

NATIONAL INSTITUTE OF FASHION TECHNOLOGY  
KOLKATA

e-Tender No. e-20/2019(PUR-Kol)



NATIONAL INSTITUTE OF FASHION TECHNOLOGY,  
KOLKATA

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

Tender  
For

**EVENT MANAGEMENT SERVICE**

NIT No. e-20/2019 (PUR-Kol)

NIFT invites sealed tender as per schedule given below from the eligible firms/agencies for Event Management Service for the events mentioned under:

OPENING DATE FOR ONLINE SUBMISSION OF TENDER	12/04/2019
CLOSING DATE FOR ONLINE SUBMISSION OF TENDER	06/05/2019 up to 1.00 pm.
Date and time of opening of tenders (Technical Bid)	06/05/2019 at 2.00 pm.

Opening Date and Time of Financial Bid(s): will be notified to the short listed bidders only

Event	Date & Time	Venue
Convocation -2019	29.05.2019 (Wednesday) 11:00 a.m. onwards	EZCC, Salt Lake, Kolkata
Graduation Exhibition – 2019 (FC, F&LA and TD Dept.)	22.05.2019 (Wednesday) 11:00 a.m. onwards	Kolkata Centre for Creativity (KCC), Anandapur EM Bypass
Graduation Show/ Display-2019 (B.F. Tech and FMS Dept.)	23.05.2019 (Thursday) 02:00 PM onwards	Auditorium, NIFT Campus, Kolkata
Graduation Show/ Display – 2019 (FD, LD and KD Dept.)	24.05.2019 (Friday) 11:00 a.m. onwards	Kolkata Centre for Creativity (KCC), Anandapur EM Bypass

*Note: the above schedule/venue is subject to change*

**PREAMBLE / INTRODUCTION**

National Institute of Fashion Technology is a Statutory Body governed by the NIFT Act 2006 & set up by the Ministry of Textiles, Govt. of India

Note: 1. NIFT Donations are exempted u/s 80 (G) of Income Tax Act.

2. Being registered with DSIR, NIFT is entitled for Custom/Central Excise duty exemption.

**(A) TENDER NOTICE:**

NIFT, Kolkata invites **Online** tender (for two bid system) for "Event Management service" from the eligible reputed Firms/Agencies having relevant experience in executing similar kind of services/jobs in Central /State Govt. Department/PSUs/MNCs Reputed Academic Institute/Organisations.

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The hard copy of the tender alongwith fees [EMD], necessary/relevant documents shall be placed in a sealed envelope superscribed with "Tender for Event Management Service (NIT no. e-20/2019(Pur-Kol))" and shall be addressed and sent to the Purchase Officer, National Institute of Fashion Technology, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata -700106 or dropped in the Tender Box kept at the said address on or before 06.05.2019 up to 1.00 p.m. in the following manner. **Financial Bids should be quoted online only and hardcopy need NOT to be sent/ submitted.**

**Submission OF BID:**

- i) The interested firms should apply online and submit their bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on the <https://nifttenders.eproc.in> from 12/04/2019 to 06/05/2019 up to 1.00 P.M.
- ii) Tender documents are also available for viewing on the "tenders" link of the NIFT website i.e. <https://nifttenders.eproc.in>
- iii) Applications to this tender will be accepted only in the online mode through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & accepted.
- iv) For applying online, the prospective bidder/Firm should get itself registered at <https://nifttenders.eproc.in>

• Registration Charges of Rs.2000/- + Rs.360/- (GST) = Rs-2,360/- (Rupees Two Thousand Three Hundred Sixty only) non-refundable (not applicable who have valid registration).

• Bid Processing Fee charges of Rs.400/- + Rs.72/- (GST) =Rs.472/- (Rupees Four Hundred Seventy Two only) non-refundable through online payments only.

- v) The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected.
- vi) Any further clarifications can be sought from the NIFT office on Telephone No. 033- 23357546, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT Campus, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata-700106.

**For online procedure:**

You need to have class III DSC (Digital Signature Certificate)

For More enquiries/For Helpdesk officers:

E-mail:- [nifthelpdesk@c1india.com](mailto:nifthelpdesk@c1india.com), [sandeep.bhandari@c1india.com](mailto:sandeep.bhandari@c1india.com)

Phone No.:- 0124-4302033 /36 /37

Earnest Money Deposit: Rs.10,000/- (Rupees Ten Thousand only)

***IMPORTANT:*** In order to ensure right quality and required specification to be delivered and for clarification, if any, on the T&Cs of the tender, a **pre-bid session** will be held **at 04.00 pm on 25.04.2019** in the Board Room, 2<sup>nd</sup> floor, New Block, NIFT Campus. It is strongly recommended that the prospective bidders should attend the same positively for detailed discussion and elaboration on the work scope, quality, specification, item details, etc. and other related matters, if any. NIFT will not entertain or clarify any such query during post bid.

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TERMS AND CONDITIONS

1. Only online bids will be considered. Conditional or offline tender will not be accepted or the condition(s) may not be considered.

