



## Assam University, Silchar

### EXPRESSION OF INTEREST (EOI)

Assam University, a Central University, located at Silchar, Assam is going to likely to be held its 21<sup>st</sup> Convocation from 13<sup>th</sup> to 14<sup>th</sup> September, 2024. For this purpose Assam University invites e-tender from Firms/Decorators/Agencies/Designers, for the "Construction of Temporary Pandal, Decoration of the Stage/Hall (with supply of fresh natural flowers), supply of other furniture on rent for making sitting arrangement for 3000 persons (per day) for two days, guests etc including supplying of necessary items like AC to cover the entire hall, DG Set, Electronic Equipment, LED Display, Toilets, Sofa set, Chairs, Tables, Dustbins, bio-toilets, temporary urinals for male and females, temporary stalls for dress collection, walkway for authority procession with planking floor area in front of Bipin Paul should be covered considering being reason and also the passage for Health Centre to Netaji Mukta Manch may also be covered for student procession etc." Also Hall has to be extended as per requirement without column in between width of the Hall. Stage and hall arrangement to be made as per direction of competent committee of the university.

Tender Documents can be downloaded from [www.aus.ac.in](http://www.aus.ac.in). or <https://eprocure.gov.in/eprocure/app>.

The interested and financially sound Firms/Decorators/Designers having (1) work experience of similar nature, of value not less than 20 lakhs, single work, in last 5 years in any Central Govt. Deptt/Govt. Institution/PSU, (2) GST Registration, (3) Valid PAN card, (4) Trade license (5) Labour license - are requested to apply with their Credential/Testimonials which is to be sent, to the Registrar, Assam University, Silchar, Assam, PIN-788011, super scribing on the top of the envelope "Tender for Decoration of Stage, Pandal and other Furniture, Electronic Equipment etc on rent for the occasion of 21<sup>st</sup> Convocation to be held at Assam University, Silchar." The completion time for the project is 10 (ten) days from the date of execution of agreement with Selected Bidder.

An EMD of Rs. 50,000/- is required to be enclosed with the bid in the form of call deposit in favour of Assam university, Silchar, valid for six months

from any Nationalised Bank, which will be refunded within three (3) months of completion of the work.

Technical Bid Documents in all respect enclosed with non-refundable application fee of Rs.5000/- (Three thousand) only be submitted by demand draft in favour of Assam University, Silchar payable at Silchar and the technical bid documents should reach to the Office Engineering Section, Administrative Building, Assam University Silchar, Silchar-788011 of the undersigned by 29<sup>th</sup> August, 2024 till 3 pm.

The bids shall open for evaluation by the Venue and Stage Arrangement Committee in the presence of interested bidders on 30<sup>th</sup> August 2024 at 11.00 AM at PMG Hall, Assam University.

In case of any dispute regarding the tender and its execution, the matter will be solved amicably through discussion or referred to a sole arbitrator to be appointed by the University. The award of arbitration shall be final, conclusive and binding upon both the parties and which is governed by Arbitration and Conciliation Act, 1996.

Bidders who have submitted tender cost of Rs. 5000.00 need not have to submit again. However, they have to submit the photocopy of earlier Tender Cost as proof.

File No. AU/VENUE/CONVO-23

(Registrar)

# ASSAM UNIVERSITY: SILCHAR

(A Central University Constituted under Act. XXIII of 1989)

## TENDER DOCUMENT

### Name of Work:

- Application/Form Fee :Rs. 5000/-
- Estimated Amount : N/A
- Time of Completion : 10 Days
- Earnest Money :Rs. 50,000/-
- Last date of submission (LDS) online of tender :29-08-2024up to 11.00A.M.
- Date and Time of online Technical Bid Opening :30-08-2024to 11.00 A.M.
- Date and Time of Offline Documents Submissions : 29/08/2024 up to 3:00 P.M.
- Date and Time of online Price Bid Opening **To be announced after completion of technical bid evaluation.**

## **Special Instructions for Online Bid Submission.**

The bidders are required to submit soft copies of their bids electronically on the e-bid

Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal <https://eprocure.gov.in/eprocure/app>, prepare their bids in accordance with the requirements and submitting their bids online on the e- Procurement Portal.

### **REGISTRATION**

1. Bidders are required to enrol on the e-Procurement Portal (<https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Registration” on the e-bid Portal.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded on portal.
- 8. For any Query contact to Mr. Anil Kumar –07903810198.**

### **SEARCHING FOR BIDDING DOCUMENTS**

9. There are various search options built in the e-bid Portal, to facilitate bidders to search active bids by several parameters. These parameters could include Bid ID, Item/work id, Last date of submission, etc.

## **PREPARATION OF BIDS**

10. Bidder should take into account any addendum and corrigendum published on the bid document before submitting their bids.

11. Please go through the bid advertisement and the bid document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

12. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the bid document / schedule and generally, they can be in PDF /JPEG formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.

## **SUBMISSION OF BIDS**

13. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

14. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the bidding document.

15. **\*Bidders** are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the bid document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

16. The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

17. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system

generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded bid documents become readable only after the bid opening by the authorized bid openers.

