

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR**  
**INSTITUTE WORKS DEPARTMENT**  
**DIVISION-II**

Enquiry No.: IWD/DIV-II/2025/320

Dated: 04/06/2025

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Dear Sir(s),

The quotations under sealed covers are invited in two bid system i.e. Technical bid and Financial bid for the work **"Hire Charges supply and Fixing of tentage materials i/c flower decoration in compliance to Convocation 2025 at IIT Kanpur for following jobs:**

**(A):-**Supply and fixing of tentage materials at Inside Auditorium Hall,

**(B):-**Supply and fixing of tentage materials at Outside Auditorium Hall Main road and Back side road,

**(C):-**Flower Decoration.

**(D):-**Providing and fixing Canopy type structure at main and rare entrance "from the requisite similar type of experience of agencies are invited. The duly filled quotation shall be received on or before 10.06.2025 up to 11.00 AM and shall be opened on the same day at 3.30 PM in the office of the IWD, Division-II, IIT Kanpur.

- ❖ The bidder has to submit their bid in two sealed envelopes i.e Envelopes -1 (Technical bid) Envelopes -2 (Financial bid). Both the sealed envelopes are kept in one envelope address to SE IWD,IIT Kanpur & submit the same before due date and time.
- ❖ The financial bids will be opened only for those bidders who qualify in the technical evaluation.

**Selection Criteria for Technical bid (Envelope -1) :**

1. The firm should have valid GST Registration, PAN the same should be submitted along with the bid.
2. The firm must submit the Site Inspection Form along with their bid.
3. Firm should have excellent goodwill and name-fame in the town/district/state.
4. Firm should have minimum 05 (Five) years' experience of providing and fixing of tentage materials.
5. Firm should have completed at least 3 similar works for providing & fixing of tentage and flower decoration in the event of IITs/IIITs. Work order or performance certificate also attached with their bid.
6. Firm should have an average turnover of at least Rs.10 Lacs during the last five years.
7. Firm Should have successfully completed at least (3 similar work each of not less than 40% value or 02 work not less than 60% value or 01 work not less 80% value of estimated cost Rs. 5,56,240.00/-) i.e providing & fixing of tentage and flower decoration in the event of IITs/IIITs during the last 07 (seven) years ending as on last date.
8. The quotation if submitted without above mentioned documents shall not be considered.

**Financial Bid (Envelope -2) :** The bidder have to submit their Financial Bid (Annexure -A).

4/6/25

## Specification of the work:

1. A branded new Unitex red/ Green matting, Kaleen and white cloth shall be brought one day before start of the laying of matting/Kaleen at auditorium. After satisfying the quality of matting Kaleen and white cloth the same be allowed to provide and fixed at the required locations as per the satisfaction of SE, IWD.
2. A decent colour arm resting three-seater sofa shall be provided by the agency at the required locations as per satisfaction of SE, IWD.
3. The all flowers to be brought for the decoration shall be fresh and of excellent quality of different colours. The decoration work shall be completed on the desired locations as per the entire satisfaction of SE, IWD.
4. The sample of all natural fresh flowers to be used must be get approved from the SE IWD two days before the event.
5. The sample decoration photographs are also attached for reference.

## Terms and Conditions:

1. The Agencies are advised to visit the site to understand the requirement before submitting their offer.
2. The rates quoted should be F.O.R. Kanpur and Free Delivery including loading, carting, unloading at Auditorium Hall, IIT Kanpur or any other place in IIT Campus and stacking as directed by engineer-in-charge at site of work.
3. The rates offered should be inclusive of all labour, T&P, & er-rection cum dismantling charges. The GST shall be quoted separately.
4. The work in all respect inside auditorium shall be completed by 21.06.2025 up to 9.00 PM except flower decoration and carpeting work of Main Gate.
5. The flower decoration and carpeting work at main entrance shall be completed by 4.00 AM of 23.06.2025.
6. A penalty @1% shall be charged if the work is not completed in time.
7. Providing and fixing Canopy type structure at main and rare entrance will be decided as per weather condition.
8. Institute may ask to contractor for deposit all the materials before 19.06.2025, no separate payment shall be paid.
9. The contractor has the capacity to procure all materials not listed in the Bill of Quantities (BOQ). Separate payment shall be paid for this work.

(R.K. Verma)

Act. Superintending Engineer

Copy to: - 1. Notice Board.

2. Instituteweb site for up loading the quotation.