

# **Indian Institute of Information and Technology Bhagalpur**



**REQUEST FOR PROPOSAL (RFP)**  
*for*  
**APPOINTMENT OF EVENT MANAGEMENT  
AGENCY FOR ENYUGMA TECHNO-CULTURAL  
FEST 2022**

**Indian Institute of Information and Technology Bhagalpur**  
BCE Campus, Sabour, Bhagalpur, Bihar, 813210

## DISCLAIMER

The information contained in this Request for Proposal document (the “**RFP**”) or subsequently provided to Applicant(s), whether verbally or in documentary or any other form, by or on behalf of the Institute is provided to Applicant(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Institute to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their application for qualification and thus selection pursuant to this RFP (the “**Application**”). This RFP includes statements, which reflect various assumptions and assessments arrived at by the Institute in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Institute to consider the objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements, and information contained in this RFP may not be complete, accurate, adequate, or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this document and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicant(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Institute accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

IIIT Bhagalpur makes no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way with selection of Applicants for participation in the Bidding Process.

IIIT Bhagalpur also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the statements contained in this RFP.

IIIT Bhagalpur may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the Institute is bound to select and shortlist Applications and the Institute reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Institute, or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and the Institute shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Application, regardless of the conduct or outcome of the Bidding Process.

### **Important dates & information**

<b>Department Name</b>	<b>Indian Institute of Information and Technology, Bhagalpur</b>
<b>Name of work</b>	Selection of the Agency for Conceptualizing, Designing, Execution and Event Management Services on Turnkey Basis for ENYUGMA TECHNO-CULTURAL FEST 2022
<b>Event Duration</b>	<b>09<sup>th</sup> Dec 2022 to 11<sup>th</sup> Nov 2022</b>
<b>Venue</b>	IIIT Bhagalpur
<b>Joint Venture/Consortium</b>	Not Allowed
<b>Bid Document Fee</b>	INR 1,000/- (Rupees One Thousand Only) Non-refundable in form of Demand Draft in favor of “ IIIT Bhagalpur”.
<b>Earnest Money Deposit (EMD)</b>	INR 10,000/- (Rupees Ten Thousand Only) refundable in form of Demand Draft in favor of “ IIIT Bhagalpur”.
<b>Pre-Bid Meeting</b>	<b>15<sup>th</sup> November 2022 at 11:00 AM at the office of Administrative Building, IIIT Bhagalpur</b>
<b>Last Date and time of Submission of Bids</b>	<b>20<sup>th</sup> November 2022; 05:00 PM</b>
<b>Date and Time of Opening Technical bid</b>	<b>21<sup>st</sup> November 2022; 11:00 PM</b>
<b>Date and Time of Opening Financial bid</b>	<b>21<sup>st</sup> November 2022; 05:00 PM</b>
<b>Submission of bid documents etc.</b>	Submission of all bid related documents in the office of Registrar Incharge, Indian Institute of Information and Technology Bhagalpur, BCE Campus, Sabour, Bhagalpur, Bihar, 813210

## INTRODUCTION

### 1. BACKGROUND

I. ENYUGMA TECHNO-CULTURAL FEST is one of the famous Techno-Cultural Fest, organized by IIIT Bhagalpur, every year. This year ENYUGMA TECHNO-CULTURAL FEST is scheduled to be organized on **9<sup>th</sup> Dec 2022 – 11<sup>th</sup> Dec 2022 (for 3 days)**. IIIT BHAGALPUR is planning to organize this event on a large scale to attract more students to see the cultural and historic values of IIIT Bhagalpur.

II. IIIT BHAGALPUR would like to engage the services of an event management agency to organize and undertake the entire arrangement of ENYUGMA TECHNO-CULTURAL FEST 2022 in a Theme based manner, Suggestions of theme has to be provided by the selected Event Management Agency and preparation for the Fest has to be done strictly in accordance with the Scope of Work defined herewith in this document.

