

Registrar
IIT Patna

भारतीय प्रौद्योगिकी संस्थान पटना
बिहटा, पटना-801106, बिहार, भारत
**Indian Institute of Technology
Patna**
Bihta, Patna-801 106, Bihar,
India.

Phone : 0612-3028292

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Email: ar_rnd@iitp.ac.in



• To,

• Date: 23/03/2020

• Refⁿ: IITP/NIQ/R&D/177/TIFAC-01/2019-20

NOTICE INVITATION QUOTATION FOR PROVIDING SERVICES OF "VALIDATION WORKSHOP AT MAHISHADAL CLUSTER" TO IIT PATNA

On behalf of the Institute, The Registrar, Indian Institute of Technology Patna invites quotations for providing services as detailed in ANNEXURE – I, in Single bid as indicated, in sealed cover, bids must reach the undersigned on or before **15/04/2020**. It may be dropped in Tender Box which is kept in **R&D Unit**, Admin Block, IIT Patna. Any Corrigendum/further information (if needed) will be released on IIT Patna Website only, so the interested bidders may like to visit the Institute website www.iitp.ac.in for updates.

Presentation of Bid:

Address of the firm(s) submitting the quotation and the officer, to whom the quotation is addressed, must appear distinctly on the sealed cover as under.

The following must be clearly written on the outer sealed cover:

QUOTATION FOR PROVIDING SERVICES OF "VALIDATION WORKSHOP AT MAHISHADAL CLUSTER" TO IIT PATNA

NIQ REF NO: IITP/NIQ/R&D/177/TIFAC-01/2019-20 DATED: 23/03/2020, LAST DATE FOR SUBMISSION: 15/04/2020 up to 03:00 p.m.

To,
The Registrar
For Research & Development Unit
Indian Institute of Technology Patna
Amhara Road, Bihta,
Patna – 801106, Bihar, INDIA

From: M/s _____
Address: _____
Contact No.: _____
Email ID: _____

Terms & Conditions:

01. **Rates:** Rates quoted for providing services must be on F.O.R basis for Mahishadal, Purba Midnapore, West Bengal, on DOOR DELIVERY Basis, with break up as per details below

Break-up of cost:

- Basic Price should be quoted by the vendor for each component as mentioned in Annexure 1(c) sl. no. 1 to 6.
- (+) GST
- (+) Any other charges (if applicable)
- Grand Total F.O.R. IIT Patna, Price

02. **Validity** (Both Foreign & Indigenous): The validity period of the offer should be clearly specified. It should be at least for 90 days from the last date of submission of quotations.
03. **EMD: Rs 5,000/-** in form of DD/BG in favour of '**Registrar, IIT Patna**'.
04. **Delivery:** Delivery of services shall be as per the scheduled date of Validation Meet. The schedule of Validation Meet will be intimated to vendor.
05. **GST Certificates & TDS:** Copy of GST Certificates, will have to accompany the quotation to be submitted. Appropriate GST deduction at source will be applicable.
06. **Dealership Certificate:** Dealership certificate (in case of authorized dealers) and standard Technical literature on the offered products must be enclosed.
07. **Late and delayed quotation:** Late and delayed quotations will not be considered. In case any unscheduled holiday occurs on prescribed closing/opening date, the next working day shall then automatically be the prescribed date of closing/opening of the quotation with no change in timing.
08. **Ground for Rejection of Quotation:** The quotations are liable to be rejected if the foregoing conditions are not complied with. The quotation should be complete in all respects and duly signed on each page with stamp of the authorized signatories, failing which it shall be rejected. If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered. The quotations shall be rejected if the information, on the outer cover of the bid, is not provided in the format given in the table in Page 1.
09. **Payment:** Payment will be made within 30 days from the date of successful delivery and acceptance of services subject to submission of Proper Invoice on time. Further, it is noted that invoice should be raised on actual numbers of participants present in the Validation Workshop. Following information must be clearly written in the quotation for RTGS / FUND TRANSFER: -
 - (a) Name of the Firm with complete postal address
 - (b) Name of the Bank with Branch where the Account exist
 - (c) IFSC CODE
 - (d) ACCOUNT No
 - (e) PAN No
 - (f) GST No
10. **GST Exemption:** The Institute is partially exempted from the payment of GST vide GOI Notification No.45/2017-Central Tax (Rate), dated 14.11.2017 and 47/2017-Integrated Tax (Rate), dated: 14.11.2017.(if applicable)
11. **Liquidated Damage:** If a firm accepts an order and fails to execute the order in part or in full, as per the terms and conditions stipulated in the Purchase Order, it will be open to the institute to recover the liquidated damages from the firm as decided by the Purchase Committee subject to a maximum of 10% of the order value. It will also be open to the institute alternatively, to arrange procurement of the required stores from any other source at the risk and expense of the defaulter firm/vendor, which accepted the order but failed to execute the order according to the stipulated agreed upon. Defaulter vendor(s)/ firm(s) are also liable for blacklisting.
12. **Termination for default:** Default is said to have occurred
 - (a) If the supplier fails to deliver any or all of the goods/ items/ services within the time period(s) specified in the purchase order or any extension thereof granted by IIT Patna.
 - (b) If the supplier fails to perform any other obligation(s) under the contract
 - (c) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from IITP (or takes longer period in spite of what IITP may authorize in writing), IITP may terminate the contract / purchase order in whole or in part. In addition to above, IITP may at its discretion also take the following actions: IITP 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 IITP for any extra expenditure involved towards goods and services to complete the scope of Service.
13. **Applicable Law:**
 - (a) The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing, as may be applicable upon IIT Patna.
 - (b) All disputes are subject to exclusive jurisdiction of Competent Court and Forum in Patna, India only.
 - (c) Any dispute arising out of this purchase shall be referred to the Registrar IIT Patna, 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.
14. The acceptance of the quotation will rest solely with the Registrar, IITP, 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 of the quotations received without assigning any reason(s).
 15. **Important:** The Director may accept or reject any or all the bids in part or in full without assigning any reason and doesn't bind himself to accept the lowest bid. The institute at its discretion may change the quantity / upgrade the criteria / drop any item, at any time before placing the Purchase Order.
 16. **Force Majeure:** The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
 - (i) For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
 - (ii) If a Force Majeure situation arises, the Supplier shall promptly notify IIT Patna in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
 17. The in general Printed conditions of supply of the firm, if any, will not be binding on the Institute.
 18. **e-way Bill:** The creation of e-way bill is in the scope of supplier.

Enclosed: **ANNEXURE- I (a) & (b)**

Registrar, IIT Patna

ANNEXURE- I (a)

Specification

Place of Validation Workshop: Brass Metal Cluster, Mahishadal, PurbaMidnapore, West Bengal.

Date of Programme – Tentatively last week of April is proposed. The final date is subject to the availability of funding agency officials, experts, distinguished experts and PI/Co-PIs.

Arrangement for No of People: Expected no of participants is about 150

Vendor has to provide following logistics support for about 150 participants from the clusters to attend the “Validation Meet” **only for one day, i.e on the date of event.**

1. Venue charges for the date of event only.
2. Complete venue related logistic which should include :
Decoration: -Pandal, Dias Decoration, Lamp, Name Plates, Water Bottle on all tables, Flower Booke (5 Persons sitting in the dais),
Sitting Arrangement: - with chair and table for all(including participants), audio visual etc, Banner(A Big banner for front stage and medium sized at the entry gate).
Audio: - audio system with podium and sound box as required. Projector with a display screen.
3. **High-Tea** served to the participants only: -Fruit Juice, Samosa, standard sweet, Namkeen packet/Dry Fruit, Pattees and Tea.
4. **Standard Veg/Non-Veg lunch/dinner** for 1 day to the participants.
Veg Meal may include at least: -Salad, Roti, Rice, Dal, seasonal vegetable, Paneer, Sweet, papad.
Non-Veg Meal may include at least:Salad, Roti, Rice, Dal, seasonal vegetable, Chicken/Mutton, Sweet, papad.
5. **Accommodation for cluster people:** If required nearby cluster people might stay in the venue campus, logistics are to be arranged for cluster people only at the venue (Non-AC), However, no accommodation is needed for IITP people, funding agency people, experts or distinguished experts. Expected number is about 10-15 people.

IIT Patna will not bear any miscellaneous costs which are needed for successful completion of the programme. The vendor has to bear all the miscellaneous charges as applicable.

Note

1. IIT Patna will neither provide any guest house nor any other facilities
2. The vendor will have to take care of any other items as required to conduct workshop successful.

Annexure – I (b)

FORMAT OF COMPLIANCE STATEMENT

Para of NIQ Enquiry Specification	Specification of Equipment Offered	Compliance to NIQ specification whether yes or no (if yes indicate the page no and Put a Flag also highlight the matching specification)	In case of non-compliance deviation from NIQ specification to be indicated in unambiguous term.
01	02	03	04

* The compliance certificate along with the page no indication (i.e. required spec and availability of the page in the entire NIQ documents by flagging or giving page no) must be submitted with the bid for evaluation. Firm not submitting the model/spec and their details availability in the bid documents by flagging/page no may not be considered for evaluation.

On Company Letter Head

To,
The Registrar
IIT Patna
Bihata- 801103

Date: _____

Subject: Sealed quotation for providing Logistic Support of Validation Workshop in Mahishadal, PurbaMidnapore West Bengal

Respected Sir,

I/We M/S Name of the company is interested to provide Logistic Support of Workshop in Mahishadal, Purba Midnapore, West Bengal. The quotation data sheet is appended below for your kind consideration:

GST Number:

Sl. No	Item Description	Quoted Value	Applicable GST (SGST + CGST)
1	Venue charges for the date of event only.		
2	Complete venue related logistic which should include : Decoration: -Pandal, Dias Decoration, Lamp, Name Plates, Water Bottle on all tables, Flower Booke (5 Persons sitting in the dais), Sitting Arrangement: - with chair and table for all (including participants), audio visual etc, Banner (A Big banner for front stage and medium sized at the entry gate). Audio: audio system with podium and sound box as required. Projector with a display screen.		
3	High-Tea served to the participants only: -Fruit Juice, Samosa, standard sweet, Namkeen packet/Dry Fruit, Pattees and Tea.		
4	Standard Veg/Non-Veg lunch/dinner for 1 day to the participants. Veg Meal may include at least: -Salad, Roti, Rice, Dal, seasonal vegetable, Paneer, Sweet, papad. Non-Veg Meal may include at least: Salad, Roti, Rice, Dal, seasonal vegetable, Chicken/Mutton, Sweet, papad.		
5	Accommodation for cluster people: If required nearby cluster people might stay in the venue campus, logistics are to be arranged for cluster people only at the venue (Non-AC), Expected number is about 10-15 people.		
6	Miscellaneous Items		
7	Total		
8	Total Quoted Value including GST	Rs.	

The total quoted value for Logistic Support of Validation Workshop is Rupeesonly (Rs /-) is inclusive of GST.

Terms and condition (if any):

1.
2.

Delivery Period: As per NIQ.

Validity Date: Minimum 90 days from the date of opening of NIQ.

Place:

Date:

Signature: _____

Name: _____

Business Address: _____

Email _____

Contact No: _____

Affix Rubber Stamp