

EXPRESSION OF INTEREST FOR EVENT MANAGEMENT

The Indian Institute of Science Education and Research Berhampur established in the year 2016 by the Ministry of Education, Government of India invites Expression of Interest (EOI) from the highly reputed firms/vendors for event management for the **5th Convocation of the Institute scheduled to be held on Saturday, Aug 09, 2025 at its Permanent Campus situated at Loudigam, Konishi Tehsil, Berhampur, District-Ganjam, Odisha, PIN-760003**. The potential bidders are required to visit the website <https://eprocure.gov.in/eprocure/app> for submission

Section - I: Invitation for Bid			
Eoi No. & Date		IISERBPR/Eoi/Convo/25-26/01 dated July 29, 2025	
Brief Description of scope of work		Event Management for organizing 5th convocation 2025 of IISER Berhampur	
Quantity		As per Price Bid (Section-V)	
Expression of Interest Category:		Services	
Expression of Interest Type:		Open	
Number of Covers:		Two Bid	
Covers Information / Submission of Bids			
Cover No.	Cover Type	Description	Document Type
1.	Technical	Technical Specification, Expression of Interest Document duly signed and stamped on each page, EMD, Schedule of Requirement and Compliance, Bidders Information, Work order copies, performance certificates and all other formats available in Expression of Interest documents duly completed in all respect.	To be filled online and scanned copies to be uploaded for verification.
2.	Financial	Financial Bid	To be filled online
Two Bid System: Part - I: Techno-Commercial Bid. Part - II: Price Bid. The prices should be quoted in INR against each item for deciding L1 in Price Bid format in section V. In case of any discrepancy in the rates indicated in the Price Bid in figures and words, the rates in words will be considered for evaluation. Note: The Techno-Commercial Bid should not contain any price information. If quoted, in the Techno-Commercial Bid, the offer will be rejected summarily. Initially, Techno-Commercial Bid will be opened and evaluated by the Purchase Committee. Price Bid of only technically qualified bidders will be opened later.			
Form of Contract:		For providing event management for 5 th convocation of IISER Berhampur	
EMD Fee Details		₹ 90,000/- should be deposited through SBI I-Collect only, through the web link: https://www.onlinesbi.com/prelogin/icollecthome.htm	
Bid validity (Days):		30 days	
Period of Work/ Delivery Period		As per instructions of the Institute Authorities	

Pre-Bid Meeting /queries	Pre-Bid Meeting for Event Management July 30, 2025 Time:15:30PM in the Boardroom, IISER Berhampur Permanent Campus. Observations, queries and suggestions, if any, may be submitted through email on/before July 30 till 15:00PM , 2025 at iwd@iiserbpr.ac.in
Contract Type:	Tender
Delivery Location:	IISER Berhampur, Laudigam, Konishi Tehsil, Berhampur, District-Ganjam, Odisha, PIN-760003, India
Last date and time for submission of Bid	Aug 01, 2025, 12:00 hr
Place of Submission of Bid	Through Online at https://eprocure.gov.in/eprocure/app
Bid Opening Date & Time:	Aug 01, 2025, 12:30 hr
Bid Opening Place:	Institute Works Department (IWD), IISER Berhampur, Permanent Campus situated at Loudigam, Konishi Tahsil, Berhampur, District-Ganjam, Odisha - 760010, India
Technical Presentation:	Those bidders who have qualified in Technical Bid they will be intimated for PPT Presentation.
For technical clarifications, please contact:	Sr. Executive Engineer(E) Contact: 0680 2227-728/709 E-mail: iwd@iiserbpr.ac.in
Expression of Interest Inviting Authority:	Director, IISER Berhampur Contact: 0680 2227-728 E-mail: iwd@iiserbpr.ac.in

Signing Authority

Sr. Executive Engineer(E)
On behalf of The Director, IISER Berhampur

Section – II (Instructions to the Bidders)

Preparation and Submission of offers.

1. The offer to the Expression of Interest shall be accepted only through online e-tendering mode.
2. All details pertaining to the Expression of Interest and guidelines for submitting bid through e-tendering are available on the website <https://eprocure.gov.in/eprocure/app>
3. Intending vendors/firms are required to register themselves on the e-tendering website <https://eprocure.gov.in/eprocure/app> to get the USER ID and PASSWORD by paying required registration fee (Annual & Non-Refundable) through e-payment only and completing the steps specified on above referred website.
4. Bid submission through any other mode will not be accepted.
5. All pages of the Expression of Interest document shall be invariably signed by the Authorized Official and Company's rubber stamp should be affixed. Photocopies of all certificates shall be self- attested by the Authorized Official. There shall be no corrections or overwriting in the offer to Expression of Interest document. Corrections, if any, should be made clearly and countersigned.
6. Bidders must upload soft copies/scanned copies of all documents while uploading e- Expression of Interest on the website. Submit hard copies of Challan generated on deposit of EMD through SBI I collect, Certificate and Declaration on Non-Judicial Stamp Paper. Security Deposit/ Performance Bank Guaranty, if any shall be submitted after award of contract/Work Order.

General Terms and Conditions

1. The Techno-Commercial Bids must accompany details of EMD payment. EMD of 90,000/- (Rupees Ninety Thousand only) should be in the form of bank transfer (I-Collect) / Challan at any branch of SBI. If any assistance required: -Bidders may visit by copying the URL (<http://www.iiserbpr.ac.in/pdf- doc/SBI%20Collect%20Guide.pdf>) to download SBI Collect Guide. No interest shall be paid on earnest money deposited. Bidders having valid registration with NSIC/MSE for tendered goods/services will be considered for exemption from EMD amount as per extant rules. Please submit bank account details for refund of EMD in the
 - a. "RTGS IISER Berhampur" format available on this link http://www.iiserbpr.ac.in/pdf- doc/RTGS%20NEFT%20Form_IISER%20Berhampur.pdf for getting the refund of EMD payment. The editable format of RTGS form is also available in <http://www.iiserbpr.ac.in/download-forms.php> in S&P tab.
2. Return of EMD: In case of successful BIDDER, EMD will be returned within 30 days from the date of submission of Performance Guarantee Bond, if any as required. For unsuccessful bidder, EMD will be returned within 30 days.
3. **Security Deposit:** The bidder needs to submit a security deposit of 10% of the contract value within two working days of award of work order in the form of DD/Bank Guarantee or in any other form as acceptable to the Institute. The same shall be returned to the service provider 15 days after fulfilling all contractual obligations including provision of high-resolution photo album and video.
4. Items and services required for this function are given in Section-V.
5. The prospective bidders are advised to visit IISER Berhampur, permanent campus situated at Loudigam, Konishi Tahsil, Berhampur, District Ganjam, Odisha, Pin-760003 to assess the actual requirement of work and site condition.
6. No advance payment shall be made. Payment shall be made after successful completion of the work, through Bank transfer only and after TDS.
7. The rates of tax, if applicable, should be mentioned separately in the Price Bid
8. The firm/vendor has to provide and install all the items (except food items) by 11:00 AM on Aug 08, 2025 for the dry run of "Convocation- 2025" (actual event on 09 August, 2025)/as per the instruction of the institute authority.
9. The site shall be properly cleaned after completion of the work by the firm/vendor within one day of the completion of the convocation, for which no separate charges will be reimbursed/paid.

10. The price quoted by the firm/vendor should include all incidental charges including delivery and transport at the site.
11. Normally, payment shall be made via Bank transfer within 15 working days after completion of work to the entire satisfaction of the Institute Authorities and after submission of bill with proper enclosures, certified by the IISER Berhampur representative authorized by the Competent Authority. (if any).
12. The IISER Berhampur is not bound to accept the lowest/ any offer to the Expression of Interest and may reject the offer for valid reasons.
13. The price should be quoted on prescribed price schedule in INR only.
14. All the columns of the annexure attached should be properly filled. The rates and units shall not be overwritten in the price schedule. The Expression of Interest should be signed by the authorized signatory of the firm/vendor.
15. Any deviation, variation of noncompliance of the terms and conditions by the bidders shall be considered as a breach of contract and the Institute reserves the right to forfeit the amount of earnest money and take action as per legal procedure.
16. Firms/vendors black listed and suspended from carrying out business by any Government office need not submit their quote. Suppression of facts in this regard will be taken seriously.
17. If any dispute arises, the Committee constituted by the Institute, shall be the sole Authority whose decision in the matter shall be final and binding.
18. The institute shall have right to execute any part or all the work as per requirement. The Institute can decrease or increase the items mentioned in Expression of Interest documents.
19. Rate should be quoted as per the Price Bid format (Section-V). Bidder are required to quote all such items also which is not included in the list of price schedule, for proper conducting the event of Convocation.
20. Consolidated rate should be quoted separately, if the Institute wishes to execute the whole work as a job work.
21. The Convocation is purely an academic event. As there may be participation of personality equivalent to Cabinet Minister along with other dignitaries in this program, the prospective bidders are required to fulfil all security protocol in and around the venue in consultation with IISER Berhampur Administration, District Administration and Police.
22. Qty. (BoQ) mentioned in the schedule of requirements **(Section-V)** is tentative. Final quantity for work order will be decided by the Institute and quantity may increase or decrease as per requirement of the Institute.

Payment:

1. 100% Payments shall be made after successful execution of the order against submission of valid tax invoices.
2. If the services/material received do not conform to the description and quality as contained in the EoI/Work Order, the service provider may be penalized as per the decision of the Institute, which shall be final and binding.

Requirement for Vendors for uploading online EoI

1. PC connected with internet
2. Registration with portal <https://eprocure.gov.in/eprocure/app>

Note: Please check the Digital Signature Certificate. For more details, bidders may visit e-tendering portal and download the help manuals uploaded in the website.

SCOPE OF WORK

The Bidder/s are required to visit the site (**Permanent Campus: IISER Berhampur, At/Po: -Laudigam, Dist.- Ganjam, Odisha India-760003**) and familiarize themselves of the event requirements before submitting their bid. In case of any doubt, **Sr. Executive Engineer, IWD** may be contacted for understanding the scope of work.

A. Creative Innovative Ideas

1. Creative and innovative design work for branding of the event.
2. Elaborated presentation on the nature of subject work.
3. The Presentation should be innovative and interesting in order to excite the imagination and interest of the student audience.
4. Digital attractions and technology to be used to showcase the event.
5. Overall theme and conceptualization of the event.
6. Content and Audio - Visuals.
7. Elaborated presentation on the nature of launches.
8. Out of the box innovative thinking and idea generations.
9. Use of technology.

B. Identification and sanitization of the Venue

The aim of this section is to help bidder to formulate a comprehensive map or plan of the site. Bidder will need to consider potential hazards, access and egress of emergency services, and other needs such as pedestrians, traffic and shelter. Some considerations to get audience on the right track include:

1. The agency shall clearly mention the designated evacuation points.
2. Take note of where the fire extinguishers are located - take note also of their tags and when they were last tested and all the fire extinguishers should be working condition.
3. A site plan is a map of the event and is essential for event planning and management.
4. Schedule rain & extreme cold weather plan, if applicable.

C. Event Management

The bidder should provide essential Temporary Structures wherever required which includes - a stage or platform, a tent, marquee or booth, a seating stand, a prefabricated building. Event organizers should consult with their local government authority when temporary structures are required.

D. Lighting and Power:

1. Even in venues darkened for the performance, lighting should always be adequate to identify exits as well as corridors and aisles leading to them.
2. As many concerts are performed with only stage lighting, access to the main lighting or house lights is essential in case of an emergency.
3. The location of the controls for these lights, and the operation of the controls, must be known to those on-site responsible for emergencies. The name and contact number of the controllers of light and DG set to be made available before the start of the event to the control room.
4. Bidder should have emergency light and power arrangement for the venue of event. The bidder should clearly describe about the arrangements of emergency power and lighting systems proposed for the event at the designated place. An electrician with his team of support staffs to be available during the entire event.

E. Signage:

1. Clear appropriate signage is essential.
2. When and where signage can be placed. Examples of signage required include: Entrances and exits, directions/ ways, seating arrangements, Parking, Toilets, First Aid post, Security information/ Communication/ Incident Control Centre. As per requirement and item given in BOQ, trained manpower/ ushers to be provided in case of senior government officials/ VIPs/ Divyangjan/ students.
3. A/V Capabilities:
4. Microphones - wired or wireless, Microphones - hand held or lavalier, Microphones - table or floor stands.
5. Video cameras.
6. Portable sound systems, Mixer boards.
7. Desktop - laptop computers.
8. Projectors
9. Media Sources; CD - DVD - Visual Presenter.
10. Screens.
11. Lecterns- With / without microphone.
12. Supplemental lighting, Specialty lighting - trusses - rigging - spots, Lighting, placement for presenters & speakers.
13. Electrical supply OK or additional needed Staging built-in or rental of risers if needed.
14. Hand rails and steps to order Background music - Sound effects.
15. Speaker-ready rooms (Green room).
16. Speaker's live screen review monitor.
17. Any other equipment essential for the success of event. 5.4 Programme and Event Flow
18. Drafting a sequence of event-activities time to time scheduling to be listed in the order that they occurred.
19. They go in time order from the beginning to the middle to the end without jumping around in time.

F. Invitees' management

1. List of Invitees
2. Manage Invitations & passes
3. Manage Email Invitations
4. Tracking Links
5. Follow-up Mechanism

G. Crowd management

The successful bidder should keep sufficient trained manpower to control overcrowding inside and outside of the main event area. Necessary barricading/ way to be designated wherever required.

H. Minimum Infrastructure required:

1. Stage size with combination of elevated and ground level design accommodating the necessary equipment/ instruments with suitable lighting effects.
2. Stage Lighting should be of suitable rating & of reputed brand as per the requirement of the event and stage Necessary lighting arrangements for live telecast of the event.
3. Suitable LED installation with Suitable number of rated projectors for projection system.
4. Professional sound system of reputed brand of required capacity as per event including Public Address Services.
5. Silent diesel power generator sets of desired capacity at location of event in compliance to the Latest state and Central Govt Environmental rules and Guidelines.
6. The requirements/ items as mentioned above & in BOQ of this tender may likely to change as per the layout or design finalized by MOE or may change due to security/ protocol reasons. Quantities executed may be paid as per actual.

7. Arrangements of mobile toilets.**Convocation Venue:** In Cricket Ground, Permanent Campus, IISER Berhampur situated at Loudigam, Konishi Tahsil, Berhampur, District Ganjam, Odisha, PIN-760003.