### 2. REQUEST FOR PROPOSAL

- I. Invitation for Engagement Of Event Management Agency For Successful Implementation Of ENYUGMA Techno-Cultural Fest 2022 By IIIT Bhagalpur.
- II. IIIT BHAGALPUR invites detailed proposals from event management agencies. The Scope of Services forming part of the Assignment has been set out in the RFP.
- III. The Proposals would be evaluated on the basis of the evaluation criteria set out in this RFP (“Evaluation Criteria”) to identify the successful Bidder for the Assignment (“Successful Bidder”).

### 3. OBTAINABILITY OF RFP DOCUMENT

The RFP would be available at the website <https://www.iiitbh.ac.in/tender>. It may be noted that all subsequent notifications, changes and amendments in the assignment / documents would be posted only on the website.

<sup>1</sup> The dates prescribed are tentative and are subject to change which shall be duly notified to the successful bidder

### 4. GENERAL INSTRUCTIONS

- I. The language of the Bid and related documents and correspondences shall be in English or Hindi language.
- II. The Bidder shall provide all the information sought under this RFP. IIIT BHAGALPUR Bihar will evaluate only those Bids that are received in the required formats and complete

in all respects.

- III. The Bid shall be typed or written in indelible ink and signed by the Authorized signatory of the Bidder who shall also initial each page. All the alterations, omissions, additions or any other amendments made to the Bid shall be initiated by the person(s) signing the Bid.
- IV. Bidders are advised to submit their respective Bids after visiting the Project site and ascertaining for themselves the site conditions, traffic, location, surroundings, availability of power, water and other utilities for implementation of the Project, access to site, handling and storage of materials, applicable laws and regulations, and any other matter considered relevant by them.
- V. The Bidder shall be responsible for all costs associated with the preparation of its Bid and its participation in the bidding process, including but not limited to, site visits, field investigations, data gathering, analysis, design etc. as also any discussions/negotiations. The IIIT BHAGALPUR, Bihar will not be responsible nor in any way liable for such costs, regardless of the conduct or outcome of the bidding process.
- VI. The IIIT BHAGALPUR, Bihar may modify the RFP by issuing an Addendum before Due Date. Any Addendum thus issued shall be part of the RFP and shall be posted on the website. IIIT BHAGALPUR, Bihar will assume no responsibility for receipt of the Addendum.
- VII. Bidders must have work experience on event management in Institute of National Importance/ Central Universities, such as IITs, NITs and IIITs and enclose these PO/work order.
- VIII. The IIIT BHAGALPUR, Bihar shall not be liable for any omission, mistake, or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the RFP, the bidding documents, or the bidding process, including any error or mistake therein or in any information or data given by the IIIT BHAGALPUR, Bihar.
- IX. Bidders have to compulsory attend a pre-bid meeting, as per the mentioned schedule. If a bidder fails to attend the meeting their bid will not be considered for evaluation.
- X. Bidders will not be permitted to alter or modify their bids once submitted.

## **5. SCOPE OF THE WORK FOR EVENT MANAGEMENT AGENCY**

**Note:-Any deviation in the scope of the work should be done only after written permission from COMPETENT AUTHORITY, IIIT BHAGALPUR and if so, the event agency is under obligation to bring it to the notice of COMPETENT AUTHORITY, IIIT BHAGALPUR immediately. Only after taking written consent of the COMPETENT AUTHORITY, IIIT BHAGALPUR extra work whatsoever is done, the payment for the same will be done taking in view the market price which the event agency will need to provide.**

## 5.1. Scope of Work

All the arrangements and preparation given below has to be done as per the given details:

S. No.	Item	Particulars
1.	Tent	<ul style="list-style-type: none"> <li>▪ <b>Main Stage area</b> <ul style="list-style-type: none"> <li>○ 35*25 sq ft including T shape 12*8sq ft</li> </ul> </li> <li>▪ Back room           <ul style="list-style-type: none"> <li>○ Boys 1 (10*10sqft)</li> <li>○ Girls 1 (10*10sqft)</li> <li>○ VIP artist room (15*15 sq ft) with seating area having sofa and center table</li> </ul> </li> <li>▪ Stage height 5ft with centering &amp; carpeting</li> <li>▪ Side walling with frame and decoration (250*100 sq.ft)</li> <li>▪ Outer Entry and exit gate of main Pandal</li> <li>▪ Carpeting in VIP room &amp; VIP area in front of stage and front area of 1500 sq ft with red and printed carpet</li> <li>▪ Towel and washbasin for guest restroom</li> <li>▪ Sound and light management seating area with proper setup</li> <li>▪</li> <li>▪ <b>Robo war stage with centering (Stage 2)</b> <ul style="list-style-type: none"> <li>○ 18*18 sq ft (find the gem + robomaar) of height 1.5 ft</li> <li>○ 12*12sqft (stack it up + LFR maze) of height 1.5 ft</li> </ul> </li> <li>▪ <b>Food and sponsor stall with counter and power backup.</b> (10 sponsor's stalls of size 8*8sq ft and 10 food stalls of different size of 8*8, 10*10, 12*12sqft) as per requirement</li> <li>▪ <b>Two Security room (10ft*10ft)</b></li> <li>▪ VIP seating area in front of the stage (50 people)</li> <li>▪ Student barricading</li> <li>▪ Student seating area (400 chairs)</li> <li>▪ Dustbin on every stall and common area</li> <li>▪ BCE gate 1 and gate 2 decoration</li> <li>▪ 2 entry gate formation in campus</li> <li>▪ 1 main entry Gate to pandal with specific design in campus</li> </ul>

2.	<b>Light</b>	<ul style="list-style-type: none"> <li>● 4 side Japanese truss</li> <li>● Flood light - 30</li> <li>● Par light – 50 pc</li> <li>● Sharpy light – 15 pc</li> <li>● Laser light – 4 pc</li> <li>● Blender light – 6 pc</li> <li>● Electric current light – 6 pc</li> <li>● Cold metal light – 15 pc</li> <li>● Warm metal light – 15 pc</li> <li>● Smoke machine – 4 pc</li> <li>● Cold fire entry and exit – 36 pc</li> <li>● Flame on stage – 4 pc</li> <li>● Tree decoration</li> <li>● Full main building decoration</li> <li>● CAC building decoration</li> <li>● 250 m Entry covered by Chinese RGB light with specific design</li> <li>● Stalls light and power backup</li> <li>● LED screen 2*( 8*12)</li> <li>● Tube light on every 10 meter</li> </ul>
3.	<b>Photography</b>	<ul style="list-style-type: none"> <li>● Crane camera with latest technology – 1 pc</li> <li>● Camera man with latest camera – 1</li> <li>● Video recording live streaming on stream – 2</li> <li>● For one day</li> </ul>
4.	<b>Power Backup</b>	<ul style="list-style-type: none"> <li>● 25 KVA for 3 days.</li> </ul>
5.	<b>Bouncer and Security</b>	<ul style="list-style-type: none"> <li>● 4 no.</li> </ul>
6.	<b>Advertisement</b>	<ul style="list-style-type: none"> <li>● Flex printing.</li> <li>● Framing</li> <li>● As per requirement</li> </ul>
7.	<b>Decoration</b>	<ul style="list-style-type: none"> <li>● Flower decoration for main stage</li> <li>● Bouquet for guest</li> <li>● Balloon decoration.</li> <li>● “I Love IIIT Bhagalpur” (12*4sq ft) decoration with heart shape</li> <li>● Instagram frame selfie zone</li> </ul>
8.	<b>Sound System</b>	<p><b><u>Day 1 and Day 2</u></b></p> <ul style="list-style-type: none"> <li>● 6 speakers SONY/JBL</li> <li>● Sound-craft mixup/ Yamaha with Operator.</li> <li>● Mic cordless – 4</li> <li>● Collar mic – 6</li> <li>● Stand mic dynamic - 6</li> <li>● Omnidirectional stage mic - 3</li> </ul>



