

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
KOLKATA

e-Tender No. e-20/2018(PUR-Kol)



NATIONAL INSTITUTE OF FASHION TECHNOLOGY,
KOLKATA

(A Statutory Body governed by the NIFT Act 2006)

Ministry of Textiles, Govt. of India

An ISO 9001:2008 Certified Institute

Tender
For

EVENT MANAGEMENT SERVICE

NIT No. e-20/2018 (PUR-Kol)

NIFT invites sealed tender as per schedule given below from the eligible firms/agencies for Event Management Service for the events mentioned under:

OPENING DATE FOR ONLINE SUBMISSION OF TENDER	25/04/2018
CLOSING DATE FOR ONLINE SUBMISSION OF TENDER	16/05/2018 up to 1.00 pm.
Date and time of opening of tenders (Technical Bid)	16/05/2018 at 2.00 pm.

Opening Date and Time of Financial Bid(s): will be notified to the short listed bidders only

Event	Date & Time	Venue
Convocation -2018	31.05.2018 (Thursday) 11:00 a.m. onwards	Mini Auditorium at Biswa Bangla Convention Centre, New Town, Rajarhat, Kolkata
Graduation Show/ Display – 2018 (FD, KD, LD & TD Dept.)	29.05.2018 (Tuesday) 11:00 a.m. onwards	Biswa Bangla Convention Centre, Ground Floor, Banquet -1 & 2 TD Display at Banquet-3
Graduation Exhibition – 2018 (FC and F&LA Dept.)	28.05.2018 (Monday) 11:00 a.m. onwards	Biswa Bangla Convention Centre, Ground Floor, Banquet -1, 2 & 3
Graduation Show/ Display-2018 (B.F. Tech Dept.)	25.05.2018 (Friday) 02:00 PM onwards	NIFT Campus Auditorium
Graduation Show/ Display– 2018 (FMS Deptt.)	24.05.2018 (Thursday) 02:00 -05 PM	NIFT Campus Auditorium

Note: the above schedule/venue is subject to change

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

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.

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(A) TENDER NOTICE:

NIFT, Kolkata 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 alongwith fees [EMD], necessary/relevant documents shall be placed in a sealed envelope superscribed with "**Tender for Event Management Service (NIT no. e-20/2018(Pur-Kol)**" and shall be addressed and sent to the Purchase Officer, National Institute of Fashion Technology, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata -700 098 or dropped in the Tender Box kept at the said address on or before 16.05.2018 up to 1.00 p.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> from 25/04/2018 to 16/05/2018 up to 1.00 P.M.
- ii) Tender documents are also available for viewing on the "tenders" link of the NIFT website i.e. <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/- + 236 (GST) = Rs-2360.- (Two Thousand Three Hundred Sixty) non-refundable.

- Bid Processing Fee charges of Rs.800/- + Rs144.- (GST) =Rs.944.- (Nine Hundred Fourty Four 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. 033- 23357546, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT Campus, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata- 700098.

For online procedure:

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

E-mail:- nifthelpdesk@c1india.com, sandeep.bhandari@c1india.com

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

Earnest Money Deposit: Rs.25,000/- (Rupees Twenty Five Thousand only)

Date of Tender Notification : 25/04/2018

Last date for submission of e-Tender: 16.05.2018 upto 1:00 p.m.

Date and time of opening of Technical Bid: 16.05.2018 at 2.00 pm

IMPORTANT: In order to ensure right quality and required specification to be delivered and for clarification, if any, on the T&Cs of the tender, a **pre-bid session** will be held **at 04.00 pm on 09.05.2018** in the Board Room, 2nd floor, New Block, NIFT Campus. It is strongly recommended that the prospective bidders should attend the same positively for detailed discussion and elaboration on the

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work scope, quality, specification, item details, etc. and other related matters, if any. NIFT will not entertain or clarify any such query during post bid.

NIFT CAMPUS, Plot No. – 3B, Block-LA, Sector – III, Salt Lake, Kolkata - 700098

Phone: 91-33-2335 7546/ 2890/ 8350 Fax No. 91-22-2335 5734

Web: www.nift.ac.in/kolkata

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 (Annexure-A, B, C & D only) 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.
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 Kolkata 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.25,000/-** (Rupees Twenty Five Thousand only) (refundable) with Technical Bid in the form of Demand Draft (should be drawn beyond the date of this NIT) in favour of NIFT, Kolkata payable at Kolkata. 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

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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 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 [ref. Annexure- E', 'F', 'G', 'H', 'I'], 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 E', 'F', 'G', 'H', 'I' & 'J' only for the services as mentioned at Annexure- E', 'F', 'G', 'H' 'I'. 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.033-23357546). 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.

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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, Kolkata 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.**
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 Kolkata 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.***

-s/d-

(Purchase Officer)
NIFT, Kolkata

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Annexure-'A'

TECHNICAL BID

(FOR EVENT MANAGEMENT SERVICE)

Sl. No.	Particulars	Mention 'Yes' or 'No'
01	Whether Demand Draft of 25,000/- (Rupees Fifty Thousand only) in favour of NIFT, KOLKATA is enclosed as EMD with the Technical Bid	
02	Whether copy of TRADE License enclosed	
03	Whether copy of PAN enclosed	
04	Whether copy of GST enclosed	
05	Whether having at least Three (03) years relevant work experience in managing and organizing similar kind of jobs in the leading/ premier & renowned organization / Educational Institute/ [proof to be enclosed]	
06	Whether organized at least 5 nos. Fashion Shows/ Weeks in the leading/ premier & renowned Educational Institutes (viz. NIFT, NID, etc.) / Organisations [List along with proof to be enclosed]	
07	Whether capable of and agreed to provide 10% of W.O. value as Security Deposit if work order is awarded	
08	Whether agreed to abide by all the terms & conditions of this tender	
09	Whether Annexure-A, B, C and D, duly filled with Technical Bid and Annexure-E, F, G, H, I & J duly filled with the Financial Bid	
10	Whether each items of Annexure-E, F, G, H, I of Financial Bids have been quoted	

All above enclosures must be valid (wherever applicable)

Date:

(Name & Signature of the tenderer with seal)

Place:

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Annexure-'B'

(TENDERER TO FILL UP THIS PAGE)

1. a. Name of the tenderer / organization

b. Name of the proprietor/partner(s).....

c. Date/ Year of Establishment:

2. a. Address (Office):

b. Telephone No.:

c. Mobile No.:

d. Email Id.:

3. Details of relevant work experience:

Sl.	Client's Name / Organisation	Particulars of Event, Venue, When Held, etc.	Contract Value	Remarks, if any

4. Furnish copies of the following documents:

(i) Trade License

(ii) GST

(iii) PAN

5. DD [enclosed] details:

1. DD no. _____, dtd. _____, amt. _____, bank _____

2. DD no. _____, dtd. _____, amt. _____, bank _____

*NB: 1. Tenderer has to submit the entire set of tender papers duly signed while dropping the tender
2. Additional paper may be used to furnish the above information*

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Annexure-‘C’

UNDERTAKING BY THE TENDERER

I have carefully gone through the various terms and conditions mentioned in the tender document of Event Management Service for Graduation show and Convocation 2018 of NIFT, Kolkata. I agree to all the conditions and offer to organize the events at the scheduled venue as per the scheduled date & time [if changed, the same will be organized in the substitute venue and/or as per the revised timings in Kolkata as will be informed by NIFT]. 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 : _____

Dated : _____

(Name & Signature of the Bidder with office seal)

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Annexure-'D'

[To be submitted by the tenderer preferably on their letter head along with the Technical Bid]

To,
The Director
National Institute of Fashion Technology
NIFT Campus
LA Block, Plot-3B, Sector-III
Salt Lake City
Kolkata – 700098

Sub: Technical bid relating to NIFT Graduation Show-2018 & Convocation-2018.

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

Madam,

1. I have gone through all the Terms and conditions and also the schedule of items as enlisted by you in your Notice Inviting Tender [e-20/2018(Pur-Kol)] 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 services as enlisted in schedule of item with your Notice Inviting Tender under reference.

(Signature with office seal)

Date:

Place:

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Annexure-'E'

FINANCIAL BID
[FOR EVENT MANAGEMENT SERVICE]

(A) CONVOCAATION: ON 31/05/2018 at Mini Auditorium, 1st Floor at Biswa Bangla Convention Centre , New Town Kolkata

Sl. No.	Main Components of Work	Rate (In Rs.)	GST (in Rs.)	Amount (in Rs.)
1	2	3	4	5
1.	<u>Stage for Convocation</u> Main stage with masking as per actual size, decoration with flower at the front stage of apprx. 30', Carpeting (stage and stairs), Printing of the Backdrop with framing and masking (20'x12'). One podium should be fabric covered with floral decoration . (Art work of Design of Back drop will be provided by NIFT)			
2.	Total 240 nos. of rose sticks for graduating students to be restricted to apprx.Rs.25/- to be paid each. (in consultation with Concerned NIFT Official)			
3.	Arrangement of Crown Chairs (5 to 7 nos.) and centre tables for the dignitaries [in consultation with NIFT officials].			
4.	Arrangement of Lamp and accessories for the lighting of the lamp ceremony during inauguration.			
5.	Proficient English speaking reputed and experienced Anchor for Convocation [for judging of voice of the Anchor, sample CD of any relevant event should be submitted by the successful bidder]			
6.	04 nos. of Mementos to be restricted to Rs.1,000/- max to be paid each (in consultation with Concerned NIFT Official)			
7.	Press Kit [gift for the press]- 05 nos. restricted to Rs.250/- each. (in consultation with Concerned NIFT Official)			
8.	Photography/ Videography: Covering the whole programme with a) Still Photographs (6" x 8", 50 to 70 Prints) b) Video Recordings (approx. 4 to 5 hrs.)			

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9.	Sound System with Console for Professional Public Address System for approx. 500 audience			
10.	Additional 20 seating arrangements to be placed in the corridor of the auditorium. 3 nos. sofa sets to be placed in the front and near to stage. (Soft set / Executive Chair)			
11.	NOC/Logistical permission for conducting the programme (if required) To perform all copyrighted music controlled by the Phonographic Performance Ltd. (PPL) for the ground event. In addition to PPL, logistical permission for IPRS may be required. (Payment as per actual against submission of bill/receipt in original)			

Important: The tenderer to quote for all the items above

Note:

1. The venue should be ready by 11:00 am on 31st May, 2018
2. The quantity/ scope of work is subject to change and payment will be made on actual
3. The number of items/gifts/ /photographs, etc. may vary and will be paid on actual
4. It is strongly recommended that the bidders should visit and inspect the venue/site during office hours with prior appointment (Ph.:033- 2335 7546) before submission of bid. No extra shall be payable for non-awareness of the site condition and constraints, if any.
5. All the above arrangements are to be made with prior consultation with Concerned NIFT Officials/Committees.
6. Arrangements for lunch / refreshments and transportation for crew members, etc. deputed by the Event Manager to be provided by the event manager, no payment will be made by NIFT in this regard.

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Annexure-'F'

FINANCIAL BID
[FOR EVENT MANAGEMENT SERVICE]

(B) GRADUATION SHOW: ON 29.05.2018 for FD, KD , LD Dept. and Display for TD Dept. at Biswa Bangla Convention Center (Banquet-1, 2 & 3), New Town, Kolkata

Sl. No.	Main components of work	Rate(In Rs.)	GST (In Rs.)	Amount (in Rs.)
1	2	3	4	5
	Arrangements in connection with Fashion Show			
1.	Stage, Ramp & Backstage: Ramp: T shaped style with steps sides Size (Stage) : 24' X 16' (Ramp) : 40' X 8' Height : 3' 4 to 6 side wings, 2 or 3 at each side Green Rooms = cubicles total eight in numbers, each well lit and with Tables, Chairs, Mirrors & other accessories (viz. clothes hanger, etc.) Backdrop, wings, and AV screen masking, (Art work and Design of Back drop and wing will be provided by NIFT). Music Console: raised console for AV control at the back of the hall			
2.	Light & Sound: Light Parken light – 36 pcs, LED parken – 12pcs, Scanner – 4 pcs, Moving Head – 4 pcs, Follow – 1 pc, Smoke – 2 pcs Strove – 1 pc, Rigs for Light as required. Sound JVL Sound System – 2 pairs, Monitor Phone Nos – 4 pcs Dual CD Player – 1 pc, Cordless Mike – 4 pcs Mixer & Cables – 1 set			
3.	AV Equipment: 4 nos. of Projector, 4 nos. of screen (8' x 6' = 2 at the back) 2nos of Switcher and 2 no of Laptop is required for Graduation Show.			
4.	Generator Set: 2 nos. of 62 KV generator set with adequate fuel loaded is required for the full event.			

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5.	Photography & Videography: The entire event to be covered for Fashion show and both raw & edited footage to be submitted in Pen drives. Still photographs (6" x 8" size) to be provided for Fashion Show as per selection by NIFT designated committee. Minimum no. of prints = 600 (150 nos each for FD, LD KD & TD) to be provided in professional formal album for each dept.separately.			
6.	Show Reel: [For TD only] Cinematography and editing, sound recording, collection shoot and student interview for 26 students. Coverage: 15 minutes. [To be submitted in Per Drive]			
7.	Choreographer : Reputed Choreographer with the proven track record of holding Fashion shows. Capable of executing around 100 sequences back to back in a single Fashion Show along with proper music synchronization and script. Prior experience of such work is mandatory. Need visits and interaction sessions at various points few days prior to the Show. Practice sessions and fits with the Models and Designers (minimum 5 sessions before the show) and Dress rehearsal.			
8.	DJ : DJ for providing suitable music options for the collections, need to have capable team with technical inputs for making sound tracks suitable to each collection. Sessions for discussions of collections, practice sessions on Dress rehearsals (minimum 5 sessions)			
9.	Compere : Capable of handling formal institutional/ corporate show and keeping the audience engaged. Interaction sessions and practice sessions prior to the event (minimum 5 sessions) <u>Important:</u> <i>*for best performances, Selection of Choreographer, DJ and Compare to be done in consultation with NIFT designated technical committee and Officials.</i>			
10.	Models* and Wardrobe Assistant (for Test Fit & Graduation show) : Male Models: 06 Nos. Female Models: 30 Nos. Important: - Models should be finalized well in advance in consultation with concerned NIFT officials/committee and Test Fit to be done at the NIFT Campus, between 9 a.m. to 5 p.m. two days before the show date. - Reporting time of models for test fit and show to be strictly maintained as per instructions from the concerned NIFT Committee/ Officials. - Signed money receipt of each model should be available to NIFT within one month after the show Selection of Models will be done in consultation with NIFT designated Technical committee and officials.			

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11.	Make up & Hair Styling : Reputed makeup artist and hair stylist with proven track record and experience of handling about 100 sequences back to back in a single Fashion Show. Makeup and hairdo required for Male and Female Models. Three separate type of look to be done as per specification to be given by designated committee/ Officials. In addition service may be required for kid models and student models.			
12.	Stalls for display: (For TD Dept. only) -24 numbers stalls -Size; length 2m, depth 1m, height 2.5m -Three sides covered with front open, fitted with hanging rods on each wall. Total three rods 1.75m and 0.75m x 2. -Five spot lights of 60 watt in each stall as per students preferred placement positions -2 podium for each stall -01 mannequin and 01 dress form for each stall -Company name and student name printed on front board of each stall on vinyl sticker of maroon/navy blue background with white text. -Hanging Rod in each stall.			
13.	Refreshment : [for all 4 depts.] 200 nos. [50 nos. x 4 depts] of lunch & evening snacks to be provided for NIFT officials, staff and backstage working helpers. Total cost per head to be restricted to Rs.175/- Lunch packs for all to be handed over to NIFT officials at the venue for distribution. (Arrangements for lunch / refreshments and transportation for crew members, Models, Makeup Artist, Hair Stylist, Choreographer team, iron men, etc., i.e any manpower deputed by the Event Manager will be provided by the event manager; no payment will be made by NIFT in this regard.) <i>**Selection of Menu for Lunch & Snacks will be done in consultation with NIFT designated committee / Officials/ depts. Qty may vary and payment will be made on actual.</i>			
14.	Gifts/Mementos: a) Mementos for eminent guests restricted to max Rs.1,000/- each, min. 16 nos. (4 each for FD, LD, KD & TD) All items to be handed over to NIFT officials at designated time. <i>**Selection of Gifts & Mementos will be done in consultation with NIFT designated committee/ Officials. Qty may vary and payment will be made on actual.</i>			
15.	Flower Sticks: (for FD, LD, KD & TD): 120 nos of flower sticks for graduating students @Rs.15/- to Rs.25/- each (for all the four depts., 30 nos.each.) All items to be handed over to NIFT officials at designated time.			
16.	Ironing & racks: Racks – 35 pcs ,Iron table – 6 pcs, 4 nos. of Iron men and 4 nos. of Steam Iron (preferably vertical) with accessories is required for the graduation show.			

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17	<u>NOC/Logistical permission</u> for conducting the show To perform all copyrighted music controlled by the Phonographic Performance Ltd. (PPL) for the ground event. In addition to PPL, logistical permission for IPRS may be required and Amusement Tax as applicable. To be arranged by the Event Manager and payment will be made as per actual against submission of bill/receipt (in original) of the issuing Authority.			
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Important: The tenderer to quote for all the items above

1. All arrangements and the stalls with podium, student name, industry name, lighting, hanging rods should be ready by 11:00 AM on 29th May, 2018.
2. Schedule/ Time may be changed/ vary and works should be done in co-ordination and consultation with the concerned NIFT Official(s)
3. The quantity/ scope of work is subject to change and payment will be made on actual
4. The number of stalls/items/gifts/mementos/photos/food packs/etc may vary and will be paid on actual
5. The venues mentioned for the events are subject to change
6. It is strongly recommended that the bidders should visit and inspect the venue/site during office hours (10:00-5:00 p.m.) with prior appointment (ph.033-2335 7546) before submission of bid. No extra shall be payable for non-awareness of the site condition and constraints, if any.
7. All the above arrangements are to be made with prior consultation with Concerned NIFT Officials/Committees .
8. (Arrangements for lunch / refreshments and transportation for crew members, Models, Makeup Artist, Hair Stylist, Choreographer team, iron men etc. deputed by the Event Manager to be done/made by the event manager at his own cost and no payment will be made by NIFT in this regard.)

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Annexure-'G'

FINANCIAL BID
[FOR EVENT MANAGEMENT SERVICE]

(C) **GRADUATION SHOW/ Exhibition: On 28.05.2018** for FC & F&LA Deptt. at Biswa Bangla Convention Centre (Banquet-1, 2 & 3), New Town, Kolkata

Sl. No.	Main components of work	Rate (in Rs.)	GST (in Rs.)	Amount (in Rs.)
1	2	3	4	5
01.	Stage (12 feet by 10 feet and 12 inch height) with theatre style seating arrangement with upholstery for 300 heads – 12 inch height with side steps and podium. LED back drop along with branding on top and side wings. (at Banquet-3, shared by FC & F&LA)			
02.	Seating arrangement with upholstery on Dias to be made for 6 persons for talk show along with low table and microphones (at Banquet-3)			
03.	31 stalls for FC and 30 stalls for F&LA with flex back drop and sunboard printed name/branding along with fixtures needed like blocks and boxes along with 10 tables for display area (at Banquet-1 (for FC) & Banquet-2 (for F&LA))			
04.	Spot light, 3-4 nos.per stall, at suggested places at the display area (at Banquet-1 (for FC) & Banquet-2 (for F&LA))			
05.	Metal lamp - 4 feet for inauguration along with oil, candle, match stick and some flower arrangement around it in 'alpana' style. (at Banquet-1 (for FC) & Banquet-2 (for F&LA))			

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06.	Audio visual equipment including microphone, collar mic, speakers, music player, DVD player, LCD projector and LED full size screen as mentioned in Sl. No. 1 (at Banquet-3)			
07.	Flower Sticks: (for FC & F&LA): 60 nos of flower sticks for graduating students @Rs.15/- to Rs.25/- each (30 for each dept) All items to be handed over to NIFT officials at designated time.			
08.	Silent Generator to run all the above (shared by FC & F&LA)			
09.	Event Photography and Videography Covering the whole programme with - a) Still Photographs (6" x 8", 150 Prints x 2 depts. (300 nos.) b) Video Recordings (approx. 4 to 5 hrs. x 2 depts) (Both to be submitted in Pen Drives. Still photos to be provided in professional formal album also) (at Banquet-1 (for FC) & Banquet-2 (for F&LA))			
10.	Refreshment : 100 nos. of lunch & evening snacks to be provided for NIFT officials, staff and helpers. Total cost per head to be restricted to Rs.175/-. Lunch packs for all to be handed over to NIFT officials at the venue for distribution. (Arrangements for lunch / refreshments and transportation for crew members, etc., i.e any manpower deputed by the Event Manager will be provided by the event manager; no payment will be made by NIFT in this regard.) <i>**Selection of Menu for Lunch & Snacks will be done in consultation with NIFT designated committee / Officials. Qty may vary and payment will be made on actual.</i>			
11.	Gifts/Mementos: Mementos for eminent guests restricted to max Rs.1,000/- each, min. 04 nos. All items to be handed over to NIFT officials at designated time. <i>**Selection of Gifts/Mementos will be done in consultation with NIFT designated committee/ Officials. Qty may vary and payment will be made on actual.</i>			

Important: The tenderer to quote for all the items above

01. All arrangements and the stalls with podium, student name, industry name, lighting, hanging rods should be ready by

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11:00 AM on 28th May, 2018.

02. *Schedule/ Time may be changed/ vary and works should be done in co-ordination and consultation with the concerned NIFT Official(s)*
03. *The quantity/ scope of work is subject to change and payment will be made on actual*
04. *The number of stalls/ items/mementos/gifts/photographs/food packs, etc. may vary and will be paid based on actual*
05. *The venues mentioned for the events are subject to change*
06. *It is strongly recommended that the bidders should visit and inspect the venue/site during office Hours. (10-5:p.m.) with prior appointment (Ph. 033-2335 7546)before submission of bid. No extra shall be payable for non-awareness of the site condition and constraints, if any.*
07. *All the above arrangements are to be made with prior consultation with Concerned NIFT Officials.*
08. *Arrangements for lunch / refreshments and transportation for crew members, etc. deputed by the Event Manager to be provided by the event manager, no payment will be made by NIFT in this regard.*

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Annexure-'H'

FINANCIAL BID
[FOR EVENT MANAGEMENT SERVICE]

(D) GRADUATION SHOW: On 25.05.2018 for BFTech Deptt. at the Auditorium, NIFT Campus, Kolkata

Sl. No.	Main components of work	Rate (in Rs.)	GST (in Rs.)	Amount (in Rs.)
1	2	3	4	5
01.	Stage (Theater Style)-24' x 16' with Stage focus Light (4 x 500W=2000W) & Sound arrangement: Sound System (100)-2 pairs Cordless Mike- 03 pcs. Mixer & Cables- 01 Set			
02	A.V. Equipments: i) 1 no. of 40" T.V. ii) 1 Screen (8' x 6')			
03	Infrastructure & Furniture: i) Executive Chair- 6 (Stage) ii) Low high glass top table-3 nos. (24' x 18') iii) Glass with Glass Lid : 7 nos. iv) Flower Vase : 7 nos. v) Trigonal Table name pod (for guests)			
04	Photography/ Videography: Covering the whole programme with a) Still Photographs (6" x 8", 100 Prints) b) Video Recordings (approx. 4 to 5 hrs.) (Soft copy of Both to be submitted in Pen Drives. Still photos to be provided in professional formal album also)			
05	Refreshment : 35 nos. of lunch & evening snacks to be provided for NIFT officials, staff and helpers. Total cost per head to be restricted to Rs.175/-. Lunch packs for all to be handed over to NIFT officials at the venue for distribution. (Arrangements for lunch / refreshments and transportation for crew members, etc., i.e any manpower deputed by the Event Manager will be provided by the event manager; no payment will			

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	be made by NIFT in this regard.) <i>**Selection of Menu for Lunch & Snacks will be done in consultation with NIFT designated committee / Officials. Qty may vary and payment will be made on actual.</i>			
06	Gifts/Mementos: Mementos for eminent guests restricted to max Rs.1,000/- each, min. 08 nos. (4 each for FC and F&LA) All items to be handed over to NIFT officials at designated time. <i>**Selection of Gifts & Mementos will be done in consultation with NIFT designated committee/ Officials. Qty may vary and payment will be made on actual.</i>			
07	Compere : Capable of handling formal institutional/ corporate show and keeping the audience engaged. Interaction sessions and practice sessions prior to the event (minimum 5 sessions) <u>Important:</u> <i><u>*for best performances, Selection of Compere to be done in consultation with the concerned NIFT Officials/dept.</u></i>			

Important: The tenderer to quote for all the items above

Note:

1. The venue should be ready by 11:00 am on 25th May, 2018
2. The quantity/ scope of work is subject to change and payment will be made on actual
3. The number of items/mementos/gifts/ /photographs/food packs, etc. may vary and will be paid on actual
4. It is strongly recommended that the bidders should visit and inspect the venue/site during office hours with prior appointment (Ph.:033- 2335 7546) before submission of bid. No extra shall be payable for non-awareness of the site condition and constraints, if any.
5. All the above arrangements are to be made with prior consultation with Concerned NIFT Officials/Committees.

