



**INDIAN STATISTICAL INSTITUTE**  
203 Barrackpore Trunk Road  
Kolkata 700108

Tender ID No.: PReMI'23/MIU/01

Date: 03 November 2023

**NOTICE INVITING TENDER**

Tenders are invited from interested suppliers for procurement of the following services:

Sl. No.	Item Description
01	<p><b>PANDAL Requirements for PReMI'23</b></p> <p><b>A. Pandal:</b></p> <ol style="list-style-type: none"><li>1. Pandal in the adjacent lawn of ISI Guest House for Welcome Dinner (11/12/2023) &amp; Banquet (13/12/2023).</li><li>2. Sitting arrangements mainly for having lunch for the period 11/12/2023 to 15/12/2023 behind the A N Kolmogorov Bhavan.</li></ol> <p><b>B. Stage:</b> Additional stages on PJA Auditorium Dias for Cultural Programmes on 11/12/2023 &amp; 13/12/2023.</p> <p><b>(A detail description of services is provided in the next page)</b></p>

**ESTIMATED TENDER VALUE: ₹ 1.00 lakh**

**Last Date of Submission of Bid: 16 November 2023**

Your Quotation shall comprise of two parts: (a) **Technical Bid** (b) **Price Bid**

Both the parts must be submitted separately in two envelopes labeled clearly as "Technical Bid" and "Price Bid" respectively, and these shall be put in a third envelope. All three envelopes shall be superscribed with the following:

Tender ID No.: **PReMI'23/MIU/01** Dated: **03 November 2023** Due on: **16 November 2023**

Quotation must be sent in sealed cover either by post or hand delivery to the following address within the deadline mentioned above:

The Organizing Chair, PReMI'23  
Machine Intelligence Unit  
Indian Statistical Institute  
203 B.T. Road  
Kolkata 700108.

The quotation will be considered as cancelled if the documents required for the two bids are not submitted in the correct envelopes.

## Description of the Services

### **PANDAL Requirements for PReMI'23**

#### **A. Pandal**

- I. For Welcome Dinner (11/12/2023) & Banquet (13/12/2023) in the Adjacent Lawn of ISI Guest House as per following specifications:
  - Tarpaulin Shed for Food Counters: 90ft x 10ft
  - Cloth Walling: 350ft x 6ft
  - A Decorated Gate with Flex
  - Round Tables with Frill Cover and Umbrella: 8 pc
  - Tables with Frill Cover: 15 pc
  - PVC Chairs: 100 pc
  - Steel Sofa: 4 pc
  - Wash Basin (with Water Tank): 2 pc
  
- II. Sitting arrangements mainly for having lunches for the period 11/12/2023 to 15/12/2023 behind the A N Kolmogorov Bhavan as per following specifications:
  - Tables with Frill Cover and Umbrella: 15 pc
  - Wash Basin (with Water Tank): 2 pc

#### **B. Stage**

Additional stages on PJA Auditorium Dias for Cultural Programmes

- I. **11/12/2023 Evening**: 8ft x 4ft with height 1ft to 1.5 ft
- II. **13/12/2023 Evening**: one of size 8ft x 4ft and another two of size 4ft x 4ft, each with height 1ft to 1.5ft

Time Schedule for Tender	
Date of Uploading of NIT	03 November 2023
Bid Submission Starts	03 November 2023
Lat Date of Bid Submission	16 November 2023
Date of Opening of Technical Bid	17 November 2023
Date of opening of Financial Proposal	17 November 2023

## ELIGIBILITY CRITERIA OF BIDDERS

Bidders have to comply all the following eligibility and technical requirements and they have to submit the required supporting documents along with their bids. No deviations are acceptable.

Sl.	Particulars	Supporting Compliance
(a)	The Bidder must belong to <b>Kolkata or adjacent districts</b> (North & South 24 Parganas, Howrah & Hooghly).	Copy of Address Proof
(b)	The <b>average Annual Turnover</b> of the Bidder should be at least 5 Lakhs in the last 3 financial years (2020-21, 2021-22, 2022-23).	Copy of the ITR/ Balance Sheets
(c)	The Bidder must possess valid <b>GST Registration Certificate</b> in the firm's name	Copy of the Certificate
(d)	The Bidder must possess valid <b>PAN Card</b> in the firm's name	Copy of the Card
(e)	The Bidder must possess relevant <b>Trade License</b> .	Copy of the License

An UNDERTAKING about the unconditional acceptance by the bidder of Terms and Conditions as stipulated in the attached document is to be submitted along with the technical bid, in the specified format.

Bids not submitted in the specified format or not accompanied by the requisite undertaking are liable to be rejected.

**MSME Criteria:** An organization having MSME registration of Government of India will get benefit as per MSME relaxation rules.

General Terms and Conditions as well as formats for submission of bids are mentioned in the attached document.

*B. Uma Shankar*

Head, Machine Intelligence Unit  
Indian Statistical Institute  
203 B.T. Road  
Kolkata 700 108

Name of the Contact Person: Subham Ghosh  
Contact No.: 033-2575-3100 e-mail id: premi23@isical.ac.in

## GENERAL TERMS AND CONDITIONS RELATED TO SUBMISSION OF BIDS

### 1. Penalty for suppression/ distortion of facts

Submission of false document(s) by vendor is strictly prohibited and may be liable for civil and criminal action.

### 2. Validity of the tender

Offer must remain valid for 30 days from the date of opening of the price bid.

