

Cost of Tender: Rs. 500/-  
(Non-Refundable)  
Pages 1 to 26

## **NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT) PALI**

Manpura Bhakri, Near Sadar Police Thana, Pali

AN AUTONOMOUS SCIENTIFIC SOCIETY

OF

MINISTRY OF ELECTRONICS AND INFORMATION TECHNOLOGY  
GOVERNMENT OF INDIA



### **Tender Document for Selection of Event Management Agency for conducting inauguration event for NIELIT Pali centre at Pali (Rajasthan)**

Name & Address of Bidder	Payment Details			
	Payment Type	NEFT UTR/Reference No. and Date	Name of the Bank and Branch	Amount
	<b>TENDER FEE</b>			
	<b>Earnest Money Deposit (EMD) AMOUNT</b>			

Note : The details of bank account for payment of Tender Fee and EMD Amount through NEFT is as below :

ACCOUNT NAME	:	NIELIT, Pali
ACCOUNT NO.	:	36980769085
BANK NAME	:	State Bank of India
ACCOUNT TYPE	:	SAVINGS
BRANCH	:	Collectorate Branch, Pali
IFSC CODE	:	SBIN0031589

**NO TENDER WITHOUT TENDER FEE AND EARNEST MONEY DEPOSIT  
WILL BE ENTERTAINED**

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## 1. IMPORTANT NOTE

- i) Tender document may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>. Aspiring bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://eprocure.gov.in/eprocure/app>. The portal enrollment is free of cost. Bidders are advised to go through “Instructions for online Bid Submission” provided at **Annexure-A**.
- ii) Bidders can access Tender document on the website, fill them with all relevant information and submit the completed Tender document into electronic tender on the website <https://eprocure.gov.in/eprocure/app>
- iii) Tenders and supporting documents should be uploaded through e-procurement. **Hard copy of the tender documents will not be accepted.**

## 2. BACKGROUND

- i) NIELIT is a registered society under the administrative control of Ministry of Electronics & Information Technology (Mo&IT). NIELIT is setting up a new centre at Pali in Rajasthan.
- ii) NIELIT is imparting education and training in the field of Electronics and Information Technology in formal and non-formal sector in India through its Centres. Students of various Engineering Colleges as well as employees of various Govt. departments, defense personnel etc. have been undergoing training in various advanced courses. NIELIT has also been extending its services in various other fields of Electronics and Information Technology at national level.

## 3. INVITATION TO BID

### 3.1 General Instructions

- i) National Institute of Electronics & Information Technology Pali, Manpura Bhakri, Near Sadar Police Thana, Pali, Rajasthan - 306401 (hereinafter called “the Purchaser” invites technically complete and commercially competitive bids from reputed bidders for Selection of Event Management Agency for conducting inauguration event for NIELIT Pali at Pali (Rajasthan). The tender document would be available on NIELIT website [www.nielit.gov.in/Chandigarh](http://www.nielit.gov.in/Chandigarh) and on **Central Public Procurement Portal i.e. <http://eprocure.gov.in/eprocure/app>** as per section 3.2. The detailed scope of work for this assignment is provided in **Annexure C**
- ii) The selected bidder will be called **Supplier** for the purpose of this tender and for the whole duration of the contract thereof.
- iii) Notice regarding issue of this Tender will also be published in one prominent regional news paper and displayed on the website of Central Public Procurement

Portal <http://eprocure.gov.in/eprocure/app> and the website of the Purchaser at [www.nielit.gov.in/Chandigarh](http://www.nielit.gov.in/Chandigarh).

