

NIT No. IITH/CMD/CIV/NIT//2024-25/ 02



भारतीय प्रौद्योगिकी संस्थान हैदराबाद
Indian Institute of Technology Hyderabad

**NOTICE INVITING TENDER
(NIT)**

Name of the work: Execution of Convocation 2024 Venue related works at IIT Hyderabad.

Sub-Head - A: Installation and De-installation of German Structure including furniture arrangement, stage decoration, interiors & furnishings etc.

Sub-Head - B: AV & Electro-mechanical works.


04/06/2024
Executive Engineer(Civil)
IIT Hyderabad

INDIAN INSTITUTE OF TECHNOLOGY HYDERABAD

NOTICE INVITING TENDER

NIT Reference No. IITH/CMD/CIV/NIT//2024-25/ 02

Indian Institute of Technology Hyderabad invites on behalf of President of India online bids (**e-tender**) in Single Bid (Technical + Financial) System, from *Authorized Event Management Agencies in execution of similar type German Hanger sheds with interior furnishing including associated Electrical & AC works and external works* for the following item as per the stipulated limits for below mentioned work.

Copy of valid Registration of Firm certificate (ROF), PAN card, GST Registration certificate & GSTIN should accompany the Technical Bid.

1.1	NIT No.:	IITH/CMD/CIV/NIT//2024-25/ 02
1.2	Name of Work:	<i>Execution of Convocation 2024 Venue related works at IIT Hyderabad.</i> <i>Sub-Head - A: Installation and De-installation of German Structure including furniture arrangement, stage decoration, interiors & furnishings etc.</i> <i>Sub-Head - B: AV & Electro-mechanical works.</i>
1.3	Estimated Cost: <i>(given merely as a rough guide)</i>	Rs. 61,00,420/-
1.4	Earnest Money Deposit (EMD):	Rs. 1,22,100/-
1.5	Period of Completion:	15 days
1.6	Date of Online Publication of Tender	04/06/2024 1500hrs
1.7	Date of Downloading of Tender	04/06/2024 1530hrs
1.8	Last Date for Submission of Bids	11/06/2024 1500hrs
1.9	Date and time of Opening of Technical Bids	12/06/2024 1530hrs
1.10	Date and time of Opening of Financial Bids	13/06/2024 1530hrs
1.11	Cost of Bid Document:	NIL

Instructions to the Bidders for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g., Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e- mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: *My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date and time of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.
- 5) ***Tenders without valid EMD will be summarily rejected. No exemption of EMD's or process fee for MSME/NSIC registered contractors.***

- 6) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 7) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 8) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 10) Upon the successful and timely submission of bids (i.e., after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 11) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

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1. Bidders shall produce definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority, of having satisfactorily completed similar works of magnitude specified below:-

Criteria of eligibility for submission of tender documents apart from basic eligibility:

***Three similar works each of value not less than 40% of estimated cost
(OR)***

***Two similar works each of value not less than 60% of estimated cost
(OR)***

One similar work of value not less than 80% of estimated cost (rounded to nearest Rs. 10 lac) in last 7 (Seven) years ending last day of the month previous to the one in which the tenders are invited.

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to the last date of submission of tender.

2. Also, bidder has to fulfill in respect of the following financial aspects and returns filed:

2.1 The bidder should have had average annual financial turn over (gross) of Rs. 48,81,000/- on similar works during the last three Consecutive years ending March 2023, Balance sheets should be duly audited by Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average. (Scanned copy of Audited Balance Sheet to be uploaded).

2.2 Bidder has to submit tax returns filed for the firm during last three years ending 31st March 2023 (Scanned copy of returns filed to be uploaded).

2.3 Should not have incurred any loss (profit after tax should be positive) in more than two years during the last five consecutive years ending 31st March 2023, duly audited and certified by the Chartered Accountant.

