

No: IISER(T)/Acad/033/2021

26th June 2021

To,

M/s _____

Limited Tender Enquiry for Event Management

Dear Sir,

1. Indian Institute of Science Education and Research (IISER) Thiruvananthapuram intends to engage a reputed event management firm with considerable experience towards conducting its GRADUATION FUNCTION (CONVOCATION) 2021 scheduled on **27th July 2021** (Tuesday) in **virtual mode**.
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- Conduct of convocation in virtual mode**" addressed to **The Registrar, Indian Institute of Science Education and Research (IISER) Thiruvananthapuram, Maruthamala P.O, Vithura, Thiruvananthapuram-695551** on or before **10.00 Hrs on 5th July 2021**.
3. The tenders will be opened at **15.00 hrs on 5th July 2021**. The firms can participate the tender opening process online for which link will be provided.
4. The tender form and other terms and conditions are placed at enclosure to this notice.
5. *Further clarification if any can be had from Tel. No. 0471-2778007 / 2778080.*


(Manoj Kumar S)

Assistant Registrar Academics)



TENDER FORM FOR EVENT MANAGEMENT

1. Indian Institute of Science Education and Research (IISER) Thiruvananthapuram hereby invite tenders for providing **Event Management** services towards conducting the GRADUATION FUNCTION (CONVOCATION) 2021 scheduled on **27th July 2021** (Tuesday) in **virtual mode**.

The tentative format envisaged presenting the remote participants (students) with the following view on their screens:

- a. A virtual stage with institute dignitaries seated on it with the proceedings happening. When director and chief guests make their speeches, the focus will be on them.
- b. When names are called out of graduating students for award of degree, the live feed from the respective student appears on one side of the screen (if live feed fails, photo appears) and on the other side, an image of the degree certificate appears. The director awarding the degree and the Dean/Head calling out the names will be in the center of the screen. Around 400 students will be graduating.
- c. Optionally when the medals (around 40 in number total) are given, avatars of the recipient (animation) can be shown receiving the medal.
- d. The program can be punctuated with student and campus videos etc. to keep it lively and entertaining. Background music can be mixed in for further enhancement.
- e. The chief guest and the chair of the board of governors may be joining from remote locations only. In that case they may have to be inserted into the virtual stage through green screen recording by remote teams arranged by the event management firm.
- f. An animated convocation procession set in the usual convocation venue (indoor stadium of the institute) may be created as well for the start and end of the program.
- g. Local participants may be provided with appropriate views with a video wall so that they can react accordingly.
- h. The institute has dedicated 1 Gbps internet connectivity which will be shared for running the program. However the firm should quote for a back-up connection of requisite speed as an optional item.
- i. The vendors may anticipate, incorporate and quote for additional virtual event elements that can make the convocation more memorable.



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, address and other details of the tenderer shall be clearly written in the space provided (**Annexure A**) 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.

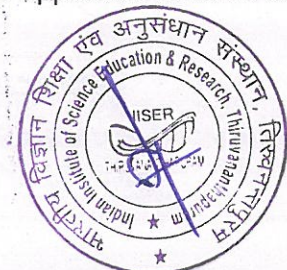
5. The tender must be addressed to the **Registrar, Indian Institute of Science Education and Research (IISER) Thiruvananthapuram, Maruthamala P.O, Vithura, Thiruvananthapuram-695551** and should be submitted on or before **5th July 2021 by 10.00 hrs.** Tenders can also be dropped in the tender box kept at the main entrance of the Institute. 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 **5th July 2021 at 15.00 hrs** at the office of the Dean (Academics). The tenderers who have participated in the tendering process can attend the tender opening meeting through online mode for which link will be provided.

6. Tenderer should have the experience of organising at least **THREE** similar **virtual** functions at 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 have valid GST registration and the proof of the same has to be enclosed 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. All the arrangements for conducting virtual convocation should be ready on or before 04:00 PM on **22nd July 2021**. The firm has to present the arrangements made to the convocation committee of the Institute and ensure that the suggestions/corrections made by them are executed and has to arrange for **full rehearsal on 25th July 2021**. The failures on adhering to the timings will invite penalty as decided by the Institute.

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 July 2021. 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.

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:**

- (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

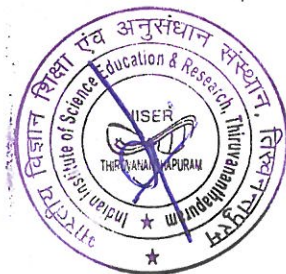
1	Name and Address of the Tenderer/Agency with Telephone Number/ Mobile No./e-mail id	
2	GST Registration details (attach copy of certificate)	
3	Experience of organising at least THREE similar virtual functions of National Level Institutes/Govt. Organizations/ Corporate Commercial/ Non Commercial Events/ Celebrity Events/ Product Launch Shows/ Movie Promotion etc (Attach proof such as work order / agreement separately)	
4	Name, Designation and contact details of the coordinator	

Date:- _____

SIGNATURE _____

Place:- _____

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



Signature of the Tenderer

Annexure-'B'**Schedule of Items**

S.No.	Elements	Total Amount
A	Platform	
	Creation and registration of event landing page (through appropriate software – Lieux Platform or equivalent) with a parallel hosting capacity for live interactive sessions up to 500 users at a time through Zoom or equivalent..	
	Customized 3D virtual stage/lobby with branding and interactive menu (agenda, event schedule, information, welcome message/video, AI helpdesk support) and virtual event workflow with live technical support.	
	Live video call integration and live video streaming to social media sites and Institute website	
	Full trials on the days mentioned	
B	Remote guest recording / live streaming technicalities and grooming from multiple locations (from at least two remote locations in two major Indian cities.)	
C	Green screen studio arrangements with HD cam setup, Lights and Mics, audio & sound system, led wall for guest view, teleprompter, lighting for character & chroma key and other necessary gadgets with UPS power back up supply.	
D	Content Creation Event logo animation, Creation of stinger graphics, overlays and other animations, Client presentation conversion as videos, Award video content x 400nos, AR Content creation x 400nos ,video editing, data backup HDD, whole content editing, developing and submission of CD/DVD.	



Signature of the Tenderer

F	Other Items Convocation costumes for chief guest and other institute functionaries – Red (5 Nos) & Blue colour (25 Nos) and shawl with Logo branding (30 Nos)	
E	Internet Connectivity (Optional) Dedicated internet connectivity (Lease line connection with 1:1 connection) ISP - 100Mbps Download 100Mbps Upload – Primary ISP - 50Mbps Download 50Mbps Upload – Secondary ISP Failure auto-switching	
F	Power Backup (Optional) 62 KV DG for uninterrupted power (sound proof) for 2 days including diesel and technician	
G	3D avatar creation (optional)	
H	Any other charges (specify)	
	Total	
	GST	
	Grand total including GST	

Note: The firm has to arrange for necessary cables and other electrical fittings required for installation of the electrical devices and should ensure extra PCs, laptop, data switcher, pointer etc as required.



Signature of the Tenderer

Annexure "C"

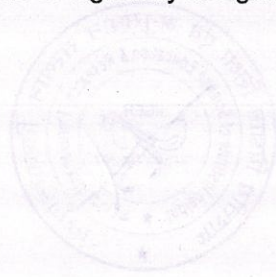
PRICE BID

(The tenderer shall quote the amount tendered / financial bids in the following format)

I/We _____ on behalf of
M/s _____ hereby
undertake to carryout GRADUATION FUNCTION (CONVOCATION) 2021 scheduled on **27th July 2021** (Tuesday) in **virtual mode** as specified in **Annexure 'B'** of IISER TVM tender No: IISER(T)/Acad/033/2021 dated _____ June 2021 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)



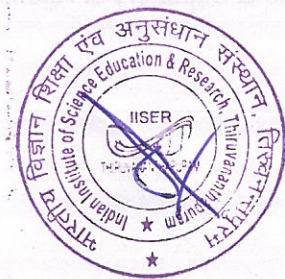
UNDERTAKING BY THE TENDERER

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) 2021 scheduled on **27th July 2021** (Tuesday) in **virtual mode**. I/We agree to all the conditions and offer to organize the event in **IISER TVM Campus, Maruthamala P.O, Vithura, 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 GST Registration Certificate		
(c)	Proof of experience		
(d)	Bank details with IFSC code		
(e)	Signed copy of tender form		
(f)	Undertaking		

Date:- _____

Place:- _____

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



