

Tender Cost Rs. 500/-

**NETAJI SUBHASH INSTITUTE OF TECHNOLOGY
AZAD HIND FAUJ MARG, SECTOR-3, DWARKA
NEW DELHI-110075**

F. No. 84(82)/Innovision/2008/DSW/NSIT

Date: 28/08/08

LIMITED TENDER NOTICE

Sealed tenders are hereby invited on behalf of Board of Governors, NSIT, New Delhi from the experienced event management agencies as per eligibility criteria given below for the following work so as to reach the office of Dean Students Welfare, Room No. 001 up to 3:00 pm on 08/09/2008. Tenders shall be opened on the same day at 3:30 pm in Dean Students Welfare, Room No. 001.

- Name of work : Event Management, INNOVISION'08 at NSIT, Dwarka
- EMD : Rs 10,000/- in shape of DD in favour of Director, NSIT along with quotations.
- Cost of tender : Rs. 500/- in shape of DD in favour of Director, NSIT.
- Security deposit : Total Rs 50,000/- (EMD + Rs. 40,000/-) will be deposited within 7 days of award of work.
- Time allotted to execute the work : 15/09/2008 to 03/11/2008 as per the dates mentioned with different activities in Annexure-A.
- Scheduled of quantities : As per Annexure-A
- Terms and conditions : As per Annexure-B
- Eligibility criteria : The agencies must have satisfactory completed at least one similar work in any Govt. Organization/Colleges/University in previous five years.

Vice- Chairman
INNOVISION '08

Annexure-A

Name of work: Event management during INNOVISION '08

Sub Heads

| | | |
|---------------|---|----------------------|
| Sub head I | : | Stationary |
| Sub head II | : | Biotech |
| Sub head III | : | Mechanical |
| Sub head IV | : | Courier |
| Sub head V | : | Banner |
| Sub head VI | : | Wireless |
| Sub head VII | : | Food and Refreshment |
| Sub head VIII | : | Tents |
| Sub head IX | : | Sound |
| Sub head X | : | Mementos |
| Sub head XI | : | Transportation |
| Sub head XII | : | Printing |
| Sub head XIII | : | Mega Events |
| Sub head XIV | : | Prizes |

(CONTRACTOR)

SUB HEAD I: SUPPLY OF STATIONARY ITEMS

| S.No. | ITEMS | APPOVED MAKER | QTY | RATE | | | TOTAL AMOUNT |
|-------|------------------------------|-----------------------------|----------|------|----------|--------|-----------------|
| | | | | unit | In words | In Rs. | In Rs. |
| 1. | A4 size sheets (white) | Modi/Century/ Xerox | 35 rims | each | | | |
| 2. | Notepads | Neelgagan/Gagan /Navneet | 50 | each | | | |
| 3. | Ball Pens | Reynolds/Cello | 100 | each | | | |
| 4. | Markers | Luxor/Cello | 20 | each | | | |
| 5. | Gel Pens | Add-Gel/ Reynolds/Cello | 40 | each | | | |
| 6. | Printer Cartridge | Laser Jet 6L Pro | 1 | each | | | |
| 7. | Stapler (No.-10) | Kangaroo/MAX | 5 | each | | | |
| 8. | Staple Pins (for No.-10) | Kangaroo/MAX | 20 packs | each | | | |

(CONTRACTOR)

| | | | | | | | |
|-----|-----------------------------------|-----------------------|-----------------------|----------------|--|--|--|
| 9. | Board Pins | Classic Super/Bell | 35 packs | each | | | |
| 10. | Chart Papers | ----- | 120 pieces | each | | | |
| 11. | Cello Tapes (large broad size) | Cello/Easy tear | 40 pieces | each | | | |
| 12. | Paint Colours | Rangoli/Apsara/Camel | 20 packs | each | | | |
| 13. | Paint Brushes | Rangoli/Apsara/Camel | 25 brushes | each | | | |
| 14. | Sketch Pen Packs | Luxor/Rangoli/Nataraj | 25 packs | each | | | |
| 15. | Pencils | Nataraj/Apsara/Camlin | 10 packs | each | | | |
| 16. | Eraser | Nataraj/Non-Dust | 40 pieces | each | | | |
| 17. | Sharpener | Natraj/Apsara/Camlin | 20 pieces | each | | | |
| 18. | CD (700 MB) | Moserbaer/Sony | 260 CDs | each | | | |
| 19. | Spray Sparkles | Camlin/Apsara/Rangoli | 15 pieces | each | | | |
| 20. | Fevicol | Fevicol | 20 bottles (150gm) | each 150 gm | | | |
| 21. | All Pins | Bell or equivalent | 10 packs | each | | | |

Note:

1. All the Items must be delivered between 15/09/2008 and 20/09/2008.

(CONTRACTOR)

SUB HEAD II: SUPPLY OF BIOTECH ITEMS

| S.No. | MATERIAL | QTY | TOTAL AMOUNT | | |
|--------------|--|------------|---------------------|-----------------|---------------|
| | | | Unit | In words | In Rs. |
| 1. | Lysozyme | 1 gm | each | | |
| 2. | Silicon Grease | 20 gm | each 20 gm | | |
| 3. | Syringe Filters (Type: SY25PN-S) Pore size : 0.2micron | 50 | each | | |
| 4. | NaCl Extrapure | 1 kg | each kg | | |
| 5. | Acetone Bottle | 1 liter | each liter | | |

(CONTRACTOR)

| | | | | | |
|-----|----------------------------|----------|--------------|--|--|
| 6. | Sodium Acetate | 5 gm | each 5 gm | | |
| 7. | 24 well plates | 2 | each plate | | |
| 8. | Syringes | 50 | each syringe | | |
| 9. | Cover Slips (18 mm) | 2 boxes | each box | | |
| 10. | MCTs (Eppendorf 1.5 ml) | 1 Packet | each pack | | |
| 11. | Pipette tips (2 ml) | 1 Packet | each pack | | |

Note:

1. Neither of the above mentioned comes under dangerous goods.
2. All the Items must be delivered between 15/09/2008 and 29/09/2008.

(CONTRACTOR)

SUB HEAD III: SUPPLY OF MECHANICAL ITEMS

III (a) ROBOWARS LOGISTICS

| S.No. | MATERIAL | QTY | RATE | | | TOTAL AMOUNT |
|--------------|---|------------|---------------------------|-----------------|---------------|---------------------|
| | | | unit | In words | In Rs. | In Rs. |
| 1. | Plywood 500 sq feet | 1 | each sq feet | | | |
| 2. | Black paint 250ml Tin | 2 | each 250 ml Tin | | | |
| 3. | Green paint 250ml Tin | 2 | each 250 ml Tin | | | |
| 4. | Extension cords (with 6 plug points) | 2 | each extension cord | | | |

Note:

1. All the Items must be delivered between 06/10/2008 and 12/10/2008.

(CONTRACTOR)

III (b) CARNAGE LOGISTICS

| S.No. | MATERIAL | QUANTITY | RATE | | | TOTAL AMOUNT |
|-------|-----------------------------------|----------|-----------------|----------|--------|--------------|
| | | | unit | In words | In Rs. | In Rs. |
| 1. | Plywood 65 sq feet | 4 | each sq feet | | | |
| 2. | Black Paint 250ml Tin | 6 | each 250 ml Tin | | | |
| 3. | POP (10 Kg pack) | 2 | each 10 kg pack | | | |
| 4. | Oil (Mustard oil 1 Liter.) | 2 | each liter | | | |
| 5. | Aluminium sheet (6 sq feet sheet) | 2 | each sq feet | | | |

Note:

1. All the Items must be delivered between 06/10/2008 and 12/10/2008.

(CONTRACTOR)

III (c) COMPLICATO LOGISTICS

| S.No. | MATERIAL | QUANTITY | RATE | | | TOTAL AMOUNT |
|-------|---|----------|-------------------------------|----------|-------|--------------|
| | | | unit | In words | In Rs | In Rs. |
| 1. | Extension cords (with 6 plug points) | 6 | each extension cord | | | |
| 2. | Liquid Containers (Empty Bisleri containers 10 Liter) | 10 | each 10 Liter container | | | |
| 3. | Coloured Liquid filters | 14 | each filter | | | |

Note:

1. All the Items must be delivered between 06/10/2008 and 12/10/2008.

(CONTRACTOR)

III (d) JUNKYARD WARS LOGISTICS

| S.No. | MATERIAL | QTY | RATE | | | TOTAL AMOUNT |
|-------|---|-----------------------|---------------------|----------|--------|--------------|
| | | | unit | In words | In Rs. | In Rs. |
| 1. | Motors (24 V) | 10 | each motor | | | |
| 2. | Sheet Metals (6 sq feet sheet) | 2 | each sq feet | | | |
| 3. | Pliers | 30 | each pliers | | | |
| 4. | Screws | 50 | each screw | | | |
| 5. | Drill Bolts | 10 | each bolts | | | |
| 6. | Plywood (6' X 3', 12mm thick) | 5 | each sq feet | | | |
| 7. | Transformers (Step-down, 24 V) | 10 | each transformer | | | |
| 8. | Wheels (different diameters but in pairs) | 5 pairs (each set) | each wheel | | | |
| 9. | Scrap Material* Bearings Pulley Strings Chains Sprockets | | | | | |

(CONTRACTOR)

III (e) TEMPERATURE SENSING ICE EVENT

| S.No. | MATERIAL | QTY | RATE | | | TOTAL AMOUNT |
|-------|--------------------------------------|-----|----------------------|----------|--------|--------------|
| | | | unit | In words | In Rs. | In Rs. |
| 1. | Heater with blowers (240 V) | 2 | each heater | | | |
| 2. | Plywood (6' X 3', 12mm thick) | 2 | each sq feet | | | |
| 3. | Extension cords (with 6 plug points) | 2 | each extension board | | | |
| 4. | Black Paint 250ml Tin | 1 | each Tin | | | |
| 5. | White Paint 250ml Tin | 1 | each Tin | | | |

Note:

1. All the Items must be delivered between 06/10/2008 and 12/10/2008.

(CONTRACTOR)

SUB HEAD IV: ARRANGEMENT OF COURIER SERVICES

| HEADS | QTY | RATE | | | TOTAL AMOUNT |
|---------------|------------|--------------|-----------------|---------------|---------------------|
| | | Unit | In words | In Rs. | In Rs. |
| Inside Delhi | 300 | each courier | | | |
| Outside Delhi | 200 | each courier | | | |
| International | 6 | each courier | | | |

Note:

1. One representative of the courier company should be available (or reach) in the college during college hours pre-festival.

(CONTRACTOR)

SUB HEAD V: SUPPLY OF BANNERS

| S.NO. | DESCRIPTION | DIMENSIONS | QUANTITY | NET AREA (sq feet) |
|--------------|--|-------------------|-----------------|-------------------------------|
| 1. | Flex banner in front of the administrative block | 10' X 12' | 1 | 120 |
| 2. | Flex banner for guest lecture | 10' X 12' | 1 | 120 |
| 3. | Flex banner for exhibition and workshop | 10' X 12' | 2 | 240 |
| 4. | Flex banner outside the main college gate | 12' x 15' | 2 | 360 |

(CONTRACTOR)

| | | | | |
|----|--|----------|----|-----|
| 5. | Flex banners for the sponsorship logos | 3' X 10' | 2 | 60 |
| 6. | Flex banner for Mega Events | 10' X 6' | 7 | 420 |
| 7. | Flex banner for regular events | 6' X 6' | 11 | 396 |

Total area = 1716 sq feet

RATE = _____ / sq feet (in words)

RATE = _____ / sq feet (in Rs.)

TOTAL AMOUNT = _____ (in words)

TOTAL AMOUNT = _____ (in Rs.)

Note:

1. The designs for Banners will be provided by the INNOVISION '08 team by 08/10/2008.
2. The printer shall deliver the Banners by 12/10/2008 at the College to the responsible person.

(CONTRACTOR)

SUB HEAD VI: SERVICE OF WIRELESS

| S.No. | DESCRIPTION | QTY | RATE | | | TOTAL AMOUNT for 3 days |
|-------|---|-----|------------------------|----------|--------|-------------------------|
| | | | unit | In words | In Rs. | In Rs. |
| 1. | 16 channel keypad hand held radio sets with range of 3km radius (on rental basis) | 30 | each hand set each day | | | |
| 2. | Spare battery for radio set | 15 | each battery each day | | | |

(CONTRACTOR)

| | | | | | | |
|----|------------------------------|----|-----------------------|--|--|--|
| 3. | Rapid charger for radio sets | 25 | each charger each day | | | |
|----|------------------------------|----|-----------------------|--|--|--|

Note:

1. The supplier shall deliver the wireless equipments by 15/08/2008 at the College to the responsible person.

(CONTRACTOR)

SUB HEAD VII: SUPPLY OF FOOD ANR REFRESHMENT

VII (a): Inaugural function

| ITEM | QTY | RATE | | | TOTAL AMOUNT |
|--|-----|------------|----------|--------|--------------|
| | | unit | In words | In Rs. | In Rs. |
| <u>HIGH TEA</u> Samosa / Paneer pakoras Bread Sandwich Rasgulla Cold Drink/ Tea/ Coffee Sealed water cups (tissue paper/napkin) | 200 | each plate | | | |

Note:

1. The refreshment items shall be ready by 10:00 am of 16/10/2008.

(CONTRACTOR)

VII (b): Valedictory Function

| ITEM | QTY | RATE | | | TOTAL AMOUNT |
|---|-----|------------|----------|--------|--------------|
| | | unit | In words | In Rs. | In Rs. |
| a) Buffet <u>MENU</u> Dal Makhni Shahi Paneer Mix Veg Rice Roti Salad Papad Sweet (Gulab Jamun) | 220 | each plate | | | |
| b) Welcome Drink Coffee | 150 | each cup | | | |

Note:

1. The refreshment items shall be ready by 6:30 pm of 18/10/2008.

(CONTRACTOR)

VII (c): Refreshments

The refreshments boxes will be provided to all the judges of the competitions only, on all the three days of the fest.

| ITEM | QTY | RATE | | | TOTAL AMOUNT |
|---|-----------|----------|----------|--------|--------------|
| | | unit | In words | In Rs. | In Rs. |
| <u>MENU</u> Sweet / Muffin (1) Chips (1 small pack) Sandwich (1) Samosa / Patties (1) Juice (1) (ketchup and tissue paper/napkin) | 250 boxes | each box | | | |

Note:

1. All the boxes must contain all the above mentioned menu items and properly sealed.
2. The refreshment boxes shall be ready by 10:00 am. 100 boxes on 16th, 75 boxes on 17th and 75 boxes on 18th shall be made available.

(CONTRACTOR)

SUB HEAD VIII: SUPPLY OF TENTS

| S.No. | ITEM | Specification | QTY | RATE | | | TOTAL AMOUNT For 3 days |
|-------|---------|---|-----|----------------------------------|----------|--------|----------------------------|
| | | | | unit | In words | In Rs. | In Rs. |
| 1. | Tables | 5' X 2.5' (with frills & table covers) | 120 | each table each day | | | |
| 2. | Stalls | 15' X 15' (3 walls and roof) | 12 | each stall each day | | | |
| 3. | Carpets | Green strip | 30 | each carpet strip each day | | | |

(CONTRACTOR)

| | | | | | | | |
|----|-------------|-----------------------------------|-----|---------------------------|--|--|--|
| 4. | Halogens | 500watt | 15 | each halogen each day | | | |
| 5. | Bedding Set | 1 pillow, 1 mattress and 2 sheets | 100 | each bedding set each day | | | |
| 6. | Chairs | With white cover | 80 | each chair each day | | | |

Note:

1. The Rates should include all the wiring, labour and cartage charges along with taxes.
2. The setting of Tents must be completed by 9:00 pm of 15/10/2008.
3. The power supply will be provided from the college.

