



**IIIT Bhubaneswar**

Imagine, Innovate, Inspire

(A University established by the Government of Odisha)

No.: IIIT-Bh/ 22049/ 118

Date: 18.03.2025

## **SHORT TENDER NOTICE**

Sealed tenders are invited from reputed and authorized Event Manager with company registration, for the supply of tenting, lights, stage decoration, sound, generator with fuel for the 4-day techno-cultural fest **ADVAITA 2025** at IIIT Bhubaneswar during **27.03.2025 to 30.03.2025**. The details of tender documents are to be downloaded from the website [www.iiit-bh.ac.in](http://www.iiit-bh.ac.in). Applicants meeting the qualifying criteria will be considered for further processing of the proposal. The Tender Document should reach to The Dean Student Affair, IIIT Bhubaneswar by **22.03.2025 up to 3.00 PM**. The authority reserves the right to cancel this short tender call and/or invite a short tender with or without amendments and without assigning any reason thereof. Information provided at this stage is indicative and IIIT Bhubaneswar reserves the right to amend/add further details in the short tender.

Sd/-

**Dean Student Affair**



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## **Brief about Expression of Interest**

The interested reputed Event Management Firms/Companies/Societies may send their bids complete in all respect along with Tender Fee of Rs. 2,000/- and (GST @ 18% = 360) = Total Rs. 2,360.00 (Rupees Two thousand three hundred sixty only) (Tender cost Non- refundable and EMD of Rs. 20,000.00 (Rupees Twenty Thousand only) in the form of Demand Draft in favour of “IIIT Bhubaneswar” drawn on any scheduled bank payable at Bhubaneswar and other requisite documents to the Dean Student Affair, IIIT Bhubaneswar Gothapatna, Malipada, Bhubaneswar-751003 with Tender Name, No. and date on the top of the envelope on or before the 3 p.m. of 22.03.2025. The proposals received after the due date shall not be entertained under any circumstances whatsoever.

Date of Submission of Short Tender	The last Date is 22.03.2025
List of activities	Supply of tenting, lights, stage decoration, sound, generator with fuel, for the 4-day techno-cultural fest ADVAITA 2025 at IIIT Bhubaneswar during 27.03.2025 to 30.03.2025. For the smooth conduct of the activities stated bid, IIIT BHUBANESWAR seeks to hire a single competent agency having experience and expertise in event management with a turnover of 75 Lakh in the last three financial year.
Contact person	Dean SA/ Faculty Advisor <u>Advaita</u>
Phone Number of the Contact person	9438605894/ 7978466066
Email	<a href="mailto:offdsa@iiit-bh.ac.in">offdsa@iiit-bh.ac.in</a> , <a href="mailto:arunkumar@iiit-bh.ac.in">arunkumar@iiit-bh.ac.in</a>
Address for submission of Short Tender	Dean Student Affair IIIT Bhubaneswar Gothapatna, Malipada, Bhubaneswar-751003
Selection Process	Stage1: Evaluation of Eligibility Criteria Stage 2: The bid will be finalized based on QCBS (Quality and Cost based selection).
Payment Schedule	33% shall be paid to the selected agency before the work after delivery of work order. The rest payment will be made within fifteen days of submission of bills after completion of event.
Submission Of Short Tender	The SHORT TENDER bids must be submitted, in two separate envelopes: (i) Technical Proposal – Envelope I (ii) Financial Proposal – Envelope II
<ul style="list-style-type: none"><li>• The sealed envelope containing the tender document should be super scribed with “<b>Short Tender for Production of Advaita 2025</b>” to Dean SA, IIIT Bhubaneswar”</li></ul>	

2.	a) Scope of Work	ANNEXURE-I
	b) Check list for preparation of Bid/Tender	ANNEXURE-II
	c) Letter of undertaking of Bidder	ANNEXURE-III
	d) Format for particulars of Bidder	ANNEXURE-IV
	e) Financial Capacity	ANNEXURE-V
	f) Financial Bid	ANNEXURE-VI
	g) Tech rider Document	ANNEXURE-VII

### **3. Eligibility Criteria for Qualifying in Technical Bid**

**The agency should meet the minimum eligibility criteria.**

**3.1 Status:** The bidder shall necessarily be a legal entity either in the form of a sole proprietorship, partnership or a Limited company registered under the Companies Act. A proof on status of the bidder shall be submitted.

**3.2 Financial Capacity:** The bidder should have the turnover of minimum Rs. 70 lakhs and above per annum (certified copy from the Chartered Accountant to be attached) during the last three financial year. The relevant proof for supporting the above shall be submitted failing which the tender shall be treated as invalid. The firms must be willing and or capacity to sustain itself financially till bills are processed and payment released.

**3.3 Experience:** (a) Bidder shall have a minimum three years of experience in doing stage, light 7 sound. Name, address / contact details of the present and past clients to be provided with a copy of the work order need to be enclosed with the technical bid.

**3.4 Registration:** The bidder should be registered under GST Act.

**3.5 A.** Photo copy of the following documents duly signed by the Proprietor/Partner/Director must be submitted along with the technical bid.

- a) The bidder must submit a copy of acknowledgement of Income Tax return for the last three financial years 2021-22, 2022-23 and 2023-24
- b) PAN Card.
- c) Balance Sheet and Profit and Loss Account- last 3 years.
- d) GSTIN certificate along with upto-date return.
- e) All pages of the tender documents should be signed and sealed by the bidder and should be numbers serially.

## ANNEXURE – I

### SCOPE OF WORK

IIIT Bhubaneswar has decided to host its annual techno cultural fest IIIT Bhubaneswar 27-30 March, 2025. The associated responsibilities are listed, as follows.

1. Decoration of the main stage (60' x 40'), Stage matting/carpeting, front of stage matting/carpeting 1500 sq. ft. LED wall, 4-sided Aluminum Truss, Light and Sound in stage and periphery, 20 No. of sofas (including VIP Sofas), chairs for audience- 400 nos, 5 no. of Tea poys.
2. Campus Decoration with light: IIIT Bhubaneswar Academic Building, Ambience Lighting.
3. Tent & Stall for participants.
4. Barricading and fencing in front of stage area as required.
5. 25' x 12' Box Gate at Main Gate.
6. The sound & light will be as per tech rider as presented in annexure- vii

N.B.: The tender document should include all the costs as per deliverables mentioned above and any other charges added, including all taxes applicable.

**ANNEXURE-II****CHECKLIST FOR TENDERER**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Yes/No</b>	<b>Page No.</b>
1	Have you filled in and signed the details and enclosed relevant documents?		
2	Have you read and understand various conditions of the tender and willing to abide by them?		
3	Have you submitted the DD for EMD of INR 20,000/- or Bid Security Declaration Form as per the Annexure -VI		
4	Tender cost of Rs. 2,360/- in favor of IIIT Bhubaneswar		
5	Firms registered with MSE are exempted from submission of EMD. Copy of MSE Certificate to be attached.		
6	Have you taken prints of all the sections of the Tender in the prescribed paper size and signed on all pages of the Tender documents?		
7	Have you attached the Income tax return of last three years?		
8	Have you attached self-attested copy of the document to show the financial status of tenderer?		
9	Registration with Govt. bodies like PAN, GST, ESIC, EPF, Labour license etc.		
10	Have you attached the self-attested experience certificate/work order issued by the organization/University/Institutions.		
11	Has your Technical bid been submitted as per the requirements of the tender?		
12	Is your Price Bid/BOQ submitted as per the prescribed format?		
13	Have you submitted the tender documents in two parts within the respective cover.		

Date:

Place:

Signature of the Tenderer

(Letter head of tenderer)  
**LETTER OF UNDERTAKING AND DECLARATION**

To  
The Dean Student Affair,  
IIIT Bhabaneswar-751003

Ref: Invitation of Tender Notice No.

Dated.

I/We, the undersigned declare that:

1. I/We have examined the tender document and its terms and conditions and we have understood the details.
2. I/We are ready to execute the contract in conformity with the tender document, in case we are found successful as a tenderer.
3. Our bid shall be valid for a period of 30 days from the date of Opening of price bid and shall not revoke the same.
4. If our bid is accepted, I/We undertake to comply all other formalities as per the tender document and work order.
5. I/we also declare that neither our firm/company/Proprietorship concerned was blacklisted in past nor any of our office bearer was convicted in any court of law.
6. We accept all the terms and conditions of this Tender document and undertake to abide by them including the condition that you are not bound to accept highest ranked bid/lowest bid or any other bid you may receive.
7. The detailed particulars of the tenderer are mentioned and attached separately as at Annexure-IV.
8. The contract will be awarded to the successful bidder whose bid matches with the L-1 Price and QCBC Basis.

