



OSMANIA UNIVERSITY
HYDERABAD – 500007, INDIA

Ten. Not. No.297/DIS-PR/2017/OUCC-Tenders

Date: 30-03-2017

SHORT TENDER NOTICE

On behalf of Osmania University sealed tenders are invited from firms/ companies/ organizations for “Providing (a)Event Management services for providing temporary steel trussed roofing with class seating chairs, stage arrangements with lighting, sound system, stage decoration with LEDs, campus decoration, food courts and additional dining halls and Cultural program arrangements, etc. (b) Catering services (c) Printing Souvenirs for the Osmania University Centenary Celebrations to be held from 26th to 28th April, 2017” at Osmania University Campus, Hyderabad. Tender bids are accepted up to 3.00 P.M. on 07-04-2017. For further details, please visit the website www.osmania.ac.in.

Sd/-
REGISTRAR



Osmania University
University with Potential for Excellence (UPE)



TENDER DOCUMENT

Ten. Not. No.297/DIS-PR/2017/OUCC-Event Management

Date: 30-03-2017

“Tender document for Providing Event Management services for providing temporary steel trussed roofing structure with fully air conditioned with class seating chairs, stage arrangements with lighting, sound system, stage decoration with LEDs, campus decoration, food courts and additional dining halls and Cultural program arrangements , etc., for the Osmania University Centenary Celebrations to be held from 26th to 28th April, 2017”

AT
OSMANIA UNIVERSITY CAMPUS
HYDERABAD, TELANGANA.

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TENDER NOTICE

The Osmania University approaches 100th anniversary and has evolved from a path breaking institution into an institution of high repute with global presence. The centenary is an important milestone which provides an occasion to celebrate our past achievements and deliberate on its future plan. The University being the oldest, multi-disciplinary, multi-faculty and largest affiliating University proposes to initiate several programs under the centenary celebration commencing from 26-04-2017.

As part of the centenary celebrations, Osmania University, Hyderabad invites, sealed tenders from established and reputed professional Firms/Organizations/Institutions, who are engaged and having experience in Event Management Services to express their interest for the work of "Providing Event Management services for providing temporary steel trussed roofing structure with fully air conditioned with class seating chairs, stage arrangements with lighting, sound system, stage decoration with LEDs, campus decoration, food courts and additional dining halls and Cultural program arrangements , etc., for the Osmania University Centenary Celebrations to be held from 26th to 28th April, 2017 at Osmania University Campus, Hyderabad"

PERIOD OF CONTRACT

The supplies/services are to be provided for "Three Days i.e. 26th, 27th & 28th of April 2017" along with procurement of all necessary pre-requisites such as furniture tents and utensils, etc., well in advance.

Details of the works/services to be carried out/items to be supplied in connection with "Providing Event Management services for providing temporary steel trussed roofing structure with fully air conditioned with class seating chairs, stage arrangements with lighting, sound system, stage decoration with LEDs, campus decoration, food courts and additional dining halls and Cultural program arrangements, etc. for the Osmania University Centenary Celebrations to be held from 26th to 28th April, 2017 at Osmania University Campus, Hyderabad"

BRIEF DESCRIPTION OF THE PROGRAMME:

OSMANIA UNIVERSITY, Hyderabad, Telangana has decided to conduct the Osmania University Centenary Celebrations at Osmania University Campus, Hyderabad on 26th, 27th and 28th of April 2017. The inaugural program is scheduled to be held on 26th April 2017. Hon'ble President of India will be the chief guest of the inaugural program. On the occasion of Osmania University Centenary Celebrations different programs will be conducted on 26th, 27th and 28th of April 2017.

Name of the Work:

Event Management services:

It is proposed to engage an Event Management firm/ company, who would be over all responsible for providing temporary steel trussed roofing structure with fully air conditioned with class seating chairs, stage arrangements with lighting, sound system, stage decoration with LEDs, campus decoration, food courts and additional dining halls and Cultural program arrangements, etc. for the Osmania University Centenary Celebrations

Service	Name of the works	Venue & Date
Event Management	Waterproof Super structure with False Ceiling	Osmania University Campus, Hyderabad. On 26th, 27 th & 28th Of April 2017.
	Sound System & Lighting System	
	Side Gallery Dias, Main Stage Dias Platform & 3 Tier Stage Dias platform	
	Wooden platform, Carpet & Flower Decoration	
	3 Seater VIP Banquet Sofas, VIP Seating	
	Mesh Barricading, CCTV, LED Screens & LED Backdrop	
	Ceiling Fans & Jumbo AIR COOLER	
	Fire Extinguisher, Tower ACs & Generator	
	Campus Decoration with Arches, Flags.	
	Toilets. House Keeping	

The details of the works/services to be provided by the Event Management Services Firm/ Company and other terms and conditions of the award of contract are given in Annexure-I to IV of the tender document.

Interested established and reputed professional firms/ individuals / organizations / Institutions, who are engaged and having experience in Event Management services may submit their offers in the prescribed form keeping in view the details given in Annexure-I to IV in a QCBS (Quality and Cost Based Selection) system i.e., based on the evaluation process carried by the University Committee.

The tenders included in the total rate quoted for entire package.

All the bidders/their authorized representatives must invariably attend opening of Technical tenders on the date and time specified along with all the original certificates (as enclosed to the tender) for scrutiny by the tender evaluation committee of Osmania University.

Registrar
Osmania University
Hyderabad – 500 007
Telangana, India

TENDER SCHEDULE

PARAMETER	DESCRIPTION
Tender Reference No.	297/DIS-PR/2017/OUCC-Event Management
Name of the Work	Providing Event Management services for the "OSMANIA UNIVERSITY CENTENARY CELEBRATIONS" to be held from 26-04 -2017 at Osmania University Campus, Hyderabad, Telangana State.
Date of Tender Available on website	30-03-2017
LAST Date & time for submission of Bids	07-04-2017 by 3 PM
Opening of Technical Qualifications	08-04-2017 at 11 AM
Start Date of Technical Demo	08-04-2017
Opening of Financial Bid	08-04-2017
Evaluation of Bid	08-04-2017
Final Bidder Selection	Will be announced later
LOI for Selected Bidder	Will be intimated later
Contract signed by selected Bidder	Within 2 working days from the date of Selected Applicants Announcement
Method Of Selection	Quality & Cost Based Selection (QCBS) The weightage will be given to Technical and Financial as 70% and 30% respectively
Bid submission Address Place of Opening for Pre-Qualification, Technical & Commercial Bids	Registrar Office, Administrative Building, Osmania University Campus, Hyd -7
E-mail ID for communication and Contact Details	registrar@osmania.ac.in ; director_is@osmania.ac.in ; Office of the Registrar, Administrative Building, Osmania University, Hyderabad-500007, Telangana, India.

COMPANY PROFILE

No	DESCRIPTION	DETAILS
1.	Name of the firm/ company/organization	
2.	Brief description of the company/organization/firm including its structure and the Number of employees.	
3.	Status of the organization: Proprietor/Partnership/Regd. Company	
4.	Name and complete address of the organization including branches if any	
5.	Name, Designation and Address of the contact person to whom all references shall be made regarding the project	
6.	Company Landline Phone No. & Email Address	
7.	Details of National or Global Events Executed/Sub-Contract in last 6 months.	
8.	Details of Events executed in which Hon'ble PM/ Hon'ble Presidents were chief guest in last 6 months	
9.	Reference list of major clients with the contact details performed during the last year.	
10.	The Attested copies of the experience certificates of FIVE major clients to whom the firm has provided such services during last year.	
11.	Service Tax Registration No.	
12.	Permanent Account Number (PAN)	
13.	Details of Ownership of the Firm (Name and Address of the Board of Directors, Partners , etc.)	
14.	Registration Details & Date of registration	
15.	Average Annual turnover in last 3 years	

FINANCIAL DETAILS – ANNUAL TURNOVER DETAIL

(To be submitted duly signed by Statutory Auditor of the Applicant on its letter head)

#	FINANCIAL YEAR	ANNUAL TURNOVER (Cr)	ANNUAL NET-WORTH
1	2014 – 2015		
2	2015 – 2016		
3	2016 – 2017		

Note: Audited Balance Sheets & Profit and Loss Statements for each financial year should be submitted by the Applicant duly certified by the Chartered Accountant.



