

**Institute of Infrastructure, Technology, Research And Management***(An Autonomous University established by Government of Gujarat)*

IITRAM Campus, Near Khokhra Circle,

Maninagar (East), Ahmedabad – 380026, Gujarat.

Phone: 079-67775430

E-mail: purchase@iitram.ac.inWebsite: www.iitram.ac.inNo. IITRAM/EOI/8th CONVO/2026/1983

Date: 24.08.2026

EXPRESSION OF INTEREST (EOI)

Name of Item(s)	Expression of Interest (EOI) Decoration, beautification of entire convocation venue and other related services/items for IITRAM 8 th Convocation – 2026 at Shyama Prasad Mukherjee Auditorium, Vastral scheduled on 19 th September 2026
EOI Issue Date	24.08.2026
EMD	Rs. 14,160/- (Rupees: Fourteen - Thousand One Hundred and Sixty Rupees Only) (Refundable)
Last date & time for bid/offer submission	07.09.2026 till 12:00 PM
Date & Time for technical bid/offer opening	07.09.2026 at 04:30 PM
Date & Time for financial bid/offer opening	08.09.2026 at 11:00 AM (Financial bids will be opened only for technically qualified bidders)
EOI Inviting Authority and Address	The I/c. Registrar Institute of Infrastructure, Technology, Research And Management, Near Khokhra Circle, Maninagar (East), Ahmedabad – 380026, Gujarat. Phone: 079-67775430 E-mail: purchase@iitram.ac.in

INSTITUTE OF INFRASTRUCTURE, TECHNOLOGY, RESEARCH AND MANAGEMENT

SHORT NOTICE EXPRESSION OF INTEREST (EOI)

Subject: Invitation for Expression of Interest (EOI) for Decoration, beautification of entire convocation venue and other related services/items for IITRAM 8th Convocation – 2026 at Shyama Prasad Mukherjee Auditorium, Vastral scheduled on 19th September 2026 – reg.

Institute of Infrastructure, Technology, Research And Management (IITRAM), Ahmedabad invites quotations/bids for **“Expression of Interest (EOI) for Decoration, beautification of entire convocation venue and other related services/items for IITRAM 8th Convocation – 2026 at Shyama Prasad Mukherjee Auditorium, Vastral scheduled on 19th September 2026”** under “Two bid system in EoI format”. Interested parties/bidder(s) who wish to participate in this Expression of Interest (EoI) may obtain/download the EoI documents from IITRAM website i.e., www.iitram.ac.in. Bidder(s) have to submit the technical & financial bid/offer documents through RPAD, Speed Post or in Person till the last date and time prescribed for submission. EoI Documents sent by other means will not be accepted in any case. Hardcopy of EoI Documents, EMD (DD / Electronic Transfer) and other essential documents as stated in this EoI notice should be submitted during office hours on or before **07.09.2026 till 012:00 PM** in the office of the IITRAM Room No. G2, Near Khokhara Circle, Maninagar (East), Ahmedabad-380026, Gujarat.

-: INTRODUCTION: -

Institute of Infrastructure, Technology, Research And Management has been established by the Government of Gujarat as an Autonomous University and has been mandated to bring about significant change in Engineering Education with respect to Technical and Managerial knowledge in the area of Infrastructure. The objective of this Institute is to serve as a Center of excellence in Research and Teaching in all areas pertaining to Infrastructure, and the Institute has a vision of acquiring a status of National importance in Infrastructure and related areas.

Institute of Infrastructure, Technology, Research And Management offers Bachelor and Master of Technology programs in Civil Engineering, Mechanical Engineering, and Electrical Engineering. The Institute also offers Ph.D. studies in various fields in Basic Sciences, Engineering, Humanities and Social Sciences.

