

**KSCSTE-Jawaharlal Nehru Tropical Botanic Garden and Research Institute
Palode, Karimancode P. O., Kerala, Pin – 695 562,
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Tender Form

To

**The Convener,
Organising Committee
31st Kerala Science Congress
JNTBGRI
Palode, Karimancode PO
Thiruvananthapuram, Kerala – 695 562**

Sir,

Sub: 31st Kerala Science Congress-'Venue Arrangements'-Submission of Tender-reg:

I/We hereby offer you to carryout various works associated with the 'Venue Arrangements' for the conduct of 31st Kerala Science Congress at Fatima Mata National College (FMN College), Kollam, as detailed below at the price hereunder quoted and agree to hold this offer for six months from **20.12.18**. We shall bind to carryout various works associated with the 'Venue Arrangements' on communicating the acceptance thereof on or before the stipulated time frame mentioned in the conditions herein.

Tender for the 'Venue Arrangements' for the conduct of 31st Kerala Science Congress, 2 & 3 February 2019 at Fatima Mata National College, Kollam (Inclusive of GST)

No	Description of Work	Unit	Appx: Qty	Rate (Rs)	Amount (Rs)
A : Main Auditorium (Capacity 800nos)					
1	Providing Par light, 2 Days use	nos	10		
2	Providing LED Par light, 2 Days use	nos	10		
3	Providing Sound System, 5000 Watts, 2 Days use	Watts	5000		
4	Providing Table, for 2 Days use	nos	10		
5	Providing VIP chair, for 2 Days use	nos	20		
6	Providing Plug points, 2 Days use	nos	15		
7	Providing Stage back curtain, 3 sides, 2 days use	nos	1		
8	Providing Stage Flower Decoration, 2 days use	nos	1		
9	Providing Flower Bouquet, 10 nos, 2 days	nos	20		
10	Providing Big Lamp/ small hand lamp/Oil/thiri, Para/Flower/ Agarbathi, etc.	nos	1		
11	Providing Teapoys, 3 nos, 2 days	nos	3		
12	Providing Glass with tops, 12 nos, 2 days	nos	12		
13	Providing Mineral Water bottle, 12nos, 2days in steel jugs (3 Nos.)	nos	36		
14	Providing Metal alied lamp (colour), 20 nos, 2days use	nos	20		
15	Providing Metal alied lamp (white), 20 nos, 2days use	nos	20		
16	Providing Cordless Mike, 3 nos, 2 days	nos	3		
17	Providing Neck Mike, 2 nos, 2 days	nos	2		
18	Providing Programme Banner 24'x8' size mounted on a frame	nos	1		
19	Providing laptop/LCD Projector/Large Screen+Operator	nos	1		
20	Proper cleaning of the chairs, hall and premises, 2 Days	LS			
21	Providing dedicated switch boards with plug points	nos	10		
22	Providing LED Screen/wall, 8' x 6' sq ft,	day	1		
23	Providing Podium , 2 Days	nos	1		

24	Pedestal fan, 2 Days	nos	12		
25	Cooler in stage, 2 nos, 2 days	nos	2		
27	Armless Chair, 2 days	nos	600		
28	Arm Chair,2 days	nos	150		
Sub Total					
B - Registration Counter (2 days use)					
1	Providing Table Counter setting (10 tables), cloth filling	nos	10		
2	Providing Chairs, 2 days	nos	20		
3	Providing Pedestrial Fans, 8nos, for 2 days use	nos	8		
4	Providing plug points, 10nos, 2 days use	nos	10		
5	Providing Programme Banner,12x4' size, 1nos, 2 days	nos	2		
6	Outside MH lamp 6 nos, 2 days use	nos	6		
7	BIG CFL lamp 8 nos, 2 days use	nos	8		
8	Announcement sound system box	nos	2		
Sub Total					
C -Food Court (2 days use)					
1	Providing Plastic Chairs, 500 nos, 2 days	nos	500		
2	Providing Tables, 40 nos, 2 days	nos	40		
3	Providing Washbasin sets, 4 sets, 2 days	set	4		
4	Providing Pedestrial/Ceiling Fans, 15nos, 2 days use	nos	15		
5	Providing CFL/LED Tube, 20nos, 2 days	nos	20		
6	Providing plug points, 8nos, 2 days use	nos	8		
7	Proper cleaning of the chairs, hall and premises, 2 days	LS			
8	Outside MH /halide lamp 10 nos, 2 days use	nos	10		
9	Large Umbrellas (6Ft or larger) over Dining Table in the open area	Nos	12		
10	Erecting Temporary Kitchen area (100 x 60 feet) Shamiana roofing, with side covering for 3 days of use	Sq Ft	600 sq ft		
11	Water Tank (5000 Ltr) -3days	Nos	2		
Sub Total					
D : Providing Generator System for Hall					

1	Providing 1 nos 82 KVA sound proof DG set System, 2 days	days	2		
2	Running charges of 82 KVA sound proof DG set ltr/hrs	ltr/hrs	-		
3	Providing 1 nos 82 KVA sound proof DG set, 1 day	days	1		
4	Running charges of 82 KVA sound proof DG set	ltr/hrs	-		
Sub Total					
E : Arch Gates					
1	Providing Pillar type Arch In front of the College Gate	nos	6		
2	Multi colour flags on GI pipes (6 each on both side of College Gate)	nos	12		
3	Providing Arch in Road Side	nos	3		
Sub Total					
F : Seminar/ Technical Session Halls, 13 Halls, One day					
1	Providing LCD Projector and Screen 1 day	nos	13		
2	Providing Laptop + Operator	nos	13		
3	Providing Cordless Mike, 26nos (2nos/hall), one day	nos	26		
4	Providing Neck Mike, 13nos, one day	nos	13		
5	Providing programme Cloth Banner, 10'x3' size (1no/hall), 13nos	nos	13		
6	Providing Pedestal fans, 40 nos, one day	nos	40		
7	Providing plug points 2 nos/hall, one day	nos	26		
Sub Total					
G : Poster Presentation Hall, One Day use					
1	Providing Pedestal fans	nos	10		
2	Providing Ceiling Fan	nos	10		
3	Providing Poster Fixing boards (8'x4'), 200nos (preferably two sided)	Nos/sqft	200/6400		
4	Providing Plug points	nos	10		
5	Providing tube lights	nos	15		
Sub Total					
H: Exhibition Area, Two Days Use					

1	3mtr X 3mtr Octonorm stalls with good quality pure white ply with uniform size, shape & colour	Nos	-		
2	Two good quality PVC chairs of uniform size, colour, shape etc.	Nos	-		
3	One Table of uniform size	Nos	-		
4	One plug point (15 amps)	Nos	-		
	Neat, clean Facia board	Nos	-		
	Long arms spot lights	Nos	-		
Sub Total					
I : Photography and Video recording (2 days Programme)					
1	Photography of the entire functions, 2 days (2-3, February 2019 & Setting a Quality Album with 150 Snaps & providing a DVD With all Digital photos (all photographs- appx.1500 snaps)	LS			
2	Video recording, 5 days (2-3, February 2019) of the entire functions & Providing Edited 45 minutes DVD& Video recorded DVD's without editing	LS			
Sub Total					
TOTAL (Sub total A to H)					

TERMS AND CONDITIONS OF THE CONTRACT

1. The rates should be quoted with GST, if applicable. It should be indicated separately.
2. Venue area will be available from 31st January 2019 onwards.
3. Adequate stand-by systems must be ensured without any fail for all electric, sound, audio, generators etc.
4. The quantity of the items like chairs, Tables, Electrical items (fans, Lights, plug points) may increase/decrease.
5. The Firm/Contractor shall obtain Photo Identity Card for all their employees, during the execution of the work with instructions to show the identity card at the entrance of Venue to the security guard.
6. The Venue for the Main Function (Auditorium), Registration Counter, Food Court, etc, must be ready to be occupied from 1st February 2019 evening (at least by 3.00 pm)
7. The Venue for the Technical Session (Seminar Halls-13 nos) must be ready to be occupied from 2nd February 2019 evening (at least by 3.00 pm)
8. The Venue for the Poster Presentation must be ready to be occupied from 2nd February 2019 (at least by 9.00 am)
9. **The Firm should provide necessary fitness/clearance certificates from concerned departments for all the temporary installations if any.**
10. The Firm should install/ provide any additional items associated with the Venue Arrangements as per the directions of the concerned officers.
11. Technicians and helper support for 24hrs during the entire period must be provided.
12. The programme will be over by 7pm on 3rd February 2019 and the dismantling and cleaning of the venue must be completed before 4.00 PM on 5th February 2019.

13. Photo Album, digital photos and Video CD, etc of the function should be submitted on or before 9th February 2019.

B. Payment Details:

1. An advance payment of 40 % of the total will be released on the successful completion of all the works at the venue within the stipulated time mentioned on production of an Invoice.
2. Balance and Final payment will be made on production of the Invoice after the successful completion of all the Programme and dismantling all temporary erections & cleaning the venue premises, and submission of Photo Album, Digital photos and Video CD, etc of the function.
3. Income Tax, GST, etc, are applicable as per Government Norms.

C. Construction Place :

Fatima Mata National College, Kollam

Kollam District

I/We understand the instructions to the Tenderers and General Terms and Conditions, and specific conditions of the Contract detailed above. I/We have thoroughly examined the specifications/schedule of the works referred above and my/our offer is for all the works associated with the 'Venue Arrangements' for the conduct of '31st Kerala Science Congress' in accordance with and subject to the terms and conditions detailed above.

Signature of the Tenderer with Seal

Place:

Date: