

**NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR – 713 209
WEST BENGAL, INDIA**

Tender No.: NITD/EST/Convocation/01/2017-18

Dated: February 07, 2018

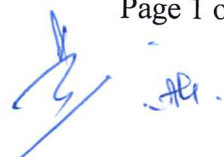
To:

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 & Chairman Committee – 1 (Convocation 2017-18), National Institute of Technology, Mahatma Gandhi Avenue, Durgapur 713 209**” and super scribed with “**Venue Decoration - Convocation 2017-18**”. Rates / documents are to be quoted and submitted in sealed envelope within stipulated date and time in the tender box at 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 and 10 nos. of foot rest** 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: 10 (Ten) 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**: 15 Water Fountain with paper glasses, 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, VVIP/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.
- (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.

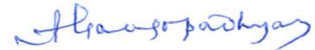


- (h) Supply and placing of **fibre chairs** with handle – 400 (Four hundred) nos., all of same colour & design.
- (i) Supply and placing of **fibre tables with table cloth** – 75 (Seventy five) nos. all of same colour and **Wooden Table with table cloth** – 15 (Fifteen) nos.
- (j) Providing and placing of – 20 (Twenty) 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** – 14 (Fourteen) nos. around the Basketball court of the Institute; cubicle size 5'-0" x 5'-0" with wooden buttum work on front face – tight fixed with same colored cloth. **Flex banner** to be fixed on cloth cover on the top. Matter will be provide on 12.03.2018. Flex material size 3'0" x 2'0".
- (p) Providing **signage** – 15 (fifteen) nos. indicator – wooden 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** – 04 Nos, (vii) Good quality napkin paper box – 15 Nos.
- (s) Preparation of Flex (size 15' X 12') to cover the toilet area. Matter to be printed on the flex will be supplied on 12.03.2018.
- (t) Supply of Jumbo umbrella – 15 nos. (non-returnable)
- 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; 13TH CONVOCATION, MARCH 17, 2018**" 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** - 04 (Four) nos moderate size Flex gates, 01 no. in front of the Student Activity Center, 01 No. gate in front of NITD Gate 1 (main gate and with 3D structure with square cross-section), 01 no. opposite of Chemical Engineering Department and 01 no. in front of Oval side entrance of the Venue. Rates to be provided as per the attached design / sketch / photograph of the proposed gates. Material to be used may be flex on stable wooden/metal based structure with maximum height of 20 feet and 12 feet width. Matter will be of 5'X12' and will be provide on 12.03.2018.

- 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 attached 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. 300 (Three 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** 02 (Two 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 form of CD / DVD needs to be provided just after the end of convocation program.
- 9) Providing side decorated enclosed **DINING area of 7500 Sq. Feet** with fully covered ceiling and carpeting on the floor. Providing additional 500 Sq. Ft. **kitchen area** at back along with 10 Chouki, Power points and sufficient lights. Supplied materials should be with spray of Fire Retardant material, Seating arrangement on well decorated table and chair for 200 Nos., sufficient no. of ceiling fans, seating arrangement on good quality sofa 20 Nos. and 20 numbers of food serving counters ceiling fan.
- 10) Robing area for VIPs and Senate members (size 70' x 15') with decent fully covered ceiling and carpeting on the floor and a covered partition for Women and sufficient no. of ceiling fans, lights and Large Mirror – 1 no. 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) Robing and sitting area for VVIPs (size 20' x 15') with decent, decorated (Including floral), fully covered ceiling, carpeting on the floor along with 6" wooden platform, inside wall with flex, seating arrangement on high quality single sofa 15 Nos., high quality tea-table with cover 15 nos with glass top, sufficient no. of fan & lights, Cooler 4 nos. and Large Mirror–1 no. Good quality glasses with coasters 20 nos, proper crockery setup, high quality of tea, biscuits and cookies to serve 20 Nos.
- 12) 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 150 nos. of Chair arrangements should be done in the arena.
- 13) Providing **3 sides covered CLOAK ROOM AND SECURITY area** with proper structure (approximately 1200 Sq. ft area), sufficient no. of ceiling fan, lights, 10 Tables with cover, 50 chairs and Rack of 20 ft (2 steps) – 3 nos..
- 14) Dusting and cleaning of guest room, store-room, green rooms and toilets with quality phenyl before the program and cleaning of entire SAC premises **before and after** the program.
- 15) 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 event management agencies having credentials of convocation work, are invited to participate in the tender. **Credential must be attached.**
- (2) Preference may be given to agencies / decorators having experience of executing convocation management job, at a big auditorium attended by VIPs/Ministers/Important dignitaries.
- (3) Any other terms & condition as imposed in "Outsourcing of Non-consulting Services" vide chapter 6, section B of GFR 2017.
- (4) **Important date / time / venue**
 - (a) Tender submission by: **12:00 noon on 28.02.2018 at Estate Section, NIT Durgapur.**
 - (b) Tender opening: **03:30 PM of 28.02.2018.**
 - (c) Date of Convocation: **17.03.2018 (Tentatively) at SAC, NIT Durgapur**
 - (d) **SAC available for decoration from 14.03.2018.**
 - (e) **Date of handover (Strictly) of decoration of background screen, dais, dais platform, stalls, stair etc. and all other items: 04:00 PM of 16.03.2018.**
 - (f) **Supply of flower, Mineral water, completion of floral decoration: 05:00 PM of 16.03.2018.**
 - (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) &
Chairman, Committee No. – 1
Convocation – 2017-18,
NIT Durgapur.

