

Reference No: AIIMS/BBN/2024/Event Mgt/01

**BID WILL BE SUBMITTED ONLINE THROUGH CPPP AND
OFFLINE BY HAND (ONLY FOR TECHNICAL BIDS) AND
ONLINE THROUGH CPPP ONLY FOR FINANCIAL BID**

INVITATION OF SEALED QUOTATION ON BEHALF OF EXECUTIVEDIRECTOR

**For arrangement of event management of the Institute for the
4th Annual Day at AIIMS Bibinagar campus on 11th Mar, 2024**

All India Institute of Medical Sciences, Bibinagar.

Inquiry Issue Date: 23rd Feb 2024

Last Date of Submission: 02nd Mar 2024



ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR,

Hyderabad Metropolitan Region, TELANGANA-508126

Vasanthi:

[Signature]

[Signature]

Preface

All India Institute of Medical Sciences, Bibinagar Hyderabad Metropolitan Region (HMR) (Telangana) is located on a 200 acre area on Hyderabad-Warangal Highway (NH-163), Yadadri Bhuvanagiri (District). An apex healthcare institute was established under The Pradhan Mantri Swasthya Suraksha Yojana (PMSSY) announced during 2003 with the objectives of correcting regional imbalances in the availability of affordable/reliable tertiary healthcare services and also to augment facilities for quality medical education/research in the country. AIIMS recognized as Institutes of National Importance and functioning as Autonomous Institutions under Ministry of Health and Family Welfare, Government of India.

Invitation of quotation for arrangement of event management of the Institute for the 4th Annual Day at AIIMS Bibinagar campus on 11th Mar 2024

Sealed Quotations are hereby invited by the undersigned on behalf of the Executive Director, AIIMS, Bibinagar for **for arrangement of event management of the Institute for the 4th Annual Day at AIIMS Bibinagar campus on 11th Mar 2024** of Institute as per terms & conditions mentioned below. The filled quotations along with all the required document must reach in the office of the undersigned on or before **02nd Mar 2024 by 3PM.** The Envelope containing the quotation (technical bids only) would please be sealed and super scribed as under:

"Quotation for arrangement of event management of the Institute for the 4th Annual Day at AIIMS Bibinagar campus on 11th Mar 2024 DUE ON by 02nd Mar 2024 at 3P.M.

The quotation should be send to the address:

Administrative Officer
1st floor, AIIM Bibinagar,
Yadadri Bhuvanagiri District 508126.

1. Terms & Conditions:

- A. The quotations received after this **deadline & unsealed shall not be entertained** under any circumstance whatsoever. In case of postal delay this Institute will not be responsible. The offer Submitted by Fax/Email shall not be considered and no correspondence will be entertained in this matter.

Quotations must be in the **enclosed prescribed Performa on the letter head of the firm duly signed** by the Proprietor/ Partner Director or their authorized representative, In case of signing of quotation by the authorized representative letter, of authorization must be attached with the quotation. Envelope containing quotation should be prescribed with Tender inviting Notice Reference No AIIMS/BBN/2024/Event Mgt/01 along with Title "For arrangement of event management of the Institute for the 4th Annual Day at AIIMS Bibinagar campus on 11th Mar 2024 due on 02nd Mar 2024 at 3P.M. Quotation must be dropped in "in the following address

Administrative Officer
1st floor, AIIM Bibinagar,
Yadadri Bhuvanagiri District 508126.

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The supplier should arrange all the management events as per list below.

- B. Rates must be quoted in **India Rupees**(Inclusive of all taxes)
- C. **Rates must be quoted FOR basis** (including Freight charges, Insurance, installation etc).
- D. No overwriting or cutting in permitted in the rate. If found, the quotation shall be summarily rejected. The rates quoted must be **valid for 30 days minimum from the date of opening of the quotation** and silence if any tendered on this issue shall be treated as agreed with this condition.
- E. **EMD @3%** on tender value to be submitted by Vendors before opening of Tender.
- F. **PBG @8% on final L1 quoting amount to be deposited by Vender through DD in favour of Executive Director, AIIMS Bibinagar.**
- G. Becoming LI will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
- H. RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency:
- I. The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:
- Authorization certificate from the publisher.
 - Turnover-Average annual of >2 crore during the last three financial years along with CA certified.
 - Firm shall be registered with the Government of Telangana/Central Government.
 - The firm shall have valid GSTIN and IT PAN.
 - **The firm should not be blacklisted by any Govt. Agency/Dept.**
 - Past Contract orders (Contract agreement) to Government Medical College/NIS/AIIMS/State Govt Offices/Central Govt Offices should be submitted (one should be >30lakhs).
 - ITR returns for last 3 financial years.
- J. Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.
- K. **Delivery Period**-within 05 days from Contract order on **FOR** Basis.
- L. **Penalty Clauses** :If the supplier fails to arrange the events as per guide line which is enfaced at tender documents, then upto 30% fine may be imposed which will be decided by Cultural Committee during event management. This will be evaluated on Food Plate, Stage Decoration, Serving of Foods, Videography etc.
- M. The Contract will be awarded to the bidder who quotes the least price in the price bid form for all the items together (Ref: Sl.no. 7 on the item list).

