

1. Venue Mandate Generic Facilities: The venue should be equipped with generic requirement as mentioned below:

- 1.1 The Venue is required from February 20,2025 to April 04,2025 for (30) working Days (Excluding Govt. Holiday and Saturday, Sundays)
- 1.2 The Venue is required from 6.30 a.m. to 12 midnight. on working days.
- 1.3 The venue may be a hotel (other than 5 star) or an institute or business hub or Banquette.
- 1.4 The venue should be exclusive for corporate events within radius of 15 Km from Panchvati, Pashan, Pune 411008.
- 1.5 Adequate Parking space for two-wheelers (minimum 200) and four-wheelers (minimum 10) should be available.
- 1.6 Provision for students waiting area accommodating up to 100 students.
- 1.7 Lift provision (in case 3rd floor or above) at the venue.
- 1.8 Open areas for exams or interview setups are not permitted.
- 1.9 The venue has to be well connected in terms of public transport for student to commute.
- 1.10 Adequate restroom facility for students, staff and corporates.
- 1.11 Generator (3-phase supply) and UPS arrangements along with electrician services.

2. Requirements for the Placement Event:

- 2.1 **Exam Hall:** Min. two halls inclusive of table & chair arrangements for examination with total capacity of minimum 200 student's exam-seating arrangements.
- 2.2 **Assembly Hall:** - Up to 100-seater capacity Hall for assembly of the students with good ventilation.
- 2.3 **Interview cabins** (inclusive of Table & Chair arrangements): Minimum 15 (extendable to 25)
 - *The interview cabins should not have beds.
 - *Adequate dampening between the exam halls and interview cabins to avoid any noise disturbance.
- 2.4 **Office Cabin/ Boardroom:** Accommodating 20 C-DAC staff members with table chair arrangements.
- 2.5 **Lan / Wired Internet Connection**

Lease line connection having upload/download speed of (5 mbps per node) along with laptop charging connections/ points:

 - Provision of wired internet for online exam in Exam Hall – 200 connections
 - Provision of wired internet in Interview cabins (2 connection per cabin).
 - Provision of wired internet in Office Cabin/Boardroom – 20 connections.

2.6 Catering Services

Veg. catering services for corporates and C-DAC staff, with a minimum of 40 packs per day at a designated area:

- Morning breakfast: Two Indian item with tea/coffee/juice, Mid-day tea / coffee & fasting food (as required)
- Veg lunch Thali (Rice, Roti, 2 sabzi, 1 daal, salad, buttermilk & sweet), and
- Hi-Tea: 1 snack item with cookies & tea/coffee.
- Packed drinking water for corporates and C-DAC staff (4 Bottles of 500 ml per day per person) at the catering / exam hall and interview rooms.
- Minimum 4 drinking water dispensers for students in a day.

* The serving may go up in case the event has more guests coming in for the Interview. Information will be shared one day in advance. Dinner may be ordered on need basis.

2.7 Generator and UPS arrangements

Facility in Halls, office cabin/boardroom and interview cabins for uninterrupted power services.

- 2.8 **Restroom Facility** – Adequate restrooms for 200 students & 50 delegates present during the day. Ensure cleaning services in restrooms (6-7 times during the day) and at the premises to maintain proper hygiene, along with plumber services (if required).

Important Note for the bidders:

1. If all the required services cannot be accommodated / available under one place as outlined in the bid requirements, the technical evaluation team has the right to consider a collaboration of services from the bidding vendors (provided that the necessary operational setup is prepared and the travel distance should not be more than 5 Km).
2. The provision of the Exam Hall, Interview room & Office Cabins stand as primary necessities, each requiring individual amenities such as LAN/Wired Internet connectivity, restroom and parking facilities, along with catering services.
3. In the scenario of a consortium, the technical evaluation team retains the authority to pick specific services from individual vendors within the consortium based on the fulfillment of all requirements set forth by the collaborating vendors.

Venue requirement/ services fulfillment report: The bidder has to submit the technical specification report presenting the fulfillment of required services.

Technical Specification Report			
Sr. No.	Particulars / Requirement	Quantity	Yes / No
1	Exam Hall inclusive of Table & Chair arrangements	Min. 2 with total 200 seating capacity	
2	Assembly Hall	Minimum 100 capacity	
3	Interview cabins inclusive of Table & Chair arrangements	Minimum 15 (extendable to 25)	
4	Office Cabin / Boardroom inclusive of Table & Chair arrangements	Accommodating 20 staff members	
5	Lan / Wired Internet Connection	Exam Halls Office Cabin Interview Cabin	
6	Catering Services	Breakfast Mid-Day Tea & Coffee Lunch Hi-Tea Dinner (on need basis)	
7	Restroom Facility	For Students C-DAC Delegates	
8	Parking Facility	As specified in the document	

The commercial Report – To be submitted by the bidder as per the BOQ listed below.

BOQ			
Particulars / Requirement	Quantity	Rate wherever applicable	Amount
Hall inclusive of Table & Chair arrangements	Min.2 with total 200 seating capacity		
Assembly Hall	Up to 100 Capacity		
Interview cabins inclusive of Table & Chair arrangements	Minimum 15 (extendable to 25)		
Office Cabin inclusive of Table & Chair arrangements	Accommodating 20 staff members		
Lan / Wired Internet Connection	Halls Office Cabin Interview Cabin		
Catering Services	Breakfast Mid-Day Tea & Coffee Lunch Hi-Tea Dinner		

Technical and Commercial bid has to be shared separately for the bid qualification. Vendors are requested to share the PAN/TAN and GST details along with your proposal on or before January 20,2025 @5 p.m.

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