(CONTRACTOR)

SUB HEAD IX: SUPPLY OF SOUND EQUIPMENTS

| S.No. | ITEM | QTY | RATE | | | TOTAL AMOUNT For 3 days |
|-------|-------------------------|---------|-----------------------|----------|--------|----------------------------|
| | | | unit | In words | In Rs. | In Rs. |
| 1. | Cordless mic (Ahuja) | 2 | each mic each day | | | |
| 2. | Corded mic | 6 | each mic each day | | | |
| 3. | Speakers (400 watts) | 4 pairs | each pair each day | | | |

(CONTRACTOR)

| | | | | | | |
|----|-----------|---|----------------------------|--|--|--|
| 4. | Mixer | 4 | each mixer each day | | | |
| 5. | Amplifier | 5 | each amplifier each day | | | |

Note:

1. The Rates should include all the wiring, labour and cartage charges along with taxes.
2. The setting of the equipments shall be completed by 8:30 am on 16/10/2008.
3. The power supply will be provided from the college.

(CONTRACTOR)

SUB HEAD X: SUPPLY OF MEMENTOS

| ITEM | QTY | RATE | | | TOTAL AMOUNT |
|---------------------------------|-----|-----------------|----------|--------|--------------|
| | | unit | In words | In Rs. | In Rs. |
| Big mementos (10'- 12' high) | 20 | each memento | | | |
| Small mementos (7'-8' high) | 25 | each memento | | | |

Note:

1. The designs for Mementos will be provided by the INNOVISION '08 team by 30/09/2008.
2. The mementos design will be a mixture of acrylic and crystal.
3. The design sample has to be approved by the purchase committee of INNOVISION'08.
4. The supplier shall deliver the Mementos by 13/08/2008 at the College to the responsible person.

(CONTRACTOR)

SUB HEAD XI: SERVICE OF TRANSPORTATION

| DAY | MODE | QTY | RATE | | | TOTAL AMOUNT |
|---------------------|------|-----|--------------------------|----------|--------|--------------|
| | | | unit | In words | In Rs. | In Rs. |
| Day 1 16/10/2008 | Taxi | 1 | each taxi for 8 hours | | | |
| Day 2 17/10/2008 | Taxi | 1 | each taxi for 8 hours | | | |
| Day 3 18/10/2008 | Taxi | 1 | each taxi for 8 hours | | | |

Note:

1. Indica with AC required.
2. The fair should include the refreshment of the taxi drivers.

(CONTRACTOR)

SUB HEAD XII: SERVICE FOR PRINTING

| S. NO. | ITEMS | QTY | RATE | | | TOTAL AMOUNT |
|--------|---|-----|---------------|----------|--------|--------------|
| | | | unit | In words | In Rs. | In Rs. |
| 1. | Souvenirs 11' X 8' <ul style="list-style-type: none">• Total 20 pages, Multi coloured• Front & back cover 200GSM (Both Glossy)• Remaining 18 pages 150GSM (Non Glossy) | 150 | each souvenir | | | |

(CONTRACTOR)

| | | | | | | |
|----|--|---------|-------------|--|--|--|
| 2. | <p style="text-align: center;">Posters</p> <p>Type I</p> <ul style="list-style-type: none"> • 30' X 20' • 170-200 GSM • Glossy Papers <p>Type II</p> <ul style="list-style-type: none"> • 23' X 18' • 150-180 GSM • Glossy Papers | 1000 | each poster | | | |
| | | 500 X 3 | each poster | | | |

Note:

1. The designs for Souvenirs and Posters will be provided by the INNOVISION '08 team by 10/09/2008.
2. The printer shall deliver the Souvenirs and Posters between 15/09/2008 and 20/09/2008 at the College to the responsible person.
3. The designs for Souvenirs by the INNOVISION '08 team by 23/10/2008.
4. The printer shall deliver the Souvenirs between 31/10/2008 and 03/11/2008 at the College to the responsible person.

