

**Basic Details**

<b>Organisation Chain</b>	Indian Maritime University  IMU HQ Chennai		
<b>Tender Reference Number</b>	Tender No IMU-HQ/R/70/16/03/2022-PUR, Dt 10.10.22		
<b>Tender ID</b>	2022_IMU_681570_1		
<b>Tender Type</b>	Limited.	<b>Form of contract</b>	Item Rate
<b>Tender Category</b>	Works	<b>No. of Covers</b>	1
<b>Payment Mode</b>	Offline	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No		

**Payment Instruments**

Offline	S.No	Instrument Type
	1	Demand Draft
	2	As Per Tender Document

**Cover Details, No. Of Covers - 1**

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical/Finance	.pdf	Limited Tender Enquiry for providing Additional Tentage on 7th Convocation of IMU
		.xls	Price Bid

**Tender Fee Details, [Total Fee in ₹ \* - 0.00]**

<b>Tender Fee in ₹</b>	0.00		
<b>Fee Payable To</b>	NA	<b>Fee Payable At</b>	NA
<b>Tender Fee Exemption Allowed</b>	NA		

**EMD Fee Details**

<b>EMD Amount in ₹</b>	50,000	<b>EMD Exemption Allowed</b>	Yes
<b>EMD Fee Type</b>	fixed	<b>EMD Percentage</b>	NA
<b>EMD Payable To</b>	Indian Maritime University	<b>EMD Payable At</b>	Indian Maritime University

**Work / Item(s)**

<b>Title</b>	Event Management Agency Services for Providing Additional Venue (Tentage) for the 7th Convocation of the Indian Maritime University to be held on 04.11.2022				
<b>Work Description</b>	Event Management Agency Services for Providing Additional Venue (Tentage) for the 7th Convocation of the Indian Maritime University to be held on 04.11.2022				
<b>Pre Qualification Details</b>	As per NIT Document				
<b>Tender Value in ₹</b>	17,00,000	<b>Product Category</b>	Support/Maintenance Service	<b>Sub category</b>	Event Management Services
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	60	<b>Period Of Work(Days)</b>	10
<b>Location</b>	Chennai	<b>Pincode</b>	600119	<b>Pre Bid Meeting Place</b>	NA
<b>Pre Bid Meeting Address</b>	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	IMU-HQ Chennai

**Critical Dates**

<b>Publish Date</b>	10-Oct-2022 06:00 PM	<b>Bid Opening Date</b>	17-Oct-2022 04:00 PM
<b>Document Download / Sale Start Date</b>	10-Oct-2022 06:00 PM	<b>Document Download / Sale End Date</b>	17-Oct-2022 03:00 PM
<b>Clarification Start Date</b>	10-Oct-2022 06:00 PM	<b>Clarification End Date</b>	13-Oct-2022 03:00 PM
<b>Bid Submission Start Date</b>	11-Oct-2022 10:00 AM	<b>Bid Submission End Date</b>	17-Oct-2022 03:00 PM

**Tender Documents**

NIT Document	S.No	Document Name	Description	Document Size (in KB)
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1	<a href="#">Tendernotice_1.pdf</a>	Sealed tenders are invited from Event Management Agencies for Providing Additional Venue (Tentage) for 7th Convocation of IMU.	511.34
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**Work Item Documents**

S.No	Document Type	Document Name	Description	Document Size (in KB)
1	Additional Documents	<a href="#">Formats.rar</a>	Formats for Submission of Bid	561.49
2	Tender Documents	<a href="#">Final NIT - Tender for additional Tentage for 7th Convocation Final.pdf</a>	Sealed Tenders are invited from Event Management Agencies for Providing Additional Venue (Tentage) for the 7th Convocation of the Indian Maritime University to be held on 04.11.2022	511.34

**Tender Inviting Authority**

<b>Name</b>	Registrar
<b>Address</b>	Indian Maritime University-HQ ECR Road, Uthandi

**Tender Creator Details**

<b>Created By</b>	Sini Manchala
<b>Designation</b>	Deputy Registrar (Purchase)
<b>Created Date</b>	10-Oct-2022 05:40 PM



भारतीय समुद्री विश्वविद्यालय  
**INDIAN MARITIME UNIVERSITY**  
(Central University, Govt. of India)  
**HEADQUARTERS**



**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/70/16/3/2022-PUR

10.10.2022

**LIMITED TENDER NOTICE**

Sealed tenders are invited from Event Management Agencies for **Providing Additional Venue (Tentage)** for the 7<sup>th</sup> Convocation of the Indian Maritime University to be held on 04.11.2022, at the premises of Head Quarters, Semmencherry, Sholinganallur (P.O.), Chennai, Tamil Nadu - 600119.

The Tender Document can be downloaded from the University website [www.imu.edu.in](http://www.imu.edu.in) from 10.10.2022 onwards. The last date for receiving tender is **3.00 p.m. on 17.10.2022.**

  
**REGISTRAR**

### **Tender Abstract**

1	Notice Inviting Tender No.	:	Tender No. IMU-HQ/ R/ 70/ 16/ 3/ 2022 - PUR, Dated: 10.10.2022
2	Tender document download date	:	10.10.2022
3	Last date and time for receipt of Queries	:	03:00 PM on 13.10.2022 (Queries can be sent to Deputy Registrar (Purchase) at mail ID <a href="mailto:dr.purchase@imu.ac.in">dr.purchase@imu.ac.in</a> with a CC to <a href="mailto:registrar@imu.ac.in">registrar@imu.ac.in</a> or Can be Contacted over Phone at 044-24539035 / 044-24539020 (IVR-221)/ +91 98 409 81 612)
4	Last date and time for receipt of bids	:	03:00 PM on 17.10.2022
5	Date and time for opening of Financial bid (Tentative)	:	04:00 PM on 17.10.2022
6	Service to be provided	:	Providing of Additional Venue (Tentage) for the 7 <sup>th</sup> Convocation of The Indian Maritime University.
7	Validity of tender offers	:	60 days from date of opening of Technical bid
8	EMD Amount	:	Rs. 50,000/-
9	Security Deposit (for successful bidder only)	:	Rs. 2,00,000/-
10	Address for sending Bid through Speed Post/ Courier/ Messenger	:	<b>The Registrar, Indian Maritime University - HQ, East Coast Road, Semmencherry, Sholinganallur (P.O.) Chennai -600119.</b>

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. **Brief Requirement:**

IMU has scheduled to conduct its 7<sup>th</sup> Convocation at Friday, 04<sup>th</sup> November 2022 at the Indian Maritime University - Head Quarters, East Coast Road, Semmencherry, Sholinganallur (P.O.), Chennai, Tamil Nadu – 600 119.

Indian Maritime University require the services of Reputed Event Management Agencies for **Providing Additional Venue (Tentage)**. The successful bidder shall therefore procure all the materials well in advance and be in a state of readiness from 25<sup>th</sup> October '2022.

3. **Response to queries and issue of amendments:**

3.1. IMU will respond to any valid request for clarification, received within the mentioned time in the tender. IMU's decision is final and binding with regard to interpretation of terms used or other tender contents.

3.2. 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.)

3.3. 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.

3.4. Any such corrigendum/addendum shall be deemed to be part or incorporated into this IMU.

3.5. 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.

3.6. It is the responsibility of the bidder to check the website of IMU time to time for updates.

4. **Scope of Work:**

4.1. IMU has opened the Portal for registration of Graduands who can come to the IMU for receiving their Degree Certificates in-person. The registration of Graduands for in-person category in this convocation is expected to be around 600. The registration portal will be kept open till 14.10.2022.

- 4.2. IMU has engaged an Event Management Agency to handle the Event Management for the 7<sup>th</sup> Convocation.
- 4.3. If the registration of Graduands is estimated around 600 nos, considering the number of parents (200), VIPs (100), Media (50) and IMU Staff (100), the total count is estimated at 1100 all put together. Since the Auditorium capacity is 400 pax, it will not be able to cater the number of expected crowd of 1100 nos. Considering the above the following 3 scenarios emerge for the Additional Venue for which Tent will have to be provided:

Sl. No	Scenario based on Registration	Estimated Total	Spill Over Count due Auditorium Seating (400 pax)	Size of Tent	Additional Seating Capacity
1.	200 - 300 nos	540 - 670 nos	140 - 270 nos	60 ft X 40 ft	250 nos
2.	301 - 500 nos	671 - 950 nos	271 - 450 nos	60 ft X 100 ft	600 nos
3.	501 - 600 nos	951 - 1100 nos	451 - 700 nos	100 ft X 100 ft	1000 nos

- 4.4. The Physical Location of the area where the Tent will be required to be erected is given as Annexure B.
- 4.5. The Successful Bidder will be required to provide Tentage for setting up of an additional Venue at the location mentioned above. The detailed requirement for the Additional Venue is provided at Annexure C.
- 4.6. **Variation Clause:** -The Quantities mentioned in the Tender Document are Tentative and subject to variation. The Successful bidder is bound to supply the quantity at the same quoted rates for variation in mentioned Quantities upto +/- 25%. In case of where Quantites are Over and above +/- 25%, or requirement of any other Item / Service which is not mentioned in the Tender, the rates for such items / services should be agreed in mutually in writing. **The Successful Bidder is bound to take prior written approval from Event Management Committee of IMU before rendering such service / supply of such Items.**

## 5. Submission of Bids:

- 5.1. The Bidders shall submit their bids in sealed envelope super-scribing "Tender for providing Additional Venue (Tentage) for the 7<sup>th</sup> Convocation of the Indian Maritime University". 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 the bids only by Registered/ Speed Post or through Special Messenger so as to reach by the last date and time of submission as mentioned in the Tender Abstract. Late tenders shall not be accepted.
- 5.2. The Bid document can be downloaded from IMU web site <http://www.imu.edu.in> at free of cost.
- 5.3. The Bid should contain in the Covering Letter as per Annexure A 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.

