

TENDER

FOR

SELECTION OF AN EVENT MANAGEMENT AGENCY

AT

NATIONAL INSTITUTE OF AYURVEDA, JAIPUR

NIT ISSUE DATE	:	16-10-2021 (5:00 PM)
NIT NO.	:	NIA/CS/E.M.T/2021/1
LAST DATE OF SUBMISSION	:	22-10-2021 (2:00 PM)
BID OPENING DATE	:	23-10-2021 (2:00 PM)
TENDER FEES	:	1500/-



NATIONAL INSTITUTE OF AYURVEDA

(Deemed to be University)

MINISTRY OF AYUSH GOVT. OF INDIA

JORAWAR SINGH GATE AMER ROAD, JAIPUR

TENDER DOCUMENT FOR SELECTION OF AN EVENT MANAGEMENT AGENCY

NIA/CS/E.M.T/2021/(1)1

National Institute of Ayurveda, Jaipur an autonomous body under the Ministry of AYUSH, Government of India invites **Online bids in two bid system** for tenders for **FOR SELECTION OF AN EVENT MANAGEMENT AGENCY**. Best offers are invited along with the complete details of specifications, terms & conditions.

S.N.	ITEM DESCRIPTION	QTY	EMD (RS.)
1	FOR SELECTION OF AN EVENT MANAGEMENT AGENCY	01	225000/-

INSTRUCTIONS:

1. Bids shall be submitted online at CPPP website: <https://eprocure.gov.in/eprocure/app>.
2. The complete bidding process is online Bidders should be in possession of valid digital Signature Certificate (DSC) of class II or III for online submission of Bids, Prior to bidding DSC need to be registered on the website mentioned above.
3. Tenderer/Contractor/Bidders are advised to follow the instructions provided in the instructions to the contractors/Tenderer/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.
4. Bid documents may be scanned with 100 dpi in black and white option which helps in reducing size of the scanned document.
5. Bids shall be submitted online at CPP Portal
6. Tenderer/Contractor/Bidders are advised to follow the instructions provided in the instructions to the contractors/Tenderer/Bidders for the e-submission of the bids online through the GEM/ CPP Portal.
7. Bid documents may be scanned with 100 dpi in black and white option which helps in reducing size of the scanned document.
8. Tenderer /Contractor/Bidders are advice to submit Technical Bid Document photo copy before last date of bid submission.

9. EMD Payment:

The Bidders shall be required to submit the Earnest Money Deposit (EMD) for an amount of **Rs 225,000 (Rupees Two Lakh Twenty five Thousand only)** by way of demand drafts only. The demand drafts shall be drawn in favor of “ **Director, National Institute of Ayurveda, Jaipur**” Payable at Jaipur. The EMD of the Successful Bidder shall be returned after the successful submission of Bank Guarantee/Security Deposit and for unsuccessful Bidder(s) it would be returned after award of the Contract. **The demand Drafts for EMD must deliver to Director, NIA, Jaipur on or before last date /time of Bid Submission.**

- a) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with stipulation made herein or back out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
- b) The firm who are registered with National Small industries corporation (NSIC) or Small Scale Industries (SSI) are exempted to submit the EMD(Copy of registration must be provided along with Technical Bid) Registration proof and Udyog Aadhar Certificate should be enclosed with Technical Bid.

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- c) Bidders are not allowed to submit more than one bid anytime during the tendering process for the same/similar tendered item else all his bids shall be cancelled thereby making him disqualified in addition to the forfeiture of the EMD.
- d) The EMD, in case of unsuccessful Bidders shall be retained by NIA, Jaipur till the finalization of the Tender. No Interest will be payable by NIA, Jaipur on EMD.
- e) EMD is required to protect the purchaser against the risk of Bidders conduct. The EMD will be forfeited if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to the notice that the information/ documents furnished in its tender is incorrect or false.
- f) The EMD/PBG shall be forfeited if successful bidder fails to provide the an Event Management Service in stipulated time or fails to comply with any of the terms & conditions of the contract or fail to sign the contract.