“Similar Work” shall mean experience in execution of similar type German Structure Hanger sheds with Civil & Electro-mechanical works, furniture arrangement, stage decoration, interiors & furnishings etc. by the Event Management Agencies.

The intending bidders has to submit the Similar work experience certificate furnishing with all details of the format provided at Annexure – B.

- 3 Applicants are advised to keep visiting the above-mentioned website from time to time (till the deadline for bid submission) for any updates in respect of the tender documents, if any. Failure to do so shall not absolve the applicant of his liabilities to submit the applications complete in all respects including updates thereof, if any. An

incomplete application may be liable for rejection.

4 The description of the work is as follows:

Execution of Convocation 2024 Venue related works at IIT Hyderabad.

Sub-Head - A: Installation and De-installation of German Structure including furniture arrangement, stage decoration, interiors & furnishings etc.

Sub-Head - B: AV & Electro-mechanical works.

- 5 Tenders with any condition including that of conditional rebates shall be rejected forthwith.
- 6 Our normal payment terms are 100% (hundred percent) within 30 (thirty) days after satisfactory completion of work and submission of Tax Invoice. Please inform your Bank details for RTGS payment. No payment will be made in Advance. Kindly Note.
- 7 Kindly furnish your PAN & GST Number etc. in your quotation for our records.
- 8 Conditional tenders will not be accepted and summarily rejected.
- 9 Cost of Bid document and EMD may also be remitted to Institute's account number as per Bank particulars given below:

Name of the Account Holder	: Indian Institute of Technology Hyderabad
Account Number	: 30412797764 (Current Account)
Name of the Bank	: State Bank of India
Address of the Bank	: IIT Kandi, IIT Hyderabad Campus, Kandi, Sangareddy, Telangana - 502285
Branch code	: 14182
IFSC code	: SBIN0014182
MICR code	: 502002528
SHIFT code	: SBININBB762

- 10 The competent authority on behalf of the President of India does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.
- 11 Canvassing whether directly or indirectly, in connection with tenderers is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
- 12 The competent authority on behalf of President of India reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.

13 The contractor shall not be permitted to tender for works if his near relative is posted a Divisional Accountant or as an officer in any capacity between the grades of Superintending Engineer and Junior Engineer (both inclusive). Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of this Institute.

14 No Engineer of gazette rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.

15 *The tender for the works shall remain open for acceptance for a period of Ninety (90) days from the date of opening of tenders/Ninety days from the date of opening of financial bid in case tenders are invited on 2/3 envelop system (strike out as the case may be) if any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the tenderer shall not be allowed to participate in the retendering process of the work.*

16 (A) All taxes, Labour Cess etc., as applicable shall be borne by the contractor himself. The contractor shall quote his rates considering all such taxes including GST on supply of goods/works. Any recovery towards GST is notified by the competent authority, the same shall be effected and no claim what so ever shall be entertained by IITH. The contractor shall quote his rates accordingly.

(B) 2% as TDS amount of GST payable on the bills will be deducted as per the Govt. of India, Ministry of Finance, Department of Revenue notification vide No.65/39/2018-DOR, dtd: 14-09-2018.

17 *GST registration certificate of the state in which the work/supply of goods is to be taken up, if already obtained by the bidder.*

If the bidder has not obtained GST registration in the state in which the work/supply of good is to be taken up or as required by GST authorities, then in such a case the bidder shall scan and upload following under taking along with other bid documents.

“If the work/supply of goods awarded to me, I/We shall obtain GST registration certificate of the state, in which work/supply of goods is to be taken up, within one month from the date of receipt of award letter or before release of any payment by IIT Hyderabad, whichever earlier, failing which

I/We shall responsible for any delay in payments which will be due towards me/us on a/c of the work executed and/or for any action taken by IIT Hyderabad or GST department in this regard.”

18 Bidder has to submit Undertaking on their letter head pursuant to the Section 206AB (as applicable) of the Income Tax Act,1961 in prescribed format along with each and every bill submitted for payment.

19 Public Procurement (Preference to Make in India), Order 2017:

IIT Hyderabad shall compare all substantially responsive bids to determine the lowest valuated bid. This Institute is following and abiding with the **Public Procurement (Preference to Make in India), Order 2017, DIPP, MoCI Order No. P-45021/2/2017-B.E. II dated 15th June 2017** and its subsequent amendments. Accordingly, preference will be given to the Make in India products while evaluating the bids, however, it is the sole responsibility of the bidder(s) to specify the product quoted by them is of Make in India product along with respective documentary evidence as stipulated in the aforesaid order in the technical bid itself.

As per the above order and its subsequent amendments “Local Content” means the amount of value added in India which shall be value of the item procured (excluding net domestic indirect taxes) minus the value of the imported content in the item (including all the custom duties) as a proportion of the total value, in percent. Accordingly, the suppliers will be classified in following categories.

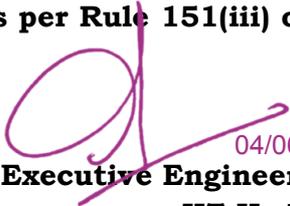
Class I local Supplier – has local content minimum 50%

Class II local Supplier – has local content minimum 20%

Verification of Local Content: The Class I Local Supplier /Class II Local Supplier at the time of bidding shall be required to indicate the percentage of local content and provide **self-certification as per Annexure-C** that the items offered meet the local content requirement. The details of the location(s) at which the local value addition is made also needs to be specified.

In case of procurement in excess of Rs.10 crores, the suppliers shall be required to provide the certificate from the Statutory auditor or cost auditor of the company giving the percentage of local content.

The bidders can be debarred for a period up to two years as per Rule 151(iii) of GFR 2017, in case of false declaration.


04/06/2024
Executive Engineer (Civil)
IIT Hyderabad

(Signature of bidder)

On Contractor/ Agency's Letter Head

Undertaking pursuant to Section 206AB (as applicable) of the Income Tax Act, 1961

**To,
The Registrar
IIT Hyderabad
Kandi, Sangareddy- 502284.**

Dear Sir/Madam,

Subject: Declaration confirming filing of Income Tax Return for immediate two preceding years.

I, Ms./Mrs./Mr. _____ in capacity of Authorized Signatory of _____ having PAN _____ and registered office at _____ do hereby declare that _____ has filed Income Tax Returns for immediately last 2 preceding Financial Years as mentioned below per due dates under Section 139 (1) of the Income Tax Act, 1961 ('the Act') and details of which are as given under:

Financial Year for which Income Tax Return was due as per Section 139(1)	Acknowledgement no. of ITR filed under Section 139(1)	Date of Filing
2022-23 <i>(if applicable on date of this declaration)</i>		
2021-22		
2020-21		

Further, I confirm that _____ has lined the above PAN with Aadhaar number as on this date.

I also undertake that _____ hereby indemnify **Indian Institute of Technology Hyderabad** for any loss/liability (including any Tax, interest, penalty, etc.) that may arise due to incorrect reporting of above information.

For _____

Signature: _____

Name of person:

Designation:

Place:

Date:

ANNEXURE – B

CLIENT's CERTIFICATE REG. PERFORMANCE OF CONTRACTOR

Name & address of the Client.....

Details of works executed by Shri/ M/s.

1. Name of work with brief particulars	
2. Agreement No. and date	
3. Estimated Cost	
4. Agreement amount	
5. Date of commencement of work	
6. Stipulated date of completion	
7. Actual date of completion	
8. Details of compensation levied for delayed completion, if any	
(a) Whether case of levy of compensation for delay has been decided or not	Yes/No
(b) If decided, amount of compensation levied for delayed completion, if any	
9. Amount of reduced rate items, if any	
10. Performance Report	
a) Quality of Work	Outstanding / Very Good / Good / Poor
b) Financial Soundness	Outstanding / Very Good / Good / Poor
c) Technical Proficiency	Outstanding / Very Good / Good / Poor
d) Resourcefulness	Outstanding / Very Good / Good / Poor
e) General behavior	Outstanding / Very Good / Good / Poor

Dated:

Executive Engineer or Equivalent

Declaration for Local Content

(To be given on Company Letter Head - For tender value below Rs.10 Crores)

(To be given by Statutory Auditor/Cost Auditor/Cost Accountant/CA for tender value above Rs.10 Crores)

Date: _____

**To,
The Director,
Indian Institute of Technology Hyderabad,
Kandi, Sangareddy 502284.**

Sub: Declaration of Local content

Tender Reference No: _____

Name of Tender / Work: _____

1. Country of Origin of Goods being offered: _____
2. We hereby declare that items offered has _____% local content.
3. Details of location at which local value addition will be made / made: (Complete address to be mentioned) _____

“Local Content” means the amount of value added in India which shall, be the total value of the item being offered minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

*“*False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.”*

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Complaint Redressal Mechanism:

In case any complaint received by the procuring agency or the concerned Ministry/Department against the claim of a bidder regarding local content/domestic value addition in a product, the same shall be referred to competent authority at IITH or the relevant Ministry.

The bidder against whom the complaint is received shall be required to furnish the necessary documentation in support of the domestic value addition claimed in the product to authority. If no information is furnished by the bidder, such laboratories may take further necessary action, to establish the bonafides of the claim.

A complaint fee of Rs. 2 lakh or 1% of the value of the domestically manufactured products being procured (subject to a maximum of Rs.5 lakh), whichever is higher, to be paid by Demand Draft to be deposited with Procuring Institute. In case, the complaint is found to be incorrect, the complaint fee shall be forfeited. In case, the complaint is upheld and found to be substantially correct, deposited fee of the complainant would be refunded without any interest. False declarations will be in breach of the Code of Integrity under Rule 175 (1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.

1. ARBITRATION: a) Unless otherwise specified, in all cases of disputes which cannot be settled by mutual negotiations, the disputes or differences shall finally be settled and binding on both parties by arbitration in conformity with the rules of Indian Arbitration Act, 1940. All disputes or differences what so ever arising between the parties out of relating to the construction, meaning and operation or effect of the general terms and conditions including the Purchase Order or the breach thereof shall be settled by Arbitration Act, 1940 and the award made in pursuance thereof shall be binding on the parties.
 - b) Performance of the purchase order shall continue during arbitration and any subsequent proceedings.
 - c) The Jurisdiction and Venue of arbitration shall be Hyderabad. The Arbitrator will be the Director, IIT Hyderabad, or his nominee.
2. All disputes shall be settled in the courts of Hyderabad/Sangareddy only.
3. The Director, IIT Hyderabad reserves the right to accept the offer in full or in parts or reject summarily or partly and also reserves the right to cancel the tender at any stage without assigning reasons.

Checklist of documents to be submitted along with Technical Bid

Sl. No.	Doc Ref	Description of the Document	Enclosed Yes/No	Remarks
	<i>Applicant shall submit the following documents for technical scrutiny</i>			
1	Registration of Firm (ROF)	Copy of valid Registration of Firm (ROF)		
2	PAN details	Copy of PAN card		
3	GST registration details	Copy of GST Registration certificate & GSTIN should accompany the Technical Bid		
4	Details of Works completed during last 7 years <i>(Detailed statements to be enclosed)</i> The intending bidders has to submit the Similar work experience certificate furnishing with all details of the format provided at Annexure – B	Not less than 40% of estimated cost (Three similar works)		
		Not less than 60%of estimated cost (Two similar works)		
		Not less than 80%of estimated cost (One Similar work)		
5	As per Para No. 1.4 of NIT	Cost of EMD		
6	As per Sl. No. 2.1 of NIT	Copy of Certificate from CA for Average Annual Financial Turnover of Rs. 48,81,000/-		
7	As per Sl.No.2.2 of NIT	Copy of returns filed during last three financial years		
8	As per Sl.No.2.3 of NIT	Profit and Loss statement of last 3 Financial Years		
9	As per Sl. No.17 of NIT	Undertaking for GST registration in the state in which the work is to be taken up		
10	As per Sl. No. 18 of NIT	Undertaking pursuant to Section 206AB (as applicable) of the Income Tax Act, 1961 (Proforma enclosed as Annexure-A)		
11	As per Sl. No. 19 of NIT	Self-certification for Declaration of Local Content (Proforma enclosed as Annexure-C)		

Additional Conditions:

1. Ground preparation including rolling, levelling the undulated ground as required if any for making the ground surface for laying green and red carpet even in bad weather.
2. The German Hanger Shed should be of water and fireproof. The required number of anchor bolts provision is made in the base plate of hanger shed shall be mandatorily provided with a minimum of 8 Nos. with minimum depth of 600mm. The contractor shall be ensured to provide all foundation anchor bolts, and which shall be driven into the firm/rigid ground without missing any of the anchor bolts, which numbers as made provision in the base plates of the structural columns of the proposed shed.
3. ***The contractor shall submit “Structural Stability Certificate” in prescribed format for the German Hanger Shed before start of the work. All the drawings of the hanger shed and the structural stability certificate shall be signed and certified by the qualified structural Engineer licenced with Greater Hyderabad Municipal Corporation (GHMC) or Hyderabad Metropolitan Development Authority (HMDA) or Structural Engineering Faculty of any Government Engineering College/University.***
4. Provision of crane of required capacity to hold the German Hanger structure of size as proposed against uplifting, toppling due to heavy winds etc., shall be made.
5. The White side walls, green and red carpet shall be of 1st and 2nd used only and which shall be dust free and stain free.
6. The work will be carried out in the manner complying in all respects with the requirements of relevant byelaws of the local body under the jurisdiction of which the work is to be executed or as directed by the Engineer-in-Charge and nothing extra will be paid on this account.
7. Electrical tap off points shall be provided by IIT Hyderabad at SV-18 and from there electrical lines to be laid by the agency up to the German structure as per the required load. In view of safety point of view proper care shall be taken about loosely laid cables from tap-off to Structure/load points throughout the event. The Agency shall be responsible to ensure complete safety of men & materials.
8. Water tap off points shall be provided at North-West corner of the football ground by the Institute. The agency has to make their own arrangements for filling the water tanks of Toilet throughout the event.
9. The Tubular poles provided for the flag shall be of 6mtr height and all flags shall have equal dimensions with minimum size of 2’6”x4’. These shall be strong enough to take the expected loads.
10. All edges and sides of the main dais and other stages should be even without any

undulations. ***The Dias shall be strong enough and the design shall be in such that to take the upcoming live load of 50 members weight, chairs, tables, tea- poy, podium etc and the planks of the top platform of the Dias should not be uneven and have to be made it as levelled platform as desired for the movement and safety of the VVIPs/guests.***

11. The side hand rails on both sides of the dais shall be of Stainless-steel material only and no other material is allowed as hand rails.
12. Microfibers leather fabric Sofas to be provided with new condition.
13. Flower Bouquet and Garlanding arrangements for main dias, main entrance arch, VVIP changing room entrance arch, podium and in other places to be carried out with good designs with fresh Orchid flowers of different colours/varieties as approved by Engineer-in Charge (EIC)/Dean (Academics) (sample pictures are attached for reference).
14. Signage's of approved design and size to be provided at the locations specified by EIC.
15. Setting up (includes testing and operation in full good condition) of Video wall with minimum 55" monitors: Size: 10'x12' of Ultra High-Definition Resolution with all required supports, cables and all accessories. Which includes costing of transportation, loading at site, installation/setting up and dismantling after completion of program and clearing the space removing all supporting structures/enabling works. Loose cables shall not be exposed.
16. Setting up of AV & professional Sound System on stage and in and around the Convocation pandal covering all locations taking care of echo elimination with all required AV consoles, Amplifiers, Digital mixers, equalizers, controllers, Power/AV cables, connectors, supporting connectors all required accessories with the professional operation team throughout the program and also mentioned mics and AV accessories mentioned below and also all required equipment's which are required for the setup/operation/application by operator or user.
 - a. Lapel mics
 - b. Cordless mics
 - c. vocal mics with small and height adjustable stands
 - d. Gooseneck mics for podium

Approved Makes: Bose/JBL/Yamaha/Bosch

17. Setting up of Air Conditioning System inside the Convocation Pandal covering all locations, providing tower AC's (indoor Unit) especially on Stage area covering all Guests/VVIPs on stage and suitable Indoor units (Ductable/blower/etc.) covering entire seating/gallery/media stage/entrance, etc. work includes installation and testing of Air conditioning system with all required manpower/ enabling works/accessories and keeping in spare AC's (Indoor & Outdoor units) to replace immediately if any setup AC is found not working/failed to avoid last movement issues. Dismantling and clearing all works/materials/debris after completion of program.

Note:

(a) Temperature on stage and in and around pandal should be 23 +/-2°C.

(b) Total AC Tonnage inclusive of Tower ACs each not less than 2.5 TR minimum of 8 no's at Stage area (Main Dais) and as per load requirement in Guest Changing rooms.

(c) Power supply to the Air Conditioning System will be provided by IITH from nearest Electrical Substation SV-18 but contractor has to arrange suitable power cables for main incoming supply tapping from SV-18 till distribution panel/DB/box with suitable switchgear and protection and sub distribution cables and DBs with suitable protection switchgear till individual Air Conditioning System with all required terminations/earthing provisions wherever required with all required accessories.

(d) Any recommendations/changes in work suggested by Engineer-In-Charge or his representative should be followed and executed accordingly.

18. Mobile DG set which should be in good condition for the AV system and stage lighting for the Convocation program of capacity not less than 125KVA which includes DG operator/Mechanic/Technician/Electrician, Diesel for DG set operation during entire Convocation program and suitable cable of required length along with Distribution Panel/DB with suitable protection switchgear and all required accessories. Scope also includes suitable capacity redundancy DG set to make sure 100% backup for the system with all interconnections/cables/ changeover system. Required no of separate Neutral and Body earthing pits/points included in the scope of work.

Note: DG set should be used for AV system & stage lighting during Convocation time for entire duration, power source will be provided by IITH for setting up and testing of AV system.

19. Setting up of BIG fans for Air circulation inside the pandal covering all area/wherever is required includes handling, setting up, operation and troubleshooting (if/as & when required) and make sure the unit works normally without any noise issue.
20. Arranging suitable size cables (all required sizes and required length) of required length: Main source from SV-18 and which includes main power cable/ sub distribution cables including power distribution panel/DBs of suitable capacity which includes protection switchgear handling/termination as and when required which also includes manpower (Electricians/Technicians/helpers) for arranging/laying cables, termination and troubleshooting as and when required till completion of the program.
21. Arranging number of spare sockets as required for student registration and miscellaneous as timely needed.
22. On De-installation of German Structure foundation anchor bolts, then ground should be refilled with available earth, levelled, compacted etc., as required to make the ground in original as before commencement of erection of said structure.
23. The Part-B, Electro-mechanical works of the event as mentioned in the tender BOQ shall be executed in co-ordination with and under the guidance of the Executive Engineer (Electrical), IIT Hyderabad and his decision regarding execution of those items shall be

final & binding.

24. The all Civil/Electro-mechanical works and modifications shall be executed as per the drawing and time to time decisions and directions by the Engineer-in Charge.
25. The quantities mentioned in the BOQ are tentative (i.e. based on past experience) and which may vary depends upon on site conditions. The agency has to be prepared to provide the varied quantities of those items as timely desired.
26. ***As the Convocation event is scheduled on 20-07-2024, all-specified arrangements as per the tender shall be completed before 24 hours of the event commencement to facilitate rehearsal at 10 AM on 19/07/2024, except floral decoration, which shall be completed by 20-07-2024 @05:00AM.***
27. The Payment shall be made as per the execution of the actual measured quantities of the items as specified in the work order/agreement.
28. De-installation of the Structure and electro-mechanical equipment's shall be commenced by the agency after 24 hrs of the event completion.
29. Timely, the Agency has to arrange furniture like 10 nos 3 seater sofas, chairs, 30 No. round tables of 4' dia, Required number of food serving tables etc., as required for Buffet lunch of 200 Nos. VVIPs in proposed VVIP changing room by the lunch time. The lunch will be arranged to VVIPs by the Institute.
30. On Completion of the De-installation, the agency shall not leave any garbage/waste materials at the premises and shall be disposed off at no extra cost and make it ground neat and clean.
31. The successful bidder shall cooperate with the other civil/electrical contractors, who are working for the convocation event German Structure works and other enabling works.
32. The number of bio-toilets shall be provided as per the agreement and which shall be maintained neat and hygienic by providing required number of house keeping staff and in and out let connections of water supply and sanitary pipe lines as required.
33. All the Hand washes provided as per agreement shall be connected with water supply and drain out pipe lines and it is ensured that all the water tanks of the hand washes should be filled up with water time to time by providing required number of house keeping staff as required till the completion of event.
34. All the student Banquet chairs shall be provided with white upholstery covers as per the agreement and also with different ribbons/tags/frills to the said chairs for the different set of graduates of different courses/branches, if required as per the information provided by the O/o. Dean(Academics).
35. The proposed banners shall be provided with cloth flexis instead of PVC flexis and the

printing on the cloth banners shall be dark text/picture printing with more pixels as required and which shall be more elegant, vibrant & with visible text and pictures from longshot too.

36. The flower-vases on the Tea-pois, which providing on the Dias shall be more colorful, elegant with fresh flowers as desired.
37. The 40 Nos. Executive chairs shall be provided on the Dias are of non-revolving type with more elegant, cushion type brand new executive chairs for VVIPs as desired as per the agreement.
38. The PVC chairs proposed for sitting guests shall be of 2200 Nos of brand new with good condition, dust free with or without arm rest of single colour i.e. white/off-white colour only.
39. Regarding bill payments to the contractor, first RA bill will be paid on erection/installation of German Hanger shed and balance/ final bill will be released on completion of the event and on De-installation of the shed only.
40. The ACs should run since morning 7:00 am onwards on the event day till the completion of the event and lunch.
41. Tentatively the erection of German Structure shall be commenced from 07-07-2024 and the structure as per agreement in all respects except floral decoration shall be completed on or before 19-07-2024@09:00 a.m as rehearsal is scheduled at 10:00 am on 19th July and floral decoration shall be completed by [20-07-2024@05:00a.m](#). Further on completion of the event the De-installation of the shed will be commenced after 24 hours of event closure and shall be completed by 22-07-2024.

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**ELEVANTH
CONVOCATION
IIT HYDERABAD**

CHIEF GUEST
Prof. Subra Suresh
President, NTU Singapore

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Azadi Ka
Amrit Mahotsav

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एकैव ब्रह्म सर्वभूतानां
सर्वान्तर्यामी

**August 20
2022**

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HYDERABAD

CHIEF GUEST

Prof. Subra Suresh
President, NTU Singapore

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Azadi Ka
Amrit Mahotsav

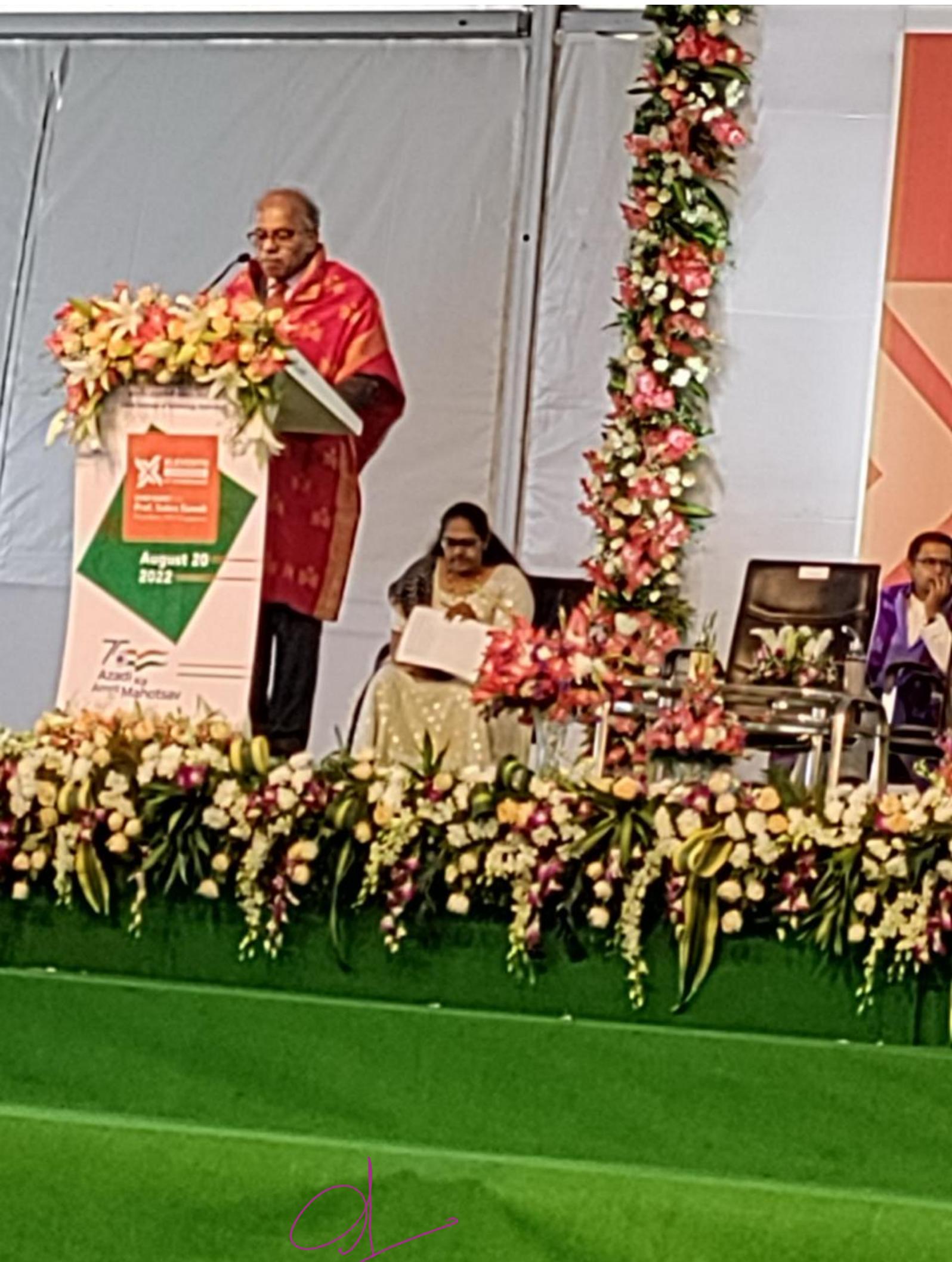
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2022

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