
Ref: NITMGH/ES/Venue/X Convocation-2023/2023-24/1989

Dated:- 03.11.2023

**NOTICE INVITING QUOTATION (NIQ) FOR PROVIDING NECESSARY ARRANGEMENTS
PERTAINING TO THE VENUE: STATE CONVENTION CENTRE, SHILLONG FOR NIT
MEGHALAYA 10TH CONVOCATION 2023 ON THE 18TH NOVEMBER 2023**

NIT Meghalaya invites quotations for 'Providing/ Making necessary arrangements/decorations for Venue including sound system, generator etc at State Convention Centre, Shillong for NIT Meghalaya 10th Convocation 2023' to be held on 18.11.2023 as per details at ANNEXURE-II in single sealed envelopes to reach the undersigned on or before **1:00 PM on 09.11.2023**.

BID INSTRUCTION:

- 01.** Quotations will have to be submitted in SINGLE BID. The address of the firm submitting the quotation and the Officer to whom the quotation is addressed must appear distinctly on sealed covers. Further, on sealed cover, the following are to be written:

**NOTICE INVITING QUOTATION (NIQ) FOR PROVIDING NECESSARY
ARRANGEMENTS PERTAINING TO THE VENUE: STATE CONVENTION CENTRE,
SHILLONG FOR NIT MEGHALAYA 10TH CONVOCATION 2023 ON THE 18TH
NOVEMBER 2023**

**LAST DATE OF SUBMISSION: 09.11.2023, 1:00 PM . NIQs will be opened on the same day at
2:30 p.m. in the Conference room, Administrative building, NIT Meghalaya at Bijni Complex,
Laitumkhrah, Shillong.**

- 02. Bid not transferable:** The bid documents are not transferable and the seal and signature of the authorized official of the firm's must appear on all the papers and envelopes submitted.
- 03.** Quantity of the items is tentative and they may change depending upon the requirement as advised by the venue committee. The rate for the changed items/quantity shall be calculated proportionately.
- 04.** Bidders are required to quote each and every items listed in Annexure- II of the tender document. Bidders not quoted all the items may not be considered for evaluation.

NIQ TERMS & CONDITIONS:

01. **Rates:** Rates quoted in the NIQ should be **on DOOR DELIVERY NIT Meghalaya basis**, to be submitted in the format given in Annexure II. Please break up CGST/SGST/IGST.
- 02 Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the quotation. In case of a mismatch, the rates written in words will prevail. Vague terms like “packing, forwarding, transportation etc. extra” without mentioning the specific amount will not be accepted. Such offers shall be treated as incomplete and rejected.
03. Bidders have to submit copy of valid GST Registration.
02. **Validity of Quotation:** Quoted rates must be valid for **60 days** from the date of quotation.
03. The arrangements/decorations are to be set up strictly as per specifications of the Venue Committee. It should be ensured that arrangements/decorations are set up as per the given measurements and with necessary other items as specified by the Venue Committee of the Institute and should be risk-free.
04. The light and sound system shall be provided with full assurance that there is no interruption during the course of the programme.
05. **Time Limit:- The necessary arrangement with all items specified for the Venue shall be ready by 03:00 Pm of 17th November 2023.**
09. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Conditions mentioned in the tender bids submitted by vendors will not be binding on NIT Meghalaya.
11. **Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
12. **Payment:** 100% payment will be paid on successful completion of the work within 30 days from the date of receipt of the final bill.
13. All structures and materials are to be dismantled and fully removed after the programme and the Venue to be cleaned up to satisfaction of NIT Meghalaya.
14. It is the responsibility of the vendor to provide good quality tables, chairs, cloth and other materials for the Venue arrangements.

Any defect found in the work carried out by the contractor will have to be rectified free-of-cost by the contractor.
16. The Contractor shall take all necessary precautions to ensure safety and security of their workmen and shall be responsible for any injury that might occur to person/s and bear all cost towards treatment/compensation of them. The Contractor shall have to comply with the provisions of all prevailing Labour Rules, Wages Act and 1948 Worker’s Compensation Act, whichever is applicable. No claim for idle labour will be entertained under any circumstances.
17. The Contractor shall take all necessary precautions to prevent any damage that may cause towards any host property during the course of execution of the contract and they will be liable to make good the same at their cost.
13. **Enquiry during the course of evaluation not allowed:** No enquiry from the bidder(s) shall be entertained during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative may make enquiries/seek clarification from the bidders. In such a case, the bidder must extend full co-

operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period of notice.

14. At any time prior to the date of submission of bid, NIT Meghalaya may, for any reason, either of its own or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment / corrigendum. **Any such amendment / corrigendum will be duly notified through the Institute's website only.** Prospective bidders are advised to check the Institute's website every now and then for any amendment / corrigendum. In order to provide reasonable time to take the amendment into account in preparing the bid, NIT Meghalaya may extend the date and time for submission of bids.
15. The acceptance of the quotation will rest solely with the Director, NIT Meghalaya, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.

16. Force Majeure:

If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:

- i. Any law, statute or ordinance, order action or regulations of the Government of India,
- ii. Any kind of natural disaster, and
- iii. Strikes, acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.

17. Termination for default: Default is said to have occurred

- (a) If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
- (b) If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by NIT.
- (c) If the supplier fails to perform any other obligation(s) under the contract.
- (d) Under the above circumstances NIT may terminate the contract / purchase order in whole or in part and forfeit the EMD/PBG as applicable. In addition to above, NIT may at its discretion also take the following actions: NIT may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate NIT for any extra expenditure involved towards goods and services obtained.

18. Applicable Law:

- (a) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Shillong / India only.
- (b) Any dispute arising out of this purchase shall be referred to the Director NIT Meghalaya, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.

Registrar

Encl.: ANNEXURE-I, ANNEXURE-II.

Annexure -I

A. COMPLIANCE CERTIFICATE FOR NIQ TERMS
(To be enclosed along with the NIQ)

Sl. No.	NIQ Terms and Conditions	Yes/No
01	Rate quoted as per instruction	
02	Validity of quoted rate for 60 days agreed	
03	Payment term agreed	
04	Time Limit for completion agreed	
05	Dealership / distributorship certificate (in case of dealers/agents) provided	
06	Applicable law terms agreed	
07	Agreed to fulfillment of Annexure I, II	

Signature with Seal:.....

Vendor: M/s.....

*** Vendor must quote the parameter specification of the quoted product in this column and not just copy the specification from the tender call document. Failure to do so will lead to rejection of the tender.**

Annexure-II

ESTIMATES FOR PROVIDING NECESSARY ARRANGEMENTS PERTAINING TO THE VENUE: STATE CONVENTION HALL FOR NIT MEGHALAYA 10TH CONVOCATION 2023 ON THE 18TH NOVEMBER 2023.									
Sl. No.	Items	Nos.	L (ft)	B (ft)	H (ft)	Unit	Area	Rate (Rs.)	Amount (Rs.)
1	Partition for making Dressing rooms for VIP's in the conference hall-3 (First Floor)	1	23		12	running ft			
2	Wooden frame for banner (inside and outside)								
	(a) Back drop/stage banner	1	24	10		sqft	240		
	(b) Stand for vertical banners	5	3	7		sqft	105		
	(c) Main Entrance in the entrance gate header	2	3	16		sqft	96		
	(d) Main Entrance in the entrance gate pillar	4	2.5	12		sqft	120		
3	Main Gate Bamboo structure	1	12	16		lot			
4	Banner Printing:								
	(a) Main Stage/back drop	1	24	10		sqft	240		
	(b) Vertical Banners	5	3	7		sqft	105		
	(c) Main Entrance in the entrance gate header	2	3	16		sqft	96		
	(d) Main Entrance in the entrance gate pillar	4	2.5	12		sqft	120		
5	Flower arrangement (main stage banner, front table, entrance gate , table on stage, podium,	1				lot			
6	Table and Table cover/cloth for keeping the certificates	2				/day			
7	Table Cloth/ Cover for main stage table	4				each			
8	Mirror (in each dressing room 2 for Girls, 2 for Boys & 1 VIP/Marshals)	3		2	6	each			
9	Podium (for main stage)	2				each			
10	Sound System complete with minimum 2 microphones	1				/day			
11	Generator Set+ fuel for Sound & Video-graphy	1				/day			
12	Red Carpet for procession 5 ft wide	1	103	5		sqft	515		
13	Making & Printing of Institute LOGO for Podium)	2				each			
14	Big flower pot to be placed along the dias seat	4				each			
15	Vertical stand for direction (min. 3 ft height)	5				each			
16	Additional power plug points.	4				each			
17	Raised Platform in front of dais complete with carpet.	1	33	4	8 inch	sqft	132		
Total									
GST(%)									
Grand Total									

Signature with seal of Vendor

