

National Institute of Technology Durgapur



TENDER DOCUMENT (TD)

for

APPOINTMENT OF EVENT MANAGEMENT AGENCY FOR **RECSTACY (CULTURAL) FEST 2024**

National Institute of Technology Durgapur

M. G. Avenue, Durgapur, West Bengal, 713209

DISCLAIMER

The information contained in this **Tender Document (the “TD”)** or subsequently provided to Applicant(s), whether verbally or in documentary or any other form, by or on behalf of the Institute is provided to Applicant(s) on the terms and conditions set out in this **TD** and such other terms and conditions subject to which such information is provided.

This **TD** is not an agreement and is neither an offer nor invitation by the Institute to the prospective Applicants or any other person. The purpose of this **TD** is to provide interested parties with information that may be useful to them in the formulation of their bid for qualification and thus selection pursuant to this **TD** (the “**Application**”). This **TD** includes statements, which reflect various assumptions and assessments arrived at by the Institute in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This **TD** may not be appropriate for all persons, and it is not possible for the Institute to consider the objectives, financial situation and particular needs of each party who reads or uses this **TD**. The assumptions, assessments, statements, and information contained in this **TD** may not be complete, accurate, adequate, or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this document and obtain independent advice from appropriate sources.

Information provided in this **TD** to the bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Institute accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

NIT Durgapur makes no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this **TD** or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the **TD** and any assessment, assumption, statement or information contained therein or deemed to form part of this **TD** or arising in any way with selection of bidders for participation in the Bidding Process.

NIT Durgapur also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any bidder upon the statements contained in this **TD**.

NIT Durgapur may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this **TD**.

The issue of this **TD** does not imply that the Institute is bound to select and shortlist bids and the Institute reserves the right to reject all or any of the bid or Bids without assigning any reasons whatsoever.

The bidders shall bear all its costs associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Institute, or any other costs incurred in connection with or relating to its bid. All such costs and expenses will remain with the bidder and the Institute shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation or submission of the bid, regardless of the conduct or outcome of the Process of Bidding.

Important dates & information

Department Name	National Institute of Technology Durgapur
Name of work	Selection of the Event Management Agency for Execution services on turnkey basis for RECSTACY (CULTURAL) FEST 2024
Event Dates	11th April 2024, 12th April 2024, 13th April 2024
Venue	NIT Durgapur
Joint Venture/Consortium	Not Allowed
Bid Document Fee	INR 1,000/- (Rupees One Thousand Only) Non-refundable in form of Demand Draft in favour of “ NIT Durgapur”.
Earnest Money Deposit (EMD)	Schedule 01: INR 75,000/- (Rupees Seventy Five Thousand Only) refundable in form of Demand Draft in favour of “ NIT Durgapur”.
	Schedule 02: INR 60,000/- (Rupees Sixty Thousand Only) refundable in form of Demand Draft in favour of “ NIT Durgapur”.
Release of EMD	EMD will be released within one month of the successful compilation of FEST.
Bid Submission start date	2nd April 2024
Last Date and time of Submission of Bids	10:30 AM, 9th April 2024
Date and Time of Opening Technical bid	11:30 AM, 9th April 2024
Date and Time of Opening Financial bid	3:30 PM, 9th April 2024
Submission of bid documents etc.	Submission of all bid-related documents in the office of Registrar In-charge, National Institute of Technology Durgapur, M. G. Avenue, Durgapur, West Bengal, 713209

INTRODUCTION

1. BACKGROUND

- **RECSTACY (CULTURAL) FEST** is the famous cultural fest, organized by NIT Durgapur every year. This year, **RECSTACY (CULTURAL) FEST 2024** is scheduled to be organized on **11th April 2024 – 13th April 2024 (for 3 days)**. NIT Durgapur intends to host the event on a grand scale to draw in a larger number of students and showcase the cultural and historical essence of the institution.
- NIT DURGAPUR would like to engage the services of an event management agency to execute and undertake the entire arrangement of **RECSTACY (CULTURAL) FEST 2024** in a Theme (theme to be decided by the organizing committee **RECSTACY (CULTURAL) FEST**) based manner, and preparation for the Fest has to be done strictly in accordance with the Scope of Work defined herewith in this document.

2. TENDER DOCUMENT

I. INVITATION FOR ENGAGEMENT OF EVENT MANAGEMENT AGENCY FOR SUCCESSFUL IMPLEMENTATION OF **RECSTACY (CULTURAL) FEST 2024** by NIT Durgapur, GOVERNMENT OF INDIA.

II. NIT Durgapur, Govt. of India wishes to appoint an event management agency for the successful implementation of **RECSTACY (CULTURAL) FEST 2024** in a theme-based manner.

III. NIT DURGAPUR invites detailed proposals from renowned agencies. The Scope of Services forming part of the Assignment has been set out in the TD.

IV. The Proposals would be evaluated on the basis of the evaluation criteria set out in this TD (“Evaluation Criteria”) to identify the successful Bidder for the Assignment (“Successful Bidder”).

3. OBTAINABILITY OF TD DOCUMENT

The TD would be available at the website <https://nitdgp.ac.in/>. It may be noted that all subsequent notifications, changes and amendments in the assignment / documents would be posted only on the website.

1. The dates prescribed are tentative and are subject to change which shall be duly notified to the successful bidder

4. GENERAL INSTRUCTIONS

I. The language of the Bid and related documents and correspondences shall be in English or Hindi language.

II. The Bidder shall provide all the information sought under this TD. NIT DURGAPUR will evaluate only those Bids that are received in the required formats and complete in all respects.

III. The Bid shall be typed or written in indelible ink and signed by the Authorized signatory of the Bidder who shall also initial each page. All the alterations, omissions, additions or any other amendments made to the Bid shall be initiated by the person(s) signing the Bid.

IV. Bidders are advised to submit their respective Bids after visiting the **event site of NIT Durgapur** and ascertaining for themselves the site conditions, traffic, location, surroundings, availability of power, water and other utilities for implementation of the **events**, access to site, handling and

storage of materials, applicable laws and regulations, and any other matter considered relevant by them.

V.The Bidder shall be responsible for all costs associated with the preparation of its Bid and its participation in the bidding process, including but not limited to, site visits, field investigations, data gathering, analysis, design etc. as also any discussions/negotiations. [The NIT DURGAPUR, West Bengal](#) will not be responsible nor in any way liable for such costs, regardless of the conduct or outcome of the bidding process.

VI.The NIT DURGAPUR, West Bengal may modify the TD by issuing an Addendum before Due Date. Any Addendum thus issued shall be part of the TD and shall be posted on the website. NIT DURGAPUR, West Bengal will assume no responsibility for receipt of the Addendum.

VII.Bidders must have work experience on event management in central institutes, such as IIT, NIT/IIIT/IISER/ any other Government Institutes.

VIII.The NIT DURGAPUR, West Bengal shall not be liable for any omission, mistake, or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the TD, the bidding documents, or the bidding process, including any error or mistake therein or in any information or data given by the NIT DURGAPUR, West Bengal.

IX.Bidders will not be permitted to alter or modify their bids once submitted.

5. SCOPE OF THE WORK FOR EVENT MANAGEMENT AGENCY

All the arrangements and preparation given below has to be done according to the selected theme.

Note: Any deviation in the scope of the work should be done only after written permission from COMPETENT AUTHORITY, NIT DURGAPUR and if so, the event agency is under obligation to bring it to the notice of COMPETENT AUTHORITY, NIT DURGAPUR immediately. Only after taking written consent of the COMPETENT AUTHORITY, NIT DURGAPUR extra work whatsoever is done, the payment for the same will be done taking in view the market price which the event agency will need to provide.

5.1. Scope of Work

All the arrangements and preparation given below has to be done according to the selected theme.

S. No.	Item	Particulars
SCHEDULE-01		
1.	Main stage	<ul style="list-style-type: none"> • 60ft (L) x 40ft (B) x 4ft (H). The use of best quality materials and sturdy structure is mandatory. • LED Riser of 60ft(L) x 3ft(B) x 4ft(H). • Ramp stage 16ft(L) x 8ft(B) x 4ft (H). • Black Masking. • Stage Carpeting. • Stage Stair + Ramp on either side. • Drum Riser 8ft(L) x 8ft(B) x 1ft(H) • Console area 20ft(L) x 20ft(W) x 4ft(H). • Box type truss (incl. Central Beam for support). Aluminium truss. • Scaffolding 32ft. • Video Camera Platforms over sturdy & masked table. • 6 Nos Gazebo
2.	Sound	<ul style="list-style-type: none"> • L-Acoustics (K1, K2 or Kara Speaker System) / RCF TT55AA/ EAW KF 16 nos / Meyer Panther • L-Acoustics KS28 12 / RCF TT56A / SB 1000 12 nos. • Side Fills 2 nos HDL30 with matching low / JBL 4733 with Subs • Center Fills 4 nos. • Cordless (Shure URD 4 / Sennheiser 6000) 4 nos. • Cordless Shure SLX 4 nos. • Corded Mic 10 mic. • Drum kit Mic (AKG/ Shure) • Podium Mic 2 nos • Monitors (K 12 / turbo / JBL/RCF) 8 nos • Drum Fill • IEM 2000 14 no's • Digital Mixer [FOH-MOH (Digico SD10/ Quantum 338 / PM7/venue S6L)] • Proper Amplification. • Snake cable. • Bass Amp (Hartke / Ampeg Svt) • Guitar Amp (Fender Twin Reverb/ Marshall JC 900) • Keyboard (Roland KC 550/880). • Drums Full Kit (TAMA / Pearl / DW). • The vendor has to fulfill the requirements of the Tech rider accompanying the celebrity artist on Pronite.

3.	Light	<ul style="list-style-type: none"> • Sharphy (Stan / Stagegear) 40 nos. • LED RGBW Par - 60 nos. • POINTE 17R / BSW = 36 nos. • LED MOVING HEAD WASH WITH ZOOM = 12 nos (MARTIN MAC AURA XB) • LED PAR RGBW 3WATT = 30 nos • MARTIN ATOMIC STROB = 08 nos • 5 Lighting Console- GRAND MA 2 FULL / Avolite titan Arena • WARM LED PAR OSHRAM = 36 nos • LED BLINDERS 4X4 = 10 nos • PROFILES 26DEGREE = 8 nos • HAZE MACHINES OIL BASE (DF50) = 02 nos • DMX FANS FOR HAZE MACHINES = 02 nos • FOLLOW SPOT 2.5KVA / 20R WITH LINEAR DIMMER = 02 • Pearl expert / Avolite arena. • On Celebrity night(Pronite) light has to be arranged according to the tech rider.
4.	SFX	<ul style="list-style-type: none"> • 8 Co2 jet. • Jumbo Confetti Blower. 18 shots • Stadium Ribbon Shots . 8 shots • Jumbo Stadium 6 shots • Fire Crackers • 20 Cold pyro
5.	Tenting	<ul style="list-style-type: none"> • Eye Cutter • Green Room Construction 15x20, 2 Nos. ; 20x20, 1 Nos. (with Light, Fan, Air Cooler, Carpeting). • Crowd Control Barricade (Metal) (4ft height) — 400 ft. in front of Stage. • Stall of dimensions 10ft x 10ft – 12nos.(2 tube Light, 4 Chair, 2 buffet Table, 2 Plug point). • Chairs 250 • Vip Sofa 10 nos
6.	LED	<ul style="list-style-type: none"> • Stage (800 sq. ft) . 8 X 12 for. with 3 processors. • LED Stage (DJ Stage) 8 ft x 4 ft.
7.	Power Backup	<ul style="list-style-type: none"> • Dry Generator Sets (2 Nos. 125 KVA; 1 Nos. 125)
8.	Venue Decoration	<ul style="list-style-type: none"> • Props, Cutouts, and decoration according to theme. • Tuni Light Strings (1000 Nos.) • LED Glow Board (Spelling “RECSTACY” (8x2 feet total). • Metal Lights 80 nos. • 360-degree rotating photobooth. • Fanush 40 nos. • LED Plates 100 nos. • Led Strips 20 roles (60 mts each). • Pedestal Fans – 10 Nos. • Air coolers – 5 Nos. • Gate:- <ul style="list-style-type: none"> ○ Front Gate (30ft (w) X 3ft (H) + 14ft (H) X 3ft (w) 2 nos ○ Arena Gate (20ft (w) x 3ft (H) + 12 ft (H)x 3 ft (w) 1 nos

