

KERALA INSTITUTE OF TOURISM & TRAVEL STUDIES [KITTS]

Residency, Thycaud, Thiruvananthapuram, 695014

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TENDER NOTICE

Tender No: 1206/KITTS/SJC/12

Tenders are invited from event management groups for organizing an government function of 500 participants. The detailed specifications are annexed to the tender document. Details are available in our website www.kittsedu.org

Last Date : 10/09/2012

**Sd/-
Director**

**KERALA INSTITUTE OF TRAVEL AND TOURISM STUDIES,
Residency, Thycaud, Thiruvananthapuram**

**TENDER DOCUMENT : EVENT MANAGEMENT GROUP FOR ORGANIZING A OFFICIAL
GOVERNMENT FUNCTION OF 500 PARTICIPANTS**

Tender No: 1206/KITTS/SJC/12

A. Introduction

Kerala Institute of Tourism and Travel Studies (KITTS) impart quality education and training in the field of Travel and Tourism. The Institute, established in the year of 1988, caters to the manpower requirements of tourism industry by offering various courses directly benefiting the industry. The institute is an autonomous organization registered under the Travancore-Cochin Literary, Scientific and charitable societies Registration Act 1955 (Act 12 of 1955). KITTS, with its head quarters at the Residency Compound, Thycaud has two sub centres at Ernakulam and Thalasserry.

B. Job Description

Sealed Tenders in prescribed format are invited from event management group for organizing an official function of 500 participants at Thiruvananthapuram.

Tender document can be downloaded from our website www.kittsedu.org. The last date for submission of tenders is 10/09/2012 at 16.00 hours. The bids shall be opened on 11/09/2012 at 12.00 hours in the presence of the bidder's representative who choose to be present at the office of the undersigned during the evaluation process. The Technical bid and price bid should be given in separate envelopes. The Price bid shall be opened only for those bidders who satisfy the eligibility criteria mentioned in the tender document.

Those who are meeting the eligibility criteria and are interested to organise the function subject to the terms and conditions may furnish their quotes in the prescribed form enclosed herewith and with copies of other required documents indicated in the tender document.

C. Eligibility criteria

(i) Essential

1. The bidder shall be an event management group having minimum financial turnover of Rs. 50 lacs and above in a single year, during the last three years commencing from 2009-2011.
2. The bidder should have organised at least three programs of more than 750 participants.
3. The bidder should be member of reputed Advertisement and Event management organisations

(ii) Desirable

1. Experience with proof of arranging the programs participated by Chief Ministers/ State government heads / PSUs etc. on various social / service and business meets. .

D. Terms and conditions

1. The vendors will have to submit an interest free, refundable earnest money deposit (E.M.D) of Rs.5000/- in the form of a Bank Draft / Pay Order of Scheduled Commercial Bank drawn in favour of **Director, Kerala Institute of Tourism and Travel Studies at Thiruvananthapuram**. The DD should be kept along with Technical bid envelop.
2. The Agency shall execute, comply and organise the function, in accordance with the contract to the complete satisfaction of the Institute.
3. In case of default on the part of the agency in carrying out any order, Institute shall be entitled to get the work done by any other persons and all expenses consequent thereon or incidental thereto

shall be borne by the Institute and will be deducted by the institute from any money due or it may become due to the agency.

4. The decision of the Institute in the matter arising out of this contract shall be final and binding in regard to all matters relating to the contract.
5. All cases/proceedings relating to any dispute or claim arising out of or any case of performance of this contract shall be falling in proper court having jurisdiction in Thiruvananthapuram.
6. The Institute shall have right to issue addendum to tendered documents to clarify, amend, modify supplement or delete any of the condition, clause or items stated therein. Each addendum shall form a part of the original invitation to tender.
7. The successful bidder/contractor/agency will have to sign a contract agreement with the authorised official of the Institute on a Rs. 100/- non-judicial stamp paper. All the terms and conditions, scope of work etc. contained in the tender documents shall form part of and shall be taken as if they were included in contract agreement to be executed with the agency.
8. The Institute reserves the right to accept or reject tender without assigning any reason thereof. No claim or complaint in this regard will be entertained by the Institute.

How to apply

Only application of agencies who fulfil the criteria would be considered by the Institute. Accepting the application for engagement by the Institute would not guarantee the award of contract.

The application in sealed envelope marked on top "**TENDER FOR EVENT MANAGEMENT**" along with the copies of the relevant certificates and other specified documents may please be forwarded to:

The Director
Kerala Institute of Tourism & Travel Studies
Residency, Thycaud
Thiruvananthapuram – 695002
Ph: 0471-2339178

Tender No: 1206/KITTS/SJC/12
Last date for receipt of application is upto 04.00 PM on 10.09.2012

Application Format (Technical Bid)

From

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To

The Director
Kerala Institute of Tourism & Travel Studies
Residency, Thycaud
Thiruvananthapuram – 695002
Ph: 0471-2339178

No.	Particulars	Details to be filled in by the Agency
1	Name of the Firm/Agency	
2	Registered office/business address of the agency with telephone and mobile no.	
3	Name of Contact Person(s)	
4	Address with telephone, Email and name(s) of the contact person (s)	
5	Year of Constitution	
6	Income Tax - PAN No. (Attach copy of PAN)	
7	Service Tax No. (Attach copy of Service tax registration No.)	
8	Turnover during last three years (copy of audited Balance sheet to be enclosed)	
Year	Turnover in Rupees lacs (in words and figures)	
	2008-09	
	2009-10	
	2010-11	
	2011-12(provisional)	

Application Format (Price Bid)

Tender No: 1206/KITTS/SJC/12

From

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To

**The Director
Kerala Institute of Tourism & Travel Studies
Residency, Thycaud
Thiruvananthapuram – 695002
Ph: 0471-2339178**

Details of Activities for which consolidated quote should be given

(a) Publicity

12 x 10 Ft publicity display boards	-	05
5 x 8 ft Welcome Standees	-	05
6 x 2.25 Banners	-	30
(All multi-colour eco-friendly)		

(b) Venue/hall

Arch Near Guest House	-	01
Arch at KITTS entrance	-	01
LCD projectors with live connectivity	-	02
Carpet for path way	-	as required
Flex frame at door of hall	-	01

(c) Stage & Infrastructure

Hanger to accommodate for 500pax(120*40)sq.ft		
Stage size (40 * 25) Sq.ft		
Flower decoration stage	-	as required
VVIP seats at stage	-	as required
Stage back drop in collage or Big screen format	-	01
Stage side wings	-	02
Branded podium with flower hanging	-	01
Tea-poi table top	-	02
Synthetic mat on stage	-	as required
LCD TV with live connectivity	-	01

Hall perfume spray

(d) Intelligent sound /light system

Intelligent sound system	-	as required
Podium mike / cord less mike	-	as required
Generator	-	as required
Lighting in stage	-	as required

(e) Photography & Videography

01 Photographer

01 Videographer

Digital album with Apx 120 Photos -01, VCD - 5

02 good photos within 45 minutes (of completion of function for press release)

45 seconds edited video of function (within 1 Hour for press release)

(f) Compere/reception

Master of ceremony - 01

Arrangement of prayer - as required

Hostess for welcome and supply of bouquet / gift - as required

Hostess for press management - as required

Panchavadyam with 11 member group

Fireworks for 15 minutes

(g) Inauguration

Traditional lamp with garlands

Inauguration in a spectacular way

Flower petal rain

h) Tea & Snacks Tea/coffee/snacks for VVIPs at stage - as required

Tea/coffee/snacks for delegates - 500

Drinking water with disposable glasses - as required

(i) Media management

Press release kit - 50

Media invitation

Follow up with press for news coverage

(j) **Security Service** - 06 uniformed securities

(k) **Cleaning of venue** - before and after the event

TOTAL : _____

In Words: _____

1. Price has to be quoted in India Rupees only.
2. All inclusive prices have to be quoted. The applicable TDS shall be deducted from the payments made by Corporation.
3. In case of a mis-match in the amount mentioned in Figures and Words, the amount mentioned in words shall be considered as final.
4. The Contractor/Security Agency/Agency agree that the above price have been quoted after reading and understanding the complete tender documents.

Signature of Authorised Signatory

Name :

Designation :

Date :

Seal of the Agency