# KANNUR INTERNATIONAL AIRPORT LTD (KIAL) NOTICE INVITING TENDER (SHORT TENDER NOTICE) 

1. Sealed item rate tenders are invited by KANNUR INTERNATIONAL AIRPORT LTD (KIAL), REGISTERED OFFICE, PARVATHY TC 36/1, CHACKA NH BYPASS, THIRUVANANTHAPURAM 695 024, KERALA, INDIA by Managing Director, KIAL on behalf of KIAL Board, KIAL under two Bid systems from firms who have successfully carried out at least two similar work during the last five years for the work of "Construction of Kannur International Airport - Trial Landing Sh: Organising function through event management" at an estimated cost of INR 28,95,199/-, with period of completion of 07 (seven) Days. Tenders will be issued to the eligible applicants from 21 January 2016 to 25 January 2016. Similar work means a major public event such as foundation stone laying/inauguration etc. attended by Union Cabinet Minister/Chief Minister or above with a considerable gathering.
2. The main scope of work covers providing and establishing a stage of size $100^{\prime} \times 40^{\prime}$ to accommodate 60 VIPs/VVIPs, pandal of size 300'x150' to accommodate minimum 5000 guests in the hall along with associated facilities as given below.
3. Power

## 6. VIP/VVIP rooms

2. Light
3. Snacks/refreshments/etc
4. CCTV
5. Chairs
6. Toilets
8.Backdrops cloth/ higher quality degradable
7. Advertising through electronic $\&$ other media
8. Brochure/Thalapoli/Arches/etc
9. Tender forms will be issued to those firms who produce certificate from clients of having satisfactorily completed two similar work during last five years ending on 31-12-2015.
10. Application for issue of tender document shall be submitted up to 25 January 2016 on all working days along with Earnest Money Deposit (EMD) of Rs.58, 000/- in form of Demand Draft issued by nationalized/scheduled Banks only in favour of Kannur International Airport Limited, payable at Thiruvananthapuram. The tender forms shall also can be downloaded from KIAL website www.kannurairport.in.
11. The tender shall be submitted in two separate sealed envelopes, one for the Technical Bid ('A') and one for the Financial Bid ('B') (which should be clearly

super scribed on the envelopes). Both the sealed envelope 'A' \& 'B' should be kept in another separate envelope. The completed tender documents will be received till 11.00 hrs on 27 January 2016 and Technical bid shall be opened on the same day at $\mathbf{1 1 . 3 0} \mathbf{~ h r s}$ and Financial Bid shall be opened on $\mathbf{1 5 . 3 0} \mathbf{~ h r s}$ on 28 January 2016.
12. KIAL reserves the right to accept or reject any or all application without assigning any reason.
13. If at any stage, any information/documents submitted by the applicant are found to be false, the agency shall be liable for debarment from tendering in KIAL, apart from taking any other appropriate / legal action and also forfeiting the EMD.
14. For any clarification contact the Managing Director, Kannur International Airport Ltd (KIAL), Registered Office, Parvathy TC 36/1, Chacka NH Bypass, Thiruvananthapuram 695024, Kerala, India, managingdirector@kannurairport.in. Tel:Off:+91-471-2508668,+91-471-2508669 Fax:(0471)2508669


# KANNUR INTERNATIONAL AIRPORT LTD. 

REGISTERED OFFICE, THIRUVANANTHAPURAM 695024

## TENDER DOCUMENT

## FOR THE WORK OF

Construction of Kannur International Airport - Trial Landing

Sh : Organising function through event management

## Notice Inviting Tender

(This NIT contains $\underline{15}$ pages serially numbered)


# Kannur International Airport Limited 

REGISTERED OFFICE, THIRUVANANTHAPURAM 695024

(Tel:Off:+91-471-2508668,+91-471-2508669 Fax:(0471)2508669)
Website: www.kannurairport.in
Date: 20 January 2016

Notice Inviting Tender for the work of Construction of Kannur International Airport - Trial Landing - Sh: Organising Function Through

## Event Management.

Kannur International Airport Limited (KIAL) invites sealed item rate Tenders on behalf of Managing Director, KIAL under two Bid systems for the work of Construction of Kannur International Airport - Trial Landing - Sh: Organising function through event management scheduled during the first week of February 2016 at airport site Mattannur, Kannur. The tender notification can be also downloaded from the website "www.kannurairport.in". The tender bids duly filled in all respect enclosing necessary documents shall be addressed to The Managing Director, Registered office, Parvathy TC 36/1, Chacka NH bypass, Thiruvananthapuram 695 024, Kerala, India so as to reach on or before 11:00 Hrs on 27.01.2016 OR the tender may be dropped in Tender Box placed at Registered office Kannur International Airport Limited (KIAL) at Thiruvananthapuram. Last date of receipt of application for issue of Tender Document shall be 25 January 2016.

The technical bid will be opened at 11:30 hrs on 27.01 .2016 by the KIAL Officials in the presence of tenderer who may wish to be present, either by themselves or through their authorized representatives. The financial bids of technically qualified bidders shall be opened at 15:30 hrs on 28.01.2016 in the Registered office of KIAL at Thiruvananthapuram in the presence of technically qualified bidders who may wish to be present, either by themselves or through their authorized representatives.

The technically qualified bidders will be intimated through phone/email.

Earnest Money deposit required: Rs. 58,000/- in the form of Demand Draft favouring Kannur International Airport Limited payable at Thiruvananthapuram.

Last date for receipt of tender: up to 11.00 hrs on 27.01.2016
Date of opening of Technical Bid: at 11.30 hrs on 27.01.2016
Date of opening of Financial Bid: at 15.30 hrs on 28.01.2016

1. KIAL proposes to invite tenders under two bid systems for the work Construction of Kannur International Airport - Trial Landing - Sh: Organising function through event management during the first week of February 2016 or any other nearby date. The tender shall be submitted in two separate sealed envelopes, one for the Technical Bid (as per Annexure ' $A$ ' \& ' $A 1$ ' enclosed) and one for the Financial Bid Annexure ' $B$ '( which should be clearly super scribed on the envelopes). Both the sealed envelope ' $A$ ' \& ' $B$ ' should be kept in another separate envelop.
2. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be rejected.
3. No paper shall be detached from the tender.
4. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted strictly in accordance with the instruction laid down herein: otherwise the tender is liable to be rejected.
5. The tender is liable to be rejected if complete information is not given therein, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in. Rates for all items should be quoted.
6. The tender must be addressed to The MANAGINIG DIRECTOR, KANNUR INTERNATIONAL AIRPORT LTD (KIAL), REGISTERED OFFICE, PARVATHY TC 36/1, CHACKA NH BYPASS, THIRUVANANTHAPURAM 695 024, KERALA, INDIA and should be deposited in the Tender Box on or before 27.01.2016 at 11:00 hrs. The fender bids received after the due date of 27.01 .2016 will not be accepted and considered. The Technical bid will be opened by the KIAL Officials on 27.01.2016 at


11:30 hrs at the Registered office at Trivandrum in the presence of tenderer who may wish to be present, either by themselves or through their authorized representatives.
7. KIAL shall in no way be responsible for any default with regard to any statutory obligation and the vendor/Contractor will indemnify KIAL in case of any damage or liability, which may arise on account of action of any reason.
8. All firms are required to submit Earnest Money Deposit (EMD) of Rs.58, 000/- in form of Demand Draft issued by nationalised/scheduled Banks only in favour of Kannur International Airport Limited, payable at Thiruvananthapuram.
9. Offers received without earnest money (EMD) or with earnest money less than the amount specified above shall be summarily rejected.
10. The Earnest Money deposit of unsuccessful bidders will be returned within one week from the date of opening of bids.
11. Tenderer must have successfully carried out at least two event attended by VVIP's like Union Ministers/Chief Minister or above etc. during the last five years for which the tenderers shall submit a client certificate of such event conducted as proof along with technical bid in Envelop 'A'.
12. Tender shall be accompanied by the relevant documents including "A list of organizations where the agency has currently provided/ has rendered the similar services" which shall be submitted in Annexure A.
13. The full \& final payment shall be made after providing the necessary services based on certification by the concerned department after deducting shortcomings if any.
14. The service provider shall ensure that he himself or his authorized representative is available for any negotiation or discussion at the venue free of cost.
15. The offer will be valid for the above said services for a period of 30 days as incorporated in the tender document. This should be strictly adhered to.
16. The schedule of items/services is required as per Annexure ' $B$ ' and the evaluation of bid will be on the basis of total bid value. The rate quoted shall be inclusive of loading, unloading, transportation, all taxes and duties as applicable as on date. Nothing extra will be paid to the agency in this regards.
17. The rates quoted should be on FIRM \& FIXED basis.