Osmania University
University with Potential for Excellence (UPE)



TECHNICAL BID

Tender Reference No: 297/DIS-PR/2017/OUCC-Event Management, Date: 30-03-2017

“Tender document for Providing Event Management services for providing temporary steel trussed roofing structure with fully air conditioned with class seating chairs, stage arrangements with lighting, sound system, stage decoration with LEDs, campus decoration, food courts and additional dining halls, University Decoration and Cultural program arrangements, etc. for the Osmania University Centenary celebrations to be held from 26th to 28th April, 2017 at Osmania University Campus, Hyderabad”

ANNEXURE – I, II & III

ANNEXURE-I

BID COVER LETTER

(TO BE ENCLOSED ALONG WITH ENVELOPE-I)

To
The Osmania University,
Hyderabad, Telangana.

Dear Sir,

Sub: "Tender for Providing Event Management services for providing temporary steel trussed roofing structure with fully air conditioned with class seating chairs, stage arrangements with lighting, sound system, stage decoration with LEDs, campus decoration, food courts and additional dining halls and Cultural program arrangements , etc. for the Osmania University Centenary celebrations to be held from 26th to 28th April, 2017 at Osmania University Campus, Hyderabad"

Ref: Your Short Tender Notice No: 297/DIS-PR/2017/OUCC-Tenders, Date: 30.03.2017, published in newspapers.

With reference to your Tender Notice inviting offers for Providing Event Management Services for the Osmania University Centenary celebrations to be held from 26th to 28th April, 2017 at Osmania University Campus, Hyderabad, Telangana",
I / we hereby submit my / our offer as follows:

- a) Technical Bid – Annexure I,II and III (in separate sealed cover along with Earnest Money Deposit of Rs.10,00,000/-, Application fee Rs.10,000/-(non-refundable) & other documents) (Envelope-1)
- b) Financial Bid – Annexure -IV (in separate sealed cover) (Envelope-2). The two sealed covers containing technical bids and financial bids referred to above have been put in main cover (Envelope-3).

I hereby undertake to abide by all the terms and conditions contained in your TR No.....dated calling for offers. I also accept to keep my offer valid for your acceptance up to 3 months of the tender opening date (Technical Bid).I also certify that the details furnished in the bids, various enclosures and other documents are true and correct to the best of my knowledge. If successful, I also express my willingness to sign the Agreement as per terms and conditions mentioned in the tender document. I also confirm having enclosed all essential documents and declarations, as required, along with the Technical Bid.

Date:

Signature of the owner / bidder / authorized signatory with complete Name, Address, Contact No.(s) including Mobile No(s). (Also indicate the capacity in which signing, whether on his own behalf or Authorized Signatory of the owner

Osmania University, Hyderabad hereby invites, sealed tenders from established and reputed professional providing temporary steel trussed roofing structure with fully air conditioned with class seating chairs, stage arrangements with lighting, sound system, stage decoration with LED, seating arrangements, campus decoration, food courts and additional dining halls and cultural program arrangements , etc. for the Osmania Firms/ Organizations/ Institutions, who are engaged and having experience in Event Management Services to express their interest for University centenary celebrations to be held on 26th, 27th and 28th of April, 2017.

BRIEF DESCRIPTION OF THE PROGRAM

1. The inaugural program is scheduled to be held on 26th April 2017. Hon'ble President of India will be the chief guest.
2. Cultural Programs will be held every evening of 26th, 27th and 28th April 2017.

For the Inaugural meeting:

The scope of work broadly covers providing a temporary hall for nearly 15,000 people with water Proof Fire retardant Air conditioned Super Structure of size 800 ft X 200 ft and top covered with good quality water proof fire retardant zinc sheets, False Ceiling, Carpet, Main Stage Dias Platform, Wooden platform, 3 Tier Stage Dias platform for Media gallery, Flower Decoration, High back VIP Wooden Chairs with arms, VIP sofas, VVIP dining area, Help Desk and Information counters, Cushion Banquet chairs of superior quality without arm, ordinary chairs, wooden Podium of good quality , photo and videography, Sound system, Lighting, CCTV , Air Coolers, Ceiling fans, Mesh Barricading, LED Screens, LED Backdrop, Toilets, Security, Lighting, Generator Sets, food courts for students, staff with pandals for inaugural function on 26th April 2017.

For the cultural evenings:

Main stage with LED back drop with sound system, lighting, class seating arrangements for VIPs, Guests, Media, Staff and students with sufficient air coolers. LED screens, green rooms for the cultural evenings on 26th, 27th and 28th of April.

University Decoration:

Decorating the University buildings (All OU Campus colleges, CFRD Building, Library, and Academic Building), Trees, glow sign boards, flags, monument lighting for Arts College Building and fountain.

EVENT MANAGEMENT SERVICES:

- a) It is proposed to engage an Event Management Firm/ Company, who would be overall responsible to take up all the works/ services/ supplies , etc., covered under the scope of the contract, subject to final control, monitoring and supervision by university, for executing various works, providing services and supplying various items.
- b) The tenders will be decided based on the total rate quoted for entire package.
- c) Public sector organizations / agencies are also eligible to give offers. Other things remaining the same, preference will be given to public sector agencies.

DETAILS OF WORKS / SERVICES TO BE CARRIED OUT / ITEMS TO BE SUPPLIED:

- I. Intending bidders may note that time is the essence of this work and any bidder failing to fulfill their obligations within the set time frame will face heavy penalties at 1% of agreement contract value per each day for the delay in completion of the work.
- II. The intended bidders can participate in above. The tenders will be decided based on the evaluation process carried by the Evaluation Committee in a QCBS (Quality and Cost Based Selection) system.
- III. All the bidders or their authorized representatives must invariably attend opening of Technical bids on the date and time specified along with all the original certificates (as enclosed to the tender) for scrutiny by the tender evaluation committee.

Location -1
Inaugural Function Main Venue at Osmania Campus

S.No.	Item type	Location	Description	Unit	Qty / Area in sft
1	Waterproof Super structure	Inaugural Main Venue at Osmania University campus, Hyderabad	Water Proof Fire retardant Super Structure of size 800ftX200ft and top covered with good quality water proof fire retardant zinc sheets with the provisions for fully Air Conditioned(2000Tonns)	Per Sft	1,60,000
		VVIP Lounge & Photo Exhibition	Water Proof fire retardant of 1 no of size 100' x 100' and the top covered with water proof fire retardant zinc sheets	Per Sft	10,000
		Dining Area for VVIP	Water Proof fire retardant Super Structure hall of size 140'X200' and the top covered with good quality water proof fire retardant zinc sheets	Per Sft	28,000
2	False Ceiling	Inaugural Main Venue at Osmania University campus	White cloth false ceiling below the Water Proof Fire retardant Super Structure roof of size 800ftX200ft for entire period	Per Sft	1,60,000
		VVIP Lounge & Photo Exhibition	White Cloth False Ceiling below the Water Proof Fire retardant Super Structure of size 100ft x 100ft of 1 no for entire period	Per Sft	10,000
		Dining Area for VVIP	White cloth false ceiling below the water proof fire retardant Super Structure hall of size 140ftX200ft	Per Sft	28,000

3	Sound System	Inaugural Main Venue	JBL Vertex flying sound system with best quality with sufficient stand mikes & cord less mikes for the A/c hall of size 800X200	Unit	1
4	Main Stage Dias Platform	Inaugural Main Venue	Main stage Dias of size 60ftX40ft x6ft along with jack system	Per Sft	2400
			leveled surface with pre-fabricated MS Tubular thick gauge verticals and top covered with wooden		
			rafters planks with 19 mm plywood board will be fixed steps arrangement including railing to steps on either side of stage		
5	Sides Gallery Dias	Inaugural Main Venue	Gallery for VVIPS/VIPS Seating area (56'x40'x2nos) from 1'to5'along with jack system for adjusting height and to maintain a leveled surface with pre-fabricated MS Tubular thick gauge verticals and top covered with wooden rafters planks with 19 mm plywood board will be fixed steps arrangement including railing to steps on either sides of the stage	Per Sft	4480
6	3 Tier Stage Dias platform for Media gallery	Media Gallery	Media Gallery 3 tier type Dias size: 12 ft x 12ft	Per Sft	144
7	Wooden platform	VVIP Lounge & Photo Exhibition	Hire charges for providing wooden platform flooring with two sides ramp along with jack system for adjusting unlevelled ground to a leveled surface with pre-fabricated MS Tubular thick gauge verticals and top covered with wooden rafters planks with 19 mm plywood board will be fixed and covered with synthetic carpet for smooth public movement safely the hire charges include skilled labour charges for laying a leveled wooden platform along with dismantling charges along with loading and unloading charges.	Per Sft	15000

8	Carpet (Approximately 2 lakh S.Ft)	Inaugural Main Venue	Superior quality synthetic carpet for entire period	Per Sft	160000
		Stage dais		Per Sft	3200
		VVIP Pathway		Per Sft	10000
		VVIP Lounge, Robbing Hall		Per Sft	10000
		Dining Area for VVIP		Per Sft	28,000
9	Flower Decoration	Main Stage, Main Entrances & Photo Exhibition	Providing flower decoration for the main stage 180" length, and decorating the 2 podiums, Brass Jyothi and the inauguration of Main entrance etc with flowers including skilled labour charges for flower decoration for making thorans, pattern designs and rate is including of transportation to and fro loading and unloading charges.	Unit	1
10	3 Seater VIP Banquet Sofa of superior quality & good quality cover	Inaugural Main Venue	Hire charges for providing & arranging 3 Seater VIP Banquet Sofa of superior quality with steel arms & good quality cover including changing of cloth as per directions of the engineer in charges of the work.	No	500
11	Cushion Banquet chairs of superior quality	Inaugural Main Venue	Hire charges for providing & arranging Cushion Banquet chairs of superior quality without arms with head tables covered with good quality cloth as per directions of the engineer in charges of the work.	No	3000
12	Plastic Banquet chairs of superior quality	Inaugural Main Venue	Hire charges for providing & arranging Plastic Banquet chairs of superior quality without arms covered, labour charges and all other incidental charges, etc., complete as per directions of the engineer in charges of the work.	No	12000
13	VIP Wooden Chairs with arms	Inaugural Main Venue	Hire charges for providing & arranging VIP Wooden Chairs with arms as per directions of the engineer in charges of the work.	No	100

14	Teak/Rose wooden Teepey of superior quality	Inaugural Main Venue	Hire charges for providing & arranging Teak/Rose wooden Teepey of superior quality as per directions of the engineer in charges of the work	No	10
15	Mesh Barricading	Inaugural Main Venue	Hire charges for providing & arranging Steel barricading of 4ft height for front clearance cover and for compartment making , etc., as per directions of the engineer in charges of the work	Rft	20,000
16	Wooden Podium of good quality	Inaugural Main Venue	Hire charges for providing & arranging wooden Podium of good quality selected wood/ply board with nice finishing as per the direction & requirement for VVIP speech , etc., as per directions of the engineer in charges of the work	No	2
17	CCTV	All entrances	Hire charges for providing & fixing and operation of C.C. cameras & cameras with required nos. of camera units of required pattern to suit that venues with monitors and control units with all necessary conduit wiring, signage's, security personals and technical personals for smooth operations & maintenance of CC Cameras & Scanner units with necessary tools & Uniforms, etc., complete including transportation charges labour charges and all other incidental charges, etc., complete as per directions of the engineer in charges of the work - Image 1/3, 600 TV lines, colour illumination of 0.5 lux	Unit	1
		Main Venue			
		VVIP Lounge			
		All surroundings			
18	LED Screens	Inaugural Main Venue	LED Screens of 10' x 12' at Main Venue live proceedings	No	20
19	LED Backdrop	Inaugural Main Venue Stage Dias	LED Screens of 60' x 20' at Main Stage backdrop	No	3
20	Jumbo AIR COOLER	Inaugural Main Venue VIP & VVIP Dining	Providing Air Coolers at the locations with all cabling and technician charges and transportation charges	No	100
21	Ceiling Fans	Inaugural Main Venue	Providing Ceiling Fans at the locations with all cabling and technician charges including transportation	No	370

22	Fire Extinguisher	Inaugural Main Hall	Providing Fire extinguisher units for all the locations	No	100
			1) Dry Chemical Powder – 5 Kg Capacity		
			2) Water Co2 – 9 Lt		
			For every 625 Sft		
23	Generator	Inaugural Main Venue	Hire charges for providing & fixing Gen Sets with diesel and man power for lighting and for running of Audio & Visual equipments, etc., complete including all lead and lift loading and unloading hire charges of required power cables from generator to the required point with required power cables from generator sets to the required point. University will not provide power.	unit	1
24	Main Entrance Elevation	Elevation with approved design at all Sides	Providing and erecting elevation with design of OU Arts College approved by the department for Main Structure (800x200) all four sides	unit	1
25	Arches	Welcome Arches of approved design at all the required entrances	Providing and erecting arches with the design handed over by the university at all the required entrances	No	5
26	Toilets	In Campus at Main Venue	Supply and fixing of Bio Toilets Temporary toilets of size 3 ft x4ft and urinals (water storage tank, soak pit, buckets and mugs, tap etc) PVC Pipes with maintenance with all required features as directed by the engineer in Charge.	No	60
		for VVIPs		No	10
27	House Keeping	In Main Venue	Hire charges for providing & arranging Housekeeping personal & Supervisors for main venue, with required nos. of Housekeeping items & Uniforms, etc., complete including transportation charges labour charges and all other incidental charges, etc., complete as per directions of the engineer in charges of the work. Each group comprising of 10 nos. of Housekeeping personal with Supervisors for each group	No/only 1 day	120
28	Air condition & Tower ACs	In Main Venue	5.5 Tonns tower ACs for Main stages	No	20

Note: All Rates are inclusive of applicable Service Tax and Labour & Transportation to and for the entire period of the event.

Location 2
Cultural Program @ Arts College

S.No	Item type	Location	Description	Unit	Qty
1	Main Stage Dias Platform	Arts college	Main stage Dias of size 60ftX40ft x6ft along with jack system for adjusting height and to maintain a leveled surface with pre-fabricated MS Tubular thick gauge verticals and top covered with wooden rafters planks with 19 mm plywood board will be fixed steps arrangement including railing to steps on either sides of the stage	Per Sft	2400
2	3 Tier Stage Dias platform for Media gallery	Media Gallery	Media Gallery 3 tier type Dias size: 12 ft x 12ft	Per Sft	144
3	Green Rooms	Arts college	Decorative Side wall of 8' height and 1360' length for entire period	Per Sft	10880
4	Flower Decoration	Main Stage & Main Entrances	Providing flower decoration for the main stage 75ft length, and decorating the 2 podiums, Brass Jyothi and the inauguration of Main entrance etc with flowers including skilled labour charges for flower decoration for making thorans, pattern designs and rate is including of transportation to and fro loading and unloading charges.	Unit	1
5	Back Drop	In front of Arts college	A lookarative backdrop with centenary theme	No	1
6	Carpet	Arts college	Superior quality synthetic carpet for entire period	Per Sft	56000
7	3 Seater VIP Banquet Sofa of superior quality	Arts college	Hire charges for providing & arranging 3 Seater VIP Banquet Sofa of superior quality with steel arms & good quality cover including changing of cloth as per directions of the engineer in charges of the work.	No	300

8	Cushion Banquet chairs of superior quality without arms	Arts college	Hire charges for providing & arranging Cushion Banquet chairs of superior quality without arms with head tables covered with good quality cloth as per directions of the engineer in charges of the work.	No	2000
9	Plastic Banquet chairs of superior quality	Arts college	Hire charges for providing & arranging Plastic Banquet chairs of superior quality without arms covered with good quality cloth labour charges and all other incidental charges, etc., complete as per directions of the engineer in charges of the work	No	5000
10	Mesh Barricading	Arts college	Hire charges for providing & arranging Steel barricading of 4' height for front clearance cover and for compartment making, etc., as per directions of the engineer in charges of the work.	Rft	5000
11	Jumbo Air coolers	Arts college	cabling and technician charges and transportation Providing Air Coolers at the locations with all charges	No	150
12	Fire Extinguisher	Arts college	Providing Fire extinguisher units	No	24
13	Lighting Arrangements	Arts college	Lighting arrangements on truss with Metal Halides, LED Par lights and dimmers, and power supply connection of Boards and cabling including the technician charges and genset	Unit	1
14	Sound System	Arts college	JBL Vertex flying sound system with best quality with sufficient stand mikes & cord less mikes for the A/c hall of size 800ftX200ft	Unit	1
15	Generator Sets	Arts college	Hire charges for providing & fixing Gen Sets with diesel and man power for lighting and for running of Audio & Visual, Air Conditioning, Lighting, Fan and other equipments etc., complete including all lead and lift loading and unloading hire charges of machinery and equipments, transportation charges labour charges and all other incidental charges etc., with required power cables from generator sets to the required point with required power cables from generator sets to the required point.	Unit	1

University Decoration:

16	University Decoration	Arts College	Arts College should be decorated with lights in the way of Monument Decoration, the fountain also be decorated. Bidder has to submit the Lighting plan.	Unit	1
		Main Buildings	All the department Buildings will be lightened with day lights and series lights.	Unit	1
		University colleges	Trees along the road and pylon should be decorated with lights	Unit	1
			2000 Flags with OU Logo both sides (2ftX3ft)	No	2000
			5 glow sign boards (8ft X10ft)	No	5
			Flexes with iron frames with approved design 100 No (10ftX10ft) = (10000 Sft).	No	100
17	Additional Food courts	Campus	30 food courts with pandals at different places in the university campus	1	60000

Note: All Rates are inclusive of applicable Service Tax and Labour & Transportation to and for the entire period of the event.

ANNEXURE-II

*QUALIFICATION/ ELIGIBILITY CRITERIA FOR TENDERING:

1. The Company/ Firm should have minimum 3 years of continuous experience in the field of providing similar services
2. The Event Management Company/ Firm should have the experience of executing a complete event in which Hon'ble President/ Prime Minister is the chief guest in last 1 year. Proof of payment should also be submitted by the bidder.
3. Partial participation i.e. providing sound, lighting or LED is not considered.
4. They should have their own material. Their warehouse/ Godown should be within 50 Km radius from the venue site, it should be Open University officials for the verification of the premises and the ownership of the entire equipment.
5. The Event Management Company/ Firm should have the experience of participation in any Global event in which Hon'ble President/ Prime Minister is the chief guest.
6. The Company/ Firm should have handled large scale events (Hon'ble PM/ President was the chief guest) covering a minimum of 15000 people with all safety and precautionary measures. All proofs must be submitted.
7. The company/ firm should have a turnover of 20.0 Crores in last 3 years (2014-15), (2015-16) & (2016-17).
8. Preference will be given to those who have executed similar Events.
9. Company on its name should have completed, at least one similar nature of work of value of not less than 2 Crores as prime contractor in the last Three years.

*Bidder should check their Eligibility criteria before participation; otherwise they were rejected without evolution.

Note: University would be free to make enquiries from previous clients of the bidding company about the work, conduct, performance, quality of service and such other related general enquiries about such bidders (except the confidential commercial details like tender rates, etc.,). The bidder would have no objection to University making such enquiries from his existing / past clients.

GENERAL TERMS AND CONDITIONS

1. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any State Government / Government of India /Union Territory.
2. Tenders from Joint ventures/ Consortium are not acceptable.
3. Conditional tenders will not be accepted.
4. The cost of the Tender document fee shall not be refundable.
5. The authority reserves the rights to Reject or accept any or all the tenders without assigning any reasons.
6. The bidder should have handled a minimum of two National events covering Prime minister/ president of India. Bidder should upload the relevant evidence of document regarding Execution as a condition for eligibility Criteria.
7. All Applicable taxes of income tax and Service Tax will be applied as per prevailing Govt orders.
8. Contract to be signed within 24 hours of the awarding of the bid.
9. The work has to be completed within 07 days from the date of handing over the site or before 20.04.2017 whichever is earlier.
10. Bank Guarantee will not be acceptable as EMD. EMD should be paid in shape of Demand Draft in favour of Registrar Osmania University from any nationalized Banks.
11. The University does not bind itself to accept the lowest bidder and the University reserves the right to accept or Reject any of the Tender without assigning any reasons.
12. The quoted price should be inclusive of all types of taxes (Service tax, VAT, Sales tax), excise duty, transportation, erection (commission), site clearance charges, etc., & all incidental charges.

13. University authority can take decision in case of single tender participation.
14. Bidders should upload the specification separately for equipment for which he/she is bidding.
15. Bidders should have technical knowledge of structural engineering, handling, sound, lights, audio visual, trussing, LED wall and show run.
16. Preference will be given to the Bidders who has executed large scale events covering a minimum of 20000 people with all safety and precautionary measures. Bidder must to provide documentary proof.
17. The successful Bidder should coordinate with all the protocol departments such as SPG, National and State level Police Authorities, PWD Authorities, Department of Fire and all other government departments for necessary approval.
18. The Bidder should have his own material; a warehouse visit shall be carried out by the university officials.
19. All safety precautions, warning signs, night illumination, reflectors, deployment of security guards has to be ensured so that no untoward incident happens on account of negligence or any project activity. Contractor should indemnify the client to that extent.
20. Bidders should execute the project with least impact to the environment especially during earthwork.
21. All precautions should be taken by the Bidders so that there are no damages to such public/ private properties.
22. Bidders should take all precautionary measures to avoid any damage to the utilities during excavation as well as utility shifting. To that extent the Bidders should indemnify the client.
23. The electrical items and fixtures and gen sets should be in workable conditions before 24 hours of the start of the event
24. The bidder has to submit a plan of their proposal for the Conference/event management, giving all aspects e.g. design, Specifications, description of the materials, infrastructure made available, details of labour available with him, safety and security arrangements, provision of audio-visual equipment, decoration arrangements, signage, facials, time schedule and such other related details. The technical bids will be assessed by a Committee based on such details furnished by the bidders in their technical bid, which should include all relevant details of his experiences and expertise in undertaking of such works provision of services / supply of items, etc. They can also enclose photographs of proposed decorations, fittings, etc.

25. The firm should give a declaration along with Technical Bid that Rates quoted in his Financial Bid are firm / valid for a minimum of 3 months from the date of opening of tenders.

BID SUBMISSION PROCEDURE

- a) Tenders would be received in Two Bids
 1. Technical Bid
 2. Financial Bid
- b) Method of selection will be Quality and Cost Base Selection (QCBS)
- c) The weightage given to technical and Financial are 70% and 30% respectively
- d) The Offer/Tender should be dropped in the locked sealed Tender Box kept at the O/o Registrar, Adm. Building, Osmania University, Hyderabad – 500 007.
- e) Tender document must be submitted in original duly completed along-with copies of other required documents on or before 07/04/2017 by 3.00 PM.
- f) The tenders must be submitted in an envelope or paper bag of appropriate size properly sealed. The sealed package must be super scribed as “Tender document for Providing Event Management services for providing temporary steel trussed roofing structure with fully air conditioned with class seating chairs, stage arrangements with lighting, sound system, stage decoration with LEDs, campus decoration, food courts and additional dining halls and cultural program arrangements, etc. for the Osmania University Centenary celebrations to be held from 26th to 28th April, 2017 at Osmania University Campus, Hyderabad”
- g) Tender document shall be submitted in person or through authorized representatives only. Tender documents sent by Post /Courier will not be accepted. Telegraphic tenders shall not be entertained. All the pages of the tender document should be signed by the owner of the firm or his Authorized signatory supported with a copy of the power of attorney.

Tender document shall be submitted in three Envelopes as detailed below and properly sealed:

- a) Envelope-1: The envelope shall be super-scribed on the top of cover as "Technical bid". Complete set of Tender documents (Technical Bid only), duly filled in and signed by the tenderers on all pages (including Schedules and Annexure) along with Earnest Money Deposit (Rs.10,00,000/-) and tender document fee (Rs.10,000/- non-refundable) as stated here under by Demand Draft (DD) obtained from any Nationalized Banks drawn in favour of the REGISTRAR, OSMANIA UNIVERSITY.
- b) Envelope-2 The envelope should be super scribed as "Financial Bid", complete set of Financial Bid of the tender document duly signed by the bidder on all pages.
- c) Envelope-3: The envelope shall contain the entire above two sealed envelopes super –scribing the name of work on the cover.

E.M.D.: Rs.10,00,000/-(Valid for 3months)

The complete set of support documents listed under item number (4), (5), (6), (7), (8) and (9) of Annexure-II under the caption Qualification of bidder with all supporting documents duly filled in and signed by the tenderers on all pages. The documents such as experience certificates, copies of Agreement, financial turnover, copies of PAN, Service tax registration, etc., shall be submitted along with proper attestations by Gazetted officer or Notary.

