

Limited Tender Enquiry

for

Hiring of services of Event Management Agencies for event management and setting up convocation venue for 2000 Capacity while maintaining VVIP protocol for organizing the 3rd Convocation of Nilamber Pitamber University Medininagar, Palamu, Jharkhand

[Signature]
12.09.25

SECTION - I

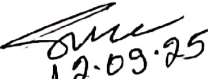
Memo No.: NPU/CCDC/004/2025

Date - 12/09/2025

NOTICE INVITING TENDER (NIT)

"Hiring of services of Event Management Agencies for event management and setting up convocation venue while maintaining VVIP protocol i.e. Pandal, decoration, Barricading, Gate, Stage, lighting, Sound system, photography, & other associated facilities for organizing the 3rd Convocation of Nilamber Pitamber University

1. The Nilamber Pitamber University invites Limited Tender Enquiry under Single Stage Two Envelops System (Two Bid System) (Part-I: Technical bid and Part II: Financial Bid) from experienced and reputed firms/ agencies/ companies for **"Hiring of services of Event Management Agencies for event management and setting up convocation venue while maintaining VVIP protocol i.e. Pandal, decoration, Barricading, Gate, Stage, lighting, Sound system, photography, & other associated facilities for organizing the 3rd Convocation of Nilamber Pitamber University, Medininagar, Palamu"**
2. The interested bidders/ firms/ agencies/ companies can visit the university website <https://www.npu.ac.in> regularly for more details about the closing date of submission of tender for any corrigendum/ addendum/ amendment.
3. Tender document and other details can be obtained/ download from <https://www.npu.ac.in>.

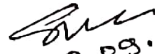

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Registrar
Nilamber-Pitamber University
Medininagar, Palamu

SCHEDULE OF TENDER

Name of Works/Services	Hiring of services of Event Management Agencies for event management and setting up convocation venue while maintaining VVIP protocol i.e. Pandal, decoration, Barricading, Gate, Stage, lighting, Sound system, photography, & other associated facilities for organizing the 3 rd Convocation of Nilamber Pitamber University, Medininagar, Palamu.
Type of Tender	Single Stage Two Envelops System (Two Bid System)
Tender Fee	Rs. 1000.00 (Rupees One Thousand Only)
EMD	Rs. 50,000.00 (Rupees Fifty Thousand Only)
Mode of Tender Fee& EMD	The Bidders should send separate DD from nationalized bank for Tender Fee (non-refundable) & EMD in the favour of "Registrar, Nilamber-Pitamber University," payable at Medininagar.
Publication of Tender	12/09/2025
Pre-Bid Meeting	29/08/2025
Last date and time for Submission of tender documents	19/09/2025
Date and time of Tender Opening	20/09/2025


Note: - If the tender is not opened on the above date, due to unforeseen circumstances, then the next working day will be considered as tender opening date.


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SECTION – II

INSTRUCTIONS TO BIDDERS

1. Tender document can be downloaded from the University Website <https://www.npu.ac.in>
2. The bidders are requested to read the tender document carefully and ensure all the compliance with instructions herein. Non-compliance of the instructions contained in this document may disqualify the bidders from the tender process.
3. All offers should be written in the English and price should be written in both, figures and words. The offer should be typed or written in pen ink or ball pen. Offer in **pencil will be ignored**.
4. The agencies/ bidders/ firms are advised to read carefully the tender documents and terms & conditions before quoting/ submitting their bid.
5. ***All the pages of the tender documents should be signed and stamped by bidders for their acceptance of all terms and conditions of the tender.***
6. All offers should be written in the **English** and **price** should be written in both, **figures and words**.
7. Quoting firms **must put page number on every page** of the bid. It is also required that page nos. of the documents attached should be mentioned against each item of the main bid.
8. The DD from nationalized bank for Tender Fee & EMD must be deposited in the account of "Registrar, Nilamber-Pitamber University," payable at Medininagar on or **before the last date of bid submission**. The DD details for Tender Fee and EMD must be submitted along with the tender document.
9. Belated tenders due to postal or any other kind delay will not be considered.
10. The Bids, for which Tender Fee and EMD has been received before the last date of bid submission by the university, will be opened in the presence of Bidders" authorized representatives who choose to attend on the specified date and time. In the event of the date specified for bid receipt and opening being declared as a closed holiday for University, the due date for submission of bids and opening of bids will be next working day or as announced by the University in the appropriate manner.


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SECTION – III

QUALIFICATION/ELIGIBILITY CRITERIA

1. The bidder must have experience in the area of event management and setting up convocation venue while maintaining VVIP protocol at Central/ State Government/ Central or State Govt. funded Academic and Research & Development (R&D) Institute or University / Autonomous bodies/ Reputed Organizations/ Educational Institute, for a period of **last five years ended 31st March, 2025.**

Service rendered with list of such Central/ State Government/ Central or State Govt. funded Academic and Research & Development (R&D) Institute or University / Autonomous bodies with duration of service and work value shall be furnished.

