

Kirori Mal College, one of the most prestigious educational institutes of India, wishes to organize an alumni meet with the reputed alumnus of the institute. The event will see highly successful and renowned alumnus of the college. The event will be conducted in the college premises.

The college wishes to hire reputed service provider for the event. The details of the event and the scope of work are mentioned below.

Event Details:

Date: 25th March 2017

Venue: Kirori Mal college, New Delhi

Time: 6:00 PM onwards

Event Format and schedule:

- Participating alumnus will pre register for the event through online medium
- There will be provision for on the spot registration as well
- Guests will be greeted by a stunning thematic décor showcasing the history and legacy of the college
- Welcome address by the principal of KM college
- Address by Chairperson of KMC executive alumni committee
- Presentation by college authorities about future of the alumni committee and its various initiatives
- Entertainment Acts
- Dinner

SCOPE OF WORK

- a. The event should have good quality lighting, sound, seating arrangement, and all other necessary arrangements required for events of this scale. Above all, quality of the event would be such that it attracts the attention of the audience, press and create a feeling of pride for the college and its alumnus.
- b. Setup of a fully carpeted stage of reasonable height with an LED screen as

backdrop for the stage. Proper audio and video support for all the speakers and performances on the stage will have to be managed by the agency.

- c. Ensuring adherence to all the policies for Risk Management, Manpower Management, etc.
- d. A stunning décor to be done, in terms of design & execution.
- e. Arrangement for snacks / Dinner for all the guests as per the requirement of the event organizing committee. Broad description as below:
 - i. 4 veg starters
 - ii. 2 non veg starters
 - iii. 2 non veg main course dishes
 - iv. 2 types of dal
 - v. 1 paneer dish
 - vi. 2 veg dishes
 - vii. Rice preparation (veg)
 - viii. Rice preparation (non veg)
 - ix. Sweets corner (atleast 3 dishes)
 - x. Assorted breads
 - xi. Other accompaniments along with main course (Salad, papad, pickles etc)
 - xii. Arrangement of proper service staff
 - xiii. Expected attendance :1000pax

BIDDING PROCESS

Participating agencies shall submit **two separate envelopes** named technical bid and financial bid

Technical Bid shall contain the following documents duly signed and stamped:

1. Proof of service tax registration
2. Company Profile
3. Documents / photographs supporting experience of similar events
4. Undertaking by the company stating that all the documents submitted are genuine and the college shall be entitled to take punitive action if the information furnished is found incorrect.

Financial bid shall contain:

1. Duly filled, signed and stamped cost for the event only in the format specified in annexure I by 12 noon of 21-03-2017. The bid will be opened at 2 P.M on 21-03-2017 in the principal's office.

DECLARATION OF SUCCESSFUL BIDDER

Kirori Mal College reserves the Right to vary Scope of Work at the time of or after the award of the contract:

Kirori Mal College may at any time at the time of the tendering process or even after award of the contract, by a written order given to the bidder, make changes within the general scope of the Work.

Kirori Mal College reserves the right to accept and/or reject any bid and to annul the Tender process and reject any or all bids at any time prior to or after the award of work, without thereby incurring any liability towards the affected bidder or bidders. Further, Kirori Mal College shall be under no obligation to inform the affected bidder or bidders the grounds of such rejection/annulment of any bids and/or the tender process.

Selection of the bidder will be done on the basis of his credentials of successfully delivering similar large format events and the cost submitted for the event in question. Costs shall be submitted only in the format attached (Annexure II) and not in any other format. Costs submitted in any other format shall be liable to be rejected by the college authorities.

Thanking You

Offg. Principal

Annexure I
FINANCIAL BID FORMAT

S.No.	Elements	Remarks (Mention details)
1	Stage	
2	Light and sound	
3	LED Backdrop in flex masking	
4	Tentage (Stalls, tables, chairs, counters)	
5	Food Non veg with snacks (1000 ppl)	
6	Event Decoration	
	SUM including taxes	
	TOTAL	
	FINAL PAYABLE BY KMC	