10. Submission of Tender:

The tender shall be submitted online in two part, viz., Technical Bid and Financial Bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The Bidder shall quote the Technical and Financial Bids as per the format enclosed with tender document. ***The Bidders should submit their all relevant documents (Technical bid document and EMD proof etc) before last date and time of bid submission.***

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

11. Technicl Bid:

All pages of the Tender should be numbered and indexed.

The bidder shall provide in its tender the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the goods and services offered in the tender fully confirm to the goods and services specified by the purchaser in the tender documents. For this purpose, the bidder shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by the purchaser in the tender documents to establish technical responsiveness of the goods and services offered in its tender duly indicating relevant page numbers in the product literature.

The following documents are to be furnished by the contractor/Bidder along with Technical Bid as per the Tender Document:

- a) Signed and scanned copy of appropriate value of valid registration certificate (if any), experience certificate as per the tender notice, PAN, GST registration certificate and Tender Acceptance Letter.

Price should include:

- a) Duties and fees, if any
- b) Charges towards Packing & Forwarding, Inland Transportation, Insurance, Loading/Unloading and other local costs incidental to delivery of the goods to their final destination as specified in the List of Requirements and Financial Bid
- c) GST will be payable separately as per applicable rate.

- 12.** The authorized signatory of the bidder must digitally sign the bid. Individuals digitally signing the bid or other documents connected with a contract must specify whether he signs as:

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- a) A 'Sole Proprietor' of the firm or constituted attorney of such Sole Proprietor
- b) In case of partnership firm he must have authority to quote & to refer to arbitration dispute concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney
- c) Constituted attorney of the firm if it is a company.

13. Turnover

The Firm/Agency should have an annual minimum turnover of Rs 15 lakhs during the Last 3 Years (2018- 19, 2019-2020,2020-2021) to be eligible for consideration.

14. Validity:

The quoted rates must be valid for a period for 180 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

15. The bidding firm should be continuously engaged (with Valid License/Registration) in the same business at least for last 3 Years. The bidding firm should have at least 5 similar contract with Central Government/State Government/Public Sector Undertakings/ Universities/ Deemed to be universities/ Autonomous Bodies/Reputed Medical Institute or Organizations in last 5 Years.

16. The bidder shall provide a list of major Government and Private Institutions where its relevant bid item has been supplied during last 3 years along with order copies

17. Removal of garbage from the site and its disposal to the nearest NDMC dustbin is the responsibility of selected bidder.

18. The bidder firm should not have been blacklisted by any Ministry/Department of Govt. of India/State Government/any PSU's etc. The Performance Security Deposit will be forfeited after awarding the Bid, in case the bidding firms found black listed by Central-Government/State Government/PSU's/Universities/Deemed to be Universities/Autonomous Bodies at any point of time.

19. The Director, National Institute of Ayurveda reserve the right to accept or reject any/all tenders without assigning any reason thereof.

20. Delivery and Installation:

For goods supplied from India:

a) All the Event management service shall be delivered and Installed at NIA, JAIPUR within **5 days** from the date of issue of supply order. All the aspects of safe delivery, installation and commissioning shall be the exclusive responsibility of the service provider. If the service provider fails to deliver, install and commission the goods on or before the stipulated date, then a penalty at the rate of 0.5% per week or a part thereof of the total order value shall be levied subject to maximum of 10% of the total order value. The successful tenderer will also provide required training for supplied items at NIA.JAIPUR.

21. Performance Security:

As a guarantee towards due performance and compliance of the contractwork, the successful bidder (contractor) will deposit an amount equal to 5% of order value and should be kept valid for a period of 2 Month all the contractual obligation, including.

22. Inspections:

- a) NIA, Jaipur shall have the right to inspect and/or to test the Event Management Service to confirm their conformity to the NIT Specifications at no extra cost to the service.

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- b) NIA, Jaipur right to inspect, test and, where necessary, reject the Goods after the goods arrival at the final destination shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by NIA,JAIPUR prior to the goods shipment.
- c) The Director, NIA,JAIPUR shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions
- d) No payment shall be made for rejected items and those must be removed by the Bidders within two weeks of the date of rejection at their own cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.