SCHEDULE-02

1.	Artist Requirement	<ul style="list-style-type: none">• Preference 1 - Ankit Tiwari, Preference 2 - Farhan Akhtar• Preference 1 – The Mirrorz, Preference 2 - Trap• Preference 1 - Somlata and the aces, Preference 2 - Ashes• Preference 1 - DJ Akhtar, Preference 2 - DJ Sartek• Preference 1 - DJ ESDY, Preference 2 - DJ Sahil Nagar
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6. GENERAL TERMS AND CONDITIONS

1. **NIT Durgapur** reserves the right not to accept bid(s) from agency(ies) resorting to unethical practices or on whom investigation / enquiry proceedings have been initiated by Government investigating Agencies Vigilance Cell.
2. **NIT Durgapur** is not bound to accept the lowest bidder or to assign any reason for non-acceptance. **NIT Durgapur** reserves its right to accept the bid in part or in full. Conditional bids will be rejected outright.
3. **NIT Durgapur** reserves the right to summarily reject an offer received from any agency (ies), without any intimation to the bidder(s).
4. **NIT Durgapur** reserves the right to withdraw / cancel the bid document partially or completely at any stage.

7. TERMINATION BY DEFAULT

NIT Durgapur reserves the right to accept or reject any proposal, and to annul the bidding process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for Competent Authority's action.

8. ARBITRATION

In case of any dispute **NIT DURGAPUR** may appoint an arbitrator, which will be accepted by the agency / firm. The decision of the arbitrator will be final and binding on both the parties. The jurisdiction of the court will be **Durgapur, West Bengal**.

9. INDEMNIFICATION CLAUSE

The selected agency shall keep **NIT DURGAPUR** indemnified and harmless against all claims, damages, dues, payments, fines, penalties, compensations, liabilities other losses etc. which may incur on account of non-compliance or violation by the selected agency or otherwise.

10. SUBMISSION PROCEDURE

1. Bidders who wish to participate in this selection process will have to download the tender from NIT Durgapur website.

Bidders shall submit physically their bids in TWO SEPARATE SEALED ENVELOPES super-scribed with due date, time, project and nature of bid.

Envelope-01 (Technical Bid): Bid security and price of the Tender Document in a separate sealed envelope superscribed with the Tender Document number.

One copy of TECHNICAL BID complete with all technical and commercial details except the prices.

Envelope-02 (Financial Bid): Bidders shall submit their unconditional financial quote for their rendering of their services as per the scope of work in a SEPARATE SEALED ENVELOPE and super-scribed as FINANCIAL BID (inclusive of all taxes).

The envelopes containing Technical & Financial Bid of offer should be enclosed in a larger envelope duly sealed. All pages of the offer must be signed and stamped.

2. Services offered should be strictly as per specifications mentioned in this Tender Document.

i. Once quoted, the Bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.

11. ELIGIBILITY CRITERIA

The Bidder fulfilling Eligibility criteria shall be shortlisted for Financial Stage. The bidder should be fulfilling the following conditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the technical bid.

Bids from consortiums and joint ventures are not allowed. Claims without documentary evidence will not be considered.

NIT DURGAPUR reserves the right to verify the claims made by the Bidders and to carry out the capability assessment of the Bidders and the **NIT DURGAPUR's** decision shall be final in this regard. **NIT DURGAPUR** may, in its absolute discretion, waive any of the conditions and/or requirements in the Tender in respect of any or all of the bidders.

Qualification Criteria for Bidders

Sr.	Qualification Criteria	Documentary Evidence
1.	The bidder should be registered as a Partnership/ Proprietorship/ LLP or Company. Should have a minimum experience of three year in conceptualizing, designing, organizing event management work in central institutes, such as IIT, NIT IIIT/IISER/Government events Note: Joint Venture and Consortium are not allowed	Work Order/ Work Completion certificate.
2.	The Agency should have positive net worth as on the date of last annual accounts i.e. 31st March 2023	CA's Certificate/ self-certified letter
3.	The bidder should be having PAN, GST numbers.	A copy of PAN & GST Registration Certificate.
4.	The bidder must have early turnover of Rs. 2 Cr.	CA's certificate /Audited Financial Report/ ITR Return Copy or CA certificate indicating minimum turnover.
5.	Submission of EMD is mandatory to be eligible in the technical evaluation round. EMD must be submitted along with bid documents.	EMD through Demand Draft in favor of "NIT Durgapur".
6.	The bidder has to submit self-certified letter indicating that they have not been blacklisted by any government department, organization, and corporation	Self-certified letter

* **"Event Management"** means any service provided in relation to planning, promotion, organizing or presentation of any art, Entertainment, Business, Sports or any other Event and includes any consultation provided in this regard.

* **"Bidder"** shall mean a corporate entity, firm (propriety or partnership), company or a corporation eligible to participate in the bidding process.

* **"EMD"** the competent authority will not be liable to pay any amount of interest of the EMD.

12. Technical Qualification:

The bidders fulfilling pre-qualification criteria will be shortlisted for Technical Evaluation.
The technical evaluation criteria are given in the following table:

Sl. No	Particular	Documentary Evidence	Whether Possess or not? (yes or not)	Whether Proof enclosed? (yes or not)
1.	The Bidder should have a minimum experience of one year in conceptualizing, designing, organizing event management work in central institutes, such as IIT/NIT/IIIT/IISER/government events	Work order/Work Completion certificate.		
2.	The Agency should have positive net worth as on the date of last annual accounts i.e. 31 st March 2023	CA's Certificate indicating annual Financial turnover/ Copy of annual Accounts/ Income Tax Return		
3.	The bidder should be having PAN, GST numbers	Copy of PAN, GST Certificate		
4.	Technical Presentation: The pre-qualified bidders shall be required to give a PPT/audio-visual presentation as part of technical bid covering the following points. 1. Conceptualization of Event Designing, layout, formance, stage and sitting arrangement 3. Sample of artwork, stage decoration, banner	Concept of Design presentation regarding the stage, work plan and sitting arrangement		
5.	EMD	As mentioned in the Page number 02 (<i>"Important dates & information"</i> section)		

*Technical bid must not contain any Financial Bid details.

The bidder fulfilling above technical eligibility condition shall only be eligible for financial bid opening.

13. FINANCIAL BID

Financial bids of technically eligible bidders shall be opened in the presence of qualified bidders who chose to be present. The technically eligible bidder offering **the best possible offer amount** (L1) to NIT DURGAPUR for the said work will be invited for negotiation and finalization of the agreement.

NIT Durgapur has the right (in its absolute discretion) to determine how to progress any discussions and/or negotiations with successful bidders following submission of the Proposals.

Deduction

1. TDS for the purpose of Income Tax or as applicable from time to time.
2. TDS for the compliance of CGST Act-2017 or as applicable from time to time.

14. CORRECTION OF ERRORS

Price Proposals determined to be substantially responsive will be checked by the NIT DURGAPUR for any arithmetic errors. Arithmetic errors will be rectified on the following basis:

If there is discrepancy between total price bid amount and summary of total cost of all components/parts, then the following will be procedure.

- a. Where there is discrepancy between the rates in figures and in words, whichever is less shall govern.
- b. Where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- c. If the total amount of bid quoted is less than actual summation of cost of all the components/parts as the case may be, then the total quoted amount shall govern and the difference between the actual summation and amount quoted shall be considered as a discount.
- d. If the total amount of bid is more than actual summation of cost of all components/parts as the case may be, then the individual cost of the components/parts shall govern, and total amount shall be reduced to actual summation, and it shall be considered as a mistake in total.
However, the decision of the Competent Authority in this regard shall be final and binding.

The amount stated in the form of bid for price proposal will be adjusted by the NIT DURGAPUR in accordance with the above procedure for the correction of errors and shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount of bid, its bid will be rejected, and the EMD may be forfeited in accordance with relevant clauses.

15. NUMBER OF PROPOSALS

Each Bidder shall submit only one (1) Proposal, in response to this TD. Any Bidder who submits or participates in more than one proposal shall be disqualified.

16. PROPOSAL PREPARATION COST

The Bidder shall be responsible for all costs associated with the preparation of its Proposal and its participation in the bidding process. NIT DURGAPUR will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the bidding process.

17. CLARIFICATIONS

A prospective Bidder requiring any clarification on the TD may notify NIT DURGAPUR in writing or by facsimile to Director within such date as specified in the TD. At its sole discretion, NIT DURGAPUR may upload its response to such queries on the website: <https://www.nitdgp.ac.in/>

18. AMENDMENTS TO TD

I. At any time prior to the Proposal Due Date, as indicated in the TD Time Schedule, NIT DURGAPUR may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, amend the TD by the issuance of addenda. Such Addenda would be posted only on the website <https://www.nitdgp.ac.in/>

II. In order to afford Bidders reasonable time to take the Addendum into account, or for any other reason, NIT DURGAPUR may, at its discretion, extend the Proposal Due Date and notify on their website.

19. BID SECURITY

.The bid security amount of the successful bidder will be automatically turned into security deposit at the time of allotment of tender and will be refunded along with the final payment.

I. The Bid Security shall be forfeited in the following cases:

- If the Bidder withdraws its Proposal;
- If the Bidder withdraws its Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period; and
- If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect.

20. BIDDER'S RESPONSIBILITY

I. The Bidder is expected to carefully examine the contents of all the documents provided.

Failure to comply with the requirements of TD shall be at the Bidder's own risk.

II. It shall be deemed that prior to the submission of Proposal, the Bidder has:

- a. made a complete and careful examination of terms & conditions/requirements, and other information set forth in this TD document;
- b. Received all such relevant information as it has been requested from NIT DURGAPUR
- c. Made a complete and careful examination of the various aspects of the Assignment.

III. NIT DURGAPUR shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.

21. PERFORMANCE GUARANTEE

The EMD amount will be kept as the Bank Guarantee of the successful bidder in the favour of "NIT Durgapur". The amount will be returned without any interest after one month of successfully compliance of the FEST.

No Interest shall be payable by NIT Durgapur on Earnest money, Security Deposit or on any moneys dues to the contractor.

22. CORRESPONDENCE/ENQUIRY

I. All enquiries should be submitted to the following in writing by fax/registered post / physical before the pre-bid date:

**Registrar In-charge, NIT Durgapur,
M. G. Avenue,
Durgapur – 713209
Email – registrar@nitdgp.ac.in**

II. No interpretation, revision, or other communication from NIT DURGAPUR regarding this TD is valid unless it is in writing and is signed by COMPETENT AUTHORITY of NIT DURGAPUR.

23. FORMAT AND SIGNING OF PROPOSAL

I. Bidders would provide all the information as per this TD and in the specified format. Competent Authority reserves the right to reject any Proposal that is not in the specified format.

II. The Proposal would include three submissions to be made on the respective Proposal Due Date as set out.

III. If the Proposal consists of more than one volume, Bidder must clearly number the volumes and provide an indexed table of contents.

IV. The Proposal and its copy shall be typed or printed and the Bidder shall initial each page. The person(s) signing the Proposal shall initial all the alterations, omissions, additions, or any other amendments made to the Proposal.

24. PROPOSAL DUE DATE

I. Proposals should be submitted as per information provided;

II. NIT DURGAPUR at its sole discretion; accept any Proposal(s) after Proposal Due Date. Any such Proposal/s accepted shall be deemed to have been received by the Proposal Due Date.

25. TEST OF RESPONSIVENESS

I. Prior to evaluation of Proposals, NIT DURGAPUR will determine whether each Proposal is responsive to the requirements of the TD. A Proposal shall be considered responsive if;

it is received on the respective Proposal Due Date;

a. **It is accompanied with a non-refundable Bid Processing Fee.**

b. It is accompanied with the 'Bid Security' amount as set out in the TD.

c. It is signed, sealed, and marked as stipulated in the TD Document.

d. It contains the information and documents as requested in the TD;

e. It contains information in the form and formats specified in the TD;

f. It mentions the validity period as set out in this document;

g. It provides the information in reasonable detail. ("Reasonable Detail" means that, but for minor deviations, the information can be reviewed and evaluated by NIT DURGAPUR. Competent Authority reserves the right to determine whether the information has been provided in reasonable detail or not;

h. There are no inconsistencies between the Proposal and the supporting documents.

II. A Proposal that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one which,

a. affects in any substantial way, the scope, quality, or performance of the Assignment, or

b. limits in any substantial way, inconsistent with the TD, NIT Durgapur's rights or the Bidder's obligations under the Agreement, or

c. Unfairly affects the competitive position of other Bidders presenting substantially responsive Proposals.

26. CONFIDENTIALITY

Information relating to the examination, clarification, evaluation and recommendation for the Qualified Bidders would not be disclosed to any person not officially concerned with the process. NIT DURGAPUR will treat all information submitted as part of the Proposal in confidence and will ensure that all those who have access to such material to treat it in confidence. NIT DURGAPUR would not divulge any such information unless ordered to do so by any statutory authority that has the power under law to require its disclosure.

27. CLARIFICATIONS

To assist in the process of evaluation of Proposals, NIT DURGAPUR may, at its sole discretion, ask any Bidder for clarification on its Proposal or substantiation of any of the submissions made by the Bidder.

28. CONSULTANT(S) AND ADVISOR(S)

To undertake 'Bid Process Management' and to assist in the preparation of bid notifications, documents, examination, evaluation, and comparison of proposals, NIT DURGAPUR may utilize the services of consultant(s) or advisor(s).

29. MODIFICATION/SUBSTITUTION/WITHDRAWAL OF PROPOSAL

- I. The Bidder may modify, substitute, or withdraw its Proposal after submission, provided that a written notice of the modification, substitution or withdrawal is received by NIT DURGAPUR before the Proposal Due Date. No Proposal shall be modified, substituted, or withdrawn by the Bidder after the Proposal Due Date.
- II. The modification, substitution or withdrawal notice shall be prepared, sealed, marked and delivered with outer envelopes additionally marked "MODIFICATION", "SUBSTITUTION" or "WITHDRAWAL", as appropriate.
- III. Withdrawal of a Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period would result in forfeiture of the Bid Security in accordance with this TD.

30. DECLARATION OF SUCCESSFUL BIDDER

In case two or more bidders quote equal in financial bid, then the bidder having higher experience in the technical bid evaluation shall be declared successful and the process shall be at the discretion of the NIT Durgapur.

31. TERM OF PAYMENT

1. All Payment dues to [the Event Management Agency](#) shall be made on NEFT/Account Payee of the concerned party.
2. If required, the star night performance payment may be done in advance, with proper justification given by the organizing agency.

ANNEXURE - 1

FORMAT FOR COVERING LETTER-CUM-ASSIGNMENT UNDERTAKING
(On the Letterhead of the Bidder)

To,

The Registrar In-charge,
NIT Durgapur,
M. G. Avenue, Durgapur
West Bengal – 713209

Sir,

Ref: - Selection of Event Management Agency for **RECSTACY (CULTURAL) FESTs 2024**

We have read and understood the Tender Document (TD) along with Draft Agreement in respect of the captioned Assignment provided to us by COMPETENT AUTHORITY of NIT DURGAPUR.

We hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed Agreement, a draft of which also forms a part of the TD provided to us. We attach herewith all the necessary documents as required to state our Eligibility as per the given criteria.

Name of the Bidder

Signature of authorized Signatory

Name of the authorized Signatory

Date: -

Encl :

DD for Bid Fees and Earnest Money Deposit as follows:

I. Bid Fees DD no.....

(Amount).....

drawn on.....

II. EMD DD no.....

(Amount).....

drawn on.....

ANNEXURE - 2

FORMAT FOR FINANCIAL PROPOSAL

(On the letter head of the bidder)

To,
The Registrar In-charge,
NIT Durgapur,
M. G. Avenue, Durgapur
West Bengal – 713209 Sir,

Ref: Selection of Event Management Agency for **RECSTACY (CULTURAL) FESTs 2024**

We are pleased to quote the total amount for the event below. We have reviewed all the terms and conditions of the 'Request for Proposal' and confirm that we would abide by all the terms and conditions. We hereby declare that there shall be no deviations from the stated terms in the TD. We further declare that, any State Government, Central Government or any other Government or Quasi Government Agency has not barred us from participating in any Bid.

(Please Note: The total amount shall be inclusive of all taxes and shall be as follows)

Total Rupees (INR) _____ (In words Rupees) _

We abide by the above offer/quote and terms condition of the TD, if the COMPETENT AUTHORITY of NIT DURGAPUR selects us as the Selected Bidder/Agency.

If our offer is accepted and if we fail to pay the Performance Security in the manner as specified in the TD Document, the amount of Bid Security, as aforesaid, shall stand absolutely forfeited to the NIT DURGAPUR without prejudicing the rights of the NIT DURGAPUR to proceed further in any manner it deems fit.

Until a formal Agreement is prepared and executed between us, this bid, together with your LOI, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid that you may receive.

We declare that the information stated above and enclosed is complete and absolutely correct and any error or omission therein, accidental or otherwise, as a result of which our bid is found to be non-responsive, will be sufficient for the NIT DURGAPUR to reject our bid and forfeit our bid security in full.

Sincerely,

Name_____

Name of the Firm/Agency_____ Designation_____ Complete address_____

Phone no._____ Mobile_____ E-Mail ID_____

Signature of the applicant/ Authorized Representative of Agency with Seal/Stamp

**PRESCRIBED PERFORMA TO BE ATTACHED WITH THE
FINANCIAL BID
(SCHEDULE-01 Item wise break of scope of work)**

Sr.	Description of Works with Item	Unit	Unit rate (INR)	Amount (INR) inclusive of all taxes
1.	Main Stage			
2.	Sound			
3.	Light			
4.	SFX			
5.	Tenting			
6.	LED			
7.	Power Backup			
8.	Venue Decorations			
Total				

(SCHEDULE-02 Artist wise break of scope of work)

Sr.	Artist Name	Amount (INR) inclusive of all taxes and ATH ²
1.	Preference 1 - Ankit Tiwari, Preference 2 - Farhan Akhtar	
2.	Preference 1 - Mirrorz, Preference 2 - Trap	
3.	Preference 1 - Somlata and the aces, Preference 2 - Ashes	
4.	Preference 1 - DJ Akhtar, Preference 2 - DJ Sartek	
5.	Preference 1 - DJ ESDY, Preference 2 - DJ Sahil Nagar	
Total		

Total amount Schedule 01 + Schedule 02 in INR:	
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¹. All the requirements in terms of quantities specified, work requirements, service levels shall be considered while quoting the financial value in this table.

². ATH stands for Accommodation, Travel and Hospitality for all the artists.

³. Ensure that the quotation exclusively includes only the artists mentioned above. Any additional inclusions beyond our outlined preferences will not be permitted.

⁴. Only one artist will be selected from each row based on the outlined preferences.

⁵. It is imperative to fill all columns as required. Non-compliance to this requirement will result in disqualification.

⁶. Organizations are permitted to establish direct sponsorship tie-ups. However, the sponsorship funds must be utilized exclusively for artist curation purposes.