



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला ओडिशा
NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA
ODISHA - 769008

Notice Inviting Tender for
“Campus Decoration for NITRUTSAV – 2026”
at NIT Rourkela, Odisha - 769008

Tender Reference No.: NITR/PW/SAC/2026/367

Date: 09/01/2026

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ADVERTISED TENDER ENQUIRY

(E-procurement mode only)

National Institute of Technology Rourkela (NITR) invites online bids from eligible, capable and qualified agency for **Campus Decoration for NITRUTSAV – 2026 at NIT Rourkela** through e-procurement module of CPP Portal only. Interested bidders may view and download the tender document containing the detailed terms & conditions from the website <http://eprocure.gov.in/eprocure/app>

BID / TENDER SCHEDULE

1.	Title of the Tender	Campus Decoration for NITRUTSAV – 2026 at NIT Rourkela
2.	Date of publication of tender	As per CPP Portal
3.	Bid Documents download start date	As per CPP Portal
4.	Bid Documents download end date	As per CPP Portal
5.	Last date of submission of tender	As per CPP Portal
6.	Technical Bid Opening Date	As per CPP Portal
7.	Pre-bid date, time and venue	Not Applicable
8.	Financial Bid Opening Date	To be informed to the technically qualified bidders later.
9.	Tender Fee	A non-refundable fee of INR 500/- (Rupee Five Hundred only) to be deposited through ONLINE mode only using NET-BANKING / NEFT / RTGS / IMPS or payment online in an acceptable form. Refer to Clause 1& 2 of Section II (ITB) for detailed instructions.
10.	Earnest Money Deposit / Bid Security	A refundable fee of INR 30,450/- (Rupees Thirty Thousand Four Hundred Fifty only) to be deposited through ONLINE mode only using NET-BANKING / NEFT / RTGS / IMPS or payment online in an acceptable form. Refer to Clause 1& 2 of Section II (ITB) for detailed instructions.
11.	Delivery Period	Before 5th February 2026
12.	Bid Validity	120 days from the date of opening of technical bids.
12.	Location and Site Visit:	NIT ROURKELA, Odisha - 769008
13.	Address for Communication	Prof. Prateek Khatri, Student Activity Centre NIT Rourkela, Odisha - 769008 Tel: 0661-2462160 Email: khatrip@nitkl.ac.in

IMPORTANT: Prospective bidders are advised to regularly visit the CPP Portal for any Updates / Corrigendum / Amendment. Any subsequent updates will be announced exclusively on the Institute website."

SECTION – I: ELIGIBILITY CRITERIA

The bidder must satisfy all the eligibility criteria mentioned in this section, and proofs in support of these criteria must be enclosed. Bidder not meeting these criteria will be summarily rejected.

1. **Legal Status:** The bidder must be a legally registered entity in India, either in the form of sole proprietorship, partnership, Limited, or Private Limited Company registered under the Companies Act 1956 / 2013 or subsequent amendments of the act. A valid copy of Registration Certificate must be enclosed. The demerged entity will be permitted to use the credential of original / parent entity for initial five years from the incorporation of the demerged entity. **The firm should have registered for a minimum period of 10 years. The bidder in the form of a Joint Venture (JV) / Consortium is not permitted to participate. The agency / firm must have a Regional / Registered Office within the state of Odisha.**
2. Any bidder from a country which shares a land border with India are eligible to bid in this tender only if the bidder is registered with the competent authority of GoI. The concerned bidder(s) are required to attach the relevant valid Registration Certificate along with the bid for consideration. **A declaration as per Annexure – VI along with registration certificate must be submitted by the bidder(s).**
3. **Tender Fee and Earnest Money Deposit (EMD) / Bid Security:** Bid offer should accompany with Tender Fee (non-refundable) of Rs. 500/- (Rupees Five Hundred only) and an Earnest Money Deposit (EMD) of Rs. 30,450/- (Rupees Thirty Thousand Four Hundred Fifty only) in form of INTERNET-BANKING / NEFT / RTGS / IMPS or payment online in an acceptable form. A copy of the successful payment of EMD should be attached with technical bid. **Refer Clause no. 3, Section III (ITB) for details regarding EMD exemption.**
4. **Financial Capacity:** The Bidders should have a minimum average annual turnover of Rs. 20,00,000/- (Rupees Twenty Lakh) in the last three financial years i.e. FY 2022-2023, 2023-2024, 2024-25. Bidders are required to submit documentary evidence like an Audited Balance Sheet, Profit & Loss Statement, and Income Tax Return (ITR) duly certified by a Chartered Accountant.
5. **Experience and Past Performance:** The bidders must have successfully executed the similar type of contract (catering / food supply/ Accommodation, Tent House and Light and sound arrangement) over the last five financial years ending month of March 2025 prior to the bid opening in the premier institutions of India such as CFTI (IITs / NITs / IISERs / IISc etc.) PSUs / Central / State Government Institutions / Organizations. The Bidder must fulfill at least one of the following criteria for the above experience:
 - (a) Three similar completed works during last five years costing not less than amount equal to Rs. 5 Lakhs, OR
 - (b) Two similar completed works during last five years costing not less than amount equal to Rs. 7.5 Lakhs, OR
 - (c) One similar completed works during last five years costing not less than amount equal to Rs. 12 Lakh.

Certificate(s) to the above effect must be submitted by the bidder(s) as per Annexure – IV.

6. The bidders should have valid registration certificate of Income Tax, GST, EPFO, ESIC, Labour License, necessary valid license for providing tendered services. All documents must be valid as on date of bid submission.
7. The bidder must not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of these reasons.

