

Kannur International Airport Limited
Reg.Office:'Parvathy'.TC36/1
NH.Bypass,Chackai
Thiruvananthapuram- 695024
(Ph. No. 0471- 2508668,2508670 fax: 0471-2508669)
website:www.kannurairport.in

Date: 15 January 2014

Notice Inviting Tender for Event Management

1. Kannur International Airport Limited (KIAL) invites sealed Tenders under two Bid systems for providing **EVENT MANAGEMENT of GROUND BREAKING CEREMONY& COMMENCEMENT OF WORKS** scheduled on 2 February 2014 (Sunday) at Mattannur,Kannur. The tender notification can be also downloaded from the website "www.kannurairport.in". The tender bids duly filled in all respect enclosing necessary documents may be addressed to **The Managing Director,Kannur International Airport Limited Reg.Office:'Parvathy'.TC 36/1,NH.Bypass,Chackai, Thiruvananthapuram-695024** so as to reach on or before **15:30 Hrs on 21.01.2014** OR the tender may be dropped in Tender Box placed at KIAL office Kannur International Airport Limited at Trivandrum. The technical bid will be opened at **16:30 hrs on 21.01.2014** by the KIAL Officials in the presence of tenderer who may wish to be present, either by themselves or through their authorized representatives. The financial bids of technically qualified bidders shall be opened at **16:30 hrs on 22.01.2014** in the office of KIAL,Thiruvananthapuram in the presence of technically qualified bidders who may wish to be present, either by themselves or through their authorized representatives.

The technically qualified bidders will be intimated through phone/email.

Earnest Money deposit required: **Rs. 35,000/-** in the form of Demand Draft favouring Kannur International Airport Limited payable at Thiruvananthapuram.

Last date for receipt of tender: up to 15.30 hrs on	21.01.2014
Date of opening of Technical Bid: at 16.30 hrs on	21.01.2014
Date of opening of Financial Bid: at 16.30 hrs on	22.01.2014

- KIAL proposes to invite tenders under two bid systems for providing **Event Management** services for the forthcoming Ground Breaking Ceremony on 02.02.2014. The tender shall be submitted in two separate sealed envelopes, one for the technical bid (as per Annexure 'A' & 'AI' enclosed) and one for the financial bid Annexure 'B' (which should be clearly super scribed on the envelopes). Both the sealed envelope 'A' & 'B' should be kept in another separate envelop.
- Tender shall be submitted in official tender form only. If submitted in any other form the same shall be rejected.
- No paper shall be detached from the tender.
- The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instruction laid down herein: otherwise the tender is liable to be rejected.
- The tender is liable to be rejected if complete information is not given therein, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in. Rates for all items should be quoted.
- The tender must be addressed to the **The Managing Director, Kannur International Airport Limited**
Reg.Office:'Parvathy'.TC36/1,NH.Bypass,Chackai, Thiruvananthapuram-695024 and should be deposited in the Tender Box on or before 21.01.2014 at 15:30 hrs. The tender bids received after the due date of 21.01.2014 will not be accepted and considered. The Technical bid will be opened by the KIAL Officials on 21.01.2014 at 16:30 hrs at the office in the presence of tenderer who may wish to be present, either by themselves or through their authorized representatives.
- KIAL shall in no way be responsible for any default with regard to any statutory obligation and the vendor/Contractor will indemnify KIAL in case of any damage or liability, which may arise on account of action of any reason.

- All firms are required to submit Earnest Money Deposit (EMD) of Rs.35, 000/- in form of Demand Draft issued by nationalised/scheduled Banks only in favour of Kannur International Airport Limited, payable at Thiruvananthapuram.
- Offers received without earnest money (EMD) or with earnest money less than the amount specified above shall be summarily rejected.
- The Earnest Money deposit of unsuccessful bidders will be returned within two weeks from the date of opening of bids.
- Tenderer must have successfully carried out at least 2 events attended by VVIP's /VIP like President of India /Vice President/Prime Minister/Union Ministers/Governor/Chief Minister etc. during the last five years for which the tenders shall submit a client certificate of 2 such events conducted as proof along with technical bid.
- Tender shall be accompanied by the relevant documents including “A list of organizations where the agency has currently provided/ has rendered the similar services”.
- The full & final payment shall be made after providing the necessary services based on certification by the concerned department after deducting shortcomings if any.
- The service provider shall ensure that he himself or his authorized representative is available for any negotiation or discussion at the venue free of cost.
- The offer will be valid for the above said services for a period of 30 days as incorporated in the tender document. This should be strictly adhered to.
- The schedule of items/services are required as per **Annexure ‘B’** and the evaluation of bid will be on the basis of total bid value. Firms must clearly indicate in their offers the different taxes and duties which they propose to charge mentioning clearly the present rate(s) thereof. Vague offer like “duties as applicable” shall not be considered
- The rates quoted should be on FIRM & FIXED basis.