(CONTRACTOR)

SUB HEAD XIII: SUPPLY OF MATERIAL FOR MEGA EVENT

Mega events will be a book fair.

DETAILS OF BOOK FAIR

| S.No. | ITEM | SPECIFICATIONS | QTY | RATE | | | TOTAL AMOUNT For 3 days |
|-------|--------|---|-----|------------------------|----------|--------|----------------------------|
| | | | | Unit | In words | In Rs. | In Rs. |
| 1. | Stalls | 10' X 10' 3 walls & 1 roof (with water proof facilities) | 50 | each stall each day | | | |
| 2. | Tables | 5' X 2.5' with frills & table covers | 110 | each table each day | | | |

(CONTRACTOR)

| | | | | | | | |
|----|-----------------|--|-----|-----------------------------|--|--|--|
| 3. | Halogens | 500 watt | 110 | each halogen each day | | | |
| 4. | Barricad ing | With Aluminium sheets 335 m in length & 2 m high from the ground level | | | | | |

Note:

1. The Rates should include all the wiring, labour and cartage charges along with taxes.
2. The power supply will be provided from the college.
3. Tent work shall be completed by 9:00 pm of 15/10/2008.

(CONTRACTOR)

SUB HEAD XIV: SUPPLY OF PRIZE ITEMS

| S.NO. | ITEMS | QTY | RATE | | | TOTAL AMOUNT |
|--------------|--|------------|--------------------|-----------------|---------------|---------------------|
| | | | unit | In words | In Rs. | in Rs. |
| 1. | Apple I-pod (Shuffle) 2 GB | 20 | each I-pod | | | |
| 2. | MP3 Players 1 GB (i-Ball/ Kingston/ Philips) | 35 | each MP3 player | | | |
| 3. | Pen Drives 4 GB (i-Ball/ Kingston/ Transcend) | 100 | each Pen Drive | | | |

Note:

1. All the items should be under warranty period for at least 6 months.
2. All the Items must be delivered by 13/10/2008.

(CONTRACTOR)

Annexure-B

NETAJI SUBHAS INSTITUTE OF TECHNOLOGY
AZAD HIND FAUZ MARG, SECTOR – III, DWARAKA
NEW DELHI - 110075

TERMS AND CONDITIONS

1. The tenders shall be submitted in a sealed envelope containing two separate sealed envelopes:
 - a. Envelop one marked as Technical bid will contain Annexure-B, DD for EMD, Satisfactory work execution certificate for similar work as prescribed in the eligibility criteria given in LTN. If the tender is downloaded from the internet then a separate DD of Rs. 500/- shall also be enclosed in the Technical Bid as cost of tender document.
 - b. Envelop two marked as Financial Bid will contain duly filled pages in Annexure-A only. All the pages shall be signed by the contractor. Envelope two will be opened of those agencies only whose Technical bid will fulfill the eligibility criteria. Unsigned or incomplete quotations will not be entertained.
2. The prices are net including cartage, labour, VAT/ service taxes etc. and nothing extra shall be payable.
3. The quantities in tender are approximate and may vary upon actual requirement at the time of execution. However the rates shall be the same for deviation on the same side.
4. The material shall be of superior quality.
5. Tenders without earnest money will be rejected.
6. The payment along with security deposit shall be made only after satisfactory completion of work.
7. If the contractor fails to submit the security deposit within the stipulated period then the contract will stand terminated and full earnest money forfeited.
8. If the agency fails to execute the work to the satisfaction of institute such as inferior quality of work, failing in providing the mentioned services in part / full time in time, NSIT can impose suitable penalty and decision of the Director, NSIT shall be final and binding in this regard.
9. No T & P shall be issued by NSIT.
10. NSIT reserves the right to cancel the tenders and work order in full or part before the date of start and no compensation shall be entertained in such circumstances.
11. All necessary safety precautions shall be taken during execution of work.

Vice-Chairman
INNOVISION'08