

The Tamil Nadu Dr. M.G.R Medical University
69, Anna Salai, Rd, Guindy, Chennai, Tamil Nadu 600032

Website: www.tnmgrmu.ac.in (or) <https://tntenders.gov.in/nicgep/app>

E-mail: registrar@tnmgrmu.ac.in

TENDER REFERENCE: FOM-006/2023, DT: 29.12.2023

**ONLINE TENDER FOR HIRING OF A SERVICE PROVIDER FOR
PROVIDING EVENT MANAGEMENT SERVICES FOR THE KALAI GNAR
CENTENARY INTERNATIONAL MEDICAL CONFERENCE TO BE HELD
AT CHENNAI TRADE CENTRE, TAMIL NADU**

Date of Release of tender	29-12-2023
Pre-Bid Meeting	02.01.2024 at 11:30 AM at Registrar's Chamber
Last date and time for submission	05-01-2024 up to 11.00 AM
Opening of the Bids	05-01-2024 at 12.00 Noon

I. Invitation For Bids

1. The Tamil Nadu Dr. M.G.R. Medical University, located in Chennai, India, is a prominent institution dedicated to health sciences education and research.
2. The Tamil Nadu Dr. M.G.R. Medical University, jointly with Department of Health and Family Welfare of the Govt., of Tamil Nadu is hosting Kalaignar Centenary International Medical Conference on Future of Medicine from 19th January 2024 to 21st January 2024 at Chennai, Trade Centre, Nandambakkam, Chennai
3. The conference will serve as a platform for the exchange of ideas, knowledge, and information on the latest advances that are likely to shape the Future of Medicine. The conference will consist of sessions that focus on cutting-edge medical innovation. National speakers and international experts will bring to the table the most pertinent information in medical research and discoveries that matter. Undergraduate, Postgraduate students in various medical and allied disciplines, Faculty, Academicians and practicing Physicians can participate and benefit from the wide array of lectures and panel discussions in the conference.
4. The conference will have 24 International Speakers, 148 National Speakers and the delegates would come across the globe.
5. It is expected that this conference would have 5000 delegates of various disciplines.
6. In this regard, The Registrar, the Tamil Nadu Dr. M.G.R. Medical University ("Tender Inviting Authority - TIA") invites bids in single cover system for Hiring of a Service Provider for providing Event Management Services for the Kalaignar Centenary International Medical Conference to be held at Chennai Trade Centre, Tamil Nadu.
7. This tender procedure is governed by the Tamil Nadu Transparency in Tenders Act, 1998 read with Tamil Nadu Transparency in Tender Rules, 2000 as amended from time to time. In case of any conflict between the terms and conditions in the tender document and the Tamil Nadu Transparency in Tenders Act, 1998 The Tamil Nadu Transparency in Tender Act, 1998, read with Rules shall prevail.

II. Brief Description of the Selection Process

1. Single cover selection process is adopted for evaluating the bids comprising technical and financial bids.
2. Technical evaluation will be carried based on criteria specified and the responsive bidder in technical and commercial conditions will be considered as responsive L1 bidder and awarded the contract. However, the total value will be considered for arriving at L1 and the Tender Accepting Authority reserves the right to negotiate on individual rates of each item.
3. The responsive L1 bidder will be invited for negotiation while the responsive L2 will be kept in reserve. The Tender Accepting Authority reserves its right to split the order quantity/scope of work to more than one bidder at the matched L1 rate at its full discretion and the bidder is not permitted to have any claim due to such splitting.
4. The contract will be awarded by Tender Accepting Authority to the responsive L1 bidder (s) at its sole discretion and reserves the rights to reject or annul the tender process without assigning any reasons thereof and the bidder should not have any claim on such decision.

III. Scope of Work

S No	Elements	Specification and duration	Tentative Qty
1	Flower- Main Stage Floral Runner + Podium Decor+ Teapoi Bunches + Kuthuvilakku Decor - for Inaugural day only	For one day	LS
2	Special furniture		
	Steps with Railing for dias - Main Hall	4 ft for 3 days	2 Nos
	View Cutter - Panel Discussion side masking + Convention centre to Hall 2 Wall Panelling with necessary support both the side 900 feet	Customised for 3 days	9 Nos
	Round Table with Cloth	for 3 days	30 Nos
	Table with Frill	Wooden for 3 days	250 Nos
	Navigation standees	Flex with Metal Frame - 8x4 ft. for 3 days	100 Nos
	Carpet - Registration Area + VIP Pathway + Convention to Hall 2 Pathway + Convention Centre Pathway + Stage +Passage Carpeting + Lounge	80000/ Sq Ft for 3 days	LS
	Arabian Tent (Police, First aid, Valet Parking, Registration, Help desk, Food Area)	20x20 ft. for 3 days	8 Nos
	Arabian tent - for Food Preparation Area	20x20 ft. for 3 days	8 Nos

S No	Elements	Specification and duration	Tentative Qty
	Banquet cushion chair with Cover	Standard size for 3 days	6500 Nos
	VIP Chairs - With Covers	Standard size for 3 days	50 Nos
	VIP Cushion Chairs with cover	Standard size for 3 days	40 Nos
	Podium	Standard size for 3 days	12 Nos
	Teapoi	Standard size for 3 days	20 Nos
	Q Manager	Standard size for 3 days	200 Nos
2	Stall		
	Main Stalls - Providing Octonorm stall of size 3 x 3M using R8System in Powder Coated Finish, Laminated Panel, Carpet, Facia, 3" white lettering, Table 2nos, Chair 4nos, Spot Light 4nos, Socket 5/15 Amps 1no, Dustbin	10'x10' for 3 days	120 Nos
	Public Awareness area - Providing Octonorm stall of size 3 x3M using R8 System in Powder Coated Finish, Laminated Panel, Carpet, Facia, 3" white lettering, Table 2nos, Chair 4nos. Spot Light 4nos, Socket 5/15 Amps 1no, Dustbin	10'x10' for 3 days	10 Nos
	Registration Desk with back drop and box office, with volunteer, fan cooler, Table, Plug point, Laptop, Scanner and Barcode	Standard for 3 days	LS
	German Structure	100x 150 ft for 3 days	1No
	Metal Lights	Standard for 3 days	50 Nos
3	Venue Branding		
	Box Arch Top - for Stall Area	26x10 ft for 3 days	5 Nos
	Box Arch - Pillar Left and Right	12x10 ft for 3 days	10 Nos
	Drive Way Buntings	3X14 ft for 3 days	24 Nos
	Lawn Buntings	3X5 ft for 3 days	20 Nos
	Box Pillar -4 Sides	8X4X4 ft for 3 days	10 Nos
	Banner – Welcome	10X10 ft for 3 days	4 Nos
	Layout Banner	16X8 ft for 3 days	1 No
	360 Camera Backdrop	10X8 ft for 3 days	1 No
	Main Entry Welcome Banner	24X14 ft for 3 days	1 No
	Main Entry Welcome Banner	10X8 ft for 3 days	1 No
	Press Raiser	20X4 ft for 3 days	1 No
4	LED, Sound, Lights		
	LED Wall with processor - with Rehersal	100x14 ft for 3 days	1 no
	LED Wall Technical Essentials for Main, Delay and Public LED	Standard for 3 days	LS
	Raiser Stage for LED	100x4 ft for 3 days	1 No

S No	Elements	Specification and duration	Tentative Qty
	Scaffolding for LED	100x12 ft for 3 days	1 No
	Delay LED	12x10 ft for 3 days	2 Nos
	Public LED	8x6 ft for 3 days	6 Nos
	LED Raiser for Delay LED	12x4 ft for 3 days	2 nos
	LED Raiser for Public LED	8x4 ft for 3 days	6 Nos
	LED TV - 55 Inches	Standard for 3 days	9 Nos
	Audio System - JBL VRX 4 TOP 2 Bass, Delay Speakers 4Nos , Monitor 2Nos, Mixer, Podium Mic 2, Cordless Mic - 2 Nos, Cord Mic 4Nos With Stand & Laptop, Delay Speakers with truss for Inauguration Day	Standard for one day	LS
	LED Parcans. LED Par RGB. Dimmers. ACL Blinders,Parcans,Spot lights, Profile Spot, Lighting Board, T-Truss - For Inauguration Day	Standard for one day	LS
	Pedestal Fan	Standard for 3 days	20 Nos
5	Genset for Inaugural Day		
	Genset 256 KVA for LED	For 2 days Including setup day	2 Nos
	Fuel Consumption –256KVA	For 2 days Including setup day	15 Hours
	Genset 2S6 KVA for Audio	For 2 days Including setup day	2 Nos
	Fuel Consumption - 256 KVA	For 2 days Including setup day	15 Hours
	Genset 256 KVA for Lights	For 2 days Including setup day	2 Nos
	Fuel Consumption – 256 KVA	For 2 days Including setup day	15 Hours
	Genset 2S6 KVA for Delay LED	For 2 days Including setup day	2 Nos
	Fuel Consumption - 256 KVA	For 2 days Including setup day	15 Hours
	Genset 256 KVA for Backup for Event Day	For 2 days Including setup day	1 NO
	Fuel Consumption - 256KVA	For 2 days Including setup day	10 Hours
6	Man Power		
	Security	2 Shift Per Day for 3 days	20 Nos
	House Keeping with Supervisors	For 3 days	LS
7	Photography & Videography – only For Inaugural Session		
	Photographer	For one day	5 Nos
	Videographer	For one day	8 Nos
	Live Mixing with Live Streaming	For one day	LS
	50 Media Out	For one day	1No
8	Designing Charges		

S No	Elements	Specification and duration	Tentative Qty
	Creative Designs - Banner, Stage Backdrop, Overall Branding	Single activity	LS
	Website Creating and Maintanance	Single activity	1NO
9	Panel Discussion Setup		
	Stage for Panel Discussion – Wooden Platom with Base	24x16 ft. for 3 days	9 Nos
	Panel Discussion- LED Wall with processor Including Rehearsal	24x12 ft. for 3 days	9 Nos
	Panel Discussion - LED Raiser	24x4 ft. for 3 days	9 Nos
	Sound Setup Using Basic PA System and with ConferenceSetup	500 Pax for 3 days	9 Setup
	Wireless Mics (10 Nos Per Hall)	For 3 days	90 Nos
	Goal Post Truss - at Main Hall	For 3 days	2 Nos
	Pedastal Fan with Complete wiring setup	For 3 days	15 Nos
	Videographer with Complete Session Recordings	For 3 days	9 Nos
	live Streaming	For 3 days	9 Nos
	Photographer - Candid	For 3 days	1 No
10	Genset with all accessories for Panel Discussion Area		
	256 KVA Genset for LED	For 3 days	9 Nos
	Fuel Consumption for LED	For 3 days	15 Hours
	256 KVA Genset for Audio	For 3 days	9 Nos
	Fuel Consumption - For Audio Setup	For 3 days	15 Hours
	125 KVA Genset for Lights	For 3 days	9 Nos
	Fuel Consumption - For Lights - 125KVA	For 3 days	15 Hours
11	Other Items		
	Laptops	For 3 days	30 Nos
	Printers	For 3 days	2 Nos
	Hard Disk	For 3 days	10 Nos
	Selfie Points	For 3 days	10 Nos
	Transportation for all Materials	For 3 days	LS

The quantity indicated is tentative. The payment will be made as per actuals.

IV. Validity of the bid

The bid shall be valid for a period of not less than 90 days from the due date or for the period that may be mutually extended but not exceeding 180 days.

V. Pre-Bid Meeting, Clarification and Amendments

1. The Pre-Bid meeting shall be conducted on the prescribed date and time at the Tamil Nadu Dr. MGR Medical University.

The bidders shall confirm their participation in the pre-bid meeting by sending their participants details and queries to the following address, at least two

days prior to the date of pre-bid meeting. Only 2 members from each firm shall be permitted to attend the meeting.

The Registrar,

The Tamil Nadu Dr. M.G.R Medical University

69, Anna Salai, Rd, Guindy, Chennai,

Tamil Nadu 600032

Mail ID :- registrar@tnmgrmu.ac.in

2. Bidders requiring any clarification may send their queries to the TIA in writing by speed post/ courier/ special messenger or by e-mail so as to reach before the date mentioned in the Schedule.
3. The TIA shall endeavour to respond to the queries prior to the tender Due Date. The TIA will post the reply to all such queries on the Official Website without identifying the source of queries.
4. The TIA reserves the right not to respond to any questions or provide any clarifications, in its sole discretion, shall be construed as obliging the TIA to respond to any question or to provide any clarification.
5. At any time prior to the deadline for submission of bid, the TIA may, for any reason, whether at its own initiative or in response to clarifications requested by an bidder, modify the bidding document by the issuance of Addendum/ Corrigendum and posting it on the Official Website and by conveying the same to the prospective bidders by e-mail.
6. All such amendments will be binding on all Applicants.
7. The TIA may, in its sole discretion, extend the tender Due Date to provide the bidders a reasonable time for taking an amendment into account.

VI. Bid Security / Earnest Money Deposit (EMD)

1. The bidders shall furnish as part of their bid, a Bid security of INR 50,000 (Rupees Fifty Thousand only).
2. Bid Security/Earnest Money Deposit (EMD) shall be submitted through online in NIC portal.
3. Any Bid not accompanied by the Bid Security shall be rejected by the Authority as non-responsive
4. The Authority shall not be liable to pay any interest on the Bid Security and the same shall be interest free.

5. The Applicant, by submitting its Application pursuant to this tender, shall be deemed to have acknowledged that without prejudice to the Authority's any other right or remedy hereunder or in law or otherwise, the Bid Security shall be forfeited and appropriated by the Authority as the mutually agreed pre-estimated compensation and damage payable to the Authority for, inter alia, the time, cost and effort of the Authority in regard to the tender including the consideration and evaluation of the bids under the following conditions:
 - a) If an Applicant withdraws its bid during the period of its validity as specified in the bidding document and as extended by the Applicant from time to time.
 - b) In the case of the Successful bidder, if the bidder fails to reconfirm its commitments during negotiations.
6. In the case of a Successful bidder, if the bidder fails to sign the Agreement or commence the assignment as specified
7. Domestic Enterprises (i.e., from Tamil Nadu) within the state and registered with MSME are eligible for EMD Exemption, otherwise not eligible. Documentary evidence should be submitted.
8. EMD through BG/ST is not permitted.

