

NOTICE INVITING TENDER (NIT) FOR EVENT MANAGEMENT

The Indian Institute of Science Education and Research Berhampur (IISER Berhampur) established in the year 2016 by the Ministry of Education, Government of India invites NIT from the highly reputed firms/vendors for event management for the **6th Convocation of the Institute scheduled to be held on Monday, July 27, 2026 at its Permanent Campus situated at Loudigam, Konisi Tehsil, Berhampur, District-Ganjam, Odisha, PIN-760003**. The potential bidders are required to visit the website <https://eprocure.gov.in/eprocure/app> for submission of tender.

Section - I: Invitation for Bid			
NIT No. & Date		IISERBPR/NIT/Convo/2026-27/01 dated July 08, 2026	
Brief Description of scope of work		Event Management for organizing 6th convocation 2026 at IISER Berhampur	
Quantity		As per Price Bid (Section-V)	
NIT Category:		Services	
NIT Type:		Open Tender	
Number of Covers:		Two Bid	
Covers Information / Submission of Bids			
Cover No.	Cover Type	Description	Document Type
1.	Technical	Technical Specification, Notice Inviting Tender Document duly signed and stamped on each page, EMD, Schedule of Requirement and Compliance, Bidders Information, Work order copies, performance certificates and all other formats available in Notice Inviting Tender documents duly completed in all respect.	To be filled online and scanned copies to be uploaded for verification.
2.	Financial	Financial Bid	To be filled online
Two Bid System:			
Part - I: Techno-Commercial			
Bid. Part - II: Price Bid.			
The prices should be quoted in INR against each item for deciding L1 in Price Bid format in section V. In case of any discrepancy in the rates indicated in the Price Bid in figures and words, the rates in words will be considered for evaluation.			
Note:			
The Techno-Commercial Bid should not contain any price information. If quoted, in the Techno-Commercial Bid, the offer will be rejected summarily. Initially, Techno-Commercial Bid will be opened and evaluated by the technical Committee. Price Bid of only technically qualified bidders will be opened later. Contract/ Purchase Order will be awarded to the Lowest Bidder(L1) amongst them.			
Form of Contract:		For providing Event Management for organizing 6th convocation 2026 at IISER Berhampur	
EMD Fee Details		₹ 30,000/- should be deposited through Institute bank account (Bank Account details attached in page No. 30) or SBI I-Collect, through the web link: https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=644974	
Tender Fee (Non-refundable)		Rs. 1,180/- including of GST @18% (Non-refundable) Payment through (NEFT/ Demand Draft/ Direct online payment to the institute account) (Institute Bank Account details attached in the last page of NIT)	
Bid validity (Days):		60 days	

Performance Security	10% of the contract value within two working days of award of work order in the form of DD/NEFT or in any other form as acceptable to the Institute
Period of Work/ Delivery Period	As per instructions of the Institute Authorities
Pre-Bid Meeting/queries	Pre-Bid Meeting for Event Management (Physical) July 13, 2026 Time:1100h in the Boardroom, IISER Berhampur Permanent Campus. Observations, queries and suggestions, if any, may be submitted through email on/before 3PM, July 14, 2026 at iwd@iiserbpr.ac.in
Contract Type:	Tender
Delivery Location:	IISER Berhampur, Laudigam, Konishi Tehsil, Berhampur, District-Ganjam, Odisha, PIN-760003, India
Last date and time for submission of Bid	July 17, 2026, 16:00 hrs
Place of Submission of Bid	Through Online at https://eprocure.gov.in/eprocure/app
Bid Opening Date & Time:	July 18, 2026, 16:30 hrs
Bid Opening Place:	Institute Works Department (IWD), IISER Berhampur, Permanent Campus situated at Loudigam, Konishi Tehsil, Berhampur, District-Ganjam, Odisha – 760003, India
For technical clarifications, please contact:	Shri. Jagannath Patro, Superintending Engineer cum Estate Officer & Shri. Sanjay Majhi, Senior Executive Engineer Contact: 0680 2227-729/30 E-mail: iwd@iiserbpr.ac.in
Notice Inviting Tender Inviting Authority:	Shri. Shakti Ranjan Patra, Deputy Registrar, for and on behalf of the Director, IISER Berhampur E-mail: Store and Purchase, IISER Berhampur purchase@iiserbpr.ac.in

Section – II (Instructions to the Bidders)

This tender document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) & Institute website <https://iiserbpr.ac.in/opportunity/tenders>. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / n Code / e Mudra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.
7. The CPP Portal also has user manual with detailed guidelines on enrollment and participation in the online bidding process. Any queries related to process of online bids or queries related to CPP Portal may be directed to the 24x7 CPP Portal Helpdesk.
8. The Institute will not be responsible for any type of technical issue regarding uploading of Tender on website.

SEARCHING FOR TENDER DOCUMENTS

9. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization, name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
10. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e- mail in case there is any corrigendum issued to the tender document.
11. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

12. Bidder should consider any corrigendum published on the tender document before submitting their bids.
13. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid. 1. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS formats. Bid documents may be scanned with 100 dpi with black and white option.
14. To avoid the time and effort required in uploading the same set of standard documents which are

required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

15. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
16. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
17. Financial Bids can be submitted in PDF format (As per Chapter 5). Any additional components, which the bidder wants to quote and if it's not available in BoQ, can be quoted in the PDF format. The bidder may add rows to include the prices of all components & warranties, installation etc. whichever applicable.
18. Bidders are requested to note that they should necessarily submit their financial bids in the format provided (as per Chapter-5) and no other format is acceptable. The Financial Bid can be submitted in PDF format also. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
19. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
20. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
21. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
22. Kindly add scanned PDF of all relevant documents in a single PDF file of the compliance sheet.