In addition to on-line, the hardcopy of the Technical Bid (Annexure-A, B, C & D only) along with necessary fees through DD, and documents should be submitted within the specified date & time and at the said address. Financial Bid to be submitted online only.

2. Please read the terms & conditions carefully before online submission/filling up the document. Incomplete tender documents will be summarily rejected.
3. The tender is liable to be rejected if complete information is not given therein, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in.
4. NIFT shall in no way be responsible for any default with regard to any statutory obligation and the Agency/Tenderer will indemnify NIFT in case of any damage or liability, which may arise on account of action of any reason.
5. The tender should be filled in and submitted in strict accordance with the instruction laid down herein; the tender is liable to be rejected.
6. Dispute, if any, arising out of providing the said service shall be settled mutually or arbitration by sole Arbitrator to be appointed by the Director NIFT at Kolkata as per the provisions of the Indian arbitration and Conciliation Act, 1996 and the Rules framed there under. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charged simply on the award amounts, or amounts payable to either party.
7. All firms are required to submit Earnest Money Deposit (EMD) of **Rs.10,000/-** (Rupees Ten Thousand only) (refundable) with Technical Bid in the form of Demand Draft (should be drawn beyond the date of this NIT) in favour of NIFT, Kolkata payable at Kolkata. No interest shall be paid on the said deposit and will be returned after finalization of the tender; however, the EMD of the successful bidder will remain with NIFT and will be forfeited in case the selected/ successful bidder does not accept the work order or unable to provide the service or information declared/ documents submitted found false/fake/ forged; otherwise, the EMD will be returned.
8. Average Annual Turnover of the company / agency for the last two years [i.e FY 2015-16, 2016-17 or 2017-18 (any two years)] should not be less than Rs.15.00 Lakhs (relevant document to be enclosed).
9. The bidder should have experience of executing adequate number of quality collection of premiere Fashion Institutes and/ or eminent Fashion Shows/ Fashion Weeks of renowned Organisations ; additional weightage may be given to such event managers (bidders) in selection to award this contract.
10. Preference may be given in selection to the firm having successfully executed such event management service at NIFT, conducted NIFT Fashion Shows, NIFT Convocation.
11. Tenderer should have organized/ conducted at least 03 nos. Fashion Shows/ Fashion Weeks in the leading/ premier & renowned Educational Institutes and/ or in other reputed/reowned Organisations.
12. Tender shall be accompanied by the relevant documents including List of organizations where the agency has recently provided/ rendered similar services.
13. In case of L-1 is more than one, the selection criteria [viz. the past performance, experience, turnover, etc.] would be at the discretion of NIFT. The decision of NIFT, in this regard and for selection of successful bidder in such situation, will be final in all respect and will be binding on all the tenderers.
14. Lowest bid may not be the only criteria for selection and NIFT is not bound to issue work order to the agency being the 'L-1' bidder; weightage/ preference will also be given to the other factors, viz. previous experience, quality of service, number of client, yearly turnover, etc. to select the agency to award the work and the decision of NIFT in this regard and for selection of successful bidder in such situation will be final in all respect and will be binding on all the tenderers.
15. The schedule of items/services required are as per Annexures and the evaluation of bid will be on the basis of total bid

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- value; however, NIFT is not bound to accept the lowest bid since due weightage shall be given to several factors, as stated above, beside the Financial Bid. Tenderer to quote for all the items of Annexures
16. The Refreshment, Transportation, etc. of the crew members, models, choreographer, DJ, etc., i.e. any manpower deputed by the event manager will be the sole responsibility of the Event Manager only.
  17. Payment shall be made after successfully completion of the job on the basis of certification by the concerned departments/ Officials of NIFT, Kolkata and on submission of Bill. No payment will be made in advance. Deduction (TDS, etc.), if any and as applicable, will be made during payment.
  18. GST & other charges, if any, should be mentioned clearly & specifically.
  19. The service provider shall ensure that he himself or his authorized representative is available for any negotiation or discussion at the venue to conduct the events successfully.
  20. NIFT reserves the right to add/ alter/ remove any item/events from the list [ref. Annexure- E', 'F', 'G', 'H'], if needed so, based on the situation & requirement and payment will be made accordingly on pro-rata basis, on actual. The quantity of items (Gift, Memento, Food, etc.) may vary and payment will be made on actual.
  21. 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 offer like "duties as applicable" etc. shall not be considered. Such things, if not clearly mentioned, will be treated as all inclusive. No delivery/transportation cost will be paid. However, GST should be quoted specifically.
  22. The rates quoted should be on FIRM & FIXED basis. Bidders should quote for all the required items; incomplete bid will not be accepted.
  23. Financial Bid to be quoted as per Annexure 'J' only for the services as mentioned at Annexure- E', 'F', 'G', 'H' & 'I'. If the Financial Bid is found not in order or not according to the prescribed format the same may be liable to be cancelled even if the agency is qualified in the Technical Bid to open their Financial Bid, i.e. merely qualifying in the Technical Bid does not ensure acceptance/ qualifying for opening of Financial Bid and decision of NIFT to this effect shall be final and binding.
  24. The successful bidder shall not engage any sub-contractor, sub-agent to organize the events.
  25. The agency should be registered with GST and to enclose the copies of the relevant certificate along with the Technical Bids.
  26. The venue (including stall where applicable) complete in all respect (carpeting, chairs, speakers, podium with mic, lightings, back drop, side wings, etc.) should be ready before the programme scheduled on all the days falling which penalty will be imposed on the bill amount as will be decided by NIFT Authority and decision of NIFT in this regard shall be final & binding.
  27. Any query/ clarification with respect to the tender (T&Cs, specification(s), etc.) may get cleared prior to submission of bid; concerned NIFT official(s) may be contacted in this regard in between 10 am to 5 pm on any working day with prior appointment (Ph.033-23357546). NIFT will not entertain or clarify any such query during post bid.
  28. It is strongly recommended that the tenderer should inspect the venue/site any time during working hours on any working day with prior appointment from the concerned authority before submission of bid; no extra shall be payable for lack of knowledge of the site conditions/items and constraints, if any.
  29. Tender without EMD or EMD with lesser amount than the amount specified will be rejected .
  30. NIFT reserves the right to relax any condition if so needed and decision of NIFT to this effect shall be final & binding.
  31. All the DD(s) are to be submitted along with the Technical Bid only (and not with the Financial Bid).
  32. While accepting the Work Order the successful bidder needs to deposit 10% of the Work Order value as Security Deposit through Demand Draft favouring NIFT, Kolkata which will be refunded/ returned, without any interest, after completion of the events with deduction/ recovery, if any and as applicable.
  33. The successful bidder, awarded with the work, shall execute the whole work in close co-ordination and with detail discussion with the concerned NIFT Official(s) and all concerned for smooth conducting of the event safe guarding NIFT's dignity. Time schedule, venue, etc. are subject to change and shall be informed accordingly and the successfully bidder should execute the work accordingly.

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34. Any corrigendum/ Addendum/ Notification w.r.t. this tender will be published at our weblink <https://nifttenders.eproc.in/> only. All the bidders/ tenderers are informed to follow our said website regularly for any such updation. NIFT will not be responsible for ignorance of such updation of the bidders/ tenderers.
35. Even after qualifying in Technical Bid, the Financial Bid may not be considered if found not in order.
36. All disputes are subject to Kolkata Jurisdiction only.
37. NIFT reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at its sole discretion without assigning any reason whatsoever and decision of NIFT in this regard shall be final and binding. No further correspondence in this regard will be entertained.

-s/d-  
(Purchase Officer)  
NIFT, Kolkata

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Annexure-'A'

TECHNICAL BID

(FOR EVENT MANAGEMENT SERVICE)

Sl. No.	Particulars	Mention 'Yes' or 'No'
01	Whether Demand Draft of Rs. 10,000/- (Rupees Ten Thousand only) in favour of NIFT, KOLKATA is enclosed as EMD with the Technical Bid. (if exempted, supporting document should be attached)	
02	Whether copy of TRADE License enclosed	
03	Whether copy of PAN enclosed	
04	Whether copy of GST enclosed	
05	Whether Average Annual Turnover for the last two years [i.e FY 2015-16, 2016-17 or 2017-18 (any two years)] is not less than Rs.15.00 Lakhs [Please attach relevant authentic documents (audit report from authorized chartered Accountant/P&L St./Income Tax Return etc.) as proof]	
06	Whether having at least Three (03) years relevant work experience in managing and organizing similar kind of jobs in the leading/ premier & renowned organization / Educational Institute/ [proof to be enclosed]	
07	Whether organized at least 3 nos. Fashion Shows/ Weeks in the leading/ premier & renowned Educational Institutes / Organisations [List along with proof to be enclosed]	
08	Whether capable of and agreed to provide 10% of W.O. value as Security Deposit if work order is awarded	
09	Whether agreed to abide by all the terms & conditions of this tender	
10	Whether Annexure-A, B, C and D, duly filled with Technical Bid and Annexure-E, F, G, H, I & J duly filled with the Financial Bid	
11	Whether each items of Annexure-E, F, G, H, I of Financial Bids have been quoted	

*All above enclosures must be valid (wherever applicable)*

(Name & Signature of the tenderer with seal)

Date:

Place:

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Annexure-'B'

(TENDERER TO FILL UP THIS PAGE)

1. a. Name of the tenderer / organization .....
- b. Name of the proprietor/partner(s).....
- c. Date/ Year of Establishment: .....