		<b>Day 3</b> According to artist tech. rider.
<b>9.</b>	<b>Celebrity Artist</b>	<ul style="list-style-type: none"> <li>• There should be two Rapper &amp; one singer.</li> <li>• Singer Must have a verified social media account.</li> <li>• At least one artist must have more than 500K+ social media followers.</li> <li>• Each artist must perform more than 60 min.</li> <li>• Including TBL, band &amp; DJ</li> </ul>

## **6. GENERAL TERMS AND CONDITIONS**

1. IIIT Bhagalpur reserves the right not to accept bid(s) from agency(ies) resorting to unethical practices or on whom investigation / enquiry proceedings have been initiated by Government investigating Agencies, Vigilance Cell.
2. IIIT Bhagalpur is not bound to accept the lowest bidder or to assign any reason for non-acceptance. IIIT Bhagalpur reserves its right to accept the bid in part or in full. Conditional bids will be rejected outright.
3. IIIT Bhagalpur reserves the right to summarily reject an offer received from any agency (ies), without any intimation to the bidder(s).
4. IIIT Bhagalpur reserves the right to withdraw / cancel the bid document partially or completely at any stage.

## **7. TERMINATION BY DEFAULT**

IIIT Bhagalpur reserves the right to accept or reject any proposal, and to annul the bidding process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for Competent Authority's action.

## **8. ARBITRATION**

In case of any dispute IIIT BHAGALPUR may appoint an arbitrator, which will be accepted by the agency / firm. The decision of the arbitrator will be final and binding on both the parties. The jurisdiction of the court will be Bhagalpur (Bihar).

## **9. INDEMNIFICATION CLAUSE**

The selected agency shall keep IIIT BHAGALPUR indemnified and harmless against all claims, damages, dues, payments, fines, penalties, compensations, liabilities other losses etc. which may incur on account of non-compliance or violation by the selected agency or otherwise.

## **10. SUBMISSION PROCEDURE**

1. Bidders who wish to participate in this selection process will have to download the tender from institute website.

**Technical Bid:** Bidders shall submit physically their bids in TWO SEPARATE PARTS in sealed envelopes super-scribed with due date, time, project and nature of bid.

**PART 1- EMD** and price of the Tender Document in a separate sealed envelope superscripted with the Tender advertisement no.

**PART 2** – One copy of TECHNICAL BID complete with all technical and commercial details except the prices.

**Financial Bid:** Bidders shall submit their unconditional financial quote for their rendering of their services as per the scope of work in a SEPARATE SEALED ENVELOPE and super-scribed as FINANCIAL BID (inclusive of all taxes).

The envelopes containing Technical & Financial Bid of offer should be enclosed in a larger envelope duly sealed. All pages of the offer must be signed.

2. Services offered should be strictly as per specifications mentioned in this Tender Document.
  - i. Once quoted, the Bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.

## 11. ELIGIBILITY CRITERIA

The Bidder fulfilling Eligibility criteria shall be shortlisted for Financial Stage. The bidder should be fulfilling the following conditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the technical bid.

**Bids from consortiums and joint ventures are not allowed. Claims without documentary evidence will not be considered.**

IIIT BHAGALPUR reserves the right to verify the claims made by the Bidders and to carry out the capability assessment of the Bidders and the IIIT BHAGALPUR's decision shall be final in this regard. IIIT BHAGALPUR may, in its absolute discretion, waive any of the conditions and/or requirements in the Tender in respect of any or all of the bidders.

### Qualification Criteria for Bidders

Sr.	Qualification Criteria	Documentary Evidence
1.	The bidder should register as a Partnership/ Proprietorship/ LLP or Company. Should have a minimum experience of one year in conceptualizing, designing, organizing event management work in central institutes, such as IIT, NIT and IIIT.  <b>Note: Joint Venture and Consortium are not allowed</b>	Work Order/ Work Completion certificate.

