

Expression of Interest

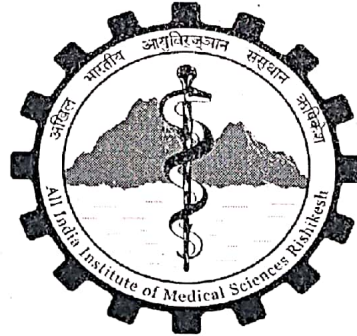
For

Event Organizers for Convocation-14th March 2020
(Pandal, Stage, Public address system with speaker, Mike,
LED Screen, Sound System set & Safe House
Cabins)

At

All India Institute of Medical Sciences, Rishikesh

Issue Date : 10/02/2020 at 0300 PM
Inquiry No. : Convocation 2020
Last Date of Submission : 15/02/2020 at 0300 PM
Date of Presentation : 17/02/2020 at 10:00 AM



विश्वारोग्यं हि धर्मो नः

All India Institute of Medical Sciences, Rishikesh

Rishikesh, Uttarakhand – 249201.

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Expression of Interest for Event Organizers for Convocation – 2020
(Pandal, Stage, Public address system with speaker, Mike, LED Screen, Sound System set & Safe House Cabins)

Sealed Bids are hereby invited by the undersigned on behalf of Director, AIIMS Rishikesh for organizing Convocation event scheduled to be held on 14th March 2020 for institute as per terms & conditions mentioned below. Filled Bids along with all required document must reach in office of undersigned on or before 15th of Feb 2020. Envelope containing bids would please be sealed and super Scribed as under; -

“Expression of Interest for Event Organizers for Convocation- 2020
(Pandal, Stage, Public address system with speaker, Mike, LED Screen, Sound System set & Safe House Cabins)

FILE NO. Convocation- 2020 DUE ON 14 March 2020

Service Required:-

- a. Pandal, Stage – 1500 Guests
- b. Safe House cabins – For VVIP AND VIP Guests.
- c. General items like- Ceremonial flags, portable chemical toilets for VIP and others.
- d. Mike/ Public address system with speakers (Bose/JBL/Bosch) and all accessories having two stage mikes, two hand held cordless mikes and two mikes with stand.
- e. Sound system set, column speakers, stage monitoring speakers, side fill six-700 speaker, Base sin speaker, O3P stage monitor, Amplifire crown Xti digital power amplification VIP Podium set, Podium microphone, Corded Lead standing Microphones, cordless microphones, lapple microphones, Instrument microphones, Four cord lead, audio-visual set, delay power amplifier, digital power miser set, Equalizer and sound track etc., stage light, pan cane 62, pan cane 63, LED Par light, Beam Par light, Alfadim light, Follower, smoke stobe, Rgb light, Sym Pilot, Along with operators.
- f. Led Screens of required size with live telecast at least 5 nos.

1. Eligibility Criteria

1.1 Main eligibility of service provider will be- Experience of “Arrangement of President of India, Prime Minister of India and Home Minister has been done earlier” Proof may be attached with quotation offer

1.2 That firm qualified having required experience as mentioned herein above will be called for presentation on 17th of February 2020 at 10:00 AM.

A) Bids received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible.

- B) Bids must be in enclosed prescribed Proforma on letter head of firm duly signed by Proprietor/ Partner/ Director or their authorized representative, in case of signing of quotation by authorized representative letter of authorization must be attached with quotation.

1.3 That the firms qualified under presentation will be required to submit their Financial Bid in specified format as provided herein as Annexure

- a. Rate must be quoted as per format specified Taxes extra if any must be written separately.
- b. No overwriting or cutting is permitted in rate. If found, the financial bid shall be summarily rejected.
- c. RTGS/NEFT details need to be furnished by supplier with quotation on letter head of supplier/firm/agency.
- d. Firm/agency may satisfy following conditions and attach self-attested copy same with quotation:
 - Firm shall be registered with Government of Uttarakhand/Central Govt.
 - Firm shall have valid GSTN and IT PAN.
 - Firm should not be black listed by any Govt. Agency/Dept.

2 .Terms and Conditions

- Bidder shall visit site before participating in the bid.
- Bidder must have experience of large functions
- All the preparations must be completed by 11th or 12th March so that any short fall found during inspections may be get rectified.
- Final Trail of all Sound System work shall be done on 12th March 2020
- The bidder firm shall possess experience of similar work and attach proof in support.
- The annual turnover of the bidder in each of the last three years should be minimum 3 crores and documentary proof in the form of audited financial statement (Income statement, balance sheet) must be provided as evidence.
- The Tenderer will have to make all necessary changes as may be required by the University/District Authorities in the interest of work and security requirements for holding programmers with VVIP as guests and in attendance.
- Only those tenders shall be accepted which give the offer for entire work i.e on turnkey basis. (tenders for part work will not be accepted)
- Bidders must ensure that the work related to Sound System etc must be done only through valid registered and license holders. This has to be ensured through submission of valid License/ registration details along with consent of the concerned party(s) along with the submitted tender documents as a requirement.

3 | P a The work should be completed within the stipulated time given from the date of order

as mentioned in work order.

- The party shall be responsible for security of all its items.
 - Quantities are liable to vary.
 - Institute shall not be responsible for any kind of loss, Theft and insurance coverage.
 - ESI, PAN, GST number and Labour Department's latest registration /Certificate is essential
 - Attested copies of same are to be attached.
 - Authorized signatory has to keep all the original documents for inspection at the time of opening of tender.
 - In case of change of date of the Convocation due to any unforeseen reason, the successful bidder has to make the arrangement for the event for the revised date at the original quoted amount and shall bear insurance costs associated if any with the event on his own.
 - The arrangements shall be ready in all respects for inspection by Engineer In charge / security persons, rehearsal etc one day (24 hours) before the actual main convocation function and shall continue to be provided till 10 pm on the day of the convocation event.
- e. **Delivery Period** – Assigned services should be started by 10 days before of event and will be completed 1 day before of event from issuing work order.
- f. **Liquidated Damage:** - If supplier fails to deliver requisite services in a desired manner on or before of stipulated date mentioned at (k) above, then a penalty at rate of 0.5% per day of total order value shall be levied subject to maximum of 10% of total order value.
- g. **Payment Terms:** Payment will be made only after satisfactorily conduction of event and inspection of services made by committee of AIIMS Rishikesh.
- h. **Disputes:** In event of any dispute or disagreement arising between services by AIIMS Rishikesh with regards to interpretation of "Terms & Condition" of this inquiry, same shall be referred to Director, AIIMS Rishikesh whose decision will be final and binding upon Supplier.
- i. AIIMS, Rishikesh reserves right to increase or decrease quantity & scope of services and/or amount of work. Decision of services in AIIMS, Rishikesh will be final in this regard.
- j. AIIMS, Rishikesh reserves right to reject my quotation or part or whole of inviting quotation process without assigning any reason. Decision of AIIMS, Rishikesh will be final in this regard.

Administrative Officer

ALL INDIA INSTITUTE OF MEDICAL SCIENCES RISHIKESH

CONVOCATION -2020

Format /check list of technical bid

A-3

S.No	Description	Yes	No
1	Name of the firm		
2	Address Contact No. And Email of Firm		
3	Attach: Firm registration/partnership Registration Company certification		
4	GST Regn no. Attach Proof		
5	PAN No. Attach proof		
6	ESI / labour Department Registration Attach Proof		
7	Attach IT returns of last three years 2017-18 2018-19 2019-20		
9	Turnover in each of the last three years 2017-18 2018-19 2019-20 Attach audited Financial statements in support.		
9	Attach testimonials of undertaking similar work in University/Govt during last three years 2017-18 2018-19 2019-20		

I,

Son / Daughter / Wife of Shri.....

Proprietor/Director, authorized signatory of the firm/company

.....
mentioned above, is competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Place:

Full Name:

Seal of the firm/company