Pre-Qualification /Eligibility Criteria:

Bidders Eligibility: The following mandatory documents are to be submitted along with bids:

1. The agency should possess Trade License Certificate for the Services i.e. Event Management
2. The firm/vendor should possess a valid PAN number and Odisha GST registration.
3. The vendor should have a branch office in Odisha.
4. The minimum average annual turnover of the bidding firm/vendor, during the last three years (FY 2021-22, 2022-23, 2023-24) should not be less than Rs.1 Crore. This turnover should exclusively be related to event management and a copy of the same duly certified by a Chartered Accountant should be uploaded.
5. The service provider must have a minimum of one client experience of having successfully completed similar work i.e., a convocation/ Union Cabinet minister and above programme of 1000 guests with proper outside hanger arrangement (Indoor is not Consider) at any centrally funded academic/research institution such as IIT/IISER/IIT/NIT/IIM/NISER in the last three years (between 01-07-2022 till 30-06-2025).
6. Performance Certificate not older than 03 (Three) years should be submitted certifying Successful condition of the event to the best satisfaction of the authorities

Sl. No.	Eligibility Criteria	Supporting Documents Required
1	Single entity legally registered under appropriate authority in India. <i>Consortium or Joint Venture is not allowed.</i> <i>The Bidder must be a Company as registered under Indian Companies Act, 1956 / 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 or Proprietorship Firm.</i>	Copy of certificate of Incorporation / Registration of the bidder
2	The bidder should have a minimum average annual turnover of ₹ 1 Crores previous three financial years up to year ending FY 2023-24	Certificate from statutory auditor/audited financial statements for previous Three financial years.
3	The Bidder should have positive net worth in the last financial year (FY 2023-24)	Certificate from a Chartered Accountant
4	The Bidder should have an experience of providing Event Management services for Union Cabinet minister and above to any Central / State Government Department / PSU in India with minimum contract value not less than Rs. 1 core.	Work Order/LOA (Contract Value & Scope of Work to be mentioned) & Completion Certificate/Certificate from the organization where work has been done.
5	Bidders participating in the tender must be registered under GST.	Copy of the GSTIN
6	Bidder must have registered office in Odisha	Copy of electricity bill/ telephone bill/ rent agreement

Evaluation Criteria

Sl. No.	Bid Component	Technical Proposal Marks
1.	Prior experience of the Bidder (Total Marks: 50)	
1a)	The Bidder should have successfully executed at least 2 major events in any IIT/IISER/IIT/NIT/IIM/NISER in the last three years in last 3 completed financial years (2022-23, 2023-24, 2024-25) for Union Cabinet minister and above, out of which one event should be of a minimum value of Rs. 1 Crores. (i) 4 (Four) major events out of which one event should be of a minimum value of Rs 1 (One) Crores = 30 Marks (ii) 3 (Three) major events out of which one event should be of a minimum value of Rs 50 (Fifty) lacks = 20 Marks (iii) 2 (Two) Major events out of which one event should be of a minimum value of Rs 30 (Thirty) lacks = 10 Marks (Copies of relevant work orders with Completion Certificate in the name of the bidding agency for such projects handled in the current and last 3 completed financial years should be submitted along with technical bid.	30
1b)	Average annual Turnover in three of the previous financial years: Rs.1 crores Rs. 1.5 crores - 10 Marks More than Rs.1.5 crores to Rs. 2 crores - 5 Marks 2 Crores above - 5 Marks	20
2	Project Team and Experience of key Personnel Total Marks: 20	
2a)	No. of Technical/Management employees on direct payroll in the areas of management, Concept Designer, Production staff, Event Managers, Copywriters, Graphic Designer. Etc. 5-7 Employees: 5 Marks 7-10 Employees: 8 Marks More Than 10 employees: 10 Marks	10
2b)	An Event Manager with experience of more than 5 (Five) years in organizing minimum three large scale event/s of similar nature. CV of such professional to be submitted with technical bid.	10
3	Technical Presentation (Total Marks: 30) (Presentation to be made on event concept and flow of maximum during of 20 minutes to evaluation committee of IISER). The bidder shall submit a copy of such presentation in PPT [containing the concept etc.] which will be kept as record.	
3a)	Understanding the Scope of Work & Approach and Methodology - 5 marks	5
3b)	Work Plan and Roadmap for the deliverables - 5 marks	5
3C)	Execution plan for Branding, Concept Design & Overlays 20 marks	20
	Total (1+2+3)	100

The Evaluation Committee shall evaluate and rank each Technical Proposal on the basis of the Proposals responsiveness to the scope using evaluation criteria and score system specified above. Each Technical Proposal shall receive a technical score as:

$$\text{Technical Proposal Marks (TPM)} = 100 \times \frac{\text{Technical Proposal under consideration}}{\text{Highest Technical bid}}$$

The proposal shall be rejected if it does not achieve the minimum technical marks of 75 (event-five) out of maximum of 100 (one hundred) marks.

6.3 Evaluation of Financial Proposals

Financial Proposals of the technical qualified Bidders as evaluated according to the above-mentioned evaluation matrix (i.e. the Bidders scoring more than 75 marks) shall be opened by the Techno-Commercial Evaluation Committee in the presence of the respective of the Bidders, who those to attend the opening of bid. The quoted fee shall be read out and recorded.

