

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)
Maruthamala P.O, Vithura, Thiruvananthapuram - 695 551

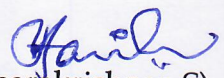
No:- IISER(T)/Acad/033/2019-20

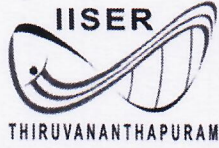
May 10, 2019

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 7th Convocation scheduled to be held on **(Exact date to be specified later)** 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 - 7th Convocation 2019"** addressed to **The Registrar, Indian Institute of Science Education and Research (IISER) Thiruvananthapuram, Maruthamala P.O, Vithura, Thiruvananthapuram - 695 551** on or before **14:00 Hrs on 24.5.2019.**
3. Tenders can also be dropped in the Tender Box placed at the Office of Deputy Registrar (Academics) at Room No.2103-A, Chemical Sciences Block of Permanent Campus. 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.
4. The tenders will be opened at **15:00 hrs on 24.5.2019** in the presence of the available tenderers or their authorised representative.
5. *Interested parties are advised to inspect the site first and work out the requirements between 10:00 AM to 04:00 PM on any working day from 13.5.2019 to 17.5.2019. The Institute will not be responsible for deviation in the quotes submitted, without inspecting the site.*




(Hariharakrishnan.S)
Deputy Registrar



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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, Maruthamala P.O, Vithura, Thiruvananthapuram-695 551** and should be submitted on or before **24.5.2019 by 14:00 hrs.** Tenders can also be dropped in the tender box kept in the Office of the Deputy Registrar (Academics) at Room No.2103-A, Chemical Sciences Block of Permanent 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.10,000/-** in the form of Demand Draft only in favour of Indian Institute Of Science Education and Research(IISER) Thiruvananthapuram payable at Thiruvananthapuram.
- 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



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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 GST and other statutory authorities and to enclose the copies of the relevant certificates along with the bid.
- 8) The schedule of items/services required is as per **Annexure 'B' (Schedule cum Price Bid)** 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) *Layout of the venue is enclosed herewith only for reference purpose (Not to be scaled/quantified)*
- 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) *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 firm's identity card.
- 14) The venue with all the installations (like carpeting, back drop, Chairs, speakers, podium with mic, lightings, Video Wall, LCDs etc.) should be ready on or before 06.00 PM on **the previous day of convocation**, 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 **the previous day**. 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.



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- 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 **ecological friendly, standard quality, dimensions & other parameters**. 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 their technicians including PAS operators, photographers and videographers etc.. are available the whole day of the date of convocation. No specific timings in this regard need to be mentioned.
- 18) 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.
- 19) 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.
- 20) 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.
- 21) 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.
- 22) **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
- 23) **Location of the Venue:** Indoor Stadium, IISER-TVM, Maruthamala P.O, Vithura, Trivandrum-695 551.



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Annexure 'A'

PARTICULARS OF THE BIDDER

1	Name and Address of the Tenderer/ Agency with Telephone Number/Fax No./Mobile No.	
2	GST Registration No. & its details	
3	PAN Registration No. & its details	
4	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)	
5	Details of EMD for Rs.10,000/- (DD No., date & bank details or receipt obtained from F&A section of IISER-TVM)	
6	Name, Designation and contact details of the coordinator	

Date:- _____

SIGNATURE _____

Place:- _____

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



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Annexure-'A'

To

The Registrar
Indian Institute of Science Education and Research (IISER),
Maruthamala P.O, Vithura
Thiruvananthapuram - 695 551

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

Sub: Event management for 7th Convocation to be held in June 2019-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)

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Annexure "A"

DECLARATION ON PRICE BID of ANNEXURE-B

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

I / We _____ on behalf of M/s _____ hereby undertake to carry out the event management of 7th Convocation Ceremony-2019 as specified in Annexure 'B' of IISER - TVM tender No: - IISER (T)/ Acad/033/2019-20 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)

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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 GST Registration Certificate		
(c)	Bank Details with IFSC code		
(d)	EMD		
(e)	Signed copy of tender form		
(f)	Undertaking		

Date:- _____

Place:- _____

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

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SCHEDULE OF ITEMS

A	STAGE & SEAT ARRANGEMENT	Qty.	Unit Price	<u>Total Amount</u>
1	Red Carpeting the entire venue area of Indoor Stadium (Stage, passage, Front & back entrance, VIP gowning area etc..) The material used for carpeting should be of good quality and color should be uniform. In case the carpet material looks to be dirty and old, the same will be summarily rejected.	As required		
2	<p>a). Stage (45 Feet L X 30Feet W X 3.28 Feet H) with back drop of higher quality curved LED Video Wall Screen of Size 32 Feet X 10 Feet and LED video wall with good pixel quality to screen the event for an approximate of 40 meter coverage with better visibility & legibility) side steps - 4 Nos. (in all four corners) and carpeting of entire stage (Red Colour) with floral decoration (stage front flower bed) of Stage and surroundings including black masking.</p> <p>b). LED Screen should be kept on platform Minimum 1.6 meter above from stage platform level.</p>	As required with technician		
3	Welcome Arch - Cloth & Thermocol letters (Box Type) (10M (W) X 6M H) with carved letters	3 Nos.		
4	Eco Friendly Welcome Board- on metal frame - 3 Feet X6 Feet	4 Nos.		
5	Eco Friendly Boards with Frame (13 feet X 5 feet) to display it outside of the Venue	2 Nos.		
6	<p>1). Plastic Armless Chairs with white Covers (Should be of identical size and colour) for viewers and VIP gowning area.</p> <p>2.) Plastic arm chairs with white covers (Should be of identical size and colour) for special invitees at viewers area.</p>	<p>1). 900 Nos.</p> <p>2). 100 Nos.</p>		
7	<p>1). Head table arrangement with flowers, water bottle (500ml), glass, coasters and name board (in two rows) with wooden VVIP Cushion Chairs. The VVIP chairs should be of good quality.</p> <p>2). Flower bouquet</p>	<p>1). 25 Nos of VVIP chairs and table for 25 nos.</p> <p>2). 5 nos.</p>		
8	Good quality Podium with Eco Friendly branding	2 Nos		
9	Q- Manager (Good Quality SS)	10 Sets		
10	Display/Direction Boards (Good Quality SS)	10 Nos.		



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11	Eco Friendly Flag Post of 5' x 3' and over 10' over the ground level and properly embeded in the ground.	20 Nos		
12	Branded Heavy Duty Pedestal Fan. It should be connected and functional at the identified areas. Instruments should be of good quality and noiseless.	10 Nos		
13	Branded Heavy duty air cooler for stage, VIP gowning area and viewers area. Instruments should be of good quality and noiseless. Cooler pads of Air cooler should be mold-free.	10 Nos.		
14	Drinking water facility (20 Ltr Cans - 20 nos. with dispenser - 10 nos. and sufficient paper glasses). It should be placed in the appropriate stands at the identified areas with dispenser and paper cups.	10 Sets		
15	1. Long tables for VIP gowning area with cloth and frills - 10 nos. 2. Two/Three seaters sofa sets in VIP gowning area - 5 sets			
16	Fire extinguishers (ABC type not less than 4.5 Kg) along with operator	4 sets		
17	Long Tables for serving refreshments with cloth & frills	5 Nos.		

Note: The size of the stage & LED Screen mentioned above is approximate. Hence any minor deviations in finalizing the size of the stage & LED wall screen will be considered at the time of executing the work without any change in the price pattern.

B	LIGHT & SOUND ARRANGEMENTS	Qty.	Unit Price	Total Amount
1	Professional PA System (6000 Watts) with technician	As required		
2	Stage Sound Monitors	2 Nos.		
3	Cordless Mic	5 Nos.		
4	Podium Mic	4 Nos.		
5	LED par can- Warm	16 Nos.		
6	Dimmer pack	1 Nos.		



7	Metal Halogen	8 Nos.		
8	Silent Portable Generator - 85 KWA/above including fuel and operator	As required		

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 equipment, lights, lap tops, slide changer, data switcher, pointer etc for the entire duration of the function.

C	PHOTOGRAPHY & VIDEOGRAPHY (OF ENTIRE EVENT)	Qty.	Unit Price	Total Amount
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 :-	As required		
2	DVD (Video) of the whole event	5 Nos		
3	Photo's CD	5 Nos		
4	Digital Album (50 Leafs)	2 Nos		
5	Individual Photo (receiving degree) from two directions (2 for each students)	150 to 160 students (approx)		
D	Other Items			
1	Convocation gown - Red color with cap	5 Nos.		
2	Convocation gown - Grey color with cap	30 nos.		
3	Convocation gown - black color with cap	140 nos.		
4	Convocation gown - Blue color with cap	35 Nos.		
5	Shawl with IISER-TVM logo (sample will be provided) Golden/Silver color	210 nos.		

Note: The Sl. 1 to 4 above on rental basis only. Hence the material will have to be collected from the students upon completion of the events.

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