

**INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY AND APPLIED NUTRITION**

**Veer Savarkar Marg, Dadar (W), Mumbai-400028.**

**Phone: 022-24457241/42, 24459154 Fax: 022-24449779**

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**TENDER NOTICE**

**NIT NO: IHM/Tender/Event Management/Mumbai/2023-24**

**Dated: 25/10/2023**

Online Bids (Two Bid System-Technical and Financial) are invited from reputed Event Management companies for services pertaining to event management for the Platinum Jubilee Event of IHM Mumbai to be held by the Institute of Hotel Management, Catering Technology and Applied Nutrition Veer Savarkar Marg, Dadar (W). Mumbai - 400028 (referred to as "Institute" in the entire tender document) in the month February 2024 (Date of main event: 23<sup>rd</sup> February 2024) and mini events to be held pre/post the main event related to the platinum jubilee.

<b>Sr. NO</b>	<b>Name of work</b>	<b>Estimated Cost</b>	<b>EMD</b>
1	Event management services Institute for Hotel Management, Catering Technology and Applied Nutrition	1,00,00,000/-	Rs.30,000/- Payable through DD/ Bankers cheque/ NEFT as per the tender document.

### **Scope of Work (A):**

- 1) Venue Management (Tender value is inclusive of venue charges and will be paid by IHM directly)
- 2) Coordinating with the venue team for the required stage, sound & light set-up.
- 3) Arrangement of technical production (additional if required). Providing and installing of audio video equipment: mic system, face mic and collar mics, spare face mics, LCD projectors, laptops, alongwith requisite manpower. This will be as per quantity specified.
- 4) Providing of compere for the event
- 5) Providing manpower for the event
- 6) Logistical support
- 7) Design of Invitation, circulation on email & RSVP
- 8) Co-ordinating with celebrities/chief guests/judges for events
- 9) Thematic design, Layout & plan for backdrop, side panels, standees.
- 10) Design and supply of banners, signages, badges etc.
- 11) Institute Branding at the venue
- 12) Design & supply of Mementos / Trophies to delegates & students
- 13) Manpower for the Event.
- 14) Organizing mini events pre/post main event.

### **Scope of Work (B) (optional):**

1. Accommodation for delegates
2. Airport pick-up & drop for delegates
3. Cultural Show
4. Photography & Videography of the entire event

### **Eligibility (C) - To form part of the technical bid:**

- (i) The Bidder must have their establishment in Mumbai and must conform to norms of the Government pertaining to registration and taxation.
- (ii) The bidder /firm should be a well established professional Event management firm and must have organized /participated in minimum five (5) international events held in/by companies of repute.

- (iii) Out of the above, at least two Purchase orders of Rs.10 Lakhs or above should be issued by Government Departments/PSUs/Autonomous organization during last preceding three financial years (2020-21, 2021-22 and 2022-23).
- (iv) Bidder must have minimum turnover of Rs.10 lakhs during last three preceding financial years (2020-21, 2021-22 and 2022-23). The Bidder should submit in this regard copy of Balance Sheet/Profit & Loss Account statement duly certified by the Chartered Accountant.
- (v) The bidder /firm must submit samples of items wherever possible
- (vi) The bidder must not be blacklisted by any Government Departments / PSUs / Autonomous organization. An Undertaking duly attested by Executive Magistrate/ notary public shall be furnished.

## **Terms & conditions (under the two bid system) (D):**

### **I. INSTRUCTIONS TO THE BIDDER:**

#### **1. EMD:**

EMD of Rs.30,000/- is payable through DD/Bankers cheque/NEFT as per the tender document.

#### **Details for wire transfer/RTGS/NEFT**

**Name of the beneficiary: INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED NUTRITION**

**Name of the bank: STATE BANK OF INDIA**

**Branch: SHIVAJI PARK BRANCH**

**Bank IFSC code: SBIN0001429**

**Account No.:10419537220**

**Type of Account: Current Account**

**2. Tender Schedule:**

<b>Online Tender Schedule</b>		
<b>Sr. No.</b>	<b>Stages Name</b>	<b>Start Date and Time</b>
1	Start of downloading of tender document	30 <sup>th</sup> October, 2023 18.00 Hrs.
2	Closure of downloading of tender document	30 <sup>th</sup> November, 2023 18.00 Hrs.
3	Last date and time of online submission of Bid.	30 <sup>th</sup> November, 2023 18.00 Hrs.
4	Last Date of EMD, Tender Fee submission Online/Offline Mode to Cashier	30 <sup>th</sup> November, 2023 18.00 Hrs.
5	TENDER OPENING - Technical	01 <sup>st</sup> December, 2023 11:30 Hrs.
6	TENDER OPENING - Financial	4 <sup>th</sup> December, 2023 11.30 Hrs
7	Minimum Validity of Tender offer/bids	180 Days

**2. Quoting of core prices, taxes, duties discount etc.**

- a. The taxes/duties /discounts if applicable are to be explicitly and separately shown in the bid.
- b. No rates column should be left blank otherwise the highest rate quoted by any other tenderer for that item shall be taken for evaluation of the tender. In case the tenderer is still successful in getting the contract on the basis of his being the lowest, he would be paid lowest rates quoted by other tenderers for those items not quoted.

**3. Bids:**

The bids received after the closing time date and time will not be accepted by the Institute under any circumstances. Any offer containing incorrect and incomplete information shall be liable for rejection.

4. **Purchase Agreement:**

If an order is placed with the firm, the purchase shall be governed by the rules and regulations in force at the institute at the time. Additional terms and conditions may be incorporated into the purchase order, if needed to safeguard the interests of the institute. The tender is non – transferable.

5. **Power to reject the offer:**

The institute reserves the right to accept/reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason whatsoever and no representation shall be entertained on this account. Deficiencies on any one or more of the following crucial criteria, eligibility and scope of work will be a factor for consideration other than lowest quotation:

- (i) The bidder /firm should be a well established professional Event management firm and must have organized /participated in minimum five (5) international events held in/by companies of repute. (documentary proof to be attached)
- (ii) Availability of minimum 10 manpower in the firm.
- (iii) If the quality decided by the technical committee does not match that of samples provided.
- (iv) Any other techno-commercial information which is deemed fit to be important in the opinion of the institute.

6. **Forfeit of EMD:**

Earnest Money Deposit will be forfeited in case after the acceptance of tender, the tenderer does not furnish the requisite security deposit and execute the agreement.

7. **Security Deposit:-**

- (i) In the event of the tender being accepted, the contract must be signed by all the members of the firm after depositing a suitable amount required by the Institute as security deposit.
- (ii) This security deposit is for the due performance of all conditions of the contract, such as quality, quantity and service etc.
- (iii) The Institute also reserves the right to enter into parallel contracts simultaneously or at any time with one or more tenderer(s)/supplier(s) for such quantity of such item(s)

- (iv) Security deposit will be 3% of quoted value of tender.**
- (v) In the event, that the bidder should want to exit from the tender after acceptance of the tender, security deposit if paid will be forfeited.**

## **II. REJECTION CRITERIA:**

1. Bids not substantively responsive to the tender document
2. Bids not made in procedure mentioned by this tender document
3. Failure on part of the bidder to provide information as requested by the tender document or any other additional information as requested by the Institute enclosing any supporting documents.
4. Incomplete or conditional bids or bids that do not fulfill all or any of the conditions as specified in this document.
5. Bids without EMD (Not applicable to companies which are exempted from EMD fee.)
6. The submission of more than one bid under different names by the bidder. If the same is found at any stage, all the bids submitted by that bidder will be rejected.
7. Material inconsistencies in the information submitted.
8. Misrepresentations of any kind in the bid proposal or any supporting documentation.
9. Bids received after the last date and time specified in this tender document.

## **III. CONDITIONS OF THE CONTRACT:**

1. The offer must be made In English. The rates should be in both words and figures against each item specified. Rates quoted will be in Indian Rupees.
2. Payment terms: 100% of the payment will be done on satisfactory completion of work.
3. All bank charges shall be borne by the bidder. ‘
4. The EMD of all unsuccessful bidders will be returned as early as possible after the expiration of the period of validity of the bid. No interest will be paid by the Institute on the EMD.
5. The vendor/supplier shall bear expenses which might be incurred of loading/unloading as well as deployment of skilled/unskilled manpower required during installation of all electrical/mechanical /electronic items.
6. The bidder shall be responsible for any loss/damage/breakage of items during transit.
7. The bidder shall bear all expenses related to packaging, forwarding, and freight, insurance in connection with delivery, repairs and replacements during the period.

8. In case of any dispute in respect of the tender, all legal matters shall be instituted within the jurisdiction of the place where the purchaser ordinarily resides.
9. The quantities mentioned in the schedule are only indicative of the estimated requirements of the Institute, and the Institute does not bind itself to purchase/to complete any or all the quantities indicated therein.
10. The Financial Bids of only those parties, who qualify in technical bid, will be opened.
11. The quantities shown in the 'Schedule' are only estimated requirements. The Institute reserves the right to increase/decrease the quantities.

#### **IV. FORCE MAJEURE CLAUSE:**

If any time, during the continuance of this contract, the performance in whole or in part by either part of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lock-outs or acts of God (hereinafter referred to as "events") provided Notice of happening of any such eventuality is given by either party have any claim for damages against the other in respect of such Non-performance or delay in performance; and deliveries under the contract shall be resumed as soon as practical work after such event has come to an end or ceased to exist and the decision of the Secretary/Principal shall be final and conclusive have, provided further that if the performance in whole or part or any obligation under this contract is prevented or delayed by a reason of any such event for a period exceeding 30 days either party may at its option terminate the contract PROVIDED ALSO that if the contract is terminated under this clause, the Institute shall be at liberty to take over from the tenderer at a price to be fixed by the Secretary/Principal which shall be final; all unused, undamaged and acceptable materials, in the possession of the tenderer at the time of such termination or such portion thereof as the Institute may deem fit accepting such materials, as the tenderer may with the concurrence of the Institute elect to retain.

#### **V. TERMINATION CLAUSE:**

The Institute also reserves the right to terminate the contract with immediate effect any time in the case of the unsatisfactory performance of the tenderer and in such a case 100% of Security Deposit will be forfeited. A notice for the same will be served to the tenderer.

**VI. CORRESPONDENCE:**

All future Corrigendum's, addendums, amendments, extensions of bid submission date with regard to this Bid, if any, shall be published at website [www.ihmctan.edu](http://www.ihmctan.edu) and on the GeM Portal . All the bidders are requested to look at the said website and the GeM Portal for this purpose regularly.

**VII. ACTS INFLUENCING THE CONTRACT:-**

- i. The supplier shall not in any way influence the contract by colluding in any way with the officer or employees of the institute, Nor shall suppliers either directly or indirectly give or promise to pay or give, to any the officer or employees of the institute, money or gratuity, fee or reward for any matter or thing or anyway during the currency of the contract.
- ii. The supplier shall not allow any other person or persons to execute operations of the contract without the written permission of the Institute.



**PLEASE CAREFULLY READ THIS DOCUMENT AND ENSURE COMPLIANCE. NON – COMPLIANCE OF ANY ONE OF THE DOCUMENTS MAY MAKE YOUR OFFER INVALID.**

**TECHNICAL BID (ANNEXURE-A)**

<b>SR. No.</b>	<b>Particulars</b>	
1.	Name of the Firm	
2.	Address of the Firm	
3.	Name of the Banker	
4.	Contact No. & Email id (if any)	
5.	In case of MSME Firm (upload the Registration certificate)/NSIC Certificate	
	<b>Date of inception of the company.</b>	
6.	<b>Status of the Firm</b> -please state whether Registered, Co-operative society, Public Ltd company	
7.	Certificate showing shop address (copy to be uploaded)	
8.	Income Tax permanent Account No. (PAN) Copy to be uploaded.	
9.	<b>EMD Fee of Rs.30000/-</b> (DD/Bankers cheque/transaction no.)	
10.	RTGS/NEFT Details/ Account Name (For refund of EMD)-Cross cheque needs to be provided	
11.	<b>GST registration No. (if applicable)</b> Copy to be uploaded	
12.	Under MSME ACT exempted from payment Of EMD and tender for fee- <b>if yes, please attach MSME certificate.</b>	
13.	Copies of balance sheet, annual report and audited accounts and income tax clearance certificate for the last three years	

**Checklist:**

**All supporting documents uploaded by the tenderer should be duly signed and stamped by the tenderer before uploading**

- 1. Registration/ Incorporation certificate of the company**
- 2. EMD of Rs. 30,000/- proof such as receipt should be uploaded.**
- 3. Propriety certificate if applicable should be uploaded.**
4. Proof of date of inception of the company.
5. Copies of balance sheet, annual report and audited accounts and income tax clearance certificate for the last three years.
- 6. Sales tax certificates, PAN NO. Service tax certificate if applicable should be uploaded.**
7. **Undertaking on Rs. 10 stamp paper that it has** not been blacklisted by any Government Departments/PSUs/Autonomous organization duly attested by Executive Magistrate/ notary.
8. Number of similar works undertaken in the past years or more with the names of institutions (brief description of each work is to be mentioned alongwith satisfactory execution certificate of the competent authority).
9. Two Purchase orders of Rs. 10 Lakhs or above should be issued by Government Departments/PSUs/Autonomous organization during last preceding three financial years (2020-21, 2021-22 and 2022-23).
10. Any other information that the bidder desires to furnish.
11. Bidding document duly signed and sealed and uploaded as a token of acceptance of our terms and conditions.

Name and Signature of the authorized signatory of the company

Seal of the Company

**ANNEXURE 2 – FINANCIAL BID**

**Performa for financial bid**

**I. Item rates for various equipments/services for main event**

Rates should be quoted including transport, labor charges, for materials per transaction per unit for services and per machine for equipment in the format given below :

**A. Venue requirements :**

Sr. No.	Venue Requirements	Unit rates per Item /per sq. ft/per person	Expected Minimum Qty (No. may vary)	TOTAL (Unit rate x qty)
1	Venue charges (With catering included)		2000 pax	
2	LED Display screen		1	
3	VGA Switcher			
4	LED TV's		10	
	TOTAL			

**B. Sound System:**

Sr. No.	Sound System Requirements	Unit rates per Item /per sq. ft	Expected Minimum Qty (No. may vary)	TOTAL (Unit rate x qty)
1	Sound System with 4 speakers		2	
2	Face Mics		4	
3	Collar Mics (Wireless)		2	
	TOTAL			

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**C. Invitation Cards:**

Sr. No.	Invitation card Requirements	Unit rates per Item /per sq. ft	Expected Minimum Qty (No. may vary)	TOTAL (Unit rate x qty)
1	Bilingual Invitation cards with double side printing , serialized and logo printed With envelopes (5.5'' x 8'')		2000	
	TOTAL			

**D. Promotion Items:**

Sr. No.	Promotion Requirements	Unit rates per Item /per sq. ft	Expected Minimum Qty (No. may vary)	TOTAL (Unit rate x qty)
1	Welcome boards		3 no's	
2	Customised backdrop		2 no's	
3	Direction Board		5 no's	
4	Logo for podium		3 no's	
5	Program board display		2 no's	
	TOTAL			

**E. Decoration Items:**

Sr. No.	Decoration Requirements	Unit rates per Item /per sq. ft	Expected Minimum Qty (No. may vary)	TOTAL (Unit rate x qty)
1	Water bottle, glass, coaster & frill & table cover for chief guest tables		3 no's	
2	Flower bouquets		5 no's	
3	Flower decoration for dais, hall & entrance		5 no's	
4	Flower arrangements for guest tables		250 no.	
5	Mementos for chief guests		3 no's	
6	Mementos/return gifts for alumni		2000 no.	
7	Awards to be presented to outstanding alumni		25 no.	
	<b>TOTAL</b>			

**F. Photography/videography (Optional):**

Sr. No.	Photography/videography Requirements	Unit rates per Item /per sq. ft	Expected Minimum Qty (No. may vary)	TOTAL (Unit rate x qty)
1	Digital photography of the entire event alongwith equipment, consumables and operational staff (Optional)		NA	
2	Digital videography of the entire event alongwith equipment, consumables and operational staff (Optional)		NA	
	<b>TOTAL</b>			

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**G. Seating arrangements:**

Sr. No.	Seating Requirements	Unit rates per Item /per sq. ft	Expected Minimum Qty (No. may vary)	TOTAL (Unit rate x qty)
1	Round tables with table cloth and throw overs (Capacity of seating 8 per table )		250 no.	
2	Chairs with cover and bows		2500 no.	
3	Tables for chief guest with cover		3 no.	
4	Sofas/seating for chief guests		5 no.	
	TOTAL			

**H. Manpower requirements:**

Sr. No.	Manpower Requirements	Unit rates per Item /per sq. ft	Expected Minimum Qty (No. may vary)	TOTAL (Unit rate x qty)
1	Event manger (Supervisor)		1 No.	
2	PR Person with experience in academics		1 No.	
3	Anchor/compere		1 No.	
4	Manpower for service of food etc.		300	
	TOTAL			

**I. Cultural requirements (OPTIONAL):**

Sr. No.	Cultural Requirements	Unit rates per Item /per sq. ft	Expected Minimum Qty (No. may vary)	TOTAL (Unit rate x qty)
1	Cultural performance by artist / instrumentalist / percussionist / orchestra / play back singer of repute with full compliments of accompanying artists, instrumentalists, with fillers by dancers at the event venue. The entire sound light arrangements at the stage and stage set up and sound arrangements for the same would have to be made by the bidder at his/her own cost. The bidder will also have to make arrangements for travel, boarding/lodging, local transport, costumes of the performers at his/her own cost.		NA	
	TOTAL			

**J. PICKUP/DROP & ACCOMMODATION OF CHIEF GUESTS (OPTIONAL):**

Sr. No.	Other Requirements	Unit rates per Item /per sq. ft	Expected Minimum Qty (No. may vary)	TOTAL (Unit rate x qty)
1	Aiport Pickup/drop of chief guests/alumni/awardees (optional)			0.00
2	Providing accommodation facility for chief guests/alumni/awardees (optional)			0.00
	TOTAL			0.00

**K. OTHER ITEMS : The firm may quote for any other services /materials which have not been listed. Firms can type the requirement name, rate and quantity expected below.**

Sr. No.	Other Requirements - Name of requirement	Unit rates per Item /per sq. ft	Expected Minimum Qty (No. may vary)	TOTAL (Unit rate x qty)
1				0.00
2				0.00
3				0.00
4				0.00
5				0.00
6				0.00
7				0.00
8				0.00
9				0.00
10				0.00
	<b>TOTAL</b>			<b>0.00</b>

**L. Media Coverage:**

Sr. No.	Media Requirements	Unit rates per Item /per sq. ft	Expected Minimum Qty (No. may vary)	TOTAL (Unit rate x qty)
1.	Digital Articles		2	
2.	Newspaper Adds		2	
	<b>TOTAL</b>			



**II. Item rates for various equipments/services for events to be held PRE/POST main event:**

Rates should be quoted including transport, labor charges, for materials per transaction per unit for services and per machine for equipment in the format given below :

**A. Events to be held pre/post main event**

Proposed no. of events to be held pre/post main event	1. 2. 3.
Proposed venue/s of the events	1. 2. 3.
Proposed event names	1. 2. 3.

