



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
DESIGN AND MANUFACTURING KANCHEEPURAM
Off Vandalur-Kelambakkam Road, Melakkottaiyur
Chennai-600 127**

Tender No.: IIITDM/2024-25/ELECT/004; Dt: 28.06.2024

NOTICE INVITING TENDER

**ENGAGEMENT OF AN EVENT MANAGEMENT SERVICE PROVIDER
FOR BROADCASTING THE EVENT IN LED WALL, PA SYSTEM AND
OTHER ALLIED WORKS TO CONDUCT THE 12TH CONVOCATION AT
IIITDM, KANCHEEPURAM**

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NOTICE INVITING TENDER

Name of Work: Engagement of an event management service provider for broadcasting the event in LED wall, PA system and other allied works to conduct the 12th convocation at IITDM Kancheepuram

Indian Institute of Information Technology Design and Manufacturing (IITD&M) Kancheepuram invites sealed item rate Tenders under single bid with prequalification systems from the vendors who fulfil the eligibility as given below for providing EVENT MANAGEMENT of CONVOCATION 2024 scheduled **on 27 July 2024** at IITDM campus.

SI. No.	Particulars	Quantity Required*
1	Engagement of an event management service provider for broadcasting the event in LED wall, PA system and other allied works to conduct the 12th convocation at IITDM Kancheepuram	As per Annexure-III

The tender document can be downloaded from the website “<http://iitdm.ac.in>”. or collected from the Estate section, IITDM Kancheepuram.

Tender Notice No

IITDM/2024-25/ELECT/004

Tender Document for

Engagement of an event management service provider for broadcasting the event in LED wall, PA system and other allied works to conduct the 12th convocation at the Sports Complex of IITDM Kancheepuram

Earnest Money Deposit

Rs. 6,890/-

Date of Issue of Tender Documents

28th June 2024

Pre-Bid Meeting including SITE VISIT

02nd July 2024 at 1100 hrs.

Last date and time of submission

08th July 2024 at 1100 hrs.

Date and time of opening of Tender

08th July 2024 at 1200 hrs.

Place of Submission

Ground Floor (Tender Box), Admin Building, IITDM Kancheepuram

Please quote your rates for the mentioned service as per our terms and conditions. The TENDER together with service details may be sent to the undersigned so as to reach by the due date. **Please ensure that the TENDERS are in a sealed envelope super-scribing the Tender Notice No.** The Institute reserves the right to reject any or all including the lowest TENDER without assigning any reason whatsoever. The bidder has to accept all terms and conditions of the Institute given overleaf and conditional offers will not be accepted.

General Terms and Conditions:

1. **The bids should be valid for 30 days** from the due date and this work should be carried out in a time bound manner and the entire work including providing, placing in position in all lead in various building situated in the address mentioned above of this Institute and **shall be commissioned on or before 01:00 PM on 26th July 2024**
2. The rate shall be quoted in INR.
3. No unsolicited correspondence will be entertained after the submission of the offer.
4. **Eligibility Criteria:** The bidder must meet the following criteria and submit proof for the same along with the tender document.
 - Valid proof of Business License.
 - Should have executed at least two works of similar type and magnitude in a government /government-controlled autonomous Institute on or after 01.01.2020. Proof (work completion certificate/photocopy of supply order/work order for each event) for the same must be attached.
 - The bidder shall have a registered office in and around Chennai and shall be within 50 km of the institute's radial distance.
 - Should have self-sufficiency and adequate stock in a store/godown located within the limits of Chennai.
 - After receipt of the bid, if required, a committee by IIITDM will visit the materials of the bidders for adequacy and quality. The bids of the bidders who have been recommended by the committee only shall be opened and all other bids will be returned. The decision of the committee shall be final and binding.
5. Bidders shall deposit EMD through SBI E'Collect. The amount must be through online mode and it shall be received on or before the last date and time of bid submission and the payment proof of EMD shall be attached along with the technical bid.
6. Steps for submission of EMD through SBI E'Collect.
 - Go to link - <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>
 - Please select category as "Educational Institutions"
 - Please select "IIITDM – KANCHEEPURAM A/C" from drop down list
 - Please select "Earnest Money Deposit (EMD)" from Payment Category drop down list
 - Kindly fill all tender details, contact details, EMD amount and make payment.
 - After successful payment, the payment proof of EMD shall be attached along with the technical bid.

7. For the successful bidder, the EMD will be retained as security deposit and will be released 30 days after the satisfactory completion of the event. In the event of any damages to the Institute / failure to execute the work, the cost of repairs will be deducted from the security deposit.
8. For the unsuccessful bidders, EMD amount will be refunded within 30 days from the date of issue of work order.
9. The bidder shall enclose cancelled Cheque/bank details to refund the EMD amount in case of unsuccessful bids.
10. EMD shall be forfeited if any tenderer withdraw their offer within the bid validity period
11. Quantity mentioned in the technical compliance sheet may subject to vary.
12. **Tender Envelope should contain:**
 - Profile of Firm / Agency. (As per **Annexure – I**)
 - Bid Declaration Form (As per **Annexure – II**)
 - Schedule of items for convocation as per the **Annexure-III**.
 - List of enclosure as per **Annexure - IV**
 - EMD payment details
 - GST Number registration certificate
 - Past experience of at least two similar works in any government or government controlled autonomous institution of repute/ Reputed corporate institutions or organizations. Proof (photo copy of work completion certificate / work order) for the same must be attached.
13. The financial bid should include the rate, and other charges like labour requirement for fixing, arrangement, etc. with other terms and conditions if any.
14. **The bids duly sealed and super-scribed on the envelope with the name of the work, tender reference no. and due date, should be addressed to the undersigned to so as to reach him on or before the due date stipulated above. The same may be dropped in tender box placed in Ground floor, Admin Block, IITDM Kancheepuram.**
15. Quoting merely the lowest price does not confer any right to any bidder for award of work order. The Institute reserves the right to select any bid on the grounds of quality, offer of additional/special features, compatibility, etc.
16. The Institute also reserves the right to reject any bids with sub-standard products even if they are found to be lowest.
17. Any delay in executing the work on the time and date mentioned above will lead to the total rejection of the work and no payment whatsoever shall be made towards the work.
18. No damage shall be made to any fittings, surfaces, paintings of the building. If any made shall be restored by the vendor at his own cost.
19. **The AV System shall meet the requirements as specified by the Engineer in Charge, it shall be free from Echo, distortion, crackling, humming, buzzing, glare etc., the audio**

and video output shall be provided to the other coordinators as per the requirement / necessity.

20. The rate quoted should be inclusive of all material, labor, transportation and installation of the terms at the designated place and removal of the same after the function is over.
21. Special concession in rates if any applicable for Educational Institution shall also be offered and indicated clearly.
22. Bidder should quote rates for individual items separately. For comparison purpose **total rates for all the items** will be considered as one package. It is compulsory to submit rates for all items separately.
23. The tenders will be opened by a Committee of the Officers of IITDM Kancheepuram. The tenderer or their authorized representatives may attend the time of opening of the tenders.
24. The Institute also reserves the right to increase or decrease the scope of work by any margin depending on the requirement. For any dispute, the Institute shall be the final authority and its decision shall be final and binding on both the parties. The Institute reserves all rights to accept or reject any or all tenders in part or full without assigning any reason thereof.
25. The institute also reserves the right to accept the TENDER in full or partially for some of the items quoted by deleting certain items without assigning any reason thereof.
26. Work shall be executed and completed as per the technical terms and conditions of this document as per the direction of Engineer in charge.
27. The Contractor shall at his own expense arrange for the safety provisions as appended to these conditions or as required by the Engineer-in-Charge, in respect of all labor directly or indirectly employed for performance of the works and shall provide all facilities in connection therewith.
28. The Contractor shall be responsible for providing constant and adequate supervision of the work to ensure compliance with the provisions of laws relating to safety and for taking all practical steps necessary to prevent accidents.
29. Required materials brought by the contractor shall be stored only at places as designated by the Engineer-in-Charge. Storage and safe custody of material shall be the responsibility of the contractor. The contractor shall ensure that no materials/ wastes/ equipment's are dumped at site. Proper cleaning and debris removal should be done on daily basis
30. No compensation shall be payable to the contractor for any damage caused by rains, lightning, wind, storm during the execution of work. He shall make good all such damages at his own cost; and no claim on this account will be entertained.
31. In case the Contractor fails to complete the assigned work within specified Work Completion Period, IITDM Kancheepuram may recover Liquidated Damage and/or terminate the Contract and/or forfeit the Security Deposit. IITDM Kancheepuram on its part would be required to handover the site to the Contractor free from any encumbrance.

32. The payment shall be made as first and final bill on completion of the work satisfactorily. Any less usage of number of items, the rate will be reduced pro-rata and vice versa.
33. Payment of bills shall be made against supply, acceptance and after verification of the bill by the Institute after deduction of taxes and TDS as per applicable rules. The running account bill/Final bill shall be submitted by the contractor after the execution of work. Payment to be made only for the work actually done.
34. The Contractor shall take at his own cost, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the afore mentioned services personnel by services to be rendered.
35. If the due date of submission of tender / Tender opening is declared a holiday for the Institute, the due date for submission of tender / Tender opening will be extended to same time on next working day.
36. The Institute reserves the right to accept the offer in full or in parts or reject the offer summarily or partly without assigning any reasons.

MAIN TERMS, CONDITIONS & IMPORTANT INSTRUCTIONS

1. The work is to be executed as per directions of Engineer in charge of IIITDM.
2. The selected firm will have to handover the complete foolproof work by **26th July 2024 by 13:00 hrs.**
3. Dismantling is to be started on or after 27th July 2024; 07.00 pm onwards.
4. Transportation of all items to site and back from site is total responsibility of the firm.
5. All material should be new / of standard quality and decent. Cleanliness of all items should be of high standard. **All necessary safety precautions shall be taken during work execution & operation at site by the bidder.**
6. Quantities, requirements and specifications given are approximate and may vary as per site conditions and few items may be deleted / added / modified, if needed.
7. Payment will be made as per actual hired quantities put in use. The statutory taxes will be recovered from the bill as per norms (TDS).
8. Rate must be quoted on unit basis (including transportation, labour, installation etc.) in the price schedule only and taxes (if any) should be clearly indicated.
9. The Agencies are requested to see proposed site on the day of PRE-BID MEETING, understand the work and agree to all the terms and conditions of IIITDM given above.
10. In case of any dispute, if arises decision of IIITDM will be final and binding.

Sd/-
Registrar
IIITDM Kancheepuram

Profile of Firm / Agency

S No	Description	
1.	Name of the Firm / Agency	
2.	Status of the Firm / Agency (With supporting Document)	Proprietary / Partnership / Limited / Joint Venture (Specify)
3.	Postal Address	
4.	Telephone / Mobile No's.	
5.	Email & website	
6.	Activities / services offered	
7.	Bid Submission & Self declaration Proforma: (Please enclose the annexure-II)	
8.	PAN No	
9.	Registration No	
10.	Particulars of Head of Organization and Directors / Partners of Organization with Names, PANs., completed address & phone Nos	
11.	Similar works carried out on or after 01.01.2020.	(1) (2) (3)
12.	Other information, if any	

(To be printed in the letter head of the bidder)

Bid Declaration form

**To
The Registrar,
IITDM Kancheepuram.**

I/We M/s. _____ (Name) bid for the
tender _____ (Tender No) towards
_____ (Name of the item) declare
that if we withdraw or modify our bids either during the period of validity of bid or fail to execute
the contract on award the purchase order/contract, we understand and agree that our firm will be
debarred for the period of one year for further bidding of any tender of your institute. Further, we
agree that your institute is at liberty to intimate this debarment to all departments/ organizations
of government and governmental organizations.

Authorized signatory with seal

SCHEDULE OF ITEMS FOR CONVOCATION

S. No.	Description of item	Qty	Unit	Rate in Rs.	Total amount in Rs.
1	Hiring charges for good quality public address system with necessary arrangements with specialized Echo-arresting and balancing system for Indoor multi-purpose hall of size 60 * 20 *13 Mtrs. Top Speakers (Preferably RCF make)- 16 No's Bass Speakers (Preferably RCF make) - As required Stage Monitor (Preferably QSC make)- 4 No's Centre Fill (Preferably QSC make)- As required Side Fill (Preferably RCF make)- As required Cordless Mic - 6 No's. Podium Mic - 1 No's. 48 Channel Digital Mixer - 1 No's. Echo Arrest Controller - 1 No's. Speaker Stand - As required. Amplifier - As required. Sound Engineer - 2 No's – Well experienced With necessary power & signal cables, CD player & wiring etc. Required quality audio output shall be shared to the web telecasting vendor.	Job	1		
2	Hiring charges for good quality ultra – high resolution screen P3 LED wall of 300 Sq. ft size along with required splitter & cablings, set fabrications, back support channel fabrications, krammers & cablings, processors, laptops, VJ, Transport, labours & others shall be commissioned at the designated place with fixing arrangements for all screens etc. complete LED screen should be placed at the height of minimum 3' (900 mm) or above finished stage floor level for better visibility and LED screen shall be compatible for photo / videography at the stage as per the directions of the Engineer In Charge. Coordination and required audio-video I/O shall be provided to livestreaming, videography and other required vendors.	No's	1		
3	Hiring charges for providing monitor/TV of minimum 55 inches size at different location at convocation venue with necessary fixing arrangements & connections etc., as required.	No's	7		
Total Amount in Rs. (Excluding GST)					

Note:

1. The rate shall be exclusive of GST.
2. The Function will be on 27 July 2024, all the work should be completed on or before 26 July 2024 at 05:00 PM itself.
3. The rate quoted shall be net inclusive of transportation, men, material, machinery, equipment. Nothing extra shall be payable under any account over and above the rate quoted.

Authorized signatory with seal

LIST OF ENCLOSURES

Sl. No	Description	Compliance Yes/No/N.A.	Remarks
1.	Profile of Firm / Agency		
2.	Bid Declaration form		
3.	Schedule of items for convocation		
4.	EMD payment details		
5.	GST Number registration certificate		
6.	Past experience of at least two similar work in any government or government controlled autonomous institution of repute / Reputed corporate institutions/ organizations on or after 01.01.2020. Proof (photo copy of work completion certificate / work order) for the same must be attached.		
Please Enclose Relevant Documents Only.			

Authorized signatory with seal