



Indian Maritime University
(A Central University, Govt. of India)
East Coast Road, Semmencherry,
Sholinganallur (P.O.), Chennai 600 119.
Tel: (044) 2453 9020, Fax: 2453 9026

Tender No. IMU-HQ/R/70/16/01/2018-PUR

01.01.2019

TENDER NOTICE

Sealed tenders are invited from reputed Event Management Agencies for making necessary arrangements in connection with **THE 4th CONVOCATION OF THE INDIAN MARITIME UNIVERSITY** to be held at the premises of Head Quarters, Semmencherry, Sholinganallur (P.O.), Chennai, TamilNadu - 600119 on Friday, 15th February 2019. The Tender Document can be downloaded from the University website www.imu.edu.in from 01.01.2019 onwards. The last date for receiving tender is **3.00 p.m. on 21.01.2019.**

REGISTRAR

Tender Abstract

1	Notice Inviting Tender No.	:	IMU-HQ/R/70/16/01/2018-PUR dated 01.01.2019
2	Tender document download date	:	01.01.2019
3	Pre bid meeting	:	11:00 AM on 09.01.2019
4	Last date and time for receipt of bids	:	03:00 PM on 21.01.2019
5	Date and time for opening of Technical bid	:	04:00 PM on 21.01.2019
6	Date and time for opening of Financial bid (Tentative)	:	To be intimated later
7	Service to be provided	:	Event Management service in connection with the 4 th CONVOCATION OF THE INDIAN MARITIME UNIVERSITY.
8	Validity of tender offers	:	90 days from date of opening of Technical bid
9	EMD Amount	:	Rs. 50,000/-
10	Security Deposit (for successful bidder only)	:	Rs. 2,00,000/-

1. Introduction:

The Indian Maritime University (IMU), Chennai is a Central University under the Union Ministry of Shipping with all India jurisdiction, with its own Campuses at Chennai, Cochin, Mumbai, Kolkata and Visakhapatnam, and with 22 Affiliated Institutes all over the country.

2. 4th Convocation of IMU:

IMU scheduled to conduct its 4th Convocation at 2.00 p.m. on Friday, 15th February, 2019 at the Indian Maritime University - Head Quarters, East Coast Road, Semmencherry, Sholinganallur (P.O.), Chennai, TamilNadu – 600 119.

Shri. Nitin Gadkari, Hon'ble Union Minister of Road Transport, Highways and Shipping, will be the Chief Guest for the 4th Convocation of IMU.

Indian Maritime University require the services of a highly reliable, experienced, effective and efficient **Event Management Agency** to make the necessary arrangements for and to conduct the 4th Convocation function in a time-bound manner without any glitch. The successful bidder should therefore procure all the materials well in advance and be in a state of readiness on 14th February 2019.

3. Pre-bid Meeting:

- 3.1. Interested Event Management Agencies are invited to attend the pre-bid meeting at 11 AM on 09.01.2019 at IMU Headquarters Chennai. Attendance at pre-bid meeting is desirable.
- 3.2. Prospective bidders are advised to inspect the dais, hall, approach from the gate etc. at IMU- HQ, Chennai-600 119 before attending the Pre-Bid meeting and submission of the bid. It will be presumed that the bidders had submitted the bid after visiting the site and they were well aware of the site conditions.
- 3.3. IMU may or may not incorporate any changes in the Tender document based on acceptable suggestions received during the Pre-Bid Conference. The decision of IMU regarding acceptability of any suggestion shall be final in this regard and shall not be called upon to question under any circumstances.

4. Response to queries and issue of amendments:

- 4.1. IMU will respond to any valid request for clarification, received one week prior to the last date for submission of tender. IMU's decision is final and binding with regard to interpretation of terms used or other tender contents.
- 4.2. IMU may, for any reason, suo moto or in response to a clarification by a prospective bidder or bidder, modify the tender documents by amendments (through addenda / corrigenda etc.)
- 4.3. Any such amendments will be informed to all the participants in the pre-bid meeting besides hosting on IMU website. All the bidders who had downloaded the Bid Document shall verify, whether any such amendments have been issued by IMU,

before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s), if any, shall be binding on the Bidder.

- 4.4. Any such corrigendum/addendum shall be deemed to be part or incorporated into this IMU.
- 4.5. In order to provide prospective bidders reasonable time for taking the Corrigendum/modifications into account, IMU may, at its discretion, extend the last date for the receipt of Bids. However, no such request in this regard shall be binding on IMU.
- 4.6. It is the responsibility of the bidder to check the website of IMU time to time for updates.

