



No:- IISER(T)/Admn/132/14

Date: 09.04.2014

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 for its GRADUATION FUNCTION (CONVOCATION) 2014 scheduled on **03<sup>rd</sup> May 2014 (Saturday)** at **Diamond Jubilee Hall ,College of Engineering Trivandrum (CET) , Engg. College P.O, Thiruvananthapuram - 16.**
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**” addressed to The Registrar, Indian Institute of Science Education and Research(IISER) Thiruvananthapuram, CET Campus , Engg. College P.O, Thiruvananthapuram-695016 on or before **15:30 Hrs on 21.04.2014** . Tender can also be dropped in Tender Box placed at Administrative section situated at IISER Annex building.
3. **Earnest Money Deposit of Rs. 5,000/-** (Rupees Five 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 **16.00 hrs on 21.04.2014** 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. You may inspect the site and work out the requirements before submitting the tenders on any working day. Further clarification if any can be had from Tel. No. 0471-2599408 / 2597459.

(Hariharakrishnan.S)  
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 forthcoming IISER TVM GRADUATION FUNCTION (CONVOCATION) 2014 scheduled on **03<sup>rd</sup> May 2014 (Saturday)** at **Diamond Jubilee Hall ,College of Engineering Trivandrum (CET) , Engg. College P.O, Thiruvananthapuram-16.**
2. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be rejected. 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, Thiruvananthapuram-695016** and should be submitted on or before **21.04.2014 at 15:30 hrs.** The tender bids received after due date and time will not be accepted and considered. The tenders will be opened by the Tender opening Committee on **21.04.2014 at 16:00 hrs** at the same office in the presence of tenderer who may wish to be present, either by themselves or through their authorized representatives.
6. Tender is to be submitted along with Earnest Money Deposit (EMD) of **Rs.5,000/-** in form of Demand Draft only in favour of Indian Institute Of Science Education and Research(IISER) Thiruvananthapuram payable at Thiruvananthapuram. Offers received without earnest money (EMD) or with earnest money less than the amount specified shall be summarily rejected.

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SIGNATURE OF TENDERER

7. 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.
8. 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.**
9. 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.
10. 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.
11. The rates quoted should be on **FIRM & FIXED** basis. Firms must clearly indicate in their offers, the different taxes and duties which they propose to charge mentioning clearly the present rate(s) thereof. Vague offer like **"duties as applicable"** shall not be considered
12. 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.
13. 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.
14. 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.
15. 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.

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16. 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

17. The convocation venue with all the installations (carpeting, back drop, Chairs, speakers, podium with mic, lightings, back drop, side wings and all banners , green room etc.) should be ready on or before 7:00 am on 03/5/2014, failing which penalty will be imposed as decided by IISER TVM Authority.

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 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. The bank account number and other details are to be submitted along with the bills to facilitate transfer of amount.

20. **The firm / contractor have 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.**

21. **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

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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)	
5	Experience of organising at least <b>FIVE</b> 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)	
6	Details of EMD (DD No., date & amount)	
7	Name, Designation and contact details of the coordinator	

Date:- \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Place:- \_\_\_\_\_

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

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 IISER Convocation Ceremony -2014.

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)

**Annexure-‘B’****Schedule of Items**

<b><u>S.No.</u></b>	<b><u>Elements</u></b>	<b><u>Qty</u></b>	<b><u>Rate</u></b>
<b>A</b>	<b>Stage &amp; Seat arrangement</b>		
01	Welcome Arch (Box Type)	01	
02	Welcome Boards	05	
03	Stage Backdrop Centre Piece	01	
04	Stage Side Drop	02	
05	LCD Screen Masking	02	
06	Stage Carpeting	40 Ft X 20 Ft	
07	Direction Boards	05	
08	Bouquet for 06 guests and other flower arrangements	As required	
09	Floral decorations at entrance	As required	
10	Head table arrangement with drinking water, coasters & name boards		
11	SLA Console Black Masking	01	
12	Podium with branding	02	
13	Flag with Post	02	
14	Red Carpet – for pathway	100 Ft X 6 Ft	
15	Wooden Sofa Set (for VIP)	06	
16	Chair (VIP)	10	
17	Buffet Table	20	
18	Chair Covers (Identical Colour for 500 Chairs of diff. size)	500	
19	Pedestal Fan	15	
20	Air Cooler for Stage	06	
21	Drinking water facility with disposable glass	As required	
22	Tender Coconut (for Guests on stage)	20	

