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SHRI LAL BAHADUR SHASTRI GOVT. MEDICAL COLLEGE & HOSPITAL, MANDI AT NER CHOWK, DISTT. MANDI, HIMACHAL PRADESH. PIN 175021

No.HFW/SLBSGMC&H (Student Sec.)(IRIS Committee, F-90.iii)/2023/- 9052 **Dated Mandi the 20th June, 2023.**

Tender Document

for

providing event management services during the IRIS Festivel-2023 (MBBS Students Function) being organised in Shri Lal Bahadur Shashtri Government Medical College and Hospital, Mandi at Ner Chowk, District- Mandi, H.P. w.e.f. 13-07-2023 to 15-07-2023.

Schedule of tender process

Date of publication of tender in the newspapers	21-06-2023
Start date and time for sale as well as downloading the tender document from the website of the institution, i.e., http://www.slbsgmchmandi.com/	21-06-2023, 10:00 AM
End date for sale as well as downloading of tender document	24-06-2023, 05:00 PM
Last date for receipt of duly filled tender document	07-07-2023 at 01:00 PM
Date & Time of opening of technical bid	07-07-2023 at 02:00 PM
Date & Time of opening of financial bid	After evaluation of technical bids.

Note:- This tender document contains 18 pages (total number of pages including annexure) and tenderers are requested to sign all the pages.

A. **SCOPE OF WORK :** The work includes providing and installing items, equipments, logistics and other miscellaneous items including their installation at the venue by the event manager as are given in the table No. 01 below. The work also includes hiring the reputed singers for the night functions as per the requirements given in the table No. 02 below:

Table No. 01

S. N.	Particulars	Qty
I.	**Items to be provided and installed for setting up of sound-system**	
1.	JBL-VERTEC/OUTLINE GTO Line Array Tops	16
2.	JBL 4880 A/OUTLINE Bass	8
3.	JBL VRX/OUTLINE Front Monitors	12
4.	JBL/OUT LINE side Fill Bass	4
5.	Digital Amplifiers	2
6.	Digital Sound Processing Rack	As Req.
7.	Digital Mixer SC 48/Yamaha M7CL	1
8.	Snake Drum	1
9.	Sennheiser Cordless Microphones	4
10	Sennheiser/ Shure Corded Microphones	As Req.
11	Sennheiser Drum kit Microphones	1
12	Microphone Stand with microphones	As req.
13	Pioneer 2000CD player	2
14	DJM 900 Mixer	1
15	Roland KC500	9
16	Drum Set (Drums, Keyboard, Acoustic Guitar)	1
17	Ampeg SVT/Hrtkey amp 115'L+410XL Cabinet for Bass Guitar	1
18	Electric Guitar, JCM 900 Guitar Amplifier,Distortion Pedals,Leads	2
19	Sennheiser IEM	6
20	Cabling	6
21	Stage Riser for stage equipment	4
22	Stage Riser Carpeting and Masking	As Req.
23	Notation Stand	1
24	Misc. sound system items	As per site req.
25	Sound Engineer	1
II.	**Items to be provided and installed for setting up of lighting system**	
1.	Lad's	60
2.	Par cans	24
3.	Aluminum Truss 45'*40' at 30 ft. high for Lighting (4 sided)	1

4.	Sharpies	20
5.	Smoke machines	2
6.	Dimmer Rack	1
7.	Avolite Board with trigger touch	1
8.	Moving Head wash	6
9.	Cabling	As required
10	Follow Spot	1
11	Misc. lighting system items	As per site req.
12	Lighting Engineer	1
III.	**Items to be installed for fabrication setup**	
1.	Main Stage 50'*40' with Ramp 24'*16'	1
2.	Black Masking for Arena	1500'
3.	LED WALL (4)	20'*8'
4.	Misc. fabrication items	As per site req.
IV.	**Items to be installed for setting up of tents**	
1.	Table Power Supply	25
2.	Locker Room with Barricade (30'*15')	1
3.	Tables	40
4.	Green Rooms	2
5.	Stalls 15'*15'	15
6.	Misc. tentage items	As per site req.
V.	**Items to be installed for setting up of** Branding and Fabrication	
1	Arch Gate 12'*2.5' / 12'*2.5' / 12'*2.5' / (3) Main Gate and Audi Entrance	3
2	Library Branding Drop Down (30'*6')	5
3	Backdrop for Entrance and Other (20'*10')	4
4	Standish for Audi with Frame and Entrance (10'4')	10
5	Led Parcan Lights for Décor and Highlight	50
6	IRIS 2023 MDF Logo Alphabets (3.5'*2')	8
VI.	**Other miscellaneous items**	
1.	Diesel Generator Set (125 KVA)) with sufficient diesel	2
2.	Theme based Masks	800

Table No. 02

S.N.	Category/ Date & time of the performance	Name of Artist / Performer / Group In the order of preference
1.	Professional Music Band/ (13-07-2023 07:00 PM to 10:00 PM)	1) Nalayak Band 2) The Yellow Diary Band 3) Street Jamers Band
2.	a. Electronic Digital Music (EDM) (14-07-2023 05:30 PM to 08:00 PM)	Male/Female
	b. Himachali Male Singer/ (14-07-2023 08:00 PM to 10:00 PM)	1)Vicky Chauhan 2) Kaku chauhan 3)Dimple Thakur
3.	Punjabi Male Singer/ (15-07-2023 07:30 PM to 10:00 PM)	1) Jassi Gill 2)Dilpreet Dhillon 3) Gurnaam Bhullar
5.	Male Bouncers (13.07.2023 to 15.07.2023 05:00 PM to Midnight.	06

Date :

Signature
Name and address of the tenderer

A. GENERAL TERMS & CONDITIONS: The following general terms and conditions will govern this tender :-

1) The bid document can either be downloaded from the official website of this institution,i.e.,http://www.slbsgmchmandi.com/ or it can be directly procured from the office of the Principal,SLBSGMCH Mandi at Nerchowk, District Mandi, HP, by paying, in cash, a non-refundable tender document fee of Rs. 5000/- towards the cost of the tender document. Those bidders who would have downloaded the tender document from the official website of this institution shall have to enclose the Demand Draft (DD) amounting to Rs. 5000/- in lieu of tender document fee with the technical bid document failing which their bid shall be rejected forthwith.
2) The Bid should be submitted, only, on the Bid document, as is either downloaded from the official website of this institution or is procured from the office of the undersigned, in the sealed envelope addressed to the Principal, SLBSGMCH Mandi at Nerchowk, District Mandi, HP.
3) The duly filled in Technical Bid and the Financial Bid should be kept in separate sealed covers which should be duly super scribed as "Technical Bid" & "Financial Bid" respectively. Both these covers should then be kept in a bigger cover which should also be sealed & duly super scribed as "Tender for providing event management services during the IRIS Festivel-2023".
4) The duly completed bids alongwith the Earnest Money Deposit (EMD) amounting to Rs. 1.00 Lakh only must reach the office of the below signatory on or before 07-07-2023 up to 01:00 PM positively. Tenders received after the due date and time will not be considered at all. The bids received uptill the due date and time will be opened by the tender committee at 02:00 P.M. of the same day, i.e., 07-07-2023 in the presence of the bidders and/ or their authorised representatives.
5) All pages of the tender document should be duly signed by the bidder clearly indicating the name and designation of the person signing the document duly embossed with official seal.
6) The Technical Bid and the Financial Bid must be submitted in the format as prescribed in Annexure-I and Annexure-II respectively and the price, in the financial bid, should be quoted for FOR including fixing and installation of logistics and arranging artists.
7) The price for all items/ services must be quoted in both words and figures. If there is variation between figures and in words, the rates quoted in words only shall be considered.
8) The Bids not submitted as per term A-3 above and those received without the documents/ papers/information/tender document fee/EMD shall be rejected forthwith.
9) If on any of the dates mentioned in the tender document for tender receipt and/ or evaluation happens to be holiday, the bids shall be received and opened on next working day at the same time.
10) Taxes at source as are applicable shall be deducted from the amount payable to the successful bidder.
11) Any extra item/ work beyond the scope of this tender document which is carried out by the bidder shall be priced at prevailing market rate and paid on the recommendations of the tender committee.

12) The successful bidder shall have to deposit performance security equal to 05% of the awarded amount with the undersigned in the form of DD drawn in favour of the Principal, SLBSGMC&H Mandi at Nerchowk, District Mandi, HP within one day of the signing of the contract The EMD already furnished by the successful bidder shall be adjusted towards the performance security.

13) The EMD of the unsuccessful bidders and the performance security of the successful bidder shall be returned after the conclusion of the event.

14) The successful bidder shall have to obtain the undertaking, regarding giving performance in the IRIS-2023, from the artist(s), as would be finally selected by the tender committee on the basis of tender evaluation, with in two days of such finalization and shall get it emailed from the registered email id of the such selected artist(s) to the official email id of this institution, i.e., prslbsgmchmandi@gmail.com. In case the successful bidder fails to arrange and mail the undertaking from the artists/ performer as is/ are finalized after the tender evaluation his performance security shall be forfeited.

