



॥ सा विद्या या विमुक्तये ॥

ಭಾ.ತಂ.ಸಂ. ಧಾರವಾಡ
भा. प्रौ. सं. धारवाड
IIT DHARWAD

ಭಾರತೀಯ ತಂತ್ರಜ್ಞಾನ ಸಂಸ್ಥೆ ಧಾರವಾಡ
भारतीय प्रौद्योगिकी संस्थान धारवाड़
INDIAN INSTITUTE OF TECHNOLOGY DHARWAD
PERMANENT CAMPUS (PC), CHIKKAMALLIGAWAD
DHARWAD 580 011, KARNATAKA

RENTING OF BED, PILLOW, BLANKET, BUCKET AND MUG FOR THE 06th CONVOCATION AT IIT DHARWAD

LPC Reference No.: IITDH/C&S/2025-26/LPC/16

NOTICE INVITING QUOTATIONS FOR LOCAL PURCHASE

RENTING OF BED, PILLOW, BLANKET, BUCKET AND MUG FOR THE 06th
CONVOCATION AT IIT DHARWAD

1.	Description	Renting of Bed, Pillow, Bedsheet, Blanket, Bucket, Mug and other necessary items for graduating students who are availing the accommodation in the Hostels for the Institute Convocation.	
2.	Quantity (The quantity may increase/decrease by 10%)	Bed, Pillow, Bedsheet and Blanket	200
		Bucket and Mug	50
3.	Rental Period	03 Days	
4.	Procurement Category	Services	
5.	Procurement Type	Local Purchase	
6.	Submission of Quotation and Documents (in a sealed envelope):	By hand/post to: Assistant Registrar, Contract & Services	
7.	Start Date to submit the quotation	10 th July 2025 from 02:00 PM	
8.	Last Date to submit the quotation	14th July 2025 till 10:00 AM	
9.	Site Visit/Clarifications start date	10 th July 2025 from 02:00 PM	
10.	Site Visit/Clarifications end date	13 th July 2025 till 05:00 PM	
11.	Opening of the quotation	14 th July 2025 at 10:10 AM	
12.	Cover No.	Cover Type	Description
	1	Techno Commercial (Single packet)	Techno Commercial Bid
13.	Bid Validity (Days):	30 Days	
14.	Delivery Date	17 th , 18 th , 19 th July 2025	
15.	Delivery Location	IIT dhArwAD Permanent Campus, ChikkamalligawAD, dhArwAD-580011, Karnataka, India	
16.	Evaluation Method	Total value-wise evaluation	
17.	Quotation Inviting Authority:	Assistant Registrar (Contract & Services), IIT dhArwAD Address: IIT dhArwAD Permanent Campus, ChikkamalligawAD, dhArwAD-580011, Karnataka, India	

Sd/-
Assistant Registrar
Contract & Services
IIT dhArwAD

1. Introduction

IIT dhArwAD intends to engage a vendor for the rental of mattresses to be used by students residing temporarily in hostels during the 6th Convocation ceremony. The vendor shall be responsible for supplying, transporting, delivering, and later collecting mattresses in clean, hygienic, and good usable condition, sufficient to accommodate the number of students staying on campus for the event. The mattresses must be of standard single-bed size (approximately 75" x 36") and of adequate thickness (minimum 4 to 6 inches) to ensure basic comfort. The outer fabric of the mattresses should be durable and cleanable, preferably with protective covers that are either washable or sanitized before delivery.

The delivery of the mattresses must be completed at least one day prior to the arrival of students, with proper unloading and placement at the designated hostel locations as directed by the Institute. Post-event, the vendor shall collect the mattresses from the same locations within one day of student departure. It is the entire responsibility of the vendor to ensure that all mattresses remain in good condition throughout the rental period. IIT Dharwad will not be held liable for any damages, theft, or loss of the rented items under any circumstances. In the event of damage or loss, the vendor shall bear the cost or replace the affected mattresses at their own expense. Any mattress found to be soiled, torn, or in poor condition at the time of delivery will be rejected and must be replaced immediately by the vendor.

2. Scope of Work

1. Objective

To hire mattresses on a rental basis for temporary student accommodation in hostels during the 6th Convocation at IIT Dharwad.

2. Description of Work

The vendor shall provide mattresses on rent, deliver them to the designated hostel locations, and collect them after the event. The scope includes:

- Supplying clean, good-quality mattresses in sufficient quantity as per IIT Dharwad's requirement.
- Timely delivery, unloading, and placement of mattresses at hostel rooms as per instructions. Collection of all mattresses after the event.
- Replacing any mattress found damaged, dirty, or unusable at the time of delivery.
- Taking full responsibility for the condition of mattresses throughout the rental period.

3. Rental Duration

- Tentatively: From 17.07.2025 to 20.07.2025 (exact dates will be specified in the work order).
- The vendor shall deliver the mattresses at least 1 day before student arrival and collect them within 1 day after the end of the event.

4. Quality Requirements

- Mattresses must be of good quality, clean, hygienic, and in usable condition.
- Minimum mattress thickness: 4 to 6 inches.
- Size: Standard single bed size (e.g., 75" x 36").
- Outer material should be cleanable and durable.

