

VAIKUNTH MEHTA NATIONAL INSTITUTE OF COOPERATIVE MANAGEMENT, PUNE – 411 007

Request for Quotation (RFQ) for Empanelment of Vendor for Event Management of Institute

Vaikunth Mehta National Institute of Cooperative Management (VAMNICOM), Pune is an apex premier National Institute under Ministry of Cooperation, Govt. of India. The Institute caters to management development needs of various Cooperative Organizations, Government Departments and other National bodies through Training, Education, Research and need based Consultancy services as per requirement of stakeholders.

2. Institute frequently needs services of professional event management companies / NGOs and other organizations for managing the various events as detailed below:

- a) Convocation every year for students of Post Graduate Diploma in Management – Agri Business Management (PGDM-ABM)
- b) National level SPARDHA events on cultural activities for the students of PGDM-ABM every year
- c) Convocation for the participants of Post Graduate Diploma in Cooperative Business Management (PGDCBM)
- d) Inaugural function of PGDM-ABM and PGDCBM courses
- e) Foundation Day Celebration
- f) Cooperative Week Celebration
- g) Independence Day and Republic Day celebrations
- h) Other functions as per the requirement of the stakeholders of the Institute

3. For smooth management of various functions / events of the Institute at competitive cost, the Institute seek Request for Quotations (RFQ) from local Pune based vendors / event management company / firm / NGOs for the following services :

Sr. No.	Particulars of services	Description of services
1	Banner preparation	Main Entry Gate No. 1 : size 3 x 6
		Welcome Banner – Gate No. 2 : 5 x 6 feet
		Standee at Receptions and Entry Gate
		Standee in Auditorium and Entry Gate
		Jubilee Hall
		Fitting charges of banners
2	Audio Visual Aid	LED side wings
		Plazma 40"
		Live streaming set up
		Two Cameras for Live set up
		Powered speakers
		Microphone Mixers
		Projection Screen
		Cordless Mic

		Dynamic Mic
Sr. No.	Particulars of services	Description of services
3	Cooling and Additional power back up	Tower AC with installation charges
		Gen set 45 KV
		Gen set 65 KV
		Air Purifiers
Sr. No.	Particulars of services	Description of services
4	Photography	Goal Post for Photographs
		Backdrop for Photographs
		Shed for photographs 30 x 20
		Photography (S/H copy)
		Videoshooting
5	Furniture	VIP Chairs with cushions
		Maharaja chairs for stage
		Sofa set
		Pla Cards
6	Light Decoration	Lighting of Building with facade light
		Lawn
		Entrance Gate
		Lighting of Building with traditional electrical tubes
7	Exhibition material	Pagoda of different size
		Carpeting in Shivneri Auditorium
		Exhibition Booth of different size
		shade clothes fencing per meter (with different height/width)
8	Other Need based decoration requirement (to be quoted by vendors with examples that is not mentioned above)	
9	Agency Fees	

4. Instruction for providing quotations:

4.1 The vendors / event management company / firm / NGOs should submit complete information about their profile in the following format :

Sr. No.	Particulars	Information
1	Name of the vendors / event management company / firm / NGOs	
2	Postal Address	
3	Telephone No.	
4	Mobile No.	
5	Email Address	
6	List of the existing Institutions / Govt. Organizations where they are providing event management services with documentary proofs	
7	PAN No. of the company	
8	Shop Act license of the company	
9	GST No. of the company	

4.2 The vendors / event management company / firm / NGOs should submit their quotations as per prescribed format mentioned at Sr. No. (3).

Sr. No.	Particulars of services	Description of services	Quotations per items (in Rs.)
1	Banner preparation	Main Entry Gate No. 1 : size 3 x 6	
		Welcome Banner – Gate No. 2 : 5 x 6 feet	
		Standee at Receptions and Entry Gate	
		Standee in Auditorium and Entry Gate	
		Jubilee Hall	
		Fitting charges of banners	
2	Audio Visual Aid	LED side wings	
		Plazma 40"	
		Live streaming set up	
		Two Cameras for Live set up	
		Powered speakers	
		Microphone Mixers	
		Projection Screen	
		Cordless Mic	
		Dynamic Mic	

Sr. No.	Particulars of services	Description of services	Quotations per items (in Rs.)
3	Cooling and Additional power back up	Tower AC with installation charges	
		Gen set 45 KV	
		Gen set 65 KV	
		Air Purifiers	
4	Photography	Goal Post for Photographs	
		Backdrop for Photographs	
		Shed for photographs 30 x 20	
		Photography (S/H copy)	
		Videoshooting	
5	Furniture	VIP Chairs with cushions	
		Maharaja chairs for stage	
		Sofa set	
		Pla Cards	
6	Light Decoration	Lighting of Building with facade light	
		Lawn	
		Entrance Gate	
		Lighting of Building with traditional electrical tubes	
7	Exhibition material	Pagoda of different size	
		Carpeting in Shivneri Auditorium	
		Exhibition Booth of different size	
		shade clothes fencing per meter (with different height/width)	
8	Other Need based decoration requirement (to be quoted by vendors with examples that is not mentioned above)		
9	Agency Fees		

5. The Processing fee of Rs. 500/- (non-refundable) will be paid to the Institute through NEFT as per bank detail given below:

Name of the Bank	The Saraswat Cooperative Bank Ltd.
Name of Account	Director, V.M. National Institute of Cooperative Management
Account No.	110200100001763
Nature of A/c	Savings
IFSC Code	SRCB0000110
Branch with address	VAMNICOM Branch, University Road, Pune – 411 007

The vendor should mention NEFT detail of processing fee. Institute will not consider RFQ of any vendor without processing fee.

6. The last date for submission of the sealed quotation is **23rd September, 2022 upto 5.00 pm**. The sealed quotations must be received physically in the Institute through special messenger or courier or by POST on or before 23rd September, 2022. The sealed quotations should be addressed to “The Registrar, Vaikunth Mehta National Institute of Cooperative Management, Savitribai Phule Pune University Road, Pune – 411 007”.

7. The period of empanelment will be initially for one year. The contract will be renewed yearly on satisfactory performance for a further period of 3 years

8. The empanelled Event Agency / Vendors are required to pay Security Deposit of Rs. 25,000/- (Rs. Twenty Five Thousand Only) before the issue of work order for empanelment by the Institute.