



Indian Institute of Information Technology, Allahabad

Ref. No.: IIIT-A/ODSA/PB/344 /2024

Dated: 26.09.2024

**LIMITED TIME TENDER NOTICE
(Two Bid System- through Institute Website)**

Subject: Tender for Celebrity Nights at the IIIT-Allahabad, Jhalwa Prayagraj on October 25-27, 2024.

1. Indian Institute of Information Technology, Allahabad is going to organize celebrity night performances as the institute mega event, Effervescence 2024, scheduled on **October 25-27, 2024**. We are interested in celebrity services for this event, so the institute invites your firm to submit Bids for the same. It is a prestigious event in which distinguished VIP guests, Faculties, students etc. will participate. The detailed specifications, terms and conditions are given in **Annexure-I, II, III & IV**. The complete Bid document may be downloaded from IIITA website (www.iiita.ac.in)
2. Tenderers are requested to submit the Bid by courier/speed post in **'Two Bid System'** with complete details of specifications, terms & conditions, warranty/guarantee etc. Bid should be in **two separate sealed envelopes "Technical Bid" and "Commercial Bid"** and placed in a single envelope with name of the tender, ref. number and closing date superscripted on the top of the envelope addressed to the Dean (S&A), IIIT- Allahabad **upto- 03/10/2024, 12:00 Noon. Bids duly sealed may also be dropped in the tender box placed in the office of the Joint Registrar (Store & Purchase), IIIT-Allahabad**. Basic rate, taxes and other charges if applicable etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Prayagraj. Please note that tender document will not be accepted after the expiry of stipulated date and time for the purpose.

Important Dates:

Issue date of the Tender Document : **26/09/2024**

Last Date of Receipt of Tender : **03/10/2024, 12.00 Noon**

Date of Opening of Technical Bid : **03/10/2024, 01:00 PM**

After Technical Evaluation, Financial bid of technically qualified bidders will be opened & informed accordingly. Financial bid should be submitted in separate sealed envelopes (as annexure- II).

3. All Tenders should be addressed to **"Dean (S&A), Indian Institute of Information Technology, Allahabad, Deoghat, Jhalwa, Prayagraj-211015 (U.P.) India"**.
4. Details of Bank account of Firm for returned of EMD and/or Performance Security

Bank's Account Holder Name:

Type of Account Name:

Address of Branch:

Account No:

IFSC Code:

5. Bid Security (Earnest Money Deposit) :

- i) EMD amount **Rs.60,000/- (In words: Sixty Thousand Only)** should be directly transferred into the bank account (IIIT A EMD and Security Deposit Account) of Indian Institute of Information Technology Allahabad through RTGS/NEFT and the tender document should be accompanied with the transaction receipt of RTGS/NEFT (Any bid without EMD fee receipt will not be considered). If Bid Security has been submitted by any other mode than NEFT/ RTGS (Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the Commercial Banks), then 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 Dean (S&A), Indian

Institute of Information Technology Allahabad, Deoghat, Jhalwa, Pincode-211015, Prayagraj. In envelope super scripted the tender Id or tender reference Number and with company full address.

ii) The detail of institute's Bank account is as below;

Account Name : IIIT A EMD and Security Deposit Account
Bank Name : Punjab National Bank
Address : Pipalgaon Branch, Allahabad, Prayagraj
Account number : 8636000100031943
IFSC Code : PUNB0863600

Validity : The Bid Security is to remain valid for a period of 30 days beyond the final bid validity period.

iii) **Exception for Bid Security:** Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprise (MSMEs) or are 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 bidder needs to submit relevant certificate issued by competent authority along with technical bid of tender.

6. **Bid validity period** : 30 days from the date of opening of Technical Bid withdrawal in between shall entail the forfeiture of Earnest Money.
7. Bidder may submit their **Queries/Clarification** through email "deanoffice.sa@iiita.ac.in".

**Signature of the
tenderer with seal**



**Invitation of Bids FOR CELEBRITY NIGHTS AT THE IIIT-ALLAHABAD, JHALWA PRAYAGRAJ
ON October 25-27,2024.**

Indian Institute of Information Technology, Allahabad is going to organize **celebrity night performances as the institute mega event, Effervescence- 2024**, scheduled on **October 25-27, 2024**, We are interested in celebrity services for this event, so the institute invites your firm to submit Bids for the same. It is a prestigious event in which distinguished VIP guests, Faculties, students etc. will participate. The details terms & conditions are as follows:

Terms & Conidiation :-

- a. Total amount has to be declared by the firm inclusive of all taxes.
- b. Sponsorship or discounts will be the most crucial factors submitted by the firm, and depending on it, the work can be entrusted.
- c. The firm must have five years of experience in the similar work. Please submit relevant documents to ensure the years of experience.
- d. Attach GST registration certificate.
- e. Limited accommodation facility available can be provided on Institutional charges basis on request.
- f. The Payment will be made after the completion of Event with satisfactory level.
- g. Bidders who have failed to provide the services due to any reason after the issuance of any contract by IIIT-A during the last five years from the date of publication of this tender are not eligible to participate (Self declaration should be attached).

SCOPE OF WORK

- a) 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.
- b) The tender document should include all the costs as per deliverables mentioned above and any other charges added, including all taxes applicable.
- c) The firm is required to provide its GST number, Company's registration certificate, previous work order copies, income tax certificates and all relevant supporting documents.
- d) The institute has the sole right to cancel the event/Bid at any time with/without any prior notice.

1. GENERAL CONDITIONS OF CONTRACT

- 1.1 Bidder must fill the Letter of Undertaking and Declaration Performa complete in all respect.
- 1.2 Bidders should download the tender document from the Institute's website (<https://www.iiita.ac.in>) under section: Downloads: 'Tender Documents'
- 1.3 Bidder should sign and stamp all the pages of the duly filled tender document in the testimony of having read all the terms & conditions laid down in the tender document.
- 1.4 Proof of Payment of EMD placed in a separate cover. The Separate sealed covers of Technical Bid, EMD shall be put together in a Single Sealed Cover. The Price Bid Cover shall be put together in a separate Single Sealed Cover. Both the Technical Bid Cover and Price Bid Cover should be placed in the Single sealed envelope while submitting the Bid.
- 1.5 **Bidder must quote their rates inclusive of all taxes and duties.** Taxes applicable may be quoted separately giving full details.
- 1.6 All Documents attached for claiming the Proof under Technical Bid should be self-attested and attached strictly as per the sequence of the scheduled serial only, otherwise tender documents will not be considered for further evaluation. All documents should be prepared and the bidder should fill the marks as per the attached proof.
- 1.7 **Award of the contract:**
 - i. Being L1 will not be the sole criteria for eligibility for award of contract. The feasibility of the price determination method adopted by the bidder will be examined by the committee on scheduled date & time and pertaining bidder needs to be present in front of the committee to explain the same.

- ii. The qualification and disqualification of financial bid evaluation will be decided by the committee. And the decision of the committee will be final and binding to all bidders.
- 1.8 Notwithstanding the above, the Institute reserves the right to accept or reject any tender and to cancel the bidding process and reject all the quotations at any time prior to the award of the contract.
- 1.9 The bidder who has been awarded L1 after opening the financial bid will not be permitted to make any changes in the artist requirement. Also, if the bidder is not able to fulfill the contract requirement, a penalty of 200% of the quoted price will be imposed by the IIIT-A on the bidder.
- 1.10 The bidders whose bid is accepted will be notified of the award of the contract by the institute. The terms and conditions of the accepted offer shall be incorporated in the contract.
- 1.11 The submitted tender should be valid for two months from the tender due date.
- 1.12 "The Contract Value" means the amount payable to the Bidder under the contract for the full and proper performance of its contractual obligations.
- 1.13 "Services" means services ancillary to the execution of the work such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other obligations of the Bidder covered under the contract.
- 1.14 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 1.15 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with Bid Security receipt of RTGS/NEFT of requisite amount or the proof of exemption from Bid Security and an Undertaking In lieu of Bid Security, or any other requirements stipulated in the tender documents are liable to be rejected.
- 1.16 The Bid Security shall be returned through electronic transfer if submitted online to the bidder(s) bank account as provided by the bidder(s) or it will be returned by post whose offer is not accepted by the Institute within 15 days after finalization and award of the contract without any interest. If the return of Bid Security is delayed for any reason, no interest/penalty shall be payable to the bidder.
- 1.17 **The Parties to the Contract/Agreement/MOU shall be the successful bidder (to whom the Services or Supply has been awarded) and the Institute, IIIT-Allahabad.**
- 1.18 Each page in the bid document must be numbered properly and duly signed & sealed by the bidder. Submit the tender document as per Instruction.
- 1.19 The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered.
- 1.20 The firm blacklisted by any IIT/IIIT/NIT/Government Department/PSU/PSU Banks/Autonomous Bodies/Statutory Bodies in India at any stage need not to apply.
- 1.21 Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
- 1.22 Director, Indian Institute of Information Technology, Allahabad will be the sole arbitrator of all the disputes and his decision will be binding on both the parties.
- 1.23 Director, Indian Institute of Information Technology, Allahabad reserves the right to alter/modify any or all conditions of this tender notice.
- 1.24 **Tenderer should take into account any corrigendum published on the tender document before submitting their bids. All such corrigendum will be placed on IIIT-A website www.iiita.ac.in. Intending tenderers are advised to visit www.iiita.ac.in for regular update, if any, till the closing date of tender for any corrigendum/addendum/amendment. IIITA will not be responsible for ignorance of corrigendum.**

- 1.25 The tenderer who submits false, forged or fabricated documents or conceals facts with intention to win over the tender or procure purchase order; Bid Security of such tenderer firm shall be forfeited and firm shall be liable for blacklisting for a period of not Less than 2 years. The firm shall also be liable for Legal action depending on the facts & circumstances of the case.

2. PREQUALIFICATION CRITERIA FOR BIDDER

- 2.1 Proof of Registration of the Firm under relevant law, such as Companies Act, and / or Shops & Establishment Act etc. For partnership firms, full name and address of each partner along with certified copy of registered partnership deed, copy of trade license. For proprietorship firms, full name and address of proprietor along with certified copy of trade license.
- 2.2 All firm should submit along with quotation, copies of the valid license no. under PAN Card and GST.
- 2.3 Firm shall have a minimum five years of experience in providing artist /celebrity/similar services for the celebrity nights/show as on tender submission deadline. 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.
- 2.4 Experience of having successfully provided artist /celebrity/similar services for the celebrity nights/show in IIT/NIT/IIITs/Central Funded Technical Institutions 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 fulfil at least one criteria of the experience):
- At least One (01) similar completed work of at least order of value Rs. 14 Lakh and above.
- Or
- At least Two (02) similar completed work of at least order of value Rs. 09 Lakh and above.
- Or
- At least Three (03) similar completed work of at least order of value Rs. 07 Lakh and above
- 2.5 The bidder must have a Minimum Annual Average Turnover from the similar services of Rs. 25 Lakh during the last three financial years i.e. 2021-22, 2022-23 and 2023-24. All bidders should submit copies of audited Statement of Accounts for the last three years ending March 31, 2024 along with the tender documents.
- 2.6 The bidder must submit a copy of acknowledgement of Income Tax return for the three financial years 2021-22, 2022-23 and 2023-24.
- 2.7 The firm must submit a duly filled and signed Letter of undertaking and Declaration letter. Incomplete forms in any respect would summarily be rejected.
- 2.8 firm should have a registered office in India. Furnish address and registration details.
- 2.9 **Any IIT/IIIT/NIT/Government Department/PSU/PSU Banks/Autonomous Bodies/Statutory Bodies/ Central Universities in India should not have blacklisted the Firm at any stage. Self-declaration to that effect should be submitted along with the technical bid.**
- The Firm is required to quote for the complete BOQ. Partial quote is liable to be rejected.
- 2.10 Sponsorship or discounts will be the most crucial factors submitted by the firm, and depending on it the work can be entrusted.
- 2.11 The Firm must have the confirmed availability of the Artist while submitting the quotation conveyed by such artists to the Firm.

Note: Necessary supporting documents are compulsory as proof in respect of the eligibility criteria mentioned above otherwise disqualified.

3. NATURE AND SCOPE OF WORK, PERFORMANCE FEE AND DELIVERABLES

- i. The contract involves 3 Nights : Magician, Band, Singer (Artist) etc on 25-27th October 2024, respectively.
- ii. The contract price is inclusive of all taxes and duties including G.S.T. Contractor is to bear all incidental cost/tax connected to the execution of the contract.
- iii. The work shall be awarded to one party subject to matching with Lowest Price determined in the tender process.
- iv. Being L1 will not be the sole criteria for eligibility of award of contract. The feasibility of the price determination method adopted by the bidder will be examined by the committee at the time of opening of Technical bid and pertaining bidder needs to be present in front of the committee to explain the same. Bidder should ensure their present at the time of opening of technical bid.
- v. The qualification and disqualification of financial bid evaluation will be decided by the committee. And the decision of the committee will be final and binding to all bidders.
- vi. The tender may be cancelled without assigning any reason and EMD shall be returned within one month of cancellation of the Tender.
- vii. **Event management company will ensure uninterrupted power supply during the effervescence period.**

4. LIQUIDATED DAMAGES

A. The agency/firm/contractor shall ensure execution as per the frequency indicated in the scope of work for any deviation there from or for any job not performed or left out or for any delayed performance, the agency/firm/contractor shall be liable for liquidated damages subject to a maximum limit of 200% of the contract value.

B. 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.

C. Work to the satisfaction of IIIT ALLAHABAD: The contractor shall execute the work efficiency and complete it in all respects in accordance with the contract terms and conditions and shall comply with and adhere strictly to the instructions and directions on any matter in accordance with the terms of the contract.

D. Performance Security: EMD amount will be converted as Performance Security and will be refunded after expiry of the contract or completion. Any dues of the institute shall be adjusted/ recovered from such Performance Deposit. The Security Deposit amount will not attract any interest.

E. INDEMNITY: The contractor shall indemnify IIIT ALLAHABAD against any claim, order, and demand, made by competent authority & in case IIIT ALLAHABAD was asked to comply such order / direction, IIIT ALLAHABAD shall be entitled to recover/ adjust the said amount from the dues of the contractors.

5. SPECIAL CONDITIONS OF CONTRACT

- i. These instructions are over and above the instructions contained in the enclosed set of tender documents and **override** instructions in case of conflict.
- ii. The prices are net including cartage loading, unloading, GST etc. and nothing extra shall be payable on any account.
- iii. In case, the service provider to whom the contract is awarded refuses to perform the contractual obligations, the Performance Guarantee of such person shall be forfeited absolutely, and such person shall be blacklisted from participation in tenders at IIIT-A in future.
- iv. IIIT-A reserves the right to cancel the tender and service order in full or part before the date of start and no compensation shall be entertained in such circumstances.
- v. All the necessary safety precautions shall be taken by the service provider while providing services.
- vi. The contractor shall indemnify IIIT-A against any accident causing any financial loss or injury and/or loss to the contractor or his workmen while providing the services.
- vii. **Performance Security :** The successful bidder to whom Letter of Intent is issued shall furnish the performance guarantee for an amount of 30% in the form of Fixed Deposit Receipt/Bank Guarantee/NEFT/RTGS from a scheduled bank in the favour of the IIIT-Allahabad. The said PG shall be released after successful completion of the event. The Earnest Money Deposit of the successful bidder to whom the contract is awarded shall be

- converted into performance guarantee and he/she shall be required to furnish only the remaining amount in the form of Fixed Deposit Receipt or Bank Guarantee for the purpose of performance guarantee. The said PG shall be released after successful completion of the event. In case the contractor fails to perform his contractual obligations successfully the performance guarantee shall be liable to be forfeited absolutely.
- viii. If any bidder withdraws his bid after submission of bid, the earnest money deposit of such bidder shall be forfeited absolutely.
- ix. **Payment:**
- i. An Advance payment of 30% shall be made to the Service provider after issuing of work order & confirmation of Artist Bite on the approval of Competent Authority and 60% amount will be paid to the service provider via Cheque/Demand Draft after successful completion of the event on the certification by the Dean, S&A (Immediately after completion of performance by the Artist). Remaining 10% payment will be made within 15 working days of the successful completion of the event. For this purpose, the Firm/Agency should give the details of the name of the bank, branch, Account no and IFSC code. Deduction of applicable taxes will be made including TDS & certificate will be issued by the finance & account department for such deductions. However, in exceptional cases partial payment will be made on the mutually agreed terms and conditions.
 - ii. After issuing the work order vendor has to provide Artist Bite within 02 days (Artist confirmation through video clip and written consent also)
 - iii. Applicable TDS and other deductions as per provisions will be recovered (deducted) from the payment(s).
- x. Indian Institute of Information Technology reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason or to cancel the tender. The decision of Director – IIIT-Allahabad shall be final and binding on all.
- xi. Right to alter Tender:
- i. IIITA reserves the right to alter the Tender terms and conditions at any time before submission of the bids.
 - ii. IIITA reserves the right to modify, amend, alter and/or cancel the entire RFP at any stage without assigning any reason whatsoever. IIITA's decision in this regard will be final and binding on all vendors (bidders).
- xii. Conditional quotations are liable to be rejected. In the event of acceptance, Director's decision will be final. The rates should be quoted as per our required specifications.
- xiii. All disputes are subject to Jurisdiction of Allahabad Courts.
- xiv. May feel free to contact Dean SA office for Technical queries: 0532-2922184 and Purchase Section for other queries through email id info.purchase@iiita.ac.in (Ph: 0532-2922051).



Financial Bid (In separate sealed envelopes)

Performance fee includes the following services performance Fees, Travel , Hospitality, Genset etc:

Sl no.	Celebrity Name	Performance Fee	Value of Technical rider with Genset (stage Light & Sound) * Apart from the tech rider, adequate stage sound and lighting will be required to institute during the events.	Travelling of Artist & Team	Hospitality (Accommodation and Fooding) of Artist & Team	Sponsorship Provided by firm
Magician Options for Day 1 (25.10.2024) Performance 60 minutes 25 Oct. 2024						
1.	Karan Singh Magic					
2.	Suhani Shah					
3.	Vivek Desai					
Band Options for Day 1 (25.10.2024) Performance 120 minutes 25 Oct. 2024						
1.	Trap					
2.	Nalayak					
3.	All India Permit					
4.	Yellow Diary					
5.	Euphony					
Singer Options for Day 2 (26.10.2024) Performance 90 minutes 26 Oct. 2024						
1.	Madhur Sharma					
2.	Gajendra Verma					
3.	Akhil Sachedava					
4.	Nikhil D'Souza					
5.	Amit Mishra					
Singer Options for Day 3 (27.10.2024) Performance 90 minutes 27 Oct. 2024						
1.	Jubin Nautiyal					
2.	Sanam					
3.	Shaan					
4.	Amit Trivedi					
5.	Javed Ali					
6.	Jonita Gandhi					
7.	Sachin Jigar					

* Amount should be quoted celebrity wise & date wise of events as mentioned in the above table. Complete details of stage lights and sound should be mentioned.

- i. Vendor are desired to quote their rates only, after availability of Artist.
- ii. Any one Artist (out of 04) may be removed as per Institute requirement.
- iii. The Artist rate provided by vendor should not be significantly lower than the actual price, otherwise tender will not be considered.
- iv. Stage size (56' x 36' + T shaped) will remain same during the entire duration of effervescence.



- v. Uninterruptible power supply will be maintained by vendor during the event through Genset. The cost of the same should be included in above quoted price.
- vi. Artist exclusive specific requirement of sound and light should be considered at the time of quoting the rate for individual artists.
- vii. Common light and Sound requirement will remain same during the entire duration of effervescence.
- viii. Total amount has to be declared by the firm inclusive of all taxes.
- ix. L1 decided including the amount quoted towards TECH RIDER as per requirement of the Institute.



(Letter Head of tenderer)

Ref No:.....
Date:.....

LETTER OF UNDERTAKING AND DECLARATION

To
The Director
Indian Institute of Information Technology, Allahabad
Deoghat, Jhalwa, Prayagraj.

Ref: Invitation for

Tender No. _____ dated _____ We, the undersigned, declare that:

- i. We have examined the tender document and its terms and conditions and we have understood the details.
- ii. We are ready to execute in conformity with the tender document of the contract in case we are found successful as a tenderer.
- iii. Our bid shall be valid for a period of 30 days from the date of opening of price bid and we shall not revoke the same.
- iv. If our bid is accepted, we undertake to comply with all other formalities as per tender document and work order.
- v. We also declare that neither our firm/company/proprietorship concerned was blacklisted in the past nor any of our office bearers was convicted in any court of law.
- vi. We accept all the terms and conditions of this Tender document and undertake to abide by them including the condition that you are not bound to accept the highest ranked bid/lowest bid or any other bid you may receive.
- vii. We accept all the terms and conditions of this Tender document.
- viii. Being L1 will not be the sole criteria for eligibility of award of contract.

Yours sincerely,

Authorized signatory of the Tenderer

(Authorized person shall attach a copy of the authorization for signing on behalf of the Bidding Company)

Full name and Designation



Annexure-IV

Sl	Name of the Company/ Bidder	To be filled by bidder (Documentary proof must be attached as applicable)
1	Registered office Name	
	Full address of the Registered office	
	Details of contact person(s)	
	Name	
	Designation	
	Mobile number(s)	
2	List the major clients with whom your organization has been associated and submit documentary proof	a.
		b.
		c.
		d.

(Signature of Tenderer)

(Name)
(Seal)

Place:
Date:

