**Ref No: IIITR/PUR/22-23/28** **Dated : 24-08-2022**

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Sub : **Limited Tender Enquiry for Event Management for Convocation.**

**Indian Institute of Information Technology Ranchi** intends to engage a reputed event management agency for the First Convocation scheduled to be held on 10th September at Science & Technology Campus, Namkum, Ranchi.

**2.**  Quotations by mail, addressed to **registrar@iiitranchi.ac.in,** are invited from experienced and reputed physical facilities providers or event management agencies to arrange the Pre-Convocation Dinner, limited number of breakfast, High Tea & Lunch and Decoration of the venue for Convocation within the designated premises of the Indian Institute of Information Technology, Ranchi on turnkey basis.

3. The bidders must quote the rates as per the following scope of work :

(1) **Pre - Convocation Dinner** (as per Menu (A) in Annexure -I): The tentative number of plates for pre - convocation dinner is about 220 (Approx.) on 09th September 2022 from 7.30 p.m. onwards. The venue for the dinner should be arranged at CHANAKYA BNR / RADISSON BLU / LE LAC SAROVAR PORTICO or equivalent with their services. Provisions for additional plates up to 30% should be kept.

(2) (i) **Breakfas**t (as per Menu (B) in Annexure-I ) for 40 heads at 7.00 to 9.00 on 10th September 2022, (ii) **High Tea** (as per Menu (C) in Annexure-I) for 25 heads tentatively just before the convocation on 10th September 2022, (iii) **Packed lunch** (as per Menu (D) in Annexure-I) for 300 heads at 12.45 Hrs on 10th September 2022 and (iv) **Special lunch** (as per Menu (E) in Annexure -I) for 70 heads at 13.00 Hrs. Venue for all these will be within the campus of IIIT Ranchi at Namkum.

(3) **Decoration**: (i) Setting up of the auditorium for the convocation and custom decoration with Institute’s branding

(ii) Preparation and decoration of robing area and VIP lounge for the dignitaries along with a VIP refreshment area

(iii) Two screens to project the event inside the auditorium and one outside the auditorium near the main entrance

(iv) Live Streaming of the event along with still and video photography

(v) Arrangement of high-quality PA system with clarity of audio inside the auditorium

(vi) Marking of seat plan

(4) **Additional Arrangements :** (i) Provisions of sofas with centre tables for auditorium

(ii) VVIP chairs with covers for Dais

(iii) Carpet/Dari and mattresses with bedsheets and pillows for guest rooms (tentatively for 40 persons)

(iv) Branding / Flex with standard decoration at all the venues of dinner, lunch and convocation

(v) Any other item as per requirement

Note : Rate should be quoted on whole job basis on the agency’s letter head. Applicable taxes should be mentioned separately. Bidders are advised to visit IIIT Ranchi before bidding.

4. Interested agencies may visit/ survey the venue selected for Convocation on or before 26th August 2022. Decoration would include making of entrance / exit gates in the venue, covering the area with decorative clothes and flowers, display of menus (both Veg. and Non-Veg.), event and directional signage’s for both indoor and outdoor, carpeting of the entire floor and adequate arrangement for ventilation (exhaust and pedestals fans) and lighting (required Page 2 of 8 power will be supplied).

5. The bidder must be capable to arrange any additional numbers with a very short notice also. However actual numbers shall be used for billing. Single Quotation should be submitted either By Mail addressed to [registrar@iiitranchi.ac.in](mailto:registrar@iiitranchi.ac.in) or through post/by hand in a sealed cover superscripted with “Tender for Event Management for Convocation” to reach the Registrar, Indian Institute of Information Technology, Science & Technology Campus, Sirkha Toli, Namkum, Ranchi – 834010. The last date of submission of the tender is 31st August 2022 up to 12.30 PM. A quotation shall remain valid for acceptance at least for a period of 90 days from the date of opening.

6. **Eligibility Criteria** : Documents should be attached for proof for the following.

1. Agency should have a minimum average annual turnover of Rs. 05 (Five) Lakhs in the last five financial years ending 31.03.2022.

2. Experience in executing similar nature of work in past five years in any Govt./Autonomous/statutory Institute. Experience in arranging similar nature of VVIP programmes in State Government or reputed private organisations may also be considered.

3. Trade / Municipal license towards registration of service provider / agency

4. GST registration

5. Permanent Account Number (PAN)

7. **Terms and Conditions**

1. IIIT Ranchi reserves the right to extend the due date and or the date of opening the tenders/quotation.

2. Authorized person should mark all the leaflets in the offer with signature and seal.

3. The prospective bidders are advised to visit the campus before bidding to access the actual requirement of work and site condition. No advance payment shall be made. Payment shall be made after successful completion of the work, through Bank transfer only and after deducting TDS and / or other statutory deductions.

4. The rates of tax, if chargeable, should be clearly mentioned. Otherwise, it will be presumed that the rates quoted are inclusive of all taxes.

5. The Contractor has to provide and install all the items well before one day in advance of “Convocation”. The site shall be properly cleaned after completion of the work.

6. Technically suitable lowest bid on whole job basis will be considered and item wise lowest bid will not be considered. The Institute is not bound to accept the lowest tender and may reject any tender or any part of the tender without assigning any reason thereof.

7. Agency should quote the rate on whole job basis on their letter head. Applicable taxes should be mentioned separately. 100% payment will be made after successful completion of event and on submission of bill/invoice.

8. The rates and units shall not be overwritten and each page of the tender document should be signed by the authorized signatory of the firm.

9. Any deviation, variation of noncompliance of the terms and conditions by the tenderers shall be considered as a breach of contract and IIIT Ranchi reserves the right to take action as per legal procedure.

10. Agencies black listed and suspended from carrying out business by any Government office need not submit their quote. Suppression of facts in this regard will be taken seriously.

11. If any dispute arises, the Committee constituted by IIIT Ranchi shall be the sole Arbitrator whose decision in the matter shall be final and binding.

12. The Institute reserves the right to accept or reject any or all offers in full or in part without assigning any reason(s) thereof.

13. The tenderers shall have to give an undertaking that the terms and conditions of the tender are acceptable to the tenderers.

14. Institute shall have right to execute any part or all the work as per the requirement. Institute can decrease or increase the items mentioned in tender documents.

15. Rate should be quoted as per annexure. Bidder are required to quote all such items also which is not included in the list of price schedule, if they feel so, for proper conducting of this event for our convocation.

16. The Convocation is purely an academic event and some minister of Cabinet rank along with other VVIP dignitaries may participate in this programme, as such prospective bidders are required to fulfil all security protocol in and around the venue in consultation with Institute Administration, District Administration and Police.

17. Qty. (BOQ) mentioned in the annexure is tentative and may increase or decrease as per requirement of the Institute.

for IIIT Ranchi

Dy Registrar

**MENU A (PRE CONVOCATION DINNER)**





**MENU – B**

**(BREAKFAST)**

1. PURI – SABJI or CHOLE – BHATURE
2. IDLI/BADA – SAMBHAR
3. BOILED EGG / OMOLLETTE - BREAD
4. CURD
5. JALEBI

**MENU – C**

**HIGH TEA**

1. FRESH FRUITS – CHIKU
2. DRY FRUITS – FIG, WALNUT KERNELS
3. SALTED ALMONDS, KAJU
4. FRESH SANDWITCH
5. COOKIES
6. TEA / COFFEE

**MENU – D**

**( LUNCH PACKETS)**

1. Fresh Sandwich
2. One Snacks/Samosa/Namkeen
3. One Sweets
4. One pastry
5. Packed Juice
6. 1 bottle of water (200ml)

**MENU -E**

**SPECIAL LUNCH**

**DRINKS**

1. 2 varieties of soft drinks / mocktails

**SNACKS**

1. 2 varieties of Non-Veg Starter
2. 2 varieties of Veg Starters

**SOUPS**

1. 1 variety of soup

**SALAD**

1. 3 varieties of salad

**MAIN COURSE**

**NON-VEGETARIAN**

1. 2 varieties of Chicken/Mutton/Fish (One gravy & One dry or semi gravy)

**PANEER**

1. 1 variety of Paneer

**VEGETABLE**

1. 2 varieties of Vegetable

**DAL**

1. 1 variety of Dal

**RICE/NOODLES**

1. 2 varieties of Rice/Pulao/Biryani

**BREADS**

1. 3 varieties of Bread

**CURD**

1. 1 variety of Curd

**DESSERTS**

1. 1 variety of Ice-Cream
2. 1 variety of Bakery
3. 1 variety of Sweet