



GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR

ସରକାରୀ ଯାନ୍ତ୍ରିକ ମହାବିଦ୍ୟାଳୟ, କେନ୍ଦୁଝର

(An Affiliated College of BPUT, Odisha)

At : Jamunalia, P.O.: Old Town, Dist., Keonjhar, Pin: 758002 (Odisha)

Web: www.gcekjr.ac.in / Mail id- principal@gcekjr.ac.in

No. 498 Date 10-03-2025

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, sound and 10 numbers of mini funfair stalls (Pagoda Tent) and to supply different items according to the specification and quantity mentioned in the tender document. 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 **25/03/2025 till 5.00 PM**. The tender will be opened on **26/03/2025 at 11.00 AM**.

The annual function will be held **4th, 5th and 6th of APRIL 2025**. The **Student Performance, Star Artist** and **DJ** performance will be held on first day, second day and third day of the programme 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	Mobile 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:

Handwritten signature

Handwritten signature

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 organizations).
- iv. DD of Rs.500/- towards tender cost
- v. DD of Rs.20,000.00 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. All above data mentioned in 1 and 2 will be submitted in Separate sealed covers prominently super scribed as Part-I "Technical Bid"

3. SPECIFICATIONS FOR STAGE, LIGHT, SOUND AND 10 NUMBERS OF MINI FUNFAIR STALLS (PAGODA TENT).

STAGE DESCRIPTION		
Quantity	Item	Description
1	Stage to be Carpeted only	Red, 30ft x 40ft
1	Ramp (with Carpet Covering)	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	Aluminum/Steel
1	Black Masking	As per Stage
2	Green Room	02 (12ftx12ft) or As per Requirement
1	P3 LED wall	As per stage requirement
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
30	Steel Sofa	Iron Framed, three seated and covered with white cloth

[Signature]

[Signature]

80	VIP CHAIR	Iron Framed and Covered with white cloth
8	VIP CHAIR	FOR STAGE
5	TEAPOY	FOR STAGE
800	Chairs	Plastic
1	Red Carpeting	Complete VIP area (polyester)
1	Green Carpeting	Complete barricading area (polyethene)
1	Diesel Generator with Fuel	As per Requirement
2	Entrance Gate	Welcome Gate (box type) Ply Gate with light
1	Entrance Gate	Welcome Gate (box type) Ply Gate with flowers and side wall up to Block-IV Parking area in front of Block-IV and red carpeted from Gate to Auditorium
1	Gate before entrance of Utkarsh ground	Flat type with barricading nearly 100 meters of Utkarsh ground using Iron /wooden materials covered with black cloth masking
1	Building Decoration	Frontal area of Main Building, Boys hostel and Administration Building (Blue and yellow)
4	Haze Machine	
20	Pyro	
6	Monitor	
1	Strobe	
25	Sharpy	
50	Palco	
8	Cordless MIC	Shure SM58
2	Podium Mike	
2	Beams	
2	Videography (Full HD Camera), projecting in ground and Still Photography for all three days	Jimmy Jib 20 feet or above Near the stage and Drone with high-definition camera

Ramesh

[Signature]

1	Sky Taker	
1	Jumbo Machine	5
2	CO2 Jet	
4	Water Cooler	Large size with 2 nos. for stage and 2 nos. for VIP area
SOUND SPECIFICATION		
Quantity	Item	Description
10	Line Array	YAMAHA/JBL/ POPE/FBT
8	Bass and Vibrator	JBL/POPE
1	Mixing Console (on 3rd day)	Pioneer DJM-900 Nexus and Pioneer CDJ-2000 Nexus
1	Digital Effect Processor	Inbuilt Digital Delay Eco Limiter
1	Compressor/ Limiter/ Gate	DBX Compressor/Limiter/ Multifunction Gate
6	In Ear Monitor	Shure / Sennheiser G4
1	Drum Kit	
3	Amplifier	Hertz / Roland
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

APRAME

[Signature]

1	Power Amplifier	Phonic XP 5000-5100
As per Requirement	3 way Sound	JBL SRX 725 / POPE 215
1	Stage Amplifier	Yamaha Keyboard
8	Side fills	SRX 725/ SRX 728
1	Complete Requirement of the DJ Night and star performance	
8	Stage Monitor Sound	JBL
LIGHT SPECIFICATION FOR DECORATION		
1	The front gate decoration will include running LED with the name of the cultural fest (UTKARSH-2K25).	
2	Light decoration (Fancy type spot lights for road length of 1.5km) from front gate to 4 th block and UTKARSH Ground.	
3	Light decoration for three hostels, five administrative buildings (including one under construction administrative building) (Lichu lights)	
Final Bid Price (To be filled by the bidder)	

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 workers engaged by the firm have to be borne by the firm/Event manager.
- ix). The firm required to deposit the security amount of Rs. 20,000/- in the form of demand draft drawn in favour of "**Principal, Government College of Engineering, Keonjhar**" payable at **Keonjhar** along with quotation.
- x). 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.
- xi). The Event Management Firm quoting the lowest price in total and fulfilling all the criteria will get work Order.

[Signature]

[Signature]

- 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 on 2nd day. Another 25% advance will be paid on 3rd day. The balance amount will be handed over along with the security fee after submitting the videos and photograph of the event in pen drive.
- xiv). All equipment and arrangements must be in place for three days: **April 4th, 5th, and 6th, 2025.**
- xv). Proper safety measures from fire; electricity etc. will be taken care by the firm.
- xvi). The maximum ceiling price for organizing the event will be **FOUR (04) lakhs twenty thousand including GST.**
- xvii). 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)

All data mentioned in point 1 (BIDDER PARTICULARS) and 2 (DOCUMENTS TO BE SUBMITTED) will be submitted with tender document duly signed by the authorized person in each page shall be sealed covers prominently super scribed as Part-I "Technical Bid" .

Part-II (Financial Bid)

All indications of price shall be given in Part-II (Financial Bid) mentioned in point 3 (SPECIFICATIONS FOR STAGE, LIGHT, SOUND AND 10 NUMBERS OF MINI FUNFAIR STALLS (PAGODA TENT) with duly signed by the authorized person in each page

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 UTKARSH-2K25"** on the top of the envelope.

- xviii). 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.
- xix). All disputes arising out of the contract shall be referred to courts under the jurisdiction of the Keonjhar court only.

Sd/-

Principal

Prame



(Annexure-I)

GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR

TENDER FOR ARRANGEMENT OF STAGE, LIGHT AND SOUND

Tender No. _____

Date: _____

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 organization.

Name of Tenderer _____

Address _____

Signature of Tenderer
(With Seal & Date)

Signature

Stamp

STAGE AND FIELD AREA STRUCTURE FOR UTKARSH-2K24

