



UTKAL UNIVERSITY

VANI VIHAR, BHUBANESWAR -751004

No Store/SCT-158(Part)/

10821

/2021

Dt: 19.3.21

INVITATION OF EXPRESSION OF INTEREST

Two bid sealed tenders are invited from reputed registered Event Management Firms/Agencies having adequate experiences and expertise in managing and organizing functions for President of India / Vice-President of India / Prime Minister of India for installation / Commissioning / arrangement of stage management, tent, Light and Sound, flower decoration, Still Photography and Video, Air Conditioners, Pedestal Fans, VIP Sofa, Sanitizer Tunnel, hot and cool drinking water vending machine as per specification given in the Tender paper in connection with Celebration of 50th Convocation to be held on 1 April 2021 & 3 April 2021 at Dharmapad Convocation Pandal, Utkal University. The details of specifications of works to be undertaken, terms and conditions etc. are reflected in the technical bid of the Tender Paper hosted in University websites www.utkaluniversity.nic.in. Intending bidders after going through the specifications and visiting the venue of the meeting may submit the bid duly filled in along with all the required documents by 3 P.M. on 24.03.2021 and the bids will be opened and decided by the designated Committee in presence of the bidders or their authorized representatives at 4 P.M. on the same day for selection of the bidder.

The bidders are required to submit their Technical Bid and Financial Bid in separate sealed covers superscripting as Technical Bid & Financial Bid and both the packets in another sealed cover superscripting as 'Tender for selection of bidder for execution of works in connection with 50th Convocation to be held on 1 April 2021 & 3 April 2021.

The bids can be sent through Registered Post / Speed Post Service only so that it reaches the Registrar U.U. not later than 3 P.M of 24.03.2021. Bids received beyond the prescribed time and date shall be summarily rejected. Financial bids will be opened for evaluation, only those shortlisted agencies, which will be found eligible as per the prescribed criteria for the technical bid.

The authority reserves the right to cancel the entire tender process or part thereof without assigning any reason thereof.


Registrar
19/3/21
Utkal University

TERMS & CONDITIONS (Financial Bid)

- 1) Each tender should be accompanied by
 - (a) An E.M.D. of Rs. **50,000/- (Rupees Fifty Thousand)** only in shape of Bank Draft/ Bankers Cheque drawn in favour of the Comptroller of Finance, Utkal University, payable at State Bank of India, Utkal University Campus Branch, Vani Vihar. Tender without EMD shall not be taken into consideration.
 - (b) Xerox copy of up-to-date GST return and PAN card should accompany with filled in tender paper.
- 2) The Tenderers shall have to submit their filled in tender papers on or before **24.03.2021 by 3.00 P.M.** in the office of the Registrar which will be opened on the same day at 4.00 PM in the office Chamber of the Registrar in presence of Tenderers or their authorized representatives. The tenders received after due date and time will not be considered.
- 3) The Tenderer shall have to quote a consolidated rate for each item of works including GST.
- 4) The area of decorated Convocation Pandal stage, Biju Pattnaik Stadium & Auditorium completed in all respect should be handed over on or before 31.03.2021 **by 5.00 P.M.** positively.
- 5) Authorities of the university reserve the right to accept or reject any or all tenders without assigning any reason thereof.
- 6) The authorized staffs of the Agency should be present from the starting to end of the Programme to trouble shoot the problems, if occurred, relating to their work, during event.
- 7) The Agency should take proper and sincere care to avoid unwanted incident will be occurred during the total period of event. The agency shall be held responsible for any unwanted situation arising out of the mismanagement of event. Under such situation the EMD of the concerned agency will be forfeited. An undertaking to its effect must be enclosed.
- 8) The Firm shall provide adequate manpower to complete all arrangement at Dias, Meeting Hall, and Auditorium and have to quote the price separately for that.
- 9) Dispute, if any arises will be settled in the Bhubaneswar Court only.
- 10) The bidder should submit documents in support of 05 recent mega events organized at Govt. Organization/Public Sector Undertakings.

ELIGIBILITY CRITERIA:

1. The applying Event Management firm/agency must have three years of experience of event management works in similar National Level festivals/fairs.
2. The firm should have minimum annual turnover of Rs. 50 lakhs (Rupees Fifty lakh) only for last three financial years duly certified by C.A. ending on 31.03.2020.
3. Execution of similar works for not less than Rs. 25 lakh (Rupees Twenty five lakh) only as a single bid for last three consecutive years.
4. The firm should have qualified manpower with technical expertise for supervision and execution of the work.
5. The Event Management firm/agency should not have been barred or blacklisted by any State or Central Government Departments.


REGISTRAR 19/3/2021

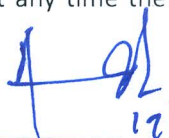
TECHNICAL BID

Documents required to be submitted along with Technical Bid.

