

Management Development Institute Murshidabad (MDIM)

Limited Tender Enquiry (LTE)

Tender No. 2024/MDIM/Admin/Convocation-24/35

Date:20/03/2024

Limited tender document for Annual Convocation Event Management at The Stadel, Salt Lake Stadium, Kolkata and Hall-2, Street Theatre of Dhonodhanyo, Alipore, Kolkata

MDI Murshidabad

Kulori, PO – Uttar Ramna, Dist. – Murshidabad, PIN-742235, West Bengal



Sub: Tender for Annual Convocation Event Management The Stadel, Salt Lake Stadium, Kolkata and Hall-2, Street Theatre of Dhonodhanyo, Alipore, Kolkata

Management Development Institute Murshidabad (MDIM) invites quotations from the empanelled agencies of Street Theatre of Dhonodhanyo, Alipore, Kolkata for Annual Convocation event management at The Stadel, Salt Lake Stadium, Kolkata and Hall-2, Street Theatre of Dhonodhanyo, Alipore, Kolkata as per the terms & conditions and scope of work mentioned in Annexure-I.

- The sealed quotation along with other required documents to be submitted to **The Registrar, MDI Murshidabad, Kulori, PO-Uttar Ramna, PS-Raghunathganj, Dist.-Murshidabad, PIN-742235** through speed post/ courier/ by hand delivery OR the quotation to be created in a single PDF file format and to be sent at registrar@mdim.ac.in on or before 27/03/2024 up to 5:30 Hrs.
- Event Date & Location:
 - 7th April 2024 at The Stadel, Salt Lake Stadium, Kolkata
 - 8th April 2024 at Hall-2, Street Theatre of Dhonodhanyo, Alipore, Kolkata

The bidders are requested to read the tender document carefully and ensure compliance with all terms & conditions and specifications herein. Non-compliance with specifications and terms & conditions in this document may disqualify the bidders from the bidding process.

Quotations received after the due date and time will not be considered or accepted and no request or appeal will be entertained in this regard. MDIM authority reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Please refer to our website (<https://www.mdim.ac.in/tender>) for Addendum, if any.

Encl. - Annexure-I

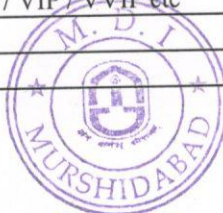

Registrar
MDI Murshidabad



ANNEXURE – I

SI No	Description (as on hire basis)	Qtn	Rate (Rs.)	Amount (Rs.)
A.	MINI AUDITORIUM / Hall-02 (Convocation Hall)			
1.	VVIP wooden deluxe chair	5 pc		
2.	Do White wooden glass top centre table	5 pc		
3.	VIP wooden chair	18 pc		
4.	Do White wooden glass top centre table	9 pc		
5.	Artificial small flower bouquet on tea table	14 pc		
6.	Artificial gardening on dias front-74 rft	74 rft		
7.	Chief guest bouquet (big natural)	2 pc		
8.	Tray & cover for memento & other distribution	1 pc		
9.	Acrylic name tag on table	25 pc		
10.	Inaugural remote lamp	1 pc		
11.	Podium	1 pc		
12.	Console set up-16' x 4' x 4' with table & chair	1 set		
			Sub-Total	
B.	Hall-02 / Pre-Function Area: Water table with proper linen on either side	4 pc		
C.	Street Theatre: Food Court & Selfie Zone			
1.	Floor carpet	4000 sft		
2.	Tea-coffee, drinking water, Main course, Sweet-Dessert etc counters- 5' x 3' table with proper linen	30 pc		
3.	Round table with proper linen	10 pc		
4.	Banquet chair	125 pc		
5.	Store & kitchen table	15 pc		
6.	VIP Lounge : 6m x 3m with door, floor carpet, Two seater Sofa-4 set, White wooden glass top centre table-4 pc, Proper lighting, Small flower bouquet on table	1 set		
7.	Faculty Lounge : 6m x 3m with door, floor carpet, Banquet Chair-20, Glass top round table-6 pc, Proper lighting, Small flower bouquet on table	1 set		
8.	Selfie Zone platform with red carpet-12' x 9', 6" height	1 set		
			Sub-Total	
D.	Venue Branding: Black back flex printing, framing & mounting:			
1.	Entry gate no 3: 3D box gate Pillar-(3'+3'+3'+3') x 12' height + top-22' x 3'	1 pc		
2.	Welcome banner-inside premises-12' x 10'-1 pc	120 sft		
3.	Stage Backdrop-30' x 12'-1 pc	360 sft		
4.	Group Photo session either side stand banner-4' x 10'-2 pc	80 sft		
5.	Selfie Backdrop-12' x 7'-1 pc	84 sft		
6.	Convocation Hall entry banner-8' x 8'-1 pc	64 sft		
7.	Welcome Chief guest photo-3' x 6'-1 pc	18 sft		
8.	Way to cloak room (arrow left to right): direction signage-3' x 6'-1 pc	18 sft		
9.	Way to Convocation Hall (upward arrow): direction signage in front of lift & escalator-3' x 6'-3pc	54 sft		
10.	VIP Lounge: direction signage placed in ground floor Street theatre-3' x 6'-3	54 sft		
11.	Way to Food court: direction signage -3' x 6'-3pc	54 sft		
12.	Podium branding: eco solvent vinyl pasted on sun board-2' x 4'	1 set		
13.	Signage: eco solvent vinyl pasted on sun board-18" x 10" on stand (Media / Student / Parents / Drinking Water / VIP / VVIP etc	10 pc		
			Sub-Total	
E.	Miscellaneous:			

AC/Sup



1.	Flower gate at the entry to street theatre – Door no 2 & 3	1 set		
2.	Luggage tag	500 pc		
3.	Professional Anchor (Ladies / Gents-Hindi & English speaking)	1 no		
4.	Banquet chair in front of group photo session	26 no		
5.	COB light & Led par for highlighting the branding	25 no		
6.	Power plug at food court	20 no		
7.	ICU ambulance with all emergency set up, doctor & attendant (8 hours)	1 set		
8.	HD video camera -1 no for & full length still camera-1 no	1 set		
9.	Transportation, loading-unloading labour charges	1 lot		
			Sub-Total	
F.	Stadel: 7th April 2024 (Time 7:30 pm-10pm)			
1.	Dias with carpet, maskin, steps-12' x 9', height 1'	108 sft		
2.	Backdrop-12' x 8'	96 sft		
3.	Backdrop COB light	6 no		
4.	Sound system-2 speaker, podium mic-1 set, Cordless mic-2, Sound mixer & operator	1 set		
5.	Full length still camera-1 no	1 no		
6.	Transportation, loading-unloading labour charges	1 lot		
			Sub-Total	
G.	Youth Hostel Salt Lake Stadium Annex : 7th April 2024 (Time: 2pm - 6pm) Student Registration			
1.	System table	4 no	250	
2.	Leather chair	10 no	50	
			Sub-Total	
H.	Statutory Permissions:			
1.	KMC Amusement			
2.	Alipore Police station			
3.	Kolkata police special branch & head quarter NOC			
4.	Service charge			
			Sub-Total	
I.	Transport: Youth Hostel, Salt Lake Stadium to Dhonodhanyo, Alipore			
1.	Non-AC -50 seater bus (reporting time 8:30am & return time 5:30pm at same place)	3 no		
2.	AC Winger 14-seater (reporting time 8:30am & return time 5:30pm at same place)	1 no		
			Sub-Total	
Grand Total without GST (A+B+C+D+E+F+G+H+I)				
Add: Applicable GST (.....%)				
Grand Total with GST				

N.B. :-

- Payment: 50% advance and balance 50% to be released within 15 days after completion of work and submission of tax invoice.
- Additional bill will be raised by the agency for extra job at per unit cost.

Place:

Signature of bidder:

Date:

Name of bidder:

Firm's Name with stamp:

Handwritten signature

