No : 113/18 Date : 29/01/18

**GOVERNMENT COLLEGE OF ENGINEERING, KALAHANDI, BHAWANIPATNA**

**QUOTATION CALL FOR ANNUAL CULTURAL FUNCTION ANUGOONJ**

Sealed quotations are invited from registered **Event Management Firm** having valid GSTIN / / SRIN / SERVICE TAX REGISTRATION number for arrangement of stage, light & sound and outside band / singer / star performance and to supply different items according to the following specification and quantity. Quotations documents can be downloaded from the official website of the college ([www.gcekbpatnaac.in](http://www.gcekbpatnaac.in) ) and can be submitted during the specified date along with **Rs.500/- (Rupees Five Hundred)** towards the cost of the quotation document and **Rs.30,000/-** **(Rupees Thirty Thousand)** only towards the cost of Earnest Money Deposit (EMD) in shape of Demand Drafts (separately) in favour of Principal, Government College of Engineering, Kalahandi, Bhawanipatna payable at Bhawanipatna. The completed quotation document must reach the office of the undersigned on or before **15/02/2018 by 5.00 PM** through **Registered / Speed post / Courier services etc** for theAnnual Cultural Function **“Anugoonj 2k18** tentatively scheduledon **9th, 10th March, 2018.** The quotations willbe opened on **16/02/2018 at 3 PM.**

The undersigned reserves the right to extend the date and reject any or all or part of tender without assigning any reason thereof.

Sd/-

Principal

GCEK,Bhawanipatna

**GOVERNMENT COLLEGE OF ENGINEERING,KALAHANDI**

**BHAWANIPATNA**

*(A constituent college of Biju Patnaik University of Technology, Odisha, Rourkela)*

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.** | **Particulars** |  |  |
|  |  |  |  |
| i | Name of the Event Management Firm : |  |  |
|  |  |  |  |
| ii | Name of the Proprietor/Partner/Director : |  |  |
|  |  |  |  |
| iii | Email address: |  |  |
| iv | Telephone Number(s): |  |  |
|  |  |  |  |
| v | Tender Cost DD No. Date and Bank: |  |  |
| vi | EMD, DD No. Date and Bank: |  |  |
|  |  |  |  |
| vii | Sale Tax/ GSTIN/ Service Tax |  |  |
|  | Registration No.: |  |  |
| viii | Permanent Account No.(PAN): |  |  |
|  |  |  |  |
| ix | Up-to-date VAT clearance certificate/ |  |  |
|  | Service Tax Paid Certificate: (If applicable) |  |  |
|  |  |  |  |
| x | Firm Registration Certificate: |  |  |
|  |  |  |  |

**2. DOCUMENTS TO BE SUBMITTED:**

1. Self attested copy of PAN
2. Self attested copy of GSTN / Sales Tax / VAT / TIN certificate / Service Tax Registration certificate
3. Self attested copy of GSTN clearance certificate / Service Tax Paid Certificate
4. Self attested copy of Experience certificate for doing similar job (at least one year / five events in reputed organizations)
5. DD of Rs.500/- towards tender cost
6. DD of Rs.30,000/- towards EMD
7. Tender document signed with seal & date on each page.

viii) Declaration form duly signed (Annexure-I)

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

1. **FINANICAL BID:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Sl No** |  |  | **Requirement Details** |  |  | **Description/Units** |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | 1 |  | Stage | 40\*32 SQFT |  |  |
|  | 2 |  | Ramp | 16\*8 SQFT |  |  |
|  | 3 |  | Grid |  | 3 side |  |  |
|  | 4 |  | Green room |  | 2 nos (12ft\*12ft) |  |  |
|  | 5 |  | Gate |  | 1 box |  |  |
|  | 6 |  | Wing backdrop |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | 7 |  | Foot step |  | 2 |  |
|  | 8 |  | Stage Carpeting |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Sitting Arrangement** |  |
|  | 9 |  | Plastic Chair |  | 500 |  |
|  | 10 |  | Banquet chair |  | 50 |  |
|  | 11 |  | Steel Sofa |  | 3 seater(15 nos) |  |  |
|  |  | **Visual** |  |
|  | 12 |  | LED Backdrop |  | 12ft\*8ft |  |  |
|  |  | **Light & Sound and Campus Decoration** |
|  | 13 |  | Fire |  | 2 |
|  |  |  |  |
|  | 14 |  | smoke |  | 2 |  |
|  | 15 |  | Follow spot |  | 1 |  |
|  | 16 |  | Palco |  | 70 |  |
|  | 17 |  | white metal |  | 5 |  |
|  | 18 |  | Green metal |  | 10 |  |
|  | 19 |  | Litchu |  | 800 ft running |  |  |
|  | 19 |  | Sharpy |  | 12 |  |
|  | 20 |  | Line array |  | 8 |  |
|  | 21 |  | Top |  | JBL (4 nos) |  |  |
|  | 22 |  | Base |  | POPE (6 nos) |  |  |
|  | 23 |  | Monitor |  | LA (6 nos) |  |  |
|  | 24 |  | Mixture |  | Yamaha |  |  |
|  | 25 |  | Microphone |  | With Cord (5 nos) |  |  |
|  | 26 |  | Microphone |  | Cordless (5 nos) |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 27 | Flex |  | for box gate  |
| 28 | VIP & Stage barricading |  | iron 150ft  |
| 29 | VIP area carpet |  | 2000sq ft |  |
| 30 | Pathway Decoration |  | Litchu /Some decorative paper design with lights |  |
| 31 | Gas Baloon |  | For opening day ( 50) |  |
| 35 | DG |  | 125 KVA (1 nos) with fuel |  |
| 36 | Crew Member for Video Shooting |  |  |  |
| **Artist** |
| 36 | DJ |  |  |  |
| 37 | Singer |  | Well established – Ollywood / Bolly wood (Both Male & Female) |  |
| 39 | Band |  |  |  |  |
|  |  |  |  |  |
| 40 | Host |  | 1 female (TV Anchor) |  |
| 41 | Transportation |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  | **TOTAL** |  |
|  | **Event Management Fees** |  |  |  |
|  |  |  | **TOTAL** |  |
|  | **GST** |  |  |
|  |  | **GRAND TOTAL** |

The front gate decoration will include running LED with the name of the cultural fest (Anugoonj 2k18).

**4. Terms and Conditions:**

1. During transportation any damage to the material will be responsibility of the firm.
2. The institute reserves the right to reject any or all or part of quotation without assigning any reason thereof.
3. The institute will not under obligation, give any clarification to the Event Management Firm whose quotations are rejected / not selected.
4. Rates quoted should be without any condition from the quotation. Conditional offer will be rejected.
5. A copy of the work order has to be produced as a proof.
6. The Event Management Firm has to make the arrangements as mentioned above in the requirements.
7. No extra payment will be made once the bidder is being given the work order based on the quoted price.
8. All transport and hospitality expenses for the artists and workers engaged by the firm have to be borne by the firm /Event manager.
9. 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 kalahandi)** Payable at Bhawanipatna along with quotation.
10. The authority holds all the rights to offer the assignment to any of the Bidder in case of equal quotes.
11. GCEK, Bhawanipatna 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.
12. The selected bidder to whom the offer will be given to conduct the event, have to deposit a security amount of Rs 70,000/- besides EMD.

1. Proper safety measures from fire; electricity etc will be taken care by the firm.
2. The bidders 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.

1. **Part-I (Technical Bid)**

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

1. **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, GCEK, Payable at Bhawanipatna), 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, GCEK BHAWANIPATNA by Registered Post/Speed Post addressing to the Principal, Government College Of Engineering Kalahandi within the due date and time as stipulated. The sealed envelope must show the name of the bidder and firm super scribed as **“Tender for Event Management For Annual Cultural** **Function Anugoonj 2k18”** on the top.

1. All disputes arising out of the contract shall be referred to courts under the jurisdiction of BHAWANIPATNA court only.



Sd/-

Principal

GCEK, Bhawanipatna

**(Annexure-I)**

**GOVERNMENT COLLEGE OF ENGINEERING, KALAHANDI, BHAWANIPATNA**

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

Quotation No. Date:

**DECLARATION**

I have read the above terms and conditions carefully and these are acceptable to me.

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 Bidder:-

Address :-

**Signature of Bidder**

**(**With Seal & Date)