

BERHAMPUR UNIVERSITY
TENDER CALL NOTICE

No. 6689/NAAC/22

Date- 16/8/2022

Sealed Tenders are invited from interested parties/ event management firms having adequate experience and valid GST Clearance Certificate, PAN, Service Tax etc., for preparation of stages, illumination of building , catering, video-graphy, still photography, cultural programme, flex boards, banners, UPS, DG sets/ movable generators, beautification of the campus, laying of carpets, flower bouquets, sanitations/ sweeping and other items in connection with the visit of NAAC peer team to the Berhampur University during 23-25 Nov, 2022. The firms are required to present about the look and items that they intend to décor, supply, install/ fit. The sealed tender complete in all respect should reach the office of the undersigned on or before 16/09/2022 by speed / registered post. The tenders /his representative may remain present at the time of opening of tender at 4.00 P.M on 17/09/2022. The shortlisted party (ies) shall be asked to make a presentation of their specifications/ designs, etc., of the items before the technical committee and financial committee for a final decision. The details of requirements with terms and conditions may be downloaded from [www. buodisha.edu.in](http://www.buodisha.edu.in).

Registrar

Memo no. 6690 NAAC/BU/22

Date- 16/8/2022

Copy to the Officer-in- Charge (Publication), Berhampur University for information and necessary action. He is requested to arrange to publish the **Tender Call Notice** in the following newspapers (enclosed four copies) at I&PR rate in 8 pt fonts issue only (a) **The Samaj (All Odisha Editions)**, (b) **The Pramaya (All Odisha edition)** (c) **The Times of India (All Odisha edition)**.

1. Copy to the Comptroller of Finance, Berhampur University for information and necessary action.
2. Copy to Web Master for uploading this short tender call notice and detailed tender paper in the university website.


Registrar
Berhampur University
16/8/22
REGISTRAR
BERHAMPUR UNIVERSITY

TERMS AND CONDITIONS FOR EVENT MANAGEMENT FIRM

1.	FOR	Berhampur University, Bhanja Bihar, Odisha-76007
2.	Price	Price should be quoted unit-wise. The quoted price should be inclusive of all taxes. Under no conditions, escalation of price be entertained
3.	Credibility	The firm must attach copies of similar types of orders, if any already executed from institutions of repute
4.	Manpower	Adequate skilled manpower be deployed on site for smooth operation of the devices e.g., lights and sound and other items during the programme
5.	Eventuality	University will not be held responsible for any kind of eventuality that may occur in any form with regard to the manpower engaged and materials used for the program by the selected firm
6.	Financial strength	The participated firms need to submit their audited statements of the firm for the previous two years along with a copy of the PAN number and Labour & GST Clearance etc.
7.	Guidelines	Men at work should obey the orders to be passed by the university official on duty during the program and the selected firm has to carry out on the spot requirements demanded on the situation as and when required.
8.	Fixture	All fixtures, including clothes, flowers, screens, lights, sound etc., should be the sole responsibility of the firm with whom the university would place the order
9.	Breakage	Breakage, if any found in connection with the decoration and other program preparation would be borne by the selected firm
10.	Payment	Payment would be done only after satisfactory completion of the programme and after submission of bills on actual by the firm.
11.	Certification	Payment would be made in favour of the firm only after obtaining a certificate from the designated person/ committee duly appointed by the university exclusively for the purpose
12.	Security	The firm has to deposit a refundable demand draft of Rs.1000/- towards cost of tender paper and Rs 10000/ towards security deposit(Refundable) drawn in favour of CoF, Berhampur University, payable at SBI Bhanja Bihar(2107) before the designated authority of the university.
13.	Legal dispute	Any Legal Dispute that may arise during the process would be settled within the purview Local Legal Jurisdiction, Berhampur
14.	Rights	The authority reserves the right to reject any or all offers without mentioning any reason thereof
15.	Agreement	An Agreement Paper Shall Be Signed By The Firm/ Party With The Registrar, Berhampur University prior to execution of the order
16.	Note	The entire work shall be entrusted to one firm taking the price, quality and other factors into consideration


Registrar

Berhampur university

REGISTRAR

BERHAMPUR UNIVERSITY

BERHAMPUR UNIVERSITY
BHANJA BIHAR, BERHAMPUR-760007, GANJAM, ODISHA

NAAC PEER TEAM VISIT-2022

Tender Call Notice No. _____ /NAAC/ BU/2022

Dated-

TENDER PAPER

Name of The Firm With Registration No	
Address	
GST	
Pan Number	
Service Tax Number	
DD for Rs. _____ No _____ date _____ towards security deposit	

Declaration

I / we, on behalf of _____ do hereby declare that the facts mentioned above are true to the best of my knowledge and belief. If any of the above is found incorrect, my / our tender is liable to be rejected.

Date

Signature with seal

1. Videography- the record videography of the events from 23-25 Nov, 2022 has to be submitted in DVD/ Hard disk format.
2. Still photography: the snap shots of the events to be taken from 23-25 Nov,2022 has to be submitted.
3. Flex Board (PVC)
4. Stage preparation inside the Biju Patnaik Auditorium, Berhampur University for cultural programme for one evening, stage front carpeting , entrance gates, outside carpeting, barricading and walling, sofa set with tea poy, flex (for stage and gates)
5. DG sets
6. Standing slim line Air- conditioners
7. On site catering (Snacks, Water Bottles etc.)
8. Lunch: Menu shall be finalised on negotiation
9. VVIP Lunch: Menu shall be finalised on negotiation
10. Beautification/Cleanliness /Sanitation of departmental / office buildings and campus (engagement of required staff).
11. Cultural programme (expenses towards costumes, light and sound also other required materials)
12. Transportation for members of the NAAC Peer Team.
13. Interior furnishing of syndicate hall, senate hall, conference hall, Guest House and HRDC centres.