I/We do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my /our knowledge and belief. No part of it is false and nothing has been concealed therein.

Yours sincerely,

Authorized signatory of the Tenderer  
(Authorised person shall attach a copy of the authorization for signing on behalf of the Bidding Company)  
Full name and designation

**ANNEXURE –IV**

(ON LETTER HEAD OF THE FIRM)

Tender For ‘**Technical for Advaita 2025**’ at IIIT Bhubaneswar’’

Detailed Particulars of the Tenderer

Sl. No.	Particulars	
1	Name of Agency/Firm/Proprietor	
2	Full Address	
3	E-mail ID	
4.	Mobile No.	
5	Other business of the firm	
6	Office/Residence Ph. No.	
7	Office/Work Email ID	
8	Name (s) of Proprietor/Partner/Director	
9	PAN No.	
10	GSTIN	
14	Volume of business in the FY	2021-2022 2022-2023 2023-2024
15	Bank Details: a. Beneficiary Name: b. Bank Name: c. Branch Name: d. Account No. e. IFSC Code:	

Signature of Bidder

**ANNEXURE- V**

(ON LETTER HEAD OF THE FIRM)

**FORM FOR FINANCIAL CAPACITY**

Description	Financial Years		
	2021-2022	2022-23	2023-24
Annual Turnover			
Net Worth			
Current Asset			
Current Liabilities			
Total Revenue			
Profit before Tax			
Profit after Tax			

Signature of Bidder with Seal

**FINANCIAL BID (In a sealed envelope)**

<b>Particulars</b>	<b>Details</b>
<p>The rate for Event Management for Advaita 2025 (including tents, lights, stage decoration, sound, and generator)</p> <p>1. As Given in Annexure I</p> <p><b>Sound &amp; Light</b></p> <p><b>1. As Per Tech Rider as presented in annexure -VII</b></p>	

**1) Truss and Scaffolding/Speaker Towers:**

- a. You must ensure the installed truss system is rated for the total load to be installed.
- b. Truss pillars must be installed on stable and leveled ground, and all 4 outriggers of each leg must be used.
- c. Pillars must be free of any form of tilt.
- d. Ensure the speaker towers used, are rated for the load being installed.
- e. Adequate support, counter weight, Ballast must be used to ensure stability of the truss/scaffolding.
- f. Ensure the crew has safety harness, safety shoes, and hardhats during setup. Provide additional hard hats for the crew traveling with the band.

**2) Pyro:**

- a. It is **compulsory** to inform in advance the use of any form of pyro technics for the event.
- b. No Hot pyro, blasts, flame throwers to be used without permission from the artist's management.
- c. Have adequate distance between the pyro and audience and artist to ensure safety. Please Ensure there has to be Pyro Pit for all the SFX machines
- d. Have the pyro control center/switches and operator at the FOH console area.

**3) Power:**

- a. Have a qualified Electrician and generator operator on site from the time of Setup till the end of event.
- b. We need 3-phase 230V/50Hz regulated power supply, Current rating for the power should be in accordance to what is needed by each department be is sound, lights or video systems.
- c. ENSURE separate generators for Audio, Lights and Video systems.
- d. Absolutely NO plastic taped electrical contacts. No temporary joins and contacts using matchsticks or such other will be entertained.
- e. Earthing is done correctly for each department Sound, light and video.
- f. Use only Copper cable for earthing, of the same gauge or thicker than the cable used for 3-phase connections.
- g. **Any form of current leakage from cables, microphones etc. will be unacceptable, and will result in termination of the performance.**
- h. As far as possible use only Schuko and CEE form for connectors and sockets.

