



**IIIT Bhubaneswar**

Imagine, Innovate, Inspire

(A University established by the Government of Odisha)

No.: IIIT-Bh/ 22004/ 099

Date: 27.02.2026

## **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 2026** at IIIT Bhubaneswar during **12.03.2026 to 15.03.2026**. 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 **06.03.2026 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 06.03.2026. 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 06.03.2026
List of activities	Supply of tenting, lights, stage decoration, sound, generator with fuel, for the 4-day techno-cultural fest ADVAITA 2026 at IIIT Bhubaneswar during 12.03.2026 to 15.03.2026. 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	9696256172/ 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 2026</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 2022-23, 2023-24 and 2024-25
- 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 ADVAITA 2026 at IIIT Bhubaneswar during 12.03.2026 to 15.03.2026. 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, 10 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.

**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 Bhubaneswar-  
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 2026**’ 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	2022-2023 2024-2025 2025-2026
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		
	2022-2023	2023-24	2024-25
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 2026 (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>	

## Annexure-VII

Sl. No	Description	Unit	Quantity
<b>1</b>	<b>Theme Gate with Lighting</b>		As req.
<b>2</b>	<b>Campus Building Decoration with Light and Ambience Lighting</b>		As Req.
<b>3</b>	<b>Sound System &amp; Lighting System</b>		
	Line Array Speakers (JBL Vertec 4889/ Martin Audio / D&B / DAS EVENT-212 / L-Acoustics) for Day 0, 1 & 2 & (JBL VTX A12, Meyer Panther, Adamson E15/E12, LAcoustics K1 & K2)	Nos	Min 16
	Subwoofer (Low)	Nos	Min 10
	Side Fill Speakers	Nos	As req.
	Stage Monitor Speakers	Nos	As req.
	Instrument requirement as per tech rider		
	64 Channel Digital Mixer (DLive 7000 / Venue SC48 / Quantum 338)	Nos	As req
	Instrument Microphone (Shure / Sennheiser, Drum Microphones)	Nos	As req
	Corded Microphone (Shure SM58)	Nos	As req
	Cordless Microphone (Shure / Sennheiser)	Nos	As req
	Lapel Microphone (Shure / Sennheiser)	Nos	As req
	Sharpie Moving Head Lights	Nos	As req.
	RGBW Moving Head Lights on truss	Nos	As req.
	PAR 64 Lights	Nos	As req.
	LED Warm Lights	Nos	As req.
	Colour Wash Lights	Nos	As req.
	RGB Batten Lights	Nos	As req.
	Two Way Blinder Lights	Nos	As req.
	Atomic Strobe Lights for Day 2	Nos	As req.
	Digital Lighting Console (MA2/ MA3/ Arena)	Nos	As req.
	Smoke Machine	Nos	As req.
	Haze Machine	Nos	As req.
	Main Stage Matting with Coir & Synthetic Carpet	Sq. ft.	As req.
	P3 LED Wall as per Requirement	Nos	1
	Aluminium Truss Structure (60 X 40) Height 30 ft for Stage	LS	As req.
	CO <sub>2</sub> Jet Effects	Nos	As req.
	CO <sub>2</sub> Pyro Effects	Nos	As req.
	CO <sub>2</sub> Paper Blaster	Nos	As req.
	Paper Shower Effects	Nos	As req.
	Console Stage with Barricading	LS	1
	Video Coverage to LED	LS	1
	Steel/ Metal Barricading	RFT	600
	Silent Diesel Generator (including fuel cost) 125 KVA	No.	2
	Green Rooms (16 ft x 16 ft Pagoda with Sofa and Air Cooler)	Nos	2
	Pagoda for Promotional Stalls (10 x 10)	Nos	10
	VIP Sofas	Nos	20
	Armless Plastic Chairs for Audience	Nos	400
	Tea Poys	Nos	20
	Selfie Stand	Nos	1