2. a. Address (Office):

b. Telephone No.:

c. Mobile No.:

d. Email Id.:

3. Details of relevant work experience:

Sl.	Client's Name / Organisation	Contract details (Mob., e-Mail etc.)	Particulars of Event, Venue, When Held, etc.	Contract Value	Remarks, if any

4. Furnish copies of the following documents:

(i) Trade License

(ii) GST

(iii) PAN

5. DD [enclosed] details:

1. DD no. \_\_\_\_\_, dtd. \_\_\_\_\_, amt. \_\_\_\_\_, bank \_\_\_\_\_

2. DD no. \_\_\_\_\_, dtd. \_\_\_\_\_, amt. \_\_\_\_\_, bank \_\_\_\_\_

*NB: 1. Tenderer has to submit the entire set of tender papers duly signed while dropping the tender  
2. Additional paper may be used to furnish the above information*

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Annexure-'C'

**UNDERTAKING BY THE TENDERER**

I have carefully gone through the various terms and conditions mentioned in the tender document of Event Management Service for Graduation show and Convocation 2019 of NIFT, Kolkata. I agree to all the conditions and offer to organize the events at the scheduled venue as per the scheduled date & time [if changed, the same will be organized in the substitute venue and/or as per the revised timings in Kolkata as will be informed by NIFT]. I am making this offer after carefully reading the conditions and understanding the same. I have acquainted with all the tasks required to be carried out, before making this offer. I hereby sign this undertaking as token of our acceptance of various conditions mentioned in tender document.

Place : \_\_\_\_\_

Dated : \_\_\_\_\_

(Name & Signature of the Bidder with office seal)

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Annexure-'D'

**[To be submitted by the tenderer preferably on their letter head along with the Technical Bid]**

To,  
The Director  
National Institute of Fashion Technology  
NIFT Campus  
Block-LA, Plot-3B, Sector-III  
Salt Lake City  
Kolkata – 700106

**Sub:** Technical bid relating to NIFT Graduation Show-2019 & Convocation-2019.

**Ref.:** Your Notice Inviting Tender No..... dated

.....

Madam/Sir,

1. I have gone through all the Terms and conditions and also the schedule of items as enlisted by you in your Notice Inviting Tender [e-20/2019(Pur-Kol )] for the subject under reference.
2. I/We, hereby confirm that we have understood all the Terms and conditions and confirm my/our commitment to abide by them.
3. I/We also confirm my/our commitment to provide the services as enlisted in schedule of item with your Notice Inviting Tender under reference.

(Signature with office seal)

Date:

Place:

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Annexure-'E'

**FINANCIAL BID**  
[FOR EVENT MANAGEMENT SERVICE]

(A) CONVOCATION: ON 29/05/2019 at EZCC, Salt Lake, Kolkata

Sl. No.	Main Components of Work	Rate (in Rs.)	GST (in Rs.)	Amount (in Rs.)
1	2	3	4	5
1.	<b>Entry Gate</b> Two Gates covered with Flex: i) 5' x 7', ii) 7' x 10' (To be Designed in consultation with NIFT officials)			
2.	<b>Stage for Convocation</b> Main stage with masking as per actual size, decoration with flower at the front stage of apprx. 30', Carpeting (stage and stairs), Printing of the <b>Backdrop</b> with framing and masking (20'x12'). One podium should be fabric covered with floral <b>decoration</b> . (Art work of Design of Back drop will be provided by NIFT)			
3.	Total 250 nos. of <b>rose sticks</b> for graduating students to be restricted to apprx.Rs.20/- to be paid each. (in consultation with Concerned NIFT Official)			
4.	Arrangement of <b>Crown Chairs</b> (5 Nos.) and centre tables for the dignitaries [in consultation with NIFT officials].			
5.	Arrangement of <b>Lamp</b> and accessories for the lighting of the lamp ceremony during inauguration.			
6.	Proficient English speaking <b>Anchor</b> for Convocation [for judging of voice of the Anchor, sample CD of any relevant event should be submitted by the successful bidder]			
7.	04 nos. of <b>Mementos</b> to be restricted to Rs.1,000/- max to be paid each 04 nos. of Bouquet to be restricted to Rs.200/- max to be paid each (in consultation with Concerned NIFT Official)			
8.	<b>Press Kit</b> [gift for the press]- 05 nos. restricted to Rs.250/- each.  (in consultation with Concerned NIFT Official)			
9.	<b>Photography/ Videography:</b> Covering the whole programme with a) Still Photographs (6" x 8", 50 to 70 Prints) [02 photographers to be deputed for still photography] b) Video Recording of the event (Both to be submitted in Pen Drive. Still photos to be provided in professional formal album also)			
10.	Sound System with Console for Professional Public Address System for approx. 500 audience			

**Important:** The tenderer to quote for all the items above

**Note:**

1. The venue should be ready by 11:00 am on 29<sup>th</sup> May, 2019
2. The quantity/ scope of work is subject to change and payment will be made on actual
3. The number of items/gifts/ photographs, etc. may vary and will be paid on actual
4. It is strongly recommended that the bidders should visit and inspect the venue/site during office hours with prior appointment (Ph.:033- 2335 7546) before submission of bid. No extra shall be payable for non-awareness of the site condition and constraints, if any.
5. All the above arrangements are to be made with prior consultation with Concerned NIFT Officials/Committees.
6. Arrangements for lunch / refreshments and transportation for crew members, etc. deputed by the Event Manager to be provided by the event manager, no payment will be made by NIFT in this regard.