5. Quantity

- Approximately 250 mattresses (exact quantity to be informed in the Work Order).
- The vendor should be capable of scaling the quantity based on final student strength.

6. Responsibility & Damages

- The vendor shall be fully responsible for any damage, theft, or loss of mattresses during the rental period.
- IIT Dharwad shall not be held liable for any damage to the mattresses under any circumstances.
- Any damaged mattress must be replaced promptly at the vendor's cost.

3. General Terms and Conditions

1. The service provider should carry out the work on the said date and time without fail.
2. The service provider should get approval from the competent authority before making any changes in the scope of work which was instructed to be carried out.
3. All the support staff and logistics should be arranged by the service provider. IIT dhArwAD doesn't provide any of the support regarding this.
4. The service provider should comply with all the security rules set up by the institute without fail.
5. The service provider should provide all the materials/consumables ordered as per the requisite quality. The material sample should be shown to the concerned authority before finalizing.

6. The service provider should ensure that there is no shortage of required materials for arrangements.
7. If there is any increase in the scope of the service or any extra materials being used as per the requirement. The extra materials/service payment will be made from the Institute as per the prevailing market rates/approved rates. The decision of the Competent Authority will be treated as final in this regard.
8. Any damage incurred to the Institute's property will be recovered from the service provider and a suitable penalty will be imposed.
9. **GST Number of service providers:** GST number should be mentioned on all the correspondence including bills along with all required details.
10. **GST Number of IIT Dharwad: 29AAAGI0111B1Z8**
11. **Price Variation:** No increase in the quoted price (except GST/statutory portion) shall be entertained for any reason. The GST will be paid to the service provider as applicable.
12. **Liquidated damages:** If the service provider accepts the order & fails to execute it, in full or part, as per terms and conditions stipulated therein, it will be open to the Institute to recover liquidated damages from the service provider.
13. **Amendments:** Any correction/amendment carried out at any later stage by the Institute shall be treated as part of the original order.
14. **Dispute resolution:** Any dispute between the service provider & the Institute shall be settled amicably in the first instance (through the authorized representative from both sides). In case the dispute cannot be settled amicably, then the matter will be referred to a committee constituted by the Director, IIT dhArwAD. The decision of the committee shall be final & binding in nature.
15. The bidder should consider all the addendum/corrigendum's published before considering the bid.
16. In case of a tie in the price bids, the decision of the Committee shall be final and binding.
17. For any feedback/clarifications, the bidders may visit the Institute on working days or mail to us at cs.office@iitdh.ac.in

4. Payment Terms

- a) The payment to the firm will be made within 30 days from the date of submission of the Invoice. No advance payment will be made at any cost. The payment will be made after successful completion of the services with a satisfactory performance certificate.
- b) The quantity may increase/decrease by 10%, the actual numbers will be provided by the Institute at least 01 day before the event.
- c) The payment will be made as per the actual materials supplied on a pro rata basis.
- d) If the services are found unsatisfactory, the Institute reserves the right to deduct the penalty amount from the bill.
- e) Deduction as applicable as per the norms of the Government will be made from the bill.
- f) Payment shall be made as per the norms of the Institute.
- g) Payment procedure: The bills shall be processed for payment after scrutiny of all documents submitted by the service provider along with the verification report. The payment will be released to the designated account of the service provider through PFMS. No cash payment will be made by IIT dhArwAD. The Institute shall endeavour to settle the bill approximately within 30 days or at the earliest possible. However, no interest shall be liable on IIT DHARWAD for any unforeseen delay in settlement of bills. The Contractor should indicate the valid GST number and bank details on the final compiled Invoice.
- h) In case the Service provider fails to render the required services within stipulated period the Institute reserves the right to avail from the other service providers from the open market and the service provider should bear the cost of such arrangements on his/her own. If the Institute makes any payment to the other service provider it will be reimbursed by the Contractor.
- i) The payment will be made to the service provider only for the services delivered as per the Institute's requirements and satisfaction.

Price Bid / Financial Bid
(to be provided on the letterhead of the firm/agency)

Sl. No.	Particulars	Quantity	Number of Days	Charges Per Day	Total Amount in ₹ (Inclusive of GST)
1.	Rental charges for Bed, Pillow, Bedsheet and Blanket	200	03		
2.	Rental charges for Bucket and Mug	50	03		
3.	Transportation Charges				
Grand Total					

Undertaking: We have quoted the price considering all the factors and we will provide the required services as per the Institute Requirements and we will make all possible efforts to render the Satisfactory Services to the Institute and we have not been blacklisted by any Government entity.

Date:
Place:

Authorised Signatory
Seal

Note:

- The bidder should thoroughly go through the scope of work and menu and submit the bid. No change in the quoted price will be entertained for any reason.
- The quoted price should be inclusive of all services/charges, including manpower transportation; no extra payment will be made other than the per plate charges.
- The Price should be quoted in INR only. The quoted price should be inclusive of all taxes.
- Discount, if any, should be indicated separately/prominently.
- Offers should clearly mention, any conditional offers/incomplete offers will not be accepted. Any clause making price variation will not be acceptable.
- The Contract will be awarded to the successful L1 bidder.