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IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम

Indian Institute of Management Visakhapatnam

**Tender Document for
Engaging an Agency for hiring Artists & Technical Setup
for IIMV Cultural Fest 'SAMARAMBH 10.0'**

Tender No.: IIMV/Tender /EM/ 2025-26/09 dt. 22-01-2026

**Indian Institute of Management Visakhapatnam
Gambheeram Village, Anandapuram (Mandal)
Visakhapatnam, Andhra Pradesh - 531163
Website: <https://www.iimv.ac.in/>**

NOTICE INVITING TENDER

Indian Institute of Management Visakhapatnam invites Tender for **Engaging an Agency for hiring Artists & Technical Setup** for conducting Annual Cultural Fest “SAMARAMBH 10.0” from the reputed Event Management Firms. Interested vendor(s)/supplier(s)/agent(s)/distributor(s) may respond in the prescribed format given at the end of this document, along with one copy of each of the requisite documents. The Bidders are expected to go through all instructions, scope of work and terms & conditions as specified in the bidding documents. Failure to furnish complete desired information or submission of a bid with incomplete information may result in rejection of the bid.

S. No.	Item Name	Description
1	Service Description	Engaging an Agency for hiring Artists & Technical Setup for IIMV Cultural Fest ‘SAMARAMBH 1.0’ on 27 & 18 Feb 2026 (Tentatively) at Indian Institute of Management Visakhapatnam, Gambhiram, Anandapuram (Mandal), Visakhapatnam.
2	Tender Ref. No. and Date	IIMV/Tender /EM/ 2025-26/09 dt. 22-01-2026
3	GARPTS No.	ID: GEM/GARPTS/20012026/MNUE63ZYZCCR
4	Date of Publishing on Institute Website /CPPP	22-01-2026
5	Pre-Bid Meeting & Site Visit	Date: 27 Jan 2026 at 1500 Hrs Mode: Physical presence Venue: Conference Hall, IIM Visakhapatnam, Permanent Campus
6	Clarifications end date	30 Jan 2026
7	Closing Date & Time for Submission of Bids	1500 Hrs on 12 Feb 2026
8	Opening of Technical Bids	1530 Hrs on 12 Feb 2026
9	Bid Security/EMD	Rs. 37,500/- (Rupees Thirty seven thousand five hundred only) (NEFT/DD/Pay Order to be drawn on any nationalized bank in Favor of “Indian Institute of Management Visakhapatnam” and payable at Visakhapatnam). EMD is exempt for MSEs (Micro & Small Enterprises) only with valid certificate. NEFT Details: A/c Name: IIM Visakhapatnam, Bank Name: Union Bank of India A/c No. 105610100057740, IFSC: UBIN0810568

10	Contact Person & Authorized Person to whom the Bids are to be submitted.	The Chief Administrative Officer Indian Institute of Management Visakhapatnam Gambheeram Village, Anandapuram (Mandal) Visakhapatnam -531163, Email : procurement@iimv.ac.in Tel: 0891 2824 444
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Pre-Bid Meeting & Site Visit: A pre-bid meeting will be held at IIM Visakhapatnam, Permanent Campus at Gambheeram, Visakhapatnam on **27 Jan 2026 at 1500 Hrs.** On the same day bidders may be permitted to visit the site to assess the event requirements. Bidders who wish to participate in the pre-bid meeting may depute their representative with an authorization letter and identity proof.

Signing Authority

Sdxxx
Chief Administrative Officer (HR)

Section - II (Instructions to the Bidders)

1. PREAMBLE

(a) Indian Institute of Management Visakhapatnam belongs to the prestigious IIM family of business schools. It is a new generation IIM, set up by the Government of India in September 2015. The Indian Institutes of Management Act, 2017 declares IIMs as Institutions of National Importance, empowered to attain standards of global excellence in management education, management research, and allied areas of knowledge.

(b) The Institute has established itself as a name to reckon with among the IIMs. Along with the flagship MBA Program, the Institute has been successfully conducting programs for working/experienced professionals and middle/senior functionaries in the government and corporate (public and private) sectors. It has emerged as a sought-after source and a popular destination for post-experience learning.

(c) IIMV conducts, inter alia, a full-fledged MBA (regular) flagship Program (also called Post Graduate Program or PGP) for those who qualify through the Common Admission Test (CAT) route.

2. The institute invites Tender for **Engaging an Agency for hiring Artists & Technical Setup** to conduct the Annual Cultural Fest “SAMARAMBH 10.0” from the reputed Event Management Firms. Interested vendor(s)/supplier(s)/agent(s)/distributor(s) may respond in the prescribed format given at the end of this document, along with one copy of each of the requisite documents. The Bidders are expected to go through all instructions, scope of work and terms & conditions as specified in the bidding documents. Failure to furnish complete desired information or submission of a bid with incomplete information may result in rejection of the bid.

3. ELEGIBILITY CRITERIA

- a) The Agency should be a firm/company/proprietorship establishment registered under suitable Act.
- b) The Agency should have GST registration and PAN.
- c) The Agency should have conducted at least two similar events in Major Educational Institutions like IIT/NIT/IISER/IIM or Any Central Universities /Major Private Universities, Educational Institutions, Organizations/ Public Sector Undertakings in last five years.
- d) The Agency should not have been blacklisted by Central/State Govt/PSU at any point of time, nor is any criminal case registered / pending against the Agency or any of its owners/partners or any other individual associated with it in any capacity, anywhere in India.

4. SUBMISSION OF BIDS

(a) The Bids shall be submitted in hard copy only, as follows: -

(i) **Cover-1: Technical Bid** - The following documents should be submitted:

- a) Bid Submission Letter
- b) Technical Bid along with all documents mentioned therein - **Annexure V**
- c) Declaration of non-blacklisting of the firm
- d) Firm Registration Certificate with validity as on closing date of submission of Bids
- e) Copy of PAN Card and GST Registration
- f) Tender document - All pages should be signed by the authorized signatory and stamped (mandatory) with the seal of the Bidder.
- g) All documents should be arranged in the above order, serially numbered and stapled/bound, and placed in one single envelope.
- h) The envelope should be properly sealed and superscribed clearly as: **“Engaging an Agency for hiring Artists & Technical Setup to conduct the Annual Cultural Fest SAMARAMBH 10.0.”**
- i) Name, Address, Mail ID and Contact No’s of the Bidder should also be provided on this cover.
- j) Financial Bid information SHOULD NOT be mentioned anywhere in the Technical Bid. Any breach will result in the rejection of the Bid.

(ii) **Cover-2: Financial Bid** - the following documents should be submitted:

The Financial Bid document is to be filled in and submitted as per Section VI.

- a) Any corrections and interlineations in the Financial Bid shall lead to rejection of the Bid.
- b) Financial Bid should be properly filled in, signed by the authorized signatory, stamped, and placed in a separate cover.
- c) This cover should be properly sealed and superscribed as: **“Financial Bid”**
- d) Name, Address, Mail ID and Contact No.s of the Bidder should also be provided on this cover.

(iii) **Outer Cover:**

- a) Both the above covers (Technical Bid envelope and Financial Bid envelope), closed individually, will be put in this outer cover. It must be superscribed clearly as: **““Engaging an Agency for hiring Artists & Technical Setup to conduct the Annual Cultural Fest SAMARAMBH 10.0.”**
- b) Bidder should mention Name, Address, Mail ID and Contact No.s of on this outer cover and send through Speed Post, Courier or By Hand to the following address so as to reach this office on or before the date and time mentioned therein: -

The Chief Administrative Officer -HR
Indian Institute of Management Visakhapatnam
Gambheeram Village, Anandapuram (Mandal)
Visakhapatnam 531163

c) All the information furnished shall be true, complete, and evidence based. Documentary proofs should be attached for all claims made and information furnished in the Bid document.

d) Bidders are expected to carefully read all terms and conditions in this tender document and comply with the same, strictly. Non-compliance will result in (i) Rejection of Bids prior to award of Contract, and (ii) Cancellation of Contract (if awarded) thereafter.

5. Payment of EMD

- (a) The tender should be accompanied by specified Earnest Money Deposit of **Rs. 37,500/- (Rupees Thirty seven thousand five hundred only)** in the form of crossed demand draft/NEFT/Bankers Cheque drawn in favor of 'Indian Institute of Management Visakhapatnam', payable at Visakhapatnam from any Nationalized Bank or Scheduled Bank. Cheques will not be accepted. The tender is liable for rejection, if it is not accompanied by the Earnest Money Deposit.
- (b) DDs/NEFT/Banker's cheques towards EMD along with all documents uploaded in 'Technical Bid' shall be kept in a sealed cover and labelled "Technical Bid for Tender **No.: IIMV/Tender /EM/ 2025-26/09 dt. 22-01-2026**". This envelope cover shall be sent through speed post/courier or deposited in the tender box placed in the office of the Chief Administrative Officer, IIM Visakhapatnam, Gambheeram Village, Anandapuram (Mandal), Visakhapatnam - 531163 on or before the closing date and time for submission of tenders. Bids received after the closing date and time, for any reason thereof, will be rejected.
- (c) Tenders submitted without the prescribed Earnest Money Deposit (EMD) shall be liable for rejection.
- (d) As per the applicable Government of India notifications, EMD exemption is applicable only to Micro and Small Enterprises (MSEs). Eligible bidders seeking exemption shall submit a valid and latest MSME / NSIC / Udyam Registration Certificate along with the tender documents.
- (e) **Please note that MSME/NSIC/Udyam Registration Certificates issued to traders, distributors, sole agents, or for Works Contract shall not be considered for EMD exemption and other benefits applicable to MSEs.**
- (f) Earnest Money so paid will be refunded or returned as the case may be to the unsuccessful tenderers after the tendering process is completed. In the case of a successful tenderer, the Earnest Money Deposit will be refunded after completion of contractual obligations.
- (g) The amount of EMD is liable to be forfeited, if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer. The Agency seeks exemption from EMD as per above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for tenders issued by IIMV.

6. Rejection of Bids

- (a) Technical Bids having any Financial Bid information, included/stated therein, advertently, or inadvertently, will lead to disqualification of the Bidder and the Bid submitted will be rejected summarily.
- (b) Bids without the required documents, bids without EMD or valid exemption certificates i.e. MSME/NSIC/Udyog Aadhar, incomplete or conditional bids, bids submitted in a format other than the one prescribed, Bids with interlineations and unauthenticated corrections, Bids received after closing date and time, Bids with Financial Bid in unclosed/open cover, etc. are liable for rejection. No correspondence in this regard shall be entertained.

- (c) IIMV reserves the right to reject any or all the Bids either in part or in full relating to the work under this Bid document, without any reason and without incurring any liability, whatsoever. IIMV also reserves the right to accept or reject any, some or all Bids received by it without having to disclose the reason therefor, with the Bidders. IIMV may also modify, withdraw, or cancel the tender either in part or in full, at its sole discretion.

7. Bid Opening and Evaluation Criteria

- (a) The Bidders must submit both Technical Bids and Financial Bids simultaneously, clearly superscribed as such, as specified in this Tender / Tender document.
- (b) Technical Bids will be opened on the date and time mentioned in the Notice Inviting Tender, in the presence of Bidders or their representatives, who choose to be present. Bidders or their representatives willing to attend the Technical Bid opening should produce a letter from the authorized signatory, clearly specifying the name, designation, and Aadhar No. of the person being nominated to be present. The authorized representative attending the bid opening must carry his/her original Identity proof. The Technical Bid opening meeting will be held in physical mode.
- (c) Financial bid will be opened for only those bidders who qualify at the technical evaluation stage and contract will be awarded to L1 Bidder only. Evaluation done by the committee nominated by IIM Visakhapatnam will be final.

SECTION - III

General Terms and Conditions

1. Artists/Performers:

- a) **Remuneration Responsibility:** The event management company shall be solely responsible for paying remuneration to the artists, booking air/train tickets, local travel, lodging and boarding etc.
- b) **Artist Performance Assurance:**
 - i. The event management company must ensure the confirmed artist's performance at the Samarambh 10.0 event. Any changes must be communicated to the Institute at least 24 hours before.
 - ii. The Institute reserves the right to impose a penalty of 25% of the contract value for any change in the artist line-up without prior approval of the Institute. Any change in the artist's line-up shall be permissible only from among the artist's options specified in the tender documents.
- c) **Non-Compliance Consequences:** Failure to comply with the terms and conditions may result in the Institute taking necessary actions, such as blacklisting the event management company for a defined or indefinite period and forfeiture of EMD/ security deposit.