- iv) Any subsequent corrigenda/clarifications related to this Tender Document will be published on the website of the Purchaser at [www.nielit.gov.in/Chandigarh](http://www.nielit.gov.in/Chandigarh) and website of Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. All such subsequent corrigenda/ clarifications shall be binding on the bidders.
- v) The bidders are advised to study this Tender document carefully before submitting their bids in response to the bid Invitation. Submission of a bid in response to this invitation shall be deemed to be have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.
- vi) Instructions regarding Online Bid submission are given at **Annexure-A** of this tender document.
- vii) The bidders will need to upload their bid and the documents at Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. The format for Submission of Technical Bids has been given at **Annexure-B** of this Tender document and shall be followed by the bidder.
- viii) The Purchaser is not bound to accept any bids, and at its sole discretion reserves the right to annul the selection process at any time prior to the award of contract without assigning any reasons to the bidders whatsoever and without thereby incurring any liability to the bidders. Format of Technical Bid ( as per **Annexure B** and **Annexure C**) and Financial Bid is enclosed at **Annexure-E**.
- ix) **Value of the Contract** is Rs. 15 Lakhs (approximate).
- x) **Tender Document Fees:**  
The bidders shall pay **Rs 500/- (Rupees Five Hundred only)** through NEFT as per Bank Account details mentioned at Page No. 1 of this Tender document.  
This fee is **non-refundable**.
- xi) **Earnest Money Deposit (EMD) :**  
All bids submitted in response to this Tender document shall be accompanied by Earnest Money Deposit (EMD) of **Rs. 30,000/- (Rupees Thirty Thousands only)**. The EMD shall be paid through NEFT as per Bank Account details mentioned at Page No. 1 of this Tender document.
- xii) **Forfeiture of Earnest Money Deposit (EMD) :**  
The EMD submitted along with the bid shall be forfeited under the following conditions:
  - a) If the bid is withdrawn during the validity period or any extension agreed to by the bidder thereof.
  - b) If the bid is varied or modified in a manner not acceptable to the Purchaser after opening of bid during the validity period or any extended period.
  - c) If the bidder tries to influence the evaluation process.

- d) If the bidder fails to comply with any of the provisions of the tender document.
- e) If the bidder having been notified of the selection, fails or refuses to submit/pay the required Performance Security Deposit within the time stipulated by the Purchaser.
- f) If the Supplier fails to provide the acceptance letter within the time stipulated by the Purchaser.
- g) If the Supplier refuses to take up the job within the time stipulated by the purchaser.
- h) Forfeiture of earnest money deposit shall be without prejudice to any other right of NIELIT to claim any damages as admissible under the law as well as to take such action against the bidder such as severing future business relation or black listing, etc., as may be deemed fit.

**xiii) Refund of EMD :**

The EMD will be refunded as follows:

- a) In the case of unsuccessful bidders, EMD of unsuccessful bidders will be refunded without any interest, after award of the contract to successful bidder. **No interest will be payable on the amount of EMD.**
- b) In the case of successful bidder the EMD shall be refunded on the receipt of the Performance Security Deposit.

**xiv) Performance Security Deposit:**

- a) The successful bidder shall be required to deposit Performance Security deposit amount @ 5 % of the estimated tender value i.e. Rs. 75000 within five days after receipt of letter / intimation of acceptance of the bid, for release of work order failing which the offer shall be treated as cancelled with forfeiture of EMD. Performance Security Deposit has to be deposited thru NEFT as per Bank Account details mentioned at Page No. 1 of this Tender document.
- b) Performance Security Deposit **in the form of cash WILL NOT be accepted.**
- c) **No interest will be payable on the amount of Performance Security Deposit.**
- d) Performance Security Deposit will be refunded within 30 days of final bill settlement.

**xv) Forfeiture of Performance Security Deposit:**

- a) Performance Security Deposit shall be forfeited in case the Supplier fails to fulfill its obligation under the contract.
- b) Forfeiture of performance security deposit shall be without prejudice to any other right of NIELIT to claim any damages as admissible under the law as

well as to take such action against the bidder such as severing future business relation or black listing, etc., as may be deemed fit.