- 5.4. The Price Bid should be in the prescribed format as per Annexure C. The quoted Unit rates shall be inclusive of levies, transportation, delivery, manpower, etc. but excluding GST.
  - 5.5. 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.
  - 5.6. Conditional Price Bids shall be summarily rejected.
  - 5.7. Bidders should avoid alterations/ corrections in the prices/ rates submitted by them. However, if alterations/corrections in prices/rates are in escapable 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.
  - 5.8. 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 letter Annexure A on the Bidder's letter head.
  - 5.9. 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.
  - 5.10. The IMU, Chennai may also independently seek information regarding the performance from the clients if necessary.
  - 5.11. 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.
  - 5.12. Bidders are not allowed to submit multiple bids nor bid through a consortium.
  - 5.13. Bidders are not allowed to sub-contract any part or whole of this contract except with the prior written permission of IMU.
6. **Tender Evaluation Process:**
- 6.1. The IMU shall have the right to call upon the Bidders to explain /substantiate /prove the various claims made by the Bidders in their bids, and if satisfactory explanation/proof is not forthcoming, the IMU reserves the right to treat the claim as 'Not Proved' and ignore it.
  - 6.2. The Price Bids shall be opened in the presence of the eligible bidders present (if any) on a date mentioned in the Tender Abstract.

- 6.3. **There shall be three BoQ i.e. Option – 1, Option – 2 and Option - 3 as indicated in the Price Bid (Annexure – C).**
  - 6.4. Discretion of operating Options shall lie with IMU, based on the requirement.
  - 6.5. IMU shall award contract to the lowest bidder (L1) for each Option subject to other terms and conditions of Tender.
  - 6.6. The IMU shall issue a Work Order to the successful bidder for the specific L1 based on the option finalized by IMU, giving the successful Bidder 3 days' time to furnish the Security Deposit.
  - 6.7. In the case of Tie between two or among more than two Bidders, the Preference will be given to the Bidder who has carried out more number of Events in similar Experience in the State of Tamilnadu and thereafter who has more turnover from Similar Experience from the state of Tamilnadu.
  - 6.8. 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.
7. **Execution of Agreement:** The successful bidder has to enter into an agreement with IMU incorporating all clauses of the Tender document and any other as may be agreed to by both the parties on a Non-Judicial Stamp Paper of Rs.200/-.
  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 which will be certified by the Event Management Committee.
    - 9.3. The items/ quantity stated in the price bid format (Annexure – C) 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 as stated in the Penalty Clause given below.



- 9.4. The quoted price for items 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 rate for that line item. The total provided for each option in the Price Bid will be taken for finalisation of Invoice.
- 9.5. 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**.
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.
13. **Settlement of Disputes:**  
The Bidder shall make a request in writing to the Registrar, IMU- Headquarters for settlement of any dispute within 30 (Thirty) days of arising of the cause of dispute, failing which no disputes / claims shall be entertained by the IMU- Headquarters. The decision of IMU- Headquarters will be final and binding on the parties.
14. **Penalties for non-compliance to NIT:**  
Penalties will be levied on the service provider for the violation of terms of the NIT as mentioned below:
- 14.1. **Major penalties:** The following deficiencies may attract Major Penalties and will result in immediate termination of the services and would result in banning the service provider from participating tenders on IMU Headquarters and its Campuses:
- a) No mandatory valid license/ registration of Service Provider with appropriate authority.
  - b) If found transferring/ subletting the service, partly or fully, to any other person/ firm/ corporation whatsoever.
  - c) Non-compliance of applicable rules and regulation of Central/ State Government.
  - d) If the contractor violates terms and conditions of this tender a penalty of 10% of the work order amount will be recovered from their dues.
- 14.2. 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.

14.3. 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.

**15. Termination Clause:**

15.1. In the event of the breach of any of the provisions of contract by the supplier, IMU shall have the right to terminate the tender summarily, at any stage. IMU shall initiate penal actions against the Service Provider such as debarment proceeding during which period the status of the Service Provider shall be "Suspended" and the Service Provider shall be allowed to participate in any bids of IMU, and the Security Deposit shall be forfeited.

15.2. In the event of IMU terminating the contract for breach by the supplier of any of the provisions thereof, the supplier shall be liable for any loss suffered by IMU up to the time of the termination of the contract and for identification of new Service Provider. The loss amount so decided by IMU shall be binding on the Service Provider.

15.3. In the event of the insolvency / bankruptcy of the supplier IMU shall have the right to terminate the contract summarily and to purchase in the open market any Goods / Services covered by the contract. In this case, the supplier shall be liable for any excess in the price paid, for any such purchases over the tender price.

16. **Modification of Terms & Conditions:** IMU has right to modify / revise the terms & conditions of this Tender or any other document forming part of this tender and subsequent Work Order before acceptance of Work order by the Awardee of the Contract without the Consent of other Stake Holders. Once after acceptance of Work Order, the terms & conditions can be altered / modified /revised on mutual agreement of the Parties in Writing. However, in respect of relocation of Ground for Tentage, IMU's decision will be final and binding on the parties.

