



No:- IISER(T)/Admn/132/15

Date: 31 Dec 2015

To,

M/s _____

Limited Tender Enquiry for Event Management

1. Indian Institute of Science Education and Research (IISER) Thiruvananthapuram intends to engage a reputed event management firm with considerable experience during the **INAUGURATION CEREMONY OF CHEMICAL SCIENCES BLOCK** scheduled on **14TH January 2016 (Thursday)** at **IISER Campus, Near Jersey Farm , Maruthamala (P.O), towards Bonacaud, Vithura, Thiruvananthapuram -695551.**

2. You are hereby requested to submit your bid in the attached tender form duly filled in all respect along with connected documents in a sealed cover super scribing "**Tender for Event Management – Inauguration Ceremony**" addressed to **The Registrar, Indian Institute of Science Education and Research (IISER) Thiruvananthapuram, CET Campus , Engg. College P.O, Thiruvananthapuram-695016** on or before **14:30 Hrs on 07th January 2016.** **Tender can also be dropped in Tender Box placed at Administrative section situated at IISER Annex building located prior to Alathara Road Junction, Near CET Campus, Trivandrum-695 016. The tenders dropped / delivered at other sections of the Institute will not be considered.**

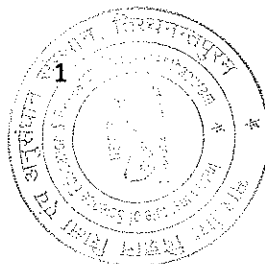
3. **Earnest Money Deposit of Rs. 10,000/-** (Rupees Ten thousand only) in the form of Demand Draft favouring Indian Institute of Science Education and Research(IISER) Thiruvananthapuram payable at Thiruvananthapuram is required to be submitted along with the tender. Tenders without EMD will be summarily rejected.

4. The tenders will be opened at **15.00 hrs on 07 January 2016** in the presence of the available tenderers or their authorised representative.

5. The tender form and other terms and conditions are placed at enclosure to this notice.

6. **Interested parties are advised to inspect the site first and work out the requirements between 10:00 AM to 03:00 PM (Office of the Project Engineer cum Estate Officer, IISER Campus, Maruthamala P.O, Vithura, 695 551) on any working day from 01 January to 06 January 2016. The Institute will not be responsible for deviation if any occurred due to submission of quotes without inspecting the site. Further clarification if any can be had from Tel. No. 0471-2590498 / 2599408 /0472-2815005.**


Assistant Registrar (A&A)





TENDER FORM FOR EVENT MANAGEMENT

1. Indian Institute of Science Education and Research (IISER) Thiruvananthapuram hereby invite tenders for providing **Event Management** services during **INAURATION CEREMONY OF CHEMICAL SCIENCES BLOCK** scheduled on **14TH January 2016 (Thursday)** at **IISER Campus, Near Jersy Farm, Vithura, Thiruvananthapuram -695551**.
2. Tender shall be submitted in official tender form only. Submission in other format will be summarily rejected. Each and every page has to be numbered and no paper shall be detached from the tender.
3. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instruction laid down herein: otherwise the tender is liable to be rejected.
4. The tender is liable to be rejected if complete information is not given therein, or if the particulars and data (if any) asked for in the schedules to the tender are not filled in.
5. The tender must be addressed to **the Registrar, Indian Institute of Science Education and Research (IISER) Thiruvananthapuram, CET Campus, Eng. College P.O, Thiruvananthapuarum-695016** and should be submitted on or before **07 January 2016 by 14:30 hrs**. Tenders can also be dropped in the tender box kept in the Office of the Registrar at Annex Building located prior to Alathara Road Junction, Near CET Campus. The tender bids received after due date and time and without EMD will not be accepted and considered. The tenders will be opened by the Tender opening Committee on **07 January 2016 at 15:00 hrs** at the same office in the presence of tenderers who may wish to be present, either by themselves or through their authorized representatives (maximum 2 per agency allowed to present during the opening of bids with the authorization letter & ID Proof).
6. Tender is to be submitted along with Earnest Money Deposit (EMD) of **Rs.10,000/-** in form of Demand Draft only in favour of Indian Institute Of Science Education and Research(IISER) Thiruvananthapuram payable at Thiruvananthapuarum. Offers received without earnest money (EMD) or with earnest money less than the amount specified shall be summarily rejected.

