



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI
(An Autonomous Institution of Ministry of Human Resource Development, Govt. of India)
Transit Campus: C/o. Sree Rama Engineering College, Karakambadi Road,
Mangalam (P.O.), Tirupati, Andhra Pradesh – 517 507.

**INDIAN INSTITUTE OF SCIENCE EDUCATION
AND RESEARCH TIRUPATI**



“EXPRESSION OF INTEREST” (EOI)

FOR

DECORATORS TO PROVIDE /ERECT
PANDAL/PAVILLION AND TO PROVIDE
OTHER MATERIAL ON RENTAL BASIS

AT

The 38th Annual Meeting of the Astronomical Society of
India (ASI) Conference will be hosted by Indian Institute of
Science Education & Research (IISER) Tirupati, Transit
Campus during 13 - 17 February, 2020.



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**“Expression of Interest” (Eoi) For Decorators to provide /erect
pandal/pavillion and to provide other material on rental basis at IISER
Tirupati”**

Tender No. IISERT/Admin-Dining /02/2020

Date: 23-01-2020

Subject: Invitation of “Expression of Interest” proposal for For Decorators to provide/erect Pandal /Pavilion and to provide other material on rental basis for The 38th Annual Meeting of the Astronomical Society of India (ASI) Conference will be hosted by Indian Institute of Science Education & Research (IISER) Tirupati, Transit Campus during 13 - 17 February, 2020.

Director, IISER Tirupati invites proposal of “Expression of Interest” (Eoi) from reputed Agencies/firms/caterer/decorators For Decorators to provide /erect Pandal /Pavilion and to provide other material on rental basis on the terms and conditions as per Eoi document at IISER Tirupati.

For overview of the existing system, scope, Eligibility criteria, bidding terms and conditions and suggested response formats, please visit our website <http://iisertirupati.ac.in/tenders.html>

Interested Agency/firm/Caterer/Decorators, who meets the Eligibility criteria, may furnish their Expression of Interest with all the necessary documents in a sealed cover along with the covering letter duly signed by an authorized signatory and prescribed fee on or before 03-02-2020 by 15:00 hours at the following address:

Assistant Registrar (Admin & Purchase)
IISER Tirupati
Opp. Sree Rama Engineering College,
Rami Reddy Nagar, Karakambadi Road,
Mangalam P.O, Tirupati,
Andhra Pradesh – 517507.
Ph: 0877 – 2500 208

All received proposals of “Expression of Interest” will be opened on **03.02.2020 at 15:30** hours in the presence of authorized representatives of tenderers/bidders, who choose to attend and shall sign a register evidencing their attendance.



“Expression of Interest” (Eoi) For Decorators to provide/erect Pandal /Pavilion and to provide other material on rental basis The 38th Annual Meeting of the Astronomical Society of India (ASI) Conference will be hosted by Indian Institute of Science Education & Research (IISER) Tirupati, Transit Campus during 13 - 17 February, 2020.”

SUMMARY	
Eoi Notification No.	IISERT/Admin-Dining/02/2020 dated 23.01.2020
Nature of work	Decorators required to provide/erect Pandal /Pavilion – two units and to provide other material on rental basis conference as specifications in “annexure – I” attached herewith at IISER Tirupati.
Contract Period	13 - 17 February, 2020
Address for the submission of EOI Response	Assistant Registrar (Admin & Purchase) IISER Tirupati Opp Sree Rama Engineering College, Rami Reddy Nagar, Karakambadi Road, Mangalam P.O, Tirupati – 517507, Andhra Pradesh Ph : +91 – 0877 – 2500 208
Release of Expression of Interest (EOI) document	23-01-2020 (Thursday)
Last date for Submission of EOI Response	03-02-2020,15:00 Hrs. (Monday)
Date and time of opening of EOI – Technical bid Responses	03-02-2020,15:30 Hrs. (Monday)
Venue	IISER Tirupati Opp. Sree Rama Engineering College, Rami Reddy Nagar, Karakambadi Road, Mangalam P.O, Tirupati – 517507, Andhra Pradesh Ph : +91 – 0877 – 2500 208



CHAPTER – I

GENERAL CONDITIONS OF CONTRACT

1) Goals of this Expression of Interest (EOI)

- i) The objective of this tender is to solicit proposals from the interested bidders for participation in a bid process to **provide/erect Pandal /Pavilion –two units and to provide other material on rental basis for conference as per specifications in annexure –I attached herewith at IISER Tirupati.**
- ii) The successful bidder will be responsible for providing Pandal /Pavilion and other decorations material at IISER Tirupati for a period 13/02/2020 to 17/02/2020.
- iii) The EOI intends to bring out the details with respect to scope of works/services that are deemed necessary to share with the interested bidders.