8. The bidder must not have been declared ineligible / blacklisted by Government of India or any other Government / Private body or organization on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure / lapse of serious nature. A certificate attesting the same should be submitted along with technical bid. A certificate to the above effect must be submitted by the bidder(s) as per Annexure – IV.
9. A certificate duly signed and sealed by Partners of the firm or sole proprietor or Director(s) of Company as the case may be, that no police case / vigilance enquiry is pending against the Partners of the firm or sole proprietor or Director(s) of Company as the case may be, and that he/she has never been convicted by any Court of law shall be submitted by the firm along with technical bid, failing which the bid shall be rejected. A certificate to the above effect must be submitted by the bidder(s) as per Annexure – III.
- 10. In addition to all the above eligibility criteria mentioned above, the bidder must fill and signed all the Annexures from I to VI. Bid without signed annexures as detailed above shall be treated as incomplete and shall be rejected.**

NOTE:

- 1. The bidder must fulfill the above eligibility criteria. Bids not fulfilling the above criteria shall be summarily rejected.*
- 2. NIT Rourkela reserves the right to verify / confirm all original documentary evidence including references and clients as submitted by bidders in support of above mentioned clauses of eligibility criteria.*
- 3. The bidder must attach self-attested copies of the documents in support of the eligibility criteria with the techno-commercial bid. Bids not accompanied by the required documents are shall be rejected.*
- 4. Each bidder including subsidiary company shall submit only one bid. In case a bidder submits more than one bid, all bids shall be rejected.*

SECTION – II: INSTRUCTION TO BIDDERS (ITB)

1) Tender Fee and Earnest Money Deposit (EMD) / Bid Security

- (i) Tender Fee (non-refundable) of **Rs. 500/- (Rupees Five Hundred only)** and EMD / Bid Security (refundable) of **Rs. 30,450/- (Rupees Thirty Thousand Four Hundred Fifty only)** to be deposited through **ONLINE** mode only using **NET-BANKING / NEFT / RTGS / IMPS or payment online in an acceptable form.**
- The bidders are allowed to submit their bid only after the successful payment of EMD.
 - The bidders are required to submit a proof of successful payment details of Tender Fee and EMD along with technical bid i.e. transaction reference no, bank details and UTR no. Any other mode of payment shall not be entertained.
 - If the bidder makes the online payment within the last date and time of bid submission but not received by NIT Rourkela within the specified period **as mentioned in CPP Portal** for any reason(s), the bid will not be accepted. Tender Fee and EMD received after due date and time as specified will be stands forfeited.
 - Bank details for NET-BANKING / NEFT / RTGS / IMPS or payment online in an acceptable form is as follows:

Bank Name: State Bank of India

Branch: NIT Campus, Rourkela, Odisha

Account Name: Security Deposit Account

Account No.: 30046305869

IFSC: SBIN0002109

- EMD / Bid Security of the unsuccessful bidder will be returned to them without any interest at the earliest and latest on or before 30 days after the award of the contract to the L1 bidder.
- The Part-I offer of those Tenderers, whose EMD and Tender Cost are found in order and submitted as prescribed, will be opened immediately thereafter. Otherwise, the tender will be considered invalid and other parts will not be opened.
- Bids received without Earnest Money Deposit and Tender Fee shall stand technically disqualified and thus shall not be considered for evaluation at any stage.
- The EMD / Bid Security of the bidder who withdraws its bid in breach of terms and conditions of the contract, withdraws at any stage after the opening of the technical bid or the price bid and who evades or refuses to accept the Award of Contract after being L1 within the period of validity, shall be liable to forfeiture.
- The EMD submitted by the successful bidder shall be refunded within thirty days of submission and acceptance of the Performance Security/Performance Bank Guarantee/ Security Deposit in case of award of contract.

2) EMD / Bid Security Exemption

- (i) Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) for goods produced and services rendered, are exempted from EMD. Accordingly, MSEs shall be required to submit valid Udyam Registration Certificate for availing benefit under MSE Procurement Policy. The benefit as above to MSMEs shall be available only for Goods produced and services rendered by MSMEs. **However, traders are excluded from the purview of MSME Procurement Policy.**

- (ii) Startup(s) as recognized by Department for Promotion of Industry and Internal Trade (DPIIT), Govt. of India, are exempted from Bid Security. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect.
- (iii) Eligible MSE and startup bidders who seeks exemption from Bid Security as per above clause, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to execute the contract, or to submit a performance security before the deadline defined in the request for bids document/contract, they will be suspended for the period of three years or for a period as decided by the competent authority from being eligible to submit bids for future contracts with the NIT Rourkela. Bidders should submit the duly filled and signed declaration as per the attached format in Annexure-IV.
- (iv) Those firms who have applied for renewal of registration with any of the above bodies but have not obtained the valid certificate as of the closing date of the tender are not eligible for exemption.

3) Bid Prices, Taxes and Duties

- (i) The prices should be arrived at independently, without restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to: those prices; or the intention to submit an offer; or the methods or factors used to calculate the prices offered.
- (ii) **Controlled Price:** The price quoted by Bidder shall not be higher than the controlled price fixed by law for the goods, if any, or where there is no controlled price, it shall not exceed the prices or contravene the norms for fixation of prices if any, laid down by Government.
- (iii) **Price Components:** Bidder shall quote the price including all the specified components of prices shown therein, including installation, commissioning, training of operator etc. All costs related to personnel engaged shall be on the prevailing minimum wages and other statutory allowances. Quotation of “NIL” service charges / margin for the services shall be rejected as nonresponsive.
- (iv) **Price Schedule:** Bidders are to upload only the downloaded BOQ (in excel format) after entering the relevant fields without any alteration / deletion / modification of other portions of the excel sheet.
- (v) The quoted price shall be considered to include all relevant financial implications, including their inter-alia the scope of the Services to be delivered and incidental goods/works to be supplied, location of bidder, site(s) of the delivery of Services, terms of delivery, extant rules and regulations relating to taxes, duties, customs, transportation, environment, labour, etc.
- (vi) **Currencies of Bid:** The currency of bid and payment shall be quoted by bidder entirely in Indian Rupees. All payment shall be made in Indian Rupees only.
- (vii) **HSN Code and GST Rate:** HSN (Harmonized System of Nomenclature) code for the goods provided in this tender document is only indicative. It shall be the responsibility of bidder to ensure that they quote the exact HSN Code and corresponding GST rate for each activity of the Services being offered by them.
- (viii) If GST, other taxes, duties are not specified, or column is left blank in the price schedule, it shall be presumed that no such tax / levy is applicable or payable by the Institute.

4) Bid Evaluation Procedure

The evaluation of the proposals/ bids shall be carried out in two stages: at the first stage evaluation of responsiveness and technical proposals is taken up.

- (i) Techno-commercial Bid Evaluation

- a) Techno-commercial bids shall be opened on the specified date & time by the Tender Evaluation Committee duly constituted by the competent authority of NIT Rourkela.
- b) Only substantively responsive bids shall be taken into consideration for evaluation. A substantively responsive bid implies complete bid and conforms to the tender document's essential terms, conditions, and requirements without substantive deviation, reservation, or infirmity.
- c) Evaluation of techno-commercial bid shall be the scrutiny and examination of all relevant documents submitted by Bidder as detailed in Section – I (eligibility criteria).
- d) The decision of the committee will be final and binding on all bidders.
- e) The Institute reserves the right to seek confirmation / clarification from the issuing agency for the supporting documents submitted by the bidder.

(ii) Clarification of Bids and Shortfall Documents

- a) During the evaluation of Techno-commercial or Financial Bids, NIT Rourkela, at its discretion, but without any obligation to do so, ask bidder to clarify its bid by a specified date. Bidder shall answer the clarification within the specified date.
- b) The request for clarification shall be submitted in writing or electronically, and no change in price or substances of the bid shall be sought, offered, or permitted that may grant any undue advantage to such bidder.
- c) If discrepancies exist between the uploaded scanned copies and the original submitted by the bidder, the original copy's text, etc., shall prevail. Any substantive discrepancy shall be construed as a violation of the Code of Integrity, and the bid shall be rejected as nonresponsive in addition to other punitive actions for violation of Code of Conduct.

(iii) Financial Bid Evaluation

- a. Financial bids of those bidders whose techno-commercial bids are found technically qualified shall be opened by the Committee on the specified date and time.
- b. L1 Calculation: The lowest bid (L1) will be determined on overall cost of the service. However, the designated committee, at its discretion, may split the entire contract into two or more bidder on matching with lowest (L1) rate.
- c. Criteria for Contract Award: Being the lowest (L1) bidder is not the sole criterion for the award of a contract. The Feasibility of the lowest quoted price will be assessed by the Committee, taking into consideration the relevant rules, terms and conditions outlined in the tender. The decision of the Committee in this regard shall be final and binding on all concerned.
- d. Tie-Breaking Procedure: In the event of that more than one bidders quoted the same prices, the Committee shall decide the L1 bidder based on the following tie-breaking criteria:
 - i. The average turnover for the last three financial years shall be considered.
 - ii. If further required for tie-breaking the turnover for the financial year 2024-25 shall be considered.
 - iii. If further required for tie-breaking the turnover for the financial year 2023-24 shall be considered.
 - iv. If the tie remains unresolved after considering the above, the L1 bidder shall be determined by a draw, which will take place in the presence of the concerned bidders. The Committee's decision on this matter shall be final and binding.
- e. Abnormally Low Bids: If a tenderer submits a bid with what appears to be predatory pricing or an abnormally low bid, the Tender Evaluation Committee shall seek written clarification

from the bidder, including detailed price analyses, concerning scope, schedule, allocation of risks and responsibilities, and any other requirements outlined in the tender documents. If, after evaluating the price analyses, it is determined that Bidder has substantively failed to demonstrate its capability to deliver the contract at the offered price, the bid shall be rejected.

- f. Price Negotiation: NIT Rourkela reserves its right to negotiate with the lowest acceptable bidder (L1), who is techno-commercially suitable for delivery of services.
- g. Cartel Formation / Pool Rates: Unless the Institute decides this to be case of Cartel / Pool Rates, if more than one bidder quote the same total evaluated price, then the Institute reserves the right to distribute unequal quantities among the bidders, excluding one or more bidders based on considerations like performance / financial capabilities or consider it as a violation of the Code of Integrity and reject the bid(s) as nonresponsive in addition to other punitive actions as deemed appropriate by the Institute.

5) Award of Contract

- (i) NIT Rourkela shall award the contract to the bidder(s) whose bid(s) is techno-commercially suitable and bid price(s) is lowest and reasonable, as per evaluation criteria detailed in the tender documents.
- (ii) At the time of contract award, NIT Rourkela reserves the right to increase or decrease the quantity without any change in the unit prices and terms & conditions of the bid and the tender documents, originally stipulated in Details of the equipment.
- (iii) NIT Rourkela reserves the right to split the entire contract with more than one bidder at lowest (L1) rate.
- (iv) Verification of Original Documents: Before issuing of Award of Contract (AOC) to the successful bidder(s), NIT Rourkela, at its discretion, ask bidder to submit for verification of the originals of all such documents whose scanned copies were submitted online along with technical bid. If the bidder fails to provide such originals or in case of substantive discrepancies in such documents, it shall be construed as a violation of the Code of Integrity. Such bid shall be rejected as nonresponsive in addition to other punitive action as decided by NIT Rourkela.
- (v) The bidder(s), whose bid has been accepted and documents verified (at the discretion of NIT Rourkela), shall be notified the award of contract before the expiration of the bid validity by written or electronic means. The Award of Contract (AOC) shall constitute the legal formation of the contract, subject only to the furnishing of Performance Security as the provision mentioned in the tender documents.

6) Performance Security Deposit

- (i) The successful bidder upon receipt of the Award of Contract shall have to deposit a Performance Security (PS) equal to **5% of the contract value**, within 15 days. Performance Security may be furnished in the form of Bank Guarantee (including e-bank guarantee) issued / confirmed from any of the scheduled banks in India, account payee demand draft from a commercial bank except co-operative bank, ONLINE mode using NET-BANKING / NEFT / RTGS / IMPS or payment online in an acceptable form. Performance Security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations including warranty period.
- (ii) If the bidder, fails to furnish the Performance Security within the specified period, NIT Rourkela at its discretion to annul the award and enforce Bid Security Declaration (in lieu of forfeiture of the Bid Security / EMD), in addition to other administrative punitive action as deemed appropriate.

- (iii) The Performance Security shall not attract any interest. Any pending dues shall be adjusted /recovered from PS.
- (iv) The Performance Security shall be liable to be forfeited if the successful bidder fails to undertake the work within the stipulated period or fails to comply with any of the terms and conditions of the contract.

7) Signing of Contract

- (i) Within seven working days of receiving performance security, the Institute shall make an agreement with the successful bidder. However, stamp paper of appropriate value shall be borne by the bidder as informed by the Institute.
- (ii) Otherwise, the Award of Contract (AOC) or the Contract shall be taken to be legally effective from the date of issuing. The bidder may point out to the Institute, in writing / electronically, any anomalies noticed in the contract within seven days of its receipt.

SECTION – II: GENERAL CONDITIONS OF CONTRACT (GCC)

1) Definitions

In the contract, unless the context otherwise requires:

- (i) **Approved** means approved in writing, including confirmation of previous verbal approval.
- (ii) **Bid** (including the term ‘tender’, ‘offer’, ‘quotation’ or ‘proposal’ in specific contexts means an offer to supply goods, services or execution of works made as per the terms and conditions set out in a documents inviting such offers.
- (iii) **Bidder** (including the term ‘Bidder’, ‘consultant’, or ‘service provider’ in specific context) means any person or firm or company, including any agency branch or office controlled by such person, participating in a Tender Process.
- (iv) **Commercial Bank** means a bank, defined as a scheduled bank under section 2(e) of the Reserve Bank of India Act, 1934 and subsequent act.
- (v) **Competent Authority** means the Director, NIT Rourkela or any officer authorized in this regard.
- (vi) **Contract** (including the terms ‘Purchase Order’ or ‘Supply Order’ or ‘Withdrawal Order’ or ‘Work Order’ or ‘Rate Contract’ or ‘Award of Contract’ or ‘Letter of Award – LoA’ or ‘Agreement’ or ‘repeat order’ or ‘extension order’ accepted / acted upon by the contractor in specific contexts), means a formal legal agreement in writing relating the subject matter of procurement, entered between the NIT Rourkela and the Contractor on mutually acceptable terms and conditions and which are in compliance with all the relevant provisions of the laws of the country.
- (vii) **Contractor** (including the terms ‘Supplier’ or ‘Service Provider’ or ‘Consultant’ or ‘Firm’ or ‘Vendor’ or ‘Manufacturer’ or ‘Successful Bidder’ in specific contexts) means the person, firm, company, or a Joint Venture with whom the contract is entered into and shall be deemed to include the contractor's successors (approved by the NIT Rourkela), agents, subcontractor, representatives, heirs, executors, and administrators as the case may be unless excluded by the terms of the contract.
- (viii) **NITR / Institute / Principal** means National Institute of Technology, Rourkela represented through an authorized officer for this contract or Director as the case may be.
- (ix) **Tender, Tender Documents, Tender Enquiry or Tender Process** is the whole process from the publishing of the Tender Document till the resultant award of contract. ‘Tender Document’ means the document (including all its sections, appendices, forms, format, etc.) published by NIT Rourkela to invite bids in a Tender Process.
- (x) **Work** refer to any activity involving construction, fabrication, repair, overhaul, renovation, decoration, installation, erection, excavation, dredging, and so on, which make use of a combination of one or more of engineering design, architectural design, material and technology, labour, machinery, and equipment.

2) Code of Integrity

All bidders are required to adhere to the Code of Integrity for Public Procurement in accordance with the regulations issued by the Government of India. Any violation of this code may lead to punitive actions, including contract cancellation, banning, blacklisting, or other actions initiated by NIT Rourkela as per extant rules.

3) Inspection and Site Visit

The Tenderer is encouraged to conduct a site visit and thorough inspection of the project site before submitting the tender. The Tenderer shall make arrangements with the Employer/Client to visit the site at a mutually agreed time prior to the tender submission deadline. All costs associated with the site visit, including travel and accommodation, shall be borne by the Tenderer.

4) Bid Validity

Bids shall remain valid for a period not less than **120 days** from the date of opening of technical bid. Bid valid for a shorter period shall be rejected as nonresponsive.

In case the day up to which the bids are to remain valid falls on/ subsequently declared a holiday or closed day for the Procuring Entity, the bid validity shall automatically be deemed to be extended up to the next working day.

In exceptional circumstances, before the expiry of the original time limit, the Procuring Entity may request the bidders to extend the validity period for a specified additional period. The request and the bidders' responses shall be made in writing or electronically.

5) Modification, Resubmission and Withdrawal of Bids

Once submitted in e-Procurement, Bidder cannot view or modify his bid since it is locked by encryption. However, resubmission of the bid by the bidders for any number of times superseding earlier bid(s) before the date and time of submission is allowed. Resubmission of a bid shall require uploading of all documents, including financial bid afresh. The system shall consider only the last bid submitted as the valid bid.

No bid should be withdrawn after the deadline for the bid submission and before the expiry of the bid validity period. If a Bidder withdraws the bid during this period, the Procuring Entity shall be within its right to enforce Bid Securing Declaration (in lieu of forfeiture of the Bid Security), in addition to other punitive actions as decided by Institute for such misdemeanor.

6) Communications

- (i) All communications under the contract shall be served by the parties on each other in writing, in the contract's language, and served in a manner customary and acceptable in business and commercial transactions.
- (ii) No communication shall amount to an amendment of the terms and conditions of the contract, except a formal letter of amendment of contract, so designated.

7) Address of the parties for sending communication by the other party

- (i) For all purposes of the contract, including arbitration, thereunder the address of parties to which the other party shall address all communications and notice shall be:
- (ii) The address of the contractor as mentioned in the contract, unless the contractor has notified change by a separate communication containing no other topic to NIT Rourkela. The contractor shall be solely responsible for the consequence of an omission to notify a change of address in the manner aforesaid
- (iii) The address of NIT Rourkela shall be the address mentioned in the contract. The contractor shall also send additional copies to officers of NIT Rourkela presently dealing with the contract.
- (iv) Unless already specified before the contract's start, NIT Rourkela and the contractor shall

notify each other if additional copies of communications are to be addressed to additional addresses.

8) Contractor's Obligations and Restrictions on its Rights

(i) Change in Constitution / Financial stakes / responsibilities of a Contract's Business

- a) The contractor must proactively keep the NIT Rourkela informed of any changes in its constitution / financial stakes / responsibilities during the execution of contract.
- b) Where the contractor is a partnership firm, the following restrictions shall apply to changes in the constitution during the execution of the contract:
- c) A new partner shall not be introduced in the firm except with the consent in writing from NIT Rourkela, which shall be granted only upon execution of a written undertaking by the new partner to perform the contract and accept all liabilities incurred by the firm under contract.

