



Tender Document for

Operational Management with P&L control of Terna Auditorium at Nerul, Navi Mumbai



1. Advertisement /Photos



TENDER FOR Operations of Auditorium in NERUL

Terna Trust has built state of art Auditorium in Terna Educational Complex (behind Terna Sahyadri Hospital) at Plot 12, Sector 22, Opp. to Nerul Railway Station, Navi Mumbai. It can accommodate 450 people and has one of best amenities in the vicinity. Terna Trust intends to manage the auditorium through professional firm with its marketing responsibility. Detail Bid document is available on <http://terna.org/tender.htm>

Last date is **24/12/2014**

For queries, inquiry or site visit you can contact:

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Chief Executive Officer

**TERNA PUBLIC
CHARITABLE
TRUST**

Sector 22, Plot 12,
Terna Engineering College
Campus, Opp. Nerul
Railway Station (West).

2. About Terna Trust..

Terna Public Charitable Trust is Trust registered under Bombay Trust act 1950 and runs following institutions across Maharashtra

- Terna Engineering College, Navi Mumbai
- Terna Medical College, Navi Mumbai
- College of Engineering, Osmanabad
- Terna Dental College, Navi Mumbai
- Terna Polytechnic, Navi Mumbai
- Terna Nursing College, Nerul
- Terna Physiotherapy College, Navi Mumbai
- Terna Sahyadri Hospital & Research Centre, Navi Mumbai
- Terna Industrial Training Institute, Osmanabad
- Terna College of Arts & Science, Osmanabad
- Terna Primary Health Centre, Osmanabad
- Terna group of College & Schools in Navi Mumbai, Osmanabad, Aurangabad etc

3. Scope of Work

Terna has built state of art Auditorium in Terna Educational Complex (behind Terna Sahyadri Hospital) at Sector 22, Plot 12 at Nerul Navi Mumbai. It can accommodate 450 people and has one of best amenities in the vicinity. Terna Trust intends to outsource the auditorium management to third party with its profit and loss responsibility. Operator needs to pay security deposit and annual fees with rise per year.

Terna has invested close to 15 cr (except land cost) on its building and interiors.

Terna shall hand over the responsibility of auditorium to successful bidder and in turn bidder – operator shall run and earn rentals from operations and look after P&L as an entity.

Terna shall not interfere in operations and marketing but shall supervise on asset maintenance.

Terna expects bidder as Company /firm/organization with capability of managing services together and / or individually. It shall make expenses on electricity, water and overheads with its maintenance.

Terna shall have few reservations for its academic and non academic usage which shall be booked well in advance.

Operator shall free to appoint marketing agencies, FM companies for Housekeeping, Security, maintenance and food services.

Terna shall not pay for any of expenses except major repairs and maintenance of building. Rest of the maintenance and replacement has to be done by Operator

4. Eligibility of Bidders

- a) Any Firm OR company under relevant act.
- b) Minimum of 50 LACS turnover in one year of last Financial Year.
- c) Minimum experience of running any type of such projects or Manpower related projects.
- d) Should be handling at least 30 manpower on roll for various contracts

5. Conditions to bid

- a. Bidder needs to submit proofs for all above conditions
- b. Bidder cannot bid only for one service, bid should be submitted in totality
- c. Bidder cannot form consortium. However, it may bid as FM Company and subcomponent can be outsourced, if required. All licensing will be on Company's name only. Bidder shall be one point of contact and no third party's name shall be allowed to use anywhere.

6. Cost of Bid document

- a. Rs. 2000/- DD to be submitted along with this BID document as cost of BID, failing which bid will not be opened. (DD should be in favor of 'Terna Public Charitable Trust' payable at Navi Mumbai)

7. Estimated Value of tender /contract

- a. Approximately Rs. 1.5 cr per annum (@ 0.9 cr income from rental business and rest is from food services from students/staff /college/ outsiders directly)
(This is estimate based on thumb rule and full occupancy...Bidder need to verify by doing survey..)

