

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
 (A Central University established by an Act of Parliament in 1998)



No. MANUU/Examinations-Convocation/02

14th December 2016

To

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Sir/Madam,

Sub: Maulana Azad National Urdu University (MANUU) – Supply and erection of Stage, Tent, Furniture, Electrical and Sound system on hire basis for the 6th University Convocation on 26.12.2016 – Limited Tender Enquiry – Reg.

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The University intends to hire the services of Supply and Erection of Stage, Tent, Furniture, Electrical and Sound systems and other related items on hire basis at MANUU Campus, Gachibowli, Hyderabad as per the requirements, specifications, quantity mentioned below for conducting the University Convocation on 26th December, 2016. Hence, you are requested to submit quotation in sealed envelope as per Annexure-I (Price Schedule) on or before **16.12.2016 (Friday)** by **05.00 p.m.** to the Chief Nodal Officer for 6th Convocation at Room No. 19, Admin Building, MANUU, Gachibowli, Hyderabad – 500 032. The tenders received with required documents relating to financial and statutory compliance and EMD will be opened on the same day at **05:00 p.m.** in the presence of prospective bidders.

Requirements, Specifications & Quantity:

Sl.	Description	Qty
1.	Super Structure(140ftx360ft) (Option-I)	1No
2.	German Hanger (45mtr x115mtr)(Option-II)	1No
3.	Stage (60ft x 40ftx4ft) VIP Standard	1No
4.	Stage Blue Carpet 60x40ft	Lot
5.	Red welcome carpet(1200ftx10ft)	Lot
6.	Green Carpet 40x40ft	Lot
7.	Green Carpet 140x420ft	Lot
8.	Green Room(20ftx40ft)	1No
9.	Mobile Toilet	1No
10.	Green Room (12ftx12ft)(For All Trophy/Memotans)	3Nos
11.	Day Lighting Arrangement	20Nos
12.	Baricading 4ft x 300	Lot
13.	Pedestal Fans	44Nos
14.	Side Walls (20ftx8ft)	66 Nos
15.	Gate with flex printing (20ft x 3ft x 12ft)	2 Nos
16.	Parking Banners with Single side Flex Printing, framing & fixing (4'x2')	4 Nos
17.	White Towel For VIP Chairs	8 Nos
18.	Names Printing in laser Colour (All VIP Names) standard size for chairs	50 Nos

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19.	LED Par for Backdrop	10 Nos
20.	VIP chairs	10 No.
21.	Banquet chairs with white cover	40 No.
22.	Banquet Chairs with white covers & golden ribbon	1500No
23.	Head Table cloth & frill	10 Nos
24.	Air Condition (3.5Ton) for stage	4Nos
25.	Badges with Name	100 Nos
26.	Transparent Name Plates with laser colour print standard size for table	10 No.
27.	Play Card 2ft/1½ ft approx with stand for directions etc.,	21 Nos.
28.	Podium Brading (3ftx4ft)	1No
29.	Signage's with single side Flex Printing, framing & fixing (6'x2')	4 Nos
30.	Standees with single side Flex Printing, framing & fixing (8'x3')	6 Nos
31.	Parking Banners with Single side Flex Printing, framing & fixing (6'x6')	1 No
32.	Back Drop with Flex Printing framing & fixing (60ft x 16ft)	1 No
33.	Flower Decoration with imported flowers alongwith the stage(only on stage)	1 No
34.	Table with white & red Table cloth & frill (6ft x 2ft)	20 No
35.	White colour Sofa (3seater)	80Nos
36.	Tepoy	20Nos
37.	Water Bottle (250ml)	400 Nos
38.	Water bottles 500 ml	40Nos
39.	For Photo Session Backdrop Printing (28ftx10ft), with side walls and roof	1No
40.	Stage for media(12'x20'x1')	1No
41.	Steps (28ftx8ft)	2Nos
42.	LED (HD technology p3/equivalent) Wall (Size : 10'x8') with Live Telecast with Operator cable & connectors etc.	4 Nos
43.	LED (HD technology p3/equivalent) Wall (Size : 12'x10') at DDE building with cable & connectors etc.,	1No
44.	Flying Sound Systems (latest JBL system is preferable) with respective Fly amplifier, speakers, 5 cordless mikes, 2 podium mikes, mixer CD player, Audio Recording, cables and connector etc.	Lot
45.	Riser for video recording	4Nos
46.	Electrical connection/Point 5Ams/ 15Amps	15 Nos
47.	Walky Talkies (Talk Balk systems-wireless)	10 Nos
48.	Talk Balk systems-wired between camera persons-central live editing room within tent	5 Nos
49.	Sound Proof Generator 125 KVA with diesel(8hrs Shift)	2 Nos



Introduction

The Maulana Azad National Urdu University (MANUU) is a Central University established by an Act of Parliament in 1998 at Hyderabad with an all India jurisdiction. The University has a nationwide presence. The University intends to convene its Convocation at Play ground near Indoor Stadium, University Campus, Gachibowli, Hyderabad. For the conduct of event, the present short tender is called for supply of tent, various furniture, equipment, silent diesel generator, flower decoration, flexies etc., on hired basis. The firms may check the venue and submit their bids along with the proposed plan, diagrams/figures, supporting photos/videos etc.,

Terms & Conditions:

1. Prices are to be quoted both in figures and in words. In case of a discrepancy, rates that quoted in words/lowest amount will be taken as valid.
2. The bidder should have experience in supplying for events for high profile Dignitaries such as President of India, Prime Minister, Chief Minister etc.,. The supplier shall enclose a certificate of satisfactory completion of such events within GHMC limits in the last 3 years.
3. Incomplete/conditional bids will be rejected summarily.
4. The firm should have sound financial turnover and track record of conducting such events during the last 3-5 years at Hyderabad.
5. The prospective bidders shall have to enclose the bid security / EMD for an amount Rs. 2,50,000 through DD/Bank Guarantee / FDR in favour of Maulana Azad National Urdu University, Hyderabad, payable at Hyderabad.
6. The firm should have performed the events on complete solution basis and complied with top level security norms and possess crisis management plans for uninterrupted event management. A documentary proof should be attached.
7. It is not binding on the University to accept the lowest quoted rate alone. Past history, reliability & quality will also be considered while awarding the work. The University has the right to verify the credentials of the bidders independently and the decision taken by the Committee constituted for such verification in this regard will be final. In case, two or more firms quote the same rate, the Committee reserves right to place order as per the discretion of the competent authority of the University.
8. The quality and usage of superior quality & latest technology items will weigh the acceptability when compared with standard items.
9. All the material should be subject to clearance and acceptance of State/Central Govt. Security Agencies. The firm should furnish the design & drawings and the proposed plans for the purpose.



10. The quantity included in the bid can be increased or decreased as per the functional requirement and at the discretion of the Competent Authority, Maulana Azad National Urdu University Hyderabad.
11. All the arrangements should be completed by 10.00 pm on 25.12.2016 and handed over to the concerned authorities. All the material should be shifted/removed within 2 days after the completion of the event. The Event is scheduled on 26.12.2016.
12. In case of cancellation of event due to any unforeseen/unavoidable circumstances, only EMD will be refunded. No cancellation charges will be paid. In case of shifting of event from MANUU Campus to identified place nearby, the firm shall execute the approved items at the new place on part-work basis to the extent required on the same rates.
13. The amount quoted should include all the charges including taxes, labour, transportation, and any other incidental charges.
14. All pages of the tender document are to be signed and stamped by the tendering firm and to be attached along with the bids.
15. The University reserves all the rights to place the order with the selected firm with rates on consolidated work basis (not item wise).
16. For any query/clarification, you may contact Chief Nodal Officer for 6th Convocation, Room No. 19, Administrative Building, MANUU, Gachibowli, Hyderabad – 500 032. Ph: EPABX: 23000012-16 Ext. 120
17. The University reserves all the rights to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
18. The bid must be as per mentioned specifications **Annexure – I (Price Schedule)** with detail specification and diagrams if any.
19. The Vice Chancellor, Maulana Azad National Urdu University, Hyderabad shall decide the issue and his decision will be final and shall be binding on the both parties.
20. In case of any dispute, Hyderabad will be the Jurisdiction.

Registrar

Encl: Annexure – I (Price Schedule)



Annexure – I (Price Schedule)

(to be placed in a sealed cover)

Sl.	Description	Brand / Make / Specification	Qty	Unit Price (inclusive of all)	Total Price (inclusive of all)
1.	Super Structure(140ftx360ft) (Option-I)		1No		
2.	German Hanger (45mtr x115mtr)(Option-II)		1No		
3.	Stage (60ft x 40ftx4ft) VIP Standard		1No		
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6.	Green Carpet 40x40ft		Lot		
7.	Green Carpet 140x420ft		Lot		
8.	Green Room(20ftx40ft)		1No		
9.	Mobile Toilet		1No		
10.	Green Room (12ftx12ft)(For All Trophy/Memotans)		3Nos		
11.	Day Lighting Arrangement		20Nos		
12.	Baricading 4ft x 300		Lot		
13.	Pedestal Fans		44Nos		
14.	Side Walls (20ftx8ft)		66Nos		
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22.	Banquet Chairs with white covers & golden ribbon		1500No		
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28.	Podium Brading (3ftx4ft)		1No		
29.	Signage's with single side Flex Printing, framing & fixing (6'x2')		4 Nos		
30.	Standeas with single side Flex Printing, framing & fixing (8'x3')		6 Nos		
31.	Parking Banners with Single side Flex Printing, framing & fixing (6'x6')		1 No		
32.	Back Drop with Flex Printing framing & fixing (60ft x 16ft)		1 No		
33.	Flower Decoration with imported flowers alongwith the stage(only on stage)		1 No		
34.	Table with white & red Table cloth & frill (6ft x 2ft)		20 No		
35.	White colour Sofa (3seater)		80Nos		
36.	Tepoy		20Nos		
37.	Water Bottle (250ml)		400 Nos		
38.	Water bottles 500 ml		40Nos		
39.	For Photo Session Backdrop Printing (28ftx10ft), with side walls and roof		1No		
40.	Stage for media(12'x20'x1')		1No		
41.	Steps (28ftx8ft)		2Nos		
42.	LED (HD technology p3/equivalent) Wall (Size : 10'x8') with Live Telecast with Operator cable & connectors etc.		4 Nos		
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