



F.No: MPKV/CAAST-CSAWM/Quot/Mgnmt/251/2023

Date: 17/11/2023

Invitation quotations for hiring the event management firm for the organization of the International Conclave on Futuristic Farming at Four Point Sheraton Hotel, Pune under CAAST-CSAWM project, MPKV Rahuri.

1. The experienced firm/agencies are invited to submit their most competitive quotation for the following goods and services.

Sr. No.	Particulars	Specifications	No	Sq Ft	QTY	No. of Days
A	FABRICATION FOR COMMON SESSION					
	LED Wall Riser - 1.5 Feet Height	20 x 4 ft	1	80	1	2
	LED Wall Riser - Front - Flex Mounted - Including Flex Printing	20 x 1.5 ft	1	30	1	2
	LED Wall Side Panels - Flex Mounted - Including Flex Printing	8 x 11 ft	2	88	2	2
	Podium Branding - Front & Sides - Flex Mounted - Including Flex Printing	7 x 4 ft	1	28	1	2
	Registration Backdrop - Flex Mounted - Including Flex Printing	10 x 8 ft	1	80	2	2
	Registration Desk Table - Front & Side Facia - Flex Mounted - Including Flex Printing	11 x 2.5 ft	2	27.5	2	2
	Welcome / Branding Standees - Flex Mounted - Including Flex Printing	4 x 8 ft	6	32	6	2
	2D Entrance Arch with Support - Front Panel - Flex Mounted - Including Flex Printing	14 x 2 ft	1	28	1	2
	2D Entrance Arch with Support - Side Panels - Flex Mounted - Including Flex Printing	2 x 10 ft	2	20	2	2
	Console Masking - Black Masking	18 x 4 ft	1	72	1	2

	Samai - With Cotton Wicks, Oil, Candles & Basic Floral Décor	--	1	--	1	2
	Q Managers	8 Pair	16	--	8	2
2	PA SYSTEM & LIGHTS FOR COMMON SESSION					
	Sound - Four JBL SRX Tops on Stands	Two no.	2	--	2	2
	Cordless Microphones	--	4	--	4	2
	Podium Microphones	--	1	--	1	2
	LED Lights	--	30	--	30	2
	Channel Mixer	--	1	--	1	2
	EP Chord with DI Box	--	1	--	1	2
	Light Console - DMX	--	1	--	1	2
	Single Player for Instrumental Music	--	1	--	1	2
	Technicians	--	2	--	2	2
3	AV					
	Center LED Screen - P 3.0	20 x 10 ft	1	200	1	2
	Scalar / Switcher	--	1	--	--	2
	Q Commander - For Clicker & Pointer	--	1	--	1	2
	32 KVA Genset - 8 Hour	1 Hour	1	--	1	2
	Technicians	--	1	--	1	2
4	BREAKAWAY SECTIONS REQUIREMENTS					
	Branding Standees - Flex Mounted - Including Flex Printing	4 x 8 ft	6	32	6	2
	AV Panels with Centre Screen Size 8 x 6 ft - Front Projection - Flex Mounted - Including Flex Printing	12 x 11 ft	2	132	2	2
	3500 Lumens Projector - Front Projection	--	7	--	7	2
	Tripod Screen with Size 8 x 6 ft - Front Projection	--	5	--	5	2
	Clicker & Pointer	--	7	--	7	2
	Sound - Two Tops on Stands with 1 Cordless Mike & 1 Podium Mike	6 Setup	5	--	5	2
	Podium	2 x 4 ft	4	8	4	2
	Podium Branding - Flex Mounted - Including Flex Printing	7 x 4 ft	6	28	6	2
	Console Masking - Black Masking	12 x 4 ft	6	48	6	2
	Channel Mixer	--	6	--	6	2
	EP Chord with DI Box	--	1	--	1	2
	Technicians	--	2	--	2	2

5	OTHER REQUIREMENTS					
	Registration Software with QR Code					
	Hostess for Registration	4 Hours	1	--	1	2
	Badges with Lanyards		30	--	4	2
	55 Inch Plasma - Near Board Room 2 - 1st Floor		0	--	300	2
	2-Seater White Leather Sofa		6	--	6	2
	Cinematic Video Shoot		6	--	6	2
6	TRANSPORT	Full Day	1	--	1	2
7	ADDITIONAL REQUIREMENTS - OPTIONAL				--	2
	HD Video Shoot for Entire Event		1	--	1	2
	HD Video Shoot for Breakaway Session		5	--	5	2
	Professional 5D Photography - With Soft Copies		1	--	1	2
	Printer - With Colour & Black & White Prints		1	--	1	2
8	EXHIBITION SETUP					
	Exhibition Backdrop 1 - Near Peshwa Ballroom Entrance - Flex Mounted - Including Flex Printing	10 x 8 ft	1	80	1	2
	Exhibition Backdrop 2 - Near Peshwa Ballroom Entrance - Flex Mounted - Including Flex Printing	20 x 8 ft	1	160	1	2
	Red Carpet	40 x 6 ft	1	240	1	2

2. Government of India has received a financing from the International Bank for Reconstruction and Development (IBRD) in various currencies towards the cost of the National Agricultural Higher Education Project (NAHEP) and intends to apply part of the proceeds of this Loan to eligible payments under the contract for which this invitation for quotations is issued.

3. Bid Price

- The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- Sales tax in connection with the sale shall be shown separately.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- The Prices shall be quoted in Indian Rupees only.

4. Each Bidder should submit only one quotation.

5. Validity of Quotation

Quotation shall remain valid for a period not less than 15 days after the deadline date specified for submission.

6. Evaluation of Quotation

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) Are properly signed; and
- (b) Confirm to the terms and conditions, and specifications.

The Quotations would be evaluated for the entire items together


7. Award of Contract

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

7.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

7.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

- 8. The firm should provide proof of GST registration number / TIN / PAN No.
- 9. The payment will be made on satisfactory performance of items provided mentioned in the table.
- 10. The quantity mentioned in the table is approximate and subject to the changes. Principal Investigator, CAAST-CSAWM has all rights.
- 11. The bidder should provide the unit rates in their proposal.
- 12. The Bidders are requested to provide their offer latest by **1800 hours** on or before 29/11/23 in the name of **“Principal Investigator, CAAST-CSAWM, MPKV Rahuri, 413 722.**
- 13. Envelope should be super scribed as **“Quotations for hiring the event management firm for the organization of the International Conclave on Futuristic Farming at Four Point Sheraton Hotel, Pune under CAAST-CSAWM project, MPKV Rahuri”**
- 14. The bidder can contact this office on caast.csawm2018@gmail.com for any queries regarding technical details / procedure.


**Procurement Officer
CAAST-CSAWM,
MPKV, Rahuri**

FORMAT OF QUOTATION

Sr. No.	Description Goods	Specifications	Qty.	Unit	Quoted Unit Rate in Rs.	Total Amount
1.			01			
Total						
GST/Taxes						
Gross Total Cost						

We agree to supply the above goods in accordance with the technical specifications for a total Contract price of Rs. (Amount in figures) (Rs. amount in words) within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warrantee/guarantee of months shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Any other Terms and Conditions...

Signature of Supplier