**4) Miscellaneous:**

- a. Ensure adequate firefighting equipment is onsite.
  - i. Fire extinguishers, fire-fighting trucks etc.
- b. It is unacceptable to store any flammable, material under the stage
  - i. Leftover plywood wood, carpet etc.
- c. Please have a well-stocked Medical kit available.

# 1. PRODUCTION REQUIRMENT:

## 1. MAIN STAGE Requirements:

- a. For an Outdoor event the Stage size should be **60ft (W) X 40ft (D) X 4ft (H)**  
For an Indoor event the Stage size should be **40ft (W) X 30ft (D) X 2/2.5ft (H)**
- b. Stage should be even and fully carpeted.
- c. 2 x stair sets – one upstage left and one upstage right.
- d. 1 x Standard concert barricades to be placed approximately 10ft from downstage edge.
- e. This dimension of stage will be only for musicians, Whatever Backdrop or LED or Side Wings should be out of this area.

## 2. STAGE RISERS:

- a. 1 x Carpeted, Skirted, Wheeled Riser for Drummer - Size should be **10ft x 10ft x 1/1.5ft as shown in stage layout**
- b. 1 x Carpeted, Skirted, Wheeled Riser for Percussions - Size should be **8ft x 8ft x 1/1.5ft as shown in stage layout**
- c. 1 x Carpeted, Skirted, Wheeled Riser for KEYBOARDS - Size should be **8ft x 8ft x 1/1.5ft as shown in stage layout**

## 3. STAGE RAMP:

- a. **Preferably No ramp** - If ramp is Unavoidable, please ensure that the PA is installed at the end of the Ramp and not behind the ramp as this being a live event, FOH feedback is an issue. Please call Audio FOH Engineer before finalizing the ramp

## 4. Other staging requirements:

- a. Remainder of the downstage portion should be carpeted in black/grey.
- b. **IF THE STAGE IS OPEN TO THE SKY THEN SOME KIND OF TEMPORARY OVERHEAD SHADE NEEDS TO BE PROVIDED FOR THE STAGE AS WELL AS FOH POSITION DURING SOUND CHECK.**
- c. **5 x BAR STOOLS for Musicians/Technical Team – MUST**

## 5. Stage Hands:

- a. We shall require at least a couple of stage hands to help setup and teardown the Percussion setup and drums.

## 2. BACKLINE REQUIRMENTS:

### 1. *Instruments Amplifiers:*

- |  |               |
|--|---------------|
| <b>a. Bass Guitar Amplifier</b>  | <b>1 Unit</b> |
| Ampeg SVT 810 Cabinet with SVT4 Pro Amp Head OR<br>Mark Bass 8x10" Cabinet with Little Marcus Head Amp |               |
| <b>b. Electric Guitar Amplifier</b>  | <b>1 Unit</b> |
| Fender Twin Reverb ONLY  |               |
| <b>c. Keyboard Amplifier</b>   | <b>1 Unit</b> |
| Roland KC550 OR Peavy KB5  |               |

(All of them to be mounted on their respective Cases so as they come on the ear level while standing)

### 2. *Instruments:*

- |  |               |
|--|---------------|
| <b>a. Keyboard – YAMAHA MONTAGE 6/7 (ONLY)</b>   | <b>1 Unit</b> |
| <b>b. TUMBA(3pc) – LP MATADOR/GALAXY/CLASSIC</b>   | <b>1 Unit</b> |
| 11" Quinto(H) – 11.75" Conga (Mid) – 12.05" Tumbadora(L)   |               |
| <b>c. 14" DJEMBE with Stand REMO OR LP</b>   | <b>1 Unit</b> |
| <b>d. BONGO With Stand REMO OR LP</b>  | <b>1 Unit</b> |
| <b>e. DARBUKA With Stand</b>   | <b>1 Unit</b> |
| <b>f. LP CHIMES With Stand</b>   | <b>1 Unit</b> |
| <b>g. Drum Kit</b>   | <b>1 Unit</b> |
| a. PEARL Masters or PEARL Reference or DW Collector Series   |               |
| b. 20" Ride, 2 x 18" Crash, 1 x 16" Crash 14" China, 10" Splash, 14" Hats (Zildjian 'K' Series or 'A' Series) with Stands. |               |
| c. 14x7" Snare Drum  |               |
| d. 22" Kick Drum   |               |
| e. 1 x 10" & 1 x 12" Rack Toms.  |               |
| f. 1 x 14" & 1 x 16" Floor Toms.   |               |
| g. Drum Stool – Roc 'N' Soc.   |               |
| h. 2 pairs Drum Sticks.  |               |

