



No. MANUU/MQQLecture/2017-18

3<sup>rd</sup> April 2017

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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 on 13<sup>th</sup> April 2017 at University for first Mohammed Quli Qutb Shah memorial lecture – Limited Tender Enquiry – Reg.**

The University intends to hire the services and Supply for Stage preparation, Tent, Furniture, Electrical, Sound systems and other related items on hire basis at MANUU Campus, Gachibowli, Hyderabad as per the requirements, specifications, quantity mentioned below for Vice-President's Visit on 13<sup>th</sup> April, 2017. Hence, you are requested to submit quotation in sealed envelope as per Annexure-I (Price Schedule) on or before **07.04.2017 (Friday)** by **5.00 p.m.** to the Nodal Officer 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 **5:00 p.m.** in the presence of prospective bidders.

**Requirements, Specifications & Quantity:**

Sl.No	Description	Qty.
1.	Stage (30 x 15 x 3ft)	1
2.	Stage frill (30ft x 15 ft x 3 ft height)	Lot
3.	Stage Blue Carpet 35x20 ft	Lot
4.	Red welcome carpet (200ftx6ft)	Lot
5.	Green carpet (44 mt x 33 mt)	Lot
6.	Day Lighting Arrangement	8 Nos
7.	Air conditioners (tower type) - 3.5 tons	20 Nos
8.	Side Walls (white colour)	30 Nos
9.	Parking Banners with Single side Flex Printing, framing & fixing (4'x2')	4 Nos
10.	LED for Backdrop	6 Nos
11.	Banquet Chairs with white covers & golden ribbon	1300No
12.	Play Card 2ft/1½ ft approx with stand for directions etc.,	10 Nos.
13.	Standees with single side Flex Printing, framing & fixing (6ftx3ft)	4 Nos
14.	Parking Banners with Single side Flex Printing, framing & fixing (6ftx6ft)	2 No
15.	Back Drop with Flex Printing framing & fixing (30 ftx12ft)	1 No
16.	Flower Decoration with imported flowers for the stage, podium and sides of the stage	Lumpsum
17.	White colour Sofa (3seater)	20Nos
18.	Stage for media (10 x 10 ft)	1No
19.	Steps for stage	2Nos
20.	LED (HD technology p3/equivalent) Wall (Size : 10'x8') with Live Telecast with Operator cable & connectors, with sound system etc at main auditorium.	1 Nos
21.	LED (HD technology p3/equivalent) Wall (Size : 12'x10') at DDE and CUCS	2No



	buildings with cable, sound system & connectors for live streaming etc.	
22.	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. at the event site	Lot
23.	Electrical connection/Point 5Ams/ 15Amps	10 Nos
24.	Sound Proof Generator system 125 KVA for the event	Lumpsum
25.	Quality shamiana (100 x 30 ft cover)	Lot
26.	Service tables (standard size) with covers, frills & chairs	20
27.	Normal ground Carpet for service area (100 ft x 30 ft)	Lot

### **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 organize first Mohammad Quli Qutb Shah Memorial lecture at 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 on hired basis and flower decoration, flexies etc. The firms may check the venue and submit their bids along with the proposed plan, diagrams/figures, supporting photos/videos etc.,

### **Terms & Conditions:**

1. Price's 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. The quantities mentioned are indicative. The tenderers have to supply the items as per the site requirements and payments will be made as per the actuals based on the unit rates.
2. The bidder should have experience in supplying for events for high profile Dignitaries such as President of India, Vice-President of India, Prime Minister, Chief Minister etc., have been participated. 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. 75,000 through DD/Bank Guarantee / FDR. Further, the successful bidder has to furnish the performance security guarantee for the 10% amount of the tender amount in the form of DD/Bank Guarantee/FDR within 2 days on receipt of the work order. The EMD of the successful bidder shall be forfeited if the firm rejects to execute the work after receipt of the work order. The performance security will be released after deducting the damages occurred if any during the event to the university.
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, quality will also be considered while award of 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 is final. In case, if two or more number of firms quotes the same rate, the Committee reserves right to place order to any selected firm based on the appropriate performance assessment parameters decided by 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 12.04.2017 and handover 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 13.04.2017.
12. In case of cancellation of event due to any unforeseen/unavoidable circumstances, only EMD will be returned. 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 Nodal Officer for the event, Room No. 19, Administrative Building, MANUU, Gachibowli, Hyderabad – 500 032.
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. In case of any dispute, Hyderabad will be the Jurisdiction. 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.

**Assistant Registrar**

Encl: Annexure – I (Price Schedule)



**Annexure - I (Price Schedule)  
(to be placed in a sealed cover)**

Sl.No	Description	Brand / Make / Specificati on	Qty.	Unit Price (inclusiv e of all)	Total Price (inclusiv e of all)
1.	Stage (30 x 15 x 3ft)		1		
2.	Stage frill (30ft x 15 ft x 3 ft height)		Lot		
3.	Stage Blue Carpet 35x20 ft		Lot		
4.	Red welcome carpet (200ftx6ft)		Lot		
5.	Green carpet (44 mt x 33 mt)		Lot		
6.	Day Lighting Arrangement		8 Nos		
7.	Air conditioners (tower type) - 3.5 tons		20 Nos		
8.	Side Walls (white colour)		30 Nos		
9.	Parking Banners with Single side Flex Printing, framing & fixing (4'x2')		4 Nos		
10.	LED for Backdrop		6 Nos		
11.	Banquet Chairs with white covers & golden ribbon		1300No		
12.	Play Card 2ft/1½ ft approx with stand for directions etc.,		10 Nos.		
13.	Standeers with single side Flex Printing, framing & fixing (6ftx3ft)		4 Nos		
14.	Parking Banners with Single side Flex Printing, framing & fixing (6ftx6ft)		2 No		
15.	Back Drop with Flex Printing framing & fixing (30 ftx12ft)		1 No		
16.	Flower Decoration with imported flowers for the stage, podium and sides of the stage		Lumpsum		
17.	White colour Sofa (3seater)		20Nos		
18.	Stage for media (10 x 10 ft)		1No		
19.	Steps for stage		2Nos		
20.	LED (HD technology p3/equivalent) Wall (Size : 10'x8') with Live Telecast with Operator cable & connectors, with sound system etc at main auditorium.		1 Nos		
21.	LED (HD technology p3/equivalent) Wall (Size : 12'x10') at DDE and CUCS buildings with cable, sound system & connectors for live streaming etc.		2No		
22.	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. at the event site		Lot		
23.	Electrical connection/Point 5Ams/ 15Amps		10 Nos		
24.	Sound Proof Generator system 125 KVA for the event		Lumpsum		
25.	Quality shamiana (100 x 30 ft cover)		Lot		
26.	Service tables (standard size) with covers, frills & chairs		20		
27.	Normal ground Carpet for service area (100 ft x 30 ft)		Lot		

**Signature of the Vendor with Seal**