

Indian Institute of Information Technology,  
Design and Manufacturing Kancheepuram,  
Melakkottaiyur, Chennai – 600 127



Tender Document  
for  
Stage Arrangements for  
SAMGATHA 2025  
(Cultural Event by IIITDM Hostel)

## NOTICE INVITING TENDER

Date: 14/03/2025

The Hostel Office, IIITDM Kancheepuram invites technical & Commercial Bids from reputed Event Management Firms for providing services for organizing the Cultural Event SAMGATHA 2025 and FAREWELL successfully.

Item	:	Stage Arrangements for “SAMGATHA 2025”( cultural event)
Tender Enquiry No	:	IIITDMK/GSS/SAMGATHA25/01
EMD	:	Demand Draft for Rs20,000/- drawn in favour of Registrar, IIITDM Kancheepuram
Submission of Offer	:	<p><u>Two Bid System:</u> Two bid system will be followed in this tender. In this system the bidder must submit his offer in two separate sealed envelopes. Both the technical bid and commercial bid envelopes should be securely sealed and stamped separately and clearly marked as “Envelope No: 1 – Technical Bid” and “Envelope No: 2 – Commercial Bid” respectively.</p> <p>A Pre-bid meeting is called on <b>19 March 2025 at 0400. PM.</b></p> <p><b>Envelop -1 : Technical Bid</b></p> <p>The Technical bids containing the following documents:</p> <ul style="list-style-type: none"> <li>• Scope of Work. (Annexure-1)</li> <li>• The bid security declaration form (Annexure-2)</li> <li>• Experience Certificate: Having experience of at least 05 years as on 01.02.2025 in providing stage arrangement for conducting similar events.</li> <li>• Bidder should have a functional office within 100 km radius from the Institute and proof of the same to be submitted and same shall be verified.</li> <li>• Should have carried out at least one work of (providing stage arrangement for such events) with a value of not less than Rs.10.00 lakhs (excluding GST) on or after 31.12.2024. Should submit the Work order copy with satisfactory work completion certificate from the end user.</li> <li>• License copy of registration of the firm /company.</li> <li>• GST, PAN, PF and ESIC registration.</li> <li>• Bids should have a validity of 30 days. The technical offer should not contain any price information.</li> </ul> <p><b>Envelop-2: Commercial Bid</b></p> <ul style="list-style-type: none"> <li>• This should contain only the price information along with commercial terms &amp; conditions.</li> <li>• Submission of commercial bids by any other means shall not be accepted by the Institute in any circumstances.</li> </ul> <p>These two separate sealed envelopes should be placed in single envelope</p>

		superscripting the tender No and description of the item. Tender to be submitted at Tender Box available at Admin Block IIITDM Kancheepuram.
Pre-Bid Meeting	:	The Interested bidders may visit the site to acquaint themselves before attending pre-bid meeting scheduled on 19.03.2025 at 0400 PM.

#### CRITICAL DATE SHEET

STAGE	DATE & TIME
Bid Submission End Date & Time	21 March 2025 - 14:00 HRS
Bid Opening Date & Time	21 March 2025 - 15:00 HRS

#### Important:

All communications are to be addressed to in the name of The Hostel Office, IIITD&M Kancheepuram only and not in the name of any officer and mails has to be sent to official email id [gss@iiitdm.ac.in](mailto:gss@iiitdm.ac.in)

## **Terms and Conditions**

1. The Bidders are requested to give detailed tender in two bid format.

- Bid-I : Technical Bid
- Bid-II : Commercial Bid

Prescribed tender form can be downloaded from IIITDM website [www.iiitdm.ac.in](http://www.iiitdm.ac.in).

The duly filled tenders should be submitted on or before due date 14.00 HRS, 21<sup>st</sup> March 2025 in HARD COPY. (Tender Box Kept at Ground Floor, Admin Block, IIITDM Kancheepuram). Extension of due date will not be entertained

Tenders submitted without following the two bid offer system will summarily be rejected.

### **2. Bid -1 : Technical Bid**

The Technical bids containing the following documents:

- Scope of Work. (Annexure-1)
- The bid security declaration form (Annexure-2)
- Experience Certificate: Having experience of at least 05 years as on 01.02.2025 in providing stage arrangement for conducting similar events.
- Bidder should have a functional office within 100 km radius from the Institute and proof of the same to be submitted and same shall be verified.
- Should have carried out at least one work of (providing stage arrangement for such events) with a value of not less than Rs.10.00 lakhs (excluding GST) on or after 31.12.2024. Should submit the Work order copy with satisfactory work completion certificate from the end user.
- License copy of registration of the firm /company.
- GST, PAN, PF and ESIC registration.
- Bids should have a validity of 30 days. The technical offer should not contain any price information.

### **3. Bid-2: Commercial Bid**

- This should contain only the price information along with commercial terms & conditions.
- Submission of commercial bids by any other means shall not be accepted by the Institute in any circumstances.

### **4. Technical Evaluation**

Only the technical bid will be opened on the scheduled date. All the technical aspects of the bids will be evaluated for suitability and specification. Further, the institute may verify from the end users specified in the technical bid about the execution and satisfactory completion of the work, if required.

## **5. Opening of Commercial Bids**

IITDM Kancheepuram will open commercial bids of only the qualified bidders in technical evaluation and the bidders shall be intimated about the same. Bidder quote lowest will be awarded with work.

## **6. Indemnity**

The vendor shall indemnify, protect and save IITDM Kancheepuram against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc., or such other statutory infringements in respect of all the items supplied by them.

## **7. Payment**

100% payment after Completion of Work and acceptance by The Hostel Office, IITDMK.

## **8. Jurisdiction**

The disputes, legal matters, court matters, if any, shall be subject to Courts in the district of Chengalpattu Jurisdiction only.

## **9. Acceptance of the terms and conditions of tender document**

The bidders have to accept all the terms and conditions of this tender document and it is made known that the bidders quoting for this tender had impliedly accepted the terms and conditions of this tender.

## **11. Interpretation of the clauses in the Tender Document**

In case of any ambiguity / dispute in the interpretation of any of the clause in this tender document, interpretation of Director, IITD&M Kancheepuram shall be final and binding on all parties. The IITD&M Kancheepuram reserves the right to accept the offer in full or in parts or reject the offer summarily or partly without assigning any reasons.

## **12. Integrity Clause**

No official of a procuring entity or a bidder shall act in contravention of the codes which includes prohibition of making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.

Sd/-  
Registrar  
IITDM Kancheepuram

## SCOPE OF WORK

Samgatha is the annual cultural celebration of IITDM Kancheepuram that started as an intra college fest in 2011. Since then, it has grown by leaps and bounds, as a festival radiating fun and enthusiasm, boasting of over 40 events spread across three remarkable days, 29-30-31 March 2025.

Samgatha has witnessed a footfall of 1500 in its previous edition and welcomes students from various Institutes / Universities / colleges.

Event Management arrangements are required for the participating teams to display their talents in various events such as Battle of Bands, Dance Wars, Lawyer Up, etc.

Sl No	Item	Remarks
1.	Stage arrangement	Event is planned from 29 March to 31 March 2025 Detailed BOQ available in commercial bid
2.	Sound Service	
3.	Trussing	
4.	Lighting Services	
5.	LED Wall with special effects	
6.	DJ Tech rider	
7.	Generator set for the event	

IITDM Kancheepuram reserves the right to increase/decrease the number of services as per the requirement.

(Sign, seal & date of Bidder)

## Technical Bid

SI No	Item	Details
1	Establishment Certificate (firm established on or before 31.01.2020)	
2	Bidder should have a functional office within 100 km radius from the Institute and proof of the same to be submitted and same shall be verified. (Office address Proof to be submitted)	
3.	Should have carried out at least one work of (providing stage arrangement for such events) with a value of not less than Rs.10.00 lakhs (excluding GST) on or after 31.12.2024.  (Work order copy with satisfactory work completion certificate from the end user)	
4.	License copy of registration of the firm /company.	
5	GST, PAN, PF and ESIC registration.	GST No..... PAN No..... PF / ESI if applicable.....
6	DD for Rs 20,000/- as EMD	DD No.....

**COMMERCIAL BID**

Rate should be quoted for work mentioned below for the event scheduled on 29 – 31 March 2025

<b>S.NO</b>	<b>PARTICULARS</b>	<b>SQFT/FT</b>	<b>QUANTITY</b>
<b>STAGE AND OTHERS</b>			
1	Main Stage	60*40	1
2	Stage Grey Carpet	60*40	1
3	Stage Side Black Masking - 3 Sides		1
4	Stage Steps		2
5	Main Stage Ramp	16*8	1
6	Console Stage Riser	16*16	1
7	Console Stage carpet and masking	16*16	1
8	Sound System Platform	4*4	4
9	Ground Red Carpet	2500	1
10	Armless Chairs		800
11	Barricades		120
12	VIP Double Seater Sofa		8
13	Stalls (1 light + 2 table + 3 chairs + 1 socket 15A + 1 Fan) (Arabian Tent)		8
14	Main Entrance Flux Backdrop	10*8	3
15	Main gate Entrance Arch	20*10	1
<b>SOUND SYSTEM</b>			
1	RCF HDL 20A Top Speaker		12
2	RCF HDL 20A Bass Subwoofer		6
3	Delay Speakers		As Reqd
4	QSC Stage monitors		4
5	Front fills		2
6	Cordless Mic (Shure)		6
7	Cordless Mic (Shure SM58)		6
8	Digital Audio Mixer Board (48 channel )		1
9	DJ Console		1
10	Sound Engineer		As Reqd
11	Cables and Miscellaneous		As Reqd
<b>TRUSSING</b>			
1	Box Truss (60*40)		1
2	Truss Pillars		4
3	Corters and Pulleys		As required
<b>LIGHTING SYSTEM</b>			
1	Moving Head Sharpy		30
2	Moving Head LED wash		20



3	Face Light		20
4	LED Wash		40
5	LED Parcan		40
6	Avolite Tiger Touch controller board		1
7	Blinders RGB (2 eye)		16
8	Blinders (4 eye)		6
9	Strobe		4
10	Follow Spot		1
11	Smoke Machine		1
12	Haze machine		1
13	Dimmer Pack		1
14	Light Engineer		1
15	LED light strips for decoration		400
<b>LED WALL &amp; GENSET</b>			
1	LED Wall		700
2	Truss LED Wall		20
3	LED Fabrication		As Reqd
4	Processors and Laptops		As Reqd
5	Visual Artist		1
6	Genset (65KV)		1
7	Genset (125KV) (Diesel included)		2
<b>SPECIAL EFFECTS</b>			
1	Cold Fire (shots)		15
2	CO2Confetti		2
3	Sparcular Machine		4
4	CO2 jet		2
<b>OTHERS</b>			
1	DJ (Proshow +Console)		1
2	Labour	AS REQUIRED	
3	Transportation (Up & Down)	AS REQUIRED	
4	Drone		1

AMOUNT QUOTED FOR THE ENTIRE EVENT MANAGEMENT SERVICES IN LUMSUM INCLUSIVE OF TRANSPORT, LABOUR AND OTHER CHARGES

Rate quoted: Rs. \_\_\_\_\_ + GST

Note:

- The bidders are required to quote one rate for the whole work.
- The services will be availed as per situational requirement and the payment will be made accordingly as per actual work done. The services may be increased or decreased on the basis of the requirement.
- Payment to the agency will be made as per actual work/service done for various services based on requirement of the institute for which prior order/instructions approval has to be obtained by the agency.
- The payment for those areas which are not asked for shall not be paid by the Institute.
- **Any additional items required, IF ANY, will be paid as per rate agreed by the HOSTEL AUTHORITIES.**

SIGNATURE OF THE BIDDER WITH SEAL