# Annexure - A

# 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*].

1. We here by submit our Bid for providing of Additional Venue (Tentage) for the 7th Convocation of Indian Maritime University tentatively scheduled to be on **Friday, 04th November 2022** at the Indian Maritime University- Head Quarters, East Coast Road, Semmencherry, Sholinganallur (P.O.) Chennai, Tamilnadu-600119.
2. 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.
3. 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.
4. We understand that the L1 will be decided separately for each Option provided in the Price Bid Format (Annexure – C).
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. We understand that the IMU deserves the right to cancel this Tender or the Work Order at any stage without any liability to IMU.
7. 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.
8. Our Price Bid is inclusive of GST and the price quoted shall be firm till the execution of the contract.
9. We shall work closely with IMU and keep IMU posted at every stage about the progress made till conclusion of the event.
10. We shall render all assistance to the Registrar, IMU or any other designated officer in IMU to make the event a success.
11. Details of Contacting Person:

|  |  |
| --- | --- |
| **Name :** |  |
| **Designation:** |  |
| **Contact No:** |  |
| **E-Mail ID:** |  |

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)** |
| **VENUE OPTION 1 - Tent/ Pandal Structure – Size 60mts X 40mts Sq. Mts.** | | | | | |
| **A** | **TENTAGE DETAILS** |  |  |  |  |
|  | Water Proof Hanger with Decorations  / German Tent fully Air Conditioned at least 60 x 40 sq. ft |  | 1 Set |  |  |
|  | Erection of German Tent structure with Extrusions Aluminum anodized pillar, furling, supporting frames. |  |  |
|  | White Black out Fabric (U.V. Rays avoidable Fabric) covering. |  |  |
|  | White Black out fabric covering for the Structure at all four sides. |  |  |
|  | Wooden platform with carpeting |  |  |
|  | Cushion Chairs with cover for 300 Nos |  |  |
|  | Stage Red Carpeting |  |  |
|  | Red carpet in Well Area |  |  |
|  | Toilet for participants (with house keeping) |  |  |
|  | Food Serving area including dining facility for 300 Nos |  |  |
| **B** | **VENUE BRANDING** |  |  |  |  |
|  | Flower Arch at Hall Entry | 14 x 8 ft | 1 Nos |  |  |
|  | Welcome Banners | 10 x 10 ft | 1 Nos |  |  |
|  | Branding Boards (To be fabricated using wooden frame and flex) | 8 x 6 ft | 1 Nos |  |  |
|  | Direction Signage Indoor (To be fabricated using wooden stand and vinyl mounted on sun board) | 2 x 1 ft | 5 Nos |  |  |
|  | Parking Area Signage (To be fabricated using wooden stand and vinyl mounted on sun board) | 4 x 4 ft | 5 Nos |  |  |
|  | Flower pots |  | 40 Nos |  |  |
| **C** | **VENUE LIGHTING** |  |  |  |  |
|  | Metal halide |  | 150 Nos |  |  |
| **D** | **DISPLAY AREA AND OTHER DECOR** |  |  |  |  |
|  | Floral Stands in the wall with lights (Flower mounted on metal stand along with satin and netted cloth) |  | 20 Nos |  |  |
|  | Link Flat Side wings (Flex mounted on wooden/metal frames) | 4 x 10 ft | 2 Nos |  |  |
|  | Plasma TV – 42” TV for stage & outside auditorium (Panasonic/ Sony) | 42” | 2 Nos |  |  |
|  | LED wall for live Display of the Event from the Auditorium | 10 x 8 ft | 1 Nos |  |  |
|  | Floral Rangoli Décor at General Entry (Jebra, Orchid and Carnation) | 6 ft dia. | 2 Nos |  |  |
|  | Sound system for at least 300 person with 1 Nos Cordless Mic with all related equipment, etc. |  | 1 Set |  |  |
| **E** | **Food Area** |  |  |  |  |
|  | High Tables |  | 30 Nos |  |  |
|  | Serving Tables with frills |  | 10 Nos |  |  |
| **F** | **Power & Electricals** |  |  |  |  |
|  | Generator power supply for Venue Lighting, Light & Video arrangements (including rehearsal day) [Standby generator for the event day] |  | 1 Set |  |  |
| **G** | **OTHERS** |  |  |  |  |
|  | Provision of Metal detector Stand  alone |  | 1 |  |  |
|  | Provision of Metal detector hand held |  | 1 |  |  |
|  | Queue Manager |  | 100 rft |  |  |
|  | Metal Barricade |  | 100 rft |  |  |
| **H** | **Vegetation Clearence and Ground preparation** |  |  |  |  |
|  | Charges for clearance of Vegetation and preparing ground for pitching of the tent |  | 5000 sq. mtrs. |  |  |
| **I** | **Sub Total –(a)** |  |  |  |  |
| **J** | Event Management Fees (b) |  |  |  |  |
| **K** | **GST % [i.e on (a) and (b)]** |  |  |  |  |
| **L** | **Total Cost (a) + (b) + GST (in figures) (in Rs.)** |  |  |  |  |
| **M** | **Total Cost (in words) (in.Rs)** |  | | | |

Signature of authorised signatory with Seal

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VENUE OPTION – 2 – Tent/ Pandal Structure – Size 60 X 100 Sq. Ft.** | | | | | |
| **Sl.**  **No.** | **Particulars** | **Size** | **Quantity**  **(1)** | **Rate per Unit in Rs. (2)**  **(Ex. GST)** | **Total Amount in Rs.**  **(3) = (1) x (2)** |
| **A** | **TENTAGE DETAILS** |  |  |  |  |
|  | Water Proof Hanger with Decorations  / German Tent fully Air Conditioned at least 60 x 100 sq. ft |  | 1 Set |  |  |
|  | Erection of German Tent structure with Extrusions Aluminum anodized pillar, furling, supporting frames. |  |  |
|  | White Black out Fabric (U.V. Rays avoidable Fabric) covering. |  |  |
|  | White Black out fabric covering for the Structure at all four sides. |  |  |
|  | Wooden platform with carpeting |  |  |
|  | Cushion Chairs with cover for 600 Nos |  |  |
|  | Stage Red Carpeting |  |  |
|  | Red carpet in Well Area |  |  |
|  | Toilet for participants (with house keeping) |  |  |
|  | Food Serving area including dining facility for 600 Nos |  |  |
| **B** | **VENUE BRANDING** |  |  |  |  |
|  | Flower Arch at Hall Entry ( Block A &  B) | 14 x 8 ft | 1 Nos |  |  |
|  | Welcome Banners | 10 x 10 ft | 1 Nos |  |  |
|  | Branding Boards (To be fabricated using wooden frame and flex) | 8 x 6 ft | 1 Nos |  |  |
|  | Direction Signage Indoor (To be fabricated using wooden stand and vinyl mounted on sun board) | 2 x 1 ft | 8 Nos |  |  |
|  | Parking Area Signage (To be fabricated using wooden stand and vinyl mounted on sun board) | 4 x 4 ft | 8 Nos |  |  |
|  | Flower pots |  | 60 Nos |  |  |
| **C** | **VENUE LIGHTING** |  |  |  |  |
|  | Metal halide |  | 150 Nos |  |  |
| **D** | **STAGE AND OTHER DECOR** |  |  |  |  |
|  | Floral Stands in the wall with lights (Flower mounted on metal stand along with satin and netted cloth) |  | 20 Nos |  |  |
|  | Link Flat Side wings (Flex mounted on wooden/metal frames) | 4 x 10 ft | 2 Nos |  |  |
|  | Plasma TV – 42”tv for stage & outside  Additional Venue (Tentage) (Panasonic/ Sony) | 42” | 2 Nos |  |  |
|  | LED wall for Live Display of the Event to the Auditorium | 10 x 12 ft | 1 Nos |  |  |
|  | Floral Rangoli Décor at General Entry (Jebra, Orchid and Carnation) | 6 ft dia. | 2 Nos |  |  |
|  | Sound system for at least 600 person with 1 Nos Cordless Mic with all related equipment, etc. |  | 1 Set |  |  |
| **E** | **Food Area** |  |  |  |  |
|  | High Tables |  | 30 Nos |  |  |
|  | Serving Tables with frills |  | 10 Nos |  |  |
| **F** | **Power & Electricals** |  |  |  |  |
|  | Generator power supply for Venue Lighting, Light & Video arrangements (including rehearsal day) [Standby generator for the event day] |  | 1 Set |  |  |
| **G** | **OTHERS** |  |  |  |  |
|  | Provision of Metal detector Stand  alone |  | 1 |  |  |
|  | Provision of Metal detector hand held |  | 1 |  |  |
|  | Queue Manager |  | 100 rft |  |  |
|  | Metal Barricade |  | 100 rft |  |  |
| **H** | **Vegetation Clearence and Ground preparation** |  |  |  |  |
|  | Charges for clearance of Vegetation and preparing ground for pitching of the tent |  | 5000 sq. mtrs. |  |  |
| **I** | **Sub Total –(a)** |  |  |  |  |
| **J** | Event Management Fees (b) |  |  |  |  |
| **K** | **GST % [i.e on (a) and (b)]** |  |  |  |  |
| **L** | **Total Cost (a) + (b) + GST (in figures) (in Rs.)** |  |  |  |  |
| **M** | **Total Cost (in words) (in.Rs)** |  | | | |

Signature of authorised signatory with Seal

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VENUE OPTION – 3 - Tent/ Pandal Structure – Size 100 X 100 Sq. Ft.** | | | | | |
| **Sl.**  **No.** | **Particulars** | **Size** | **Quantity**  **(1)** | **Rate per Unit in Rs. (2)**  **(Ex. GST)** | **Total Amount in Rs.**  **(3) = (1) x (2)** |
| **A** | **TENTAGE DETAILS** |  |  |  |  |
|  | Water Proof Hanger with Decorations  / German Tent fully Air Conditioned at least 100 x 100 sq. ft. |  |  |  |  |
|  | Erection of German Tent structure with Extrusions Aluminum anodized pillar, furling, supporting frames. |  |  |  |  |
|  | White Black out Fabric (U.V. Rays avoidable Fabric) covering. |  |  |  |  |
|  | White Black out fabric covering for the Structure at all four sides. |  |  |  |  |
|  | Wooden platform with carpeting |  |  |  |  |
|  | Cushion Chairs with cover for 1000 Nos |  |  |  |  |
|  | Stage of Size 50 x 25 ft |  |  |  |  |
|  | 2 Nos Green Rooms with attached  VIP toilet (With House Keeping) |  |  |  |  |
|  | Red Carpet from entry to green  room. |  |  |  |  |
|  | Stage Red Carpeting |  |  |  |  |
| **B** | Red carpet in Well Area |  |  |  |  |
|  | Toilet for participants (With House Keeping) |  |  |  |  |
|  | Photoshoot Area |  |  |  |  |
|  | Food Serving area including dining facility for 1000 Nos |  |  |  |  |
| **C** | **VENUE BRANDING** |  |  |  |  |
|  | Arch at main gate (To be fabricated using plywood and flex) | 20 x 14 ft | 1 No |  |  |
|  | Thank you banner in rear side of main gate (ECR entry) | 10 x 3 ft | 1 No |  |  |
|  | Welcome Board at Main Gate (To be  fabricated using wooden frame and flex) | 15 x 10 ft | 1 No |  |  |
|  | Welcome Board (To be fabricated using wooden frame and flex) | 10 x 8 ft | 1 No |  |  |
|  | Flower Arch at Hall Entry ( Block A &  B) | 14 x 8 ft | 2 Nos |  |  |
|  | Welcome Banners | 10 x 10 ft | 2 Nos |  |  |
|  | Branding Boards (To be fabricated using wooden frame and flex) | 8 x 6 ft | 10 Nos |  |  |
|  | Direction Signage Indoor (To be fabricated using wooden stand and vinyl mounted on sun board) | 2 x 1 ft | 20 Nos |  |  |
|  | Parking Area Signage (To be fabricated using wooden stand and vinyl mounted on sun board) | 4 x 4 ft | 10 Nos |  |  |
|  | Floral arch decoration at VVIP  entrance | 12 x 8 ft | 1 No |  |  |
|  | Flower pots |  | 60 Nos |  |  |
| **D** | **VENUE LIGHTING** |  |  |  |  |
|  | Metal halide |  | 150 Nos |  |  |
|  | Serial Lights around the venue (around Venue) – profile lighting |  | 1 Set |  |  |
| **E** | **STAGE AND OTHER DECOR** |  |  |  |  |
|  | VIP cushion arm chairs |  | 15 Nos |  |  |
|  | Head Table – With frills (Wooden  table covered with table cloth) |  | 22 Nos |  |  |
|  | Floral Décor for the Stage (Flower bed using –Zebra Orchid and carnation | 60 ft | 1 No |  |  |
|  | Floral Stands in the wall with lights (Flower mounted on metal stand along with satin and netted cloth) |  | 20 Nos |  |  |
|  | Stage Teapoy |  | 2 Nos |  |  |
|  | Backdrop (Flex mounted on  wooden/metal frames) | 40 x 14 ft | 1 No |  |  |
|  | Link Flat Side wings (Flex mounted on wooden/metal frames) | 6 x 14 ft | 2 Nos |  |  |
|  | Speaker Podium Branding with IMU  Logo |  | 2 Nos |  |  |
|  | Stage Lighting 12 LED par profile lights, 12 par cans, 4 moving head, 4 profile spot and 4 house light |  | 1 Set |  |  |
|  | Plasma TV – 42”tv for stage & outside  auditorium (Panasonic/Sony) | 42” | 4 Nos |  |  |
|  | LED wall for side | 10 x 12 | 2 Nos |  |  |
|  | Floral Rangoli Décor at General Entry (Jebra, Orchid and Carnation) | 10 ft dia. | 6 Nos |  |  |
|  | Sound system for at least 600 person with 2 Nos Podium Mic, 5 Nos Cordless Mic with all related  equipment, etc. |  | 1 Set |  |  |
| F | **Food Area** |  |  |  |  |
|  | High Tables |  | 50 Nos |  |  |
|  | Serving Tables with frills |  | 30 Nos |  |  |
| G | **Power & Electricals** |  |  |  |  |
|  | Generator power supply for Venue Lighting, Light & Video arrangements (including rehearsal day) [Standby generator for the event day] |  | 1 Set |  |  |
| H | **VVIP & VIP Lounge /Green Room** |  |  |  |  |
|  | Sofas for VVIP |  | 15 Nos |  |  |
|  | Teapoy |  | 12 Nos |  |  |
|  | Arrival Point Structure ( Arabian tent of size 20 x 20) with iron pillars with red carpet up to stage |  | 1 no |  |  |
|  | Flex banner for robe photoshoot | 10 x 8 ft | 1 No |  |  |
|  | Banquet Chairs |  | 20 Nos |  |  |
| **I** | **MISC.** |  |  |  |  |
|  | Hostess in proper uniform (To help in giving out bouquets, certificate and  guiding the crowd.) |  | 10 Nos |  |  |
|  | Kutthuvilakku, wick, oil, sandal paste,  florals, etc. | 4 ft lamp | 1 no. |  |  |
|  | Bouquets with minimum 45 Roses |  | 20 Nos |  |  |
|  | Bouquets with minimum 75 Roses |  | 10 Nos |  |  |
|  | Multi-color flag with IMU logo | 3ft x 2ft | 24 Nos |  |  |
|  | Master of Ceremony |  | 1 no. |  |  |
| **J** | **OTHERS** |  |  |  |  |
|  | 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 |  |  |
|  | Still Photographers |  | 3 Nos |  |  |
|  | Photo Albums Canvera |  | 5 Nos |  |  |
|  | Provision of Metal detector Stand  alone |  | 3 |  |  |
|  | Provision of Metal detector hand held |  | 2 |  |  |
|  | Queue Manager |  | 100 rft |  |  |
|  | Metal Barricade |  | 100 rft |  |  |
| **K** | **Vegetation Clearence and Ground preparation** |  |  |  |  |
|  | Charges for clearance of Vegetation and preparing ground for pitching of the tent |  | 5000 sq. mtrs. |  |  |
| **L** | **Sub Total –(a)** |  |  |  |  |
| **M** | Event Management Fees (b) |  |  |  |  |
| **N** | **GST % [i.e on (a) and (b)]** |  |  |  |  |
| **O** | **Total Cost (a) + (b) + GST (in figures) (in Rs.)** |  |  |  |  |
| **P** | **Total Cost (in words) (in.Rs)** |  | | | |

**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

**ANNEXURE - D**

**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

1. 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.
2. 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.
3. 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.
4. 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 On behalf of Employer

Signature Signature

Name Name

Address Address

**Official Seal Official Seal**

Place Place

Date Date

On behalf of the Contractor On behalf of the Employer

Witness: Witness:

i) Signature i) Signature

Name: Name:

Address: Address:

Place Place:

Date Date:

ii) Signature ii) Signature

Name: Name:

Address: Address:

Place Place:

Date 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 Order Value (Inc. Taxes) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. **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 Order Value (Inc. Taxes) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Signature of authorised signatory with Seal