6.4 Final Evaluation

The final evaluation will be made on the basis of the following:

- Weightage for the Technical Proposal: 0.7
- Weightage for the Financial Proposal: 0.3

Combined Technical and Financial score, **(HPM) = TPM X 0.7 + FPM x 0.3**

6.5 Award of Work

The Bidder with the highest aggregate Score (HPM) on the merit of evaluation shall be awarded the work

6.6 Obligations of Client

The Client IISER will approach for all clearances as shall be obtained by the Ministry. The agency shall be required to render assistance of IISER on all statutory clearances as required for the assignment, for time to time.

Payment:

1. 100% Payments shall be made after successful execution of the order against submission of valid tax invoices and the payment will made as per the actual measurement executed at venue.
2. The quantities mentioned at price bid, section-V are tentative and may change as per the actual requirement at the venue.
3. If the services/material received do not conform to the description and quality as contained in the EoI/Work Order, the service provider may be penalized as per the decision of the Institute, which shall be final and binding.

TECH -1
COVERING LETTER / TECHNICAL PROPOSAL SUBMISSION FORM

(ON BIDDER'S LETTER HEAD)

[Location, Date]

To,

Subject:

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. _____, Dated: _____. I hereby submit the proposal which includes this technical proposal. Our proposal will be valid for acceptance up to **90 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf

I understand you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

TECH -2

Bidder's Organization (General Detail)

Sl. No	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date &	
5	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount: Online reference No. : Date: Name of the Bank:	
7	EMD Details Amount : Online reference No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the RFP	YES
11	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH -3

Bidder Organization (Financial Details)

Financial Information in INR				
Details	FY <u>2021-</u> 22	FY <u>2022-</u> 23	FY <u>2023-</u> 24	Average
Average Annual Turnover (in Crore)				

Supporting Documents:

Audited certified financial statements for the last **Three FYs (preceding the Financial year in which the proposal is due)** (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form).

Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.

Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in

Signature and Seal of the Company Auditor with Date in original

Signature of the Authorized Representative

TECH -4
FORMAT FOR POWER OF ATTORNEY
(On Bidder's Letter Head)

I, _____, the (Designation) of (Name of the Organization) in witness whereof certify that **<Name of person>** is authorized to execute the attorney on behalf of **<Name of Organization>**, **<Designation of the person>** of the company acting for and on behalf of the company under the authority conferred by the **<Notification / Authority order no.>** Dated **<date of reference>** has signed this Power of attorney at **<place>** on this day of **<day><month>, <year>**.

The signatures of **<Name of person>** in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder:

TECH -5
(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (List of completed assignments only of similar nature in any sector during last seven years**

S l. n o .	Period	Name of the Assignm ent n with details thereof	Na me of the Clie nt	*Contra ct Value (in INR) and Duratio n in Month	Date of Award/ Commence of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Note: Bidders are requested to furnish the list of assignments of similar undertaken during the last 5 Years (preceding the due date of proposal) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

Section IV (Techno-Commercial Bid)

NIT No. IISERBPR/EoI/Convo/25-26/01 date: July 29, 2025 for Event Management of Convocation at IISER Berhampur

S. No.	Criteria	Compliance Yes/No (Copy attached)
1.	Name of the Firm	
2.	Complete Address: Contact person/Representative of firm/vendor: Email ID: Firm License no/ Registration Number PAN no. Service Tax No. GST, TIN no. ESI/PF no. (enclose copies of above)	
3.	Proof of payment of income tax and service tax (last three years) copies to be enclosed. Enclose separate list (if required).	
4.	The bidder should have engaged in event management services of similar nature in the past five years. Enclose copies of work orders for verification.	
5.	Should have average turnover of ₹1 Crore during the last three financial years. This turnover should exclusively be related to event management and catering and a copy of the same duly certified by a Chartered Accountant should be uploaded.	
6.	Performance Certificate not older than 03(three) years should be submitted certifying successful conduction of the event to the best satisfaction of the authorities	
7.	Details of GST No. along with a copy of certificate to be attached.	
8.	Details of Permanent Account Number and latest income tax clearance certificate.	

(Section-V) Price Bid
Scope of work for Convocation 2025 IISER Berhampur

NIT No: IISERBPR/EoI/Convo/25-26/01 date: July 29, 2025 for Event Management of Convocation at IISER Berhampur

Name of the company/firm _____

Address _____

Sl.No	Particulars	Size	Quantity	Unit	Rate	GST@18%	Amount
A	Setup & Décor					18%	
	Auditorium					18%	
1	Auditorium (Aluminium Hanger) - Providing and Making Steel Grid Frame Hanger, without Internal Support, Making Water Proof	20,000 sqft	20,000			18%	
2	Auditorium Ceiling	24,000 sqft	24,000	Sqft		18%	
3	Cloth Walling	1600 sqft	1600	Sqft		18%	
4	Auditorium Wooden Platform	LS	19600	Sqft		18%	
5	Synthetic Carpeting	20,000 sqft	20,000	Sqft		18%	
6	Steel Sofa Set (3-Seater/2Seater)	No	50	Nos.		18%	
7	Banquet Chair	No	1000	Nos.		18%	
8	Barricading (Media, VIP, Officer & No Man Zone) -Barricading of Internal and External Areas at Venue with Iron Barricading.	No	1200	Rft		18%	
9	Media Riser	160 sqft	160	Sqft		18%	
10	LED Riser for Auditorium	128 sqft	128	Sqft		18%	
11	Dustbin	No	10	Nos.		18%	
12	Signage Board	2'X2'	15	Nos.		18%	
13	Consol Stage with Carpeting	192 sqft	192	Sqft		18%	
14	Long Table for (Stage Material, Water Counter, Consol)	No	10	Nos.		18%	
15	Pagoda for Food Area	16'X16'-1nos.	1	Nos.		18%	
16	Logistic Counter (Police, First aid, Fire)	10'X10'-3nos.	3	Nos.		18%	
17	Water Counter	10'x10'-1nos.	1	Nos.		18%	
18	Public Toilet	NO	6	Nos.		18%	

19	Sound less Fan	NO	20	Nos.	18%	
20	Air Cooler	NO	15	Nos.	18%	
21	Stage with Carpeting	2160 sqft	2160	Sqft	18%	
22	Stage Base	840 sqft	840	Sqft	18%	
23	LED Backdrop Platform	240 sqft	240	Sqft	18%	
24	LED Raiser Base	180 sqft	180	Sqft	18%	
25	Backdrop Bim (Box Type)	No	1	LS	18%	
26	Stage Wings	220 sqft	220	Sqft	18%	
27	Stage & Staircase Railing	No	1	LS	18%	
28	VVIP Chair	No	15	Nos.	18%	
29	T-Poi	NO	6	Nos.	18%	
30	Diya Stand with Accessories	NO	1	Nos.	18%	
31	Podium with Logo Branding	NO	2	Nos.	18%	
32	Tower A/C	Nos	4	Nos.	18%	
33	VVIP Lounge	512 sqft	512	Sqft	18%	
34	Temporary Toilet All Fitting Arrangement for VVIP Lounge	NO	1	Nos.	18%	
35	Steel/Lather Sofa Set (3-Seater/2-Seater)	No	6	Nos.	18%	
36	T-Poi	No	4	Nos.	18%	
37	Tower A/C	Nos	2	Nos.	18%	
38	VIP Lounge	512 sqft	512	Sqft	18%	
39	Temporary Toilet All Fitting Arrangement for VIP Lounge	No	1	Nos.	18%	
40	Steel/Lather Sofa Set (3-Seater/2-Seater)	No	6	Nos.	18%	
41	T-Poi	No	4	Nos.	18%	
42	Tower A/C	Nos	2	Nos.	18%	
B	Light & Sound Equipment				18%	
1	JBL 4889 Voltas Speaker layner	No	8	Nos.	18%	
2	Feed Back Box/Stage Monitor (JBL 4889 Voltas Speaker layner)	No	4	Nos.	18%	
3	64 Channel PA Mixer Digital System	No	1	Nos.	18%	
4	Podium Mic	No	4	Nos.	18%	
5	Cordless Mic	No	6	Nos.	18%	
6	LED/Metal Light for Auditorium	No	40	Nos.	18%	
7	LED Par Cans	No	20	Nos.	18%	

8	Par Cans with Gel Paper	No	20	Nos.	18%	
9	Sharp	No	8	Nos.	18%	
10	Light Controller & Dimmer	No	1	Nos.	18%	
11	Power Earthing	No	2	Nos.	18%	
12	Power Backup 125 KW With Fuel	No	2	Nos.	18%	
C	AV Equipment				18%	
1	LED Wall	780 sqft	780	Sqft	18%	
2	LED TV 55"	55"	2	Nos.	18%	
3	Switcher	NO	1	Nos.	18%	
4	Spilter	NO	5	Nos.	18%	
5	Laptop	NO	4	Nos.	18%	
D	Collaterals				18%	
1	Flower Arrangement, Flower Bouquet & Basket	No	1	LS	18%	
2	Guest Memento	No	12	Nos.	18%	
3	Uttariya	No	12	Nos.	18%	
4	Badges	B4	1200	Nos.	18%	
5	Photography	No	2	Nos.	18%	
6	Online Video (3 nos. Cam Setup, With Live Streaming for social media)	No	1	LS	18%	
7	Volunteer	No	4	Nos.	18%	
8	Hostess	No	2	Nos.	18%	
9	Welcoming (Cultural Troup)	No	1	Nos.	18%	
10	Transportation for Logistic Material	No	1	Nos.	18%	
E	On Site and Outdoor Branding				18%	
1	Entry Gate	LS	2	Nos.	18%	
2	Welcome Board	1600 sqft	1600	Sqft	18%	
3	Poll Kiosk	720 sqft	720	Sqft	18%	
				GRAND TOTAL		

Note: The quantities mentioned above are tentative and may change as per the actual requirement at the venue. Interested vendors are expected to visit the site to assess the actual requirement before quoting.

