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Rajendra Sinhji Army Mess & Institute
(RASMI) C/o HQ Southern Command
No 1 Ashoka Marg
Pune-411001

1144/MQ&MK-16/RSAMI/16

24 Mar 2016

**INVITATION OF QUOTATION FOR RSAMI MAY QUEEN & MAY KING FUNCTION-16
SCHEDULED TO BE HELD ON 28 MAY 2016 (SATURDAY) AT RSAMI, PUNE**

1. Enclosed please find herewith Request For Information attached.
2. Please deposit the quotations in a sealed cover at the Tender Box kept at the Main Entrance of RSAMI, Pune by 1800h on 05 Apr 2016.
3. This letter will form part of the Tender document.

Sd/- xxxxxxxx

(Arun Tuli)
Brigadier (Retired)
Secretary

REQUEST FOR PROPOSAL

RFP FOR CONDUCT OF MAY KING AND MAY QUEEN FUNCTION-2016
AT RAJENDRA SINHJI ARMY MESS & INSTITUTE (RSAMI), PUNE

INSTRUCTION TO BIDDERS FOR CONDUCT OF MAY KING & MAY QUEEN FUNCTION 16
RAJENDRA SIN HJI ARMY MESS & INSTITUTE NO 1 ASHOKA MARG,PUNE - 411 001
ON 28 MAY 2016 (SATURDAY)

1. May King and May Queen Function-2016 will be held at Rajendra Sinhji Army Mess and Institute (RSAMI), Pune on 28 May 2016. The contest is an eagerly awaited event, conduct of which requires an Event Management Company having expertise in the field of such contests so that the event is staged & managed in a synchronized manner.
2. The technical requirement for conduct of the said event in the form of Quantified Work Package are enclosed as Appendix A. Interested bidders are requested to furnish the requisite information and also submit their company profile, past experience, successful events hosted earlier, premium show photographs etc as an additional information. The event Management Companies with good credentials and located at Pune will be given priority.
3. This RFP is being issued with no financial commitment and customer reserves the right to Change or vary any part thereof at any stage. The customer reserves the right to reject any or all of the offers without assigning any reason what so ever. The customer also reserves the right to withdraw the RFP should it be so necessary at any stage.
4. **Pre Bid Enquiry.** The response to this RFP may please be submitted by **05 Apr 2016** at the Tender Box kept at the Main Entrance of RSAMI,Pune. Any clarification on issues related to Schedule of Work and technical specifications may be sought from the under mentioned Officer :-

Name - **Lt Col Patma Kumar (Hony Secy)**
Mob No - **9423042925**
Email - **<rsipune@gmail.com>**
Address - **Rajendra Sinhji Army Mess & Institute**
No 1 Ashoka Marg
Adjacent to New Circuit House
Pune Camp- Pune – 411 001

Sd/-xxxxx

Station : C/O 56 APO

(Arun Tuli)
Brig (Retd)
Secretary
Chairman

Dated : 24 Mar 2016

MAY QUEEN AND MAY KING FUNCTION 2016

Item. No	Description of Goods		Qty	Remarks
	Head	Item		
1	Stage Setup	Stage 60 ft x 40 ft	01	Structure will be prepared by us. White flex flooring layer over plywood & cloth carpeting
2		Ramp 8 ft x 32 ft	01	
3		Side Panel	04	Acrylic Frame
4		Stage Side Masking (Both Sides)	2400 Sq ft	Black Cloth (Incl stairs)
5		Green Rooms 4 ft x 6 ft x 12 ft (h)	02	Fully carpeted and with looking mirrors and lights
6		LED Wall 32 ft x 12 ft	01	4 ft raised from stage
7		Backdrop/side decor		Design will be approved by RSAMI
8		Box Truss 60 ft x 40 ft	Complete set	
9	Venue Décor	Entry Gate		Lights, Flowers on the main gate, Illuminated Banner, Arc covering RSI main entry gate, Flex printing of May Queen & May King 2016 RSI, Pune
10		Reception Entry Gate		Flower on the glass door, flower bouquets on the pillars in the porch, Rangoli, Thermocol/ acrylic Cutouts, Lighting
11		Flower arrangements		All entry gates of RSI, Reception, Main stage, VIP sitting area, Judges tables
12		Black cloth Masking		One both side of stage to screen back stage movement, green rooms & security sentry
13	Sound Setup	JBL Setup Highs, Mids, Lows	04 each	
14		Monitors on Stage	02	
15		Delay High, Mids, Lows	02 each	
16		Amplifiers	02	
17		Channel Mixer	01	
18		Pitch Controller	01	
19		Compressor	01	
20		DJ Console	01	
21		Cordless Mike	04	
22		Lights Setup	LED Parcans for Stage	40
23	Parcans for Venue		40	
24	Dimmer Packs		04	
25	Smoke Machine		02	
26	Sharpee		04	
27	Moving Heads		06	
28	Mirchi Lights		50	
29	Follow Lights		02	Main event (02) & Prelims (01)
30	General Lighting for Venue – Metal, Lari lights , pipe lights		Metal x 25	Pipe lighting for tree trunks on both side of Golf Course fairway no.18
31	Halogens		20	
32	Fire Work			During announcement of results
33	Laser Lights		01	
34	Confetti blast	02	02 during dance performances & 04 during announcements.	

35	Audio Visual Setup	Live Cameras	02	Main event (02) and Prelims (01) incl photo album
36		Jimmy JIB	01	
37		Digital Photographer	02	Main event (02) & Prelims (01)
38		DVDs of the Event	10	Free DVDs (Main & Prelims)
39		LED Screens 20ft x 12ft	02	One on each side
40	Power Supply	Generators (silent) with cable as per requirement for the Main Event and Technical's 125 KVA		Loc of gnr outside RSI
41	Conduct	Fashion Choreographer	01	Trg for 3 wks
42		Fashion Trainer	01	
43		Dress Designer along with costumes for contestants		Different costumes for 3 rounds
44		DJ	01	
45		Live Band	01	Renowned Band with 03 to 04 artists
46		Fillers x 3 (04-05 Mins each)	03	Renowned Dance troupe & Singer with four dancers (02 Male & 02 female), mimicry artist.
47		Hair Stylist and Makeup		As per requirement
48		EMCEE Male	01	For prelims, main event and full dress rehearsals (one day prior of main event)
49		EMCEE Female	01	
50		Misc	Sashes	12
51	Crowns		03	Metal Crown (deliver one day prior)
52	Bouquets		25	
53	Tickets Printing		3000	Design will be approved by RSAMI
54	Poster Printing (12" x 18")		30	Design will be approved by RSAMI
55	Standees (6' x 3')		05	Design will be approved by RSAMI
56	Centre Pieces for VIPs		15	15 Centre tables at VIP sitting
57	VIP / Judges Folders		15	Design will be approved by RSAMI
58	VIP Invitation Cards		20	Design will be approved by RSAMI
59	VIP Seating Decor			
60	Refreshments for Contestants and Staff			For 40 pers for 15 days to incl 01 x Snack item and 01 x beverage.

Note:

1. Training sessions of contestants to begin 20 days prior to the final day event.
2. Dress rehearsal, one day prior to the event incl rehearsal of EMCEEs, Singer (along with two approved songs) and dance troupe performances less costumes.
3. May Queen & May King year 2016 event will be conducted on immediate next day of the actual date of the event if there is occurrence of rain/other unavoidable circumstances on the day of event.
4. **If the event manager desires to provide anything apart from the above mentioned heads for better conduct of event, it should be mentioned in the quotations separately along with the price.**
5. 50% advance on placement of supply order and balance 50% after successful conduct of the event on submission of bills.
6. **Penalty/deduction will be made under discretion of RSAMI Pune in case of any sub standard/ incomplete delivery of any services.**