1. ELIGIBILITY CRITERIA:

- 1.1 The bidder should have valid firm registration from concerned Govt. authorities. Photo copies of the same should be submitted.
- 1.2 The bidder's annual financial gross turnover in each of the last three financial years, i.e., 2022-23, 2023-24 and 2024-25 should not be less than **Rs.7.50 Lakhs**. Moreover, the firm/company should not be a loss making company in two of the last three financial years.
- 1.3 Photo copies of filled Income Tax Returns for the last three financial Years (i.e. 2022-23, 2023-24 and 2024-25).
- 1.4 Earnest Money Deposit of **Rs. 14,160/- (Rupees: Fourteen - Thousand One Hundred and Sixty Rupees Only)**
- 1.5 in form of DD/Electronic transfer.
- 1.6 Photo copy of firm's valid Registration for GST (Goods and Service Tax).
- 1.7 Photo copy of firm's valid Pan Card.
- 1.8 The bidder should provide minimum 02 (TWO) successful work completion certificate of similar work having order value not less than **Rs.2.50 Lakhs (single work)**. Experience of having successfully run the similar type works during the last three (03) years. To this effect bidder should submit copies of respective contracts, along with documentary evidence in respect of satisfactory execution of each of those contracts, in the form of copies of any of the documents (indicating respective contract number, type, etc.), such as (i) Satisfactory completion /performance report (OR) (ii) proof of release of Performance Security after completion of the contract (OR) (iii) proof of settlement / release of final payment against the contract (OR) (iv) any other documentary evidence that can substantiate the satisfactory execution of each of the contracts cited above.
- 1.9 If any bidder fails to meet any of the above eligibility criteria, such bids will be disqualified.

2. GENERAL TERMS AND CONDITIONS (GTC):

- 2.1 The bidder should quote the rates/price for all the item(s) as per specifications mentioned in Annexure – II.
- 2.2 The bid/offer is to be quoted for full quantity mentioned in this document as per Annexure – II. Part quantity will not be accepted.
- 2.3 The items for which quotations have been submitted must be in accordance with the specifications given in Annexure – II.
- 2.4 The offer shall be valid up to 90 days from the date of opening of EoI bid.
- 2.5 The EoI is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the scheduled EoI are not fully filled in. Particular attention must be paid to the satisfactorily work/delivery completion and also to the particulars referred to in the conditions of this EoI notice and work order.
- 2.6 The bids not complying with the terms & conditions mentioned in this EoI are liable to be rejected at the sole discretion of IITRAM without any further reference / communication.
- 2.7 The order placed shall be non-transferable.

- 2.8 IITRAM reserves the right to choose, accept or reject any or all requests/deviations/offers, in full or part and also reserves the right to reduce or increase the quantity and split/cancel the order at any stage.
- 2.9 All or any Claim(s), dispute(s) or difference(s) arising out of or in connection with this agreement shall be subject to the Jurisdiction of the Courts at Ahmedabad only.
- 2.10 The bidder shall have to enter into the agreement (Contract Form) in the prescribed Performa provided by IITRAM.
- 2.11 If the firm is blacklisted by Central Government or State Government or any other Government body, then its submitted EoI will be rejected.
- 2.12 **It shall be deemed that the bidder is fully aware about the scope of work, requirement for the item(s)/goods prior to the submission of this EoI document.**
- 2.13 The selected bidder/ Contractor will have to handover the complete order on 18.09.2026 evening.
- 2.14 **All the supplied material should be new, decent and have standard and approved quality. Prior approval of IITRAM's authority must be taken about the item(s) mentioned in the particular Annexure- II. In the event of not supplying appropriate quality material in time (especially cloths, color & other decorative items etc.), IITRAM will replace the same at the cost of successful bidder and levy penalty up to @20% of the total order value.**
- 2.15 All items (sofa, chairs, carpet, curtains, wall hanging, tables, etc.) should be in excellent condition & will be cleaned by the successful Supplier/ Contractor staff after putting it on appropriate places.
- 2.16 All wirings and other necessary accessories have to be provided by the successful contractor(s) from the source to be specified by IITRAM.
- 2.17 The quantities, requirements and specifications mentioned in this EoI notice are approximate and may vary as per requirement and few items may be deleted / added / modified by IITRAM, if needed.
- 2.18 The technical bids/offers will be opened on **07.09.2026, 04:30 AM** at IITRAM Ahmedabad Premises. No separate information shall be given to individual bidders.
- a) The bidders or their authorized representative may remain present at their own expenses during the opening of the bid/ offer, if they desire so.
 - b) The EoI committee nominated by IITRAM reserves the right to select or reject any or all of the item(s) mentioned above without assigning any reasons.
 - c) Only those financial bids/offers will be opened on **08.09.2026, 11:00 AM** whose technical offers/bids are found suitable by the EoI committee nominated for the concerned item(s).
- 2.19 Any effort by a bidder to influence IITRAM's EoI evaluation, EoI comparison or contract/order award decisions may result in the rejection of the bidder's EoI and forfeiture of the bidder's EMD.
- 2.20 After opening of bids, information relating to the examination, clarification, evaluation and comparisons of bids and recommendations concerning the award of contract shall not be disclosed to other persons not officially concerned with such process.

