



Central University of Rajasthan

Limited Tender Enquiry

Reference: CURAJ/Event/2016-17/2089

Date: 15.09.2016

Sealed tenders are invited from **Event Management Agencies/Firms & Companies** to provide logistics support for “Third Convocation” of Central University of Rajasthan, to be held on **01st** October, 2016. The brief details are as follows:

1. Nature of work : Event management work for organizing “Third convocation” at Central University of Rajasthan
2. Cost of Tender Form : Rs. 1000/- (Non – refundable)
3. Last Date of submitting Tender Form : **22.09.2016 up to 14.00 hrs.**
4. Tender opening (technical bid) Date : **22.09.2016 at 14.30 hrs.**
5. Amount of E.M.D : Rs. 20,000/- **(Twenty thousand only, refundable - without any interest)**

Mode of EMD and Tender fee: Tenderers should have to submit separate D.D. for each “Tender fee” and “EMD” in favour of “**Central University of Rajasthan**” payable at **Bandarsindri or Kishangarh** and send it along with the technical Bid.

Important Note for the Bidder: All the pages of the tender document should be submitted altogether. Tenders shall be submitted in 2 different parts i.e. Part A (Technical Bid) and Part B (Commercial/ Finance bid) The Envelope of Technical bid as per annexure A & B and Financial bid as per annexure C should be kept in separate envelope duly superscribed with “ Quotation for Event Management due on **22.09.2016**” may be sent to:-

Registrar
Central University of Rajasthan,
N.H.-8, Bandarsindri, Jaipur-Ajmer Highway,
Distt. Ajmer-305817, Rajasthan (India)

Please Note that the tender document is subject to verification with the original document, and if any discrepancy is found, the tender would be rejected. Technical bid will be opened first in the presence of the attending tenderers. The University reserves the right to reject any or all tenders, without assigning any reason.

Registrar
Central University of Rajasthan

Further, the tenderers who have proper logistic support & can do the required work on 1st October 2016 only, needs to apply against this tender.

Central University of Rajasthan

Annexure-A

Tender Form for Event Management Firm for various arrangements in the Third Convocation of Central University of Rajasthan

Tenderer are required to fill the following form. Tenders with illegible/incomplete/false information will be summarily rejected.

1. Tender Notification No. :
2. Date & Time of opening tender :
3. Name of tenderer & name of firm :
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4. Registration No. of the firm :
5. Complete address of Tenderer :
Phone No.: Mobile
6. Permanent Account No. (PAN) :
7. Service Tax Registration No. :
8. Bank Account No. :
Details of IFSC Code :
Bank Name and Address :
9. List and copy of the previous works :
10. List of Items (Annexure-B) :
11. Rates including taxes admissible :
12. Draft No. & Date of E.M.D. :
13. Draft No. & Date of Tender Fee :

I have read and understood all terms and conditions of tender and submitting this tender document.

**Signature of tenderer
Name & Seal**

Terms and Conditions

1. Only **the registered firms/Agency** needs to submit their tender. Joint Venture will not be allowed. At least three year work experience required in the field of event management.
2. The minimum average annual turnover of the bidding firm, during last three year should not be less than Rs. 100.00 lakhs. This turnover should exclusively be related to event management work.
3. The bidder should have done/managed at least two convocation event in the Universities/IITs/IISERs/NITs or other similar type of institutions. The firm who has experience in managing convocation event in Government sector will be preferred.
4. The bidder should also have experience of handling the VVIP Protocol movement.
5. Tenderer should have to submit Earnest Money of Rs. 20000/- in the form of DD in favour of Central University of Rajasthan, Bandarsindri payable at Bandarsindri or Kishangarh and attached with the technical Bid in separate cover
6. Items and services required for this function are given in **Annexure- B**.
7. (a) Tender/quotation for **“Event management firm for providing services for various works in the third Convocation”** must be submitted in a sealed cover envelope, addressed to the **Registrar** by Registered post or by person so as to reach on or before **22-09-2016 up to 02.00 PM** (The last date for submission of the tender). The tender/quotation will be opened on **22-09-2016** at **02.300 PM** in the office of the **Registrar**, Central University of Rajasthan in the presence of the bidders.
(b) Tender /quotation without earnest money will be rejected.
(c) Belated Tenders/quotation due to postal or any other kind delay will be rejected.
(d) The cover of the sealed envelope should be superscribed and quoted thereon as:
“Tender for Event Management Services at the Third Convocation of Central University of Rajasthan”
DUE ON **22-09-2016**
8. Central University of Rajasthan, Bandarsindri reserves the right to extend the due date and or the date of opening the tenders/quotation.
9. Authorized person should mark all the leaflets in the offer with signature and seal.
10. **The intending bidder shall give his presentation of previous similar work executed by him along with photographs, samples of material proposed to be used in the work. The small video presentation shall have to be made by the intending bidders on the date of opening the presentation shall be considered as technical part of the technical bid. List of organization served must be enclosed.**
11. The prospective bidders are advised to visit university campus before bidding to access the actual requirement of work and site condition. No advance payment shall be made. Payment shall be made after successful completion of the work, through Bank transfer only and after TDS.
12. **The other terms & conditions should be mentioned in the tender/quotation.**
13. The rates of tax, if chargeable, should be clearly mentioned. Otherwise, it will be presumed that the rates quoted are inclusive of all taxes.
14. The Contractor has to provide and install all the items well before one day in advance of “Convocation 2016” i.e. up **01.00 PM on 30-09-2016**. The site shall be properly cleaned after completion of the work.
15. The material should be delivered and installed at Central University of Rajasthan, Bandarsindri. Transportation, Installation, and any other charges, if any, will be borne by

the supplier.

16. Normally payment shall be made via Bank transfer within 30 days after completion of work to our entire satisfaction and after submission of bill with proper enclosures, certified by the University representative authorized by the Competent Authority. (if any).
17. The undersigned is not bound to accept the lowest tender and may reject any tender or any part of the tender without assigning any reason thereof.
18. The price should be quoted on prescribed price schedule and must be sent in a properly sealed envelope.
19. All the columns of the annexure attached should be properly filled. The rates and units shall not be overwritten in the price schedule. The rates should be quoted both in figures and words. The Tender should be signed by the authorized signatory of the firm.
20. Any deviation, variation of noncompliance of the terms and conditions by the tenderers shall be considered as a breach of contract and Central University of Rajasthan reserves the right to forfeit the amount of earnest money and take action as per legal procedure.
21. Tenderer firm has to furnish a "no dues certificate" mentioning outstanding dues if any against any govt. department.
22. If any dispute arises, the Committee constituted by Central University of Rajasthan, shall be the sole Arbitrator whose decision in the matter shall be final and binding.
23. The University reserves the right to accept or reject any or all offers in full or in part without assigning any reason(s) thereof.
24. The tenderers shall have to give an undertaking that the terms and conditions of the tender are acceptable to the tenderers.
25. University shall have right to execute any part or all the work as per requirement of the University. University can decrease or increase the items mentioned in tender documents.
26. Rate should be quoted as per annexure. Bidder are required to quote all such items also which is not included in the list of price schedule, if they feel so, for proper conducting of this event for our convocation.
27. Consolidated rate should be quoted separately, if University wishes to execute the whole work as a job work.
28. The Convocation is purely an academic event and some minister of Cabinet rank alongwith other dignitaries may participate in this programme, as such prospective bidders are required to fulfill all security protocol in and around the conference venue (i.e. Auditorium in of the University), in consultation with University Administration, District Administration and Police.
29. Qty. (BOQ) mentioned in the annexure is tentative. Final quantity for work order will be decided by the University and quantity may increase or decrease as per requirement of the university.
30. **Evaluation criteria**
 - i. At first stage only technical bid will be opened.
 - ii. The bidder have to submit the earnest money & tender of Rs. 20000/- and Rs. 1000 respectively in demand drafts of a scheduled bank issued in favour of Central University of Rajasthan payable at Bandarsindri or Kishangarh.
 - iii. Average annual turnover of the firm during last three years.
 - iv. Experience of handling of the convocation events in the universities/Govt. Institutions
 - v. The bidder shall give his presentation of previous similar work executed by them alongwith photograph, samples of material proposed to be used in the work.
 - vi. Financial bid will be opened for only those bidders who qualify the technical evaluation. Evaluation done by the university will be final.

S. No.	Particulars	Compliance Yes /No	Remarks
A	Auditorium		
1.	Backdrop Size - Edge to Edge of Stage - 52 x 18 ft (approx.)		
2.	Seating Arrangement for around 40 persons (chairs with clean white cover)		
3.	Seating Arrangement for around 5 VIPs (different type of chairs - executive wooden chairs with luxurious on it handle with table)		
4.	Banquet Chairs With Cover		
5.	Sofa Seating - three rows of sofa with white cover (on both side)		
6.	Press Media Raiser (3 Level)		
7.	Console		
8.	Led Wall Raiser		
9.	Indoor LED Wall 3mm - 10 x 8		
10.	Display Panel - 55"		
11.	Red Carpet in Corridor		
12.	Technician for operator of Sound System Auditorium - 2000 PAX		
13.	Mikes with Operator		
14.	Reserved Name Tag with Stands		
15.	Hand Cordless		
16.	Podium Goose Necked		
B	Procession Ceremony		
1.	Robing and de-robing room for VIPs		
2.	Sofa - Two Seater		
3.	Center Table		
4.	Dining table with Mirror		
5.	Water arrangement for 25 VIPs		
6.	Tea / Coffee arrangement for 25 VIPs		
7.	Signage for Rooms		
C	Information and Database		
1.	Preparation of Reception Desk		
2.	Badges		
3.	Announcement System		
4.	Display Pin UP Boards		
D	Outdoor Branding		
1	Main Road Signage's - MS frame with flex print 4' x 12' (on electric poles)		
2	V Shape Backdrop - at junction road coming inside - 16' x 12' MS frame with flex print (with back masking)		
3	Main Gate Backdrop - 20' x 10' with designing & structure - MS frame with flex print (with back masking)		

4	Box type entry gate on metallic frame inside university main entrance gate		
5	Flags at distance of every 40 to 50 ft. starting from the point approach main entrance gate to convocation hall on both side of road		
6	Hoarding - 16' x 8' - on jali - MS frame with flex print (with back masking)		
7	Hoarding - 16' x 8' - outside hall - MS frame with flex print (with back masking)		
8	Enter gate near convocation hall - procession entry		
9	Directional Signage - MS frame with flex print 4' x 8'		
E	Flower décor		
1	Décor of gate		
2	Rangoli on both side of pathway up from flex gate to convocation hall		
3	Head table		
4	Dias decor		
5	Flower bouquet		
F	VIDEO		
1	Still Photographer		
2	Videographer with mixer and cables for 4 additional videographers		
3	Indoor 3MM LED wall for projection - 18' X 6'		
4	55" TV On Front Stand		
5.	Live HDMI video signal transmission from auditorium to mega mess or other designated place on optical fiber 800 mtrs.		
G	OTHER (Optional Items) (these items will be taken only when requirement arise)		
1.	Tower AC		
2.	125 KVA Silent Genset without diesel		
3.	Fuel Consumption - Diesel		
4.	Main line for sound and parcan lights (as per site requirement)		
5.	Truss T Stand for Parcan Lights		
6.	Pipe Pandal Per Sq. ft		
7.	Table with Frill		
8.	Podium Base		
9.	Touch Panel		
10.	Centre Table		
11.	Potted Plants		
12.	Poster Boards		
13.	Name Plates (acrylic)		
14.	Ribbon Cutting Ceremony		
15.	Partition Wall (Aluminum)		
16.	Badges		

17.	Meta Lights		
18.	Halogen		
19.	Mist Fan		
20.	Thakhat		
21.	Dari		
22.	Wall masking (white cloth)		
23.	Plugs for Mist Fan		
24.	Changeover 100 Amp		
25.	Water proof ceiling		
26.	Laptop		
27.	Seamless Switcher		
28.	Presenter		
29.	UPS		
30.	Flex Print and Mounting - Per Sq. Ft.		
31.	Vinyl Print and Pasting - Per Sq. Ft.		
32.	Digital Vinyl Print and Pasting on 5mm Sun board		
33.	Sound System for Auditorium -2000 PAX		

Seal and Signature of the Bidder

FINANCIAL BID
(To be submitted in the separate envelop)

Annexure-C

S. No.	Particulars	Unit	Qty.	Rate
A Auditorium				
1.	Backdrop Size - Edge to Edge of Stage - 52 x 18 ft (approx.)	Job	1	
2.	Seating Arrangement for around 40 persons (chairs with clean white cover)	Nos.	40	
3.	Seating Arrangement for around 5 VIPs (different type of chairs - executive wooden chairs with luxurious on it handle with table)	Nos.	5	
4.	Banquet Chairs With Cover	Nos.	1800	
5.	Sofa Seating - three rows of sofa with white cover (on both side)	Nos.	60	
6.	Press Media Raiser (3 Level)	Nos.	1	
7.	Console	Nos.	1	
8.	Led Wall Raiser	Nos.	3	
9.	Indoor LED Wall 3mm - 10 x 8	Nos.	3	
10.	Display Panel - 55"	Nos.	4	
11.	Red Carpet in Corridor	Sqft	5000 Sqft	
12.	Technician for operator of Sound System Auditorium - 2000 PAX	Nos.	1	
13.	Mikes with Operator	Nos.	2	
14.	Reserved Name Tag with Stands	Nos.	20	
15.	Hand Cordless	Nos.	3	
16.	Podium Goose Necked	Nos.	4	
B Procession Ceremony				
1.	Robing and de-robing room for VIPs	Nos.	3	
2.	Sofa - Two Seater	Nos.	6	
3.	Center Table	Nos.	2	
4.	Dining table with Mirror	Nos.	4	
5.	Water arrangement for 25 VIPs	Nos.	2	
6.	Tea / Coffee arrangement for 25 VIPs	Nos.	2	
7.	Signage for Rooms	Nos.	3	
C Information and Database				
1.	Preparation of Reception Desk	Nos.	4	
2.	Badges	Nos.	50	
3.	Announcement System	Nos.	1	
4.	Display Pin UP Boards	Nos.	15	
D Outdoor Branding				
1	Main Road Signage's - MS frame with flex print 4' x 12' (on electric poles)	Nos.	20	
2	V Shape Backdrop - at junction road coming inside - 16' x 12' MS frame with flex print (with back masking)	Nos.	2	

3	Main Gate Backdrop - 20' x 10' with designing & structure - MS frame with flex print (with back masking)	Nos.	1	
4	Box type entry gate on metallic frame inside university main entrance gate	Nos.	2	
5	Flags at distance of every 40 to 50 ft. starting from the point approach main entrance gate to convocation hall on both side of road	Nos.	150	
6	Hoarding - 16' x 8' - on jali - MS frame with flex print (with back masking)	Nos.	1	
7	Hoarding - 16' x 8' - outside hall - MS frame with flex print (with back masking)	Nos.	2	
8	Enter gate near convocation hall - procession entry	Nos.	3	
9	Directional Signage - MS frame with flex print 4' x 8'	Nos.	10	
E	Flower décor			
1	Décor of gate	Nos.	4	
2	Rangoli on both side of pathway up from flex gate to convocation hall	Job	1	
3	Head table	Nos.	1	
4	Dias decor	Job	1	
5	Flower bouquet	Nos.	40	
F	VIDEO			
1	Still Photographer	Nos.	2	
2	Videographer with mixer and cables for 4 additional videographers	Nos.	3	
3	Indoor 3MM LED wall for projection - 18' X 6'	Nos.	2	
4	55" TV On Front Stand	Nos.	2	
5.	Live HDMI video signal transmission from auditorium to mega mess or other designated pace on optical fiber 800 mtrs.	Mtr.		
G	OTHER (Optional Items) (these items will be taken only when requirement arise)			
1.	Tower AC	Nos.	2	
2.	125 KVA Silent Genset without diesel	Nos.	1	
3.	Fuel Consumption - Diesel	Ltr	On Actual	
4.	Main line for sound and parcan lights (as per site requirement)	Job		
5.	Truss T Stand for Parcan Lights	Job		
6.	Pipe Pandal Per Sq. ft	Sqft.		
7.	Table with Frill			
8.	Podium Base			
9.	Touch Panel			
10.	Centre Table			
11.	Potted Plants			
12.	Poster Boards			
13.	Name Plates (acrylic)			

14.	Ribbon Cutting Ceremony			
15.	Partition Wall (Aluminum)			
16.	Badges			
17.	Meta Lights			
18.	Halogen			
19.	Mist Fan			
20.	Thakhat			
21.	Dari			
22.	Wall masking (white cloth)			
23.	Plugs for Mist Fan			
24.	Changeover 100 Amp			
25.	Water proof ceiling	Per Sq. Feet		
26.	Laptop		2	
27.	Seamless Switcher		1	
28.	Presenter		1	
29.	UPS		1	
30.	Flex Print and Mounting - Per Sq. Ft.			
31.	Vinyl Print and Pasting - Per Sq. Ft.			
32.	Digital Vinyl Print and Pasting on 5mm Sun board			
33.	Sound System for Auditorium - 2000 PAX	Job	01	

Note: - The successful bidder has to erect 2 to 3 food plaza / small pandal for serving food/snacks/beverage items at designated places, free of cost.

Seal and Signature of the Bidder