



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, शिलांग
NATIONAL INSTITUTE OF FASHION TECHNOLOGY, SHILLONG
(A Statutory Body governed by the NIFT Act 2006 &
set up by Ministry of Textiles, Govt. of India)

**(e- TENDER
FOR
“EVENT MANAGEMENT SERVICES AT NIFT SHILLONG FOR
CONVOCATION 2019 AND GRADUATION SHOWS”**

Tender No.: NIFT/SHL/PO/2019-20/E011-Convocation Shows 2019
Estimated value 10,50000/-

DATE OF PUBLICATION OF TENDER NOTIFICATION	28-March-2019
ONLINE OPENING DATE FOR ONLINE SUBMISSION OF TENDER BID	28-March-2019
PREBID MEETING	8-April-2019
CLOSING DATE FOR ONLINE SUBMISSION OF DULY FILLED TENDER	19-April-2019 11:00 AM
DATE AND TIME OF OPENING OF TECHNICAL BIDS	19-April-2019 2:00 PM
DATE AND TIME OF OPENING OF FINANCIAL BIDS	time will be notified to successful bidder

Note

1. The Terms and Conditions in the Tender document may be read thoroughly before submission along with all enclosures

1. PREAMBLE / INTRODUCTION

National Institute of Fashion Technology is a Statutory Body governed by the NIFT Act 2006 & set up by the Ministry of Textiles, Govt. of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 16 centers. It provides Four years under graduate (UG) program in design and technology, two years post graduate (PG) program in Design, Fashion Management & Fashion Technology and short duration education program to address the specialized needs of professional and students in the field of Fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong and Srinagar.

Note:

1. NIFT Donations are exempted u/s 80 (G) of Income Tax Act.

2. Being registered with DSIR, NIFT is entitled for Custom/Central Excise duty exemption.

2. The tender document contains **22** pages and bidders are requested to sign on all the pages.

(A) TENDER NOTICE:

NIFT, Shillong invites **Online** tender (for two bid system) for “Event Management service” from the eligible reputed Firms/Agencies having relevant experience in executing similar kind of services/jobs in Central /State Govt. Department/PSUs/MNCs Reputed Academic Institute/Organisations.

The hard copy of the tender technical Bid along with fees [EMD], necessary/relevant documents shall be placed in a sealed envelope superscripted with “**Tender for Event Management Service**” **NIT NO: NIFT/SHL/PO/2019-20/E011-Convocation Shows 2019** and shall be addressed and sent to “The Purchase Officer, National Institute of Fashion Technology, NIFT Shillong Campus, (Old NEIGRIHMS Campus), 'C' Block, Pasteur Hills, Lawmali, Shillong - 793 001, Meghalaya” or dropped in the Tender Box kept at the said address on or before 19.04.2019 up to 11.00 a.m. in the following manner

Financial Bids should be quoted online only and hardcopy need NOT to be sent/ submitted

Submission OF BID:

i) The interested firms should apply online and submit their bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on the <https://nifttenders.eproc.in>

ii) Tender documents are also available for viewing/downloading on the “tenders” link of the NIFT website i.e. www.nift.ac.in/Shillong/Tenders & <https://nifttenders.eproc.in>

iii) Applications to this tender will be accepted only in the online mode through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & accepted.

iv) **For applying online, the prospective bidder/Firm should get itself registered at <https://nifttenders.eproc.in>**

• **Registration Charges of Rs.2000.00./- + 360 (GST) = Rs-2360./- (Two Thousand Three Hundred Sixty) non refundable.**

• **Bid Processing Fee charges of Rs.840/- + Rs151./- (GST) =Total Rs.991./- (One Nine Hundred Ninety One Only) non-refundable through online payments only.**

v) The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected.

vi) Any further clarifications can be sought from the NIFT office on Telephone No. 0364 2590971/2590240, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT Shillong Campus, (Old NEIGRIHMS Campus), 'C' Block, Pasteur Hills, Lawmali, Shillong - 793 001

For online procedure:

For More enquiries/For Helpdesk officers:- Mr.Sandeep Bhandari,

E-mail:- nifthelpdesk@clindia.com, sandeep.bhandari@clindia.com

Phone No.:- 0124-4302033 /36 /37

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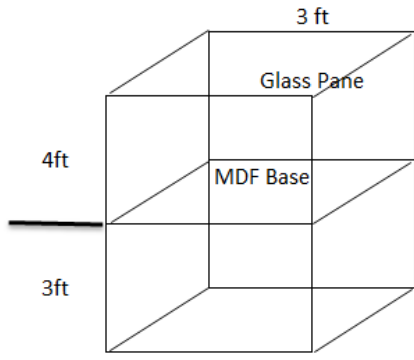
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2. SCOPE OF WORK:

NIFT Convocation is an Annual event in which degrees are awarded to the graduating students from various disciplines. Further, work/collections of students who have excelled in their academic deliverables are also recognized by means of trophies/medals/certificates. Students are required to showcase their work/collections during the graduation shows by means of Fashion Shows, Seminars and Exhibitions.