18. Item wise Price may be quoted at Annexure ' $B$ ' only for the services mentioned at Annexure ' B '. The required services is to be provided during first week of February or any nearby date.
19. The Work Order shall be issued by Managing Director, KIAL, Registered Office Thiruvananthapuram and service shall be arranged by the agency.
20. The agency should be registered with VAT, Income Tax, service tax authorities etc. and to enclose the copies of the relevant certificate along with the technical bids.
21. Final stage with all the installations (hanger, stage ,carpeting, back drop, chairs, speakers, podium with mike, lightings, back drop, side wings and all banners, plaque, green room should be ready at least 18 hours before the function, failing which penalty will be imposed as decided by the Authority. The decision of KIAL in this regard will be final and binding on the agency.
22. KIAL reserves the right to amend, modify or to reduce the scope of work for which rate shall be worked out on pro rata basis for items available in the schedule and market rate for extra items. KIAL can delete any item from the scope of work as per the site requirement for which no extra claim will be entertained.
23. KIAL reserves the right to accept or reject any or all application without assigning any reason.
24. If there is any change in the program date, the same shall be intimated to the agency well in advance.

## 25. Envelope A shall contain

1. EMD in the form of crossed DD for Rs. $58,000 /$ - in favour of Kannur International Airport Ltd. Payable at Trivandrum.
2. Annexure ' A ' - Technical Bid
3. Annexure 'A1' - Undertaking by the Tenderer
4. Envelope ' B ' shall contain
5. Annexure 'B' -Duly priced Schedule of Quantity, signed \& sealed
6. Envelope 'A' \& 'B' should be put in a separate envelope and superscripted "Tender for the work of Construction of Kannur International Airport - Trial Landing - Sh: Organising Function through Event Management".


Managing Director, KIAL

## TECHNICAL BID

Name of the Agency $\qquad$

Name of the authorized person (who signs on the tender document)
$\qquad$

Address of the Agency $\qquad$

Phone No.
(Mob.) $\qquad$ Fax. $\qquad$

Official email id: $\qquad$

Eligibility Criteria for Selection:

| SI <br> No. | Particulars |  | Proof Required |
| :--- | :--- | :--- | :--- |
| 1 | List of Events Conducted <br> including list of organisations <br> (Minimum Two Events <br> attended by Union Ministers/ <br> Chief Minister etc. during the <br> last five years). | Copies of the Work <br> Orders and client's <br> completion certificate <br> should be attached. |  |
| 2 | Registration with Service Tax <br> department (Should be <br> Registered) | Registration <br> no..................... Validity <br> upto....................... | Copy of Service Tax <br> Registration should <br> be attached. |



| 3 | Details of EMD (EMD of Rs. $58,000 /$ - required in the form of DD) | DD amount Rs. $\qquad$ <br> DD No. $\qquad$ <br> Dated. $\qquad$ <br> Issuing Bank. $\qquad$ <br> Payable at. $\qquad$ | Original DD of Rs. $58,000 /$ - in favour of Kannur International Airport Ltd. payable at <br> Thiruvanathapuram should be attached along with technical bid. |
| :---: | :---: | :---: | :---: |
| 4 | Registration with Income tax department | PAN <br> No. $\qquad$ | Copy of the PAN Income Tax authorities. |

## Name of the authorized signatory:

Name of the Company /Firm with seal:

Contact No.:


## Important instruction for the tender:-

a) The bidder should submit atleast two completion certificates from client for conducting Union Ministers/ Chief Minister events to support along with date of completion.
b) Hanger and Stage with all the installations (carpeting, back drop, chairs, speakers, podium with mike, lightings, back drop, plague, side wings and all banners, green room) should be ready on or before 18 hrs of the programme date except for flowers decorations etc. which shall be completed latest by 3 hrs before the function time.
c) A mock drill with full arrangement will be conducted by KIAL 24hrs before the function.
d) All Government approvals required for conducting such function to be obtained by the successful bidder within his quoted rate. No extra claim will be entertained in this regard.

