

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
INSTITUTE WORKS DEPARTMENT
DIVISION-II

Enquiry No.: IWD/DIV-II/2025/321

Dated: 04/06/2025

To

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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 **"Supply and Installation of back drop & banner in compliance to convocation 2025"** 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^{ed} 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 minimum 05 (Five) years' experience of providing and fixing of back drop & banner work.
4. Firm should have completed at least 3 similar works for providing and fixing of back drop & banner work in the event of IITs/IIITs. Work order or performance certificate also attached with this bid.
5. Firm should have an average turnover of at least Rs.10 Lacs during the last five years.
6. 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. 2,88,543.00/-) i.e providing and fixing of back drop & banner work in the event of IITs/IIITs during the last 07 (seven) years ending as on last date.
7. 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).

04/6/25

Terms and Conditions:

1. The rates quoted should be F.O.R. Kanpur and Free Delivery including loading, carting, unloading at IWD, Division office, IIT Kanpur or any other place in IIT Campus and stacking as directed in go downs.
2. The rates offered should be inclusive of cartage & erection cum dismantling charges.
3. The delivery period is within the date of supply order.
4. The work must be completed in all respect on or before by 21.06.2025 up to 10.00 PM.
5. The Institute has right to reject all or any of the quotations and to split up the requirement or relax any or all of the above conditions without assigning any reason.
6. The quotations shall remain open for acceptance for four weeks from the date of opening.
7. A penalty @1% shall be charged if the supply is delayed.
8. Steel used for this work are ISI marked only.
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.
10. All materials used for this work are to be ecofriendly and sustainable. Printing type should be Uv printed matt finish and materials to be used 300Gsm star Front Lit.

Sub 4/6/25

(R.K.Verma)

Act. Superintending Engineer

4/6/25

Copy to: - 1. Notice Board.

2. Institute web site for up loading the quotation.