ASSISTANCE TO BIDDERS

23. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 91-8826246593

GENERAL TERMS AND CONDITIONS

The Techno-Commercial Bids must accompany details of EMD payment. EMD of Rs. 30,000/- (Rupees Thirty Thousand only) should be in the form of bank transfer (I-Collect) / Challan at any branch of SBI. If any assistance required: Bidders may visit by copying the URL (<http://www.iiserbpr.ac.in/pdf-doc/SBI%20Collect%20Guide.pdf>) to download SBI Collect Guide. No interest shall be paid on earnest money deposited. Bidders having valid registration with NSIC/MSE for tendered goods/services will be considered for exemption from EMD amount as per extant rules. Please submit bank account details for refund of EMD in the “RTGS IISER Berhampur” format attached to the tender document, for getting the refund of EMD payment.

1. Return of EMD: In case of successful BIDDER, EMD will be returned within 30 days from the date of submission of Performance Guarantee Bond, if any as required. For unsuccessful bidder, EMD will be returned within 30 days.
2. **Security Deposit:** The successful bidder needs to submit a security deposit of 10% of the contract value within two working days of award of work order in the form of DD/NEFT or in any other form as acceptable to the

Institute. The validity of PBG should be 30 days from the date of event. The same shall be returned to the service provider 15 days after fulfilling all contractual obligations including provision of high-resolution photo album and video.

3. Items and services required for this function are given in Section-V.
4. The prospective bidders are required to visit **IISER Berhampur, permanent campus situated at Loudigam, Konisi Tehsil, Berhampur, District Ganjam, Odisha, Pin-760003** to assess the actual requirement of work and site condition and the bidder must attach a certificate of site visit stating that site visit has been done by the bidder before submission of the tender.
5. No advance payment shall be made. Payment shall be made after successful completion of the work, through Bank transfer only and after TDS.
6. The rates of tax, if applicable, should be mentioned separately in the Price Bid
7. The firm/vendor has to provide and install all the items (except food items) by **11:00 AM on July 26, 2026** for the dry run of “Convocation-2026” (actual event on **27 July, 2026**).
8. The site shall be properly cleaned after completion of the work by the firm/vendor within one day of the completion of the convocation, for which no separate charges will be reimbursed/paid.
9. The price quoted by the firm/vendor should include all incidental charges including delivery and transport at the site.
10. Normally, payment shall be made via Bank transfer within 15 working days after completion of work to the entire satisfaction of the Institute Authorities and after submission of bill with proper enclosures, certified by the IISER Berhampur representative authorized by the Competent Authority. (if any).
11. The IISER Berhampur is not bound to accept the lowest/ any offer to the Notice Inviting Tender and may reject the offer for valid reasons.
12. The price should be quoted on prescribed price schedule in INR only.
13. All the columns of the annexure attached should be properly filled. The rates and units shall not be overwritten in the price schedule. The Notice Inviting Tender should be signed by the authorized signatory of the firm/vendor.
14. Any deviation, variation of noncompliance of the terms and conditions by the bidders shall be considered as a breach of contract and the Institute reserves the right to forfeit the amount of earnest money and take action as per legal procedure.
15. Firms/vendors black listed and suspended from carrying out business by any Government office need not submit their quote. Suppression of facts in this regard will be taken seriously.
16. If any dispute arises, the Committee constituted by the Institute, shall be the sole Authority whose decision in the matter shall be final and binding.
17. The institute shall have right to execute any part or all the work as per requirement. The Institute can decrease or increase the items mentioned in Notice Inviting Tender documents.
18. Rate should be quoted as per the Price Bid format (Section-V). Bidder are required to quote all such items also which is not included in the list of price schedule, for proper conducting the event of Convocation.
19. Consolidated rate should be quoted separately, if the Institute wishes to execute the whole work as a job work.
20. The Convocation is purely an academic event. As there will be participation of personality equivalent to Cabinet Minister along with other dignitaries in this program, the prospective bidders are required to fulfil all security protocol in and around the venue in consultation with IISER Berhampur Administration, District Administration, Local Police and fire department.
21. Qty. (BoQ) mentioned in the schedule of requirements (Section-V) is tentative. Final quantity for work order will be decided by the Institute and quantity may increase or decrease as per requirement of the Institute.

Payment:

1. 100% Payments shall be made after successful execution of the order against submission of valid tax invoices and original PBG as mentioned (in Point No. 2 of GENERAL TERMS AND CONDITIONS).
2. If the services/material received do not conform to the description and quality as contained in the NIT/Work Order, the service provider may be penalized as per the decision of the Institute, which shall be final and binding.

SCOPE OF WORK

The Bidder/s are required to visit the site (**Permanent Campus: IISER Berhampur, At/Po: -Laudigam, Dist.- Ganjam, Odisha India-760003**) and familiarize themselves of the event requirements before submitting their bid. In case of any doubt, **Superintending Engineer, IWD** may be contacted for understanding the scope of work.

1. Creative Innovative Ideas

1. Creative and innovative design work for branding of the event.
2. Elaborated presentation on the nature of subject work.
3. The Presentation should be innovative and interesting in order to excite the imagination and interest of the student audience.
4. Digital attractions and technology to be used to showcase the event.
5. Overall theme and conceptualization of the event.
6. Content and Audio – Visuals.
7. Elaborated presentation on the nature of launches.
8. Out of the box innovative thinking and idea generations.
9. Use of technology.

2. Identification and sanitization of the Venue

The aim of this section is to help bidder to formulate a comprehensive map or plan of the site. Bidder will need to consider potential hazards, access and egress of emergency services, and other needs such as pedestrians, traffic and shelter. Some considerations to get audience on the right track include:

1. The agency shall clearly mention the designated evacuation points.
2. Take note of where the fire extinguishers are located – take note also of their tags and when they were last tested and all the fire extinguishers should be working condition.
3. A site plan is a map of the event and is essential for event planning and management.
4. Schedule rain & extreme cold weather plan, if applicable.

3. Event Management

The bidder should provide essential Temporary Structures wherever required which includes - a stage or platform, a tent, marquee or booth, a seating stand, a prefabricated building. Event organizers should consult with their local government authority when temporary structures are required.