Important Note:

- a) The original EMD demand draft shall be invariably enclosed in Envelope-1 only.
- b) Any deviation from this procedure or putting together of Technical and Financial bids in same cover or non- submission of complete documents in Envelope-1 and/or submission of Financial Bid in an unsealed manner would lead to rejection of Offer/Tender/Bid.
- c) Care shall be taken to place the technical bid in the cover super scribed as "Technical bid" only and financial bid in the cover super- scribed as "Financial bid" only. If financial bid is kept in the Technical bid or otherwise, such tenders are liable for rejection.

REJECTION CRITERIA

The Bids may be rejected under the following criteria:

- ❖ If they are conditional Bids;
- ❖ If the information provided by the Applicant is found to be incorrect /Fraudulent at any stage during the Tender process.
- ❖ If any influence on the Authority or otherwise by the Applicant that impacts the decision making process.
- ❖ If the Bids received beyond the prescribed date & time for receipt of Bids;
- ❖ Bids without signature of the person(s) duly authorized on required pages of the Bid
- ❖ Failure to furnish all information requirement by the Tender document or
- ❖ Submission of a bid not substantially response to the tender requirement.
- ❖ Applicant not quoting the complete scope of work as indicated in the tender documents.
- ❖ If the Technical Bid contains the financial details.
- ❖ If the Financial Bid is incomplete and that do not conform the Tender price in Financial bid format.
- ❖ Total price quoted by the Applicant does not include all statutory taxes and levies applicable.
- ❖ If there is an arithmetic discrepancy in the commercial bid calculations, the technical committee shall rectify the same. If the Applicant does not accept the correction of the errors, its Bid may be rejected.

AUTHENTICATION OF BID

The hard copy of Bid document shall be signed by a person or persons duly authorized to bind the organization to the Contract. A duly stamped Power-of-Attorney accompanying the Bid Document shall support the letter of authorization. The person or persons signing the Bid Document shall sign all pages of the Bid Document and each page of the Bid document should be properly numbered. Corrections/findings in the Bid shall be authenticated by signature of the authorized signatory. The Applicants have to abide by all the terms and conditions mentioned in this Tender document.

SCOPE OF WORK VARIATION

The Authority reserves the right to make changes to the scope of work at the time of execution of the resultant Agreement. If any such change causes an increase or decrease in the cost of, or the time required for the successful Applicant's performance of any part of the work under the Agreement, whether changed or not changed by the order, an equitable adjustment (if required) shall be made in the Contract Value or time schedule, or both, and the Agreement shall accordingly be amended. Any claims by the successful Applicant for adjustment under this Clause must be asserted within thirty (30) days from the date of receipt of the Authority changed order.

AMENDMENT TO TENDER DOCUMENT

- a) The Authority also reserves the right to change any bid condition including technical specifications even after inviting the proposals with/without prior notification.
- b) All amendments shall be communicated to the Applicant through their email ID/ Contact No as provided by the Applicant.
- c) The Authority may terminate the Tender process and without assigning any reason. The Tender document does not constitute an offer by the Authority.

SUBMISSION OF BIDS

All communications including the submission of Proposal should be addressed to:

The Registrar,
Administrative Building,
Osmania University,
Hyderabad – 500 007.
Email ID: registrar@osmania.ac.in

OFFICIAL WEBSITE

The Official Website of the Authority is: <http://www.osmania.ac.in>

CONFLICT OF INTEREST

The Applicant shall not have a conflict of interest that may affect the Selection Process. Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Acceptance Authority shall forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for the time, cost and effort of the Authority including consideration of such Applicant's proposal.

LATE BIDS

Any Bid received by the Authority after the deadline for submission of Bids prescribed in this document, will be summarily rejected and returned unopened to the Applicant. The EMD amount will be forfeited by the Applicant for the late bids. The Authority shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on this subject will be entertained.

OPENING OF TECHNICAL BIDS

The Authority will open technical Bid as per schedule. The Applicant may depute their representative for the event. The Applicant's representatives who are present shall sign the attendance roll evidencing their attendance. Even if no representative of the Applicant is available, the Bids would be opened as per schedule. In the event of the specified date of Bid opening/presentation being declared a holiday for the Authority, the Bids shall be opened at the appointed time and location on the next working day.

BIDS NOT CONSIDERED FOR EVALUATION

Bids which are rejected during any stage of the Bid evaluation process shall not be considered for further evaluation, under any circumstances.

CLARIFICATION OF BIDS

To assist in the examination, evaluations and comparison of bids, the Authority may, at its sole discretion, ask the Applicant for clarification on the Bid submitted. If the response to the clarification is not received in a proper way, the Bid shall be rejected. No representation in this regard would be entertained after rejection of the bid.

OPENING OF FINANCIAL BIDS

Financial Bids will be opened and compared after the technical evaluation. The financial bids of only technically qualified Applicants will be opened. The name of Applicant, Bid prices, total amount of each Bid, etc. shall be announced by the Authority during opening of financial Bid.

COMPLETENESS OF BIDS

the Authority will examine the Bids to determine whether they are complete, whether they meet all the conditions of the Tender Document and Technical Specifications, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the Bid Documents are substantially responsive to the requirements of the Tender Document. Information must be furnished in comprehensive manner against each column of Bid Document.

RECITIFICATION OF ERRORS

Applicants are advised to exercise greatest care in entering the pricing figures. No requests regarding correction of mistakes in the financial bids will be entertained after the bids are opened. The decision of the Evaluation Committee shall be final and binding in such cases.

REJECTION OF BIDS

The Bid shall be submitted duly filled by downloading application the Authority website. Bids submitted by Telex, fax or email would not be entertained. Bid may be rejected at any stage of the evaluation if it is found that the company has provided misleading information or has been black-listed by a central or any state government or has indulged in any malpractice/unethical practice and has not honored contractual obligation elsewhere. A bid that does not meet all qualification criteria or is not responsive shall be rejected by the Authority and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or Reservation by the Applicant. The Applicant may seek reason/clarification for rejection of its bid.

VALIDITY OF BIDS

Bids shall be valid for acceptance for a period of at least 30 days from the last date for submission till signing of the agreement. The Bid with any lesser validity period is liable to be rejected.

UNDERTAKING FOR REASONABLENESS

The Applicant will give an undertaking with financial Bid that to the best of their knowledge and belief:

- a) Tendered rates are on par with the prevailing market rates and not more than the price usually charged for secure code of same nature/class or description from any private purchaser either foreign or as well as Government purchaser.
- b) In respect of indigenous items for which there is a controlled price fixed by law, the price quoted are not higher than the controlled price.
- c) Services/Products/Goods supplied, will be of requisite specification and quality.

RIGHT TO TERMINATE

The Authority may terminate the Tender process at any time and without assigning any reason. The Tender document does not constitute an offer by the Authority.

INSPECTION OF SUPPLY

The Authority or its representative shall have the right to inspect or to test the items to confirm their conformity to the ordered specifications. The bidder shall provide all reasonable facilities and assistance at no charge to the Authority. In case any inspected or tested items fail to conform to the specifications, the Authority may reject them and supplier shall either replace the rejected goods or make all alterations necessary to meet specification required free of cost to the Authority.

ARBITRATION

Any Dispute which is not resolved amicably by conciliation between the Parties shall be finally decided by reference to arbitration by an Arbitral Tribunal appointed in accordance with Clause 6.36 (ii). Such arbitration shall be held in accordance with the Rules of Arbitration of the International Centre of Alternative Dispute Resolution, New Delhi (the "Rules"), or such other rules as may be mutually agreed by the Parties, and shall be subjected to the provisions of the Arbitration and Conciliation Act, 1996. The venue of such arbitration shall be at Hyderabad and the language of arbitration proceedings shall be English. There shall be an Arbitral Tribunal of the three arbitrators, of whom each Party shall select one, and the third arbitrator shall be appointed by the two arbitrators so selected; and in the event of disagreement between the two arbitrators, the appointment shall be made in accordance with the Rules. The arbitrators shall make a reasoned award (the "Award"). Any Award made in any arbitration held pursuant to the clause shall be final and binding on the Parties as from the date it is made, and the Applicant and the Authority agree and undertake to carry out such Award without delay. The Applicant and the Authority agree that an Award may be enforced against the Applicant and/or the Authority, as the case may be, and their respective assets wherever situated. This Agreement and the rights and obligations of the Parties shall remain in full force and effect, pending the Award in any arbitration proceedings as Signed, Sealed and Delivered in the presence of witnesses.

