



**Notice Inviting Tenders (NIT) in two bid system for**  
engaging the services of an **Event Manager/Agency** for event management  
of the **inaugural function of the Corporate Office Building of Indian Bank**  
at 254 -260, Avvai Shanmugam Salai, Royapettah, Chennai - 600 014

**December 2011**

<b>Part</b>	<b>Particulars</b>	<b>Page No</b>
Part 1	Introduction	2
Part 2	Eligibility Criteria	3
Part 3	Information relating to submission of bids	4
Part 4	General instructions and instructions to applicants who download the Tender Document from the website <a href="http://www.indianbank.in">www.indianbank.in</a>	6 -8
	Letter of Transmittal & Declaration	9 & 10
	Profile	11 -13
Part 5	Technical Bid details	14
Part 6	Financial Bid and Itemwise break up	15 -20

This tender document contains 20 pages



## Part 1 - Introduction

Indian Bank has constructed a modern, Hi-Tech Corporate Office building at Royapettah, Chennai.

The Bank proposes to engage the services of an **Event Manager/Agency** for event management for the inaugural function of the Corporate Office Building of Indian Bank at 254 - 260, Avvai Shanmugam Salai, Royapettah, Chennai - 600 014 for which sealed tenders are being called for in 2 parts viz. Technical Bid and Financial Bid, from reputed/ established / experienced **Event Managers/Agencies** fulfilling the criteria stipulated in the Notice Inviting Tender (NIT).

The documents may be downloaded from our website [www.indianbank.in](http://www.indianbank.in)

In case of any doubt in the downloaded Tender Document, the same should be got clarified from CO: Corporate Communications Department of Indian Bank functioning at Second Floor, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai - 600 014, Ph: 044 28134457 before submitting the Tender Document.

## **Part 2 ELIGIBILITY CRITERIA FOR BIDDERS:**

1. The Event Manager/Agency should be in the industry for not less than 5 years as on 31.03.2011
2. The Event Manager/Agency should have a regular office set up in Chennai.
3. The Event Manager/Agency should have organized such events for Public Sector Banks/Government organizations/organizations of repute in the past three years as on 31.10.2011 in Chennai/Tamilnadu.
4. Photographs/albums/CDs/letter/certificate from the organizations (Public Sector Banks/Government organizations/organizations of repute) for whom events were conducted should be submitted alongwith the profile of the organization. Documentary proof for having been allotted the job of event management, with the name of the contact person with designation and his /her phone number for reference should be submitted. Documentary proof should be submitted as per format given in pages 12 & 13.
5. The complete profile of the Event Manager/Agency with name, address, constitution (whether sole proprietor, partnership, company) should be submitted. Name of the Banker, Bank contact number to be provided.
6. Audited Balance Sheet of the Event Manager/Agency for the past 3 years (ending 31.03.2008, 31.03.2009 and 31/03/2010) and provisional balance sheet/audited balance sheet for 31/03/2011 should be submitted. The Event Manager/Agency should be continuously making operating profit for the past 3 years.
7. Annual Business Turnover should be not less than Rs.15 crore for the past three financial years each as per format given in page 12.
8. All pages of the document, with seal on all pages duly signed by the authorized signatory/ies, to be submitted.

**Part 3 – Information relating to submission of tenders**

Last date of issue of tender document	20th December 2011
Details of EMD	EMD <b>Rs.60,000/- (Rupees sixty thousand only)</b> The payment for the same shall be deposited into Account Number-CA 432438545, Name of the branch- Harbour branch, IFSC Code: IDIB 000 H003, Name of the A/c HO Corporate Communications Department. No Cash or Cheque or DD will be accepted. The Xerox copy of the challan should be enclosed with the Technical Bid.
Time & Last Date of submission	<b>Before 3.00 p.m. on 21.12.2011</b> as specified in the tender document
Time & Date of opening of Technical Bid	<b>3.30 p.m on 21.12. 2011</b>
Time & Date of opening of Financial Bid	To be intimated only to the Tenderers qualifying in Technical Bid