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Annexure-'F'

**FINANCIAL BID**  
[FOR EVENT MANAGEMENT SERVICE]

(B) GRADUATION SHOW: ON 24.05.2019 for FD, LD and KD Dept. at KCC (5<sup>th</sup> Floor), Kolkata

Sl. No.	Main components of work	Rate( In Rs.)	GST (In Rs.)	Amount (in Rs.)
1	2	3	4	5
	<b>Arrangements in connection with Fashion Show</b>			
1.	<b>Ramp &amp; Backstage:</b> Ramp: "L" shaped Size: 8 ft x (10 ft + 8 ft) x 10 inch (W x L x H)  4 side wings, 2 at each side Green Rooms = cubicles total eight in numbers, each well lit and with Tables, Chairs, Mirrors & other accessories (viz. clothes hanger, etc.)			
2.	<b>Backdrop:</b> LED Backdrop (size: 203" (W) x 120" (H), wings (Art work and Design of Back drop and wings will be provided by NIFT). Music Console: raised console for AV control at the back of the hall			
3.	<b>Light &amp; Sound:</b> <u>Light</u> Parcken light – 36 pcs, LED parcken – 12pcs, Scanner – 4 pcs, Moving Head – 4 pcs, Follow – 1 pc, Strobe – 1 pc, Rigs for Light as required. <u>Sound</u> JVL Sound System – 2 pairs, Monitor Phone Nos – 4 pcs Dual CD Player – 1 pc, Cordless Mike – 4 pcs Mixer & Cables – 1 set			
4.	<b>Generator Set:</b> 1 no. of 62 KV generator set with adequate fuel loaded <b>may be</b> required for the full event.			
5.	<b>Photography &amp; Videography:</b> Video coverage of the Fashion show, both raw & edited footage, to be submitted in Pen drives. Still photographs (6" x 8" size) to be provided for Fashion Show as per selection by NIFT designated committee. Minimum no. of prints = 225 (75 nos each for FD, LD KD) to be provided in professional formal album for each dept. separately.			
6.	Table : 4ft x 3ft each : 07 nos			
7.	Seating Arrangement: 200 quality Chairs.			
8.	<b>Choreographer :</b> Reputed Choreographer with the proven track record of holding Fashion shows. Capable of executing around 100 sequences back to back in a single Fashion Show along with proper music synchronization and script. Prior experience of such work is mandatory. Need visits and interaction sessions at various points few days prior to the Show. Practice sessions and fits with the Models and Designers and Dress rehearsal.			
9.	<b>DJ :</b> DJ for providing suitable music options for the collections, need to have capable team with technical inputs for making sound tracks suitable to each collection. Sessions for discussions of collections, practice sessions on Dress rehearsals			
10.	<b>Compere :</b> Capable of handling formal institutional/ corporate show and keeping the audience engaged. Interaction sessions and practice sessions prior to the event			

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	<b>Important:</b> <i>Selection of Choreographer, DJ and Compare to be done in consultation with NIFT designated technical committee and Officials.</i>			
11.	<b>Models* and Wardrobe Assistant (for Test Fit &amp; Graduation show) :</b> Male Models: 10 Nos. Female Models: 25 Nos.  Important: 1. Models should be finalized well in advance in consultation with concerned NIFT officials/committee and Test Fit to be done at the NIFT Campus, between 9 a.m. to 5 p.m. two days before the show date. 2. Reporting time of models for test fit and show to be strictly maintained as per instructions from the concerned NIFT Committee/ Officials.			
12.	<b>Make up &amp; Hair Styling :</b> Makeup artist and hair stylist with proven track record and experience of handling about 90 sequences back to back in a single Fashion Show. Makeup and hairdo required for Male and Female Models. Three separate type of look to be done as per specification to be given by designated committee/ Officials. In addition service may be required for kid models and student models.			
13.	<b>Refreshment :</b> [for all 3 depts.] 210 nos. [70 nos. x 3 depts] of working lunch to be provided for NIFT officials, staff and backstage working helpers. Total cost per head to be restricted to @Rs.125/-. Lunch packs for all to be handed over to CC-FD, CC-LD and CC-KD at the venue for distribution by 1:00 pm.  <i>**Selection of Menu for Lunch will be done in consultation with CC-FD, CC-LD and CC-KD. Qty may vary and payment will be made on actual.</i>			
14.	<b>Gifts/Mementos:</b> a) Mementos for eminent guests restricted to max Rs.1,000/- each x 6 nos. (2 nos. each for FD, LD & KD)  All items to be handed over to CC-FD, CC-LD, CC-KD at designated time.  <i>**Selection of Gifts &amp; Mementos will be done in consultation with NIFT designated committee/ Officials. Qty may vary and payment will be made on actual.</i>			
15.	<b>Flower Sticks:</b> 90 nos of flower sticks for graduating students @ Rs.20/- each (for all the three depts., 30 nos.each.) All items to be handed over to CC-FD, CC-LD, CC-KD at designated time.			
16.	<b>Ironing &amp; racks:</b> Racks – 35 pcs, Iron table – 6 pcs, 4 nos. of Iron men and 4 nos. of Steam Iron (preferably vertical) with accessories is required for the graduation show.			
17.	<b><u>NOC/Logistical permission</u></b> for conducting the show Phonographic Performance Ltd. (PPL), IPRS & Novex and Amusement Tax as applicable and only if required to be arranged by the Event Manager and payment will be made as per actuals.			On actual