EARNEST MONEY DEPOSIT:

Tenderers have to deposit EMD of Rs. 10, 00,000/- by way of Demand Draft (valid for 3 months) obtained preferably from any Nationalized Banks drawn in favour of REGISTRAR, OSMANIA UNIVERSITY along with the tender.

- No Cheque will be accepted. The EMD does not bear any interest.
- The Tenderer must write their name & complete postal address of the bidding firm on the reverse side of the Demand Draft(s).
- If University cancels the tender on any administrative reasons the EMDs of all the bidders will be refunded.
- EMD will be forfeited in the event of any refusal or delay on the part of the successful tenderer to accept the offer for award of work or sign and execute the contract on acceptance of his tender. EMD shall also be liable for forfeiture in case the contractor delays the commencement of work immediately after issue of work order.
- EMD of unsuccessful Bidder will be refunded within 30 days from the date of opening of bids or after finalization of tenders whichever is earlier. EMD of successful bidder will be retained as EMD for the work and will be refunded within 3 months after the successful completion of contract.
- On completion of the whole Work and after fulfilling the tender obligations and clearing the temporary structures from the site, the EMD amount shall be released.

COMMERCIAL TERMS AND CONDITIONS

PAYMENT TERMS

The following are the payment terms:

- a) 40% of the contract value will be paid against the 100% material delivery and invoices submitted as per the contract scope.
- b) Balance 60% shall be paid on successful completion of contract on submission of respective bills to the concerned authorities of the University to arrange payment under rules.

TAXES

The bid shall be inclusive of all taxes & levies including Service Tax. The rates quoted should include VAT, Sales Tax, Service Tax, etc., duties and any other levy attracted to the item applicable as of the last date of submission of the tender. No extra taxes & duties will be paid apart from the amount quoted. University shall be authorized to deduct any tax as applicable from the

bidder. Deduction of all statutory and necessary Tax from each bill will be made as per Government Orders prevailing at the time of payment. Necessary tax deduction certificate will be issued on demand by the bidder.

ACCEPTANCE OF TENDER

- 1) The authority for acceptance/rejection of the tender documents and tendered rates will rest with the Competent Authority, who does not bind himself to accept the lowest or any other tender.
- 2) Acceptance of tendered rates will be communicated by E-mail or a formal letter of acceptance of tender will be forwarded to the successful Applicant as soon as possible, but the acceptance of lowest bid by the Competent Authority will be deemed to conclude the contract and noncompliance of any terms of agreement, including signing of the agreement, will amount to breach of contract with all attendant legal consequences.
- 3) The tender documents submitted by the Applicant shall become the property of the Authority and Authority shall have no obligation to return the same to the Applicants.
- 4) On acceptance of the tender, the name of accredited representative(s) of the Applicant who would be responsible for taking instructions from the Authority shall be communicated to the Authority within three working days.
- 5) The Authority shall not give any intimation to the unsuccessful Applicants about the fact of the rejection of their tender both in the case of technical qualification and financial aspects. The Authority is also not bound to give the reasons for such disqualification.
- 6) The Authority also reserves the right to:
 - a) Award the work partially, if deemed fit by the Competent Authority, in the financial/ business interest of the Authority.
 - b) Bypass any Applicant blacklisted by any Government/Semi Government body or PSU.
 - c) Seek clarifications from the Applicants regarding any information and documents submitted, during Pre – bid meeting. Failure to submit the same may render the bid liable for rejection. However the clarifications sought should not change the basic bid submitted by the Applicant.
 - d) Accept or reject any or all of the qualification / financial bids in part or full.
 - e) Relax the tender condition at any stage and considered necessary for the purpose of finalizing the contract in the overall interest of the Authority.
 - f) All ordered equipment should be supplied with relevant test certificates and any other statutory documents required.
- 7) Firms which are black listed by any of the Government organizations, Banks or PSU, their offers will be summarily rejected and their EMD will be forfeited.

The Applicant should score minimum of 60% (60 points) to qualify for the Financial Bid Opening in the Technical Evaluation. The Applicant shall be rejected and disqualified if it does not meet the minimum points of 60% (60 points) for eligibility.

FINANCIAL BID EVALUATION

The Financial Bid will be considered only when all the item prices were quoted; otherwise, the Bid is liable for Rejection.

The Financial Bid will be opened to those Applicants who obtain minimum of 60% in the Technical Evaluation.

The methodology of the Financial Bid calculation of scoring will be as follows:

Normalized Financial Bid Score of the Applicant = (Lowest Quote / Applicant Quote)*100 points (Adjusted to 2 decimals)

TOTAL BID CALCULATION

The Technical Bid evaluation shall have a weightage of 70% in the overall evaluation of the Bid and the Commercial Bid shall have a weightage of 30% in the overall evaluation. The total score is calculated as:

Total Score =(0.7 * Applicant's Technical Points) + (0.3 * Applicant's Commercial points)

If there is any discrepancy in the Commercial Bid, it will be dealt as per the following:

- If, in the price structure quoted for the required goods/services/works, there is discrepancy between the unit price and total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly.
- If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
- If there is a discrepancy between words and figures, the amount in words shall prevail.

If there is any such discrepancy in an offer, the same shall be conveyed to the Applicant on the same day up to which the Applicant has to accept on the above lines and if the Applicant does not agree to the decision of the Authority, the Bid is liable to be ignored.

BID EVALUATION

- i) The Technical Bid evaluation would be done by the Authority through their internal Evaluation Committee on the basis of having experience in global events where Hon'ble PM/ President were the chief guests, Organizational Financial strengths, past similar project experiences, technical demos, quality of demo, team quality, performance, Planning, organizing skills and the Technical Efficiency of employees.
- ii) The Authority reserves the right not to disclose any evaluation results as it is an internal process and no communication is entertained in this regard.
- iii) The Authority also reserves the right to negotiate on the scope of the project, terms and conditions, pricing and other aspects that is important for the project with finalized Applicant(s).
- iv) The Authority's decision shall be final and binding and shall not be required to give any reasons in writing or otherwise at any time for the selection of successful Applicant.

Note: Osmania University planning to conduct some another events as part of centenary celebrations. University will give priority to the bid winner

ANNEXURE-III

Ten. Not. No.297/DIS-PR/2017/OUCC- Event Management

Date: 30-03-2017

Name of the work : Providing Event Management services for providing temporary steel trussed roofing structure with fully air conditioned with class seating chairs, stage arrangements with lighting, sound system, stage decoration with LEDs, campus decoration, food courts and additional dining halls, University decoration and cultural program arrangements , etc. for the Osmania University Centenary celebrations” to be held from 26-04-2017 at Osmania University Campus, Hyderabad.

TECHNICAL BID

(Attach extra sheets duly signed, wherever required)

Sl.No	Particulars	Details (Please fill up with relevant answers wherever required)
1	Name of the Agency submitting the bid (hereinafter referred to as the bidder)	
2	Name of the firm, if applicable	
3	Status of the bidder (Partner Firm/Company/Society/Any other (Specify)	
4	Are you Submitting bid in your own behalf or as Power of Attorney/Authorized signatory (Specify clearly)	
	Contact Details of the Bidder	
A	Name	
B	Complete Postal Address (With Pin Code)	
C	Telephone with STD Code, including Mobile Number	
D	Fax with STD Code	
E	E-Mail Address	

5	If the bidder is Power of Attorney/ Authorized signatory, contact details of the owner on whose behalf bid is submitted.	
	Contact Details of the Bidder (owner)	
A	Name	
B	Complete Postal Address (With Pin Code)	
C	Telephone with STD Code, including Mobile Number	
D	Fax with STD Code	
E	E-Mail Address	

Details of previous reputed clients

Sl. No	List of 5 major clients with address & contact details	Work Details/Work order proof
1		
2		
3		
4		
5		

In the given format Annexure V

CHECK LIST

S.No	Have you enclosed copies of following documents along with this Technical Bid (please note that non-submission of copies of these documents will lead to rejection of your tender / technical bid).	Yes/ No
1	Copies of relevant account statements audited accounts / other documents to establish that your annual turnover	
2	Copies of relevant proofs of execution of PM/ President event earlier	
3	List of major clients (preferably five clients) whom you are providing / have provided, in last 3 years,	
4	Copy of partnership deed (if a partnership firm) or Copy of MoA, Bylaws, Registration Certificate, etc. (if a company) or Any such document depending upon the constitution of the bidders (e.g. society , etc.)	
5	Copy of Power of Attorney (if submitting tender as Power of Attorney of somebody)	
7	Have you been blacklisted by any of your existing / past clients, in the last 5 years for defecting / deficient service or any such reason related to such works/services provided by you (if yes, give details)	
8	Are your rates quoted in your financial bid firm / valid for a minimum of 3 months from the date of opening of tenders	
9	Have you enclosed EMD of Rs.10.00 lakh with the Technical Bid	
10	Have you enclosed DD of payment of Tender Fee of Rs. 10000/-	
11	Do you fulfill all other essential conditions / requirements mentioned in the Tender document	
12	Any other additional details / information you may like to submit -	

DECLARATION

I / WE
.....have gone through carefully all the Tender conditions and solemnly declare that I / we will abide by any penal action such as disqualification or black listing or determination of contract or any other action deemed fit, taken by, the Department against us, if it is found that the statements, documents, certificates produced by us are false / fabricated.

I / WE hereby declare that, I / WE have not been blacklisted / debarred / Suspended / demoted in any department in Andhra Pradesh or in any State due to any reasons.

Date:

Signature of the owner / bidder / authorized signatory with complete Name, Address, Contact No.(s) including Mobile No(s). (also indicate the capacity in which signing, whether on his own behalf or as Power of Attorney /Authorized Signatory of the owner.)

ANNEXURE-V

FORMAT FOR PERFORMANCE CERTIFICATION

(Furnish this information for each individual work from the concerned organization for whom the work was executed)

1. Name of the contract and location

2. Agreement no.

1. Scope of Contract
2. Contract Cost
3. Date of start
4. Period
5. Amount of compensation levied, if any
6. Performance Report
7. Quality of Food – Excellent/Very Good/Good/Fair
8. Resourcefulness – Excellent/Very Good/Good/Fair
9. Compliance of all statutory requirements- Yes / No

(Seal of the Organization)

(Signature of the Responsible Authority)

Date:



Osmania University
University with Potential for Excellence (UPE)



FINANCIAL BID

Tender Reference No: 297/DIS-PR/2017/OUCC-Event Management, Date: 30-03-2017

“Tender document for Providing Event Management services for providing temporary steel trussed roofing structure with fully air conditioned with class seating chairs, stage arrangements with lighting, sound system, stage decoration with LEDs, campus decoration, food courts and additional dining halls, University decoration and cultural program arrangements, etc. for the Osmania University Centenary celebrations to be held from 26th to 28th April, 2017 at Osmania University Campus, Hyderabad”

ANNEXURE – IV

ANNEXURE – IV

(Tender Reference No: 297/DIS-PR/2017/OUCC-Structure, Date: 22-03-2017)

Name of the work: Event Management services for providing temporary steel trussed roofing structure with fully air conditioned with class seating chairs, stage arrangements with lighting, sound system, stage decoration with LEDs, campus decoration, food courts and additional dining halls, University decoration and cultural program arrangements, etc. for the Osmania University Centenary celebrations to be held from 26th to 28th April, 2017 at Osmania University Campus, Hyderabad

FINANCIAL BID

.....(Attach Extra Sheet Where ever required).....

Location -1: Inaugural Function Main Venue
Location 2: Cultural Program @ Arts College
3: University Decoration

Period 26th, 27th and 28th of April 2017.

*Description is for 1 day, but you have quote for 3 days i.e 26th, 27th, 28th of April 2017.

Location -1 Inaugural Function Main Venue:

S.No.	Item type	Location	Description	Unit	Qty/ Sft	Rate quoted	Total Amount	In words
1	Water proof Super structure	Inaugural Main Venue at Osmania University campus,	Water Proof Fire retardant Super Structure of size 800X200 and top covered with good quality water proof fire retardant zinc sheets with provisions for A/c fully Air Conditioned(2000Tonns)	Per Sft	1,60,000			
		VVIP Lounge & Photo Exhibition	Water Proof fire retardant of 1 no of size 100' x 100' and the top covered with water proof fire retardant zinc sheets	Per Sft	10,000			
		Dining Area for VVIP	with water proof fire retardant Super Structure hall of size 140'X200' and the top covered with good quality water proof fire retardant zinc sheets	Per Sft	28,000			
2	False Ceiling	Inaugural Main Venue area at Osmania University campus	White cloth false ceiling below the Water Proof Fire retardant Super Structure roof of size 800X200 for entire period	Per Sft	1,60,000			
		VVIP Lounge& Photo Exhibition	White Cloth False Ceiling below the Water Proof Fire retardant Super Structure of size 100' x 100' of 1 no for entire period	Per Sft	10,000			
		Dining Area for VVIP	White cloth false ceiling below the water proof fire retardant Super Structure hall of size 140'X200'	Per Sft	28,000			

3	Sound System	Inaugural Main Venue	JBL Vertex flying sound system with best quality with sufficient stand mikes & cord less mikes for the A/c hall size of 800X200	Unit	1			
4	Main Stage Dias Platform	Inaugural Main Venue	Main stage Dias of size 60ftX40ft x6ft along with jack system	Per Sft	2400			
			leveled surface with pre-fabricated MS Tubular thick gauge verticals and top covered with wooden					
			rafters planks with 19 mm plywood board will be fixed steps arrangement including railing to steps on either side of stage					
5	Sides Gallery Dias	Inaugural Main Venue	Gallery for VVIPs/VIPS Seating area (56'x40'x2nos) from 1'to5'along with jack system for adjusting height and to maintain a leveled surface with pre-fabricated MS Tubular thick gauge verticals and top covered with wooden rafters planks with 19 mm plywood board will be fixed steps arrangement including railing to steps on either sides of the stage	Per Sft	4480			
6	3 Tier Stage Dias platform for Media gallery	Media Gallery	Media Gallery 3 tier type Dias size: 12 ft x 12ft	Per Sft	144			

7	Wooden platform	VVIP Lounge & Photo Exhibition	Hire charges for providing wooden platform flooring with two sides ramp along with jack system for adjusting unlevelled ground to a leveled surface with pre-fabricated MS Tubular thick gauge verticals and top covered with wooden rafters planks with 19 mm plywood board will be fixed and covered with synthetic carpet for smooth public movement safely the hire charges include skilled labour charges for laying a leveled wooden platform along with dismantling charges along with loading and unloading charges.	Per Sft	15000			
8	Carpet (Approximately 2 lakhs S.Ft)	Inaugural Main Venue	Superior quality synthetic carpet	Per Sft	160,000			
		Stage dias		Per Sft	3200			
		VVIP Pathway		Per Sft	10000			
		VVIP Lounge, photo Exhibition Hall		Per Sft	10000			
		Dining Area for VVIP		Per Sft	28,000			
9	Flower Decoration	Inaugural Main Venue, VVIP Lounge, photo Exhibition	Providing flower decoration for the main stage 75' length, and decorating the 2 podiums, Brass Jyothi and the inauguration of Main entrance etc with flowers including skilled labour charges for flower decoration for making thorans, pattern designs and rate is including of transportation to and fro loading and unloading charges.	Unit	1			
10	3 Seater VIP Banquet Sofa of superior quality & good quality cover	Inaugural Main Venue	Hire charges for providing & arranging 3 Seater VIP Banquet Sofa of superior quality with steel arms & good quality cover including changing of cloth as per directions of the engineer in charges of the work.	Nos	500			

11	Cushion Banquet chairs of superior quality	Inaugural Main Venue	Hire charges for providing & arranging Cushion Banquet chairs of superior quality without arms with head tables covered with good quality cloth as per directions of the engineer in charges of the work.	Nos	3000			
12	Plastic Banquet chairs of superior quality	Inaugural Main Venue	Hire charges for providing & arranging Plastic Banquet chairs of superior quality without arms covered, labour charges and all other incidental charges , etc., complete as per directions of the engineer in charges of the work	Nos	12000			
13	VIP Wooden Chairs with arms	Inaugural Main Venue	Hire charges for providing & arranging VIP Wooden Chairs with arms as per directions of the engineer in charges of the work.	Nos	100			
14	Teak/Rose wooden Teepoy of superior quality	Inaugural Main Venue	Hire charges for providing & arranging Teak/Rose wooden Teepoy of superior quality as per directions of the engineer in charges of the work	Nos	10			
15	Mesh Barricading	Inaugural Main Venue	Hire charges for providing & arranging Steel barricading of 4' height for front clearance cover and for compartment making , etc., as per directions of the engineer in charges of the work	Rft	20000			
16	Wooden Podium of good quality	Inaugural Main Venue	Hire charges for providing & arranging wooden Podium of good quality selected wood/ply board with nice finishing as per the direction & requirement for VVIP speech , etc., as per directions of the engineer in charges of the work	Nos	2			

17	CCTV	Inaugural Main Venue, All entrances, VVIP Lounge, Dining area & All surroundings	Hire charges for providing & fixing and operation of C.C. cameras & cameras with required nos. of camera units of required pattern to suit that venues with monitors and control units with all necessary conduit wiring, signage's, security personals and technical personals for smooth operations & maintenance of CC Cameras & Scanner units with necessary tools & Uniforms, etc., complete including transportation charges labour charges and all other incidental charges, etc., complete as per directions of the engineer in charges of the work - Image 1/3, 600 TV lines, colour illumination of 0.5 lux	Unit	1			
18	LED Screens	Inaugural Main Venue	LED Screens of 10' x 12' at Main Venue live proceedings	No	20			
19	LED Backdrop	Main Venue 2 Stage Dias	LED Screens of 60' x 20' at Main Stage backdrop	No	3			
20	Jumbo AIR COOLER	Inaugural Main Venue, VIP & VVIP Dining	Providing Air Coolers at the locations with all cabling and technician charges and transportation charges	No	200			
21	Ceiling Fans	Inaugural Main Venue	Providing Ceiling Fans at the locations with all cabling and technician charges including transportation	No	370			
22	Fire Extinguisher	Inaugural Main Venue	Providing Fire extinguisher units for all the locations	No	100			
			1) Dry Chemical Powder – 5 Kg Capacity					
			2) Water Co2 – 9 Lt					
			For every 625 Sft					
23	Generator	Inaugural Main Venue	Hire charges for providing & fixing Gen Sets with diesel and man power for lighting and for running of Audio & Visual equipments, etc., complete including all lead and lift loading and unloading hire charges of required power cables from generator to the required point with required power cables from generator sets to the required point. University will not provide Power.	unit	1			

24	Main Entrance Elevation	Elevation with approved design at all Sides	Providing and erecting elevation with design of OU Arts College approved by the University for Main Structure (800x200)with height 30ft all four sides	unit	1			
25	Arches	Welcome Arches of approved design at all the required entrances	Providing and erecting arches with the design handed over by the University at all the required entrances	No	1			
26	Toilets	Inaugural Main Venue	Supply and fixing of Bio Toilets Temporary toilets of size 3 ft x4ft and urinals (water storage tank, soak pit, buckets and mugs, tap etc) PVC Pipes with maintenance with all required features as directed by the engineer in Charge.	No	60			
		for VVIPs		No	10			
27	House Keeping	Inaugural Main Venue	Hire charges for providing & arranging Housekeeping personal & Supervisors for main venue, with required nos. of Housekeeping items & Uniforms, etc., complete including transportation charges labour charges and all other incidental charges , etc., complete as per directions of the engineer in charges of the work. Each group comprising of 10 nos. of Housekeeping personal with Supervisors for each group.	No	120 /1 Day			
28	Air condition & Tower ACs	Inaugural Main Venue	5.5 Tons tower ACs for Main stages (2000 tons A/c mentioned already in S.No.1)	No	20			
Total Amount for location 1: Inaugural Function Main Venue								

Location 2: Cultural Program @ Arts College

S.No	Item type	Location	Description	Unit	Qty	Rate quoted	Total Amount	In words
1	Main Stage Dias Platform	Arts college	Main stage Dias of size 60ftX40ft x6ft along with jack system for adjusting height and to maintain a leveled surface with pre-fabricated MS Tubular thick gauge verticals and top covered with wooden rafters planks with 19 mm plywood board will be fixed steps arrangement including railing to steps on either sides of the stage	Per Sft	2400			
2	3 Tier Stage Dias platform for Media gallery	Media Gallery	Media Gallery 3 tier type Dias size: 12 ft x 12ft	Per Sft	144			
3	Green Rooms	Arts college	Decorative Side wall of 8' height and 1360' length for entire period	Per Sft	10880			
4	Flower Decoration	Main Stage and Main Entrances	Providing flower decoration for the main stage 75' length, and decorating the 2 podiums, Brass Jyothi and the inauguration of Main entrance etc with flowers including skilled labour charges for flower decoration for making thorans, pattern designs and rate is including of transportation to and fro loading and unloading charges.	Unit	1			
5	Back Drop	In front of Arts college	A lookarative backdrop with centenary theme	Nos	1			
6	Carpet	Arts college	Superior quality synthetic carpet for entire period	Per Sft	56000			
7	3 Seater VIP Banquet Sofa of superior quality with steel arms & good quality cover	Arts college	Hire charges for providing & arranging 3 Seater VIP Banquet Sofa of superior quality with steel arms & good quality cover including changing of cloth as per directions of the engineer in charges of the work.	No	300			

8	Cushion Banquet chairs of superior quality without arms	Arts college	Hire charges for providing & arranging Cushion Banquet chairs of superior quality without arms with head tables covered with good quality cloth as per directions of the engineer in charges of the work.	Nos	2000			
9	Plastic Banquet chairs of superior quality	Arts college	Hire charges for providing & arranging Plastic Banquet chairs of superior quality without arms covered with good quality cloth labour charges and all other incidental charges , etc., complete as per directions of the engineer in charges of the work	Nos	5000			
10	Mesh Barricading	Arts college	Hire charges for providing & arranging Steel barricading of 4' height for front clearance cover and for compartment making , etc., as per directions of the engineer in charges of the work.	Rft	5000			
11	Jumbo Air coolers	Arts college	cabling and technician charges and transportation Providing Air Coolers at the locations with all charges		150			
12	Fire Extinguisher	Arts college	Providing Fire extinguisher units	Nos	24			
13	Lighting Arrangements	Arts college	Lighting arrangements on truss with Metal Halides, LED Par lights and dimmers, and power supply connection of Boards and cabling including the technician charges and genset	Unit	1			
14	Sound System	Arts college	JBL Vertex flying sound system with best quality & sufficient stand mikes, cord less mikes for cultural event	Unit	1			
15	Generator Sets	Arts college	Hire charges for providing & fixing Gen Sets with diesel and man power for lighting and for running of Audio & Visual, Air Conditioning, Lighting, Fan and other equipments , etc., complete including all lead and lift loading and unloading hire charges of machinery and equipments, transportation charges labour charges and all other incidental charges , etc., with required power cables from generator sets to the required point with required power cables from generator sets to the required point.	Unit	1			

Location 2: Cultural Program @ Arts College Total Amount: _____

3. University Decoration:

16	University Decoration	Arts College	Arts College should be decorated with lights in the way of Monument Decoration, the fountain also be decorated. Bidder has to submit the plan.	Unit	1			
		Main Buildings	All the department Buildings should be lightened with day lights and series lights.	Unit	1			
		University	Trees along the road and pylon should be decorated with Day lights and series lights	Unit	1			
			2000 Flags with OU Logo both sides (2X3)	Nos	2000			
			5 glow sign boards (8 X10)	Nos	5			
			Flexes with iron frames with approved design 100(10X10)=(10000 Sft).	Nos	100			
17	Additional Food courts	Campus	30 food courts with pandals at different places in the university campus	1	60,000 Sft			

University Decoration: Total Amount : _____

Note:

- All Rates are inclusive of applicable Service Tax and Labour & Transportation to and for the entire period of the event.
- The tenders will be decided based on the total rate quoted for entire package.
- Intending bidders may note that time is the essence of this work and any bidder failing to fulfill their obligations within the set time frame will face heavy penalties at 1% of agreement contract value per each day for the delay in completion of the work.
- All the materials used/ designs adopted / materials supplied , etc., shall be approved by Osmania University before execution.
- The quantities shown are approximate.

1: Inaugural Function Main Venue - Total Amount : _____

2: Cultural Program @ Arts College - Total Amount : _____

3. University Decoration - Total Amount : _____

Total amount for entire Package : _____

Total amount in Words: _____

Date:

Signature of the owner / bidder / authorized signatory with complete Name, Address, Contact No.(s) including Mobile No(s). (also indicate the capacity in which signing, whether on his own behalf or as Power of Attorney /Authorized Signatory of the owner.)