SIGNATURE OF TENDERER



07. Tenderer should have the experience of organising at least **FIVE** similar functions of National Level Institutes/Govt. Organizations/ / Corporate Commercial/ Non Commercial Events/ Celebrity Events/ Product Launch Shows/ Movie Promotion etc. **Proof of experience such as copy of work order / agreement etc. to be attached with the tender.**

08. The firm should be registered with VAT, CST, SST, Income Tax, service tax authorities etc. and to enclose the copies of the relevant certificate along with the bid.

09. The schedule of items/services required is as per **Annexure 'B'** of this tender form and the evaluation of bid will be on the basis of total bid value. **Institute reserves the right to change the quantity or cancel the item / service required.**

10. The rates quoted should be on **FIRM & FIXED** basis. The Prevailing duties/taxes must be clearly mentioned by the agencies/tenderers, wherever applicable. In case the same is not mentioned clearly, then the quoted rates will be considered as inclusive of all and no additional payment will be applicable towards taxes/duties etc.

11. The final offer is be quoted in the price bid at **Annexure 'C'** for the services as mentioned at **Annexure 'B'**. No modifications will be allowed in the prices quoted once the contract is finalised.

12. *Indian Institute Of Science Education and Research (IISER) Thiruvananthapuram reserves the right to accept or reject any or all the offer either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weightage shall be given to several factors besides the financial quote. **The selected firm has to sign an agreement with the Institute regarding compliance with the terms and conditions of the tender.***

13. The Work Order shall be issued to the finalised agency by Indian Institute of Science Education and Research (IISER) Thiruvananthapuram and services shall be arranged by the agency as per the time schedule and requirements projected by the institute.

14. The firm / contractor should deploy sufficient number of technically and professionally qualified personnel for the event. They have to depute technically qualified executive who can coordinate the events as per the directions of IISER TVM team and can take immediate decisions on behalf of the firm. The name, designation and contact number of the coordinator should also be provided in the tender. The staff deployed should have proper uniform and should wear the firms identity card.

SIGNATURE OF TENDERER



15. The venue with all the installations (like erecting of pandal, stage , carpeting, back drop, Chairs, speakers, podium with mic, lightings, side wings and all banners etc.) should be ready on or before 04.00 PM on **13 January 2016**, failing which penalty will be imposed as decided by IISER TVM Authority. All the required furniture and fittings are to be brought to the site latest by 12.00 Noon on **13th January 2016**. **The firm has to arrange for loading / unloading of the items by deploying their own staff / authorised labourers of the locality and Institute in no way will be responsible for the same.**

16. Since the site is located in hilly terrain, the agency has to ensure that all the necessary precautionary measures are taken care of towards arranging the site.

17. Since the wind speed is heavy, the pandal should be erected by calculating the wind factor so that the whole top coverage is not lifted up.

18. The firm / contractor must ensure that the materials being used are of standard quality, dimensions & other parameters and to be quoted accordingly. In case items / services are not as quoted the same shall not be accepted. No payment, claims for such items shall be entertained.

19. The contractor has to ensure that the premises are kept clean before and after the event. The collection and disposal of garbage from the venue generated during the function has to be carried out by the firm at their risk.

20. IISER TVM shall in no way be responsible for any default with regard to any statutory obligation from the side of vendor/Contractor and will indemnify IISER TVM in case of any damage or liability, which may arise on account of action of any reason.

21. The full & final payment shall be made after providing the necessary services based on certification by the concerned authority with in **thirty** days from the date of submission of bill after deducting necessary deductions/penalties if any towards deviation from the agreement/work order. The bank account number and other details are to be submitted along with the bills to facilitate the payment through bank transfer.

22. Dispute, if any shall be settled mutually or arbitration by sole Arbitrator to be appointed by the Director, IISER TVM at Thiruvananthapuram as per the provisions of the Indian arbitration and Conciliation Act, 1996 and the Rules framed there under.

SIGNATURE OF TENDERER



23. **The institute will reserve the right to impose penalty and make deductions in case of the following:-**

- (i) Non completion of work in time
- (ii) Deviation from quality and quantity of service/ items as promised
- (iii) Quality of food / service and deficiency in quantity
- (iv) Non disposal of garbage from the venue
- (v) Other things which are not specified and may be deemed fit

24. Indicative Locations of Chemical Sciences Block (CSB) where event is scheduled to be held:

- a) Courtyard Area where pandal & Stage are to be made
- b) Welcome Arch @ the Entrance Gate area of IISER Main Entrance
- c) CCTV & LCD Panels @ Courtyard & Surrounding areas
- d) Arrangement of Chairs at Venue and Adjacent Rooms in Ground Floor & First/Second Floor (LHS)
- e) Arrangement of Buffet Lunch at the identified rooms of First/Ground floor CSB (RHS)
- f) Carpeting from the main entrance of CSB throughout the courtyard area.

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PARTICULARS OF THE BIDDER

1	Name and Address of the Tenderer/Agency with Telephone Number/Fax No./Mobile No.	
2	Tax Identification Number (TIN)	
3	Service Tax Registration No. (attach copy of certificate)	
4	Permanent Account Number (PAN) (attach copy of PAN card)	
5	Experience of organising at least FIVE similar functions of National Level Institutes/Govt. Organizations/ / Corporate Commercial/ Non Commercial Events/ Celebrity Events/ Product Launch Shows/ Movie Promotion etc (Attach proof such as workorder / agreement seperately)	
6	Details of EMD for Rs. 10000/- (DD No., date & bank details)	
7	Name, Designation and contact details of the coordinator	

Date:- _____

SIGNATURE _____

Place:- _____

(Name of the authorised signatory of Agency/firm with stamp)



Annexure-'A'

To

The Registrar
Indian Institute of Science Education and Research (IISER),
CET Campus, Engg. College P.O,
Thiruvananthapuram – 695 016

Ref.: Your Notice Inviting Tender No..... dated

Sub: Event management for Inaguration Ceremony of Chemical Sciences Building -reg

Sir/ Madam,

1. I / we have carefully gone through all the Terms and conditions and also the schedule of items as enlisted by you in your Notice Inviting Tender for the subject under reference.
2. I/We, hereby confirm that we have understood all the Terms and conditions and confirm my/our commitment to abide by them.
3. I/We also confirm my/our commitment to provide the services as enlisted in schedule of item with your Notice Inviting Tender under reference.

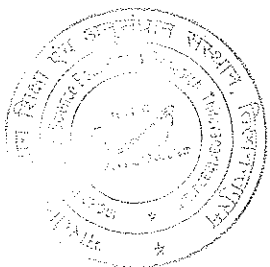
(Authorized Name & Signatory of Agency/firm with stamp)



Schedule of Items

S.No	Elements	Deno	Qty	Rate per unit	Total Amount
A	STAGE & SEAT ARRANGEMENT				
01	Construction of weather proof pandal with cloth masking of entire area and sides (25 Mtr W X 35 Mtr LX10 M H) and carpeting of entire area (red colour)	Nos	01		
02	Stage (40 Ft (L)X 24 Ft (W) with back drop, side drop ,side steps and carpeting of entire area (Red Colour) with floral decoration of Stage and surroundings and black masking	Nos	01		
03	Welcome Arch (Box Type) (10 Mtr Width with 06 Mtr Height) with carved letters	Nos	05		
04	Welcome Boards (3 Ft X 6Ft) (having metal frames) with direction marking	Nos	10		
05	Flex Boards with frame (3 X 4.5 Mtr Size)	Nos	04		
06	Flex Boards with Frame (8 X 2 Mtr Size)	Nos	10		
07	Flex Boards with Frame (07 Mtr X 06 Mtr))	Nos	01		
08	Sign Boards (Flex Printing on Metal Frame) (1.2 M W X 3 Mtr H)	Nos	05		
09	LCD Projector Screen Masking (04 Mtr (L) X 04 Mtr (W)) with screen size 08 Ft X 06 Ft	Nos	04		
10	Close Circuit Television (52 " LED TV)	Nos	04		
11	Head table arrangement with drinking water,glass, coasters & name boards	Nos	10		
12	Podium with branding	Nos	02		
13	Flag Post (GI post of 10 Mtr Height) with various colour flags of size 3 Mtr X 02 Mtr	Nos	100		

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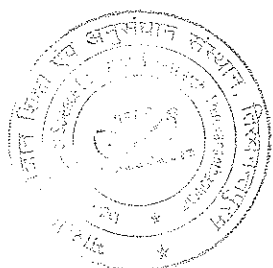


<u>Sl.No</u>	<u>Elements</u>	<u>Deno</u>	<u>Qty</u>	<u>Rate</u>	<u>Total Amount</u>
14	Wooden Table with table cover	Nos	20		
15	Single Wooden Sofa with cushion (for VIP) with white cover (should be identical size and colour)	Mtr	25		
16	Cushion Sofa (Set of 01 03 Seater & 02 Single Seater)	Set	01		
17	VIP Cushion Chair with Arm rest (for invitees) with white cover ((should be identical size and colour)	Nos	100		
18	Plastic Chairs with white Covers (Should be of identical size and colour)	Nos	1000		
19	Heavy Duty Pedestal Fan	Nos	30		
20	Heavy Duty Air Cooler	Nos	05		
21	Vertical Air conditioner	Nos	02		
22	Drinking water facility (20 Ltr Cans with dispenser and sufficient paper glasses)	Set	25		
23	Tender Coconut (for Guests on stage)	Nos	50		
24	<i>Water Bottles (01 LTR) for Guests and Invitees with glass and coasters for stage</i>	Nos	100		

B	LIGHT & SOUND ARRANGEMENTS				
1	Professional PA System (4000 Watts) with technician	Nos	01		
2	Profession PA System (800 Watts)	Nos	01		
3	Cordless Mic	Nos	05		
4	Podium Mic	Nos	04		
5	LED par can	Nos	20		
6	Dimmer pack	Nos	01		
7	Metal Halogen	Nos	02		
8	Generator (sound proof) – 85 KWA including diesel and technician	Nos	02		

Note:- The agency should arrange electrical generators and all the necessary accessories , such as cables, connectors capable of supporting all the electrical equipments, lights etc for the entire duration of the function.

SIGNATURE OF THE TENDERER



Sl.No	Elements	Deno	Qty	Rate	Total Amount
C	AUDIO VISUALS				
1	LCD/LED XGA Projector (5000 lumens)	Nos	05		
2	LCD / LED Screen Back Projection	Nos	04		
3	Laptop, Slide Changer, Data Switcher, Pointer etc	As required			
4	Projector Screen with Stand (8 Ft X 6 Ft)	Nos	02		

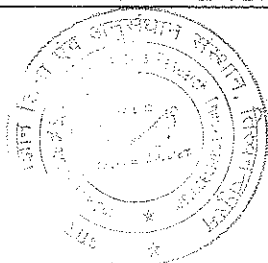
D	PHOTOGRAPHY & VIDEOGRAPHY (OF ENTIRE EVENT)				
1	Videography & Photography (should have two cameras each with photographer / videographer to cover the events from two locations) including editing and developing of CD & Album as follows :-	Nos	02		
	DVD (Video) of the whole event	Nos	05		
	Photo's CD	Nos	05		
	Digital Album (50 leafs)	Nos	02		

Note : Soft copy of the selected should be given soon after function for publication in news papers.

E	OTHER ARRANGEMENTS				
1	Ambulance & Fire Fighting Services	Nos	01 each		
2	Remote Controlled Unveiling Arrangements	Nos	05		
3	Flower Bouquet	Nos	06		

TOTAL RATE (Sl. A to E)

SIGNATURE OF THE TENDERER



F	CATERING		
TEA & SNACKS / LUNCH			
(Quote separately for Sl. 1 to 3 below. The firm requirement will be projected along with work order)			
1	Tea & Coffee (with Bone China Crockery for invitees (50 Nos) & paper glass for others)		
2	Packed Meals (Vegetarian)		
3	LUNCH BUFFET -100 PERSONS		
A	Welcome Drink (two types) (specify the dish)		
B	Soup (Veg) (two types) (specify the dish)		
C	Veg Starters (two types) (specify the dish)		
D	Phulka		
E	Vegetable Pulao / Plain Rice (brown & white)		
F	Dal (two types) ((specify the dish)		
G	Vegetable Dish (three types) (specify the dish)		
H	Paneer Dish (two types) (specify the dish)		
I	Pickle / Salad / Papad		
j	Desert (Two types) (specify the dish)		

Note 1 :- Other arrangements like drinking water (hot & cold), Buffet Counter settings at two places, Seating arrangements, Cutlery, Crockery, Tableware, Table Linen etc, Serving, and Cleaning and Waste disposal are to be arranged by the agency)

Note 2:- Table side serving to be arranged for a group of about 100 peoples at two places

Note 3:- The agency should clean the area, remove all the wastes including food wastes and dispose the same at their risk.

Note 4: Only proper ceramic crockery & SS cutlery to be used for serving of food. Plastic cups / plates / spoons etc should not be used.

SIGNATURE OF TENDERER

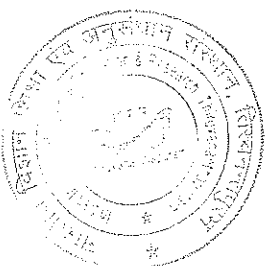


PRICE BID

The tenderer shall quote the amount tendered / financial bids in the following format as considering the venue in **IISER Campus, Near Jersey Farm, Vithura Campus, Thiruvananthapuram -**

I / We _____ on behalf of M/s _____ hereby undertake to carry out the event management during "**Inauguration Ceremony of Chemical Science Building**" as specified in Annexure 'B - 1" of IISER – TVM tender No: - IISER (T)/Admn/132/15 dated 31 Dec 2015 for an amount of Rs. _____ (Rupees _____ only) for Sl. A to E and Rs. _____ (Rupees _____ only) towards catering services as specified in Annexure 'B – 2. The above quoted amount is inclusive of all in accordance with statutory liability, service charges, administrative charges, service tax etc. as applicable.

(Authorized Name & Signatory of Agency/firm with stamp)



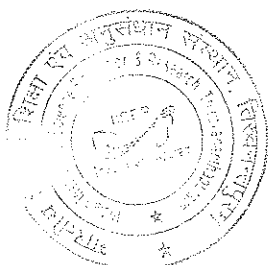
UNDERTAKING BY THE TENDERER

I have carefully gone through the various terms and conditions mentioned in the tender document of **Event Management** during “**Inauguration Ceremony of Chemical Science Building**” scheduled on **14 January 2016** at **IISER Campus, Near Jersy Farm, Vithura Campus, Thiruvananthapuram – 695551**.

I am making this offer after carefully reading the conditions and understanding the same. I have acquainted with all the tasks required to be carried out, before making this offer. I hereby sign this undertaking as token of our acceptance of various conditions mentioned in tender document.

Place : _____

Dated : _____ (Authorized Name & Signatory of Agency/firm with stamp)



CHECK LIST FOR ATTACHMENTS

(Put a "tick" in the appropriate column)

<u>Sl</u>	<u>Attachment (keep the copies of relevant documents)</u>	<u>Yes</u>	<u>No</u>
(a)	Address Proof		
(b)	Copy of Registration Certificate		
(c)	Copy of Service Tax Registration Certificate		
(d)	Copy of Pan Card		
(e)	Proof of experience		
(f)	Bank Details with IFSC code		
(g)	EMD (for Rs. 10,000/- in the form of DD favouring IISER TVM)		
(h)	Signed copy of tender form		
(i)	Undertaking		

Date:- _____

Place:- _____

(Authorized Name & Signatory of Agency/firm with stamp)