5. Qualifications of Bidders:

IMU is looking for an Event Management Agency with proven capacity to make arrangements for the conduct of the Convocation with speed, reliability and quality. Accordingly, IMU has opted for a **Quality-Cum Cost based System (QCBS)** of Tender Evaluation in which 60% weightage will be given to the Technical Bid and 40% weightage to the Price Bid. In this connection, IMU has prescribed 2 sets of technical eligibility criteria:

5.1. Minimum Eligibility Criteria:

The Bids which does not possess ANY OF these criteria will not be taken up for Technical Evaluation.

Sl.No	Minimum Eligibility Criteria	Mode of Proof
1	The Bidder should have been in the business of conducting the Event Management at least Five years up to last date of closing tender.	Copy of Registration Certificate / Work Order along with Completion certificate or relevant document showing that the Bidder is in the business of Event Management Service for at least 5 years.
2	The Bidder should have conducted at least three Events with the following VVIPs. President of India/Vice President /Prime Minister /Union Minister /Governor of a State/Chief Minister as Chief Guest in Tamil Nadu during the last five years up to last date of closing tender.	(a) Copy of Work Order/ Contract for proving "Award of Work". (b) Copy of Completion Certificate / Final Invoice / Letter indicating return of Security Deposit for proving satisfactory "Completion of Work" should have been furnished for each event. (c) Copy of the invitation-card of the event or other similar documents to prove that the event is graced by the above stated dignitaries.

3	The Bidder should have an average annual turnover of Rs.2.5 Crores during the last 3 years i.e., 2015-16, 2016-17 and 2017-18.	Copy of Profit & Loss Account of the Event Management Agency for each of the 3 years authenticated by a Chartered Accountant (or) Copy of Income Tax return for each of the 3 years authenticated by a Chartered Accountant or a Certificate authenticated by the Chartered Accountant stating that the Bidder have an average annual turnover of Rs.2.5 Crores during the last 3 years i.e.,2015-16, 2016-17 and 2017-18.
4	The Bidder should NOT have been debarred by any government department/agency in the past 3 (three) years on account of fraudulent or corrupt practices or inefficient/ineffective performance.	The bidder should give an undertaking to this effect.
5	The bidder should have valid GST Registration Certificate.	Self-attested photocopy of GST Registration Certificate.

5.2. Technical Evaluation Criteria:

[N.B. For Criteria 1 below, the mode of proof should be similar to that prescribed under Sl.No.3 (in Table) of Minimum Qualifying Criteria and for Criteria 2 to 4 below, the mode of proof should be similar to that prescribed under Sl.No.2 (in Table) of Minimum Qualifying Criteria.]

Sl.No.	Technical Evaluation Criteria	Scoring Criteria	Maximum Marks
1	How many events has the bidder conducted with the President of India / Vice President / Prime Minister / Union Minister /Governor of a State/Chief Minister as Chief Guest during the last five years i.e., 2012-13, 2013-14, 2014-15, 2015-16 and 2016-17 : i) In Chennai i.e., within Chennai Corporation limit ii). In Tamil Nadu but outside Chennai Corporation limit iii). Outside Tamil Nadu	1. 2 Marks per event conducted in Chennai.(Maximum of 40 Marks) 2. 1.5 Mark per event conducted in Tamilnadu but outside Chennai Corporation limit. (Maximum of 30 Marks) 3. 1 Mark per event conducted outside Tamilnadu. (Maximum of 20 Marks)	40

	The bidder will be required to furnish the details of the events claimed above in the prescribed format.		
2	How many Central or State University Convocations has the bidder conducted during the last five years i.e., 2012-13, 2013-14, 2014-15, 2015-16 and 2016-17: i) In Chennai i.e., within Chennai Corporation limit ii). In Tamil Nadu but outside Chennai Corporation limit iii). Outside Tamil Nadu The bidder will be required to furnish the details of the events claimed above in the prescribed format.	1. 5 Marks per event conducted in Chennai.(Maximum of 40 Marks) 2. 3 Marks per event conducted in Tamilnadu but outside Chennai Corporation limit. (Maximum of 24 Marks) 3. 2 Marks per event conducted outside Tamilnadu. (Maximum of 16 Marks)	40
3	The Bidder should have an average annual turnover of Rs.2.5 Crores during the last 3 years i.e., 2014-15, 2015-16 and 2016-17.	1. For 2.5 Crores to 5 Crores-10 Marks 2. For 5 Crores to 10 Crores-15 Marks. 3. For 10 Crores and above 20 Marks.	20
	Total Marks		100

Bidders who possess all the Minimum Eligibility Criteria will be given marks. The Technical Score (TS) of the Bidder getting the highest mark will be treated as 60, and those of the others will be arrived at proportionately using the formula: $TS = (T/T_{max}) \times 60$ where T_{max} is the highest mark secured in the Technical Evaluation by one of the Bidders, and T is the mark secured by any given Bidder. In this manner, each Bidder will be assigned a Technical Score (TS) out of 60.