1. Sealed Tenders are invited from Event Managers/Agencies fulfilling the eligibility criteria stipulated in Notice Inviting Tender (NIT) for event management of the inaugural function of the Corporate Office Building of Indian Bank at 254 -260, Avvai Shanmugam Salai, Royapettah, Chennai - 600 014.
2. Tenders are to be in the prescribed form and shall be downloaded from our website. The cost of tender **of Rs. 250/- (non-refundable)** shall be submitted alongwith Technical Bid. The payment for the same shall be deposited into Account Number-CA 432438545, Name of the branch- Harbour branch, IFSC Code: IDIB 000 H003, Name of the A/c HO Corporate Communications Department. No Cash or Cheque or DD will be accepted. The Xerox copy of the challan should be enclosed with the Technical Bid.
3. Tenderers are required to submit the bid in 2 parts namely **Technical Bid** and **Financial Bid**. The Technical Bid containing documents in support of eligibility criteria and profile of Event Manager/Agency is to be submitted sealed in one cover **along with the Xerox copy of the challan for Rs.250/-** towards cost of application. The Financial Bid shall be submitted in a separate sealed cover. The Technical and Financial Bids are to be put in a master envelope and wax sealed and superscribed '**Tender for Event Management of the inaugural function of the Corporate Office Building of Indian Bank, Corporate Office**' and addressed to the Deputy General Manager (P&E/CCD), Indian Bank, Corporate Office, Second Floor, 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014.
4. The master envelope containing both the Technical Bid and the Financial Bid should be lodged with the office of the Deputy General Manager (P&E/CCD), Indian Bank, Corporate Office, Second Floor, 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014.
5. Tenders received without following the above procedure will be liable for rejection.
6. Conditional tenders, tenders received after the stipulated date and time, incomplete tenders will be summarily rejected. Any tender received open; any tender received after the stipulated date and time or any tender not meeting all the tender conditions is liable to be rejected. Tenders that do not have Xerox copy of the challan towards EMD payment in the Technical Bid cover will be rejected.
7. The Bank is not bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

8. Submission of a tender by a tenderer implies that the tenderer has read this notice and other documents and has made himself aware of the scope, specifications and duties bearing on the execution of the job.

**Chennai**  
**Date: 15.12. 2011**

**Deputy General Manager (P&E/CCD)**  
**INDIAN BANK**

#### Part 4 – General Instructions

1. This tender document has 20 pages.
2. The tenderer should quote the rates and amounts in figures as well as in words. All rates shall be quoted on the proper form of the tender only.
3. The Schedule of quantities given in the bid document are meant to indicate the broad scope of the works and to provide uniform basis for bidding.
4. The tender shall be a lumpsum contract covering all charges / expenses as stipulated in the bid document inclusive of all taxes, stationery charges payable /duties/levies etc.
5. The tenderers (Proprietors/partners/Directors of the firm/Company etc) shall give a list of their relatives, working with Indian Bank, if any, alongwith their designations and addresses. If there is none, a nil statement shall be given as per format.

Sl No	Name of the relative	Relationship	Designation	Address	Contact Number

6. The colour scheme for all arrangements shall be as decided by the Bank.
7. On acceptance of the tender, the name alongwith contact numbers – telephone/mobile of the authorized representative of the Event Manager/Agency who would be responsible for taking instructions from the Bank shall be communicated in writing to the Bank.
8. The tender shall remain valid for acceptance for a period of **90 days** from the date of opening of Financial Bid.
9. It will be obligatory on the part of the Tenderer to sign on all pages of the tender documents.
10. Tenders containing inadequate information / documents are liable for rejection.
11. Eligibility shall be decided based on supporting documents/proof submitted.
12. The Tenderer would be liable for disqualification if it is found at any stage of the bid process that misleading or false representations have been made or any relevant information are deliberately suppressed in the forms, statements and enclosures required in the Tender Document or there is record of poor performance etc.
13. Those who are technically qualified after opening Technical Bids, will be shortlisted and their Financial Bids only will be opened. Tenderers who do not satisfy the above conditions will not be considered.
14. Bank reserves the right to reject any or all Tenders without assigning any reasons whatsoever.
15. The tenders should strictly conform to the given specifications.