2) Eligibility Criteria:

The invitation for bids is open to all entities registered in India who fulfil eligibility criteria as specified below:

- i) The Bidder MUST satisfy all of the criteria below on its own.
- ii) The bidder shall necessarily be a valid legal entity, having following registrations:
 - (a) GST Registration

Tenderer should submit documents in support of eligibility criteria along with the tender/bid. No document in support of minimum eligibility criteria will be accepted / entertained after opening of tender. Technical Bid which is not accompanied by these documents would be summarily rejected.

3) Scope of Work:

- (i) The service provider is expected to provide the following services:
 - (a) **To provide/erect Pandal /Pavilion-two units and other material on rental basis conference as specifications in annexure –I attached herewith at IISER Tirupati.**
 - (b) Structure i.e. **Pandal /Pavilion** should stable and sustain in wind.
 - (c) Separate quote should be given for Portable Hand wash
 - (d) The round tables/chairs must be stable, it should not be wobbling. The cloths used shall be washed and free of stains. **Every effort must be exercised by the Service Provider to minimize electricity and water usage and desist from unnecessary usage.**
 - (e) **The tenderer at short notice (within an hour also in case of SOS) carry surplus material and must be able to make arrangements of any material if required , in case of failure to provide the same, penalty as deemed fit by the Institute shall be levied.**

4) Availability of the EOI Documents:

EOI document can be downloaded from IISER Tirupati website <http://iisertirupati.ac.in/tenders.html>. The bidders are expected to examine all instructions, forms, terms, requirements and other details in the EOI documents. Failure to furnish complete information as mentioned in the EOI documents or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the bidder's risk and may result in rejection of the proposal.

5) Evaluation of the Tender:

For Providing Catering Services, the evaluation shall be done as under:

Stage 1- Bids will be scrutinised for technical Evaluations as per Eligibility Criteria clause no. 2 at “Chapter-1”. Documents regarding experience is to be clear. Copies of all statutory documents to be submitted. Incomplete Bids if any regard will be rejected.

Financial Bids of only those agencies will be opened who qualify in Technical bid. The decision of the committee shall be final and binding and no correspondence shall be entertained in this regard.

- i) If required, IISER Tirupati can call for any additional information NOT specified in this Eol.
- ii) If any information sought in this document is missing or not clearly specified by the applicant, it will be assumed that the organization / firm is not in a position to supply the information.
- iii) All claims made by the bidder in their Eol proposal, must be supported by authentic documents.
- iv) The proposal and all correspondence and documents shall be written in English.

6) Penalty:

In the event unsatisfactory performance or breach of any condition in Clause-3 (Scope of work), The Institute shall at any time be entitled to determine penalty to be levied on the Decorators.

7) Interpretation of Contract Documents:

- (i) Several documents forming the contract are to be taken as mutually explanatory. Should there be any discrepancy, inconsistency, error or omission in the contract, the matter may be referred to the Assistant Registrar (Administration), IISER Tirupati who shall give his decision and issue to the Bidder/Tenderer instructions directing in what manner the work is to be carried out. The decision of the Assistant Registrar (Administration) shall be final and conclusive and the Bidder/Tenderer shall carry out work in accordance with this decision.
- (ii) All material and services shall satisfy the high standards befitting the reputation of the Institute.



8) Period of Contract:

13 - 17 February, 2020

9) Bidder/Tenderer's Subordinate Staff and their Conduct:

- a) **The bidder shall ensure that all decorator's employees, during their working hours, wear proper attire.**
- b) Smoking, consumption/distribution of alcohol, use of pan and gutka, and drug/substance abuse by the employees is strictly prohibited.
- (v) The Bidder/Tenderer shall be responsible for the proper behaviour of all the staff, employed directly or indirectly, and shall exercise a proper degree of control over them and in particular and without prejudice to the said generality, the Bidder/Tenderer shall be bound to prohibit and prevent any employees from trespassing/acting in anyway detrimental or prejudicial to the interest of the community or of the properties. The Bidder/Tenderer shall be responsible thereof and indemnify the institute of all consequent claims or actions for damages or injury or on any other grounds whatsoever. The decision of the Assistant Registrar (Administration) on any matter arising under this clause shall be final.