2. Technical Supplies:

- a) **Provision of Technical Supplies:** The event management company is responsible for providing all technical supplies, fixing & dismantling in a professional manner.
- b) **Penalty:** The Institute reserves the right to impose a penalty of 25% of the total invoice amount in case of deviations in scope of work (technical supplies).
- c) **Consequences of Non-Compliance:** Failure to comply with the terms and conditions may result in the Institute taking necessary actions, such as blacklisting the event management company for a defined or indefinite period.

3. Safety and Security: The event management company is fully responsible for the safety and security of the Stage, Equipment and personnel.

4. Terms and Conditions Governing the Contract

- (a) **Manpower Deployment:** The **Engaged Agency (EA)** is required to deploy a set of technically qualified, skilled, and experienced human resources with prior experience in the scope of work, for smooth executing of the awarded contract. One of the resource persons shall be the single point of contact (SPOC), who will liaise with the counterpart in IIMV for the successful conduct of the program.
- (b) The agency shall obtain, at its own cost, all necessary licenses (such as Phonographic Performance Limited (PPL) or Indian Performing Right Society (IPRS)) required for playing copyrighted music or hosting live performances, as applicable. A copy of the relevant license(s) shall be submitted to the Institute prior to commencement of the event.
- (c) The EA shall be solely responsible for ensuring compliance with all applicable laws of the land in the performance of services.

- (d) The agency shall ensure that no vulgar, obscene, or unparliamentary language is used during the event, nor shall any remarks, statements, or jokes be made against any profession, caste, creed, region, religion, Government, political party, or any other individual, community or group.
- (e) The EA shall be solely responsible for obtaining necessary permissions from local authorities for conducting the event and copy rights from the concerned authorities / individuals for playing songs/ content etc.
- (f) The EA shall always work in the best interests of the Institute and shall not (cause to) do any act advertently or inadvertently that is prejudicial to the good functioning, smooth/streamlined working, causing (or having the potential to cause) risk, damage loss of any kind to the (interests of the) Institute. Any breach shall attract penal action, including but not limited to forfeiture of security deposit and termination of Contract.
- (g) The Institute reserves the right to cancel the Stand-Up Comedy show in the event the Engaged Agency is unable to engage the proposed Stand-Up Comedy artist and the alternative artist(s) proposed by the Engaged Agency are not found acceptable by the Institute. The amount quoted against that item will be deducted.

5. **Performance Security.** Guaranteeing due performance under the Contract, Performance Security shall be furnished by the EA for a sum of 10% of the Contract value in the form of Demand Draft / NEFT transfer within three days from date of award of contract.

6. **Payment Terms:** 30% of the total contract value shall be released against submission of a Proforma Invoice and a Bank Guarantee of an equivalent amount. The balance payment shall be released after completion of the event upon submission of valid original tax invoices. In case the Bank Guarantee is not submitted, 100% payment shall be made only after completion of the event.

7. **Indemnity:** The EA shall always indemnify and hold harmless, the Institute and its representatives, against all losses and claims for injuries and or damages to any person or property in connection with the conduction of the event. The EA shall abide by and observe all laws and regulations of the land, or the time being in force, and shall keep the Institute indemnified against all penalties and liabilities for any kind of breach of any such statute, ordinance, law, regulation or rule enforced by any rightful authority and legal entity.

8. **Compliance with the Institute rules and Regulations:** The EA shall comply with all norms stipulated by the Institute regarding maintenance of discipline, decorum, etiquette, safety, security and hygiene at and around the workplace. Strict compliance with all guidelines/procedures etc. issued by the MHA/MHRD/Local Authorities/Institute in relation to the COVID-19 pandemic or any other such contingencies/exigencies shall be duly observed while entering and during the stay at the office, while interacting with the faculty, staff, students etc.

8. **Arbitration:** In the event of any question, dispute or difference arising under this tender and/or in connection therewith, except as regards decisions, the process in respect of which is specifically and explicitly provided under this tender, the same shall be referred to an arbitrator appointed in accordance with the law for the time being in force by the Competent Authority and the decision of the Arbitrator shall be final and binding on both parties of this tender. The costs of arbitration shall be shared equally.

9. Force Majeure : If at any time, during the continuance of the agreement/contract, the performance in whole or in part, by the firm, of any obligation specified in the agreement/contract, is prevented, restricted, delayed or interfered, by reason of war or hostility, act of the public enemy, civil commotion, sabotage, act of State or direction from statutory authority, explosion, epidemic, quarantine restriction, fire, floods, natural calamities or any act of GOD, (hereinafter referred to as event), the firm/agency may be excused from performance of its obligation provided that notice of happenings of any such event is given by - the firm to IIMV within two calendar days from the date of occurrence thereof. Provided further that the obligations under the Agreement shall be resumed by the firm, as soon as practicable, after such an event comes to an end or ceases to exist. The decision of IIMV as to whether the obligations may be so resumed (and the time frame within which the obligations may be resumed) or not, shall be final and conclusive. However, the Force Majeure events mentioned above will not in any way cause extension of the period of the Contract.

10. Code of Integrity: Bidders/ EA must uphold the highest standards of integrity throughout the tender process and contract execution. Any direct or indirect engagement in prohibited practices or misconduct at any stage will result in penalties as per the applicable policies in force. The procuring authority reserves the right to take appropriate action in accordance with the prevailing rules and regulations. The Director of the Institute (Competent Authority) shall decide whether a breach has occurred, and the same shall be binding on the EA.

11. Jurisdiction: All disputes arising, if any, under this tender/contract shall be subjected to the jurisdiction of courts of Visakhapatnam, Andhra Pradesh only.

12. Interpretation: Any clarification regarding the meaning or intent or interpretation of any of the terms and conditions of the Tender or Contract, whether explicit or implicit, shall be sought from the Director of the Institute (Competent Authority) whose decision in the matter shall be final and binding.

Section III
(Scope of Work & Schedule of Requirements)

Scope of Work: The institute's cultural club is planning to organize Annual Cultural Fest "Samarambh 10.0" on 27 & 28 Feb 2026, a Flagship event of the Institute. It includes hiring of Artists, Travel, Logistics, required equipment setup, Lighting, Sound, LED Walls, Truss, DJ, Stage Decoration, Printing and fixing of banners etc.

Artists: The preferred artists options are as under, one of them must perform during the event:

Role	Options	Performance Day
Main Artist	Shashwat Singh, Yaseer Desai, Laqshay Kapoor, Nikhil D'souza, Varun Jain, Antara Mitra	28 Feb 2026
Band	Underground Authority, Last Minute India, Barfi, Antariksh, Anand Bhaskar Collective, M-Sonic	27 Feb 2026
DJ	Reputed DJ	27 & 28 Feb 2026

TENTATIVE STAGE AND TECHNICAL REQUIREMENTS (MAY CHANGE AS PER ARTISTS REQUIREMENTS) THE BIDDERS MAY FINALISE THE REQUIREMENT DURING THEIR SITE VISIT

SL.NO.	ITEMDESCRIPTION	QTY	NO.OF DAYS
SOUND DJ AND ARTIST TECH RIDER (TENTATIVE)			2
1	DAS OR VTX	12	2
2	subs	8	2
3	stage monitors	12	2
4	cdj 2000 nexus djm 900	1	2
5	center fill as per tech rider	1	2
6	side fill as per tech rider	1	2
TECH RIDER FOR MAIN ARTIST (TENTATIVE)			
1.	dibboxes mono	1	2
2.	shure beta 91/52 or E901	1	2
3.	shure premium drum kit mics	1	2
4.	shure sm 58	1	2
5.	shure sm 57	1	2
6.	HH UHF (shure U 4RD)	1	2
7.	sennheiser E935	1	2
8.	tall boom mic stands	1	2
9.	short boom	1	2
10.	sennheiser G3 in EAR body packs	1	2
11.	sennheiser IE 4 earphones	1	2
12.	wedges at foh	1	2
13.	digico sd monitor	1	2
14.	digico sd foh	1	2
15.	stage boxes	1	2
16.	waves card in both console	1	2
17.	waves extreme server	1	2
18.	pa subs	1	2
19.	talk back mic with switch	1	2
20.	shout speakers	1	2
21.	setup transformer 110-220 volts	1	2
22.	Backline	1	2
23.	korg kronos	1	2
24.	Yamaha motif XF-6	1	2
25.	am peg SVT40 pro with 8*10* cabinet	1	2
26.	fender twin reverb amp	1	2
27.	acoustic guitar -martin or taylor with pickup	1	2