6. Submission of Bids:

6.1.The Bidders shall submit their bids in two parts: (i) Technical Bid, and (ii) Price Bid.

6.2.The Technical and Price Bids should be kept separately in sealed envelopes and both these envelopes should be kept in one sealed envelope super-scribing "**Tender for selection of Event Management Agency for the 4th Convocation of the Indian Maritime University**". In case any Bidder encloses the Price Bid with the Technical Bid, the same shall be rejected summarily.

6.3. The Bid Document must be addressed to:

**The Registrar,
Indian Maritime University - HQ,
East Coast Road, Semmencherry, Sholinganallur (P.O.)
Chennai – 600119.**

They must send only by Registered/Speed Post or through Special Messenger so as to reach by 3:00 PM on 21.01.2019. Late tenders shall not be accepted.

- 6.4. The Bid document can be downloaded from IMU web site <http://www.imu.edu.in> at free of cost.
- 6.5. The Technical Bid should contain all the relevant information and desired enclosures in the prescribed format [Statement no.2] along with an Earnest Money Deposit (EMD) of Rs.50,000/- in form of Demand Draft drawn in favour of "Indian Maritime University" payable at Chennai. The tenders without EMD shall be summarily rejected. The EMD will be forfeited if the Bidder unilaterally withdraws the offer, or unilaterally amends, impairs or rescinds the offer within the period of its validity. However, exemption from EMD may be considered by IMU only upon written request enclosed with the technical bid duly enclosing the relevant and valid exemption certificates from MSME/NSIC, etc. The exemption is however subject to the verification of the certificates. No exemption from payment of EMD is available to any bidder for any other reason whatsoever.
- 6.6. The Technical Bid will have 2 Schedules: Schedule 1 contains "Minimum Eligibility Criteria" while Schedule 2 contains the "Evaluation Criteria". **If a bidder does not possess ANY of the Minimum Eligibility Criteria laid down in Schedule 1, then Schedule 2 of his/her Technical Bid will not be taken up for marking and evaluation nor will his/her Financial Bid be opened.**
- 6.7. The Price Bid should be in the prescribed format (Statement no.3).
- 6.8. All prices/rates in the Price Bid should be clearly written both in figures and in words. In case of a discrepancy between the prices/rates in figures and words, the prices/rates in words will be considered correct.
- 6.9. Bidders should avoid alterations/corrections in the prices/rates submitted by them. However, if alterations/corrections in prices/rates are inescapable each alteration/correction should be indicated both in figures and words and duly attested under the full signature of the Authorized Signatory of the Bidder.
- 6.10. All the pages of the Bid Document shall be continuously numbered and submitted as a package/booklet along with a Covering Letter in the prescribed proforma (Statement no. 1) letter on the Bidder's letter head.
- 6.11. **The bidders should submit all details, documents etc. as required in the tender document duly signed on each page. All the pages of tender document including the documents enclosed with it should be serially numbered. In case bidder fails to do so, the offer will be considered as unsolicited bid and IMU-Headquarters will reject the bid without seeking any further clarification.**

- 6.12. Information, references and certificates from the respective clients certifying technical, delivery and execution capability of the Bidder should be signed and the contact numbers of all such clients should be mentioned. The IMU, Chennai may also independently seek information regarding the performance from the clients.
- 6.13. If the Bidder deliberately gives incorrect or misleading information in his tender or wrongfully creates circumstances for the acceptance of the tender, then IMU, Chennai reserves the right to reject such a tender at any stage and also blacklist/debar the Bidder from future tenders for a period of not less than 3 years.
- 6.14. Bidders are not allowed to submit multiple bids nor bid through a consortium.
- 6.15. Bidders are not allowed to sub-contract any part or whole of this contract except with the prior written permission of IMU.

