

NIQ No. IISERBpr/NIQ/Admin/2024-25/2

Date: December 24, 2024

NOTICE INVITING QUOTATIONS

Indian Institute of Science Education and Research (IISER), Berhampur, is an autonomous Institute established under Ministry of Education, Government of India. Quotations are invited from prospective bidders for Event management and catering services for science outreach program January 10-11 2025. All prospective suppliers are requested to submit their quotations on or before the end date/time of submission in the following ways:

- By speed post to reach the specified address / drop the sealed quotation in tender box kept at the Security Desk of Institute.
- By email to purchase@iiserbpr.ac.in. The scanned soft copy (pdf) of the quotation should be password protected. The password will be obtained from the suppliers at the specified time of opening of NIQ. The unprotected soft copy of quotation may be rejected.

The sealed envelope should be duly super-scribed OR the subject of email providing soft copy of the quotation should be as follows: **“Quotation for Event management and catering services for science outreach program during January 10-11 2025 vide NIQ No. IISERBpr/NIQ/Admin/2024-25/2 dated December 24, 2024”**

Indent No.	IISERBPR/2024-25/RO/B0056/08 dated 24/12/2024
NIQ No.	IISERBpr/NIQ/Admin/2024-25/2
NIQ Date:	December 24, 2024
Brief Description of the services to be procured	Event management and catering services for science outreach program during January 10-11, 2025 (Scope of work as per Annexure- 1)
Quantity	As per annexure-1
Delivery Location:	IISER Berhampur Permanent Campus, Laudigaon, Berhampur 760003
Estimated value	₹ 5,00,000/-
NIQ Submission End Date & Time of submission	December 31, 2024 at 12.00 hrs
NIQ Opening Date, Time & Venue	December 31, 2024 at 12.30 hrs (Store & Purchase Office)
Address for submission of NIQ:	The Stores & Purchase Officer IISER Berhampur Permanent Campus At/Po: -Laudigam, Konisi, Police Station -Golanthara, Dist.- Ganjam, Odisha, India-760003 Through email: purchase@iiserbpr.ac.in (strictly as per the above directive)
Award of Contract:	The bidder who quotes the Lowest amount shall be awarded the contract
For technical Clarifications please contact:	Sri Korada Manjunath E-mail: kmn@iiserbpr.ac.in
NIQ Inviting Authority:	Stores and Purchase Officer for and on behalf of Director, IISER Berhampur Tel. No.0680 2227-728/709

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Store & Purchase Officer

Schedule of Requirement
(NIQ NO. IISERBpr/NIQ/Admin/2024-25/2 dated December 24, 2024)

Event management and catering services for science outreach program during Jan 10-11, 2025
(Venue: 300-Seater Lecture Hall, 1st Floor, Block 7, Academic Block, Permanent Campus, IISER Berhampur)

1. Eligibility criteria:

- (i) The agency should possess License Certificate for Event management and Catering Services (Trade license) for the service/manufacture /supply of the item.
- (ii) The agency should possess Income tax PAN number and GST registration.

2. Payment Term:

- (i) 100 % Payments shall be made after successful execution of the order against submission of valid tax invoices.
- (ii) If the services/material received do not conform to the description and quality as contained in our schedule of requirement or have substandard, in that case the decision of the Institute on imposing appropriate penalty shall be final and binding on the vendor.

3 Schedule of Requirements:

Seminar Venue for the two-day (10th January – 11th January 2025) Science Outreach Seminar: 300-Seater Lecture Hall, 1st Floor, Block 7, Academic Block, Permanent Campus, IISER Berhampur situated at Laudigam, Kanishi Tehsil, Berhampur, District Ganjam, Odisha, PIN-760003

S. No.	Item Description	Qty	Unit
1.	Welcome gate {16x 2.5 (top), 10x 2.5 (pillar)} (with iron frame supported) decorated with flower at the entrance of the venue.	1	Nos.
2.	Flex Banner (4*8) at the entrance of Seminar Hall (both gates) and Dining Hall	3	Nos.
3.	Decoration - Fresh Flower Decoration at Both Gates of Seminar Hall and Dining Hall. Fresh Flower decoration of stage. The Stage should be well decorated with flowers. Bouquet – 10 Nos (small)	1	Job
4.	External Branding – Direction/information Signage (Event venue, approach road, parking, dining hall) 10 nos. of flex signages (Standees – 4*8) on both side of the road leading from main entrance of the permanent campus to the venue.	1	Job
5.	Main stage Backdrop LED 18*10 sqft. with LED Display Riser 3*18*2 (LBH) and flex masking	1	Nos.
6.	Flex Standees (5*10) of both sides of LED	2	Nos.
7.	Podium-Acrylic/Digital with flower decoration and IISER Logo	1	Nos
8.	Professional Sound System for the seminar hall including the following (quantity of each item as required): a) Cordless Microphones– 4 Nos. b) Collar Mic – 2 Nos. Podium Mic AKG – 1 Nos.	1	Job
9.	c) VIP single-seated sofa with new cover	2	Nos.
10.	Teapoy with Flower	1	Nos.
11.	Water Bottle (500 ml) per day	60	Nos.
12.	Videography, Photography and Streaming: Arrangement for Live Streaming and preparation of graphics for Seminar- Webcasting of the event on various channels such as YouTube, Facebook, Instagram and other social media handles through streaming software. The firm/vendor may require having the entire setup for this purpose including hardware, software and humanware. Additionally, the firm/vendor do videography and photography of the entire event and associated activities. Arranging the required number of cameras and cameraman will be the sole responsibility of the firm. We suggest a minimum	1	Job

	of two cameras to have high quality videography and webcasting. High resolution photo album and videos need to be provided separately within 2 weeks of conclusion of the event for archival purpose.		
13.	Catering Services: Preparation and serving of Food at the venue as per menu for 380 persons. The venue for dining will be Big Hall Chemistry UG Lab on the 4th Floor of Block 7, Academic Block of the permanent campus. Good quality serving dishware, Crockery, bowls, spoons to be used. Serving boys should wear uniform, hand gloves, caps. There should be at least 03 full counters of all the items (02 counters for students and 01 counter for teachers, resource persons and organisers). All Menus should be displayed. Seating arrangements for at least 30 persons should be made with dining chair and round table covered with good cloth. Sufficient numbers of dustbins should be placed at appropriate places. Water dispensers with disposal paper glasses should be positioned at four prominent places at the Seminar Hall and Dining Hall. For hand hygiene, hand-wash, soaps etc to be placed at the wash-basin area. PLASTIC and THERMO-COOL should be avoided. Bio-degradable material will be preferred. All waste materials need to be cleared from the site using suitable transport, labour etc. and to be disposed outside the campus by the bidder at municipality authorized dump yards soon after the event is over.	1	Job

Note: The quantities mentioned above are tentative and may change as per the actual requirement at the venue. Interested vendors are required to visit the site at the Permanent Campus to assess the actual requirement before quoting. Catering Services with Dining arrangement at Big Hall Chemistry UG Lab on the 4th Floor of Block 7 of the Permanent Campus, IISER Berhampur situated at Loudigam, Kanishi Tehsil, Berhampur, District Ganjam, Odisha, PIN-760003.

Proposed Menu for the Seminar					
	High Tea	Lunch	Tea & Biscuits	Packed Snacks	
10 th January 2025	Timing: 10 AM-11 AM (after inauguration) (for 380 Pax)	Timing: 1 PM- 2 PM (for 380 Pax)	Timing: 4 PM- 4:30 PM (for 330 Pax)	Timing: 6 PM (snacks packet to be distributed at the entrance after last session) (for 350 Pax)	
	- Tea & Coffee - Kachodi - Samosa - Veg chop - Chhena sweet - Fruity	- Jeera Rice - Roti - Dal - Mix veg-Kurma, - Paneer Lababdar/Paneer Butter Masala (Thick gravy), - Chilly Fish - Chicken Masala - Dahi baingan - Salad - Papad - Mallai Cham	- Tea & Coffee - Biscuits	- Kachodi - Samosa - Bara - Chhena sweet - Fruity	
11 th January 2025	Timing: 9 AM-10 AM (for 350 Pax)	Timing: 1 PM- 2 PM (for 380 Pax)	Timing: 4 PM- 4:30 PM (for 330 Pax)	Timing: 6 PM (snacks box to be distributed at the entrance after last session) (for 350 Pax)	
	Tea & Coffee	Rice	Tea & Coffee	Alu Chop	

	• Bread Chop • Samosa • Gulab jamun • Banana • Fruity	• Roti • Sambar • Mix veg-Kurma, • Chilly Paneer • Chicken Kadai/Punjabi Chicken • Curd • Salad • Papad • Chhena poda • Rasam	• Biscuits	• Samosa • Gulab jamun • Banana • Fruity
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- (i) Adequate drinking water arrangement (water dispenser and paper cups) for 80 persons for the entire duration is required.
- (ii) All crockeries are to be of the highest standard and no plastics / thermocol items are to be used at the venue.
- (iii) Serving boys should wear uniform, hand gloves, caps. All menus should be displayed. Sufficient numbers of dustbins should be placed at appropriate places. Water dispensers with disposable paper glasses should be positioned at four prominent places. For hand hygiene, handwash, soaps and clean towel etc to be placed at the hand-wash area.