### 3. Payment terms

All rates should be quoted in INR only. Offer in any other currency will be rejected. Bids containing clauses like "Rates are subject to exchange rate fluctuations" will be rejected.

Payment will be made after satisfactory receipt of goods and installation, commissioning, testing and completion of all contractual obligations. Partial payment against partial supply within scheduled delivery period will not be admissible.

### 4. Tender Submission

Suitable arrangements for receipt of the sealed tenders during the submission period through conspicuously located tender boxes in the procuring unit/section should be ensured. In case of bulky tender documents, there should be provision in NIT for submission of bids to designated officials by hand.

### 5. Opening and Evaluation of Tender

#### A. Technical Bid

- i) Technical bid will be opened by the designated tender opener (generally, the head or his/her representative) of the procuring unit or section.
- ii) Cutting/overwriting/insertions must be accounted by marking and putting initials.
- iii) During technical evaluation, the tender opener, on behalf of the procuring unit or section may summon bidders and seek clarification/ information or additional documents or original hard copy of any of the documents already submitted. If these are not produced within the stipulated period, the bid may be liable for rejection.
- iv) The procuring unit/section will summarize the evaluation of technical bids in the specified format (<https://www.isical.ac.in/~cpc/nit.php>).

#### B. Financial Bid

- i) Financial bid of technically eligible vendors will be opened in a meeting of the Purchase Committee.
- ii) Cutting/overwriting/insertions must be accounted for by marking and putting initials.
- iii) For CVC rules regarding negotiation with L1, please referred to [circular number 4/3/07 \(OM No. 005/CRD/012\) Dated the 3rd March, 2007](#).

#### **6. Way Bill/ Road Permit**

In case of requirement of Way Bill at the time of delivery, the institute will arrange for obtaining the necessary Way Bill/ Road Permit in the name of the vendor awarded this tender. However, the prescribed entry tax shall be borne by the vendor.

**It is to be noted that the Indian Statistical Institute has Customs Duty Exemption Certificate and reduced GST rates, and the Vendor should make appropriate use of them.**

#### **7. Liquidated Damage Clause**

The schedules of delivery and installation, commissioning and testing as per Purchase Order are to be strictly adhered to. In case there is delay either in the delivery or successful completion, the vendor shall be liable to pay liquidated damages @ 0.5% of the total value of the purchase order per week or part of a week during which the delivery of such goods is delayed. Where delivery thereof is accepted after expiry of the period mentioned in purchase order the total damages so claimed shall not exceed 5% of the total contract price. Any variation in statutory levies and taxes within the contractual delivery period shall be borne by the Indian Statistical Institute. Beyond the delivery period, the upward variation of levies and taxes shall be borne by the vendor.

#### **8. Arbitration Clause**

In the event of any dispute or difference arising out of or in connection with the tender, the same shall be settled amicably by mutual consultation. If such resolution is not possible then the unresolved disputes or differences shall be referred to Arbitration as per the *Indian Arbitration and Conciliation Act, 1996*. It shall be subject to Kolkata (Calcutta) Jurisdiction only.

- 9. The PReMI'23 Organizing Committee, Indian Statistical Institute, Kolkata, reserves the right to cancel the tender at any time without assigning any reasons whatsoever thereof. While rejecting/recalling tenders, the authority must record clear, logical reasons for any such action on the file.**

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## FORMAT OF BIDS

### A. TECHNICAL BID

Following Documents need to be submitted as Technical bid:

- (a) Address Proof of the Bidder
- (b) ITR/ Balance Sheets for the financial years 2020-21, 2021-22, 2022-23
- (c) GST Registration Certificate
- (d) PAN Card
- (e) Trade License.

### B. PRICE BID

- i) The rate is to be quoted in INR only.
- ii) Any overwriting will make the quotation liable to be rejected.
- iii) The bidder shall submit rate in the following format:

Particular	Price (exclusive of GST)	GST	Total Price (all-inclusive)
<b>PANDAL</b> Requirements for PReMI'23 (As per descriptions provided in page 2 of this tender)			

**UNDERTAKING BY THE TENDERER  
FOR  
ACCEPTANCE OF TERMS AND CONDITIONS OF TENDER**

(On the letterhead of the Bidder)

**Ref: e-Tender ID No:** \_\_\_\_\_ **dated** \_\_\_\_\_

**Date:** \_\_\_\_\_

I/We undertake that I/we have carefully gone through the Notice Inviting Tender, other tender documents mentioned therein, and I/we will abide by them. We also agree to accept corrigendum/corrigenda that may be published in future. My/our tender is offered taking due consideration of all factors, and if the same is accepted, I/we promise to abide by the stipulation of the tender documents, and complete the work to the total satisfaction of the \_\_\_\_\_ <Name of the Indenting Unit/Section>, Indian Statistical Institute, Kolkata - 700108.

My/our offer will remain valid for 30 days from the date of opening of tender.

I/we further undertake that the information submitted in this tender is true and correct in all respects and I/we hold my/our responsibility for the same.

I/We also certify that the price being quoted is lower than Maximum Retail Price (MRP) / Original Equipment Manufacturer (OEM) Price, whichever is applicable.

I/we shall be responsible for rejection and/or cancellation of contract if the goods supplied are not up to the mark. I/we shall be liable for legal proceedings if the material supplied is found sub-standard or not in accordance with the specification published in the tender.

**Signature of the Tenderer with seal & date**

**Name of the Tenderer:**

**Postal Address:**

**Mobile Number:**

**Landline Number:**

**Email ID:**