VII. Minimum Eligibility Criteria

Sl. No	Minimum Eligibility Criteria		Documents required
1	Legal Entity	<ol style="list-style-type: none"> 1. The bidder must be proprietorship firm or partnership firm or private limited company or public limited company. In case of partnership firm it must be registered under Partnership Act. In case of private limited company or public limited company it must be registered under the Indian Companies Act 1956. 2. Any privately held company or LLP is allowed to submit its bid. The bidder may be a Single Entity or Joint Venture (JV) or Consortium. 	Certificate of Incorporation GST Certificate Power of Attorney in case of JV

Sl. No	Minimum Eligibility Criteria		Documents required
		<p>3. In case of JV/Consortium:</p> <p>a) The number of members would be limited to 2 (two) including the “Lead Member”;</p> <p>b) The members of the JV/Consortium shall nominate one member as the lead member (the “Lead Member”), The nomination(s) shall be supported by a Power of Attorney signed by all the other members of the JV/Consortium;</p>	
2	Financial Capacity	The bidder should have an average annual turnover of ₹ 5 crores in the last five financial years (FY 2018-19 to FY 2022-23)	Certificate from statutory auditor and audited financial statements for the five previous financial years.
3	Technical Experience 1	The Bidder should have experience of providing a minimum of 3 Similar Event Management services of minimum contract value of ₹ 3 Crore to any Central/State Department within the last 6 years (FY 2018-19 to FY 2023-24).	Copy of the work order and Satisfactory certificate from the client
4	Technical Experience 2	The Bidder should have experience of providing a minimum of one similar Event Management services involving Foreign Delegates to any Central/State Department within the last 6 years (FY 2018-19 to FY 2023-24).	Copy of the work order and Satisfactory certificate from the client

VIII. Submission of bids

Bids should be submitted in online only. The financial bid should not have any condition.

IX. Evaluation of the bids

1. The Authority will determine whether each bid is responsive to the requirements of the bidding document. The Authority may, in its sole discretion, reject any bids that is not responsive hereunder.
2. After opening of the bids, the technical and commercial points will be evaluated in the ascending order of the prices and the bidder who is meeting the technical and commercial conditions will be considered as responsive L1 bidder for further process.

X. Award of contract:-

1. The Authority will award the contract to the bidder whose bids has been determined to be responsive L1.
2. The bidder whose bid is accepted will be notified of the award of contract by the Authority prior to expiration of the bid validity period. The terms of the accepted offer shall be incorporated in the purchase order.

XI. Performance Security & Commencement of Assignment

1. The Successful bidder shall sign the contract agreement and furnish the Performance Security, an amount equal to 5% of Contract value within 3 (three) days from the date of Award of Contract in the form of a Demand Draft or Bank Guarantee in favor of "The Tamil Nadu Dr. M.G.R Medical University", payable at Chennai and it will be returned after successful completion of the contract.
2. The Service Provider shall commence the Services at the Project site within 3 (three) days of the date of the Letter of Award of Contract or such other date as may be mutually agreed.
3. If the successful bidder fails to either sign the Agreement or commence the assignment as specified herein, the Authority may invite the responsive L2 bidder for negotiations. In such an event, the Bid Security of the responsive L1 bidder shall be forfeited

4. The performance security is forfeitable for any failure in performing the contract.

XII. Payment Terms:

100% payment after satisfactory completion of Conference against submission of invoice and bills.

XIII. Documents to be Submitted with the bid

The following document shall be submitted with the bids :-

- a. EMD in the form prescribed.
- b. Bid Covering letter
- c. Duly attested copy of license approved by the concerned license Authority.
- d. Documentary evidence of constitution of firm such as Memorandum of Articles, Partnership Deed, etc., with details of Name, Address, Tel. No., Fax No., E-mail Address of firm and the Managing Director / Partner / Proprietor.
- e. JV/Consortium Agreement
- f. Power of Attorney in case of JV/ Consortium authorizing the lead member to transact business.
- g. Authorization of senior responsible officer of the Company to transact business.
- h. Annual turnover statement last for five years certified by the Auditor.
- i. Copies of Balance Sheet and Profit & Loss Account for five years certified by the Auditors.
- j. GST Certificate as on 31.03.2023.
- k. Experience for technical eligibility - Details of similar orders executed in the past 5 years and orders currently on hand (Annexure IVa &b)
- l. Declaration for not having black listed either by any other Govt. agencies as on date (as per Annexure-V).

XIV. Other conditions

1. Subcontracting will not be permitted.
2. The governing language is English.
3. The purchaser reserves its rights to terminate the contract for the reasons like default and insolvency of the Service Provider or for convenience of both by serving a notice.
4. The dispute resolution will be governed by the provisions of Arbitration and Conciliation Act. The jurisdiction is Chennai.

