



### 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) 2015 scheduled on **30<sup>th</sup> May 2015 (Saturday)** at **IISER Campus, Near Jersy Farm, Vithura, Thiruvananthapuram -695551**.
2. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be 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, Thiruvananthapuram-695016** and should be submitted on or before **11 May 2015 by 14:30 hrs**. Tenders can also be dropped in the tender box kept in the Office of the Registrar at Annex Building of IISER TVM. 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 **11 May 2015 at 15:00 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.10,000/-** 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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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

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15. The convocation venue with all the installations (carpeting, back drop, Chairs, speakers, podium with mic, lightings, side wings and all banners , green room etc.) should be ready on or before 10:00 PM on **29<sup>th</sup> May 2015**, 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 **29<sup>th</sup> May 2015**. **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. 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.

17. **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.**

18. 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.

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 the payment through bank transfer.

20. 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.

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 of PAN card)	
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 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)

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 -2015.

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**

<b>S.No.</b>	<b>Elements</b>	<b>Deno</b>	<b>Qty</b>	<b>Rate per unit</b>	<b>Total Amount</b>
<b>A</b>	<b>STAGE &amp; SEAT ARRANGEMENT</b>				
01	Construction of temporary Stage (9.5 Mtr Length X 05 Mtr Width X 60 CM height) with both side steps of 1.5 Mtr width and carpeting of entire stage (Red Carpet)	Nos	01		
02	Welcome Arch (Box Type) (10 Mtr Width with 06 Mtr Height) with carved letters	Nos	01		
03	Welcome Arch (Box Type) (06 Mtr Width with 06 Mtr Height) with carved letters	Nos	01		
04	Welcome Boards (3 Ft X 6Ft) (having metal frames) with direction marking	Nos	10		
05	Landscaping of area around the venue	SqM	150		
06	Stage Backdrop Centre Piece (9.5 Mtr (L) X 04 Mtr (W))	Nos	01		
07	Stage Side Drop (5 Mtr (L) X 5 Mtr (W))	Nos	02		
08	Side Cover (1.5 Mtr X 5 Mtr )	Nos	02		
09	Hanging Boards (with frills) 8 Mtr L X .6 Mtr (W)	Nos	04		
10	LCD Projector Screen Masking (04 Mtr (L) X 04 Mtr (W)) with screen size 08 Ft X 06 Ft	Nos	04		
11	Carpeting (Red Colour) (in front of stage) (10 Mtr (L) X 4.5 Mtr (W))	Sqm	450		
12	Close Circuit Television (52 “ LED TV)	Nos	02		
13	Flower Bouquet	Nos	06		
14	Floral decorations of entire Stage and walls of the hall with flower bud bouquets	Nos	50		
15	Head table arrangement with drinking water,glass, coasters & name boards	Nos	06		
16	SLA Console Black Masking	Nos	01		
17	Podium with branding	Nos	02		
18	Flag Post (Gl post of 10 Mtr Height) with various colour flags of size 1 Mtr X 0.5 Mtr	Nos	40		

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<u>Sl.No</u>	<u>Elements</u>	<u>Deno</u>	<u>Qty</u>	<u>Rate</u>	<u>Total Amount</u>
19	Red Carpet (06 Ft Width) – for pathway (two pieces of 30 Mtr and 10 Mtr)	Mtr	40		
20	Single Wooden Sofa with cushion (for VIP) with white cover (should be identical size and colour)	Nos	30		
19	Cushion Chair with Arm rest (for invitees) with white cover ((should be identical size and colour)	Nos	100		
20	Round Dining Table (06 seater) with chairs	Nos	20		
21	Plastic Chairs with white Covers (Should be of identical size and colour)	Nos	450		
22	Heavy Duty Pedestal Fan	Nos	25		
23	Heavy Duty Air Cooler	Nos	10		
27	Drinking water facility (20 Ltr Cans with dispenser and sufficient paper glasses)	Set	10		
28	Tender Coconut (for Guests on stage)	Nos	50		
29	<i>Water Bottles (01 LTR) for Guests and Invitees with glass and coasters for stage</i>	Nos	50		

<b>B</b>	<b>LIGHT &amp; SOUND ARRANGEMENTS</b>				
1	Professional PA System (4000 Watts) with technician	Nos	01		
2	Cordless Mic	Nos	05		
3	Podium Mic	Nos	02		
4	LED par can	Nos	20		
5	Dimmer pack	Nos	01		
6	Metal Halogen	Nos	02		
7	Generator (sound proof) – 85 KWA including diesel and technician	Nos	02		
8	External Lighting of the surrounding area with tube lights	Nos	25		

**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.

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<u>Sl.No</u>	<u>Elements</u>	<u>Deno</u>	<u>Qty</u>	<u>Rate</u>	<u>Total Amount</u>
<b>C</b>	<b>AUDIO VISUALS</b>				
1	LCD/LED XGA Projector (5000 lumens)	Nos	04		
2	LCD / LED Screen Back Projection	Nos	04		
3	Laptop, Slide Changer, Data Switcher, Pointer etc	As required			

<b>D</b>	<b>PHOTOGRAPHY &amp; VIDEOGRAPHY (OF ENTIRE EVENT)</b>				
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		
	Individual Photo (receiving degree) from two directions (two for each student)	Nos	140		

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

<b>E</b>	<b>OTHER ITEMS</b>				
1	Convocation Gown – Red Colour	Nos	03		
	Convocation Gown – Blue Colour	Nos	30		
	Convocation Gown – Black Colour	Nos	70		
2	Shawl with Logo Branding (sample will be provided)	Nos	100		
2	Ambulance & Fire Fighting Services	Nos	01 each		

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SI	Elements	Rate	Total
<b>F</b>	<b>CATERING - FOR 500 PERSONS</b>		
<b>MENU</b>			
<b>TEA &amp; SNACKS</b>			
1	Tea & Coffee (with Bone China Crockery for invitees (50 Nos) & paper glass for others)		
2	Veg & Chicken Sandwich , Cookies (necessary crockery & cutlery, plates etc to be arranged)		
<b>LUNCH BUFFET</b>			
1	Welcome Drink		
2	Soup (Veg / Non Veg) (specify the dish)		
3	Veg & Non Veg Starters (specify the dish)		
4	Phulka		
5	Vegetable Pulao		
6	Chicken Dish with Gravy (specify the dish)		
7	Fish Dish (Fry / Pollichathu) (specify the dish)		
8	Vegetable Dish with gravy (specify the dish)		
9	Paneer Dish with gravy (specify the dish)		
10	Pickle / Salad / Papad		
11	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 50 people**

**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.

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**PRICE BID**

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

I / We \_\_\_\_\_ on behalf of M/s \_\_\_\_\_ hereby undertake to carryout Convocation ceremony – 2015 as specified in Annexure 'B' of IISER – TVM tender No: - IISER (T)/Admn/132/15 dated 27 April 2015 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) 2015 SCHEDULED ON **30<sup>th</sup> May 2015 (Saturday)**. I agree to all the conditions and offer to organize the show in **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)**

<b><u>Sl</u></b>	<b><u>Attachment (keep the copies of relevant documents)</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. 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)