16. The Bank reserves the right to verify the particulars furnished by the applicant/tenderer independently. If any information furnished by the applicant/tenderer is found to be incorrect at a later stage, the applicant/tenderer shall be liable to be debarred from tendering/taking up any work in Indian Bank.
17. The entire work from concept to completion should be carried out as per the preference and priority of the Bank. The event should be organized in coordination with the Bank and Bank officials shall be allowed to visit the units/ offices to inspect/oversee the progress for speedy completion of the work.
18. No advance payment will be made.
19. Payment will be made after the event is completed to the satisfaction of the Bank and on receipt of bills. PAN No. and Service Tax Registration Number should be mentioned clearly on the bills. Payments will be made only electronically as per Govt of India guidelines. No cheque will be issued under any circumstances.
20. The successful tenderer shall execute an indemnity bond to protect the Bank against any third party claims including Intellectual Property Right/Copyright claims or any other liabilities whatsoever in respect of any eventuality/ies during the entire process of event management and subsequently as well. The Event Manager/Agency shall also indemnify the Bank the cost of making alternate arrangement against any failure on the part of the Event Manager/Agency to provide any item/service originally agreed upon as per tender document and did not provide/arrange.
21. The Event Manager/Agency shall keep and maintain proper books of accounts, supported by vouchers / bills
22. The Event Manager/Agency shall co-ordinate with other persons / firms etc for smooth execution of the work.
23. The Bank agrees to provide certain items and facilities as described below :
  - a) Premises and b) Power Supply-as a back up
24. The Event Manager/Agency shall ensure that all security requirements are complied with.
25. Income Tax and other Statutory levies, if any, will be deducted by the Bank from the bills payable.
26. Any relevant information pertaining to this Tender Document shall be enclosed as Annexure/s.

**Important Instructions to applicants who download the Tender Document from the website [www.indianbank.in](http://www.indianbank.in)**

The tenderers who have downloaded the Tender Document from the website, should read the following important instructions carefully before submitting the same:

- a. The tenderers should see carefully & ensure that the **complete Tender document** contains 20 pages in total.
- b. The printout of Tender Document should be taken on 'A 4' size paper only & the printer settings etc are such that the document is printed as appearing in the website & there is no change in formatting, number of pages etc.
- c. The tenderers should ensure that **no page** in the downloaded Tender Document is **missing**.
- d. The tenderers should ensure that all pages in the duly filled in Tender Document are **legible, clear** & are printed on a good quality paper.
- e. The tenderers should ensure that **every page** of the duly filled in Tender Document is **signed by applicant with seal**.
- f. The tenderers should ensure that the duly filled in Tender Document is **properly bound and sealed** before submitting the same.
- g. In case of any correction / addition / alteration / omission in the duly filled in document by the tenderers, it shall be treated as non-authenticated and is not acceptable.
- h. The tenderers shall furnish a declaration to the effect that no addition / deletion / corrections have been made in the Tender Document submitted and it is identical to the Tender Document appearing on Website.
- i. The tenderers should read carefully & **sign the declaration** before submitting the Tender Document
- j. In case of any doubt in the downloaded Tender Document, the same should be got clarified from CO: Corporate Communications Department of Indian Bank functioning at Second Floor, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai - 600 014, Ph: 044 28134457 before submitting the Tender Document.



## LETTER OF TRANSMITTAL

To  
Deputy General Manager (P&E/CCD)  
Indian Bank Corporate Office  
254 – 260 Avvai Shanmugam Salai  
Royapettah, Chennai 600 014

**Sub:Tender for engaging the services of an Event Manager/Agency for event management of the inaugural function of the Corporate Office Building in Chennai for Indian Bank**

Sir,

Having examined the details given in Website-Notice for the above work, I / We hereby submit the documents (issued / downloaded from website) and other relevant information.

1. I / We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / We have furnished all information and details necessary and have no further pertinent information to supply.
3. I / We also authorize Officials of Indian Bank to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I / We also submit prescribed declaration in respect of downloaded Tender Document (Applicable in case of application on downloaded Tender Document)
5. I / We submit the certificates in support of our suitability & capability for having successfully completed the following works.

