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A Government Engineering College
E-mail – pmeccbam@gmail.com
Website – www.pmec.ac.in

PARALA MAHARAJA ENGINEERING COLLEGE

(A constituent college of Biju Patnaik University of Technology, Odisha, Rourkela)

SITALAPALLI: BERHAMPUR: DIST.:-GANJAM: PIN – 761003

No. PMEC/ 409

Date:- 24/03/2017

TENDER CALL NOTICE FOR EVENT MANAGEMENT

Sealed tenders are invited from registered Event Management Firm having valid TIN / VAT / SRIN / SERVICE TAX REGISTRATION number for arrangement of stage, light & sound and outside band / singer / star performance and to supply different items according to the following specification and quantity. Tender Document can be downloaded from the official website of the college (www.pmec.ac.in) and submitted during the due date along with Rs.500/- (Rupees Five hundred only) towards cost of the Tender Document and Rs.30,000/- (Rupees Thirty thousand only) towards cost of Earnest Money Deposit (EMD) in shape of Demand Drafts(separately) in favour of Principal, Parala Maharaja Engineering College payable at Berhampur. The completed tender document must reach the office of the undersigned on or before **31/03/2017 by 2.00 PM** through **Registered / Speed post** only. The tender will be opened on **31/03/2017 at 2.30 PM**.

The annual function will be held on **7th, 8th, 9th & 10th April-2017**. The Star Night & DJ performance will be held on first & second days respectively followed by Annual Function and Ollywood Night.

The undersigned reserve the right to extend the date and reject any or all or part of tender without assigning any reason thereof.

Sd/-
Principal
PMEC, Berhmapur

PARALA MAHARAJA ENGINEERING COLLEGE

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SITALAPALLI: BERHAMPUR: DIST.: -GANJAM: PIN – 761003

1. BIDDER PARTICULARS (To be filled by the bidder)

Sl. No.	Particulars	
i	Name of the Event Management Firm :	
ii	Name of the Proprietor/Partner/Director :	
iii	Email address:	
iv	Telephone Number(s):	
v	Tender Cost DD No. Date and Bank:	
vi	EMD, DD No. Date and Bank:	
vii	Sale Tax/ VAT/ TIN/ Service Tax Registration No.:	
viii	Permanent Account No.(PAN):	
ix	Up-to-date VAT clearance certificate/ Service Tax Paid Certificate:	
x	Firm Registration Certificate:	

2. DOCUMENTS TO BE SUBMITTED

- i) Self attested copy of PAN
- ii) Self attested copy of Sales Tax / VAT / TIN certificate / Service Tax Registration certificate
- iii) Self attested copy of VAT clearance certificate / Service Tax Paid Certificate
- iv) Self attested copy of Experience certificate for doing similar job (at least one year / five events in reputed organizations)
- v) DD of Rs.500/- towards tender cost
- vi) DD of Rs.30,000/- towards EMD
- vii) Tender document signed with seal & date on each page.
- viii) Declaration form duly signed (Annexure-I)

Note: If the above documents are not submitted the tender will be summarily rejected.

3. Specifications for Light, Sound and Artists

STAGE DESCRIPTION		
Quantity	Item	Description
1	Hydraulic Stage	60ft x 40ft
1	Ramp (Carpeted)	16 ft x 8ft
1	Stage Back Drop	32ft x 12 ft (Thermatic)
As per requirement	Cross Beam	--
4	Four Side Truss	Aluminium
1	Black Masking	As per Stage
2	Green Room	--
As per requirement	Stage carpet	--
10	Sofa (VIP Guest)	--
	Iron Barricading	2000ft
80	VIP CHAIR	Iron Framed and Covered with white cloth
2000	Chairs	Plastic
1	Carpet	At VIP lounge
As per requirement	Table & Chair (for stage)	--
As per requirement	Fooding & sponsorship tent	--
As per requirement	Camera & Controller table	--
2	Videography and photography	Crane system near the stage
2	Stair case	--
As per requirement	Carpet for student area	--
As per requirement	Stage Decoration	--

LIGHT & SOUND SPECIFICATION		
Quantity	Item	Description
8	Line Array	POPE/JBL
8	Vertec Bass	POPE/JBL
8	Monitor	YAMAHA
10	Pen Microphone	--
1	Compressor/ Limiter/ Gate	DBX Compressor/Limiter/ Multifunction Gate
1	Equalizer	--
1	Power Conditioner	--
As per requirement	DI BOX	DI 100
1	Digital Mixture	SC 48

As per requirement	Digital Crossover	DCX 2496
As per requirement	Drum kit as necessary	--
1	LED screen	12ft x 8ft
1	Power Amplifier	Phonic XP 5000-5100
As per requirement	3 way Sound	JBL SRX 725 POPE 215
1	Stage Amplifier	Yamaha Keyboard
4	Side fills	SRX 725/ SRX 728
As per requirement	Paper crackers	--
1	Laser	--
2	Smoke	--
1	Bubble	--
8	Sharpys	--
16	1000 watt power light	--
40	LED power	--
1	Spot light/Follow	--
As per requirement	Cool fire	--
As per requirement	Fire work	--
50	LED metal	--
2	Snow Fallings	--
1500	Rice Light	
	Snake cable	
30	Palco	
As per requirement	Crew member for video shooting	
2	Podium Mike	
	Digital Mixer	
2	Side LED screen for live show	
16	Moving	
3	125 kw generator	
2	Haze Machine	
14	Cordless microphone	
2	Sky Taker	
1	Strobe	

Other on spot requirements should be provided.

N.B.: The light/sound requirement according to the demand of star/artist other than those mentioned above must be provided.

MEGA SHOW		
1 ST DAY (7 TH APRIL, 2017)	Bollywood stars (any one)	1. Mohit Gaur 2. Arjun Kanungo 3. Indeeep Buxi 4. Hardy Sandhu
2 ND DAY (8 TH APRIL, 2017)	DJ (any one)	1. DJ Paroma 2. DJ Sirin
3 RD /4 TH DAY	Ollywood star	Abhijeet Majumdar with band
* Optional	Anchor	Pupul Bhuyan & Astha Gill

The front gate decoration will include running LED with the name of the cultural fest (EXUBERANCE-2K17).

4. Terms and Conditions:

- i) During transportation any damage to the material will be responsibility of the firm.
- ii) The institute reserves the right to reject any or all or part of quotation without assigning any reason thereof.
- iii) The institute will not under obligation, give any clarification to the Event Management Firm whose quotations are rejected/not selected.
- iv) Rates quoted should be without any condition from the quotation. Conditional offer will be rejected.
- v) A copy of the work order has to be produced as a proof.
- vi) The Event Management Firm has to make the arrangements as mentioned above in the requirements.
- vii) No extra payment will be made once the bidder is being given the work order based on the quoted price.
- viii) All transport and hospitality expenses for the artists and workers engaged by the firm have to be borne by the firm/Event manager.
- ix) The firm required to deposit the security amount of Rs 30,000/- in the form of demand draft drawn in favour of "**Principal, PARALA MAHARAJA ENGINEERING COLLEGE**, Payable at Berhampur along with quotation.
- x) The authority holds all the rights to offer the assignment to any of the Bidder in case of equal quotes.
- xi) PARALA MAHARAJA ENGINEERING COLLEGE, Berhampur reserves the Right to accept or reject any Proposal and to annul the quotation process and reject all proposals, at any time prior to award of work order, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the ground for rejection of any Proposal.
- xii) 25% advance will be given on the 1st day of the function after the stage set up. Another 25% advance will be paid after the arrival of DJ for performance on 2nd day. Another 25% advance will be paid after the arrival of the artists on 3rd day. The balance amount will be handed over

along with the security fee after submitting the video CD and photograph of the event.

- xiii) Proper safety measures from fire; electricity etc will be taken care by the firm.
- xiv) The Tenderers must submit their bids as required in two parts in separate sealed covers prominently super scribed as Part-I “Technical Bid” and Part-II “Financial Bid” and also indicating on each of the covers the “Tender call Notice Number & Date” and due date and time of submission as mentioned in Tender Call Notice.

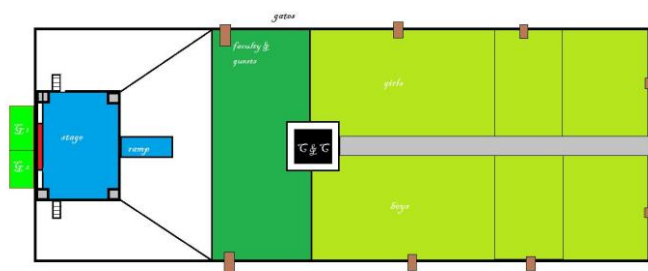
5. Part-I (Technical Bid)

Excepting the price schedule, all other documents as mentioned in para 2 (i-viii) along with tender document duly signed by the authorized person in each page shall be covered in Part-I (Technical Bid).

6. Part-II (Financial Bid)

All indications of price shall be given in Part-II (Financial Bid).

- 7. Both sealed covers Part-I “ Technical Bid” and Part-II “Financial Bid” should be placed in a third cover along with requisite EMD & cost of Tender documents (separately in the form of DD drawn in favour of Principal, PARALA MAHARAJA ENGINEERING COLLEGE, Payable at Berhampur), others requisite supporting documents etc. and sealed. The sealed cover containing tender documents as per procedure indicated above should be sent to the Office of the Principal, PMEC, BERHAMPUR by Registered Post/Speed Post addressing to the Principal, PARALA MAHARAJA ENGINEERING COLLEGE, Payable at Berhampur-761003 within the due date and time as stipulated in Tender. The sealed envelope must show the name of the tenderer and his address and should be super scribed as “**Tender for Event Management For Annual Cultural Function**” on the top.
- 8. PMEC, the tenderer and the EM Firm shall make all efforts to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with this contract.
- 9. All disputes arising out of the contract shall be referred to courts under the jurisdiction of BERHAMPUR court only.



Sd/-
Principal
PMEC, Berhampur

(Annexure-I)

PARALA MAHARAJA ENGINEERING COLLEGE, BERHAMPUR

Tender for arrangement of stage, light and sound and outside band or singer or star performance

Tender No. P MEC/409

Date: 24/03/2017

DECLARATION

I have read the above terms and conditions carefully and these are acceptable to me.

I hereby declare that my firm/company/concern is registered for the above work. I am in the business of above work, which can be verified from my record. I have not been black listed by any Government or other organisation.

Name of Tenderer :-

Address :-

Signature of Tenderer
(With Seal & Date)