



**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA  
ROURKELA**

Tender Notice No. BPUT/CS&P/40/20/0634

Date : 04.02.2020

**TENDER DOCUMENT FOR DECORATION DURING 10<sup>th</sup> CONVOCATION**

**NATURE OF THE WORK:** Decoration for 10<sup>th</sup> Convocation of BPUT, Odisha. Rourkela.

**APPROXIMATE COST OF THE WORK** : Rs.4.50 lakh

**Bid Processing Fee** : Rs. 1000.00 (Non-refundable)

**EMD Amount** : Rs. 20,000/- (Refundable)

**Date of Availability of Tender** : 04.02.2020

**Pre Bid Discussion** : 10.02.2020 at 4.30 PM

**Last date of submission of Tenders** : 25.02.2020 by 5.00 PM

**Date and Time for opening Sealed Tenders/Technical Bids:** 29.02.2020 at 11.30 AM

**Date for opening of Financial Bids** : 29.02.2020 at 4.30 PM

**Venue** : Biju Patnaik University of Technology, Chhend, Rourkela.

The tender document will be obtained only from the University website i.e [www.bput.ac.in](http://www.bput.ac.in).

**1. GENERAL TERMS AND CONDITIONS:**

- 1.1 BPUT, Odisha invites sealed tenders from reputed and registered Agencies / Firms having minimum three years of experience in similar works in the field of Event Management / Decoration /Tent house services to any Government Institutions/ PSUs/ Universities with minimum annual turnover of Rs. 5.0 lakhs (Rupees five lakhs).
- 1.2 The bidders are required to accept all terms & conditions mentioned in the Tender Document. BPUT reserves the right to reject any or all offers without assigning any reason thereof.
- 1.3 It is the responsibility of the bidders to read all terms & conditions of the Tender Document before filling the tender. Incomplete Tender Documents or Bids are liable to be rejected.
- 1.4 The tenders received after the stipulated date and time will not be acceptable.
- 1.5 The BPUT, Odisha also reserves the right not to accept the lowest bid.

**2. BID PROCESSING FEE & EARNEST MONEY DEPOSIT:**

The tender document shall be submitted to the Registrar, Biju Patnaik University of Technology, Odisha, Chhend, Rourkela duly signed by the authorized signatory in each

page and duly authenticated with seal of the firm/agency along with the non-refundable account payee DD of Rs. 1000/- (One thousand) towards Bid Processing fee and EMD of Rs.20,000/- (Twenty thousand) only in favour of "Biju Patnaik University of Technology" payable at Rourkela so as to reach on or before 25.02.2020 by 5.00 PM **by Speed Post / Regd. Post only.**

Please note that offers not accompanied by the required EMD will be declared rejected. Offers submitted with incomplete information will not be considered.

### 3. SCHEDULES OF TENDER:

- 3.1 The Tender Document will be available in the website of BPUT, Odisha (www.bput.ac.in) for download. The intended bidders may download the same from the website.
- 3.2 Pre Bid Discussion is on 10.02.2020 at 4.30 PM  
The last date of receipt of tender is on 25.02.2020 by 5.00 PM  
The technical bids will be opened on 29.02.2020 at 11.30 AM.  
The Financial Bids of qualified bidders of Technical Bid will be opened on 29.02.2020 at 4.30 PM.
- 3.3 BPUT, Odisha reserves the right for not inviting the disqualified bidders in Technical Bid while opening the Financial Bids.
- 3.4 Any tender received after the date and time given above will not be entertained under any circumstances.
- 3.5 The Competent Authority reserves the right to reject any or all tender without assigning any reason and shall not bind it to accept any tender and reserve the right to call for fresh tender.

### 4. PROCEDURE FOR SUBMISSION OF BIDS:

- 4.1 The Bids shall be submitted in three separate sealed envelopes as under:-
  - a) Envelop A- should contain the Bank drafts (s) for the Earnest Money Deposit (EMD) Bid Fee along with the details in (Annexure-I).
  - b) Envelop B- should contain the Technical Bid Document, (Annexure-II). Tender Document duly signed by the bidder on each page and all necessary documents to be submitted along with the Technical Bid.
  - c) Envelop C- should contain the Financial Bid Documents (Annexure-III).
- 4.2 All three sealed envelopes (i.e., envelopes A, B & C) should be submitted in a big envelop duly sealed, addressing to the "Registrar, Biju Patnaik University of Technology, Odisha, Chhend, Rourkela-769015" and super scribed "**Tender for Decoration Services during 10<sup>th</sup> Convocation**" may be submitted through **Speed Post/ Regd. Post** only on or before 25.02.2020 by 5.00 PM. The cover should also bear the name and address of the bidder including telephone number and e-mail id.
- 4.3 The bidder must put his seal and signatures on each page of the bid and also attest all or corrections etc., if any, under his seal and signatures.





## 5. BIDDER QUALIFICATION:

- 5.1 The bidder should have minimum three years experience in the field of providing Decoration / Event Management services and similar nature of works to Govt. Departments / PSUs / Reputed Organizations (Copies of such work orders should be enclosed).
- 5.2 The minimum average annual turnover of the prospective bidder should be Rs. 5.0 lakhs during the last three preceding years (Audited copy of the same shall be attached in the technical bid).
- 5.3 The Bidder should have a required licence issued by competent authority (Attested copy should be attached with Technical Bid).
- 5.4 Copies of Income Tax Return, Audited Balance Sheet, GST Registration certificate, Valid Registration Certificates issued by competent authorities shall be enclosed in the technical bid.
- 5.5 The Bidder should not have been black listed by the Departments of State Govt. / Govt. of India Organizations.
- 5.6 All the information submitted by the Bidder shall be presumed to be true to be best of the knowledge of the bidder.

## 6. SCOPE OF WORK:

### TENT & FLOWER DECORATION AND OTHER INCIDENTAL ARRANGEMENTS

Sl. No.	Name of Item	Specification	Quantity
1.	Air conditioner (Standing AC's)	4tone per AC	10
2.	Box gate		2
3.	Hall Decoration	** The arrangements should be in commensurate with the requirement.	
4.	VIP chairs		250
5.	Sofa		12
6.	Guest chair		20
7.	Singhasan for Governor		1
8.	Flower Decoration	(1) Gate-2 (3) Back Drop (2) Hall-1 (4) Stage	Four locations
9.	New carpet	VC's room to Convocation hall +Dining Area(10,000sqft)	
10.	Banner	Standing in road(two sides)	13
11.	Upper ceiling		3400 sqft (approx)
12.	PA sound system		
13.	Dining hall with set up, kitchen shed, air cooler & stand fan	75ftx100ft=7500ft 45ftx45ft=2025sqft	
14.	Podium		Two
15.	Generator for 1 day	125kVA or equivalent to support 10 AC, light and fan loads of the Auditorium.	01
16.	Flex	As per requirement	800 sq.ft
17.	Flower Buckey		20 nos

\*\* The Registrar, BPUT may be consulted in order to ensure the exact location, type, style, size, look and finishing of each and every component of the decoration job.

## 7. TERMS AND CONDITION OF BID:

- 7.1 The bids must be accompanied with a Demand Draft issued by any Nationalized Bank for Rs. 20,000/- (Rupees twenty Thousands only) in favour of Biju Patnaik University of Technology, Odisha payable at Rourkela towards EMD.
- 7.2 The Technical Bids shall be opened at BPUT, Chhend, Rourkela by a duly constituted Committee in the presence of such bidders or their authorized representatives who may desire to be present at the time of opening of bids.
- 7.3 It is the responsibility of Bidders to read all terms & conditions of this document carefully before filling the bid. Incomplete bid documents or bids not responsive enough to the terms & conditions are liable to be rejected. The bidder should sign undertaking along with the bid document that he has read the complete tender document and will abide by its terms & conditions.
- 7.4 The bid shall contain no erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be authenticated by the person or persons signing the bid.
- 7.5 Bid documents are neither transferable nor cost of the bid documents is refundable under any circumstances.
- 7.6 The issuing of bid document shall not constitute that the bidders are automatically qualified.
- 7.7 If even after award of contract, information/facts submitted by the bidders are found misleading/incorrect/false etc., BPUT, Odisha reserves the right to terminate the contract.
- 7.8 The Earnest Money Deposit will be refunded to the unsuccessful bidders within one month of the date of approval of the successful bidders without any interest.
- 7.9 However, the Earnest Money of the successful bidders will be liable to be forfeited, if he/she does not fulfil any of the following condition.
  - a) Execution of the agreement on Rs.100/- (Rupees: One Hundred only) on non judicial paper within stipulated period on receipt of award letter.
  - b) To undertake the work from the specified date mentioned in the award letter after approval of the financial bid by the competent authority.
- 7.10 The successful bidder will ensure compliance of all the relevant provisions of the Laws.
- 7.11 The Earnest Money of the successful bidder will be returned after completion of the event without any interest.
- 7.12 Conditional/Incomplete offers not conforming to tender document will be rejected.
- 7.13 All the disputes shall be subject to the jurisdiction of Civil Courts situated at Rourkela.
- 7.14 Failure to render service as per the approved technical specification of the items may lead to forfeiture of EMD.
- 7.15 Payments will be made only after successful execution of the work and submission of bill. No advance will be paid to carry out the work.