7. Tender Evaluation Process:

- 7.1. The Technical Bids will first be opened at 4:00 p.m. on 21.01.2019 in the presence of the bidders, if any.
- 7.2. Schedule 2 will be marked and evaluated only in respect of bidders who possess ALL the Minimum Eligibility Criteria laid down in Schedule 1.
- 7.3. The IMU shall have the right to call upon the Bidders to explain /substantiate /prove the various claims made by the Bidder in Schedules 1 and 2, and if satisfactory explanation/proof is not forthcoming, the IMU reserves the right to treat the claim as 'Not Proved' and ignore it.
- 7.4. Schedule 2 of the Technical Bid submitted by each Bidder would be assessed based on the Technical Evaluation Criteria already announced. The Technical Score (TS) of the Bidder getting the highest mark will be treated as 60, and those of the others will be arrived at proportionately, using the formula: $TS = (T/T_{max}) \times 60$ where T_{max} is the highest mark secured in the Technical evaluation by one of the Bidders, and T is the mark secured by any given Bidder. In this manner, each Bidder will be assigned a Technical Score (TS) out of 60.
- 7.5. The Price Bids shall be opened in the presence of the eligible bidders present (if any). The Price Bids of those Bidders who did not possess the Minimum Eligibility Criteria laid down in Schedule 1 and whose Schedule 2 of the Technical Bid was not marked and evaluated, will not be opened.
- 7.6. The items/ quantity stated in the price bid format is tentative. Extra/additional items ordered if any, should be provided at Market Price and MRP. IMU shall pay only for the actual items/ quantity deployed by the service provider within the ceiling of the items ordered at the quoted rates. Suitable action as deemed fit by IMU will be taken for non-delivery / short delivery of the items/ service components.
- 7.7. This Tender, being a Quality-cum-Cost based Tender, with quality and integrity of the event being paramount, will be evaluated on 60:40 basis. This means 60% weightage will be given to Technical Bid and 40% weightage will be given to the Price Bid.
- 7.8. **There shall be two BoQ i.e. Plan A and Plan B as indicated in the Price Bid.**

- 7.9. The quoted price shall be inclusive of levies, transportation, delivery, manpower, etc. but excluding GST. The total amount in Column 3 in Price Bid shall be treated as P. For Plan A total amount shall be P1 and for Plan B total amount shall be P2.
- 7.10. The Financial Score (FS) out of 40 for each bidder will be arrived at using the formula: $FS = (P_{min}/P) \times 40$ where P_{min} is the value of the lowest Price Bid, and P is the value of the Price Bid of a given Bidder.
For Plan A Financial Score Shall be FS1 and for Plan B Financial Score shall be FS2.
- 7.11. The Total Score for a Bidder (out of 100) $T = TS + FS$.
For Plan A Total Score shall be $T1 = TS + FS1$
For Plan B Total Score shall be $T2 = TS + FS2$
- 7.12. **Discretion of operating Plan shall lies with IMU. Based on the requirement, IMU shall award contract to the bidder with highest total score in the chosen plan subject to other terms and conditions of Tender. The IMU shall issue a Work Order to the successful bidder giving him 3 days' time to furnish the Security Deposit.**
- 7.13. IMU reserves the right to accept any bid under this tender in full or in part, or to reject any bid or all bids without assigning any reason.

8. Security Deposit:

- 8.1. Within 3 days of the successful Bidder's receipt of notification of award, the Bidder shall furnish a Security Deposit of Rs.2 lakhs in the form of an A/C Payee Demand Draft. The EMD already paid can be adjusted against the Security Deposit.
- 8.2. The Security Deposit will be discharged by the IMU and returned to the Event Management Agency not later than 30 days following the date of completion of their performance obligations.
- 8.3. The proceeds of the Security Deposit shall be payable to the IMU as compensation for any loss (es) resulting from the failure of the Event Management Agency to meet out its obligations under the Contract. This shall be in addition to any other action/penalty taken by IMU for delays/default/failure on the part of the Event Management Agency.

9. Payment Terms:

- 9.1. No advance will be paid to the Event Management Agency.
- 9.2. The first and final payment shall be paid after the successful and satisfactory completion of the event.
- 9.3. The Tax Invoice raised by the supplier must be in compliance of relevant GST acts, rules & notifications made there under and should bear the IMU Headquarters GST Registration no. **33AAAI2610K2Z3**.
- 9.4. In the event of unsatisfactory performance or non-performance of any of the steps/activities not attributable to IMU or to Force Majeure causes, IMU shall have the right to withhold the corresponding payment for these steps/activities either fully or partly after giving a 3-day notice to the Vendor to show cause against the same, and to take such other legal action to make good the losses caused by the

Event Management Agency to IMU. IMU shall also have the right to terminate the contract altogether (upon which the Security Deposit paid by the Event Management Agency shall stand forfeited) and to entrust the remaining work to another Agency.

- 9.5. IMU shall have the right to determine what the "amount payable/corresponding payment" for any step/activity is, and while the Event Management Agency has a right to represent/clarify, IMU's determination of the same shall be final without prejudice to the Event Management Agency's rights to seek alternative remedy through arbitration/Courts.

10. GST Anti-Profiteering rules:

The bidder should strictly adhere to GST Anti-Profiteering rules of Government of India.

11. Confidentiality:

The Bidder and their personnel shall not, either during implementation or after completion of the event, disclose any confidential information or event relating to IMU's without the prior consent of the IMU.

12. Resolution of Disputes:

Should any dispute arise between the Bidder and the IMU which cannot be resolved amicably through mutual negotiations, the same shall first be resolved through Arbitration, by the sole Arbitrator appointed by IMU, failing which in a Court of competent jurisdiction based in Chennai irrespective of the locus of the dispute.

Sd/-
Registrar

Statement No.1 Covering Letter to Accompany Technical Bid

[On the Letter head of the Bidder and to be put in a separate sealed cover along with Statement no. 2 (Technical Bid), and DD EMD of Rs.50, 000]

Reference: IMU’s Tender Notification IMU-HQ/R/70/16/01/2018-PUR dated 31.12.2018

From

Name& Address of the Bidder

To

**The Registrar,
Indian Maritime University,
East Coast Road,
Semmencherry, Sholinganallur (P.O.)
Chennai - 600119.**

Sir,

We are a -----

----- . [Introduce your Agency and its activities with particular reference to your experience in conducting Event Management. Also furnish particulars of your registration with various statutory Tax authorities. *Not more than 200 words*].

2) We here by submit our Bid for conducting 4th Convocation of Indian Maritime University on **Friday, 15th February, 2019** at the Indian Maritime University-Head Quarters, East Coast Road, Semmencherry, Sholinganallur (P.O.) Chennai, Tamilnadu-600119.

3) We have enclosed a Demand Draft bearing No. _____ dated _____ for Rs.50,000/- towards Earnest Money Deposit (EMD) in the name of the Indian Maritime University, payable at Chennai.

- 4) We have read and understood and here by agree to all the terms and conditions stipulated by IMU in this tender including the Quality-cum-Cost based System (QCBS) of Tendering with 60% weightage to the Technical Bid and 40% weightage to the Price Bid, Time schedule of the Event, Payment Terms, etc.
- 5) We certify that all the particulars furnished in our Bid are true and correct and based on documentary evidence. We understand that if any of the particulars is found to be false or misleading, IMU has the right to summarily reject our bid at any stage.
- 6) In the event of our being awarded the work, and understanding the urgency involved, we undertake to remit the Security Deposit to IMU within 3 (three) days from the date of issue of the Purchase Order failing which the Purchase Order may be cancelled and the EMD forfeited.
- 7) Our Price Bid is exclusive of GST and the price quoted shall be firm till the execution of the contract.
- 8) We shall work closely with IMU and keep IMU posted at every stage about the progress made till conclusion of the event.
- 9) We shall render all assistance to the Registrar, IMU or any other designated officer in IMU to make the event a success.

Yours faithfully,

Date:

Signature with Seal of Authorized Signatory

Place:

Statement No.2- Schedule 1

TECHNICAL BID: Minimum Qualifying Criteria

Sl.No.	Minimum Eligibility Criteria	Yes/No
1	The Bidder should have been in the business of conducting the Event Management at least Five years up to last date of closing tender. a) Mode of Proof enclosed: b) Available at which page number of Bid Document:	
2	The Bidder should have conducted at least three Events with the following VVIPs. President of India/Vice President /Prime Minister /Union Minister /Governor of a State/Chief Minister as Chief Guest in Tamil Nadu during the last five years i.e., 2013-14, 2014-15, 2015-16, 2016-17 and 2017-18. a) Mode of Proof enclosed: b) Available at which page number of Bid Document:	
3	The Bidder should have an average annual turnover of Rs.2.5 Crores during the last 3 years i.e., 2015-16, 2016-17 and 2017-18. a) Mode of Proof enclosed: b) Available at which page number of Bid Document:	
4	The Bidder should NOT have been debarred or blacklisted by any government department/agency in the past 3 (three) years on account of fraudulent or corrupt practices or inefficient/ineffective performance. a) Mode of Proof enclosed: b) Available at which page number of Bid Document:	
5	The bidder should have valid GST Registration Certificate. a) Mode of Proof enclosed: b) Available at which page number of Bid Document:	

Declaration

I / We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I /we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my /our Agency is liable to be blacklisted/debarred by IMU for at least 3 years.

Date:

Signature with Seal of Authorized Signatory

Place:

Statement No.2 -Schedule 2 TECHNICAL BID: Technical Evaluation Criteria

[N.B. The various explanatory Notes given in Schedule 1 will also apply to this Schedule].

1. The Bidder should have an **average annual turnover** of **Rs.2.5 Crores** during the last 3 years i.e., 2015-16, 2016-17 and 2017-18.

Average Annual Turnover: _____

2. (a) *Number of Events* conducted during the last 5 years:

Sl. No.	Chief Guest	Number of Events Conducted during last 5 years		
		In Chennai (within Chennai Corporation limit)	In Tamilnadu (Outside Chennai Corporation Limit)	Outside Tamilnadu
1	President of India/Vice President/Prime Minister/ Union Minister /Governor of a State/Chief Minister			
2	Central or State University Convocations conducted			

The details of events organized (in each category from sl.no.1 to 3 for all the places separately) by the bidder in above mentioned table shall be provided in the following format:

Sl. No.	Name of the Chief Guest with designation	Date of Event	Venue of Event	Organized on behalf of whom	Brief description of the Event (Name, type, etc.)	Total Payment Received for the Event (Rs)	Mode of Proof enclosed	Available at which page no. of Bid document

Date:

Signature with Seal of Authorized Signatory

Place:

Statement No.3 Price Bid

[On the Letter head of the Bidder and to be put in a separate sealed cover]

Ref: IMU's Tender Notification IMU-HQ/R/70/16/01/2018-PUR dated 31.12.2018

From

Name & Address of the Bidder

To

**The Registrar,
Indian Maritime University,
East Coast Road,
Uthandi,
Chennai - 600119.**

Dear Sir,

We here by submit our Price Bid for the conduct of 4th Convocation of Indian Maritime University on **Friday, 15th February, 2019** at the Indian Maritime University-Head Quarters, East Coast Road, Semmencherry, Sholinganallur (P.O.) Chennai, Tamilnadu-600119 for:

Plan A - Auditorium:

Sl. No.	Particulars	Size	Quantity (1)	Rate per Unit in Rs. (2)	Total Amount in Rs. (3) = (1)x (2)
A	VENUE BRANDING				
1	Arch at main gate (To be fabricated using plywood and flex)	20 x 14 ft	1 No		
2	Thank you banner in rear side of main gate (ECR entry)	15 x 3 ft	1 No		
3	Welcome Board at Main Gate (To be fabricated using wooden frame and flex)	15 x 10 ft	1 No		
4	Welcome Board (To be fabricated using wooden frame and flex)	10 x 8 ft	2 No		
5	Flower Arch at Hall Entry (Block A & B)	14 x 8 ft	2 Nos		

6	Welcome Banners	10 x 10 ft	2 Nos		
7	Branding Boards (To be fabricated using wooden frame and flex)	8 x 6 ft	10 Nos		
8a.	Direction Signage Indoor (To be fabricated using wooden stand and vinyl mounted on sun board)	2 x 1 ft	20 Nos		
8b.	Direction Signage Outdoor (To be fabricated using wooden stand and vinyl mounted on sun board)	4 x 4 ft	20 Nos		
9	Floral arch decoration at VVIP entrance	12 x 8 ft	1 No		
10	Red Carpet Block - B Entrance	55 x 35 ft	1 No		
11	Red Carpet Block B to Block A	100 x 5 ft	1 No		
12	Red Carpet Hall Entry to Stage (up to 1 st row)	75 x 6 ft	1 No		
13	Red Carpeting in well area	55 x 8 ft	1 No		
14	Flower Pots		40 Nos		
B	VENUE LIGHTING				
1	Metal halide		75 Nos		
2	Serial Lights around the venue (Block A & B and Academic Block) - profile lighting		1 No		
C	STAGE AND OTHER DECOR				
1	VIP cushion arm chairs		15 Nos		
2	Head Table - With frills (Wooden table covered with table cloth)		22 Nos		
3	Floral Décor for the Stage (Flower bed using -Zebra Orchid and carnation	60 ft	1 No		

4	Floral Stands in the wall with lights (Flower mounted on metal stand along with satin and netted cloth)		10 Nos		
5	Stage Teapoy		2 Nos		
6	Backdrop (Flex mounted on wooden/metal frames)	24 x 8 ft	1 No		
7	Link Flat Side wings (Flex mounted on wooden/metal frames)	15 x 8 ft	2 Nos		
8	Stage Carpeting (New red carpet)	55 x 25 ft	1 No		
9	Speaker Podium Branding with IMU Logo		2 Nos		
10	Stage Lighting 12 LED par profile lights, 12 par cans, 4 moving head, 4 profile spot and 4 house light		1 Set		
11	Plasma TV - 42" tv for stage & outside auditorium (Panasonic/Sony)	42"	4 Nos		
12	LED wall for side	10 x 12 ft	2 Nos		
13	Floral Rangoli Décor at General Entry (Jebra, Orchid and Carnation)	10 ft dia.	6 Nos		
14	Sound system for at least 500 person with 2 Nos Podium Mic, 5 Nos Cordless Mic with all related equipment, etc.		1 Set		
D	Food Area				
1a.	High Tables		10 Nos		
1b.	Serving Tables with frills		30 Nos		
E	Power & Electricals				
1	Generator power supply for Venue Lighting, Light & Video arrangements (including rehearsal day) [Standby generator for the event day]		1 Set		
F	VVIP & VIP Lounge /Green Room				
1	Sofas for VVIP		15 Nos		
2	Teapoy		12 Nos		

3	Flex banner for robe photoshoot	10 x 8 ft	1 No		
4	Banquet Chairs		10 Nos		
G	MISC.				
1	Hostess in proper uniform (To help in giving out bouquets, certificate and guiding the crowd.)		10 Nos		
2	Kutthuvilakku, wick, oil, sandal paste, florals, etc.	4 ft lamp	1 Set		
3	Bouquets with minimum 45 Roses		20 Nos		
4	Bouquets with minimum 75 Roses		10 Nos		
5	Multi-Colour flag with IMU logo	3ft x 2ft	24 Nos		
6	Master of Ceremony		1 no.		
H	OTHERS				
1	Full HDMI video – 3 cameras with live hook- up (Camera for live relay of presentation happening on the stage will be relayed on LED Screen)		3 Nos		
2	Still Photographers		3 Nos		
3	Photo Albums Canvera		5 Nos		
4	Provision of Metal detector Stand alone		3 Nos		
5	Provision of Metal detector hand held		2 Nos		
6	Queue Manager		100 rft		
7	Metal Barricade		100 rft		
	Sub Total				
	Event Management Fees:				
	GRAND TOTAL				

Plan B -Open Space:

Sl. No.	Particulars	Size	Quantity (1)	Rate per Unit in Rs. (2)	Total Amount in Rs. (3) = (1)x (2)
1.	Water Proof Hanger with Decorations / German Tent fully Air Conditioned at least 200 x 60 ft		1 Set		
	(1) Erection of German Tent structure with Extrusions Aluminium anodised pillar, furling, supporting frames.				
	(2) White Black out Fabric (U.V.Rays avoidable Fabric) covering.				
	(3)White Black out fabric covering for the Structure at all four sides.				
	(4) Wooden platform with carpeting				
	(5) Plastic Chairs for 600 Nos				
	(6) Stage of Size 50 x 25 ft				
	(7) 2 Nos Green Room with attached toilet				
	(8) Red Carpet from entry to green room.				
	(9) Stage Red Carpeting				
	(10) Red carpet in Well Area				
	(11) Toilet for participants				
	(12) Photoshoot Area				
(13) Food Serving area including dining facility for 600 Nos					
A	VENUE BRANDING				
1	Arch at main gate (To be fabricated using plywood and flex)	20 x 14 ft	1 No		
2	Thank you banner in rear side of main gate (ECR entry)	10 x 3 ft	1 No		
3	Welcome Board at Main Gate (To be fabricated using wooden frame and flex)	15 x 10 ft	1 No		
4	Welcome Board (To be fabricated using wooden frame and flex)	10 x 8 ft	1 No		

Sl. No.	Particulars	Size	Quantity	Rate per Unit (in Rupees and words)	Total Amount
5	Flower Arch at Hall Entry (Block A & B)	14 x 8 ft	2 Nos		
6	Welcome Banners	10 x 10 ft	2 Nos		
7	Branding Boards (To be fabricated using wooden frame and flex)	8 x 6 ft	10 Nos		
8a.	Direction Signage Indoor (To be fabricated using wooden stand and vinyl mounted on sun board)	2 x 1 ft	20 Nos		
8b.	Parking Area Signage (To be fabricated using wooden stand and vinyl mounted on sun board)	4 x 4 ft	10 Nos		
9	Floral arch decoration at VVIP entrance	12 x 8 ft	1 No		
10	Flower pots		60 Nos		
B	VENUE LIGHTING				
1	Metal halide		150 Nos		
2	Serial Lights around the venue (Block A & B and Academic Block) - profile lighting		1 Set		
C	STAGE AND OTHER DECOR				
1	VIP cushion arm chairs		15 Nos		
2	Head Table - With frills (Wooden table covered with table cloth)		22 Nos		
3	Floral Décor for the Stage (Flower bed using -Zebra Orchid and carnation	60 ft	1 No		
4	Floral Stands in the wall with lights (Flower mounted on metal stand along with satin and netted cloth)		20 Nos		
5	Stage Teapoy		2 Nos		
6	Backdrop (Flex mounted on wooden/metal frames)	40 x 14 ft	1 No		
7	Link Flat Side wings (Flex mounted on wooden/metal frames)	6 x 14 ft	2 Nos		
9	Speaker Podium Branding with IMU Logo		2 Nos		

Sl. No.	Particulars	Size	Quantity	Rate per Unit (in Rupees and words)	Total Amount
10	Stage Lighting 12 LED par profile lights, 12 par cans, 4 moving head, 4 profile spot and 4 house light		1 Set		
11	Plasma TV - 42" tv for stage & outside auditorium (Panasonic/Sony)	42"	4 Nos		
12	LED wall for side	10 x 12	2 Nos		
13	Floral Rangoli Décor at General Entry (Jebra, Orchid and Carnation)	10 ft dia.	6 Nos		
15	Sound system for at least 600 person with 2 Nos Podium Mic, 5 Nos Cordless Mic with all related equipment, etc.		1 Set		
D	Food Area				
1a.	High Tables		10 Nos		
1b.	Serving Tables with frills		30 Nos		
E	Power & Electricals				
1	Generator power supply for Venue Lighting, Light & Video arrangements (including rehearsal day) [Standby generator for the event day]		1 Set		
F	VVIP & VIP Lounge /Green Room				
1	Sofas for VVIP		15 Nos		
2	Teapoy		12 Nos		
3	Arrival Point Structure (Arabian tent of size 20 x 20) with iron pillars with red carpet up to stage		1 no		
4	Flex banner for robe photoshoot	10 x 8 ft	1 No		
5	Banquet Chairs		10 Nos		
G	MISC.				
1	Hostess in proper uniform (To help in giving out bouquets, certificate and guiding the crowd.)		10 Nos		

Sl. No.	Particulars	Size	Quantity	Rate per Unit (in Rupees and words)	Total Amount
2	Kutthuvilakku, wick, oil, sandal paste, florals, etc.	4 ft lamp	1 no.		
3	Bouquets with minimum 45 Roses		20 Nos		
4	Bouquets with minimum 75 Roses		10 Nos		
5	Multi-colour flag with IMU logo	3ft x 2ft	24 Nos		
6	Master of Ceremony		1 no.		
H	OTHERS				
1	Full HDMI video - 3 cameras with live hook- up (Camera for live relay of presentation happening on the stage will be relayed on LED Screen)		3 Nos		
2	Still Photographers		3 Nos		
3	Photo Albums Canvera		5 Nos		
5	Provision of Metal detector Stand alone		3		
6	Provision of Metal detector hand held		2		
7	Queue Manager		100 rft		
8	Metal Barricade		100 rft		
	Sub Total				
	Event Management Fees:				
	TOTAL				

1. I have inspected the venue of the Convocation (Indian Maritime University- Head Quarters, Semmencherry, Chennai - 119) before making this bid.
2. I have fully understood all the terms and conditions laid down by the Indian Maritime University in this regard.
3. The above quoted prices is inclusive of levies, transportation, delivery, manpower etc. but exclusive of GST.

Date:
Place:

Signature with Seal of Authorized Signatory