

Ref: IITH/DSO/SA/2024-25/002

Date: 22 Jan 2025

The Director, Indian Institute of Technology Hyderabad invites applications from the interested vendors/firms for providing various services for the student's activities organised on the Institute campus for a period of one year and will be extended based on the performance and requirement of the Institute. The Institute plans to have at least 12 events during a calendar year, the complete details of the events will be shared with the interested bidders after the registration process and before the event. The events include celebration / cultural programs / sports activities etc.

Services Required: We are currently seeking vendors for the following categories:

- **Cultural Programs and Performances:** Including artists, performers, and workshop facilitators.
- **Event Catering:** Offering food and beverage services for various events.
- **Event Decor and Setup:** Providing decorations, staging, and event setup services.
- **Audio/Visual Equipment:** Supplying and managing sound systems, lighting, and other AV equipment, production etc.
- **Event Coordination:** Assisting with the planning and execution of events.

The interested vendors should submit the registration form along with the necessary documents for consideration. Institute shall evaluate the applications, and the decision of the Institute stands final. Merely submission of application doesn't guarantee the award of the contract/work. Institute reserves the right to take the similar services from any other outside agency.

Vendor Registration Details: To register as a vendor, please provide the following:

1. **Company Profile:** Business name, contact information, and a brief overview of your services.
2. **Service Offerings:** Detailed descriptions of the services you offer, including any special packages and pricing.
3. **Experience:** Information on previous work and experience, especially with educational institutions or similar events.
4. **References:** Contact details for at least two references from past clients.

5. **Certifications and Licenses:** Relevant certifications, licenses, or insurance documentation etc.
6. **Availability:** Your availability and capacity to handle events throughout the academic year.

Interested vendors/firms based in and around Hyderabad/ Secunderabad are requested to submit the application as per the annexure and sent the hard copy post/courier to below address

Attn: Office of Dean Students, The Director, Indian Institute of Technology Hyderabad, Kandi – 502284, Sangareddy, Telangana State and send the soft copy signed documents through email to id: office.students@iith.ac.in.

Last date & Time for submission of bids/proposals is 05th Feb 2025 by 03.00 PM.

Date & Time of opening of bids/proposals is 05th Feb 2025 at 03.00 PM.

Please complete in full – type or print in ink.

SECTION 1 : COMPANY DETAILS AND GENERAL INFORMATION			
1 .	NAME OF COMPANY		
2 .	ADDRESS		
3 .	TELEPHONE NUMBER		
4 .	FAX NUMBER		
5 .	E- MAIL ADDRESS		
6 .	WEB SITE ADDRESS		
7 .	NAME & TITLE OF COMPANY REPRESENTATIVE		
8 .	DIRECT E- MAIL ADDRESS OF COMPANY REPRESENTATIVE		
9 .	TELEPHONE NUMBERS OF COMPANY REPRESENTATIVE		
(A)	DIRECT NUMBER		
(B)	MOBILE NUMBER		
10 .	DATE COMPANY WAS ESTABLISHED		
11 .	GROSS ANNUAL SALES FOR THE LAST THREE YEARS	YEAR _____ YEAR _____ YEAR _____	RS _____ RS _____ RS _____
12 .	LEGAL STRUCTURE (TICK ONE) Corporation Partnership Joint Venture Franchise	Sole Proprietorship Non-Profit	
13 .	TYPE OF BUSINESS/ COMMODITY SERVICE:		
14. DETAILS OF SERVICES OR GOODS YOUR COMPANY SUPPLIES:			

15 .	GEOGRAPHIC SERVICE AREA (TICK ONE)							
Local	<input type="checkbox"/>	Regional	<input type="checkbox"/>	National	<input type="checkbox"/>	International	<input type="checkbox"/>	Please specify _____
SECTION 2 : BANKING INFORMATION								
1 .	BANK NAME							
2 .	BANK ADDRESS							
3 .	BENEFICIARY NAME ¹							
5 .	IFSC CODE							
6 .	ACCOUNT CURRENCY							
7 .	BANK ACCOUNT NUMBER							
SECTION 3 : SUPPORTING DOCUMENTATION								
<p>1. The vendor should have valid GST Registration.</p> <p>2. The vendor should have a valid PAN Card.</p> <p>3. The vendor should have an account with a reputed scheduled bank (certificate from bank has to be provided).</p> <p>4. Vendor should have the experience of organizing at least 10 events during the last financial year.</p> <p>6. Vendor should furnish proof of Address of its office.</p> <p>7. Vendor should submit Income Tax returns for the last three years.</p>								
SECTION 4 : CERTIFICATION								
<p>1 . SIGNATURE</p> <p>I, the undersigned, hereby accept the IITH General Terms & Conditions, and warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:</p> <p>Name: _____ Title: _____</p> <p>Signature: _____ Date: _____</p>								

¹ The bank account to which any payment will be made must be the company's bank account.

² IITH reserves the right to request additional documents relating to your company to substantiate the registration request, e.g. Letters of reference from at least three (3) clients to whom your company has provided goods/services over the past twelve (12) months; Copy of latest ISO Certificate or equivalent.