### 3.2 Important Information

S. No.	Information	Details
1.	Name & Address of Purchaser	National Institute of Electronics & Information Technology (NIELIT) Pali. Manpura Bhakri, Near Sadar Police Thana, Pali (Rajasthan)
2.	Date of Publishing of Tender Document	14-JUL-2017
3.	Tender Document download start date	14-JUL-2017
4.	Bid Submission Start date	14-JUL-2017
5.	Last date and time for Bid submission (Technical & Financial)	03-AUG-2017 at 17:00 hours
6.	Date and Time for opening of Technical bids	04-AUG-2017 at 15:00 hours
7.	Date and Time for opening of Financial Bid	To be informed to qualified bidder later on
8.	Validity of Bids	90 days from the last date for bid submission.
9.	Contact Person	Shri Vijay Kumar, Scientist 'C' NIELIT Pali, Manpura Bhakri, Near Sadar Police Thana, Pali, 306401, <a href="mailto:vijay.mit04it@nielit.gov.in">vijay.mit04it@nielit.gov.in</a>  94306-33805

### 3.3 General Eligibility Criteria:

- I. The bidder should have experience of at least 5 years in organizing events of State/Central Govt./PSUs/Autonomous Bodies. (Valid proof/Copies of Work-order or bills or proof of payments or completion certificate for the same to be enclosed)
- II. The bidder should have successfully organized minimum 3 such events including public sector with covering audience of not less than 500 persons during the 3 years (2014 /2015 / 2016 /2017 any three).(Valid proof/Copies of Work-order or bills or proof of payments or completion certificate for the same to be enclosed.

- III. The bidder should have achieved a minimum annual turnover of Rs. 25 lakh each during three financial years (F.Y. 2013-14, 2014-15, 2015-16 & 2016-17 any three). (Copy of Audited Balance Sheets/CA Certificate to be enclosed)
- IV. Company/Firm should have a Permanent Account Number (PAN) and Valid Food License from the competent authority. (Copies of relevant documents must be enclosed).
- V. Company/Firm should have a valid GST Registration No. from the concerned authority. (Copy of GST Registration to be enclosed)
- VI. The bidder firm should not have been blacklisted by State/Central Govt /PSUs/Autonomous Bodies organization.( Format for undertaking to be given is attached as annexure 'D')
- VII. For a bidder, who has submitted the tender, it will be automatically assumed that bidder had accepted all the terms and conditions of the tender. No request for deviation in the terms and conditions of the tender will be entertained. If there is any deviation from the terms and conditions of the tender or the bidder has submitted conditional bids, the bid will be summarily rejected.
- VIII. Upon verification, evaluation/assessment, if in case any information furnished by the bidder is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained. In such cases, EMD / Performance Security Deposit shall be forfeited.

### **3.4 Mandatory List of Documents to be Submitted**

- i) Scanned copy of duly filled Format for Submission of Technical Bid as per **Annexure-B**.
- ii) Scanned copy of duly filled Schedule of Requirements as per **Annexure-C**
- iii) Scanned copy of complete Tender document duly signed by authorized signatory of the bidder on each page of the tender along with seal of firm.
- iv) Scanned copy of NEFT Receipt/ Proof of successful transaction with UTR No. of Tender Fee and EMD Amount duly signed by authorized signatory of the bidder along with seal of firm.
- v) Scanned copy of the Certificate of Incorporation from the Registrar of Companies (RoC) or certified copy of Certificate of Registration/Evidence of legal status of bidder duly signed by authorized signatory of the bidder along with seal of the firm.
- vi) Scanned copy of valid proof/Copies of Work-order or bills or proof of payments or completion certificate of at least 5 years for organizing events of State/Central Govt./PSUs/Autonomous Bodies.
- vii) Scanned copy of Valid proof/Copies of Work-order or bills or proof of payments or completion certificate of organizing minimum 3 such events including public



sector with covering audience of not less than 500 persons during the 3 years (2014 /2015 / 2016 /2017 any three).

- viii) Scanned copies of Audited Balance Sheets/CA Certificates depicting a minimum annual turnover of Rs. 25 lakh each during three financial years (F.Y. 2013-14, 2014-15, 2015-16 & 2016-17 any three).
- ix) Scanned copy of Company/Firm's Permanent Account Number (PAN) and valid food license from the competent authority.
- x) Scanned copy of Company /Firm's valid GST Registration No. from the concerned authority.
- xi) Declaration by the President/CEO/CMD of the organization clearly stating that the organization has not been blacklisted by Central/State/UT Government or any other Government agency and has not been charged/prosecuted by court of law for any fraudulent activity duly attested by Notary Public. Format enclosed at **Annexure-D**.

