



**Ravenshaw University  
Cuttack**

**NOTICE**

No. 5118 Dt. 07-11-2017

**Separate Quotations for 9<sup>th</sup> Annual Convocation "DECORATION /  
SUPPLIER / LIGHT & SOUND / FLOWER"**

**SEPARATE BID DOCUMENT FOR DECORATION / SUPPLIER / LIGHT & SOUND /  
FLOWER IN 9<sup>th</sup> ANNUAL CONVOCATION 2017**

Separate Sealed quotations are invited from the registered firms for supply of the following items for the conduct of Annual 9<sup>th</sup> Convocation of Ravenshaw University to be held in the last week of November 2017. All the quotations and Demand draft of **Rs.1,000/-** (as application fee charge) should reach the undersigned by **13 November 2017 before 12 noon**. The quotations will be opened on the same day at 3 PM in the Chamber of Registrar in the presence of the representatives of the applied firms and the committee members. Interested firms can visit the site before submitting the quotation.

The amount of Rs.1,000/- drawn on any Nationalized Bank is to be enclosed in shape of Demand Draft in favour of COF, Ravenshaw University payable at Cuttack.

Specification for stage decoration for 9<sup>th</sup> Convocation will be held in the last week of November 2017 at Convention Centre, Ravenshaw University.

**Decoration / Supplier / Light & Sound / Flower arrangement work**

- a. Auditorium 3 side cotton walling and ceiling decoration.
- b. Stage back drop construction by flex printing and fitting.
- c. Two gates (one at Open Air Pandal, one at Main Gate)
- d. Synthetic mats for Open Air Pandal floor and both side faces, Barricades, Placards
- e. Stage flower decoration, programme area, Kanika Library, two gates (Original flowers) (including flower bouquets for 10 nos. of guests) (two for each guests)
- f. Full light decoration near the stage
- g. Sound system
- h. 30 nos. of 3 seated sofa
- i. 04 nos. of Stand AC on the stage
- j. 10 nos. of pedestal fans
- k. 40 nos. ceiling fan
- l. 02 Generators
- m. Ceiling, walling, red carpeting and sound system (for pathway) from Kanika Library to Open Air Pandal for the convocation procession track.
- n. Catering tables covered with white cloth in Kanika Library
- o. Fire safety arrangement
- p. Red color chairs without arm for students and audience-1000
- q. Other decoration as per requirement

Stage Decoration (05 Covered glass, 05 mineral water bottle, 05 folders, 05 pens, 05 writing pads, 15 nos. white hand towels, 15 nos. white big towels, 02 nos. Room Freshener, five guest chairs, one front tea table covered with white cloth and flower base, 02 Podium, name plate, two glass bowl with chocolates)



Regarding selection of the Decoration firm, the decision of the Vice Chancellor of Ravenshaw University shall be final & binding on the bidder.

#### B. Technical Verification

The work shall be checked by the **Coordinating Officials** for 9<sup>th</sup> ANNUAL CONVOCATION for "Decoration / Supplier / Light & Sound / Flower" process from time to time during execution of work to ensure the quality of work. Any deviation noticed from the work point of view will be treated as adverse factor for release of payment. The payment shall be released after successful completion of the event by the selected bidder.

#### Other Terms and Condition.


1. The quotation has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested firms are advised to submit two separate sealed envelopes super scribing "**Technical Bid for Decoration / Supplier / Light & Sound / Flower Service for "9<sup>th</sup> Annual Convocation-2017"** & "**Financial Bid for Event Management / Decorators & Supplier Service for "9<sup>th</sup> Annual Convocation-2017"**". Both sealed envelopes should be kept in another sealed envelope super scribing "**Quotation for Decoration / Supplier / Light & Sound / Flower Service for 9<sup>th</sup> Annual Convocation-2017"**". The quotation should be addressed to Registrar, Ravenshaw University, Cuttack. The Bidders who have submitted all valid documents as called for in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.
2. The intending **Event Management** Service Providers / Decorators and Supplier should have at least **05 (Five)** years of experience in providing the services to different organization (Particularly in Universities / Educational institutions). The firms / Decorators & Suppliers should have conducted any programme of Govt. or Govt. aided organization in last three years consecutively. The photocopies of the work orders and the work completion certificate should be enclosed in the quotation form.
3. The intending firms should have at least minimum turnover of Rs.15,00,000/- in the last three assessment years.
4. The BID will be received up to **12.00 PM of 13.11.2017** only through SPEED POST /REGISTERED POST/COURIER/ By Hand addressed to "OIC Stock and Store, Ravenshaw University, Cuttack". BID received after schedule date and time shall not be accepted. Authority is not responsible for any postal/courier service delay.
5. The quotation document can be downloaded from our website [www.ravenshawuniversity.ac.in](http://www.ravenshawuniversity.ac.in).
6. The bidder is required to enclose self attested photocopies of the following documents along with the Technical Bid, **failing which their bids shall be summarily / out rightly rejected and will not be considered any further:**
  - a. Valid VAT registration certificate and VAT Clearance Certificate in VAT 612 forms.
  - b. Valid PAN Card & Income Tax return for Assessment year 2014-15, 2015-16 and 2016-17.
  - c. Valid **license** issued by appropriate authority of the Govt.



- d. Document / papers supporting previous experience minimum for last **five years**.
  - e. Document in support of previous experience in conducting event in any of Govt. / Govt. aided organization in last three years consecutively.
  - g. Audited Statement of Accounts (Balance Sheet, Profit & loss account etc) **showing turnover of Rs. 15,00,000 or more per year** duly certified by CA firm for the financial year 2013-14,2014-15 & 2015-16.
  - h. Service Tax registration Certificate (ST-02).
  - i. Bid documents with Signature and seal on each page as a token of acceptance of all the terms and conditions of the Bid.
7. No advance will be given to the selected firm.
  8. The Authority (Ravenshaw University, Cuttack) reserve the right to reject any/ all quotations without assigning any reasons thereof.
  9. Any proposal received after the due date and time shall be summarily rejected.
  10. The BID shall be opened on **13.11.2017 at 3.00 PM** in the presence of the Bidders/their authorized representatives who may likes to attend.
  11. The representative of the bidders should attend the BID opening meeting with all original document/papers as called for in **the technical BID** for verification.
  12. The selected bidder has to ensure the successful completion of the event.
  13. The selected bidder will be held responsible for any untoward incidence occurred due to substandard/bad supply and will be prosecuted as per law of the land.
  14. Any dispute arising in respect of the Bid shall be instituted with the jurisdiction of Civil Court at Cuttack, Odisha.

#### D. Penalty

The Service provider providing services shall be strictly according to the specification. Discomforts in conducting the event shall be considered as adverse factor towards payment of bills.

  
OIC Stock and Store  
Ravenshaw University  
Cuttack

#### AFFIDAVIT:

Certified that the document/papers furnished by me/us as in the **Technical BID** are true to the best of my knowledge and belief and in case of any wrong or false information, the Vice Chancellor, Ravenshaw University, Cuttack has the right to take any action as deemed proper against me/us. I also certify that I will abide by the Terms and Conditions of the quotation.

Place: SIGNATURE OF FIRM'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/

Official Seal of the Firm



**Ravenshaw University  
Cuttack**

Quotation Call Notice No. - S118 Dt. 07-11-2017

**APPLICATION- TECHNICAL BID**

**For Decoration / Supplier / Light & Sound / Flower in "9<sup>th</sup> ANNUAL CONVOCATION"**

1. Name of the firm: \_\_\_\_\_

2. Name of Proprietor/ Partner / Director:

\_\_\_\_\_

3. Full Address of Registered Office:

\_\_\_\_\_  
\_\_\_\_\_

Telephone No. : \_\_\_\_\_ Fax : \_\_\_\_\_

E-Mail Address:

(b) Full Address of Operating / Branch Office:

\_\_\_\_\_  
\_\_\_\_\_

Telephone No. : \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

4. Name & Telephone No. of Authorized Officer /

Person to liaise with Field Office (s): \_\_\_\_\_

\_\_\_\_\_

Place:

SIGNATURE OF FIRM'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/

Official Seal of the Firm