



TECHNICAL BID
Re: Tender for Event Management for Chairman's Club Convention
for Membership year 2024-25

EVENT PARTICULARS	
Event set up date	On 23.11.2025
Event date	24.11.2025
Duration	09.30 A.M to 07.00 P.M on 24.11.2025
Venue -Event	Chennai Trade Centre, Hall-1 for Event
Venue -Stall	Chennai Trade Centre Hall-2 for Stalls
Technical bid open	10.11.2025 @ 15.00 hrs.
Financial bid open	11.11.2025 @ 15.00 hrs.

Sl No	Description	Remarks
1	Name of the Firm / Agency :	
2	Address & Phone No	
	Fax No.	
	E - Mail ID	
3	Name of the contact person.	
	Phone No.	
4	Name of the Proprietors / Partners	
5	PAN Card (Enclose attested copy).	
6	Trade License Certificate (Enclose copy).	
7	GST Certificate (Enclose attested copy).	

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8	Professional License No (Enclose copies).	
9	List of work in hand(proof to be enclosed)	
10	Copies of work order (proof to be enclosed) Proof of minimum 2 events executed for Government organization/bank/Public sector/Popular IT companies/Popular Corporates/film awards etc.	
11	Income Tax return for the last three years (Enclose attested copies).	
12	Average annual turnover of the firm / agency (Enclose Certified copy).	
	i) F.Y ----- to F.Y -----	
	ii) F.Y ----- to F.Y -----	
	iii) F.Y ----- to F.Y -----	
	iv) Average	
13	Value of Single work done with proof of minimum 2 events (Recent)	
14	Professional Certificate (if any)	
15	Video /Photos (proof) of events recently conducted	
16	Name and address of own Production house with carpet area	

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17	List of professional award (if any)	
18	No of employees in the firm	
19	EMD Rs 1 Lakh /-(refundable) Details of remittance (DD No., date and name of the issuing bank)	
20	Area of specialization Event Management /decoration/both event and decoration	
21	Technical specification for mobile bio e-toilet arrangements	
22	Technical specification for Echo free audio system	
23	Technical specification for LED display system	
24	Fire safety measures /Electrical safety measures	
25	Structural details of Stalls with design and material used for stalls in hall 2	

I hereby accept that I have read and understood all the terms and conditions as mentioned in the tender documents.

Date:

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