

National Institute of Fashion Technology  
(Ministry of Textiles)  
Rae Bareli Centre  
NIFT Campus, Doorbhash Nagar,  
ITI Premises, Rae Bareli – 2209010  
(Ph. No. 0535- 2702426Telefax: 0535-2702424)

No:-9702(24)/F&LA(AD)/NIFT/RBL/Grad. Show All Deptts/2018      Date: 14.5.2018

**Notice Inviting Tender for Event Management of NIFT Graduation &  
Fashion show 2018**

**SHORT TENDER NOTICE  
FOR**

**“NIFT GRADUATION & FASHION SHOW-2018 “**

**(EVENT MANGMENT FOR ARRANGEMENT OF NIFT DESIGN  
SHOWCASE, PRESENTATION, FASHION SHOW STAGE, STALLS,  
LIGHT, SOUND, PHOTOGRAPHY etc.)**

**Last date of tender submission: 23.05.2018 at 12:00 Noon**

**Date of opening of Technical Bid: 23.05.2018 at 12:30 hrs**

**Date of opening of Financial Bid: 24.05.2017 at 4:30 hrs whose offers have technically qualified.**

**Cost of Tender: NIL.**

**Earnest Money deposit required: Rs. 10,000/- in the form of Demand Draft favoring NIFT Rae Bareli payable at Rae Bareli.**

**(The DDs of Tender cost & Earnest Money both should be kept in Technical bid)**

**The details of tender document may also be downloaded on  
<https://www.nift.ac.in/raebareli/tenders>**

**Purchase Officer**

**Authorized signatory:**

**National Institute of Fashion Technology  
Rae Bareli Centre**

**No:-9702(24)/F&LA(AD)/NIFT/RBL/Grad. Show All Deptts/2018**

**Date: 14.5.2018**

**TENDER DOCUMENTS**

1. NIFT Rae Bareli invites sealed tenders in short notice from the reputed Event Management firms under two bid systems for providing EVENT MANAGEMENT (ARRANGEMENT OF NIFT DESIGN SHOWCASE, PRESENTATION, FASHION SHOW STAGE, STALLS, LIGHT, SOUND, PHOTOGRAPHY etc..) for its Annual Graduation Programme “GRADUATION & FASHION SHOW 2018” of FD, AD, LD and MFM deptt. scheduled to be held on 28<sup>th</sup> May(Monday), 2018 at “Golden Blossam Resort” Lucknow. The tender shall be submitted in two separate sealed envelopes, one for the technical bid (as per **Annexure ‘A’ & ‘B’** enclosed) and one for the financial bid (as per **Annexure ‘C’** enclosed) which should be clearly super scribed on the envelopes. Both the sealed envelope should be kept in one another envelop super scribed as tender No. and date.
2. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be rejected.
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 and submitted in strict accordance with the instruction laid down herein: otherwise the tender is liable to be rejected.
4. The tender is liable to be rejected if complete information is not given therein, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in.
5. The tender must be addressed to the **Joint Director, National Institute of Fashion Technology, Rae Bareli Centre, Doorbhash Nagar, Rae Bareli – 229 010** and should be deposited in the Tender Box at Rae Bareli Centre on or before **23.05.2018 at 12:00 Noon**. The tender bids received after the due date will not be accepted and considered. The Technical bid will be opened by the Committee on the **23.05.2018 at 12:30 P.M.** and subsequent the price bids of technically qualified bidders will be opened on **24.5.2017 at 4.30 P.M.** at the office of the Joint Director in the presence of tenderer who may wish to be present, either by themselves or through their authorized representatives.

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6. NIFT shall in no way be responsible for any default with regard to any statutory obligation and the vendor/Contractor will indemnify NIFT in case of any damage or liability, which may arise on account of action of any reason.
7. All firms are required to submit Earnest Money Deposit (EMD) of **Rs. 10,000/-** in form of Demand Draft only in favour of NIFT, Rae Bareli payable at Rae Bareli .
8. Offers received without earnest money (EMD) or with earnest money less than the amount specified above shall be summarily rejected.
9. The Earnest Money deposit of unsuccessful bidders will be returned within two weeks from the date of opening of bids.
10. Tenderer must have done at least **3 Event** of National Level Institutes/Govt. Organizations/ Collage Shows/ Corporate Commercial/ Non Commercial Events/ Celebrity Events/ Product Launch Shows/ Movie Promotion etc.
11. The full & final payment shall be made after providing the necessary services based on certification by the concerned department.
12. The agreement will be valid for the above said services as incorporated in the tender document. This should be strictly adhered to.
13. National Institute of Fashion Technology reserves the right to accept or reject any or all the offer either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weight age shall be given to several factors besides the financial bid.
14. The schedule of items/services are required as per **Annexure 'B'** and the evaluation of bid will be on the basis of total bid value. Firms must clearly indicate in their offers the different taxes and duties which they propose to charge mentioning clearly the present rate(s) thereof. Vague offer like **"duties as applicable"** shall not be considered.
15. The rates quoted should be on FIRM & FIXED basis.
16. **Price may be quoted at Annexure 'C' only for the services as mentioned at Annexure 'B'. The required materials/ services to be provided and ready before one day the scheduled dated of events i.e. 27<sup>th</sup> May, 2018(Evening) at the venue.**
17. Work Order shall be issued to lowest bidder based on the overall final quoted value. The quantity given in the tender offer may be increase or decrease or withdrawn as per actual requirement. The payment shall be made accordingly.
18. The agency should be registered with Income Tax, service tax , GST authorities etc. and to enclose the copies of the relevant certificate along with the technical bids.
19. **The whole Programme will divided in two parts. First Part in Morning session for Presentation and Design Show Case and IInd Part in evening for Design Show Case and Fashion show. All the material as per required in tender specification should be ready before one day the event day (i.e. on 27.5.2018 evening) failing which penalty will be impose as decided by NIFT Authority. The date and venue for conducting the show is on 28.5.2018 at "Golden Blossom Resort, Faizabad Road, Lucknow.**

