



No:- IISER(T)/Admn/132/16

Date: 02 May 2016

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) 2016 tentatively scheduled on **27th May 2016 (Friday)** at **IISER Campus, Near Jersey Farm , 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**" 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 16 May 2016.** **Tender can also be dropped in Tender Box placed at Administrative section situated at IISER Annex building. 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 16 May 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 may inspect the site and work out the requirements between 10.00 AM to 4 PM on any working day from 09 May to 13 May 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.***

(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) 2016 scheduled on **27th May 2016 (Friday)** at **IISER Campus, Near Jersey 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 **16 May 2016 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 **16 May 2016 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.
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 to 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

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 04:00 PM on **26 May 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 **26 May 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. 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. All the equipment, spares etc of the firm has to be cleared from Institute premises by 13.00 Hrs on 28 May 2016 or any other date and time intimated by the Institute.** Disposal of garbage at the venue itself will be treated as violation of tender conditions and suitable penalty will be imposed accordingly.

18. IISER TVM shall in no way be responsible for any default with regards 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. The following are to be produced towards execution of payment:

- ***Submission of Proof of Entry of *Materials at Site (*Materials required for arrangement of Stage, Furniture, Ambulance etc..)***
- ***Certificate from the authorized official(s) that the required materials reached the site well in advance and the arrangements were made in time – Stage & Seating arrangements.***
- ***Submission of Albums & CD as mentioned in the Work Order***
- ***Original Bill with the above enclosures***

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

Annexure 'A'

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-1'

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 -2016.

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)

Signature of the Tenderer

Annexure-‘B’

Schedule of Items

<u>S.No.</u>	<u>Elements</u>	<u>Deno</u>	<u>Qty</u>	<u>Rate per unit</u>	<u>Total Amount</u>
A	STAGE & SEAT ARRANGEMENT				
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), floral decoration of stage and surroundings and black masking. The stage should have LED WALL backdrop and side drops.	Nos	01		
02	Carpeting of venue and surroundings for an area of about 40 Mtr X 50 Mtr	SqMtr	As specified		
03	Red Carpet (06 Ft Width) – for pathway (for an area about 85 Mtr and to be made available in pieces as per requirement)	Mtr	85		
04	Welcome Arch (Box Type) (10 Mtr Width with 06 Mtr Height) with carved letters	Nos	01		
05	Welcome Arch (Box Type) (06 Mtr Width with 06 Mtr Height) with carved letters with balloon decoration	Nos	02		
06	Welcome Boards (3 Ft X 6Ft) (having metal frames) with direction marking	Nos	10		
07	Close Circuit Television (52 “ LED TV)	Nos	08		
08	Flower Bouquet	Nos	06		
09	Head table arrangement with drinking water, glass, coasters & name boards	Nos	06		
10	Podium with branding (LED display)	Nos	02		
11	Flag Post (GI post of 10 Mtr Height) with various colour flags of size 3 Mtr X 2 Mtr	Nos	50		
12	Single Wooden Sofa with cushion (for VIP) with white cover (should be of identical size and colour)	Nos	30		
13	Cushion Chair with Arm rest (for invitees) with white cover (should be of identical size and colour)	Nos	150		
14	Plastic Chairs with white Covers (Should be of identical size and colour)	Nos	750		
15	Heavy Duty Pedestal Fan	Nos	25		
16	Heavy Duty Air Cooler	Nos	05		

Signature of the Tenderer

Sl.No	Elements	Deno	Qty	Rate	Total Amount
17	Drinking water facility (20 Ltr Cans with dispenser and sufficient paper glasses)	Set	10		
18	Tender Coconut (for Guests on stage) with arrangements for serving	Nos	50		
19	<i>Water Bottles (01 LTR) for Guests and Invitees with glass and coasters for stage</i>	Nos	50		
B	LIGHT & SOUND ARRANGEMENTS				
1	Professional PA System (4000 Watts) with 05 cordless mic, 04 podium mic and two studio monitor for the stage.	Nos	01		
2	LED par can	Nos	20		
3	Dimmer pack	Nos	01		
4	Metal Halogen	Nos	02		
5	Generator (sound proof) – 85 KWA including diesel and technician	Nos	02		
6	Laptop, Slide Changer, Data Switcher, Pointer etc	As required			

Note: The firm has to arrange for necessary wires cables and other electrical fittings required for installation of the electrical devices at the venue and stage. There is no permanent electrical fittings / electricity connection in the venue.

C	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 :-				
	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		

Signature of the Tenderer

D	OTHER ITEMS				
1	Convocation Gown – Red Colour	Nos	05		
	Convocation Gown – Blue Colour	Nos	30		
	Convocation Gown – Black Colour	Nos	100		
2	Shawl with Logo Branding (sample will be provided) Golden / Silver	Nos	130		
2	Ambulance & Fire Fighting Services	Nos	01 each		

Signature of the Tenderer

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 – 2016 as specified in Annexure 'B" of IISER – TVM tender No: - IISER (T)/Admn/132/16 dated 02 May 2016 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 / We have carefully gone through the various terms and conditions mentioned in the tender document of **Event Management** for IISER TVM GRADUATION FUNCTION (CONVOCATION) 2016 SCHEDULED ON 27th **May 2016 (Friday)**. I agree to all the conditions and offer to organize the event 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)

<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)