<b>B</b>	<b>Light &amp; Sound Arrangements</b>		
1	Professional PA System (4000 Watts) with technician		
2	Cordless Mic	03	
3	Podium Mic	02	
4	LED par can	12	
5	Dimmer pack	01	
6	Metal Halogen	02	
7	Generator (sound proof) – 62 KWA	01	
<b>C</b>	<b>Audio Visuals</b>		
1	LCD/LED XGA Projector (5000 lumens)	02	
2	LCD / LED Screen Back Projection	02	
3	Laptop, Slide Changer, Data Switcher, Pointer etc	As required	
<b>D</b>	<b>Photography &amp; Video Graphy (for full session)</b>		
1	Videography (with two camera) editing and conversion		
2	Digital Photography with 50 Digital Album		
<b>E</b>	<b>Other Items</b>		
1	Convocation Gowns (50 for students and 15 for dignitaries / guests (colours will be specified later )		
2	Ambulance & Fire Fighting Services		
SIGNATURE OF THE TENDERER			



<b>F</b>	<b>FOOD MENU &amp; CATERING</b>	<b>For 500 persons</b>	
<b>TEA &amp; SNACKS</b>			
1	Tea		
2	Snacks (Cutlet ) (Meat & Veg), Samusa, Jalebi etc)		
<b>LUNCH BUFFET</b>			
1	Welcome Drink – 2 Types		
2	Chapathi		
3	Vegetable Pulao		
4	Chicken Dish with Gravy		
5	Fish Fry		
6	Navratan Kurma / Veg Kolhapuri		
7	Vegetable Fry		
7	Pickle / Salad / Papad		
8	Fruit Salad with Icecream + one more dessert		

Note :- Other arrangements like drinking water (hot & cold), Buffet Counter settings, Seating arrangements, Serving, and Cleaning and Waste disposal are to be arranged by the agency)

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SIGNATURE OF TENDERER

**PRICE BID**

The tenderer shall quote the amount tendered / financial bids in the following format as considering the venue in **Diamond Jubilee Hall ,College of Engineering Trivandrum (CET) , Engg. College P.O, Thiruvananthapuram-16. :**

I/We \_\_\_\_\_ on behalf of M/s \_\_\_\_\_  
\_\_\_\_\_ hereby undertake to  
carryout Convocation ceremony – 2014 as specified in Annexure 'B" of IISER – TVM  
tender No: - IISER (T)/Admn/132/14 dated 09 April 2014 for an amount of Rs.  
\_\_\_\_\_(Rupees \_\_\_\_\_  
\_\_\_\_\_ only). 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** for IISER TVM GRADUATION FUNCTION (CONVOCATION) 2014 SCHEDULED ON 3<sup>rd</sup> **May 2014 (Saturday)** I agree to all the conditions and offer to organize the show in **Diamond Jubilee Hall ,College of Engineering Trivandrum (CET) , Engg. College P.O, Thiruvananthapuram-16.** 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 : \_\_\_\_\_

Name & Signature of Contractor with  
Address:

\_\_\_\_\_

\_\_\_\_\_

**CHECK LIST FOR ATTACHMENTS**

**(Put a “tick” in the appropriate column)**

<b><u>Sl</u></b>	<b><u>Attachment</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>
(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. 5000/- in the form of DD)		
(h)	Signed copy of tender form		
(i)	Undertaking		

Date:- \_\_\_\_\_

Place:- \_\_\_\_\_

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