28.	bongos with stand	1	2
29.	three piece congo set	1	2
30.	timbalies with stand full size	1	2
31.	Djembe with stands full size	1	2
32.	pearl master series	1	2
33.	22 bass drum	1	2
34.	14 sner + piccolo snare	1	2
35.	10"12" rack toms 16"&18" floor tom	1	2
36.	iron cobra double bass pedal	1	2
37.	crash cymbals 16"&18"	1	2
38.	drum throne	1	2
39.	double tier keys stand	1	2
40.	X type keys stand	1	2
41.	guitar stand	1	2
42.	bass guitar stand	1	2
43.	drum shield	1	2
STAGE REQUIREMENT (TENTATIVE)			
1	Dimensions : 32 ft x 48 ft x 4 ft	1	2
2	Carpet - As per requirement of the stage	1	2
3	Black Masking - As per requirement of the stage	1	2
4	Canopy -Pagodas - As per requirement of the stage	1	2
LIGHT SETUP AND OTHER REQUIREMENTS (TENTATIVE)			2
1.	Low fog machines	2	2
2.	CO2 jets	4	2
3.	Molefay blenders 4 way	12	2
4.	Haze machine with blowers	4	2
5.	Antari AFx5 dmx fan	2	2
6.	Antari AFX4 dmx fan	4	2
7.	Clay packy scenius unico moving heads	30	2
8.	Moving led (brand as per tech rider wish)	40	2
9.	Jdc 1 strobe	12	2
10.	Elation six bar 1000 led batten	32	2
11.	Martin beam rush MH3	8	2
12.	Martin atomic 3000	6	2
13.	LASER 10 w	1	2
14.	Etc source four 26	12	2
15.	Warm led par cans	32	2
16.	Grand ma2	1	2
17.	Lighting of venue, staircase and pathways Approx 150 Mtr		2
18.	LED Screen 30 x 12 feet with 3 Feet raiser		2
19.	Green rooms as per requirement to be provided for artists		2
20.	Branding boards		2
21.	Banners 10, Selfie / Photo Booth -1 to be provided		2
POWER GENERATORS			
1.	As per requirement with Diesel and required technicians to operate		

Note: The quantities mentioned above are tentative and may change as per the actual requirement at the venue. Interested vendors are expected to visit the site (IIMV Amphitheater) before submission of Tender to assess the actual requirement before quoting.

Section IV
(Techno-Commercial Bid)

Tender No. IIMV/Tender /EM/ 2025-26/09 dt. 22-01-2026 for Engaging an Agency for hiring Artists & Technical Setup for IIMV Cultural Fest 'SAMARAMBH 10.0'

S. No.	Criteria (Please attach relevant supporting documents)	Documents to be attached	Compliance Yes/No (Copy attached)
1.	Name of the Firm:		
2.	Complete Address: Contact person/Representative of firm/vendor: Email ID & Phone No: PAN no. GST no. (enclose copies of above)		
3.	The Agency shall be a firm/company/proprietorship establishment registered under suitable Act.	Please attach relevant documents like Form 'C', Registered, Partnership deed, Firm Registration Certificate etc.	
4.	The Agency should have conducted at least two similar events in Major Educational Institutions like IIT/NIT/IISER/IIM or Any Central Universities /Major Private Universities, Educational Institutions, Organizations/ Public Sector Undertakings in last five years.	Please attach Purchase order / Contract order/Work Completion Certificate/ Payment receipt with details of work etc.	
5.	The Agency should not have been blacklisted by Central/State Govt/PSU at any point of time, nor is any criminal case registered / pending against the Agency or any of its owners/partners or any other individual associated with it in any capacity, anywhere in India.	Attach declaration form duly signed and stamped by the authorised signatory	

Section V - Price Bid
(To be submitted on Firm's letterhead)

Tender No. IIMV/Tender /EM/ 2025-26/09 dt. 22-01-2026 for Engaging an Agency for hiring Artists & Technical Setup for IIMV Cultural Fest 'SAMARAMBH 10.0'

Name of the company /Firm

Address

.....
.....

S. No	Item Description	Rate	GST	Total (₹)
1	Main Artist Name:			
2	Band Name:			
3	DJ Name:			
4	Technical supplies /setup/Lighting/ /Banners and other requirements stated in tender documents.			
The quoted prices should be inclusive of transportation, accommodation, air/train journey tickets and other items if any as per the scope of work and terms of tender document.				
Grant total Rs.				

Amount in words: Rupees only

Note:

- (i) Bidders may submit multiple price bids with different artists and Band combinations (Combination of artists and Band as specified in scope of work will only be considered as valid quote).
- (ii) The most economical combination quoted by the bidder only will be declared as L1 on Grand Total.
- (iii) In case tie in price bids the vendor with a greater number of events conducted in organizations as stated in Section II, point 3(c) of Eligibility criteria of tender document will be considered as L1 Bidder.

Seal and Signature of the Bidder

(To be printed on Bidder's letterhead and submitted as the first page of 'Technical Bid')

LETTER FOR SUBMISSION OF BID

To:

The Chief Administrative Officer (HR)
Indian Institute of Management Visakhapatnam
Gambheeram Village, Anandapuram (Mandal)
Andhra Pradesh -531163

Dear Sir,

Subject to the conditions given in the tender documents, I/We hereby submit my/our bid for Tender No.: IIMV/Tender /EM/ 2025-26/09 dt. 22-01-2026 for Engagement of Event Management Firm, I/We hereby certify that I/We have read all the terms and conditions of the tender document and agree to abide by them unconditionally and without demur.

S.No	Particulars	Details
1	Name of the Bidder (Firm/Co./Agency)	
2	Address of Registered Office	
3	GSTN & PAN	
4	Authorized Signatory's Name	
5	Authorized Signatory's Designation	
6	Contact No.(s): Landline	
7	Contact No.(s): Mobile	
8	Email ID:	

Note: All correspondence shall be made by the Institute at the mentioned address, contact No. and email ID only.

Seal

Authorized Signatory

DECLARATION

I, _____, the undersigned, being the authorized signatory for submission of bid for Tender No.: IIMV/Tender /EM/ 2025-26/09 dt. 22-01-2026 inviting Tender for engagement of Event Management firm, hereby declare that I read and understand all the terms and conditions of the Tender document.

All the documents submitted, and the details being furnished are true, complete and correct to the best of my knowledge. I also declare that no fact or information has been concealed or misrepresented in the bid being submitted. I understand that if at any time, during or after the tender process or after the award of the contract, if any breach of this declaration has been found out or comes to light, the bid will be summarily rejected and the contract (if awarded) will be nullified without the Institute incurring any liability whatsoever and suitable action as deemed fit by the Institute will be initiated against me and my firm, company or agency.

Authorized Signatory:

Full name:

Designation:

(Company Seal)

Date:

Place:

CERTIFICATE & DECLARATION
(To be printed on Bidder's letterhead)

To:

The Chief Administrative Officer
Indian Institute of Management Visakhapatnam
Gambheeram Village, Anandapuram (Mandal)
Visakhapatnam - 531163
Andhra Pradesh

It is certified that all information provided in Tender Documents is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced with tender document for gaining unlawful advantage. We understand that IIM Visakhapatnam is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.

In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of SD and or any penal action and other damages including withdrawal of all work. Further IIM Visakhapatnam is also authorized to blacklist our firm/company/agency and debar us in participating in any NIT process/bid in future.

I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which are improper / illegal during the execution in case the contract is awarded to us.

We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.

We are not blacklisted by Central or any State Government or by any entity, organization, agency, autonomous body, or society of any State or Central Government or any Regulatory Authority in India or any other country in the world, for any kind of fraudulent activities.

Thanking you

Yours faithfully,

Name of the Bidder (Firm/Co./Agency) _____

Name & Designation of the Authorized Signatory: _____

Date:

Signature:

Place:

Name:

Company Seal