8. EMD

- a. Rs. 1, 00,000/- EMD in the form DD to be submitted along with Bid. EMD DDs for unsuccessful bidders shall be returned as it is, once finalization is done, but not more than 3 months from date of submission. For successful bidder, it shall act as deposit.
- b. DD should be in favor of 'Terna Public Charitable Trust' payable at Navi Mumbai

9. Contract Period – Three years, extendable one year each, two times on performance review.

10. Termination – Terna may terminate its contract after giving three notices, in case of failure on part of non compliance of conditions of contract and two months of final notice period. Vendors also may discontinue services by giving two month's notice.

11. Selection of Bidder – 1) All documents and bids shall be opened and after verification of documents and eligibility, best three bidders shall be called for discussion and their presentation of integrated proposal. 2) Decision shall be taken based on DEPOSIT AND ANNUAL RENT offer /, rise proposed in subsequent years, expertise with Company and proposal presentation. 3) Decision of Terna Trust will be final.

12. Details of Facilities

- Seating capacity – 450 chairs (with writing flap).
- Central air conditioning – 66 TR.
- Central audio video room with all modern lights & sound related control panels/regulators.
- Main stage @ 72 Sq.m stage curtain, wings, wooden flooring.
- Lights
 - a) Multi changing colour lights (par, tees, follow lights, colour level halogen) & data, power points for stage.
 - b) Dimmable corvi make lights for false ceiling inside Auditorium.
 - c) LED strips in cove, spot lights, warm white lights in passages & walkways.
 - d) Step lights with chair numbering inside Auditorium.
 - e) Data points for service counter at cafeterias.
 - f) Emergency solar lights.
 - g) Emergency Generator system of capacity 250 KVA.
- Sound system
 - a) Codeless mikes, collar mikes, tape recorder & stage monitor for main stage.
 - b) Modern sound system with amplifier & woofers inside auditorium.

- c) Speakers for green rooms & VIP room for hearing inside Auditorium activity.
- Acoustical wall treatment with MDF & fabric.
- LCD screen & projectors
 - a) Big screen (Size- 10 X 14 feet) – 01 No.
 - b) Small screens (Size – 5 X 7 feet) – 02 Nos.
- Acoustical perforated Armstrong false ceiling.
- Carpet with step lights for numbering of chairs.
- Fire fighting system
 - a) Sprinklers & smoke detectors alarm system inside Auditorium.
 - b) Wet riser piping, courtyard, fire buckets, extinguishers outside Auditorium.
- CCTV cameras - 05 Nos.
- Ramps, handrails & separate toilet for handicapped person.
- Glass entrance with canopy, Gypsum false ceiling, Italian marble flooring for main entry & walkways.
- Sufficient car parking for two & four wheelers with street lights.
- **Rest Room Male (Toilet) – 2 Nos both side.**
 - A) Urinal of Parry ware make = 11 Nos.
 - B) Wash basin of Hind ware make & Jaguar fittings = 4 Nos.
 - C) European wall hung W.C. of Hind ware make & Jaguar fixtures = 4 Nos.
 - D) Kajaria premium class vitrified dado & flooring tiles.
- **Rest Room Female (Toilet) – 2 Nos.**
 - A) European wall hung W.C. of Hind ware make & Jaguar fixtures = 4 Nos.
 - B) Wash basin of Hind ware make & Jaguar fittings = 2 Nos.
 - C) Kajaria premium class vitrified dado & flooring tiles.
- **Rest Room Handicapped (Toilet) – 01 No.**
 - A) European wall hung W.C. of Hind ware make & Jaguar fittings = 4 Nos.
 - B) Wash basin of Hind ware make & Jaguar fittings = 2 Nos.
 - C) Kajaria premium class vitrified dado & flooring tiles.

- **Cafeteria – 2 Nos.**
 - A) Central Air conditioning = 11 Tr
 - B) Service counter with granite top.
 - C) Kajaria vitrified tiles for flooring & dado.
 - D) Kitchen platform with Nirali make S. S. sink & Jaguar fittings.
 - E) Aqua guard.

- **Back stage corridor**
 - A) Wide backstage corridor for both side entries for main stage.
 - B) Storage units for heavy material.

Green Rooms

A) Male Green Room

- 1.5 TR Split A.C.
- Fire fighting system.
- Toilet with European wall hung W.C. of Hind ware make & Jaguar fittings, wash basin with mirror.

- Dressing table capacity 3 persons with dressing lights.
- Two seater sofa – 1 Nos.
- Speaker to hear activities of auditorium.
- Storage (Size 3' X 6' X 18").

B) Female Green Room

- 1.5 TR Split A.C.
- Fire fighting system.
- Toilet with European wall hung W.C. of Hind ware make & Jaguar fittings, wash basin with mirror.
- Dressing table capacity 3 persons with dressing lights.
- Two seater sofa – 1 Nos.
- Speaker to hear activities of auditorium.
- Storage (Size 3' X 6' X 18").

C) VIP Room

- 1.5 TR Split A.C.
- Fire fighting system.
- Toilet with European wall hung W.C. of Hind ware make & Jaguar fittings, wash basin with mirror.
- Dressing table.
- Two seater sofa – 3 Nos.
- Speaker to hear activities of auditorium.

Parking – 40 four wheeler and 60 two wheeler can be parked

Reservation for Terna – (Internal arrangement is tentative...but total remain same)

Reservation for Terna Colleges		
Sr No	Unit	Session
1	TEC (1500 students)	50
2	TMC (450 students)	34
3	TDC (450 students)	30
4	TP (600 students)	8
5	TS (2000 students)	6
6	TPC (150 students)	6
7	TNC (150 students)	6
8	THRC	6
9	TPCT	4
	Total50 days	150

- A session is assumed to be of 4 hrs

- Details of sessions (**This can vary ...depends on actual allotments**)
(Reservation can be on the basis of session or day or any other type as decided by operator)

Each day is normally divided in three sessions	1	11 am to 2 pm
	2	3 pm to 6 pm
	3	7 pm to 10 pm
Transit Hours	1	10 am to 11 am
	2	2 pm to 3 pm
	3	6 pm to 7 pm
Sessions	per day	3
Days Available	15 days for Maintenance	350
Total Sessions		1050

- Type of Programmes which can house in Auditorium
 - Marketing events
 - Corporate events
 - Conferences
 - College seminars
 - Cultural events
 - Competitions
 - Ceremonies
 - School annual festivals (not college ...except Terna)
 - Plays
 - Religious functions
 - Receptions

TO BE AVOIDED

 - Political functions
 - College annual festivals..other than Terna

Note – Care has be taken that it is academic campus and hospital is nearby.

13. A) Details of Bidder (Attach details with documents)

- Name of firm -
- Name of Director /CEO /MD -
- Address -
- Email -
- Website -
- Phone Nos -
- Company registration details -
- Last year's turnover -
- Number of employees on roll -
On various projects
(Attach proof)
- Details of current projects to be attached
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.

Documents to be attached

- ✓ Organization registration documents
- ✓ Last Financial Year's audited report
- ✓ Employee details (supporting documents for Minimum employees)
- ✓ Proofs of Execution of projects
- ✓ Demand draft for EMD & Fees
- ✓ Company profile / Brochure /Testimonials / Leaflets. For Canteen activity – details of set up and services
- ✓ Rate / Prices for food items

B) Details of DD	1. EMD	
	DD No	Amount
	2. Tender fee	
	DD No	Amount

14. Format for Bidding

Sr. No.	Particular	Amount in Rs.	Condition	Remarks
01	Security Deposit		Min 50 lacs is desirable	
02	Rent / Fees per annum		Min 30 lacs is must otherwise may be disqualified	
03	Rise per year in rent / Fees			
04	No of Marketing personal planned			
05	Housekeeping staff Planned			
06	Nos of Security staff Planned			
07	Nos of Maintenance staff planned		One Electrician and one AC staff is must	
08	Rent per day /session proposed to be taken		Terna will not interfere in this. For info.	-

Service tax shall be extra, if any.

No other taxes/levies/duties. All to be considered in the cost.

Authorized Sign of representative (with Name and post) & Seal of Company /organization

(Points 13 & 14 page to be printed on letter head, all documents to be attached, with self attested complete tender document on each page. Sealed and to be given to Mr Subhash Vishwkarma, FO ,TPCT