Seal and signature of the bidder

CERTIFICATE & DECLARATION

1. It is certified that all information provided in quotation to the Expression of Interest document is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced with Expression of Interest form for gaining unlawful advantage. We understand that IISER Berhampur is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.
2. In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of SD and or any penal action and other damages including withdrawal of all work. Further IISER, Berhampur is also authorized to blacklist our firm/company/agency and debar us in participating in any NIT process/bid in future.
3. I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which are improper / illegal during the execution in case the Expression of Interest is awarded to us.
4. Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institute.
5. Our Firm/ Company/ Agency has not been blacklisted or banned by any Govt. Department, PSU, IISER Berhampur Autonomous Institute or Any Other Govt. Organization.

Thanking you

Yours faithfully,

Signature Name & Seal

Place:

Date:

Note: This certificate should be executed on duly notarized ₹100/- Non-Judicial Stamp Paper.

Bid Submission Check List

Annexure – I

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL UPLOADED)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. __/-		
4	General Details of the Bidder (TECH - 2)		
5	Financial Detail on (TECH -3)		
6	Power of Attorney (TECH - 4) in favour of the person signing the bid on behalf of the bidder.		
7	Detail Work Experience on (TECH-5)		
8	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during its business		



APPLICATION FORM FOR FUND TRANSFER THROUGH RTGS/NEFT

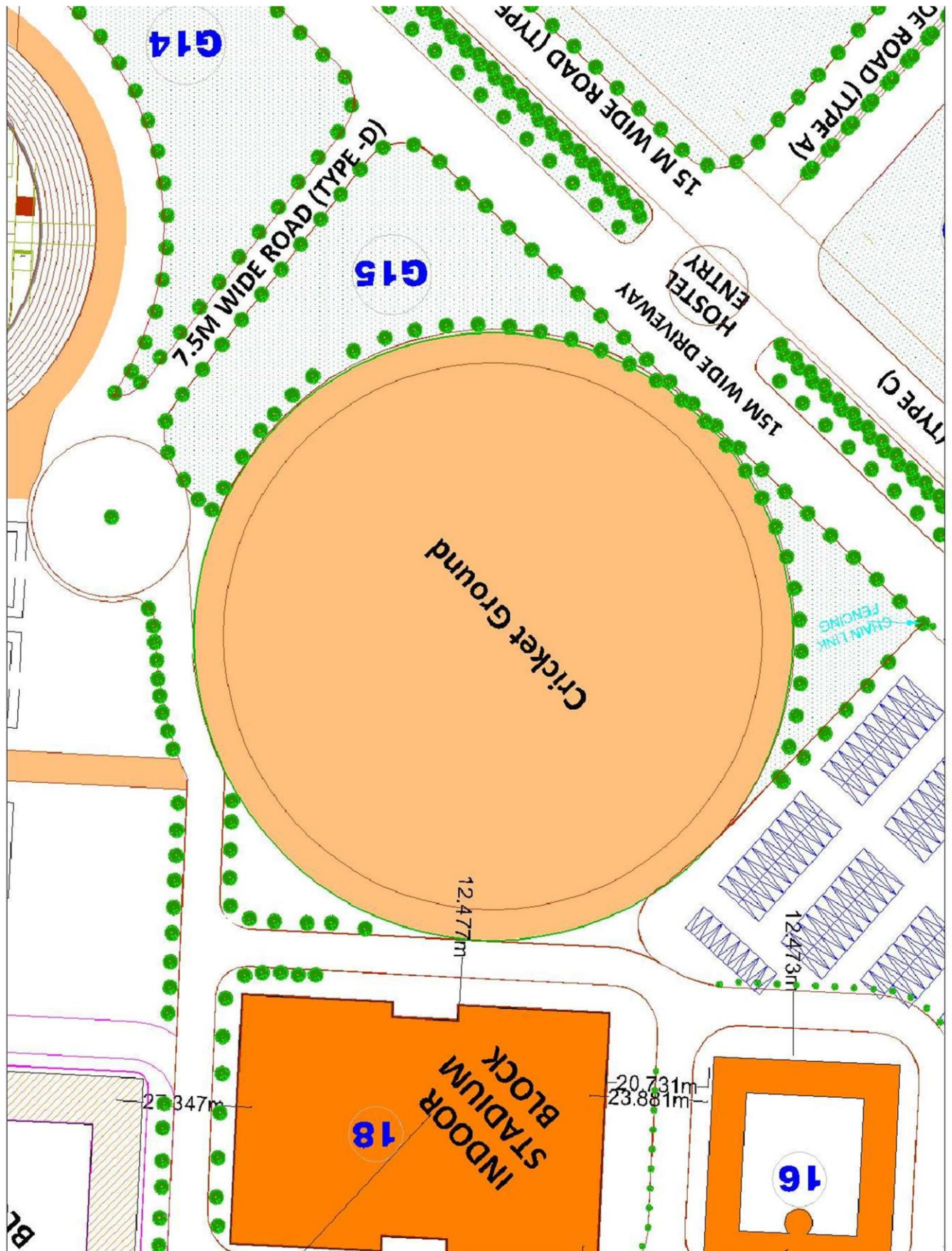
(To be filled by payee)

Counterfoil SBI, IISER Berhampur Berhampur Main Branch Received from IISER Berhampur By Cheque / Transfer for RTGS on Bank Favouring (beneficiary name) Beneficiary Bank A/c No Amount Rs. Bank's Charges Rs..... Total Rs..... <table border="1"><tr><td>Cheque No.</td><td></td></tr><tr><td>Date</td><td></td></tr><tr><td>Amount</td><td></td></tr></table>	Cheque No.		Date		Amount		Application for RTGS Remittance SBI IISER Berhampur, Berhampur Main Branch Branch Code : SBIN0000033 Remitter Name : IISER Berhampur Please Remit the sum of Rs _____/- (Rs _____) As per details below by debiting our Account No For the total amount including charges applicable (if any) <table border="1"><tr><td>Name of the beneficiary</td><td></td></tr><tr><td>Bank Name</td><td></td></tr><tr><td>Branch</td><td></td></tr><tr><td>IFSC Code</td><td></td></tr><tr><td>Account No.</td><td></td></tr><tr><td>MICR Code</td><td></td></tr><tr><td>Type of Account</td><td></td></tr></table> <table border="1"><tr><td>Amount Rs</td><td></td></tr><tr><td>Amount in Words Rs</td><td></td></tr><tr><td>Bank Charges Rs</td><td></td></tr><tr><td>Total Rs.</td><td></td></tr></table> <table border="1"><tr><td>(Authorized Signatory - 1)</td><td>(Authorized Signatory - 2)</td></tr><tr><td>Address</td><td>: Finance & Accounts, IISER Berhampur</td></tr><tr><td>Tel No.</td><td>: 0680-2227707</td></tr></table>	Name of the beneficiary		Bank Name		Branch		IFSC Code		Account No.		MICR Code		Type of Account		Amount Rs		Amount in Words Rs		Bank Charges Rs		Total Rs.		(Authorized Signatory - 1)	(Authorized Signatory - 2)	Address	: Finance & Accounts, IISER Berhampur	Tel No.	: 0680-2227707
Cheque No.																																			
Date																																			
Amount																																			
Name of the beneficiary																																			
Bank Name																																			
Branch																																			
IFSC Code																																			
Account No.																																			
MICR Code																																			
Type of Account																																			
Amount Rs																																			
Amount in Words Rs																																			
Bank Charges Rs																																			
Total Rs.																																			
(Authorized Signatory - 1)	(Authorized Signatory - 2)																																		
Address	: Finance & Accounts, IISER Berhampur																																		
Tel No.	: 0680-2227707																																		

Prepared and Checked by payee	Forwarded By (Concerned Department / Section)
Signature of authorized signatory	Signature
Name	Name
Designation	Designation
Firm / Agency Name :	Department

***Please affix a rubber stamp**

Date of Transfer	
Amount Rs	
Transaction / UTR No.	



MANDATE FORM FOR INSTITUTE REVENUE ACCOUNT

1	PFMS unique code	ORGN00013874
2 (i)	Agency Name (Name of the Institute)	Indian Institute of Science Education and Research Berhampur
2 (ii)	Agency Type (statutory Bodies/Autonomous/NGO/Society etc)	Registered Societies Act (Government Autonomous Body)
2 (iii)	Hierarchy of Agency (Central/State/District/Block/Tahsil/Panchayat/Village)	Central
2 (iv)	Act/Registration No	GJMNO 8628-08
2 (v)	Date Of Registration	18-10-2016
2(vi)	Registering Authority	Society Registration Act (XXI of 1860)
2 (vii)	State of Registration	Odisha
3	TIN No	-
4	TAN No	BBNI01150C
5	Complete Contact Address of the Agency	
5(i)	Block No/Building/Name of Premises	ITI premises, NH_59, Berhampur, Ganjam, Odisha-760010
5(ii)	Road/Street/Post office	Engineering school road, NH-59
5(iii)	Area/Locality	Berhampur
5(iv)	City/District	Berhampur
5(v)	State	Odisha
5(vi)	Pin code	760010
6	Contact person	Swarup Narayan Behera
6(i)	Designation	Assistant Registrar
6(ii)	Phone Number (Land Line)	0680-2227783
6(iii)	Alternate Phone No/Mobile No	8763258390
6(iv)	Official E-mail address	fna@iiserbpr.ac.in
7	Bank account detail	
7(i)	Institution's Account Name	IISER BERHAMPUR REVENUE ACCOUNT
7(ii)	Account No	37927733884
7(iii)	IFSC code	SBIN0000033
7(iv)	Bank Name (in full)	State Bank Of India
7(v)	Branch Name	Berhampur Main Branch
7(vi)	Branch Address	Utkal Ashram Road, Berhampur-760001
7 (vii)	Account Type	Current

Certified that the Institute's account is an RTGS/ECS/NEFT enabled branch. I hereby declare that the particulars given above are correct and complete. The above Agency's Account No. and bank details are registered/mapped under PFMS.

Date: - Dec 21, 2023


 Signature of the Competent Authority
 of the Agency with seal

Certified that the particulars furnished above are correct as per our records

Date: - Dec 21, 2023


 Signature of the Authorised Bank Official with seal
 Asst. Gen. Manager
 Berhampur, Ganjam (0033)