



**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/2025

Date: 10.02.2026

NOTICE INVITING TENDER

For Event Management including stage, ramp, audio equipments, furniture, lighting arrangements etc. for the celebration of Foundation Day at SVNIRTAR, Olatpur scheduled on 22nd February 2026.

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 etc. for the celebration of Foundation Day at SVNIRTAR, Olatpur scheduled on 22 nd February 2026	19.02.2026 11:00 hrs	19.02.2026 12:00 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 on Institute website at <https://svnirtar.nic.in>. Bidders may also download the Tender paper from the Institute website. Interested parties may send/ submit their Tender Papers super-scribing as "Tender for Event Management for the Foundation Day" addressed to The Director, SVNIRTAR, through Speed Post/ Registered Post/ Courier or dropped in the Tender Box available inside Administrative office of SVNIRTAR, on or before the last date and time for submission of tender.

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

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 10:00 pm one day before the event date.
 22. Event will continue for the whole day i.e., from 10:00 am till 11:30 pm.
 23. In case the date or time of event is modified, the same shall be intimated well in advance.
 24. 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 5% 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.
 25. 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.
 26. 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.
 27. 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.

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 (₹)
1	Outdoor Stage – 50'x30' (approx..) size with 4' base height including stage carpeting, steps, ramp & base masking	No.	1	
	Stage to be covered on top & sides with sun/ rain proof material	No.	1	
	Plastic Chair	nos.	1000	
	Banquet Chair with cover	nos.	20	
	Steel/ Rexin Sofa – 3 seater	nos.	4	
	T-poi / Front table	nos.	4	
	Podium	Nos.	1	
	Guest chair for meeting on stage	Nos.	6	
	LED wall including 2' high base and base masking (for backdrop, wings and front side stage base)	sqft	650	
	MS/ Aluminium truss for stage for supporting lights	No.	1	
	65 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 & operators	Set	1	
3	Providing lighting with dimmers and all accessories & operators for the following lights: LED Palco light – 12 nos., Sharpy light – 6 nos., Warm light – 6 nos., Blinder light – 4 nos.,	Set	1	
4	Indoor Stage backdrop with full size flex printing (to be fixed on wall)	Sqft	300	
5	Flex banners (without frame)	Sqft	150	
6	Flex banners with iron frames/ standy (3'x6' – 6 nos., 10'x8' – 2 nos.)	Sqft	350	
7	Separate tent made with Bamboo/ MS frame & clothing for making 20 nos. of Food stalls inside the lawn along 20 benches (approx. area to be covered is 720 sq.ft.) including branding of stalls	Set	1	
8	Decoration with flowers and artificial flowers etc. for the outdoor stage, backdrop and podium	Set	1	
9	Decoration with flowers and artificial flowers etc. for the indoor auditorium stage, backdrop, podium and 2 entrance gates	Set	1	
10	Flower bouquets of real flowers	Nos.	10	
11	Box gate of internal clearance of 20'x15' with flex covering	Set	1	
12	4K Video Camera including video mixture/ switcher and all cables (edited video to be submitted within 7 days of the event date.) & cameramen	nos.	3	
	Drone camera with accessories & cameraman/ operator	nos.	1	
	Zimmy zip loaded camera with accessories & cameraman/ operators	nos.	1	
	4K Still camera (Photographs in digital format to be submitted immediately after the event) & cameraman	nos.	1	
Total :				
GST :				
Gross Total :				

Bidder's signature with date: