



राष्ट्रीय प्रौद्योगिकी संस्थान, दुर्गापुर
NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR-713209
(West Bengal), INDIA, www.nitdgp.ac.in

An Autonomous Institution of the Govt. of India under MHRD

Ref: NITD/EST/Convocation/01/2017

Date: 03.02.2017

To:

Bonafide, resourceful, licensed and experienced agencies / decorators are requested to quote item wise / quantity wise / unit wise for the jobs mentioned below as per the terms and conditions of NIT Durgapur. The quotations should be addressed to “**Dean (Faculty Welfare) & Chairman, Committee – 1(Convocation 2016-17), National Institute of Technology, Mahatma Gandhi Avenue, Durgapur 713 209**” and super scribed with “**Venue Decoration - Convocation 2016-17**”. Rates / documents are to be quoted and submitted in sealed envelope within stipulated date and time in the tender box at the Estate Section, NIT Durgapur.

Venue of decoration / supply & providing items: **Student Activity Center, NIT Durgapur, Durgapur – 713 209.**

1)

- (a) Supply of best quality **chairs** for dignitaries on dais: 80(Eighty) nos. (Photograph to be submitted) of same height / width / design and colour (preferably red and new) and 10 (Ten) nos. of **Exclusive executive high back revolving chair** for front line dignitaries on dais. Supply of best quality **chairs** for dignitaries on floor: 500 (Five hundred) nos. (Photograph to be submitted) of same height / width / design, colour (preferably red and new) along with Cover.
- (b) Exclusive quality **flower vase** with high quality fresh flower: 5(Five) nos. to be placed on the table in the front row of dais.
- (c) Exclusive quality **flower vase / tub** with fresh flower: 10 (Ten) nos.
- (d) Providing 24 (Twenty four) nos. of best quality white cotton thick **table cloth** for the table of the front row of the dais.
- (e) Supply of sealed **Mineral Water bottle**: 1000 nos. of 500 ml size and 100 nos. of 1000ml size for stage / dais / guest room / counters, to be placed on the front table, podium and beside the chairs in the second, third and fourth rows of the dais, office rooms, VIP rooms and besides the chairs of floor area.
- (f) Supply of **inaugural lamp** – 01 (one) no. height four feet – decorative, photographs to be submitted along with supply of two big size candles and oil / cotton etc. required for lighting the lamp.
- (g) Laying of new, good quality carpets, (i) **Fresh Red Synthetic carpet** – minimum 1500 Sq. Ft. + 1600 Sq. Ft. + 650 Sq. Ft., (ii) **Fresh Red Jute Carpet** – Minimum 4500 Sq. Ft.

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- (h) Supply and placing of **fiber chairs** with handle – 400 (Four hundred) nos., all of same colour & design.
- (i) Supply and placing of **fiber tables with table cloth** – 75 (Seventy five) nos. all of same colour and **Wooden Table with table cloth** – 15 (Fifteen) nos.
- (j) Providing and placing of 15 (fifteen) nos. **low height dustbins** and 20 (Twenty) nos. **extra-large height dustbins**
- (k) Providing and placing of proper **wooden staircase** at the entry of Venue from Oval Ground (8` X 8`)
- (l) Decoration of dais **podium** – 02 (two) nos. (photograph to be attached).
- (m) Preparation and placing of **stall cubicle** – Cubicle stall of 14 (Fourteen) nos., made with Battam Structure and Flex (as per approved design). Measurement of each stall as mentioned below....
Back wall: 6ft (w) x 8ft (h), Left Sidewall: 6ft (w) x 8ft (h)
Right Sidewall: 6ft (w) x 8ft (h), Front fascia: 6ft (w) x 1ft (h)
Flex banner to be fixed on front fascia. Matter to be printed on the flex will be supplied on 12.03.2017.
- (p) Providing **signage** – 15 (fifteen) nos. indicator – wooden/fiber make with arrow at the top with space of writing on both sides of the arrow.
- (q) Providing (i) 3 Nos. good quality **room freshener** and (ii) 1 no. good quality **AC room freshener** for the auditorium, guest room and green rooms one hour before the commencement of the program.
- (r) Providing the followings: (i) **Nameplates** – 08 Nos., (ii) High Quality medium size **flower bouquet** – 25 Nos., (iii) **New white executive towel (for Chairs)** – 10 Nos., (iv) High quality **Liquid Hand-wash soap** – 02 no., (v) New good quality **Water Glasses** with same colour/pattern **coaster** – 24 Nos, (vi) New good quality **Tray with Fresh Red Velvet Cover** – 06 (Six) Nos.
- (s) Preparation of Flex (size 15` X 10`) to cover the toilet area. Matter to be printed on the flex will be supplied on 12.03.2017.
- 2) **Preparation of stage/ dais:** Schematic diagram / sketch of the background screen to be submitted positively.
Text Matter for the back screen:

“**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR; 12TH CONVOCATION, MARCH 16, 2017**” and the **Institute Logo** to be placed on the back screen. Agencies / decorators are requested to visit the venue for detailed measurement of background screen and submit schematic sketch taking the convenient measurement of the back screen (approximate size 34’ x 13’) and the stage/dais. Text matter to be placed at the middle of the back screen in a very prominent manner, which may be of any pleasant colour and design. Material to be used may be cloth / flex / silk-screen printed cloth etc.