(ii) Assignment and Sub-Contracting

- a) The contractor shall not sublet, transfer, or assign the contract or any part thereof or interest therein or benefit or advantage thereof in any manner whatsoever.
- b) The contractor shall notify NIT Rourkela in writing all subcontract awarded under the contract if not already stipulated in the contract. In its original bid or later, such notifications shall not relieve the contractor from any of its liability or obligation under the terms and conditions of the contract.
- c) If the contractor sublets or assigns the Contract or any part thereof without such permission, NIT Rourkela shall be entitled, and it shall be lawful on his part, to treat is as a breach of contract and avail any or all remedies thereunder.

(iii) Confidentiality

All documents, drawings, samples, data, associated correspondence or other information furnished by or on behalf of NIT Rourkela to the contractor, in connection with the contract, whether such information has been furnished before, during or following completion or termination of the contract, are confidential and shall remain the property of NIT Rourkela. All related information shall not, without the prior written consent of NIT Rourkela neither be divulged by the Contractor to any third party, nor be used by him for any purpose other than the design, procurement, or other services and work required for the performance of this Contract.

(iv) Permits, Approvals and Licenses

Whenever the delivery of Services and incidental Goods/Works requires the contractor to obtain permits, approvals, and licenses from local public authorities, it shall be the contractor's sole responsibility to obtain these and keep these current and valid. Such requirements may include but not be restricted to licenses or environmental clearance if required.

9) Packing

- (i) The Goods shall be packed and marked in a proper manner and in accordance with the Contract and any statutory requirements and any requirements of the carrier(s). In particular, the Goods shall be marked with the NITR Purchase Order number and the net, gross and tare weights, the name of the contents shall be clearly marked on each container and all containers of hazardous goods (and all documents relating thereto) shall bear prominent and adequate warnings.

- (ii) The Contractor shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination and the absence of appropriate handling facilities at all points in transit.
- (iii) All packaging materials shall be non-returnable.

10) Delivery period

The Services / Goods are required to be delivered and successfully installation & commissioning at NIT Rourkela Campus on or before 5th February 2026 from the date of placement of Work Order under the risk and arrangement of the bidder and offers with delivery beyond the above period shall be treated as unresponsive. In case the delivery time is higher, the same must be mentioned clearly in the quotation.

11) Liquidated Damages:

The liquidated damages shall be levied, for delay in supply beyond the contractual delivery date at the rate of 0.5% per week of delay or part thereof on delayed supply of goods and / or services until actual delivery or performance subject to a maximum of 10% of the contract price of the equipment the delivery of which is delayed, for each month or part of a month.

12) Terms and Mode of Payments

Unless otherwise stipulated in the Purchase Order, the NITR shall make payment within thirty (30) days of the later of:

- a. 100% payment shall be made against successful delivery, installation, commissioning, training and acceptance of the goods to NITR as confirmed by the consignee, endorsed by the indenter and approved by the indenters' Head of Department / Section.
- b. Receipt of shipping documents and any other documents specified in the Contract; and Receipt of the original tax invoice issued by the Contractor.
- c. Original Tax invoices (in triplicate) shall be in original and shall contain the NITR Purchase Order number, and a description, the quantities, unit and total price(s) of the Goods delivered. The currency of the invoice and payment shall be as specified in the Purchase Order.
- d. Payments shall be made in the currency stated in the Contract / PO, on the basis of the equivalent value of INR on the day of payment and paid directly into the nominated bank account.
- e. The NITR shall not pay any charge for late payments.
- f. No advance payment of any type (Mobilization, secured advances etc.), shall be made by the Institute to the contractor.

13) Acquaintance with Local Conditions and Factors:

- (i) The Bidder, at his own cost, responsibility, and risk, is encouraged to visit, examine, and familiarize himself with all the site/ local conditions and factors. The Bidder acknowledges that before the submission of the bid, he has, after a complete and careful examination, made an independent evaluation of the Site/ local conditions, the legal, environmental, infrastructure, logistics, communications and any other conditions or factors of which would have any effect on the price to be quoted by him or affecting performance/ completion of the contract.
- (ii) All expenses incurred by the bidder in connection with obtaining information for submitting this tender including their sites visit or efforts in compiling the tender shall be borne by the bidder and no claims for reimbursement thereof shall be entertained.

- (iii) Bidders shall themselves be responsible for compliance with Rules, Regulations, Laws and Acts in force from time to time at relevant places. On such matters, the Procuring Entity shall have no responsibility and shall not entertain any request from the bidders in these regards.

14) Cartel Formation / Pool Rates

Unless the Procuring Entity decides this to be a case of Cartel/ Pool Rates, if more than one bidder quote the same total evaluated price, then the Procuring Entity reserves its right to distribute unequal quantities among the bidders - excluding one or more bidders, based on considerations like performance/ financial capabilities, the distance of destination godowns from the location of the factories, production capacities, any extra features/ benefits offered etc.

If Procuring Entity decides this to be a case of Cartel/ Pool Rates, leading to “Appreciable Adverse Effect on Competition” (AAEC) as identified in Competition Act, 2002, as amended from time to time, it reserves its rights to:

- a. order any quantity on any one or more bidders without assigning any reason thereof.

And / or

- b. consider it as a violation of the Code of Integrity and reject the bid(s) as nonresponsive in addition to other punitive actions as decided by Institute. In addition to such remedies, the Procuring Entity also reserves the right to refer the matter to the Competition Commission of India (CCI) for obtaining necessary relief. In addition, the attention of the bidders is drawn to Chapter VI of the “The Competition Act 2002”, which deals with Penalties. Such actions shall be in addition to other rights and remedies available to the Procuring Entity under the contract and Law.

