

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

- 1.1 The Venue is required from August 19, 2025, to September 30, 2025. (Excluding Govt. Holidays and Saturdays, 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 a banquet hall.
- 1.4 The venue should be exclusive for corporate events within a 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 a student waiting area accommodating up to 100 students.
- 1.7 Lift provision (in case 2nd floor or above) at the venue.
- 1.8 Storage space for accommodating the valuables.
- 1.9 Open areas for exams or interview setups are not permitted.
- 1.10 The venue has to be well-connected in terms of public transport for students to commute.
- 1.11 Adequate restroom facilities for students, staff and corporates.
- 1.12 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 a total capacity of a minimum of 200 students' 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 and chair arrangements.

**2.5 LAN / Wired & Wi-Fi 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 (2 connections per cabin) and Wi-Fi in Interview cabins.
- 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 items 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 a 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 plumbing 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 fulfilment of all requirements set forth by the collaborating vendors.

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

<b>Technical Specification Report</b>			
Sr. No.	Particulars / Requirement	Quantity	Yes / No
1	Exam Hall inclusive of Table & Chair arrangements	Min. 2 with a total of 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 / Wi-Fi	Exam Halls	
		Office Cabin	
		Interview Cabin	
6	Catering Services	Breakfast	
		Mid-Day Tea & Coffee	
		Lunch	
		Hi-Tea	
		Dinner (on a 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.**

<b>BOQ</b>			
Particulars / Requirement	Quantity	Rate wherever applicable	Amount
Hall inclusive of Table & Chair arrangements	Min. 2 with a total of 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		
Internet	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 June 30,2025@ 10 AM.

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