**17. Force Majeure:**

Neither IMU-HQ nor the contractor shall be considered in default in performance if such performance is prevented or delayed because of war, hostilities, revolution, civil commotion, strike, epidemic, accident, fire, wind, flood, earthquake or because of any Government action or of any act of God or of any other cause whether of similar or

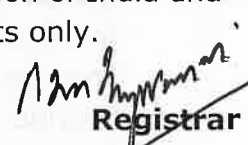
dissimilar nature beyond the reasonable control of the party affected. Should one or both the parties be prevented from fulfilling their contractual obligations by a State of Force Majeure lasting continuously for a period of six months, the two parties shall consult with each other regarding the future implementation of the agreement. The pre-existing COVID-19 conditions shall not be considered as "Force Majeure" under this clause.

**18. Arbitration & Jurisdiction:**

In the event of disputes, differences, claims and questions arising between the parties hereto arising out of this Agreement or anyway relating here to or any term, condition or provision herein mentioned or the construction or interpretation thereof or otherwise in relation hereto, the parties shall first endeavour to resolve such differences, disputes, claims or questions by mutual discussion and failing such settlement, the same shall be referred for arbitration by a sole Arbitrator appointed by IMU-HQ. Such arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act 1996 or re-enactment thereof for the time being in force and shall be held in Chennai. In case the Arbitration award is not acceptable to either of the parties, they may approach courts having jurisdiction at Chennai only.

**19. Applicable Law:**

The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to the place of jurisdiction of Chennai Courts only.

  
Registrar

**Covering Letter**

*[On the Letter head of the Bidder and to be put in a separate sealed cover along with DD for EMD of Rs.50, 000]*

Reference: IMU's Tender Notification IMU-HQ/R/70/16/03/2022-PUR dated 10.10.2022

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 providing Tentage for functions for Hon'ble President of India/ Hon'ble Prime Minister of India / Hon'ble Governor / Hon'ble Union Minister/ Hon'ble Chief Minister/ Hon'ble State Minister. Also furnish particulars of your registration with various statutory Tax authorities. *Not more than 200 words*].

- 2) We here by submit our Bid for providing of Additional Venue (Tentage) for the 7<sup>th</sup> Convocation of Indian Maritime University tentatively scheduled to be on **Friday, 04<sup>th</sup> November 2022** 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 Bid Evaluation Method, Time schedule of the Event, Payment Terms, etc.
- 5) We understand that the L1 will be decided separately for each Option provided in the Price Bid Format (Annexure – C).
- 6) 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.
- 7) We understand that the IMU deserves the right to cancel this Tender or the Work Order at any stage without any liability to IMU.

- 8) 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.
- 9) Our Price Bid is inclusive of GST and the price quoted shall be firm till the execution of the contract.
- 10) We shall work closely with IMU and keep IMU posted at every stage about the progress made till conclusion of the event.
- 11) We shall render all assistance to the Registrar, IMU or any other designated officer in IMU to make the event a success.
- 12) Details of Contacting Person:

<b>Name :</b>	
<b>Designation:</b>	
<b>Contact No:</b>	
<b>E-Mail ID:</b>	

Yours faithfully,

Date:

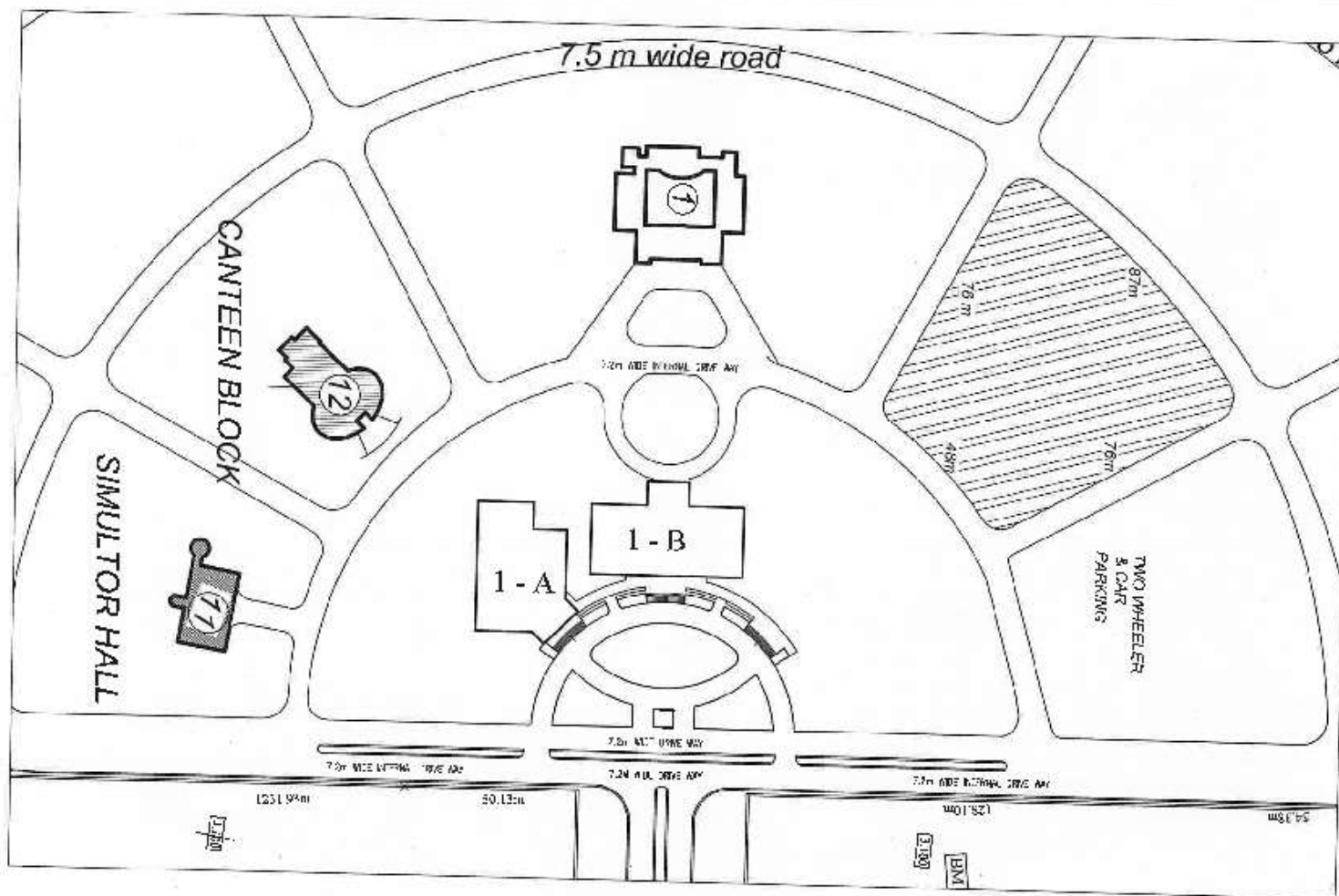
*Signature with Seal of Authorized Signatory*

