



अखिल भारतीय आयुर्विज्ञान संस्थान, नागपुर

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NAGPUR

Address: Plot No. 2, Sector-20, MIHAN, Nagpur- 441108

Email: - procurement@aiimsnagpur.edu.in

Ph No. 0710-3295590



NOTICE INVITING TENDER (NIT)

FOR

EMPANELMENT OF EVENT MANAGEMENT AGENCY FOR ORGANISING VARIOUS TYPES OF EVENTS FOR AIIMS, NAGPUR

TENDER NO. AIIMS-NAG/Event.Mgmt./23-24/OTE/05 Dated: 13/09/2023

Critical Date sheet

S. No	Particulars	Date & Time
I.	Published Date & Time	13/09/2023 at 17.00 Hrs.
II.	Bid Document Download Start Date & Time	13/09/2023 at 17.05 Hrs.
III.	Bid Submission Start Date & Time	14/09/2023 at 09.00 Hrs.
IV.	Bid Submission End Date & Time	05/10/2023 at 15.00 Hrs.
V.	Bid Opening Date & Time	06/10/2023 at 15.00 Hrs.
VI.	Price Bid Opening Date & Time	Date & time to be intimated later

Tender can be downloaded from www.aiimsnagpur.edu.in

For any information, other modifications and/ or corrigendum may kindly visit the above website.

On behalf of All India Institute of Medical Sciences, Nagpur (AIIMS Nagpur), invites electronic online bids (e-Tender) through website of AIIMS, Nagpur www.aiimsnagpur.edu.in (for ref. only) and CPPP web site <https://eprocure.gov.in/eprocure/app> under **Two Bid system (Part I: Techno commercial bid & Part II: Price Bid in BOQ) from reputed, experienced Firms “For Empanelment of Event Management Agency for organizing various types of events for AIIMS Nagpur”**.

Manual bids shall not be accepted.

AIIMS, Nagpur request bidders to quote in line with tender documents uploaded & submit the offer on our e-portal <https://eprocure.gov.in/eprocure/app>.

AIIMS, Nagpur intends to engage an Event Management Agency to organize different type of event / conference / seminars etc. at AIIMS Nagpur. Offers are invited from professionally experienced agencies in Prescribed Format to empanel at AIIMS Nagpur.

Upload of Tender: Tenderers are advised to download Notice Inviting Tender along with other tender documents and submit the declarations and tender documents along with clear scanned copies of requisite documents to substantiate the claim towards their credentials while the tender shall be submitted online in soft copy on our e-tendering portal.

All interested bidders may submit their bids i.e. techno commercial bid (Part I) & Price Bid (BOQ) (Part II) strictly in the tender format available online on e-portal. No other form of bid shall be accepted and the tender shall be summarily rejected. Bids shall be digitally signed and uploaded by someone legally authorized and competent on behalf of his firm / company and relevant documents w.r.t. the same to be uploaded along with the bid by the bidders.

Tender documents may be viewed and downloaded from the website of AIIMS, Nagpur www.aiimsnagpur.edu.in (for reference only) and Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as mentioned.

The bid is to be submitted online only on <https://eprocure.gov.in/eprocure/app> up to the last date and time of submission of bids.

Validity of Bids- Bid validity should be **180 days** from the date of opening.

1. Scope of work for event management service

For the purpose of event management, service provider is required to carry out the following works but not limited to:

- Organizing Conferences/Meetings, equipped with projection systems along with display panels having interface for PowerPoint presentations and for audio/video demonstrations, RF mikes for the participants, wireless translation equipment's. To arrange and installation of professional sound system along with mics, speakers and amplifiers.
- Fabrication, installation and erection of the stage as per requirement at the venue. Stage should be carpeted. Two nos. of side steps are to be provided to access the stage.
- To arrange and installation of LEDs with stands.
- Professional photographers with required necessary equipment are to be provided for capturing the photographs and to shoot the live events. Equipment which are to be used by photographers should be as follows:
 - i) DSLR camera.
 - ii) Video camera with minimum HD recording feature.
 - iii) And other necessary accessories.
- Contractor has to arrange the master of the ceremony (preferably a lady with fluent in English and Hindi) and 04 nos. of ushering boys/girls in well- dressed uniform prescribed by AIIMS Nagpur.
- Flower decoration at the venue hall and bouquet for VIP/VVIP guests will be arranged by the contractor.
- Proper lighting on the stage will be the responsibility of the contractor if required. Therefore, any lights required for illuminating the stage and hall has to be provided and will be in the scope of contractor if so desired.
- Contractor should be responsible for all kinds of communications to the delegates and faculties like announcement of last date of abstract submission, announcements of early bird registration, dates of registration etc.
- In case of virtual event being organized like in case of pandemic situation, the event management contractor should be responsible for organization of virtual platform for the said event.
- Contractor should be responsible for designing and printing of certificate of the conference. In case of virtual event, the event management contractor should be responsible for emailing the certificates of the conference to the delegates and faculties.
- Other arrangements required:
 - i) Digital Podium
 - ii) Two LED TVs on dais
 - iii) Standees for Directors outside auditorium and inside for ushering
 - iv) Centre tables on dais
 - v) Flower decoration preferably by natural flowers

Contractor has to arrange power back up facility for the event, if required.

- To provide, manage and oversee the simultaneous, if needed.
- Other tasks required, subject to the merging necessity and available resources.

2. SPECIAL CONDITIONS OF CONTRACT

- (i) AIIMS Nagpur representative and the knowledge partner shall be associated with the contractor at all stages during the entire event management.
- (ii) All items mentioned in the scope of work will be the property of the contractor. Hence, contractor has to take care of all their belongings before, during and after the events.
- (iii) Contractor will be solely responsible for smooth functioning of the events and all the equipment installed /man powers deputed by them in the events.

3. ELIGIBILITY CRITERIA:

The following are the eligibility criteria for empanelment of Event Management Agencies: –

- The agency should be able to execute all kinds of events.
- The agency should have **minimum 3 (Three) years' experience** in organising events for Government/Public Sector Undertaking/Autonomous Body and Educational Institutes like AIIMS, IITs, IIMs or any reputed private institute for minimum value of **25 Lakh**.
- The agency should have minimum annual turnover of **Rs. 20 Lakh** in each year during the last three financial years (**2019-20, 2020-21 & 2021-22**) duly certified by Chartered Accountant with UDIN number.
- The bidder should have never been debarred/black listed/should have not been terminated /ceased without completing the entire duration of contract period by any Central/State Govt. Department, Public Sector Undertaking, Autonomous Bodies, Academic Institutions, CFTIs etc. during past five years from the last date of submission of bids.
- The Agency should have PAN Number and GST Registration.
- The tenderer should give a certificate that none of his/her relative is employed at AIIMS, Nagpur. In case of proprietorship firm, certificate will be given by the proprietor and for partnership firm certificate will be given by all the partners and in respect of a limited company by all the Directors of the company as per attached format at **Annexure-III**. The near relatives for this purpose are defined as
 - a. Members of a Hindu Undivided Family.
 - b. They are husband and wife.
 - c. The one is related to the other in the manner as father, mother, son(s) & son's wife (daughter-in-law), Daughters(s) & Daughter's husband (son-in-law), Brother(s) & brother's wife, Sister(s) & Sister's husband (brother-in-law).

4. The Purchaser reserves the right to relax the Norms of Turnover and Prior Experience for Start-ups and Micro & Small Enterprises in Public Procurement. The Start-ups are defined in Annexure-A of the "Action Plan for Start-ups in India". The same is available on the website of Department of Industrial policy and Promotion (DIPP), Ministry of Commerce & Industry. Agency must attach the valid document for Start-ups and Micro & Small Enterprises.