2.	The Agency should have positive net worth as on the date of last annual accounts i.e. 31 <sup>st</sup> March 2022	CA's Certificate/ self-certified letter
3.	The bidder should be having PAN, GST numbers.	A copy of PAN & GST Registration Certificate.
4.	The bidder should have submitted their Turnover certificate.	CA's certificate /Audited Financial Report/ ITR Return Copy or CA certificate indicating minimum turnover.
5.	The bidder shall provide a valid EMD (refundable) acceptable to IIIT Bhagalpur. EMD deposit is Rs. 10,000/- has to be submitted along with bid documents.	EMD through Demand Draft in favour of " IIIT Bhagalpur". Payable at Bhagalpur
6.	The bidder has to submit self-certified letter indicating that they have not been blacklisted by any government department, organization, and corporation	Self-certified letter
7.	History of Litigation	As per the format given in RFP

\* **"Event Management"** means any service provided in relation to planning, promotion, organizing or presentation of any art, Entertainment, Business, Sports or any other Event and includes any consultation provided in this regard.

\* **"Bidder"** shall mean a corporate entity, firm (propriety or partnership), company or a corporation eligible to participate in the bidding process.

\* **"EMD"** shall not carry any interest.

## 12. Technical Qualification:

The bidders fulfilling pre-qualification criteria will be shortlisted for Technical Evaluation. The technical evaluation criteria are given in the following table:

Sl. No	Particular	Documentary Evidence	Whether Possess or not? (yes or not)	Whether Proof enclosed? (yes or not)
1.	The Bidder should have a minimum experience of one year in conceptualizing, designing, organizing event management work in central institutes, such	Work order/Work Completion certificate.		

	as IIT, NIT and IIIT.			
2.	The Agency should have positive net worth as on the date of last annual accounts i.e. 31 <sup>st</sup> March 2022	CA's Certificate indicating annual Financial turnover/ Copy of annual Accounts/ Income Tax Return		
3.	The bidder should be having PAN, GST numbers	Copy of PAN, GST Certificate		
4.	Bidder should have a register office in the Bhagalpur	Proof of register office		
5.	Technical Presentation: The pre-qualified bidders shall be required to give a PPT/audio-visual presentation as part of technical bid covering the following points. 1. Conceptualization of Event 2. Designing, layout, performance, stage and sitting arrangement 3. Sample of artwork, stage decoration, banner	Concept of Design presentation regarding the stage, work plan and sitting arrangement		
6.	EMD	Rs. 10,000/- Demand draft of any schedule bank in the favour of "IIIT Bhagalpur" payable at Bhagalpur		

The bidder fulfilling above technical eligibility condition shall only be eligible for financial bid opening.

### 13. FINANCIAL BID

Financial bids of technically eligible bidders shall be opened in the presence of qualified bidders who chose to be present. The technically eligible bidder offering **the best possible offer amount** (L1) to IIIT BHAGALPUR for the said work will be invited for negotiation and finalization of agreement.

IIIT Bhagalpur has the right (in its absolute discretion) to determine how to progress any discussions and/or negotiations with successful bidders following submission of the Proposals.

**Deduction**

1. TDS for the purpose of Income Tax or as applicable from time to time.
2. TDS for the compliance of CGST Act-2017 or as applicable from time to time.

**14. CORRECTION OF ERRORS**

Price Proposals determined to be substantially responsive will be checked by the IIIT BHAGALPUR for any arithmetic errors. Arithmetic errors will be rectified on the following basis:

If there is discrepancy between total price bid amount and summary of total cost of all components/parts, then the following will be procedure.