## Declaration

1. I have read the above terms and conditions carefully and these are acceptable to me.
2. I hereby declare that my agency/firm/company/concern is registered for the above work. I am in the business of above work, which can be verified from my record. I have not been black listed by any Government or other organisation.

Name of Tenderer \_\_\_\_\_

Address \_\_\_\_\_

**Signature of Tenderer  
With Seal & Date**

### **DOCUMENTS TO BE SUBMITTED**

1. Self attested copy of PAN
2. Self attested copy of GST certificate
3. Self attested copy of valid licence issued by competent authority
4. Self attested copy of valid Service Tax Registration certificate
5. Self attested copy of GST clearance certificate
6. Self attested copy of Experience certificate for doing similar job
7. DD of Rs.1000/- towards Bid Processing fee
8. DD of Rs.20000/- towards EMD
9. Tender document signed with seal & date on each page.
10. Declaration form duly signed (*Annexure-I*)

*Note: If the above documents are not submitted the tender will be summarily rejected.*

**Registrar**





**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA  
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Date : 04.02.2020

**TENDER DOCUMENT FOR DECORATION DURING 10<sup>th</sup> CONVOCATION**

1. Name of the Agency/Firm\_\_\_\_\_
2. Details of Bid Processing fee (Non-refundable).
  - a) Amount : \_\_\_\_\_
  - b) Name of Bank : \_\_\_\_\_
  - c) Bank Draft Number and Date \_\_\_\_\_
3. Details of EMD:
  - a) Amount : \_\_\_\_\_
  - b) Name of Bank : \_\_\_\_\_
  - c) Bank Draft Number and Date \_\_\_\_\_

**Signature of Tenderer**  
With Seal & Date



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**TECHNICAL BID**

1. Name of the Bidder \_\_\_\_\_
2. Address of the Bidder \_\_\_\_\_
3. Details of documents to be submitted:
  - i) Valid License
  - ii) Details of Permanent Account Number (PAN)
  - iii) GST Registration Certificate
  - iv) Three years experience of similar work (Attached documentary proof):
  - v) Regd. No. of the Firm if any (Attached documentary proof)
  - vi) Total Turn Over during last 3 preceding years: (please attach proof of turn over like copy of Annual VAT return / a copy of C.A certified statement of Account))

**Signature of Tenderer**  
With Seal & Date



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**PRICE SCHEDULE / FINANCIAL BID**

(To be utilized by the Bidder for quoting their prices)

1. Name of the Firm:-

Full Address:-	
Telephone No:	
Fax No:	
Mobile Number:	
E-mail address:	

- No Bidder will be permitted to alter or modify their bids after expiry of the deadline for receipt of the bids.
- Price for Decoration as per the specifications mentioned below *(To be filled by the bidder)*

Sl. No.	Name of Item	Specification	Quantity
1.	Air conditioner (Standing AC's)	4tone per AC	10
2.	Box gate		2
3.	Hall Decoration LED Screen (20ft x 8ft)	** The arrangements should be in commensurate with the requirement.	
4.	VIP chairs		250
5.	Sofa		12
6.	Guest chair		20
7.	Singasan for Governor		1
8.	Flower Decoration	(1) Gate-2 (2) Hall-1	Three location
9.	New carpet	VC's room to Convocation hall +Dining Area(10,000sqft)	
10.	Banner	Standing in road(two sides)	13
11.	Upper ceiling		3400 sqft (approx)
12.	PA sound system		



13.	Dining hall with set up, kitchen shed, air cooler & stand fan	75ftx100ft=7500ft 45ftx45ft=2025sqft	
14	Podium		Two
15	Generator (for 1 day)	125kVA or equivalent to support 10 AC, light and fan loads of the Auditorium.	01
16	Flex	As per requirement	800 sq.ft
17.	Flower Buckey	As per requirement	20 nos

**\*Rate (Lump sum) for the entire job: Rs.....(Rupees.....)**  
*(To be filled by the bidder)*

\*The price is inclusive of all charges, taxes and statutory liabilities.

**Signature of Tenderer**  
 With Seal & Date

