

"संस्थान दिवस कार्यक्रम (29.06.2026) के लिए जर्मन हैंगर, सजावट,  
फ्लेक्स/बैनर, टेंट सामग्री और अन्य संबंधित कार्य उपलब्ध कराने  
के लिए"

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

निविदा संख्या: IIT(BHU)/R&D/2026-27/27, दिनांक: 01.06.2026

जमा करने की अंतिम तिथि: 12.06.2026, (03:00 PM)

निविदा खुलने की तिथि: 13.06.2026, (03:00 PM)



अध्यक्ष, क्रय समिति  
संस्थान दिवस कार्यक्रम,  
कार्यालय, डीन (अनुसंधान एवं विकास),  
भारतीय प्रौद्योगिकी संस्थान  
(काशी हिंदू विश्वविद्यालय) वाराणसी  
वाराणसी - 221005, उत्तर प्रदेश, भारत  
ई-मेल: [office.dord@itbhu.ac.in](mailto:office.dord@itbhu.ac.in)

# Online Bids

(Through E-Procurement Portal of CPPP)

are invited

*for*

**Providing the German Hanger, Decoration, Flex/Banners,  
Tent materials and other related works for the Institute Day  
Programme on 29.06.2026**

**Tender No.: IIT(BHU)/R&D/2026-27/27, Dated: 01.06.2026**

**Last Date of Submission: 12.06.2026, (03:00 PM)**

**Tender Opening Date: 13.06.2026, (03:00 PM)**



**Chairperson,  
Purchase Committee  
Institute Day Programme  
Office of the Dean (Research & Development)  
Indian Institute of Technology (BHU)  
Varanasi - 221005, Uttar Pradesh, India**

**E-mail: [office.dord@itbhu.ac.in](mailto:office.dord@itbhu.ac.in)**

**INDIAN INSTITUTE OF TECHNOLOGY (BHU), VARANASI**  
**Varanasi - 221005, Uttar Pradesh, India**

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

**Advertised Tender Enquiry Documents**

**(NOTICE INVITING TENDER)**

IIT (BHU) Varanasi invites online bids from Service providers for the following items:

<b>S. No.</b>	<b>Tender No. and Last Date and Time</b>	<b>Specifications</b>	<b>Earnest Money Deposit to be submitted</b>
1	<b>Tender No.: IIT(BHU)/R&amp;D/2026- 27/27, Dated: 01.06.2026</b>  <b>Last Date of Bid Submission: 12.06.2026, (03:00 PM)</b>	<b>Providing the German Hanger, Decoration, Flex/Banners, Tent materials and other related works for the Institute Day Programme</b>  Specifications as per Annexure-I	<b>Rs. 50,000/-</b>

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 Bid should be addressed to **The Chairperson, Purchase Committee, Institute Day Programme, Office of Dean (Research & Development), Indian Institute of Technology (BHU), 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.*

**Chairperson,  
Purchase Committee  
Institute Day Programme  
Office of Dean (R&D)  
IIT(BHU), Varanasi**

## CRITICAL DATA SHEET

<b>Name of Organization</b>	<b>Indian Institute of Technology (BHU) Varanasi</b>
Tender Type	<b>Open Tender</b>
Form of Contract (Work/ Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)	<b>Service</b>
Date of Issue/Publishing Original Tender	<b>02.06.2026 (05:00 PM)</b>
Document Download Start Date	<b>02.06.2026 (05:00 PM)</b>
<b>Pre-Bid Meeting Date*</b> (*Queries, if any, to be discussed, must be emailed to office.exam@itbhu.ac.in, before the date of Pre-Bid meeting for consideration.)	<b>04.06.2026 at 12:30 PM</b> <b>Venue : Committee Room, First Floor, R&amp;D Building, IIT (BHU) Varanasi</b>
Corrigendum, if any	---
Last Date and Time for Uploading of Bids	<b>12.06.2026, (03:00 PM)</b>
Date and Time of Opening of Technical Bids	<b>13.06.2026, (03:00 PM)</b>
Tender Processing Fee (including GST as applicable)	<b>Rs. 5900/- (For Tender Processing Fee)</b> <b>EMD (Earnest Money Deposit) – Rs. 50000</b> <b>(Tender Processing Fee/EMD, to be paid through RTGS/NEFT as per the following details):</b>  Name of Account: Research and Development Account Name of the Bank: State Bank of India Name of Branch: IT, BHU, Varanasi Account No.: 34923598941 IFSC: SBIN0011445  <b>The proof of payment must be enclosed with Technical Bid.</b>
No. of Covers (1/2/3/4)	<b>02</b>
Bid Validity Days	<b>60 Days (From the Date of opening of the tender)</b>
Address for Communication	<b>The Chairperson,</b> <b>Purchase Committee</b> <b>Institute Day Programme</b> <b>Office of Dean (R&amp;D)</b> <b>IIT (BHU), Varanasi</b>
E-mail Address	<a href="mailto:office.dord@iitbhu.ac.in"><b>office.dord@iitbhu.ac.in</b></a>

## **SECTION 1:**

### **1. Scope of Work**

Scope of work is provided in Annexure I 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.

### **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. Earnest Money Deposit**

The bidder is required to furnish the proof of submission of EMD amounting to Rs. 50000 along with the Technical bid. If the proof of EMD is not received along with the technical bid, such bid will not be considered. The exemption will be applicable as per Govt. of India norms.

### **5. Essential Pre-Bid Criteria**

Bidder must ensure that they fulfill all the following criteria failing which their bid shall be rejected during Evaluation:

- i. Bidder(s) must have executed atleast one order of Providing the German Hanger and decoration, Flex/Banners, Tent materials and other related works of order value of 10 lakhs during 2023-24, 2024-25, 2025-26.
- ii. The bidder need to submit the undertaking on notarized affidavit on non judicial stamp of Rs. 100 (issued after the date of publish of this tender) that they never been black-listed by any IITs/IISc/IIM/IISER/NIT/IIIT/Govt. Autonomous Bodies/Central or State Govt. University/ Govt. Research Organizations/Government Offices/PSUs.
- iii. Should have average annual turnover of Rs.15.00 lacs (Rs. Fifteen Lacs Only) in running/operation of Tent/Decoration/Electricity services during last three financial years (FY 2023-24, 2024-2025, 2025-2026)
- iv. The bidder must have a valid Registration for providing Tent/Electricity etc. services.
- v. The bidder should be based at Varanasi.

### **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. Techno commercial unpriced 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 EMD as shown in invitation to bids shall be submitted through CPP Portal.
- (b) Priced bid.

### **8. Techno commercial un-priced bid:** Proforma for techno commercial un-priced bid is given in this Tender. To be uploaded in Cover 1.

### **9. 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 unit 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.

#### **10. Bid Currencies**

Prices shall be quoted in Indian Rupees only.

#### **11. Period of Validity of Bids**

- i. Bids shall remain valid for **60** 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.
- ii. 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.
- iii. Bid evaluation will be based on the bid prices without taking into consideration the above modifications.

**12.** 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.**

#### **13. Deadline for Submission of Bids**

- i. Bids must be received by the Purchaser **ONLINE** not later than the time and date specified in the Invitation for Bids.
- ii. 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.

#### **14. Late/Delayed Bids**

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

#### **15. Modifications and Withdrawal of Bids**

- i. The Bidder may modify or withdraw its bid after the **ONLINE** bid's submission, as per the provision of CPP Portal.
- ii. 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.
- iii. 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.

#### **16. Opening of Techno commercial un-priced Bids**

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

### **17. Clarification of Bids**

- i. 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.
- ii. 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.
- iii. 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.

### **18. Evaluation of Techno commercial un-priced Bid**

- i. 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.
- ii. 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 documents uploaded on CPP portal from the original documents may lead to rejection, being unresponsive.

### **19. Opening of Priced Bids**

- i. 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.
- ii. The priced Bids of the technically qualified bidders shall be opened by the tender committee.

### **20. Evaluation and Comparison of priced Bids**

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.

### **21. 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.

### **22. 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.

### **23. Fall clause**

- i. 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.

- ii. 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.
- iii. 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, as far as possible, be applicable or recover the loss.

#### **24. 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, and upon fulfilment of other obligations stipulated in the contract.

#### **25. 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.

#### **26. Penalty**

In case the service provided and material supplied by the bidder found **below** "very good" by the organizing committee, Institute shall levy penalty charges. The amount of penalty would be 5-10% of the bill of the programme OR any other penalty value as decided by the Institute shall be levied, if the services are of poor quality and not up to the mark as proposed in the quotation.

#### **27. Debarment/Blacklisting**

The bidder must ensure that the quality of service/material used should not be compromised. Failing which the bidder is liable for debarment/blacklist from further participation in the tender process of Institute in future.

#### **28. Resolution of Disputes**

- i. 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.
- ii. 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.

- iii. 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.

**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.

**The Institute Reserves the Right to:**

1. Increase or decrease the quantity of the item(s) as per requirement and GOI Norms only.
2. 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.
3. 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.
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.**

**Chairperson,  
Purchase Committee  
Institute Day Programme  
Office of Dean (R&D)  
IIT (BHU), Varanasi**

## **SECTION 2: CHECKLIST FOR BID/TENDER UPLOADING**

**(The following check-list must be filled in and uploaded with the bid documents)**

<b>S. No.</b>	<b>Particulars</b>	<b>Yes/No</b>
<b>Techno Commercial Unpriced Bid (Cover 1)</b>		
1	Have you uploaded the techno commercial unpriced bid form duly filled in appropriately?	
3	Have you attached the details of the income tax clearance certificate and copy of GST registration certificate?	
4	Have you uploaded the documents in support of order executed at any IITs/IISc/IIM/IISER/NIT/IIIT/Govt. Autonomous Bodies/Central or State Govt. University/ Govt. Research Organizations/Government Offices/PSUs in last 3 Financial years.	
5	Have you submitted DD/transferred online Tender Processing Fee asked for and EMD separately and uploaded their proof of submission?	
6	Have you enclosed the schedule of requirement indicating the make offered without indicating the pricing components along with the techno commercial unpriced bid?	
7	Have you uploaded the bids both techno commercial unpriced and priced bid separately for the tender?	
8	Have you enclosed the statement of deviations from financial terms and conditions, if any?	
9	Have you submitted the Technical Compliance Sheet?	
10	Have you attached the compliance of Essential Pre-Bid criteria?	
11	Have you attached a notarized affidavit that bidder has never been black-listed along with the technical Bid under cover 1?	
12	Have you attached the Declaration on the letter pad of Bidder?	
13	Have you attached the signed Tender acceptance letter?	
<b>Price Bid (Cover 2)</b>		
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 3: 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. The prices quoted in the price bids are subsidized due to academic discount given to IIT (BHU) Varanasi.
7. 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

Full Name -----

Date: -----

Place: -----

Company Address with Seal

## SECTION 4: TENDER FORM

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

Tender No. ....

**To,**  
**The Chairperson,**  
**Purchase Committee**  
**Institute Day Programme**  
**Office of Dean (R&D)**  
**IIT (BHU), Varanasi**

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 Services: *[insert a brief description of the 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) Statement of deviations from financial terms & conditions, if any.
  - (g) 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 submit 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,  
The Chairperson,  
Purchase Committee  
Institute Day Programme  
Office of Dean (R&D)  
IIT (BHU), Varanasi**

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 60 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.”** 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**  
(to be submitted on Bidder's Letterpad)

Date:

Tender No.:

1. Bidder's Name:
2. In case of JV, legal name of each member: <i>[insert legal name of each member in JV]</i>
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 <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement. <input type="checkbox"/> In case of Government-owned enterprise or institution, documents establishing: <input type="checkbox"/> Legal and financial autonomy <input type="checkbox"/> Operation under commercial law <input type="checkbox"/> 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,  
The Chairperson,  
Purchase Committee  
Institute Day Programme  
Office of Dean (R&D)  
IIT (BHU), Varanasi**

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No. ....**

**Name of Tender/ Work:**

.....  
.....