- a) Where there is discrepancy between the rates in figures and in words, whichever is less shall govern.
- b) Where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- c) If the total amount of bid quoted is less than actual summation of cost of all the components/parts as the case may be, then the total quoted amount shall govern and the difference between the actual summation and amount quoted shall be considered as a discount.
- d) If the total amount of bid is more than actual summation of cost of all components/parts as the case may be, then the individual cost of the components/parts shall govern, and total amount shall be reduced to actual summation, and it shall be considered as a mistake in total.

However, the decision of the Competent Authority in this regard shall be final and binding.

The amount stated in the form of bid for price proposal will be adjusted by the IIIT BHAGALPUR in accordance with the above procedure for the correction of errors and shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount of bid, its bid will be rejected, and the EMD may be forfeited in accordance with relevant clauses.

**15. NUMBER OF PROPOSALS**

Each Bidder shall submit only one (1) Proposal, in response to this RFP. Any Bidder who submits or participates in more than one Proposal shall be disqualified.

**16. PROPOSAL PREPARATION COST**

The Bidder shall be responsible for all costs associated with the preparation of its Proposal and its participation in the bidding process. IIIT BHAGALPUR will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the bidding process.

**17. CLARIFICATIONS**

A prospective Bidder requiring any clarification on the RFP may notify IIIT BHAGALPUR in writing or by facsimile to the competent authority of IIIT Bhagalpur, within such date as specified in the RFP. At its sole discretion, IIIT BHAGALPUR may upload its response to such queries on the website: <https://www.iiitbh.ac.in/tender>

## 18. AMENDMENTS TO RFP

- I. At any time prior to the Proposal Due Date, as indicated in the RFP Time Schedule, IIIT BHAGALPUR may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, amend the RFP by the issuance of Addenda. Such Addenda would be posted only on the website <https://www.iiitbh.ac.in/>
- II. In order to afford Bidders reasonable time to take the Addendum into account, or for any other reason, IIIT BHAGALPUR may, at its discretion, extend the Proposal Due Date and notify on their website.

## 19. EMD

- I. The EMD amount of the successful bidder will be automatically turned into security deposit at the time of allotment of tender and will be refunded along with the final payment.
- II. The EMD shall be forfeited in the following cases:
  - If the Bidder withdraws its Proposal;
  - If the Bidder withdraws its Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period; and
  - If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect.

## 20. BIDDER'S RESPONSIBILITY

- I. The Bidder is expected to carefully examine the contents of all the documents provided. Failure to comply with the requirements of RFP shall be at the Bidder's own risk.
- II. It shall be deemed that prior to the submission of Proposal, the Bidder has:
  - a) made a complete and careful examination of terms & conditions/requirements, and other information set forth in this RFP document;
  - b) Received all such relevant information as it has requested from IIIT BHAGALPUR; and
  - c) Made a complete and careful examination of the various aspects of the Assignment.
- III. IIIT BHAGALPUR shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.

## 21. PERFORMANCE GUARANTEE

The successful bidder shall have to submit a performance guarantee equivalent to 5% of bid amount within 3 days of issue of work order and is mandatory to be submitted before entering into agreement with IIIT Bhagalpur in the favour of "IIIT Bhagalpur".

**No Interest** shall be payable by IIIT Bhagalpur on Earnest money, Performance Guarantee or on any moneys dues to the agency.

## 22. CORRESPONDENCE/ENQUIRY

- I. All enquiries should be submitted to the following in writing /registered post / physical on or before the pre-bid date:

**Registrar Incharge, IIIT Bhagalpur,  
BCE Campus, Sabour,  
Bhagalpur – 813210**

**Email – registrar@iiitbh.ac.in**

- II. No interpretation, revision, or other communication from IIIT BHAGALPUR regarding this RFP is valid unless it is in writing and is signed by COMPETENT AUTHORITY of IIIT BHAGALPUR.