5. EMD/Bid Security- Earnest Money Deposit i.e. ₹ 25,000/- to be deposited in the form of **Insurance Surety Bonds/Account Pay Demand Draft/ FDR/Banker's Cheque or BG (including e-Bank Guarantee). Scanned copy to be enclosed with technical bid. It is also clarified that the bids submitted without earnest money will be summarily rejected. The Insurance Surety Bonds/Demand Draft/ FDR/Banker's Cheque or BG (including e-Bank Guarantee) may be prepared in the name of "**The Director, AIIMS, Nagpur**". The EMD (Original Insurance Surety Bonds/Demand Draft/ FDR/Banker's Cheque or BG (including e-Bank Guarantee) or any exemption certificate must reach at Store Office (Administrative Block), AIIMS, Plot No. 2, Sector- 20, MIHAN, Nagpur prior to opening of tender.**

- No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the AIIMS Nagpur in respect of any previous supply will be entertained. Tenderer shall not be permitted to withdraw his bid or modify the terms and conditions thereof. In

case the tenderer fail to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited

- Tenders without Earnest Money will be summarily rejected.
- No claim shall lie against the AIIMS Nagpur in respect of erosion in the value or interest on the amount of EMD.

- If MSME firm (only Micro and Small Enterprises) is registered for above tendered item, then the firm will be exempted for submission of EMD amount. Firm must upload scanned copy of following documents in support of exemption.

- a) District Industries Centers (DIC)
- b) Khadi and Village Industries Commission (KVIC)
- c) Khadi and Village Industries Board
- d) Coir Board
- e) National Small Industries Corporation (NSIC)
- f) Directorate of Handicraft and Handloom
- g) Any other body specified by Ministry of MSME (MoMSME)
- h) Udyog Aadhaar Acknowledgment/Udyog Aadhaar Memorandum/Udyam issued by MoMSME.
- i) Startups firms as recognized by Department of Industrial Policy & Promotion (DIPP) is also exempted for depositing of EMD amount. Valid documents should be uploaded.

- The earnest money will be returned/refund to the unsuccessful tenderers after the tender is decided.

- EMD should remain valid for a period of 180 days beyond the final bid validity period. When the tenderer agrees to extend the validity of bid, he shall also extend the validity of EMD suitably.

6. **LIST OF MANDATORY DOCUMENTS TO BE SUBMITTED WITH THE BID DOCUMENT TO QUALIFY TECHNICALLY:**

- a) Agency Structure (whether partnership firm/sole proprietor/a limited company etc.).
- b) Copy of Permanent Account Number (PAN) in the name of the firm, if not proprietor ship firm.
- c) Copy of GST Registration Certificate.
- d) Bank details as per **Annexure-1**.
- e) Valid document in support of Registered/Branch office nearby location at Nagpur, Maharashtra.
- f) Annual turnover minimum Rs. 20 Lakh in each year during the last three financial years (2019-20, 2020-21 & 2021-22) duly certified by Chartered Accountant with UDIN number.
- g) Audited Balance Sheet of last 3 Financial Years i.e., **2019-20, 2020-2021 & 2021-22** duly certified by a Chartered Accountant with UDIN Number.
- h) Self-Declaration about Non Black Listing as per **Annexure-II**.
- i) List of 5 major clients from Govt. / PSU/ Higher Education Institute / Central Universities / IIT / IIM / any reputed private institute (as per **Annexure-IV**). Copies of work orders where events organized in last three years to be attached in support.
- j) Valid proof to be attached for **minimum 3 (Three) years' experience** in organising events for Government/Public Sector Undertaking/Autonomous Body and Educational Institutes like AIIMS, IITs, IIMs or any reputed private institute for minimum values of **Rs 25 Lakh**.
- k) Details of experience in dealing with Govt./ PSU/ Higher Education Institution/ Central University, Autonomous Bodies and professional Institutes like IIMs, IITs. Copy of letter of empanelment along with satisfactory completion certificates from at least three Govt. Depts./ PSUs/ Autonomous Bodies/ reputed commercial organizations towards providing similar

services during last 5 years from the lastdate of submission of bid.