- Item wise Price may be quoted at Annexure 'B' only for the services mentioned at Annexure 'B'. The required services to be provided on 02 February 2014 (Sunday).
- The Work Order shall be issued by KIAL, Registered Office Thiruvananthapuram and service shall be arranged by the agency.
- The agency should be registered with CST, Income Tax, service tax authorities etc. and to enclose the copies of the relevant certificate along with the technical bids.
- Final stage with all the installations (hanger, stage ,carpeting, back drop, chairs, speakers, podium with mike, lightings, back drop, side wings and all banners , green room should be ready at least 18 hours before the function, failing which penalty will be imposed as decided by the Authority.
- KIAL can delete any item from the scope of work as per the site requirement for which no extra claim will be entertained .
- If there is any change in the program date, the same shall be intimated to the agency well in advance.
- Envelope A shall contain
 1. EMD for Rs 35,000/-
 2. Annexure 'A'
 3. Annexure 'A1'
- Envelope 'B' shall contain
 1. Annexure 'B'(Price Schedule)
- Envelope 'A' & 'B' should be put in a separate envelope and superscripted "Tender for Event Management".

MANAGING DIRECTOR

Annexure 'A' (To be submitted in envelope 'A')

TECHNICAL BID

Name of the Agency.....

Name of the authorized person (who signs on the tender document)
.....

Address of the Agency.....

Phone No. (Mob.)..... Fax.....

Eligibility Criteria for Selection:

Sl. No	Particulars	Proof Required
1	Number of Events Conducted including list of organisations (Minimum 2 Events attended by VVIP's /VIP/President /Vice President/Prime Minister/Union Ministers/Governor/Chief Minister etc .during the last five years.	Copies of the Work Orders and client certificate should be attached.

Contd...

2	Registration with Service Tax department (Should be Registered)	Registration no..... Validity upto.....	Copy of Service Tax Registration should be attached.
3	Details of EMD (EMD of Rs. 35,000/- required in the form of DD)	DD amount Rs..... DD No..... Dated..... Issuing Bank..... Payable at.....	Original DD of Rs. 35,000/- in favour of Kannur International Airport Ltd.payable at Thiruvananthapuram should be attached along with technical bid.
4	Registration with Income tax department	PAN No.....	Copy of the PAN y Income Tax authorities.

Name of the authorized signatory:

Name of the Company /Firm:

Contact No.:

Important instruction for the tender:-

- The bidder should submit list of atleast 2 VVIP's /VIP/President /Vice President/Prime Minister/Union Ministers/Governor/Chief Minister events conducted with proof from client to support along with dates.
- Hanger and Stage with all the installations (carpeting, back drop, chairs, speakers, podium with mike, lightings, back drop, side wings and all banners , green room) should be ready on or before 18 hrs of the programme date except for flowers decorations etc. which can be completed latest by 12 noon on 2 February 2014..
- A mock drill will be conducted by KIAL on 01 February 2014 at 2100 hrs
- All approvals required for conducting such function may be obtained by the successful bidder within his quoted rate. No extra claim will be entertained in this regard.

Note:

- *The date and venue for conducting the show is on 2nd February , 2014 at 1500 hrs Mattannur, Kannur.*
- *Event Management firm shall depute technically qualified executive to coordinate the job with KIAL team.*
- *For items mentioned above, the bidders must ensure the required quality, materials, dimensions & other parameters and quote accordingly. In case items are not as quoted the same shall not be accepted. No payment, claims for such items shall be entertained.*

Annexure 'A1' (To be submitted in envelope 'A')

To
The Managing Director,
Kannur International Airport Limited,
Reg.Office:'Parvathy'.TC 36/1
NH.Bypass,Chackai
Thiruvananthapuram- 695024

UNDERTAKING BY THE TENDERER

I have carefully gone through the various terms and conditions mentioned in the tender document of Event Management for Ground Breaking and Commencement of Works of Kannur International Airport Limited . I agree to all the conditions and offer to organize the function at Mattannur,Kannur. I am making this offer after carefully reading the conditions and understanding the same. I have acquainted with all the tasks required to be carried out, before making this offer. I hereby sign this undertaking as token of our acceptance of various conditions mentioned in tender document.

Place : _____

Dated : _____

Name & Signature of Contractor

Address:

Name of Agency:.....

Annexure B (To be put in envelope 'B')

Schedule of Items/Services

Name of Work: Event Management of Commencement of Works ' Ceremony of the proposed Kannur Airport Project air side works

Event date: 2 February 2014 at 15.00 hrs at Project site ,Mattannur,Kannur

SL.	Brief Details of Arrangement	Qty	Unit	Rate(In words)	Rtae (In figures)	Amount
1	Providing and fixing decorative hangar made up of iron poles and tin sheet roofing supported on steel frame (waterproof) with white cloth false ceiling.The hangar should have adequate structural strength and to withstand wind pressure any season having size of 300' X100' approx (30000 sq-ft) plan area with minimum height of 16 feet consisting necessary side covering, enclosers, laying carpet for total area including red synthetic carpet for VIP path at function location.The rate is inclusive of all accessories like side covers, carpets,tools,,fixing accessories,labour including any misc items etc complete as per the directions of Engineer-in-charge.	30000	sqft			
2	Providing and fixing stage Platform of size 80' x 30' (2400 sq ft) with height of 4 to 5 feet.The stage to be made up of wooden platform with steel supporting structure including ,necessary steps with hand rail at both sides of stage,decorative ceiling, side and back covers to the stage ,red carpet on platform. The rate is including all stage arrangement, labour, tools and any misc items etc. complete as per the direction of Engineer-in-charge. The seating is to be done in double line with 25 nos in each line .The stage should be structurally sound and necessary approval from security agencies /PWD Department should be obtained before the function by the agency.	2400	sqft			
3	Providing Maharaja chairs placing in position secured at their places with sufficient teapoys covering with suitable cloth for the stage all as per the direction of engineer-in-charge	50	nos			
4	Providing and keeping in position VIP chairs with cushion and tie back in the front row to be segregated and arranged accordingly	150	nos			
5	Providing and keeping in position plastic moulded chairs (with arm)of preferably same colour inside the pandal for public,press etc, Area to be segregated and arranged accordingly	4000	nos			
6	Flower arrangements for the front line of the stage platform with natural flowers as per the directions of Engineer-in-charge	70	ft			
7	Provision of natural Bouquets(50 nos) and flowers(roses(50nos))for facilitation as per the directions of Engineer-in-charge	one job	Ls			

8	Arranging program compere having knowledge in Malayalam,Hindi and English etc.,including preparation of script approved by KIAL and a rehearsal to be performed before the function as per the directions of Engineer-in-charge	1	nos			
9	Providing light and sound arrangement with adequate watts sound system including sound mixer, cordless mike(4 nos) podium mike (2 nos), stand mike (4 nos), lapel mike(2 nos), LED PAR- 32 nos for stage and dome , PAR-64 -24 nos for stage .Serial lights -500 sets ,metal halogen (30nos) etc. as per the directions of Engineer-in-charge	one job	Ls			
10	Providing and Fixing Unveiling plaque material(Ino in 2 languages) (Malayalam & English) size 2.5ft x 4.5 ft. each made of black granite 18 to 20 mm thick with PVC sticker, with computer generated golden colour paper words for the text and fixing the same on unveiling platform of suitable size housing granite stones side by side. Granite decoration of unveiling platform with suitable cloth etc. as per the directions of Engineer-in-charge(Mounting shall be done with single stable wooden frame work with 1 foot (300 mm) pedestal at the bottom and drapery rod at the top for curtain movement. Curtain cloth shall be of velvet or silk satin in either Golden Yellow, Cherry Red or Navy Blue colour, It should be properly secured and hanged from drapery rod with arrangement for opening and closing manually with string or automatically by remote control, In case of remote control system, alternative mechanical arrangement is to be made as a stand by system)	one job	Ls			
11	Providing and fixing back drop flex of 4 pass or higher quality including printing logo/designs and lettering etc. (matter will be given by KIAL)with required frame work approximate size 80' x 12' ft as per the directions of Engineer-in-charge	one job	Ls			
12	Providing Badges of required size and shape with logo, lettering etc as per the direction of Engineer-in-charge	200	nos			
13	Providing mineral water 200 ml bottles for the Guests as per the directions of Engineer-in-charge	100	nos			
14	Making video coverage minimum 2 hours (after necessary editing) and supplying soft copy in 10 nos CDS as per the directions of Engineer-in-charge	one job	Ls			
15	Making digital album and photographs with CD for the function day as per the directions of Engineer-in-charge	one job	Ls			

16	Providing & placing in position podium for addressing the gathering with front branding of KIAL logo as per the directions of Engineer-in-charge	2	nos			
17	Arranging combu, vadya,Chenda (with minimum 10 nos troop) as per Kerala tradition and as per the directions of Engineer-in-charge	one job	Ls			
18	Providing name plates as required for the stage with suitable material as per the directions of Engineer-in-charge	25	nos			
19	Arranging of Thalapoli traditional welcome etc as directed by the Engineer-in-charge	one job	Ls			
20	Providing and printing of brochure in English & Malayalam in best quality GSM paper (matter will be given by KIAL)as per the requirement as directed by the Engineer-in-charge	4000	nos			
21	Providing and Exhibiting at road side Flex boards/banners with size of 8' x 4' (10 nos) feet including , flex, printing,(matter will be given by KIAL) at various locations as per the directions of Engineer-in-charge.	10	nos			
22	Provision of a wash room including taps ,basins,urinals and toilets with panel separations and separate for ladies and gents etc	4	set			
23	Provision of power unit like DG SET including diesel, wiring,shed,power room etc. all as directed by the Engineer-in-charge for the entire as per direction of Engineer in charge	one job	Ls			
24	Providing CCTV coverage of the function, and ensuring the visibility of the proceedings to every body in the pandal etc complete using 50" plasma LCD screen	8	nos			
25	Provision of barricade where ever required with height of 4 feet to guide the movement of public and for necessary security for the VIP with balli/bamboo etc., as directed by the Engineer-in-charge	150	metre			

26	Provision of placards for Entry and Exit, Press and Media ,VIPs and Invitees and car parking area etc., with hard board having neatly printed text, properly supported by balli/reepers as per the directions of Engineer-in-charge.	30	each			
27	Provision of Kuthuvilakku, Oil, Wicks, Camphor, Candles, Match Box and Tray during the function at stage at the appropriate time as per the direction of Engineer-in-charge.	one job	Ls			
28	Arranging artists from Local School/College for Invocation song in local language during the function at appropriate time as per the direction of Engineer-in-charge.	one job	Ls			
29	Providing WELCOME ARCH size of 7.0 m (approx) width and of 6.0 m (approx) height with steel frame ensuring structural stability withstanding heavy wind expected during monsoon, clad with elegant looking clothes, including provision of text, logos, pictures etc., on the same(text will be given by KIAL) etc., as per the directions of engineer-in-charge at various location as per site condition.	4	nos			
30	Arrangement for Platform for the Press of size 8'x4' for media/video as per direction of Engineer in charge	one job	Ls			
31	Arrangement of Cool air throw for stage/Tower AC for main stage & VIP front row as per direction of Engineer in charge	10	nos			
32	Arrangement of pedestal fans for the hanger at different location as per direction of Engineer in charge	60	nos			
33	Arrangement of Walky talkies for communication between KIAL & Event Managers	10	nos			
34	Arrangement of different colour flag poles in front entrance	30	nos			
35	Chemical toilets for VIP's OR VVIP's	3	nos			

36	Arrangement of Vip lounge 20x20 ft, with hanger, drapings, 4 nos sofaset, carpet, 2nos splic ac unit etc complete	one job	Rs			
37	Providing high tea in a packed envelop containing cashew nuts,badam(each 25 g),Choco and Butter cookies (1 each),Veg. Sandwich,OneVeg. Cutlet with sauce,tissue papers,including tea/coffee complete as required	250	nos			
38	i.Arranging special programme of Chenda melam by Padmasree Mattannur Sankaran kutty & team for one hr duration including making appropriate platform for the performance	1	job			
	ii.Arranging two nos. theyyam artists with traditional costume for performing the folk art for minimum period of 30 minutes.	1	job			
	Total Amount (In figures)					
	Total Amount (In words)					

Terms & Conditions

1. Rate shall include loading,unloading and transportation charges
- 2.All approvals from regulatory authorities like police/security/PWD/KSEB etc. shall be arranged by the Agency
- 3.All arrangements shall be done 18 hour before the inauguration time except for flowers
4. A proper rehearsal shall be arranged as per direction of KIAL
- 5.The rate quoted shall include all applicable taxes

Signature of firm with seal