Place:

**Annexure - B**

**Location for Tentage**

(The area which has been shaded is the physical location for erecting the Tent for an additional Venue)



**Annexure – C**

Reference: IMU’s Tender Notification IMU-HQ/R/70/16/03/2022-PUR dated 10.10.2022

**Price Bid Format**

*[On the Letter head of the Bidder along with Covering Letter, and DD EMD of Rs.50, 000. Each page of the Price bid should be signed by the Authorised signatory with Agency seal]*

*The Additional Tentage will be required in an open space within IMU Headquarter Premises the indicative area is placed as Annexure B. **The Service Provider will be required to clear up the vegetation using a JCB in consultation with the AE (Civil) and AE (Elect) of IMU.** The size of the Tent will vary depending on the Capacity that needs to be catered for. The registration is still underway therefore, 3-Options for size of Tent have been identified. The decision on which Option to be executed shall rest with IMU and the decision shall be final. Bidders are requested to visit the site and assess the scope and area of work. IMU will issue certificate for such visit which should be attached along with the bid.*

From

**Name & Address of the Bidder**

To

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

Sir,

We hereby submit the Price for the tender reference mentioned above. We understand that the decision on which Option to be executed shall rest with IMU and the decision shall be final. We have visited the site and have assessed the scope and area of work. The Price bid for the tentative list of Items which are given below:

Sl. No.	Particulars	Size	Quantity (1)	Rate per Unit in Rs. (2) (Ex. GST)	Total Amount in Rs. (3) = (1) x (2)
<b>VENUE OPTION 1 - Tent/ Pandal Structure – Size 60mts X 40mts Sq. Mts.</b>					
<b>A</b>	<b>TENTAGE DETAILS</b>				
1.	Water Proof Hanger with Decorations / German Tent fully Air Conditioned at least 60 x 40 sq. ft				
2.	Erection of German Tent structure with Extrusions Aluminum anodized pillar, furling, supporting frames.				

3.	White Black out Fabric (U.V. Rays avoidable Fabric) covering.				
4.	White Black out fabric covering for the Structure at all four sides.			1 Set	
5.	Wooden platform with carpeting				
6.	Cushion Chairs with cover for 300 Nos				
7.	Stage Red Carpeting				
8.	Red carpet in Well Area				
9.	Toilet for participants (with house keeping)				
10.	Food Serving area including dining facility for 300 Nos				
<b>B</b>	<b>VENUE BRANDING</b>				
11.	Flower Arch at Hall Entry	14 x 8 ft	1 Nos		
12.	Welcome Banners	10 x 10 ft	1 Nos		
13.	Branding Boards (To be fabricated using wooden frame and flex)	8 x 6 ft	1 Nos		
14.	Direction Signage Indoor (To be fabricated using wooden stand and vinyl mounted on sun board)	2 x 1 ft	5 Nos		
15.	Parking Area Signage (To be fabricated using wooden stand and vinyl mounted on sun board)	4 x 4 ft	5 Nos		
16.	Flower pots		40 Nos		
<b>C</b>	<b>VENUE LIGHTING</b>				
17.	Metal halide		150 Nos		
<b>D</b>	<b>DISPLAY AREA AND OTHER DECOR</b>				
18.	Floral Stands in the wall with lights (Flower mounted on metal stand along with satin and netted cloth)		20 Nos		
19.	Link Flat Side wings (Flex mounted on wooden/metal frames)	4 x 10 ft	2 Nos		
20.	Plasma TV – 42” TV for stage & outside auditorium (Panasonic/ Sony)	42”	2 Nos		
21.	LED wall for live Display of the Event from the Auditorium	10 x 8 ft	1 Nos		



22.	Floral Rangoli Décor at General Entry (Jebra, Orchid and Carnation)	6 ft dia.	2 Nos		
23.	Sound system for at least 300 person with 1 Nos Cordless Mic with all related equipment, etc.		1 Set		
<b>E</b>	<b>Food Area</b>				
24.	High Tables		30 Nos		
25.	Serving Tables with frills		10 Nos		
<b>F</b>	<b>Power &amp; Electricals</b>				
26.	Generator power supply for Venue Lighting, Light & Video arrangements (including rehearsal day) [Standby generator for the event day]		1 Set		
<b>G</b>	<b>OTHERS</b>				
27.	Provision of Metal detector Stand alone		1		
28.	Provision of Metal detector hand held		1		
29.	Queue Manager		100 rft		
30.	Metal Barricade		100 rft		
<b>H</b>	<b>Vegetation Clearence and Ground preparation</b>				
31.	Charges for clearance of Vegetation and preparing ground for pitching of the tent		5000 sq. mtrs.		
<b>I</b>	<b>Sub Total –(a)</b>				
<b>J</b>	Event Management Fees (b)				
<b>K</b>	<b>GST % [i.e on (a) and (b)]</b>				
<b>L</b>	<b>Total Cost (a) + (b) + GST (in figures) (in Rs.)</b>				
<b>M</b>	<b>Total Cost (in words) (in.Rs)</b>				

Signature of authorised signatory with Seal

<b>VENUE OPTION – 2 – Tent/ Pandal Structure – Size 60 X 100 Sq. Ft.</b>					
<b>Sl. No.</b>	<b>Particulars</b>	<b>Size</b>	<b>Quantity (1)</b>	<b>Rate per Unit in Rs.(2) (Ex. GST)</b>	<b>Total Amount in Rs. (3) = (1) x (2)</b>
<b>A</b>	<b>TENTAGE DETAILS</b>				
1.	Water Proof Hanger with Decorations / German Tent fully Air Conditioned at least 60 x 100 sq. ft		1 Set		
2.	Erection of German Tent structure with Extrusions Aluminum anodized pillar, furling, supporting frames.				
3.	White Black out Fabric (U.V. Rays avoidable Fabric) covering.				
4.	White Black out fabric covering for the Structure at all four sides.				
5.	Wooden platform with carpeting				
6.	Cushion Chairs with cover for 600 Nos				
7.	Stage Red Carpeting				
8.	Red carpet in Well Area				
9.	Toilet for participants (with house keeping)				
10.	Food Serving area including dining facility for 600 Nos				
<b>B</b>	<b>VENUE BRANDING</b>				
11.	Flower Arch at Hall Entry ( Block A & B)	14 x 8 ft	1 Nos		
12.	Welcome Banners	10 x 10 ft	1 Nos		
13.	Branding Boards (To be fabricated using wooden frame and flex)	8 x 6 ft	1 Nos		
14.	Direction Signage Indoor (To be fabricated using wooden stand and vinyl mounted on sun board)	2 x 1 ft	8 Nos		
15.	Parking Area Signage (To be fabricated using wooden stand and vinyl mounted on sun board)	4 x 4 ft	8 Nos		
16.	Flower pots		60 Nos		
<b>C</b>	<b>VENUE LIGHTING</b>				

17.	Metal halide		150 Nos		
<b>D</b>	<b>STAGE AND OTHER DECOR</b>				
18.	Floral Stands in the wall with lights (Flower mounted on metal stand along with satin and netted cloth)		20 Nos		
19.	Link Flat Side wings (Flex mounted on wooden/metal frames)	4 x 10 ft	2 Nos		
20.	Plasma TV – 42”tv for stage & outside Additional Venue (Tentage) (Panasonic/ Sony)	42”	2 Nos		
21.	LED wall for Live Display of the Event to the Auditorium	10 x 12 ft	1 Nos		
22.	Floral Rangoli Décor at General Entry (Jebra, Orchid and Carnation)	6 ft dia.	2 Nos		
23.	Sound system for at least 600 person with 1 Nos Cordless Mic with all related equipment, etc.		1 Set		
<b>E</b>	<b>Food Area</b>				
24.	High Tables		30 Nos		
25.	Serving Tables with frills		10 Nos		
<b>F</b>	<b>Power &amp; Electricals</b>				
26.	Generator power supply for Venue Lighting, Light & Video arrangements (including rehearsal day) [Standby generator for the event day]		1 Set		
<b>G</b>	<b>OTHERS</b>				
27.	Provision of Metal detector Stand alone		1		
28.	Provision of Metal detector hand held		1		
29.	Queue Manager		100 rft		
30.	Metal Barricade		100 rft		
<b>H</b>	<b>Vegetation Clearence and Ground preparation</b>				
31.	Charges for clearance of Vegetation and preparing ground for pitching of the tent		5000 sq. mtrs.		
<b>I</b>	<b>Sub Total –(a)</b>				

<b>J</b>	Event Management Fees (b)				
<b>K</b>	<b>GST % [i.e on (a) and (b)]</b>				
<b>L</b>	<b>Total Cost (a) + (b) + GST (in figures) (in Rs.)</b>				
<b>M</b>	<b>Total Cost (in words) (in.Rs)</b>				

Signature of authorised signatory with Seal

<b>VENUE OPTION – 3 - Tent/ Pandal Structure – Size 100 X 100 Sq. Ft.</b>					
<b>Sl. No.</b>	<b>Particulars</b>	<b>Size</b>	<b>Quantity (1)</b>	<b>Rate per Unit in Rs. (2) (Ex. GST)</b>	<b>Total Amount in Rs. (3) = (1) x (2)</b>
<b>A</b>	<b>TENTAGE DETAILS</b>				
1.	Water Proof Hanger with Decorations / German Tent fully Air Conditioned at least 100 x 100 sq. ft.				
2.	Erection of German Tent structure with Extrusions Aluminum anodized pillar, furling, supporting frames.				
3.	White Black out Fabric (U.V. Rays avoidable Fabric) covering.				
4.	White Black out fabric covering for the Structure at all four sides.				
5.	Wooden platform with carpeting				
6.	Cushion Chairs with cover for 1000 Nos				
7.	Stage of Size 50 x 25 ft				
8.	2 Nos Green Rooms with attached VIP toilet (With House Keeping)				
9.	Red Carpet from entry to green room.				
10.	Stage Red Carpeting				
<b>B</b>	<b>Red carpet in Well Area</b>				
11.	Toilet for participants (With House Keeping)				
12.	Photoshoot Area				
13.	Food Serving area including dining facility for 1000 Nos				
<b>C</b>	<b>VENUE BRANDING</b>				
14.	Arch at main gate (To be fabricated using plywood and flex)	20 x 14 ft	1 No		
15.	Thank you banner in rear side of main gate (ECR entry)	10 x 3 ft	1 No		

16.	Welcome Board at Main Gate (To be fabricated using wooden frame and flex)	15 x 10 ft	1 No		
17.	Welcome Board (To be fabricated using wooden frame and flex)	10 x 8 ft	1 No		
18.	Flower Arch at Hall Entry ( Block A & B)	14 x 8 ft	2 Nos		
19.	Welcome Banners	10 x 10 ft	2 Nos		
20.	Branding Boards (To be fabricated using wooden frame and flex)	8 x 6 ft	10 Nos		
21.	Direction Signage Indoor (To be fabricated using wooden stand and vinyl mounted on sun board)	2 x 1 ft	20 Nos		
22.	Parking Area Signage (To be fabricated using wooden stand and vinyl mounted on sun board)	4 x 4 ft	10 Nos		
23.	Floral arch decoration at VVIP entrance	12 x 8 ft	1 No		
24.	Flower pots		60 Nos		
<b>D</b>	<b>VENUE LIGHTING</b>				
25.	Metal halide		150 Nos		
26.	Serial Lights around the venue (around Venue) – profile lighting		1 Set		
<b>E</b>	<b>STAGE AND OTHER DECOR</b>				
27.	VIP cushion arm chairs		15 Nos		
28.	Head Table – With frills (Wooden table covered with table cloth)		22 Nos		
29.	Floral Décor for the Stage (Flower bed using –Zebra Orchid and carnation	60 ft	1 No		
30.	Floral Stands in the wall with lights (Flower mounted on metal stand along with satin and netted cloth)		20 Nos		
31.	Stage Teapoy		2 Nos		
32.	Backdrop (Flex mounted on wooden/metal frames)	40 x 14 ft	1 No		
33.	Link Flat Side wings (Flex mounted on wooden/metal frames)	6 x 14 ft	2 Nos		
34.	Speaker Podium Branding with IMU Logo		2 Nos		

35.	Stage Lighting 12 LED par profile lights, 12 par cans, 4 moving head, 4 profile spot and 4 house light		1 Set		
36.	Plasma TV – 42”tv for stage & outside auditorium (Panasonic/Sony)	42”	4 Nos		
37.	LED wall for side	10 x 12	2 Nos		
38.	Floral Rangoli Décor at General Entry (Jebra, Orchid and Carnation)	10 ft dia.	6 Nos		
39.	Sound system for at least 600 person with 2 Nos Podium Mic, 5 Nos Cordless Mic with all related equipment, etc.		1 Set		
<b>F</b>	<b>Food Area</b>				
40.	High Tables		50 Nos		
41.	Serving Tables with frills		30 Nos		
<b>G</b>	<b>Power &amp; Electricals</b>				
42.	Generator power supply for Venue Lighting, Light & Video arrangements (including rehearsal day) [Standby generator for the event day]		1 Set		
<b>H</b>	<b>VVIP &amp; VIP Lounge /Green Room</b>				
43.	Sofas for VVIP		15 Nos		
44.	Teapoy		12 Nos		
45.	Arrival Point Structure ( Arabian tent of size 20 x 20) with iron pillars with red carpet up to stage		1 no		
46.	Flex banner for robe photoshoot	10 x 8 ft	1 No		
47.	Banquet Chairs		20 Nos		
<b>I</b>	<b>MISC.</b>				
48.	Hostess in proper uniform (To help in giving out bouquets, certificate and guiding the crowd.)		10 Nos		
49.	Kutthuvilakku, wick, oil, sandal paste, florals, etc.	4 ft lamp	1 no.		
50.	Bouquets with minimum 45 Roses		20 Nos		
51.	Bouquets with minimum 75 Roses		10 Nos		
52.	Multi-color flag with IMU logo	3ft x 2ft	24 Nos		

53.	Master of Ceremony		1 no.		
<b>J</b>	<b>OTHERS</b>				
54.	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		
55.	Still Photographers		3 Nos		
56.	Photo Albums Canvera		5 Nos		
57.	Provision of Metal detector Stand alone		3		
58.	Provision of Metal detector hand held		2		
59.	Queue Manager		100 rft		
60.	Metal Barricade		100 rft		
<b>K</b>	<b>Vegetation Clearence and Ground preparation</b>				
61.	Charges for clearance of Vegetation and preparing ground for pitching of the tent		5000 sq. mtrs.		
<b>L</b>	<b>Sub Total –(a)</b>				
<b>M</b>	Event Management Fees (b)				
<b>N</b>	<b>GST % [i.e on (a) and (b)]</b>				
<b>O</b>	<b>Total Cost (a) + (b) + GST (in figures) (in Rs.)</b>				
<b>P</b>	<b>Total Cost (in words) (in.Rs)</b>				

**Note:** In Option-3 the spill over count of Guests mentioned at 5.3 of this Tender Document shall be seated in the Auditorium of IMU HQ.

**Declaration:**

- (1) We accept that our rates will be firm till the completion of the Contract.
- (2) The Total Cost are inclusive of GST.
- (3) We understand that there could be different L1 for each of the above 3 options.

Signature of authorised signatory with Seal



**FORMAT OF AGREEMENT (After awarding of Contract)**

(To be submitted on stamp paper of Rs.200/-)

(To be duly Filled, Signed and Scanned copy)

It is this \_\_\_\_\_ day of \_\_\_\_\_ 2022 MUTUALLY AGREED between the IMU - HQ, hereinafter referred to as "the Employer" (which expression shall mean and include their assignees and successors) on the one part M/s ..... a company/ incorporated under the companies Act, 1956 ..... having its Registered office at ..... hereinafter referred to as "the Contractor" (which expression shall mean and include their permitted assigns and successors) on the other part: WHEREAS the Employer is desirous that certain Services should be provided and certain Services be executed as per tender documents hereinafter called "The Services" and has accepted a Tender by the Contractor for the execution, completion and guarantee of such Services.

**NOW THIS AGREEMENT WITNESSES as follows:-**

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz.,
  - a) Covering Letter and Price bids
  - b) Instructions to the Bidders
  - c) Terms and Conditions of contract
  - d) The work specified in the tender documents
  - e) The Annexures
  - f) The Purchase Order
2. In consideration of the payment to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute, complete and guarantee the Services in conformity in all respects with the provisions of the Agreement.
3. The Employer hereby covenants to pay the Contractor in consideration of the execution, completion and guarantee of the works the contract price at the times and in the manner prescribed by the Agreement.
4. The contract shall be governed by all the conditions as described in the terms and conditions of Agreement, work mentioned in the tender documents and any other conditions given in the tender documents.
5. This agreement shall be governed by the laws of India and shall be subject to the Jurisdiction of the Courts in Chennai only.

IN WITNESS WHEREOF the parties hereto have caused their respective common seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

**SIGNED AND DELIVERED**

On behalf of the Contractor

Signature

Name

Address

On behalf of Employer

Signature

Name

Address

**Official Seal**

Place

Date

On behalf of the Contractor

**Official Seal**

Place

Date

On behalf of the Employer

Witness:

i) Signature

Name:

Address:

Place

Date

ii) Signature

Name:

Address:

Place

Date

Witness:

i) Signature

Name:

Address:

Place:

Date:

ii) Signature

Name:

Address:

Place:

Date:

**Annexure-E ( Should be submitted along with Annexure-A with supporting Photographs & Copies of WOs)**

Form for Claiming Experience in providing Tentage for functions for Hon'ble President of India/ Hon'ble Prime Minister of India / Hon'ble Governor / Hon'ble Union Minister/ Hon'ble Chief Minister/ Hon'ble State Minister [ The Bidder should provide Photographs & copies of Work Order/ Agreements / Invoices]

**1) Experience in the State of Tamilnadu:**

S.NO	Date of Event	Chief Guest	Place of the Event	Type of Tentage Provided	Area of Tentage in Sq. Ft	Total No.of Participants	Work Value (Inc. Taxes)	Order (Inc. Taxes)

**2) Experience in Other States i.e Out of Tamilnadu State:**

S.NO	Date of Event	Chief Guest	Place of the Event	Type of Tentage Provided	Area of Tentage in Sq. Ft	Total No.of Participants	Work Value (Inc. Taxes)	Order (Inc. Taxes)

Signature of authorised signatory with Seal