**Important:** The tenderer to quote for all the items above

1. All arrangements and the stalls with podium, student name, industry name, lighting, hanging rods should be ready by 11:00 AM on 24.05.2019.
2. Schedule/ Time may be changed/ vary and works should be done in co-ordination and consultation with the concerned NIFT Official(s)

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3. *The quantity/ scope of work is subject to change and payment will be made on actual*
4. *Total number of sequence: 90 (approx)*
5. *The number of stalls/items/gifts/mementos/photos/food packs/etc may vary and will be paid on actual*
6. *The venues mentioned for the events are subject to change*
7. *It is strongly recommended that the bidders should visit and inspect the venue/site during office hours (10:00-5:00 p.m.) with prior appointment (ph.033-2335 7546) before submission of bid. No extra shall be payable for non-awareness of the site condition and constraints, if any.*
8. *All the above arrangements are to be made with prior consultation with Concerned CC-FD, CC-LD and CC-KD.*

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Annexure-'G'

**FINANCIAL BID**  
[FOR EVENT MANAGEMENT SERVICE]

(C) GRADUATION SHOW/ Exhibition: On 22.05.2019 for F&LA, FC & TD Deptt. at KCC (1<sup>st</sup> and 4<sup>th</sup> Floor), Kolkata

Sl. No.	Main components of work	Rate (in Rs.)	GST (in Rs.)	Amount (in Rs.)
1	2	3	4	5
1.	<p><b>Grey carpet</b> to demark as 'Stage' (12 feet by 10 feet) Two rows of Executive Chair seating arrangement– for 30 Guests.</p> <p>Two side wings with flex printed.</p> <p>(to be shared by FC, F&amp;LA&amp; TD)</p>			
2.	<p><b>Metal lamp</b> - 4 feet for inauguration along with oil, candle, match stick and some flower arrangement around it in 'alpana' style.</p> <p>(to be shared by FC, F&amp;LA &amp; TD)</p>			
3.	<p><b>Flower Sticks:</b> 91 nos. (FC-33, F&amp;LA-28 &amp; TD-30) @Rs.20/- each of flower sticks for graduating students.</p> <p>(to be handed over to CC-FC, CC –F&amp;LA and CC-TD at designated time)</p>			
4.	<p><b>Gifts/Mementos:</b></p> <p>a) Mementos for eminent guests restricted to max Rs.1,000/- each x 7 nos. (2 nos. each for F&amp;LA and TD and 3 nos. for FC)</p> <p>All items to be handed over to CC-FC, CC –F&amp;LA and CC-TD at designated time.</p> <p>**Selection of Gifts &amp; Mementos will be done in consultation with CC-FC, CC –F&amp;LA and CC-TD. Qty. may vary and payment will be made on actual.</p>			
5.	<p><b><u>Photography / Videography</u></b> <b><u>For FC:</u></b></p> <p>Covering the whole programme with -</p> <p>a) Still Photographs (6" x 8", 75 Prints.)</p> <p>b) Video Recordings of the event</p> <p>(Both to be submitted in Pen Drives. Still photos to be provided in professional formal album also)</p> <p>Professionals who have covered events in art galleries and related exhibitions with min 5 years experience in exhibition photography coverage.</p>			

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6.	<p><b><u>Photography / Videography</u></b> <b><u>For F&amp;LA &amp; TD:</u></b></p> <p>Covering the whole programme with:</p> <p>1. Still Photographs (6" x 8", 75 Prints x 2 depts. (total 150 nos) to be provided in professional album along with soft copies in Pen drive.</p> <p>2. Video Recordings in HD quality of the event to be submitted in pen drive.</p> <p>Delivery of albums &amp; Pen drives to be done separately for each department.</p>			
7.	<p><b>Refreshment :</b> Working Lunch- 210 nos. of lunch to be provided for NIFT officials, staff and helpers. Total cost per head to be restricted to Rs.125/-. Lunch packs for all to be handed over to CC-F&amp;LA, CC-FC &amp; CC-TD at the venue for distribution.</p> <p><i>**Selection of Menu for Lunch &amp; Snacks will be done in consultation with CC-F&amp;LA, CC-FC &amp; CC-TD. Qty. may vary and payment will be made on actual.</i></p>			
8.	<p><b><u>Display for FC:</u></b></p> <p>a. 33 framed sunboard with 33 student and company name printed – Size 2 feet x 1 foot To be hanged with invisible threads from top</p> <p>b. 6 ft x 4 ft sunboard to be printed and fixed- 2 pcs based on graphics provided and installed</p> <p>c. 2 standard standy to be provided with printed flex.</p>			
9.	<p><b><u>Display for TD:</u></b> <b>Branding:</b> Metal frame standee for TD 3 pcs, size 8' x 4'. Should be heavy and stable (aluminium framed light weight supply is not going to be accepted)</p> <p><b>Display:</b> TD display unit: Total 15 units, length 6'x4' depth x 2'height white matt painted plywood boxes</p> <p>3 racks minimum 12" depth X 1.5/2 'width on a ply stand of 4'X 2' self-standing stable, to be painted white plywood stand 4mm total 29 units</p> <p>2.28 units of (cube 1.5X1.5') And 1 the rectangular display unit ( 1' x1' X 3' 3. )</p> <p>Name display boards digital printed thin acrylic sheet with sun board frame design and digital colour print out to be fixed with backlight size 2'X 1.5' Total 29 no.</p> <p>Black fabric for display 5Mts X 15 students.</p> <p>Clean White Fabric for display 5Mts X14 ts.</p> <p>Bamboo pieces 40no, hight 5'</p> <p>Bamboo Pieces 35 No, 3 ' to be hung from hight with nylon thread,</p>			

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	secured. Canvas 4'X 2.5' framed 3 pcs.			
10.	<p><b>Display for F&amp;LA: (as per actual)</b></p> <p>1. 13 nos. of stalls with only background wall – 5(W) x 6(H) feet with flex/ vinyl back drop (printed as per graphics to be provided) and printed name/branding on top of the panel.</p> <p>2. 15 nos. of stalls with only background wall – 7(W) x 6(H) feet with flex/ vinyl back drop (printed as per graphics to be provided) and printed name/branding on top of the panel.</p> <p><b>Fixtures in stall will include :</b></p> <p>1. Total 15 nos. 7' x 2' display podium with 3' height.</p> <p>2. Total 13 nos. 5' x 2' display podium with 3' height.</p> <p>3. 56 Nos. painted plywood block (size 2.5' (H) x 1.5'(W) x 1.5'(L)).</p> <p>4. 28 Nos. painted plywood block (size 2.5' (H) x 1.5'(W) x 1.5'(L)).</p> <p>5. One 15' (L) x 8' (H) vinyl self support display panel.</p>			

**Important:** The tenderer to quote for all the items above

01. All arrangements and the stalls with podium, student name, industry name, lighting, hanging rods should be ready by 11:00 AM on 22.05. 2019.
02. Schedule/ Time may be changed/ vary and works should be done in co-ordination and consultation with the concerned NIFT Official(s)
03. The quantity/ scope of work is subject to change and payment will be made on actual
04. The number of stalls/ items/mementos/gifts/photographs/food packs, etc. may vary and will be paid based on actual
05. The venues mentioned for the events are subject to change
06. It is strongly recommended that the bidders should visit and inspect the venue/site during office Hours. ( 10-5:p.m.) with prior appointment ( Ph. 033-2335 7546)before submission of bid. No extra shall be payable for non-awareness of the site condition and constraints, if any.
07. All the above arrangements are to be made with prior consultation with Concerned CC-FC, CC –F&LA and CC-TD.

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Annexure-'H'

**FINANCIAL BID**  
[FOR EVENT MANAGEMENT SERVICE]

(D) GRADUATION SHOW: On 23.05.2019 for BFTech Deptt. at the Auditorium, NIFT Campus, Kolkata

Sl. No.	Main components of work	Rate (in Rs.)	GST (in Rs.)	Amount (in Rs.)
1	2	3	4	5
01	<b>Infrastructure &amp; Furniture:</b> i) Low hight glass top table-3 nos. (24' x 18') ii) Glass with Glass Lid : 7 nos. iii) Flower Vase : 7 nos. iv) Trigonal Table name pod (for guests): 7 nos.			
02	<b>Banners/Back Drop/ Standee:</b> Standee – (2 nos.) (7' x 2.5') Banners at the NIFT Entrance- (2 nos.) (6' x 4') Back drop: 15' x 12' [design / matter to be provided by NIFT]			
03	<b>Photography/ Videography:</b> Covering the whole programme with a) Still Photographs (6" x 8", 75 Prints) b) Video Recordings of the event (Soft copy of Both to be submitted in Pen Drives. Still photos to be provided in professional formal album also)			
04	<b>Refreshment :</b> 35 nos. of working lunch to be provided for NIFT officials, staff and helpers. Total cost per head to be restricted to Rs.125/-. Lunch packs for all to be handed over to CC-BFTech at the venue for distribution.			
05	<b>Gifts/Mementos:</b> Mementos for speakers/guests -7 Nos. @ Rs.1000/- Souvenirs for students- 28 Nos. @Rs.400/- each 28 Nos. of Flower Sticks for Graduation students @ Rs.20/- per student			
06	<b>Compere :</b> Capable of handling formal institutional/ corporate show and keeping the audience engaged. Interaction sessions and practice sessions prior to the event (To be covered in continuation after FMS event.) <b>Important:</b> <u>Selection of Compere to be done in consultation with the concerned CC-BFTech</u>			

**Important:** The tenderer to quote for all the items above

**Note:**

- The venue should be ready by 11:00 am on 23.05.2019

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2. *The quantity/ scope of work is subject to change and payment will be made on actual*
3. *The number of items/mementos/gifts/ /photographs/food packs, etc. may vary and will be paid on actual*
4. *It is strongly recommended that the bidders should visit and inspect the venue/site during office hours with prior appointment (Ph.:033- 2335 7546) before submission of bid. No extra shall be payable for non-awareness of the site condition and constraints, if any.*
5. *All the above arrangements are to be made with prior consultation with Concerned NIFT Officials/Committees.*

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Annexure-'I'

**FINANCIAL BID**  
[FOR EVENT MANAGEMENT SERVICE]

(E) GRADUATION SHOW: On 23.05.2019 for FMS Deptt. at the Auditorium, NIFT Campus, Kolkata

Sl. No.	Main components of work	Rate (in Rs.)	GST (in Rs.)	Amount (in Rs.)
1	2	3	4	5
01.	<b>Decorations &amp; Flowers:</b> i) Bouquets for Guests (8 bouquet @Rs.200/-=Rs.1600/-) ii) Flowers for Students @Rs.20/- x 36 = Rs. 720/- iii) Decoration of two entry Gates (approx. Rs.5000/-) iv) Venue decoration with flowers and decorative items v) Decoration of Dias			
02	<b>Printing of Banners:</b> i) Banner at the Venue: 12 ft. x 8 ft. - 1 No. ii) Banners at the NIFT Entrances: 6 ft. x 4 ft. - 2 Nos. iii) Student Posters: 3 ft. x 2 ft. - 36 Nos.			
03	<b>Photography/ Videography:</b>  Covering the whole programme with a) Still Photographs (6" x 8", 75 Prints) b) Video Recordings of the event (Soft copy of Both to be submitted in Pen Drives. Still photos to be provided in professional formal album also)			
04	<b>Gifts/Mementos:</b>  Mementos for eminent guests restricted to max Rs.1,000/- each x 2 nos. Mementos for Officers (01 nos.) and departmental faculty & staff (07 nos.) restricted to max Rs.400/- each x 08 nos. Mementos for Passing out Batch 2019 of MFM restricted to max Rs.400/- each x 36 nos. All items to be handed over to CC-FMS at designated time. **Selection of Gifts & Mementos will be done in consultation with CC-FMS. Qty may vary and payment will be made on actual.			
05	<b>Press Kit &amp; Mementoes:</b>  @Rs.250/- x 3 nos.			
06	<b>Refreshment :</b> 29 nos. of working lunch to be provided for NIFT officials, staff and helpers. Total cost per head to be restricted to Rs.125/-. Lunch packs for all to be handed over to CC-FMS at the venue for distribution.			
07	<b>Compere :</b> Capable of handling formal institutional/ corporate show and keeping the audience engaged. Interaction sessions and practice sessions prior to the event. (To link with Annex "H" Ser No. 6)  <b>Important:</b> <u>Selection of Compere to be done in consultation with the CC-FMS.</u>			

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**Important:** The tenderer to quote for all the items above

**Note:**

1. *The venue should be ready by 11:00 am on 23.05.2019*
2. *The quantity/ scope of work is subject to change and payment will be made on actual*
3. *The number of items/mementos/gifts/ /photographs/food packs, etc. may vary and will be paid on actual*
4. *It is strongly recommended that the bidders should visit and inspect the venue/site during office hours with prior appointment (Ph.:033- 2335 7546) before submission of bid. No extra shall be payable for non-awareness of the site condition and constraints, if any.*
5. *All the above arrangements are to be made with prior consultation with Concerned NIFT Officials/Committees.*

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Annexure-'J'

FINANCIAL BID  
[FOR EVENT MANAGEMENT SERVICE at NIFT Kolkata]

The tenderer shall quote the amount in the following format:

"FINANCIAL BID FOR GRADUATION SHOW & CONVOCATION-2019 of NATIONAL INSTITUTE OF FASHION TECHNOLOGY, KOLKATA"

"I/We ( \_\_\_\_\_ ) on behalf of M/s \_\_\_\_\_ hereby undertake to carry out GRADUATION SHOW AND CONVOCATION-2019 as specified in this tender [NIT No.e-20/2019(PUR-Kol )] for an amount of Rs. \_\_\_\_\_ (in words Rupees \_\_\_\_\_) for the event with materials as required and mentioned in Annexure 'E', 'F', 'G', 'H', 'I' (i.e. Schedule of Items). The above quoted amount is inclusive of and in accordance with all the statutory liability, Service Charges, Administrative Charges, GST, transportation, etc., as applicable.

\_\_\_\_\_  
Signature of the tenderer/  
authorized signatory with date & seal

Note:

1. The above amount should be the sum of amount mentioned in Annexure 'E', 'F', 'G', 'H' & 'I'.
2. Successful Agency should depute technically qualified executive to coordinate the whole event in detail consultation with NIFT team
3. For items mentioned in Annexure 'E', 'F', 'G', 'H', 'I' the bidders must ensure the required quality, materials, dimensions & other parameters and quote accordingly. In case items are not as per specification the same shall not be accepted. No payment, claims for such items shall be entertained.
4. Schedule, Venue, Quantity, Scope of Work, etc. are subject to change