**B. Venue requirements:**

Sr. No.	Venue Requirements	Unit rates per Item /per sq. ft/per person (per event)	Expected Minimum Qty (No. may vary) (per event)	TOTAL (unit rate x qty) (Per event)
1	Venue charges with catering included (catering if required)		100 pax	
2	LED Display screen		1	
3	VGA Switcher			

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4	LED TV's		10	
	TOTAL (for all events)			

**C. Sound System:**

Sr. No.	Sound System Requirements	Unit rates per Item /per sq. ft (per event)	Expected Minimum Qty (No. may vary) (per event)	TOTAL (unit rate x qty) (Per event)
1	Sound System with 4 speakers		2	
2	Face Mics		4	
3	Collar Mics (Wireless)		2	
	TOTAL (for all events)			

**D. Photography/videography (Optional) :**

Sr. No.	Photography/videography Requirements	Unit rates per Item /per sq. ft/ (per event)	Expected Minimum Qty (No. may vary) (per event)	TOTAL (unit rate x qty) (Per event)
1	Digital photography of the entire event alongwith equipment, consumables and operational staff (Optional)		NA	
2	Digital videography of the entire event alongwith equipment, consumables and operational staff (Optional)		NA	
	TOTAL (for all events)			

**E. Manpower requirements:**

Sr. No.	Manpower Requirements	Unit rates per Item /per sq. ft (per event)	Expected Minimum Qty (No. may vary) (per event)	TOTAL (unit rate x qty) (per event)
1	Event manger (Supervisor)		1 No.	
2	PR Person with experience in academics		1 No.	
3	Anchor/compere		1 No.	
4	Manpower for ushering/assisting		10 No.	
	TOTAL (for all events)			

**F. Promotional requirements:**

Sr. No.	Promotion Requirements	Unit rates per Item /per sq. ft (per event)	Expected Minimum Qty (No. may vary) (per event)	TOTAL (unit rate x qty) (per event)
1	Welcome boards		3no's	
2	Customised backdrop		2 no's	
3	Direction Board		5 no's	
4	Logo for podium (if reqd.)		3 no's	
5	Program board display		2 no's	
	TOTAL (for all events)			

**G. Media Coverage:**

Sr. No.	Media Requirements	Unit rates per Item /per sq. ft (per event)	Expected Minimum Qty (No. may vary) (per event)	TOTAL (unit rate x qty) (per event)
1.	Digital Articles		2	
2.	Newspaper Adds		2	
	TOTAL (for all events)			

**H. OTHER ITEMS: The firm may quote for any other services /materials which have not been listed. Firms can type the requirement name, rate and quantity expected below.**

Sr. No.	Other Requirements - Name of requirement	Unit rates per Item /per sq. Ft (per event)	Expected Minimum Qty (No. may vary) (per event)	TOTAL (unit rate x qty) (per event)
1				0.00
2				0.00
3				0.00
4				0.00
5				0.00
6				0.00
7				0.00
8				0.00
9				0.00
10				0.00
	TOTAL (for all events)			0.00

Name of Bidder	
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**Main Event Details of consolidated Fees, VAT/taxes and any other charges bifurcation may be given below:**

Sr. No.	Details of charges	Total Charges
1	Consolidated fees	
2	Service Tax	
3	VAT charges	
4	Any other charges (Please mention )	
	<b>Grand Total (Main Event)</b>	

**Mini Event Details of consolidated Fees, VAT/taxes and any other charges bifurcation may be given below:**

Sr. No.	Details of charges	Total Charges
1	Consolidated fees	
2	Service Tax	
3	VAT charges	
4	Any other charges (Please mention )	
	<b>Grand Total (Mini Event)</b>	

**Please attach the following documents:**

- 1) Terms and conditions duly signed by the bidder on all pages of the tender document
- 2) Proper proposed plan/outline of the Main event
- 3) Proper proposed plan/outline of mini events to be held pre/post main event.
- 4) Any other information that the bidder wants to furnish

Name and Signature of the authorized signatory of the company

Seal of the Company