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Annexure-'I'

FINANCIAL BID
[FOR EVENT MANAGEMENT SERVICE]

(E) GRADUATION SHOW: On 24.05.2018 for FMS Deptt. at the Auditorium, NIFT Campus, Kolkata

Sl. No.	Main components of work	Rate (in Rs.)	GST (in Rs.)	Amount (in Rs.)
1	2	3	4	5
01.	Decorations & Flowers i) Decoration of two entry gates (apprx. 5000/-) ii) Venue decoration with flowers and decorative items (apprx. 10000/-)			
02	Printing of Banners 1. Banner at the Venue (1 No.) (12 feet x 8 feet) 2. Banners at the NIFT Entrances (2 Nos.) (6 feet x 4 feet)			
03	Hiring of Sound & Electric Equipments, Lights, Projectors etc (if required) (optional) In the Venue and the Hi-Tea Location			
04	Photography/ Videography: Covering the whole programme with a) Still Photographs (6" x 8", 100 Prints) b) Video Recordings (approx. 5 hrs.) (Soft copy of Both to be submitted in Pen Drives. Still photos to be provided in professional formal album also)			
05	Gifts/Mementos: Mementos for eminent guests restricted to max Rs.1,000/- each, min. 04 nos. All items to be handed over to NIFT officials at designated time. **Selection of Gifts & Mementos will be done in consultation with			

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	NIFT designated committee/ Officials. Qty may vary and payment will be made on actual.			
06	Refreshment : 35 nos. of lunch & evening snacks to be provided for NIFT officials, staff and helpers. Total cost per head to be restricted to Rs.175/-. Lunch packs for all to be handed over to NIFT officials at the venue for distribution. (Arrangements for lunch / refreshments and transportation for crew members, etc., i.e any manpower deputed by the Event Manager will be provided by the event manager; no payment will be made by NIFT in this regard.) <i>**Selection of Menu for Lunch & Snacks will be done in consultation with NIFT designated committee / Officials. Qty may vary and payment will be made on actual.</i>			
07	Flower Sticks: 30 nos of flower sticks for graduating students @Rs.15/- to Rs.25/- each All items to be handed over to NIFT officials at designated time.			

Important: The tenderer to quote for all the items above

Note:

1. The venue should be ready by 11:00 am on 24th May, 2018
2. The quantity/ scope of work is subject to change and payment will be made on actual
3. The number of items/mementos/gifts/ /photographs/food packs, etc. may vary and will be paid on actual
4. It is strongly recommended that the bidders should visit and inspect the venue/site during office hours with prior appointment (Ph.:033- 2335 7546) before submission of bid. No extra shall be payable for non-awareness of the site condition and constraints, if any.
5. All the above arrangements are to be made with prior consultation with Concerned NIFT Officials/Committees.

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Annexure-'J'

FINANCIAL BID
[FOR EVENT MANAGEMENT SERVICE at NIFT Kolkata]

The tenderer shall quote the amount in the following format:

"FINANCIAL BID FOR GRADUATION SHOW & CONVOCATION-2018 of NATIONAL INSTITUTE OF FASHION TECHNOLOGY, KOLKATA"

"I/We () on behalf of
M/s _____ hereby undertake to carry out GRADUATION SHOW AND
CONVOCATION-2018 as specified in this tender [NIT No.e-20/2018(PUR-Kol)] for an amount of Rs. _____(in
words Rupees _____) for the event with materials as
required and mentioned in **Annexure 'E', 'F', 'G', 'H', 'I'** (i.e. Schedule of Items). The above quoted amount is inclusive of and in
accordance with all the statutory liability, Service Charges, Administrative Charges, GST, transportation, etc., as applicable.

Signature of the tenderer/
authorized signatory with date & seal

Note:

1. *Successful Agency should depute technically qualified executive to coordinate the whole event in detail consultation with NIFT team*
2. *For items mentioned in Annexure 'E', 'F', 'G', 'H', 'I' the bidders must ensure the required quality, materials, dimensions & other parameters and quote accordingly. In case items are not as per specification the same shall not be accepted. No payment, claims for such items shall be entertained.*
3. *Schedule, Venue, Quantity, Scope of Work, etc. are subject to change*