



**SWAMI VIVEKANAND NATIONAL INSTITUTE OF  
REHABILITATION TRAINING AND RESEARCH**

(Ministry of Social Justice & Empowerment,  
Department of Empowerment of Persons with Disabilities, Govt. of India)  
OLATPUR, P.O: BAIROI, DIST: CUTTACK (ODISHA) Pin: 754010.  
Website: www.svnirtar.nic.in, E-mail: nirtar@nic.in & svnirtar@gmail.com

Ref.: SVNIRTAR/DA/ANNUAL FUNCTION

Date: 07.02.2024

**NOTICE INVITING TENDER**

For Event Management including stage, ramp, audio equipments, furniture, lighting arrangements, photography, videography etc. for the Foundation Day / Students' Annual Function at SVNIRTAR, Olatpur scheduled during 21<sup>st</sup> / 22<sup>nd</sup> February 2025.

Name of work	Last Date and time of submission of Tender	Date and time of opening of Technical Bid
Event Management including stage, ramp, audio equipments, furniture, lighting arrangements, photography, videography etc. for the Students' Annual Function at SVNIRTAR, Olatpur scheduled during 21 <sup>st</sup> / 22 <sup>nd</sup> February 2025	14.02.2025 12:00 hrs	14.02.2025 12:30 hrs

Quotations are invited from Event Organizers possessing valid GST registration, who have executed similar works for other Government departments/ Public sectors/ reputed Organizations, for execution of the above work so as to complete the same within specified time period.

The tender papers are available at Office of the Department of Academics. Interested parties may send/ submit their Tender Papers super-scribing as "Tender for Event Management for the Foundation Day/ Students' Annual Function" addressed to The Director, SVNIRTAR, through Speed Post/ Registered Post/ Courier/ Drop Box only on or before the last date and time for submission of tender. Bidders may also download the Tender paper from the Institute website and send their quotation through email to [svnirtar@gmail.com](mailto:svnirtar@gmail.com) so as to reach on or before the last date and time mentioned above.

The undersigned reserves the right to reject any or all the tender without assigning any reason thereof.

Sd/-  
Director  
SVNIRTAR, Olatpur



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### GENERAL INSTRUCTIONS AND TERMS AND CONDITIONS

1. Price to be filled up in the prescribed format at **Schedule-A** clearly both in figures as well as in words (wherever asked so). Any ambiguity in quoting the rates shall disqualify the bidder.
2. Bidders are requested to visit the sites, check the present conditions, and understand the requirements properly before quoting the rates.
3. The rates are to be quoted in Indian currency only. The rates and taxes etc. will remain unchanged throughout the contract period.
4. Quotation must accompany the following documents:
  - a) Copy of valid GSTIN
  - b) Proof of experience in event management/ audio-visual setup/ tent house arrangement for meetings/ conferences and related activities
5. All the items mentioned in the BOQ are to be supplied/ fabricated/ arranged by the Event Organizer on rental basis, for using them during the event. After the event all the materials shall be taken back by the Event Organizer.
6. SVNIRTAR would award the contract either for all the items or some of the items mentioned in the BOQ. The requirements/ quantities may be altered by SVNIRTAR, as and when required depending upon the situation.
7. No residential accommodation can be provided to the Event Organizer or his team of workers during execution of work.
8. The standards, specifications and safety norms are to be maintained by the Event Organizer, as per respective Government rules/ notifications.
9. The Event Organizer shall use own tools, equipments etc. as required for the execution of work.
10. The Event Organizer is responsible for due compliance of laws/ norms relating to safety during execution of work. The entire risk and responsibility pertaining to this contract regarding the safety & security of men, materials & machine shall rest on the Event Organizer.
11. The contract shall be covered by Contract Labour (Regulation and abolition) Act 1970 and Contract Labour (Regulation and abolition) Central Rule 1971 with all amendments.
12. In case of breach of any laws, acts, rules mentioned above or any terms of contract mentioned herein, the contract shall be cancelled automatically.
13. The Event Organizer must have sufficient & competent work force to do the repair and maintenance works promptly.
14. The Event Organizer shall execute the contract through own work force. Sub-contracting will not be allowed.
15. All works shall be executed in consultation with and as per instructions of Officers-in-charge. All equipments/ materials/ design/ quality/ performance etc. shall be got approved by Officers-in-charge before using them during the event.
16. Officer-in-charge shall have the right to stop the execution of work at any stage or time, if the quality of work is found inferior, if the progress of work slower or if the work is not executed as per specifications / instructions of Officer-in-charge.

17. The Event Organizer shall not cause any damage to the work, nor shall hinder other Event Organizers' works. The cost of any damage done by the Event Organizer to the existing infrastructure of the Institute or other Event Organizers' works shall be borne by the defaulter with additional penalty as decided by the Director, SVNIRTAR.
18. Upon award of contract the Event Organizer shall submit designs and execution plan and get all of them approved by the Officer-in-charge before going for fabrication and erection. If needed, the Event Organizer shall submit multiple options for design of stage and other arrangements etc.
19. After the event, edited video of the entire event shall be submitted in MP4 or any other popular video format with HD or higher resolution.
20. During the event, scattered cables shall be avoided. Cables shall be laid in bunches and covered properly so that movement of persons with disability, wheelchair bound patients and guests is not hindered.
21. All arrangements have to be completed by 06:30 pm one day before the event date(s), so that rehearsal/ mock-up practice can be conducted before the actual function.
22. On the event date(s), meetings and cultural programmes shall be held at the venue in multiple sessions throughout the day (from 9:30 am till 11:00 pm).
23. The bidder has to quote rates separately in the BOQ for the 1<sup>st</sup> day and the 2<sup>nd</sup> day of the event. In case the event is limited to one day, payment shall be released as per rates quoted for the 1<sup>st</sup> day only.
24. In case the date of event is modified, the same shall be intimated well in advance.
25. Execution of works including fabrication, installation, connections, setup and testing etc. (as per work order) is the entire responsibility of the Event Organizer. No extension of time shall be allowed for the completion of work. Penalty of 2% of value of contract shall be levied for every hour or part thereof towards delay in completion of work, subject to a maximum deduction of 50% of value of contract.
26. Payment shall be released approximately within 15 days after satisfactory execution of work, as per terms of contract and submission of bill. Taxes/ duties, as applicable, shall be deducted at source.
27. The quantities of items mentioned in BOQ are approximate quantities. The quantities actually required at site may vary. Payment shall be made as per actual quantities of items/ works executed at site.
28. In case the Event Organizer commits any breach of contract, the Institute may at any time by Notice in writing summarily terminate the contract without compensation to the Event Organizer for any reason.
23. DISPUTES & ARBITRATION:
  - a) All the disputes relating to the meaning and instructions under this contract hereinbefore mentioned shall be referred to the High Court of Odisha, Cuttack and any decision in this regard would be final for both the parties.
  - b) Director of Swami Vivekanand National Institute of Rehabilitation Training & Research (SVNIRTAR) reserves the right to cancel or reject any one or all the offers without assigning any reason thereof.

Sd/-  
Director

The bidder has to sign below as a token of acceptance of the above terms and conditions.

Authorized signatory with seal and date :

Name of bidder/ firm with complete postal address :

**SCHEDULE – A : BOQ : (To be filled up by the bidder)**

Sl.no	Particulars	Unit	Qty.	Amount (₹) for the 1 <sup>st</sup> day	Amount (₹) for the 2 <sup>nd</sup> day	Total (₹) for 2 days
1	Main Entrance Gate of 24' width, 12' height using 3' width panels (with posts, battens and flex printing)	No.	1			
	Stage – 50'x30' (approx..) size with 4' height including stage carpeting, steps, ramp & base masking	No.	1			
	Carpeting of venue area	Sqft	1500			
	Plastic Chair	nos.	800			
	Banquet Chair with cover	nos.	50			
	Steel Sofa – 3 seater	nos.	10			
	Rexin Sofa	nos.	6			
	T-poi / Front table	nos.	6			
	Barricading	ft	50			
	Podium	Nos.	2			
	Guest chair for meeting on stage	Nos.	8			
	Console masking	No.	1			
	LED wall including 2' high base and base masking	sqft	1000			
	MS/ Aluminium truss for stage for supporting lights	No.	1			
	125 KVA Silent DG set including fuel	No.	1			
	All other accessories related to stage shall be provided by supplier without any additional cost.					
2	JBL/ Peavey/ Yamaha/ Sehniser or equivalent professional sound equipment including line array, amplifiers, mixers, pre-amps, stage monitors, speakers, microphones (chorded, gooseneck and chordless) for meeting & cultural programme as suitable for an audience size of 1000	No.	1			
	LED Palco light	Nos.	40			
	Sharpy light	Nos.	12			
	Warm light	Nos.	16			
	Laser light	Nos.	2			
	Smoke machine	Nos.	2			
	Zigzag light	No.	1			
	Blinder light	Nos.	8			
	Paper blaster light	Nos.	10			
	Cool fire	Nos.	10			
	Laptop with cables	Nos.	2			
	All other accessories related to lighting & sound system shall be provided by supplier without any additional cost.					

3	4K Video Camera including video mixture/ switcher and all cables (Entire event shall be made live on Institute's Youtube channel and edited video to be submitted within 7 days of the event date.)	nos.	2			
	High resolution Drone mounted video camera including all accessories as required for live streaming and video recording	no.	1			
	4K Still camera (Photographs in digital format to be submitted within 7 days of the event date)	nos.	2			
Total :						
GST						
Total amount including GST : (Rupees .....)						

Bidder's signature with date :