



INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY
(A Central University by an Act of Parliament)
AMARKANTAK – 484 887

TENDER NOTIFICATION FOR EVENT MANAGEMENT OF CONVOCATION

Reference: IGNTU/Conv/2016-17/~~1019~~

Date: 23.10.2017

Sealed tenders/ quotations are invited from **Event Management Agencies/Firms & Companies** to provide logistics support for “Second Convocation” of Indira Gandhi National Tribal University, to be held tentatively in second week of November, 2017. The brief details are as follows:

1. Nature of work : Event management work for organizing “Second convocation” at IGN Tribal University
2. Cost of Tender Form : Rs. 1000/- (Non – refundable)
3. Last Date of submitting Tender Form. : 31.10.2017 up to 16.00 hrs.
4. Tender opening (technical bid) Date : 1.11.2017 at 14.30 hrs.
5. Amount of E.M.D : Rs. 75,000/- **(Seventy Five thousand only, refundable - without any interest)**

Mode of EMD and Tender fee: Tenderers should have to deposit separate amount for each “Tender fee and EMD” through ONLINE MODE in favour of “Indira Gandhi National Tribal University”, payable at central of Bank of India, Amarkantak (A/c No. 3262189064 IFS code CBIN0284695) or state Bank of India, Amarkantak (A/c No. 30429162087 IFS Code SBI0004674). Attach photocopy of UTR slip along with the technical Bid.

Important Note for the Bidder: All the pages of the tender document should be submitted altogether. Tenders shall be submitted in 2 different parts i.e. Part A (Technical Bid) and Part B (Commercial/ Finance bid) The Envelope of Technical bid as per annexure B and Financial bid as per annexure C should be kept in separate envelope duly superscribed with “Quotation for Convocation Event Management” may be sent to:-

Registrar
Indira Gandhi National Tribal University,
Amarkantak – 484887, Distt. Anuppur, Madhya Pradesh

Please Note that the tender document is subject to verification with the original document, and if any discrepancy is found, the tender would be rejected. Technical bid will be opened first in the presence of the attending tenderers. The University reserves the right to reject any or all tenders, without assigning any reason.

Registrar
Indira Gandhi National Tribal University

Terms and Conditions

1. Only **the reputed firms/Agency** needs to submit their tender At least three year work experience required in the field of event management.
2. The minimum average annual turnover of the bidding firm, during last three year should not be less than Rs. 50.00 lakhs. This turnover should exclusively be related to event management work.
3. The bidder should have done/managed at least one convocation event in the Universities/IITs/IISERs/NITs.IIM/IIIT or other similar type of institutions. The firm who has experience in managing convocation event in Government sector will be preferred.
4. The bidder should also have experience of handling the VVIP Protocol movement.
5. Tenderer should have to deposit separate amount for each "Tender fee and EMD" through ONLINE MODE in favour of "Indira Gandhi National Tribal University", payable at **central of Bank of India, Amarkantak (A/c No. 3262189064 IFS code CBIN0284695)** or **state Bank of India, Amarkantak (A/c No. 30429162087 IFS Code SBI0004674)**. Attach photocopy of UTR slip along with the technical Bid. The earnest money of all unsuccessful tenderes will be returned to them at the earliest with in 15 days after opening of bids.
6. Items and services required for this function are given in **Annexure- B**.
7. (a) Tender/quotation for "**Event management firm for providing services for various works in the second Convocation**" must be submitted in a sealed cover envelope, addressed to the **Registrar** by Registered post or by person so as to reach on or before **31.10.2017 up to 04.00 PM** (The last date for submission of the tender). The tender/quotation will be opened on **01.11.2017 at 03.00 PM** in the office of the **Registrar**, Indira Gandhi National Tribal University in the presence of the bidders.
(b) Tender /quotation without earnest money will be rejected.
(c) Belated Tenders/quotation due to postal or any other kind delay will be rejected.
(d) The cover of the sealed envelope should be superscribed and quoted thereon as:
Tender for Event Management of Second Convocation of IGNTU
8. Indira Gandhi National Tribal University reserves the right to extend the due date and or the date of opening the tenders/quotation.
9. Authorized person should mark all the leaflets in the offer with signature and seal.
10. **The intending bidder shall give his presentation of previous similar work executed by him along with photographs, samples of material proposed to be used in the work. List of organization served must be enclosed.**
11. The prospective bidders are advised to visit university campus before bidding to access the actual requirement of work and site condition. No advance payment shall be made. Payment shall be made after successful completion of the work, through Bank transfer only and after TDS.
12. The other terms & conditions may be mentioned in the tender/quotation by the bidder.
13. The rates of tax, if chargeable, should be clearly mentioned. Otherwise, it will be presumed that the rates quoted are inclusive of all taxes.
14. The Contractor has to provide and install all the items well before one day in advance of "Convocation, 2017". The site shall be properly cleaned after completion of the work.
15. The material should be delivered and installed at Indira Gandhi National Tribal University campus. Installation, and any other charges, if any, may be included with items.

16. Normally payment shall be made via Bank transfer within 30 days after completion of work to our entire satisfaction and after submission of bill with proper enclosures, certified by the University representative authorized by the Competent Authority. (if any).
17. The University is not bound to accept the lowest tender and may reject any tender or any part of the tender without assigning any reason thereof.
18. The price should be quoted on prescribed price schedule and must be sent in a properly Sealed envelope.
19. All the columns of the annexure attached should be properly filled. The rates and units shall not be overwritten in the price schedule. The Tender should be signed by the authorized signatory of the firm.
20. Any deviation, variation of noncompliance of the terms and conditions by the tenderers shall be considered as a breach of contract and Indira Gandhi National Tribal University reserves the right to forfeit the amount of earnest money and take action as per legal procedure.
21. Agencies black listed and suspended from carrying out business by any Government office need not submit their quote. Suppression of facts in this regard will be taken seriously.
22. If any dispute arises, the Committee constituted by Indira Gandhi National Tribal University, shall be the sole Arbitrator whose decision in the matter shall be final and binding.
23. The University reserves the right to accept or reject any or all offers in full or in part without assigning any reason(s) thereof.
24. The tenderers shall have to give an undertaking that the terms and conditions of the tender are acceptable to the tenderers.
25. University shall have right to execute any part or all the work as per requirement of the University. University can decrease or increase the items mentioned in tender documents.
26. Rate should be quoted as per annexure. Bidder are required to quote all such items also which is not included in the list of price schedule, if they feel so, for proper conducting of this event for our convocation.
27. Consolidated rate should be quoted separately, if University wishes to execute the whole work as a job work.
28. The Convocation is purely an academic event and some minister of Cabinet rank alongwith other dignitaries may participate in this programme, as such prospective bidders are required to fulfil all security protocol in and around the venue in consultation with University Administration, District Administration and Police.
29. Qty. (BOQ) mentioned in the annexure is tentative. Final quantity for work order will be decided by the University and quantity may increase or decrease as per requirement of the University.
30. **Evaluation criteria**
 - i. At first stage only technical bid will be opened.
 - ii. The cost of tender document and amount of EMD is deposited by bidder.
 - iii. Average annual turnover of the firm during last three years.
 - iv. Experience of handling of the convocation events in the universities/Govt. Institutions
 - v. The bidder shall give his presentation of previous similar work executed by them alongwith photograph, samples of material proposed to be used in the work.
 - vi. Financial bid will be opened for only those bidders who qualify the technical evaluation. Evaluation done by the university will be final.

INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

Annexure-A

Tender Form for Event Management Firm for various arrangements in the Second Convocation of the University

Tenderer are required to fill the following form. Tenders with illegible/incomplete/false information will be summarily rejected.

1. Tender Notification No. :
2. Name of tenderer & name of firm :
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3. Registration No. of the firm :
4. Complete address of Tenderer :
Phone No.: Mobile
5. Permanent Account No. (PAN) :
6. GST Registration No. :
7. Bank Account No. :
Details of IFSC Code :
Bank Name and Address :
9. Details & Date of Tender Fee :
10. Details & Date of E.M.D :
11. TDS (previous 3 years) :
13. Balance sheet (previous 3 years) :
14. Annual turnover :
15. List and copy of the previous works :

I have read and understood all terms and conditions of tender and submitting this tender document.

**Signature of tenderer
Name & Seal**

TECHNICAL BID

(To be submitted in the separate envelop)

Annexure-B

| Sr.No | Item Description | Compliance Yes/NO | Remarks |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------|
| 1. | Erection of water proof, aesthetically organized with side wall main pandal of size 30mX100m with appropriate height using metallic frame and Aluminum Hanger. Structure should be able to withstand prevailing weather condition in this are with fire resistant material. | | |
| 2. | CGI Sheet shed with ceiling, walling, platform, carpet and door for Robing room and management rooms (AC) of 18' X 36' size with Dressing Table and Coat Hangers with Sofa. | | |
| 3. | Construction of temporary stage size 50 x 30 x 4 feet with required Masking, Carpet and Ramp of 10 feet width having slope/ steps on either side of stage | | |
| 4. | Air-Conditioner Tower AC on stage | | |
| 5. | Heavy duty Air Cooler on Hanger | | |
| 6. | PVC Chairs with cousen with white cover | | |
| 7. | Chairs with cousin with white cover | | |
| 8. | VIP Two seated Sofa with cover | | |
| 9. | Podium-Acrylic/ Digital | | |
| 10. | Non-woven synthetic carpet to cover stage | | |
| 11. | Carpeting of venue to cover passage and other area inside Pandal and surrounding | | |
| 12. | Barricading 2'ht steel barricades | | |
| 13. | Que Managers / Mozo | | |
| 14. | Bed Sheet if required | | |
| 15. | Electrification-Cabling and distribution, main panel and sub panel erection, Internal Lighting, etc. with suitable devices | | |
| 16. | DG Sets125 KV | | |
| | 80 KV | | |
| 17. | Sound System | | |
| | Line array- (Each speaker box contains 1 low 3 horn tweeter) - Vrx type Provide | | |
| | Sub(Each Sub contains 2 woofers) Provibe LX 118 R | | |
| | Amplifier Lab Gruppen | | |
| | Stage Monitors JBL SrxPrx 512 | | |
| | Side Fill JBL SRX 725/EAWi | | |
| | Speaker management system XTA | | |
| | Multi channel sound console Allen n heath | | |
| | Dual CD player Denon/Pioneer | | |
| | Cordless Microphones Sennheiser ew 300 | | |
| | Podium Mic AKG | | |
| 18. | Decoration | | |
| | Flower decoration of stage | | |
| | Flower Pots for stage | | |
| 19. | Internal Branding – Main Stage Background – LED | | |

| | | | |
|-----|----------------------------------------------------------------------|--|--|
| | Side stage masking for Projectors 25'X18/2 | | |
| | Dropdown Benner 6'X3'/8 | | |
| 20. | External Branding – Direction/information Signages 6'X4'/20 | | |
| | Inside Gates | | |
| | Flags | | |
| 21. | Chemical Toilet | | |
| 22. | Videographer and Photographer – with Videography Stage 6'x6'/1.5 Ht. | | |
| 23. | LED wall display | | |
| 24. | Any other items essential for the event specify | | |

Seal and Signature of the Bidder

FINANCIAL BID

(To be submitted in the separate envelop)

Annexure-C

| Sr.No | Item Description | Qty | Unit | Remarks |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------|---------|
| 1. | Erection of water proof, aesthetically organized with side wall main pandal of size 30mX100m with appropriate height using metallic frame and Aluminum Hanger. Structure should be able to withstand prevailing weather condition in this are with fire resistant material. | 3,000Sqmt | Job | |
| 2. | CGI Sheet shed with ceiling, walling, platform, carpet and door for Robing room and management rooms (AC) of 18' X 36' size with Dressing Table and Coat Hangers with Sofa. | 3 Nos | Job | |
| 3. | Construction of temporary stage size 50 x 30 x 4 feet with required Masking, Carpet and Ramp of 10 feet width having slope/ steps on either side of stage | 1No | Job | |
| 4. | Air-Conditioner Tower AC on stage | 15 Tonne | | |
| 5. | Heavy duty Air Cooler on Hanger | 10Nos | Nos | |
| 6. | PVC Chairs with cousen with white cover | 2,000Nos | Nos | |
| 7. | Chairs with cousin with white cover | 300Nos | Nos | |
| 8. | VIP Two seated Sofa with cover | 100 Nos | Nos | |
| 9. | Podium-Acrylic/ Digital | 1Nos | Nos | |
| 10. | Non-woven synthetic carpet to cover stage | 1500Sqft | sqft | |
| 11. | Carpeting of venue to cover passage and other area inside Pandal and surrounding | As specified | job | |
| 12. | Barricading 2'ht steel barricades | 275Rft | | |
| 13. | Que Managers / Mozo | 12Nos | Nos | |
| 14. | Bed Sheet if required | 200Nos | Nos | |
| 15. | Electrification-Cabling and distribution, main panel and sub panel erection, Internal Lighting, etc. with suitable devices | 1 | Job | |
| 16. | DG Sets125 KV | 3Nos | Nos | |
| | 80 KV | 1Nos | Nos | |
| 17. | Sound System | 1 | Job | |
| | Line array- (Each speaker box contains 1 low 3 horn tweeter) - Vrx type Provide | 12.00 | | |
| | Sub(Each Sub contains 2 woofers) Provibe LX 118 R | 4.00 | | |
| | Amplifier Lab Gruppen | 4.00 | | |
| | Stage Monitors JBL SrxPrx 512 | 4.00 | | |
| | Side Fill JBL SRX 725/EAWi | 2.00 | | |

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|-----|----------------------------------------------------------------------|-------|-----|--|
| | Speaker management system XTA | 1.00 | | |
| | Multi channel sound console Allen n heath | 1.00 | | |
| | Dual CD player Denon/Pioneer | 1.00 | | |
| | Cordless Microphones Sennheiser ew 300 | 4.00 | | |
| | Podium Mic AKG | 2.00 | | |
| 18. | Decoration | 1 | Job | |
| | Flower decoration of stage | 1 | | |
| | Bukey | 12 | | |
| | Flower Pots for stage | 40Nos | Nos | |
| 19. | Internal Branding – Main Stage Background – LED | 1 | Nos | |
| | Side stage masking for Projectors 25'X18/2 | | | |
| | Dropdown Benner 6'X3'/8 | | | |
| 20. | External Branding – Direction/information Signages 6'X4'/20 | | | |
| | Inside Gates | 4Nos | Nos | |
| | Flags | 25Nos | Nos | |
| 21. | Chemical Toilet | 3Nos | Nos | |
| 22. | Videographer and Photographer – with Videography Stage 6'x6'/1.5 Ht. | 4Nos | Nos | |
| 23. | LED wall display | 7 Nos | Nos | |
| 24. | Any other items essential for the event specify | | | |

I/We agree to undertake above work on amount of Rs. _____/- inclusive lump sum of all charges i.e Supply, Installation, testing, commissioning, transportation, labour and applicable Govt. Taxes.

Seal and Signature of the Bidder