4. Lighting and Power:

1. Even in venues darkened for the performance, lighting should always be adequate to identify exits as well as corridors and aisles leading to them.
2. Auxiliary battery power or generators should be installed to provide power throughout the program to avoid any type interruption. The agency shall deploy experienced technicians and DG operators throughout the program with automatic change over panel from main to standby in case of requirement.
3. As many concerts are performed with only stage lighting, access to the main lighting or house lights is essential in case of an emergency.
4. The location of the controls for these lights, and the operation of the controls, must be known to those on-site responsible for emergencies. The name and contact number of the controllers of light and DG set to be made available before the start of the event to the control room.
5. Bidder should have emergency light and power arrangement for the venue of event. The bidder should clearly describe about the arrangements of emergency power and lighting systems proposed for the event at the designated place. An electrician with his team of support staffs to be available during the entire event.

5. Signage:

1. Clear appropriate signage is essential.
2. When and where signage can be placed. Examples of signage required include: Entrances and exits, directions/ ways, seating arrangements, Parking, Toilets, First Aid post, Security information/ Communication/ Incident Control Centre. As per requirement and item given in BOQ, trained manpower/ ushers to be provided in case of senior government officials/ VIPs/ Divyangjan/ students.
3. A/V Capabilities:
4. Microphones – wired or wireless, Microphones – hand held or lavalier, Microphones - table or floor stands.
5. Video cameras, Portable sound systems, Mixer boards.
6. Desktop – laptop computers, Projectors
7. Media Sources; CD - DVD - Visual Presenter.
8. Screens, Lecterns- With / without microphone.
9. Supplemental lighting, Specialty lighting – trusses – rigging – spots, Lighting, placement for presenters & speakers.
10. Electrical supply OK or additional needed Staging built-in or rental of risers if needed.
11. Hand rails and steps to order Background music – Sound effects.
12. Speaker-ready rooms (Green room).
13. Speaker's live screen review monitor.
14. Any other equipment essential for the success of event.
15. Programme and Event Flow
16. Drafting a sequence of event-activities time to time scheduling to be listed in the order that they occurred.
17. They go in time order from the beginning to the end without jumping around in time.

6. Invitees' management

1. List of Invitees
2. Manage Invitations & passes
3. Manage Email Invitations
4. Tracking Links
5. Follow-up Mechanism

7. Crowd management

The successful bidder should keep sufficient trained manpower to control overcrowding inside and outside of the main event area. Necessary barricading/ way to be designated wherever required.

8. Minimum Infrastructure required:

1. Stage size with combination of elevated and ground level design accommodating the necessary equipment/ instruments with suitable lighting effects.
2. Stage Lighting should be of suitable rating & of reputed brand as per the requirement of the event and stage Necessary lighting arrangements for live telecast of the event.
3. Suitable LED installation with Suitable number of rated projectors for projection system.
4. Professional sound system of reputed brand of required capacity as per event including Public Address Services.
5. Silent diesel power generator sets of desired capacity at location of event in compliance to the Latest state and Central Govt Environmental rules and Guidelines.
6. The requirements/ items as mentioned above & in BOQ of this tender may likely to change as per the layout or design finalized by MOE or may change due to security/ protocol reasons. Quantities executed may be paid as per actual.
7. Arrangements of mobile toilets.

Convocation Venue: In front of Grand Staircase, Academic Building, Permanent Campus, IISER Berhampur situated at Loudigam, Konishi Tehsil, Berhampur, District Ganjam, Odisha, for a total of **600 nos** audience including guests.

Pre-Qualification/Eligibility Criteria:

Bidders Eligibility: The following mandatory documents are to be submitted along with bids:

1. The agency should possess Trade License Certificate for the Services I.e. Event Management
2. The firm/vendor should possess a valid PAN number and Odisha GST registration.
3. The vendor should have a branch office in Odisha.
4. The minimum average annual turnover of the bidding firm/vendor, during the last three years (FY 2023-24, 2024-25, 2025-26) should not be less than **Rs.50 lakh**. This turnover should exclusively be related to event management and a copy of the same duly **UDIN** certified by a Chartered Accountant should be uploaded.
5. The service provider must have a minimum of one client experience of having successfully completed a convocation/major govt. event with a minimum of 600 persons with proper outside rain proof hangar arrangement (Indoor experience shall not be considered) at any centrally funded academic/research institution such as IIT/IISER/IIIT/NIT/IIM/NISER/Central University/ AIIMS & other Government Organizations in the last three years (between 01-07-2023 till 30-06-2026).
6. Performance Certificate not older than 03 (Three) years should be submitted certifying Successful condition of the event to the best satisfaction of the authorities.

Sl. No.	Eligibility Criteria	Supporting Documents Required
1	Single entity legally registered under appropriate authority in India. <i>Consortium or Joint Venture is not allowed.</i> <i>The Bidder must be a Company as registered under Indian Companies Act, 1956/2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 or Proprietorship Firm.</i>	Copy of certificate of Incorporation/Registration of the bidder firm
2	The bidder should have a minimum average annual turnover of Rs.50 lakh previous three financial years up to year ending FY 2025-26	Certificate from statutory auditor/audited financial statements for previous Three financial years.
3	The Bidder should have positive net worth in the last financial year (FY 2025-26)	Certificate from a Chartered Accountant
4	The Bidder should have an experience of providing Event Management services for a convocation Program/major govt. event with a minimum of 600 persons with proper outside rain proof hangar arrangement (Indoor experience shall not be considered) at any centrally funded academic/research institution such as IIT/IISER/IIIT/NIT/IIM/NISER/Central University/AIIMS & other Government Organizations in the last three years (between 01-07-2023 till 30-06-2026)	Work Order/LOA (Contract Value & Scope of Work to be mentioned) & Completion Certificate duly certified by competent authority.
5	Bidders participating in the tender must be registered under GST	Copy of the GSTIN
6	Bidder must have registered office in Odisha	Copy of electricity bill/ telephone bill/ rent agreement

Evaluation Criteria

Sl. No.	Bid Component	Maximum Technical Proposal Marks
1.	Prior experience of the Bidder (Total Marks: 50)	
1a)	The Bidder should have successfully executed at least 2 major events (convocation/major govt. event) in last 3 completed financial years (2023-24, 2024-25, 2025-26) with a minimum of 600 persons with proper outside rain proof hangar arrangement (Indoor experience shall not be considered) at any centrally funded academic/research institution such as IIT/IISER/IIT/NIT/IIM/NISER/Central University/AIIMS & other Government Organizations in the last three years (between 01-07-2023 till 30-06-2026) with a value not less than Rs.20 lakhs. (i) 3 (Three) major events out of which one event should be of a minimum value of Rs. 20 (Twenty) lakhs = 30 Marks (ii) 2 (Two) major events out of which one event should be of a minimum value of Rs 15 (Fifteen) lakhs = 20 Marks (Copies of relevant work orders with Completion Certificate in the name of the bidding agency for such projects handled in the current and last 3 completed financial years should be submitted along with technical bid.	30
1b)	Average annual Turnover in three of the previous financial years: Rs.50 Lakh and above - 20 Marks Between Rs.30 Lakh to less than Rs.50 Lakh - 10 Marks	20
2	Project Team and Experience of key Personnel Total Marks: 20	
2a)	No. of Technical/Management employees on direct payroll in the areas of management, Concept Designer, Production staff, Event Managers, Copywriters, Graphic Designer, etc. duly undertaken by the Proprietor/ Director of the company More Than 10 employees: 10 Marks 7-10 Employees: 8 Marks 5-7 Employees: 5 Marks	10
2b)	An Event Manager with experience of more than 5 (Five) years in organizing minimum three large scale event/s of similar nature. CV of such professional duly undertaken by the Proprietor/ Director of the company to be submitted with technical bid.	10
3	Technical Presentation (Total Marks: 30) (Presentation to be made on event concept and flow of maximum for 20 minutes to evaluation committee of IISER Berhampur) after opening the technical bid on the same day. The bidder shall submit a copy of such presentation in PPT [containing the concept etc.] which will be kept as record and also submit a hardcopy of the PPT.	
3a)	Understanding the Scope of Work & Approach and Methodology - 5 marks	5
3b)	Work Plan and Roadmap for the deliverables - 5 marks	5
3c)	Execution plan for Branding, Concept Design & Overlays 20 marks	20
	Total (1+2+3)	100

The Evaluation Committee shall evaluate and rank each Technical Proposal on the basis of the Proposals response to the scope using evaluation criteria and scoring system specified above. Each Technical Proposal shall receive a technical score as:

Technical Proposal Marks (TPM)=100 X $\frac{\text{Score of technical proposal under consideration}}{\text{Score of Highest Technical bid}}$

The proposal shall be rejected if it does not achieve the minimum technical marks of 75 (seventy-five) out of maximum of 100 (one hundred) marks.

Evaluation of Financial Proposals

Financial Proposals of the technically qualified Bidders as evaluated according to the above-mentioned evaluation matrix (i.e. the Bidders scoring more than 75 marks) shall be opened by the Techno-Commercial Evaluation Committee in the presence of the respective Bidders, who choose to attend the bid opening. The quoted fee shall be read out and recorded.

Final Evaluation

The final evaluation will be made on the basis of the following:

- Weightage for the Technical Proposal: 0.7
- Weightage for the Financial Proposal: 0.3

Combined Technical and Financial score, **(HPM) = TPM X 0.7 + FPM x 0.3**

Award of Work

The Bidder with the highest aggregate Score (HPM) on the merit of evaluation shall be awarded the work.

Obligations of Client

The Client IISER will approach for all clearances as shall be obtained by the Ministry. The agency shall be required to render assistance of IISER on all statutory clearances as required for the assignment, for time to time.

Payment schedule

The selected agency will be required to submit a Performance Security equivalent to 10% of contract value in the form of Bank Guarantee (issued from Nationalized/ Scheduled bank as per list enclosed at Annexure-V)/ Demand Draft (DD)/ FDR in favour of IISER, Berhampur (They should be valid up to 15 days from the date of completion of the event).

TECH -1**COVERING LETTER / TECHNICAL PROPOSAL SUBMISSION FORM***(ON BIDDER'S LETTER HEAD)**[Location, Date]***To,*****Subject:*****Dear Sir,**

I, the undersigned, offer to provide the services for the proposed assignment in respect to your NIT No. _____, Dated: _____.

I hereby submit the proposal which includes this technical proposal. Our proposal will be valid for acceptance up to **90 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your NIT and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this NIT including our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal on behalf of _____ and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive.
I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:**Name and Designation:** _____**Address of Bidder:** _____

TECH -2

Bidder's Organization (General Detail)

Sl. No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, please furnish contact details	Yes / No
6	Tender Processing Fee Details (Non-Refundable) Amount: Online reference No.: Date:	
7	EMD Details (Refundable) Amount: Online reference No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	willing to carry out assignments as per the scope of work of the NIT	YES
11	Willing to accept all the terms and conditions as specified in the NIT	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH -3

Bidder Organization (Financial Details)

Financial Information in INR				
Details	FY2023-24	FY 2024-25	FY 2025-26	Average
Average Annual Turnover (in Crore)				
<i>Supporting Documents:</i> Audited certified financial statements for the last Three FYs (preceding the financial year in which the proposal is due) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). <i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i> <i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy</i>				

Signature and Seal of the Company Auditor with Date in original

Signature of the Authorized Representative

TECH -4**FORMAT FOR POWER OF ATTORNEY****(On Bidder's Letter Head)**

I, _____, the (Designation) of (Name of the Organization) in witness whereof certify that **<Name of person>** is authorized to execute the attorney on behalf of **<Name of Organization>**, **<Designation of the person>** of the company acting for and on behalf of the company under the authority conferred by the **<Notification / Authority order no.>** Dated **<date of reference>** has signed this Power of attorney at **<place>** on this day of **<day><month>, <year>**.

