



No: SA-02/2018/IITRPR/999

5.10.2018

TENDER FOR EVENT MANAGEMENT SERVICES

TENDER NOTICE

Sealed Tender/quotation(s) are invited from eligible and qualified bidders under single bid system for Event Management Services for the *ZEITGEIST(Cultural Fest)* to be held in Indian Institute of Technology Ropar, Rupnagar, Punjab, India during 19th – 21st October 2018 and in the year 2018.

Bids in one sealed envelope super scribing “**Financial Bid**” may be submitted scribing “**Tender for Event Management for Zeitgeist**”

(A) Scope of Work

1. Providing and installing audio and visual equipment: mike system, face mike and collar mike and spare face mikes, screens, lap tops, audio-video recording of the proceedings along with requisite technical manpower. This will be as per the quantity specified.
2. Making layout plan and providing exhibition stalls etc. of the identified size.
3. Making layout plan and providing registration and inquiry counter of the requisite size (Approximate size 25 ft x 15 ft.)
4. Supply of water arrangement for delegates, garbage collector, flower Bouquets etc.
5. Stage Preparations
6. Photography
7. Any other work related to the successful conduct of the event.

(B) Eligibility (To form part of the technical bid)

1. The bidder/ firm should be well established Professional Event Managers and must have organised /participated in minimum 5 similar national events in reputed Govt. Institutions/Industrial/PSU/Autonomous Bodies (documentary evidence should be attached)
2. The bidder/ firm must provide certificate of successful conduct of the events in the last 05 years. Contact details of the clients must be available on the certificate from the clients.

(C) TERMS AND CONDITIONS (UNDER SINGLE BID SYSTEM)

I. Instructions to the Bidder:

- 1. Tender EMD:** The EMD (INR 30,000) are required to be submitted in the form of separate Demand Drafts, drawn in favour of **The Registrar, IIT Ropar and payable at Rupnagar.**
- 2.** The successful tenderer shall have to deposit performance security of Rs.50,000/- in the form of Demand Draft drawn in favour of The Registrar, IIT Ropar, payable at Rupnagar within 2 days from the acceptance of work order.
- 3. Last Date & Time for submission of Tender Documents:**
12-10-2018 at 12.00 p.m.
Opening of bids: on 12-10-2018 at 3.00 p.m.
- 4. Submission of tender Document:** Tender/quotation must be submitted in sealed cover super-scribing thereon bidder's name, Notification No. and name of the subject matter, along with EMD by Speed Post/Registered post/courier service/by hand in Tender Box at Room No. 104, IIT Ropar, Transit Campus, Nangal Road, Ropar addressed to **Associate Dean, Student Affairs, IIT Ropar, Rupnagar-140001, India** positively before the tender bid closing time. Any tender bid submitted without EMD will not be accepted.
- 5. Quoting the Core price & Tax, Duties, Discount etc.:** All the prices quoted should be inclusive of all taxes/duties/VAT/Service tax etc, if applicable. General criteria for L1 will be on the basis of total bid price. However, IIT Ropar, reserves the rights to engage more than one agency based on category wise L1 price.
- 6. The validity of the Quotation:** The quotation should be valid for at least 30 days from the last date of the submission of bid.
- 7. Bid:** The bid will not be considered if received after the closing date and time. The offers received through telex/ fax /e-mail will not be accepted by the Institute under any circumstances. Any offer containing incorrect and incomplete information shall be liable for rejection.
- 8. In case of Postal loss:** The Institute shall not be responsible for any delay/loss or non-receipt of tenders by post /courier services.
- 9. Contract:** If an order is placed with the firm, the contract shall be governed by agreement as per the Institute rules in force at the time. Additional terms and conditions may be incorporated in the order, if needed, to safe guard the interests of the Institute. The Tender is non-transferable.
- 10. Power to reject the offer:** Indian Institute of Technology Ropar reserves the right to accept/reject any offer in full or in part or accept any offer without assigning any reasons thereof.

II. Price Schedule

1. The bidder has to apply for all the items in all the categories mentioned in Financial Bid proforma.
2. Please quote the price category wise. General criteria for L1 will be on the basis of total bid price. However, IIT Ropar, reserves the rights to engage more than one agency based on category wise L1 price.
3. The prices must include all the taxes, fees and any other charges.
4. The bidder should include all relevant details including time required for delivery of CDs/Photographs, quality of paper to be used for photographs, type of equipment to be used for photography, video shoot etc.
5. The bidders should include all other relevant details relating to prices wherever possible.

III. Rejection Criteria

1. Bid which is not substantially responsive to the Tender Document.
2. Bid not made in compliance with the procedure mentioned in this document.
3. Failure on the part of the Bidder to provide appropriate information as required in the bid proposal or any additional information as requested by IIT ROPAR, including any supporting document.
4. Incomplete or conditional bid that does not fulfil all or any of the conditions as specified in this document.
5. Bid without earnest money deposit.
6. The submission of more than one bid under different names by one Bidder. If the same is found at any stage, all the bid by that bidder will be rejected.
7. Material inconsistencies in the information submitted.
8. Misrepresentations in the bid proposal or any supporting documentation.
9. Bid proposal received after the last date and time specified in this document.
10. Bid found in unsealed cover, unsigned bid, bid signed by unauthorized person and unsigned corrections in the bid.
11. Bid containing erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be authenticated by the person signing the bid.

IV. Conditions of Contract: -

1. The offer must be in English. The rates should be indicated both in figures and words against item specified. It is preferable that the price be quoted in Indian rupees and overwriting in quoted prices will be subject to cancellation of bid.
2. No Advance Payment: The payment will be made on satisfactory completion of the event.
3. The Earnest Money of all unsuccessful bidders will be returned as early as possible after the expiration of the period of the bid validity. No interest will be paid by IIT Ropar on the Earnest Money Deposit.
4. The vendor shall bear the expenses which may incur while unloading of items, deployment of unskilled/skilled labour during installation of all electronic/electrical/mechanical items.
5. The bidder shall be responsible for any loss, damage, breakage etc in transit campus site.
6. In case of any dispute in respect of the tender, all legal matters shall be instituted within the jurisdiction of the Ropar.
7. For any clarification with respect to technical specifications, please contact:

Mr. Puneet Garg
Assistant Registrar
Student Affairs Department
Indian Institute of Technology Ropar
Ropar
Contact No: 9815964823
Email: arsa@iitrpr.ac.in



भारतीय प्रौद्योगिकी संस्थान रोपड़

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

नंगलमाग, रूपनगर, पंजाब- 140001/ Nangal Road, Rupnagar, Punjab-140001

दूरभाष/Tele: 01881-212486 /Fax: 223395

Annexure – II

FINANCIAL BID

Tenderer's reference No. _____ Date _____

1. Name of the Company/Firm _____

2. Address of the Company/Firm _____

3. Telephone No. _____

4. e-mail of applicant _____

Proforma for Financial Bid

A. Photography/ Video Recording

S. No.	Photography requirements	Expected Quantity required (Number may vary)	Total Price in INR
1.	Digital Photography of the entire event including the technical sessions with equipment, consumables and operational staff		
2.	Complete video recording of the proceedings concerning inaugural function, key note addresses, plenary sessions, and panel discussions, three parallel sessions and concluding session.		
Total			

Name & Signature of the authorized signatory of the Company (With seal)

B. Instruments/Equipment Required for Star Night Stage

S. No.	Instruments/Equipment requirements	Expected Quantity required (Number may vary)	Total price in INR
1.	Star Night Stage Including (Lighting, Sound and Miscellaneous setup)		

C. Instruments/Equipment Required for Performance Stage

S. No.	Instruments/Equipment requirements	Expected Quantity required (Number may vary)	Total price in INR
1.	Performance Stage Including (Lighting, Sound and Miscellaneous setup)		

Name & Signature of the authorized signatory of the Company
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D. Instruments/Equipment Required for Indoor Setup

S. No.	Instruments/Equipment requirements	Expected Quantity required (Number may vary)	Total price in INR
1.	Indoor Setup Including (Lighting and Miscellaneous setup)		

E. Instruments/Equipment Required for Fun Stage

S. No.	Instruments/Equipment requirements	Expected Quantity required (Number may vary)	Total price in INR
1.	Fun Stage Including (General setup)		

Name & Signature of the authorized signatory of the Company
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F. Instruments/Equipment Required for Miscellaneous General Setup

S. No.	Instruments/Equipment requirements	Expected Quantity required (Number may vary)	Total price in INR
1.	Miscellaneous General Setup		

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List of Instruments/Equipment required

S.No.	PARTICULAR	QUANTITY	Rate per set/ per Day
STAR NIGHT STAGE- 3 days			
SOUND SETUP			
1	Line Array Tops (JBL VERTEC /D&B J Series/ OUTLINE C-12)	18	
2	Bass (JBL /D&B / OUTLINE)	12	
3	Front Monitors (JBL /D&B / OUTLINE)	12	
4	Side Fills	4	
5	Side Fill Bass	4	
6	Digital Amplifiers	20	
7	Digital Sound Processing Rack	1	
8	Digi go SD10/ Avid Venue S6L with 32 out	2	
9	Snake Drum	1	
10	Sennheiser Cordless Microphones	4	
11	Sennheiser/ Shure Corded Microphones	20	
12	Sennheiser Drum Kit Microphones	1	
13	Microphone Stand	20	
14	Pioneer 2000 CD Player	4	
15	DJM 900 Mixer	2	
16	DI Box	8	
17	Roland KC500	3	
18	Ampeg SVT 4 PRO Bass Guitar AMP	1	
19	JCM 900 Lead Guitar Amplifier/ fender twin reverb	4	
20	Sennheiser IEM	8	
21	Cabling	70	
22	Sound Engineer	1	
23	Stage Riser for stage equipment	4	
24	Stage Riser Carpeting and Masking	4	
25	Guitar Stand	6	
26	Notation Stand	8	
27	5-piece Pearl Drum Kit (Masters / Reference)	1	
28	Motif X8 Keyboard with spider Double keyboard stand	3	
29	Precursion Instruments (Djembe, tumba, timab, congos, banjos etc)	1	
30	Split Snake	1	

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LIGHTING SETUP			
1	LED's	36	
2	Par Cans	24	
3	Alluminum Truss 45x40 at 30 ft high for Lighting (4 Sided) with v tower on top span	1	
4	Sharpies	20	
5	Haze Machines	2	
6	Dimmer Rack	1	
7	Avolite Board with trigger touch	1	
8	Moving Head Wash	6	
9	Cabling	50	
10	Follow Spot	1	
11	LED Main Wall 450 sq ft with designer setup	2	
12	Blinders	8	
13	Profile lights	4	
14	Visual Graphic Engineer	1	
15	Profile Spot	8	
16	Strobe	4	
17	Follow Spot	1	
18	Moving Wash	8	
19	Lighting Engineer	1	

MISCELANEOUS SETUP			
1	Tent black curtains	1000 running ft	
2	Halogens	20	
3	Tin Barricading up to 7 ft	500 running ft	
4	MOJO barricading	800 running ft	
5	chairs with cover	200	
6	VIP Sofa Seating	15	
7	Passage carpeting 30ftx100ft	1	
8	Tables with frill and paper roll	20	
9	Stage with carpeting and masking 40x36, 5 ft high	1	
10	stage ramp 12x8, 5 ft high	1	
11	Riser for LED wall	1	
12	Stairs	2	
13	Genset 125 KVA with fuel	2	
14	CO2 Jets	6	
15	CO2 Gun	1	
16	Confittee Blast	20	
17	Cold Pyros	20	