15) Termination of Default and Damages

- (i) The NITR shall have the right to terminate the Purchase Order or any of the provisions thereof at any time by serving a three days’ notice to the Contractor.
- (ii) If due to reasons attributable to the Contractor, the Contractor fails or refuses to:
 - a. deliver any or all of the Goods under the Purchase Order.
 - b. comply with any or all of the terms and conditions set out in the Purchase Order; or
 - c. deliver any or all of the Goods under the Purchase Order on or before the Delivery Date; the NITR may hold the Contractor in default under the Purchase Order.
- (iii) When the Contractor is thus in default, the NITR may, by written notice to the Contractor, immediately terminate the Purchase Order in whole or in such part or parts thereof in respect of which the Contractor is in default.
- (iv) The NITR may, at its discretion, impose penalties upon the Contractor calculated in accordance with clause 9 of Section - II for each Day the Contractor is late in delivering the Goods past the Delivery Date initially specified in the Purchase Order.
- (v) If the Contractor does not remedy its default within the period accorded under clause 9 of Section - II, the NITR may, by written notice to the Contractor, terminate the Purchase Order with immediate effect.
- (vi) Upon any termination of the Purchase Order, in whole or such part(s) thereof in respect of which the Contractor is in default, the NITR may engage another contractor to deliver the Goods and recover any difference in price and any additional costs from the Contractor.
- (vii) The Contractor shall indemnify the NITR for all losses, charges, costs and expenses, which the NITR may suffer or incur as a result the Contractor’s default, including those resulting from engaging another contractor pursuant to this clause.

16) Arbitration

All disputes or differences of any kind whatsoever arising out of or in connection with the contract work during the subsistence of the contract or otherwise, shall be governed by the provisions of ARBITRATION AND CONCILIATION ACT, 1996 and any statutory rules/amendments thereof.

17) Jurisdiction & Right to Amend the Rules

- (i) The Institute reserves the right to amend the rules whenever and wherever considered necessary & appropriate. The same shall be intimated to the firm in due course of time, which shall be final and binding on the firm.
- (ii) The Institute rules shall be binding when executing the contract. If differences persist ever after arbitration & there are compelling reasons to go to court, it will be decided in the Court of Rourkela only.

18) Cancellation of Tender

- (i) Notwithstanding anything specified in this tender document, NIT Rourkela at its sole discretion without assigning any reasons, reserves the rights.
 - a. To accept or reject lowest bidder or any other bidder or all the bidders.
 - b. To accept any bid in full or in part.
 - c. Float/ initiate a parallel tender for identical requirement.
 - d. Cancel the tender at any stage.
- (ii) **Document(s) not being genuine:** In case any document(s) produced in support of eligibility criteria, or any other document(s) turns out to be not genuine:
 - a) Before award of Contract: The contract will not be awarded, EMD shall stand automatically forfeited, and the tenderer shall be liable for any further action as may be deemed appropriate by NIT ROURKELA; or
 - b) After award of Contract: The contract shall be cancelled, Security Deposit shall stand forfeited, and the service provider shall be liable for any other action as may be deemed appropriate by NIT ROURKELA.
- (iii) Until a formal agreement is prepared and executed, acceptance of terms and conditions of this tender shall constitute a binding contract between bidder and NIT ROURKELA.
- (iv) The contractor is not eligible for any compensation or claim in the event of such cancellation.

19) Indemnity

The contractor is responsible for all involved risks, liabilities, and obligations arising out of this contract under any provisions of law in force from time to time. Under no circumstances, NIT Rourkela shall be held liable for any mishap, injury, accident, or death of deployed manpower during anytime (whether on and off duty). The Contractor shall have all the responsibility in all cases. The Contractor shall be liable to pay compensation in accordance with the provisions of the Act, Laws, or Rule (as applicable) of land. In case of loss to the Institute due to negligence of the deployed manpower, the same shall be recovered from the Contractor.

ANNEXURE – I: TECHNICAL SPECIFICATION OF THE TENDERED ITEM

Table – 1.01			
Tent Requirements For 3 days (February 6th, 7th, 8th)			
Item Description	Specifications	Quantity	Location
Registration desk (White colour)(for 2 days)	(10*10*10) ft	1	SAC
Fun event stalls (White colour)(For 3 Days)	(10*10*10) ft	3	Basketball Court
Canopy Tents (Reference photo attached) for Sponsorship avenue stalls (White colour)(For 3 Days)	(5*5*10) ft	5	Multiple locations
Canopy tents (Reference photo attached) with white cloth walls for Merchant stalls (For 3 Days)	(10*10*10) ft	3	Volleyball Court
Tents with white cloth walls for Food stalls (For 3 Days)	(10*10*10) ft	10	Volleyball Court
Tent for Vivid Exhibition (fully black/white)	(45*45*15) ft	1	RM Lawn
Partition of Basketball Court + Volleyball court area into 3 parts (Black cloth partitioning of height 3 ft with gaps for inter-access)	(100*3)ft	3	Basketball +Volleyball Court area
Chairs		300	Multiple locations
Tables with covers	Standard Size	60	Multiple locations
Full Carpeting for Vivid exhibition		1	RM Lawn
Carpeting for different events	(100*100)ft	1	Volleyball Court
2 Light holders and bulbs for all tents			
2 Power socket for all tents for all tents			

Reference Images:



Table – 1.02**Accommodation Requirements For 3 days (February 6th, 7th, 8th)**

Item Description	Quantity
Mattress	350
Pillow	350

Table – 1.03**DTS - Stage Requirements For 3 days (February 6th, 7th, 8th)**

Item Description	Quantity
4-sided aluminium Truss + Design of stage to be finalized by the team (Size- 60 ft. x 40 ft. x 20 ft.)	1
Front and Sides masking with black cloth	As per Requirement
Riser for the centred and adjacent LED screen (height: 1.5ft)	As per Requirement
Erection of 12 feet high green rooms (White color) of size 30 feet x 15 feet behind the main stage with green carpets including 10 chairs, 2 lights, 2 VIP sofas, and 2 tables for 3 days	1
Carpeted riser in stage for Drummer (12ft * 8ft * 1ft)	1
Carpeted riser in stage for Percussionist (12ft * 8ft * 1ft)	1
Three (3) seater cushioned VIP sofas for 3 days	12
Teapoy for VIP Sofas in front of stage	5
Carpeting area 90 x 50 feet (infront of stage)	As per Requirement
Full Stage carpeting (60 ft * 40 ft)	As per Requirement
Front barricading for audience (90ft*100ft infront of stage without carpeting)	As per Requirement
Ramp of height 5ft (dimensions: 10m x 3m)	1
Canopy Tent for FOH Console (behind VIP sofas)	1
Canopy Tent for MOH Console (Left/Right of stage)	1

Table – 1.04**DTS - Light Requirements For 3 Days (February 6th, 7th, 8th)**

Item Description	Quantity
LED Panel (Center) 10ft *25 ft	1
LED Panel (Side) 10ft *4 ft	4
PAR 64 1000W OSRAM CP 60/61/62	36
Led RGBW (100W)	30
Sharpy Lights (500W)	36
Light Control Operator (for 3 days)	1 person
LED Board in front of DJ Table (6ft * 4ft)	1
LED Panel on top of truss (6ft * 2ft)	1
125KV DG Van with Fuel (Approx. 5hrs/Day)	1
Blinder lights on truss	10
Light Mixer Console- Digital Avolite Mixer/MO	1
Ramp lights (3 on each side of ramp)-strobe lines light	6
LED Strobe lights	12

Table – 1.05

DTS - Sound Requirements For 3 Days (February 6th, 7th, 8th)

Item Description	Quantity
Loudspeakers- JBL VTX A12/V25 ONLY [Three Way Line Array System (preferred systems mentioned below) in an LR + center fill + sub configuration]-should be ideal for 115dB audio	24
Bass Subwoofers- should be in pair with the tops-(JBL/RCF ONLY)	10
Stage Monitor RCF/JBL Professional VRX915 ONLY	6
Side fill top (JBL SRX-725) with Subwoofer	4 sets
Side fill base (JBL 728/RCF)	4
Digital Sound Mixer (Digico Quantum 338, Yamaha RIVAGE PM7/DLive 7000 Professional Console)- As per Artist Requirements ONLY - for MOH and FOH	2
Experienced Sound Engineer for 3 days	1 person
Pioneer DJM-900 Nexus XS2 Mixers (For DJ)	2
Pioneer CDJ-2000 Nexus XS2 (2000/3000 model)	4
DI Boxes	As per Requirement
Corded Mics (Shure 58 & Shure 57) with stand	8 sets
Guitar amplifier (FENDER TWIN REVERB)	2
Bass Amp MARK BASS/HARTKE	2
Keyboard amp KC-550 Roland with Stand	2
Sennheiser 6000 series cordless mics with stand	6 sets
Sennheiser 2000 in-ear monitor with headphones	4 sets
Pearl master DRUM SET/ Tama 6 pcs Heavy duty Drum Kit	1 set
Collar mics	As per Requirement
Drum mics	As per Requirement
Guitar Stand	3
Notation Stand	2
Cables for connections	As per Requirement
Drum Subwoofer (18 INCH)	1
In-ear Monitors with Belt packs (Sennheiser 2000 series)	8
Pearl Reference DRUM SET/ Tama 6 pcs Heavy duty Drum Kit	1 set
Other Instruments and Backline requirements	As per Artist's Requirement

Table – 1.06

DTS - SFX Requirements For Day 1 and 2 (February 6th, 7th)

Item Description	Quantity
CO2 Jets	4
CO2 confetti blower(large)	4
Confetti Shots	20 shots per day
Ribbon Blower (large)	4
Ribbon Shots	20 shots per day
Cold Pyros	4
Wave Flamaniac Flames with enough fluid for the whole show	4
Haze/Fog Machines	2

Table – 1.07

DTS - SFX Requirements For Day 3 (February 8th)	
Item Description	Quantity
CO2 Jets	4
CO2 confetti blower(large)	4
Confetti Shots	20 shots per day
Ribbon Blower (large)	4
Ribbon Shots	20 shots per day
Cold Pyros	4
Wave Flamaniac Flames with enough fluid for the whole show	4
Haze/Fog Machines	2
STAGE PYRO SYSTEM - 2 (Two) Cues of 8 x White Comets with Tail - 2 (Two) Cues of 8 x Red Comets with Tail - 2 (Two) Cues of 8 x Green Comets with Tail - 2 (Two) Cues of 8 x Blue Comets with Tail - 2 (Two) Cues of 8 x White Mines with Tail - 2 (Two) Cues of 8 x Red Mines with Tail - 2 (Two) Cues of 8 x Green Mines with Tail - 2 (Two) Cues of 8 x Blue Mines with Tail - 2 (Two) Cues of 8 x 30” Silver Gerbs - 2 (Two) Cues of 8 x 1” Silver Gerbs	1 Set
ROOF PYRO SYSTEM - 2 (Two) Cues of 8 x White Comets with Tail - 2 (Two) Cues of 8 x Blue Comets with Tail - 2 (Two) Cues of 8 x White Mines with Tail - 2 (Two) Cues of 8 x Red Mines with Tail - 1 (One) Cue of 8 x 10 Second Concussive Blasts	1 Set

Table – 1.08

Volleyball Court - Sound Requirements For Day 1, 2, 3(February 6th, 7th, 8th)	
Item Description	Quantity
Loudspeakers- JBL SRX725 tops	2
Bass Subwoofers- RCF Base 8006	2
Stage Monitor RCF/JBL Professional IRX112BT	2
Digital Sound Mixer	1
Experienced Sound Engineer for 3 days	1 person
Pioneer DJM-900 Nexus XS2 Mixers (For DJ)	1
Pioneer CDJ-2000 Nexus XS2 (2000/3000 model)	2
DI Boxes	As per Requirement
Aux cable	5
Sound Amplifier 2600W	1
Microphone	6
Extension cord	10
Cordless Mic	6
Wired mics	4
16 Channel Mixer	1
Mic stand	2
RCA cables	As per connection requirements
Accessories For complete set up of sound systems	As per requirement

Table – 1.09	
Volleyball Court - Stage Requirements For Day 1, 2, 3(February 6th, 7th, 8th)	
Item Description	Quantity
Riser of height 2 feet (Dimensions: 30ft x 20 ft) with carpeting	1

Table – 1.10		
Gates at Different location (Final Design of gates to be provided by Organising team)		
Item Description	Location	Size & Specification
Box Gate (1)	Ceramic Gate	Gate dimensions: 20ft X12ft, Box Shape: 2ft x 2ft
Box Gate (1)	DTS entrance	Gate dimensions: 20ft X12ft, Box Shape: 2ft x 2ft

Table – 1.11		
Ambience at Different location		
Location	Item Description	Quantity
Trees from SSB to DTS Entrance	Strip lights	2 strips of different colours on each tree (30 trees)
SAC to Ceramic (Top part)	Rice lights of different colours	500
Ceramic to SAC trees and bushes (LEFT)	Rice Light	50 Rice light of Multi color
Ceramic to SAC trees and bushes (RIGHT)	Rice Light	50 Rice Light of Multicolor
Focus Lights for GATES	Medium Size	12
Green and Blue Halogens at different locations for ambience		15
BBA Lawn	NITRUTSAV 2026 (cutout model prop)	1-PLYBOARD/MDF DESIGN TO BE PROVIDED
Volleyball court	NITRUTSAV 2026 (cutout model prop)	1-PLYBOARD/MDF DESIGN TO BE PROVIDED
BBA Lawns & Volleybal court	Strip light around NITRUTSAV 2026 prop	
Ceramic to DTS	Continuous Rice and Circular lanterns	150 Rice light + 120 Lanterns
Ceramic to DTS	pipili umbrella and chandua with lights	150
Sac Building	Rice Light Multi Color	45
BBA	Rice light (U-shaped on top)	25
Ceramic gate, Food court area, fun events area, Volleyball and basketball Court	Halogen Lights	15
Volleyball court	Rice lights of different colours (From center pole to periphery arrangement or end to end roof area)	100
Volleyball court	Carpeting of court	100 x 100ft

ANNEXURE – II: TENDER ACCEPTANCE LETTER

(On The Letter Head of the Bidder)

To,

The Registrar,
National Institute of Technology Rourkela
Rourkela – 769008
Odisha

Sub: Acceptance of all the terms & conditions of tender.

Ref.: Notice Inviting Tender for Campus Decoration for NITRUTSAV – 2026 at NIT Rourkela.

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned “Tender/Work” from the CPP Portal or NIT Rourkela web site(s).
2. I/We have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished for this tender are authentic to the best of my knowledge and belief.
4. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
5. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
6. I / We/ are aware of the fact that furnishing of any false information / fabricated documents would lead to rejection of my / our tender at any stage besides any liabilities towards prosecution under the appropriate law.

Thank you.

Yours faithfully,

Authorized Signatory
(Signature with Seal)

Name:

Designation:

Date:

ANNEXURE – III: DECLARATION NON-BLACKLISTING, NON-PENDING CRIMINAL CASES AND NON-PENALIZATION

(On The Letter Head of the Bidder)

(To be executed & attested by Public Notary/Executive Magistrate on Rs.100/- non-judicial Stamp Paper by the Tenderer)

I/We, the undersigned, being the Proprietor / Partner(s) / Director(s) / Authorized Signatory of M/s. _____, having its registered office at _____, do hereby solemnly declare and affirm as follows:

1. **That our firm/company, M/s. _____, has not been blacklisted or debarred** by NIT Rourkela or any other Government Organization / PSU / Central or State Autonomous Body or any other organization at any time in the past or as on date, from participating in tenders due to any reasons including corrupt or fraudulent practices.
2. **That there is no police case, vigilance inquiry, or court proceedings pending** against the firm or its partners / directors, and we have never been penalized by any Hon'ble Court.
3. **That there are no dues pending** with the Income Tax department and the firm is in full compliance with relevant statutory obligations including Labour Laws.
4. **That our firm/company is not presently debarred or declared ineligible** to participate in the tendering process for any Government / PSU / Autonomous Body in India on the date of submission of this bid.

I/We understand that if any of the information given above is found to be false or misleading at any stage of the tendering process or during the execution of the contract, NIT Rourkela shall be, at its discretion to take appropriate action including forfeiture of Performance Security, cancellation of contract, and debarring our firm from future tenders.

DEPONENT

(Signature of the Authorized Signatory)

Name: _____

Designation: _____

Address: _____

Attested by

(Signature & Seal of Public Notary/Executive Magistrate)

Name: _____

Date: _____

ANNEXURE – IV: BID SECURITY DECLARATION (For EMD exempted bidder)

(On The Letter Head of the Bidder)

To

The Registrar

National Institute of Technology Rourkela
Rourkela – 769008
Odisha

Ref: Notice Inviting Tender for Campus Decoration for NITRUTSAV – 2026 at NIT Rourkela.

Dear Sir,

I/We, the undersigned, hereby submit our Bid for the above-mentioned tender and declare the following:

1. I/We understand that, in accordance with the tender terms and conditions, bids must be supported by a **Bid Security Declaration** in lieu of Bid Security (EMD).
2. I/We accept that I/We will be **automatically suspended** from participating in any tender or contract issued by NIT Rourkela for a period of **three (3) years** or as decided by the Institute, starting from the date of bid closure, in the event that we:
 - a) Withdraw our bid during the period of bid validity specified in our Letter of Bid; or
 - b) Having been notified of the acceptance of our bid by NIT Rourkela during the bid validity period:
 - (i) Fail or refuse to execute the contract, or
 - (ii) Fail or refuse to furnish the required Performance Security in accordance with the tender terms.

I/We understand that this declaration shall be binding on us and may be used by the Institute to enforce the above penalty provisions without requiring further notice or legal proceedings.

Thank you.

Yours faithfully,

Authorized Signatory

(Signature with Seal)

Name:

Designation:

Date:

ANNEXURE – V: BANK MANDATE FORM

(On the Letterhead of the Firm)

Electronic Clearing Service (Credit Clearing) / Real Time Gross Settlement (RTGS) Facility for receiving payments.

Details of Accounts Holders:

Name of the Firm / Agency	
Complete Address of the Firm / Agency	
Name of Account Holder	
Name of the Bank	
Type of Bank Account (SB/Current/Cash Credit)	
Complete Bank Account No. (Latest)	
Complete IFS Code	
Branch Name with Complete Address, Telephone No. and E-mail.	

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I/We would not hold the use Institution responsible.

Authorized Signature of Firm / Agency

Date:

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

Date:

Signature of the Authorized Officer of Bank

1. Please attach a photocopy of cheque along with the verification obtained from the bank.
2. In case your Bank Branch is presently not "RTGS enabled", then upon its up gradation to "RTGS Enabled" branch, please submit the information again in the above proforma to the Institute at the earliest.