SL NO	Name of Work	Certificate from

Enclosures:

Seal of tenderer:  
Date of submission  
Place

Signature(s) of tenderer (s)  
Name  
Designation

### **DECLARATION**

To be given by the tenderer who have downloaded the Tender Document from the website

It is to certify that

1. I / We have submitted the Tender Document in the proforma as **downloaded directly from the website & there is no change in format.**
2. I / We have submitted the Tender Document which **are same / identical** as available in the website.
3. I / We have **not made any modification / corrections / additions etc** in the Tender Document downloaded from the website by me / us.
4. I / We have checked that **no page is missing** and all pages as per the index are available & that all pages of the Tender Document submitted by us are **clear & legible.**
5. I / We have **signed (with seal) all the pages** of the Tender Document before submitting the same.
6. I / We have **sealed** the Tender Document properly before submitting the same.
7. I / We have submitted the Xerox copy of the challan for Rs.250/- towards cost of application.
8. I / We have submitted the Xerox copy of the challan for Rs.60,000/- towards EMD.
9. I / We have read carefully & understood the instructions to all the tenderers & to the tenderers who have downloaded the Tender Document from the website.
10. In case, at any stage later, it is found that there is difference in our downloaded Tender Document from the original, the BANK shall have the absolute right to take any action as deemed fit without any prior intimation to me/us.

Date:

Signature (s) of tenderer (s)

## **PROFILE**

Name of the Event Manager/Agency:

Constitution (Individual/ Proprietorship/Pvt Ltd/Public Ltd)

Office Address

Chennai office address

Contact persons

Email address

Phone numbers

Mobile

Landline

Fax Numbers

PAN No

Service Tax Regn No

Sales Tax Regn No

Date of Incorporation

Details of infrastructure/ facilities available

Manpower details

Permanent

Part time

Casual

Details of Experience in the field for the past three years  
(Should have conducted events for  
PSU /Bank/Government Dept or reputed  
company/ private/ corporate sector).

**Please attach the following:**

Copy of the Registration certificate issued by The Registrar of Companies (in case of Limited companies)/ Registrar of Firms (in case of partnership firm)

Audited Balance Sheets and P & L A/c for the year ending 31.03.2008, 31.03.2009, 31.03.2010  
and Provisional / Audited Balance Sheet and P & L A/c for the year ending 31.03.2011

Copies of IT returns for the past three years

Copy of PAN Card/Certificate

Operating profit

2007 -2008	2008 -2009	2009 -2010	2010 -2011

Annual Business Turnover

2007 -2008	2008 -2009	2009 -2010	2010 -2011

Challan for Rs.250/-

Number	Date of Issue

Challan for Rs.60,000/- EMD

Number	Date of Issue

Proof of work executed for PSU/Bank/Government Department or reputed Company/private/Corporate sector as per format given below:

**Format: Details of events organized during the last 3 years as on 31.10.2011**

**Details of events conducted for the year 2011**

Sl No	Name of Organization & Address	Contact person for reference and phone no.	Cost of Contract (Rs.in lakh)	Date of order	Any other information	Photos/CD ENCLOSED

**Details of events conducted for the year 2010**

Sl No	Name of Organization & Address	Contact person for reference and phone no	Cost of Contract (Rs.in lakh)	Date of Order	Any other information	Photos/CD enclosed

**Details of events conducted for the year 2009**

Sl No	Name of Organization & Address	Contact person for reference and phone no	Cost of Contract (Rs.in lakh)	Date of Order	Any other information	Photos/CD enclosed

CDs of past jobs executed

List of major clients

Any other information

Seal

Signature

## **Cover I - Technical Bid**

**Cover I should be superscribed**

**“Cover I Tender – Technical Bid - Profile and documents in support of eligibility criteria for Event Management of the inaugural function of the Corporate Office Building in Chennai for Indian Bank”**

and addressed to the **Deputy General Manager (P&E/CCD) , Indian Bank, Corporate Office, Second floor, 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai 600 014.**