### **23. FORMAT AND SIGNING OF PROPOSAL**

- I. Bidders would provide all the information as per this RFP and in the specified format. Competent Authority reserves the right to reject any Proposal that is not in the specified format.
- II. If the Proposal consists of more than one volume, Bidder must clearly number the volumes and provide an indexed table of contents.
- III. The Proposal and its copy shall be typed or printed and the Bidder shall initial each page. The person(s) signing the Proposal shall initial all the alterations, omissions, additions, or any other amendments made to the Proposal.

### **24. PROPOSAL DUE DATE**

- I. Proposals should be submitted as per information provided;
- II. IIIT BHAGALPUR at its sole discretion; accept any Proposal(s) after Proposal Due Date. Any such Proposal/s accepted shall be deemed to have been received by the Proposal Due Date.

### **25. TEST OF RESPONSIVENESS**

- I. Prior to evaluation of Proposals, IIIT BHAGALPUR will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive if; it is received on the respective Proposal Due Date;
  - a) **It is accompanied with a non-refundable Bid Processing Fee.**
  - b) It is accompanied with the 'EMD' amount as set out in the RFP Document.
  - c) It is signed, sealed, and marked as stipulated in the RFP Document.
  - d) It contains the information and documents as requested in the RFP;
  - e) It contains information in the form and formats specified in the RFP;
  - f) It mentions the validity period as set out in this document;
  - g) It provides the information in reasonable detail. ("Reasonable Detail" means that, but for minor deviations, the information can be reviewed and evaluated by IIIT BHAGALPUR. Competent Authority reserves the right to determine whether the information has been provided in reasonable detail or not;
  - h) There are no inconsistencies between the Proposal and the supporting documents.
- II. A Proposal that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one which,
  - a) affects in any substantial way, the scope, quality, or performance of the Assignment, or
  - b) limits in any substantial way, inconsistent with the RFP document, IIIT Bhagalpur's rights or the Bidder's obligations under the Agreement, or
  - c) Unfairly affects the competitive position of other Bidders presenting substantially responsive Proposals.

## **26. CONFIDENTIALITY**

Information relating to the examination, clarification, evaluation and recommendation for the Qualified Bidders would not be disclosed to any person not officially concerned with the process. IIIT BHAGALPUR will treat all information submitted as part of the Proposal in confidence and will ensure that all those who have access to such material to treat it in confidence. IIIT BHAGALPUR would not divulge any such information unless ordered to do so by any statutory authority that has the power under law to require its disclosure.

## **27. CLARIFICATIONS**

To assist in the process of evaluation of Proposals, IIIT BHAGALPUR may, at its sole discretion, ask any Bidder for clarification on its Proposal or substantiation of any of the submissions made by the Bidder.

## **28. MODIFICATION/SUBSTITUTION/WITHDRAWAL OF PROPOSAL**

- I. The Bidder may modify, substitute, or withdraw its Proposal after submission, provided that a written notice of the modification, substitution or withdrawal is received by IIIT BHAGALPUR before the Proposal Due Date. No Proposal shall be modified, substituted, or withdrawn by the Bidder after the Proposal Due Date.
- II. The modification, substitution or withdrawal notice shall be prepared, sealed, marked and delivered with outer envelopes additionally marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”, as appropriate.
- III. Withdrawal of a Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period would result in forfeiture of the Bid Security in accordance with this RFP.

## **29. DECLARATION OF SUCCESSFUL BIDDER**

In case two or more bidders quote equal in financial bid, then the bidder having higher experience in the technical bid evaluation shall be declared successful and the process shall be at the discretion of the IIIT Bhagalpur.

## **30. PRE-BID CONFERENCE**

- I. Pre-Bid Conference(s) of the Bidders shall be convened at the designated date, time and place.
- II. During the course of Pre-Bid Conference(s), the Bidders will be free to seek clarifications and make suggestions for consideration of the Authority. The Authority shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Bidding Process.
- III. If a bidder fails to attend the meeting their bid will not be considered for evaluation.

## **31. TERM OF PAYMENT**

1. All Payment dues to the Contractor shall be made on NEFT/Account Payee
2. If required, the start night performance payment may be done in advance.



**ANNEXURE - 1**

**FORMAT FOR COVERING LETTER-CUM-ASSIGNMENT  
UNDERTAKING**

(On the Letterhead of the Bidder)

To,

Registrar Incharge, IIIT Bhagalpur,  
BCE Campus, Sabour,  
Bhagalpur – 813210

Sir,

Ref: - Selection of Event Management Agency for ENYUGMA TECHNO-CULTURAL  
FEST, 2022

We have read and understood the Request for Proposal (RFP) along with Draft Agreement in respect of the captioned Assignment provided to us by COMPETENT AUTHORITY of IIIT BHAGALPUR.

We hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed Agreement, a draft of which also forms a part of the RFP provided to us. We attach herewith all the necessary documents as required to state our Eligibility as per the given criteria.

Name of the Bidder

Signature of authorized Signatory

Name of the authorized Signatory

Date: -

Encl :

DD for Bid Fees and Earnest Money Deposit as follows :

- I. Bid Fees DD no..... (Amount).....drawn on.....
- II. EMD DD no..... (Amount).....drawn on.....

**ANNEXURE - 2**

**FORMAT FOR FINANCIAL PROPOSAL**

(On the letter head of the bidder)

To,  
Registrar Incharge, IIIT Bhagalpur,  
BCE Campus, Sabour,  
Bhagalpur – 813210

Sir,

**Ref: Selection of Event Management Agency for ENYUGMA '22**

We are pleased to quote the total amount for the event below. We have reviewed all the terms and conditions of the 'Request for Proposal' and confirm that we would abide by all the terms and conditions. We hereby declare that there shall be no deviations from the stated terms in the RFP. We further declare that, any State Government, Central Government or any other Government or Quasi Government Agency has not barred us from participating in any Bid.

(Please Note: The total amount shall be inclusive of all taxes and shall be as follows )

Total Rupees (INR) \_\_\_\_\_

(In words Rupees) \_\_\_\_\_

We abide by the above offer/quote and terms condition of the RFP, if the COMPETENT AUTHORITY of IIIT BHAGALPUR Bihar selects us as the Selected Bidder/Agency.

If our offer is accepted and if we fail to pay the Performance Security in the manner as specified in the RFP Document, the amount of Bid Security, as aforesaid, shall stand absolutely forfeited to the IIIT BHAGALPUR Bihar without prejudicing the rights of the IIIT BHAGALPUR Bihar to proceed further in any manner it deems fit.

Until a formal Agreement is prepared and executed between us, this bid, together with your LOI, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid that you may receive.

We declare that the information stated above and enclosed is complete and absolutely correct and any error or omission therein, accidental or otherwise, as a result of which our bid is found to be non-responsive, will be sufficient for the IIIT BHAGALPUR Bihar to reject our bid and forfeit our bid security in full.

Sincerely,

Name \_\_\_\_\_

Name of the Firm/Agency \_\_\_\_\_

Designation\_\_\_\_\_

Complete address\_\_\_\_\_

Phone no.\_\_\_\_\_ Mobile\_\_\_\_\_

E-Mail ID\_\_\_\_\_

**Signature of the applicant/ Authorized**

**Representative of Agency with  
Seal/Stamp**

**PRESCRIBED PERFORMA TO BE ATTACHED WITH THE  
FINANCIAL BID**

(Item wise break of scope of work)

<b>Sr.</b>	<b>Description of Works with Item</b>	<b>Amount (INR) inclusive of all taxes</b>
1.	Tent	
2.	Light	
3.	Photography	
4.	Power Backup	
5.	Bouncer and Security	
6.	Advertisement	
7.	Decoration	
8.	Sound System	
9.	Celebrity Artist	Name: Amount:

<sup>2</sup> All the requirements in terms of quantities specified, work requirements, service levels shall be considered while quoting the financial value in this table.