



# INDIAN MARITIME UNIVERSITY

(A Central University, Govt. of India)

**Navi Mumbai Campus  
Training Ship Chanakya**



**Indian Maritime University**  
(A Central University, Govt. of India)  
Navi Mumbai Campus,  
Karave ,Nerul, Navi Mumbai 140 076.

As the Nation celebrates



Tender No. IMU-NMC/Purchase/Alumuni/2022/0031

28.10.2022

Bids are invited from reputed Event Management Firms, for providing Event Management Service for conduct of the **ALUMNI MEET FUNCTION AT INDIAN MARITIME UNIVERSITY NAVI MUMBAI CAMPUS** 400706 on 14<sup>th</sup> November 2022.

The Tender Document can be downloaded from the University website [www.imu.edu.in](http://www.imu.edu.in) or from <http://imunavimumbai.ac.in/> from 28.10.2022 onwards.

The last date for receiving tender is **12:00 PM on 04.11.2022.**

**DEPUTY REGISTRAR**



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## TENDER ABSTRACT

|    |  |   |   |
|----|--|---|---|
| 1. | Title  | : | Inviting Limited Tender for "Providing Event Management Service for conduct of the Alumni Meet Function At Indian Maritime University Navi Mumbai Campus" |
| 2. | Notice Inviting Tender No.                         | : | IMU-NMC/Purchase/Alumuni/2022/0031  |
| 3. | Tender Document download date                      | : | 10:00 AM on 29.10.2022  |
| 4. | Email ID for sending queries for Queries           | : | to: dradmin.navimumbai@imu.ac.in<br>cc: <a href="mailto:tmdevendrappa@imu.ac.in">tmdevendrappa@imu.ac.in</a>  |
| 5. | Last date for receipt of queries & Pre bid Meeting | : | 11:00 AM on 01.11.2022 at Indian Maritime University Navi Mumbai Campus   |
| 6. | Last date and time for submission of bids          | : | 12:00 PM on 04.11.2022  |
| 7. | Date and time for opening of Tender                | : | 12:30 PM on 04.11.2022  |
| 8. | Validity of tender offers                          | : | 90 days from date of opening of Technical bid   |
| 9. | Mode of Submission of Tender                       | : | Only Hard copy of filled tender need to be submitted by physically/ through postal service or through Courier services in Proper sealed envelope.         |



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### 1. Introduction and Purpose:

- 1.1. The Indian Maritime University, established through an Act of Parliament in November, 2008 is a Central University under the Ministry of Ports, Shipping and Waterways has headquarters at Chennai and 6 campuses located in different location of India. IMU is poised to play a key role in the development of trained human resource for the maritime sector.
- 1.2. We are conducting the alumni meet function at Indian Maritime University- Navi Mumbai Campus located at Karave, Nerul Navi Mumbai.
- 1.3. The limited tender is called for providing the Event Management Service at IMU NMC for alumni meet function on 14<sup>th</sup> November 2022.
- 1.4. As part of this event we require the Stage for 10 Guest, Seating arrangement for 500 people, etc as mentioned in the scope of work, hence we expect the good service from reputed event management firms.
- 1.5. In view of the above firms are requested to submit the required documents along with price bid as available in the attached Annexure – A.
- 1.6. Since the event is going to be held in Navi Mumbai, it is mandatory that the Bidder should have an active office in Mumbai/ Navi Mumbai/ Thane/Panvel.

### 2. Instructions to Bidding Firms:

- 2.1 Bidder may also download the Bidding Documents from the IMU Navi Mumbai Campus website ([www.imunavimumbai.ac.in](http://www.imunavimumbai.ac.in)) or IMU-HQ web site ([www.imu.edu.in](http://www.imu.edu.in)). Bidders shall ensure that their Bids complete in all respect, should be submitted to IMU-NMC office before the closing date and time as indicated in Tender Abstract.
- 2.2 Canvassing directly or indirectly in connection with the Bid is strictly prohibited and Bids submitted by the Tenderer who resort to canvassing



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will be summarily rejected.

- 2.3 Bidders are advised to satisfy themselves about the quantum of work before submitting their Bids; no extra charges consequent on any misunderstanding or otherwise shall be allowed.
- 2.4 Intending Tenderers are advised to keep visiting the Portals mentioned above for any Corrigendum / Addendum/ Amendment etc., issued if any.
- 2.5 Tenderers, who have downloaded the tender, shall not tamper/modify the tender form including the downloaded price bid template in any manner. In case, if the same is found to be tempered/ modified in any manner, such tender will be completely rejected and Tenderer is liable to be banned from doing business with Indian Maritime University.
- 2.6 Bids shall be submitted physically addressing to Deputy Registrar, Indian Maritime University, Navi Mumbai Campus, Karave Nerul, Navi Mumbai Pin-400706.

### 3. Mandatory Documents required:

- a. Valid PAN Card and GST Certificate.
- b. Bidder should have an active office in Mumbai/ Navi Mumbai/ Thane/Panvel. A proof in the form of Certificate of incorporation or GST Certificate (showing address of Mumbai/ Navi Mumbai/ Thane/Panvel) be submitted. Bidders who do not meet this criterion will be rejected.
- c. Work experience for 3 similar event with gathering of more than 500 in Maharashtra during the **last 5 years** up to last date of closing tender. (A) Copy of Work Order/ Contract for proving "Award of Work". OR (B) Copy of Completion Certificate. OR (C) Copy of final Invoice.
- d. The bidder should submit Income tax return of last 3 Financial years i.e 2018-19, 2019-20 and 2020-21.



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- e. The Bidder should have an **Average Annual Turnover of Rs. 25 Lakhs** during the last 5 years i.e., 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22.

#### 4. Scope of Work:

- The Service Provider is required to provide plan for the conduct of event on the initial Stage.
- Making of Stage of seating arrangement for 8 -10 persons on stage.
- The event promises should be decorated and covered with sidewall of standard size.
- The Dinner area also need to be covered and decorated with standard side walls.
- Lighting arrangement at stage, dinner ground, all the roads, at main entrance of the campus, Main entry gate to be done.
- Printing of banners and placing banners at selected places to be done.
- Seating arrangement for approximate 500-550 persons.
- The event should cover photography, video-graphy of entire event with live display through LED walls.
- The flower bouquet and flowers need to be provided as per requirement.
- The item-wise requirement for the event is as given below:

| Sl. No.  | Particulars  | Size                              | Quantity |
|----------|--|-----------------------------------|----------|
| <b>A</b> | <b>VENUE BRANDING</b>  |                                   |          |
| 1        | Arch at main Entrance near Main Road (To be fabricated using plywood and flex)     | AS per the size of the arch       | 1 No     |
| 2        | Welcome Board at Main Gate (To be fabricated using wooden frame and flex)          | 15 x 10 ft (As per suitable size) | 1 No     |
| 3        | Welcome Board (To be fabricated using wooden frame and flex) at Main Road Entrance | 15 x 8 ft                         | 1 No     |
| 4        | Main Gate decoration and lighting  | As per the size of the gate.      | 2 Nos    |
| 5        | Branding Boards (To be fabricated using wooden                                     | 8 x 6 ft                          | 10 Nos   |



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|          |  |  |                                  |
|----------|--|--|----------------------------------|
|          | frame and flex)  |  |                                  |
| 6a.      | Direction Signage Outdoor (To be fabricated using wooden stand and vinyl mounted on sun board)         | 2 x 1 ft   | 20 Nos                           |
| 6b.      | Direction Signage Outdoor (To be fabricated using wooden stand and vinyl mounted on sun board)         | 4 x 4 ft   | 20 Nos                           |
| 7        | Main Stage Decorration as per the selectd design after.  | (As per actual size of stage)  | 1 No                             |
| 8        | Red Carpet need to be placed on stage and ground   | (120 ft Breadth. 150 ft Length.)   | 01                               |
| 9        | Red Carpeting in Pathway and on Stage  | As per actual requirement  | 01                               |
| 10       | Green carpeting way to dinner ground   | As per actual requirement  | 01                               |
| <b>B</b> | <b>VENUE LIGHTING</b>  |  |                                  |
| 1        | Metal halide   |  | 35 Nos                           |
| 2        | 2(a)   | Serial Lights at: <ul style="list-style-type: none"> <li>• Around the main stage area,</li> <li>• From Main Road to Campus Main Entry,</li> <li>• From main Gate to rare gate.</li> <li>• Around and inside Dinner Area.</li> <li>• Admin Building.</li> </ul> | As per Required quantity in mtrs |
|          | 2(b)   | LED par can lights   | 80 Nos.                          |
|          | 2(c)   | LEC Serial Lights for Decoration at Main Road and at campus  | 50 Nos                           |
| <b>C</b> | <b>STAGE AND OTHER DECOR</b>   |  |                                  |
| 1        | VIP cushion arm chairs   |  | 10                               |
| 2        | Head Table – With frills (Wooden table covered with table cloth)                                       |  | 15 Nos                           |
| 3        | Floral Décor for the Stage (Flower bed using – carnation flower and sutable one                        | 25*30 ft   | 1 No                             |
| 4        | Stage Teapoy   |  | 4 Nos                            |
| 5        | LED Wall   | 14 x 8 ft  | 4 Nos                            |
| 6        | Stage Carpeting (New red carpet)   | (25*30)  | 1 No                             |
| 7        | Speaker Podium Branding with IMU Logo  |  | 2 Nos                            |
| 8        | Stage Lighting 12 LED par profile lights, 10 par cans, 4 moving head, 4 profile spot and 4 house light |  | 1 Set                            |
| 9        | Sound system with 2 Nos Podium Mic, 5 Nos Cordless Mic with all related equipment, etc.                |  | 1 Set                            |
| 10       | Seating arrangment for 500 participents (Plastic Chair with White Cover)                               |  |                                  |
| <b>D</b> | <b>Food Area decoration</b>  |  |                                  |
| 1a.      | Round dinner Tables  |  | 15 Nos                           |
| 1b.      | Samiyana at food serving area and lunch area.  | As per   | 1 Nos                            |



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|          |   | requirement        |         |
|----------|---|--------------------|---------|
| 1c.      | Creation of separate seating arrangement for Chief Guest  | For 30 persons     | 1 Nos   |
| <b>E</b> | <b>Power &amp; Electricals</b>  |                    |         |
| 1        | Generator power supply for Venue Lighting, Light & Video arrangements [Standby generator for the event day]                                 |                    | 1 Set   |
| <b>F</b> | <b>Miscellaneous.</b>   |                    |         |
| 1        | Bouquets with minimum 35 Roses  |                    | 20 Nos  |
| 2        | Bouquets with minimum 65 Roses  |                    | 15 Nos  |
| 3        | Flex banner at selfie Point   | 10 x 8 ft          | 1 No    |
| <b>H</b> | <b>OTHERS</b>   |                    |         |
| 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   |                    | 2 Nos   |
| 3        | Photo Albums Canvera  |                    | 5 Nos   |
| 4        | Provision of Metal detector Stand alone   |                    | 2 Nos   |
| 5        | Provision of Metal detector hand held   |                    | 2 Nos   |
| 6        | Queue Manager   |                    | 100 rft |
| 7        | Metal Barricade   |                    | 100 rft |
| 8        | Pandal at Play Ground for 50 persons seating arrangement  |                    |         |
| 9        | Registration Counter  |                    | 2 Nos   |
| 10       | Side wall at Parking area   | As per requirement |         |

- Note:** (a) The above given list is tentative. Additional items if any will be included with the approval of the Competent Authority of IMU- NMC. IMU- NMC has the prerogative to operate all or few of the items listed in tender.
- (b) The quoted price shall be inclusive of levies, transportation, delivery, manpower, decoration, arrangement etc. including GST.
- (c) Any other scope as required by the management with mutual agreement will be placed and vendor needs to provide the same.



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## Annexure-A

### Price Bid Format

| Sl. No.               | Particulars (As mentioned in the scope of work) | Total Price in Rs.<br>(Inc. GST) |
|-----------------------|---|----------------------------------|
| 1                     | <b>VENUE BRANDING</b>                           |                                  |
| 2                     | <b>VENUE LIGHTING</b>                           |                                  |
| 3                     | <b>STAGE AND OTHER DECOR</b>                    |                                  |
| 4                     | <b>FOOD AREA DECORATION</b>                     |                                  |
| 5                     | <b>POWER &amp; ELECTRICALS</b>                  |                                  |
| 6                     | <b>MISCELLANEOUS.</b>                           |                                  |
| 7                     | <b>OTHERS</b>                                   |                                  |
| <b>Grand Total</b>    |   |                                  |
| Grand Total in words: |   |                                  |

*\*The rates quoted above should be inclusive of Manpower, basic price, packing, transportation and any other charges.*

### Declaration by the vendor

I/we engage to supply the material(s) to your office and comply the following:

1. Tender schedule and technical specification indicated.
2. Item/tender specific conditions for this tender.
3. Terms and conditions printed overleaf.
4. This offer is valid for 90 (ninety) days from the date of opening of the tender.
5. That we have not been debarred by any Government/Undertaking.
7. That the rates quoted are not higher than the rates quoted for same item to any Government/ Undertaking.
8. That the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

**Signature & Seal Place & Date:**

**Name of Authorized Signatory:**





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### Terms and Conditions of Limited Tender

- 1**The bid must be in the form furnished by Procuring Entity and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not the bid will not be considered. Bid written in pencil will not be considered.
- 2.** Bid will be opened on due date at the indicated venue in presence of the tenderers or their representatives who may wish to be present.
- 3.** IMU-NMC reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest bids.
- 4.** Complete details and ISI specification if any must accompany the bid. Make/brand of the item shall be stated wherever applicable. If you have got any counter offer as suitable to the material required by us, the same may be shown separately.
- 5.** All supplies are subject to inspection and approval before acceptance.
- 6.** IMU-NMC reserves the right to modify the quantity specified in this tender.
- 7.** The prices quoted should be firm till the supplies are completed. Please quote the rates in words and figures. Rates quoted should be free delivery at destination including all charges otherwise the bid is likely to be rejected. Prices quoted for free delivery at destination will be given preference. Price quoted should be net and valid for a minimum period of three months from the date of opening of the bid.
- 8.** Delivery period required for supplying the material should be invariably specified in the bid.
- 9.** In case your bid is accepted and order is placed on you, the supply against the order should be made within the period stipulated in the order. The IMU-NMC reserves the right to recover any loss sustained due to delayed delivery by way of penalty. Failure to supply the Food material within the stipulated period shall entitle Procuring Entity for the imposition of penalty without assigning any reasons @ 1/2% (half percent) of the total value of the item covered in order as penalty per day subject to a maximum of 5%.
- 10.** If the deliveries are not maintained and due to that account Procuring Entity is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier.
- 11.** Dispute clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Mumbai only.
- 12.** Our normal payment terms are 100% (hundred percent) within 30 (thirty) days on receipt and acceptance of material at our site in good condition.



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### Arena Design (Tentative): Main Stage & Sitting Area

Length of Stage = 30 ft (approx)

Breadth = 20. ft (approx)

Stage Back wall, back side = 30. ft (approx)

Length of Seating area = 120 ft (approx)

Breadth of Seating area = 10. Metres (approx)

Breadth front side = 20. ft (approx)

Wall Height = Around 7 ft

Side wall of around 7ft high is required for 3 side and side of the stage around approx 550 running ft length.