2. **Financial Capability:** Average annual financial turnover of the bidder during the last Three financial years ended 31st March, 2024 should be at least **Rs. 05 Crore (Rupees Five Crore only).**

3. **Past Experience:**

(a) The bidder must have experience in the area of event management and setting up convocation venue while maintaining VVIP protocol at Central/ State Government/ Central or State Govt. funded Academic and Research & Development (R&D) Institute or University / Autonomous bodies/ Reputed Organisations/ Educational institute, for a **minimum 03 successfully completed concern work orders** for a period of **last five years** ended 31st March, 2025.

(b) The bidder must have successfully executed/ completed service, over the last five financial years ended 31st March, 2025 as per following:

(i) Three similar completed services costing not less than Rs. 50.00 lakh;

or

(ii) Two similar completed services costing not less than Rs. 75 lakh;

or

iii) One similar completed services costing not less than Rs. 01 Crore;


(c) Out of all successfully executed work orders during **last five years ended 31st March, 2025, at least one successfully executed work Completion Certificate of Rs. 40Lacs** for execution/ setting up venue for convocation at Central/ State Government/ Central or State Govt. funded Academic and Research & Development (R&D) Institute or University.

4. Self-Attested copies of registration certificate/ documents defining the constitution or legal status, place of registration and principal place of business; written power of attorney of the signatory of the bid to commit the bidder.

5. Copy of valid license under the relevant Act/ Rules, as applicable, promulgated by Government of India/Concerned State in which the service is performed.

6. Self-attested copy of following additional documents: -


(a) GST Registration certificate


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- (b) Registration under EPFO
 - (c) Registration under ESIC
 - (d) PAN Card
 - (e) Municipal Trade License
 - (f) Shop & Establishment Act Registration Certificate
7. Self-attested Copies of completion certificate for successfully executing/ completed work orders and experience with financial value for providing event management and setting up convocation venue while maintaining VVIP protocol at Central/ State Government/ Central or State Govt. funded Academic and Research & Development (R&D) Institute or University / Autonomous bodies/ Reputed Organisations/ Educational institute for last five years ended 31st March, 2025 and names & address of clients who may be contacted for further information on those contracts.
8. Belated tenders due to postal or any other kind delay will not be considered.
9. The cover of the sealed envelope should be super scribed and quoted the tender no. and name.
10. The Bids, for which Tender Fee and EMD has been received before the last date of bid submission by the university, will be opened in the presence of Bidders" authorized representatives who choose to attend on the specified date and time. In the event of the date specified for bid receipt and opening being declared as a closed holiday for University, the due date for submission of bids and opening of bids will be next working day or as announced by the University in the appropriate manner.
11. Income Tax returns filed for the last Three financial years ended 31st March, 2024.
12. Certified copies of Audited Annual accounts of the last Three financial years ended 31st March, 2024 by CA, comprising following :-
- a. Balance sheet
 - b. Profit and loss Statement
13. Address and contact numbers for seeking clarifications & submission of tender documents:
- a. Address for Communication:

The Registrar
Nilamber Pitamber University
Medininagar, Palamu,
(Jharkhand)
 - b. Name/ designation of the contact personnel : Registrar, NPU, Medininagar
 - c. Telephone/ Mobile numbers : 9431313073
 - d. E-mail ID of contact personnel : registrarmpu09@gmail.com

Note: Bidders not complying with above conditions or not providing complete information/ supporting documents as described shall not be considered and hence out rightly rejected.


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Financial Bid

Hiring of services of Event Management Agencies for event management and setting up convocation venue for 2000 Capacity while maintaining VVIP protocol i.e. Pandal, decoration, Barricading, Gate, Stage, lighting, Sound system, photography, & other associated facilities for organizing the 3rd Convocation of **Nilamber Pitamber University, Medininagar, Palamu**

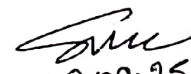
Sl.no.	DESCRIPTION	Size/Qty	unit
A	Preparation of German Hanger structure, stage, green room, welcome gate etc.		
1	German Hanger structure	30000	Sq. Ft
2	Corket Ceiling 100x60	6000	Sq. Ft
3	Carpet Inside Hanger	30000	Sq. Ft
4	D Area Walling 100x20 x 2	4000	Sq. Ft
5	Side Area Walling 60x15x 2Nos	1800	Sq. Ft
6	Stage 64x28	1792	Sq. Ft
7	Stage Carpeting 64x28	1792	Sq. Ft
8	Stairs	2	No
9	Stage & Stairs Railing	160	Rft
10	Governor Chair	1	No
11	Wooden VIP Chair	25	No
12	Center Table	15	No
13	Deep stand with Accessories	1	No
14	Podium	2	No
15	Tower AC for Stage	6	No
16	Cloth Changing Room Near Stage	2	No
17	LED Backdrop 40x10	1	No
18	Side Panel with Flex 4x10 x 6Nos	240	Sq. Ft
19	Q-Manager	30	No
20	Leather Sofa for VIP Seating	20	No
21	Center Table	10	No
22	Banquet Chair with Cover & Bow	350	No
23	Plastic Chair	2000	No
24	Table with Cloth & Frill	50	No
25	Leather Sofa for Guest House	8	No
26	Center Table	8	No
27	Passage Red Carpet Inside Hanger 250x10	2500	Sq. ft
28	Mojo Barricading	2000	Rft
29	Media Riser 12x8	96	Rft
30	LED Riser 40x4 + 12x4x 2Nos	256	Sq. Ft
31	Dustbin	20	Nos
32	Trey with Cover	10	Nos
33	Box Gate Structure	3	Nos
34	Single gate	2	Nos
35	Pandal with Ceiling 2000x16	32000	Sq. ft
36	Truss Walling 2000x10	20000	Sq. Ft
37	Gajibo Set for Food Stalls & Water Counter	12	Nos
38	Red Carpeting 1000x6 (Guest House to Stadium Entrance)	6000	Sq. Ft
39	Outside Carpeting	20000	Sq. Ft

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40	Chemical Toilets with Accessories for Public areas	4	Nos
41	Erection of flag poles inside and outside of convocation Premises with colourful design	50	Nos
42	Signage's - on Flex & Vinyl mounted on frame/sun board Directional Signage outside the convocation area	50	Nos
43	Plant with Pot	50	Nos
B	VIP Lounge		
1	Lounge Partition Walling 360x12	4320	Sq.ft
2	Corket Ceiling 100x35	3500	Sq.ft
2	Platform 100x35	3500	Sq.ft
3	Carpeting 100x35	3500	Sq.ft
5	Center Table Glass	10	Nos
6	Leather Sofa	15	Nos
7	Curtain	5	Set
8	Customised Toilet with Complete Water Supply	3	Nos
9	Tower AC for Lounge	3	Nos
C	Electrical & Lighting for 2 Days		
1	150 W LED / High bay Light	60	Nos
2	Power Socket	25	Nos
3	Stand Fan	30	Nos
4	Panel & Cabling	2	L.S.
5	DG Set 125KVA	3	Nos
6	DG Set 62KVA	3	Nos
7	DG Set 125KVA (Stand by	1	Nos
8	Diesel	1200	Ltr
9	Fire Extinguisher ABC/CO2	25	Nos
10	Jambo Cooler	8	Nos.
11	Working Light	1	L.S.
D	Audio Visual		
1	Outdoor LED video wall - 40x10	1	No
2	Outdoor LED video wall - 12' X 10	2	No
3	LCD TV - 55" WITH STAND 20M HDMI CONNECTION	3	No
E	AUDIO SYSTEM for 02 Days		
	JBL VRX LINE ARRAY SPEAKER - 900W	8	No
	STAGE MONITOR - 600W	4	No
	MIXER 24 CHANEL	1	No
	Cord Mic	4	No
	Cordless Mic	4	No
	Goose Mic	2	No
	Podium Mic	2	No
	Charges for Technical Operator	4	No
F	YOUTUBE SETUP	1	Job
	VIMIX SERVER	1	
	OBS STREAMING	1	
	VIDEO CAPTURE DEVICE	1	
	SWITCHER	1	
	VIDEO MIXCER	1	

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	CONVERTER	1	
	SPLETAR	1	
	2 CHANNEL DIGITAL AUDIO INTERFACE	1	
7	HD CAM CODER WITH SDI AND HDMI OUTPUT	4	No
8	ONLINE UPS 10 KVA - 45min. Backup	1	No
9	Laptop	1	No
10	Professional Photography & Videography	1	No
11	CCTV Camera	30	No
12	50 Mbps bandwidth of Airtel for Stand By	1	No
G	Flower Decoration		
1	Fresh Flower Decoration on Stage, Backdrop, Stairs, Railing, Podium Deep stand, Gate, Bouquet etc	1	L.S.
H	Branding		
1	Flex with Framing	2000	Sq. ft
2	Standeers 6' x 3'	10	Nos
3	Sun board Vinyl	100	Sq. ft
I	Mandatory Protocol Arrangements for Hon'ble Governor		
1	Dais Plan where maximum six (06) persons will be on Dais with Hon'ble Governor		
2	Chair of Hon'ble Governor will have National Emblem on it		
3	Fixed Chair (Not revolving)		
4	Two Mike Podiums (one will be exclusively used by Hon'ble Governor)		
5	Green Room with restroom near Dais/Stage		
6	Separate Entry – Exit for Public area & for Stage area		
7	Motorable Road up to programme venue		
8	Fire safety equipments at programme venue, etc.		
J	Others		
1	Water Dispensers	5	Nos
2	Disposable Glass	3000	Nos
3	Water Jar 20Ltr	50	Nos
4	Water Bottle 200ml	200	Nos
5	Water Bottle 500ml	200	Nos
6	Transportation & Labour Charges	1	L.S.


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Registrar
Nilamber-Pitamber University
Medininagar, Palamu