The signatures of **<Name of person>** in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder:

TECH -5

(BIDDER'S PAST EXPERIENCE DETAILS)

Table-1 (List of completed assignments only of similar nature in any sector during last seven years)**

Sl. no.	Period	Name of the Assignment with details thereof	Name of the Client	*Contract Value (in INR) and Duration in Month	Date of Award/ Commence ment of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Note: Bidders are requested to furnish the list of assignments of similar undertaken during the last 5 Years (preceding the due date of proposal) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

TECH -6**Bid-Securing Declaration****(In lieu of EMD)*****(To be submitted on the Bidder's Letter Head)***

Date: [insert date (as day, month and year)]

Bid No.: [insert number of bidding process]

Alternative No.: [insert identification No if this is a Bid for an alternative]

To: [insert complete name of Public Body]

I/We*, the undersigned, declare that:

I/We* understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration In lieu of Earnest Money Deposit.

I/We understand that if I/We withdraw or modify our Bids during the period of validity, or if I/We are awarded the contract and I/We fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/We will be suspended for the period of one year from being eligible to submit Bids for all future contracts.

I/We* understand this Bid Securing Declaration shall cease to be valid if I am/we are* not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our* Bid.

Signed: [insert signature of person whose name and capacity are shown] In the capacity of

[insert legal capacity of person signing the Bid Securing Declaration]

Name: [insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

****Please delete as appropriate***

TECH -7

DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION

(to be provided on letter head of the firm)

I hereby certify that the above firm namely _____ is neither blacklisted by any Central/State Government/Public Undertaking/Institute nor any criminal case registered / pending against the firm or its owner / partners anywhere in India (or) against any of its branches (or) partners abroad.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

TECH -8

NO RELATIONSHIP CERTIFICATE

(On Company Letterhead)

1. I/We hereby certify that I/We* am/are* related/not related (*) to any officer of IISER Berhampur. (If Related provide the details of the employee)
2. I/We* am/are* aware that, if the facts subsequently proved to be false, my/our* contract will be rescinded with forfeiture security deposit and I/We* shall be liable to make goods the loss or damage resulting from such cancellation.
3. I//We also note that, non-submission of this certificate will render my / our tender liable for rejection.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

TECH -9**ACCEPTANCE OF TENDER TERMS**

(To be given on Company Letter Head)

Date: __/__/__

To,
The Director
Indian Institute of Science Education & Research Berhampur
At-Laudigam, Konisi, Dist-Ganjam, Odisha-760003

Sub: Acceptance of Terms & Conditions of Tender
Tender Reference No:

Name of Tender / Work:

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely _____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ Organization too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ Organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including that we can be debarred for a period up to two years as, per Rule 151(iii) of GFR 2017, in case of false declaration.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

TECH -10**FORMAT FOR PERFORMANCE GUARANTEE BOND**

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT BERHAMPUR OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT BERHAMPUR OR ANY SCHEDULED BANK SITUATED AT BERHAMPUR. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.).

To,
The Director,
IISER Berhampur
At/Po : Laudigam, Kosi, Police Station : Golanthara
Dist- Ganjam, Odisha, Pin-760003

LETTER OF GUARANTEE

WHEREAS Indian Institute of Science Education and Research, Berhampur (Buyer) have placed an order for supply of (item name) vide Purchase Order Number..... Dt..... and NIT No. dt. ANDWHEREAS

the said Purchase Order requires that any eligible successful tenderer (seller) wishing to supply the equipment / machinery, etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of "The Director, Indian Institute of Science Education and Research, Berhampur" in the form of Bank Guarantee for Rs.....

(5%) five percent of the purchase value) and valid till 60 days beyond warranty period (i.e. Warranty period + 60 days) from the date of issue of Performance Guarantee Bond may be submitted within (Fifteen)15 days from the date of Order Acknowledgement as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document, Purchase Order / performance of the equipment / machinery, etc. this Bank shall pay to Indian Institute of Science Education and Research, Berhampur on demand and without protest or demur Rs (Rupees.).

This Bank further agrees that the decision of Indian Institute of Science Education and Research, Berhampur (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / Purchase Order shall be final and binding.

We, (name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or Indian Institute of Science Education and Research, Berhampur (Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs. (Indian Rupees only).
2. This Bank Guarantee shall be valid up to.....(date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IISER Berhampur serve upon us a written claim or demand on or before..... (date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at.....(Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Address:

Date:

Name of Bank:

Instruction to Bank: Bank should note that on expiry of Bond Period, the Original Bond will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond

TECH -11**BIDDER'S BANK DETAILS**
(To be printed on Bidder's letter head)

Bank Account Details	
Name of Beneficiary	
A/c. No. CC/CD/SB/OD (beneficiary)	
Name of Bank	
IFSC No. (Bank)	
Branch Address and Branch Code	
Other Details	
Bidder's PAN No.	
Bidder's GST No	

Declaration: I undertake the responsibility to intimate the changes, if any, in above particulars.

Bidder Signature: _____

Bidder Name: _____

Place & Date: _____

Certificate by Bank

Certificate that the Bank Account Details furnished above are correct as per our records.