- 2.21 No bidder shall withdraw his rates after the EoI is opened. If a bidder does so, his EoI related deposit(s) shall be forfeited and such bidder shall be considered ineligible for work/contract in future.
- 2.22 If there happens to be a holiday on any date indicated in this EoI notice, the transaction shall be performed on the next working day.
- 2.23 In any case the decision of IITRAM authority will be considered as final and binding to all bidder(s)/Contractor(s).
- 2.24 Any increase or decrease in quantity will be considered on pro-rata basis of quoted rate.

3. SUBMISSION OF BID/OFFER:

- 3.1 The bidder should download the EoI document from the Institute's website (i.e. <https://iitram.ac.in/eoi>). The bidder(s) are required to submit the entire EoI documents (Page 1 to 13) endorsed by seal and signature as acceptance of terms and conditions of this EoI. Incomplete EoIs, amendments and additions to EoI after opening or late EoIs are liable to be ignored and rejected. The fully filled in and complete in all respect EoI documents must be submitted at the address specified in this EoI notice within time frame mentioned in this EoI notice.
- 3.2 The firm has to submit the EoI in two parts viz., (a) Technical bid/offer documents & EMD details (DD / Electronic Transfer) in envelop no. (1) and (b) Financial bid/offer (i.e. Annexure –IV) in envelope No. (2); both these envelopes should be sealed and put together in a Main covering envelope, super scribed with, Please Don't Open, bid for **"Expression of Interest (EOI) for Decoration, beautification of entire convocation venue and other related services/items for IITRAM 8th Convocation – 2026 at Shyama Prasad Mukherjee Auditorium, Vastral scheduled on 19th September 2026"** with due date, EOI Number and complete address along with contact number and email id.

3.2.1 EMD should be submitted **Rs. 14,160/- (Rupees: Fourteen - Thousand One Hundred and Sixty Rupees Only)** as per following:

- In form of Demand Draft in favor of the **"INSTITUTE OF INFRASTRUCTURE, TECHNOLOGY, RESEARCH AND MANAGEMENT"** payable at Ahmedabad. Please mention EOI number and name of Firm's on back side of DD.

OR

- Electronic Transfer in following Bank Account. Details of Bank Account is as follows:

Bank Name: INSTITUTE OF INFRASTRUCTURE, TECHNOLOGY, RESEARCH AND MANAGEMENT
Account No.: 923010019592531
Account Type: Saving
Bank Name: AXIS BANK LTD
Branch Name: Hatkeshwar Ahm GJ, Ahmedabad - 380026
IFSC Code: UTIB0002645

**If electronic transfer the EMD amount, please submit the UTR transaction details with bid document.*

- 3.2.2 The EMD is refundable.
- 3.2.3 The bid/offer received without EMD will not be considered.
- 3.2.4 The EMD of unsuccessful bidder(s) will be returned 'without any interest' within 30 (thirty) working days from the date of award of offer.

3.2.5 The EMD of successful bidder will be returned 'without any interest' within 30 (thirty) working days after satisfactorily completion of work/delivery of ordered item(s)/goods/services.

3.2.6 The EMD shall be forfeited:

- i. If the bidder withdraws his bid during the validity period of the bid.
- ii. If the bidder not complete the 100% order.

3.3 The bidder has to submit financial quotation as per Annexure – IV (Format of Quotation).

3.4 The bidder has to provide Annexure(s), and as the documents mentioned in this EoI notice (**at any place of this EoI notice**) in duly signed, stamped & sealed manner on all pages of it. Without this information, EoI/bid(s) submitted by the bidder will be rejected.

4. EVALUATION OF QUOTATIONS:

The EoI evaluation committee of Institute will evaluate and compare the received quotation(s) to determine the substantially responsive EoI i.e. (i) EoI is complete (ii) properly signed (iii) confirm the terms/conditions and specifications. Further, the financial evaluation will be done only for the substantially responsive EOI based on the following parameter(s):

- Total Price quoted in Annexure – IV (Format of Quotation). The quantity shown in Annexure - II is approximate. Payment will be made as per actual work done at our site.

5. AWARD OF CONTRACT:

5.1 The IITRAM will award the contract to the bidder(s) whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price for the Gross Amount (including GST), for the required item(s)/goods/ services.

5.2 Notwithstanding the above, IITRAM reserves its right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract without giving any reason.

5.3 The bidder whose bid is accepted will be notified of the award of contract by IITRAM prior to expiration of the quotation validity period. However, the final terms of the accepted offer shall be incorporated in the Work Order.

6. WORK COMPLETION PERIOD & PENALTY:

6.1 **Work Completion Period:** The selected CONTRACTOR will have to handover the complete full proof work **12 hours before the start of the event**, which is scheduled on 19th September 2026 at Shyama Prasad Mukherjee Auditorium, Vastral. The time is the essence of this contract.

6.2 **Penalty:** Late Penalty of @1% per hour per item will be charged after duration specified above. Maximum penalty applicable shall be @10% of the order value. Further, EMD shall be liable to be forfeited, in case of any default.

6.3 IITRAM reserves the right to change the scheduled date of works/services. Successful bidder will be informed in advance and Successful bidder is bound to honor the works/ services for the revised event date, if any change of date is involved.

6.4 For any excess in the quantity as mentioned in the Annex-II for any item, the rate quoted shall be applicable. For any new item not mentioned in the Annex-II, the prevailing market rates should be considered.

7. TERMS OF PAYMENT:

- 7.1 **Payment:** 100% payment will be released within 30 (thirty) working days on satisfactory completion of work at our site, submission of clear tax-invoice(s) and supporting documents.
- 7.2 All bills (tax-invoice(s)) along with relevant supporting documents shall be submitted to the Registrar, IITRAM, Ahmedabad – 380026.
- 7.3 The quantity shown in Annexure - II is approximate. Payment will be made as per actual work done at our site.
- 7.4 Recoveries as per the Institute's norms shall be made while making payment (if any) without prior intimation to the supplier.

8. ADDRESS FOR SUBMISSION OF PHYSICAL BID/OFFER:

**The I/c. Registrar
Institute of Infrastructure, Technology, Research And Management
Near Khokhra Circle, Maninagar (East),
Ahmedabad – 380026, Gujarat.**

**-SD-
I/C. REGISTRAR**

Application to Participate in EOI for Decoration, beautification of entire convocation venue and other related services/items for IITRAM 8th Convocation – 2026 at Shyama Prasad Mukherjee Auditorium, Vastral scheduled on 19th September 2026

Name of the Firm : _____

Address of the Firm : _____

To,
The I/c. Registrar
Institute of Infrastructure, Technology, Research And Management
Near Khokhra Circle, Maninagar (East),
Ahmedabad – 380026, Gujarat.

Sir(s),

I/We have read and understood the terms & conditions and unconditionally accept it in totality / entirety contained in the Invitation for Expression of Interest (EOI) for Decoration, beautification of entire convocation venue and other related services/items for IITRAM 8th Convocation – 2026 at Shyama Prasad Mukherjee Auditorium, Vastral scheduled on 19th September 2026.

I/We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/ Public sector undertaking/Govt. Autonomous organizations.

I/We certify that all information furnished by our Firm/Company are true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore can summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full EMD/SD absolutely.

The undersigned is fully authorized to sign and submit this application from on behalf of the organization, he / she represents.

Signature _____

Name of Signatory _____

Place :

Date :

Seal of the Company

ANNEXURE-II**(Schedule of Quantity)**

Name of Work: **EOI for Decoration, beautification of entire convocation venue and other related services/items for IITRAM 8th Convocation – 2026 at Shyama Prasad Mukherjee Auditorium, Vastral scheduled on 19th September 2026**

Sr. No.	Description	Unit	Qty. (Approx.)
1	Main Entry Gate - Preparation of Entry Gate-box type with banners proper cloth covers and complete in all respects as per the design (Star Black Back Flex, Framing, Fitting, Printing) Box Size Top 4 Side Print (L 20 X H 2.5 X W 2.5) 1 Pic Box Size Pillar Left-Right 4 Side Print (L 2.5 X H 12 X W 2.5)	Nos.	1.00
2	Auditorium Entry Banner - Preparation and installation of Banner at the Entry Gate of the Auditorium Campus 10'ft x 15'ft with MS truss framing, with Star Black back flex, framing, fitting and printing and complete in all respects as per the design	Nos.	1.00
3	Students Photography area - Preparation and installation of Banner at the designated place of the Auditorium Campus 5'ft x 22'ft with MS truss framing, with Star Black back flex, framing, fitting and printing and complete in all respects as per the design	Nos.	1.00
4	Providing and fixing of Selfie point – 3ftx6ft (with base frame and Star material printing and framing)	Nos.	1.00
5	Printing and fixing of IITRAM Logos colour printed on Eco Foam Sheet with lamination print and complete in all respects		
	a. For Podiums (1'3" Diameter)	Nos.	2.00
	b. For Rangoli in the Foyer (2'ft Diameter)	Nos.	1.00
6	Rangoli in the Foyer Area - Fresh flower Rangoli with IITRAM logo in the Centre printed on foam sheet and rangoli of around 6'ft diameter, as per the approved design. Properly barricaded with decorative barricades complete in all respect (8' ft x 8' ft)	Nos.	1.00
7	Ready Flower pots (red colour pots) with plantation of the height around 1'6" to be placed in Foyer areas near the Auditorium Entry as per the design.	Nos.	30.00
8	VIP white Leather Sofa 2 seater (For GF Conference Room)	Nos.	10.00
9	Single seater Good quality covered Sofa (For Green Rooms)	Nos.	10.00
10	Glass top wooden Tipoe (For Green Room and Conference Room)	Nos.	12.00
11	Small Flower Boques on Tipoe	Nos.	12.00
12	Flower Boques for Welcoming of Guests (Big size)	Nos.	6.00

13	Graduating Students Group Photograph Area: Preparing and providing a steps stage for accommodating around 80 students standing in rows, completely covered with Red/Blue Cloth as per the design provided with front size red carpet (10' x30')	Nos.	1.00
14	Banquet Chairs (Single seater cushioned chairs) covered with white cloth and blue ribbon and complete in all respect For Group Photos Area	Nos.	25.00
15	Plastic Chairs covered with proper good quality white cloth and blue ribbon ((For back stage, Registration desks, in Conference rooms, etc.)	Nos.	25.00
16	Red Carpet (Brand New red carpet Flooring), as per the given design	R. Ft.	100.00
17	VVIP executive wooden Chairs Big Size with hand rest, on the Dias (Good Quality as approved)	Nos.	5.00
18	VIP executive wooden chairs with hand rests (Good Quality as approved)	Nos.	25.00
19	LED TV 55" with stand on the Dias in front of Guests	Nos.	2.00
20	LED screen with all connections and support complete in all respect for back drop on stage platform with black frill (4' ft x 32' ft x 2.5' ft) (10'ft x 30'ft)	Nos.	1.00
21	Barricades good quality for separation of Audience in the auditorium.	Nos.	10.00
22	200/300 ml Packaged Cold Mineral Water	Nos.	250.00
23	Dustbins drum type (80-100 ltr)	Nos.	6.00
24	Codeless Mic with extra battery (12 nos.)	Nos.	4.00
25	Podium mic with code	Nos.	2.00

- The quantity shown in Annexure - II is approximate. Payment will be made as per actual work done at our site.
- For any additional item, if required, payment shall be made as per the prevailing market rates.

Name of Work: **EOI for Decoration, beautification of entire convocation venue and other related services/items for IITRAM 8th Convocation – 2026 at Shyama Prasad Mukherjee Auditorium, Vastral scheduled on 19th September 2026**

FORMAT FOR SUBMISSION OF BIDDER’S INFORMATION

1	Registered Name of the Bidder:	
2	Registered Office Address: Contact Number Fax Number E-Mail	
3	Correspondence Address: Contact Number Fax Number E-Mail	
4	Details of the authorized person: (Name, Designation, Address) Contact Number Fax Number E-Mail	
5	Bidder Registration Type - • Proprietary Firm • Partnership Firm (if yes, give partnership deed) • Company or LLP • Government/ Public Sector Undertaking • Member of a group of companies (if yes, give name, address & details of group companies) • Subsidiary of a large corporation (if yes, give the name & address of the parent organization) • If the company is subsidiary, state what involvement will the parent company have in the project.	
6	Permanent Account Number (PAN):	
7	Goods & Service Tax Number (GST):	
8	<u>Particulars of Bank Account</u> Name of the Bank: Name of the Branch: Branch Code: Address & Contact Details: IFSC Code: Type of Bank Account: Bank Account No.:	

Signature of Bidder with Seal

Date: _____

Place: _____

FINANCIAL BID**(Format of Quotation)**

Sr. No.	Name of Item(s)	Unit	Qty. (Approx.)	Rate (Without GST)	Total Amount
A	B	C	D	E	F = (D*E)
1	Main Entry Gate - Preparation of Entry Gate-box type with banners proper cloth covers and complete in all respects as per the design (Star Black Back Flex, Framing, Fitting, Printing) Box Size Top 4 Side Print (L 20 X H 2.5 X W 2.5) 1 Pic Box Size Pillar Left-Right 4 Side Print (L 2.5 X H 12 X W 2.5)	Nos.	1.00		
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3	Students Photography area - Preparation and installation of Banner at the designated place of the Auditorium Campus 5'ft x 22'ft with MS truss framing, with Star Black back flex, framing, fitting and printing and complete in all respects as per the design	Nos.	1.00		
4	Providing and fixing of Selfie point – 3ftx6ft (with base frame and Star material printing and framing)	Nos.	1.00		
5	Printing and fixing of IITRAM Logos colour printed on Eco Foam Sheet with lamination print and complete in all respects				
	a. For Podiums (1'3" Diameter)	Nos.	2.00		
	b. For Rangoli in the Foyer (2'ft Diameter)	Nos.	1.00		
6	Rangoli in the Foyer Area - Fresh flower Rangoli with IITRAM logo in the Centre printed on foam sheet and rangoli of around 6'ft diameter, as per the approved design. Properly barricaded with decorative barricades complete in all respect (8' ft x 8' ft)	Nos.	1.00		
7	Ready Flower pots (red colour pots) with plantation of the height around 1'6" to be placed in Foyer areas near the Auditorium Entry as per the design.	Nos.	30.00		
8	VIP white Leather Sofa 2 seater (For GF Conference Room)	Nos.	10.00		
9	Single seater Good quality covered Sofa (For Green Rooms)	Nos.	10.00		
10	Glass top wooden Tipoe (For Green Room and Conference Room)	Nos.	12.00		
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21	Barricades good quality for separation of Audience in the auditorium.	Nos.	10.00		
22	200/300 ml Packaged Cold Mineral Water	Nos.	250.00		
23	Dustbins drum type (80-100 ltr)	Nos.	6.00		
24	Codeless Mic with extra battery (12 nos.)	Nos.	4.00		
25	Podium mic with code	Nos.	2.00		
NET AMOUNT					
ADD. GST@ _____					
TOTAL AMOUNT WITH GST					
(Rupees in Word:					

DECLARATION:

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in this EoI.

Signature & Company Seal

Date :

Place :