



No:- IISER(T)/Acad/033/2017-18

May 11, 2017

To

The List of Firms as enclosed

Limited Tender Enquiry for Event Management

1. Indian Institute of Science Education and Research (IISER) Thiruvananthapuram wishes to engage a reputed event management firm with considerable experience for the 5th Convocation scheduled to be held on 3rd June 2017 (Saturday) at its Permanent Campus, Near Jersy 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 EMD & required documents in a sealed cover super scribing "Tender for Event Management - 5th Convocation 2017" addressed to The Registrar, Indian Institute of Science Education and Research (IISER) Thiruvananthapuram, CET Campus, Engg. College P.O, Thiruvananthapuram-695016 on or before 14:00 Hrs on 22nd May 2017. *Tenders can also be dropped in the Tender Box placed at Academics section located at IISER (Prateeksha Building), Alathara Road Junction, Near CET Campus, Trivandrum-695 016. The tenders dropped / delivered at other sections of the Institute will not be considered, if the same is not received on or before the due date.*
3. The tenders will be opened at 15:00 hrs on 22nd May 2017 in the presence of the available tenderers or their authorised representative.
4. *Interested parties are advised to inspect the site first and work out the requirements between 10:00 AM to 03:00 PM (Contact: Office of the P.E cum E.O, IISER Campus, Maruthamala P.O, Vithura, 695 551) on any working day from 12.5.2017 to 19.5.2017. The Institute will not be responsible for deviation in the quotes submitted, without inspecting the site.*

(Hariharakrishnan.S)
Deputy Registrar



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुवनंतपुरम
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH
THIRUVANANTHAPURAM

(मानव संसाधन विकास मंत्रालय, भारत सरकार के तहत स्वायत्त संस्था)

(An Autonomous Institution under MHRD, Government of India)

सी.ई.टी. परिसर, तिरुवनंतपुरम- ६९५ ०१६

CET Campus, Thiruvananthapuram - 695 016

TENDER FORM FOR EVENT MANAGEMENT

- 1) Tender shall be submitted in official tender form only. Submission in other format will be summarily rejected. Each and every page has to be signed & numbered and no paper shall be detached from the tender.
- 2) 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.
- 3) 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.
- 4) The tender should be addressed to **the Registrar, Indian Institute of Science Education and Research (IISER) Thiruvananthapuram, CET Campus, Engg. College P.O, Thiruvananthapuram-695016** and should be submitted on or before **22nd May 2017 by 14:00 hrs.** Tenders can also be dropped in the tender box kept in the Office of the Deputy Registrar (Academics) at Prateesha 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 **the same day** at **15:00 hrs** at the same office in the presence of tenderers, who 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).
- 5) Tender is to be submitted along with Earnest Money Deposit (EMD) of **Rs.8,000/-** in form of Demand Draft only in favour of Indian Institute Of Science Education and Research(IISER) Thiruvananthapuram payable at Thiruvananthapuram. The EMD amount may also be paid through PoS machines installed at the Finance & Accounts Section of the Institute (Building located just opposite to Prateeksha Building). Offers received without earnest money (EMD) or with earnest money

- less than the amount specified shall be summarily rejected.
- 6) Tenderer should have the experience of organising at least **THREE** 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.**
 - 7) The firm must 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.
 - 8) 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.*
 - 9) 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.
 - 10) 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.
 - 11) *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.*
 - 12) The Work Order shall be awarded by the Institute based on the quotes with requisite documents. The awarded agency to provide their services as per the schedule and requirements projected by the institute in the tender/work order/subsequent discussions with the committees.
 - 13) The firm / contractor should deploy sufficient number of technically and professionally qualified personnel for the event. They have to depute technically qualified executives, 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.
 - 14) The venue with all the installations (like 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 **2.6.2017**, 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 **2.6.2017**. **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. No excuse in delays in bringing the required materials/completing the work as sought will be entertained.

- 15) **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.**
- 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 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.
- 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) Non disposal of garbage from the venue
 - iv) Other things which are not specified and may be deemed fit
- 22) **Location of the Venue:** Indoor Stadium, IISER-TVM, Maruthamala P.O, Vithura, Trivandrum-695 551

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 THREE 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.8000/- (DD No., date & bank details or receipt obtained from F&A section of IISER-TVM after paying through PoS machine)	
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 Convocation (June 2017) -**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	Qty	Rate per unit	Total Amount
A	STAGE & SEAT ARRANGEMENT			
01	Construction of weather proof pandal with cloth masking of entire area and sides and carpeting of entire area (red colour)	Nos		
02	Stage with back drop, side drop ,side steps and carpeting of entire area (Red Colour) with floral decoration of Stage and surroundings. Black masking (if required)	Nos		
03	Flex Boards with Frame (8 X 2 Mtr Size)	Nos		
08	Plastic Chairs with white Covers (Should be of identical size and colour)	Nos		
05	Head table arrangement with VIP Chairs & name boards	Nos		
06	Podium with branding	Nos		
07	Flag Post (GI post of 10 Mtr Height) with various colour flags of size 3 Mtr X 02 Mtr	Nos		
08	Heavy Duty Pedestal Fan	Nos		
09	Drinking water facility (20 Ltr Cans with dispenser and sufficient paper glasses)	10 Sets		Please find attached the Sketch

B	LIGHT & SOUND ARRANGEMENTS			
1	Professional PA System (4000 Watts) with technician	Nos		
2	Profession PA System (800 Watts)	Nos		
3	Cordless Mic	Nos		
4	Podium Mic	Nos		
5	LED par can	Nos		
6	Dimmer pack	No s		
7	Metal Halogen	No s		As required on actual basis.

	Silent Portable Generator – 85 KWA/above including fuel and operator	No s	
--	--	---------	--

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

<u>Sl. No</u>	<u>Elements</u>		<u>Qty</u>	<u>Rate</u>	<u>Total Amount</u>
C	AUDIO VISUALS				
1	LCD/LED XGA Projector (5000 lumens)	As required & as mentioned in the SKETCH			
2	LCD / LED Screen Back Projection				
3	Laptop, Slide Changer, Data Switcher, Pointer etc				
4	Projector Screen with Stand (8 Ft X 6 Ft)				
The above items are indicative only					

D	PHOTOGRAPHY & VIDEOGRAPHY (OF ENTIRE EVENT)				
				<u>Rate per unit</u>	<u>Total Amount</u>
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 :-				
	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	250 (approx.)		

E	Other Items			<u>Rate per unit</u>	<u>Total Amount</u>
1	Convocation Gown - Red Color	Nos.	05		
	Convocation Gown - Blue Color	Nos.	30		
	Convocation Gown - Black Color	Nos.	130		
	Shawl with Logo Branding (sample will be provided) Golden/Silver	Nos.	160		
	Ambulance & Fire Fighting service	Nos.	1 each		

Note: In case of any change in the above proposed requirements/specifications as above, the same can be considered without affecting the price pattern as a whole.

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 carry out the event management during "**5th Convocation**" as specified in Annexure 'B' of IISER - TVM tender No: - IISER (T)/Acad/033/2017-18 dated 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** during “**5th convocation**” scheduled on **3rd June 2017** 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		
(h)	Signed copy of tender form		
(i)	Undertaking		

Date:-_____

Place:-_____

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