



**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY-DELHI (IIIT-
DELHI)**
(A State University established by the GNCTD)

**NOTICE INVITING SHORT NOTICE TENDER FOR HIRING OF EVENT MANAGEMENT
SERVICES FOR CONFERENCE AT IIIT-DELHI CAMPUS AT OKHLA PHASE III NEW DELHI
- 110020
AND
SHIV NADAR INSTITUTION OF EMINENCE CAMPUS, NH91, TEHSIL DADRI,
GREATER NOIDA, UTTAR PRADESH 201314**

Tender No- 08/2024 dated 21.05.2024

Indraprastha Institute of Information Technology-Delhi invites Limited Tenders for **Hiring of Event Management Services for the Conference on 10th June 2024 to 15th June 2024 at Shiv Nadar Institution of Eminence, Greater NOIDA (3 days) and IIIT-D, Okhla Phase-3 (3 days)**

The details /list of items required for Event Management services are in **Annexure-I. Bid Schedule**

Name of Work:	Tender for Event Management Service for Conference
Tender No	08/2024 dated 21.05.2024
Date of Start and downloading of the tender (Tender document available from www.iiitd.ac.in)	21.05.2024
Technical Bid Submission end date (Last date and time) for receipt of bids	29.05.2024 at 1200 Hrs. (tender deposit in the Tender Box kept on 2nd Floor of Academic Block of the Institute)
Date and time of bid opening of Technical Bids	29.05.2024 at 1230 hrs
Financial bids of only those bidders, who qualify for bidding will be opened.	Only those tenderers who have submitted the required documents as prescribed in the tender document will be considered for the opening of the Financial Bid. The date and time for the same will be decided later.
Address for communication & submission of tender documents and opening of technical bid	Registrar, IIIT-DELHI, Okhla Industrial Area, Phase III, New Delhi 110020
Tender Fee/cost	Rs.590/- (Rupees Five hundred only) in the form of a demand draft/ pay favor of IIIT- Delhi Collections which is non-refundable. NEFT Tran details are as under: Bank - HDFC Bank LTD, Okhla Industrial Area Phase –III New Delhi 110020 Beneficiary’s Name - IIIT Delhi Collections Account No - 20741110000035 IFSC code- HDFC0002074 In case of on-line payment of Tender Fees - UTR No. (For Tender Fee)
Earnest Money Deposit:	The completed tender along with the Earnest Money Deposit (EMD) of Rs.10,000/- by way of bank draft / Pay order in favor of IIIT Delhi Collections payable at Delhi.
Contract Duration	For the days of 10th June, 2024 till 15th June, 2024 at IIIT-Delhi and SNIoE (G. Noida)
Clarification/Queries, if any, can be addressed to	Email ID: admin-project@iiitd.ac.in phone no- 01126907563/64/65

Bid Schedule Note : MSME firms are exempted from EMD & Tender fees. However, such firms have to submit a Bid Security Declaration/undertaking with a certificate. If the MSME firms do not submit the Bid security Declaration, then the bid shall be rejected. Such firms have to submit documentary evidence in support of their firm’s MSME status in the particular area of operations along with an application for exemption.

Note: This tender document contains 21 pages, and bidders are requested to sign on all the pages. The duly filled-in bid should be sealed by the bidders and super-scribed as “Tender for Event Management Services for Conference Event from 10th of June till 15th of June, 2024 at IIIT-Delhi, and SNIoE, Greater Noida. Event Management contractors should be capable of providing the Event Management services and allied services at IIIT Delhi and Shiv Nadar Institution of Eminence Greater Noida U.P.

TENDER DOCUMENT – Dual Bid System

1. The Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
2. No paper shall be detached from the tender document
3. 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 strict accordance with the instructions laid down herein; otherwise, the tender is liable to be ignored.
4. The tender must be addressed to the Registrar, IIIT-DELHI, Okhla Industrial Area, Phase III, New Delhi 110020 and be deposited in the Tender box placed in the Projects' Division 2nd Floor Old Academic Building. The Technical documents will be opened in the presence of such tenderers who may wish to be present, either by themselves or through their authorized representatives. Price Bid will be open after evaluation.
5. The tender form should be filled up in all respects & no column should be left blank. Each page of the tender document including the pages containing the terms & conditions should be signed by the tenderer for token of acceptance of the Tender.
6. The bidders are required to submit Earnest Money Deposit (EMD) of **Rs.10,000/-** (Rupees Ten Thousand only).
7. The tender shall be submitted in sealed cover and it should be marked on the envelopes, "TENDER FOR EVENT MANAGEMENT" on the face of the envelope.
8. The tenderer will quote their rates (inclusive of all taxes) in the enclosed list items (**Annexure-I** Price Bid).
9. The accepted rates shall be valid up to one month and no escalation on the accepted rates shall be allowed.
10. The Bidder should have minimum three years of experience for Event Management service held by any Educational Institutes, Universities, Etc.
11. If the material/services supplied is found to be sub-standard, the supplier shall be bound to replace the same with the standard material at his own cost, risk and responsibility. The necessary penalty will be imposed as per decision of IIIT-D.
12. The tenderer will supply the material as per supply order.
13. The payment shall be released within 15 days on the receipt of the bill and no advance payment shall be made.
14. Acceptance of the items from the successful tenderers will be subject to strict conformity with specification prescribed in the tender documents and in the supply order.
15. It will be the sole discretion of IIIT-D either to accept or to reject any or whole the tenders submitted by the successful Bidder, without assigning any reason whatsoever, and the decision of IIIT-D shall be final.
16. Lowest bidders (L1) will be decided based on the grand total inclusive of GST for the items mentioned in Annexure I. The bidder must be quoted of all the items mentioned in **annexure I**.
17. A. TECHNICAL Details/documents should contain all the supporting documents duly signed by them.
B. **PRICE BID should be covered in separate sealed envelope:**
Details of prices and rates of taxes, duties and discounts if any, to be quoted clearly by the Bidders. This

should be submitted as per annexure "I" duly signed by them.

C. Tenders to be received in Dual Bid System can be given in the same cover along with Technical Bid and Price Bid.

18. All the terms and conditions are to be strictly followed. If not followed the tenders will be rejected.
19. In case of any dispute, the disputes will be settled in Delhi jurisdiction only.
20. IIIT-D shall in no way be responsible for any default with regard to any statutory obligation and the vendor/contractor will indemnify IIIT-D in case of any damage or liability, which may arise on account of action of the firm.
21. Rates should be offered unconditionally and if rates are submitted with any condition the tender is liable to be rejected.
22. The firm bidding must have proven in conducting Event Management for reputed organizations, national level institutes, etc. for Conference.
23. The tenderer shall ensure that himself / herself or his / her authorized representative is available for proper handing over the supplies/consignments at IIIT-D Lecture Hall Complex, IIIT-D Campus.
24. IIIT-D reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weightage shall be given to several criteria besides the financial offer.
25. The specification of items required as per Annexure/Schedule and the evaluation of bid will be on the basis of eligibility criteria and total bid value. The rates quoted should be inclusive of all taxes and duties. The rates quoted should be on the basis of free delivery of any item to the venue.
26. The rates quoted should be on a FIRM & FIXED basis.
27. The rates may be quoted sub head wise for the items as per Annexure I and total of the same should be declared.
28. The Work Order shall be issued by IIIT-D, and delivery of work/equipment/items shall be arranged by the tenderer at IIIT-D Campus.
29. They should enclose Income Tax returns, PAN card, GST, Work Orders and copies of relevant certificates, if any.
30. 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 offers like "**duties as applicable**" shall not be considered.
31. IIIT-D, is not liable for any unforeseeable occurrences during the events. The bidder is responsible for the same.
32. In case of any accident (or) damage due to negligence (or) unsafe work that requires medical attention, the contractor is wholly responsible.
33. In case of any dispute raised by the supplier, a representation will be made only by the authorized representative of the supplier and the decision of the Director, IIIT-D will be binding on the supplier.
34. For items mentioned above, the bidders must ensure the required quality, quantities, material, dimensions & other parameters and quote accordingly. If any additional quantity is required, the vendor has to supply and the bill will be raised accordingly. In case items are not the same as quoted they shall not be accepted. No

payment/claims for such items shall be entertained.

Details of Item Requirements for Event Management of IIIT-D Conference 2024

S.No	ELEMENTS	SIZE (FEET)	Qty	No. of Days	At SNIoE	At IIITD	Remarks
A	Registration Area Supply and installation on a Hire basis as per requirements						
1	Registration backdrop (Flex print mounted on Metal/Wooden Frame). Write-up to be provided by the collaborators includes cost printing	10 x 8	1	5	Yes	Yes	Registration will be completed in SNIoE, Same setup will be installed in IIITD as an information booth.
2	Registration Table (Banquet table with white tablecloth and Frill)	6 x 2	3	5	Yes	Yes	Required from the 10th night in SNIoE until the 14th evening in SNIoE.
3	Registration Table skirting (Flex print mounted on Metal/Wooden Frame). Write-up to be provided by the collaborators includes cost printing	(14x3) + (2x3x2)	1	5	Yes	Yes	On the front and side of registration tables.
4	Cubes (Flex print mounted on Metal Frame 6 sides covered and stacked). Write-up to be provided by the collaborators includes cost printing	2 x 2x2	6	5	Yes	Yes	At the entrance of the registration area.
5	Vertical Flag (Flag pole with 8' height with Flex or satin printed flag). Write-up to be provided by the collaborators includes cost printing	2 x 6	4	5	Yes	Yes	
6	Photo op Backdrop (Flex print mounted on Metal/Wooden Frame). Write-up to be provided by the collaborators includes cost printing	10 x 8	2	5	Yes	Yes	One with speakers and one with sponsors
B	Entry to Registration Area (Supply and installations on a Hire basis as per requirements) Write-up to be provided by the collaborators includes cost printing						
1	Main Gate - Welcome Board (Flex print mounted on Metal/Wooden Frame)	10 x 8	1	5	Yes	Yes	To facilitate transport this could be sized to two boards 5 x 8 on left and right side.
2	Ply Base Standee with backmasking 5 Nos. (Flex print mounted on Metal/Wooden Frame)	4 x 8	4	5	Yes	Yes	
3	Platform for standee (with grey carpet with fine finish on the all sides)	4 x 4	4	5	Yes	Yes	
4	Carpet (Grey/Red)	6'	1	5	Yes	Yes	
5	Vinyl Arrow cut (Router cut)	1'	20	5	Yes	Yes	Arrows coloring should be in a way to allow adoption by sticking over at IIITD if necessary.

C	Main Auditorium						
1	Sunboard for Podium 5mm (Vinyl Print with Matt Lamination)	2 x 4	1	4	Yes	Yes	
D	Technical						
1	LED Par Light for ambient lighting in outdoor and food area	1	40	5	Yes	Yes	
2	Visual Jockey (Seamless switch of screen, Handling virtual participants 2 way and run the show)	1	1	5	Yes	Yes	
3	PA system with 1 mics in food area (15" speaker (4 nos) with non-copyright music playback)	1	1	5	Yes	Yes	
E	Main Hall - Setup Day 1 - 4						
1	High end Laptop 1 no. (i7 with 16gb Ram, 500gb SSD and external graphic card 4Gb) Support virtual participants and ppt	1	1	5	Yes	Yes	Set-up required on 10th June in SNIoE and on 12th June evening in IIITD
2	HDMI Splitter 1 no. (1IN/4Out) (to switch between ppt, virtual audience and live video)	1	1	5	Yes	Yes	
3	Slide Changer 1 no. (Perfect Cue) (Long Range One)	1	1	5	Yes	Yes	
4	HDMI Cable 10mts 4nos.	1	4	5	Yes	Yes	
F	Photo, Video & Broadcasting						
1	Still Photographer (Professional with Sony A7 s3/s4, Canon R5, Nikon Z Series with Variable Lens)	1	1	5	Yes	Yes	
2	HD Videographer (Sony PXW-Z280 or 200 with Professional Stand and Long HDMI Cable)	1	1	5	Yes	Yes	
3	HD For Data (Seagate or WD, 2 TB)	1	1	5	Yes	Yes	
G	Misc.						
1	Creative Adaptation (Base design creation and Adaptation)	1	1	1	Yes	Yes	
2	Transportation (as needed for installation at SNU)	1	4	1	Yes	Yes	Transportation costs will be incurred from Vendor location to SNIoE, SNIoE to IIITD, items like banquet chairs will not be free until end of Gala dinner so transport of another set will be needed to IIITD for set-up for breakfast on 13th June.

3	Installation dismantling and reinstallation as directed at the IIITD includes all labor, fixing, accessories, welding, etc as required for the works	1	2	1	Yes	Yes	Installation will be required at two places
4	The music system requirement in the dining area will also need to be set up by the 10th evening .	1	1	5	Yes	Yes	Accommodation to be hired by SNU /IIITD directly

Note: Site visit to SNIoE/IIITD is mandatory for all the vendors before the bidding.

Specifications:

1. The event is scheduled to run for a full day from 8:00 to 22:00.
2. It will take place at two venues: SNU on the 10th, 11th, and 12th, and IIITD on the 13th, 14th, and 15th.
3. However, on the 10th, dinner and registration will commence after 17:00, while all event requirements will be accommodated from the 11th to the 14th. The music system requirement in the dining area will also need to be set up by the 10th evening.
4. The anticipated number of participants is 110.
5. Event support will include branding, stall installation, technical assistance, and transportation arrangements.
6. Details regarding the number of stalls and the duration of setup will be communicated at least 7 days prior to the conference.
7. Transportation costs will be incurred from the Vendor location to SNIoE, SNIoE to IIITD, items like banquet chairs will not be free until the end of the Gala dinner, so transport of another set will be needed to
8. Vendors should endure to set up at IIITD for the breakfast on 13th June (morning around 9 am).

Proforma for Technical Bid

1	Name of Tendering Company/ Firm/ Agency (Submit Certificate of Registration)				
2	Name of Director/Proprietor of Company/Firm/Agency				
3	Full Address of Registered Office with (i) Telephone/Mobile No. (ii) Fax (iii) E-mail				
4	Full Address of operating/ Branch office with (i) Telephone/Mobile No. (ii) Fax (iii) E-mail				
5	Banker of Company/ Firm/Agency with full Address (Attach self certified copy of Bank Passbook/Statement)				
6	PAN (Attach self attested copy)				
7	GST No. (Attach self attested copy)				
8	Number of years of experience in providing event management services of similar magnitude at official gatherings/events in Central Educational Institutions/ Autonomous Bodies/Public Sector Undertakings/ MNC/ Corporate Sector/reputed private organization during /Central/State Government Departments/Central Research Organizations				
9	Details of successfully completed contracts in providing event management services of similar magnitude at official gatherings/ events in Central Educational Institutions/ Autonomous Bodies/Public Sector Undertakings/ MNC/ Corporate Sector/reputed private organization during /Central/State Government Departments/Central Research Organizations	S l. N o.	Detail s of client along with addres s, teleph one and e- mail Id	Amo unt of Contr act (in Rs.)	Duratio n of Contra ct (From To)
10	Number of Satisfactory Performance Certificate/Work Order				
11	CA certified copies of annual accounts P&L account, Income and expenditure account along with Balance Sheet for the preceding three years (FYs-2020-21 to 2022-23).				
12	Total turnover financial year wise for at least any three years during the last three (3) financial years (FYs-2020-21 to 2022-23). (As per proforma given below)				
13	Details of Submission of Tender Fees				
14	(i) UTR No. (ii) Date (iii) Amount Proof of transaction to be Submitted with technical bid				

Certified that all the terms and conditions mentioned in the tender document are acceptable to me/us.

Dated:

Signature of the Tenderer with stamp

Eligibility Criteria for Selection

S · n o	Particulars	Description	Nos.	Proof Require d
1	EMD & Tender Fee	Submission of EMD & Tender Fee or valid NSIC / MSME certificate/document.		
2	Number of Events Conducted with from your firm(Minimum 5 Events should be conducted in National Level Institutes/ Govt. Organizations/ College Shows/ Corporate Commercial/ Non Commercial Events/ Celebrity Events/ Product Launch Shows/ Movie Promotion etc.) in the preceding 3 years	In National Level Institutes In Govt. Organizations In College Shows Corporate Commercial/ Non Commercial Events Celebrity Events Product Launch Shows Movie Promotion		Copies of the proof of such shows be attached
3	The Bidder should have minimum three years of experience for Event Management service held by any Educational Institutes, Universities, Etc.			Copies of the proof of such shows be attached
4	The bidder must have executed at least 1(One) contract with satisfactory reports from the users for providing/hosting event management services at official gatherings/ events in Central Educational Institutions/ Autonomous Bodies/Public Sector Undertakings/ MNC/ Corporate Sector/reputed private organization during/Central/State Government Departments/Central Research Organizations of not less than Rs 5 Lac during last seven years. (Copies of relevant orders / satisfactory user certificates to be submitted as proof along with technical bid) (Annexure-X)			Copies of the proof of such shows be attached
5	GST Registration (Should be Registered)	GST Registration No.....		GST Registration should

				be attached .
6	Registration with Income tax department	PAN No.....		Copy of the PAN issued by Income Tax authorities.
7	The bidder/Company/Firm/Agency must have an average annual turnover of Rs.25 Lakhs or more for the last three (3) financial years (from event management services only) during the last three (3) financial years. (CA certified copies of annual accounts P&L account, Income and expenditure account along with Balance Sheet for the preceding three years (to be submitted as proof along with the technical bid.) Annexure-Y			
8	Any individual/ Firm which has been blacklisted by IITD or any other Central/ State Government Organization/ PSU/Universities in the past three financial years, will not be eligible to participate in the tender process. Annexure-YY			
9	The registered office/ branch office of the bidder should be located in Delhi/NCR.			
10	The bidder /Company / Firm / Agency should have its own Bank Account.			

UNDERTAKING

I hereby undertake that the information provided above and elsewhere in the tender is True and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me.

Date:

Place:

(Signature with full name & Seal of the Tenderer)

LIST OF PRESENT AND PAST CLIENTS DURING LAST SEVEN YEARS.

Please give complete details as per the following format along with the Experience Certificate issued by clients/organization's. This information provided will facilitate evaluation of Technical Bid).

Sl. No	Name of the Organisation with complete postal address mentioning Central Educational Institutions/ Autonomous Bodies/Public Sector Undertakings/ MNC/Corporate Sector/reputed private organization during /Central/State Government Departments/Central Research Organizations	Name and Designation of the Contract Person with Telephone No. / Mobile No. / E-mail ID.	Nature of Work	Completion Work Done Amount- if any	Completed or Not

Signature of the Authorized Signatory with Seal of the Agency/ Firm

CERTIFICATE REGARDING TURN-OVER OF TENDERER DURING THE LAST THREE FINANCIAL YEARS”

I / We, M/s , hereby confirm that the average total turn-over of the firm/company and profit earned for the last three financial years. The financial year-wise break-up is given below: -

S.NO.	FINANCIAL YEAR	ANNUAL TURN-OVER FOR THE YEAR	PROFIT EARNED FOR THE YEAR
1	2020-21		
2	2021-22		
3	2022-23		

**Signature of the Authorized
Signatory with Seal of the
Agency/ Firm**

Annexure-YY

NON-BLACK LISTING DECLARATION on stamp paper of Rs10/-

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO
BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To, Registrar
IIITD Campus Okhla Phase-III,
New Delhi-110020

We hereby confirm and declare that we, M/s -----, are not blacklisted/ De-registered/ debarred by IIITD/any Government department/ Public Sector Undertaking/ Private Sector/University or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years. Signature of the Authorized Signatory with Seal of the Agency/ Firm

**Signature of the Authorized
Signatory with Seal of the Agency/ Firm**

Annexure - I
Price Bid

S.No	ELEMENTS	SIZE (IN FEET)	Unit	Qty	Rate	Amount
A	Registration Area Supply and installation on a Hire basis as per requirements					
1	Registration backdrop (Flex print mounted on Metal/Wooden Frame). Write-up to be provided by the collaborators includes cost printing	10 x 8	Nos	2		
2	Registration Table (Banquet table with white tablecloth and Frill)	6 x 2	Nos	15		
3	Registration Table skirting (Flex print mounted on Metal/Wooden Frame). Write-up to be provided by the collaborators includes cost printing	(14x3) + (2x3x2)	Set	5		
4	Cubes (Flex print mounted on Metal Frame 6 sides covered and stacked). Write-up to be provided by the collaborators includes cost printing	2 x 2x2	Nos	30		
5	Vertical Flag (Flag pole with 8' height with Flex or satin printed flag). Write-up to be provided by the collaborators includes cost printing	2 x 6	Nos	20		
6	Photo op Backdrop (Flex print mounted on Metal/Wooden Frame). Write-up to be provided by the collaborators includes cost printing	10 x 8	Nos	2		
B	Entry to Registration Area					
	(Supply and installations on Hire basis as per requirements) Write-up to be provided by the collaborators includes cost printing					
1	Main Gate - Welcome Board (Flex print mounted on Metal/Wooden Frame)	10 x 8	Nos	2		
2	Ply Base Standee with backmasking 5 Nos. (Flex print mounted on Metal/Wooden Frame)	4 x 8	Nos	5		
3	Platform for standee (with grey carpet with fine finish on the all sides)	4 x 4	Nos	5		
4	Carpet (Grey/Red)	6' size	Sqft	1000		
5	Vinyl Arrow cut (Router cut)	1'	Nos	200		
C	Main Auditorium on hire basis					
1	Sunboard for Podium 5mm (Vinyl Print with Matt Lamination)	2 x 4	Nos	4		
D	Technicals on hire basis					
1	LED Par Light for ambient lighting in outdoor and food area	NA	Nos	200		
2	Visual Jockey (Seamless switch of screen, Handling virtual participants 2 way and run the show)	NA	Nos	5		
3	PA system with 1 mics in food area (15" speaker (4 nos) with non-copyright music playback)	NA	Nos	5		

E	Main Hall - Setup Day 1 - 4 on hire basis					
1	High end Laptop 1 no. (i7 with 16gb Ram, 500gb SSD and external graphic card 4Gb) Support virtual participants and ppt	NA	Nos	4		
2	HDMI Splitter 1 no. (1IN/4Out) (to switch between ppt,virtual audience and live video)	NA	Nos	4		
3	Slide Changer 1 no. (Perfect Cue) (Long Range One)	NA	Nos	4		
4	HDMI Cable 10mts 4nos.	NA	Nos	20		
F	Photo, Video & Broadcasting on hire basis					
1	Still Photographer (Professional with Sony A7 s3/s4, Canon R5, Nikon Z Series with Variable Lens)	NA	Nos	5		
2	HD Videographer (Sony PXW-Z280 or 200 with Professional Stand and Long HDMI Cable)	NA	Nos	5		
3	HD For Data (Seagate or WD, 2 TB)- Supply of new	NA	Nos	5		
	Total Amount					
	GST @18%					
	Total Amount with GST					
	Note : All rates to included following:					
	Creative Adaptation (Base design creation and Adaptation)					
	Transportation (as needed for installation at SNU and IIITD end to end as called for)- Transportation costs will be incurred from Vendor location to SNIoE, SNIoE to IIITD, items like banquet chairs will not be free until end of Gala dinner so transport of another set will be needed to IIITD for set-up for breakfast on 13th June.					
	Installation dismantling and reinstallation as directed at the IIITD includes all labor, fixing, accessories, welding, etc as required for the works- Installation will be required at two places					
	The music system requirement in the dining area will also need to be set up by the 10th evening .-					

Authorized Signature:

Name of the Authorized person:

Name of the Company:

Address of the Company:

Contact No:

Email