

NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

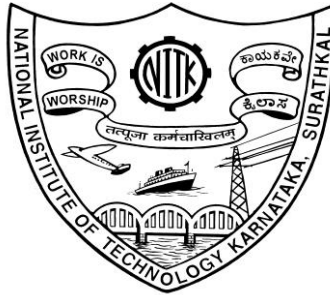
POST SRINIVASNAGAR, MANGALORE – 575 025 (D K)

Phone: (0824) 2474000.

Fax: (0824) 2474033

E- mail: info@nitk.ac.in

Website: <http://www.nitk.ac.in>



TENDER DOCUMENT

Tender Notification. No. NITK/EE/2066

Dated :4-11-2024

Name of Goods : Event Management Service Provider (EMSP)

Estimated amount put to Tender: Rs 9 lakhs

E M D Amount : Rs 18,000/-

Time for Supply of item : 1 Day (15th December 2024)
after the release of a Purchase order

Last Date for submission of tender : 25/11/2024 before 3.00 PM

Address for Submission of Tender:

[Dr. R Kalpana, Associate Professor, Dept. of EEE, Email: kalpana@nitk.edu.in Contact: +91-8762245244]

Date of opening of technical bid : 25/11/2024 at 3.30 PM



NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

Department of Electrical and Electronics Engineering

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NOTICE INVITING TENDER (NIT)

The National Institute of Technology Karnataka, Surathkal (in short – NITK, Surathkal) is an autonomous Institute Ministry of HRD Govt. of India, a Deemed University, imparting Technical Education and engaged in Research Activities. It is proposed to procure the items for the departmental academic/research activities.

Sealed Tenders are invited for the following items in **two cover system** (i.e., Technical bid and financial bid) subject to the following terms and conditions, from the reputed manufacturers or it's authorised dealers so as to reach this office on or before scheduled date and time. The tender (Technical bid) will be opened on the same day if possible in the presence of bidders or their authorized agents who may choose to be present. The financial bid of only such bidders whose technical bid is accepted shall be opened on the same day or later pre-informed date.

1. **Name of Goods/Service:** Event Management Service Provider (EMSP)
2. **Estimated Cost:** Rs 9 lakhs
3. **E M D** : Rs 18000/-
4. Time for completion of Supply after Placing Purchase Order: 1 Day (15th December 2024)
5. **Last date at time for submission of Tender** : 25/11/2024 before 03:00 PM
6. **Tender to be submitted at the following address:**

[Dr. R Kalpana, Associate Professor, Dept. of EEE, Email: kalpana@nitk.edu.in Contact: +91-8762245244]

7. Place, Date and Time of opening of technical bid:
Date:25/11/2024 Time : 3:30 PM VENUE: Board Room, Main Building, NITK

Note: Institute shall not be responsible for any postal delay about non-receipt /nondelivery of the bids or due to the wrong addressee.

**Sd/-
HOD**

SECTION 1: INSTRUCTION TO BIDDER (ITB)

1. The bid should be submitted in two covers System-Technical Bid and Financial Bid:

1.1 Envelope No.1 – Technical Bid: The agencies should give details of their technical soundness and provide a list of customers of previous supply of similar items to Universities, Institutes or Government Departments/ Undertakings/ public sectors with contact details. The details of the Bidder/ profile should be furnished along with the copy of all related documents. This envelope should be sealed and duly super-scribed as “**Envelope No. 1 – Technical Bid**”. Full name and address of the Bidder should also be mentioned on the envelope and should be addressed to The Director, NITK, Surathkal.

1.2. Documents to be submitted in the technical bid:

- a) The Bidder should possess Licence certificate for manufacture /supply of the item.
- b) List of Owner/partners of the firm and their contact numbers
- c) The Bidder should possess Income tax PAN Number.
- d) The Bidder should possess GST registration and TIN number.
- e) Catalogue of the Product with detailed product specifications.
- f) List Service Centres
- g) List of customers with contact details.
- h) The average annual turnover should not be less than 30% of the estimated cost put to tender/Tender for the job work. The copy of the Balance sheet, Profit & Loss A/c., Trade or Manufacturing A/c for the last 3 years should be enclosed
- i) **EMD in an original form valid for minimum six months, through Bank Guarantee drew on any scheduled bank in favour of “Director NITK, Surathkal”, payable at Surathkal should be submitted. EMD shall bear no interest. Any bid not accompanying with EMD is liable to be treated as non-responsive and rejected.**
- j) **Contract form given in section 5 needs to be submitted.**

1.3 Certifications Required:

- a) The bidder should have a minimum number of years (e.g., 3-5 years) of experience in event management, specifically in handling conferences or large-scale events.
- b) Company enterprise should be certified from government officials. (MSME, TRADE License, and Registration Certificate)
- c) A dedicated team with experienced event managers, project coordinators, logistics experts, and marketing professionals.
- d) Profiles of the key personnel who will be managing the event, demonstrating relevant experience and expertise.
- e) Transparent pricing with a breakdown of costs and flexibility to work within budget constraints.
- f) All documentation should be submitted within the specified deadlines.

The above documents should be furnished in the technical bid envelope.

2. Envelope No.2 – Financial bid: The agencies should submit their financial bid as per the format is given in Section 4 of the Notice Inviting Tender in this cover. The rate should be quoted both in words and figures. All the

pages of the financial bid should be signed affixing the seal. All corrections and overwriting should be initialled. This envelope should be duly superscribed as “**Envelope No. 2 – Financial bid**”. Full name and address of the Bidder should also be mentioned on the envelope and should be addressed to The Director, NITK, Surathkal.

Both the Envelope No. 1 and 2 should be kept in another separate envelope duly superscribed with the following details.

(i) Tender Notification Number (ii) “Tender for the supply of.....” (iii) Not to Open before (Date and Time)

Mention “Kind Attention: Contact Person’s Name and Phone Number”, and submit at the address given in the Notice Inviting Tender.

- 3 The tender will be accepted only from the **manufacturers or its authorised supplier.**
4. The Institute **reserves the right to visit the factory** before or after the issue of supply order to satisfy itself regarding the quality of production. In case of any remarks /default noted, the EMD will be forfeited even if pre-qualified.
5. **The Financial Bid shall be in the format of Price Schedule given in Section 4. The Contract form as per format is given in section 5 shall be submitted. The incomplete or conditional tender will be rejected.**
6. Details of the item to be carried out, approximate quantity and the specifications are mentioned in “**Section 3**” appended to this Notice Inviting Tender.
7. **The item to be used is strictly according to the specification and subject to test by the Institute/concerned authorities. It must be delivered and installed in good working condition.**
8. The Institute **reserves the right to cancel or reduce the quantity** included in the schedule of requirements at any time after acceptance of the tender with a notice. The Contractor/Supplier shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work/supply in full but he did not derive in consequence of the foreclosure of the whole or part of the works.
9. **Performance Security of 5 % of contract value in terms of Bank Guarantee by scheduled banks shall be given by the successful bidder for the total period of Warranty.**
- 11 **The release of EMD:** The EMD shall be released after receipt of performance security from the successful bidder.
- 12 **The validity of bids:** The rate quoted should be valid for a minimum of 90 days. No claim for escalation of the rate will be considered after opening the Tender.
- 13 **Imports: In case, Goods are to be Imported, the Indian agent should furnish authorisation certificate by the principles abroad for submission of the bid in response to this Notice Inviting Tender.**
- 14 Clarification of Tender Document:
A prospective bidder requiring any clarification of the Tender Document may communicate to the contact person given in this notice inviting tender. The contact person will respond to any request for clarification for the Tender Document received not later than 5 working days prior to the last date for the receipt of bids

- 15 Amendment of Tender document: At any time prior to the last date for receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Tender document by an amendment.
- 16 **Institute may at its own discretion extend the last date for the receipt of bids.**
- 17 The bids shall be written in English language and any information printed in another language shall be accompanied by an English translation, in which case for the purpose of interpretation of the bid, the English translation shall govern.
- 18 The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids. The decision of the Institute Purchase Committee is final in all matters of tender and purchase.
- 19 The bidder should give the following declaration while submitting the Tender.

DECLARATION

I/we have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I /we understand that my/our tender will be summarily rejected and full Earnest money deposit will be forfeited and I /we are/are liable to be banned from doing business with NITK, Surathkal and/or prosecuted.

Signature of the Bidder : _____

Name and Designation : _____

Business Address : _____

Place :

Seal of the Bidder's Firm

Date :

19. Any other details required may be obtained from the contact person given in the notice inviting tender during the office hours.

SECTION 2: CONDITIONS OF CONTRACT.

1. Climate Investment Funds (CIF) and/ or Free on Board (FOB) rates should be quoted regarding import. All expenditure components to arrive at the Conference location must be explicitly specified
2. If applicable, the bidder shall indicate the excise duty exemption for the goods
3. The rates should be quoted preferably for a FOR destination from the supply within India.
4. The quoted rate should be on a per-unit basis, inclusive of taxes and other charges within the "Estimated Cost."
5. The quoted rate should include testing, commissioning, and equipment installation and training.
6. Payment: Only No advance payment will be made. Payment will be made only after the supply of the item in good and satisfactory condition and receipt of performance security by the supplier.
7. The period required for the supply and installation of the item should be specified, conforming to section 3 of this tender document.
8. The tender will be acceptable only from the relevant service provider, and they should have a service centre in Karnataka, preferably in Dakshina Kannada.

SECTION – 3 **Specifications And Allied Details**

3.1	Item(s) Name to be Procured:	Event Management Service Provider (EMSP)
3.2	Type (Others-Service):	Others
3.3	Brief Specifications of the Item(s): (Attach Additional Sheet if necessary)	Attached as Annexure-I
3.4	Quantity:	Attached as Annexure-I
3.5	Any other details / requirement:	If any additional arrangements are required, EMSP should be able to make the arrangements immediately.
3.6	Warranty Period required:	NA
3.7	Delivery Schedule expected after release of Purchase order (in Days)	The conference venue should be prepared with all necessary arrangements by 15-11-2024, i.e., three days before start of the event.
3.8	EMD (in Rupees):	2 % of Estimated Cost: Rs. 18,000/-
3.9	Performance Security to be given by Successful Bidder after release of Purchase Order (in Rupees)	3% of Estimated Cost: Rs. 27,000/-

Annexure – 1
REQUIRED ARRANGEMENTS FROM EMSP

Conference Days: 4 days

Date: 18th DEC 2024 to 21st DEC2024

S.No	Required Area			Requirements	Location	No of Days	Quantity
1	Height	Width	Material	Tent, Carpet, Side Covers with Cloth, Middle Partition with Fibre	LHC Right Side Open Area	4	-
	180ft	90ft	White Cloth				
2	Height	Width	Material	Flowers	LHC-C Seminar Hall	4	-
	24ft	2ft	Flowers				
3	Height	Width	Material	LED Wall Riser	LHC-C Seminar Hall	4	-
	18ft	18ft	LED Display				
4	LED Monitor TV (55’')			TV	LHC-C Seminar Hall, LHC-C Entrance Open Area	4	2
5	Height	Width	Material	Box Arch	LHC-C Seminar Hall	4	1
	8ft	6ft	PVC Vinyl				
6	Height	Width	Material	Box Arch	Western Gate Entrance	4	1
	22ft	14ft	PVC Vinyl				
7	Height	Width	Material	Poster Stand	LHC Right Open Area	4	(Single-Sided – 35), (Double Sided -15)
	4ft	3ft	Fibre				
8	Height	Width	Material	Exhibit Stall, One Electric Socket per stall, One Table per stall, Two chairs per stall, One Ceiling Fan per stall	LHC Right Open Area	4	15
	3m	3m	Stall with Fibre				
9	Height	Width	Material	Registration Stall, one Electric Socket, One Table, Two chairs, One	LHC-C Seminar Hall	4	1

				Fan			
	3m	3m	Stall with Fibre				
10	Height	Width	Material	Stage for Dinner	Dinner Venue	1day / Date: 20 th December 2024	1
	20ft	16ft	Stage				
11	Cordless Mic			Sound system	LHC-C, Seminar Hall, Session Halls, Senate Hall	4	12
12	Collar Mic			Sound system	LHC-C, Seminar Hall, Session Halls, Senate Hall	4	12
13	Speakers + Mic			Sound system	LHC-C	4	4
14	Speakers + Mic			Sound system	Welcome Dinner at NITK Beach, Dinner Venue	2days / Date: 19 th , and 20 th December 2024	2
15	Round Tables			Tables	Food Area, Welcome Dinner at NITK Beach	4	12
16	Fibre Chairs			Chairs	Food Area, Welcome Dinner at NITK Beach	4	200 (chair with cloth-100, chairs without cloth-100)
17	Gen-set			Generator	Stalls and Food Area, LHC-C Seminar Hall, Dinner Venue	4	2
18	Tower Coolers			Coolers	Food Area, Exhibit Stalls	4	10
19	Bug Zapper			Mosquito Killer	Welcome Dinner at NITK Beach	1 day / Date: 19 th December 2024	2
20	Hand Wash Stand			Wash Area	LHC-C Food Area, Welcome Dinner at NITK Beach	4	2
21	Lighting			Lights	Welcome	1 day /	-

			Dinner at NITK Beach	Date: 19 th December 2024	
22	Green Room	Lights	Dinner Venue	1 day / Date: 20 th December 2024	-
23	PEDES Alphabets	Alphabets	LHC-C Entrance Open Area	4	-
24	Foot Path Holdings	Stands	Western Gate to LHC-C	4	6
25	Manpower	Man Power	LHC-C, Food Area, Welcome Dinner at NITK Beach	4	6(3 Male, 3 Female)
26	Technician	Technician	LHC-C, Food Area, Exhibit Stalls, Welcome Dinner at NITK Beach, Dinner Venue	4	4
27	Photographer + Videographer with Drone	Cameramen	LHC-C, Food Area, Welcome Dinner at NITK Beach, Dinner Venue	4	-
28	Pointers for Presentation	Electronics	LHC-C Seminar Hall, Session Halls	4	12
29	Roller banners Stand	Banner	LHC-C Entrance, Department, LHC-C right Open Area	4	6



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SECTION 4 - PRICE BID (for indigenous Supplies)

[To be used by the bidder for submission of the bid]

Reference Number:

Date:

Sr. No.	Description of the Item and Specification	Qty. in Units	Unit Price (Rs.)	Discount %	GST (%)	Other charges if any (please specify details)	Total Price (Rs.)

1. Delivery Mode: Delivery at NITK Surathkal, at the site only.

Total Bid Price in the above column should be inclusive of all taxes and levies transport, loading, unloading etc.

Delivery Period:..... days.

Validity Date: Minimum 90 days from the date of submission of Tender/Tender.

2. Payment Term: Payment within 30 days from the date submission of bill Acceptance Certificate to concerned Dept./ Sect.

PAN No. :

GST Registration No. :

Seal and Signature:.....

Name & Business Address:.....

Note: Price Bid should be submitted in given format only. For additional information/extra items above format may be typed and used.

Place:

Date:

SECTION 5 : CONTRACT FORM

[To be provided by the bidder in the business letter head]

1. (Name of the Supplier's Firm) hereby abide to deliver them by the delivery schedule mentioned in section 3 tender document for the supply of the items if the purchase order is awarded.
2. The item will be supplied conforming to the specifications stated in the tender document without any defect and deviations.
3. Warranty will be given for the period mentioned in the tender document and service will be rendered to the satisfaction of NITK, Surathkal during this period.

Signature of the Bidder : _____

Name and Designation : _____

Business Address : _____

Place :

Date :

Seal of the Bidder's Firm