

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY
C/o Feroze Gandhi Polytechnic,
Ratapur Chowk, Rae Bareli - 229316
(Ph. No. 0535- 2704202 Telefax: 0535-2702424)

Tender No:-RGIPT/RBL/Kaltarang/2013-14/01

Date:15.01.2014

Notice Inviting Tender for Hiring an Event Management Company

Rajiv Gandhi Institute of Petroleum Technology (RGIPT) invites sealed Tenders under two Bid systems for providing **EVENT MANAGEMENT of KALTARANG show SCHEDULED ON 21st to 23rd February 2014** at **RGIPT Boys Hostel Area, ITI Campus, Rae bareli**. The tender notification can be also downloaded from the website "www.rgipt.ac.in". The tender bids duly filled in all respect enclosing necessary documents may be addressed to The Director, Rajiv Gandhi Institute of Petroleum Technology, Ratapur Chowk, Rae Bareli - 229316 so as to reach on or before **16:30 Hrs on 05.02.2014 OR** the tender may be dropped in Tender Box placed at Director's Office, Ground Floor, RGIPT, Rae bareli. The technical bid will be opened at **16:30 hrs on 05.02.2014** by the **RGIPT Cultural Committee** in the Conference Room, First Floor, RGIPT, Rae bareli in the presence of tenderer who may wish to be present, either by themselves or through their authorized representatives. The financial bids of technically qualified bidders shall be opened by the **RGIPT Cultural Committee** at **16:30 hrs on 07.02.2014** in the Conference Room, First Floor, RGIPT, Rae bareli - 229316 in the presence of technically qualified bidders who may wish to be present, either by themselves or through their authorized representatives.

The technically qualified bidders will be intimated through phone/email.

Earnest Money deposit required: **Rs. 21,000/-** in the form of Demand Draft favoring "Rajiv Gandhi Institute of Petroleum Technology, Rae Bareli" payable at "Rae Bareli".



Last date for receipt of tender: up to **15.30 hrs on 05.02.2014**

Date of opening of Technical Bid: at **16.30 hrs on 05.02.2014**

Date of opening of Financial Bid: at **16.30 hrs on 07.02.2014**


15/1/14
Stores & Purchase Officer

Advisor - HR



15/Jan/2014

Rajiv Gandhi Institute of Petroleum Technology
C/o Feroze Gandhi Polytechnic,
Ratapur Chowk, Rae Bareli – 229316

1. RGIPT Rae Bareli proposes to invite tenders under two bid systems for providing **Event Management** services of **KALTARANG show** on **21.02.2014 to 23.02.2014**. The tender shall be submitted in two separate sealed envelopes, one for the **Technical bid** (as per **Annexure 'A' & 'B'** enclosed) and one for the **Financial bid** (as per **Annexure 'C'** enclosed) which should be clearly super scribed on the envelopes. Both the sealed envelope should be kept in 01 another envelop.
2. Tender shall be submitted in official tender form only. If submitted in any other form the same will be rejected.
3. No paper shall be detached from the tender.
4. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instruction laid down herein: otherwise the tender is liable for rejection.
5. The tender is liable to be rejected if complete information is not given therein, or if the particulars and data (if any) asked for in the Schedule in the tender are not filled in incomplete tender will be rejected.
6. The tender must be addressed to the Director, **Rajiv Gandhi Institute of Petroleum Technology, Ratapur Chowk, Rae Bareli - 229316** and should be deposited in the Tender Box at Director's Office, Ground Floor, RGIPT, Ratapur Chowk, Rae bareli - 229316 on or before **05.02.2014 at 15:30 hrs. The tender bids received after the due date of 05.02.2014 will not be accepted and considered.** The Technical bid will be opened by the RGIPT Cultural Committee on the **05.02.2014 at 16:30 hrs** in the Conference Room, First Floor, RGIPT, Rae bareli in the presence of tenderer who may wish to be present, either by themselves or through their authorized representatives.
7. RGIPT shall in no way be responsible for any default with regard to any statutory obligation and the vendor/Contractor will indemnify RGIPT in case of any damage or liability, which may arise on account of action of any reason.
8. **Arbitration:**
Except where otherwise provided in the contract, all questions and disputes relating to the meaning of the requirements, claim, matter or things whatsoever in any way arising out of the works relating to the contract of execution or failure to execute the same whether arising during the progress of the contract or after the completion or abandonment thereof shall be referred to the sole arbitration of the person to be appointed by the Director, Rajiv Gandhi Institute of Petroleum Technology, Rae Bareli. The proceedings of the arbitration shall be carried out in Rae Bareli (UP) only. **The**

decision of the arbitrator so appointed, will be the final and binding on both the parties.

9. All firms are required to submit Earnest Money Deposit (EMD) of **Rs.21,000/-** in form of Demand Draft only in favour of Rajiv Gandhi Institute of Petroleum Technolgt, Rae Bareli payable at Rae Bareli .
10. Offers received without earnest money (EMD) or with earnest money less than the amount specified above shall be summarily rejected.
11. The Earnest Money deposit of unsuccessful bidders will be returned within two weeks from the date of opening of technical bid. The EMD of successful bidder will be refunded after completion of event within 30 days.
12. Tenderer must have done at least **5 shows** of National Level Institutes/ Govt. Organizations/ Collage Shows/Corporate Commercial/ Non Commercial Events/ Celebrity Events/ Product Launch Shows/ Movie Promotion etc.
13. Tender shall be accompanied by the relevant documents including "A list of organizations where the agency has currently provided/ has rendered the similar services".
- 14. Penalty Clause:**

Tenderer will take responsibility to execute deliverables in the agreed timeline with due safety. In case of non-performance, tenderer will be held responsible and no payment will be released till the final decision received from the arbitrator appointed by the Director, RGIPT, Rae Bareli. In case of any mishappening during the event because of Event Management Company, the penalty clause as well as legal action will be applicable as decided by the Institute Authorities.
- 15. Payment terms:**

100% payment will be made through demand draft in favour of successful bidder and handed over to the concerned person after the completion of the event. Please note that the payment will be made after submission of full satisfaction and verification report by the Cultural Co-ordinators, Kaltarang 2014, RGIPT, Rae Bareli.
16. The service provider shall ensure that he himself or his authorized representative is available for any discussion at the venue.
17. The agreement will be valid for the above said services as incorporated in the tender document. This should be strictly adhered to.
18. Rajiv Gandhi Institute of Petroleum Technology reserves the right to accept or reject any or all the offer either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weight age shall be given to several factors besides the financial bid.

19. The schedules of items/services are required as per **Annexure 'B'** and the evaluation of bid will be on the basis of total bid value. Firms must clearly indicate in their offers the different taxes and duties which they propose to charge mentioning clearly the present rate(s) thereof. Vague offer like **"duties as applicable"** shall not be considered.
20. The rates quoted should be on FIRM & FIXED basis.
21. Price may be quoted at **Annexure 'C'** only for the services as mentioned at **Annexure 'B'**. The required services to be provided from 21.02.2014 to 23.02.2014.
22. The Work Order shall be issued by RGIPT, Rae Bareli Centre and service shall be arranged by the agency.
23. The agency should be registered with VAT, CST, SST, Income Tax, service tax authorities etc. and to enclose the copies of the relevant certificate along with the technical bids.
- 24. Date & Delivery of Services -**
Kaltarang Show stage with all the installations (carpeting, back drop, chairs, speakers, podium with mic, lightings, back drop, side wings and all banners of the sponsors, should be ready on or before 1 pm on 21.02.2014, failing which penalty will be impose as decided by RGIPT Authority.
25. All the pages of tender document should be signed and stamped by the authorized signatory.
- 26. Minimum 3-5 members of the Event Management Company should be present all the three days of the event (From 21.02.2014 to 23.02.2014) for coordination with the cultural committee members. The details of the members will be provided to the Cultural Coordinators with the acceptance of the Work order.**
- 27. The Fooding to the Event Management Company team will be provided in Mess on paid basis and accommodation will also be provided in Hostel Rooms on paid basis, subject to availability of rooms.**

TECHNICAL BID

1. Name of the Event Management Company.....
2. Name of the authorized person (who signs on the tender document).....
3. Address of the Event Management Company.....
4. Phone No. (Mob.).....Fax.....

Eligibility Criteria for Selection:

Sl. No	Particulars	Description	Proof Required
1	Number of Events Conducted (Minimum 5 Events should be conducted in National Level Institutes/ Govt. Organizations/ Collage Shows/ Corporate Commercial/ Non Commercial Events/ etc)	a) In National Level Institutes..... (In words.....) b) In Govt. Organizations..... (In words.....) c) In Collage Shows (In words.....) d) Corporate Commercial/ Non Commercial Events..... (In words.....) e) Celebrity Events..... (In words.....)	Copies of the Work Orders should be attached.

Contd...

2	Company's Registration (Should be Registered)	Registration no.....	Copy of Company's Registration should be attached.
3	Registration with Service Tax department (Should be Registered)	Registration no..... Validity upto.....	Copy of Service Tax Registration should be attached.
3	Details of EMD (EMD of Rs. 21,000/- required in the form of DD)	DD amount Rs..... DD No..... Dated..... Issuing Bank..... Payable at.....	Original DD of Rs. 21,000/- in favour of <u>Rajiv Gandhi Institute of Petroleum Technology, Rae Bareli payable at Rae Bareli</u> should be attached along with technical bid.
4	Registration with Income tax department	PAN No.....	Copy of the PAN issued by Income Tax authorities.

Name of the authorized signatory:

Name of the Company /Firm:

Contact No.:

To,
The Director
Rajiv Gandhi Institute of Petroleum Technology
Ratapur Chowk,
Rae Bareli – 229316

Ref: Your Notice Inviting Tender No..... dated

Sub: Technical bid relating to **RGIPT Cultural Event – KALTARANG -2014.**

Sir/ Madam,

1. I have gone through all the Terms and conditions and also the schedule of items as enlisted by you in your Notice Inviting Tender for the subject under reference.
2. I/We, hereby confirm that we have understood all the Terms and conditions and confirm my/our commitment to abide by them.
3. I/We also confirm my/our commitment to provide the services as enlisted in schedule of item with your Notice Inviting Tender under reference.

(Signature with stamp)

Schedule of Items

S.No.	Elements	Qty	Rate	Amount
	SOUND ELEMENTS			
1	4 WAY LINE ARREY 3000 WATT EACH (18 SOUND TOWER ON CRANE)	8		
2	BASS BINS--2400 WATT EACH	4		
3	FOOT MONITORS-EAW.LA	8		
4	SIDE FILLS-JBL-SRX-725	2		
5	SOUND CRAFT 48 CHANNEL GB-8 MIXER	1		
6	4 CHANNEL DLBX 1046 QUAD COMPRESSOR	1		
7	REVERB/DELAY -ALESIS BEHRINGER	1		
8	EQUALIZER DBX-231	4		
9	DIGITAL DRIVE RACK FOR LINE ARRAY-DBX	1		
10	POWER AMPLIFIERS-QSC 50-50,40-50	3		
11	SHURE CORDLESS MICROPHONES	8		
12	WIRED MICROPHONE SM 58 &	10		
13	CORDLESS SHURE SLX-4 DIVERSITY	2		
14	DRUM SET MICROPHONE KIT-SHURE WITH 3 CONDENSORS MICS	1		
15	D.I. BOX---BSS A R 133	3		
16	BOOM MICROPHONES STANDS(SMALL+BIG)	10		
17	32 CHANNEL SNAKE CABLE (FOR IN AND	-		
18	GUITAR AMPLIFIER---ROLAND JC-120	1		
19	BASS AMPLIFIER---RANDAL 250	1		
20	KEYBOARD AMPLIFIER---PEAVAY KB5	1		
21	DRUM SET	1		
	LIGHT ELEMENTS			
22	LED PARS(PR MAKE BEST IN CLASS) (on back truss)	24		
23	LED PARS(PR MAKE BEST IN CLASS) (in front of stage)	8		
24	SGM VICTORY SCANNERS	8		
25	MOVING HEAD 575 HMI	8		
26	LIGHTS CONTROLLER(SGM PILOT 2000)	2		
27	FOLLOW SPOT	1		
28	DMX STAGE LASER	4		
29	SMOKE MACHINE(JUMBO)	2		
30	POWER STROKES	2		
31	COLOUR WASHER	10		

32	AVOLITE PEARL DESK 2010	1		
33	DIMMER 18ch 24KV	4		
34	18ch MIXER SLIDER FOR LED LIGHTS	2		
	TRUSS SYSTEM			
35	FRONT TRUSS (TOWERS FOR PAR LIGHTS)	2(beside line array)		
36	BACK TRUSS 40x25 FT HEIGHT(GOAL POST	1		
37	TRUSS FOR LINE ARREY	1		
	STAGE			
38	STAGE [32ft(length)x40ft(width)] [with 4fts (height) ramp(20x8), with black masking around the stage(3 side covered), with vinyl flooring, covered with canopy]	1		
	FABRICATION			
39	BACKDROP [36ft(width)X16ft(height)]	1		
40	SIDE FILLS [10ft(height)X4ft(width)]	4		
41	SOFA SETS	50		
42	PLASTIC CHAIRS (with arms)	700		
43	CENTRE TABLE(for jury)	5		
44	STALLS	10		
45	CARPET(red & green)	As req.(4500 sq. ft approx)		
46	PROJECTOR	2		
47	PROJECTOR SCREEN	2		
48	VIDEO RECORDING AND PHOTOGRAPHER	1		

ADDITIONAL REQUIREMENTS: ACCORDING TO BAND TECH RIDER. (As Given Below)

Technical Rider of Raeth band

Sound

1. 2 JBL tops or line Arrey
2. 12 Bass bins JBL
3. 8 Ground monitors JBL
4. 2 Top JBL and 2 bass bins JBL for side files
5. Drum mike kit
6. 2 Shure sm 57

7. 2 Shure sm 58 Chordless
8. Lead guitar AMP 100 watts (Marshall)
9. Bass guitar AMP 100 watts(Marshall)

DRUM KIT

1. Yamaha drum kit
2. Double Bass Padle of pearl
3. Crash 18inches, crash 16inches, ride 20 or 22 inches, splash 8 or 10 inches, china 18
4. Inches, Cymbols (Sabian B8 or Zildzian)
5. All Cymbols with heavy duty boom stands

Important instruction for the tender:-

1. The bidder should submit list of last 10 events conducted with proof to support along with dates.
2. Kaltarang Show stage with all the installations (carpeting, back drop, chairs, speakers, podium with mic, lightings, back drop, side wings and all banners of the sponsors, should be ready on or before 1 pm on 21.02.2014, failing which penalty will be impose as decided by RGIPT Authority.

FINANCIAL BID

The tenderer shall quote the amount tendered/financial bid in the following format as considering the venue in RGIPT Boy's Hostel, ITI Campus, Rae bareli (Event Dates - 21.02.2014 to 23.02.2014).

"Financial Bid for RGIPT Cultural Fest KALTARANG 2014 of Rajiv Gandhi Institute of Petroleum Technology, Rae bareli"

"I/we (_____) on behalf of M/s _____ hereby undertake to carry out KALTARANG-2014 as specified in this tender for an amount of Rs. _____ (in words Rupees _____) for the event with materials as required in **Annexure - B (i.e Schedule of Items)**. The above quoted amount is inclusive of and in accordance with all the statutory liability, Service Charges, Administrative Charges, Service Tax etc." as applicable.

The separate sheet should be enclosed for the break-up of amount for schedule of items as mentioned in Annexure - B. This break-up should be matched with the total amount mentioned in Financial Bid Format.

**Signature of the tenderer/
Authorized Signatory with seal**

Note: The Financial Bid shall be submitted in separate second envelope in sealed cover superscripting "Financial Bid" for RGIPT Cultural Fest - KALTARANG 2014.

UNDERTAKING BY THE TENDERER

I have gone through the various terms & conditions mentioned in the tender document of EVENT MANAGEMENT for KALTARANG 2014. I agree to all the conditions and offer to organize the show in RGIPT Boys Hostel, ITI Campus, Rae bareli. I am making this offer after carefully reading the conditions and understanding the same. I have acquainted with all the tasks required to be carried out, before making this offer. I hereby sign this undertaking as token of our acceptance of various conditions mentioned in the tender document.

**Signature of the tenderer/
Authorized Signatory with seal**

Name & Address of the Event Management Company -

**Place:
Dated:**

(The above undertaking should be on the letter head of the Event Management Company)