



MALABAR REGIONAL CO-OPERATIVE MILK PRODUCERS' UNION LTD.

**Kunnamangalam P.O., Peringolam, Kozhikode 673571**

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MRCMPU/HO/MIS&S/61/2024/21A

Dated: 28/09/2024

### **Notice Inviting Tender**

#### 1. Invitation of Tender

Tenders are Invited from agencies for providing Stage, Audio and Video arrangements for the event of the Annual General Body Meeting at Calicut.

#### 2. Details of Tender

- |                                   |   |
|-----------------------------------|---|
| 2.1. Tender reference No.         | : MRCMPU/HO/MIS&S/61/2024/21A                                 |
| 2.2. Tender Fee                   | : Rs.1,000/-  |
| 2.3. Estimated cost               | : 4.85 Lakhs  |
| 2.4. EMD                          | : Rs.12,000/- (Online / Direct payment at MRCMPU head office) |
| 2.5. Bid submission starting date | : 01/10/2024  |
| 2.6. Bid submission closing date  | : 16/10/2024, 11.30 hrs.                                      |
| 2.7. Bid opening                  | : 16/10/2024, 12.00 hrs.                                      |
| 2.8. Bid validity                 | : 90 days   |

The undersigned reserves the right to reject any or all tenders without assigning any reason. Tenders should be submitted by post/courier or by hand.

The Malabar Regional Co-operative Milk Producers' Union Ltd. shall not take the responsibility for any delay in receipt of the bidding document if it is sent by post.

***All bids should be submitted in two parts viz. technical and commercial in a separate cover.*** The bidder shall submit the Tender Fee, EMD amount as indicated in the tender notification in a separate cover along with the tender.

**Sd/-**

**MANAGING DIRECTOR**

## **A. GENERAL INSTRUCTIONS**

**Scope of Work:** - Providing Stage, Audio Video arrangements for the event of the Annual General Body Meeting at Calicut City, as detailed in Form -1 – Bill of Quantity.

- 1. Submission of Tender:** - Tenders are to be submitted post/courier/by hand to MRCMPU Ltd., Milma Head office, Peringolam, Kunnamangalam.
- 2. BID Currencies:** Prices shall be expressed in the Indian Rupee only.
- 3. Documents to be Submitted in Cover I**

- a Tender Fee Rs.1,000/-, Earnest money of Rs.12,000/- Payment can be done either by making the payment directly at MRCMPU Head office or can do online payment. Tender document can be collected either directly from office or it can be downloaded from the website ([www.malabarmlima.com/tenders](http://www.malabarmlima.com/tenders)).
- b GST Registration number.
- c Proof for the bidder being in the field of providing Stage, Audio Video arrangements for the event for a period of the last 5 years (proof to attach).
- d Details of Previous contract executed along with the address of clients, contact person, contact number and E-Mail ID etc. (Attach any three similar work contract/work completion certificates from clients)
- e Technical document with every page of tender should be signed & sealed by the tenderer along with the payment details .
- f Copy of the purchase order or work completion report of similar work done for a total value not less than rupees three lakhs against the single work order.
- g Certificates of similar assignments made from the clients which can vouch for the stability, technical know-how, and capabilities in respect of the specified fields of bidders should be attached.

## **4. Documents submitted in Cover II**

- a. Form -1 – Bill of Materials - duly filled, sealed, and signed in a separate cover.

***Tenderers alone will be responsible for the submission of defective tenders and such tenders are liable to be summarily rejected***

- 5. Opening of Tenders:** - The tenders will be opened on the date and time of opening, as notified.
- 6.** The Malabar Regional Cooperative Milk Producers Union Ltd., is not bound to accept the lowest price bid offer. Managing Director (MRCMPU Ltd.) has the absolute right to reject any or all the tenders without assigning any reason thereof.
- 7.** Unless accepted in writing, the conditions of the tender document will be valid and no extension of time for submission of tenders will be granted on any account.
- 8.** The tenderers have to comply with all the statutory requirements in respect of the tender submitted by them.
- 9.** The language of the tender should be English and the corrections, if any, should be attested under seal with full signature.

**10.** The tenderers have to arrange internet facilities from two different service providers with a minimum 200 MBPS speed.

**11.** Only the authorized signatory should submit the tender. **Power of Attorney authorizing the person to sign all the documents pertaining to this tender shall be submitted in Cover I.**

**12.** At any time prior to the deadline for the submission of tenders, Malabar Regional Cooperative Milk Producers Union Ltd may, for any reason, whether at its own initiative or in response to a clarification requested by any prospective tenderer, may modify the tender documents by amendments and in such an event, it shall be binding on all tenderers who have submitted the tenders.

**13.** The obligation of the successful tenderer Company/Firm under this contract shall not cease even if the ownership changes. The successor in interest or transferee shall be bound by the provisions of the contract.

**14.** Purchase order shall be issued on the lowest responsive bidder.

**15. Taxes:-** The percentage of taxes and duties quoted in the tender, if any, should be indicated clearly. During the currency of the service period, the price shall remain firm, however, any increase in statutory levies shall be paid on the production of documentary evidence and similarly in case of a decrease in levies suitable adjustments shall be made while effecting payment. The price quoted should be inclusive of all taxes duties etc. which are or may become payable by the successful tenderer under existing or future laws or services during the course of executions of the contract. It will be assumed that the prices quoted are inclusive of all such taxes duties etc. and extra claims therefore will not be accepted. The successful tenderer has to bear all the statutory taxes. MRCMPU Ltd will make necessary deductions from the payment and issue a certificate to that effect.

**16.** In case the Malabar Regional Cooperative Milk Producers Union Ltd., decides to withdraw the contract for the Annual General Body meeting 2023-24, the same would be taken out of this contract with a written intimation to the successful tenderer.

**17. Payment:** 100% of the total invoice value shall be paid within 15 days after the satisfactory completion of the work.

**18.** The rate quoted will be considered firm for acceptance till 90 days from the date of opening of the bid. If any tenderer withdraws from his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money deposited by him will stand forfeited to MRCMPU Ltd.

**19.** Tenders not stipulating the period of firmness of price and tenders with price variation clause and or “subject to prior sale” conditions are liable to be summarily rejected.

**20.** Tenders submitted subject to conditions will not be considered. They are liable to be summarily rejected on that sole ground, and the EMD will be forfeited.

**21.** The final acceptance of the tenders rests entirely with the Managing Director, MRCMPU Ltd., who does not bind himself to accept the lower or any bid. But the tenderers on their part should be prepared to carry out the work as per the work order allotted to them. In any case, the decision of the Managing Director, MRCMPU Ltd., shall be final and no correspondence shall be entered into, as to why a tender was not accepted.

- 22.** No representations for enhancement of rate once accepted will be considered.
- 23.** Any attempt on the part of the tenderers or their agents to influence MRCMPU Ltd. in their favour by personal canvassing will disqualify the tenderers.
- 24.** Special conditions if any, mentioned in the quotation of the tenderer or in any other communication from the tenderer will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.
- 25.** The tenderer should provide the service support technicians at Calicut City with all the facilities and hardware equipment as mentioned in the tender, Form-1 Bill of Quantity (attached), for the good functioning and support of the Annual General Body meeting 2023-24.
- 26.** The successful tenderer is not liable for problems arising out of break down or service or spares costs arising out of damages caused due to fire, theft, riots, accidents, earthquakes, storms, lightning and other natural calamities.
- 27.** Tenderer should provide the mobile number & WhatsApp number as well as email id for correspondence onsite a week before based on the official communication from MRCMPU before the date of commencement of the Annual General Body meeting 2023-24.
- 28.** The tenderer should visit the location soon after receiving the order in advance for ensuring the installations of all the equipments and its facilities mentioned in form I.
- 29.** The tenderer (L1) should visit and install the required equipments at the location four hours before, on the day of commencement of the Annual General Body meeting 2023-24 meeting and also should ensure the facilities by testing all the equipment and the connectivity for the good functioning of the Annual General Body Meeting.
- 30.** All the equipment should be delivered and fixed a day before the commencement of the Annual General Body Meeting.
- 31.** The tender value will be evaluated against the items quoted altogether.
- 32.** The tenderer should quote all the items in Form -1 else the tender will be treated as cancelled.
- 33.** In case services are not satisfactory, this office shall reserve the right to foreclose the contract.
- 34.** Bidder shall not sub-contract or permit anyone other than the company personnel to perform any of the services required by the Bidder. Service need to be provided only by the bidder.
- 35. Force Majeure:** The successful tenderer shall not be liable or deemed to be default of any delay or failure in performance stated herein resulting directly or indirectly from causes beyond his reasonable control. If the successful tenderer is prevented from performing their function due to fire, theft, earthquake, flood, accidents, riots, natural calamities, etc., the successful tenderer's liability ceases. Then both the parties shall discuss the course of action to be taken afterwards.

**36. Jurisdiction:** The court situated in Kozhikode City alone will have jurisdiction with regard to the Contract.

**UNDERTAKING**

I/We hereby offer our tender at the rates given in the enclosed Form -I duly filled in and signed by me/us and hereby also affix my/our signature(s) below this tender voluntary and full acceptance of all the terms and conditions of this tender, which shall be the agreement between the above tender calling authority and myself/us.

Signature of the Tenderer:

Name of the Tenderer / Firm:

Capacity in which signing:

Full address of the Tenderer with Seal

Place:

Dated:

**Form – I - Bill of Quantity**

S.N.	Description	Qty	Unit Rate	Amount (Rs.)
<b>A</b>	<b><u>Production</u></b>			
1	LED Wall skirting 12ft X 4ft X 2 Nos ( Cloth on metal frame )	2		
2	Back drop 36ft W X 12ft H (Cloth on metal frame)	1		
3	Console masking – Black 16ft X 4ft + 4ft X 4ft X 2 nos )	2		
4	Gift area masking (cloth masking with 2 leg+2 Trampoline to cover) - (Protection day before distribution)	2		
5	Podium 2 nos on Stage	2		
6	Podium branding 2 nos( Vinyl on foam sheet 3ft X 2ft )	2		
<b>B</b>	<b><u>Stage</u></b>			
7	36 Ft W X 20ft D X 3.5ft H	1		
8	Stage front skirting with black cloth ( 36ft X 4ft + 12ft X 4ft X 2 Nos)	1		
9	AV raiser 12ft X 8ft X 4ft H 2 Nos ( 640+192)	2		
10	Stage step at side of stage 2 Nos (big) 4ft W X 4ft H X 2 nos	2		
11	Stage step at back stage -2 Nos ( metal step 2ft w ) 4ft H X 2ft W X 2 nos	2		
12	Side stage masking- black cloth on metal frame (both sides) 9ft H X 5ft W X 2 nos	2		
13	Toilet area side masking with white cloth (50ft X 8ft )	1		
14	Hall partition with cloth on metal frame 150Ft.	1		
15	Side stage masking- black cloth on metal frame (both sides) (back of stage where side is visible approx 10ft X 12ft X 2 nos	2		
<b>C</b>	<b><u>Chair &amp; Table</u></b>			
16	Chair – Armless with cloth at hall	1200		
17	Chair – Armless without cloth at dining	200		
18	Registration name board in front of table	15		

S.N.	Description	Qty	Unit Rate	Amount (Rs.)
19	District name board for registration counter	15		
20	District name board in front of table for complement distribution counter	6		
21	Square Table with cloth for registration	30		
22	Square Table without cloth for dining, water & Console 30+4+10Nos	44		
23	Round table with cloth	30		
24	VIP Chair 20 Nos ( Cushion chair on stage )	25		
25	Chair arm (front row)	50		
26	Teapoy 4 Nos	4		
<b>D</b>	<b><u>Other elements</u></b>			
27	Air cooler on stage 2 nos	2		
<b>E</b>	<b><u>Internet Connectivity</u></b>			
28	Water dispenser 4 nos	4		
29	Water can 20 L 8 Nos	8		
30	Carpet (Red) at stage front from door to stage last (100ftX16ft W)	1		
31	Carpet for milma counter outside the hall 8ft X 8ft (Specify)-Marketing stall	1		
32	Internet Connection (Service Provider 1)	1		
33	Internet Connection (Service Provider 2)	1		
<b>F</b>	<b><u>Light</u></b>			
34	Lights (face light normal par 12 nos)	12		
35	Lights (LED par warm on back drop spot 12 nos)	8		
36	Lights (LED par warm on led skirting logo spot)	4		
37	Dimmer pack for face light	1		
38	Face lights T Sand	2		
39	Plug point	30		
<b>G</b>	<b><u>Sound</u></b>			
40	Top 2 nos on left & right ( 4 Top )	1		
41	Monitors 2 nos on stage front	2		
42	Side fill 2 nos back stage side	2		
43	Audience delay 2 Nos	2		

S.N.	Description	Qty	Unit Rate	Amount (Rs.)
44	Base 2Nos	2		
45	Mikes ( Podium mike 2, Cordless 2 nos & Cord 2 nos )	5		
46	Sound mixer 1 No (with Sound Engineer)	1		
47	Registration area extra sound box 1 No	1		
48	Registration area previous day lighting 3 nos	3		
<b>H</b>	<b><u>Audio visual</u></b>			
49	LED wall P2.5 (12 x 8 x 2)	2		
50	Stage monitor ( plasma TV 52" visual feed back )	2		
51	Creative for wall	1		
<b>I</b>	<b><u>Other Requirements</u></b>			
52	Generator 1 No - 62Kva for light, sound & LED wall(Diesel for 10Hrs including the test run)	1		
53	Generator 1 No - 34KV (Diesel for 10Hrs including the test run)	1		
<b>J</b>	<b><u>Camera &amp; Still</u></b>			
54	Still cam Sony DSLR ( copy of client lap top )	1		
55	Video 2 nos with recording facility including Audio	2		
56	5D with Glide and Gimbel	1		
57	Editing charge	1		
<b>TOTAL Amount (Exclusive of GST)</b>				
GST 18% of the total amount				
<b>Grand Total (Inclusive of all)</b>				