I. AD Graduation Project Exhibition: On 29/05/2019 at Hotel Pinewood, Shillong

Sl. No	Dept	Event Name	Venue	Date
1	Master of Fashion Management	Graduation Research Project Seminar	Hotel Pinewood	29-05-2019
2	Accessory Design	Graduation Project Exhibition	Hotel Pinewood	29-05-2019
3	Fashion Design	Graduation Project Show	Hotel Pinewood	29-05-2019
4	Fashion Design	Fashion Show	NEHU Multi Use Convention Hall	30-05-2019
5	Convocation Event	Convocation Event	NEHU Multi Use Convention Hall	30-05-2019

S. No.	Items for hiring from Event Management firm	No. of Units
1	<p><u>Octonorm structure for Designs & Display Booth</u></p> <p>A. Octanorm Structure (Jewellery Racks and Product Display structures) Wall panels, Shelf brackets, Glass tops, Beams of .5m denominations, 7m poles, 8m poles and side cladding panels</p>  <p>B. Soft Board /Display Panel 7ft X5ft</p>	For 30 Students
2	Electrical Items	

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	1. Lights: FLOOD LIGHTS, 30 15W SPOTLIGHTS FOR EXHIBITION 2. Wire Wire Size: 1.5 sqmm, Brand: Finolex, Colour: Multi	LUMPSUM AS PER REQUIREMENT
3	Standeers (6ft x 2.5ft) (VINYL ON PVC MATERIAL WITH IRON STAND and design will be Informed by AD Dept)	3
4	Backdrop 10x20 with printing and frame(Iron Frame)	1
5	Masking of Hall/ Display unit (Multi Colour)	As per venue
6	Carpets at Pinewood (as per venue)	Lumpsum

II. MFM Graduation Research Project Seminar: On 29/05/2019 at Hotel Pinewood, Shillong

S. No.	Items	No. of Units
1	Standeers with printing flex (2.5ft x 6 ft) (Iron Frame)	20
2	Backdrop Frame with printing flex (20 ft x 10 ft) (Iron Frame)	1

III. FD Graduation Project Show: On 29/05/2019 at Hotel Pinewood, Shillong

Sl No		No. of Units	
1	Octonome backdrop stand size Height 7ft X width 5ft A. Hanger Stand Size Height 6ft X 7ft  B. Soft Board /Display Panel 7ft X5ft	7	

IV. Fashion Show: On 30/05/2019 at NEHU Multi Use Convention Hall, Shillong

Sl.NO	Particulars	No. of Units
1	Choreographer 1. Detailed Bio Data of choreographer will be submitted by the selected vendor and will be finalized after consultation with NIFT designated committee. 2. Relevant experience of minimum 03 yrs in organizing Fashion Shows at National/State/international Level 3. Capable of executing at least 40 sequences back to back in a single Fashion Show along with proper music synchronization and script.	1
2	Models (Test fit, Rehearsals & Fashion Show): Selection of Models will be done in consultation with NIFT designated committee. The list must indicate their name, colored photograph/portfolio and other details such as statistics. In case of absence of any model/artist at the last moment, the Agency will be responsible for arranging replacement acceptable to NIFT at no extra cost. Failure to do so will lead to deduction of amount decided by the designated committee from the total amount payable to the Agency.	
	Professional Male – Category - A Minimum Male Height of not be less than 5ft 7inches	2
	Professional Female - Category - A Minimum Female Height of not be less than 5ft 4inches	5
	Semi - Professional Female - Category B	10
	Non - Professional Female - Category C	8
3	Green Room Arrangement - 2 Rooms (1 Male & 1 Female) Mirrors - 3ft x 6 ft Tables (3ft X 6 ft foldable with wooden top) Chairs (plastic)	4 4 10
4	Makeup Artist & Hair Styling Experts (with their own Cosmetic Items for all the models)	1

V. Convocation Event: On 30/05/2019 at NEHU Multi Use Convention Hall

Sl.NO	Particulars	No. of Units
1	Stage Size for Convocation and Fashion Show	1
	Main Stage for Convocation (Refer Diagram) Stage 36 ft x 24 ft	1
	Ramp for Fashion Show (Refer Diagram) both side Ramp 12 ft x 8 ft = 96 Sq. ft	1
	Height of the Stage and Ramp (2 ft)	-
	Side Steps - 3 ft x 2 ft	3

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	Main Stage and Ramp Unitex Carpeting with two colours (Colour to be decided by NIFT Officials)	As per Actuals
	Stage Side Wings 10 ft x 4 ft Vinyl on frame + Sunboard	2
	Backdrop p3.8 LED screen - 10ft x 20ft=200 Sq. ft Automated Switcher for AV Switching to be included via MIDI Controller and 2 separate laptops	1
	Visual programming Engineer	1
	Stage Masking for Sides and back entrance 350 square feet	Lumpsum
	Podium (Glass with Sunboard Branding)	1
	Stage decoration with flowers 15 running feet	As per Actuals
	Convocation Table and Chair for dignitaries (In consultation with NIFT officials)	Tables = 4 Chairs = 5
	Arrangement of Sofa in first two rows to accommodate VIP's and dignitaries [in consultation with NIFT officials]with teapoy	
	80 x 4 red carpet	Lumpsum
	20x5 x 2 grey carpet	Lumpsum
	Vinyl for panel Branding 1x3 feet	Lumpsum
	Banner 7.5ft X 5ft	2
	Photo wall 10ft X9ft with Framing/Masking/Printing	1
	Name Cards for Tables to be placed in Convocation Table	5
2	Sound System & Light System for convocation & fashion show	
	FRONT OF HOUSE: JBL VRX Line Array or Equivalent flying system with scaffolding. 4 tops per side and 4 Subs -15000 WATTS RMS BACKLINE: JBL SIDEFILLS AND MONITORS 6 Nos Cordless Mics: 4 Nos Podium Mic: 1 No Collar Mic: 1 Nos Sound Engineer and crew/tech Yamaha LS9/TF5 Mixer or better CDJ NEXUS 2000 DJ CONSOLE FOR DJ with variable input Laptop for audio programming with auxillary source	Communication with FD Fashion Show 1 Set
	Scaffolding for speakers 20 ft towers	Lumpsum
3	Light for Convocation & Fashion Show	
	1. LIGHTING: 24 PAR64, 24 LED PAR, 2 SPOTLIGHT, 6 SHARPIES, 2 STROBE, 2 SMOKE, 2 BLINDER, AVEOLITES MIXER,	As per specification provided in items
	2. TRUSSING: 230 running feet Spigot Truss for Light Rigging of Stage and Ramp	230 ft

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4	Photography & Videography (for all the 4 events i.e. at Hotel Pinewood & NEHU Multi Use Convention hall for 29/05/2019 and 30/05/2019)	
	Photographer	1
	Videographer	1
	High Resolution Pictures & Videos of All the Events (Dept Shows and Convocation) in External HDD of 500 GB (NIFT will check for any data corruption)	1
	Post production of Video Content for uploading onto broadcast, Social and other digital mediums.	
	Design and Branding of Event Advertisement to be put up in the form of digital media for Newspapers, Radio, TV & Social media	
	PR Package to promote the event post completion which should include Local Newspapers, Regional Newspapers and one Regional/National TV Channel. Content and Execution is to be done by the agency. Clippings/Proof to be submitted.	
	To provide edited and unedited copies of the high resolution pictures/ videos covering all the events which shall be the exclusive property of NIFT) To cover the all the events which includes Convocation and Department Shows Extra Lighting Element for ramp and stage (Minimum Charge).	
5	Full High Tea	
	High-Tea to be provided for Guests, NIFT officials, staff and Students on 30/05/2019 at NEHU Multi Use Convention Hall. Arrangement for sufficient drinking waters to be made. (Arrangements for lunch / refreshments for Models, Makeup Artist, Hair Stylist, Choreographer team, iron men etc. to be provided by the event manager, no payment to be made on this regard). (it should be served in hot pipes with sufficient tables for serving the same) (Menu will be decided by NIFT designated officials)	400
6	Arrangement of Lamp and accessories for the lighting of the lamp ceremony during convocation at NEHU & Graduation Show at Pinewood.	1
7	Audio Visual Complete Set up for Pinewood & NEHU Convocation Convention Hall	
	LED/Luminous projectors	2
	DV Camera Setup	2
	Switcher	1
	DVD Player	1
	Live Feed into LED Screen	1
	Laptop for AV Presentation	2

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8	Comparer / Anchor : For Both Fashion Show and Convocation Proficient English speaking reputed and experienced Anchor for Convocation & Fashion Show [for judging of voice of the anchor sample CD of any relevant event should be provided by the successful bidder]	1
9	Logistical permission(s) for conducting the show	
10	Generator Set 100 KV generator set with adequate fuel loaded is required for the full event at NEHU Muti use convention hall	2
11	Trays for Presenting Medals/Certificates on Stage With Red Velvet Cloth	5
12	Bouquets (with fresh flowers):	
	Bouquets of Assorted Flowers for Eminent Guests for Dept Show and Convocation **Selection of Bouquets will be done in consultation with NIFT designated committee.	Convocation = 5 FMS = 5 FD = 4 AD = 3 ----- 17
	Single Rose.	80
	Mementos:	
	Memento - Convocation	5
	Memento - MFM Dept	5
	Memento - FD Dept	4
	Memento - AD Dept	3

Note:

- The number of items/gifts/mementoes may vary and will be paid based on actual.
- Stage for the Convocation, Other Shows along with all the installations (Carpeting, Back drop, Chairs, Speakers, Podium with Microphone and AV projection) should be ready one day (24 hours) prior to the day of event
- Schedule/ Time may change/ vary and works should be done in co-ordination with the concerned NIFT Official(s).
- Agency will depute technically qualified executive to coordinate the job with NIFT team.
- Items mentioned may increase or decreases as per the actual requirement, payment will be released only on the basis of actual work carried out.

TERMS AND CONDITIONS:

1. Only **online bids** will be considered. Conditional or offline tender will not be accepted or the condition(s) may not be considered.

In addition to on-line, the hardcopy of the Technical Bid along with technical bid documents along with necessary fees through DD, and documents should be submitted within the specified date & time and at the said address. Financial Bid to be submitted online only.

2. Please read the terms & conditions carefully before online submission/filling up the document. Incomplete tender documents will be summarily rejected.

3. 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.

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4. NIFT shall in no way be responsible for any default with regard to any statutory obligation and the Agency/Tenderer will

Indemnify NIFT in case of any damage or liability, which may arise on account of action of any reason.

5. The tender should be filled in and submitted in strict accordance with the instruction laid down herein; the tender is liable to be rejected.

6. Dispute, if any, arising out of providing the said service shall be settled mutually or arbitration by sole Arbitrator to be

appointed by the Director NIFT at Shillong as per the provisions of the Indian arbitration and Conciliation Act, 1996 and the

Rules framed there under. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charged simply on the award amounts, or amounts payable to either party.

7. All firms are required to submit Earnest Money Deposit (EMD) of **Rs.52,500/-** (Rupees Fifty Two Thousand Five Hundred only)

(refundable) with Technical Bid in the form of Demand Draft (should be drawn beyond the date of this NIT) in favour of NIFT, Shillong payable at Shillong. No interest shall be paid on the said deposit and will be returned after finalization of the tender; however, the EMD of the successful bidder will remain with NIFT and will be forfeited in case the selected/ successful bidder does not accept the work order or unable to provide the service or information declared/ documents submitted found false/fake/ forged; otherwise, the EMD will be returned.

8. The bidder should have experience of executing adequate number of quality collection of premiere Fashion Institutes (viz.NIFT, NID, etc.) and/ or eminent Fashion Shows/ Fashion Weeks of renowned Organisations ; additional weightage may be given to such event managers (bidders) in selection to award this contract.

9. Preference may be given in selection to the firm having successfully executed such event management service at NIFT, conducted NIFT Fashion Shows, NIFT Convocation.

10. Tenderer must have organized/ conducted at least 05 nos. Fashion Shows/ Fashion Weeks in the leading/ premier & renowned Educational Institutes (viz. NIFT, NID, etc.) and/ or in other reputed/reowned Organisations.

11. Tender shall be accompanied by the relevant documents including List of organizations where the agency has recently provided/ rendered similar services.

12. In case of L-1 is more than one, the selection criteria [viz. the past performance, experience, turnover, etc.] would

be at the discretion of NIFT. The decision of NIFT, in this regard and for selection of successful bidder in such NATIONAL INSTITUTE OF FASHION TECHNOLOGY SHILLONG situation, will be final in all respect and will be binding on all the tenderers.

13. Lowest bid may not be the only criteria for selection and NIFT is not bound to issue work order to the agency being the 'L-1' bidder; weightage/ preference will also be given to the other factors, viz. previous experience, quality of service, number of client, yearly turnover, etc. to select the agency to award the work and the decision of NIFT in this regard and for selection of successful bidder in such situation will be final in all respect and will be binding on all the tenderers.

14. The schedule of items/services required are as per Annexures and the evaluation of bid will be on the basis of total bid

value; however, ***NIFT is not bound to accept the lowest bid since due weightage shall be given to several factors, as***

stated above, beside the Financial Bid. Tenderer to quote for all the items of Annexures

15. The Refreshment, Transportation, etc. of the crew members, models, choreographer, DJ, etc., i.e. any manpower deputed by the event manager will be the sole responsibility of the Event Manager only. Bidders should quote accordingly.

16. Payment shall be made after successfully completion of the job on the basis of certification by the concerned

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departments/ Officials of NIFT, Kolkata and on submission of Bill. No payment will be made in advance. Deduction (TDS, etc.), if any and as applicable, will be made during payment.

17. GST & other charges, if any, should be mentioned clearly & specifically.

18. The service provider shall ensure that he himself or his authorized representative is available for any negotiation or discussion at the venue to conduct the events successfully.

19. NIFT reserves the right to add/ alter/ remove any item/events from the list if needed so, based on the situation & requirement and payment will be made accordingly on pro-rata basis, on actual. The quantity of items (Gift, Memento, Food, etc.) may vary and payment will be made on actual.

20. 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" etc. shall not be considered. Such things, if not clearly mentioned, will be treated as all inclusive. No delivery/transportation cost will be paid. However, GST should be quoted specifically.

21. The rates quoted should be on FIRM & FIXED basis. Bidders should quote for all the required items; incomplete bid will not be accepted.

22. Financial Bid to be quoted as per Annexure 'V' only. If the Financial Bid is found not in order or not according to the prescribed format the same may be liable to be cancelled even if the agency is qualified in the Technical Bid to open their Financial Bid, i.e. merely qualifying in the Technical Bid does not ensure acceptance/ qualifying for opening of Financial Bid and decision of NIFT to this effect shall be final and binding.

23. The successful bidder shall not engage any sub-contractor, sub-agent to organize the events.

24. The agency should be registered with GST and to enclose the copies of the relevant certificate along with the Technical Bids.

25. The venue (including stall where applicable) complete in all respect (carpeting, chairs, speakers, podium with mic, lightings, back drop, side wings, etc.) should be ready before the programme scheduled on all the days failing which penalty will be imposed on the bill amount as will be decided by NIFT Authority and decision of NIFT in this regard shall be final & binding.

26. Any query/ clarification with respect to the tender (T&Cs, specification(s), etc.) may get cleared prior to submission of bid; concerned NIFT official(s) may be contacted in this regard in between 10 am to 5 pm on any working day with prior

appointment (Ph.0364-2590971). NIFT will not entertain or clarify any such query during post bid.

It is strongly recommended that the tenderer should inspect the BBCC site any time during working hours on any working day with prior appointment from the concerned authority before submission of bid; no extra shall be payable for lack of knowledge of the site conditions/items and constraints, if any. NATIONAL INSTITUTE OF FASHION TECHNOLOGY SHILLONG.

27. Tender without EMD or EMD with lesser amount than the amount specified will be rejected.

28. NIFT reserves the right to relax any condition if so needed and decision of NIFT to this effect shall be final & binding.

29. All the DD(s) are to be submitted along with the Technical Bid only (and not with the Financial Bid).

30. While accepting the Work Order the successful bidder needs to deposit **10% of the Work Order value as Security Deposit** through Demand Draft favouring NIFT, Shillong payable at Shillong which will be refunded/ returned, without any interest, after completion of the events with deduction/ recovery, if any and as applicable.

31. The successful bidder, awarded with the work, shall execute the whole work in close co-ordination and with detail

discussion with the concerned NIFT Official(s) and all concerned for smooth conducting of the event safe guarding NIFT's

dignity. Time schedule, venue, etc. are subject to change and shall be informed accordingly and the successfully bidder

should execute the work accordingly.

32. Any corrigendum/ Addendum/ Notification w.r.t. this tender will be published at our weblink <https://nifttenders.eproc.in/> only. All the bidders/ tenderers are informed to follow our said website regularly for any such updation. NIFT will not be responsible for ignorance of such updation of the bidders/ tenderers.

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33. Even after qualifying in Technical Bid, the Financial Bid may not be considered if found not in order.

34. All disputes are subject to Meghalaya Jurisdiction only.

35. ***NIFT reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at its sole discretion without assigning any reason whatsoever and decision of NIFT in this regard shall be final and binding. No further correspondence in this regard will be entertained.***

36. All the installations of venues (carpeting, back drop, chairs, speakers, podium with microphone, lightings, back drop, side wings) should be ready 1 (One) day prior to the commencement of the event as per following schedule and venues:

Sl. No	Dept	Event Name	Venue	Date of event	Venue should be ready by
1	Master of Fashion Management	Graduation Research Project Seminar	Hotel Pinewood	29-05-2019	28-05-2019
2	Accessory Design	Graduation Project Exhibition	Hotel Pinewood	29-05-2019	28-05-2019
3	Fashion Design	Graduation Project Show	Hotel Pinewood	29-05-2019	28-05-2019
4	Fashion Design	Fashion Show	NEHU Multi Use Convention Hall	30-05-2019	29-05-2019
5	Convocation Event	Convocation Event	NEHU Multi Use Convention Hall	30-05-2019	29-05-2019

Annexure - I

[To be submitted by the tenderer on their company letter head along with the technical bid]

To,
The Purchase Officer,
National Institute of Fashion Technology,
NIFT Campus, Old NEIGRIHMS, Block-C,
Pasteur Hills, Lawmali, Polo,
Shillong-793001

Sub: Technical bid relating to Event Management Services at NIFT Shillong for Convocation 2019 and Graduation Shows.

Ref.: Your Notice Inviting Limited Tender No..... dated

Sir/ Madam,

I 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.

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

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

(Signature with office seal)

Date:

Place:

Annexure - II

TECHNICAL BID

(In separate sealed envelope - I super scribed "Technical Bid")

Sl. No.	Particulars	Mention 'Yes' or 'No'
01	Copy of Trading License/Statutory License.	
02	Whether Demand Draft of Rs. 52,500/- (Rupees Fifty Two Thousand Five Hundred only) in favour of NIFT, SHILLONG is enclosed as EMD with the tender submitted	
03	Whether Demand Draft of Rs. 590/- (Rupees Five Hundred Ninety Only) favouring NIFT Shillong is enclosed as tender cost (if tender document is downloaded from NIFT website with Technical Bid	
04	Whether Self attested copy of GST Registration Certificate along with GST Number of Agency / Firm	
05	Whether self attested copy of Pan Card enclosed under Income Tax Act	
06	Whether valid Income Tax Return of last 3 years (2015 - 16, 2016 – 17 & 2017 – 18) submitted	
07	Self attested copy of Audited Balance Sheet of last three F.Y. (2015 - 16, 2016 – 17 & 2017 – 18) Turn over should be 1 Crore per year to Qualify OR 3 Crore total in three financial year in.	
08	Whether capable of providing 10% of total bid value as Security Deposit if work order is awarded	
09	Whether Annexures-I, III, IV, V & VI duly filled, is enclosed	
10	Whether all the pages, submitted with the bid, is duly signed with office seal	
11	Whether agreed to abide by all the terms & conditions of this limited tender.	

- i) The Tender Cost & EMD to be deposited along with Technical bid.
ii) All the supporting documents submitted online should be enclosed along with hard copy of Technical Bid. If not enclosed the bid will summarily rejected.

All above enclosures must be valid (wherever applicable)

Date:

Place:

(Name & Signature of the tenderer with seal)

Annexure - III

(TENDERER TO FILL UP THIS PAGE)

1. Name of the tenderer / organization: _____
2. Name of the proprietor/partner(s) : _____
3. Date of Establishment: _____
4. Please specify as to whether Tenderer is Sole proprietor/ Partnership firm/ Private or Limited Company : Sole proprietor [] / Partnership firm [] / Private or Limited Company []
[] As Applicable

5. Complete Address (Office): _____

_____ Pin Code : _____

Land Line Telephone No.with STD Code: _____

Mobile No.: _____

Email Id.: _____

6. List of reputed clients:

Sl. No.	Client's Name	Contact Person	Contact number(with email-id, if any)	Remarks, if any
1				
2				
3				

7. Furnish copies of the following documents:
 - i. Current Trade License/ **Statutory License.**
 - ii. Copy of PAN [in the name of firm/agency or proprietor]:
 - iii. GST Registration Certificate:
 - iv. Document supporting yearly turnover

8. DD [enclosed] details:

1. DD no. _____, dtd. _____, Amt. _____, Bank _____ [Tender Cost]

2. DD no. _____, dtd. _____, Amt. _____, Bank _____ [EMD]

1. Tenderer should submit the entire set of tender papers duly signed while dropping the tender.
2. Additional paper(s) to furnish the above information may be used.

Annexure-IV

UNDERTAKING BY THE TENDERER
(to be given in the letter head of the firm)

I have carefully gone through the various terms and conditions mentioned in the limited tender document for Event Management Services at NIFT Shillong for Convocation 2019 and Graduation shows and

- That I agree to all the conditions and offer to organize the programme in the designated locations as specified in the tender document.
- That I have not been blacklisted by any Central/ State Government organization for similar kind of activities in past or for future.
- That I am making this offer after carefully reading the conditions and understanding the same.
- That I have acquainted self with all the tasks required to be carried out, before making this offer.
- That I have the means to execute the scope of work as specified in the tender document
- That I hereby sign this undertaking as token of our acceptance of various conditions mentioned in tender document.

Place : _____

Dated: _____

(Name & Signature of the Bidder with office seal)

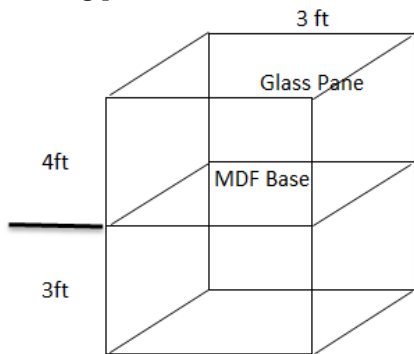
Annexure-V

Financial Bid

Schedule of items

Sub: Financial bid relating to Event Management Services at NIFT Shillong for Convocation 2019 and Graduation Shows.

I. AD Graduation Project Exhibition: On 29/05/2019 at Hotel Pinewood, Shillong

S. No.	Items for hiring from Event Management firm	No. of Units	Total Price inclusive of all Taxes
1	<p><u>Octonorm structure for Designs & Display Booth</u></p> <p>A. Octanorm Structure (Jewellery Racks and Product Display structures) Wall panels, Shelf brackets, Glass tops, Beams of .5m denominations, 7m poles, 8m poles and side cladding panels</p>  <p>B. Soft Board /Display Panel 7ft X5ft</p>	For 30 Students	
2	Electrical Items		

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	3. Lights: FLOOD LIGHTS, 30 15W SPOTLIGHTS FOR EXHIBITION 4. Wire Wire Size: 1.5 sqmm, Brand: Finolex, Colour: Multi	LUMP SUM AS PER REQUIREMENT	
3	Standeers (6ft x 2.5ft) (VINYL ON PVC MATERIAL WITH IRON STAND and design will be Informed by AD Dept)	3	
4	Backdrop 10x20 with printing and frame(Iron Frame)	1	
5	Masking of Hall/ Display unit (Multi Colour)	As per venue	
6	Carpets at Pinewood (as per venue)	Lumpsum	

II. MFM Graduation Research Project Seminar: On 29/05/2019 at Hotel Pinewood, Shillong

S. No.	Items	No. of Units	
1	Standeers with printing flex (2.5ft x 6 ft) (Iron Frame)	20	
2	Backdrop Frame with printing flex (20 ft x 10 ft) (Iron Frame)	1	

III. FD Graduation Project Show: On 29/05/2019 at Hotel Pinewood, Shillong

Sl No		No. of Units	
1	Octonome backdrop stand size Height 7ft X width 5ft A. Hanger Stand Size Height 6ft X 7ft 	7	

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	B.Soft Board /Display Panel 7ft X5ft		
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IV. Fashion Show: On 30/05/2019 at NEHU Multi Use Convention Hall, Shillong

Sl.NO	Particulars	No. of Units	
1	Choreographer 1. Detailed Bio Data of choreographer will be submitted by the selected vendor and will be finalized after consultation with NIFT designated committee. 2. Relevant experience of minimum 03 yrs in organizing Fashion Shows at National/State/international Level 3. Capable of executing at least 40 sequences back to back in a single Fashion Show along with proper music synchronization and script.	1	
2	Models (Test fit, Rehearsals & Fashion Show): Selection of Models will be done in consultation with NIFT designated committee. The list must indicate their name, colored photograph/portfolio and other details such as statistics. In case of absence of any model/artist at the last moment, the Agency will be responsible for arranging replacement acceptable to NIFT at no extra cost. Failure to do so will lead to deduction of amount decided by the designated committee from the total amount payable to the Agency.		
	Professional Male – Category - A Minimum Male Height of not be less than 5ft 7inches	2	
	Professional Female - Category - A Minimum Female Height of not be less than 5ft 4inches	5	
	Semi - Professional Female - Category B	10	
	Non - Professional Female - Category C	8	
3	Green Room Arrangement - 2 Rooms (1 Male & 1 Female) Mirrors - 3ft x 6 ft Tables (3ft X 6 ft foldable with wooden top) Chairs (plastic)	4 4 10	
4	Makeup Artist & Hair Styling Experts (with their own Cosmetic Items for all the models)	1	

V. Convocation Event: On 30/05/2019 at NEHU Multi Use Convention Hall

Sl.NO	Particulars	No. of Units	
1	Stage Size for Convocation and Fashion Show	1	

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	Main Stage for Convocation (Refer Diagram) Stage 36 ft x 24 ft	1	
	Ramp for Fashion Show (Refer Diagram) both side Ramp 12 ft x 8 ft = 96 Sq. ft	1	
	Height of the Stage and Ramp (2 ft)	-	
	Side Steps - 3 ft x 2 ft	3	
	Main Stage and Ramp Unitex Carpeting with two colours (Colour to be decided by NIFT Officials)	As per Actuals	
	Stage Side Wings 10 ft x 4 ft Vinyl on frame + Sunboard	2	
	Backdrop p3.8 LED screen - 10ft x 20ft=200 Sq. ft Automated Switcher for AV Switching to be included via MIDI Controller and 2 separate laptops	1	
	Visual programming Engineer	1	
	Stage Masking for Sides and back entrance 350 square feet	Lumpsum	
	Podium (Glass with Sunboard Branding)	1	
	Stage decoration with flowers 15 running feet	As per Actuals	
	Convocation Table and Chair for dignitaries (In consultation with NIFT officials)	Tables = 4 Chairs = 5	
	Arrangement of Sofa in first two rows to accommodate VIP's and dignitaries [in consultation with NIFT officials]with teapoy		
	80 x 4 red carpet	Lumpsum	
	20x5 x 2 grey carpet	Lumpsum	
	Vinyl for panel Branding 1x3 feet	Lumpsum	
	Banner 7.5ft X 5ft	2	
	Photo wall 10ft X9ft with Framing/Masking/Printing	1	
	Name Cards for Tables to be placed in Convocation Table	5	
2	Sound System & Light System for convocation & fashion show		
	FRONT OF HOUSE: JBL VRX Line Array or Equivalent flying system with scaffolding. 4 tops per side and 4 Subs -15000 WATTS RMS BACKLINE: JBL SIDEFILLS AND MONITORS 6 Nos Cordless Mics: 4 Nos Podium Mic: 1 No Collar Mic: 1 Nos Sound Engineer and crew/tech Yamaha LS9/TF5 Mixer or better CDJ NEXUS 2000 DJ CONSOLE FOR DJ with variable input Laptop for audio programming with auxillary source	Communication with FD Fashion Show 1 Set	

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	Scaffolding for speakers 20 ft towers	Lumpsum	
3	Light for Convocation & Fashion Show		
	2. LIGHTING: 24 PAR64, 24 LED PAR, 2 SPOTLIGHT, 6 SHARPIES, 2 STROBE, 2 SMOKE, 2 BLINDER, AVEOLITES MIXER,	As per specification provided in items	
	2. TRUSSING: 230 running feet Spigot Truss for Light Rigging of Stage and Ramp	230 ft	
4	Photography & Videography (for all the 4 events i.e. at Hotel Pinewood & NEHU Multi Use Convention hall for 29/05/2019 and 30/05/2019)		
	Photographer	1	
	Videographer	1	
	High Resolution Pictures & Videos of All the Events (Dept Shows and Convocation) in External HDD of 500 GB (NIFT will check for any data corruption)	1	
	Post production of Video Content for uploading onto broadcast, Social and other digital mediums.		
	Design and Branding of Event Advertisement to be put up in the form of digital media for Newspapers, Radio, TV & Social media		
	PR Package to promote the event post completion which should include Local Newspapers, Regional Newspapers and one Regional/National TV Channel. Content and Execution is to be done by the agency. Clippings/Proof to be submitted.		
	To provide edited and unedited copies of the high resolution pictures/ videos covering all the events which shall be the exclusive property of NIFT) To cover the all the events which includes Convocation and Department Shows Extra Lighting Element for ramp and stage (Minimum Charge).		
5	Full High Tea		
	High-Tea to be provided for Guests, NIFT officials, staff and Students on 30/05/2019 at NEHU Multi Use Convention Hall. Arrangement for sufficient drinking waters to be made. (Arrangements for lunch / refreshments for Models, Makeup Artist, Hair Stylist, Choreographer team, iron men etc. to be provided by the event manager, no payment to be made on this regard). (it should be served in hot pipes with sufficient tables for serving the same) (Menu will be decided by NIFT designated officials)	400	
6	Arrangement of Lamp and accessories for the lighting of the lamp ceremony during convocation at NEHU & Graduation Show at Pinewood.	1	
7	Audio Visual Complete Set up for Pinewood & NEHU Convocation Convention Hall		
	LED/Luminous projectors	2	
	DV Camera Setup	2	

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	Switcher	1	
	DVD Player	1	
	Live Feed into LED Screen	1	
	Laptop for AV Presentation	2	
8	Comparer / Anchor : For Both Fashion Show and Convocation Proficient English speaking reputed and experienced Anchor for Convocation & Fashion Show [for judging of voice of the anchor sample CD of any relevant event should be provided by the successful bidder]	1	
9	Logistical permission(s) for conducting the show		
10	Generator Set 100 KV generator set with adequate fuel loaded is required for the full event at NEHU Muti use convention hall	2	
11	Trays for Presenting Medals/Certificates on Stage With Red Velvet Cloth	5	
12	Bouquets (with fresh flowers):		
	Bouquets of Assorted Flowers for Eminent Guests for Dept Show and Convocation **Selection of Bouquets will be done in consultation with NIFT designated committee.	Convocation = 5 FMS = 5 FD = 4 AD = 3 ----- 17	
	Single Rose.	80	
	Mementos:		
	Memento - Convocation	5	
	Memento - MFM Dept	5	
	Memento - FD Dept	4	
	Memento - AD Dept	3	

Total bid amount to be restricted to Rs. 10,50,000/- for the entire event.

Annexure – VI

**Financial Bid
(Declaration by the Tenderer)**

Sub: Financial bid relating to Event Management Services at NIFT Shillong for Convocation 2019 and Graduation Shows.

The tenderer shall quote the amount tendered/financial bids in the following format as considering the venues as detailed above.

“FINANCIAL BID FOR Event Management Services at NIFT Shillong for Convocation 2019 and Graduation Shows at NATIONAL INSTITUTE OF FASHION TECHNOLOGY SHILLONG”

“I/We () on behalf of
M/s

_____ hereby undertake to carry out the **Event Management Services at NIFT Shillong for Convocation 2019 and Graduation Shows** as specified in this limited tender for an amount of Rs. _____ (in words Rupees _____) for the event with materials & services as required in **Scope of Work**. The above quoted amount is inclusive of and in accordance with all the statutory liability and Taxes.” as applicable.

Signature of the tenderer/
authorized signatory with seal

Note: All financial bids [Annexure - V, VI] should be submitted in separate second envelope in sealed cover clearly superscribing “Financial Bid for Event Management Services at NIFT Shillong for Convocation 2019 and Graduation Shows”.