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20. Company will depute technically qualified executive to coordinate the job with NIFT team.
21. For items mentioned above, the bidders must ensure the required quality, materials, dimensions & other parameters and quote accordingly. In case items are not as per specification quoted the same shall not be accepted. No payment, claims for such items shall be entertained.
22. Seating arrangement and stage Design should be as per drawing enclosed.
23. Fixing and laying of items should be done by the firm. Flooring should be neatly fixed and cleaned.
24. Firms are required to quote the rate of each item individually, failing which the tender offer may be rejected.
- 25. All relevant permission (PPP etc.) from the local government/other authorities need to be arranged by the Event Manager.**
26. If any of the items is not functioning during the event, the payment will not be made for that item.
27. Event Manager is expected to organize the event of very high standard and keep entire area of main hall and surrounding area neat and tidy. In no case the wall ceiling etc. should be exposed so that highest standard can be achieved.
- 28. In case of any doubt during technical evaluation, clarification may be sought by NIFT after the approval from the competent authority.**

**Authorized signatory:**

Annexure 'A'

TECHNICAL BID

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.).....email:.....

**Eligibility Criteria for Selection:**

Sl. No	Particulars	Description	Proof Required
1	Number of Events Conducted (Minimum 3 Events should be conducted in National Level Institutes/ Govt. Organizations/ Collage Shows/ Corporate Commercial/ Non Commercial Events/ Celebrity Events/ Product Launch Shows/ Movie Promotion etc)		Copies of the Work Orders should be attached.
5	Registration with GSTN (Should be Registered)	Registration no..... Validity upto.....	Copy of GST Registration should be attached.

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2	Registration with Income tax department	PAN No.....	Copy of the PAN issued by Income Tax authorities.
3	Details of EMD (of Rs. 10,000/- required in the form of DD)	DD amount Rs..... DD No..... Dated.....	Original DD of Rs. 10,000/- in favour of NIFT, Rae Bareli payable at Rae Bareli should be attached along with technical bid.
4	Tender acceptance	Tender document duly filled and signed without indicating any rates (from pg. 1-9) along with all supporting document should be attached.	To be attached.

**Authorized signatory:**

Annexure 'B'Schedule of Items

S. No.	Elements	Dimension	Qty.
<b>A</b>	<b>Stage, Ramp, Furniture etc.</b>		
1	Main Stage with white flex, fixed in proper manner and complete covered in front with the frill	( 20' L x 40' W x 2.5' H )	1
2	Stage with covering (Morning Session)	12'x10'	1
3	LED Wall (both session)	20' x 10'	1
4	LED Wall	10' x 10'	2
5	Ramp and its masking with white flex, fixed in proper manner and complete covered in front with the frill	( 50' L x 12' W x 2.5' H )	1
6	Printing of Side wings, with framing and masking	( 10' L x 5' W )	6
7	Green Room with garment hanging rod and partition in between by octonom with hanging rods for cloths with proper lighting.	( 12' L x 12' W )	4
8	Standee for Gate & outside inverted V shape with proper stand	10'H x 4' W	10
9	Entrance Gate (Morning Session)	As required	1
10	Hall Gate	As required	2
<b>B</b>	<b>Light &amp; Sound</b>		
11	Truss stand for white and yellow light on four side of the ramp	As required	4
12	Top Jbl	VRX (932)	5
13	Base JBL	SRX 728	5
14	Stage Monitors	-	4
15	Cordless Mike (both session)	AKG/SURE	7
16	Radio Head Phones		2
17	Mixer 32 channel	Soundcraft /yamha	1
18	Beam Parcan		16
19	LED Parcan		40
20	Sharpee Light	10R	12
21	Lighting Board		As required
22	Haze 300 W		1
23	Laser Light		2
24	Spot light for the show (as required)		1