15) The successful bidder shall have to enter into a contract/agreement, on stamp paper of Rs. 100 valuation, as per the format attached as Annexure-IV of this tender document, with the undersigned in this regard.

16) Additional Sound & Light System, if any, required by the artists will have to be provided by the bidder himself. No payment for additional Sound & Light system will be made by this Institution.

17) In case the event get cancelled due to unforeseen circumstances / force majeure the undersigned will not be liable to make any payment to the bidder for any kind of losses except returning of the EMD and the performance security.

18) Any changes in the Terms and Conditions shall be published on the institution's website only, i.e., http://www.slbsgmchmandi.com/

19) The Principal, SLBSGMCH Mandi at Nerchowk, District Mandi, HP has right to extend the last date for submission of Bid or amend any of the terms and conditions of Bid or negotiate/cancel/withdraw the Bid at any stage without assigning any reason.

20) Any dispute whatsoever with regard to this Bid processing, finalization, execution of work order shall be settled by the Director, Medical Education and Research, Himachal Pradesh.

21) In case of any clarifications, if required, relating to this tender, the Assistant Controller (F&A) of SLBSGMC&H- Mandi can be contacted.

22) That, in case of death, insolvency, insanity of the successful bidder or in case of his otherwise becoming incapable in performing this work or in breach of the terms and conditions of this tender document, he shall binds itself and its successors for making all kinds of payments to the this institution for any or all types of defaults at his end as are determined by the undersigned.

B. PRE-REQUISITES FOR QUALIFICATION :- To qualify the technical bidding stage, the bidders must fulfil the following requirements:-

1) The individual tenderer should be a citizen of India and must attach the self attested copy of the valid proof of his address, photo identity and the email id with the technical bid document, i.e., Annexure-I. In case the bidder is a firm/ company/ corporation, it should be registered with in India and must attach the self attested copy of the valid proof of its registration/ incorporation and the email id with the technical bid document, i.e., Annexure-I.
2) The bidder who would have downloaded the tender document from the official website of this institution must attach the DD amounting to Rs. 5000, drawn in favour of Principal, SLBSGMC&H, Mandi at Ner Chowk towards the cost of tender document fee with the technical bid document.
3) The tenderers must be having valid Goods and Services Tax Identification Number (GSTIN) and should attach copy of the GSTIN with the Technical Bid Document, i.e., Annexure-I.
4) The bidders must be having valid Income Tax Permanent Account Number (PAN) and should attach copy of the PAN with the Technical Bid Document, i.e., Annexure-I.
5) The EMD, in the shape of DD, amounting to Rs. 1,00,000/- (Rupees One Lakh only) drawn in favour of Principal, SLBSGMC&H, Mandi at Ner Chowk must be attached with the Technical Bid document, i.e., Annexure-I failing which the bids shall be rejected forthwith. It should have been duly enclosed with the Technical Bid Document and kept in the separate envelope, i.e., envelope of Technical Bid Document. This EMD shall be converted into performance security in respect of successful tenderer and will be returned to the successful Tenderer after closing of the IRIS Festivel-2023. The tender received without EMD shall be rejected straightway.
6) The representative(s) of any bidder(s) must produce the letter of authorization issued in his/their favour by the bidder(s).
7) The interested tenderers should be having sufficient experience of organizing such events and the details of last three events managed by them, in any Govt. College/ University/ Institution must be given in the technical bid document. The photos/ clips/ videos of last three events managed by the bidder(s), as uploaded in a pen drive/ hard disk, must be presented to the tender committee on the date of evaluation of tenders. The self attested photo copies of the contract/ agreement signed with the client must be enclosed with the technical bid document.
8) The bidders (Individual/ Prop./ Partnership Firm/ Company) must be having Turn-over of Rs. 10 Lakh during the previous three Financial Years, i.e., 2020-21, 2021-22, 2022-23. The self attested copies of certificate issued by the Chartered Accountant must be enclosed with the technical bid document.
9) A self-declaration, as per Annexure-III of this tender document, about availability of all the logistics/ equipments and machinery required for execution of the event alongwith the declaration about non- blacklisting/ non-debarment of the tenderer by any organisation, on the date of evaluation of the tender, must also be attached with the technical bid document.
10) The tenderer must mention, in the technical bid document, the number of pages he/ she is enclosing with the technical bid document.

C. EVALUATION OF BIDS, SELECTION OF SUPPLIER AND PAYMENT TERMS:-

The following procedure shall be adopted for evaluation of the bids and selection of event manager/tenderer thereafter:-

1. The main (bigger) envelope, as received, of only those bidders who fulfil the conditions prescribed in this tender document shall be opened.
2. Thereafter, the envelope containing technical bids shall be opened. The technical bids so submitted shall, then, be evaluated subject to fulfilment of all the terms and conditions contained in this tender document.
3. After evaluation of technical bids, the financial bids, in r/o those bidders, only, who stand technically qualified, shall be opened.
4. The bidders who would have quoted lowest price **(Total for items mentioned in S.N. 01 and least price as quoted against the sub items, strictly in the order of preference, in S.N. 02 of the financial bid document including GST)** shall be selected for award of the work order after negotiation. The second and third preferences in r/o the singers/ bands/EDM shall only be considered if all of the bidders would have quoted Nil price or would have mentioned 'not- available' against the first preference sub items. Similarly, if the price quoted, against first preference, by any or all bidders are be found to be in excess of the ceiling fixed by the tender committee, the prices quoted against the second and third preferences shall be taken into account, thereafter, in r/o each of the category.
5. The payment for the awarded work and any other extra work done during IRIS-2023, in full, shall be made, through RTGS/NEFT, to the event manager within 07 days of the conclusion of the IRIS festival-2023.

Prof Dr. Rajesh Bhawani
Principal,
SLBSGMC&H, Mandi at Ner Chowk,
District- Mandi, H.P.

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ANNEXURE-I

Technical Bid Document

for

providing event management services during the IRIS Festivel-2023 (MBBS Students Function) being organised in Shri Lal Bahadur Shashtri Government Medical College and Hospital, Mandi at Ner Chowk, District- Mandi, H.P. w.e.f. 13-07-2023 to 15-07-2023.

Name and complete address with valid contact number

and valid email id of the event manager/ tenderer

(self attested copy of the address proof be attached):

S.N. of the tender document, in case it is procured directly by paying the tender document fee:			
Details of DD towards cost of tender document fee in case it is downloaded from the website of the institution: DD Number and Date: (DD, in original, be attached)			
GSTIN of the tenderer: (Self attested copy of the proof be attached)			
PAN of the tenderer: (Self attested copy of the proof be attached)			
Details of EMD furnished: DD Number and Date: (DD, in original, be attached)			
Name of the authorized representative of the tenderer, if any, present in the meeting: (Authority letter from the tenderer be attached)			
Details of last three events managed by the tenderer: (Self attested copies of the contract/ agreement signed with the clients must be attached.)	S.N.	Name of Govt. Coll./ Uni./ Inst. with date of event	Period of event
	1.		

	2.		
	3.		
Proof of management of such events in the past: (The photos/ clips/videos as stored in a pen drive/ storage device must be shown to the committee on the tender opening date.)			
Turnover of the tenderer during last three years: (Self attested copies of certificate issued by the CA must be attached.)	2020-21		
	2021-22		
	2022-23		
Self-declaration, on the format as per annexure-III, regarding availability of logistics, non- blacklisting, non-debarment:	Enclosed/ Not- enclosed		
No. of pages attached with this tender document			

Certified that the information provided in this technical bid document is true and correct to the best of my knowledge and belief.

Date : 2023

Signature
Name and address of the Tenderer/ Bidders

ANNEXURE-II

Financial Bid Document
for

providing event management services during the IRIS Festivel-2023 (MBBS Students Function) being organised in Shri Lal Bahadur Shashtri Government Medical College and Hospital, Mandi at Ner Chowk, District- Mandi, H.P. w.e.f. 13-07-2023 to 15-07-2023.

Name and complete address with valid contact number

and valid email id of the tenderer:

Sr. No.	Name of the work/ service	Price (including GST) quoted, both in figures and words, in INR.	
1.	Providing and installing all items as mentioned in table no. 01 of the scope of work given in the tender document.		
2.	Providing the artists for stage performance as mentioned in table no. 02 of the scope of work given in the tender document.	I. **Punjabi Male Singer**	
		1) Jassi Gill	
		2) Dilpreet Dhillon	
		3) Gurnaam Bhullar	
		II. **Himachali Male Singer**	
		1) Vicky Chauhan	
		2) Kaku chauhan	
		3) Dimple Thakur	
		III. **Professional Music Band**	
		1) Nalayak Band	
		2) Yellow Diary Band	
		3)StreetJamers band	
		IV. **EDM** (Male/ Female)	
		V. **06 Male Bouncers**	

Date:

Signatures of the Bidder

(with seal)

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Annexure-III

Self- declaration

I/We..... do hereby declare that we are possessing sufficient logistics, equipments and all necessary fabrication material etc. alongwith complete tentage artices as are required for managing the event namely, IRIS-2023. I/ We further declare that I/we am/are not blacklisted or debarred by any Govt College/ University/ Institution for organizing events/ festivals in Collages/ Universities/ Institutions, as on today dated June, 2023.

Signature
Name and address of the Tenderer/ Bidders

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Annexure-IV

Format of Contract/Agreement

This contract is executed today on ..... at Ner Chowk BETWEEN The Principal, SLBSGMC&H, Mandi at Ner Chowk, District- Mandi, H.P. (hereinafter called **PARTY** of the **FIRST PART**) AND Sh. .....(hereinafter called the **PARTY** of the **SECOND PART**).

WHEREAS, the FIRST PARTY had floated open tenders for selecting the event manager for providing event management services in the IRIS-2023 (MBBS Students Function) being organised in Shri Lal Bahadur Shashtri Government Medical College and Hospital, Mandi at Ner Chowk, District-Mandi, H.P. w.e.f. 13-07-2023 to 15-07-2023.

WHEREAS after receipt and evaluation of tenders the **SECOND PARTY** was declared as lowest bidder having quoted Rs. as its bid price.

WHEREAS, after holding negotiations with the **SECOND PARTY**, as per the terms of the tender document, the **FIRST PARTY** has awarded the work of providing event management services during the IRIS Festivel-2023 to the **SECOND PARTY** at a price of Rs..... which is less by Rs.. than the L-1 price.**NOW THEREFORE**, both the parties have agreed to this work/ event management on the following terms and conditions:-

1. That, the **SECOND PARTY** shall deposit performance security, equal to 05% of the awarded amount, i.e., Rs. within 1 day of signing of this agreement with the **FIRST PARTY.** The performance security shall be in the shape of a demand draft drawn in favour of the **FIRST PARTY.** That, the EMD already furnished by the **SECOND PARTY** shall be adjusted by the **FIRST PARTY** towards the performance security.
2. The **SECOND PARTY** shall have to obtain the undertaking from the artists, namely..... regarding giving performance by them in the IRIS-2023, within two days of signing of this contract and shall get it emailed from the registered email id of such selected artist(s) to the official email id of the **FIRST PARTY**, i.e., prslbsgmchmandi@gmail.com. In case the **SECOND PARTY** fails to arrange and mail the undertaking from the artists, the performance security of the **SECOND PARTY** shall be forfeited by the **FIRST PARTY.**
3. The performance security so deposited by the **SECOND PARTY** shall be released by the **FIRST PARTY** after the conclusion of the event.
4. The **FIRST PARTY** shall make the payment to the **SECOND PARTY** for any extra item/ work done beyond the scope of this tender document by the **SECOND PARTY,** during IRIS-2023, at prevailing market rate on the recommendations of the tender committee.
5. The **FIRST PARTY** shall make the full payment for the awarded work, as well as any other/extra work done during IRIS-2023, to the **SECOND PARTY**, by way of RTGS/ NEFT,

in the bank account of the **SECOND PARTY** within 07 days of the conclusion of the event.

6. In case the event get cancelled due to unforeseen circumstances / force majeure the **FIRST PARTY** will not be liable to make any payment to the **SECOND PARTY** for any kind of losses except returning of the EMD and the performance security.
7. That, the **SECOND PARTY** shall have to take all mandatory licenses & follow all regulations prescribed by the Government of Himachal Pradesh and other regulatory agencies to run such business/ event management services from time to time.
8. That, in case of death, insolvency, insanity of the **SECOND PARTY** or in case of his otherwise becoming incapable in performing this agreement or in breach of this agreement, the **SECOND PARTY** binds itself and its successors for making all kinds of payments to the **FIRST PARTY** for any or all types of defaults at the end of the **SECOND PARTY** as are determined by the **FIRST PARTY.**
9. That, in case of disputes or differences arising out of or in the course of performance of this deed what so ever, the matter shall be referred to the **Director of Medical Education and Research H.P.** whose decision into such disputes / differences shall be final and binding upon both the **PARTIES.**
10. That, the **SECOND PARTY** indemnifies itself for any loss and damage caused by it to the property of the **FIRST PARTY**. The loss/damage if any caused to the property by the **SECOND PARTY** shall be assessed by the **FIRST PARTY** and the same shall be paid by the **SECOND PARTY.**
11. That, both the parties admit that the contents of this agreement have been fully understood by them.

The agreement is hereby signed by both the parties in the presence of witnesses hereunder on this .....day of June, 2023 at Ner Chowk.

FIRST PARTY **SECOND PARTY**

Witnesses:

1.....

2.....