



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स) कल्याणी
All India Institute of Medical Sciences (AIIMS) Kalyani
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक सांविधिकनिकाय)
(A Statutory Body under the Aegis of Ministry of Health and Family Welfare, GOI)
राष्ट्रीय राजमार्ग – 34, बसन्तपुर, सागूना, कल्याणी, ज़िला – नदिया, पश्चिम बंगाल - 741245
NH-34 Connector, Basantapur, Saguna, Kalyani, District Nadia, West Bengal 741245

EOI for Event Management & Refreshment Service for the 1st Convocation at AIIMS Kalyani

EOI No.612/MSOFFC/2/2025-O/o MS/ET-34

Date: 07.02.2025

No	Scheduled of Tender	Start Date & Time
1.	EOI No.	612/MSOFFC/2/2025-O/o MS/ET-34
2.	EOI Issue Date	07/02/2025
3.	EOI Submission Start Date	07/02/2025
4.	Last Date of Submission EOI	22/02/2025 5:00 PM
5.	Opening of Technical Part	22/02/2025 5:30 PM

All India Institute of Medical Sciences, Kalyani

Website: www.aiimskalyani.edu.in

DISCLAIMER

This EOI is not an offer by the All-India Institute of Medical Sciences, Kalyani, but an invitation to receive offer from bidders/firm/agency etc.

The output of this EOI is solely intended to understand the BOQ and scope of work **in details** by the bidders (via presentation) who are capable of conducting of PROTOCOL MANAGEMENT IN CASE OF VISIT BY THE PRESIDENT OF INDIA during the upcoming CONVOCATION 2025.

All inputs will be collated, discussed, filtered and based on these a final tender will be drafted AND **LIMITED TENDER WILL BE FLOATED AMONG THE QUALIFIED BIDDERS OF THIS EOI; AT THAT TIME OF LIMITED TENDER ENQUIRY, ONLY FINANCIAL BID WILL BE TAKEN.**

Notice Inviting EOI

All India Institute of Medical Sciences, KALYANI

Website: www.aiimskalyani.edu.in

AIIMS KALYANI is an Institute of National Importance. Along with the hospital, a full-fledged medical college & a nursing college are also functional.

First batch of MBBS students will leave AIIMS Kalyani after finishing their internship in the month of January 2025. The Institute needs to organize convocation for the passing batch of AIIMS Kalyani. The tentative date of the convocation is in the month of April 2025.

The Honorable **President of India** is expected to grace the occasion. The institute needs to organize the convocation befitting her stature.

Hence, Competent Authority of AIIMS Kalyani wants service provider to manage the event grandly.

Flow of the bidding process will be as follows:

QUALIFICATION CRITERIA:

A	Average Annual Turnover Certificate from the Chartered Accountant for last three financial years i.e., [2021-22, 2022-23, 2023-24]. (Average Annual turnover per year should be minimum Rs 3 Crore).
B	Relevant past experience of at least 1 Convocation Event management for similar Government Organizations like IIT/IIM/NIT or any other AIIMS etc. Necessary supporting document with work orders/Purchase Order, shall be enclosed with the bid document along with the satisfactory completion Certificate.
C	Relevant past experience of management of at least one Protocol Event visited physically by President of India/Prime Minister of India. Necessary supporting document with work orders/Purchase Order, shall be enclosed with the bid document.
D	The bidder must have Registered office in Kolkata.
E	The bidder has Minimum 7 years of work experience in event management.
F	The following documents must be provided. 1. PAN Card 2. GST Registration Certificate 3. All the annexures duly filled and attested.

If your company meets the above eligibility criteria and has the expertise to deliver appropriately for protocol management of this event, we encourage you to submit your EOI by 22nd Feb 2025.

DOCUMENTS TO BE SUBMITTED BY THE BIDDERS

1. Interested bidders **must visit the campus of AIIMS Kalyani** to understand the requirements as defined in the scope of work detailed below; however, the scope of work detailed in this document is not exhaustive and the bidder has full liberty to advise or suggest to conduct this event successfully; similarly, the internal committee also add/delete scope of work, as directed by competent authority.
2. AFTER VISIT, All the bidders should submit the following documents BY 22nd FEBRUARY 2025:
 - a. Documents to prove their credentials as per qualification criteria detailed above
 - b. List of BOQ as per their expertise to satisfy the **scope of work under each committee** as detailed below.
3. If bidders satisfy the qualifying criteria, procurement section will call QUALIFIED BIDDERS to PRESENT and DISCUSS the BOQ submitted by them under various committee.
4. Based on this discussion points, final tender will be drafted by Procurement Cell, AIIMS Kalyani AND **LIMITED TENDER WILL BE FLOATED AMONG THE QUALIFIED BIDDERS OF THIS EOI; AT THAT TIME OF LIMITED TENDER ENQUIRY, ONLY FINANCIAL BID WILL BE TAKEN.**

Scope & Specifications of Work under various committee:

This EOI is intended for providing Event management service during the Convocation Ceremony (for 1 day) Scheduled to be held in the month of April 2025 at ALL INDIA INSTITUTE OF MEDICAL SCIENCES KALYANI. The above work is of ad-hoc nature and not continuous work.

Competent authority has designated the following committee for successful conduct of this event.

Description Of Work under various committee
Invitation committee
To be suggested by the bidder with their expertise and in discussion with relevant committee appointed by the competent authority
Stage management committee
To be suggested by the bidder with their expertise and in discussion with relevant committee appointed by the competent authority
Reception and banner committee

<p>Standees (6ft by 3 ft: 2 nos; 5 ft by 2 ft: 6 nos) , Flex arch gate (6 ft by 6 ft: 1 nos, 10 ft by 6 ft: 1 nos, 30 ft by 30 ft: 1 nos), Streetlight hanging banners to decorate path to auditorium (4 ft by 2 ft: 100 nos), Illuminated Selfie point to be placed in Auditorium complex(10 ft by 6 ft: 1 nos), Photography point for photography and press meet (20 ft by 10 ft: 1 nos), Kiosks for reception (10 ft by 6 ft by 6 ft: 6 in nos.), Signages (3 ft by 2 ft: 50 in nos)</p>
<p>Academic procession committee</p>
<p>To be suggested by the bidder with their expertise and in discussion with relevant committee appointed by the competent authority</p>
<p>Seating arrangement committee</p>
<p>To be suggested by the bidder with their expertise and in discussion with relevant committee appointed by the competent authority</p>
<p>Certificates committee</p>
<p>To be suggested by the bidder with their expertise and in discussion with relevant committee appointed by the competent authority</p>
<p>Technical committee</p>
<p>Provision of high-quality microphones (wireless and wired), speakers, amplifiers, and mixers to ensure clear audio distribution. Visual aids including e-Podium, projectors and screens with appropriate brightness and resolution settings. Support for multiple presentation inputs, ensuring smooth transitions between speakers and content sources. On-site IT support to monitor network performance, address connectivity issues, and manage backup systems. Sufficient power backup solutions to mitigate any power disruptions. Pre-event testing and calibration of all systems. Clear communication channels among technical teams ensuring timely troubleshooting. Contingency measures ready for rapid equipment or network issue resolution.</p>
<p>External decoration committee</p>
<p>“Whole length scrolls banner” installation of IPD, OPD, Academic, Auditorium, Admin, Library which will cover the entire height of these 5 buildings. 1st Convocation 2025 and LOGO (8ft x 30ft) for photo shooting of graduates Led DISPLAY ZONE (60ft x 30 ft: 700 square foot area) at the junction point of academic, admin and IPD building.: Temporary walling for View cutter: to hide machine areas should be there Auditorium door decoration: natural floral Red carpet on floor</p>
<p>Campus beautification committee</p>
<p>Mobilization of temporary flowering plants and tree (transplantation). Cleaning of roads with removal of shrubs in islands and grounds. placement of seasonal / ornamental flowers along the boundary of the islands, including the ones near the gates Placement of adequate Use-me Dustbins (appropriate design) in and around Auditorium area. View cutter along the roadside (near the lake area)</p>
<p>Transportation and accommodation committee</p>
<p>Approximately 20 Vehicles will be hired for 48 to 72 hours; Vendor should be Registered Travel agency. Car will be hired for 48 to 72 hrs. Vendor needs to have some car as stand by. This is to support in case there is a</p>

breakdown of any car.

Car will be parked at AIIMS Kalyani during the hiring Period.

All pick-up and drop – at Kolkata Airport / Howrah Station (May change in some cases.)

Meter Reading will be – From pick-up to Drop.

Vendors need to quote the rent as per day charge and additional per kilometre charge (including fuel, all types of taxes, driver's expense and any others).

All types of payment including Driver's food and Toll tax has to be paid by the Vendor.

Previous experience of supplying vehicles in Govt. official programme will be preferred.

Vendor will have to change the vehicle and/or driver immediately in case of any complaint. No additional payment will be done for the changed vehicle.

Food and/or accommodation arrangement for the driver needs to be done by the vendor.

