

NOTICE INVITING TENDERS

(Box Tenders/Open Tenders)

**EVENT MANAGEMENT AND CATERING SERVICES FOR 7TH CONVOCATION TO BE
HELD IN THE MONTH OF AUGUST 2025 AT NIT ANDHRA PRADESH**



National Institute of Technology- Andhra Pradesh,
Beside Chennai - Srikakulam Highway,
Kadakatla, Tadepalligudem, West Godavari District,
Andhra Pradesh-534101.
www.nitandhra.ac.in/main/tender

TIME SCHEDULE OF VARIOUS TENDER-RELATED EVENTS
**(EVENT MANAGEMENT AND CATERING SERVICES FOR 7TH CONVOCATION TO
 BE HELD IN THE MONTH OF AUGUST 2025 AT NIT ANDHRA PRADESH)**

Bid Document Downloading Start date/ Time	04.07.2025 at 05:00PM
Bid Document Downloading End Date / Time	25.07.2025 up to 02:00PM
Pre-bid Meeting	10.07.2025 at 03:30PM
Last Date and Time for receipt of Bids	25.07.2025 up to 03:00PM
Technical Bid Opening Date/ Time	25.07.2025 at 03:30PM
Financial Bid Opening Date/ Time	Will be intimated later
Contact Person	Dean, Academics Affairs NIT Andhra Pradesh, Tadepalligudem. Email: dean_academics@nitandhra.ac.in
Reference No:	Ref No: NITANP/SMMD/TENDER/2025-26/23 Date: 04.07.2025

Signature of the Bidder with stamp

Subject: EVENT MANAGEMENT AND CATERING SERVICES FOR 7TH CONVOCATION TO BE HELD IN THE MONTH OF AUGUST 2025 AT NIT ANDHRA PRADESH

Sir/ Madam,

Bids are invited on the Box/Open Tender platform from the reputed Registered Firms Agencies/Bidders/Suppliers from the experienced premises of Annual Maintenance Contract of Convocation Arrangements fans. The details of bidding conditions and other terms can be downloaded from the NIT Andhra Pradesh Website.

The attested copies of all the documents of the technical bid, and signed undertaking of the Bidder should be submitted offline mode only to the Director, NIT Andhra Pradesh, Tadepalligudem, on or before the opening of the bid.

The participating Bidder/s shall have to pay a tender processing fee (non-refundable) and EMD for the amounts specified in the Statement related to bids, in the form of DD drawn in favour of the Director, NIT Andhra Pradesh, Tadepalligudem.

Further, the Successful Bidder shall furnish a part of a bid as Performance Guarantee specified in the Statement related to bids, to be paid in the form of BG as mentioned in the Tender Schedule.

NIT Andhra Pradesh, Tadepalligudem, will not accept tenders from blacklisted companies or undependable suppliers, whose past performance with NIT-Andhra Pradesh was found poor due to delayed and/or erratic supplies and those with frequent product failures, and also against whom there have been adverse reports of sub-standard quality/poor services, as defined in the other parts of the bidding documents.

Signature of the Bidder with stamp

STATEMENT RELATED TO BIDS

Name of work	EVENT MANAGEMENT AND CATERING SERVICES FOR 7TH CONVOCATION TO BE HELD IN THE MONTH OF AUGUST 2025 AT NIT ANDHRA PRADESH
Location of work	NIT Andhra Pradesh, Tadepalligudem
Bid Document Fee/ Tender Processing Fee (Non-refundable)	Rs. 5000/- by way of RTGS/NEFT from any Nationalized bank drawn in favor of the Director NIT Andhra Pradesh, Payable at Tadepalligudem.
EMD	<p>Rs. 50,000/- for each schedule - by way of DD from any Nationalized bank drawn in favor of the Director NIT Andhra Pradesh, Payable at Tadepalligudem. (If the firm participates in both Schedule – A and Schedule – B, then the total EMD amounts to Rs. 1,00,000/-)</p> <p>Being a reputed and protocol program, no firm is exempted from EMD under any circumstances/ conditions.</p>
Security Deposit	<p>Rs. 2,50,000/- for each schedule - by way of DD from any Nationalized bank drawn in favor of the Director NIT Andhra Pradesh, Payable at Tadepalligudem. (If the firm participates in both Schedule – A and Schedule – B, then the total Security Deposit amounts to Rs. 5,00,000/-)</p> <p>Being a reputed and protocol program, no firm is exempted from security deposit under any circumstances/ conditions. The security deposit of the successful bidder will be held by institute and other bidder security deposit will be released within a week from the date of release of work orders. Whereas, if the successful bidder could not meet the target jobs in fulfilling the essential need of occasion/event, the institute shall have right to utilize the same on such grounds.</p>
Transferable	Not allowed
Bid Validity Period	30 days from the date of opening of the financial bid
EMD Validity Period	30 days from the date of opening of the financial bid
Performance Guarantee Validity Period	03 months from the date of work order/signing of agreement whichever is later/until the bill is passed, whichever is earlier

Period for signing the order of acceptance

Deemed acceptance by successful bidder as soon as the work order is released. If not turned up, the EMD and security deposit of such bidder will be forfeited. If such occasion arises and being this contract execution is a timely event, the subsequent lowest bidder will be awarded within 3 days from the date of initial work order.

Signature of the Bidder with stamp

TENDER SCHEDULE

PREAMBLE:

National Institute of Technology, Andhra Pradesh, is the 31st NIT among the chain of NITs started by the Government of India. NIT Andhra Pradesh is established in the state of Andhra Pradesh in the academic year 2015 – 2016.

NIT Andhra Pradesh, Tadepalligudem, invites sealed tenders under **two bid** system i.e., **technical bid and financial bid** for Convocation Arrangements at NIT Andhra Pradesh, Tadepalligudem, based on the eligibility criteria and general terms and conditions mentioned in this document.

SCOPE OF WORK:

EVENT MANAGEMENT AND CATERING SERVICES FOR 7TH CONVOCATION TO BE HELD IN THE MONTH OF AUGUST 2025 AT NIT ANDHRA PRADESH as per the BoQ Mentioned in Schedule-A And Schedule-B under:

SCHEDULE-A

Event management: In the month of August 2025 (on the day of convocation mostly on 09.08.2025) at NIT Andhra Pradesh as per BOQ under

S. No.	Name of Service & specifications	Qty	Unit Cost
1.	Complete Sound System	03No.s	One Job
	(i) Double, Gooseneck Mikes (for Podiums) –3 Nos.	04No.s	
	(ii) Cordless Mikes – 4 Nos.	04No.s	
	(iii) Speakers (JBL 800 W) – 4 Nos.- for audience	06No.s	
	(iv) Speakers (JBL 500 W) – 6 Nos.- for audience	02No.s	
	(v) Monitor Speakers (on stage) – 2 Nos.	04No.s	
2.	(vi) LED Screens (12ftx6ft) – 4No.s	01No.s	
3.	Back Drop Banner 15 feet x 36 feet p3 led wall	Lumpsum	
4.	Flower decoration for doors, Auditorium, stage and VIP dining area for 650ft length with 8 inches width with rose and Bangalore flowers and 2 podiums.	Lumpsum	
5.	05No. flower vases, 10No. flower bouquets and 20kg of cut flowers for decoration at various locations	10No.s	
6.	Small wooden tables of size 8 feet length x 2 feet wide and 2 feet height with WHITE TABLE CLOTH for the stage.	Lumpsum	
7.	Miniature lamps of 2000 running feet, 20No. Focus Lights for decoration at various locations and sharp 2 sets at NIT campus	7 No.s	
8.	For seating VIPs on dias (Maharaja/ Special Chairs)	30 No.s	
9.	For seating guests on dias (Special Chairs)	Lumpsum	
	5D Camera (Videography and Photography), Jimmy, Drone, Tripod with all lenses and required focus lighting along one album with 300 (6 X 4 inches) sheets and One copy of CD. All arrangements of videography for live streaming on YouTube/ social media as prescribed by the		

	institute shall be made by the bidder.		
10.	(i) VIP Seating and dining arrangement along with pendals with waterproofing	100 No.s	
	(ii) Seating and dining arrangement along with pendals with waterproofing for 02 or 03 different lots.	800 No.s	
	(iii) MS Pipe Barrication (6Ft Height) with 500 running meters	Lumpsum	
11.	Red/ Green Carpets (1000 running metre)	Lumpsum	

SCHEDULE-B

Catering management: In the month of August 2025 (One day before and/or on the day of convocation) at NIT Andhra Pradesh. The exact details of date and time of supply will be intimated in Work Order.

Service period	Particulars	Mode	Number of persons
One day before and/or on the day of convocation	Menu-I as per list below (lunch/dinner)	Served as prescribed	60 Nos.
	Menu II as per list below (lunch/dinner)	Served as prescribed	100 Nos.
	Menu III as per list below (lunch/dinner)	Served as prescribed	1800 Nos.
	Menu-IV as per list below (Snacks)	Served as prescribed	200No.s
	Menu-V as per list below (Snacks)	Served as prescribed	1000No.s
	Menu-VI as per list below (Tea and Snacks)	Served as prescribed	40No.s
	Menu-VII as per list below (Snacks)	Packed and placed at venue	60No.s
	Menu-VIII as per list below (Supply of water)	Served as prescribed	2500No.s

Menu	Particulars to be served/packed	
I	Lunch/ Dinner:	12. Gobi 65 deep fry
	1. Phirni Sweet/Bobbattu	13. Mixed Chutney
	2. Veg Manchurian	14. White Rice
	3. Fish Cutlet/ Fry	15. Sambar
	4. Poori	16. Raitha
	5. Biryani Rice + Pudina Rice	17. Papad
	6. Mutton Curry	18. Curd
	7. Chicken Curry	19. Sweet Pan
	8. Egg Semi Gravy	20. Quality Ice cream with fruit salad
	9. Paneer Butter Masala Curry	21. Water Bottle
	10. Dal + Mango	22. Buffet Plates
	11. Mixed Vegetable Curry	

II	Lunch/ Dinner: 1. Carrot Halwa Sweet /Papaya Halwa 2. Pulka 3. Corn Samosa 4. Poori + Channa Curry 5. Biryani Rice + Coconut Rice 6. Mutton Curry 7. Desi Kodi 8. Prawn Curry 9. Mixed Chutney 10. Cashew Drumstick curry 11. Pappu Palakura	12. Lady Finger Fry 13. Shahi Paneer 14. White Rice 15. Ulavacharu 16. Rasam 17. Raitha 18. Papad 19. Curd 20. Sweet Pan 21. Ice cream with fruit salad 22. Water Bottle 23. Buffet Plates
III	Lunch/ Dinner: 1. Carrot Halwa Sweet /Papaya Halwa 2. Masala Vada + Chicken Fry 3. Poori + Channa Curry 4. Chicken Biryani Rice + Flavor Rice 5. Paneer Butter Masala Curry 6. Chicken Curry 7. Mixed Veg Curry 8. Munagakaya +Tomato + Khaju Curry	9. Mamidikaya Pappu 10. Dondakaya Dosakaya pickle 11. Gobi 65 12. White Rice 13. Sambar 14. Raitha 15. Curd 16. Water Bottle 17. Ice Cream 18. Buffet Plates
IV	Snacks: 1. Dry fruit/nuts Mixer – 50gms 2. Premium biscuits – 2No.s 3. Putareku/ Sweet – 01 piece	4. Juice – 100ml 5. Fruit Salad – 100gms 6. Coffee/ Tea/ Green Tea 7. Water bottle
V	Snacks: 1. Namkeen – 100gms 2. Premium biscuits – 2No.s	3. Coffee/ Tea 4. Water bottle
VI	Snacks: 1. Namkeen – 100gms 2. Premium biscuits – 2No.s	3. Sweet – 1No.s 4. Water bottle 5. Coffee/ Tea/ Green Tea
VII	Snacks: 1. Dry fruits/nuts – 100gms 2. Premium biscuits – 2No.s 3. Water bottle	
VIII	Water Bottle(s) 500ml	

TERMS & CONDITIONS OF CONTRACT:

1. All arrangements (except flower decoration) should be completed and successful installation of equipment should be made 12hrs before the scheduled convocation commencement time.
2. The flower decoration should be completed 04hrs before the scheduled time for the commencement of convocation.
3. The catering and seating arrangements should be kept ready at least 2hrs before the scheduled time for closing the convocation.
4. Minor and/ or major deviations in any above time limit shall lead to a huge penalty of

10% of the total cost per hour delay. No relaxation shall be permitted. Hence, it is the responsibility of the contractor to estimate all unavoidable circumstances and plan the event meticulously. The contractor should be capable of even meeting the unavoidable circumstances that may occur due to any natural calamities.

5. The security deposit of the successful bidder will be held by institute and other bidder security deposit will be released within a week from the date of release of work orders. Whereas, if the successful bidder could not meet the target jobs in fulfilling the essential need of occasion/event, the institute shall have right to utilize the same on such grounds.
6. If the bidder is found to be guilty (by hiding facts) as per clause (7) in the Eligibility criteria, the EMD shall be forfeited.
7. Any damage to the Institute equipment / property caused by the contractor will be deducted from the bill.
8. Until it is asked to retain, the contractor shall be responsible for the cleaning of the venue after the completion of the event. The venue may be cleaned within 12 hours after completion of the event.
9. Successful bidder shall sign an agreement with all the terms and conditions mentioned in this document.

BIDDER ELIGIBILITY CRITERIA:

- 1
 - i. Bidder must be a proprietor/firm/company for **schedule-A BOQ**.
 - ii. Bidder must be a proprietor/firm/company possessing a valid FSSAI Certificate issued by any government for **schedule-B BOQ**.
- 2 The bidder should have a valid GST Certificate.
- 3 The average annual turnover of FY. 2022-23, 2023-24 & 2024-25 should be at least Rs. 1 Crore issued by CA with UDIN Number.
- 4 Atleast one protocol/ convocation/ event/ executive program (in educational institute) executed with a minimum value of Rs. 10 Lakhs with a satisfactory certificate by the agency.
- 5 The bidder must have a valid PAN Card and the same should reflect in the turnover certificate.
- 6 The bidder should submit the Form 26AS for the FY. 2022-23 & 2023-24. Whereas for FY 2024-25 it is optional.
- 7 The firm/bidder should not have been penalized and blacklisted by any State / Central Govt. body in the last three years.
- 8 Each page of the tender document along with all other submitted documents must be duly signed by the Authorized signatory with Bidder's signature and seal.
- 9 The bids of firm/bidder who executed any contract over last 05 financial years at NIT Andhra Pradesh and if found unsatisfactory will be treated unresponsive.

METHOD OF SUBMISSION OF BIDS:

1. The bid documents can be downloaded from the Institute website and from CPP.
2. The bids should be filled in two bid formats with all the required documents as enclosures in separate sealed covers i.e., (a) Part-I Technical bid, (b) Part-II Financial bid.
3. Two separate sealed covers should be specifically super-scribed as:

(a) “TECHNICAL BID: EVENT MANAGEMENT AND CATERING SERVICES FOR 7TH CONVOCATION TO BE HELD IN THE MONTH OF AUGUST 2025 AT NIT ANDHRA PRADESH” and

(b) “FINANCIAL BID: EVENT MANAGEMENT AND CATERING SERVICES FOR 7TH CONVOCATION TO BE HELD IN THE MONTH OF AUGUST 2025 AT NIT ANDHRA PRADESH”.

Both the above-sealed envelopes (a) and (b) are to be kept in another Master envelope, which should also be sealed and submitted

4. The Master envelope should be super-scribed with **“EVENT MANAGEMENT AND CATERING SERVICES FOR 7TH CONVOCATION TO BE HELD IN THE MONTH OF AUGUST 2025 AT NIT ANDHRA PRADESH”** and shall be addressed to:

Material Management & Disposal Section
National Institute of Technology Andhra Pradesh,
National Highway 216A, Near Kadakatla,
Tadepalligudem, Andhra Pradesh 534101.

5. **Last date for submission of the proposal is 25.07.2025 up to 03:00 PM.**
6. Proposals received after the due date and time shall be summarily rejected.
7. Incomplete bids or bids not submitted in the prescribed format are liable for rejection.
8. Institute will not be responsible for Postal delay.

Name and Signature of bidder with seal

EVALUATION PROCEDURE:

1. At the first stage, the Technical Bids shall be opened as per schedule at NIT Andhra Pradesh
2. A committee would evaluate the technical bids submitted by the Bidders.
3. Prior to detailed evaluation, the Institute will determine the substantial responsiveness of each bid to the tender document. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding/tender document and is without any material defects and deviations. Deviations from, or objections or reservations to critical provisions such as those concerning qualification/eligibility criteria, availability of facilities and amenities as needed, availability of government/statutory approvals and clearances, ready and explicit willingness to accept and honor the terms and conditions of contract, etc. will be deemed to be material deviations.
4. If a bid is not substantially responsive, it will be rejected by the Institute and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
5. Only those Bidders whose technical bids have been found to be substantially responsive would be evaluated.
6. The financial bids of those bidders only shall be opened who qualified in the Technical Evaluation. The Institute will award the contract to the Successful Bidder, whose financial bid is the lowest price bid among all the quoted bids. The decision of the Director, NIT Andhra Pradesh, Tadepalligudem, is final in this regard.
7. Tenders with revised/modified rates/offers after the opening of the tenders shall be summarily rejected and the entire Earnest Money Deposit (EMD) submitted with the tender shall be forfeited.
8. The tender is not transferable under any circumstances.
9. Telegraphic, conditional, or incomplete tenders shall not be accepted. Canvassing of any kind, directly or indirectly shall lead to disqualification of the Bidder.
10. In case of a further tie, the contract will be awarded to the firm that has the highest Average Annual turnover for the last three years.
11. **The bidder may quote for either Schedule-A or Schedule-B BOQ or both based on their respective tender eligibility and interest. The price comparison is made schedule-wise and the bidder with the lowest total price in each schedule will be awarded with the respective contract.**

Name and Signature of Bidder with seal

TERMS OF PAYMENT:

For Schedule A BOQ: No advance payment will be made for the Work. 90% payment shall be upon successful completion of the Work and within 10 days on the completion of the event and 10% payment shall be upon Submission of one album with 200 (6 X 4 inches) sheets and One copy of the CD.

For Schedule B BOQ: No advance payment will be made for the Work. 60% payment shall be upon successful completion of the catering services and within 10 days from the completion of the event. Another 40% payment shall be within 28 days from the completion of the event upon the review and feedback from the relevant monitoring committee constituted for the purpose of assessment of the contractor. The decision of the monitoring committee is final and nothing can be challenged by the bidder.

DISCLAIMER:

The Director, NIT-Andhra Pradesh reserves the right to change any or all of the provisions of this request for Proposal. The Director, NIT-Andhra Pradesh reserves the right to reject any or all the Bids submitted in response to this request for Proposal at any stage without assigning any reasons whatsoever.

Signature of the Bidder with stamp

Annexure-I

All the commercial conditions shall also be indicated in this part. Deviations, if any, to our specifications shall be brought out very clearly. Bidders shall mention point-wise confirmation with regard to technical specifications given in our Enquiry.

S. No	Particulars	Yes	No
1	Bidder must be a proprietor/firm/company for schedule-A BOQ		
2	Bidder must be a proprietor/firm/company possessing a valid FSSAI Certificate issued by any government for schedule-B BOQ		
3	The bidder should have a valid GST Certificate.		
4	The average annual turnover of FY. 2022-23, 2023-24 & 2024-25 should be at least Rs. 1 Crore issued by CA with UDIN Number.		
5	Atleast one protocol/ convocation/ event/ executive program (in educational institute) executed with a minimum value of Rs. 10 Lakhs with a satisfactory certificate by the agency.		
6	The bidder must have a valid PAN Card and the same should reflect in the turnover certificate		
7	The bidder should submit the Form 26AS for the FY. 2022-23 & 2023-24. Whereas for FY 2024-25 it is optional.		
8	The firm should not have been penalized and should not have been imposed any fine by any state / central Govt. body in the last three years.		
9	Each page of the tender document along with all other submitted documents must be duly signed by the Authorized signatory with Bidder's signature and seal.		

Enclosed are all certificates/documents in support of the above statements.

Date:

Place:

Authorized Signatory

Name:

Designation:

Company:

Contact No:

Company Seal:

DECLARATION

(To be provided on letterhead of the Bidder and submitted along with technical bid)

I / We _____ do hereby certify that our firm is not blacklisted and no enquiries / cases are pending against us by Govt. of India / Govt. of Andhra Pradesh or by any State Board Universities, since inception of the firm / company.

All the terms and conditions given in the tender draft with **REF No: NITANP/SMMD/TENDER/2025-26/23** **Date:04.07.2025** **“Event Management and Catering Services for 7th Convocation at NIT Andhra Pradesh, Tadepalligudem”**, are acceptable to us.

We also certify that the information mentioned in the submitted documents is true and complete in any every respect and explicitly agree that in case at a later date it is found out by the Institute (NIT Andhra Pradesh, Tadepalligudem) that any details provided herein by us are incomplete/incorrect, any contract given to us may be summarily terminated forthwith, our firm may be blacklisted, and that the Institute may also initiate any other legal/penal proceedings, as deemed fit by it.

Signature of the Authorized Signatory

Name:

Designation:

Date:

Place:

Company:

Contact No.

Company Seal:

Annexure-III

PART-B. FINANCIAL BID (On Firm Letterhead)

Title of Work: EVENT MANAGEMENT AND CATERING SERVICES FOR 7TH CONVOCAION TO BE HELD IN THE MONTH OF AUGUST 2025 AT NIT ANDHRA PRADESH

Reference tender No.: NITANP/SMMD/TENDER/2025-26/ dated 04.07.2025.

S. No.	Particulars	Unit	Quoted Price
1.	EVENT MANAGEMENT services for convocation at NIT Andhra Pradesh as per Schedule-A BOQ specified in the tender at Scope of Work	1 job	
2.	CATERING services for convocation at NIT Andhra Pradesh as per Schedule-B BOQ specified in the tender at Scope of Work	1 job	

Note & Declaration by bidder:

1. The bidder may quote for either Schedule-A or Schedule-B BOQ or both based on their respective tender eligibility and interest. The price comparison is made schedule-wise and the bidder with the lowest total price in each schedule will be awarded with the respective contract.
2. The price quoted shall be inclusive of GST and any other statutory Central/State Govt. taxes.
3. If awarded the contract, it shall be treated as deemed acceptance by us as soon as the work order is released. If we do not turn up, the EMD and security deposit paid by us can be forfeited. If such occasion arises, the subsequent lowest bidder will be awarded within 3 days from the date of work order issued to us.
4. The quoted prices by us shall remain the same for a period of 90 days from the date of opening the technical bid.
5. We abide to all the terms and conditions and payment schedule mentioned in this tender document.

Signature of the Authorized Signatory

Name:

Designation:

Address:

Tel./Mobile No.:

E-mail ID:

Date:

Seal of the Firm: