

GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR
(Formerly Orissa School of Mining Engineering [Degree Stream], Keonjhar)
(A Constituent College of BPUT, Odisha)
At- Jamunalia, P.O- Old Town, Dist- Keonjhar, Pin:758002, Odisha
Tel: 06766-213180, (o)/Web: www.gcekjr.ac.in/ Mail id- principal@gcekjr.ac.in

No. 378

Dated 28/02/2018

TENDER CALL NOTICE FOR EVENT MANAGEMENT

Sealed tenders in two bid systems are invited from registered Event Management Firm having valid **GST REGISTRATION** number for arrangement of stage, light and sound and outside band or singer or star performance and to supply different items according to the following specification and quantity. Tender Document can be downloaded from the official website of the college (www.gcekjr.ac.in) and submitted during the due date along with Rs.500/- (Rupees five hundred only) in shape of Demand Draft, in favour of Principal, Government College of Engineering, Keonjhar, payable at Keonjhar, towards cost of the Tender Document. The completed tender document must reach the office of the undersigned on or before **14/03/2018**. The tender will be opened on **15/03/2018 at 10 AM**.

The annual function will be held on **20th, 21st and 22nd March-2018**. The Artist & DJ performance will be held on second and third days respectively.

1. BIDDER PARTICULARS *(To be filled by the bidder)*

Sl. No.	Particulars
A	Name of the Event Management Firm :
B	Name of the Proprietor/Partner/Director :
C	Email address:
D	Telephone Number(s):
E	Tender Cost DD No. Date and Bank:
F	EMD, DD No. Date and Bank:
G	GST Registration No.:
H	Permanent Account No.(PAN):
I	Firm Registration Certificate:

2. DOCUMENTS TO BE SUBMITTED

- i. Self attested copy of PAN
- ii. Self attested copy of GST Registration certificate
- iii. Self attested copy of Experience certificate in the form of Work Order or Successful Execution Certificate for doing similar job (at least one year/ or four to five events in reputed organisations).
- iv. DD of Rs.500/- towards tender cost

- v. DD of Rs.30000.00 towards EMD
- vi. **Tender document signed with seal & date on each page.**
- vii. Declaration form duly signed (Annexure-I)

Note: If the above documents are not submitted the tender will be summarily rejected.

3. Specifications for Light, Sound and Artists

STAGE DESCRIPTION		
Quantity	Item	Description
1	Stage to be Carpeted only	Red, 30ft x 40ft
1	Ramp (Carpet)	Red, 16 ft x 8ft
1	Stage Back Drop (03 photos will be submitted with tender documents)	32ft x 12 ft (Thematic)
3	Four Side Truss	Aluminium/Steel
1	Black Masking	As per Stage
2	Green Room	02(12ftx12ft) or As per Requirement
1	LED wall	12ft x 8ft
2	LED side wings	4ft x 8ft
2	GCE will be promoted in back drop	As per Requirement
1	Lighting Grid	As per Requirement
2	Foot step	As per Requirement
1	Iron Barricading/ wooden with black cloth masking	1000ft
15	Steel Sofa	Iron Framed, three seated and Covered with white cloth
50	VIP CHAIR	Iron Framed and Covered with white cloth
700	Chairs	Plastic
1	Red Carpeting	Complete VIP area (polyester)
1	Green Carpeting	Complete barricading area (polyethene)
1	Diesel Generator with Fuel	As per Requirement
1	Entrance Gate	Welcome Gate (box type)
1	Gate	Flat type
1	Building Decoration	Frontal area of Main Building and boys hostel (metal green and rice light)

2	Haze Machine	
2	Fire	
6	Monitor	
1	Strobe	
12	Sharpy	
40	Palco	
8	Cordless MIC	Shure SM58
2	Podium Mike	
2	Beams	
2	Videography (Full HD Camera) and Still Photography for all three days	Jimmy Jib 20 feet or above Near the stage and Drone with high definition camera
1	Sky Taker	
SOUND SPECIFICATION		
Quantity	Item	Description
10	Line Array	AMAHA/JBL/ VERTECH/FBT
6	Bass	JBL/COPE
1	Mixing Console	YAMAHA
1	Digital Effect Processor	Inbuilt Digital Delay Eco Limiter
1	Compressor/ Limiter/ Gate	DBX Compressor/Limiter/ Multifunction Gate
1	Equalizer	
1	Power Conditioner	
As per Requirement	DI BOX	DI 100
1	Digital Mixture	SC 48
As per Requirement	Digital Crossover	DCX 2496
As per Requirement	Vocal and instrument MIC	Shure SM58 head with GPX
As per Requirement	Players	Behringer DDM 400
1	Power Amplifier	Phonic XP 5000-5100
As per Requirement	3 way Sound	JBL SRX 725 POPE 215
1	Stage Amplifier	Yamaha Keyboard
4	Side fills	SRX 725/ SRX 728
1	Complete Requirement of the DJ Night as per the selected DJ	

EVENT SPECIFICATION (Rates for each artist and DJ to be quoted separately)		
1	STAR NIGHT PERFORMANCE (i)Abhijit Majundar & Band and Ashima Panda <u>Compulsory</u> (ii) Sabri Brothers (iii)Darsan Rawal (iv) Rituraj Mohanty (For ii, iii and iv rate to be quoted separately)	3 Hours on day 2 (21st March)
1	DJ Night (DJ Paroma (Mumbai)/ DJ Mohini (Mumbai)/DJ Shireen (Kolkata) Preference for DJ from Mumbai With One Odia Comedian (Must have performed in Odia TV Serial for one hour)	DJ for 2 Hours on day 3 (22nd March)

- The front gate decoration will include running LED with the name of the cultural fest (UTKARSH-2K18).

4. Terms and Conditions:

- i. During transportation any damage to the material will be responsibility of the firm.
- ii. The institute reserves the right to reject any or all or part of quotation without assigning any reason thereof.
- iii. The institute will not under obligation, give any clarification to the Event Management Firm whose quotations are rejected/not selected.
- iv. Rates quoted should be without any condition from the quotation. Conditional offer will be rejected.
- v. A copy of the work order has to be produced as a proof.
- vi. The Event Management Firm has to make the arrangements as mentioned above in the requirements.
- vii. No extra payment will be made once the bidder is being given the work order based on the quoted price.
- viii. All transport and hospitality expenses for the artists and workers engaged by the firm have to be borne by the firm/Event manager.
- ix. The event manager will not change the star and DJ after the final order, failing which payment for the same will not be given and will be blacklisted.
- x. The firm required to deposit the security amount of Rs 30,000/- in the form of demand draft drawn in favour of “**Principal, Government College of Engineering, Keonjhar**” payable at **Keonjhar** along with quotation.

- xi. The tenderer quoting the lowest price in total and fulfilling all the criteria will be selected. The authority holds all the rights to offer the assignment to any of the Bidder in case of equal quotes.
- xii. Govt. College of Engineering, Keonjhar reserves the Right to accept or reject any Proposal and to annul the quotation process and reject all proposals, at any time prior to award of work order, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the ground for rejection of any Proposal.
- xiii. 25% advance will be given on the 1st day of the function after the stage set up. Another 25% advance will be paid after the arrival of the artists for performance on 2nd day. Another 25% advance will be paid after the arrival of the DJ for performance on 3rd day. The balance amount will be handed over along with the security fee after submitting the video CD and photograph of the event.
- xiv. Proper safety measures from fire; electricity etc will be taken care by the firm.
- xv. The maximum ceiling price for organizing the event will be **Seven (07) lakhs including GST.**
- xvi. The Tenderers must submit their bids as required in two parts in separate sealed covers prominently super scribed as Part-I “Technical Bid” and Part-II “Financial Bid” and also indicating on each of the covers the “Tender call Notice Number & Date” and due date and time of submission as mentioned in Tender Call Notice.

Part-I (Technical Bid)

Excepting the price schedule, all other documents as mentioned in para 2 (i-viii) along with tender document duly signed by the authorized person in each page shall be covered in Part-I (Technical Bid).

Part-II (Financial Bid)

All indications of price shall be given in Part-II (Financial Bid).

Both sealed covers Part-I “ Technical Bid” and Part-II “Financial Bid” should be placed in a third cover along with requisite EMD & cost of Tender documents (separately in the form of DD drawn in favour of Principal, Government College of Engineering, Keonjhar at any Nationalized Bank payable at Keonjhar) , others requisite supporting documents etc. and sealed. The sealed cover containing tender documents as per procedure indicated above should be sent to the Office of the Principal, Government College of Engineering, Keonjhar Jamunalia, Old Town, Keonjhar-758002 within the due date and time as stipulated in Tender. The sealed envelope must show the name of the tenderer and his address and should be super scribed as “**Tender for Event Management For Annual Cultural Function 2k18**” on the top of the envelope.

- xvii. GCE, the tenderer and the EM Firm shall make all efforts to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with this contract.
- xviii. All disputes arising out of the contract shall be referred to courts under the jurisdiction of the Keonjhar court only.

Sd/-

Principal

(Annexure-I)

GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR

Tender for arrangement of stage, light and sound and outside band or singer or star performance

Tender No._378 _ Date: 28/02/2018

Declaration

1. I have read the above terms and conditions carefully and these are acceptable to me.
2. I hereby declare that my firm/company/concern is registered for the above work. I am in the business of above work, which can be verified from my record. I have not been black listed by any Government or other organisation.

Name of Tenderer _____

Address _____

Signature of Tenderer

(With Seal & Date)