10) Force Majeure:

In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them under this agreement, the relative obligation of the affected party by such force majeure shall be suspended for the period during which such cause lasts. The term "force majeure" as employed herein shall mean, acts of God, war, revolt, riot, fire, flood and acts and regulations of the Government of India or any of its authorized agencies.

Upon the occurrence of such cause and upon its termination the party alleging that it has been rendered unable as aforesaid thereby shall notify the other party in writing within 1 day of the alleged beginning and ending thereof giving full particulars and satisfactory proof.

The time for performance or relative obligations suspended by the force majeure shall be extended by the period for which the cause lasts or condoned by the Institute without any penalty.

If the work is suspended by force majeure conditions, the Institute shall have the option of cancelling the contract in whole or in part thereof its own discretion. Any situation of force majeure shall not be payable by the Institute under any circumstances. For the period of force majeure, no amount shall be payable to the Bidder/Tenderer.

11) Completion of Contract:

Unless otherwise terminated under the provisions of any other relevant clause, this contract shall be deemed to have been completed at the expiration of the duration of the contract.

12) Schedule of Rates and Payments:

The price to be paid by the Institute to the Bidder/Tenderer for the whole of the work to be done and the performance of all the obligations undertaken by the Bidder/Tenderer as per



the terms of the contract shall be ascertained by the application of the schedule of rates and payment shall be made accordingly to the work actually executed and approved by Assistant Registrar (Administration) / Office Superintendent (Administration)

13) Accident or Injury to Workman:

The Institute shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workman or other person in the employment of the Bidder/Tenderer through claim from insurance company. The Bidder/Tenderer shall indemnify and keep the Institute indemnified against all such damage and compensation whatsoever in respect or in relation thereto.

14) Damage to Property:

The Bidder/Tenderer shall be responsible for making good to the satisfaction of the Institute any loss or damage to any structures and properties within the Institute premises. If such loss or damage is due to fault and/ or the negligence or wilful acts or omission of the Bidder/Tenderer, his employees, agents, representatives or sub-Bidder/Tenderers, he shall make good the loss as assessed by the Institute.

15) Arbitration:

- (a) Except as otherwise provided elsewhere in the contract, if any dispute, difference, question of disagreement or matter whatsoever, shall, before/after completion or abandonment of work or during extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a sole arbitrator to be appointed by the Director of the Institute at the time of the dispute. The award given by the arbitrator so appointed shall be binding on the parties. It will not be open to the parties to challenge the jurisdiction of the arbitrator after the award has been made.
- (b) If the arbitrator to whom the matter is originally referred dies or refuses to act or resigns/ withdraws for any reason from the position of arbitration, it shall be lawful for the Director of the Institute to appoint another to act as arbitrator in the manner aforesaid. Such person shall be entitled to proceed with reference from the stage at which it was left by his predecessor if both the parties consent to this effect failing which the arbitrator shall be entitled to precede de-novo.
- (c) It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to arbitration at the time of the invocation of arbitration under the clause.
- (d) It is a term of the contract that the cost of arbitration shall be borne by the parties themselves.
- (e) The venue of arbitration shall be at IISER Tirupati.
- (f) Subject as aforesaid the provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactment thereof rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

16) Jurisdiction:

The contract shall be governed by and constructed according to the laws in force in India. The Bidder/Tenderer shall hereby submit to the jurisdiction of the courts situated at Tirupati for the purpose of actions and proceedings arising out of the contract and the courts at Tirupati shall have the sole jurisdiction to hear and decide such actions and proceedings.



17) General Rules:

- a. Smoking and Consumption of Tobacco/Alcohol within the entire area of the Dining Pandal or Institute surrounding area in particular and the Institute campus in general are strictly prohibited. Violators of this rule shall be prosecuted as per law and discharged immediately.
- b. All the workers engaged for the work shall wear uniform.
- c. No person with any offensive police record shall be employed to work in the pandal/pavillion area.
- d. Safety measures are to be provided by the Service provider himself/ themselves.
- e. The Service provider will ensure and comply with the provisions of various municipal and other local Rules/ Regulations/ Laws of the Government
- f. The Institute shall not be the party in case any dispute takes place between the Service provider and his employees.

