



All India Institute of Medical Sciences
(A Statutory body under aegis of Ministry of Health and Family Welfare, Govt. of India)
Sijua, Dumuduma – Post, Bhubaneswar (Odisha) -751019

AIIMS/BBSR

Date 24th Jan 2014

**Expression of Interest
From
Companies for Preparation of Inaugural Venue**

AIIMS Bhubaneswar will be inaugurate by VVIP in early February 2014 about 1500 to 2000 guests will congregate for this Mega events. Offers are invited from reputed firms/even management agencies for preparing the venue and surrounding areas near venue site for the inaugural ceremony.

Eligibility Criteria.

The agency should meet the minimum eligibility criteria:

- A minimum experience of five years in the field.
- Agency should have office at Bhubaneswar/Cuttack.
- Executed at least one event for VVIP and guest participation for more than 1000 numbers as audience with the following components in the event.
 - Preparation of Air Conditioned venue.
 - Preparation of stage for the VVIP.
 - Decoration of venue inside and outside.
 - Making of gates.
 - Provision of audio visual facilities.

Proposed work & Tentative specification/condition.

Details of tentative specification/condition are as per **Annexure 1**

Issue & Receipt of Offer.

The offer with relevant supported documents are to be submitted in sealed cover to Administrative Officer, AIIMS, Bhubaneswar on or before 1200 hrs on 3rd February 2014.

Evaluation Criteria

1. Short listing based on eligibility criteria of receipt EOI.
2. Selected Agencies will be invited for technical presentation and pre-bid meeting on 3rd Feb 2014 at 1430 hrs.
3. Price bid are to be submitted by the qualified short listed agencies after the pre-bid meeting on the requirement /bill of the qualities of the organisers within 48 hrs of issue of letter for price bid submission.
4. Selection will be based on lowest price bid.

(Administrative Officer)
AIIMS, Bhubaneswar

Tentative Specification & Condition

1. Good qualities tentage for accommodating 1500 to 2000 persons with seating arrangements with sofas on the first 4-5 row's , good quality chairs for 500 guests & rest good quality plastic chairs of one colour.
2. Preparation & decoration of stage, interior of venue and surrounding along with flower decorations.
3. Tentage should be provided with air condition facilities.
4. Proper barricading as per requirement.
5. Portable toilet for VVIP at suitable site as per user requirement
6. Audio visual facilities with podium and LCD/LED screens of large sizes inside venue.
7. Resting room for VVIP adjunct to the venue.
8. Preparation and decoration of gate at entrance of venue.
9. Fire proof material to be used as far as possible.
10. Proper Fire Safety arrangement to be provisioned.
11. Provision of Separate tentage adjacent to venue for catering purpose for VVIP along with other facilities.
12. The work should be as per SPG clearance.
13. The work should be executed on war footing basis and to be completed in all aspects with n 4 to 5 days from date of issue of work order.
14. Agency empanelled and short listed will be asked to provide price bid by e-mail followed by hard copy within 48 hrs.
15. The applicant submitted the EOI but not presented their bid on 3rd Feb 2014 will be out rightly rejected.
16. Shot listed /empanelled agencies will be required to furnish EMD of Rs 1lakh by DD or Pay Order in favour of AIIMS, Bhubaneswar payable at Bhubaneswar along with the price bid to be submitted in prescribed format .provided by AIIMS, Bhubaneswar to short listed agencies.
17. Agency are requested to visit the venue site at AIIMS, Bhubaneswar before submitting the price bid. Query if any will made to Chairman Event Management Committee/Medical Superintendent.
18. Director, AIIMS Bhubaneswar reserve the right to cancel all/partial tender bid without assigning any reason thereof.