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Store & Purchase Officer

QUOTATION FORMAT

**Providing Catering Services with dining arrangements for science outreach program during
January 10-11, 2025**

Ref : IISER Berhampur, NIQ No. _____ Dt. _____

Name of the Firm: _____ Name of Proprietor _____

Address _____

Quotation No. _____ Dt. _____

Mob No. _____

E-Mail: _____

GSTN. _____

Registration /License No. _____

PAN No. _____

Brief description of the material to be supplied: -

Event Management

S. No.	Item Description	Qty	Unit	Unit Price	Discount Offered	GST %	Total cost with GST
1.	Welcome gate {16x 2.5 (top), 10x 2.5 (pillar)} (with iron frame supported) decorated with flower at the entrance of the venue.	1	Nos.				
2.	Flex Banner (4*8) at the entrance of Seminar Hall (both gates) and Dining Hall	3	Nos.				
3.	Decoration - Fresh Flower Decoration at Both Gates of Seminar Hall and Dining Hall. Fresh Flower decoration of stage. The Stage should be well decorated with flowers. Bouquet – 10 Nos (small)	1	Job				
4.	External Branding – Direction/information Signage (Event venue, approach road, parking, dining hall) 10 nos. of flex signages (Standees – 4*8) on both side of the road leading from main entrance of the permanent campus to the venue.	1	Job				
5.	Main stage Backdrop LED 18*10 sqft. with LED Display Riser 3*18*2 (LBH) and flex masking	1	Nos.				
6.	Flex Standees (5*10) of both sides of LED	2	Nos.				
7.	Podium-Acrylic/Digital with flower decoration and IISER Logo	1	Nos				
8.	Professional Sound System for the seminar hall including the following (quantity of each item as required): d) Cordless Microphones– 4 Nos. e) Collar Mic – 2 Nos. Podium Mic AKG – 1 Nos.	1	Job				
9.	f) VIP single-seated sofa with new cover	2	Nos.				
10.	Teapoy with Flower	1	Nos.				

11.	Water Bottle (500 ml) per day	60	Nos.				
12.	Videography, Photography and Streaming: Arrangement for Live Streaming and preparation of graphics for Seminar-Webcasting of the event on various channels such as YouTube, Facebook, Instagram and other social media handles through streaming software. The firm/vendor may require having the entire setup for this purpose including hardware, software and humanware. Additionally, the firm/vendor do videography and photography of the entire event and associated activities. Arranging the required number of cameras and cameraman will be the sole responsibility of the firm. We suggest a minimum of two cameras to have high quality videography and webcasting. High resolution photo album and videos need to be provided separately within 2 weeks of conclusion of the event for archival purpose.	1	Job				
13.	Catering Services: Preparation and serving of Food at the venue as per menu for 380 persons. The venue for dining will be Big Hall Chemistry UG Lab on the 4th Floor of Block 7, Academic Block of the permanent campus. Good quality serving dishware, Crockery, bowls, spoons to be used. Serving boys should wear uniform, hand gloves, caps. There should be at least 03 full counters of all the items (02 counters for students and 01 counter for teachers, resource persons and organisers). All Menus should be displayed. Seating arrangements for at least 30 persons should be made with dining chair and round table covered with good cloth. Sufficient numbers of dustbins should be placed at appropriate places. Water dispensers with disposal paper glasses should be positioned at four prominent places at the Seminar Hall and Dining Hall. For hand hygiene, hand-wash, soaps etc to be placed at the wash-basin area. PLASTIC and THERMO-COOL should be avoided. Bio-degradable material will be preferred. All waste materials need to be cleared from the site using suitable transport, labour etc. and to be disposed outside the campus by the bidder at municipality authorized dump yards soon after the event is over.	1	Job				
Total Rs							

Catering services

Sl.	Description of item	Qty	Unit Price	Discount Offered	GST %	Total cost with GST
1	High Tea	730 qty				
2	Lunch	760 pax				
3	Tea & Biscuits	660 pax				
4	Packet snacks	700 pax				
Total Rs.						

I/we understand that the quantities mentioned above are tentative and subject to change as per the actual requirement at the venue. I/we have visited the site to assess the actual requirement before quoting. The above quote is inclusive of transportation and as per the requirements of the Institute.

- (a) All above prices are F.O.R. Permanent Campus, Loudigam
(b) Validity of quotation 60 days
(c) Delivery period: As mentioned in the schedule of requirement
(d) Bank Account Details:

Name of A/c Holder: _____

Bank Name _____

A/c No. _____

IFSC: _____

I hereby accept all terms and conditions as per the requirements given by the Institute.

Seal of the firm _____

Signature _____