Please ensure drumheads are in great condition. Worn out dull sounding heads will not be accepted. Evans E Mad/ G Mad for Kick, Evans Genera/Heavyweight for Snare, and Evans G2/EC2S for Toms are the preferred heads. Good quality Cymbal stands, Pedals and all related hardware. **Good quality adjustable Throne**

### **3. *Miscellaneous:***

- a. DRUM KIT SHIELD – 10ft wide x 8ft height** **1**  
Unit
- b. Single Tier Keyboard Stand** **4 Unit**  
ULTIMATE SUPPORT or similar
- c. Guitar Stands** **3 Unit**  
Hercules Shock Safe or Auto grip
- d. Notation/Music Stand** **6 Unit**  
Heavy Duty sturdy stands

### **4. *Sound check:***

- a.** The band will require a minimum of 120 minutes for Sound check prior to doors.
- b.** This 120 minute period begins only after all backline gear is in position and operational on stage.
- c.** All inputs must be line-checked and the FOH systems must be fully functional and in a Show ready state.
- d.** It is expected that all sound equipment provided is of professional quality, in perfect working condition, and is accompanied by professional, competent, and pleasant technicians/engineers.
- e.** There will be no tolerance for any hiss, buzz, hums, clicks, pops in any audio system.

### **5. *FOH MIX POSITION***

- a.** The position of sound console is of utmost importance. Control Rooms, Booths etc. are absolutely UNACCEPTABLE for this purpose.
- b.** The Mix position **MUST** be located in the house at the center of the L&R Speakers. About the half way between front and rear of the house, forming an equilateral triangle, with the speaker's enclosures and the mix position at the apexes.

### **6. *Front of House Systems:***

- a.** A 4 way FOH stereo speaker system must be provided to evenly cover the entire venue for this type of event.
- b.** Must be able to reproduce 110 dB SPL (A – weighted / slow) at FOH position without distortion.
- c.** The FOH speaker system must be rigged to fly where possible.
- d.** In case Of Wedding Event, the Dance Floor has to have sufficient Center Fills – **THIS IS MUST**
- e.** FOH position must not be more than 2 feet off center of the PA.

- f. For venues that have mixing desks installed on or under a balcony, we request another mixing desk to be placed in the center of the audience forward of the balcony edge.
- g. All processing must be made available to the FOH engineer for further processing if needed.
- h. We require a minimum time of 2 hours for setup and sound check prior to doors. During this time the stage should be well lit, no other PA system should be on in the vicinity and no interruptions will be acceptable. This 120 minute period begins only after all backline gear is in position and operational on stage and all inputs/ outputs are patched. All inputs must be line-checked and the FOH and Monitor systems must be fully functional and in a Show ready state.

***Preferred PA Systems: -***

- a. L-Acoustics Systems – K Series
- b. D&B Audio Technik System – SL or J or V SERIES
- c. Adamsons Systems Engineering – E or S Series
- d. JBL VTX A12 OR VTX V25-II SYSTEMS (ONLY WITH V5 PRESETS)

**SUB WOOFERS – PLEASE ENSURE SUBWOOFERS DEPLOYMENT HAS TO BE IN CARDIOD PATTERN – MOST PREFERED PATTERN WILL BE “ENDFIRED” OR “GRADIENT” PLACEMENTS.**

**4. *Mixing Consoles:***

- 1. **FOH CONSOLE - DIGICO Q852/Q338/Q7/Q5/SD7/SD5/SD10) – RUNNING ON OPTOCORE 96KHz - ID (1) OR AVID S6L – 24D/24C**
- 2. **WAVES EXTEREME SERVER + Waves Certified Network Switch + 5 x CAT6e Cables**