Authorized signatory:

S. No.	Elements	Dimension	Qty
25	Confetti blast		12
26	Strobe		2
27	Blinder 2400W		4
28	Console Setup		1
29	Walky-Talky set with batteries	Motorola/Kenwood	7
30	External Board		30 (approx)
31	All Jacks and Long Leads		As required
32	Programming Board		As required
33	Dimmer Pack		As required
34	Cabling / Technicians		As required
35	Light Towers		As required
36	Snake Cable 32 channel		1
37	LED screen with Projector to be operated through Remote system (Morning session)		1
38	Indicator ( Pen Pointer) (Morning Session)		1
<b>E</b>	<b>Generator Set 125 KVA with diesel</b>		1
<b>F</b>	<b>Photography</b>		
39	Event Videography and Photography with 400 still Photo with Media.		100 for each department
<b>G</b>	<b>Exhibition stalls</b>		
40	Stalls ( with hard panel, Vinyl stickers of the name of the company, Sticker size 5' x 1' ) Octonom Size – 02 mtrs x 02 mtrs	8'x8'x8' height	40
41	Spot Lights ( min 60 watt )		90
42	Soft Board 4*6 feet		40
43	Display tables : Rectangular with clean covering	( 04' )	40
44	View cutter of Octonom between green room and stalls both side of the stage	As required	
45	Lights for entrance focus light		2
46	Hanger with stand for garments to be displayed in the stall		50
47	Portable steam Iron for ironing clothes/Dresses of model	-	01

Authorized signatory:

**Note:**

1. The date and venue for conducting the show is on 28.5.2018 at "Golden Blossom Resort, Faizabad Road, Lucknow.
2. Company will depute technically qualified executive to coordinate the job with NIFT team.
3. For items mentioned above, the bidders must ensure the required quality, materials, dimensions & other parameters and quote accordingly. In case items are not as per specification quoted the same shall not be accepted. No payment, claims for such items shall be entertained.
4. Seating arrangement and stage Design should be as per drawing enclosed.
5. Fixing and laying of items should be done by the firm. Flooring should be neatly fixed and cleaned.
6. Firms are required to quote the rate of each item individually, failing which the tender offer may be rejected.
7. **All relevant permission (PPP etc.) from the local government/other authorities need to be arranged by the Event Manager.**
8. The quantity given in the tender offer may be increase or decrease or withdrawn as per actual requirement. The payment shall be made accordingly.
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11. Event Manager is expected to organize the event of very high standard and keep entire area of main hall and surrounding area neat and tidy. In no case the wall ceiling etc. should be exposed so that highest standard can be achieved.

**Authorized signatory:**

**PRICE BID**  
**Schedule of Items**

S. No.	Elements	Dimension	Qty.	RATE	TOTAL
<b>A</b>	<b>Stage, Ramp, Furniture etc.</b>				
1	Main Stage with white flex, fixed in proper manner and complete covered in front with the frill	( 20' L x 40' W x 2.5' H )	1		
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9	Entrance Gate (Morning Session)		1		
10	Hall Gate		2		
<b>B</b>	<b>Light &amp; Sound</b>				
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12	Top Jbl	VRX (932)	5		
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18	Beam Parcan		16		
19	LED Parcan		40		
20	Sharpee Light	10R	12		
21	Lighting Board		As required		
22	Haze 300 W		1		
23	Laser Light		2		
24	Spot light for the show (as required)		1		
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<b>E</b>	<b>Generator Set 125 KVA with diesel</b>		1		
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<b>G</b>	<b>Exhibition stalls</b>				
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44	View cutter of Octonom between green room and stalls both side of the stage				
45	Lights for entrance focus light		2		
46	Hanger with stand for garments to be displayed in the stall		50		
47	Portable steam Iron for ironing clothes/Dresses of model	-	01		
	<b>TOTAL</b>				
	<b>Taxes, any other charges etc.</b>				
	<b>G. TOTAL</b>				

(Total Value in words inclusive all taxes, duties, Installation, License and transportation charges in Rupees \_\_\_\_\_

\_\_\_\_\_ )

Note:

1. Bidders are required to quote the rate of each item individually, failing which the tender offer shall be summarily rejected.
2. Total prices should be inclusive of all taxes, duties, Installation, License and transportation charges and any other charges, if applicable.
3. Order shall be issued to L-1 on the basis of overall total lowest quoted value.
4. The quantity given in the tender offer may be increase or decrease or withdrawn as per actual requirement. The payment shall be made accordingly.

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

Dated : \_\_\_\_\_

Name & Signature of Contractor  
Address:

\_\_\_\_\_

Authorized signatory:

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**Authorized signatory:**