18. The uploaded bid documents become readable only after the bid opening by the authorized bid openers.

19. Upon the successful and timely submission of bid click “Complete “(i.e., after Clicking “Submit” in the portal), the portal will give a successful Bid submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.

20. The bid summary has to be printed and kept as an acknowledgement of bid submission.

21. **PRICE SCHEDULE:**

a) **PRICE fills online only.**

b) **The rate of items shall be filled online only. Scanned copy of this document is not to be attached along with other enclosures.**

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**Note:- Site Compatibility**

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a)Browser used	undefined
b) Full version	119
c)Your OS Version	Windows Latest
d) Cookies Enabled	Yes
e)Your Screen Resolution	1536 x 864
f) Java Enabled	No

**Note: The portal is compatible for the following browser version**




Firefox	42 to 49
Firefox ESR	52
Edge	<b>Kindly follow the Configuration instructions given in the download section at eprocurement website</b> <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> .
Microsoft	<b>Microsoft Office Latest Version</b>

Office	
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**You are using a web browser not supported by this website.  
This means that some functionality may not work as intended.**

**The Browser is not Java enabled. Please enable Java  
For Best results the Screen resolution should be set to 1024 x 768**

# Price Bid

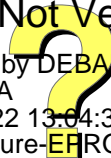
  				
Tender Inviting Authority: Assam University Silchar.				
Name of Work: EXPRESSION OF INTEREST (EOI) Construction of Temporary Pandal, Decoration of the Stage/Hall (with supply of fresh natural flowers), supply of other furniture on rent for making sitting arrangement for 3000 persons (per day) for two days, guests etc at Assam University Silchar.				
Contract No:AU/VENUE/CONVO-23				
Name of the Bidder/ Bidding Firm / Company :				
<b>PRICE SCHEDULE</b> (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )				
NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Service Charges In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT in Rs. P	TOTAL AMOUNT In Words
1	2	13	53	55



1	"Construction of Temporary Pandal, Decoration of the Stage/Hall (with supply of fresh natural flowers), supply of other furniture on rent for making sitting arrangement for 3000 persons (per day) for two days, guests etc including supplying of necessary items like AC to cover the entire hall, DG Set, Electronic Equipment, LED Display, Toilets, Sofa set, Chairs, Tables, Dustbins, bio-toilets, temporary urinals for male and females, temporary stalls for dress collection, walkway for authority procession with planking floor area in front of Bipin Paul should be covered considering being reason and also the passage for Health Centre to Netaji Mukta Manch may also be covered for student procession etc."		<b>0.00</b>	INR Zero Only
<b>Total in Figures</b>			<b>0.00</b>	INR Zero Only
<b>Quoted Rate in Words</b>		<b>INR Zero Only</b>		

**Signature Not Verified**

Digitally signed by DEBANON DEY  
 PURKAYASTHA  
 Date: 2024.08.22 13:04:32 IST  
 Location: eProcure-EPROC





Basic Details			
Organisation Chain	Assam University Silchar		
Tender Reference Number	AU/VENUE/CONVO-23		
Tender ID	2024_AUS_822400_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Works
Tender Category	Works	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments		
Offline	S.No	Instrument Type
	1	Demand Draft
	2	FDR

Cover Details, No. Of Covers - 2			
Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	SCAN COPY OF TENDER COST AND EMD
		.pdf	SCAN COPY OF TECHNICAL BID DOCUMENT AND SIGNED NIT
2	Finance	.xls	BOQ

Tender Fee Details, [Total Fee in ₹ * - 5,000]			
Tender Fee in ₹	5,000		
Fee Payable To	Assam University Silchar	Fee Payable At	Assam University Silchar
Tender Fee Exemption Allowed	No		

EMD Fee Details			
EMD Amount in ₹	50,000	EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Assam University Silchar	EMD Payable At	Assam University Silchar

Work /Item(s)					
Title	Construction of Temporary Pandal, Decoration of the Stage/Hall				
Work Description	Construction of Temporary Pandal, Decoration of the Stage/Hall				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Tender Value in ₹	NA	Product Category	Civil Works	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work(Days)	10

<b>Location</b>	ASSAM UNIVERSITY SILCHAR	<b>Pincode</b>	788011	<b>Pre Bid Meeting Place</b>	NA
<b>Pre Bid Meeting Address</b>	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	Assam University Silchar
<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	No		

### **Critical Dates**

<b>Publish Date</b>	22-Aug-2024 01:30 PM	<b>Bid Opening Date</b>	30-Aug-2024 11:00 AM
<b>Document Download / Sale Start Date</b>	22-Aug-2024 01:35 PM	<b>Document Download / Sale End Date</b>	29-Aug-2024 11:00 AM
<b>Clarification Start Date</b>	NA	<b>Clarification End Date</b>	NA
<b>Bid Submission Start Date</b>	22-Aug-2024 03:00 PM	<b>Bid Submission End Date</b>	29-Aug-2024 11:00 AM

### **Tender Documents**

NIT Document	S.No	Document Name	Description	Document Size (in KB)
		1	Tendernotice_1.pdf	TENDER DOCS

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
		1	BOQ	BOQ_864253.xls	BOQ

### **Tender Inviting Authority**

<b>Name</b>	Registrar
<b>Address</b>	Assam University Silchar