



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

मानव संसाधन विकास मंत्रालय, भारत सरकार द्वारा स्थापित
सैक्टर 81, नॉलेज सिटी, प०ओ० मनोली, एस० ए० एस० नगर, मोहाली, पंजाब 140306

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

(Established by Ministry of Human Resource Development, Govt. of India)

Sector-81, Knowledge city, PO-Manauli, SAS Nagar Mohali-140306, Punjab

PAN No. - AAAAI1781K TAN NO. PTLI10692D

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IISERM(1013)17/18Pur

11th May 2018

SHORT- LIMITED NOTICE INVITING PROPOSAL FOR SELECTION OF AN EVENT MANAGEMENT AGENCY

Sealed quotations in SINGLE BID SYSTEM{ Offline mode} are invited on the behalf of the Director, IISER Mohali for the selection of an Event Management Agency for handling the IISER Mohali upcoming 7th Convocation to be held on 20th May 2018 as detail given below.

Last date of submission of Tender : 15/05/2018 upto 2pm

Date & time of opening of Tender : 15/05/2018 at 3pm

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Assistant Registrar (S&P)

SCOPE OF WORKS/JOB

1. Flex Banner with Stand 10 x 10 feet: 2 Number for Main Gate **Should be Installed by 19th May 2018**
2. Flex Banner with Stand 10 x 10 feet: 1 Number for LHC **Should be Installed by 19th May 2018**
3. Welcome Flex Banner 15x2 feet: 1 Number for LHC **Should be Installed by 19th May 2018**
4. Backdrop Flex Banner with Stand 20x10 feet for Group Photo **Should be Installed by 19th May 2018**
5. Arrangement of Group Photo Stair Type Platform along with ten Chairs having capacity of total 50 nos with two special chairs opposite to VIP room in LHC. **Should be Installed by 19th May 2018**
6. LED 20 x 10 Feet for Main Stage with Podium 20x6 feet with new carpet and white masking- 1 Number. **Setup should be ready by 19th May 2018**
7. Flags from Main Gate to LHC 50 nos **Should be Installed by 19th May 2018**
8. Red Carpet on the whole floor of LHC (9000 sq feet Approx) with Maharaja Carpet (600 running feet Approx) in LHC on walking Area. **Should be Installed by 19th May 2018**
9. Flower Bouquet for VVIPs -2 nos **Ready on 20th May 2018**
10. Flower Bouquet for VIPs -10 nos **Ready on 20th May 2018**
11. Reception Desk Octa System for keeping the Bouquet outside the LHC **Ready on 20th May 2018**
12. LHC Main Gate Decoration **Ready by 19th/20th May 2018**
13. Auditorium Stage and Dias Decoration **Ready by 19th/20th May 2018**
14. Flower Pots at stage and both VIP Rooms- 15 nos **Ready on 19th/20th May 2018**
15. Room Freshener in Both VIP rooms and Auditorium – 8 nos **Ready on 19th/20th May 2018**
16. LHC Pillar Decoration with Pillar-Colour Sky Blue, White- 15 nos. **Should be Installed by 19th May 2018**
17. Photography at three Places (LHC Main Gate or Admin Building Entrance)/ VIP Room/ Auditorium) (Ten Albums are required for Institute Records). **Rehearsal on 16th May 2018 /Ready on 20th May 2018**
18. Videography at three Places (LHC Main Gate or Admin Building Entrance / VIP Room/ Auditorium- 2 Cameras) (10 CD/DVD are required for whole event in single file and President Visit coverable in Single File Separately) **Setup should be ready by 16th May 2018.**
19. 6 Sofas and 2 Centre Table for first Floor VIP room in LHC **Should be Installed by 19th May 2018**
20. Three Projectors and Three Screen (Four if the existing could not be utilized) for Reading Room in Hostels for Live Telecast of Convocation in Hostel area. **Setup should be ready by 16th May 2018**
21. One Plasma TV 52 inch for Live Telecast of Convocation in Residence Area **Setup should be ready by 16th May 2018**
22. Live Telecast Convocation in Visitor Hostel Committee Room through available Projector and Screen. **Setup should be ready by 16th May 2018**
23. Providing Link for Live Telecast of Convocation for Website (Through Two Camera). **Setup should be ready by 16th May 2018 (Consol will be established in Technical Room available with Auditorium).**
24. Four Tower Air Conditioners (One for Each Reading Room) **Should be Installed by 19th May 2018**
25. Sound System for Auditorium in LHC. **Setup should be ready by 16th May 2018**
26. Chemical Toilets in Parking Aera- 4 nos **Should be provided by 18th May 2018**
27. Plastic Chairs for Hostel Reading Rooms-200 nos. **Should be provided by 19th May 2018 (These to be placed in Community Centre in first half and shifted to Reading Room in the evening)**
28. LED Display at Main Gate to display the Convocation matter-PPT-1 nos **Rehearsal through Plasma TV on 16th May 2018 Setup should be ready by 19th May 2018 First Half.**

29. DR Room in Admin Building furniture Three Centre Tables and four Side tables One chair **Should be provided by 19th May 2018**
30. Tent along with Two Tower Air Conditioners, Eight Centre Tables, Ten Fans, Sixteen Two seater Sofas (10, 6 inside Auditorium if needed) and Stair Platform **Should be provided by 19th May 2018**

Kindly submit your quote with best possible discounted prices as this is an Educational Institute. Kindly provide photo with Photo Id of your staff who will be available on 20-05-2018 during the event for security clearance.

INSTRUCTIONS

1. The bids should be submitted directly by the event agency.
2. The quantity mentioned in this inquiry is and shall be deemed to be only approximate and will not in any manner be binding on the Institute. Before the deadline for submission date, IISER Mohali reserves the right to modify the tender document terms and conditions. Such amendment/modification will be notified on e-mail/ website.
3. The rates offered should be FOR Mohali at site in case of firms situated outside Chandigarh/Mohali, and free delivery at the Institute premises in case of local firms. Conditional tenders will be summarily rejected.
4. THE INSTITUTE IS EXEMPTED FROM EXCISE AND CUSTOM DUTY under notification no- 51/96 –CUSTOM DATED 23/7/1996 AND DSIR REGISTRATION NO TU/V/RG/-CDE(1062)/2011 DT. 02/09/2011 / EXCISE NOTIFICATION NO. 10/97- CENTRAL EXCISE DT. 01.03.1997.
5. Tax: This Institute is not exempted from the payment of GST. The current rate (i.e. percentage of Sales Tax should be clearly indicated included or excluded) wherever chargeable. Please also provide/upload the copy of PAN card, GST number duly self-attested.
6. The delivery/programme/services period should be strictly as per above mentioned time/date.
7. The firms are requested to provide sample images of the material to be used in events.(Requirement Material Images are attached }
8. Event is very prestigious and important in nature and superior quality should be assured for all event requirements. Director of the Institute reserve the right to deduct suitable sum from the invoice of the service provider for any quality/ quantity issue.
9. The right to reject all or any of the quotation and to split up the requirements or relax any or all the above conditions without assigning any reason is reserved by the IISER Mohali. For any corrigendum and addendum please be checked the website <http://www.iisermohali.ac.in>
10. Disputes, if any, shall be subject to jurisdiction in the court of Mohali only.

PRICE BOQ :- { Rate should be quoted in serial wise for all 30 requirements below }

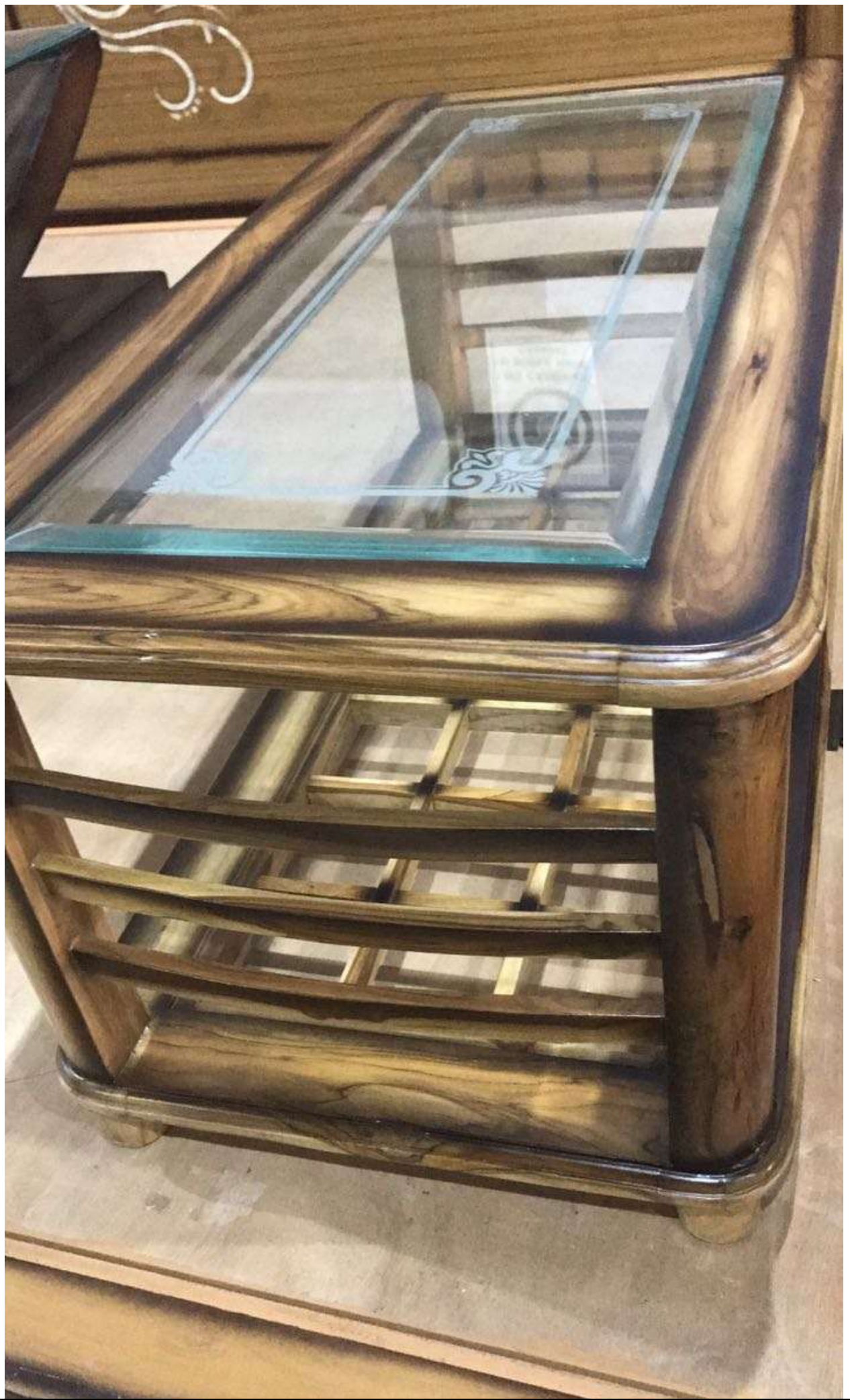
Item Sr. No. (As description and Qty. given)	Total Package Rate	GST if any	Total Amount (INR)
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IMAGES of the items used in convocations:- As Preferred :-















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