



# भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament  
Deoghat, Jhalwa, Prayagraj-211015 (U.P.) INDIA

Ph.: 0532-2922025, 2922067, Fax : 0532-2922125, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

Ref. No.: IIIT-A/S&P/1493/ 2193 /2024

Dated: 23/02/2024

## Tender Notice

To,  
M/s.....  
.....  
.....  
Ph.No.: .....

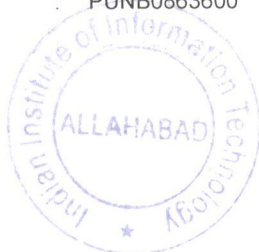
**Sub: Short term Tender for hiring mattress sets and tent with lighting and carpet at the IIIT-A, Jhalwa Campus for Inter IIIT Sports Meet on 9<sup>th</sup> to 15<sup>th</sup> March 2024.**

Dear Sir,

1. Indian Institute of Information Technology, Allahabad is organizing the " Inter IIIT Sports Meet on 9<sup>th</sup> to 15<sup>th</sup> March 2024. The Participating firms for short term tender for hiring mattress sets and tent with lighting and carpet at the IIIT-A. **the requirement sheet is attached herewith (Annexure-I).**
2. The selected contractors will be expected to follow the menus strictly, until revised by the Institute, with mutual discussion. Other terms and conditions of the work and specifications are attached herewith for ready reference.
3. Tenderers are requested to submit the quotation by courier/speed post in **two bid system** with complete details of specifications, terms & conditions, warranty/guarantee etc. Quotation should be in **two separate sealed envelopes "Technical Bid" and "Commercial Bid"** and placed in a single envelope with name of the tender, ref. number and closing date superscripted on the top of the envelope addressed to the Joint Registrar (Store & Purchase), IIIT- Allahabad **upto- 01/03/2024, 12:00 Noon**. Quotations duly sealed may also be dropped in the tender box placed in the office of the Joint Registrar (Store & Purchase), IIIT- Allahabad. Basic rate, taxes and other charges if applicable etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Prayagraj. Please note that tender document will not be accepted after the expiry of stipulated date and time for the purpose.
4. All Tenders should be addressed to "**Joint Registrar (Store & Purchase), Indian Institute of Information Technology, Allahabad, Deoghat, Jhalwa, Prayagraj-211015 (U.P.) India**".
5. **After Technical Evaluation, Financial bid of technically qualified bidders will be opened & informed accordingly.** Qualified vendors are desired to submit their authorization letter along with a photocopy of their photo identity card at the time of opening of Technical and Financial Bid. Please carry the same original proof of identity for verification purpose at the time of opening of tender/enquiry. The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered. For any queries regarding the tender, please send a mail to info.purchase@iiita.ac.in.
6. Details of Bank account of Firm for returned of EMD and/or Performance Security  
**Bank's Account Holder Name:** .....  
**Type of Account Name:** .....  
**Address of Branch:** .....  
**Account No:** .....  
**IFSC Code:** .....
7. **E.M.D.:** EMD amount **Rs.16480/-** should be directly transferred into the bank account (IIITA General AC) of Indian Institute of Information Technology Allahabad through RTGS/NEFT and the tender document should be accompanied with the transaction receipt of RTGS/NEFT (Any bid without EMD fee receipt will not be considered).

The detail of institute's Bank account is as below;

Account Name	Bank	: IIIT A EMD and Security Deposit Account
Name	: Punjab National Bank	
Address	: Pipalgaon Branch, Allahabad, Prayagraj	
Account number	: 8636000100031943	
IFSC Code	: PUNB0863600	



**TECHNICAL BID**

(On letter head of the Firm & in a separately sealed envelope)

1. Date & Time of opening Tender: - .....

Name of the firm (As registered): -.....

2. Address of the firm: -.....

.....

.....

3. Phone Number: - .....

4. Proprietor's Name: -.....

5. Address of Proprietor: -.....

6. Proprietor's Phone No.: -.....

7. Details of the firm: -

(a). Date from which the firm is operating: -.....

(b). Turnover of the firm during: - FY 2021-2022 (Rs.) .....

FY 2022-2023 (Rs.) .....

(Please attach documentary evidences)

(c) PAN No.: -.....

(d) GST No.: -.....

.....  
Seal and signature of the Proprietor/  
Authorized Representative

**FINANCIAL BID**

**(To be given in a separately sealed envelope on letter head of the Firm)**

**Date & Time of opening:** To be communicated separately to technically qualified vendors only

**Bill of Quantity and Tender Rate**

Sl. No.	Items	Quantity (approx.)	Unit Rate per day (Rs.)	GST in %	GST in Amount	Total Amount
1.	Mattress set (1 mattress, 1 pillow, 1 bed sheet and 1 chaddar) for 5 days (8 <sup>th</sup> to 12 <sup>th</sup> March)	1600 (Nos.)				
2	Tents (12*12 ft) with lighting and power extension for 7 days (9 <sup>th</sup> to 15 <sup>th</sup> March)	10 (Nos.)				
3	Carpets for 4 days (9 <sup>th</sup> , 12 <sup>th</sup> , 13 <sup>th</sup> & 15 <sup>th</sup> March)	3500 sq ft (Carpet width should be 10 feet)				

.....  
**(Seal & Signature of the Proprietor/  
Authorized Representative**

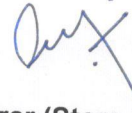


## Terms and Conditions

1. The items should be delivered at least a day before the event.
2. The items should be installed and dismantled by the contractor.
3. Quantity may increase or decrease up to 25% at the discretion of Institute.
4. Financial part not disclosed with the technical bid otherwise bid treated to be disqualified.
5. Quoted rate should be valid till scheduled date of programme.
6. Tender rates must be quoted in prescribed format.
7. The Annual Turnover of the tenderer should not be less than Rs.5 Lakhs p.a. during the F.Y. 2021-2022, 2022-2023.
8. During the technical evaluation, the past performance of work at IIIT-A of vendor will also be check, if required. If the service not found satisfactory, vendor will be technically disqualified.
9. Any prestigious award/recognition from a particular group/brand/organization won previously.
10. May feel free to contact on E-mail info.purchase@iiita.ac.in & Ph. No. 0532-292-2804, 2217.
11. All the rules and regulations shall be complied by the contractor. The vendor shall have necessary licenses from the local or Govt. authorities for running the such business, and it shall pay all charges, taxes, GST, levies and statutory dues assessments payable to any public or local.
12. The vendor should have experience for providing such services during similar type of events at IITs/IIITs/NITs/Universities or similar organization during last three year (attach documentary evidence).
13. The tendering of lowest rate cannot be claimed as a right to be awarded the work/contract.
14. The vendor shall not appoint subcontractor for hiring the same service to carry out any obligations under the Contract.
15. If performance is not found satisfactory. The firm/agency may be black listed by the Institute.
16. Deficiency in not supplying full information shall result in primarily rejection of tender.
17. (i) The contractor shall submit all bills on the printed form and all items in such bill shall be charged at the rates specified in the tender or in the case of an extra work ordered in pursuance of these conditions and not mentioned or provided for in the tender, at the rate here in after provided in such order mutually agreed upon clearly mentioning as extra items.  
(ii) Payment shall be made within 7 days on completion of the work after due verification by the site in-charge as per tendered rates.
18. Kindly quote your Income Tax PAN No, GSTIN No., etc. mandatorily on the quotation.
19. All disputes are subject to Jurisdiction of Allahabad High Court.
20. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.



21. Director, Indian Institute of Information Technology, Allahabad reserves the right to alter /modify any or all conditions of this tender.
22. The Institute reserves the right to cancel the tender without assigning any reason and also have right to divide the work into several caterers in the interest of work.
23. The indenting tenderer must furnish the following certificate in their quotation: ***"It is certified that I agree to the terms and conditions as specified above and bind myself to follow and comply with the same. I have gone through all the conditions and understood the same."***



Joint Registrar (Store & Purchase)