Note:
a) The date of the event will be informed in the award letter.
b) Event Management firm shall depute technically qualified executives to coordinate the job with KIAL team.
c) For items mentioned in SOQ, the bidders must ensure the required quality, materials, dimensions \& other parameters and quote accordingly. In case if any items are not quoted, rate for the same shall be considered as zero and the item shall be executed as per tender condition at Nil cost. No payment, claims for such items shall be entertained.
d) All the major items like chairs, teapoy, food packet, bouquet, stage flower arrangement etc. sample e to be got approved before whole quantity supply.

## Contractor's Signature



## To

The Managing Director,
Kannur International Airport Limited,
Reg.Office:'Parvathy'.TC 36/1
NH.Bypass,Chackai
Thiruvanathapuram-695024

## UNDERTAKING BY THE TENDERER

I have carefully gone through the various terms and conditions mentioned in the tender document for the work of Construction of Kannur International Airport - Trial Landing Sh: Organising function through event management and I agree to all the terms and conditions and offer to organize the function at Airport site, Mattannur, Kannur. I am making this offer after carefully reading the terms and conditions including schedule of quantity and understood the same. I have acquainted with all the tasks required to be carried out, before making this offer. I hereby sign this undertaking as a token of our acceptance of various conditions mentioned in tender document.

Place: $\qquad$
Dated: $\qquad$
Name \& Signature of Contractor Address:
$\qquad$

Company seal .



| SI.No | Brief Details of Arrangement | Quantity | Unit | In figure |  | Amount(Rs) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 6 | Providing and keeping in position plastic moulded chairs (without arm ) of preferably same colour inside the pandal for public. Area to be segregated and arranged accordingly | 4000 | nos |  |  |  |
| 7 | Flower arrangements for the front line of the stage platform with natural flowers as per the directions of Engineer-in-charge | 90 | ft |  |  |  |
| 8 | Provision of natural Bouquets for facilitation as per the directions of Engineer-in-charge | 100 | nos |  |  |  |
| 9 | Arranging program compere having knowledge in Malayalam,Hindi and English etc., including preparation of script approved by KIAL and a rehearsal to be performed before the function as per the directions of Engineer-in-charge | 1 | nos |  |  |  |
| 10 | Providing light and high quality sound arrangement with adequate watts sound system including sound mixer,cordless mike( 4 nos) podium mike ( 2 nos).stand mike ( 4 nos), lapel mike ( 2 nos),LED PAR- 35 nos for stage and dome, PAR-64-30 nos for stage .Serial lights - 1000 sets, metal halogen (40nos) etc. as per the directions of Engineer-in-charge | 1 | job |  |  |  |
| 11 | Providing and Fixing Unveiling plaque material(1no in 2 languages) (Malayalam \& English) size $2.5 \mathrm{ft} \times 4.5 \mathrm{ft}$.each made of black granite 18 to 20 mm thick with PVC sticker, with computer generated golden colour paper words for the text and fixing the same on unveiling platfom of suitable size housing granite stones side by side. Granite decoration of unveling platfrom with suitable cloth etc. as per the directions of Engineer-in-charge(Mounting shall be done with single stable wooden frame work with 1 foot (300 mm ) pedestal at the bottom and drapery rod at the top for curtain movement. Curtain cloth shall be of velvet or silk satin in either Golden Yellow, Cherry Red or Navy Blue colour, It should be properly secured and hanged from drapery rod with arrangement for opening and closing manually with string or automatically by remote control, In case of remote control system, alternative mechanical arrangement is to be made as a stand by remote control system, alternative mechanical arrangement is to be made as a stand by | 1 | job |  |  |  |
| 12 | Providing and fixing back drop using digital printed cloth including printing logo/designs and lettering etc. (matter will be given by KIAL) with required frame work approximate size $90^{\prime} \times 12^{\prime} \mathrm{ft}$ as per the directions of Engineer-in-charge | 1080 | Stt |  |  |  |







