



**OFFICE OF THE REGISTRAR
KHALLIKOTE UNITARY UNIVERSITY, BERHAMPUR
PIN CODE- 760 001, GANJAM, ODISHA**

Ref: Short Quotation Call Notice No. 1555 Dated 12.07.2024

QUOTATION CALL FOR EVENT MANAGEMENT

Sealed Tenders are invited from the intending firms for arrangement of Tent, Light, Sound System, Generator, Flower Decoration, Still Photography and Video Graph during observance of the Foundation Day of the University to be held on 01.08.2024 in Centenary Hall of this University.

Tentative budget: - One Lakh (including all taxes and charges)

Terms & Conditions:

1. Tenders are invited under two parts i.e. **(i) Technical bid** and **(ii) Financial bid**. The bidders are required to submit technical and financial bids separately. The bids in sealed **Cover-I** containing **"Technical bid"** and **Cover-II** containing **"Financial bid"** should be placed in a third sealed cover super scribed **"Quotation for Event Management"** and it must reach the undersigned **on or before 25.07.2024** & tenders will be opened on the next day **(26.07.2024) at 03.00 pm**.
2. The Tenders/ Bids should be sent to the **Registrar, Khallikote Unitary University, Berhampur, Ganjam, Odisha-760 001** through **Registered Post/ Speed Post** or they can also be submitted in the Office during the office hours within the stipulated date line.
3. Bids received beyond the prescribed time and date shall not be considered.
4. The Financial Bids of only those bidders will be opened whose Technical Bids are qualified.
5. Copy of IT of previous three financial years, PAN Card, valid & up-to-date GST Registration Certificate and Audited Financial Statement of previous three financial years must be enclosed with Quotation/Tender Paper.
6. The parties may visit the venue physically before quoting their price in the tender paper.
7. The authorized staff of the Agency should be present from the beginning to the end of the Programme In order to solve the problems, if any occurred, relating to their work, during event.
8. The University authorities reserve all the rights to modify the terms & conditions, extension of last date of receipt of Quotation and to accept /

- negotiate / reject any or all Quotations in full or in part without assigning any reason thereof.
9. The successful bidder will have to deposit a Security Deposit a Security of Rs. 10,000/- (Rupees Ten Thousand) only in the form of Bank Guarantee from any Nationalised Bank drawn in favour of "Comptroller of Finance, Khallikote Unitary University" payable at Central Bank of India, Khallikote College Branch, Berhampur, Ganjam immediately by 29.07.2024.
 10. The selected firm should complete all the necessary arrangement on or before 31.07.2024.
 11. Payment shall be made after necessary verification and successful installation of the equipment. Goods and Service providers cannot claim any penalty or interest in case of delay in Payment.
 12. Quotation/ Tender, incomplete in any respect, is liable for rejection.
 13. Dispute, if any arises will be settled withing the jurisdiction Berhampur Court only.
 14. If the supplied item is not as per the specifications or damaged (if found during verification) the supplier shall replace the same immediately at his own expenses.
 15. Any change in the schedule will be informed through university website <https://kuu.ac.in/>.

15.7.2024
Registrar

Khallikote Unitary University, Berhampur

TECHNICAL BID

Documents required to be submitted along with Technical Bid

1. Application Form (Annexure-A)
2. Self-attested copy of up-to-date GST Registration Certificate
3. Self-attested copy of PAN Card
4. Self-attested copy of IT of previous three financial year.
5. Self-attested copy of MSME registration Certificate (if any)



APPLICATION FORM
(to be filled in by the bidder)

Sl. No.	Information Required	Information given
1	Name of the Supplier/Firm	
2	Full Address	
3	Name of the Contact person with Contact number	
4	E-mail address	
5	Date of establishment of the firm	
6	GSTN No. (attach photocopy of certificate)	
7	Bank Account Number (with a copy cancelled cheque)	
8	Name of the Bank	
9	Name of the Bank Branch	
10	IFSC code of Bank	
11	MICR Code of Bank	

Certified that,

1. I/we have read the terms and conditions governing this work of the University and hereby agree to abide by them.
2. The agency (or any of its members) has neither blacklisted by any central or state government organizations or any litigation pending with any of these department or Courts of Law.
3. The information provided by us as above regarding the details of firms is correct and nothing has been concealed. In case of any information is found to be incorrect at later stage, our bids may be summarily rejected.

Name & Authorized signatory with date and seal

FINANCIAL BID

Requirement of items for Foundation Day to be held on 01.08.2024

Sl. No.	Item	Detailed Specifications	Price including GST and other charges (in Rs.)
1	Videography	Full Function coverage with one Pen drive	
2	Photography	70 Photographs in 1 Album for documentation	
3	Main Gate & Gate near Function Site	Decorate Gate with Flex Banner	
4	Stage	Both side walling, red carpet from Centenary Hall to Stage, Blue carpeting on the stage, Big Flex in Centenary Hall, site coverage, Stage Chairs & teapoy, Deepa Stand & Idol of Lord Jagannath.	
5	VIP Sofa set with Tea Poy	10 nos.	
6	Audience Chair	500 nos.	
7	Flower Decoration	Stage and Gates	
8	Soundless Stand Cooler	04 (For Stage and Audience)	
9	Sound and Light	Full function Coverage	
10	Generator Set	In Auditorium (minimum backup 03 hours)	
11	Building Lighting (Illumination)	Main Building	
12	Preparation of Badges	For Guests on the Dais and Student Volunteers	
		Grand Total	

Authorized Signatory (in Full)
Name and Designation with Date & Seal