

# **NOTICE INVITING QUOTATION**



## **INDIAN INSTITUTE OF INFORMATION TECHNOLOGY ALLAHABAD**

**Devghat, Jhalwa, Prayagraj - 211 015 (U.P.) INDIA**

**NOTICE INVITING QUOTATION (NIQ) FOR CELEBRITY NIGHT EVENTS FOR  
“Effervescence” AT IIIT-ALLAHABAD**

**Ref. No.: IIITA/SP/NIT/1915/2617/2026**

**Department  
DEAN (STUDENT AFFAIRS), IIIT-Allahabad**

Contact Person:

**For Technical Query**  
Dean (Student Affairs)  
Email: [deanoffice.sa@iiita.ac.in](mailto:deanoffice.sa@iiita.ac.in)  
Tel: 0532-292-2045

**For Commercial Query**  
Stores & Purchase Section  
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## **NOTICE INVITING TENDER FOR CELEBRITY NIGHT – 2025 AT INDIAN INSTITUTE OF INFORMATION TECHNOLOGY-ALLAHABAD**

The Indian Institute of Information Technology (IIIT-Allahabad) is organizing its prestigious annual cultural festival, “Effervescence”, tentatively scheduled from 30 March 2026 to 31 March 2026. The event will witness the participation of distinguished VIP guests, faculty members, students, and other invitees.

The Institute requires the services of a reputed, well-established, and financially sound Event Management Proprietorship / Partnership Firm / Private Limited / Limited Company for providing Open-Air Stage Performance services in connection with Celebrity Night(s) during Effervescence.

Tender Documents may be downloaded from the IIIT-A website <https://www.iiita.ac.in/tenders.php>

### **1. IMPORTANT DATES OF TENDER**

The eligible participants are requested to note that dates mentioned in the schedule of events IIIT Allahabad reserves rights to modify these dates at any time.

S No.	Event	Timeline
a)	Publication of Notice Inviting Quotation	26/02/2026
b)	End date of submission of Notice Inviting Quotation	09/03/2026 04:00 PM
c)	Publication of Corrigendum, if any	03/03/2026 04:00 PM
d)	Opening of Notice Inviting Quotation (NIQ)	09/03/2026 04:30 PM
e)	Financial Bid Opening Date	To be informed to the technically qualified bidders later.

***IMPORTANT:*** Prospective bidders are advised to regularly visit the Institute website for any Updates/Corrigendum/Amendment. Any subsequent updates will be announced exclusively on the Institute website.

**The quotations shall be invited and evaluated under a Two-Bid System, comprising:**

**(i) Technical Bid and**

**(ii) Financial (Price) Bid.**

The Technical Bid shall include all documents related to eligibility, technical specifications, compliance statements, authorizations, and other requisite information, and shall not contain any price-related information.

The Financial (Price) Bid shall contain only the quoted prices/BOQ and shall be submitted in a separate sealed envelope, clearly superscribed as “Financial Bid / Price Bid”.

The Price Bid shall neither be enclosed with nor form part of the Technical Bid envelope.

Only those bidders whose Technical Bids are found responsive shall be considered for opening and evaluation of their Financial Bids.

Non-compliance with the above submission procedure shall render the quotation liable to rejection.

### **SUBMISSION PROCESS**

Tenderers/Bidders are requested to submit the quotation by courier/speed post with details of specifications, terms & conditions superscribing the name of the tender, ref. number and closing date on the top of the envelope addressed to the Deputy Registrar (Stores & Purchase), IIIT-Allahabad up to 09/03/2026, 04:00 PM. Quotations duly sealed may also be dropped in the tender box placed in the office of Deputy Registrar (Stores & Purchase), IIIT-Allahabad Postal delay will not be entertained.

Quotation documents submitted by the Bidder should be concise and contain only relevant information as required under the Bids shall consist of supporting proofs and documents as defined in the Eligibility criteria.

## **2. SCOPE OF WORK**

### LIST OF ARTIST FOR MINIMUM 90 MINUTES PERFORMANCES DURING EFFERVESCENCE

<b>SL. NO.</b>	<b>NAME OF THE ARTIST (for Live Performance on 31st March, 2026)</b>
1.	JAVED ALI
2.	BENNY DAYAL
3.	NEETI MOHAN
4.	JONITA GANDHI
5.	MOHIT CHAUHAN
6.	PAPON

#### **The performance of Artist includes the following:**

- 1) Performance fees of the Artist associates, musicians, and any other person necessary for conducting the program (for min. 90 Minutes on stage)
- 2) Air Travel/ Travel for all the above personnel (From the artist pick up to nearest airport (Varanasi, Allahabad, Lucknow as per convenience) or railway station (Allahabad).
- 3) Local travel for the above personnel, (airport/railway station to hotel and hotel to institute-to and fro)
- 4) Lodging and food (including refreshments, snacks, water) for all the above personnel (in Allahabad or any intermediate stops).
- 5) Specialized Light and sound (Technical Rider's) as per artist requirement for stage area as well as audience area
- 6) Installation of LED wall on the stage and wherever necessary.
- 7) Uninterrupted power supply during the entire duration of the effervescence period including fuel of DG.
- 8) The stage, lighting, sound system, and LED wall shall be used for a duration of two (02) days, i.e., on 30th and 31st March 2026, and shall be arranged adequately as per the event requirements (30 March 2026 for Institute Events and 31 March 2026 for Institute Events & Celebrity Nights).

#### **Other Terms and Conditions:**

- 1) Any requirements of the performers, inside or outside the venue, should be attended and dealt with by the firm. No additional requirements or services, except the venue, shall be provided by IIIT Allahabad.
- 2) Common Stage of Size (56' x 36' + T Shaped) will be provided by the Institute. However, Full Common Light, Sound, Truss (60x 40 x 35 Feet with center beam) and LED Wall requirements will be provided by the vendor and will remain the same during the entire duration of effervescence for all Institute Events.
- 3) Stage will be used for other programmers during Effervescence. However, the stage will exclusively reserve at least 2.5 hours before the scheduled start time (mutually agreed with team effervescence) for the performance by the Artists on celebrity nights for testing and final setup of the stage.

- 4) All the specifications of the requirements marked as "as per artist(s)'s requirement or convenience should be finalized after consulting the artist(s)/concerned authority, with a written consent from the artist(s)."
- 5) The firm/Agency after award of contract shall mobilize its resources for execution of the work as per terms of contract.
- 6) The firm/Agency while discharging, its aforesaid of responsibility shall carry out the instructions of Dean, Student Affairs from time to time.
- 7) Utmost care is to be taken to avoid any damage to the fixtures and accessories installed in the premises and in case of any damage, the same is to be repaired/replaced to make the same normal/functional to its original state, at the cost of agency/firm/contractor and the agency/firm/contractor shall be liable to compensate the loss, if any to the IIIT-A, which shall be recovered from the bills accrued to the agency/firm/contractor.
- 8) The agency/firm/contractor shall ensure that proper discipline is to be maintained by the staff and officials engaged by the agency/firm/contractor, and they shall have to behave soberly at all times while functioning inside the area. The conduct of safety and security of the staff and officials shall be the sole responsibility of the agency/firm/contractor.
- 9) The Contract/Agreement/MOU shall be executed between the Institute, Indian Institute of Information Technology, Allahabad (IIIT-Allahabad), and the successful bidder to whom the service or supply has been awarded. The successful bidder shall be required to visit the IIIT-Allahabad campus within three (03) working days from the date of issuance of the Letter of Award/Acceptance for execution of the Contract/Agreement/MOU. For this purpose, the successful bidder shall coordinate with and contact the Office of the Dean (Student Affairs). Failure to execute the Contract/Agreement/MOU within the stipulated time may result in appropriate action as per the tender conditions.

**E.M.D.:** Bid Security fee is **Rs. 60,000/- (Rupees Sixty Thousand only)**. Bid Security may be provided through direct transfer (RTGS/NEFT), Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the Commercial Banks. If Bid Security has been submitted by any other mode than NEFT/ RTGS, then a hard copy of the Bid Security has to be sent by Registered Post. It should reach IIITA Campus before the bid submission deadline to the name of Deputy Registrar (Store & Purchase), Indian Institute of Information Technology Allahabad, Deoghat, Jhalwa, Prayagraj, Pincode-211015. In the envelope super scripted the tender Id or tender reference Number and with the company full address.

**The details for payment are as follows:**

**Name of the Account Holder :** IIIT A EMD and Security Deposit Account

**Bank & Branch -** Punjab National Bank, Pipal Gaon, Jhalwa, Prayagraj

**Account No. :** 8636000100031943

**IFSC Code :** PUNB0863600

**Exception for Bid Security:** Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSMEs) or those registered with the Central Purchase Organization or concerned Ministry or Department or Startups as recognized by Department of Industrial Policy and Promotion are exempted from Bid Security. Such a bidder needs to submit relevant certificates issued by competent authority along

with Technical Bid of tender.

EMD / Bid Security of the unsuccessful bidder will be returned to them without any interest at the earliest and latest on or before 30 days after the award of the contract to the L1 bidder.

The EMD / Bid Security of the bidder who withdraws its bid in breach of terms and conditions of the contract, withdraws at any stage after the opening of the technical bid or the price bid and who evades or refuses to accept the Award of Contract after being L1 within the period of validity, shall be liable to forfeiture.

The EMD submitted by the successful bidder shall be refunded within thirty days of submission and acceptance of the Performance Security/Performance Bank Guarantee/ Security Deposit in case of award of contract.

**Performance Security / Performance Bank Guarantee/ Security Deposit:**

The successful bidder shall have to deposit a Performance Security (PS) equal to **10%** of the contract value after the issuance of the Work Order, through NET- BANKING / NEFT /RTGS or online payment in an acceptable form. The Performance Security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations.

The Performance Security will not attract any interest.

Any pending dues shall be adjusted/recovered from PS.

The Performance Security shall be liable to be forfeited if the successful bidder fails to undertake the work within the stipulated period or fails to comply with any of the terms and conditions of the contract.

## **2.1 Eligibility Criteria:**

1. **Status:** The bidder shall necessarily be a legal entity either in the form of sole proprietorship, partnership, Limited, or Private Limited Company registered under the Companies Act 1956 or subsequent amendments of the Act. The bidder in the form of a Joint Venture (JV) / Consortium is not permitted. Copy of Registration No. under the Shop & Commercial Establishment Act may be enclosed. Proof of the status of the bidder shall be submitted.
2. **Financial Capacity:** The Bidders should have a **minimum average annual turnover of Rs. 50,00,000/- (Rupees Fifty Lakh)** in the last three financial years i.e. FY 2021-22, 2022-23, 2023- 2024. Bidders are required to submit documentary evidence like an Audited Balance Sheet, Profit & Loss Statement, and Income Tax Return (ITR) and completed work order copy/experience certificate (As per given format) for the last three financial years. All financial documents submitted must be duly certified by a Chartered Accountant.
3. **Experience:** The Bidders having successfully provided artist /celebrity/similar services for the celebrity nights/show in IIT/NIT/IIIT/CFTI/ Central University/ State University as on tender submission deadline during the last three (03) years [2021-22, 2022-23 and 2023-24] with at least one of the following conditions (bidder must fulfill at least one criteria of the experience)
  - a) At least One (01) similar completed work of order value Rs. 28 Lakh and above OR
  - b) At least Two (02) similar completed work of order value Rs. 17.5 Lakh and above OR
  - c) At least Three (03) similar completed work of order value Rs. 14 Lakh and above

## **2.2 Documents to be submitted by Bidder along with the technical bid:**

1. Category of Bidder, whether Proprietary Firm, Registered Firm, Registered Partnership Firm, Private Limited Company, Public Limited Company, Co-operative Society, etc. along with the following documents:
  - a. In the case of Proprietary Firm, attested copy of the affidavit of Sole Proprietary.
  - b. In the case of the Partnership Firm, an attested copy of the Partnership deed along with amendments if any, and proof of registration, if any.
  - c. In the case of Limited Companies, an attested copy of the Memorandum & Articles of Association, Certificate Incorporation, Authorized, Subscribed and paid-up capital.
  - d. In the case of Co-operative Society, an attested copy of the certificate of registration from the Registrar of Co-operative Societies.
  - e. If required, the original documents will have to be produced for verification at the time of the Technical Bid Evaluation.
2. A Tender by a partnership firm shall be signed in the firm's name by one of the partners duly authorized by other partners. Tender by Company shall be signed in the name of the company, by a **person duly authorized on its behalf**. A power of attorney or other satisfactory proof showing that the person signing the tender document on behalf of the agency **is duly authorized to do so shall accompany the tender**. The Tender submitted without furnishing the full particulars or tender documents without strictly adhering to the directions given herein shall be technically disqualified.

3. Information about the officer of the firm/company being an employee, past or present, or relationship of any employee of IIIT Allahabad with Proprietor, Partner – Director of the firm is to be furnished.
4. Whether the bidder or any of the Proprietor, Partner, Director, Shareholders, or their spouse working as contractors in IIIT Allahabad, or any Government Department / Public Undertaking has been:
  - a. Blacklisted.
  - b. Removed from the approved list of Contractors.
  - c. Demoted to the lower class of job.
  - d. Under orders for banning or suspending business with him/them. if yes, give the details indicating the period.
  - e. Convicted by a court of committing any offense.
5. Copy of GST Registration Certificate;
6. Copy of Permanent Account Number (PAN);
7. Copy of Labour License, issued by the Labour Commissioner; (if applicable)
8. Registration Certificate of Employee Provident Fund Organization (EPFO); (if applicable)
9. Registration Certificate of Employee State Insurance Corporation (ESIC); (if applicable)
10. Copy of Audited Balance sheet, Profit & Loss Statement, and Income Tax Return for last financial three years ending on 31<sup>st</sup> March 2024;
11. Copy of requisite work order/service order/completion certificate/experience/performance satisfactory certificate issued by the organization;
12. Duly signed Checklist of bidder (Annexure – I);
13. Duly signed Pro-forma for technical bid (Annexure –II);
14. Duly signed tender acceptance letter (Annexure-III);
15. Duly signed Self Declaration-Non-Blacklisting (Annexure-IV);
16. Duly signed Performance Report issued by previous organization (Annexure – V)
17. Duly signed Experience details of the bidder (Annexure-VI);
18. Copy of the work orders of similar supply;
19. Duly signed Annual turnover details of the bidder (Annexure-VII);
20. Duly signed Company details of the bidder (Annexure-VIII);
21. Duly signed Bid security declaration for EMD-exempted bidders (Annexure-IX); (if applicable)

***NOTE:** The Bidder must attach self-attested copies of the above-mentioned documents along with the techno-commercial bid. Any bid not accompanied by the above documents shall be technically disqualified.*

## **2.3 Bid Evaluation Procedure:**

### **2.3.1 Techno-Commercial Bid Evaluation:**

1. Techno-commercial bids will be opened on the specified date & time by the Tender Evaluation Committee duly constituted by the competent authority of IIIT Allahabad. The bids will be evaluated based on the documents submitted by the bidders and the satisfactory performance report from the previous works. The decision of the committee will be final and binding on all bidders and can't be questioned at any stage of evaluation.

2. The Institute also reserves the right to seek confirmation/clarification from the issuing agency for the supporting documents submitted by the bidder.
3. To assist in the examination, evaluation and comparison of the bids, and qualification of bidders, the committee may, at its discretion, ask any bidder for a clarification of its bid. The committee's request for clarification and the response shall be in writing only. No other mode shall be entertained. Any clarification submitted by a bidder that is not in response to a request shall not be considered.
4. If any bidder fails to provide the requested clarification/information within the stipulated date and time given by the Institute, the bid shall be technically disqualified.
5. The request for clarification and the response shall be in writing, without any alterations in the price or substance of the bid submitted.
6. Financial bids of those bidders whose techno-commercial bids are found technically qualified shall be opened by the Committee on the specified date & time. The same shall be communicated to the prospective bidders through e-mail.

### **2.3.2 Financial Bid Procedure & Evaluation:**

1. The financial bid (BOQ) of all techno- commercially qualified bidders may be opened by the committee on the scheduled date & time.
2. **The L1 status shall be decided based on the quoted rates against each artist. However, IIT-Allahabad, reserves the right to select any one artist and the vendor quoting the minimum rate for that artist will be selected as L1.**
3. After evaluation, the work shall be awarded to the bidder who quoted the lowest price (L1) after complying with all the Acts/provisions stated/referred to for adherence in the tender. In case two or more agencies are found to have quoted the same price, the Committee shall decide the L-1 Agency based on the following tie breaking criteria:
  - a. The turnover for the financial year 2023-24 shall be considered.
  - b. If further required for tie breaking the turnover for the financial year 2022-23 shall be considered.
  - c. If further required for tie breaking the turnover for the financial year 2021-22 shall be considered.
  - d. Further, if the tie persists then the L1 will be decided by a draw system in the presence of the concerned bidders. The decision in this regard by the committee shall be final and binding on all concerned.
4. Being L1 will not be the sole criterion for eligibility for the award of a contract. The feasibility of the lowest quote by the bidder will be examined by the committee with reference to relevant rules in vague terms & conditions of the tender and the decision of the committee in this regard shall be final & binding on all concerned.
5. If a tenderer quotes predatory pricing/abnormally low bids, the tender evaluation committee may ask for written clarification from the tenderer for detailed price analysis/price break-up/price justification of its bid price in relation to scope, schedule allocation of risks and responsibilities, any other requirements of the bid documents during the financial evaluation.
6. If, after the evaluation of the price analysis/price justification, the bidder fails to demonstrate the basis of the quoted price with substantiating documents/evidence/calculation, the committee at its sole discretion shall reject the bid.
7. If required, negotiation will be held with L-1 tenderer only. However, all the tenderers may

be required to explain /justify the basis of their quoted price as and when asked for. In case, any tenderer fails to justify his quoted price or refuses to co-operate in this regard, the bid shall be disqualified and the bidder will be disqualified during retendering.

#### **2.4 Payment Terms:**

1. If firm requests, an advance payment of 10% of the contract value may be released to the Service Provider after issuance of the Work Order and confirmation of the Artist's availability, subject to the approval of the Competent Authority & submission of Performance Security of 10% of the contract value and confirmation of Artist Bite by firm.
2. 80% of the contract value shall be paid to the Service Provider through Cheque / Demand Draft immediately after the successful completion of the event, upon certification by the Dean, Students (SA), confirming completion of the Artist's performance.
3. The remaining 10% / 20% as the case may be, of the contract value shall be released within fifteen (15) working days after the successful completion of the event.
4. Deduction of applicable taxes will be made including TDS & certificate will be issued by the finance& account department for such deductions.
5. The contractor needs to provide details of his Bank Account number, name and address of the bank, Branch and Branch Code, IFS code, etc., to facilitate payment through a bank (digital payment).

***Imp Note: After issuance of the Work Order, the selected vendor/firm shall submit the Artist's video bite within two (02) days from the date of award of the contract. Failing which, the Institute reserves the right to treat the tender as cancelled, without any further notice or liability. Appropriate action shall be taken by the Institute as per applicable rules.***

#### **2.5 Key factors to be considered during bid submission:**

1. Tenders containing overwriting or erasing, without authentication with full signature in the page(s) of "Schedule of Rates" (Financial Bid) and amount/quantity not shown in figures and words will be liable for rejection.
2. The rates quoted in the tender by the tenderer shall be in figures as well as in words. In case of a discrepancy in the rate between the figure and words, the value written in figure shall be taken as the final quoted rate.
3. The rate in the tender shall cover/include all statutory duties/taxes/levies etc. as on the closing date of tender excluding GST, unless specified.
4. Conditional tenders either in Part – I or Part – II of the tenders shall be liable to be rejected.
5. Any request from the bidder in respect of any additions, alteration, modification, correction, etc. of either terms and conditions or quoted rate, after the opening of the technical bid, shall not be entertained under any circumstances.
6. Any reduction, modification, substitution, or curtailment of services and/or artists, post-tender, shall not entail any financial liability beyond payment for actual services rendered and performances actually performed.
7. By submitting a bid, the bidder will be deemed to have satisfied himself that the rate quoted by him in the tender will be adequate to complete such work according to the specifications and conditions attached and all conditions and difficulties that may arise during its

progress/execution have been considered. Any complaint in this regard after submission of the offer shall not be entertained.

8. Bidders who have failed to provide the contracted services for any reason, after issuance of a contract by IIIT-Allahabad, at any time during the last five (05) years from the date of publication of this tender, shall not be eligible to participate in this bid.
9. Canvassing in any form is strictly prohibited and the bid submitted by the tenderer who resorts to canvassing will be liable for rejection.
10. Proprietary firms, Registered Firms, Registered Partnership Firms, Private Limited Companies, Public Limited Companies, Co-operative Society etc. formed after the publishing date of the tender are not eligible.
11. It shall be the responsibility of the person/firm submitting the tender to ensure that the tender has been submitted in the format as per the terms and conditions prescribed in the Institute website and no change is made therein after submission of the tender. In the event of any doubt regarding the terms and conditions/format, the person concerned may seek clarification from the authorized officer of the Institute. In case any tampering / unauthorized alteration is noticed in the submitted tender documents, the said tender shall be rejected straightaway.
12. Before submitting the tender, the tenderer should ensure that the details/documents are submitted as per the checklist.
13. Bidder may submit their Queries/ Clarification through email “[deanoffice.sa@iiita.ac.in](mailto:deanoffice.sa@iiita.ac.in)”
14. While all efforts have been made to avoid errors in drafting the tender documents, the bidder is advised to check the same carefully. No claim on account of any error detected in the tender documents shall be entertained.

### **3. GENERAL TERMS AND CONDITIONS OF THE CONTRACT**

#### **3.1 Definitions**

1. **Terms and Conditions** means the General terms and Conditions of the Contract (GCC) herein mentioned and other stipulations incorporated in any part of the tender document and/or agreement.
2. **Tender** means an offer against enquiry/advertisement/Notice Inviting Tender submitted by the tenderer in a single part or multiple parts like Techno-commercial part, price bid part.
3. **Tenderer** means and includes the person or firm or company who has submitted a valid tender and also includes its authorized representatives, heirs, executors, administrators, successors, and assignees as approved by the employer.
4. **Work** means all work given in the Scope of Work in the tender documents and includes any associated work required for the fulfillment of the Scope of Work and as set forth and required by the specifications and such additional instructions issued from time to time during the progress of the work.
5. **Cartel:** If it is found that the tender price is rigged by cartel formation, the tender process/tender of the cartel group shall be cancelled. (Cartel means quoting the price in connivance to influence the bid). The decision of the Institute in this regard shall be final and binding.

#### **3.2 Assignment and Sub-Contracting:**

1. The contractor shall not assign the contract, or any part thereof, any benefit or interest therein to any third party without prior written consent of IIIT Allahabad.
2. The contractor shall not sub-contract the works without written consent of IIIT Allahabad and such consent if given shall not absolve the contractor from responsibility, liability, or obligation under the contract and he shall be responsible for the acts defaults or neglects of any sub-contractor, his agents, servants, or workman as fully as if they were the acts, defaults, or neglects of the contractor, his agents, servants or workman.

#### **3.3 General Obligations of the Contractor:**

1. **Sufficiency of Tender:** The contractor shall be deemed to have satisfied himself before submitting the tender as to the correctness and sufficiency of his tender for the works and of the rates stated in the tender schedule which shall cover all his obligations under the contract and all matters things necessary for the proper completion and maintenance of the work.
2. **Bankruptcy and Breach:** A contract if the contractor becomes bankrupt or has an order for appointment of any receiver made against him or shall present any position bankruptcy or shall make an arrangement with or assignment in favor of his creditors or shall agree to carry out the contract under a committee of inspection of his creditors or being a corporation shall go into liquidation (other than voluntary liquidation, for the amalgamation, absorption or reconstruction) or if the contractor assigns the contract without the prior consent of IIIT Allahabad or it is found that the contractor –
  - a. has abandoned the contract or;
  - b. without reasonable explanation has failed to commence the work or has suspended the progress of the works for 7 days after receiving written notice to proceed or;
  - c. is not executing the works in accordance with the contract or is persistently or flagrantly neglecting to carry out his obligations under the contract or;
  - d. has to the detriment of good workmanship or in defiance of IIIT-Allahabad instructions to the contrary sublet any part of the contract or;
  - e. otherwise failed to perform his part of the contract according to the true intent and

meaning thereof.

- 3. Illegal gratification, breach of contract:** The contract may also be terminated and the Contractor shall be liable to make good any loss or damage resulting from such cancellation, if any bribe gratuity, gift, loan reward or advantage pecuniary or otherwise shall either directly or indirectly be given, promised or offered by the contractor or any of his servants or agents to any person employed by IIIT Allahabad in any way directly or indirectly interested in the contract or if the Contractor has committed a breach of any of the terms of the contract.
- 4. Code of Integrity:** All bidders are required to adhere to the Code of Integrity for Public Procurement in accordance with the regulations issued by the Government of India. Any violation of this code may lead to punitive actions, including contract cancellation, banning, blacklisting, or other actions initiated by IIIT Allahabad as per extant rules.
- 5. Debarment of Business Dealings:**
  - I. As per the Rule 151 of GFRs 2017 a bidder shall be debarred if he has been convicted of an offence
    - (a) Under the Prevention of Corruption Act, 1988; or
    - (b) The Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
  - If a bidder debarred under the aforementioned clause then the bidder or any successor of the bidder shall be ineligible to participate in procurement processes of IIIT Allahabad for a period as decided by the Competent Authority with maximum ceiling of three years commencing from the date of debarment.
  - II. IIIT Allahabad reserves the authority to debar a bidder or any of its successors from participating in procurement processes for up to two years if it is determined that the bidder has violated the code of integrity, as outlined in Rule 175 of GFRs 2017.
- 6. Cartel:** If it is found that the tender price is rigged by cartel formation, the tender process/tender of the cartel group shall be cancelled. (Cartel means quoting price in connivance to influence the bid).
- 7. Final Certificate:** The contract shall not be considered complete until a Final Certificate has been signed and issued to the contractor stating that the works have been completed by the terms of the contract. The Contractor has to submit a no-dues certificate evidencing the closure of contract.
- 8. Notice:**
  - a. Service of notice on Contractor:** Any notice given to the Contractor under the terms of the contract shall be served to his representative by registered post/courier or by hand of its registered office or at the Contractor's site office.
  - b. Service of notice on IIIT-A:** Any notice to be given to IIIT-Allahabad under the terms of the contract shall be served by sending the same by registered post/courier to the office of Registrar, IIIT Allahabad – 211015, Uttar Pradesh.
  - c. Change of Address:** Any change of address of the Contractor shall immediately be

notified to the Registrar, IIT Allahabad – 211015, Uttar Pradesh.

**9. Safety:**

- a. The Contractor will be responsible for ensuring the safety of the people working under them.
- b. Except in special circumstances (to be recorded in writing and with due approval) the contractor will not be allowed to employ a subcontractor / petty contractor.
- c. If required Contractor will employ a supervisor with specifically assigned duties for ensuring safe working and will inform in writing.

**10.** For violation of safety norms, the penalty may be imposed on the Contractor. The penalty shall be decided after investigation and obtaining the report from the committee constituted for the purpose.

**11. Policing of work:** Should the general conduct of the works including the Premises of IIT-A under the occupation of the Contractor lead to violation of any of the provisions of the Bharatiya Nyaya Sanhita either in consequence of riotous or illegal proceeding of the contractor's labour or supervising staff or others to such an extent as to necessitate the deployment of Special Police or Magistrate the cost of such extra forces is to be defrayed by the Contractor and not by the institute.

**12. The Law in Force in Relation to Contract:** The contract or amendments thereof entered between the Principal Employer and the Contractor under the contract shall be governed and regulated by the relevant laws for the time being in force in the territory of India relating to contracts.

**13. Statutory Obligation:** The Contractor shall comply with all statutes, rules, regulations, by law and orders of statutory authority including but not limited to compliance of:

- a. Payment of Wages Act. (Linked to Govt. of India, as per rule/guidelines/circular of the Central Govt.)
- b. Minimum Wages Act. (Linked to Govt. of India, as per rule/guidelines/circular of the Central Govt.)
- c. EPF Act. (As per rules/guidelines/circular of the Central Govt.)
- d. ESI Act. (As per rules/guidelines/circular of the Central Govt.)
- e. Contract labour (R&A) ACT & such other laws if applicable for execution of the contract in question as employer of this staff engaged / deployed in execution (Linked to Govt. of India).

**14.** The Contractor shall not allow any visitor on the work sites, without the prior permission of IIT-Allahabad.

**15.** If a tenderer quotes an unworkable rate and is considered for placement of the order, the firm will be asked to justify the rate quoted and will have to give a Performance Guarantee Bond in addition to the Performance Security in the form of Bank Draft / Bank Guarantee. The amount of performance guarantee bond will be decided by IIT-Allahabad at the time of placement of the order. The Earnest Money Deposit (EMD) of the tenderer who refuses to give a performance guarantee bond will be forfeited and they will not be considered in retendering if the order/contract is not finalized from the present tender.

## **16. Arbitration:**

Reference of Disputes to Conciliation / Arbitration: All disputes or differences arising out of the contract shall be settled by Conciliation or Arbitration in accordance with the Arbitration and Conciliation Act, 1996. Such dispute shall first be referred to Conciliation by a Conciliator appointed by the Director, IIT Allahabad. The Conciliator shall decide the fees / remuneration and the rules of procedure

Appointment of Arbitrator: In the event of failure of conciliation, dispute will be referred to an arbitral tribunal comprising a sole arbitrator to be appointed on mutual consent of both parties.

Upon receipt of notice for arbitration, Director, IIT-Allahabad shall suggest three names to the Contractor to agree on any one of them to act as sole Arbitrator.

In the event, if party fails to intimate within fifteen days from the date of intimation of the three names then Director, IIT-Allahabad will be at liberty to request any one out of the said three persons as the sole arbitrator.

The Arbitrator(s) shall decide the dispute independently and impartially. The Arbitrator shall, from the time of his appointment and throughout the arbitral proceedings and without delay, disclose to the parties in writing any circumstances likely to give rise to justifiable doubts as to his independence or impartially.

The arbitral tribunal shall be free to determine its own procedure, fees as per Arbitration and Conciliation Act 1996, which it shall state at the beginning of the arbitral proceedings, and shall follow such procedure thereafter, in conformity with Arbitration and Conciliation Act, 1996.

Work to continue during Conciliation / Arbitration: Work under the contract shall continue during the arbitration proceedings and recourse to arbitration shall not be a bar for continuance of the contract.

## **17. Jurisdiction & Right to Amend the Rules:**

- a. The Institute reserves the right to amend the rules whenever and wherever considered necessary & appropriate. The same shall be intimated to the firm in due course of time which shall be final and binding on the firm.
- b. The Institute rules shall be binding for the execution of the contract. If differences persist even after arbitration & there are compelling reasons to go to the court, it will be decided in the Courts having jurisdiction over Allahabad.

## **18. Contract Validity:**

- a. If the successful firm fails to execute the job on the day of event after issuing of award of contract, the work order shall be cancelled immediately without assigning any reason thereof along with forfeiture of the EMD & Performance Security.

## **19. Contractor's Background:**

- a. Persons convicted for any criminal offence involving moral turpitude/economic offences (other than freedom struggle) would not be eligible for execution of allotment Contract and if such a person procures any Contract by suppression of

information, it will be cancelled.

**20. Liabilities, Control, etc. of the Persons Deployed:**

- a. The person/staff presented to the Institute by the agency should be of good character and should not have any Police records/criminal cases against them.
- b. The agency shall ensure that the employees deployed at IIIT Allahabad under this contract are medically fit and perform the duty and that all Labour Laws, rules, and regulations are followed and strictly adhered to by the agency. Any liability whatsoever (including financial or otherwise), that may arise because of failing to adhere to these provisions, either by the agency or by the said employee, shall be that of the agency and NOT of the Institute. No expenditure on assessment of medical fitness or medical expenses will be borne, reimbursed, or shared by the Institute in any manner.

**21. Risk And Cost:**

Neglect or failure on the part of the contractor to execute the work will be carried out by alternate source at the risk and cost of the contractor and to the extent of alternate execution, the contract will be deemed to be terminated either in part or in full.

**22. Cancellation of Tender:**

- a. Notwithstanding anything specified in this tender document, IIIT Allahabad at its sole discretion without assigning any reasons, reserves the rights.
  - I. To accept or reject lowest bidder or any other bidder or all the bidders.
  - II. To accept any bid in full or in part.
  - III. Float/ initiate a parallel tender for identical requirements.
  - IV. Cancel the tender at any stage.

**23. Indemnity:**

- a. The agency service provider is responsible for all involved risks, liabilities, and obligations arising out of this contract under any provisions of law in force from time to time. Under no circumstances the IIIT Allahabad shall be held liable for any mishap, injury, accident, or death (s) of contractor's manpower during duty and even off-duty time. The firm/agency shall have all the responsibility in all cases. The Service Provider/Agency shall be liable to pay the compensation as per the provisions of the Act, Laws, or Rule (as applicable) of land. In case of loss to the Institute due to negligence of the manpower deployed the same may be recovered from the Service Provider/Agency.

**24. Liquidated Damages (LD):**

- a. If there is any damage to the Institute property or any other financial burden on the Institute because of willful or negligent action by the contractor or its personnel/employees, the Institute shall be entitled to recover 10 (Ten) times the cost as compensation from the contractor and may adjust/recover from the dues of the contractor.

- b. The agency/firm/contractor shall ensure execution as per the frequency indicated in the scope of work. For any deviation from the contract or any job not performed or left out or default or any delayed performance/ unsatisfactory performance, the agency/firm/contractor shall be liable for liquidated damages subject to a minimum limit of 0.5% and maximum of 10% of the contract value.

## CHECKLIST FOR PREPARATION OF TENDER

Sl. No.	Particulars	Yes / No
1	Have you filled and signed the details and enclosed relevant documents?	
2	Have you read and understood various conditions of the tender and willing to abide by them?	
4	Have you submitted a EMD of <b>Rs 60,000/- (as applicable)</b>	
5	Have you taken a print of all the sections & annexures of the tender in the prescribed paper size and signed on all pages of the tender document and submitted?	
6	Have you attached proof of having met the eligibility criteria?	
7	Have you attached a self-attested copy of the documents to show the financial status?	
8	Have you attached a copy of the registration certificate with Government bodies like IT, GST, EPFO, ESIC, Labour license, or Legal Entity?	
9	Have you attached a copy of the self-attested work order along with a experience, satisfactory performance report and completion certificate (as applicable) issued by the organizations / Govt. Departments or any other reputed PSUs?	
10	Have you attached all the supporting documents along with the technical bid as per clause no. 2.1?	
11	Have you attached the proof of authorization to sign on behalf of the Bidder?	
12	Has your techno-commercial bid been submitted as per the requirements of the tender?	
13	Is your Financial Bid has been submitted in enclosed envelope?	

Signature of the Tenderer

## PROFORMA FOR TECHNICAL BID

Sl. No.	Particulars	Document is attached (Yes / No)	Page No of the submitted document
1	Details of the Firm		
2	Other business of the Firm		
3	Transaction details of EMD		
4	Incorporation/Registration certificate of the company		
5	GST Registration No. (attached self-attested copy)		
6	EPF, ESIC, Labour License Registration No. (attached self-attested copy)		
7	PAN & Bank details (attached self-attested copy)		
8	Tender acceptance letter ( <b>Annexure-III</b> )		
9	Non-Blacklisting undertaking ( <b>Annexure-IV</b> )		
10	Satisfactory service performance certificate/reports of similar services preferably from the Govt. organizations / PSUs (at least one report on the letter head of the clients under signature of the authorized signatory with seal. (attach separate list if necessary) ( <b>Annexure-V</b> ).		
11	The bidder should have a <b>minimum experience of three years in providing artist /celebrity/similar services for the celebrity nights/show as on last date of tender submission</b> . A copy of the Work Orders / Service Orders along with experience and performance satisfactory certificate against the respective work order should be produced in support of their experience. Only work order without satisfactory performance report shall not be counted as a valid experience. Name, address / contact details of the present and past clients to be provided with a copy of the work order need to be enclosed with the technical bid ( <b>Annexure-VI</b> ).		
12	The Bidders should have a minimum average annual turnover of <b>Rs. 50,00,000/- (Rupees Fifty Lakh)</b> in the last three financial years i.e. FY 2021-22, 2022-23, 2023-2024. All financial documents submitted must be duly certified by a Chartered Accountant. The firms must be willing and/or capable of sustaining themselves financially until bills are processed and payments are released. ( <b>Annexure-VII</b> ).		
13	Company details ( <b>Annexure -VIII</b> )		

**NOTE: All the above details are required to be compulsorily attached with the form, which is necessary for evaluation of technical bid failing which the technical bid shall be disqualified.**

**Signature of Tenderer**

*(ON THE LETTERHEAD OF THE FIRM)*

**DECLARATION**  
**(TENDER ACCEPTANCE LETTER)**

I ..... son/daughter/wife of Shri..... Director/  
Partner / Proprietor / Authorized signatory of the Company / Firm / Agency.....is  
competent to sign this declaration and execute this tender document.

I have carefully read and understood all the terms and conditions of the tender and undertake to abide  
by them.

The information/documents furnished for this tender are authentic to the best of my knowledge and  
belief.

I / We/ are aware of the fact that furnishing any false information / fabricated documents would lead to  
rejection of my / our tender at any stage besides any liabilities towards prosecution under the  
appropriate law.

**Date:**

**Signature of Authorized person**

**Place:**

**Full Name:**

**Designation:**

**Seal**

***(ON THE LETTERHEAD OF THE FIRM)***  
**SELF DECLARATION – NON-BLACKLISTING**

To,  
The Registrar,  
Indian Institute of Information Technology-Allahabad  
Allahabad – 211015  
Uttar Pradesh

Ref:

Dear Sir,

I / We, Proprietor / Partner(s) / Director(s) of M/s. ...., hereby declare that the Firm / Company namely M/s ..... has not been blacklisted or debarred / no Police Case or Vigilance inquiry pending or ever been punished by any Hon'ble Court / no due towards Income Tax declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period as on the date by IIT Allahabad or any other Govt. Organization / PSU / Central Autonomous Body from taking part in tenders.

We further declare that presently our Firm / Company M/s ..... is not blacklisted or debarred and not declared ineligible for any reason by any State / Central Government / PSU / Autonomous Body on the date of bid submission including violation of relevant Labour Laws.

If this declaration is found to be incorrect then without prejudice to any other action than may be taken, our Performance Security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be debarred from bidding in future against any other tender.

**Date:**

**Signature of Authorized person**

**Place:**

**Full Name:**

**Designation:**

**Seal**

**PERFORMANCE REPORT*****(ON THE LETTERHEAD OF THE ISSUING ORGANIZATION)***

Performance report/experience certificates form for the completed and in progress during the last 5 years (attach copies of work order/agreement – Please use different sheets for different organization and may be followed as per requirement).

1	Name of the Firm/Agency	
2	Name of the work / Project & Location	
3	Nature of Work	
4	Agreement No. / Work Order No. (Please enclose copy of the work order with Authorized Signatory)	
5	Tendered Cost	
6	Value of work done	
7	Tenure of the contract from: _____	To: _____
8	Date of Commencement	
9	Date of Completion (Please mention “under progress/continuing” if not completed)	
10	Performance report based on quality of services	Excellent / Good / Satisfactory / Bad / Very Bad (Please select Any one)

***Note: Bidder must submit the performance report on the above format.***

Date:

Head of the Department or  
Equivalent with seal & signature

**Experience**  
(As per tender Clause No. 2.1 (3))

<b>Bidder's Experience details during the last three Financial years</b>				
<b>Financial Year</b>	<b>Name of the work</b>	<b>Purchase Order No. &amp; Date (Copy of the Work Orders to be attached)</b>	<b>Date of successfully completion of Work (copy of report from client to be attached) In case of ongoing projects/works please mention continuing and enclose the experience certificates</b>	<b>Contact Details of Client</b>
2019-20				
2020-21				
2021-22				
2022-23				
2023-24				

Date:

Signature of Authorized person

Place:

Full Name:

Designation:

Seal

**Annual Turnover**  
(As per tender Clause No. 2.1 (2))

<b>Bidder's Annual Turnover details for the last Three Financial years</b>			
<b>Financial Year</b>	<b>Turnover in Rs.</b>	<b>Remarks</b>	<b>Please submit documentary evidence like an Audited Balance Sheet, Profit &amp; Loss Statement, and Income Tax Return (ITR) etc. for the last three financial years. All financial documents submitted must be duly certified by the Chartered Accountant with this Annexure.</b>
<b>2021-22</b>			
<b>2022-23</b>			
<b>2023-24</b>			

**Date:****Signature of Authorized person****Place:****Full Name:****Designation:****Seal**

**COMPANY DETAILS**

<b>Name of the bidder</b>		
<b>Date of Incorporation / Registration details</b>		
<b>PAN Number</b>		
<b>GST Registration Number</b>		
<b>Bidder's Bidding Capacity for the tendered items (As a Manufacturer/Trader/dealer/channel partner/system integrator/Service provider etc.)</b>		
<b>Bank Details</b>	<b>Account Number</b>	
	<b>IFS Code</b>	
	<b>Bank Name</b>	
	<b>Branch Name</b>	
<b>Registered Office Address</b>		
<b>Authorized Signatory Details (Company/Firm Authorization by the competent authority, to be attached)</b>	<b>Name</b>	
	<b>Designation</b>	
	<b>Email</b>	
	<b>Phone</b>	
<b>Details of Contact other than Authorized Signatory</b>	<b>Name</b>	
	<b>Designation</b>	
	<b>Email</b>	
	<b>Phone</b>	

**Date:****Signature of Authorized person****Place:****Full Name:****Designation:****Seal**

## **FINANCIAL BID (IN SEPARATE SEALED ENVELOPES)**

### **ENGAGEMENT OF ARTIST(S) FOR CELEBRITY NIGHT(S) ON 31.03.2026 DURING Effervescence**

<b>Sl. No.</b>	<b>Name of the Artist</b>	<b>Unit</b>	<b>Quoted Amount (Rs.)</b> Including Performance fee, travel, accommodation, technical rider (sound, light, instruments, crew, etc.) <b><i>Inclusive of all taxes</i></b>	<b>Sponsorship provided by firm</b>
1	JAVED ALI	Per Performance	Rs.	Rs.
			In Words:	In Words:
2	BENNY DAYAL	Per Performance	Rs.	Rs.
			In Words:	In Words:
3	NEETI MOHAN	Per Performance	Rs.	Rs.
			In Words:	In Words:
4	JONITA GANDHI	Per Performance	Rs.	Rs.
			In Words:	In Words:
5	MOHIT CHAUHAN	Per Performance	Rs.	Rs.
			In Words:	In Words:
6	PAPON	Per Performance	Rs.	Rs.
			In Words:	In Words:

**Note:**

1. Performance duration: **90 Minutes** per artist.
2. Vendors are required to quote their rates only after confirming the availability of the Artist.
3. Artist-exclusive specific requirements of sound and light should be considered at the time of quoting the rate for individual artists.
4. The Artist rate provided by the vendor should not be significantly lower than the actual price; otherwise, the tender will not be considered.
5. L1 will be decided including the amount quoted towards TECH RIDER as per the requirement of the Institute.
6. Uninterruptible power supply will be maintained by the vendor during the event through a Genset. The cost of the same should be included in the above quoted price.
7. Total amount has to be declared by the firm inclusive of all taxes.
8. The bidder shall quote all-inclusive rates including artist fee, travel, accommodation, technical rider (sound, light, instruments, crew, etc.), GST, taxes, duties, levies, etc.
9. The Institute reserves the right to select any artist based on feasibility, availability, budgetary considerations, and administrative approval of the competent authority.
10. **No separate payment** shall be made for logistics or additional requirements.
11. Negotiation, if considered necessary, shall be conducted only with the L1 bidder for the artist selected by IIIT-A, and only after the opening of the Financial Bid.