### **The Cover I Technical Bid should contain the following**

1. The complete profile of the Event Manger/Agency with name, address, type (whether sole proprietor, partnership, company), also indicating its existence for atleast 5 years, as on 31/03/2011.
2. Proof of having a Regular office set up in Chennai.
3. Proof of similar events organized for PSU/Banks/Government Department or reputed company/private/corporate sector in the past three years as on 31.10.2011 in Chennai/Tamilnadu.
4. Photographs/albums/CDs/letter/certificate from the organizations (Public Sector Banks/Government organizations/organizations of repute) for whom events have been organized. Documentary proof for having been allotted the job of event management.
5. All pages of the document including the profile of the Event Manager/Agency, with seal on all pages duly signed by the authorized signatory/ies.
6. Xerox copy of the challan towards payment of EMD **Rs.60,000 (Rupees sixty thousand only).**
7. Xerox copy of the challan for Rs.250/- towards cost of application.  
*The payment for the same shall be deposited into Account Number-CA 432438545, Name of the branch- Harbour branch, IFSC Code: IDIB 000 H003, Name of the A/c HO Corporate Communications Department. No Cash or Cheque or DD will be accepted. The Xerox copy of the challan should be enclosed with the Technical Bid.*
8. Audited Financial Statements for the past three financial years (ending 31.03.2008, 31.03.2009 and 31.03.2010 and provisional balance sheet/audited balance sheet for 31/03/2011
9. Copy of PAN Card

**Cover II – Financial Bid cover should contain the following**

**Cover II should be superscribed**

**“Cover II Financial Bid”**

**“Tender – Financial bid for Event Management of the inaugural function of the Corporate Office Building in Chennai for Indian Bank”**

and addressed to the Deputy General Manager (P&E/CCD), Corporate Office, Second Floor, Indian Bank, 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai 600 014.

The cover should contain the **Financial Bid Tender document and Annexure to Financial Bid showing Itemwise break up of Cost** duly filled in, signed with seal by the authorized signatory/ies.

- The Total Cost quoted should be inclusive of all taxes, charges and levies. The cost quoted should include all the items mentioned.

**Opening of Tenders**

**The Technical Bids – Cover I will be opened on 21<sup>st</sup> Dec 2011 at 3.30 pm at the office of the Deputy General Manager (P&E/CCD), Indian Bank, Corporate Office, Second Floor, 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai 600 014.**

After evaluation of the Technical Bids, the Financial Bids of the qualifying tenderers will be opened at the appointed time and date under prior intimation to them.

## Itemwise break up of Cost for the Financial Bid

### Itemwise break up of Cost

#### 1. Event Management of the inaugural function of the Corporate Office Building of Indian Bank

Concept	Size	No	
Date			6 <sup>th</sup> January 2012
Location			254-260, Avvai Shanmugam Salai, Royapettah, Chennai 600 014
Steel structure Pandal with water proof and white satin cloth inside	40' x 140'	1	Between compound wall and main building
Portico (Steel structure pandal with water proof cloth and white satin cloth inside)	20' x 20'	1	Between VIP alight point and stage
Stage backside covering with iron sheet and satin cloth	80' x 16'		
Ramp with wooden platform	32 ft length x 4' width	1	
Tables with satin blue frill cloth		30	
Dais with Carpet 4 ft high	30' x 24'	1	
** Carpet / coir matting for the entire pandal	5600 sq ft		
Rectangle Wooden Teapoy with table cloth/Rectangle Glass Teapoy		2	
Front entrance arch	20'4' top, 12'3' pillar box type with flex	1	
Front entrance arch	22'4 top+14'3 pillar box type with flex	1	
Real flower decoration of the dais, portico and for the podium	Lumpsum		
Barricades with iron structures	At the venue as per requirement		
Green plants arrangements		200 pots	
Chinese type shamiana water proof	20' x 20'	3	



PA system arrangements	2x18"	10 nos	All audio arrangements including mike and speaker sets
Audio arrangements in the Dais & for the Public	Monitor speakers	6 Nos	
	Amplifiers		And one mike for each podium
	Power Amps	2Nos	
		4Nos	Necessary Standby arrangements
	Mixer Amp		
		1No	
	Microphones		
		5Nos	
	Tape recorder/CD recorder	2Nos	
	Stabiliser	4Nos	
	Equaliser	2Nos	
FansPedestal/Wall mount/ceiling		30	
Podium		2	
Video coverage with 3 CCD cameras set up and online mixing		3	
Providing, fixing, maintenance and dismantling of 1000 watts Halogen fittings		2 nos	
Providing, fixing, maintenance and dismantling of 400 watts Metal Halide fittings		55 nos	
Providing, fixing, maintenance and dismantling of Air Cooler		4 nos	
Providing, fixing, maintenance and dismantling of 18 / 24" air circulator fans		30 nos	
Providing, fixing, maintenance and dismantling of 5/15 Amps Plug points		35 nos	

Providing, fixing, maintenance and dismantling of 3 phase TV plug board for press camera		2 nos	
Providing, fixing, maintenance and dismantling of Air Condition for stage 30' x 24'		25 tons	
Providing, fixing, maintenance and dismantling of 200/300 amps bus bar panel boards		2 nos	
Providing, fixing, maintenance and dismantling of 25 sq. mm to 50 sq mm UGLT cables		100 mtrs	
Providing, fixing, maintenance and dismantling of 70 sq mm to 120 sq mm UGLT cables		100 mtrs	
Providing, fixing, maintenance and dismantling of run of mains 6 sq mm flexible copper cables for pandal wiring		200 mtrs	
Serial lights for two days	5 <sup>th</sup> and 6 <sup>th</sup> Jan 2012 – 6.00 to 11.00 pm	3000 sets	
400 watts white light for the building for two days	5 <sup>th</sup> and 6 <sup>th</sup> Jan 2012- 6.00 to 11.00 pm	25 nos	
Providing, fixing, maintenance, operating and dismantling of 62.5 KVA Sound Proof diesel generator set including operator batta including fuel and oil		2 sets	
Providing, fixing, maintenance, operating and dismantling of 125 KVA Sound Proof diesel generator set including operator batta including fuel and oil		1 set	
Seating arrangements for <b>VVIP chairs</b>		10	
VIP Cushion chairs with white cloth		200	
Vinyl Chairs		400	
Plaque unveiling arrangements with foam board		1	Unveiling arrangements with state of the art remote control with foam board
Kuthuvilakku		2	6 feet Kuthuvilakku inside the building and one Kuthuvilakku on the Dais
Welcome boards flex printing and wooden framing and fixing	8' x 3'	100	

Table top flower basket		30	
Leather pouch A4 size for the dais		30	
Atrium Decoration with 210 ft running live flowers and balloons	210 ft	1	
Plasma TV with cabling and boosters	42"	20	
Water bottles Bisleri	500 ml	3000	
Refreshment - One sweet and 50 gm snacks with packing and coffee/tea	From a high quality hotel/sweet stall	1000	
Cool drinks tetra pack		1000	
Plantain trees and Thoranam			4 plantain trees 80' thoranam
Photography with Karishma Album		100 photos minimum	<ul style="list-style-type: none"> <li>▪ Professional photographer to be engaged</li> <li>▪ Complete set of photos right from start to finish</li> <li>▪ Album and DVD to be handed over to the Bank</li> </ul>
Audio arrangements			Prayer song, National anthem, records and other music to be brought
Badges		500 + 20 (VIP)	Separate badges for staff, Event management staff, security, volunteers
Mobile Toilet-annexed to dais		1	

Deputy General Manager (P&E/CCD)

### **Financial Bid Document**

#### **Specification**

2. **Event Management of the inaugural function of the Corporate Office Building in Chennai for Indian Bank**

#### **Tender:**

<b>Job</b>	<b>Total cost (Inclusive of all taxes, charges, all costs relating to the function) (Rs)</b>
Event Management of the inaugural function of the Corporate Office Building of Indian Bank	

I/We accept the terms and conditions detailed in the tender document and agree to abide by them.

Seal

Signature

Place

Name

Date

Designation