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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 ..... (**5% 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:

TECHNICAL SPECIFICATIONS

Providing the German Hanger, Decoration, Flex/Banners, Tent materials and other related works for the Institute Day Programme on 29.06.2026

Flower Decoration

Sl. No.	Name of Item
1	<b>Flower Decoration as per details mentioned below in Swatantrata Bhawan:</b> <ul style="list-style-type: none"> <li>• Stage,</li> <li>• Dias,</li> <li>• 2 Podium,</li> <li>• 2 Statues,</li> <li>• Channel Gate, Main Gate</li> <li>• Mala 30 Pcs</li> <li>• Loose Flower Petals of different colors for Rangoli (approx. 10 kg.)</li> <li>• Iron Truss</li> </ul>
2	<b>Flower Bouquet – 20 pc</b>

Flex Banner, Standee, Banners

Sl. No.	Description	Unit
1	Flex with Iron Frame Main Gate SB (Size : 20'x4')	01
2	Flex with Iron Frame Main Gate SB (Size : 12' x 4')	2
3	Flex with Iron Frame Channel Gate SB (Size : 20' x 6')	01
4	Flex with Iron Frame Channel Gate SB (Size : 12' x 4')	02
5	Flex Pasting-Cutting 12' x 8'	03
6	Flex Pasting-Cutting 12' x 8' (selfie stand)	01
7	Flex Pasting-Cutting 10' x 8'	02
8	Flex with Iron Frame 12'x16'	01
9	Hanging Flex from Roof to Floor 20'x6'	01
10	Standee 4'x 6'	04
11	Standee 3'x 6'	06
12	Institute Logo Signboard 2'X2'	02
13	Flex Banner IMS Crossing (size: 12' x 10')	01
14	Flex Banner Rajputana Crossing (size: 12' x 8')	01
15	Flex Banner Limbdi Crossing (size: 12' x 8')	01
16	Flex Banner with Iron Frame for Directors office (Size: 15' X 3')	01
17	Flex with Iron Frame (Size: 10' X 8') (Standee)	02

### Tent Materials

Sl. No.	Particulars/Name of Items	Quantity
1.	German Hanger (approx. 100 ft x 100 ft) in lawn area of Swatantrata Bhawan for stall area	01 Pcs.
2.	German Hanger (approx. 100 ft x 100 ft) in lawn area in front of Electrical Engineering for Food court	01 Pc
3.	AC for Food Court area and Stall area in both German hanger	100 ton (approx.)
4.	Octonorm Stall (2 Table, 2 Chair, Light)	100 no.
5.	Metal Light	150 pc
6.	Centre Table With Frill and Cover	6 Pcs.
7.	Round Table With Frill and Cover (in Food court area)	25 Pcs.
8.	VIP Chairs with Cover for Food Court area	125 pcs.
9.	Matting (Neat and clean/ New) (For Stall area and Swatantrata Bhawan)	10000 sq ft
10.	Fiber Chairs	500 Pcs.
11.	Table, Table Cloth, Frill	20 pc.
12.	Pedestal Fan (sound proof)	20 Pcs.
13.	Jumbo Cooler	20 Pcs
14.	Tower AC (for Main hall area of Swatantrata Bhawan)	06 Pcs.

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

Sl. No.	Name of Items	Quantity
1.	LED Screen 30' X 10' (For S. B. Hall) with riser	01 Pcs.
2.	LED Screen 12' X 8' (in Stall Area) with riser	01 Pcs.
3.	Iron Truss for Light Setup	01 Pcs.
4.	Video Camera/Movie Camera 4K Resolution with stand and Cameraman	02 Pcs.
5.	Still Camera with stand with Cameraman	02 Pcs.
6.	Complete Light & Sound Setup for S.B. Hall (Inside)	01 Set
7.	Hardcover Photo Album, 300 GSM-Rich Photo paper Matte Finish; Album Size: 18" X12" & Soft copy of Photography/snaps/Video in External SSD	01 Pcs.
8.	Genset 125 KVA (without diesel) for Food court and stall area	04 pc

### Presentation

1. **Presentation shall be the part of Technical Evaluation.** Therefore, all the bidder who will submit their bids against this tender shall **mandatorily** make a presentation before the **Organizing Committee of the Institute Day Programme, 2026, IIT (BHU)** on the next working day following the opening of technical bids. The schedule of presentation shall be informed through email.
2. The presentation must highlight the bidder's **experience, past performance, and capabilities** in handling food & catering services of similar scale.

### **Other Terms**

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 5:00 A.M. on 29<sup>th</sup> June, 2026 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 before 27<sup>th</sup> June 2026 in all places except Swatantrata Bhawan. The Banner, Flex & Standee should be complete and placed at Swatantrata Bhawan on 28<sup>th</sup> June 2026 before 2:00 P.M.
8. The Sound & Light setup in S.B. Hall should be completed before/by 2:00 pm on 28<sup>th</sup> June, 2026, so that it is available for rehearsal.

**Chairperson,  
Purchase Committee  
Institute Day Programme  
Office of Dean (R&D)  
IIT (BHU), Varanasi**

**ESSENTIAL PRE BID COMPLIANCE**

<b>Sl. No.</b>	<b>Essential Pre-bid Conditions</b>	<b>Compliance (yes /No)</b>
1	Bidder(s) must have executed atleast one order of Providing the German Hanger and decoration, Flex/Banners, Tent materials and other related works of order value of 10 lakhs during 2023-24, 2024-25, 2025-26.	
2	The bidder need to submit the undertaking on notarized affidavit on non judicial stamp of Rs. 100 (issued after the date of publish of this tender) that they never been black-listed by any IITs/IISc/IIM/IISER/NIT/IIIT/Govt. Autonomous Bodies/Central or State Govt. University/ Govt. Research Organizations/Government Offices/PSUs.	
3	Should have average annual turnover of Rs.15.00 lacs (Rs. Fifteen Lacs Only) in running/operation of Tent/Decoration/Electricity services during last three financial years (FY 2023-24, 2024-2025, 2025-2026)	
4	The bidder must have a valid Registration for providing Tent/Electricity etc. services.	
5	The bidder should be based at Varanasi or have a representative establishment at Varanasi.	

**Signature of the Authorized Official with Seal**

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

**Flower Decoration**

Sl. No.	Name of Item	Compliance (yes /No)
1	<b>Flower Decoration as per details mentioned below in Swatantrata Bhawan:</b> <ul style="list-style-type: none"> <li>• Stage,</li> <li>• Dias,</li> <li>• 2 Podium,</li> <li>• 2 Statues,</li> <li>• Channel Gate, Main Gate</li> <li>• Mala 30 Pcs</li> <li>• Loose Flower Petals of different colors for Rangoli (approx. 10 kg.)</li> <li>• Iron Truss</li> </ul>	
2	<b>Flower Bouquet – 10 pc</b>	

**Flex Banner, Standee, Banners**

Sl. No.	Description	Unit	Compliance (yes /No)
1	Flex with Iron Frame Main Gate SB (Size : 20'x4')	01	
2	Flex with Iron Frame Main Gate SB (Size : 12' x 4')	2	
3	Flex with Iron Frame Channel Gate SB (Size : 20' x 6')	01	
4	Flex with Iron Frame Channel Gate SB (Size : 12' x 4')	02	
5	Flex Pasting-Cutting 12' x 8'	03	
6	Flex Pasting-Cutting 12' x 8' (selfie stand)	01	
7	Flex Pasting-Cutting 10' x 8'	02	
8	Flex with Iron Frame 12'x16'	01	
9	Hanging Flex from Roof to Floor 20'x6'	01	
10	Standee 4'x 6'	04	
11	Standee 3'x 6'	06	
12	Institute Logo Signboard 2'X2'	02	
13	Flex Banner IMS Crossing (size: 12' x 10')	01	
14	Flex Banner Rajputana Crossing (size: 12' x 8')	01	
15	Flex Banner Limbdi Crossing (size: 12' x 8')	01	
16	Flex Banner with Iron Frame for Directors office (Size: 15' X 3')	01	
17	Flex with Iron Frame (Size: 10' X 8') (Standee)	02	

### Tent Materials

Sl. No.	Particulars/Name of Items	Quantity	Compliance (yes /No)
1.	German Hanger (approx. 100 ft x 100 ft) in lawn area of Swatantrata Bhawan for stall area	01 Pcs.	
2.	German Hanger (approx. 100 ft x 100 ft) in lawn area in front of Electrical Engineering for Food court	01 Pc	
3.	AC for Food Court area and Stall area in both German hanger	100 ton (approx.)	
4.	Octonorm Stall (2 Table, 2 Chair, Light)	100 no.	
5.	Metal Light	150 pc	
6.	Centre Table With Frill and Cover	6 Pcs.	
7.	Round Table With Frill and Cover (in Food court area)	25 Pcs.	
8.	VIP Chairs with Cover for Food Court area	125 pcs.	
9.	Matting (Neat and clean) (For Stall area and Swatantrata Bhawan)	10000 sq ft	
10.	Fiber Chairs	500 Pcs.	
11.	Table, Table Cloth, Frill	20 pc.	
12.	Pedestal Fan	10 Pcs.	
13.	Jumbo Cooler	20 Pcs	
14.	Tower AC (for Main hall area of Swatantrata Bhawan)	06 Pcs.	

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

Sl. No.	Name of Items	Quantity	Compliance (yes /No)
1.	LED Screen 30' X 10' (For S. B. Hall) with riser	01 Pcs.	
2.	LED Screen 12' X 8' (in Stall Area) with riser	01 Pcs.	
3.	Iron Truss for Light Setup	01 Pcs.	
4.	Video Camera/Movie Camera 4K Resolution with stand and Cameraman	02 Pcs.	
5.	Still Camera with stand with Cameraman	02 Pcs.	
6.	Complete Light & Sound Setup for S.B. Hall (Inside)	01 Set	
7.	Hardcover Photo Album, 300 GSM-Rich Photo paper Matte Finish; Album Size: 18" X12" & Soft copy of Photography/snaps/Video in External SSD	01 Pcs.	
8.	Genset 125 KVA (without diesel) for Food court and stall area	04 pc	

**Signature of the Authorized Official with  
Seal**

**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/IISc/IIM/IISER/NIT/IIT/Govt. Autonomous Bodies/Central or State Govt. University/ Govt. Research Organizations/Government Offices/PSUs as per below Format in last Three Financial years i.e 2023-24, 2024-25, 2025-26 (to be enclosed with Technical 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 supplied satisfactorily (Attach a Certificate from the Purchaser/ Consigner)	Contact Person Along with Telephone No., and e-Mail address.

Place: .....

Date: .....

Signature and Seal of the Bidder

**BID SUBMISSION**

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

<b>Cover - 1</b>			
<b>S. No.</b>	<b>Document</b>	<b>Content</b>	<b>File Type</b>
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 Three 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
<b>Cover - 2</b>			
<b>S. No.</b>	<b>Document</b>	<b>Content</b>	<b>File Type</b>
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,  
The Chairperson,  
Purchase Committee  
Institute Day Programme  
Office of Dean (R&D)  
IIT (BHU), Varanasi**

**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)

-----END OF DOCUMENT-----