# **Annexure - A**

# **COVERING LETTER**

(Format of letter to be given for “Engagement of Event Management Firm for providing Event Management Services for organizing 7th Convocation at Indian Maritime University Headquarter”)

To,

The Registrar,

Indian Maritime University,

(A Central University, Government of India), Head Quarters,

East Coast Road, Semmencherry,

Sholinganallur (P.O.) Chennai-600119

**Sub**: Engagement of Event Management Firm for providing Event Management Services for organizing 7th Convocation at Indian Maritime University - Headquarter – Reg.

**Ref**: Tender No. IMU-HQ/R/70/16/03/2022-PUR 04.05.2022.

Dear Sir,

* + - 1. This is with reference to your Tender No. IMU-HQ/R/70/16/03/2022-PUR 04.05.2022. I/We, have examined the Tender document and understood its contents. I/We, hereby submit my Bid for “Engagement of Event Management Firm for providing Event Management Services for organizing 7th Convocation at Indian Maritime University (IMU- Headquarter)”.
      2. The Bid is unconditional for the said Tender.
      3. It is acknowledged that the Authority will be relying on the information provided in the Tender and the documents accompanying such Tender for qualification of the Bidders for the above subject Engagement, and we certify that all information provided in the Tender and in Annexures is true and correct; nothing has been misrepresented and omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.
      4. This statement is made for the express purpose of the above mentioned subject.
      5. I/We, shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Qualification statement.
      6. I/We, acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby relinquish, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
      7. It is declared that:
         1. We have examined the Tender document and have no reservations to the Tender document.
         2. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any Bid or request for proposal issued by or any Agreement entered into with the Authority or any other public sector enterprise or any government, Central or State.
      8. It is understood that the IMU may cancel the Bidding Process at any time without incurring any liability to the IMU and that IMU are neither bound to invite the applicants to Bid for the services nor to accept any Bid that IMU may receive.
      9. It is certified that we have not been indicted or convicted by a Court of Law or no adverse orders have been passed against us by a regulatory authority which could cast a doubt on our ability to undertake the services or which relates to an offence that outrages the moral sense of the community.
      10. It is further certified that no investigation by any regulatory Firm is pending against us.
      11. It is hereby affirmed that we are in compliance of/ shall comply with the statutory requirements of the Govt. of India, as applicable.
      12. I/We, hereby irrevocably relinquish any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of Bidders, selection of the Tenderer, or in connection with the selection/Bidding Process itself, in respect of the above mentioned services and the terms and implementation thereof.
      13. We agree to undertake to abide by all the terms and conditions of the TENDER document and state that our bid will be valid for 120 days.
      14. We agree to undertake to be liable for all the obligations of the Tenderer under the Agreement.

In witness thereof, we submit this application under and in accordance with the terms of the TENDER document.

Place:- ………………………….

Date :…………………………..

Yours faithfully,

(Signature, name and designation of the Authorized Signatory of the Firm)

Official Seal

**Annexure – B**

**Minimum Eligibility Criteria Evaluation Sheet**

**(Bidders have to attach all the documents to be submitted as proof along with this Annexure B as a single document.)**

**BIDS NOT SUBMITTED IN THE PRESCRIBED FORMAT ARE LIABLE TO BE REJECTED.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Minimum Eligibility Criteria** | **Mode of Proof** | **Page No.**  **where document attached** |
| 1. 1 | The Bidder should have been in the business of conducting the Event Management for at least Five years in the last 10 years, up to last date of closing tender. | Copy of Registration Certificate and Work Order along with Completion certificate or relevant document showing that the Bidder is in the business of Event Management Service for at least FIVE years in the last 10 years. **Bidders have to attach all the documents to be submitted as proof along with this Annexure B as a single document**. |  |
|  | It is mandatory that the Bidder should have an office in Chennai. | A proof in the form of Certificate of incorporation or GST Certificate showing address of Chennai or internet connection bill for past 6 months as on last date of submission of bid showing address of Chennai should be submitted. Bidders who do not meet this criteria will be rejected. **Bidders have to attach all the documents to be submitted as proof along with this Annexure B as a single Document.** Bidders who do not meet this criteria will be rejected. |  |
| 1. 2 | The Bidder should have conducted at least **three Events** with the following VVIPs. President of India/Vice President /Prime Minister /Union Minister /Governor of a State/Chief Minister as Chief Guest in Tamil Nadu during the last seven years up to last date of closing tender. | (a) Copy of Work Order/ Contract for proving “Award of Work”.  (b) Copy of Completion Certificate / Final Invoice / Letter indicating return of Security Deposit for proving satisfactory “Completion of Work” should have been furnished for each event.  (c) Copy of the invitation-card of the event or other similar documents to prove that the event is graced by the above stated dignitaries.  **Bidders have to attach Statement No. B/1 and all the documents to be submitted as proof along with this Annexure B as a single document.** |  |
| 1. 3 | The Bidder should have an **Average Annual Turnover** of **Rs.60 Lakhs** during the last 5 years i.e., 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21. | Copy of Profit & Loss Account of the Event Management Firm for each of the FIVE years authenticated by a Chartered Accountant (or) Copy of Income Tax return for each of the THREE years authenticated by a Chartered Accountant or a Certificate authenticated by the Chartered Accountant stating that the Bidder have an average annual turnover of Rs.60 Lakhs during the last 5 years i.e. 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21. **Bidders have to attach Statement no. B/2 and all the documents to be submitted as proof along with this Annexure B as a single document.** |  |
| 1. 4 | The Bidder should NOT have been debarred by any government department/Firm in the past THREE years on account of fraudulent or corrupt practices or inefficient/ineffective performance. | The bidder should give an undertaking to this effect. **Bidders have to attach all the documents to be submitted as proof along with this Annexure B as a single document.** |  |
| 1. 5 | The bidder should have valid PAN and GST Registration Certificate. | Self-attested photocopy of PAN and GST Registration Certificate. **Bidders have to attach all the documents to be submitted as proof along with this Annexure B as a single document.** |  |

**Declaration**

We certify that all the particulars furnished above under Annexure-B are true and correct and based on documentary evidence, and that we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and our company is liable to be blacklisted/debarred by IMU for at least 3 years.

Date:*Signature with Seal of Authorised Signatory*

Place:

# **Statement No. B/1**

# **Minimum Eligibility Criteria Evaluation Sheet**

**Bidders have to attach all the documents to be submitted as proof along with this Annexure B/1 as a single document.**

*The* details of at least **three Events** with the following VVIPs. President of India/Vice President /Prime Minister /Union Minister /Governor of a State/Chief Minister as Chief Guest in Tamil Nadu during the last seven years up to last date of closing tender.:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the Chief Guest with**  **designation** | **Date of Event** | **Venue of Event** | **Name of the Institution hosting** | **Brief description of the Event (Name, type, etc.)** | **Total Payment Received for the Event (Rs)** | **Mode of Proof enclosed** | **Available at which page no. of Bid document** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Bidders have to attach the following documents to be submitted as proof along with this Annexure B as a single document**:

1. Copy of Work Order/ Contract for proving “Award of Work”.
2. Copy of Completion Certificate / Final Invoice / Letter indicating return of Security Deposit for proving satisfactory “Completion of Work” should have been furnished for each event.
3. Copy of the invitation-card of the event or other similar documents to prove that the event is graced by the above stated dignitaries.

Date: *Signature with Seal of Authorized Signatory*

Place:

**Statement No. B/2**

**Details Regarding Annual Turnover**

**(Bidders have to attach all the documents to be submitted as proof along with this Annexure B as a single document.)**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Financial Year** | **Annual Turnover In Rupees** |
| **1** | **2016-17** |  |
| **2** | **2017-18** |  |
| **3** | **2018-19** |  |
| **4** | **2019-20** |  |
| **5** | **2020-21** |  |

**Mode of Proof:** Audited Profit & Loss Account and Balance Sheet for last five Financial years ending 31st March, 2021. It should be duly attested by the Bidder’s Chartered Accountant.