23. Payment Terms:

Payment of the total order value shall be released after the successful work completion.

24. Breach of Terms and Conditions:

In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by NIA, Jaipur in that event the security deposit shall also stand forfeited

25. Insolvency etc.:

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified NIA, Jaipur shall have the power to terminate the contract without any prior notice

26. Force Majeure:

If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikers lockout or act of God (herein after referred to as events) provided notice of happening of any such eventuality is given by part to other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive. Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may, at least option to terminate the contract.

27. Bidder shall submit a copy of the tender document and addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.

28. After due evaluation of the bid(s) Institute will award the contract to the lowest evaluated responsive tenderer.

29. Conditional bid will be treated as unresponsive and it may be rejected.

30. The Institute reserves the right to accept in part or in full or reject any or more tender(s) without assigning any reasons or cancel the tendering process and reject all tender(s) at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s)

31. Applicable Law:

The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing

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Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Jaipur, Rajasthan, India only

The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Jaipur. The decision of the Arbitrator shall be final and binding on both the parties

Force Majeure: Any delay due to Force Majeure will not be attributable to the supplier.

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Technical Bid

1.	Name of Tendering Company/Firm/Agency	:	
2.	Name of Owner/Partners/Directors	:	
3	Full Particulars of the Head Office	:	
	• Address	:	
	• Telephone No.	:	
	• Fax No.	:	
	• E-mail address	:	
4	Full Particulars of the Bankers of the Company/Firm/Agency, with full Address/Tel. No.	:	
	• Name of the Bank	:	
	• Address of the Bank	:	
	• Telephone No.	:	
	• Fax No.	:	
	• E-mail address	:	
5	Registration Details:	:	
	• Copy of Firm/Agency's Registration No.	:	
	• PAN/GIR NO.	:	
	• GST Registration No	:	
	• Aadhar No. of Owner/Partners/Directors	:	
6	Details of Earnest Money Deposit	:	
	• Amounts (Rs.)	:	
	• DD/PO No. and Date	:	
	• Drawn on Bank	:	
	• Valid upto	:	
7	Details of Tender Fee	:	
	• Amount	:	
	• DD/PO No.	:	
	• Drawn on Bank	:	
	• Valid upto	:	
8	Annual Turnover of the Company/Firm/Agency for the last 3 years (With Proof duly certified by Chartered Accountant/Auditor) Last 03 Years balance sheet and copies of Income tax returns for 3 Years as stated in Terms & Conditions		
	2018-2019	:	
	2019-2020	:	
	2020-2021	:	
9	The Firm who are registered with NSIC or Small Scale Industry/Or MSME are exempted to submit the tender fee or EMD (Copy of Registration must be provided along with UdyogAddhar)		
10	Similar supplies in last 5 Years (with Proof)		
	Experience in the field for the minimum 5 years		1. Similar 5 Government Running Contract with Central Government/State Government/Public Sector Undertakings / Universities/ deemed to be universities / Autonomous Bodies / Reputed Medical Institute or Organizations in last 5 Years.

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Certificate

(To be submitted with the Technical Bid)

The Annual Turnover of M/s. _____ for the last 3 Years are given below and it is certified that the Statement is true and correct:

S.N.	Year	Turnover (in Rs.)
1	2018-2019	
2	2019-2020	
3	2020-2021	
	Total	Rs _____ Lacs

Average Turnover Per Annum: Rs. _____ Lacs.

Signature of Chartered Accountant/Auditor with Seal

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MANUFACTURER'S/PRINCIPAL'S AUTHORIZATION FORM

TO,
Director
National Institute of Ayurveda
Jaipur
Sir,

Tender:-----.

We ----- who are established and reputable manufacturer of having factories at ----- and -----, hereby authorize Messrs.----- (name and address of agent(s) to bid, negotiate and conclude the contract with you against Tender.

No----- for the above goods manufactured by us. No company or firm or individual other than Messrs. ----- are authorized to bid, negotiate and conclude the contract in regards to this business against this specific tender.

We hereby extend our full guarantee and warranty as per the conditions of tender for the goods offered for supply against this tender by the above firm.

The authorization is valid upto -----

Yours faithfully,

For and on behalf of Messrs.'-----
(Name of manufacturers) principal

SPECIFICATIONS:

Scope of Work:-

Service Provider should read carefully this document and Quote their price accordingly.

1. Aluminium Hanger:

German style pillarless superstructure hanger 85 feet to 100 feet clear span with fire retardant, SRF tarp for covering of hanger white cloth fabric ceiling covering is must for inner area of hanger back and front covering by SRF. Size:- 100X180 feet with mojo barricading for VIP movement in entire hanger area.

2. Wooden platform:-

providing and constructing 19 mm block board wooden platform 1 feet high Size:- 100X180 feet

3. New non-woven synthetic carpet 30000sqft

4. Chairs and Sofa providing 1000 banquet chairs with white clothes cover and bow. 2 seater leather sofa 60 no.

5. stage:-

4 feet height sky fold using wooden platform for stage size:- 40 feet X 24feet X 4 feet height. both side stair with railing.

pooja stage:- 4 feet height sky fold using wooden platform for stage size:- 24 feet X 24feet X 4feet height. both side stair with railing.

6. Heavy flower decoration for inauguration and closing ceremony program:-

stage 50 feet X feet hanging flower decoration using natural flowers.

diace 40 feet X 2feet wide flat bouquet style using natural flowers.

5 gates decoration using natural flowers

backdrop decoration size of backdrop 40feet X 16 feet X 4 sides of backdrop

mini stage using natural flowers

VIP bouquet 30 no X 2 days

VVIP bouquet 15 no X 2 days

Flower decoration from main gate to reception of administration building and front area of administration building with good and natural flowers

Flower decoration of hanuman temple with good and natural flowers

Flower decoration of fountain with good and natural flowers

rose garland for dhanwantri (2no).

7. Air conditioner providing and fixing air conditioning unit capacity 5.5 ton of standard approved make with all fittings, connections as required, gas filling and technicians for complete operation for hanger.

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8. truss canopy covering of VIP food area for 400 person with colourful good and new fabric with new carpet with food counter

9. truss canopy covering of staff and student food area for 700 person with colourful good and new fabric with new carpet with food counter with view curtains.

10. Road side design big gate size (40feet long X 20 feet height X 6 feet thick) using colourful fabric

11. Flag polls with NIA logo 110 no.

A.C. VIP Room size (12X12) with require Furniture and flower decoration

12. Chemical toilets 4no.

13. **Outdoor LED Wall:-**

providing and arranging/ fixing P4 LED Screen of good quality, to be mount on the stage displayed for public viewing for hanger. size of LED wall 14 X 40, 12X10(2no.) with 1245 KVA silent generator with diesel.

14. **sound and mike system :-**

the purpose for this set shall be to cover stage functions/ various events to be organized during the event period. it should be of high quality and reliable equipment. it would comprise of 16 nos. of microphone(with cord and / or cordless), 8 nos of amplifier (2000 watt each) sound mixer effect processor, 16 nos of sound box (500 watt each) with casset player & recording system. for two days event.

15. **Electricity arrangement**

(1). 500 Watt halogen light fittings with lamp, wiring etc complete.(250no.)

(2). 150 Watt metal lights fittings with lamp, wiring etc complete.(100no.)

(3). Tube light (150no.)

(4). Ceiling fan (150no.)

(5). 125 KVA Genartor of suitable capacity for backup of total connected load of function without diesel(with change over facility and operator)(6no) with diesel and operator

6. cable for power supply from nearby substaion with capacity & length as required for temp supply for inauguration hall with all connections etc comp. (150 meter)

7. plug point 5/15 amp. (20no.)

16. FLEX:- Providing and fixing star henva media flex backdrop as per given design and colour pattern with Printing, pesting, framing and mounting as per required area 5000 sqft.

Break fast, Lunch Details

Break Fast:

Break Fast for 300 packs for 2 days

Lunch for Staff and Students :

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Lunch for 700 Packs for 2 Days

Lunch for VIP's and VVIP Persons:

Lunch for 300 Packs for 2 Days

High Tea:

High tea for 1000 Packs