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N. Payment Terms:

- 100% Payment will be against satisfactory arrangement of events and after inspection by the Event management Committee, AIIMS, Bibinagar.
- Invoice in triplicate.
- Delivery Challan.
- Consignee receipt.

O. No any losses/damages of property of bidder's bear by AIIMS Bibinagar.

P. Any losses/damages of AIIMS Property during event management to be recover by bidder.

Q. Security and Fire fighting responsibility covered by bidder.

R. **Disputes:** In the event of any dispute or disagreement arising between the contractors and any other department of AIIMS Bibinagar with regards to the interpretation of "Terms & Conditions" of this inquiry, the same shall be referred to the Executive Director, AIIMS, Bibinagar whose decision will be final and binding upon the contractor.

S. AIIMS, Bibinagar reserves the right to increase or decrease quantity and/or amount or work. Decision of Quantity of material in the AIIMS, Bibinagar will be final this regard.

T. AIIMS, Bibinagar reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the Executive Director, AIIMS Bibinagar will be final in this regard.

Authorized Signature

Encl: Annexure 1 (Certificate for Price Justification)

Annexure 2 (List of Non-Blacklisting Certificate)

Annexure 3 (Forma of price bid)

Annexure 4 (List of events)

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Annexure 1

CERTIFICATE OF PRICE JUSTIFICATION

Inquiry No.:

I/We,

M/s. _____

Certify that the rates provided are our best rates and we have not given these materials to any Government Department/PSU/Institution for lesser than these rates in last one year.

Date:

Name :

Place:

Business Address :

Signature of Bidder:

Seal of the Bidder :

Voluntary

[Signature]

[Signature]

Annexure2

NON BLACKLISTING CERTIFICATE

(To be submitted on letter head)

I/We here by certify that the (Name of the company/firm) has not been ever blacklisted /debarred by any Central /State Government / Public Undertaking /Institute on any account.

I/We also certify that firm will be supplied the item as per the specification given by AIIMS Bibinagar and also abide all the terms and condition stipulated in quotation inquiry.

I/We also certify that that information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm participation may be summarily terminated at any stage, the firm will be blacklisted and AIIMS Bibinagar may imposed any action as per quotation inquiry rules.

Date:

Name:

Place:

Business Address:

Signature of Bidder:

Seal of the Bidder:

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On the letter head of firm

ANNEXURE"3"

PRICE BID
FORM

To,
Administrative Officer,
AIIMS Bibinagar,
Hyderabad,Telangana-508126.

Dear Sir,

1. I/We _____
Submitted the quotation for Enquiry No. "QUOTATION for arrangement of event management of the Institute for the 4th Annual Day at AIIMS Bibinagar campus on 11th Mar 2024

Reference No: on For Event Management Programme at AIIMS Bibinagar".

2. I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected outrightly.

3. I/we here by offer to supply at the following rates

Draft Specifications & Item list for the 4th Annual Day at AIIMS Bibinagar campus on 11th March (Monday)

(For approx 2000 Delegates Gathering)

S.No	Item Particulars/ Specifications	Amount to Bid
1	Stage/ Seating & Lighting, Power	
	Stage Size: 30x20x4. One fit raiser.30x4 for led screen onstage. Green/ Red mat on stage. Step nos.4. 0.5ft raiser nos.2 for delay led screen 5x12. Green room nos.2. Leather Sofas with white covers- 2 seaters- 15 Numbers; Plastic Chairs. 2000.	

Banquet chairs 100 with cover.

LED Screen: 12x30 backdrop, 4x40 facia, 8*12 delay, Tv 55"
nos.2.

Truss & Lights: Box truss 40x26x20, Light warm 20, Rgb 20,
Sharpy nos.16, Blenders nos.4, pallite board nos.1.

Sound: Flying 8 tops 4 subs, Monitors nos.4, podium mic nos.2,
cordless mic nos.4, Audio digital console, dj console, Visual jockey,
Dj, generator 125kv with diesel through out the program, Drum kit
mics, 28.standingmics nos.2.

Smoke machine should be supplied

Note: Stage to be strong, have an even surface without ups and
downs, There should be space behind the back drop. The frame
work to be made up of iron. All electrical connections should be
covered and shock proof. Matting should cover stage and entry exit
areas and centre of ground. Plantation decoration with small shrubs
shall be provided at the stage.

2

Decoration

Floral decoration on both the podiums. Flowers decoration over the
stage where the
dignitaries will be seated. Gamla (16) to be placed on the stage near the

steps on both the sides and 10 over the stage. 10 Bouquets for the
dignitaries. Floral arrangement along the length of the stage and 4
feet above the ground

3

Photography/ Videography/ Live streaming and sync streaming with Live function at other site

Be done with FHD Cameras and Drone/ Live YouTube Streaming
and WebEx link for

online guests/ Edited FHD Digital Photos output soft copy and
Edited FHD Video

Output in DVD and Drive link should be supplied.

4

Banners

Printed Star flex HD Banners with MS frames with transport,
fixation, removal (all inclusive) at various locations in and
around AIIMS Bibinagar. Content will be given by AIIMS
Bibinagar:

i) 8*8 (Admin block)- 1nos;

Gulab

	ii) 10*6 (OPD Foyer)- 1 nos	
6	Food/ Refreshments	
	Delegate Refreshments (Specifications/ Terms and Terms and Conditions annexed)- 2000 packs	
	Food Specifications and terms and Conditions	
	<p>1. Should arrange for VIP dining table for 30 VIPs and should serve food while sitting</p> <p>2. Should arrange for 08 food Counters –</p> <p><u>Designation and Count/Counters</u></p> <p>a. Students and Parents 500- 2</p> <p>b. Nursing Officers 500- 2</p> <p>c. Doctors (Faculty, JR's, Sr's)/ Media and Police 400-2</p> <p>d. Security/ House keeping/ Admin, Technicians, Deo's, Ward Boys,</p> <p>Drivers, Guests 500-2</p> <p>e. Buffer 35</p> <p>Total nos. 1935</p> <p>3. Should provide separate bone-china made dinner sets for serving food for VIPs</p> <p>4. Should provide Food warmers, serving bowls, areka Plates, paper bowls, paper Glasses, wooden Spoons & forks, trays etc. required to serve food.</p> <p>5. Separate trained serving man power with uniform, caps and gloves and mask for all the counters</p> <p>6. Should take care of Cleaning of used plates and collection</p> <p>7. Should bring Dustbins with cover at all the counters</p> <p>8. Should provide sufficient water bubbles with paper glasses at all counters</p> <p>9. Live counters for Tanduri Roti & Jalebi.</p>	

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10. Should provide Food coupons

11. Should make arrangements for Hand wash and Tissue papers

12. Should stick to the food menu and Entire menu should be served hot and fresh

13. Should maintain hygiene at all the levels and should carry out all the debris of dinner and left overs after the event immediately with their own transport.

14. Use of single use plastic items is strictly prohibited.

15. Servers should maintain clean uniform.

Item/ Menu for VIPS (30 nos.)

Veg / Chicken Corn Soup

Roasted Chicken

Fish fry

Veg Manchurian

Chilly baby corn

Chicken Mughlai

Kaju Paneer Masala

Methi Chaman

Phulka / Tandoori roti

Chicken dum biryani

Veg dum biryani

Curd Rice

White Rice

Mango Dal

Mixed Veg fry

Vandana

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Chaitanya

Raita, Sambar, Pickle, Papad

Ice Cream (Butter scotch)

Qubani ka meetha

Executive Dinner menu (1900 nos.)

Roasted Chicken Majestic

Chilly baby corn

Chicken Mughlai

Kaju Paneer Masala

Methi Chaman

Phulka / Tandoori roti

Chicken dum biryani

Veg dum biryani

Curd Rice

White Rice

Mango Dal

Mixed veg fries

Raita, Sambar, Pickle, Papad

Ice Cream (Butter scotch)

Jalebi (Live counter)

7

Total amount in Figures

8

General Guideline:

No advance Payment is allowed as per rules of Central Government and Final payment will be made upon submission of Original GST Bill in the name of

AIIMS Bibinagar with in 2 weeks of submission

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Note:

The Rate must be quoted in Indian Rupees Only.

The bidder must quote their quotation only in above said format on the letter of firm otherwise quotation will be **REJECTED**

Catalogue must be attached with quotations for technical evaluation.

Date _____

Place _____

(Name) _____

Name of Firm/Company/Agency _____

GSTIN No: _____

Bank Name: _____

Bank Account No _____

IFSC Code _____

Branch Name: _____

Phone No _____

Email: _____

(Signature of Authorized person)

Seal: _____

Sanjay

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Rajpans