**Registrar
Tender Inviting Authority**

PRICE SCHEDULE (Online BOQ)

**Providing Event Management Services for the Kalaignar Centenary International Medical Conference to be Held at Chennai Trade Centre,
Tamil Nadu**

Sl. No.	Item Description	Quantity	Units	Specification and duration	Unit Cost excl. GST	HSN Code	GST in %	GST in value per unit Rs.	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes
1.00	Flower- Main Stage Floral Runner + Podium Decor+ Teapoi Bunches + Kuthuvilakku Decor - for Inaugural day only	1	Lumpsum	For one day				0.00	0.00	0.00
2.00	Special furniture									
2.01	Steps with Railing for dias - Main Hall	2	Nos.	4 ft for 3 days				0.00	0.00	0.00
2.02	View Cutter- Panel Discussion side masking + Convention centre to Hall 2 Wall Panelling with necessary support both the side 900 feet	9	Nos.	Customised for 3 days				0.00	0.00	0.00
2.03	Round Table with Cloth	30	Nos.	for 3 days				0.00	0.00	0.00
2.04	Table with Frill	250	Nos.	Wooden for 3 days				0.00	0.00	0.00
2.05	Navigation standees	100	Nos.	Flex with Metal Frame - 8x4 ft. for 3 days				0.00	0.00	0.00

Sl. No.	Item Description	Quantity	Units	Specification and duration	Unit Cost excl. GST	HSN Code	GST in %	GST in value per unit Rs.	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes
2.06	Carpet - Registration Area + VIP Pathway + Convention to Hall 2 Pathway + Convention Centre Pathway + Stage +Passage Carpeting + Lounge	1	Lumpsum	80000/ Sq Ft for 3 days				0.00	0.00	0.00
2.07	Arabian Tent (Police, First aid, Valet Parking, Registration, Help desk, Food Area)	8	Nos.	20x20 ft. for 3 days				0.00	0.00	0.00
2.08	Arabian tent - for Food Preparation Area	8	Nos.	20x20 ft. for 3 days				0.00	0.00	0.00
2.09	Banquet cushion chair with Cover	6500	Nos.	Standard size for 3 days				0.00	0.00	0.00
2.10	VIP Chairs - With Covers	50	Nos.	Standard size for 3 days				0.00	0.00	0.00
2.11	VIP Cushion Chairs with cover	40	Nos.	Standard size for 3 days				0.00	0.00	0.00
2.12	Podium	12	Nos.	Standard size for 3 days				0.00	0.00	0.00
2.13	Teapoi	20	Nos.	Standard size for 3 days				0.00	0.00	0.00

Sl. No.	Item Description	Quantity	Units	Specification and duration	Unit Cost excl. GST	HSN Code	GST in %	GST in value per unit Rs.	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes
2.14	Q Manager	200	Nos.	Standard size for 3 days				0.00	0.00	0.00
3.00	Stall									
3.01	Main Stalls - Providing Octonorm stall of size 3 x 3M using R8System in Powder Coated Finish, Laminated Panel, Carpet, Facia, 3" white lettering, Table 2nos, Chair 4nos, Spot Light 4nos, Socket 5/15 Amps 1no, Dustbin	120	Nos.	10'x10' for 3 days				0.00	0.00	0.00
3.02	Public Awareness area - Providing Octonorm stall of size 3 x3M using R8 System in Powder Coated Finish, Laminated Panel, Carpet, Facia, 3" white lettering, Table 2nos, Chair 4nos. Spot Light 4nos, Socket 5/15 Amps 1no, Dustbin	10	Nos.	10'x10' for 3 days				0.00	0.00	0.00
3.03	Registration Desk with back drop and box office, with volunteer, fan cooler, Table, Plug	1	Lumpsum	Standard for 3 days				0.00	0.00	0.00

Sl. No.	Item Description	Quantity	Units	Specification and duration	Unit Cost excl. GST	HSN Code	GST in %	GST in value per unit Rs.	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes
	point, Laptop, Scanner and Barcode									
3.04	German Structure	1	Nos.	100x 150 ft for 3 days				0.00	0.00	0.00
3.05	Metal Lights	50	Nos.	Standard for 3 days				0.00	0.00	0.00
4.00	Venue Branding									
4.01	Box Arch Top - for Stall Area	5	Nos.	26x10 ft for 3 days				0.00	0.00	0.00
4.02	Box Arch - Pillar Left and Right	10	Nos.	12x10 ft for 3 days				0.00	0.00	0.00
4.03	Drive Way Buntings	24	Nos.	3X14 ft for 3 days				0.00	0.00	0.00
4.04	Lawn Buntings	20	Nos.	3X5 ft for 3 days				0.00	0.00	0.00
4.05	Box Pillar -4 Sides	10	Nos.	8X4X4 ft for 3 days				0.00	0.00	0.00
4.06	Banner – Welcome	4	Nos.	10X10 ft for 3 days				0.00	0.00	0.00
4.07	Layout Banner	1	Nos.	16X8 ft for 3 days				0.00	0.00	0.00
4.08	360 Camera Backdrop	1	Nos.	10X8 ft for 3 days				0.00	0.00	0.00

Sl. No.	Item Description	Quantity	Units	Specification and duration	Unit Cost excl. GST	HSN Code	GST in %	GST in value per unit Rs.	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes
4.09	Main Entry Welcome Banner	1	Nos.	24X14 ft for 3 days				0.00	0.00	0.00
4.10	Main Entry Welcome Banner	1	Nos.	10X8 ft for 3 days				0.00	0.00	0.00
4.11	Press Raiser	1	Nos.	20X4 ft for 3 days				0.00	0.00	0.00
5.00	LED,Sound,Lights									
5.01	LED Wall with processor - with Rehersal	1	Nos.	100x14 ft for 3 days				0.00	0.00	0.00
5.02	LED Wall Technical Essentials for Main, Delay and Public LED	1	Lumpsum	Standard for 3 days				0.00	0.00	0.00
5.03	Raiser Stage for LED	1	Nos.	100x4 ft for 3 days				0.00	0.00	0.00
5.04	Scaffolding for LED	1	Nos.	100x12 ft for 3 days				0.00	0.00	0.00
5.05	Delay LED	2	Nos.	12x10 ft for 3 days				0.00	0.00	0.00
5.06	Public LED	6	Nos.	8x6 ft for 3 days				0.00	0.00	0.00
5.07	LED Raiser for Delav LED	2	Nos.	12x4 ft for 3 days				0.00	0.00	0.00
5.08	LED Raiser for Public LED	6	Nos.	8x4 ft for 3 days				0.00	0.00	0.00
5.09	LED TV - 55 Inches	9	Nos.	Standard for 3 days				0.00	0.00	0.00

Sl. No.	Item Description	Quantity	Units	Specification and duration	Unit Cost excl. GST	HSN Code	GST in %	GST in value per unit Rs.	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes
5.10	Audio System - JBL VRX 4 TOP 2 Bass, Delay Speakers 4Nos , Monitor 2Nos, Mixer, Podium Mic 2, Cordless Mic - 2 Nos, Cord Mic 4Nos With Stand & Laptop, Delay Speakers with truss for Inauguration Day	1	Lumpsum	Standard for one day				0.00	0.00	0.00
5.11	LED Parcans. LED Par RGB. Dimmers. ACL Blinders,Parcans,Spot lights, Profile Spot, Lighting Board, T-Truss - For Inauguration Day	1	Lumpsum	Standard for one day				0.00	0.00	0.00
5.12	Pedestal Fan	20	Nos.	Standard for 3 days				0.00	0.00	0.00
6.00	Genset for Inaugural Day									
6.01	Genset 256 KVA for LED	2	Nos.	For 2 days Including setup day				0.00	0.00	0.00
6.02	Fuel Consumption – 256KVA	15	Hours	For 2 days Including setup day				0.00	0.00	0.00
6.03	Genset 2S6 KVA for Audio	2	Nos.	For 2 days Including setup day				0.00	0.00	0.00

Sl. No.	Item Description	Quantity	Units	Specification and duration	Unit Cost excl. GST	HSN Code	GST in %	GST in value per unit Rs.	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes
6.04	Fuel Consumption - 256 KVA	15	Hours	For 2 days Including setup day				0.00	0.00	0.00
6.05	Genset 256 KVA for Lights	2	Nos.	For 2 days Including setup day				0.00	0.00	0.00
6.06	Fuel Consumption – 256 KVA	15	Hours	For 2 days Including setup day				0.00	0.00	0.00
6.07	Genset 2S6 KVA for Delay LED	2	Nos.	For 2 days Including setup day				0.00	0.00	0.00
6.08	Fuel Consumption - 256 KVA	15	Hours	For 2 days Including setup day				0.00	0.00	0.00
6.09	Genset 256 KVA for Backup for Event Day	1	Nos.	For 2 days Including setup day				0.00	0.00	0.00
6.10	Fuel Consumption - 256KVA	10	Hours	For 2 days Including setup day				0.00	0.00	0.00
7.00	Man Power									
7.01	Security	20	Nos.	2 Shift Per Day for 3 days				0.00	0.00	0.00
7.02	House Keeping with Supervisors	1	Lumpsum	For 3 days				0.00	0.00	0.00

Sl. No.	Item Description	Quantity	Units	Specification and duration	Unit Cost excl. GST	HSN Code	GST in %	GST in value per unit Rs.	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes
8.00	Photography & Videography – only For Inaugural Session									
8.01	Photographer	5	Nos.	For one day				0.00	0.00	0.00
8.02	Videographer	8	Nos.	For one day				0.00	0.00	0.00
8.03	Live Mixing with Live Streaming	1	Lumpsum	For one day				0.00	0.00	0.00
8.04	50 Media Out	1	Nos.	For one day				0.00	0.00	0.00
9.00	Designing Charges									
9.01	Creative Designs - Banner, Stage Backdrop, Overall Branding	1	Lumpsum	Single activity				0.00	0.00	0.00
9.02	Website Creating and Maintanance	1	Nos.	Single activity				0.00	0.00	0.00
10.00	Panel Discussion Setup									
10.01	Stage for Panel Discussion – Wooden Platform with Base	9	Nos.	24x16 ft. for 3 days				0.00	0.00	0.00
10.02	Panel Discussion- LED Wall with processor Including Rehersal	9	Nos.	24x12 ft. for 3 days				0.00	0.00	0.00
10.03	Panel Discussion - LED Raiser	9	Nos.	24x4 ft. for 3 days				0.00	0.00	0.00
10.04	Sound Setup Using Basic PA System and with ConferenceSetup	9	Sets	500 Pax for 3 days				0.00	0.00	0.00

Sl. No.	Item Description	Quantity	Units	Specification and duration	Unit Cost excl. GST	HSN Code	GST in %	GST in value per unit Rs.	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes
10.05	Wireless Mics (10 Nos Per Hall)	90	Nos.	For 3 days				0.00	0.00	0.00
10.06	Goal Post Truss - at Main Hall	2	Nos.	For 3 days				0.00	0.00	0.00
10.07	Pedastal Fan with Complete wiring setup	15	Nos.	For 3 days				0.00	0.00	0.00
10.08	Videographer with Complete Session Recordings	9	Nos.	For 3 days				0.00	0.00	0.00
10.09	live Streaming	9	Nos.	For 3 days				0.00	0.00	0.00
10.10	Photographer - Candid	1	Nos.	For 3 days				0.00	0.00	0.00
11.00	Genset with all accessories for Panel Discussion Area									
11.01	256 KVA Genset for LED	9	Nos.	For 3 days				0.00	0.00	0.00
11.02	Fuel Consumption for LED	15	Hours	For 3 days				0.00	0.00	0.00
11.03	256 KVA Genset for Audio	9	Nos.	For 3 days				0.00	0.00	0.00
11.04	Fuel Consumption - For Audio Setup	15	Hours	For 3 days				0.00	0.00	0.00
11.05	125 KVA Genset for Lights	9	Nos.	For 3 days				0.00	0.00	0.00
11.06	Fuel Consumption - For Lights - 125KVA	15	Hours	For 3 days				0.00	0.00	0.00
12.00	Other Items									
12.01	Laptops	30	Nos.	For 3 days				0.00	0.00	0.00

Sl. No.	Item Description	Quantity	Units	Specification and duration	Unit Cost excl. GST	HSN Code	GST in %	GST in value per unit Rs.	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes
12.02	Printers	2	Nos.	For 3 days				0.00	0.00	0.00
12.03	Hard Disk	10	Nos.	For 3 days				0.00	0.00	0.00
12.04	Selfie Points	10	Nos.	For 3 days				0.00	0.00	0.00
12.05	Transportation for all Materials	1	Lumpsum	For 3 days				0.00	0.00	0.00
Total in Figures									0.00	0.00

Note :

1. Variation in the quantity will be paid proportionately
2. Any other item not covered in the BOQ will be considered for approval on mutual discussion and acceptance

Annexure I - Technical bid Covering Letter

Date: _____

From,

Name :

Address :

Ph :

Fax :

E-mail :

To,

The Registrar

The Tamilnadu Dr. M.G.R Medical University

69, Anna Salai, Rd, Guindy, Chennai, Tamil Nadu 600032

Sir,

Sub: Online Tender For Hiring of a Service Provider for Providing Event Management Services for the Kalaignar Centenary International Medical Conference to be Held at Chennai Trade Centre, Tamil Nadu – reg.

Ref: Your Tender Notice Dt.

With reference to your tender notice, we submit herewith our sealed tender for the “For Hiring of a Service Provider for Providing Event Management Services for The Kalaignar Centenary International Medical Conference to be Held at Chennai Trade Centre, Tamil Nadu

We enclose the following documents:

- 1) Bidding Document duly signed in each page and enclosed with Technical bid in token of accepting the Tender conditions.
- 2) EMD as prescribed
- 3) Details of the Tenderer (as per Annexure-II)
- 4) Duly attested copy of license approved by the concerned license Authority.

- 5) Documentary evidence of constitution of firm such as Memorandum of Articles, Partnership Deed, etc., with details of Name, Address, Tel. No., Fax No., E-mail Address of firm and the Managing Director / Partner / Proprietor.
- 6) JV/Consortium Agreement
- 7) Power of Attorney in case of JV/ Consortium authorizing the lead member to transact business.
- 8) Authorization of senior responsible officer of the Company to transact business.
- 9) Annual turnover statement last for five years certified by the Auditor as per Annexure III
- 10) Copies of Balance Sheet and Profit & Loss Account for five years certified by the Auditors.
- 11) GST Certificate as on 31.03.2023.
- 12) Experience for technical eligibility - Details of similar orders executed in the past 5 years and orders currently on hand (Annexure IVa &b)
- 13) Declaration for not having black listed by any Govt. agencies as on date (as per Annexure-V).

Yours faithfully,

SIGNATURE OF THE TENDERER

Encl: As stated above

Annexure II - Details of the Tenderer

Sl.No.	Particulars	Description/Details
A	Name of Tenderer	
B	Contact Details	
	Registered Office Address	
	Telephone No.	
	Fax	
	Email	
	Website	
C	Incorporation Details	
	Incorporation Number	
	Date of Incorporation	
	Authority	
D	Name of Authorized Signatory	
	Position	
	Telephone	
	Fax	
	Mobile	
	Email	
E	Number & Address of Offices	
	In Chennai	
	Outside Chennai	

Note: In case of JV/ Consortium, the details should be furnished for both members

Annexure III – Annual Turnover Certificate

ANNUAL TURN OVER CERTIFICATE

The Annual turnover of M/s for the past five years are given below and certified that the statement is true and correct.

Sl.No.	Year	Turnover (Rs. in lakhs)
1)	2018-2019	
2)	2019-2020	
3)	2020-2021	
4)	2021-2022	
5)	2022-2023	
	Total	
Average annual turnover		

DATE :

SIGNATURE OF THE TENDERER

SIGNATURE OF CHARTERED ACCOUNTANT

(With seal and Address)

Note: In case of JV/ Consortium, the details should be furnished for both members

Annexure IV (a) - Technical Eligibility -Experience 1- Event Management services to any Central/State Department within the last 5 years with minimum contract value of ₹ 3 Crore.

#	Contract Details	Relevant Sector	Contract Value	Contract Assignment Duration	Remarks, if any	Client certificate details
1.	[Client : Type of Assignment :			[Start : dd/mm/yy End : dd/mm/yy]		
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

SIGNATURE OF THE TENDERER

Note: In case of JV/ Consortium, the details should be furnished for both members

Annexure IV (b) – Technical Eligibility –Experience 2- Event Management services involving Foreign Delegates

#	Contract Details	Relevant Sector	Contract Value	Contract Assignment Duration	Remarks, if any	Client certificate details
1.	[Client : Type of Assignment :			[Start : mm/yy End : mm/yy]		
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

SIGNATURE OF THE TENDERER

Note: In case of JV/ Consortium, the details should be furnished for both members

Annexure V - Certificate

CERTIFICATE

Date: _____

Certified that M/s...../ the firm /company or its partners / shareholders have not been black listed by any other Government Agencies in India as on date.

SIGNATURE OF THE TENDERER

(with seal and address)

Note: In case of JV/ Consortium, the certificate should be furnished for both members

ANNEXURE – VI

CONTRACT FORM

THIS AGREEMENT made the day of, 20..... between (Name and Address of *end user*) represented by the..... (hereinafter “the *End user*”) of one part and(Name and Address of Service provider) (hereinafter “the Service Provider”) represented by (Name of the Authorized Signatory and Designation), Aged years, residing at (Full Residential Address of the Signatory) of the other part:

WHEREAS the *End User* is desirous that certain Goods and ancillary services should be provided by the Service provider, viz., (Brief Description of Goods and Services) and has accepted a bid by the Service Provider for the supply of those goods and services in the sum of (Contract Price in Words and Figures) (hereinafter “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz.:
 - (a) the Price Schedule submitted by the Bidder;
 - (b) the Schedule of Requirements, Terms and Conditions of the tender document.
 - (c) the Notification of Award
3. In consideration of the payments to be made by the *End User* to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the *End User* to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The *End User* hereby covenants to pay the Service Provider in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract

Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

BRIEF PARTICULARS OF THE GOODS AND SERVICES WHICH SHALL BE SUPPORTED / PROVIDED BY THE SERVICE PROVIDER ARE:

S.No.	Brief Description of Service	Total Amount Payable	GST
1	2	3	4

Delivery Schedule:

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

said (For the *End User*)

in the presence of

Signed, Sealed and Delivered by the

said(For the Service provider) (Signature, Name, Designation and
Address with Office seal)

in the presence of

1) (Signature, Name and Address of witness)

2) (Signature, Name and Address of witness)

ANNEXURE-VII

PERFORMANCE SECURITY FORM

To : _____ (Name of *End User*)

WHEREAS (Name of the Service Provider) herein called “the Service Provider” has undertaken, in pursuance of Contract No..... dated, to supply (Description of Goods and Services) hereinafter called “the Contract”.

AND WHEREAS it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a Bank Guarantee by a recognised bank for the sum specified therein as security for compliance with the Service Provider’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Service Provider a Guarantee

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider, up to a total of (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the Contract and without cavil or argument, any sum or sums within the limit of (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the day of 200.

Signature and Seal of Guarantors

.....

.....

.....

Date 20

Address

.....

.....