



Ravenshaw University Cuttack

NOTICE

No. 4783 Dt. 24.12.2018

Separate Quotations for 10th Annual Convocation “DECORATION / SUPPLIER / LIGHT & SOUND / FLOWER”

SEPARATE BID DOCUMENT FOR DECORATION / SUPPLIER / LIGHT & SOUND / FLOWER IN 10th ANNUAL CONVOCATION 2019

Separate Sealed quotations are invited from the registered firms for supply of the following items for the conduct of Annual 10th Convocation of Ravenshaw University to be held in the first week of February 2019. All the quotations and Demand draft of **Rs.1,000/-** (as application fee charge) should reach the undersigned by 9th January 2019 before **5 PM**. The quotations will be opened on 10th January 2019 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.

Amount of Rs.10,000/- towards earnest money drawn in shape of Demand Draft in favour of COF, Ravenshaw University payable at Cuttack is to be deposited.

Decoration / Supplier / Light & Sound / Flower arrangement work

Specification of stage decoration

- a. Stage back drop construction by flex printing and fitting.
- b. Two gates (one at Convocation Entrance, one at Main Gate)
- c. Stage flower decoration, programme area, two gates (Original flowers) (including flower bouquets for 10 nos. of guests) (two for each guests)
- d. Sound system
- e. Red carpeting for the convocation procession track.
- f. Other decoration as per requirement

Before giving quotation the intending party, if they like can physically see the stage and other details on 27.12.2018 between 11 AM – 2 PM before when the authorities shall be present to facilitate the same.

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, and flower base, 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 10th 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 “10th Annual Convocation-2019” & “Financial Bid for Event Management / Decorators & Supplier Service for “10th Annual Convocation-2019”**”. Both sealed envelopes should be kept in another sealed envelope super scribing “**Quotation for Decoration / Supplier / Light & Sound / Flower Service for 10th Annual Convocation-2019”**”. 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 **5 PM of 09.01.2019** 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.
6. The bidder is required to enclose in addition to EMD, Rs,10,000/-, bank draft self attested photocopies of the following documents along with the Technical Bid, **failing which their bids shall be rejected**.
 - a. Valid VAT registration certificate and VAT Clearance Certificate in VAT 612 forms.
 - b. Valid PAN Card & Income Tax return for Assessment year 2015-16, 2016-17 and 2017-18.
 - 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 2015-16,2016-17 & 2017-18.
 - 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 **10.01.2019 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.

**Sd/-
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. - _____ Dt. _____

APPLICATION- TECHNICAL BID

For Decoration / Supplier / Light & Sound / Flower in “10th 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