1. Demand Draft of Rs. 1,000/- only drawn on any Nationalized Bank/Scheduled Bank in favour of Comptroller of Finance, U.U payable at State Bank of India , U.U Campus Branch, Vavi Vihar, Bhubaneswar towards cost of Tender Paper. This amount is Non-Refundable.
 2. EMD of Rs. 50,000/- (Rs. Fifty Thousand) only in shape of Demand Draft drawn on any Nationalized Bank/Scheduled Bank in favour of Comptroller of Finance, U.U payable at State Bank of India, U.U Campus Branch, Vani Vihar, Bhubaneswar. EMD of unsuccessful bidders shall be refunded upon finalization of the tender process.
 3. The selected bidder has to deposit Rs. 1.5 Lakh (Rupees One Lakh Fifty Thousand) only in the form of A/c Payee Demand Draft or Fixed Deposit receipt from a Commercial Bank or Bank guarantee from a Commercial Bank in an acceptable form etc. towards Performance Security within 5 working days of intimation of acceptance of the tender safeguarding the client's interest in all the agreement to be executed for the purpose. EMD will be refunded to the successful bidder on receipt of the performance security.
 4. Self attested copy of GST registration certificate with GSTIN and up-to-date GST return copies for F.Y. 2019-20.
 5. Self attested copy of PAN Card.
 6. Self attested copies of IT return for the last 3 years (up to F.Y. -2019-20)
 7. Self-attested copies of the work orders confirming as proof of execution of similar nature of works not less than Rs. 25 Lakh as a single bid for last three consecutive years.
 8. Audited statement of accounts (Balance Sheet and Profit & Loss account) of the Firm for similar nature of business showing turnover not less than Rs. 50 Lakh each year for last 3 financial years and IT return Acknowledgement.
 9. Bidders are required to undertake all the works as detailed in the '**name of the work with specifications**' and hence quote rates for each item in the tender paper as per the specification and also a comprehensive rate structure for each item may be given separately for future requirement.
- Non-submission of any of the documents as mentioned above will render the bid to be summarily rejected.

DECLARATION

I do hereby declare that the documents submitted in respect of the information referred to above are true to the best of my knowledge and belief and also do undertake that if at any time the documents are found to be forged I shall be held responsible.


12/12/20
REGISTRAR

Name of the works with specification

A. STAGE

SL No	Name of the items	Unit	Quantity (Approximately)	Rate Per Each Unit	Amount
(1)	(2)	(3)	(4)	(5)	(6)
1.	Cloth Ceiling (Stage)	Per Square ft	As per requirement		
2.	Cloth Ceiling (Pental)	Per Square ft	As per requirement		
3.	Side cloth walling (Pental)	Per Square ft	As per requirement		
4.	Boundary cloth walling	Per Square ft	As per requirement		
5.	Stage cloth walling	Per Square ft	As per requirement		
6.	Box Type Gate with flower	Per Square ft	As per requirement		
7.	Chair with cloth cover (three colors: White, Green and Orange)	No.	2000		
8.	VIP Sofa with Teapot for Stage (Guests)	No.	As per requirement		
9.	VIP Chair for Official in Stage	No.	As per requirement		
10.	VIP Sofa (single)	No.	30 Approx.		
11.	VIP Sofa (Double)	No.	30 Approx.		
12.	Carpet	Per Square ft	As per requirement		
13.	Fire Extinguisher	5 Kg	As per requirement		
14.	Normal Flex with Normal Printing	Per Square ft	As per requirement		
15.	Normal Flex with Eco Printing	Per Square ft	As per requirement		
16.	Star Flex with Normal Printing	Per Square ft	As per requirement		
17.	Star Flex with Eco Printing	Per Square ft	As per requirement		
18.	Hot and Cool Water Vending Machine	20 Liter	As per requirement		
19.	Sanitizer Tunnel	No.	As per requirement		

(B) LIGHT WORKS

1.	Halogen LED	200 wt	As per requirement		
2.	Halogen LED	100 wt	As per requirement		
3.	Diesel Generator	220 KVA	As per requirement		
4.	Tower Air Conditioner	2 ton	As per requirement		

(C) SOUND SYSTEM FOR MEETING

1.	Sound Box Amplifier	725 wt	As per requirement		
3.	Microphone (Cordless)	No.	As per requirement		
	Microphone (with Cord)	No.	As per requirement		
4.	Sound Mixture	24 Channel	As per requirement		

Handwritten signature and date: 12/3

(D) FLOWER DECORATION

1.	Marigold Garland with two colours	Feet	As per requirement		
2.	Down Panel Decoration	Feet	As per requirement		
3.	UP Panel Decoration	Feet	As per requirement		
4.	Open Panel Decoration	Feet	As per requirement		
5.	Teapot Flower Decoration / Box	Per Teapot	As per requirement		
6.	Wall Bouquet	No.	As per requirement		
7.	Bouquet (White Lily) plastic free	No.	As per requirement		
8.	Bouquet (White & Pink Lily) plastic free	No.	As per requirement		
9.	Bouquet (Red Rose)) plastic free	No.	As per requirement		
10.	Bouquet (Rose: three colour) plastic free	No.	As per requirement		

Signature of Bidder