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PERFORMANCE STAGE SETUP - STAGE 2 (3 Days)			
SOUND SETUP			
1	Line Array Tops (JBL Vertec 4888)	12	
2	Bass JBL	8	
3	Front Monitors (JBL)	6	
4	Side Fills	2	
5	Digital Amplifiers	15	
6	Digital Sound Processing Rack	1	
7	Digital Mixer SC 48/ Yamaha M7CL	1	
8	Snake Drum	1	
9	Sennheiser Cordless Microphones	4	
10	Sennheiser/ Shure Corded Microphones	20	
11	Sennheiser Drum Kit Microphones	1	
12	Microphone Stand	20	
13	Pioneer 2000 CD Player	2	
14	DJM 900 Mixer	1	
15	DI Box	8	
16	Hartkey Bass Guitar AMP	1	
17	Marshall Lead Guitar Amplifier	2	
18	Cabling	70	
19	Sound Engineer	1	
20	Stage Riser with carpeting and masking for equipment	1	
21	5-piece Pearl Drum Kit	1	
LIGHTING SETUP			
1	LED's	24	
2	Par Cans	12	
3	Aluminium Truss 45x40 at 30 ft high for Lighting (4 Sided)	1	
4	Sharpies	12	
5	Smoke Machines	1	
6	Dimmer Rack	1	
7	Avolite Board with trigger touch	1	
8	LED Main Wall 200 sq. ft with designer setup	1	
9	Cabling	50	
10	Visual Graphic Engineer	1	
11	Lighting Engineer	1	
12	Blinders	4	

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MISCELANEOUS SETUP			
1	Tent black curtains	200 running ft	
2	MOJO barricading	300 running ft	
3	chairs with cover	100	
4	VIP Sofa Seating	5	
5	Passage carpeting 30ftx100ft	1	
6	Tables with frill and paper roll	20	
7	Stage with carpeting and masking 40x36, 5 ft high	1	
8	stage ramp 12x8, 5 ft high	1	
9	Riser for LED wall	1	
10	Stairs	2	
11	Genset 125 KVA with fuel	1	
12	Genset 62.5 KVA with fuel	1	
INDOOR SETUP - STAGE 3 (3 days)			
LIGHTING SETUP			
1	LED's	12	
2	Par Cans	6	
3	Single Truss 35x20 for Lighting	1	
4	Sharpies	4	
5	Smoke Machines	1	
6	Dimmer Rack	1	
7	Lighting Board	1	
8	Cabling	20	
9	Lighting Engineer	1	
MISCELANEOUS SETUP			
1	chairs with cover	350	
2	VIP Sofa Seating	10	
3	Passage carpeting 30ftx200ft	1	
4	Tables with frill and paper roll	10	
5	LED Walls 30 sq. ft.	2	

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FUN STAGE SETUP- 4 (3 days)			
1	JBL Tops	2	
2	JBL Base	2	
3	Sound Processing Rack	1	
4	Amplifiers	10	
5	Mixer	1	
6	Sennheiser Cordless Microphones	1	
7	Sennheiser/ Shure Corded Microphones	2	
8	Microphone Stand	2	
9	Cabling	20	
10	CD Player	1	
11	Sound Engineer	1	
12	Stage with carpeting and masking 20x16' 3 ft	1	
13	General Lighting Setup	As per requirement	
MISCELLANEOUS GENRAL SETUP (3 days)			
1	Stalls fully equipped with 3 Chairs,3 table, power supply	25	
2	2 Speakers and mics at registration desk	1	
3	Gensets 125KVA with fuel for stalls fun stage	1	
4	Walkie Talkie	20	
5	General Lighting halogen	40	
6	Ferry Lighting (Lariyan 30ft length)	300	
7	Tables with frill and paper roll	40	
8	Power Points	200	
9	Fire crackers	As per required	
10	Hot air Balloon Paper Sky Lantern	200	
11	Human Foo's Ball Setup (optional)	1	
12	Inflated Human Fight Setup (for 1Day) (optional)	1	
13	Camera, Table and LED for performance of Sand Art	1	
14	Motion Gaming Setup	1	

Name & Signature of the authorized signatory of the
Company (With seal)

PLEASE ATTACH THE FOLLOWING DOCUMENTS:

- 1 Terms & conditions duly signed by the tender in all the pages of Tender document.
- 2 Any other literature or information the applicant desires to furnish.

Name & Signature of the authorized signatory of the Company
(With seal)

