



भारतीय समुद्रीय विश्वविद्यालय
Indian Maritime University
(केन्द्रीय विश्वविद्यालय, भारत सरकार / A Central University, Govt. of India)
कोलकता परिसर / Kolkata Campus



IMU-KC/POP/Decorations/2022-23

Date: 27.03.2023

Sub: Quotation towards Decorations for Passing Out Parade (POP) Ceremony - 2023
at IMU – Kolkata Campus

Sealed quotations are invited from prospective bidders towards decorations for the POP Ceremony – 2023 at Indian Maritime University – Kolkata Campus located at P-19, Taratala Road, Kolkata – 700 088. Bidders are requested to submit their quotations in the following format based on the requirements described in ANNEXURE – I:

Quotation towards Decorations for POP Ceremony-2023 at IMU-KC:	
Particulars	Amount (in Rs.)
Total Amount for Decoration (as per ANNEXURE-I)	
Add: Applicable GST @ _____%	
Total Amount (inclusive of all) (in Rs.)	
Total Amount (in words): Rupees _____	Only

Terms & Conditions:

1. Prospective bidders should visit the site at the above mentioned address on any working day (Monday to Friday) from 10.00 AM to 4.30 PM before submission of their quotations.
2. Bidders should quote their rates as per the above format in their letterhead with official stamp and signature.
3. The rates quoted should be inclusive of all but excluding taxes, which should be stated separately.
4. **IMU-KC reserves the right to increase or decrease the quantities as mentioned above by 10% based on the requirement.**
5. **Liquidated Damage:** Decorations should be completed within 07.04.2023 failing which LD @ 0.5% per week or part of the week may be imposed upto a maximum of 10% of the value of the Work Order.
6. Submission of multiple bids by a single firm will lead to rejection of the bids and IMU-KC may black list such firms from future participation.
7. Last date of submission of quotation is 31.03.2023.
8. E-invoicing is mandatory as per Notification No. 61/2020 – Central Tax dated 30.07.2020.
9. The quotation is to be submitted in sealed envelope clearly subscribing “Quotation towards Decorations for the POP Ceremony – 2023 at IMU-KC”.
10. The envelope should be addressed to the Dy. Registrar, Indian Maritime University, P – 19, Taratala Road, Kolkata — 700 088 and deposited in the Tender Box kept at the Dy. Registrar’s office (1st floor, Room No. 130) or can be sent by post.

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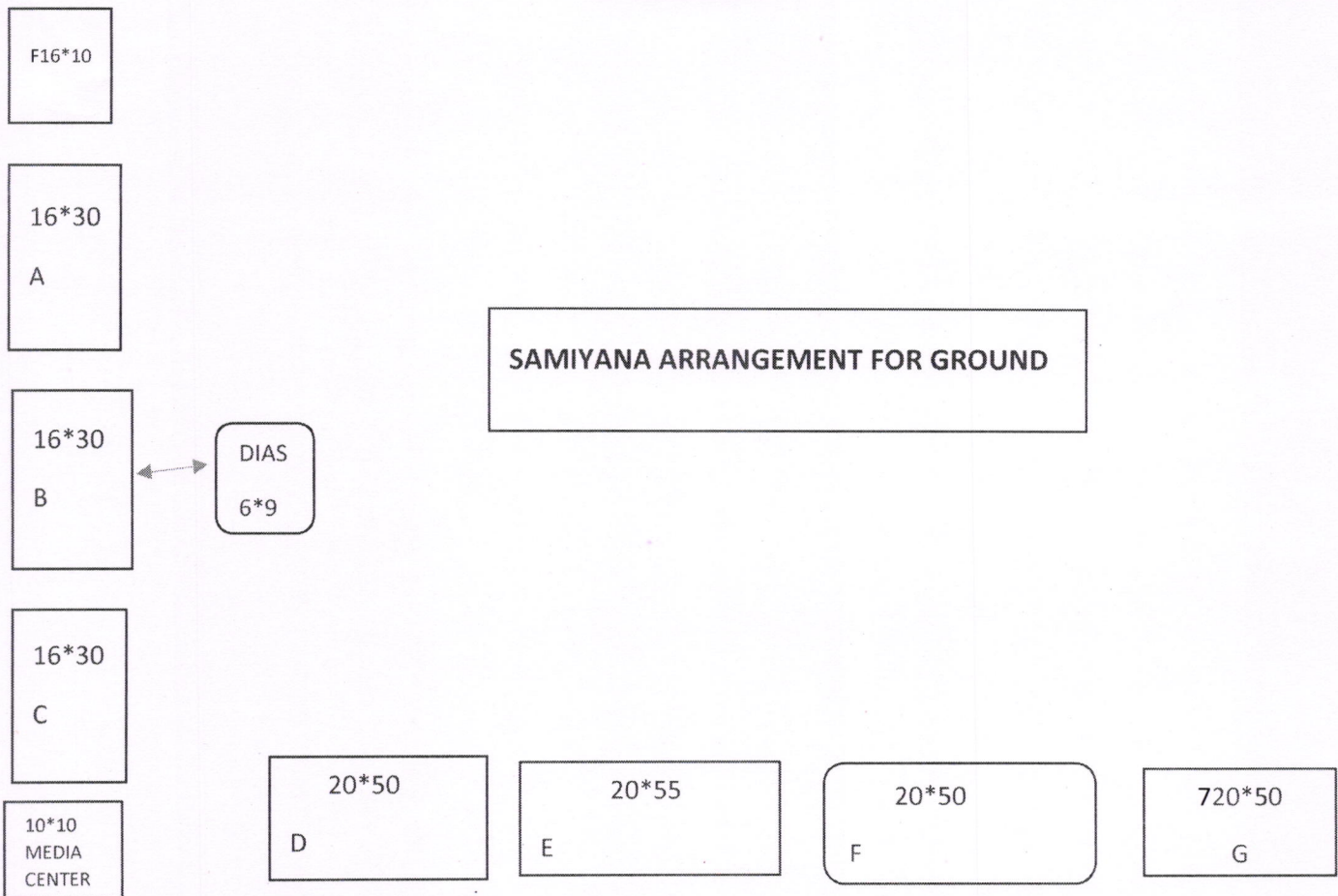
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11. The envelopes are to be sealed properly with gum and not by stapler pin.
12. Payment will be made through NEFT upon submission of the bill / invoice duly certified by the competent authority of IMU-KC after successful completion of the work.
13. Evaluation would be done based on L1 amount in total quoted by the prospective firms. However, IMU-KC reserves the right to split the order between different bidders in case of tie.
14. Micro and Small Enterprises should provide valid MSME certificate along with the quotation.
15. MSME quoting within the price band of L1+15% shall be allowed to undertake the work up to 25% of the tender quantity subject to the condition that such Enterprises bring down their price to L1 price where L1 price is from other than a Micro and Small Enterprise. If L1 offer is from a Micro / Small Enterprise, this provision will not be applicable. In case more than one Micro and Small Enterprise is there within this span, the supply shall be shared proportionately to the tender quantity. For availing the advantage of L1+15%, bidders have to provide the MSME certificate along with the quotation.
16. Notwithstanding anything specified in this letter inviting quotation, IMU-KC at its sole discretion, unconditionally and without assigning any reason, reserves the right:
 - (a) To accept or reject lowest bid or any other bid or all the bids.
 - (b) To accept any bid in full or in part.
 - (c) To reject the bid offer not conforming to the tender conditions.



O.I.C. – Purchase

ANNEXURE - I



ALL DIMENSIONS ARE IN FEET

SPECIFICATIONS

1. All the samiyana should be covered from top and should be waterproof.
2. Colour of the samiyana should be pink and white (New clothes to be used).
3. Masking should be pink in colour.
4. All the samiyana should have frill (colour suitable to the samiyana).
5. All the supporting bamboo/wooden should be well covered.
6. The top of all the samiyana should be slanted in backward direction.
7. Ground Carpeting (red) should be done in samiyana A, B, C, MEDIA CENTER and the DIAS.
8. Dias should be covered from top and the supporting used for top should be of metal rod (as per attached picture) with pink white with golden Lessing.
9. The Dias should be raised from the ground by approx. 2 feet.

Handwritten signature

ANNEXURE - I

MASKING ARRANGEMENTS FOR GROUND AND AUDITORIUM APPROACH

<u>PLACES</u>	<u>DIMENSION</u>
Running from ground stairs to 1 st pole light	156 feet
At entrance right side	30 feet
Electric junction box covering	10*5 feet box
From end of the L-wing road to entry of the ground	55 feet
L-wing road to Gym	55 feet
Opposite of the Gym road	40 feet
Opposite of the auditorium	36 feet
Corner of old junior hostel	130 feet
Both side of emergency exit of auditorium	50 feet

CARPETING

<u>Carpet for approach road upto ground</u>	<u>226 feet</u>
<u>Auditorium upstairs(road to audi 2nd gate</u>	<u>145 feet</u>
<u>Front floor inside auditorium</u>	<u>58 feet</u>
<u>Carpet on stage(Auditorium)</u>	<u>40*30 feet</u>

<u>Other Requirements</u>	
<u>3 seater sofa with cover for auditorium</u>	<u>2 nos</u>
<u>2 seater sofa with cover for auditorium</u>	<u>3 nos</u>
<u>3 seater Sofa with cover for ground</u>	<u>4 nos</u>
<u>2 seater sofa with cover for ground</u>	<u>3 nos</u>
<u>Short table</u>	<u>12 nos(auditorium + ground)</u>
<u>Vase with Flower</u>	<u>12 nos (auditorim + ground)</u>
<u>Table cloth 4*5 feet</u>	<u>2 nos</u>
<u>Steel Decorative Chair without Handle with White Cover</u>	<u>150 nos</u>
<u>Fresh Plastic Chair</u>	<u>800 nos</u>
<u>Seat Cover for Auditorium Chairs (Customised)</u>	<u>70 nos</u>
<u>Ceiling Fan (for the ground)</u>	<u>60 nos</u>

Amir