banners, Tent materials and other related works for the 14th
Convocation

CRITICAL DATA SHEET

| | |
|--|--|
| Name of Organization | Indian Institute of Technology (BHU) Varanasi |
| Tender Type | Open Tender |
| Form of Contract (Work/ Supply/ Auction/ Service/ Buy/ Empanelment/ Sell) | Work/Service |
| Date of Issue/Publishing Original Tender | 08.09.2025 (05:00 PM) |
| Document Download Start Date | 08.09.2025 (05:00 PM) |
| Pre-Bid Meeting Date* (*Queries, if any, to be discussed, must be emailed to office.exam@itbhu.ac.in, before the date of Pre-Bid meeting for consideration.) | 15.09.2025 at 10:00 AM |
| Corrigendum, if any | --- |
| Last Date and Time for Uploading of Bids | 22.09.2025, (04:00 PM) |
| Date and Time of Opening of Technical Bids | 23.09.2025, (04:00 PM) |
| Tender Processing Fee (including GST as applicable) | Rs. 5900/- (For Tender Processing Fee) (Tender Processing Fee/EMD, to be paid through RTGS/NEFT as per the following details): Name of Account: Registrar, IIT(BHU) Name of the Bank: State Bank of India Name of Branch: IT, BHU, Varanasi Account No.: 32778803937 IFSC: SBIN0011445 The proof of payment must be enclosed with Technical Bid. |
| EMD (Earnest Money Deposit) | ----- |
| No. of Covers (1/2/3/4) | 02 |
| Bid Validity Days | 30 Days (From the Date of opening of the tender) |
| Address for Communication | Dean (Academic Affairs) IIT(BHU), Varanasi Varanasi - 221005, Uttar Pradesh, India |
| E-mail Address | office.exam@itbhu.ac.in |

**INDIAN INSTITUTE OF TECHNOLOGY (Banaras Hindu University),
Varanasi - 221005, Uttar Pradesh, India**

**DEPARTMENT: Office of the Dean (Academic Affairs), Indian Institute of Technology (BHU),
Varanasi - 221005, Uttar Pradesh, India**

TENDER DOCUMENT FOR

**Providing the decoration, Illumination, Flex/Banners, Tent materials and other related works for
the 14th Convocation**

INVITATION FOR BIDS

Online bids are invited from eligible bidders for the following:

| S. No. | Tender No. and Last Date | Specifications & Quantity of the item |
|-------------------|--|---|
| 1 | Tender No.: IIT(BHU)/Exam/2025-26/01, Dated: 08.09.2025 Last Date of Bid Submission 22.09.2025, (04:00 PM) | Providing the decoration, Illumination, Flex/Banners, Tent materials and other related works for the 14th Convocation Specifications as per Annexure I to V |

1. Interested eligible Bidders may obtain further information from IIT (BHU) Varanasi website: www.iitbhu.ac.in/iitnotifications/purchase_enquiries/ or from Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app> .
2. Intending bidders are advised to visit IIT (BHU) website www.iitbhu.ac.in/iitnotifications/purchase_enquiries/ and CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of BID submission of tender for any corrigendum/ addendum/ amendment.
3. Tender Processing Fee is to be deposited electronically by RTGS/NEFT in the account of Registrar, IIT (BHU) in the Bank details mentioned above. Bidders are required to submit the scan copy of payment receipt details of Tender processing fees payment at the time of Bid Preparation.
4. This Tender Document contains the following:
 1. Instructions for Online Bid Submission
 2. Instruction to Bidders
 3. General conditions of contract (GCC)
 4. Special Condition of Contracts
 5. Checklist for Bid/Tender submission
 6. Declaration Certificate
 7. Technical specifications for the complete project (Annexure 1)
 8. Compliance Sheet

SECTION 1: INSTRUCTION FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

1. Registration

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g., Sify/ TCS/ n-Code/ e-Mudhra, etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/ password and the password of the DSC/ e-Token.

2. Searching for Tender Documents

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

3. Preparation of Bids

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and

content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, annual reports, auditor certificates, etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

4. Submission of Bids

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as “on-line” to pay the tender processing fee as applicable and enter details of the instrument. Whenever, Tender processing fees is sought, bidders need to pay the tender processing fee on-line through RTGS.
4. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
5. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
9. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

5. Assistance to Bidders

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

6. General Instructions to the Bidders

1. The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in **.pdf format**.
2. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
3. Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

SECTION 2: INSTRUCTIONS TO BIDDERS

A. Introduction

1. Scope of Work

Scope of work is provided in Annexure I to V of this document.

2. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and "the Purchaser", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

B. The Bidding Documents

3. Tender Processing Fees

The Tender Processing fees (Rs. 5900/-) should be submitted ONLINE as per the details mentioned above. Further, the proof of payment must be uploaded with Technical Bid. The exemption will be applicable as per Govt. of India norms.

4. Content of Bidding Documents

4.1 The goods required, bidding procedures and contract terms are prescribed in the bidding documents. In addition to Invitation of Bids, the bidding documents include:

- (a) Instructions for Online Bid Submission
- (b) Instruction to Bidders (ITB)
- (c) General Conditions of Contract (GCC)
- (d) Special Conditions of Contract (SCC)
- (e) Schedule of Requirements
- (f) Tender Form (Technical Bid)
- (g) Tender Form (Financial Bid)

4.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

5. Amendment of Bidding Documents

5.1 At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

5.2 All prospective bidders who have received the bidding documents will be notified of the amendment in writing, which will be binding on them.

5.3 In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids.

C. Preparation of Bids

6. Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser shall be written in English language.

7. Documents Comprising the Bid

7.1 Techno commercial un-priced bid and priced bid: The bids are to be submitted in two parts i.e.

Techno commercial un-priced bid and priced bid.

- (a) Techno commercial un-priced bid along with Bid Securing Declaration Form (EMD) as shown in invitation to bids shall be submitted through CPP Portal. If the proof of Bid Securing Declaration

Form as EMD is not received along with the technical bid, such bid will not be considered. The samples (if required) of all the items shown in the schedule of requirements of each tender should also accompany the techno commercial un-priced bid in a separate cover.

(b) Priced bid.

7.2 Techno commercial un-priced bid: Proforma for techno commercial un-priced bid is given at Section VII.

7.3 Price Bid: The price bid shall comprise the techno commercial bid along with the price component indicating the prices for each and every item and a scanned copy of completely filled BoQ to be uploaded under cover 2.

- (a) The prices quoted must be net per event as shown in the Schedules and must include all charges for service at the designated venue i.e., F.O.R. IIT (BHU) Varanasi and should be mentioned clearly
- (b) The rate must be stated for each item separately both in words and figures. If there is a discrepancy between the price quoted in word and figures the higher price quoted will be treated as final.
- (c) The prices once accepted by the Institute shall remain valid till the successful execution of the contract and till supplies is fully effected and accepted or 1 month from the date of acceptance of tender whichever is earlier. The Institute shall not entertain any increase in the rates during the period. However, in the event there is a reduction or increase in Government levy/duties/taxes during the period of execution of the order, the rates shall be suitably adjusted with effect from the date notifying the said reduction or increase in the Government levy/taxes/duty, if any.