- l) Duly signed and stamped entire tender document along with its addendum/ corrigendum, if any.
- m) The tenderer should give a certificate that none of his/her relative is employed at AIIMS, Nagpur. In case of proprietorship firm, certificate will be given by the proprietor and for partnership firm certificate will be given by all the partners and in respect of a limited company by all the Directors of the company as per attached format at **Annexure-III**. The near relatives for this purpose are defined as
 - a. Members of a Hindu Undivided Family.
 - b. They are husband and wife.
 - c. The one is related to the other in the manner as father, mother, son(s) & son's wife (daughter-in-law), Daughters(s) & Daughter's husband (son-in-law), Brother(s) & brother's wife, Sister(s) & Sister's husband (brother-in-law).

Note: Institute may ask the vendor to submit any other certificate/document as it may deem fit.

7. **SUBMISSION OF BID:**

Both the bids (Technical and Financial) duly signed by Authorized Signatory should be uploaded separately on CPP Portal <https://eprocure.gov.in/eprocure/app>:

1. **BID OPENING & EVALUATION:**

- The technical bid will be first opened and evaluated. In the primary screening, technical bid of only those who satisfy the eligibility criteria will be evaluated.
- The financial bid of only those bidders whose technical bid is found to be technically responsive by the committee will be opened. The financial bids of ineligible bidders will not be opened.
- **Selection of successful bidder:** Technical bids will be opened on date/time as per the schedule. Financial bid of only bidders who qualify technically will be opened. **After evaluation of bids, the bidder who is technically qualified as well as quotes the lowest rate (L1 bidder) shall be declared as the successful bidder. L1 will be decided on composite basis of basic rate.**
- Technical bid containing commercial details or Revelation of Prices in any form or by any reason before opening the financial bid shall not be considered for further process.
- The institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.

8. **AWARD OF CONTRACT:**

- **Period of Empanelment:** The empanelment will be initially for a period of **one (01) year** which may be extended for another one (01) year or more with mutual consent, subject to satisfactory performance.
- The Successful Bidder should accept the offer within 10 days from the date of receipt of "Letter of Award", failing which the Award will be cancelled.
- **Agreement:** The successful bidder will have to execute an agreement on a non-judicial stamp paper worth **Rs.500/-**. The cost of the stamp duties for the execution of the agreement will be borne by the agency.
- AIIMS Nagpur reserves the right to engage one or more agencies at a time and to cancel the Contract at any time without assigning any reason.
- AIIMS Nagpur reserves the right to modify/change/delete/add any further terms and conditions prior to the issue of work order.

- It is clearly understood by the parties that no financial liability of any type is created by issuance of the letter of empanelment.
- The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and your performance.

9. **TERMS OF CONTRACT:**

- **Penalty Clause:** In case of delay in work from the schedule time given, the agency would be liable to pay 1% of cost of the event per day which may entail cancellation of the order and termination of the empanelment at the sole discretion of the Institute.
- AIIMS Nagpur shall have discretion to give any work to any empaneled agency selected through tendering process and the other agency will not have to claim for the work.
- The empanelment of an agency shall not mean that the institute cannot give the work directly/ through any other agency without routing through the agency empaneled through this tendering process.
- The empaneled agency is expected to maintain high level of professional ethics and will not act in any manner, which is detrimental to institute's interest. AIIMS Nagpur reserves the right to impose penalty in case of any violation of the above.
- The agency will not be allowed to assign or sublet the empanelment or any part of it to any other vendor/agency in any form. Failure to do so shall result in the termination of empanelment.
- The performance of the agency shall be regularly reviewed on the key parameters of creativity, initiative, competency and response time and participation in the tendering process. In the event that agency fails to meet the requirements, AIIMS Nagpur shall be constrained to terminate the empanelment by serving one month's prior notice.
- If the services of the agency are not found satisfactory, The Executive Director, AIIMS Nagpur shall have the right to cancel the empanelment at any time without assigning any reason and without any financial compensation to the agency.
- The AIIMS Nagpur reserves the right to empanel any other agency or cancel empanelment of any agency without assigning any reason by serving one month's notice even before expiry of the period of empanelment.
- The institute will have the right to drop any agency from the empaneled list without assigning any reason whatsoever. Institute also reserves the right to modify the terms and conditions for empaneled agencies.
- In case of any disputes on execution of the work during the period of contract, the decision of The Executive Director, AIIMS Nagpur shall be binding and final, agreeable in full by both the parties. Any legal disputes shall be subject to Nagpur jurisdiction.

10. **PERFORMANCE SECURITY:**

As a guarantee towards due performance and compliance of the contract work, the successful bidder (contractor) will deposit Performance Security an amounting to **Rs. 50,000/-** and should be kept valid for a period of 60 day beyond completion of all the contractual obligation period towards security deposit in the form of **Insurance Surety Bonds/Account Pay Demand Draft/ FDR/Banker's Cheque or BG (including e-Bank Guarantee)** in favor of **"The Director AIIMS, Nagpur"** drawn on any Nationalized Bank/Scheduled Bank and payable at Nagpur within fifteen days of the issue of the Letter of notification of award along with non-judicial stamp paper of Rs. 500/- (Contract agreement). **Stamp paper Expenditure will be beared by the bidder.**

The security deposit can be forfeited by order of this Institute in the event of any breach or negligence

or non-observance of any condition of contract or for unsatisfactory performance or non – observance of any condition of the contract.

In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded for whatsoever reason(s), to honor the contract, the EMD/Performance Security deposited would be forfeited.

Performance Security will be discharged after completion of contractor's performance obligations under the contract.

11. **PAYMENTS TERMS:**

- Bill to be made in the name of **The Executive Director, AIIMS, Nagpur, Maharashtra.**
- No extra payment shall be made for additional work done by the agency.
- No advance payment will be made to the empaneled agency under any circumstances.
- TDS/ Income Tax etc. are to be deducted at source from the bills of service provider as per rule.

12. **GENERAL TERMS & CONDITIONS:**

- Any act on the part of the bidder to influence anybody in the Institute is liable to rejection of his bid.
- In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender will not be considered for empanelment.
- Canvassing/marketing/offering promotional services etc. in any form whether directly or indirectly in connection with the tender is strictly prohibited and the tenders submitted by the Agency/ Firm/ Company who resort to canvassing will be liable for rejection without any further reference.
- **Abnormally low price quoted against any item will not be considered and bid can be rejected.**
- AIIMS Nagpur reserves the right to modify, expand, change, alter, restrict, scrap, refloat or cancel the tender at any stage without assigning any reason whatsoever.
- AIIMS Nagpur reserves the right to relax/amend/add/withdraw any of the terms and conditions contained in the tender document without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
- The decision of Competent Authority, AIIMS Nagpur will be final in all matters relating to the empanelment and binding. AIIMS Nagpur reserves the right to reject any application without assigning any reason.
- **Arbitration:** In case of any dispute arising out of the terms and conditions of contract or assignment, the matter shall be referred to the Sole Arbitrator to be appointed by The Executive Director, AIIMS Nagpur and the award of the Sole Arbitrator will be binding on both the parties. Further, any legal dispute arising out of any breach of contract pertaining to this empanelment shall be settled in the court of competent jurisdiction located within the local limits of Maharashtra.

**Administrative Officer
AIIMS, Nagpur**

Annexure - I

MANDATE FORM FOR BANKING DETAILS
(On the letter head of the Agency)

Name of the bidder :

Address :

Contact No. :

Email :

1.	Name of the firm / authorized person of the firm as per bank records:	
2.	Bank details of the bidder:	
	a) Bank Name:	
	b) Branch Address:	
	c) Account No.	
	d) Type of Account (Current/Savings)	
	e) MICR No.:	
	f) IFSC Code:	

Place:

Signature with stamp of the bidder:

Date:

Name, Address of the bidder:

Tel/ Mob No.:

Annexure - II

**SELF-DECLARATION ABOUT NON BLACK-LISTING
(To be submitted on the letterhead of the bidder)**

To

The Executive Director
All India Institute of Medical Sciences (AIIMS),
Nagpur, Maharashtra

**Subject: Self Declaration about Non Black-Listing for “EMPANELMENT OF EVENT
MANAGEMENT AGENCY FOR ORGANISING VARIOUS TYPES OF EVENTS AT
NAGPUR’ vide Tender’ Ref. No. dt...../...../2022**

Sir,

In response to tender under reference. I/ we hereby declare that presently our Agency/Firm/ Company is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Government Department, Public Sector Undertaking, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that our agency/ firm is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Government Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in last five years from the date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our Performance Security may be forfeited in full and the tender if any to the extent may be cancelled.

Yours faithfully,

(Name & Signature with stamp of the bidder)

Non relative Certificate

(On Firm's Letter Head)

I, son of Shri
..... resident of
hereby certify that none of my relative(s) as defined in the tender document is/are employed at AIIMS, Nagpur as per details given in tender documents. in case at any stage, it is found that the information given by me is false/incorrect, AIIMS, Nagpur shall have the absolute right to take any action as deemed fit/without any prior intimation to me.

(Seal of the Firm)

(signature of Contractor)

Format for Financial Bid
(To be submitted in BOO Format)

S. No	Items Description with Specification	DOQ	Qty.	Basic Rental Charges per day Excluding GST
1	Fabrication & Setup			
1.01	Fabrication, installation and erection of stage Height- 2-4 feet	Per Sq. Ft.	1	
1.02	Carpeting of stage	Per Sq. Ft.	1	
1.03	Flower decoration with real flowers	Per running Ft.	1	
1.04	Podium with front branding	No.	1	
1.05	Dias (2 ft.) with 10 seating capacity	No.	1	
1.06	LED Wall with flex framing from all three sides	Per Sq. Ft.	1	
1.07	LED Wall P3/P4	Per Sq. Ft.	1	
1.08	LED TV (51 inch or above)	No.	1	
1.09	Side Wings	Per Sq. Ft.	1	
1.10	Carpeting (Red & Green)	Per Sq. Ft..	1	
1.11	VIP Sofa with Cover Size- 3 Seater	No.	1	
1.12	VIP Sofa with Cover Size- 1 Seater	No.	1	
1.13	Centre Table	No.	1	
1.14	Round Table	Set	1	
1.15	Buffet Table Size- 2.5 X 5 feet	No.	1	
1.16	Chairs with Arm rest	No.	1	
1.17	Chairs Without Arm rest	No.	1	
1.18	Dunlop Chair	No.	1	
1.19	Standee with iron frame	Per Sq. Ft.	1	
1.20	Reception desk	No	1	
1.21	Octonal stall (3mx3m) with 1 table, 2 chairs & Power plug	Set	1	
1.22	Partition of auditorium with flex & Frame	Per Sq. Ft.	1	
1.23	Pedestral Fan	No.	1	
1.24	Industrial Cooler	No.	1	
1.25	Ice Pedestral Fan	No.	1	
1.26	Entry Gate Structure with Flex Branding	Per Sq. Ft.	1	
1.27	Poster Standee (3 X 4 Ft)	No.	1	
1.28	Tirpal Tent arrangement for cooking (15x30x30) for 1 Day – 900 Sq. Ft.	Set	1	
1.29	Waterproof Canopy 10 X 10 Feet.	Per. Sq. Ft	1	
1.30	Arebian Tent 16 X 16 Feet	Per. Sq. Ft	1	
1.31	Arebian Tent 20 X 20 Feet	Per. Sq. Ft	1	
1.32	VIP Box Gate Flex and Frame 2 x 10-2 & 8 x 2.5-1	No.	1	
1.33	Student gate flex and frame 2 x 10-2 & 8 x 2.5-1	No.	1	

1.34	Cinematography, Aerial Cinematography, Editing, Post production, Pre production, Color Grading & motion Graphics, Logistics, A/V studio Rental, equipment Rental, voice over recording.	Duration	5 minutes	
1.35	Photography with 2 Camera setup (Photography and Editing)	Per Event	1	
1.36	Badges	No.	1	
1.37	Plants	No.	1	
1.38	Truss (Aluminium)	Per sq Ft	1	
1.39	Genset 125 KVA	Per Day	1	
1.40	Series Light for decoration of building	Per Mtr.	1	
1.41	Band for entertainment (with 5 Instruments and 2 Singers)	Set	1	
1.42	Master of ceremony (Female)	No.	1	
1.43	Master of ceremony (Male)	No.	1	
1.44	Ushers (Boys/girls)	No.	1	
1.45	Rollup Standee 2*5 280 GSM Flex solvent printing	No.	1	
1.46	Garden Umbrella 48" radius- 8 ribs Polyester Material 6ft foldable powder coated with stand	No.	1	
1.47	Certificate/Photo frame- A5 Size 300 GSM hard sheet with Frame, 4 color printing	No.	1	
1.48	Medals 5 mm thickness and 2.5-inch diameter	No.	1	
1.49	250 ml mineral water bottle	No.	1	
1.50	Event Coordinator for a full day of the activity	No.	1	
1.51	3 Sq. Ft logo Rangoli and decoration with rose petals	No.	1	
1.52	Inauguration Setup with Samai Flower/ Rangoli decor	Sq. Ft	1	
1.53	Transportation" Mini Truck/Tata Ace etc.	20 Km- 50 Km	1	
1.54	Transportation: Auto/Taxi etc.	20 Km- 50 Km	1	
1.55	Normal Flex printing	Sq. Ft	1	
1.56	Samai with oil, mainbatti etc.	No.	1	
1.57	Wings Bouquets	No.	1	
1.58	Vinyl for door, 20 x 20 (Total- 400 Per Sq. Ft)	Per. Sq. Ft	1	
1.59	Tray big with velvet cloth	No.	1	
1.60	Wings Banner Prints with fitting, 8 x 36 (Total-576 Sq.Ft.)	Per. Sq. Ft	1	
1.61	Iron standy with vinyl with foam sheet, 2.5 x 1	No.	1	
1.62	Door flower Decoration with samai	No.	1	
1.63	Fabric Flag Media 5 x 4	No.	1	
1.64	Acrylic sandwich board with stud installation	Per Sq. Ft.	1	
2	Sound & Light			
2.01	Top + Base (4)	Set	1	
2.02	Feedback Monitor	No.	1	
2.03	Amplifier	No.	1	
2.04	Mixer	No.	1	
2.05	Cordless Mike	No.	1	
2.06	Podium Mike	No.	1	
2.07	Coller Mike	No.	1	
2.08	Switcher	No.	1	
2.09	LED Par Light with stunning colour effect for different occasion	No.	1	
2.10	High watt Box Speakers/ Line Arrey	No.	1	

2.11	Metal Lights	No.	1	
2.12	LED Flood Lights- 50 Watt	No.	1	
2.13	LED Flood Lights- 100 Watt	No.	1	
2.14	LED Flood Lights- 200 Watt	No.	1	
3	Items to be purchased			
3.01	Printed Coffee Mug	No	1	
3.02	Cloth Bags- Waterproof cloth material welding & D cut Handle. Size: W11.5" X H14"	No.	1	
3.03	T-shirt: 100% cotton, 260 GSM, Pique polo, well dark blue/orange color and cuff for stability, three smart buttons.	No.	1	
3.04	Cap printed logo of AIIMS Nagpur	No.	1	
3.05	Invitation cards: A4, 300 GSM Sinar Art card with printed envelope	No.	1	
3.06	Leaflet: 8.5" x 3.5" 100 GSM sinar art- 4+0 color	No.	1	
3.07	Jute bag for guest with logo print, 2 x 1	No.	1	
			Total ---	

L1 will be decided on composite basis of basic rate. Bidders are advised to quote for all the items. Bidders not quoting for all the items will be rejected summarily.

***GST will be paid extra as applicable.**

Price bid in the form of BOQ_XXXX.xls

1. I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
2. Rate must be quoted as per specification specify in **Annexure V**.
3. No other charges would be payable by the Institute.

Date:

Place:

Name:

Business Address:

Signature of Bidder:

Seal of the Bidder: