

**Indian Institute of Information Technology, Design and  
Manufacturing Kancheepuram, Melakkottaiyur,  
Chennai – 600 127, Tamil Nadu, India**



**Tender Document**

**for**

**Stage Arrangements**

**for**

**SAMGATHA 2024 & FAREWELL**

**(Cultural Event by IIITDM Hostel)**

# NOTICE INVITING TENDER

Date: 29/03/2024

The Hostel Office, IIITDM Kancheepuram invites technical & Commercial Bids from reputed Event Management Firms for providing services for organizing the Cultural Event SAMGATHA 2024 and FAREWELL successfully.

<b>Item</b>	:	<b>Stage Arrangements for "SAMGATHA 2024 &amp; FAREWELL"( cultural event)</b>
<b>Tender Enquiry No</b>	:	<b>IIITDMK/GSS/SAMGATHA24 &amp; FAREWELL/01</b>
<b>EMD</b>	:	Bidders are requested to submit a declaration. (Declaration format enclosed as <b>annexure-2</b> )
<b>Submission of Offer</b>	:	<b><u>Two Bid System:</u></b> Two bid system will be followed in this tender. In this system the bidder must submit his offer in <b>two separate sealed envelopes</b> . Both the technical bid and commercial bid envelopes should be securely sealed and stamped separately and clearly marked as " <b>Envelope No: 1 – Technical Bid</b> " and " <b>Envelope No: 2 – Commercial Bid</b> " respectively. <b>These two separate sealed envelopes should be placed in single envelope superscribing the tender No and description of the item.</b>
<b>Site Visit</b>	:	The Interested bidders may visit the site to acquaint themselves before quoting and they can visit the site between 30.03.2024 to 02.04.2024 (between 10.00 AM TO 5.00 PM). They may approach Hostel office at the Institute for any assistance in this regard.

## CRITICAL DATE SHEET

<b>STAGE</b>	<b>DATE &amp; TIME</b>
Bid Submission End Date & Time	3 <sup>rd</sup> April 2024 - 14:00 HRS
Bid Opening Date & Time	3 <sup>rd</sup> April 2024 - 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**

2. 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, 3<sup>rd</sup> April 2024 in HARD COPY. (Tender Box Kept at Ground Floor, Admin Block, IIITDM Kancheepuram).**

Extension of due date will not be entertained

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

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

**The Technical bids containing the following documents:**

- I. Scope of Work. **(Annexure-1)**
- II. The bid security declaration form **(Annexure-2)**
- III. Experience Certificate: Having experience of at least 05 years as on 01.01.2024 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.
- IV. **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 01.01.2022. Should submit the Work order copy with satisfactory work completion certificate from the end user.**
- V. License copy of registration of the firm /company.
- VI. GST, PAN, PF and ESIC registration.
- VII. Bids should have a validity of **10 days**. The technical offer should not contain any price information.

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

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

#### 6. **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.

**7. Opening of Commercial Bids**

IIITD&M Kancheepuram will open commercial bids of only the shortlisted bidders in technical evaluation and the bidders shall be intimated about the same.

**8. Indemnity**

The vendor shall indemnify, protect and save IIITD&M 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.

**9. Payment**

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

**10. Jurisdiction**

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

**11. 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.

**12. 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, IIITD&M Kancheepuram shall be final and binding on all parties. The IIITD&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.

**13. 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.

**Registrar  
IIITD&M Kancheepuram**

### Scope of work

Samgatha is the annual cultural celebration of IIITDM Kancheepuram that started as a intra college fest in 2011. Since then, it has grown by leaps and bounds, as festival radiating fun and enthusiasm, boasting of over 40 events spread across three remarkable days, 05 – 07 April 2024 and also clubbed with Farewell and share the same stage on 05 April 2024.

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.

SI No	Item	Remarks
1.	Stage arrangement	1. Event is planned from 05 April to 07 April 2024 2. 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	

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

(Sign, seal & date of Bidder)

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

---

**Bid Security Declaration**

Dear Sir/Madam,

1. I / We Mr/Ms .....authorised person to sign the bid documents for tender for “Providing SAMGATHA & FAREWLL EVENT MANAGEMENT SERVICES at IIITDM Kancheepuram” and do hereby declare that I/We have gone through the entire tender documents including terms and condition mentioned in the tender documents and undertake to comply with them.
2. I/We further declare that we will not withdraw our bid or modify our offer during the period of validity of the bid after the deadline for submission of such documents
3. If I/we withdraw or modify the bids during the period of validity, or if I/We are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline as defined in the tender document/PO, we will be suspended for the period of time specified in the debarment clause in the tender document from being eligible to submit bids/proposals for contracts with IIITDM Kancheepuram.

Signature of Bidder with seal of firm

Place ..... Date.....

**COMMERCIAL BID**

Rate should be quoted for work mentioned below for the event scheduled on 05 April to 07 April 2024

SI No	Item Description	Specification (Sq.ft /ft)	Quantity
<b>STAGE AND OTHERS</b>			
1.	Main Stage	50*38	1
2.	Stage Grey Carpet	50*38	1
3.	Stage Side Black Masking - 3 Sides		1
4.	Stage Steps		2
5.	LED Riser	8*4	6
6.	Main Stage Ramp	16*4	1
7.	Console Stage Riser	16*16	1
8.	Console Stage carpet and masking	16*16	1
9.	Sound System Platform	4*4	4
10.	Ground Red Carpet	4000	1
11.	Armless Chairs		1500
12.	Barricades		120
13.	VIP Double Seater Sofa		8
14.	Tent Stalls (1 light + 1 table + 2 chairs + 1 socket 15A+ 1 Fan)		8
15.	Main Entrance Flux Backdrop	10*8	3
16.	Main Gate Entrance Arch	20*10	1
<b>SOUND SERVICE</b>			
1.	Top Speaker RCF series HDL 20A		14
2.	Bass Speakers RCF HDL 20A		8
3.	Centre Fill		4
4.	Stage Monitor		4
5.	Cordless Mic		5
6.	48 Channel Sound Mixer		1
7.	Mic Stand		2
8.	Sound Engineer		1
9.	Cables and Miscellaneous		
<b>TRUSSING</b>			
1.	Goal post truss	60*40	2
2.	Truss pillars (10ft High)		4
3.	Corders & Pulleys		As Reqd
4.	Spring Motors and Holders		
<b>LIGHTING SERVICE</b>			
1.	LED Wash RGB		40
2.	LED Face Parcan		20
3.	Moving head sharpy 10R		20
4.	2 way blinder (RGB)		16
5.	4 way blinder (Warm + RGB)		8
6.	Strobe		4
7.	Follow Spot		1
8.	Smoke Machine		1
9.	Haze machine		2
10.	Dimmer Pack		1
11.	Light Engineer		1
12.	Avolite Lighting control Board		1

<b>LED WALL</b>			
1.	P3 Led Wall		650
2.	Splitter & Cablings		As Reqd
3.	Set Fabrications		
4.	Back Support Channel Fabrications		
5.	Krammers & Cablings		As Reqd
6.	Processors & Laptops		
<b>SPECIAL EFFECTS</b>			
1.	Cold Fire (shots)		16
2.	Paper Blast Confetti		4
3.	Cold Fire Machine		4
4.	Sparcular Machine		4
5.	Co2 Jet		4
6.	Fireworks		As Reqd
7.	Co2 Confetti		1
<b>DJ &amp; TECH RIDER</b>			
1.	DJM 900/2000 Mixers		1
2.	CDJ 2000 nexus players		2
3.	Booth Monitors		2
4.	Wireless Shure Mic		1
5.	Pearl Drumkit with doubles pedals		1
6.	Cymbals Meinl Byzance		1
7.	Bassist - mark bass 4x4 head, cabinet		1
8.	lyrics stand		1
<b>GENSET</b>			
1.	125kv genset		2
2.	Diesel		
3.	Main Boards		2
<b>OTHERS</b>			
1.	DJ (Proshow +Console)		1
2.	Labour		
3.	Transportation (Up & Down)		
4.	Drone		1
5.	Other Engineers & Labour Accessories		

**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.

**SIGNATURE OF THE BIDDER WITH SEAL**