

No. NIFT/BPL/Admin./Spectrum, etc. /13160(1)/2015

19th February, 2020

Sub: Rate Enquiry / Quotations for various infrastructure requirements for Fashion Show at Auditorium, PSSCIVE, Shamla Hills, Bhopal – 462013 on 29th February, 2020 and Tent House items for various events on 01st March, 2020 at NIFT Campus during Spectrum 2020 at NIFT Bhopal.

Sir/Madam,

National Institute of Fashion Technology is a premier institute under the aegis of Ministry of Textiles, Government of India, imparting education in the field of fashion design, technology and management. The institute has been given the status of an institute of excellence and thus permitted to award degrees to its students by the Act of the Parliament.

It gives me great pleasure to inform that NIFT Bhopal is going to organize Spectrum-2020 on 29th February, 2020 and 01st March, 2020 at NIFT, Bhopal. Spectrum is the annual youth festival involving sports, cultural and literary extravaganza organized by various centers of NIFT. This annual festival is also an excellent opportunity for students to interact with professionals from industry and craft sector.

During Spectrum 2020, NIFT will be organizing a Fashion Show in the Auditorium of **PSSCIVE, Shamla Hills, Bhopal** on **29th February, 2020** and various events on 01st March, 2020 at NIFT Campus, Bhopal. In this regard, NIFT Bhopal invites the sealed quotations from the Event Management Agencies to organize the Fashion Show and veracious events during the Spectrum – 2020 at NIFT Bhopal Centre. The details of the infrastructural requirement during the Fashion show on 29th February, 2020 and for various events on 01st March, 2020 are as follows:

For the selection of Event Management Agency for NIFT Annual Fest “Spectrum – 2020” on 29th February, 2020 and 01st March, 2020 - **TWO BID SYSTEM** will be followed. Event Management Agencies are required to submit Technical Bid and Financial Bid (Annexure – I & II) in two separate sealed envelopes.

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TECHNICAL BID

Technical Bid/Specification alongwith the signed required documents should be submitted in separate sealed envelope:

Sl. No.	The following information/ signed documents are required	Description
1.	Name of the Agency / Firm / Company etc.:	
2.	Agency Profile, Experience Documents, List of total organized Events, List of big events organized in Central / State Govt. Universities / Institutions etc. (Attach self attested documents)	
3.	Registration No. of the Agency / Firm / Company etc.: (Attach self attested documents)	
4.	Name, Address, Designation, Telephone nos. of the Proprietor/ Owner/Partner etc. Phone No, Fax No, E-mail id etc. (Attach self attested documents)	
5.	Details of Earnest Money Deposit (EMD of Rs. 15,000/- (Rupees Fifteen Thousand only) through Demand Draft/Banker's Cheque drawn in favour of NIFT, Bhopal payable at Bhopal. (Attach Proof in original)	
6.	PAN No and Goods & Service Tax (GST) of the Agency / Firm / Company etc. (Attach self attested documents)	
7.	Legal Status/nature of Ownership: (Sole Proprietor, Partnership firm, limited Company, Corporation, etc. (Attach self attested documents)	

FINANCIAL BID

Following Financial Bid should be submitted in separate sealed envelope:

SN	Particulars	Quality	Unit Rate	Total Amt.
Requirement for Fashion Show at Auditorium, PSSCIVE, Shamla Hills, Bhopal on 29th February, 2020				
1.	Side Panels 4 Feet X 13 Feet	02		
2.	Standeers 3 Feet X 6 Feet	04		
3.	Welcome Banner 10 X 8 Feet	01		
4.	Photography Professional (on DVD)	01		
5.	Videography Professional (on DVD)	01		
6.	Table Cover and Frill (Table Dimension 4 Feet X 2 Feet)	04		
7.	Central Table	03		
8.	Rolling Racks for Hanging Dress (03 per room)	06		
09.	Halogen Lights Green Room (02 per room)	06		
10.	Covering of Green Room (8 Feet X 10 Feet Curtain)	02		
11.	Window Curtain	06		
12.	White Flexing on stage (40 Feet X 27 Feet) with stage height 2 ½ Feet	01		
13.	Ramp 07 Feet X 06 Feet with White Flexing on Top	01		
14.	Podium Flexing with Sun board with logo (4 ½ Feet X 2 Ft. and 5 Inch)	01		
15.	Box Truss (23 X 37 X 30)	01		
16.	LED Parcan Lights	25		
17.	Smoke Machine	02		
18.	Sharpies	05		
19.	Sound System JBL with 4 Top, 2 Bass, 2 Feedback, 6 cordless Mics with 04 Mic stands	01		
20.	Projector 5000 Lumens short throw or Video Wall	02		
21.	Follow Spot Light	01		
22.	Laser	04		
23.	Flicker	02		
24.	Parcan Lights for Backdrop	10		
25.	Parcan Lights for Penal	04		
26.	Tray with cover(Big)	04		

27.	Name Plates	08		
28.	Flower Arrangements(Bouquet – 10 Nos. and flower covering of stage, outside and main gate etc.)	01		
29.	U V Lights	06		
30.	Mirrors (big full size) (2 in each room)	04		
31.	LED screen (backdrop) (20 Feet X 12 Feet)	01		
32.	Chairs for backstage (15 in each room)	30		
33.	Clothes Iron (01 in each room)	02		
34.	Water Dispenser (one in each room)	02		
35.	Water Cans (20 Liter) Bisleri	10		
36.	Paper Disposal Glass (150 in each room)	300		
Requirement for various events on 01st March, 2020 at NIFT Campus , Bhopal				
37.	Stall 7 ½ Feet X 06 Feet	30		
38.	Stage (size 12'x14'x2' Sq. Ft.) with stairs	01		
39.	Backdrop Frame covered with white cloth (size 14' x 8' Sq. Ft.)	01		
40.	Amplifier, Mixer & music system with accessories and two speakers & two cordless mic	01		
41.	Iron / wooden Pole 20 Feet	02		
42.	Tables with Cover	36		
43.	Extension Board	08		
44.	LED Light	04		
45.	Chair with Cover	90		
46.	Water Dispenser	02		
47.	Water Cans (20 Liter) Bisleri	10		
48.	Paper Disposal Glass	200		
49.	Bedding, White Bedsheets and White Bolster	06 (Each)		
		Total		
		GST_____%		
		Grant Total		

**above requirements may be increased or decreased as per actual.*

Note : Financial Bid / Quotation submitted by Event Management Agencies, at Annexure - II will be opened only for technically qualified bidders as per Technical Bid/ Specifications mentioned at Annexure – I.

Sealed Technical Bid and Financial Bid in two separate sealed envelope in the requisite above format to the undersigned latest by **25th February, 2020 upto 11:00 AM,** accompanied by Earnest Money Deposit (EMD) of **Rs. 15,000/- (Rupees Fifteen Thousand only) through Demand Draft/Banker's Cheque drawn in favour of NIFT, Bhopal payable at Bhopal.** No interest is payable on EMD. The Rate Enquiry / Quotations received without EMD are liable to be rejected out rightly without any conditions or any exemption. The earnest money of all unsuccessful tenderers will be refunded without any interest within one month after opening of the rates enquiry / quotations. The Earnest Money Deposit of the successful Tender shall be liable to be forfeited, if the vendor withdraws or impairs or derogates the quotation in any respect or manner. If the services of vendor are not found up to mark the EMD may also be forfeited / penalty will be imposed, as deem fit by the Competent Authority.

This issues with the approval of Centre Director.

Thanking you,

Yours sincerely,


Joint Director
NIFT Bhopal

Signature & Name of Authorized person of quoting party with seal of firm.

Date: _____