**5. *Stage Monitoring:***

- a. **Sennheiser 2000 Series Wireless In Ear Monitors** **8 Units**  
(All the IEM should have Sennheiser **IE4** Earphones & All the IEMs must be Connected to its respected Antenna combiner)
- b. **D&B or L’Acoustics or Meyer Audio Stage Monitors** **4 Units**
- c. **JBL918 Or L’Acoustics SB18 or Similar Single 18” Driver Subwoofer** **1 Unit**
- d. **Behringer B205/B207 Shout Speakers** **1 Unit**
- e. **Patching for Monitor Outputs:**

<b>OUTPUT</b>	<b>TO</b>	<b>TYPE</b>	<b>Remarks</b>
1/2	Main Singer	IEM – STEREO	With Ear piece
3/4	FEMALE VOX	IEM – STEREO	With Ear piece
5/6	BASS	IEM – STEREO	With Ear piece
7/8	PERCS	IEM – STEREO	With Ear piece
9/10	DRUMS	IEM – STEREO	With Ear piece
11/12	KEYS	IEM – STEREO	With Ear piece
13/14	ELEC GUITAR	IEM – STEREO	With Ear piece
15/16	SPARE	IEM – STEREO	With Ear piece
17	FRONTS	4 x WEDGES	
18	DRUM SUB	1 x 15” OR 18” Single SUB	
19			
20/ 21	CENTER FILLS L/R		
22	PA SUBS		
23/24	PA LEFT/RIGHT		

f. **IEMs must be Configured as mentioned below.**

**a. Receiver Settings:**

1. Auto Lock ON
2. Stereo MODE
3. Limiter OFF
4. NO VOLUME BOOST
5. SQUELCH – (-9db)

**b. Transmitter Settings:**

1. **Sensitivity -15db**
2. Stereo MODE
3. Auto lock ON

g. We would require all the wireless units to be connected on same Local Area Network for Wireless System Management like Sennheiser WSM or Shure Wireless Workbench also would request Audio Crew to run through RF Setup and Deploy all the RF Units without any interference of TV/Radio Frequencies.

**\*\* PLEASE LABEL ALL IEMS/WIRELESS MICS BEFORE ENGINEERS ARRIVAL TO THE VENUE \*\***

## **6. Additional Requirements:**

- a. Additional – Boom Microphone Stands required – 5 Numbers
- b. Additional – Double A (AA) Batteries required – sufficient numbers for all wireless mics and IEM belt packs – Duracell or equivalent

- c. 4 x CAT5E/6 NETWORK CABLES – 5Meters each
- d. 1 x Rational Acoustics SMAART Setup for Tuning up the System and Monitors.
- e. **A Laptop for AV/Music Playback – JUST TO INFORM OUR ENGINEER IS NOT RESPONSIBLE FOR PLAYING ANY KIND OF MUSIC BEFORE OR AFTER THE MOHAMMED IRFAN ALI’s PERFORMANCE.**
- f. **A Rational Acoustics Smaart installed Computer with Basic 2 Channels Audio Interface and a Calibration Mic for System Tuning and Alignment.**

**7. *Wireless Microphones:***

- a. ***SHURE AXIENT SERIES HANDHELDS -4 Units  
WITH AD2/ADX2 HANDHELDS & BETA58 CAPSULES***

**8. *Manpower requirements:***

- a. ***DEDICATED & PROFOUND SYSTEMS ENGINEER***
- b. ***DEDICATED RF ENGINEER***
- c. ***DEDICATED STAGE INPUTS PATCH ENGINEER***
- d. ***BACKLINE TECHNICIANS***

**Lighting Tech Rider**

Intelligent Lights:

- 1] 32nos.Moving Head Beam { ClayPaky Sharpies, Pointy, Mythos,Mac Axiom Hybrid}
- 2] 28 nos.Moving Head Wash {Mac Aura, Mac Quantum Wash, MX Indigo 6000 XE, Silver Star}
- 3] 16 nos.Atomic Strobes 3000 Led
- 4] 4nos.Hazer 400 antari with Dmx fan
- 5] 16nos.Led Pixel Battens

Conventional Lights:

- 1] 24 nos.Warm Led Par
- 2] 12 nos.LED Molefays 4 cell
- 3] 1no.Follow Spot 4.0

Console:

- 1] Avolites Arena or Sapphire

Trussing

- Box Truss with Center Bar
- 4nos.Truss Pillers with Base Plates