



भारतीय पैकेजिंग संस्थान
Indian Institute of Packaging

An autonomous body under the Ministry of Commerce & Industry, Govt. of India

Admin Dept.
Reg. No. outward no.63
Date. 23/11/2021

Tender Notice No: IIP/HO/Mumbai/Admin/Tender/18/2021

Dated: 23/11/2021

Tender for various Set up arrangements for Annual Convocation Ceremony 2021 as per Annexure I & II

Sealed tenders as per two bid system – technical & financial bid in separate sealed envelopes are invited from reputed Contractors / Agencies for the various set up arrangements for Annual Convocation Ceremony 2021 as per Annexure I & II.

Fabricated metallic super structure of Hanger with air condition facility

Indian Institute of Packaging (IIP) an autonomous body under Ministry of Commerce & Industry, Government of India, invites online bids (Technical bid and Commercial bid) for pandal and other set up arrangements as per Annexure I & II for IIPs' Annual Convocation Ceremony to be held in December 2021.

Last Date of receipt of Tender: 30th November, 2021

Opening of Tender: 3rd December, 2021

Asst. Director (GA & IT)



ABOUT THE INSTITUTE

Indian Institute of Packaging (IIP) is an autonomous body under the administrative control of the Department of Commerce, Ministry of Commerce & Industry, Government of India. Indian Institute of Packaging (IIP) engaged in Research and Development, imparts Post-Graduate Education Programme in Packaging Technology, undertakes testing and evaluation of packages, consultancy etc. IIP also offers large number of short term and long-term professional courses for junior, middle and senior level executives for the executives/Officers of Govt. as well as Corporate Sectors. It also organizes National/International Seminars and Conferences in the field of Packaging.

SCOPE OF WORK

The perspective bidder should be in a position to undertake the job as per the given specifications and complete the work within the prescribed time schedule. Indian Institute of Packaging (IIP) invites quotations from reputed Stand Construction / Event / fabrication & Audio-Visual Agencies for Structural set up & various other arrangements for IIPs' Annual Convocation Ceremony at IIP-Mumbai. The event area should contain a minimum area of 1000 sq. mtrs with detailed requirement as mentioned in Annexure-I. The structure should be of international standards with all necessary amenities as required.

ANNEXURE-I

1. Schedule of Requirement:

The pavilion should contain:

- Aluminium Hanger Structure with minimum size of 45X24mtr, fire proof and water retardant with required permissions for set up
- Air Conditioning for hanger area with sufficient cooling for 500 pax (7.5/8ton each)
- Strong Wooden Platform covering the event area with minimum size of 45X24 mtr, with required permissions for set up
- Stage with carpet for ceremony 40 X 20X5 feet covered with ceiling.
- Carpeting for area 45X24mtr
- Head Table with cover & frill on stage & VIP chairs 7-8 nos.
- Podium: 2 nos. with branding (2X4ft) printed on sun board / vinyl
- Pagoda Set up - 2 nos. with fascia
- Cloth Partition outside area with approx. 300 running feet.
- Bright illumination & General Lighting (over 40 Metal halide).
- Chairs with covers: 500nos.
- 2-seater Sofas with cover: 16 along with centre tables
- Tables for display of mementoes / medals as well as for refreshment
- Cleaning of area pre and post event
- Generator 125KVA: as per requirement
- Cabling for Generator
- Box Gate fabrication; flex printing and mounting 1 no. (20 X 14 X 3)
- Hoardings 2 nos. (12 X 10 ft)
- Standee banner 4 nos. (4.5 X 10 ft)
- Sponsor branding display (12X10) with frame on flex
- Lamp (Samai) and other arrangements for lamp lightening ceremony
- Plants & floral decoration on stage
- Pedestal Fans (20 nos.)
- Temporary Chemical Toilets directional signages (4 nos.)
- Jute Carpet on Road outside area (approx. 500 sq. mtrs.)
- Registration counters on wooden platform in Octonorm/ maxima system for 8X3 mtrs. with partition, fascia name and queue managers.
- All statutory permissions & licenses deemed to be necessary.

ANNEXURE-II

- Technical Requirement of Audio-Visual Equipment.

Particulars	Quantity	Days
VIDEO:		
LED Wall 40 X 10 ft	1	1
Wooden raiser for mounting of LED Wall (as above)	1	1
Watchout software for projection	1	1
Laptop	2	1
Seamless Switcher	1	1
Remote Mouse / clicker	1	1
Monitor and Plasma screens	5	1
SOUND SYSTEM		
Hi Fi Professional sound system with JBL VRX932.8 speakers & 4 base with Digital Mixer preferable Yamaha LS9, Crown Amplifier & DBX Equalizer.	1	1
Additional feedback controllers & DI Boxes	1	1
Lapel Mics	2	1
Goose Neck Mics for Podium	2	1
Cordless Hand Mics	2	1
Vocal mics with small and big stands	2	1
SLV Console with frame & black cloth masking 12 X 4ft	1	1

LIGHTS		
LED Lights	30	1
Dimmer Pack	1	1
Smoke Machines	2	1
Follow Spot	1	1
Par Cans	20	1
Genset 125KVA	1	1
Video Shooting & Photography (full day)	1	1
Walkie Talkies for communication	6	1
Obtaining all statutory permissions & licenses deemed to be necessary.	A/A	1