**Place:**

**Date : Signature of the Tenderer with seal**

**Annexure – C**

**Technical Criteria Evaluation Sheet**

**(Bidders have to attach all the documents to be submitted as proof along with this Annexure C as a single document.)**

**BIDS NOT SUBMITTED IN THE PRESCRIBED FORMAT ARE LIABLE TO BE REJECTED.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Technical Evaluation Criteria** | **Scoring Criteria** | **Page No. where document attached** |
|  | How many events has the bidder conducted with the President of India / Vice President / Prime Minister / Union Minister /Governor of a State/Chief Minister as Chief Guest during the last Seven years i.e. 2014-15, 2015-16, 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21 : | |  |
| i) In Chennai i.e., within Chennai Corporation limit | 4 Marks per event (Maximum of 40 Marks) |
| ii) In Tamil Nadu but outside Chennai Corporation limit | 3 Marks per event (Maximum of 30 Marks) |
| iii) Outside Tamil Nadu | 1 Mark per event (Maximum of 10 Marks) |
| **Mode of Proof**: **Statement no. C/1** **and** **C/2** along with  a) Copy of Work Order/ Contract for proving “Award of Work”.  (b) Copy of Completion Certificate / Final Invoice / Letter indicating return of Security Deposit for proving satisfactory “Completion of Work” should have been furnished for each event.  (c) Copy of the invitation-card of the event or other similar documents to prove that the event is graced by the above stated dignitaries. | |
|  | The Bidder should have an **average annual turnover** of **Rs.60 Lakhs** during the last 5 years i.e., 2016-17, 2017-18 and 2018-19, 2019-20 and 2020-21. | |  |
| For Rs.60 Lakhs upto 1 Crore | 10 Marks |
| For 1 Crore upto 3 Crores | 15 Marks. |
| Above 3 Crores | 20 Marks. |
| **Mode of Proof**: The bidder will be required to furnish the details of the events claimed above in the prescribed format given **Statement no. C/3**. | |

# **Statement no. C/1**

# **TECHNICAL BID: Technical Evaluation Criteria**

**Bidders have to attach all the documents to be submitted as proof along with this Annexure C as a single document.**

1. *Number of Events* conducted during the last 7 years:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Chief Guest** | **Number of Events Conducted during last 7 years** | | |
| **In Chennai** (within Chennai  Corporation limit) | **In Tamil Nadu** (Outside Chennai  Corporation Limit) | **Outside**  **Tamil Nadu** |
| **1** | President of India/Vice President/Prime Minister/ Union Minister /Governor of a State/Chief Minister |  |  |  |

# **Statement no. C/2**

# **TECHNICAL BID: Technical Evaluation Criteria**

1. *The* details of events organized (in each category from sl. 1 i) to iii) for all the places separately) by the bidder in table under Statement 1 shall be provided in the following format:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the Chief Guest with**  **designation** | **Date of Event** | **Venue of Event** | **Name of the Institution hosting** | **Brief description of the Event (Name, type, etc.)** | **Total Payment Received for the Event (Rs)** | **Mode of Proof enclosed** | **Available at which page no. of Bid document** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Bidders have to attach the following documents to be submitted as proof along with this Annexure C as a single document**:

1. Copy of Work Order/ Contract for proving “Award of Work”.
2. (b) Copy of Completion Certificate / Final Invoice / Letter indicating return of Security Deposit for proving satisfactory “Completion of Work” should have been furnished for each event.
3. Copy of the invitation-card of the event or other similar documents to prove that the event is graced by the above stated dignitaries.

Date: *Signature with Seal of Authorized Signatory*

Place

**Statement no. – C/3**

**Details Regarding Annual Turnover**

**Bidders have to attach all the documents to be submitted as proof along with this Annexure C as a single document.**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Financial Year** | **Annual Turnover In Rupees** |
| **1** | **2016-17** |  |
| **2** | **2017-18** |  |
| **3** | **2018-19** |  |
| **4** | **2019-20** |  |
| **5** | **2020-21** |  |

**Mode of Proof:** Audited Profit & Loss Account and Balance Sheet for last five Financial years ending 31st March, 2021. It should be duly attested by the Bidder’s Chartered Accountant.

**Place:**

**Date : Signature of the Tenderer with seal**

**Annexure-D**

**BOQ Format (FOR REFERENCE ONLY)**

**NOT to be submitted other than with PRICE BID on CPPP Portal**

**Table-I: List of Items**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Particulars** | | **Size** | **Quantity**  **(1)** | **Basic Rate Per Unit to be entered by the bidder** | **GST Amount per unit** |
| **A** | **VENUE BRANDING** | |  |  |  |  |
| 1 | Arch at main gate (To be fabricated using plywood and flex) | | 20 x 14 ft | 1 No |  |  |
| 2 | Thank you banner in rear side of main gate (ECR entry) | | 15 x 3 ft | 1 No |  |  |
| 3 | Welcome Board at Main Gate (To be fabricated using wooden frame and flex) | | 15 x 10 ft  Please use BOQ Excel work book for Financial Bid | 1 No |  |  |
| 4 | Welcome Board (To be fabricated using wooden frame and flex) | | 10 x 8 ft | 2 No |  |  |
| 5 | Flower Arch at Hall Entry ( Block A & B) | | 14 x 8 ft | 2 Nos |  |  |
| 6 | Welcome Banners | | 10 x 10 ft | 2 Nos |  |  |
| 7 | Branding Boards (To be fabricated using wooden frame and flex) | | 8 x 6 ft | 10 Nos |  |  |
| 8a. | Direction Signage Indoor (To be fabricated using wooden stand and vinyl mounted on sun board) | | 2 x 1 ft | 20 Nos |  |  |
| 8b. | Direction Signage Outdoor (To be fabricated using wooden stand and vinyl mounted on sun board) | | 4 x 4 ft | 20 Nos |  |  |
| 9 | Floral arch decoration at VVIP entrance | | 12 x 8 ft | 1 No |  |  |
| 10 | Red Carpet Block – B Entrance | | 55 x 35 ft | 1 No |  |  |
| 11 | Red Carpet Hall Entry to Stage (up to 1st row) | | 75 x 6 ft | 1 No |  |  |
| 12 | Red Carpeting in well area | | 55 x 8 ft | 1 No |  |  |
| 13 | Flower Pots | |  | 10 Nos |  |  |
| **B** | **VENUE LIGHTING** | |  |  |  |  |
| 1 | Metal halide | |  | 75 Nos |  |  |
| 2 | 2(a) | Serial Lights around the venue (Block A & B and Academic Block) – profile lighting  Please use BOQ Excel work book for Financial Bid |  | 800 rmts |  |  |
| 2(b) | LED par can lights |  | 25 Nos. |  |  |
| **C** | **STAGE AND OTHER DECOR** | |  |  |  |  |
| 1 | VIP cushion arm chairs | |  | 10 Nos |  |  |
| 2 | Head Table – With frills (Wooden table covered with table cloth) | |  | 22 Nos |  |  |
| 3 | Floral Décor for the Stage (Flower bed using –Zebra Orchid and carnation | | 60 ft | 1 No |  |  |
| 4 | Stage Teapoy | |  | 2 Nos |  |  |
| 5 | LED Wall | | 24 x 8 ft | 1 No |  |  |
| 6 | LED Wall | | 15 x 8 ft | 2 Nos |  |  |
| 7 | Stage Carpeting (New red carpet) | | 55 x 25 ft | 1 No |  |  |
| 8 | Speaker Podium Branding with IMU Logo | |  | 2 Nos |  |  |
| 9 | Stage Lighting 12 LED par profile lights, 12 par cans, 4 moving head, 4 profile spot and 4 house light | |  | 1 Set |  |  |
| 10 | Plasma TV – 42”tv for stage & outside auditorium (Panasonic/Sony) | | 42” | 4 Nos |  |  |
| 11 | Floral Rangoli Décor at General Entry (Jebra, Orchid and Carnation) | | 10 ft dia. | 2 Nos |  |  |
| 12 | Sound system for at least 500 person with 2 Nos Podium Mic, 5 Nos Cordless Mic with all related equipment, etc. | |  | 1 Set |  |  |
| **D** | **Food Area** | |  |  |  |  |
| 1a. | High Tables  Please use BOQ Excel work book for Financial Bid | |  | 10 Nos |  |  |
| 1b. | Serving Tables with frills | |  | 30 Nos |  |  |
| **E** | **Power & Electricals** | |  |  |  |  |
| 1 | Generator power supply for Venue Lighting, Light & Video arrangements (including rehearsal day) [Standby generator for the event day] | |  | 1 Set |  |  |
| **F** | **VVIP & VIP Lounge /Green Room** | |  |  |  |  |
| 1 | Flex banner for robe photoshoot | | 10 x 8 ft | 1 No |  |  |
| 2 | Banquet Chairs | |  | 10 Nos |  |  |
| **G** | **MISC.** | |  |  |  |  |
| 1 | Bouquets with minimum 45 Roses | |  | 20 Nos |  |  |
| 2 | Bouquets with minimum 75 Roses | |  | 10 Nos |  |  |
| 3 | Multi-Colour flag with IMU logo | | 3ft x 2ft | 24 Nos |  |  |
| 4 | Master of Ceremony | |  | 1 no. |  |  |
| **H** | **OTHERS** | |  |  |  |  |
| 1 | Full HDMI video – 3 cameras with live hook- up (Camera for live relay of presentation happening on the stage will be relayed on LED Screen) | |  | 3 Nos |  |  |
| 2 | Still Photographers | |  | 3 Nos |  |  |
| 3 | Photo Albums Canvera | |  | 5 Nos |  |  |
| 4 | Provision of Metal detector Stand alone | |  | 3 Nos |  |  |
| 5 | Provision of Metal detector hand held | |  | 2 Nos |  |  |
| 6 | Queue Manager | |  | 100 rft |  |  |
| 7 | Metal Barricade | |  | 100 rft |  |  |
|  | **Grand Total** | | | | |  |

**Note:** Rate per unit is inclusive of Management Fees, Transportation and all other charges

**Annexure-D**

**BOQ Format (FOR REFERENCE ONLY)**

**NOT to be submitted other than with PRICE BID on CPPP Portal**

**Table-II**: Diesel Cost in case of power Cut (Not forming part of Financial Bid Evaluation)

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Particulars** | **Rate Per Hour**  **(Inc. GST)** |
| **1** | **Diesel Cost for Generator in Case of Power Cut [ should be billed on actual usage basis]** |  |

The rates for Table I and Table II will be valid for the period of extension, as mentioned in Para 5.2 of the Tender document.

**Note:** Please upload duly filled and signed copy as PDF in Financial Bid.

# **Annexure - E**

# **SELF – DECLARATION – NON - DEBARMENT**

# (On the Letter Head of the bidder)

To

The REGISTRAR,

Indian Maritime University,

(A Central University, Government of India), Head Quarters,

East Coast Road, Semmencherry,

Sholinganallur (P.O.) Chennai-600119

Dear Sir,

In response to the Tender No. IMU-HQ/R/70/16/03/2022-PUR dated 04.05.2022 for engagement of Event Management Firm, I/We hereby declare that presently our Event Management Firm/ Firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government/ Autonomous Body/ Statutory Body/ Central Universities/ IIT / IIM/ CFTI.

We further declare that presently our firm……………... is not Debarred/ blacklisted and not declared ineligible, for similar work, by any State / Central Government/ Autonomous Body/ Statutory Body/ Central Universities/ IIT/ IIM/ CFTI as on the date of Bid Submission.

Thanking you,

Yours faithfully,

Signature of Authorised Signatory with seal

Name:­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_