Vendee is not liable to provide food and/or accommodation for the driver.

Smoking or Tobacco / Pan-masala chewing inside the car is strictly prohibited during the hiring period.

All cars should be provided with good fragrance room freshener. One litre branded mineral water need to be served in car to the guest (Mandatory)

Drivers should have a valid driving licence.

Drivers should be able to communicate in Hindi or English Languages with the guests.

Hand-held mobile usage during driving should be avoided by the Driver. However, Bluetooth-connected phone calls may be attended.

Essential Requirement of vehicle:

All Vehicle should be Commercially Registered.

Make: Innova

Model: Crysta

Registration: Not more than 03 years old (i.e, Year - 2022)

Vendor should have valid timely car maintenance documentation.

Color - Metallic White / White / Metallic Silver / Silver (Preferably)

All vehicles must be clean both from outside and inside.

Vehicles must be odour free.

Driver should be groomed well and wear neat and clean dress.

Driver in Uniform will be preferred.

White seat cover will be preferred.

Press publicity, convocation advertisement

To be suggested by the bidder with their expertise and in discussion with relevant committee appointed by the competent authority

Security parking and fire safety committee

To be suggested by the bidder with their expertise and in discussion with relevant committee appointed by the competent authority

Memento, scroll, medal committee

To be suggested by the bidder with their expertise and in discussion with relevant committee appointed by the competent authority

Photography and screen display committee

Deployment of professional-grade cameras for capturing the event from multiple angles and places.

Adequate lighting arrangements to ensure optimal image quality during varied ambient conditions.

Post-event editing and archival services for both photographs and videos, delivering easily shareable formats within 2 calendar days.

Live Streaming:

Integration of a live streaming solution capable of handling multi-camera feeds with minimal latency.

Support for streaming to designated platforms with real-time monitoring and troubleshooting. Provision for redundant streaming paths to minimize downtime in case of technical issues.
Medical emergency committee
To be suggested by the bidder with their expertise and in discussion with relevant committee appointed by the competent authority
Help desk committee
Building of 3 nos. Stall, with fans, light etc.: The size of the stall should be approximately 16* 10 feet. The three sides of the stall and roof to be covered with a good quality cloth and able to protect from heat like BSF tent. Ecofriendly Signage of helpdesk: 03 nos Signage - Institute Map showing the location of buildings, way to reach auditorium, emergency, canteen, pharmacy, parking area, food etc: 5 nos Tables (2ftx5ft): 6 Chairs: 16 Table cloth: 6 Emergency kits: 3 Water bottle: 200 Provision of food: 15 packets 8 charge points , with multipin plug facility: 1 at each help desk E-vehicle for transport within campus transport: 1 at each help desk Telephone / mobile for communication as well as for emergency contact/ help needed Big size dustbins: 6 nos

The above Scope of work is not final. This is the overview of the event. However final scope of work shall be prepared based on the EOIs and Presentation of the bidders.

Instructions for the Bidders / The service providers:-

1. Bidders shall refer the following website for downloading the EOI documents and participation in the e-tender:
 - a. website of AIIMS Kalyani: www.aiimskalyani.edu.in,
 - b. CPPP: www.eprocure.gov.in,
 - c. e –Tendering Portal of AIIMS, Kalyani: <https://aiimskalyani.ewizard.in/>
2. **The complete bidding process is online.** Bidders should be in possession of valid digital Signature Certificate (DSC) of class II or III for online submission of EOI.
3. Prior to bidding DSC need to be registered on the website mentioned above.
4. For any assistance for e-bidding process, if required, bidder may contact to the helpdesk:
 - a. **Mr. Saikat Pal (09355030620)**
 - b. **Mr. Sk. Tariq Anwar (09355030608)**
 - c. **Helpdesk-01149606060,**
 - d. **E-mail ID for mailing communication:**
eprochelpdesk.38@gmail.com ,
eprochelpdesk.35@gmail.com ,
ewizardhelpdesk@gmail.com
5. Tenderer/Bidders are advised to follow the instructions provided in the 'Instructions to the service providers/ Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at www.eprocure.gov.in & website of AIIMS, Kalyani at www.aiimskalyani.edu.in.
6. Bid documents may be scanned **with 100 dpi with black and white option. NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING TENDER.**
7. **Submission of Tender:**

The EOI shall be submitted Online in one part, viz., technical part. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Fax/email/physical copy shall not be considered. No correspondence will be entertained in this matter.

- I. The tenderers may submit tenders for all the items/tests mentioned to cover tender procedure as per Rule. Tenderers are advised to note the qualification criteria specified in the tender document to qualify for award of the contract.
- II. Tender document can be downloaded in e-Procurement portal at: www.eprocure.gov.in & website of AIIMS Kalyani at www.aiimskalyani.edu.in

- III. Tenderers/bidders can download tender document from the above address.
- IV. Tenders of only those Tenderers who fulfill the Terms and conditions of this tender will be considered for evaluation. The tender will undergo evaluation at every stage of processing and any tenderer found at any stage, not in conformity with the stipulated tender conditions including specification / found to be having defective and incomplete documents will be rejected.
- V. Interested eligible Tenderers may obtain further information from the Procurement Section, AIIMS, Kalyani, via e-mail at e-tender@aiimskalyani.edu.in, **provided that such request is received not later than 7(seven) days prior to the deadline for submission of bids.**
- VI. Corrigendum/ Addendum/ Modifications/ corrections/ pre-bid meeting proceedings if any will be published in the website only. Bidders/ tenderers can access tender documents on the website, fill them and submit the completed tender document into electronic tender on the website itself.
- VII. The tenderer should upload the documents as mentioned in Minimum Qualification Requirements in Technical bid otherwise the tender will be treated as rejected.
- VIII. The bidders are requested to download & upload the documents as early as possible. The Institute is not responsible, if the bidders are not able to access on the last day of submission due to simultaneous access of the website by many bidders or due to network jam etc.
- IX. The other details can be seen in the tender document.
- X. The Tender Accepting Authority reserves the right to accept/reject/cancel the EOI partially or fully without assigning any reason at any stage of processing.
- XI. EOI containing erasures, alternations and overwriting of the tender documents are liable to be rejected. Any corrections made by the bidder in the entries must be attested by him and should be clearly legible.
- XII. Canvassing in connection with tender is strictly prohibited and the tenders submitted by the bidders who resort to canvassing will be liable to rejection.
- XIII. Along with all the required documents, bidders have to submit all the annexures as prescribed below.

Annexure-1

Declaration by the Bidder:

ANNEXURE-1

Details/Profile of Bidder

Sl. No.	Particulars	Details
1.	Name of the proprietor / Registered Firm / Company concern	
2.	Address of concern (with tel. no. Fax and Email)	
3.	Name and address of the partners / directors/ (with Mobile no.) (in case of firm / company)	
4.	Permanent Account No. (PAN)	
5.	Goods and service tax Registration No.	

1. I/We have downloaded the tender from the internet site and I/We have not tampered/modified the EOI documents in any manner. In case the same is found tampered/ modified, I/We understand that my/our offer shall be summarily rejected and I/We are liable to be banned from doing business with AIIMS Kalyani and/or prosecuted as per laws.
2. I/We have read and fully understood all the terms and conditions contained in EOI document regarding terms & conditions of the contract& rules and I/we agree to abide them.
3. The bidder should not have been blacklisted before at any government organisation/institute etc.
4. The bidder should not be prosecuted by any court of law defaulter for any Bank/Financial organization etc.

Place:-

(Signature of Bidder with seal)

Date:-

Name:

Seal:

Address:

Annexure-2

WORK EXPERIENCE

Relevant past experience of at least 1 Convocation Event management for similar Government Organizations like IIT/IIM/NIT or any other AIIMS etc.

Sn no	Name of the Client	Order No./agreement date	AMOUNT	Performance rating (Excellent/ Good/Satisfactory)	Remarks
1.					Copy of Work Orders and the work execution / completion certificate from the client end pertaining to the mentioned works are to be submitted.
2.					
3.					

Relevant past experience of management of at least one Protocol Event visited physically by President of India/Prime Minister of India.

Sn no	Name of the Client	Order No./agreement date	AMOUNT	Performance rating (Excellent/ Good/Satisfactory)	Remarks
1.					Copy of Work Orders and the work execution / completion certificate from the client end pertaining to the mentioned works are to be submitted.
2.					
3.					

Authorized Signatory

Name:

Designation:

Date:

Place:

Annexure-3

AVERAGE ANNUAL TURNOVER

The bidder's average annual turnover during the last three consecutive financial years 2021-22, 2022-23 and 2023-24 should not be less than Rs. 3 Crores (Rupees two crores only).

Financial Year	CA Certificate with UDIN (Yes/No)	Annual Turnover (Figure in Rs.)	Remarks
2021-22			Certificate issued by a Practitioner Chartered Accountant with UDIN should be submitted with this Annexure
2022-23			
2023-24			
AVERAGE ANNUAL TURNOVER:			

Authorized Signatory

Name:

Designation:

Date:

Place: