



INDIAN INSTITUTE OF TECHNOLOGY - INDORE

Report on Pre Bid meeting dt.31.07.2015 : Queries from Prospective bidders and Responses from IITI.

Ref No.: IITI(MM)/Conv/15/0113/AKP dated 28.07.2015 : Event management for Convocation 2015

Sl. No.	Query	Response from IIT	Remarks
01	Schedule- According to given date, it will be during rainy season then if we have to opt for indoor venue, so IIT I have the Indoor venue space?	The venue is inside the Workshop building of IITI in Simrol Campus	Site visit was conducted on 31.07.2015
02	Electric items- we would require venue 2 days prior to event and, as per the element list we would require one more DG Set. Also we would not take any licence from MPEB as this will run on DG set.	UPS/DG set arrangement can be made to meet the requirement as per our tender	All statutory compliances should be ensured by the Service Provider
03	Please also clear about sound system requirements	As per Tender terms and discussions held during prebid meeting	--
04	Elements query <ul style="list-style-type: none">- Please explain LS means in Backdrop unit?- Sizes mentioned for platform and, stage might change a little bit according to need and, space.- What should be the sizes of Tables & Podium?- Chairs for Media Persons, Guests & others?- Size of Entry Gate and, as main stage will be inside campus, so you will require	L.S: Lump sum Minor changes confirming the specifications and requirement are acceptable Table on Stage: 06Tables with clean, curl free, shining White cloth Centre Table near Sofa : with Glass top Podium : Standard (05ft) height including Riser- Acrylic make Media : Chairs for 50	Stage Size: 60FT/LX25FT/WX03FT/H

	<p>more arch gates for this?</p> <ul style="list-style-type: none"> - Please explain the details of decorative umbrellas. - Please explain white wall details. <p>Manpower elements- There is no mention of event manpower like hostess, Anchor, Housekeeping, security etc. So, if there will be any than those will charge additional and, for them also we require a proper time to arrange</p>	<p>people</p> <p>Entry Gate: Arch at Entrance Gate no.02 with central pillar with free flow of Buses/Vehicles</p> <p>Welcome Gate with floral decoration</p> <p>Umbrella: As per tender</p> <p>Hall size: 15000 Sq. Ft Aprx.</p> <p>Service Provider should engage Trained, experienced and qualified Supervisor and Worker before and during the event to attend exigencies.</p>	
05	Rate Difference- Will rate difference will be allowed as per the given rates in the bid or you will strictly adhere to the given rates only?	The Revised Specs are enclosed for submitting Unit Rates. Quantity will be decided as per requirement at the time of placing order	Bidders are required to submit most competitive and reasonable Price for consideration
06	Insurance- Would you require insurance of your event also?	Yes	Insurance should cover both items and collateral damage
07	Delivery time- The items will be the nature of labour work & truck load, so we will supply most of the items by trucks in the night time or odd hours in the day, so we will require clear permissions for that.	Permissible	The final preparedness must be latest by 10.00AM on 23.07.2014 and should be in ready use condition till closure of the event on 24.08.2015- 06.00pm
08	Labour- For the same, our good number of labours will be at site, so we would require clear permission for them to <u>work and, to stay</u> during loading/unloading, installation, commissioning, demonstration, dismantling etc.	Permissible	However, institute can not provide permission for lodging facility inside campus. Work permission can be given for odd working hours
09	Performance security money- Kindly explain it in details.	10% of the order value	in form of DD/Bank Guarantee
10	Eligibility - Our firm is not fulfilling eligibility criteria of past	Please refer the tender terms	--

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	works in monetary terms (10 lakh & 5 lakh orders) as we are working as a corporate (Pvt ltd) media company from more than last 5 years but we mainly work through outsourcing, though we have very good expertise in the field. So, can we bid for the same or not?		
11	Day of Opening of Bids - Tuesday or Thursday.	04.08.2015(Tuesday) upto 11.00am (IST)	--
12	Copy of Income Tax Return for How many years.	For last 03 financial years	--
13	Duration of event?	23 rd and 24 th of August,2015	--
14	Delivery Date ?	Prior to 23 rd of August,2015	The final preparedness must be latest by 10.00AM on 23.07.2014 and should be in ready use condition till closure of the event on 24.08.2015- 06.00pm
15	Only Water Proof pandal or tent are called Pagodas (20ft x 20ft) , Sample images attached for ref.	Yes	Water proof Tents outside the venue with Base podium
17	Box Gate for flax branding (Sample Images attached)	Yes	Box gate with 04 side coverage

The prospective vendors are requested to submit their bids with all requisite documents and EMD as per tender terms by **11.00 AM(IST) of 04.08.2015.**

Bids will be **opened at 11.15 AM(IST) of 04.08.2015.**

IITI reserves the right to take final decision based on the requirements to meet the occasion and a meeting with the vendors may take place prior to final decision. So bidders are requested to delegate their authorized representative for Bid opening and discussion

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Revised Specification for Event Management: IITI Convocation - 2015

S.No.	Brief description of Items	Unit	Approximate Quantity
1	Carpet should be of good quality, providing passage red in color and rest of the areas will be green etc complete.	Sq feet	18871
2	Stage of size 25 x 60 x3 feet (Length-60 feet,Width-20 feet and height- 3 feet)with best quality of carpet & masking- with height 3 feet on iron stands and one stair in front side and 2 stairs at both side, made up of 18 mm good quality ply and to sustain the weight of approx. 50 persons etc complete.	Sq feet	1500
3	Providing chairs having foam of good quality with white cover etc complete.	Nos	1100
4	Providing VIP chairs of best quality with white back cover etc complete.	Nos	40
5	Providing good quality of Sofa for front area.	Nos	8
6	Back Drop -Wooden frame back drop with good quality of cloth to cover the area.Flower decoration on back drop,Stage border both side of workshop, outside and Enterance decoration etc complete.	LS	LS
7	Providing flower pots (Gamle) of good quality.	Each	100
8	Providing & fixing water proof tent of size 15x15 feet etc complete.	Sq feet	225
9	Providing & fixing water proof tent of size 15x30 feet etc complete.	Sq feet	450
10	Providng & fixing wooden platform of 4 inch height using good quality of wooden batten and efficient to resist load etc complete.	Sq feet	675
11	Providing good quality of tables with white cover and frill etc complete.	Nos	16
12	Providing good quality of podium with masking of white cloth for frisking.	Nos	2
13	Providing & fixing male/female frisking booth with curtains complete.	Nos	1
14	Providing mobile toilets with water arrangment etc. complete.	Nos	6

15	Providing good quality of big dustbins.	Nos	8
17	Providing & fixing stage for media persons approx. 20 nos. of size 12x8 feet with best quality of carpet & masking etc complete.	Sq feet	96
18	Providing & fixing entry gate with best quality of white cloth cover etc complete.	LS	LS
19	Providing & fixing decorative umbrella of best quality.	Nos	3
20	White wall –white good quality wall with iron frame and 8 feet height etc complete.	Rft	550
21	Transportation charges including loading & unloading etc complete.	LS	