



## **Institute of Infrastructure, Technology, Research And Management**

(An Autonomous University established by Government of Gujarat)

IITRAM Campus, Parishkar Campus, Near Khokhra Circle,  
Maninagar (East), Ahmedabad – 380026.

Phone : 079-67775430

E-mail : office@iitram.ac.in

Website : www.iitram.ac.in

No.: IITRAM/EOI/Convocation-4<sup>th</sup>/2022/01

Date: 07/01/2022

### **Expression of Interest (EOI)**

Name of Work	Hiring and Installing of Necessary Items for IITRAM 4 <sup>th</sup> Convocation – 2022
EMD	Rs.75,000/- (Refundable)
EOI Issue Date	07-01-2022
Last date for EOI Physical BID Submission	12-01-2022 Till 05:00 PM
Date for EOI BID Opening	13-01-2022 at 11:00 AM
EOI Inviting Authority and Address	The Registrar (In-Charge) Institute of Infrastructure, Technology, Research And Management, Near Khokhra Circle, Maninagar (East), Ahmedabad – 380026.

**Institute of Infrastructure, Technology, Research And Management**  
Near Khokhra Circle, Maninagar (East), Ahmedabad – 380026.

**Invitation for Expression of Interest (EOI) for Hiring and Installing of  
Necessary Items for IITRAM 4<sup>th</sup> Convocation 2022**

**(Event Tentatively Scheduled on 20<sup>th</sup> January 2022)**

Sir/Madam,

Interested Suppliers/Vendors may visit the Website [www.iitram.ac.in](http://www.iitram.ac.in) and download the EOI BID FORM. Filled in form complete in all respects may be forwarded to The Registrar (In-Charge), Institute of Infrastructure, Technology, Research And Management, Near Khokhra Circle, Maninagar (East), Ahmedabad – 380026, in a sealed envelope containing the documents and EMD (DD / Electronic Transfer) as stated in this EOI and superscribed “EOI for Hiring and Installing of Necessary Items for IITRAM 4<sup>th</sup> Convocation – 2022”, so as to reach at IITRAM office by post or in person during office hours on or before **12/01/2022 till 05:00 PM.**

**Introduction:**

Institute of Infrastructure, Technology, Research And Management has been established by the Government of Gujarat as an Autonomous University vide Act No. 05 of 2013. Institute of Infrastructure, Technology, Research And Management offers Bachelor and Master of Technology programs in Civil Engineering, Mechanical Engineering, and Electrical Engineering. The Institute also offers Ph.D. studies in various fields in Basic Sciences, Engineering, Humanities and Social Sciences.

**1) GENERAL TERMS AND CONDITIONS:**

- The Vendor will have to quote for all the items mentioned in Annexure – III.
- The BID is to be quoted for full quantity mentioned in the BID document as per Annexure – III. Part quantity will not be accepted.
- The items for which quotations have been submitted must be in accordance with the specifications given in Annexure – III.
- The rates quoted by the supplier shall be fixed till the completion of IITRAM Convocation – 2022 and shall not be subject to any adjustment on any account.
- The offer shall be valid up to 90 days from the date of opening of EOI bid.

- The EOI is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the scheduled EOI are not fully filled in. Particular attention must be paid to the satisfactorily work completion and also to the particulars referred to in the conditions of this EOI and Work Order.
- EOI not complying with the terms & conditions mentioned in this EOI are liable to be rejected at the sole discretion of IITRAM without any further reference / communication.
- This EOI is not transferable.
- IITRAM reserves the right to choose, accept or reject any or all requests/deviations/offers, in full or part and also reserve the right at any stage to reduce or increase the quantity and split/cancel the order.
- The Supplier/Vendor has to submit photocopy of following documents along with duly signed & stamped:
  - a) PAN Card
  - b) Firm's Registration Certificate
  - c) GST Registration Number
  - d) Income Tax Return (Last three years')
  - e) This EOI BID Documents, Annexures, etc.
  - f) The Vendor/Supplier should have minimum 03 satisfactorily work completion experience certificates for providing the items mentioned in the Annexure - III in any Chief Minister or above level programs. A copy of such satisfactorily work completion certificates must be attached with the other relevant documents.**
  - g) Annual Turnover of firm should be at least Rs.1,00,00,000/- (Rupees One Crore Only) during last 03 financial years. The photocopy of CA certificate for the same must be attached.**
- All or any Claim(s), dispute(s) or difference(s) arising out of or in connection with this agreement shall be subject to the Jurisdiction of the Courts at Ahmedabad only.
- The firm shall have to enter into the agreement in the prescribed Performa provided by IITRAM
- If the firm is blacklisted by Central Government or State Government or any other Government body then its submitted EOI will be rejected.
- Instrument/Equipment/Machines/Goods should be vibration free and provided with vibration absorbing pads.

- It shall be deemed that the Suppliers/Vendors have undertaken a visit to IITRAM and is fully aware about the scope of work prior to the submission of the EOI document.
- The selected supplier/vendor will have to handover the complete fullproof work 24 hours before the start of the event.
- Dismantling is to be started after completion of event with permission of IITRAM authority & completed by the event's night.
- Transportation of all items to site and back from site will be total responsibility of the successful supplier / vendor.
- All the supplied material should be **new, decent and have standard quality**. Prior approval of IITRAM authority must be taken about the color, fabric etc. to be used for the said event. In the event of not supplying appropriate quality material in time (especially torn out cloth etc.), IITRAM authorities will replace the same at the cost of successful bidder and levy penalty up to 20% of the total order value.
- All items (Sofa, chairs, carpet, curtains, wall hanging, tables, etc.) should be in excellent condition & will be cleaned by the successful Supplier / Vendor staff after putting it on appropriate places.
- Quantities, requirements and specifications mentioned in this EOI are approximate and may vary as per site conditions and few items may be deleted / added / modified by IITRAM, if needed.
- All wirings and other necessary accessories have to be provided by the successful Supplier/Vendor from the source to be specified by IITRAM.
- No Bidder shall withdraw his rates after the tender is opened. If a Supplier / Vendor does so, his EOI related deposit/s shall be forfeited and such Supplier/Vendor shall be considered ineligible for work/contract in future.
- In any case the decision of IITRAM authority will be considered as final and binding to all.
- Any increase or decrease in quantity will be considered on pro-rata of quoted rate.

## 2) SUBMISSION OF BID:

1. The EOI documents can be downloaded from website [www.iitram.ac.in](http://www.iitram.ac.in) or collect from IITRAM office. The fully filled in and complete in all respect EOI documents must be submitted.

1.1 EMD should be submitted **Rs. 75,000/-** as per following:

- In form of Demand Draft in favor of the "IITRAM" payable at Ahmedabad. Please mention EOI number and name of Firm's on back side of DD.

OR

- Electronic Transfer in following Bank Account. Details of Bank Account is as follows:

<b>Bank Name: INSTITUTE OF INFRA TECH RES AND MGNT</b>
<b>Account No.: 50100068033311</b>
<b>Account Type: Saving</b>
<b>Bank Name: HDFC BANK LIMITED</b>
<b>Branch Name: Shymal Cross Road, Vejalpur</b>
<b>IFSC Code: HDFC0001676</b>

*\*If Electronic Transfer the EMD amount, please submit the transaction details with BID document.*

- 1.2 The EMD is refundable.
  - 1.3 BID received without EMD will not be considered.
  - 1.4 **EMD of unsuccessful suppliers / vendors will be returned within 30 (Thirty) working days from the date of award of work.**
  - 1.5 **EMD of successful supplier / vendor will be returned within 30 (Thirty) working days after satisfactorily completion of work.**
  - 1.6 The EMD shall be forfeited;
    - i. If the bidder withdraws his bid during the validity period of the bid.
2. The Supplier/Vendor has to submit financial quotation as per Annexure – III (Format of Quotation).
  3. The Supplier/Vendor has to provide Annexures, and **as the documents mentioned in General Terms & Conditions Section** in duly signed, stamped & sealed manner on all pages of it. Without this information, BID submitted by the Supplier/Vendor will be rejected.

### **3) EVALUATION OF QUOTATIONS:**

The EOI evaluation committee of IITRAM will evaluate and compare the received quotations to determine the substantially responsive EOI i.e. (i) EOI is complete (ii) properly signed (iii) confirm the terms/conditions and specifications. Further, the financial evaluation will be done only for the substantially responsive EOI based on the following parameter(s):

- Total Price as per Annexure – III (Format of Quotation).

Quantity/size shown is approximate. Payment will be made for actual site requirements.

#### 4) AWARD OF CONTRACT:

- IITRAM will award the contract to the Supplier/Vendor whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- Notwithstanding the above, IITRAM reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract without giving any reason.
- The Supplier/Vendor whose bid is accepted will be notified of the award of contract by IITRAM prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Work Order.
- **After completion of procedure for selection of lowest supplier/vendor, the Work Order for this event will be issued as per the Covid protocols and Government Guidelines. Supplier / Vendor has no right to claim any amount if the event gets cancelled owing to Government Guidelines related to Covid.**

#### 5) COMPLETION OF WORK:

- **The selected supplier/vendor will have to handover the complete full proof work 24 hours before the start of the event, which is tentatively scheduled on 20<sup>th</sup> January 2022. The period of execution of work shall be 3-7 days from the issue of Work Order and shall be finalized in consultation with IITRAM authorities.**
- **Late Penalty:** Late Penalty of 1% per hour of ordered value will be charged after duration specified above individually. Further, EMD shall be liable to be forfeited, in case of any default.

#### 6) TERMS OF PAYMENT:

- The payment in INR will be released through the “CROSSED BANK CHEQUE” instrument against Tax-Invoice within 10 days’ credit period after successful completion of work & event, etc. at the site of IITRAM.
- Quantity/size shown is approximate. Payment will be made as per actual work done.

Address for Submission of physical EOI BID:

**The Registrar (In-Charge),  
Institute of Infrastructure, Technology, Research And Management,  
Near Khokhra Circle, Maninagar (East), Ahmedabad – 380026.**

**Registrar (In-Charge)**

**Application to BID for Hiring and Installing of Necessary Items for  
IITRAM 4<sup>th</sup> Convocation 2022**

**Name of the Firm:** \_\_\_\_\_

**Address of the Firm:** \_\_\_\_\_

To,

The Registrar (In-Charge)

Institute of Infrastructure, Technology, Research And Management,

Near Khokhra Circle, Maninagar (East), Ahmedabad – 380026.

Dear Sir,

I/We have read and understood the instructions and the terms and conditions contained in the Invitation for Expression of Interest (EOI) for Hiring and Installing of Necessary Items for IITRAM 4<sup>th</sup> Convocation 2022, hereby declare that the information furnished in the application and in the supplementary sheets from pages \_\_\_\_\_ to \_\_\_\_\_ are correct to the best of my / our knowledge and belief.

The undersigned is fully authorized to sign and submit this application from on behalf of the organization, he / she represents.

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Place** \_\_\_\_\_

**Date** \_\_\_\_\_

**Seal of the Company**

## Annexure – II

### FORMAT FOR SUBMISSION OF COMPANY DETAILS (DATA SHEET)

Sr. No.	Particulars	Details to be filled by the Firm
1	Name of the Company	
2	Registered Office Address Telephone Number Fax Number e-Mail	
3	Correspondence Address Telephone Number Fax Number e-Mail	
4	Details of the authorized person (Name, designation, address) Telephone Number Fax Number e-Mail	
5	Is the firm - <ul style="list-style-type: none"><li>• Government/ Public Sector Undertaking</li><li>• Proprietary Firm</li><li>• Partnership firm (if yes, give partnership deed)</li><li>• Limited company or Limited Corporation</li><li>• Member of a group of companies (if yes, give name and address and description of other companies)</li><li>• Subsidiary of a large corporation (if yes give the name and address of the parent organization) If the company is subsidiary, state what involvement if any, will the parent company have in the project.</li></ul>	
6	Goods & Service Tax Number (GST):	
7	Permanent Account Number (PAN) of the firm.	

**Signature & Company Seal**



## (FORMAT OF QUOTATION)

Sr. No.	Particulars	Unit	Qty. (Approx.)	Rate	Total Amount
1	Coloured cloth of choice and jute flooring using nails and tape (Green net flooring)	Sq.m	1860.00		
2	Stage built on strong frame having iron / wooden support with cross bracing, flooring stage with jute / coloured cloth of choice, construction of staircase / ramp corresponding to stage and hanging cloth frill along the sides of the stage one meter high stage				
	Stage for multimedia	Sq.m	45.00		
	Stage for videography	Sq.m	45.00		
	Stage for VIP Green Room Platform	Sq.m	120.00		
	Stage for reporters as per suggestion	Sq.m	60.00		
3	Stage built on strong frame having iron / wooden support with cross bracing, flooring stage with jute / coloured cloth of choice, construction of staircase / ramp corresponding to stage and hanging cloth frill along the sides of the stage 1.5 meter high stage				
	Main stage	Sq.m	120.00		
	Stage for cultural program	Sq.m	25.00		
	Platform for LED	Sq.m	25.00		
	Platform extended on the left and the right side to access the staircase	Sq.m	40.00		
	Wooden towers for sound system (full height)	Sq.m	10.00		
	Platform for chemical toilet water tank	Sq.m	30.00		
4	<b><u>Skyblue screen behind the stage:</u></b> Building a frame wall / screen of required height with supporting wooden frame / wooden strip bracing, strengthening it with anchor, draping it with coloured cloth of choice. It will be covered with a banner of selected design. Banner may be of cloth / flex having size 6 x 4 or 8 x 4, Skyblue screen upto 3m high				
	Upper skyblue half screen on the backside of the green room behind the stage of main dome	Sq.m	120.00		
	Upper Skyblue half screen on the frontside of the main dome	Sq.m	120.00		

5	<b>Skyblue screen behind the stage:</b> Building a frame wall / screen of required height with supporting wooden frame / wooden strip bracing, strengthening it with anchor, draping it with coloured cloth of choice. It will be covered with a banner of selected design. Banner may be of cloth / flex having size 6 x 4 or 8 x 4. Skyblue screen more than 3m high				
	Curtain behind the skyblue screen flex banner of the main stage	Sq.m	60.00		
	Screen on top of the backside green room of the screen behind the main stage that is visible clearly at the entry	Sq.m	125.00		
	Full size screen behind the dome of the stage covering the dome	Sq.m	150.00		
6	Creating a framing wall or hanging silky frills along the periphery of the pavilion by draping fancy cloth/jute on the wooden strips of readymade frames ( <b>wall framing</b> ) <b>Cloth wall upto 1.85m high</b>	R.ft	200.00		
7	Waterproof ceiling of the pavilion with plastic / tarpolin and colourful cloth with frills on the cross bracing frame made up of bamboo / 2" to 3" wooden sticks ( <b>waterproof pavilion</b> )  (Full size waterproof lining at the back of the main dome to prevent rain water from ring the stage and green room)	Sq.m	200.00		
8	<b>Iron dome:</b> Creating structure of dome with readymade frames, RCC, foundation base step fitted with nut-bolt, wrapping a thick plastic / tarpolin and cloth of choice with frills on the ceiling of the pavilion. ( <b>construction of waterproof dome pavilion</b> ) ( <b>Main dome</b> )	Sq.m	1300.00		
9	<b>Constructing Barricades:</b> Constructing 1.2m high (from the ground) barricades with galvanize pipes by planting 0.60m deep in the ground and tying them with ropes (three rows of 40mm diameter vertical angle / channel / 1.8m long square wooden support) (Barridaces construction)	R.ft	600.00		
10	Plastic molded chair with cover	Nos	700.00		
11	2 seater sofa (leather)	Nos	50.00		
12	Single seat steel frame chair (sofa type)	Nos	200.00		

13	Inside counter, inside pavilion, scattered in the garden and at other places	Nos	10.00		
14	Covered counter table-2 with frills and other adornment	Nos	10.00		
15	Plywood flooring on main stage (19 m.m. plywood)	Sq.m	120.00		
16	Designer Gate around with good qualitable satin cloths wooden framing each side with design photo like more than 10 feet high and 8 inch high(i.e. 10*8 size gate)	Nos	2.00		
17	Red Carpet ( Brand New Blue Carpet Flooring)	Sq.m	900.00		
18	Rostam (Podium)	Nos	1.00		
19	VVIP Toilet ( Fibre Optic Chemical Wash Toilet)	Nos	2.00		
20	Banner fittings	Nos	10.00		
21	200 m.l. Packaged Cold Mineral Water	Nos	2500.00		
22	20 Ltr. Cold Mineral Water Jar with plastic glasses	Nos	25.00		
23	Teepoi (with Teak wood Frame and Glass)	Nos	15.00		
24	Big VIP Bukey (Teepoi, on BackDrop Podium and other Various Place for Decorating)	Nos	30.00		
25	Flowers and aesthetics for placing a plaque	Nos	2.00		
26	Decoration at the gate (Toran)	Nos	10.00		
27	Decorative VIP Bericating	Nos	10.00		
28	Heavy Hungama Sound System Set all Type of required Mike, Amplifire, Speaker, Wiring, Operating (Heavy Sound System Set for VVIP Program 24 Mid, 12 Collumn, Stemilizer, Heavy Mixer Set, Amplifire Set, Mike Stand, Codeless Mike, Wire Mike, Laptop, Playersand, other Miscellaneous equipment for VVIP Program)	Nos	1.00		
29	400 walts Metal Light	Nos	25.00		
30	VIP Pedal Stand Fan for Main Stage	Nos	10.00		
31	Plug Point	Nos	50.00		
32	Covering (Upside Fasia) 63 x 15 Main Dom and Other	Nos	2.00		
33	VIP Single Seated Leather Sofa	Nos	10.00		
34	VIP Two Seated Leather Sofa	Nos	10.00		
35	Ceiling Fan For Main Dom and Mandap	Nos	25.00		
36	Waiter for supplying Water to VVIP Person and General Public	Nos	10.00		
37	Labour for Cleaning place and Miscellaneous Work	Nos	10.00		

38	LED TV having minimum size of 46 inch with Stand and Operating System	Nos	4.00		
39	Supply Generator with SE3 Operating 125 kv for VVIP Silent Set with Heavy Generator Set for VIP set	Nos	4.00		
40	Providing and Installing Air Conditioner Having Capacity of 4 tone	Nos	40.00		
41	LED Screen having size of 08' x 12'	Nos	3.00		
42	Fresh Flower Decoration Work : (VVIP Engrilis Chanel flower decoration) VVIP Engrilis channel flower, Back drop of Main stage, Back drop of stage upside, front border railing of stage, etc. as per instruction (Original Orchids Chanel flower decoration)				
	On Blue Cutains for Main Stage 60 + 22 + 22 = 104	Ft.	104.00		
	Banner on Stage 30+8+30+8 = 76	Ft.	76.00		
	Front Border of main Stage 60+5+5 = 70	Ft.	70.00		
	Front Border of Cultural Stage 50+5+5+25+25+5+5 = 120	Ft.	120.00		
	On Podium 3+6 = 9	Ft.	9.00		
	Chanel flower decoration on Gate for VVIP 15+10+10 = 35	Ft.	35.00		
	Big size Bukay for decorating on Blue screen of Stage 1.5+1.5 x 6 nos = 13.5	Ft.	35.00		
43	Generator Fuel (Diesel) 125 KV generator set per hour 15 liters of diesel, a common generator sets, 10 hours of usage and 5 hours for night, means 1 ng generator x 10 + 5 hours x per hour 15 liters of diesel = 225 and main program on the day from 11 am to 7 pm, total 9 hours generator is kept, according to the 3 generator x 15 hours per liter x total 9 hours = 405+ next day Over 225 software = 630 liters of diesel	Ltr.	700.00		
44	Panel Board 2000 AMP : for manage all Electric Equipments Panelboard set T.P switches and MCB fuse	Nos	6.00		
45	Changeover Converter : Power Auto switch on when Disconnect Main Power.	Nos	2.00		
46	Heavy Hungama Cable Wiring 150core Heavy Cable : (Armed Aluminium Cable For Supply of Power From Torrent Power Thesser to Generator Panel Board and Different Panel Board for Program Place.	Mtr.	370.00		

47	Providing Green Room For VVIP : Surrounded (Laminated Panel Wall) inside Pentry and Toilet Block & 10 feet Height with entry or Exit to pentry & Toilet Room.	Sq.m	70.00		
48	Installing Wi - Fi Connection for HD Definition HD Camera For Live Telecast	Nos	1.00		
49	HD Videography	Nos	1.00		
50	HD Photographer	Nos	1.00		
51	Live streaming on social media with bandwidth of 20 mbps	Nos	1.00		
52	Stage for photography in the garden area (for around 120 persons)	Nos	1.00		
53	Cordon Dining area with seating arrangement in the ground floor foyer area for the VIP guests	Mtr.	330.00		
54	CCTV setup with recording	Nos	1.00		
55	Public liability insurance	Nos	1.00		
56	Pagoda Structure	Nos	4.00		
				<b>Net Amount</b>	
				<b>Add. GST@ _____</b>	
				<b>Total Amount</b>	
<b>(Rupees in words _____)</b>					

**Declaration:**

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in this EOI.

**Signature & Company Seal**

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_