



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, चेन्नई  
NATIONAL INSTITUTE OF FASHION TECHNOLOGY, CHENNAI.

A Statutory Institute governed by the NIFT Act, 2006  
(Ministry of Textiles, Govt. of India)

An ISO 9001: 2015 certified Institution,  
Rajiv Gandhi Salai, Taramani, Chennai – 600 113.

Phone: 91-44-22542657, 22542756, 22542767, 22542768

E-mail: [nift.chennai@nift.ac.in](mailto:nift.chennai@nift.ac.in). Web: <http://www.nift.ac.in/chennai/tenders>

Rs.590/-  
(in Cash /  
DD / PO)

“फैशन स्पेक्ट्रम 2024 के लिए इवेंट मैनेजमेंट सेवा की भर्ती” के लिए निविदा”

“ TENDER FOR “HIRING OF EVENT MANAGEMENT SERVICE FOR FASHION SPECTRUM 2024”

National Institute of Fashion Technology (NIFT) invites Limited Tenders for **HIRING OF EVENT MANAGEMENT SERVICE FOR FASHION SPECTRUM 2024”**

### **परिचय / Introduction**

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in the field of Fashion Technology. NIFT provides fashion business education across the country through its network of 17 centers. It provides four years undergraduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & fashion technology and a short duration education program to address the specialized needs of professionals and students in the field of fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Daman, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Panchkula, Raibareli, Shillong and Srinagar.

NIFT, Chennai was established in the year 1995 and situated at NIFT Campus, Rajiv Gandhi Salai, Taramani, Chennai – 600 113.

National Institute of Fashion Technology, a statutory body under Ministry of Textiles, Govt. of India intends to services for Hiring of Event Management for its FASHION SPECTRUM 2024 on 21<sup>st</sup> & 22<sup>nd</sup> March 2024. The details /list of items required for Event Management services are kept at Annexure I.

**Tender document will be available at our website. It is free of cost, if downloaded.**

**([www.nift.ac.in/chennai/tenders](http://www.nift.ac.in/chennai/tenders))**

The tender addressed to The Director (Chennai) may be dropped in Tender box placed in the Administration department at Room No.41, NIFT Chennai, Rajiv Gandhi Salai, Taramani, Chennai -600 113.

All bidders are requested to enclose their bid in the envelope super scribing “TENDER FOR “HIRING OF EVENT MANAGEMENT SERVICE FOR FASHION SPECTRUM 2024” sealed envelope along with the Demand Draft of earnest money of Rs. 15,000/-.

Cost of Tender : Rs.590/- (Inclusive of GST)  
Earnest Money Deposit (EMD) : Rs.15,000/- (Rupees Fifteen Thousand only)  
Last date for receipt of Tender : 20.03.2024 Up to 11.00 a.m.  
Date of opening of Tender : 20.03.2024 at 11.30 a.m.



**निविदा दस्तावेज - दोहरी बोली प्रणाली / TENDER DOCUMENT – Dual Bid System**

1. The Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
2. No paper shall be detached from the tender document
3. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in strict accordance with the instructions laid down here in; otherwise the tender is liable to be ignored.
4. The tender must be addressed to the Director, National Institute of Fashion Technology, NIFT Campus, Rajiv Gandhi Salai, Chennai 600-113 and be deposited in the Tender box placed in the Administration Dept. of NIFT, Chennai before 11.00 a.m. on 20.03.2024. The Technical documents will be opened on the same day at 11.30 a.m. in NIFT, (Chennai Centre), in the presence of such tenderers who may wish to be present, either by themselves or through their authorized representatives. Price Bid will be open after evaluation.
5. The tender form should be filled up in all respects & no column should be left blank. Each page of the tender document including the pages containing the terms & conditions should be signed by the tenderer for token of acceptance of the Tender.
6. The tenderers are required to submit Earnest Money Deposit (EMD) of Rs.15,000/- (Rupees Fifteen Thousand only) in shape of Demand Draft favoring NIFT, Chennai along with their offer.  
**[Tender form can be downloaded free of cost from [www.nift.ac.in/Chennai/tenders](http://www.nift.ac.in/Chennai/tenders)]**
7. The tender shall be submitted in sealed cover and it should be marked on the envelopes, “TENDER FOR EVENT MANAGEMENT” on the face of the envelope.
8. The tenderer will quote their rates (inclusive of all taxes) in the enclosed list items (Annexure-I Price Bid).
9. The accepted rates shall be valid up to one month and no escalation on the accepted rates shall be allowed.
10. The Bidder should have minimum three years of experience for Event Management service held by any Educational Institutes, Universities, Etc.



11. If the material/services supplied is found to be sub–standard, the supplier shall be bound to replace the same with the standard material at his own cost, risk and responsibility. The necessary penalty will be imposed as per decision of NIFT.
12. The tenderer will supply the material as per supply order on 20.03.2024 at NIFT Chennai. For any delay in supply of goods, the supplier shall be liable to pay a fine @ 10% of the total cost of work order.
13. The payment shall be released within 15 days on the receipt of the bill and no advance payment shall be made.
14. Acceptance of the items from the successful tenderers will be subject to strict conformity with specification prescribed in the tender documents and in the supply order.
15. It will be the sole discretion of NIFT either to accept or to reject any or whole the tenders submitted by the successful Bidder, without assigning any reason whatsoever, and the decision of NIFT shall be final
16. Lowest bidders (L1) will be decided based on the grand total inclusive of GST for the items mentioned in Annexure I. The bidder must be quoted of all the items mentioned in annexure I.
17.
  - A. TECHNICAL Details/documents should contain all the supporting documents duly signed by them.
  - B. **PRICE BID should be covered in separate sealed envelope:**  
Details of prices and rates of taxes, duties and discounts if any, to be quoted clearly by the Bidders. This should be submitted as per annexure “I” duly signed by them.
  - C. **Tenders to be received in Dual Bid System can be given in the same cover along with Technical Bid and Price Bid.**
18. All the terms and condition are to be strictly followed. If not followed the tenders will be rejected.
19. In case of any dispute, the disputes will be settled in Chennai jurisdiction only.
20. NIFT shall in no way be responsible for any default with regard to any statutory obligation and the vendor/contractor will indemnify NIFT in case of any damage or liability, which may arise on account of action of the firm.
21. Rates should be offered unconditionally and if rates are submitted with any condition the tender is liable to be rejected.
22. The firm bidding must have proven in conducting Event Management for reputed organizations, national level institutes, etc. for annual cultural events.



23. The tenderer shall ensure that himself / herself or his / her authorized representative is available for proper handing over the supplies/consignments at **NIFT Auditorium, NIFT Campus, Chennai.**
24. NIFT reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weightage shall be given to several criteria besides the financial offer.
25. The specification of items required as per Annexure/Schedule and the evaluation of bid will be on the basis of eligibility criteria and total bid value. The rates quoted should be inclusive of all taxes and duties. The rates quoted should be on the basis of free delivery of any item to the venue.
26. The rates quoted should be on FIRM & FIXED basis.
27. The rates may be quoted sub head wise for the items as per Annexure I and total of the same should be declared.
28. The Work Order shall be issued by NIFT, Chennai and delivery of work/equipment's/items shall be arranged by the tenderer at **NIFT Auditorium, NIFT Campus, Chennai.**
29. They should enclose Income Tax returns, PAN card, GST, Work Orders and copies of relevant certificates, if any.
30. Firms must clearly indicate in their offers the different taxes and duties which they propose to charge mentioning clearly the present rate(s) thereof. Vague offers like "**duties as applicable**" shall not be considered.
31. NIFT, Chennai is not liable for any unforeseeable occurrences during the events. The bidder is responsible for the same.
32. In case of any accident (or) damage due to negligence (or) unsafe work that Require medical attention, the contractor is wholly responsible.
33. In case of any dispute raised by the supplier, a representation will be made only by the authorized representative of the supplier and the decision of the Director, NIFT – Chennai will be binding on the supplier.
34. For items mentioned above, the bidders must ensure the required quality, quantities, material, dimensions & other parameters and quote accordingly. **If any additional quantity required, the vendor has to supply and bill will be raised accordingly.** In case items are not the same as quoted they shall not be accepted. No payment/claims for such items shall be entertained.
35. **The geographical presence of the Vendor is Chennai only, other than Chennai its summarily rejected.**



**Details of Item Requirements for Event Management of NIFT FASHION SPECTRUM 2024**

S. No.	Description	Size	Quantity
<b>Stage Requirements - Auditorium</b>			
1	Stage for LED Wall Platform	40 ft x 40 ft	1 no.
2	Stage for Concert	24 x 20	1 No.
3	Stage for Concert – Front Masking	24 x 2	1 No.
4	Stage for Concert – Side Masking	20 x 2	2 Nos.
5	Stage for Concert – Grey Carpet	24 x 20	1 No.
6	Console Masking	20 x 4	1 No.
7	Console Side Masking	4 x 4	2 Nos.
8	Black Masking view cutter behind LED Wall	10 ft. x 5 ft.	4 Nos.
9	Black Masking view cutter behind LED Wall	10 ft. x 4 ft.	4 Nos.
10	Ramp	16 ft. x 8 ft. x 2’6”ht.	1 No.
11	Carpet for Ramp	16 x 8	1 No.
12	Ramp-1 with slope (With Red Carpet)	4 ft. x 5 ft.	1 No.
13	Welcome Banner (NIFT Entrance)	10 ft. x 5 ft.	1 No.
14	Ramp -2 with Slope (With Red Carpet)	10 ft. x 5 ft.	1 No.
<b>Audio &amp; Lights with Truss (Auditorium &amp; Live Concert)</b>			
15	Hdi 20A + 8004As (8+4)	2 days	2 Nos.
16	Monitor		4 Nos.
17	Follow Spot		1 No.
18	Goal Post Truss		1 No.
19	Cordless Mic		6 Nos.
20	Digital Mixer		1 No.
21	Shure SM Series		16 Nos.
22	BSS Di Box		12 Nos.
23	Drum Kit Mics		1 No.
24	Sound & Lighting Engineer		2 Nos.
25	LED Par		40 Nos.
26	Haze		2 Nos.
27	Blinder		4 Nos.
28	Avolite Board		1 No.
29	Sharphy		1 No.
30	Day 2 Concert Tech Rider		1 No.
<b>LED Wall</b>			
31	LED Wall (Auditorium)	40 ft x 10 ft. (ht.)	1 No.
32	Technical Essentials for LED Wall		1 job
33	Bouncers		4 Nos.
34	Barricades		80 rft.
35	Transportation		lumpsum



**TECHNICAL DETAILS**

- 1. Name of the Agency.....
- 2. Name of the authorized person (who signs on the tender document) .....
- 3. Year of Commencement/Starting .....
- 4. Address of the Agency.....
- .....
- .....
- 4. Phone No. .... (Mob.).....Email.....

<b>Eligibility Criteria for Selection</b>				
<b>Sl. No</b>	<b>Particulars</b>	<b>Description</b>	<b>Nos.</b>	<b>Proof Required</b>
1	Number of Events Conducted with from your firm(Minimum 5 Events should be conducted in National Level Institutes/ Govt. Organizations/ College Shows/ Corporate Commercial/ Non Commercial Events/ Celebrity Events/ Product Launch Shows/ Movie Promotion etc.) in the preceding 3 years	a) In National Level Institutes b) In Govt. Organizations c) In College Shows d) Corporate Commercial/ Non Commercial Events e) Celebrity Events f) Product Launch Shows g) Movie Promotion		Copies of the proof of such shows be attached
2	GST Registration (Should be Registered)	GST Registration No.....		GST Registration should be attached.
3	Registration with Income tax department	PAN No.....		Copy of the PAN issued by Income Tax authorities.



**UNDERTAKING**

I hereby undertake that the information provided above and elsewhere in the tender is True and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me.

**Date:**

**(Signature with full name & Seal of the Tenderer)**

**Place :**



**Annexure - I**

**Price Bid**

S. No.	Description	Size	Quantity	Unit Price (In Rs.)	Total Price (In Rs.)
1	Stage for LED Wall Platform	40 ft x 40 ft	1 no.		
2	Stage for Concert	24 x 20	1 No.		
3	Stage for Concert – Front Masking	24 x 2	1 No.		
4	Stage for Concert – Side Masking	20 x 2	2 Nos.		
5	Stage for Concert – Grey Carpet	24 x 20	1 No.		
6	Console Masking	20 x 4	1 No.		
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10	Ramp	16 ft. x 8 ft. x 2’6”ht.	1 No.		
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12	Ramp-1 with slope (With Red Carpet)	4 ft. x 5 ft.	1 No.		
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15	Hdi 20A + 8004As (8+4)	2 days	2 Nos.		
16	Monitor		4 Nos.		
17	Follow Spot		1 No.		
18	Goal Post Truss		1 No.		
19	Cordless Mic		6 Nos.		
20	Digital Mixer		1 No.		



S. No.	Description	Size	Quantity	Unit Price (In Rs.)	Total Price (In Rs.)
21	Shure SM Series	2 days	16 Nos.		
22	BSS Di Box		12 Nos.		
23	Drum Kit Mics		1 No.		
24	Sound & Lighting Engineer		2 Nos.		
25	LED Par		40 Nos.		
26	Haze		2 Nos.		
27	Blinder		4 Nos.		
28	Avolite Board		1 No.		
29	Sharphy		1 No.		
30	Day 2 Concert Tech Rider		1 No.		
31	LED Wall (Auditorium)	40 ft x 10 ft. (ht.)	1 No.		
32	Technical Essentials for LED Wall		1 job		
33	Bouncers		4 Nos.		
34	Barricades		80 rft.		
35	Transportation		lumpsum		
	<b>Sub Total</b>				
	<b>GST Taxes, if any</b>				
	<b>Grand Total</b>				

Rupees in Words:-

Name & Signature of the tenderer with seal

Place:

Date:

Seal and Signature