8. Bid Currencies

Prices shall be quoted in Indian Rupees only.

9. Period of Validity of Bids

- 9.1 Bids shall remain valid for **30** days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.
- 9.2 In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder granting the request will not be required nor permitted to modify the bid.
- 9.3 Bid evaluation will be based on the bid prices without taking into consideration the above modifications.

D. Submission of Bids

10. The tender has to be submitted **ONLINE** before the due date. The offers received after the due date and time will not be considered. **No manual bids will be considered.**

11. Deadline for Submission of Bids

- 11.1 Bids must be received by the Purchaser **ONLINE** not later than the time and date specified in the Invitation for Bids.
- 11.2 The Purchaser may, at his discretion, extend this deadline for submission of bids by amending the bid documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

12. Late/Delayed Bids

The offers received after the due date and time will not be considered.

13. Modifications and Withdrawal of Bids

13.1 The Bidder may modify or withdraw its bid after the ONLINE bid's submission, as per the provision of CPP Portal.

13.2 No bid may be modified subsequent to the deadline for submission of bids. No documents will be accepted in support of essential pre-bid criteria after the last date of submission of bids.

13.3 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder on the bid form.

E. Bid Opening and Evaluation of Bids

14. Opening of Techno commercial un-priced Bids

The purchaser will open all techno commercial un-priced bids in the first instance.

15. Clarification of Bids

15.1 During evaluation of the bids, the purchaser may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

15.2 No Bidder shall contact the purchaser on any matter relating to its bid from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Institute, it should be done in writing.

15.3 Any effort by a Bidder to influence the purchaser in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid.

16. Evaluation of Techno commercial un-priced Bid

16.1 Prior to the detailed technical evaluation, the purchaser will determine the substantial responsiveness of each bid. A substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviations and meets all the essential pre-bid criteria. If any bidder does not meet the essential pre-bid criteria as laid down in the Instruction to Bidders, then his bid will be summarily rejected. No documents will be accepted in support of essential pre-bid criteria after the last date of submission of bids.

16.2 The bidders short-listed by the Institute based on meeting the essential criteria and detailed evaluation regarding satisfying the technical criteria laid down in this tender document will be invited for presentation. The date and time of the presentation will be intimated through e-mail & phone to the bidders concerned. **The bidders should be prepared to visit office of the DoAA at short notice.** The Institute will evaluate the Technical Bids received to short-list the firms, who fulfill the eligibility criteria, on the basis of their "Technical Bids" submitted and the presentation.

Bidders may also be called for verification of the documents uploaded on CPP portal from the original documents, as per the decision of the Committee, if required. The bidders will have to bear all the costs for this purpose. No payment shall be made by the Institute. Any deviation in the uploaded documents on CPP portal from the original documents may lead to rejection, being unresponsive.

17. Opening of Priced Bids

17.1 The Purchaser will open the Priced Bids of only those bidders who meet the essential pre-bid criteria and whose techno commercial un-priced bids have been found to be substantially responsive.

17.2 The priced Bids of the technically qualified bidders shall be opened by the tender committee.

18. Evaluation and Comparison of priced Bids

18.1 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between words and figures, whichever is the higher of the two shall be taken as bid price. If the Vendor does not accept the correction of errors, its bid will be rejected

19. Institute's right to accept any bid and to reject any bid or all bids

The Institute's reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Purchaser's action.

20. Award Criteria

- a. IIT (BHU) shall award the contract to the technically qualified eligible BIDDER whose bid has been determined as the lowest evaluated commercial bid.
- b. If more than one BIDDER happens to quote the same lowest price, IIT(BHU) Varanasi reserves the right to award the contract to more than one BIDDER or any BIDDER.

21. Notification of Award

Prior to the expiration of the period validity, the purchaser will notify the successful Bidder in writing by letter or by fax, to be confirmed in writing by speed post or hand delivered letter, that its bid has been accepted.

22. Fall clause

- 22.1 The price quoted by the supplier should not be higher than the maximum retail price, if any, for the stores and the same shall not be higher than the price usually charged by the supplier for stores of the same nature, class or description to any other purchaser.
- 22.2 The price charged for the stores supplied under the contract by the supplier shall in no event exceed the lowest price at which the supplier sells the stores of identical description to any other person during the period till performance of all supply orders placed during the currency of the contract is completed. If at any time during the period the supplier reduces the sale price of such stores or sells such stores to any other person including his dealers at a price lower than the price chargeable under the contract, he shall forthwith notify such reduction or sale to the purchaser and the price payable under the contract for these items of stores supplied after the date of coming into force of such reduction or sale shall stand correspondingly reduced.
- 22.3 If it is discovered that the supplier has contravened the above conditions, then without prejudice to any other action which might be taken against him, it shall be lawful for the purchaser to (a) revise the price at any stage so as to bring it in conformity with sub-clause(i) above, or (b) to terminate the contract and purchase the items of stores at the risk and cost of the supplier and in that event the provisions of Clause 28 of General Conditions of Contract shall, as far as possible, be applicable or recover the loss.

SECTION 3: GENERAL CONDITION OF CONTRACTS

1. Definitions

In this Contract, the following terms shall be interpreted as indicated:

- (a) "The order" means the agreement entered between the Purchaser and the Supplier including all the attachments and appendices and all documents incorporated as per notification of award.
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) "The Goods" means all the items, which the Supplier is required to supply to the Purchaser under the Contract.
- (d) "Services" means services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services training and other obligations of the Supplier covered under the Contract.
- (e) "GCC" means the General Conditions of Contract contained in this section.
- (f) "The Purchaser" means the organization purchasing the Goods i.e., IIT (BHU) VARANASI.
- (g) "The Purchaser's country" is India.
- (h) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.
- (i) "Day" means calendar day.

2. Application

These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

3. Standards

The Service provide under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standard appropriate to the Goods' country of origin and such standards shall be the latest issued by the concerned Institution.

4. Use of Contract Documents and Information

- 4.1** The Supplier shall not, without the Institute's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Supplier in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 4.2** The Supplier shall not, without the Purchaser's prior written consent, make use of any document or information except for purposes of performing the Contract.
- 4.3** Any document, other than the Contract itself, shall remain the property of the Purchaser and shall be returned (in all copies) to the Purchaser on completion of the Supplier's performance under the Contract if so, required by the Purchaser.

5. Patent Rights

The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof in India.

6. Submission of the Bids

- 6.1** All bids complete in all respect must be submitted online on or before the Bid Closing date and time as mentioned on Critical Data Sheet. Tenders received without Bid Securing Declaration Form as earnest money etc. shall be rejected.

6.2 The Tender document for this supply is available on the website of IIT(BHU), Varanasi (www.iitbhu.ac.in/iitnotifications/purchase_enquiries/) or from Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>.

6.3 Interested bidders may submit their bid through the Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>.

7. Inspections and Tests

7.1 The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser.

7.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery and/or at the Goods destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data shall be furnished to the inspectors at no charge to the Purchaser.

7.3 Any inspected or tested Goods fail to conform to the specifications, the Purchaser may reject the goods and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.

7.4 The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at Project Site shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by the Purchaser or its representative prior to the Goods shipment.

7.5 Nothing in GCC Clause 7 shall in any way release the Supplier from any warranty or other obligations under this Contract.

8. Consequences of rejection

If in the event the stores are rejected by the purchaser at the destination and the supplier fails to make satisfactory supplies within the stipulated period of delivery, the purchaser will be at liberty to:

- (a) Allow the supplier to resubmit the stores in replacement of those rejected, within a specified time without any extra cost to the purchaser.
- (b) Reject the material, which shall be final and binding on the contractor.
- (c) Procure the rejected materials of comparable quality from the open market/Govt. stores and the supplier shall be liable to pay the difference in price over the RC prices or get the amount adjusted from the outstanding bills of the supplier, if any.

9. Payment

- (a) The payment shall be made 100% payment against Service, Installation and Commissioning.
- (b) The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and the Services performed, and by documents, submitted pursuant to GCC Clause 10, and upon fulfilment of other obligations stipulated in the contract.

10. Prices

Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in his bid. The bidder must mention the applicable taxes/duty and exemptions thereon, if any, as per the Government of India norms. The Institute will provide requisite certificate, if any, required by the bidder as per the applicable Govt. of India norms.

11. Change Orders

11.1 The Purchaser may at any time, by written order given to the Supplier, make changes within the general scope of the Contract in any one or more of the following:

- (a) Drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
- (b) The method of shipping or packing;
- (c) The place of delivery; and/or
- (d) The services to be provided by the Supplier.

11.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Purchaser's change order.

12. Contract Amendments

Subject to GCC Clause 16, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

13. Assignment

The Supplier shall not assign, in whole or in part, its obligations to perform under the Contract, except with the Purchaser's prior written consent.

14. Subcontracts

The Supplier shall notify the Purchaser in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in his original bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.

15. Delays in the Supplier's Performance

15.1 Delivery of the Goods and performance of the Services shall be made by the Supplier in accordance with the time schedule specified by the Purchaser as per GCC clause 10.

15.2 If at any time during performance of the Contract, the Supplier or its sub-contractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

15.3 Except as provided under GCC Clause 23, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of penalty pursuant to GCC Clause 21, unless an extension of time is agreed upon pursuant to GCC Clause 20.2 without the application of liquidated damages.

16. Penalty

Subject to GCC Clause 23, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to 1% per week and the maximum deduction is 10% of the contract price of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 22.

17. Termination for Default

17.1 The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:

- (a) If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the purchase order, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 20;
- (b) If the Supplier fails to perform any other obligation(s) under the Contract;
- (c) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

‘For the purpose of this Clause:

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

“Fraudulent practice: a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;”

17.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 22.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

18. Force Majeure

18.1 Notwithstanding the provisions of GCC Clauses 20 & 21, the Supplier shall not be liable for imposition of liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

18.2 For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

18.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

19. Termination for Insolvency

The Purchaser may at any time terminate the Contract by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Purchaser.

20. Termination for Convenience

20.1 The Purchaser, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

21. Resolution of Disputes

21.1 The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

21.2 If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms as specified below. These mechanisms may include, but are not limited to, conciliation mediated by a third party, adjudication in an agreed national or international forum, and national or international arbitration.

21.3 In case of Dispute or difference arising between the Purchaser and a supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996 as amended from time to time.

22. Governing Language

The contract shall be written in English language. Subject to GCC Clause 28, English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

23. Applicable Law

23.1 The contract shall be governed by the Law of Contract for the time being in force.

23.2 Irrespective of the place of delivery, the place of performance or place of payment under the contract, the contract shall be deemed to have been made at the place from which the acceptance of tender has been issued.

23.3 Jurisdiction of Courts: The courts of the place from where the acceptance of tender has been issued shall alone have jurisdiction to decide any dispute arising out of or in respect of this contract.

23.4 One-month notice will be given by either party for termination of Contract during the tenure of Contract for breach of Clause or otherwise.

24. Taxes and Duties

Suppliers shall be entirely responsible for all taxes, duties, license fees, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser.

25. Supplier Integrity

The Supplier is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state of the art methods and economic principles and exercising all means available to achieve the performance specified in the contract.

The Institute Reserves the Right to:

- 1.** Increase or decrease the quantity of the item(s) as per requirement and GOI Norms only, however, provided within the ceiling of the category in which the original order was placed i.e., if it is within 2.5 Lakh category than should not exceed the 2.5 lakh limit and so on.
- 2.** Reject the quotation in absence of not furnishing the documentary evidence in respect of Trade Tax Registration (G.S.T), Income Tax and Trade Tax clearance certificates together with the performance of supplies in various branches/institutions.
- 3.** Reject the quotation in the event of non-furnishing the authentic documentary evidence in respect of Testing reports / Performance report of the concerned Govt. Organization / Institutions about the products being manufactured and marketed. The performance test of the product can be conducted at Institute level also for which charge will have to be borne by the suppliers.

4. Reject the supplies already made, if not found up to the mark. Thorough checking may be adopted to test the correctness of the supply. In such an event, further action may call to conform or discard the supply.
5. To reject any addition/alteration in respect of local dealerships intimated by the Principals after consideration of the case by the committee appointed by the Institute for the purpose.
6. Cancel this Tender at any point of time without assigning any reason thereof.
7. The Institute also reserves the right to reject the bid of any participated bidder.
8. The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:
 - a. If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the purchase order, or within any extension thereof granted by the Purchaser.
 - b. If the Supplier fails to perform any other obligation(s) under the Contract.
 - c. If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
9. To reject any or all the offers without assigning any reasons thereof.
10. All disputes are subject to “*Varanasi Jurisdiction*” only.
11. The decisions of the Institute in all respect shall be final and binding on all.
12. The Institute reserves the right to ask the successful bidder to produce all the original documents submitted along with the bids for verification at any point of time. During the verification of the document, if it is found that the bidder has concealed/falsified/fabricated any information, the bid and/or purchase order will be cancelled and performance security will be forfeited and action including blacklisting will be taken against the bidder as per norms of the Institute.
13. Please ensure that your offer is complete in all respect as no further clarifications shall be sought from you and reaches us within the last date mentioned above. **The Institute shall not be responsible for any delay etc.**

Dean (Academic Affairs)
IIT (BHU) Varanasi
Varanasi - 221005, Uttar Pradesh, India

SECTION 4: SPECIAL CONDITIONS OF CONTRACT

1. Essential Pre-Bid Criteria

1. The above quantities of all works are approximate, it may increase or decrease up to 25% as per actual requirement. Accordingly, per unit cost needs to be mentioned.
2. The above are indicative places and it may change as per the requirements.
3. Supply must be executed in full before the designated day & time of the event and original flowers should be used no plastic flowers are to be used.
4. The Flower decoration should be complete and ready at 6:00 A.M. on 16th October 2025 at the designated places.
5. Appropriate penalty as decided by the Organising Committee shall be levied, if the services are of poor quality and not up to the mark as proposed in the quotation.
6. The material for printing of Banner, Standee, and Flex should be flex board white back star and for Iron Framing diameter of approx. size & proper gauge 1.25" to 1.50" iron pipe to be used.
7. The Banner, Flex & Standee should be complete and placed at their designated places as instructed by the competent authority at least one day before of the event at 5:00 P.M. i.e. 15th October, 2025.
8. The successful vendor shall be responsible for safe Installation of Illumination lights, Jhalar etc. so as to avoid hazards related to electricity and electric shock.
9. The Sound & Light setup in S.B. Hall should be completed before/by 12:00 noon on 15th October 2025, so that it is available for rehearsal

2. Documents Comprising the Bid

The tender/Bid shall be submitted online in two parts: Technical Bid and Commercial Bid.

I. Technical Bid

The following documents are to be scanned and uploaded as part of the Technical Bid as per the tender document:

- (a) Scanned copy of Tender Forms (Techno Commercial Un-Priced Bid), Declaration, Bidder's Information Form, and Tender Acceptance Letter.
- (b) Scanned copy of proof for submission of Tender Document Fee/ Earnest Money Deposit/Exemption Certificate, if any etc.
- (c) Scanned copy of written confirmation authorizing the signatory of the Bid to commit the Bidder.
- (d) Scanned copy of quoted product brochure.
- (e) Scanned copy of completely filled Annexure III with supporting documents
- (f) Scanned copy of Technical Bid and essential Pre-bid Details, if any.
 - i. Scanned copy of documentary evidence establishing the Bidder's qualifications to perform the contract if its bid is accepted and the Bidder's eligibility to bid.
 - ii. Scanned copy of documentary evidence, that the Goods and Related Services to be supplied by the Bidder are of eligible origin and conform to the Bidding Documents.
- (g) Scanned copy of Checklist, compliance of Essential pre-bid criteria and Technical Compliance Sheet (Annexure II) and any other document required as per the tender.

II. Commercial Bid

The commercial bid comprises of:

- (a) Scanned copy of Tender Form (Price Bid)
- (b) Price bid in the form of .xls format and to be uploaded in .xls and signed .pdf format.

The Price bid format is provided as .xls format along with this Tender Document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this .xls format and quote their offer/rates in the prescribed column.

In addition to the above requirements, bids submitted by a Joint Venture, shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful bid shall be signed by all members and submitted with the bid, together with a copy of the proposed Agreement, there to.

The Bidder shall furnish in the Tender Forms information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Bid.

3. Installation & Demonstration

The supplier is required to done the installation and demonstration of the equipment within stipulated time given by the IIT (BHU), otherwise the penalty clause will be the same as per the supply of materials.

In case of any mis-happening/damage to equipment and supplies during the carriage of supplies from the origin of equipment to the installation site, the supplier has to replace it with new equipment/supplies immediately at his own risk. Supplier will settle his claim with the insurance company as per his convenience. IIT (BHU) will not be liable to any type of losses in any form.

Bid should include FOR IIT(BHU), Varanasi prices. The Institute will provide requisite certificate, if any, required by the bidder as per the applicable Govt. of India norms.

The vendor to provide compliance statement with respect to each technical specification in the tender document Any other claim will not be accepted and may lead to rejection of the bid.

Exemption is allowed from payment of Tender processing fees as per Government of India norms against submission of currently valid certificate specifically for the item(s) proposed to be procured through this Tender.

4. Presentation

- (a) All technically qualified bidders shall make a presentation before the **Organizing Committee of the Convocation**, IIT (BHU) on the next working day following the opening of technical bids.
- (b) The presentation must highlight the bidder's **experience, past performance, and capabilities** in handling events of similar scale.

IMPORTANT NOTE

1. Non-compliance of tender terms, non-uploading of required documents, lack of clarity of the specifications, contradiction between bidder specifications and supporting literature etc. may lead to rejection of the bid.

SECTION 5: CHECKLIST FOR BID/TENDER UPLOADING**(The following check-list must be filled in and uploaded with the bid documents)**

| S. No. | Particulars Techno Commercial Unpriced Bid (Cover 1) | Yes/No |
|----------------------------|---|--------|
| 1 | Have you uploaded the techno commercial unpriced bid form duly filled in appropriately? | |
| 2 | Have you uploaded a copy of the last three financial years audited balance sheet? | |
| 3 | Have you attached the details of the income tax clearance certificate and copy of GST registration certificate? | |
| 4 | Have you executed similar work at least 03 contracts from reputed organizations like IITs/NITs/PSUs/DRDO/CSIR labs/Govt. Institutes/ Autonomous Body in last 5 years. | |
| 5 | Have you submitted DD/transferred online Tender Processing Fee asked for and Bid Securing Declaration Form as EMD separately and uploaded their proof of submission? | |
| 6 | Have you submitted samples of all items indicated in the respective schedule of requirements at the address of tender inviting authority within due date? | |
| 7 | Have you enclosed the schedule of requirement indicating the make offered without indicating the pricing components along with the techno commercial unpriced bid? | |
| 8 | Have you uploaded the bids both techno commercial unpriced and priced bid separately for the tender? | |
| 9 | Have you enclosed the statement of deviations from financial terms and conditions, if any? | |
| 10 | Have you submitted the Technical Compliance Sheet? | |
| 11 | Have you attached the compliance of Essential Pre-Bid criteria? | |
| 12 | Have you attached a notarized affidavit that bidder has never been black-listed along with the technical Bid under cover 1? | |
| 13 | Have you attached the Declaration on the letter pad of Bidder? | |
| 14 | Have you attached the signed Tender acceptance letter? | |
| Price Bid (Cover 2) | | |
| 1 | Have you signed and uploaded the priced bid form? | |
| 2 | Have you uploaded the schedule of requirements duly priced i.e., BOQ and its pdf version? | |

NOTE: While arranging the Tender Documents, check list should be placed on TOP.

SECTION 6: DECLARATION
(On the letter head of the firm submitting the bid)

1. I, ----- Son /Daughter of Shri-----
----- Proprietor/ Partner/ CEO /MD/ Director/
Authorized Signatory of M/s. ----- am competent to sign this
declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my
acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the
best of my knowledge and belief.
4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document
would lead to rejection of my tender at any stage besides liabilities towards prosecution under
appropriate law.
5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and
signed, and I take full responsibility for the entire documents submitted.
6. This is certified that our organization has been authorized (Copy attached) by the OEM to participate
in Tender. We further certified that our organization meets all the conditions of eligibility criteria laid
down in this tender document. Moreover, OEM has agreed to support on regular basis with
technology /product updates and extend support for the warranty.
7. The prices quoted in the price bids are subsidized due to academic discount given to IIT (BHU)
Varanasi.
8. We, further specifically certify that our organization has not been Black Listed/De Listed or put to
any Holiday by any Institutional Agency/Govt. Department/Public Sector Undertaking in the last
three years.

Signature of the Authorized Person

Date: -----

Full Name -----

Place: -----

Company Address with Seal

SECTION 7: TENDER FORM

(Techno commercial un-priced Bid)
(On the letter head of the firm submitting the bid)

Tender No.

To,
Dean (Academic Affairs)
Indian Institute of Technology (BHU) Varanasi
Varanasi-221005, Uttar Pradesh, India

Dear Sir,

1. I/We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders;
2. I/We meet the eligibility requirements and have no conflict of interest;
3. I/We have not been suspended nor declared ineligible in India;
4. I/We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods: *[insert a brief description of the Goods and Related Services]*
5. I/We offer to supply the items as listed in the schedule to this tender hereto/portion thereof as you may specify in the acceptance of Tender at the price given in the said Schedule and agree to hold this offer open for a period of days from the date of opening of the tender.
6. I/we shall be bound by a communication of acceptance issued by you.
7. I/We have understood the Instruction to bidders and Conditions of Contract in the form as enclosed with the invitation to the tender and have thoroughly examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature of the goods required and my/our offer is to supply the goods strictly in accordance with the specifications and requirements.
8. A proof of payment of Rs..... (Rupees.....only) as Tender Processing Fee in the aforementioned account of Registrar, IIT (BHU).
9. The following have been added to form part of this tender.
 - (a) Schedule of requirements, quoting the make only duly signed and stamped. (without indicating price)
 - (b) Income Tax clearance certificate.
 - (c) Copy of last audited balance sheet.
 - (d) Copy of Valid GST registration certificate.
 - (e) Copy of similar relevant major purchase orders executed during last three years in IITs/NITs/IISc/DRDO/Central Govt. Organization,
 - (f) Proof of manufacturing Unit, dealership certificate/general order suppliers.
 - (g) Statement of deviations from financial terms & conditions, if any.
 - (h) Any other enclosure. (Please give details)
10. We undertake to execute all orders which have been placed to meet emergent requirements on priority basis.
11. Certified that the bidder is:
 - (a) A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor,

Or

- (a) A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.

Or

- (b) A company and the person signing the document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariable be duly attested by the person authorized to sign the bid document).

12. We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding contract between us.
13. If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Documents.
14. We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process, other than alternative bids submitted.
15. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption.

Name of the Bidder*

Name of the person duly authorized to sign the Bid on behalf of the Bidder**

Title of the person signing the Bid

Signature of the person named above

Date signed day of

* In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

** Person signing the Bid shall have the power of attorney given by the Bidder to be attached with the Bid Schedules.

Yours faithfully,

(Signature of bidder)

Dated this day of

Address:

Telephone No.:

FAX

E-mail

Company seal

(Priced Bid)
(On the letter head of the firm submitting the bid)

Tender No.

To,
Dean (Academic Affairs)
Indian Institute of Technology (BHU) Varanasi
Varanasi-221005, Uttar Pradesh, India

Dear Sir,

Having examined the bidding documents and having submitted the techno commercial unpriced bid for the same, we, the undersigned, hereby submit the priced bid for supply of goods and services as per the schedule of requirements and in conformity with the said bidding documents.

1. We hereby offer to supply the Goods/Services at the prices and rates mentioned in the enclosed schedule of requirement.
2. We do hereby undertake that, in the event of acceptance of our bid, the supply of Goods/Services shall be made as stipulated in the schedule of requirement and that we shall perform all the incidental services.
3. The prices quoted are inclusive of all charges net F.O.R IIT (BHU) Varanasi. We enclose herewith the complete Price Bid as required by you. This includes:
 - (a) Price Schedule (Bill of Quantity - BOQ) in .pdf format and .xls format
 - (b) Statement of deviations from financial terms and conditions, if any.
4. We agree to abide by our offer for a period of 90 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.
5. We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to supply as per these terms and conditions. The Financial Deviations are only those mentioned in the statement of deviations from financial terms and conditions.
6. We have paid, or will pay the following commissions, gratuities, or fees with respect to the bidding process or execution of the Contract: **[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]**

| Name of Recipient | Address | Reason | Amount |
|-------------------|---------|--------|--------|
| | | | |

(If none has been paid or is to be paid, indicate “none.”) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and

7. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/ constituted attorney of sole proprietor,

Or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney,

Or

A company and the person signing the bid document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the bid document.)

We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.

Dated this day of

Signature of Bidder

Details of enclosures

Full Address:

.....

Telephone No.

Mobile No.

Fax No.

E-mail:

Company Seal

BIDDER INFORMATION FORM

Date:

ADVT. No.:

1. Bidder's Name:

2. In case of JV, legal name of each member: *[insert legal name of each member in JV]*

3. Bidder's actual or intended country of registration:

4. Bidder's year of registration:

5. Bidder's Address in country of registration:

6. Bidder's Authorized Representative Information

Name:

Address:

Telephone/Fax:

Email:

Address:

7. Attached are copies of original documents of *[check the box(es) of the attached original documents]*

☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above.

☐ In case of JV, letter of intent to form JV or JV agreement.

☐ In case of Government-owned enterprise or institution, documents establishing:

- Legal and financial autonomy
- Operation under commercial law
- Establishing that the Bidder is not dependent agency of the Purchaser

Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,
Dean (Academic Affairs)
Indian Institute of Technology (BHU) Varanasi
Varanasi-221005, Uttar Pradesh, India

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No.

Name of Tender/ Work:
.....

Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:
as per your advertisement, given in the above-mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. to (including all documents like section(s), schedules(s) etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
5. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

**FORMAT FOR PERFORMANCE BANK GUARANTEE (PBG)/ PERFORMANCE
SECURITY**

(To be typed on non-judicial stamp paper of the value of Indian Rupees of One Hundred)

[To Be Established Through Any of the Nationalized Commercial Banks (Whether situated at Varanasi or Outstation) with A Clause to Enforce the Same on Their Local Branch at Varanasi]

To,
The Registrar
Indian Institute of Technology (BHU) Varanasi
Varanasi – 221005, Uttar Pradesh, India

LETTER OF GUARANTEE

WHEREAS Indian Institute of Technology (BHU), Varanasi (Buyer) has invited tender vide Tender No..... dated..... for purchase of AND WHEREAS the said tender document requires that eligible successful bidder (seller)..... wishing to supply the equipment / machinery, etc. in response thereto shall establish an irrevocable Performance Bank Guarantee in favour of “The Registrar, Indian Institute of Technology (BHU) Varanasi” in the form of Bank Guarantee for Rs. (3% of the contract value) and the Performance Bank Guarantee shall remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the seller, including warranty obligations from the date of issue of Performance Bank Guarantee and the eligible successful bidder (the seller) shall submit the same within 14 (Fourteen) days from the date of Award of Contract.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said bidder (seller) fails to abide by any of the conditions referred to in tender document / Award of Contract / performance of the equipment / machinery, etc. this Bank shall pay to Indian Institute of Technology (BHU), Varanasi on demand and without protest or demur Rs. (Rupees.....).

This Bank further agrees that the decision of Indian Institute of Technology (BHU) Varanasi (Buyer) as to whether the said bidder (Seller) has committed a breach of any of the conditions referred in tender document / Award of Contract shall be final and binding.

We, (Name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the bidder (Seller) and/ or Indian Institute of Technology (BHU), Varanasi (Buyer). **Not with standing anything contained herein:**

1. Our liability under this Bank Guarantee shall not exceed Rs. (Indian Rupees only).
2. This Bank Guarantee shall be valid up to (date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IIT (BHU), Varanasi serve upon us a written claim or demand on or before(date). This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at (Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

SECTION 8

ANNEXURE-I

TECHNICAL SPECIFICATIONS

Providing the decoration, Illumination, Flex/Banners, Tent materials and other related works for the 14th Convocation

Flower Decoration

| Sl. No. | Name of Item | Combined Rate (Rs.) |
|---------|---|---------------------|
| 1 | Flower Decoration as per details mentioned below: <ul style="list-style-type: none">• Stage,• Dias,• 2 Podium,• 2 Statues,• Channel Gate, Main Gate• Mala 35 Pcs• Loose Flower Petals of different colors for Rangoli (approx. 10 kg.)• Iron Trusee• LED | |

Other Terms

1. Price of the facility should be quoted in Indian currency.
2. Price should be quoted F.O.R to IIT (BHU) Varanasi.
3. **Indian agency commission:** Should be clearly stated in the financial bid in Indian currency.
4. **Penalty:** If the Vendor fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, or the supplies are of inferior quality then the Institute shall, without prejudice to its other remedies under the Contract, deduct from the final bill, a penalty, as decided by the organizing committee.
5. **Payment:** The payment shall be made by **100% payment against Supply, Installation and Commissioning**
6. Submit Electronic copy of the technical specifications and bids.
7. The vendor to provide compliance statement with respect to each technical specification in the tender document. Any other claim will not be accepted and may lead to rejection of the bid.
8. Compliance report needs to be submitted as a part of the technical bid.

Dean (Academic Affairs)
IIT (BHU) Varanasi
Varanasi - 221005, Uttar Pradesh, India

Flex Banner, Standee, Banners

| Sl. No. | Name of Items | Quantity | Combined Rate (Rs.) |
|---------|---|----------|---------------------|
| 1. | Flex Banner with Iron Frame for Departments, Directors office, Academic Section, Gymkhana, Guest House & Various Hostels (Size: 15' X 3') (45 Sq. Ft.) | 28 pcs. | |
| 2. | Flex with Iron Frame (Size: 10' X 8') (80 Sq. Ft.) (Standee) (For IIT Main Gate) | 02 Pcs. | |
| 3. | Flex Banner for Chief Guest (Size: 12' X 8') (96 Sq. Ft.) | 04 Pcs. | |
| 4. | Flex Banner for Distinguished Alumni (Size: 12' X 8') (96 Sq. Ft.) | 02 Pcs. | |
| 5. | Flex Banner for Major Medals Holder (Size: 10' X 8') (80 Sq. Ft.) | 02 Pcs. | |
| 6. | Flex Banner for Welcome Graduands (Size: 10' X 8') (80 Sq. Ft.) | 01 Pcs. | |
| 7. | Flex Banner with Iron frame for Channel Gate (Size 20' X 6' + 12' X 4 + 12' X 4') (216 Sq. Ft.) | 01 Pcs | |
| 8. | Flex Banner with Iron Frame for Main Gate (Size 20' X 4' + 12' X 4' + 12' X 4') (176 Sq. Ft.) | 02 Pcs | |
| 9. | Flex Banner with Iron Frame for Main Gate (Size 15' X 4' + 12' X 4' + 12' X 4') (156 Sq. Ft.) | 01 Pcs. | |
| 10. | Standee for (Size: 4' X 6') (24 Sq. Ft.) <ul style="list-style-type: none"> Chief Guest – 02 pcs. Medal Recipient – 07 Pcs. Distinguished Alumni – 02 Pcs. | 11 Pcs. | |
| 11. | Sun Board Display with Iron frame with Stand (1" X 1") for various like Departments/Schools Names, Faculty, Guest, Press, Medal Recipient, Graduands, Faculty, Group A Staff, | 40 Pcs. | |
| 12. | Institute Logo (Vinyl on Sun board for Podium) (Size: 2' X 2') (8 Sq. ft.) | 02 Pcs. | |

Other Terms

- Price of the facility should be quoted in Indian currency.
- Price should be quoted F.O.R to IIT (BHU) Varanasi.
- Indian agency commission:** Should be clearly stated in the financial bid in Indian currency.
- Penalty:** If the Vendor fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, or the supplies are of inferior quality then the Institute shall, without prejudice to its other remedies under the Contract, deduct from the final bill, a penalty, as decided by the organizing committee.
- Payment:** The payment shall be made by **100% payment against Supply, Installation and Commissioning**
- Submit Electronic copy of the technical specifications and bids.
- The vendor to provide compliance statement with respect to each technical specification in the tender document. Any other claim will not be accepted and may lead to rejection of the bid.
- Compliance report needs to be submitted as a part of the technical bid.

Dean (Academic Affairs)
IIT (BHU) Varanasi
Varanasi - 221005, Uttar Pradesh, India

Illumination of Building

| Sl. No. | Particulars/Name of Items | Combined Rate (Rs.) |
|----------------|--|----------------------------|
| 1. | <p>Illumination of Buildings with different color LED focus Lights (LED PAR Lights) approx. 30 Buildings. The lights shall be installed at intervals of 10 feet between two LED PAR Lights.</p> <p>(i) Biomedical Engineering (ii) Chemical Engineering (iii) Civil Engineering (iv) Computer Science & Engineering (v) Mathematical Sciences (vi) Academic, Examination Building (vii) Electrical Engineering (viii) Electronics Engineering (ix) School of Materials Science & Technology (x) ABLT Building (xi) Humanistic Studies/NCC Building (xii) Metallurgical Engineering (xiii) Mining Engineering (xiv) Central Instrument Facility/Lecture Theatre Complex-1 (xv) Ramesh Srinivasan Student Activity Centre Building (xvi) All the road facing hostels of IIT(BHU) (only in the front)</p> | |
| 2. | <p>Illumination of external walls with Jhalar Light (Rice Light) (at appropriate & desired distances):</p> <p>(i) Director's Bungalow (ii) IIT Guest House (GTAC) (iii) Swatantrata Bhawan (iv) Library Building (v) Admin building (vi) Gymkhana building</p> | |

Other Terms

1. Price of the facility should be quoted in Indian currency.
2. Price should be quoted F.O.R to IIT (BHU) Varanasi.
3. **Indian agency commission:** Should be clearly stated in the financial bid in Indian currency.
4. **Penalty:** If the Vendor fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, or the supplies are of inferior quality then the Institute shall, without prejudice to its other remedies under the Contract, deduct from the final bill, a penalty, as decided by the organizing committee.
5. **Payment:** The payment shall be made by **100% payment against Supply, Installation and Commissioning**
6. Submit Electronic copy of the technical specifications and bids.
7. The vendor to provide compliance statement with respect to each technical specification in the tender document. Any other claim will not be accepted and may lead to rejection of the bid.
8. Compliance report needs to be submitted as a part of the technical bid.

Dean (Academic Affairs)
IIT (BHU) Varanasi
Varanasi - 221005, Uttar Pradesh, India

Tent Materials

| Sl. No. | Particulars/Name of Items | Quantity | Combined Rate (Rs.) |
|----------------|--|-----------------|----------------------------|
| 1. | Complete Ceiling & Tent for Parents Sitting Area (Size: 120' X 120') | 01 Pcs. | |
| 2. | Table With Frill and Cover | 40 Pcs. | |
| 3. | Round Table With Frill and Cover | 15 Pcs. | |
| 4. | Red Matting | 20 Pcs. | |
| 5. | Fiber Chairs (For Parents) | 1,500 Pcs. | |
| 6. | VIP Chairs with Cover for Stage | 40 pcs. | |
| 7. | Pedestal Fan | 50 Pcs. | |
| 8. | Big Cooler | 08 Pcs | |
| 9. | Tower AC | 02 Pcs. | |

Other Terms

1. Price of the facility should be quoted in Indian currency.
2. Price should be quoted F.O.R to IIT (BHU) Varanasi.
3. **Indian agency commission:** Should be clearly stated in the financial bid in Indian currency.
4. **Penalty:** If the Vendor fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, or the supplies are of inferior quality then the Institute shall, without prejudice to its other remedies under the Contract, deduct from the final bill, a penalty, as decided by the organizing committee.
5. **Payment:** The payment shall be made by **100% payment against Supply, Installation and Commissioning**
6. Submit Electronic copy of the technical specifications and bids.
7. The vendor to provide compliance statement with respect to each technical specification in the tender document. Any other claim will not be accepted and may lead to rejection of the bid.
8. Compliance report needs to be submitted as a part of the technical bid.

Dean (Academic Affairs)
IIT (BHU) Varanasi
Varanasi - 221005, Uttar Pradesh, India

LED Panel, Sound & Light Setup in S.B. Hall

| Sl. No. | Name of Items | Quantity | Combined Rate (Rs.) |
|---------|--|----------|---------------------|
| 1. | LED Screen 30' X 10' (For S. B. Hall) with riser | 01 Pcs. | |
| 2. | LED Screen 12' X 8' (For Senate Hall) with riser | 01 Pcs. | |
| 3. | LED Screen 16' X 8' (For Out Side S.B. Hall at Lawn area) with riser 4 to 6 ft. | 01 Pcs. | |
| 4. | Iron Trusee for Light Setup | 01 Pcs. | |
| 5. | Video Camera/Movie Camera 4K Resolution with stand and Cameraman | 03 Pcs. | |
| 6. | Still Camera with stand with Cameraman | 02 Pcs. | |
| 7. | Complete Light & Sound Setup for S.B. Hall (Inside) | 01 Set | |
| 8. | Speakers for Auditorium and outside of S.B. Hall | 06 Pcs. | |
| 9. | PA System for Outside with 02 Speakers | 01 Pcs. | |
| 10. | Hardcover Photo Album, 300 GSM-Rich Photo paper Matte Finish; Album Size: 18" X12" & Soft copy of Photography/snaps/Video in Hard Disk Drive (HDD) | 01 Pcs. | |

Other Terms

1. Price of the facility should be quoted in Indian currency.
2. Price should be quoted F.O.R to IIT (BHU) Varanasi.
3. **Indian agency commission:** Should be clearly stated in the financial bid in Indian currency.
4. **Penalty:** If the Vendor fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, or the supplies are of inferior quality then the Institute shall, without prejudice to its other remedies under the Contract, deduct from the final bill, a penalty, as decided by the organizing committee.
5. **Payment:** The payment shall be made by **100% payment against Supply, Installation and Commissioning**
6. Submit Electronic copy of the technical specifications and bids.
7. The vendor to provide compliance statement with respect to each technical specification in the tender document. Any other claim will not be accepted and may lead to rejection of the bid.
8. Compliance report needs to be submitted as a part of the technical bid.

Dean (Academic Affairs)
IIT (BHU) Varanasi
Varanasi - 221005, Uttar Pradesh, India

TECHNICAL COMPLIANCE STATEMENT*(To be submitted by bidder duly filled)*

| Sl. No. | <u>Technical Specification Flower Decoration</u> | Compliance |
|--------------------|---|-------------------|
| 1. | Flower Decoration as per details mentioned below: <ul style="list-style-type: none">• Stage,• Dias,• 2 Podium,• 2 Statues,• Channel Gate, Main Gate• Mala 30 Pcs• Loose Flower Petals of different colors for Rangoli (approx. 10 kg.)• Iron Trusee• LED | |

**Signature of the Authorized
Official with Seal**

| Sl. No. | Technical Specification of Flex Banner, Standee, Banners | Compliance |
|----------------|---|-------------------|
| 1. | Flex Banner with Iron Frame for Departments, Directors office, Academic Section, Gymkhana, Guest House & Various Hostels (Size: 15' X 3') (45 Sq. Ft.) | |
| 2. | Flex with Iron Frame (Size: 10' X 8') (80 Sq. Ft.) (Standee) (For IIT Main Gate) | |
| 3. | Flex Banner for Chief Guest (Size: 12' X 8') (96 Sq. Ft.) | |
| 4. | Flex Banner for Distinguished Alumni (Size: 12' X 8') (96 Sq. Ft.) | |
| 5. | Flex Banner for Major Medals Holder (Size: 10' X 8') (80 Sq. Ft.) | |
| 6. | Flex Banner for Welcome Graduands (Size: 10' X 8') (80 Sq. Ft.) | |
| 7. | Flex Banner with Iron frame for Channel Gate (Size 20' X 6' + 12' X 4' + 12' X 4') (216 Sq. Ft.) | |
| 8. | Flex Banner with Iron Frame for Main Gate (Size 20' X 4' + 12' X 4' + 12' X 4') (176 Sq. Ft.) | |
| 9. | Flex Banner with Iron Frame for Main Gate (Size 15' X 4' + 12' X 4' + 12' X 4') (156 Sq. Ft.) | |
| 10. | Standee for (Size: 4' X 6') (24 Sq. Ft.) <ul style="list-style-type: none"> • Chief Guest – 02 pcs. • Medal Recipient – 07 Pcs. • Distinguished Alumni – 02 Pcs. | |
| 11. | Sun Board Display with Iron frame with Stand (1" X 1") for various like Departments/Schools Names, Faculty, Guest, Press, Medal Recipient, Graduands, Faculty, Group A Staff, | |
| 12. | Institute Logo (Vinyl on Sun board for Podium) (Size: 2' X 2') (8 Sq. ft.) | |

**Signature of the Authorized
Official with Seal**

| Sl. No. | Technical Specifications of Illumination of Buildings | Compliance |
|----------------|---|-------------------|
| 3. | <p>Illumination of Buildings with different color LED focus Lights (LED PAR Lights) approx. 30 Buildings. The lights shall be installed at intervals of 10 feet between two LED PAR Lights.</p> <ul style="list-style-type: none"> (i) Biomedical Engineering (ii) Chemical Engineering (iii) Civil Engineering (iv) Computer Science & Engineering (v) Mathematical Sciences (vi) Academic, Examination Building (vii) Electrical Engineering (viii) Electronics Engineering (ix) School of Materials Science & Technology (x) ABLT Building (xi) Humanistic Studies/NCC Building (xii) Metallurgical Engineering (xiii) Mining Engineering (xiv) Central Instrument Facility/Lecture Theatre Complex-1 (xv) Ramesh Srinivasan Student Activity Centre Building (xvi) All the road facing hostels of IIT(BHU) (only in the front) | |
| 4. | <p>Illumination of external walls with Jhalar Light (Rice Light) (at appropriate & desired distances):</p> <ul style="list-style-type: none"> (i) Director's Bungalow (ii) IIT Guest House (GTAC) (iii) Swatantrata Bhawan (iv) Library Building (v) Admin building (vi) Gymkhana building | |

**Signature of the Authorized
Official with Seal**

ANNEXURE-IX

| Sl. No. | Technical Specification of Tent Materials | Compliance |
|----------------|--|-------------------|
| 1. | Complete Ceiling & Tent for Parents Sitting Area (Size: 120' X 120') | |
| 2. | Table With Frill and Cover | |
| 3. | Round Table With Frill and Cover | |
| 4. | Red Matting | |
| 5. | Fiber Chairs (For Parents) | |
| 6. | VIP Chairs with Cover for Stage | |
| 7. | Pedestal Fan | |
| 8. | Big Cooler | |
| 9. | Tower AC | |

**Signature of the Authorized
Official with Seal**

LED Panel, Sound & Light Setup in S.B. Hall

| Sl. No. | Technical Specification of LED Panel, Sound & Light Setup in S.B. Hall | Compliance |
|----------------|--|-------------------|
| 1. | LED Screen 30' X 10' (For S. B. Hall) with riser | |
| 2. | LED Screen 12' X 8' (For Senate Hall) with riser | |
| 3. | LED Screen 16' X 8' (For Out Side S.B. Hall at Lawn area) with riser 4 to 6 ft. | |
| 4. | Iron Trusee for Light Setup | |
| 5. | Video Camera/Movie Camera 4K Resolution with stand and Cameraman | |
| 6. | Still Camera with stand with Cameraman | |
| 7. | Complete Light & Sound Setup for S.B. Hall (Inside) | |
| 8. | Speakers for Auditorium and outside of S.B. Hall | |
| 9. | PA System for Outside with 02 Speakers | |
| 10. | Hardcover Photo Album, 300 GSM-Rich Photo paper Matte Finish; Album Size: 18" X12" & Soft copy of Photography/snaps/Video in Hard Disk Drive (HDD) | |

**Signature of the Authorized
Official with Seal**

SECTION 9

PREVIOUS SIMILAR ORDER EXECUTED

Please quote best minimum prices applicable for a premier Educational and Research Institution. The party must give details of purchase orders identical or similar services to any IITs/NITs/Govt. Office/PSU/University/Autonomous Body as per below Format in last Five years (to be enclosed in Price Bid / Commercial Bid) along with the final price paid and details are mandatory.

Name of the Firm _____

| Order placed by (Full address of Purchaser) | Order No. and Date | Description and quantity of ordered equipment | Value of Order | Date of completion of delivery as per contract | Remarks indicating reasons for late delivery, if any and justification for price difference of their supply order & those quoted to us | Has the Equipment being installed satisfactorily (Attach a Certificate from the Purchaser/ Consigner) | Contact Person along with Telephone No., Fax No. and e-mail address. |
|---|--------------------|---|----------------|--|--|---|--|
| | | | | | | | |

(Kindly enclose the scan copy of aforementioned purchase orders)

Details of Technical Expert

| Name of application specialist / Service Engineer who have the technical competency to handle and support the quoted product during the warranty period. | | |
|---|-------------------------------|--------------------|
| Name of the organization | Name of Contact Person | Contact No. |
| | | |
| | | |

Place:

Date:

Signature and Seal of the Manufacturer/ Bidder

BID SUBMISSION**Online Bid Submission**

The Online bids (complete in all respect) must be uploaded online in **two covers** as explained below:

| Cover - 1 | | | |
|-----------|---------------|---|-------------|
| S. No. | Document | Content | File Type |
| 1 | Technical Bid | Technical Compliance Sheet, Bidder information form | .pdf |
| 2 | | Organization Declaration Sheet, Compliance sheets for Essential Pre-Bid Criteria | .pdf |
| 3 | | Checklist, Tender Acceptance, Tender Form, Annexure I, etc. | .pdf |
| 4 | | List of organizations/clients where similar products have been supplied (in last five years) along with their contact number(s). (Annexure III) | .pdf |
| 5 | | Technical supporting documents in support of all claims made at Annexure I | .pdf |
| 6 | | EMD and Tender fee submission proof | .pdf |
| 7 | | Brochure of quoted product and other documents, if any | .pdf |
| 8 | | Other Documents, if any which are not covered above | .pdf |
| | | | |
| Cover - 2 | | | |
| S. No. | Document | Content | File Type |
| 1 | Price Bid | Duly filled and signed Tender Form (Price Bid) | .pdf |
| 2 | | Duly signed BOQ | .pdf |
| 3 | | BOQ in .xls Format | .xls/ .xlsx |

DECLARATION

(To be submitted on the letterhead of Company)

To,
Dean (Academic Affairs)
Indian Institute of Technology (BHU) Varanasi
Varanasi-221005, Uttar Pradesh, India

We certify as under:

We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries, and solemnly certify that we fulfill all requirements in this regard and are eligible to be considered.

We certify that:

- (a) We are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed);
- and**
- (b) We shall not subcontract any work to a contractor from such countries unless such contractor is registered with the Competent Authority.

Yours faithfully,

(Signature of the Bidder, with Official Seal)