



Tender fee ₹500/-

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, Chennai

A Statutory Institute governed by the NIFT Act, 2006

(Ministry of Textiles, Govt. of India)

An ISO 9001: 2008 certified Institution,

Rajiv Gandhi Salai, Taramani, Chennai – 600 113.

Phone: 91-44-22542657, 22542756, 22542767 and 68 Fax No. 91-44-22542769

E-mail: nift.chennai@nift.ac.in. Web: <http://www.nift.ac.in/chennai>

TENDER FOR “LIGHTS, AUDIO VISUAL, AND STAGE PRODUCTION FOR GRADUATION SHOW 18”

National Institute of Fashion Technology (NIFT) invites Tenders for the supply of “Sound, Audio Visual, and Stage Production for Graduation Show 2018

National Institute of Fashion Technology, a statutory body under Ministry of Textiles, Govt. of India intends to hire/procure Lights, Audio Visual, and Stage Production materials and set ups, etc. for its Graduation Show 2018 on 26th May 2018. The details /list of items required for Sound, Lights, Audio Visual, and Stage Production are kept at Annexure B.

The Tenders can be downloaded from the website “www.nift.ac.in/Chennai” Bids in sealed cover super scribed “Tender for “Lights, Audio Visual, and Stage Production for graduation show 2018”” is invited.

The tender Addressed to Director (Chennai) may be dropped in Tender box placed in the Room No.41, NIFT Chennai, Rajiv Gandhi Salai, Taramani, Chennai -600 113.

All bidders are requested to enclose their bid in Single envelope super scribing “**TENDER FOR “LIGHTS, AUDIO VISUAL, AND STAGE PRODUCTION FOR GRADUATION SHOW 2018”**” sealed envelope along with the Demand Draft of earnest money of ₹ 10,000/-.

Cost of Tender:	₹ 500/-
Earnest Money:	₹ 10,000/- (Rupees Ten Thousand only)
Last date for receipt of Tender:	Up to 2.00 p.m. on 21-05-2018
Date of opening of Tender:	at 4.00 p.m. on 21-05-2018

National Institute of Fashion Technology, Chennai

Tender for "Lights, Audio Visual, and Stage Production for 'Graduation Show 2018"

TENDER DOCUMENT – Single Bid System

1. The Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
2. No paper shall be detached from the tender.
3. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in strict accordance with the instructions laid down here in; otherwise the tender is liable to be ignored.
4. The tender must be addressed to the Director Chennai, National Institute of fashion technology, Rajiv Gandhi Salai Chennai 600113 and be deposited in the Tender box placed in the Administration Dept. of NIFT, Chennai before 2.00 p.m. on 21-05-2018. The Technical/Price bid will be opened on the same day at 4.00 p.m. in NIFT, (Chennai Centre), in the presence of such tenderers who may wish to be present, either by themselves or through their authorized representatives.
5. The tender form should be filled up in all respects & no column should be left blank. Each page of the tender document including the pages containing the terms & conditions should be signed by the tenderer. The tender bid should be in the original tender. Incomplete tender form shall be summarily rejected.
6. The tenderers are required to submit Earnest Money Deposit (EMD) of ₹ 10,000/- (Rupees Ten Thousand only) in shape of Demand Draft favoring NIFT, Chennai along with their offer. No Tender cost is required tender can be downloaded free of cost from www.nift.ac.in/Chennai
7. The tender shall be submitted in sealed cover and it should be marked on the envelopes, "TENDER FOR Lights, Audio Visual, and Stage Production "on the face of the envelope.
8. The tenderer will quote their rates (inclusive of all taxes) in the enclosed list items (Annexure-B and also Annexure C)).
9. The accepted rates shall be valid up to one month and no escalation on the accepted rates shall be allowed.
10. The Bidder should have minimum three years of experience for supply of Lights, Audio Visual, and Stage Production at Cultural Festivals held by Educational Institutes, Universities, Etc.

SIGNATURE OF TENDERER

11. If the material/services supplied is found to be sub-standard, the supplier shall be bound to replace the same with the standard material at his own cost, risk and responsibility. The necessary penalty will be imposed as per decision of NIFT.
12. The tenderer will supply the material as per supply order on 26th May 2018 by 5:00 PM at NIFT Chennai. For any delay in supply of goods, the supplier shall be liable to pay a fine @ 10% of the total cost of supply order.
13. The payment shall be released within 15 days on the receipt of the bill no advance payment shall be made.
14. Acceptance of the items from the successful tenderers will be subject to strict conformity with specification prescribed in the tender documents and in the supply order.
15. It will be the sole discretion of NIFT either to accept or to reject any or whole the tenders submitted by the successful Bidder, without assigning any reason whatsoever, and the decision of NIFT shall be final
16. Lowest bidders will be decided in overall lowest bids with the items mentioned in Annexure B. Bidders are expected to quote the rates of all the items mentioned in Annexure B. In case the rates are not quoted of all the items in annexure B, the same will be considered disqualified bidder.
17.
 - a. TECHNICAL Details/documents should contain all the supporting documents as per annexure "A and A1" duly signed by them.
 - b. Price Details should contain:
Details of prices and rates of taxes, duties and discounts if any, to be quoted clearly by the Bidders. This should be submitted as per annexure "B and C" duly signed by them.
 - c. Tenders to be received in Single Bid System can be given in the same cover.
18. All the terms and condition are to be strictly followed. If not followed the tenders will be rejected.

SIGNATURE OF TENDERER

**TECHNICAL SPECIFICATION OF Audio, Video & Stage Production for
GRADUATION SHOW 2018**

S. No	Description	Size	Quantity
	<u>Entry</u>		
1	Welcome Boards outside the hall	5' x 8'	2
2	Black masking of the glass doors of the hall in ground and first floor (Black Chart Paper)	20' x 8'	2
	<u>Stage Area</u>		
3	Backdrop	30' x 10'	1
4	Side wings A & B	10' x 10'	4
5	Carpeting on stage area being used	60' x 15'	1 set
6	Ramp extension in front of the existing stage	16' x 12' x 2 ft. Ht.	1 No.
7	Customized steps for the ramp from stage	4' x 2' x 6" Ht.	2 Sets
8	Exit / Entry ramp for the Backstage Entry	8' x 4'	1 No.
9	AV Screen 12 ft. x 10 ft. with masking	14 ft. X 14 ft.	1
	<u>Technical</u>		
10	Sound & Lights Equipment		Lump sum
11	Talk back	1 set	1
12	DJ for the Event (Optional)		1
13	Videography	1 Camera	1
14	Plasma TV		2 Nos.
15	Projector		1
	<u>Electrical Power</u>		
16	Generator – 125 KVA	125 KVA	1
17	Diesel	100 litres	
18	Others, if any		
19	Transportation, if any		

Place :

Date :

(Signature & Seal of the Tenderer)

TECHNICAL DETAILS

1. Name of the Agency.....
2. Name of the authorized person (who signs on the tender document)
.....
3. Address of the Agency.....
4. Phone No. (Mob.).....Fax.....

Eligibility Criteria for Selection

Sl. No	Particulars	Description	Nos.	Proof Required
1	Number of Events Conducted with from your firm(Minimum 5 Events should be conducted in National Level Institutes/ Govt. Organizations/ College Shows/ Corporate Commercial/ Non Commercial Events/ Celebrity Events/ Product Launch Shows/ Movie Promotion etc.) in the preceding 3 years	a) In National Level Institutes b) In Govt. Organizations c) In College Shows d) Corporate Commercial/ Non Commercial Events e) Celebrity Events f) Product Launch Shows g) Movie Promotion		Copies of the proof of such shows be attached
2	GST Registration (Should be Registered)	GST Registration no.....		GST Registration should be attached.
3	Registration with Income tax department	PAN No.....		Copy of the PAN issued by Income Tax authorities.

Name of the authorized signatory:

Name of the Company /Firm:

Contact No.:

UNDERTAKING

I hereby undertake that the information provided above and elsewhere in the tender is True and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me.

Date:

(Signature with full name & Seal of the Tenderer)

Place :

Annexure-'A1'

To

National Institute of Fashion Technology
(Ministry of Textiles, Govt. of India)
NIFT Campus, Rajiv Gandhi Salai,
Taramani, Chennai – 600 113.

Sub: Tender for Audio, Video & Stage Production for NIFT Graduation
Show-2018 – reg.

Sir/Madam,

(1) I / we have gone through all the Terms and conditions and also the schedule of items as enlisted by you in your Notice Inviting Tender for the subject under reference.

(2) I /We, hereby confirm that we have understood all the Terms and conditions and confirm my/our commitment to abide by them.

(3) I/We also confirm my/our commitment to provide the material as enlisted in schedule of item with your Notice Inviting Tender under reference.

(Signature with Name & seal)

Place:

Date:

Annexure-'B'

Price Details

(1) Audio, Video & Stage Production of the Graduation Show 2018 with description:

S. No	Description	Size	Qty.	Unit Price (in ₹)	Total Price (in ₹)
	<u>Entry</u>				
1	Welcome Boards outside the hall	5' x 8'	2		
2	Black masking of the glass doors of the hall in ground and first floor (Black Chart Paper)	20' x 8'	2		
	<u>Stage Area</u>				
3	Backdrop	30' x 10'	1		
4	Side wings A & B	10' x 10'	4		
5	Carpeting on stage area being used	60' x 15'	1 set		
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8	Exit / Entry ramp for the Backstage Entry	8' x 4'	1 No.		
9	AV Screen 12 ft. x 10 ft. with masking	14 ft. X 14 ft.	1		
	<u>Technical</u>				
10	Sound & Lights Equipment		Lump sum		
11	Talk back	1 set	1		
12	DJ for the Event (Optional)		1		
13	Videography	1 Camera	1		
14	Plasma TV		2 Nos.		
15	Projector		1		
	<u>Electrical Power</u>				
16	Generator – 125 KVA	125 KVA	1		
17	Diesel	100 liters			
18	Transportation, if any				

S. No	Description	Size	Quantity	Unit Price (in ₹)	Total Price (in ₹)
19	Others, if any				
	Sub Total - I				
	GST Taxes, if any				
	Sub Total - II				
	Discounts, if any				
	Grand Total – Incl. of all taxes (Sub Total II – Discounts)				

Total = _____

Applicable GST in % = _____

Total Amount (Inclusive of all taxes) = _____

(Signature with Name & seal)

Price Details Declaration

The tenderer shall quote the amount tendered/financial details in the following format as considering the venue in **NIFT Auditorium, Chennai**:

"FINANCIAL Details FOR NIFT GRADUATION SHOW-2018 of NATIONAL INSTITUTE OF FASHION TECHNOLOGY Chennai"

"I/We (_____) on behalf of M/s _____
_____ hereby undertake to carry out event management in
Graduation Show-2018 as specified in this tender for an amount of ` _____ (in
words _____ Rupees
_____) for
the event as required in **Annexure B** The above quoted amount is inclusive of and in
accordance with all the statutory liability, Service Charges, Administrative Charges, Tax
etc." as applicable .

Signature of the tenderer/authorized signatory with seal

UNDERTAKING BY THE TENDERER

I have carefully gone through the various terms and conditions mentioned in the tender document of **Audio, Video & Stage Production** for Graduation Show 2018. I agree to all the conditions and offer to organize the show in NIFT Auditorium at Chennai. I am making this offer after carefully reading the conditions and understanding the same. I have acquainted with all the tasks required to be carried out, before making this offer. I hereby sign this undertaking as token of our acceptance of various conditions mentioned in tender document.

Place : _____

Date : _____

Name & Signature of Contractor
Address: _____