18) Venue & Deadline for Submission of Proposals:

Proposals, in its complete form in all respects as specified in the EOI, must be submitted, as per the schedule, to the following address:

Assistant Registrar (Administration & Purchase)
IISER Tirupati
Opp Sree Rama Engineering College
Rami Reddy Nagar, Karakambadi Road
Mangalam P.O, Tirupati – 517507
Ph-08772500400
Last Date of Submission: 3rd February – 2020

19) Tender Procedures:

- i) The Tender must be prepared in accordance with the requirements specified in this Eol and in the format prescribed in this document for each of the above mentioned qualifying criteria as proof of having the minimum requirements.
- ii) Proposals must be direct, concise, and complete. All information not directly relevant to this Eol should be omitted.
- iii) The Hard Copy should be signed in ink in original by hand by the authorized signatory on all the pages before being put in the envelope and sealed.
- iv) The Tender should contain the copies of references and other documents as specified in the Eol.
- v) In case of person other than Authorised Signatory signing the Tender, an authorization letter, authorizing the Bidder to sign/ execute the tender as a binding document and also to execute all relevant agreements forming part of Eol shall be included in this envelope.
- vi) Any interlineations, erasures or overwriting shall be valid, only if they are initialled by the persons or persons signing the bid.
- vii) IISER Tirupati will not accept the Eol proposal in any manner other than that specified in this Eol. Proposal submitted in any other manner shall be treated as defective, invalid and shall be rejected.



20) Accounting and Payment:

- i) The rates so fixed are inclusive of all taxes duties, and levies etc. imposed by the State/Central government and local bodies as on the dates of award of the work. However, if any new tax, duty or levy is imposed or enhanced by the government/local bodies subsequent to the award of work, the same shall be discussed with the competent authority for revising the rates.

21) Timings:

Timings of services shall be informed by the Institute.

22) Important Notes:

- (i) The Institute reserves the right to:
 - (a) Amend the scope and value of the contract.
 - (b) Amend the rate of the contract.
- (ii) For any of the above actions, the Institute shall neither be liable for any damages, nor be under any obligation to inform the applicants, the grounds for the same.
- (iii) Effort on the part of the agencies or it's agent to exercise influence or to pressurize the Institute for this contract shall result in rejection of the application. Canvassing of any kind is prohibited.

Chapter – II

Specification for Pandal/ Pavillion-1 nos with other material required on rental basis :

Specifications for Pandal-1 FOR DINING AREA			
Sr no	Item	Size	Unit
1	White Cloth Pandal (Support by Iron rods) 100 X 40 FEET AND 10 feet Height, ceiling made up of iron pipe support with white cloth and waterproof. Structure should stable and sustainable in wind	4000	Sq feet
2	Carpet (It should be New)	4000	Sq feet
3	Side wall made up of Iron Rod - white cloth with iron rod support, 10 feet Height with ventilation required	280	feet
4	Pedestal FANS	10	nos
5	Round tables with frill cloth (seating for 5 person at a time per table)	35	nos
6	Chair Nilkamal	400	nos
7	LED Lights	10	nos
8	Portable Sinks for hand wash (1 sink unit)	16	nos

Specification for Pandal/ Pavillion-2 nos with other material required on rental basis :

Specifications for Pandal-2 FOR POSTER SESSION			
Sr no	Item	Size	Unit
1	White Cloth Pandal 100 X 60 feet (Support by Iron rods), ceiling made up of iron pipe support with white cloth for waterproof. Structure should stable and sustainable in wind .	6000	Sq feet
2	Carpet (It should be New) 100 X 60 feet	6000	Sq feet
3	Side wall made up of Iron Rod -white cloth with iron rod support, 10 feet Height with ventilation required	320	Sq feet
4	LED Lights	10	nos

Chapter – III

Bid Information:

Bidders are requested to submit their responses for the Tender/EoI response in TWO (02) parts, clearly labelled according to the following categories:

(A) PART-ONE (TECHNICAL BID)

- i) A list of all submitted documents should be provided.
- ii) Bidder's Statement from the Bidder as per the format provided in Annexure – II.

(B) PART-TWO (FINANCIAL BID)

Rate for Pandal 1-Dining area for IISER Tirupati:Rate per unit exclusive of taxes shall be given.

Specifications for Pandal-1 FOR DINING AREA			
Sr no	Item	Size	Unit
1	White Cloth Pandal (Support by Iron rods) 100 X 40 FEET AND 10 feet Height, ceiling made up of iron pipe support with white cloth and waterproof. Structure should be stable and sustainable in wind	4000	Sq feet
2	Carpet (It should be New)	4000	Sq feet
3	Side wall made up of Iron Rod - white cloth with iron rod support, 10 feet Height with ventilation required	280	feet
4	Pedestal FANS	10	nos
5	Round tables with frill cloth (seating for 5 person at a time per table)	35	nos
6	Chair Nilkamal	400	nos
7	LED Lights	10	nos
8	Portable Sinks for hand wash (1 sink unit)	16	nos

Rate for Pandal 2-Poster session area for IISER Tirupati: Rate per unit exclusive of taxes shall be given.

Specifications for Pandal-2 FOR POSTER SESSION			
Sr no	Item	Size	Unit
1	White Cloth Pandal 100 X 60 feet (Support by Iron rods), ceiling made up of iron pipe support with white cloth for waterproof. Structure should be stable and sustainable in wind .	6000	Sq feet
2	Carpet (It should be New) 100 X 60 feet	6000	Sq feet
3	Side wall made up of Iron Rod -white cloth with iron rod support, 10 feet Height with ventilation required	320	Sq feet
4	LED Lights	10	nos

S. No.	Description	Amount (Rs.)		
		Qty	Rate per unit In figures	Total Amount
A	Pandal 1-Dining area for IISER Tirupati - Rate per unit exclusive of taxes shall			
1.	White Cloth Pandal (Support by Iron rods) 100 X 40 FEET AND 10 feet Height, ceiling made up of iron pipe support with white cloth and waterproof. Structure should stable and sustainable in wind 4000 Sq feet .	4000 sq. Feet		
2.	Carpet (It should be new) -4000 Sq feet	4000 sq. Feet		
3.	Side wall made up of Iron Rod -white cloth with iron rod support,10 feet Height with ventilation required 280 feet	280 feet		
4.	Pedestal FANS	10 nos		
5.	Round tables with frill cloth (seating for 5 person at a time per table)	35 nos		
6.	Chair Nilkamal	400 nos		
7.	LED Lights	10 nos		
8.	Portable Sinks for hand wash (1 sink unit)	16 nos		
	Total per day -			
B	Rate for Pandal 2-Poster session area for IISER Tirupati: Rate per unit exclusive of taxes shall be given.			
1.	White Cloth Pandal 100 X 60 feet (Support by Iron rods),ceiling made up of iron pipe support with white cloth for waterproof. Structure should stable and sustainable in wind .	6000 sq. Feet		
2.	Carpet (It should be new) 100 X 60 feet	6000 sq. Feet		
3.	Side wall made up of Iron Rod -white cloth with iron rod support, 10 feet Height with ventilation required.	320 sq. Feet		
4.	LED Lights	10 nos		
	Total per day			
C.	Any other charges (Inclusive of taxes)			
D	Taxes if any			
	Total			



ANNEXURE-II

BIDDER'S STATEMENT
(ON THE COMPANY LETTER HEAD OF THE BIDDER)

NOTE: Bidders MUST submit ALL required documents in support of minimum eligibility criteria along with the EOI proposal. No document in support of minimum eligibility criteria will be accepted / entertained after last date for submission of EOI Response. A list of all submitted documents should be provided.

S No.	Description	Detailed Response
1	Name & Address of the Bidder organization/firm	
2	Date of Commencement of Business	
3	Address of the Bidder organization/firm	
4	Name of the Chief Executive of the firm	
5	Specify Legal Status -	
	a) An individual	
	b) A proprietary firm/ HUF Firm	
	c) A Firm in partnership	
	d) A limited company	
	e) Corporation or Co-operative society	
6	Details of Registrations:	
	a) GST registration	
7	Details of Firm.	
	1) Address	
	2) Phone No.	
	3) Name of contact person and contact details	

Place: _____
Date: _____

Signature of Tenderer
Name, Address with Seal