

NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING
POST SRINIVASNAGAR, MANGALORE – 575 025 (D K)

Phone: (0824) 2474000.
E- mail: info@nitk.ac.in

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Website: <http://www.nitk.ac.in>



TENDER DOCUMENT

Notification. No: NITK/EED/273

Dated: 05.11.2024

Name of Goods	Venue For Dinner
Estimated Amount:	1,47,500/-
E M D Amount	--
Last date for Submission of Tender	21.11.2024 before 3 PM
Tender to be submitted at the following address:	Dr. R. Kalpana Associate Professor EEE Dept, NITK Surathkal
Date of the opening bid	21.11.2024 4 PM Conference Room, EEE Dept. NITK Surathkal



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A DEEMED UNIVERSITY

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Notification No: NITK/EED/2073

Date: 05.11.2024

NOTICE INVITING QUOTATION (NIQ)

The National Institute of Technology Karnataka, Surathkal (in short – NITK, Surathkal) is an autonomous Institute Ministry of HRD Govt. of India, a Deemed University, imparting Technical Education and engaged in Research Activities. It is proposed to procure the items for the departmental academic/research activities.

Sealed Tenders are invited for the following items in **two cover system** (i.e., Technical bid and financial bid) subject to the following terms and conditions, from the reputed manufacturers or it's authorised dealers so as to reach this office on or before scheduled date and time. The tender (Technical bid) will be opened on the same day if possible in the presence of bidders or their authorized agents who may choose to be present. The financial bid of only such bidders whose technical bid is accepted shall be opened on the same day or later pre-informed date.

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Sd/-

[Signature of HOD with Seal]

Note: Institute shall not be responsible for any postal delay about non-receipt /non-delivery of the bids or due to wrong addressee.

Section-1
Terms and Conditions

1. Only 50% of the total amount will be paid in advance remaining will be paid immediately after the event.
2. Outside food should be allowed to serve the 500 participants
3. Cheques/DD to be drawn in favor of The Director, NITK Surathkal.
4. Cultural events will be conducted on the same day, that is, 20th December 2024.
5. A stage size of 20x16 feet will be installed for conducting the cultural events.
6. Green rooms for cultural events should be provided.
7. Outsiders are not allowed to participate in the event.
8. The Institute reserves the right to change/alter/cancel the bid without prior notice.
9. All legal issues are subject to Mangalore's jurisdiction.
10. The bid document, along with all the supporting documents, should be submitted to Dr. R Kalpana, Assoc. Prof, EEE Dept. NITK by hard copy only on or before 21.11.2024.

SECTION-2
SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS

[To be filled up by the Department / Centre of NITK, Surathkal]

Item(s) Name to be Procured	: Venue for Dinner
Brief Specifications of the Item(s) (Attach Additional Sheet if necessary)	: Attached
Quantity	: -NA-
1. Any other details / requirement	: 1. Experience in previous events handled in one day of 1500 participants. 2. Proven ability to manage maintenance, safety, and security requirements effectively.
Warranty Period required	: -NA-
Delivery Schedule expected after placement of Purchase order (in Weeks)	: -NA-

SECTION 3
PRICE SCHEDULE

[To be used by the bidder for submission of the quotation]

1. Item Name :
2. Specifications
(Conforming to Schedule of requirements
Enclose additional sheets if necessary) :
3. Currency and Unit Price :
4. Quantity :
5. Item Cost (Sl No. 3 * Sl. No. 4) :
6. Taxes and Other Charges :
(i) Specify the type of taxes and duties
in percentages and also in figures.
(ii) Specify Other Charges in figures.
7. **Warranty Period** :
(Conforming to the Schedule of requirements)
8. Delivery Schedule :
(Conforming to the Schedule of requirements)
9. Name and address of the Firm for
placing purchase order :
10. Name and address of Indian authorized
agent (in case of imports only) :

Signature of the Bidder: _____

Name and Designation: _____

Business Address : _____

Place:

Date:

Seal of the Bidder's Firm

SECTION 4
CONTRACT FORM

[To be provided by the bidder in the business letter head]

1. (Name of the Supplier's Firm) hereby abide by the delivery schedule mentioned in this document for supply of the items if the purchase order is awarded.
2. The item will be supplied conforming to the specifications stated in this document without any defect and deviations.
3. Warranty will be given for the period mentioned in this document and service will be rendered to the satisfaction of NITK, Surathkal during this period.

Signature of the Bidder: _____

Name : _____

Business Address : _____

Place :
Date :

Seal of the Bidder's Firm

Specifications for the Dinner Venue on 20th December 2024

1. Outdoor area required =12000 sq. ft
2. Total seating capacity required=750
3. A basic lighting system is arranged for the event
4. Parking area required 300 cars
5. Power backup for the complete program is scheduled from 6.30 P.M.
to 10.30 P.M. (4 hours).
6. Chairs required =400
7. No. of Round tables required= 30