- 3) **Entrance Gate** - 02 (Two) nos. moderate size gates in front of the Student Activity Center and 01 No. gate in front of NITD main gate covering both the “In” and “Out” gates (Approximate total length 72 feet, Height 14 feet and Depth of the gate is minimum 4 feet. A middle pillar may require to support the main gate.) Rates to be provided as per the submitted design / sketch / photograph of the proposed gates. Material to be used may be flex / cloth / wood / thermocole, etc.
- 4) **Hanger Toilet room:** 04 (Four) nos. of Hanger toilet rooms (02 for gents and 02 for ladies) with standard size (made of nonflammable material) to be setup at the venue. Rates to be provided as per the submitted design / sketch / photograph.
- 5) Attractive **floral decoration** at the orchestra pit of the dais. Providing floral decoration at the floor in front of the dais and front entrance of the auditorium. (Sketch / design photograph should be attached).
- 6) **Flower tubs with plantations / flowers** etc. 200 (Two hundred) nos.
- 7) Providing **Audio system** – within auditorium and outside with **Cordless table microphone** for front table 06 (Six) nos., **Cordless microphone** for song and music 08 (Eight) nos., Exclusive quality **cordless microphone for podium** 03 (Three nos.), **Audio mixer with amplifier** with sufficient nos. of stage boxes, cabling etc.
- 8) Making of **Digital Still Photography(02 nos.)** and **Videography** preferably on HD Ready / 3 CCD Professional Video camera(02 Nos.) with **provision for online video streaming and webcasting**. Soft copy of still photography in the form of CD / DVD needs to be provided just after the end of convocation program.
- 9) Providing side decorated enclosed **DINING area of 150’ X 50’** with ceiling and carpeting on the floor with a **30’ x 30’ kitchen area** at back. Supplied materials should be with spray of Fire Retardant material along with Jumbo sized umbrella – 30 Nos., Seating arrangement on table and chair for 300 Nos., seating arrangement on good quality sofa 20 Nos. and 20 numbers of table for food serving counters.
Another Dining area within SAC premises to be arranged for VVIP personnel with 10 nos. of sofa and food counters.
- 10) Robing area for VIPs and Senate members (size 60' x 20') with decent ceiling and carpeting on the floor and a covered partition for Women. There should be attached Tea and coffee stalls for VIPs with proper crockery, high quality of tea, biscuits and cookies to serve 200 Nos.
- 11) Provision of the sitting space of 60’ X 30’ for TV viewing by guardians/parents of the recipients along with 4 set 48” TV with live connectivity of the programme. Adequate nos. of Fan and 50 nos. of sofa arrangements should be done in the arena.
- 12) Providing **cover on the CLOAK ROOM AND SECURITY area** with proper structure and side cover (approximately 1500 Sq. ft area).
- 13) Dusting and cleaning of guest room, store room, green rooms and toilets with quality phenyl before the program and cleaning of entire SAC premises after the program.
- 14) Providing and installation of CCTV system with 15 nos. of camera and 1 no. of control unit around the site of convocation.

TERMS AND CONDITIONS

- 1) Licensed, resourceful, bonafide, experienced agencies / decorators having credentials of work in programmes like convocation, educational and technical festivals are invited to participate in the tender.
- 2) Preference may be given to agencies / decorators having experience of executing similar type of job, at a big auditorium for reputed institutes/organizations.
- 3) Experience of such programme where VIPs/Ministers/Important dignitaries have attended.
- 4) **Important date / time / venue**
 - a. Tender submission by: **12:00 noon on 24.02.2017 at the Estate Office of NIT Durgapur.**
 - b. Tender opening: **03:30 PM of 24.02.2017.**
 - c. Date of Convocation: **16.03.2017 at SAC, NIT Durgapur**
 - d. **SAC available for decoration from 14.03.2017.**
 - e. **Date of handover (Strictly) of decoration of background screen, dais, dais platform, stalls, stair etc. and all other items: 04:00 PM of 15.03.2017.**
 - f. **Supply of flower, Mineral water, completion of floral decoration: 05:00 PM of 15.03.2017.**
 - g. Sufficient documents / photographs / sketch etc. wherever required must be submitted with quotation; valid S.T., I.T. and P.T. certificates to be submitted.
 - h. Rates to be quoted item wise / quantity wise / unit wise and also the total amount to be quoted.
 - i. Quantity may increase / decrease as per requirement.
 - j. Payments will be made after the successful completion of the job and on submission of final bill. **No payment will be made in advance.**
 - k. Decision of the National Institute of Technology Durgapur is final and binding. The Institute authority may reject any or all tenders without assigning any reason.
 - l. The intending bidders or their authorized representative may be present at the time of tender opening.

(Prof. A. Gangopadhyay)
Dean (Faculty Welfare) &
Chairman, Committee No. – 1
Convocation – 2016-17,
NIT Durgapur.