



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI

Autonomous institution under MOE, Govt. of India

&

Department of Information Technology & Electronics, Govt. of West Bengal

WEBEL IT Park, 14 Adivasi Para Kalyani -741235,

West Bengal, Tel : 033 2582 2240, website : www.iiitkalyani.ac.in

TENDER DOCUMENT

FOR

**SELECTION OF AGENCY FOR CONVOCATION MANAGEMENT OF
IIIT KALYANI ON 07th DECEMBER, 2023**

Tender No. IIITK/Tender/23-24/13 Date:- 06.11.2023

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR SELECTION OF AGENCY FOR
CONVOCAATION MANAGEMENT OF IIIT KALYANI ON 07th DECEMBER, 2023**

Indian Institute of Information Technology, Kalyani invites Expression of Interest (EOI) from Event Managing Agencies having experience in Event Management, for Convocation Management of IIIT Kalyani on 07th December, 2023.

It is requested to submit the offer in prescribed application form under two bid systems.

Duly filled in EOI documents, complete in all respects should reach the office, IIIT Kalyani, Webel IT Park, opposite of Kalyani water treatment plant, Block B, Kalyani, Nadia, W.B. – 741235.

Last date for submission of Tender (EOI) is 30-11-2023 up to 03.00 P.M. at IIIT Kalyani.

Pre Qualification Criteria

1. The Tenderer should have at least three years experience in Managing Events of the same type is mandatory.
2. The Tenderer should have average annual financial turnover during the 3 years, ending 31st March of the previous financial years, should be at least Rs. 5.00 lacs. Tenderer to submit balance sheet and profit & loss account statement of last three financial years duly certified by CA. The proof (self attested) of the same is mandatory.
3. The Tenderer should have valid Copy of PAN issued in favour of the firm or as applicable, GST number, if applicable. The proof (self attested) of the same is mandatory.
4. The Agency must have all valid licence and certificates for supply of items and execution of work.
5. The complete work is to be executed by the agency itself, no sub-contracting of work is allowed.
6. EMD of 1% of the quoted amount must be submitted in the form of demand draft in favour of IIIT Kalyani, Nadia 741235.
7. Security Deposit of 5% of the quoted amount must be submitted in the form of demand draft in favour of IIIT Kalyani, Nadia 741235 by the L1 Bidder before the Work Order is awarded.



SECTION - I BRIEF DESCRIPTION OF THE SCOPE OF WORKS

The below mentioned work is to be executed:

Sr No	Description	Quantity
1	Design & Printing of Certificate with security features Size: A4 200 GSM Non tearbale paper Both side 4 color printing Security features: <ul style="list-style-type: none"> • Micro text lines • Director's Signature stamping with ultraviolet ink • Artificial Watermark • Anti-copy base 	123 Nos.
2	Certificate Folder Foam finish cover with Stitching Golden corners Silver/Gold color printing Inside Two pockets Folder Colour Black:159 Red: 4 Blue:12	175 Nos.
3	Invitation Card with Envelope Material: 300GSM Artboard Size: 7"X 5" [Finish Size] Fold: Single Print: Multicolour Card and Envelop Single Colour.	100 Nos.
4	Jute Bag As per Approved Sample Print: Single color	225 Nos.
5	Memento	15 Nos.
6	Convocation Robe UG: Sky Blue & Dark Blue Collar [LOGO Print on Collar] =175Unit Ph.D.: Sea Green & Yellow Collar [LOGO Print on Collar] =15 Unit Senate Member: Dark Blue & Yellow Collar [LOGO Print on Collar] =40Unit B.O.G Member: Maroon & Yellow Collar [LOGO Print on Collar]=30Unit	260 Nos.
7	Medal Design: As per the approved Sample Material: Fine Silver [999] [Plated with Gold] Diameter: 44mm Weight: 40g Name& Year: Engrave White Box with IIIT Kalyani Logo print on Cover.	02 Nos.
8	Convocation Venue Branding Stage Wings: 1st row from LED (Wooden structure + Flex) Stage Wings: 2nd row from LED (Wooden structure + Flex) Stage backdrop: Wooden structure + Flex Welcome Board in front of Main Gate: At main gate 1D Gate at Auditorium Selfie zone board: Self standing Registration Desk front Façade: Wooden structure + Flex Dropdowns: Flex blackback Auditorium Inside Pillar branding: SB + Vinyl Directional POLE-KIOSK (Both Side): Flex in iron structure	--

S. Chatterjee

	<p>Stande: 2.5ft x 6ft Flower Decoration: Stage front 65 ft Flower Decoration: Auditorium stage stair case bothside hand railing: 6ft 4 in each</p> <p>Directional Signage <i>For Inside of the Auditorium</i> Guests - 01 Pc Parents - 01 Pc Senate Members - 01 Pc Board of Governors - 01 Pc Degree Recipients - 01 Pc Chief Guest - 01 Pc Faculty Members - 01 Pc Staff- 01 Pc BS-MS Students - 01 Pc PhD Students - 01 Pc Dignitaries - 01 Pc</p> <p><i>For Auditorium's Foyer Area</i> Convocation Venue - 10 Pcs Registration - 08 Pcs VIP Entry - 02 Pcs Robing Room - 04 Pcs Medical Team - 01 Pc Drinking Water - 04 Pcs Washroom - 04 Pcs Food Court: 2 Nos Canteen: 2 Nos.</p> <p><i>For Outside of the Auditorium</i> No Parking – 10 PCs Parking - 15 Pcs</p> <p>Protocal Chair: 7 Teapoy: 7 Stage Lights: LED Par Stage Carpeting Carpeting (Gr. Floor): Academic procession</p>	
9	Live Cast of the Event with still photography Video Recording, Online Editing & Mixing	--
10	Lunch Salad, Tomato Soup, Veg Cutlet, Yellow Dal, Rice, Chapatti, Mix Veg, Katla Kalia/Dhokar Dalna, Chicken Curry/Paneer, Chutney, Rasogolla, Misti Doi.	200 Heads.


Director

Indian Institute of Information Technology, Kalyani

FORMS

Form-A: Undertaking

UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Indian Institute of Information Technology, Kalyani and shall abide by them.
2. I/We also undertake that I/we have understood all terms and conditions and shall conduct the work strictly as per the parameter.
3. I/We further undertake that the information given in this tender is true and correct to the best of my/our knowledge and belief in all respects and I/we hold the responsibility for the same.
4. I/We undertaking to the effect that the firm is neither court case/police complaint/black listed by any Govt. of WB/aided/autonomous institution nor any criminal case is registered against the firm.

Date :

Signature of the Tenderer with seal

Form-B: Details of the Organization/Service provider [to be submitted in the Organizational letter head)

Description	Information
Name of the Firm	
Year of Establishment	
Complete Address with contact number and e-mail id.	
Trade License Number (Copy should be enclosed)	
Permanent Account Number (copy should be enclosed)	
GST Registration Number	
Proof of payment of Income Tax (last three years)	
Copy of IT return for last three years	

Declaration :- I hereby certify that the information furnished in this document is complete and correct to the best of our knowledge. I understand that in case, any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealings with the Hostel and IIIT, Kalyani.

Date :

Signature of the Tenderer with seal



Form-C: Technical Data Sheet (to be submitted in the organizational letter head)

Sl.No.	Particulars	Data/Value
01	Firm's Experience in Years	
02	Average Annual Financial turn-over (gross) of the Firm in the last three financial years	

Declaration :- I hereby certify that the information furnished in this document is complete and correct to the best of our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be black listed and will not be allowed to have any dealings with the Hostel and IIIT, Kalyani.

Date :

Signature of the Tenderer with seal

Form-D : Details of all Works of similar Class Completed during the last three years as on the last date of submission

Sl. No	Name of work and location	Owner or sponsoring organization	Nature of the sponsoring organization	Scope of work	Date of commencement as per contract	End date of contract	Stipulated period	Contact details of the reference person	Remarks

Necessary supporting documents must be attached.

Date :



Signature of the Tenderer with Seal

Form-E: Financial Bid

Sr No	Item	Quantity	Amount (in Rs)
1	Design & Printing of Certificate with security features	123 Nos.	
2	Certificate Folder	175 Nos.	
3	Invitation Card with Envelope	100 Nos.	
4	Jute Bag	225 Nos.	
5	Memento	15 Nos.	
6	Convocation Robe	260 Nos.	
7	Medal	02 Nos.	
8	Convocation Venue Branding	--	
9	Live Cast of the Event with still photography Video Recording, Online Editing & Mixing	--	
10	Lunch	200 Heads.	
		Total Amount:	
In Words:			

Note:

- The rates shall be inclusive of all charges.
- Only one rate shall be quoted. If more than one rate is quoted the tender shall be rejected.
- The rates to be quoted in figure and words. The rates shall be quoted unconditionally and conditional tenders shall be rejected.

Date:

Signature of the Tenderer with seal



Director

Indian Institute of Information Technology, Kalyani