Bank's Stamp:

Signature of the authorized official of the Bank

Place & Date: _____

Section IV (Techno-Commercial Bid)

NIT No. IISERBPR/NIT/Convo/2026-27/01 dated July 08, 2026 for Event Management for organizing 6th convocation 2026 at IISER Berhampur

Sr. No.	Criteria	Compliance Yes/No (Copy attached)
1.	Name of the Firm	
2.	Complete Address: Contact person/Representative of firm/vendor: Email ID: Firm License no/ Registration Number PAN no. Service Tax No. GST, TIN no. ESI/PF no. (enclose copies of above)	
3.	Proof of payment of income tax and service tax (last three years) copies to be enclosed. Enclose separate list (if required).	
4.	The bidder should have engaged in event management services of similar nature in the past five years. Enclose copies of work orders for verification.	
5.	Should have average turnover of Rs.50 Lakhs during the last three financial years. This turnover should exclusively be related to event management and catering and a copy of the same duly certified by a Chartered Accountant should be uploaded.	
6.	Performance Certificate not older than 05(five) years should be submitted certifying successful conduction of the event to the best satisfaction of the authorities	
7.	Details of GST No. along with a copy of certificate to be attached.	
8.	Details of Permanent Account Number and latest income tax clearance certificate.	

Section V (Price Bid)

Scope of work for Convocation 2026 IISER Berhampur

NIT No: IISERBPR/NIT/Convo/2026-27/01 dated 08-07-2026 for Event Management for organizing 6th convocation 2026 at IISER Berhampur.

Name of the company/firm _____

Address _____

Sl. No	Particulars	Size	Unit	Quantity	Rate	Amount
A	Auditorium					
1	Auditorium (Aluminium Hangar) - Providing and Making Steel Grid Frame Hangar, without Internal Support, Making Water Proof	80'x120' - 1 nos.	Sqft	9,600		
2	Auditorium Ceiling	LS	Sqft	9,600		
3	Cloth Walling	LS	Sqft	5,000		
4	Synthetic Carpeting,	LS	Sqft	9,600		
5	Auditorium wooden platform	LS	Sqft	19,600		
6	Steel Sofa Set (3-Seater/2Seater)	LS	Nos.	15		
7	Banquet Chair	LS	Nos.	600		
8	Barricading	LS	Rft	600		
9	Media Riser	12'X8'X4'(H)- 1 nos.8'X4'X2'(H)- 1 nos.	Sqft	128		
10	LED Riser for Auditorium	8'X4'- 4 nos.	Sqft	128		
11	Dustbin	LS	Nos.	10		
12	Signage Board	2'X2'- 15 nos.	Nos.	15		
13	Consol masking	24'X4'- 1nos. 8'X4'- 1 nos.	Sqft	128		
14	Long Table for (Stage Material, Water Counter, Consol)	No	Nos.	15		
15	Food Counter / Water Counter	10'X10'	Nos.	1		
16	Logistic Counter (Police, First aid, Fire)	10'X10'	Nos.	3		
17	Public Toilet	No	Nos.	6		
18	Sound less Fan	No	Nos.	40		
19	Air Cooler	No	Nos.	10		

20	Stage With Carpeting	40'X32'X4'(H)	Sqft	1,280		
21	Stage Base	40'X4'- 1 nos. 32'X4'- 2 nos.	Sqft	416		
22	LED Backdrop Platform	40'X4'X6'(H)	Sqft	160		
23	LED Raiser Bas	40'X2'- 1 nos.	Sqft	80		
24	Backdrop Bim (Box Type)	No	LS	1		
25	Stage Wings	6'X10'- 2 nos.	Sqft	120		
26	Stage Staircase Railing	No	LS	1		
27	Stage VVIP Chair with t-poi	No	Nos.	20		
28	Diya Stand with Accessories	No	Nos.	1		
29	Podium with Logo Branding	No	Nos.	2		
30	Tower A/C 4 ton	No	Nos.	6		
B	Light & Sound Equipment					
1	JBL-VRX - Layner Speaker (25KW)	NO	Nos.	12		
2	JBL Base	NO	Nos.	4		
3	Stage Monitor	NO	Nos.	4		
4	Sound System with 64 Channel PA Mixer	NO	Nos.	1		
5	Podium Mike	NO	Nos.	4		
6	Hand Cordless Mike	NO	Nos.	8		
7	LED/Metal Light for Auditorium (200 W)	NO	Nos.	30		
8	LED Par	NO	Nos.	20		
9	Warm Light Par	NO	Nos.	20		
10	Power Pack + light Console	NO	LS	1		
11	Truss & T Stand - 4 nos.	NO	LS	1		
12	Power Earthing	NO	LS	2		
13	Power Back up 125KVA for the whole event including setting up period and rehearsal on 26-07-2026	NO	Nos.	2		
C	AV Equipment					
1	LED Wall Backdrop	24'X10'- 1nos.	Sqft	240		
2	LED wall for Audience	10'X8' - 4 nos.	Sqft	320		
3	LED TV	55"	Nos.	2		
4	Laptop	NO	Nos.	4		
5	Kramer Switcher	NO	Nos.	1		
6	Kramer Splitter +Cabling	NO	LS	5		
D	Collaterals					
1	Flower Arrangement (Podium, Table base, Diya Stand, Main Gate)	No	LS	1		
2	Badge With Lanyard	No	Nos.	600		

3	Photography with album submission	No	Nos.	2		
4	Online Video (3 nos. Cam Setup, With Live Streaming for social media)	No	Nos.	1		
5	Volunteer	No	Nos.	4		
6	Welcoming (Cultural Troup)	No	Nos.	1		
7	Transportation for Logistic Material	LS	LS	1		
E	On Site and Outdoor Branding					
1	Entry Gate	LS	Nos.	2		
2	Poll Kiosk/Standee	6'X3'- 100 nos.	Sqft	1,800		
3	Welcome Board	10'X8'- 20 nos.	Sqft	1,600		
				Total		
				GST as applicable		
				GRAND TOTAL		

Note: The quantities mentioned above are tentative and may change as per the actual requirement at the venue. Interested vendors are expected to visit the site to assess the actual requirement before quoting.

Seal and signature of the bidder

Annexure-II

CERTIFICATE & DECLARATION

1. It is certified that all information provided in quotation to the Notice Inviting Tender document is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced with Notice Inviting Tender form for gaining unlawful advantage. We understand that IISER Berhampur is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.
2. In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of SD and or any penal action and other damages including withdrawal of all work. Further IISER, Berhampur is also authorized to blacklist our firm/company/agency and debar us in participating in any NIT process/bid in future.
3. I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which are improper / illegal during the execution in case the Notice Inviting Tender is awarded to us.
4. Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institute.
5. Our Firm/ Company/ Agency has not been blacklisted or banned by any Govt. Department, PSU, IISER Berhampur Autonomous Institute or Any Other Govt. Organization.

Thanking you

Yours faithfully,

Signature Name & Seal

Place:

Date:

Note: This certificate should be executed on duly notarized ₹100/- NJ Stamp Paper.

Annexure – I

Bid Submission Check List

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL UPLOADED)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH-1)		
3	Tender Processing Fee of Rs. _____/-		
4	General Details of the Bidder (TECH - 2)		
5	Financial Detail on (TECH -3)		
6	Power of Attorney (TECH -4) in favour of the person signing the bid on behalf of the bidder.		
7	Detail Work Experience on (TECH-5)		
8	Bid-Securing Declaration (TECH-6)		
9	Declaration regarding clean track/no legal action (TECH-7)		
10	No relationship certificate (TECH-8)		
11	Acceptance of tender terms (TECH-9)		
12	Format for performance guarantee bond (TECH-10)		
13	Bidder's bank details (TECH-11)		
14	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during its business career.		
15	Section IV (Techno-Commercial Bid)		
16	Section V (Price Bid)		

Undertaking:

- *All the information has been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*
- *All pages of the proposal have been sealed and signed by the authorized representative.*

Authorized Signatory [In full and initials]: .

Name and Designation with Date and Seal:

MANDATE FORM FOR INSTITUTE REVENUE ACCOUNT

1	PFMS unique code	ORGN00013874
2 (i)	Agency Name (Name of the Institute)	Indian Institute of Science Education and Research Berhampur
2 (ii)	Agency Type (statutory Bodies/Autonomous/NGO/Society etc)	Registered Societies Act (Government Autonomous Body)
2 (iii)	Hierarchy of Agency (Central/State/District/Block/Tahsil/Panchayat/Village)	Central
2 (iv)	Act/Registration No	GJMNO 8628-08
2 (v)	Date Of Registration	18-10-2016
2(vi)	Registering Authority	Society Registration Act (XXI of 1860)
2 (vii)	State of Registration	Odisha
3	TIN No	-
4	TAN No	BBNI01150C
5	Complete Contact Address of the Agency	
5(i)	Block No/Building/Name of Premises	ITI premises, NH_59, Berhampur, Ganjam, Odisha-760010
5(ii)	Road/Street/Post office	Engineering school road, NH-59
5(iii)	Area/Locality	Berhampur
5(iv)	City/District	Berhampur
5(v)	State	Odisha
5(vi)	Pin code	760010
6	Contact person	
6(i)	Designation	Swarup Narayan Behera
6(ii)	Phone Number (Land Line)	Assistant Registrar
6(iii)	Alternate Phone No/Mobile No	0680-2227783
6(iv)	Official E-mail address	8763258390
7	Bank account detail	
7(i)	Institution's Account Name	fna@iiserbpr.ac.in
7(ii)	Account No	IISER BERHAMPUR REVENUE ACCOUNT
7(iii)	IFSC code	37927733884
7(iv)	Bank Name (in full)	SBIN0000033
7(v)	Branch Name	State Bank Of India
7(vi)	Branch Address	Berhampur Main Branch
7 (vii)	Account Type	Utkal Ashram Road, Berhampur-760001
		Current

Certified that the Institute's account is an RTGS/ECS/NEFT enabled branch. I hereby declare that the particulars given above are correct and complete. The above Agency's Account No. and bank details are registered/mapped under PFMS.

Date: - Dec 21, 2023

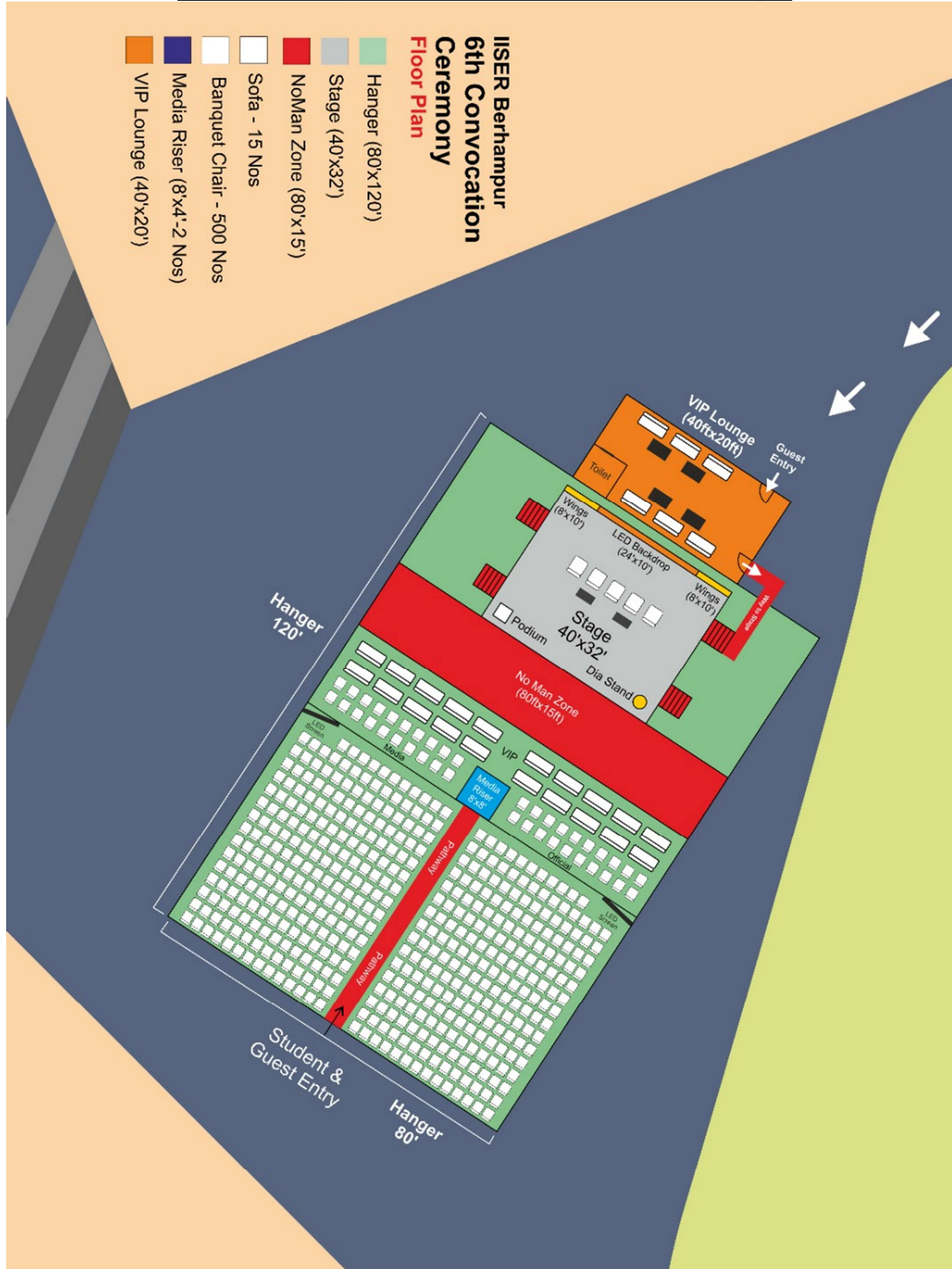

 Signature of the Competent Authority
 of the Agency with seal

Certified that the particulars furnished above are correct as per our records

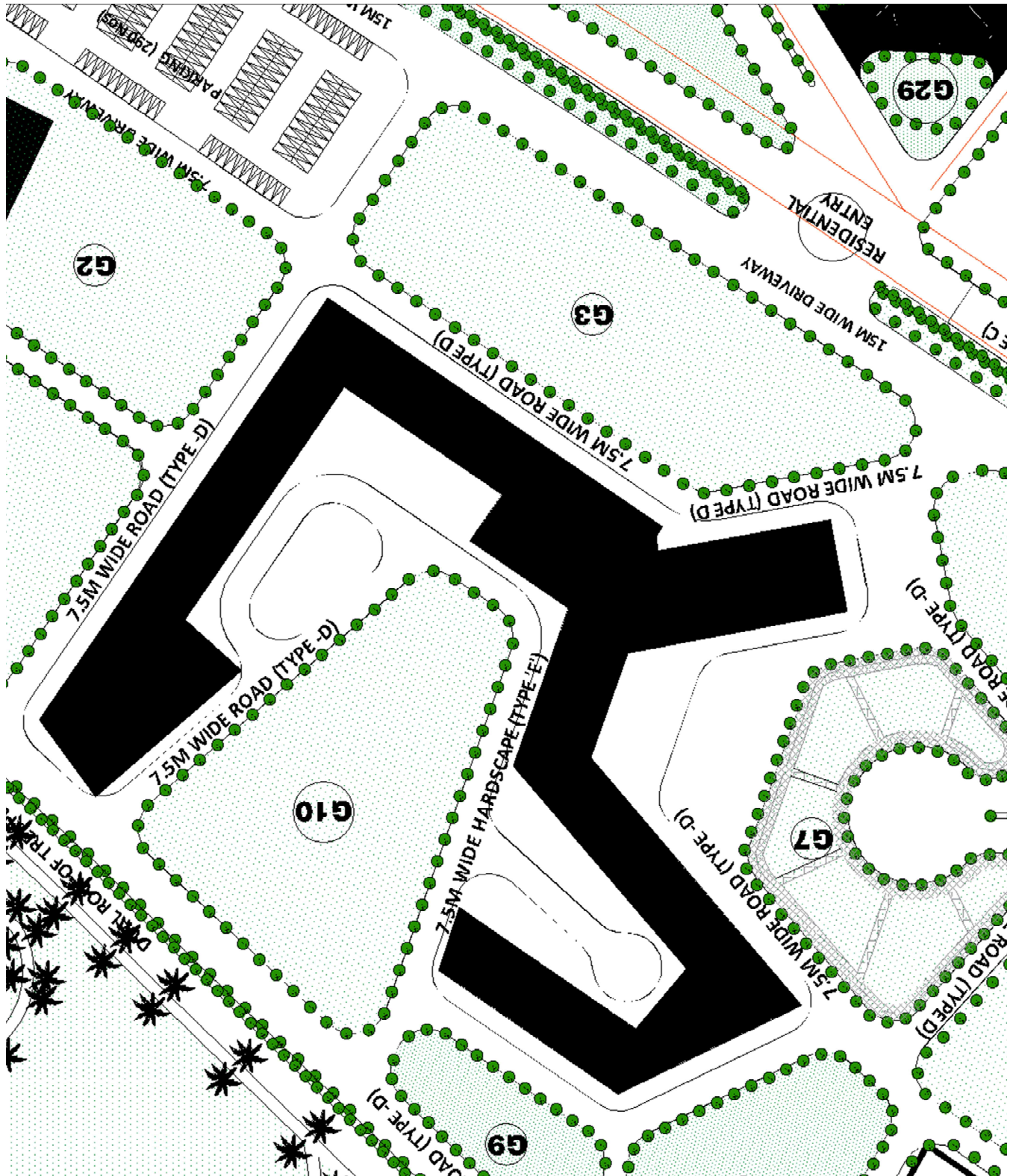
Date: - Dec 21, 2023


 Signature of the Authorised Bank Official with seal
 Asst. Gen. Manager
 Berhampur, Ganjam (0033)

Reference Drawing for 6th Convocation Venue-IISER Berhampur



Institute Works Department



Institute Works Department