



# 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 0342



Tender No. IMU-HQ/R/70/16/03/2022-PUR

04.05.2022

### **NOTICE INVITING TENDER**

Bids are invited from reputed Event Management Firms, under 2-bid system for identifying Service Provider for the conduct of the **7<sup>th</sup> CONVOCATION OF THE INDIAN MARITIME UNIVERSITY** to be held at the premises of Head Quarters, Semmencherry, Sholinganallur (P.O.), Chennai, Tamil Nadu - 600119 tentatively in July 22.

The Tender Document can be downloaded from the University website [www.imu.edu.in](http://www.imu.edu.in) or from <http://eprocure.gov.in/eprocure/app> from 04.05.2022 onwards. The last date for receiving tender is **4:00 PM on 19.05.2022**.

  
**REGISTRAR**

## TENDER ABSTRACT

1.	Title	:	Notice Inviting Tender for "Engagement of Event Management Firm for providing Event Management Services for organizing 7 <sup>th</sup> Convocation at Indian Maritime University (IMU-Headquarter)"
2.	Notice Inviting Tender No.	:	Tender No. IMU-HQ/R/70/16/3/2022-PUR dated 04.05.2022
3.	Tender Document download date	:	4:00 PM on 04.05.2022
4.	Email ID for sending queries for Queries	:	to: registrar@imu.ac.in cc: dr.purchase@imu.ac.in
5.	Last date for receipt of queries	:	05:00 PM on 06.05.2022
6.	Last date and time for submission of bids Online	:	04:00 PM on 19.05.2022
7.	Date and time for opening of Technical bid	:	04:00 PM on 20.05.2022
8.	Date and time for opening of Financial bid (for Technically qualified bidders )	:	To be intimated later.
9.	Estimated cost of the Tender	:	<b>Rs.12,00,000/- (Approximate)</b>
10.	Period of contract	:	The Contract will be valid for a period of One year from the date of issue of Work Order, extendable on satisfactory performance, One year at a time up to a maximum of 3 years, at the same rate, terms and conditions and at the sole discretion of IMU- Headquarters.
11.	Validity of tender offers	:	120 days from date of opening of Technical bid

12.	EMD Amount	:	5% of the estimated value i.e. Rs. 60,000/- to be submitted in the form of Demand Draft from Nationalised/Scheduled Commercial Bank payable in the favour of Indian Maritime University, Headquarters payable at Chennai.
13.	Security Deposit (for finalized bidder only )	:	3% of the contract value in the form of Online/ NEFT/ RTGS with necessary supporting document for the transfer effected and Transaction number.
14.	Mode of Submission of Tender	:	Only Online Through CPPP eProcurement portal - <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a>

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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. IMU is poised to play a key role in the development of trained human resource for the maritime sector.
- 1.2. IMU conducts Research, Post Graduate and Under Graduate Programmes. Every year IMU needs to conduct Convocation for award of Degrees to Students who have successfully completed their Programme. The Convocation is conducted every year in-person at the premises of IMU in the Auditorium at the Headquarters, Chennai. The average strength of the guests for the Convocations in the past has been around 300 nos.
- 1.3. The Chief Guests for the Convocations of IMU in the past have been the Hon'ble President of India, Hon'ble Union Minister for Shipping, Hon'ble Minister of State for Shipping, Dignitaries /VVIP from Hon'ble Ministry amongst other highly decorated Officials.
- 1.4. IMU is looking to identify highly reliable, experienced, effective and efficient Event Management Agency to make the necessary arrangements for and to conduct the Convocation functions of IMU in a time-bound manner without any glitch. The Service Provider will provide services mainly for the conduct Convocation of IMU.

**Disclaimer:** Due to COVID-19 Pandemic, the Convocation may be conducted in person or Virtually or may not be conducted at all. It will be IMU's prerogative and the decision will be binding on the Service Provider.

- 1.5. Since the event is going to be held in Chennai, it is mandatory that the Bidder should have an active office in Chennai. A proof in the form of Lease Agreement or GST Certificate (showing address of Chennai) with the copies of the Internet Bills for not less than 6 months prior to the last date of bidding should be submitted. Bidders who do not meet this criteria will be rejected.

## 2. Instructions to Bidding Firms:

- 2.1. Bidder may also download the Bidding Documents from the CPP Portal of Govt. of India i.e. <http://eprocure.gov.in/eprocure/app>. Bidders shall ensure that their Bids, complete in all respect, should be uploaded Online in the CPP Portal before the closing date and time as indicated in Tender Abstract.
- 2.2. Bids shall be submitted online only at CPP website: <http://eprocure.gov.in/eprocure/app>. Tenderers/ Bidders are advised to follow the general instructions for the e-submission of the Bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>.
- 2.3. 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 EMD would be forfeited and Tenderer is liable to be banned from doing business with Indian Maritime University.
- 2.4. Intending Tenderers are advised to keep visiting the Portals mentioned above for any Corrigendum / Addendum/ Amendment etc., issued if any.
- 2.5. 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.
- 2.6. Canvassing directly or indirectly in connection with the Bid is strictly prohibited and Bids submitted by the Tenderer who resort to canvassing will be summarily rejected.
- 2.7. This Notice Inviting Tender will form part of the contract document including additional terms/additional conditions/corrigendums and other related papers, if any, forming the Bid as issued at the time of invitation of Tender and acceptance thereof together with any correspondence leading thereto of the contract document.
- 2.8. The Bidders are requested to provide the following documents along with their Bids:
  - (a) Covering Letter as per **Annexure – A**.

- (b) Minimum Eligibility Criterion – Supporting Documents **Annexure – B** along with **Statement no. B/1 and B/2**.
  - (c) Technical Evaluation Criterion – Supporting Documents **Annexure – C** along with **Statement no. C/1, C/2 and C/3**.
  - (d) Annual Turnover for past 5 years as per **Statement no. – C/3**.
  - (e) Non-debarment Certificate as per **Annexure - E**
- 2.9. Price Bid BOQ format **for reference only** is as per **Annexure D** respectively, for the Engagement of Event Management Firm for providing Event Management Services for organizing 7th Convocation at Indian Maritime University (IMU- Headquarter).
- 2.10. Please ensure **Statement no. – C/3** is to be supplemented with proof/ supporting documents self-attested by the Firm. It shall be IMU's prerogative to decide whether the document produced is valid evidence or not and whether or not to call for additional proof, if required.
- 2.11. At any time, prior to the date of submission of Bids, IMU may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective agency, modify bid documents by amendments. The amendments shall be notified in IMU's website [www.imu.edu.in](http://www.imu.edu.in) and these amendments will be binding on the agencies. In order to afford prospective agencies a reasonable time to take the amendment into account in preparing their bids, IMU may, at its discretion, extend the deadline for the submission of bids suitably.
- 2.12. All Documents attached with the tender are to be duly signed by the authorized signatory. If required, IMU may insist on notarized copy or ask to produce originals to ascertain the veracity of the documents. IMU also reserves the right to ask for more proof to corroborate the eligibility declarations.
- 2.13. The bidders shall submit all details, documents etc., as required in the tender document duly signed on each page. In case bidder fails to do so, IMU-Headquarters reserves the right to reject the tender without seeking any further clarification. All the pages of tender document including the documents enclosed with it should be serially numbered signed in all papers including annexures/supporting documents, if any. The total

number of pages should be mentioned in the forwarding letter.

2.14. The bidder shall submit the copy of the tender document and addenda thereto, if any, with each page signed and stamped all the pages to confirm the acceptance of the entire terms and conditions of the tender.

2.15. All communications with regard to this tender to be addressed to:

The Registrar,

Indian Maritime University - Headquarters,

East Coast Road, Semmencherry, Sholinganallur PO, Chennai -600 119

Tel: 044-2453 9020;

Email to: registrar@imu.ac.in; cc: dr.purchase@imu.ac.in.

2.16. IMU- Headquarters at its sole discretion reserves the right to extend last date of submission of tender and the same shall be updated in IMU- Headquarters website and all bidders are requested to visit the website for latest updates.

2.17. IMU-Headquarters reserves the right to annul the bidding process at any time without any liability for such annulment, without assigning any reason there to.

2.18. IMU-Headquarters reserves the right to invite revised tenders with or without amendment at any stage without any liability for such invitation and without assigning any reason thereof.

2.19. IMU-Headquarters shall notify the successful bidder through registered letter/ speed post / fax / e-mail or in person confirming that their offer has been accepted. IMU-Headquarters will issue the Award letter to the successful bidder. This award letter shall indicate the details of services to be supplied by the bidder and the amount which IMU-Headquarters shall pay to the successful bidder in consideration of the execution of the contract by them.

2.20. Bidder who submits more than one tender will be disqualified.

2.21. Any such corrigendum/addendum shall be deemed to be part or incorporated into this Notice Inviting Tender.

2.22. Submission of Bids in any other mode than Online through CPPP will not be admissible.

2.23. Tenders shall remain valid for 120 days from the last date for submission



of tender.

2.24. All documents should be certified by the Authorized signatory of the Bidder.

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

- (a) 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.
- (b) IMU may, for any reason, suo-motu or in response to a clarification by a prospective bidder or bidder, modify the tender documents by Amendments (through Addenda / Corrigenda etc.)
- (c) Any such Amendments will be informed to all the participants in the pre-bid meeting besides hosting on IMU website/CPPP Portal. 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.
- (d) Any such corrigendum/addendum shall be deemed to be part or incorporated into this Notice Inviting Tender (NIT).
- (e) 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.
- (f) It is the responsibility of the bidder to check the website noted above time to time for updates.

2.26. **Completeness of Tender:**

The Bidder is expected to examine all instructions, forms, terms and conditions and deliverables in the tender document. Failure to furnish all information required by the tender documents or submission of a tender offer not substantially responsive in every respect to the tender documents will be at the bidder's risk and may result in rejection of its tender offer. The tender offer is liable to be rejected outright without any intimation to the bidder if complete Information as called for in the tender document is

not given therein, or if particulars asked for in the forms / proforma in the tender are not fully furnished.

**2.27. Cost of Bidding:**

The bidders shall bear all costs, efforts or their time associated with the preparation and submission of their bids and the IMU will in no case be responsible or liable for those costs / efforts / time, regardless of the conduct or outcome of the tendering process or the cancellation, if any, of tender by IMU, due to any reason whatsoever and at any stage of the tender (IMU is not responsible, if there is a cancellation even after price bid opening).

**2.28. Language of Proposal & Correspondence:**

The tender, and all correspondence and documents, related to the tender, exchanged between the bidder and IMU should be in the English language only. If the bidder along with their offer furnishes any printed literature written in any other language, such documents should be supplemented with their English translation also duly attested by the Translator and the Firm. The contents in the English translated version alone shall be taken into consideration.

**2.29. Earnest Money Deposit:**

- a) Tender should be accompanied by an Earnest Money Deposit (EMD) for the value of Rs.60,000 /- (Rupees Thirty Thousand only) in the form of Demand draft from any Nationalized Bank / Scheduled Bank drawn in favour of "Indian Maritime University- Headquarters", Payable at Chennai. No other form/ mode of deposit towards Earnest Money shall be accepted. Tenders not accompanied by the Earnest Money Deposit in the manner prescribed by the IMU will be summarily rejected. 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. No exemption from payment of EMD is available to any bidder for any other reason whatsoever.
- b) The EMD of all unsuccessful bidders would be refunded by IMU within 60 days on selection of successful bidder. No interest will be allowed on the Earnest Money. The EMD of the successful bidder will be refunded only after the remittance of Security Deposit. Alternatively, the successful

bidder shall when his tender is accepted, furnish Security Deposit as specified in the clause elsewhere after adjusting the amount deposited by him towards earnest money. The earnest money shall retain its character as earnest money deposit, till the successful bidder furnishes the Security Deposit in full with or without adjustment of EMD.

- c) Where a person whose tender has been received by IMU intimates that he is withdrawing their tender before the validity period or makes any modification in the terms and conditions of the tender which are not acceptable to the IMU (or) fails to furnish the Security Deposit within the prescribed time, the IMU shall without prejudice to IMU's any other right or remedy, be at liberty to forfeit the Earnest Money deposited by such person absolutely. In case successful bidder fails to enter into a contract/agreement within 30 days or the time specified by IMU from the date of receipt of Work Order, EMD amount shall be forfeited.

**2.30. Tender Validity:**

- (a) Tenders shall remain valid for 120 days from the date of opening of Bids. A proposal valid for a shorter period may be rejected by IMU as being non-responsive. During the period of validity of Proposals, the terms and conditions mentioned shall not change and any such request may lead to denial of the award.
- (b) In exceptional circumstances, prior to the expiry of the original tender validity period, the IMU may request the bidder to extend the period of validity for a specified additional period. The request and the response thereof shall be made in writing through E-mail or Post. A bidder agreeing to the request will not be required to nor permitted to modify his tender, but will be required to extend the validity of his tender for the period of extension. In case a bidder is not agreeing to the request of the IMU for extension of validity of the tender, then his tender will not be processed further and the portions of his tender which have not been opened will be returned to them unopened as the case may be.

**2.31. IMU's Right to accept and to reject any or all proposals:**

Notwithstanding anything else contained to contrary in this Tender Document, IMU reserves the right to accept or reject any Bid or to annul the bidding process fully or partially or modifying the same and to reject

all Proposals at any time prior to the award of work, without incurring any liabilities in this regard.

2.32. **Rejection of Bids:** The bids will be rejected on following grounds:

- (a) If any of the eligibility criteria as per the qualification criteria is not met.
- (b) If tender terms and conditions are not met.
- (c) If bidder gives wrong information in the bid.
- (d) Canvassing in any form in connection with the bids.
- (e) If the bid is incomplete /partial bid/ conditional/unclear in any form.
- (f) Submission of Bid in any other format.

2.33. **Submission of Price Bid:**

- (a) Price Bid has to be submitted as per the BOQ attached to the bid document online through CPPP Portal.
- (b) It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents in addition to above.

### 3. **Scope of work:**

- 3.1. The Service Provider is required to provide plan for the conduct of event on the Stage.
- 3.2. There may be requirement for a Green Room where the dignitaries will put on or remove their Convocation robes. This will require seating arrangements.
- 3.3. The event should cover photography, videography and webcasting for registered attendees.
- 3.4. The item-wise requirement for the event is as given below:

<b>Sl. No.</b>	<b>Particulars</b>	<b>Size</b>	<b>Quantity</b>
<b>A</b>	<b>VENUE BRANDING</b>		
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 Hall Entry to Stage (up to 1 <sup>st</sup> row)	75 x 6 ft	1 No
12	Red Carpeting in well area	55 x 8 ft	1 No

13	Flower Pots		10 Nos
<b>B</b>	<b>VENUE LIGHTING</b>		
1	Metal halide		75 Nos
2	2(a)	Serial Lights around the venue (Block A & B and Academic Block) – profile lighting	800 rmts
	2(b)	LED par can lights	25 Nos.
<b>C</b>	<b>STAGE AND OTHER DECOR</b>		
1	VIP cushion arm chairs		10 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	Stage Teapoy		2 Nos
5	LED Wall	24 x 8 ft	1 No
6	LED Wall	15 x 8 ft	2 Nos
7	Stage Carpeting (New red carpet)	55 x 25 ft	1 No
8	Speaker Podium Branding with IMU Logo		2 Nos
9	Stage Lighting 12 LED par profile lights, 12 par cans, 4 moving head, 4 profile spot and 4 house light		1 Set
10	Plasma TV – 42”tv for stage & outside auditorium (Panasonic/Sony)	42”	4 Nos
11	Floral Rangoli Décor at General Entry (Jebra, Orchid and Carnation)	10 ft dia.	2 Nos
12	Sound system for at least 500 person with 2 Nos Podium Mic, 5 Nos Cordless Mic with all related equipment, etc.		1 Set
<b>D</b>	<b>Food Area</b>		
1a.	High Tables		10 Nos
1b.	Serving Tables with frills		30 Nos
<b>E</b>	<b>Power &amp; Electricals</b>		
1	Generator power supply for Venue Lighting, Light & Video arrangements		1 Set

	(including rehearsal day) [Standby generator for the event day]		
<b>F</b>	<b>VVIP &amp; VIP Lounge /Green Room</b>		
1	Flex banner for robe photoshoot	10 x 8 ft	1 No
2	Banquet Chairs		10 Nos
<b>F</b>	<b>MISC.</b>		
1	Bouquets with minimum 45 Roses		20 Nos
2	Bouquets with minimum 75 Roses		10 Nos
3	Multi-Colour flag with IMU logo	3ft x 2ft	24 Nos
4	Master of Ceremony		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		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

**Note:** (a) The above given list is tentative. Additional items if any will be included with the approval of the Competent Authority of IMU. IMU has the prerogative to operate all or few of the items listed in Bill of Quantity (BoQ).

(b) The quoted price shall be inclusive of levies, transportation, delivery, manpower, etc. including GST.

(c) Any other scope as required by the management with mutual agreement.

#### 4. Evaluation of Bids:

##### Minimum Eligibility Criteria:

4.1. The Bids which satisfy **ALL** of the following criterions will be taken for Technical Evaluation:

<b>Sl. No.</b>	<b>Minimum Eligibility Criteria</b>	<b>Mode of Proof</b>
1.	The Bidder should have been in the business of conducting the Event Management for at least Five years in the last 10 years, up to last date of closing tender.	Copy of Registration Certificate and Work Order along with Completion certificate or relevant document showing that the Bidder was in the business of Event Management Service for at least FIVE years in the last 10 years.
2.	It is mandatory that the Bidder should have an office in Chennai.	A proof in the form of Certificate of incorporation or GST Certificate showing address of Chennai or internet connection bill for past 6 months showing address of Chennai as on last date of submission of bid should be submitted. Bidders who do not meet this criteria will be rejected.
3.	The Bidder should have conducted at least <b>three Events</b> 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 seven 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.
4.	The Bidder should have an <b>Average Annual Turnover</b> of <b>Rs.60 Lakhs</b> during the last 5 years i.e., 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21.	Copy of Profit & Loss Account of the Event Management Firm for each of the FIVE years authenticated by a Chartered Accountant (or) Copy of Income Tax return for each of the THREE 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.60 Lakhs during the last 5 years i.e. 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21.
5.	The Bidder should NOT have been debarred by any government department/ Firm in the past THREE years on account of fraudulent or corrupt practices or inefficient /ineffective performance.	The bidder should give an undertaking to this effect.
6.	The bidder should have valid GST Registration Certificate.	Self-attested photocopy of GST Registration Certificate.

**Technical Evaluation Criteria:**

4.1. The Technical Evaluation Criteria are as given below:

<b>Sl. No.</b>	<b>Technical Evaluation Criteria</b>	<b>Scoring Criteria</b>	<b>Max Marks</b>
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 Seven years i.e. 2014-15, 2015-16, 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21 :		<b>80</b>

	i) In Chennai i.e., within Chennai Corporation limit	4 Marks per event (Maximum of 40 Marks)	
	ii) In Tamil Nadu but outside Chennai Corporation limit	3 Marks per event (Maximum of 30 Marks)	
	iii) Outside Tamil Nadu	1 Mark per event (Maximum of 10 Marks)	
	<b>Mode of Proof:</b> Statement as per <b>Annexure-C</b>		
2.	The Bidder should have an <b>average annual turnover</b> of <b>Rs.60 Lakhs</b> during the last 5 years i.e., 2016-17, 2017-18 and 2018-19,2019-2020 and 2020-2021.		<b>20</b>
	For Rs.60 Lakhs up to 1 Crore	10 Marks	
	For 1 Crore upto 3 Crores	15 Marks.	
	Above 3 Crores	20 Marks.	
	<b>Mode of Proof:</b> Statement as per <b>Annexure - C.</b>		
	<b>Total Marks</b>		<b>100</b>

- 4.2. Bids which possess all the Minimum Eligibility Criteria will be taken up for Technical Evaluation.
- 4.3. The Technical Score (TS) of the Bidder getting the highest mark will be treated as 30, and those of the others will be arrived at proportionately using the formula:  $TS = (T/T_{max}) \times 30$  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 30.
- 4.4. The Price Bids of only those Bidders who score 15 marks or more from Technical Evaluation, will be opened and evaluated.
- 4.5. The Commercial Bids of only those Bidders who have been found to be Technically Eligible (with 15 marks or more from Technical Evaluation as per para 4.2.) by the Committee shall be opened. The Commercial Bids shall be opened for the eligible Bidders in their presence on the date

notified through email. One representative from each Bidder will be allowed with proper authorization. The Commercial Scores (CS) of the Bidders would be normalized on a scale of 70, with the lowest quote getting a score of 70 and the rest being awarded on a pro-rata basis. Only the Technically Qualified Bidders shall be intimated about the opening of the Commercial Bids.

**Commercial Evaluation Criteria:**

- 4.6. **The Commercial Score (CS) out of 70 for each Bidder** will be arrived at using the formula:  $CS = (P_{min}/P) \times 70$  where  $P_{min}$  is the value of the *lowest Price* and P is the value of the Price Bid of a given Bidder.

**Final Evaluation:**

- 4.7. This Tender, being a Quality-cum-Cost Based System (QCBS) Tender, with emphasis for quality and experience of the Bidder in Similar projects, **will be evaluated on 30:70 basis**. This means 30% weightage will be given to Technical Bid and 70% weightage will be given to the Price Bid.
- 4.8. The Total Score for a Bidder (out of 100) = TS + CS.
- 4.9. The Bidder with the highest Total Score will be awarded the contract subject to other terms and conditions of Tender.

## 5. **General Terms & Conditions**

5.1. **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/-.

### 5.2. **Contract Period**:

(a) The Contract will be valid for a period of One year from the date of issue of Work Order, extendable on satisfactory performance, One year at a time up to a maximum of 3 years, at the same rate, terms and conditions and at the sole discretion of IMU- Headquarters.

(b) The contract can be terminated at any point of time if the services of the Firm are not found satisfactory, by giving 30 days' notice. In such an event, the work shall be done from another Firm at the risk & cost of the defaulting Firm.

### 5.3. **Security Deposit**:

(a) The supplier shall be required to remit the Security Deposit through NEFT/RTGS for an amount of 3% of the Work Order value within 7 working days from the date of receipt of the Purchase Order and should be kept valid for a period of 90 days beyond the date of completion of contractual work.

(b) Security Deposit will be refunded / returned without any interest, only 90 days after successful completion of contractual work and after adjustment of dues if any to IMU or penalty imposed by IMU.

### 5.4. **Payment Terms**:

(a) The payment terms is subject to timely and satisfactory completion of all the activities certified by the respective Convocation Committee heads of IMU.

(b) The Vendor will be provided with a Format by the Purchase Section to seek certification from the Committee head with names and details.

(c) TDS will be deducted as per rules.

(d) No advance payment against ensuring up-keeping bills will be made under any circumstances.

- (e) The Tax Invoice raised by the service provider must be in compliance of relevant GST acts, rules & notifications made thereunder and should bear the IMU-HQ's GST Registration no. 33AAAAI2610K2Z3. The rate and amount of CGST, SGST, IGST and GST (Compensation to state) cess, related to supply of goods, shall be shown separately in tax invoice for each item of supply. In case the Service provider has opted for composition levy, the Bill of supply shall be raised by him in compliance of relevant GST Acts, rules & notifications made thereunder.
- (f) 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.

**5.5. Penalty Clause:**

- (a) The above payment terms is subject to timely and satisfactory completion of all the activities certified by the respective Convocation Committee heads of IMU. In the event of delays on the part of the Firm not attributable to IMU or to Force Majeure causes, IMU shall have the right to make 'cuts' in payment at the rate of 1% of the amount payable for each day of delay but not exceeding 10% of the Work Order Value after giving a 3-day notice to show cause against the same.
- (b) 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 the 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 Service Provider to IMU. Penalty shall be decided by IMU without any ceiling but not more than awarded value. IMU shall also have the right to terminate the contract altogether (upon which the Security Deposit paid by the Vendor shall stand forfeited) and to entrust the remaining work to another Vendor.
- (c) The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction of

Chennai Courts only.

**5.6. Termination Clause:**

- (a) 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 (upon which the Security Deposit paid by the Event Management Agency shall stand forfeited) and to entrust the remaining work to another Agency.
- (b) 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.
- (c) IMU may Blacklist or Debar the Service Provider for termination on grounds of breach of Contract or Non-performance leading to negative publicity for IMU.
- (d) 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.
- (e) The contract may be terminated with a 30 days' notice, before the expiry of contract period owing to deficiency in service or any other reason whatsoever by IMU. The Service Provider has to give 90 days' notice in case they want to withdraw/terminate/not willing for further extension, failing which SD, EMD, Retention money and pending bills will be forfeited.
- (f) The Performance Security Deposit will be forfeited in the event of termination of the contract.

**5.7. Anti-Profiteering Rules of GST:**

The Bidder should strictly adhere to Anti-Profiteering Rules of GST.

**5.8. 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.

**5.9. Settlement of Disputes:**

Bidder shall make 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.

5.10. **Indemnity:**

The selected Firm shall indemnify IMU from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind how-so-ever suffered, arising or incurred inter-alia during and after the Contract period against all losses, claims for damages including losses, claims for damages on account of bodily injury, death or damage to tangible. The indemnity shall be to the extent of 100% of project cost in favour of the IMU.

5.11. **Force Majeure:**

Neither IMU-HQ nor the Firm 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.

5.12. **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.

5.13. **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.

**Note:** All documents should be submitted in prescribed format

*N. Srinivasan*  
Registrar



**COVERING LETTER**

(Format of letter to be given for "Engagement of Event Management Firm for providing Event Management Services for organizing 7<sup>th</sup> Convocation at Indian Maritime University Headquarter")

To,  
The Registrar,  
Indian Maritime University,  
(A Central University, Government of India), Head Quarters,  
East Coast Road, Semmencherry,  
Sholinganallur (P.O.) Chennai-600119

**Sub:** Engagement of Event Management Firm for providing Event Management Services for organizing 7<sup>th</sup> Convocation at Indian Maritime University - Headquarter – Reg.

**Ref:** Tender No. IMU-HQ/R/70/16/03/2022-PUR 04.05.2022.

Dear Sir,

1. This is with reference to your Tender No. IMU-HQ/R/70/16/03/2022-PUR 04.05.2022. I/We, have examined the Tender document and understood its contents. I/We, hereby submit my Bid for "Engagement of Event Management Firm for providing Event Management Services for organizing 7<sup>th</sup> Convocation at Indian Maritime University (IMU- Headquarter)".
2. The Bid is unconditional for the said Tender.
3. It is acknowledged that the Authority will be relying on the information provided in the Tender and the documents accompanying such Tender for qualification of the Bidders for the above subject Engagement, and we certify that all information provided in the Tender and in Annexures is true and correct; nothing has been misrepresented and omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.
4. This statement is made for the express purpose of the above mentioned subject.
5. I/We, shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Qualification statement.

6. I/We, acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby relinquish, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
7. It is declared that:
  - a. We have examined the Tender document and have no reservations to the Tender document.
  - b. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any Bid or request for proposal issued by or any Agreement entered into with the Authority or any other public sector enterprise or any government, Central or State.
8. It is understood that the IMU may cancel the Bidding Process at any time without incurring any liability to the IMU and that IMU are neither bound to invite the applicants to Bid for the services nor to accept any Bid that IMU may receive.
9. It is certified that we have not been indicted or convicted by a Court of Law or no adverse orders have been passed against us by a regulatory authority which could cast a doubt on our ability to undertake the services or which relates to an offence that outrages the moral sense of the community.
10. It is further certified that no investigation by any regulatory Firm is pending against us.
11. It is hereby affirmed that we are in compliance of/ shall comply with the statutory requirements of the Govt. of India, as applicable.
12. I/We, hereby irrevocably relinquish any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of Bidders, selection of the Tenderer, or in connection with the selection/Bidding Process itself, in respect of the above mentioned services and the terms and implementation thereof.
13. We agree to undertake to abide by all the terms and conditions of the TENDER document and state that our bid will be valid for 120 days.
14. We agree to undertake to be liable for all the obligations of the Tenderer under the Agreement.

In witness thereof, we submit this application under and in accordance with the terms of the TENDER document.

Place:- .....

Date :.....

Yours faithfully,

(Signature, name and designation of the  
Authorized Signatory of the Firm)

Official Seal

**Minimum Eligibility Criteria Evaluation Sheet**

**(Bidders have to attach all the documents to be submitted as proof along with this Annexure B as a single document.)**

**BIDS NOT SUBMITTED IN THE PRESCRIBED FORMAT ARE LIABLE TO BE REJECTED.**

<b>Sl. No.</b>	<b>Minimum Eligibility Criteria</b>	<b>Mode of Proof</b>	<b>Page No. where document attached</b>
1.	The Bidder should have been in the business of conducting the Event Management for at least Five years in the last 10 years, up to last date of closing tender.	Copy of Registration Certificate and Work Order along with Completion certificate or relevant document showing that the Bidder is in the business of Event Management Service for at least FIVE years in the last 10 years. <b>Bidders have to attach all the documents to be submitted as proof along with this Annexure B as a single document.</b>	
2.	It is mandatory that the Bidder should have an office in Chennai.	A proof in the form of Certificate of incorporation or GST Certificate showing address of Chennai or internet connection bill for past 6 months as on last date of submission of bid showing address of Chennai should be submitted. Bidders who do not meet this criteria will be rejected. <b>Bidders have to attach all the documents to be submitted as proof along with this Annexure B as a single Document.</b> Bidders who do not meet this criteria will be rejected.	

3.	<p>The Bidder should have conducted at least <b>three Events</b> 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 seven years up to last date of closing tender.</p>	<p>(a) Copy of Work Order/ Contract for proving "Award of Work".</p> <p>(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.</p> <p>(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.</p> <p><b>Bidders have to attach Statement No. B/1 and all the documents to be submitted as proof along with this Annexure B as a single document.</b></p>	
4.	<p>The Bidder should have an <b>Average Annual Turnover of Rs.60 Lakhs</b> during the last 5 years i.e., 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21.</p>	<p>Copy of Profit &amp; Loss Account of the Event Management Firm for each of the FIVE years authenticated by a Chartered Accountant (or) Copy of Income Tax return for each of the THREE 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.60 Lakhs during the last 5 years i.e. 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21. <b>Bidders have to attach Statement no. B/2 and all the documents to be submitted as proof along with this Annexure B as a single document.</b></p>	

5.	The Bidder should NOT have been debarred by any government department/Firm in the past THREE years on account of fraudulent or corrupt practices or inefficient/ineffective performance.	The bidder should give an undertaking to this effect. <b>Bidders have to attach all the documents to be submitted as proof along with this Annexure B as a single document.</b>	
6.	The bidder should have valid PAN and GST Registration Certificate.	Self-attested photocopy of PAN and GST Registration Certificate. <b>Bidders have to attach all the documents to be submitted as proof along with this Annexure B as a single document.</b>	

**Declaration**

We certify that all the particulars furnished above under Annexure-B are true and correct and based on documentary evidence, and that 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 our company is liable to be blacklisted/debarred by IMU for at least 3 years.

Date:

*Signature with Seal of Authorised Signatory*

Place:

**Statement No. B/1**

**Minimum Eligibility Criteria Evaluation Sheet**

**Bidders have to attach all the documents to be submitted as proof along with this Annexure B/1 as a single document.**

The details of 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 seven years up to last date of closing tender.:

Sl. No.	Name of the Chief Guest with designation	Date of Event	Venue of Event	Name of the Institution hosting	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

**Bidders have to attach the following documents to be submitted as proof along with this Annexure B as a single document:**

- (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.

Date: \_\_\_\_\_  
Place: \_\_\_\_\_  
Signature with Seal of Authorized Signatory

**Statement No. B/2**

**Details Regarding Annual Turnover**

**(Bidders have to attach all the documents to be submitted as proof along with this Annexure B as a single document.)**

<b>Sl. No.</b>	<b>Financial Year</b>	<b>Annual Turnover In Rupees</b>
<b>1</b>	<b>2016-17</b>	
<b>2</b>	<b>2017-18</b>	
<b>3</b>	<b>2018-19</b>	
<b>4</b>	<b>2019-20</b>	
<b>5</b>	<b>2020-21</b>	

**Mode of Proof:** Audited Profit & Loss Account and Balance Sheet for last five Financial years ending 31st March, 2021. It should be duly attested by the Bidder's Chartered Accountant.

**Place:**

**Date :**       **Signature of the Tenderer with seal**



**Technical Criteria Evaluation Sheet**

**(Bidders have to attach all the documents to be submitted as proof along with this Annexure C as a single document.)**

**BIDS NOT SUBMITTED IN THE PRESCRIBED FORMAT ARE LIABLE TO BE REJECTED.**

<b>Sl. No.</b>	<b>Technical Evaluation Criteria</b>	<b>Scoring Criteria</b>	<b>Page No. where document attached</b>
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 Seven years i.e. 2014-15, 2015-16, 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21 :		
	i) In Chennai i.e., within Chennai Corporation limit	4 Marks per event (Maximum of 40 Marks)	
	ii) In Tamil Nadu but outside Chennai Corporation limit	3 Marks per event (Maximum of 30 Marks)	
	iii) Outside Tamil Nadu	1 Mark per event (Maximum of 10 Marks)	
	<b>Mode of Proof: Statement no. C/1 and C/2</b> along with 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.		
2.	The Bidder should have an <b>average annual turnover</b> of <b>Rs.60 Lakhs</b> during the last 5 years i.e., 2016-17, 2017-18		

	and 2018-19, 2019-20 and 2020-21.	
	For Rs.60 Lakhs upto 1 Crore	10 Marks
	For 1 Crore upto 3 Crores	15 Marks.
	Above 3 Crores	20 Marks.
	<b>Mode of Proof:</b> The bidder will be required to furnish the details of the events claimed above in the prescribed format given <b>Statement no. C/3.</b>	

## **Statement no. C/1**

### **TECHNICAL BID: Technical Evaluation Criteria**

**Bidders have to attach all the documents to be submitted as proof along with this Annexure C as a single document.**

1. *Number of Events* conducted during the last 7 years:

<b>Sl. No.</b>	<b>Chief Guest</b>	<b>Number of Events Conducted during last 7 years</b>		
		<b>In Chennai</b> (within Chennai Corporation limit)	<b>In Tamil Nadu</b> (Outside Chennai Corporation Limit)	<b>Outside Tamil Nadu</b>
<b>1</b>	President of India/Vice President/Prime Minister/ Union Minister /Governor of a State/Chief Minister			

**Statement no. C/2**

**TECHNICAL BID: Technical Evaluation Criteria**

2. The details of events organized (in each category from sl. 1 i) to iii) for all the places separately) by the bidder in table under Statement 1 shall be provided in the following format:

Sl. No.	Name of the Chief Guest with designation	Date of Event	Venue of Event	Name of the Institution hosting	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

**Bidders have to attach the following documents to be submitted as proof along with this Annexure C as a single document:**

- (d) Copy of Work Order/ Contract for proving "Award of Work".
- (e) (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.
- (f) Copy of the invitation-card of the event or other similar documents to prove that the event is graced by the above stated dignitaries.

Date:

Place

*Signature with Seal of Authorized Signatory*

**Statement no. – C/3**

**Details Regarding Annual Turnover**

**Bidders have to attach all the documents to be submitted as proof along with this Annexure C as a single document.**

<b>Sl. No.</b>	<b>Financial Year</b>	<b>Annual Turnover In Rupees</b>
<b>1</b>	<b>2016-17</b>	
<b>2</b>	<b>2017-18</b>	
<b>3</b>	<b>2018-19</b>	
<b>4</b>	<b>2019-20</b>	
<b>5</b>	<b>2020-21</b>	

**Mode of Proof:** Audited Profit & Loss Account and Balance Sheet for last five Financial years ending 31st March, 2021. It should be duly attested by the Bidder's Chartered Accountant.

**Place:**

**Date :      Signature of the Tenderer with seal**

**BOQ Format (FOR REFERENCE ONLY)****NOT to be submitted other than with PRICE BID on CPPP Portal****Table-I: List of Items**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Size</b>	<b>Quantity (1)</b>	<b>Basic Rate Per Unit to be entered by the bidder</b>	<b>GST Amount per unit</b>
<b>A</b>	<b>VENUE BRANDING</b>				
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	55 x 35	1 No		

	Entrance	ft			
11	Red Carpet Hall Entry to Stage (up to 1 <sup>st</sup> row)	75 x 6 ft	1 No		
12	Red Carpeting in well area	55 x 8 ft	1 No		
13	Flower Pots		10 Nos		
<b>B</b>	<b>VENUE LIGHTING</b>				
1	Metal halide		75 Nos		
2	2(a)	Serial Lights around the venue (Block A & B and Academic Block) – profile lighting	800 rmts		
	2(b)	LED par can lights	25 Nos.		
<b>C</b>	<b>STAGE AND OTHER DECOR</b>				
1	VIP cushion arm chairs		10 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	Stage Teapoy		2 Nos		
5	LED Wall	24 x 8 ft	1 No		
6	LED Wall	15 x 8 ft	2 Nos		
7	Stage Carpeting (New red carpet)	55 x 25 ft	1 No		
8	Speaker Podium Branding with IMU Logo		2 Nos		
9	Stage Lighting 12 LED par profile lights, 12 par cans, 4 moving head, 4 profile spot and 4 house light		1 Set		
10	Plasma TV – 42”tv for stage & outside auditorium (Panasonic/Sony)	42”	4 Nos		
11	Floral Rangoli Décor at	10 ft	2 Nos		

	General Entry (Jebra, Orchid and Carnation)	dia.			
12	Sound system for at least 500 person with 2 Nos Podium Mic, 5 Nos Cordless Mic with all related equipment, etc.			1 Set	
<b>D</b>	<b>Food Area</b>				
1a.	High Tables			10 Nos	
1b.	Serving Tables with frills			30 Nos	
<b>E</b>	<b>Power &amp; Electricals</b>				
1	Generator power supply for Venue Lighting, Light & Video arrangements (including rehearsal day) [Standby generator for the event day]			1 Set	
<b>F</b>	<b>VVIP &amp; VIP Lounge /Green Room</b>				
1	Flex banner for robe photoshoot	10 x 8 ft		1 No	
2	Banquet Chairs			10 Nos	
<b>G</b>	<b>MISC.</b>				
1	Bouquets with minimum 45 Roses			20 Nos	
2	Bouquets with minimum 75 Roses			10 Nos	
3	Multi-Colour flag with IMU logo	3ft x 2ft		24 Nos	
4	Master of Ceremony			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			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		
<b>Grand Total</b>					

**Note:** Rate per unit is inclusive of Management Fees, Transportation and all other charges

**Table-II:** Diesel Cost in case of power Cut (Not forming part of Financial Bid Evaluation)

Sl. No.	Particulars	Rate Per Hour (Inc. GST)
1	<b>Diesel Cost for Generator in Case of Power Cut [ should be billed on actual usage basis]</b>	

The rates for Table I and Table II will be valid for the period of extension, as mentioned in Para 5.2 of the Tender document.

**SELF - DECLARATION - NON - DEBARMENT**

(On the Letter Head of the bidder)

To  
The REGISTRAR,  
Indian Maritime University,  
(A Central University, Government of India), Head Quarters,  
East Coast Road, Semmencherry,  
Sholinganallur (P.O.) Chennai-600119

Dear Sir,

In response to the Tender No. IMU-HQ/R/70/16/03/2022-PUR dated 04.05.2022 for engagement of Event Management Firm, I/We hereby declare that presently our Event Management Firm/ Firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government/ Autonomous Body/ Statutory Body/ Central Universities/ IIT / IIM/ CFTI.

We further declare that presently our firm..... is not Debarred/ blacklisted and not declared ineligible, for similar work, by any State / Central Government/ Autonomous Body/ Statutory Body/ Central Universities/ IIT/ IIM/ CFTI as on the date of Bid Submission.

Thanking you,  
Yours faithfully,

Signature of Authorised Signatory with seal

Name: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_