### **3.5 Definitions and Acronyms**

- i) Bid – Bid means the entire set of documents including the financial bid that have been submitted by the bidders in response to this Tender Document.
- ii) Bidder – Shall mean supplier participating in this bidding process.
- iii) EMD – Earnest Money Deposit.
- iv) Period of Contract – Initially for one year from the date of acceptance of contract by Supplier.
- v) Purchaser - “Purchaser” means the entity with which the Supplier enters into Contract for the supplies. In this Tender document and for the purposes of this project, the ‘Purchaser’ means ‘NIELIT Pali.

## **4. SCOPE OF SERVICES**

The scope of services will be as per Schedule of Requirements (as per Annexure C). The empanelment of Event Management Agency will be initially for one year, which can be extended at the discretion of Director Incharge, NIELIT Pali.

## **5. OTHER TERMS & CONDITIONS**

- i. The bidder must quote for all the items.
- ii. In case of increase in requirement of any item during the period of contract, the bidder will have to supply the items of the same parameters at quoted price.
- iii. The bidder shall submit the proposed design as per the area and no. of guests along with the bid.
- iv. The selected bidder shall act in a transparent manner for the event and shall not in any way act in the manner that is detrimental to the interest and reputation of NIELIT Pali.

- v. The selected bidder shall undertake to abide sincerely by all rules, regulations and laws of land for their responsibilities to manage the events and shall agree to keep itself liable and responsible for any such violation directly or indirectly related to their responsibilities for the event.
- vi. Only the amount for the required work is to be quoted in the financial bid .Any financial bid having any kind of Note/Condition will be rejected .
- vii. Other essential extra items, if any, may also be quoted separately .
- viii. For extra guest, payment for high tea/ lunch will be paid on prorata basis .
- ix. 150 ) One hundred fifty ( nos .of chairs to be kept extra for emergency requirements .
- x. **Consequence of Default :** In the event of any material default which results in shabby presentation or any failure on any account shall be treated as breach of faith and accordingly be liable for penal provisions as set by NIELIT Pali.
- xi. **Award Criteria:** The work shall be awarded to the technically qualified bidder quoting the **grand total lowest** amount in the **Annexure-E**. In case the grand lowest amount thus quoted is identical in case of more than one bidder then the Work-order will be awarded to the bidder whose experience in conducting such event is more.
- xii. NIELIT Pali reserves the right to terminate the tender / agreement at its discretion at any time without assigning any reason thereof.
- xiii. NIELIT Pali reserves the right to reject any or all of the bids or accept them in part or to reject lowest bid without assigning any reason there of at any stage.
- xiv. NIELIT Pali, reserves the right to terminate the Work-order at its discretion at any time without assigning any reason, thereof.
- xv. Bidder will provide the Material, Services etc. up to the mark as per scope of works.
- xvi. **Termination by default:**
- xvii. NIELIT Pali may, without prejudice to any other remedy for breach of Work-order, by written notice of default sent to bidder, terminate the Work-order in whole or part:
  - i. If the Bidder fails to provide services within the time period specified in the Work-order.
  - ii. If the Bidder fails to perform any other obligations under the Work-order.
- xviii. **Forfeiture of EMD/ Performance Security deposit:** If the successful bidder refuse/fails to accept the Work-order issued by NIELIT Pali or the work assigned are not done as per the scope or in the event of any material default which results in shabby presentation or any failure on any account shall be treated as breach of faith and accordingly EMD/Performance Security will be forfeited.
- xix. **Rejection of the bid :**
  - i. The bidder is expected to examine all instructions, formats, terms & conditions, & scope of work in the bid document. Failure to furnish complete information required as per bid document or submission of bid which is not substantially responsive to the

bid document in all respect shall result in rejection of bid. In respect of interpretation/clarification of this bid document and in respect of any matter relating to this bid document, the decision of Director Incharge NIELIT Pali shall be final.

- ii. The bidder will have to furnish the requisite documents as specified in the tender document, failing which the bid is liable to be rejected.
  - iii. Bids without EMD will be summarily rejected
  - iv. The bids received through Fax/ Telex/E-Mail/Hard Copy shall not be considered.
- xx. Canvassing whether directly or indirectly in connection with tenders is strictly prohibited and the bids submitted by the bidder who resort to canvassing will be liable to rejection.
- xxi. Incomplete / conditional bids will be rejected.

## 6. SUBMISSION OF BID

The bid shall be submitted online in two parts, viz., Technical bid and financial bid.

### 6.1. TECHNICAL BID

- i. The scanned copies of the required documents are to be uploaded by the bidder as per details mentioned in Section 3.4.
- ii. Financial bid of the technically short-listed qualified bidder shall be opened for which separate date and time will be fixed.

### 6.2. FINANCIAL BID

The Financial bid format as per **Annexure-E** is provided as BoQ\_XXXX.xls file along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ\_XXXX.xls as it is and quote their offer/rates inclusive of all type of taxes and charges in the permitted column and upload the same in the financial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.

## 7. BID OPENING AND EVALUATION

### 7.1. Evaluation Committee(s)

The Evaluation Committee constituted by the Purchaser shall evaluate the Bids as per procedures.

### 7.2. Bid Opening and Evaluation

- a) The Technical evaluation of the bids will be done on the basis of the information supplied by the bidders in their Technical bid (as per format **Annexure-B & Annexure –C**) as well as all other relevant documents submitted by the bidder.

- b) Financial bids of technically short-listed qualified bidders shall be opened by the Tender Evaluation Committee for which separate date and time will be fixed and displayed on CPP website: <http://eprocure.gov.in/eprocure/app>.
- c) The Bids must be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. on or before the due date and time.
- d) 'Technical Bid' of all the bidders uploaded on CPP Portal will be opened at specified date time mentioned in Tender document.
- e) Post this evaluation; the financial bids will be opened.
- f) The Director Incharge NIELIT Pali shall at its own discretion have the authority to disqualify any or all bid(s) that it finds to be inappropriate without giving any reason/justification to the bidder.
- g) The decision of the Director Incharge NIELIT Pali on any of the above matters will be final and binding on all the bidders and no further discussion/interface will be held with the bidders whose bids are disqualified/ rejected.

## **8. OTHER INSTRUCTIONS**

### **8.1. Clarifications on Bid submitted**

During evaluation, the Purchaser may, at its discretion, ask the bidders for clarifications on their bids. The Bidders are required to respond within the time frame prescribed by the Purchaser.

### **8.2. Disqualification**

The Purchaser may at its sole discretion and at any time during the evaluation of bid, disqualify any bidder, if the bidder:

- a. makes misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- b. submits a bid which is not accompanied with required documentation or which is non- responsive to the terms and conditions and stipulations herein;
- c. fails to provide clarifications related thereto within given time frame, when sought;
- d. submits more than one bid;
- e. has been declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.

### **8.3. Award of Contract**

The selected bidder will be informed by Purchaser and selected bidder is required to give its acceptance on the letter head of the firm on the basis of this document and such other terms and conditions as may be determined by the Purchaser as envisaged here in and in accordance with the bid.

The acceptance letter and Performance Security Deposit as per clause 3.1(xiv) of this tender document is required to be given to Purchaser.

#### **8.4. Period of Contract**

The contract would be for an initial period of one year from the date of acceptance of contract by Supplier, which may be extended by mutual consent.

#### **8.5. Confidentiality**

Information relating to the examination, clarification, comparison and evaluation of the bids submitted shall not be disclosed to any of the responding bidders or their representatives or to any other persons not officially concerned with such process until the selection process is over. The undue use by any responding bidder of confidential information related to the process may result in rejection of its bid.

#### **8.6. Disclaimer**

The Purchaser reserves the right to :

- a) Reject any / all bids without assigning any reasons thereof, and
- b) Relax or waive any of the conditions stipulated in this Tender document as deemed necessary without assigning any reasons thereof

#### **8.7. Corrupt or Fraudulent Practices**

- a) In the event of the bidder engaging in any corrupt or fraudulent practices during the bidding process, the Purchaser reserves the right to reject such bids at its sole discretion.
- b) For the purpose of this clause:
  - i. “Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of an official of the Purchaser in the selection process. It also includes bringing undue influence through any quarter or interfering directly or indirectly in the selection process to affect its outcome.
  - ii. “Fraudulent Practice” means a misrepresentation of facts in order to influence the evaluation and selection process to the detriment of the Purchaser.

#### **8.8. Limits on Promotion/Publicity/Advertising.**

The Supplier shall not perform any kind of promotion, publicity or advertising etc. at the Purchaser and their field offices through any kinds of hoardings, banners or the like.

#### **8.9. Force Majeure**

Any delay or failure in the performance by either party hereunder shall be excused if and to the extent caused by the occurrence of a Force Majeure. For purposes of this tender, Force Majeure shall mean a cause or event that is not reasonably foreseeable or otherwise caused by or under the control of the Party claiming Force Majeure, including acts of God, fires, floods, explosions, riots, wars, hurricane, sabotage terrorism, vandalism. Accident, restraint of government, governmental acts, injunctions, other than those of the party or its suppliers, that prevent party from furnishing the materials or equipment, and other like events that are beyond the reasonable anticipation and control of the Party affected thereby, despite such Party's reasonable efforts to prevent, avoid, delay, or mitigate the effect of such acts, events or occurrences, and which events or the effects thereof are not attributable to a Party's failure to perform its obligations under this tender.

**8.10. Arbitration**

All dispute, differences and questions arising out of, in any way touching or concerning Purchaser and bidders / suppliers, will be referred to the Arbitrator to be appointed by the Director Incharge, NIELIT Pali. Arbitration shall be in accordance with the Conciliation Act 1996 and Rules framed there under as amended from time to time. The arbitrator shall be entitled to extend the time of arbitration proceeding with the consent of the parties. In case of failure of arbitration proceedings, the appropriate Courts at Pali alone shall have jurisdiction to entertain and try them.

**8.11. Jurisdiction:**

Appropriate courts at Pali under the jurisdiction of Hon'ble High Court of Rajasthan at Pali alone shall have exclusive jurisdiction to try and entertain any dispute arising there from.

**8.12. 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.

**9. PAYMENT TERMS**

The terms of payment will be as follows:

- a) Bill will be raised to NIELIT Pali on supply of complete material and providing the service against respective work order.
- b) No advance payment will be made against any work/supply Order.
- c) The bill amount will be paid within 30 days of submission of the bill after receiving of complete services/materials.
- d) The payment shall be made after submission of invoice and will be released through online /digital mode /NEFT after deducting TDS as applicable.

## ANNEXURE A

### Instructions for Online Bid Submission

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in> ). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

### REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Click **here to Enroll**” on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal

to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF/XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee /EMD as applicable and enter details of the instrument.
- 4) Bidder should submit the EMD as per the instructions specified in the tender document.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the prices bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online,



without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232.

**ANNEXURE -B**

**Format for Submission of Technical Bid**  
**(TO BE GIVEN ON COMPANY/ORGANISATION/FIRM LETTER HEAD)**

To

The Director Incharge  
National Institute of Electronics and Information Technology (NIELIT)  
Manpura Bhakri, Near Sadar Police Thana,  
Pali, Rajasthan (306401)

**Bidder's Information (Mandatory)**

Sl. No.	Particulars	Description /Details	Reference Documents	Page No.
1	Name of Bidder			
2	Contact Details			
	a) Address			
	b) Telephone / Mobile			
	c) Fax			
	d) E-mail			
	e)Website(If any)			
3	Incorporation Details of the Company/ Certificate of Registraion of Firm		Certified copy of Incorporation under Indian Companies Act1956/Any reference document in case of proprietary firm.	
	a) Incorporation No.			
	b) Date of Incorporation			
4	Client List (Attach separate sheet if required)			
5	Name of the Authorized Signatory		Authorization letter to be enclosed	
	a) Position/Designation			
	b) Telephone			
	c) Fax			
	d) Mobile			
	e) E-mail			
6	Total Experience of bidder in the field (Attach Supporting Documents)			
7	Details about organizing minimum 3 events during three years (2014 /2015 / 2016			

	/2017 any three) (Attach Supporting Documents)			
8	Documents for minimum annual turnover of Rs. 25 lakh each during three financial year (F.Y. 2013-14, 2014-15, 2015-16 & 2016-17 any three) (Attach Supporting Documents)			
9	Copy of Permanent Account Number (PAN) & Food License			
10	Copy of valid GST Registration No.			
11	Additional Information if any			
12	Declaration regarding non blacklisting of the firm as per Annexure D			

**Place:**

**Date:**

**I certify that all the essential technical compliance conditions are complied by us .And it is also certified that my company/Firm/ is not black listed by State/Central Govt/.PSUs/Autonomous Bodies organization.**

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**Signature& Seal of the Bidder**

## ANNEXURE-C

**Schedule of Requirement (To be met by all the bidders)**

S. No	Particulars	Qty.	Unit	Remarks if any
1	Single Fold Coloured Brochure regarding NIELIT A4 size (4 pages)	650	pcs	Matter to be collected from this Office.
2	Coloured Invitation Cards single sheet	650	pcs	Matter to be collected from this Office.
3	Press Conference Arrangement		job	Matter to be collected from this Office.
4	Anchor	1	No	
5	Hostess	5	No.s	
6	Team for Ganesh Bandana & National Anthem	1	Set	
7	Main Gate having size of 15' X 20' with flex print of 15' X 5'	1	Set	
8	(a) Making Pandal of Water Proof pillar-less M. S. Steel Structure with White Cloth with side Masking, all the passage and sitting space to be covered with proper carpet including adequate arrangement of ceiling fans/pedestal fans/air-coolers as per requirement.	1	Job	Approximate area 11500. Sq.Ft.
	(b) Seating arrangements - 25 sofa two seater, centre tables in the first row, 200 dunlop chairs with white covers & 400 Plastic chairs. Arrangement for 15 dignitaries on Dias on stage, Area should be marked properly for VIPs, Press & Media, Invitee Officers & Staff made with robust material, etc.			
	(c) Creation of air conditioned 4 feet high stage (with two tower AC's) having two Backdrop- LED-walls of 8 feet by 10 feet each with necessary wings at both side with projection as per required size. Sufficient area with well decorated Dias table and chairs with Name plates for 15 dignitaries, flower vase on Dias, well decorated Podium having NIELIT Logo; complete stage floor covered properly with carpet and decorated with flowers should have sufficient space for VVIP movements. Complete arrangement of lamp lighting on the stage.			

	(d) Red carpeting with good quality carpet from main gate to the stage and to plaque unveiling site as per requirement (including area of corridor in the building and uncovered area)	1	Job	Approximate area 7000 Sq. feet
	(e) Making refreshment Pandal of Water Proof Structure with White Cloth with proper carpeting including adequate arrangement of ceiling fans/pedestal fans/air-coolers as per requirement.	1	Job	Approximate area 11500. Sq.Ft.
	(f) Separate Air Condition arrangement for serving High Tea/Lunch for VVIPs with proper seating arrangement & serving with proper crockery and cutlery for approx. 30 dignitaries in the earmarked area. Proper crockery and well-dressed waiters in sufficient numbers should be provided.			Mineral water bottles to be provided on the tables along with High tea/Lunch.
	(g) Arrangement of round tables and chairs with proper covers (white) and frills for 100 VIP guests at a time and adequate stalls for High Tea / Lunch with decoration.			Mineral water bottles to be provided on the tables along with High tea/Lunch.
	(h) Lunch / High Tea for 650 guests. Tables for catering with proper Table Covers & Frills and Stalls for food. (depending upon the time slot of Inauguration High Tea or Lunch will be decided later. <b>Note: Rate to be quoted separately</b> )			(Menu for High Tea) :- One welcome Drink, Water, Tea, Paneer Pakora, Samosa, Kaju Katli, Potato wafers, Burfi/Ladoo, Green Chutney, Tomato Sauce.  (Menu for Lunch) :- One welcome drink, Water, One soup, Salad, Pickles, Dal Fry, One Paneer dish, Mix seasonal vegetable, Boondi Raita, Zira Rice, Tandoor Roti and/or Tandoor Naan, One dessert i.e. Gulab Jamun.
9	Backdrop—Flex with masking with necessary wings at both side with projection [30 ‘ X 10 ‘]	1	Set	
10	Stage on dias with decoration with artificial flowers and Pot Bouque	1	Job	
11	Area Signage with stand [1 ‘ X 2 ‘]	6	No.	
12	Sound and Light: Console for control panel for sound, light & video equipment is to be made	1	Set	PA SYSTEM + LIGHTS of all branding Stage for approx 650 guests
13	Photography & Videography (soft copy of the coverage is to be	1	Job	02- Still Photographers & 02-Videographers

	provided on pen drives)			
14	Soundproof Generator with Diesel as per requirement & sufficient capacity	1	No.	Considering NIL dependency on electrical connection
15	Masking in the uncovered area (as per requirement)	1	Job	May kindly visit site
16	Security Guard(s)	10	No.	Single/Double Shift
17	Fire Extinguishers	6	No	
18	Decor, flower arrangement in the building from main building gate to corridor	1	Set	
19	Officer, Volunteer Badges	100	pcs	
20	Supply of plaque of Black Granite (5'x3') with Golden printing of matter. The plaque is to be fixed on a properly decorated platform. Proper arrangement of unveiling the plaque on the stage.	1	Job	Matter is to be provided by NIELIT

**Other Conditions :**

- The bidder may visit the premises and understand the exact requirements before submission of bids. **Bidders may visit the venue(site) of NIELIT Pali at Manpura Bhakri, Near Sadar Police Station, Pali, Rajasthan and contact at the following numbers if required:**
  - Sh. Sanjeev Suri, Director In Charge NIELIT Pali 98766-01897
  - Sh. Vijay Kumar , Scientist 'C', NIELIT Pali 94306-33805
- Proper Earthing and precautions should be taken to ensure safety, good quality cables from Generator set to the AV, air conditioners, and lights to be provided.
- Arrangement for security fencing etc. as may be deemed necessary.
- Transportation of materials, boarding & lodging, travel expenses of manpower deployed to carry out the work has to be borne by the bidder.
- The Shortlisted Bidder has to take necessary approval from the competent authorities for the event.

I certify that all the schedule of requirement will be met by us .

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Signature& Seal of the Bidder with date

## ANNEXURE -D

**Affidavit regarding– NON BLACKLISTING (to be submitted with Technical BID) on stamp paper of Rs. 10/- duly attested by Notary Public**

To

The Director In-Charge,  
National Institute of Electronics and Information Technology (NIELIT)  
Manpura Bhakri,  
Near Sadar Police Thana,  
Pali, Rajasthan  
306401

In response to this tender, I/ We hereby declare that presently our Company/ firm M/s \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt and /or fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm M/s \_\_\_\_\_ is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission and no Criminal Case is pending against the firm..

If this declaration is found to be incorrect at any stage then without prejudice to any other action that may be taken, my/ our Earnest Money may be forfeited in full and the award of Supply Order may be cancelled.

Thanking you,

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**ANNEXURE E****FORMAT FOR FINANCIAL BID****Financial Bid** -Schedule of price bid in the form of BOQ\_XXXX.xls

<b>Tender Inviting Authority: NIELIT Pali</b>	
<b>Name of Work: Selection of Event Management Agency</b>	
<b>Contract No: NIELIT/PALI/EVENT-04/2017/</b>	
<b>Bidder Name :</b>	
<b><u>PRICE SCHEDULE</u></b> <b>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )</b>	

**FORMAT FOR PROVIDING FINANCIAL QUOTES TOWARDS PROVIDING THE COMPLETE SERVICES BY THE EVENT MANAGEMENT AGENCY IN CONNECTION WITH THE INAUGURATION CEREMONY OF NIELIT PALI, AT MANPURA BHAKRI, NEAR SADAR POLICE STATION, PALI, RAJASTHAN, 306401 .**

(Schedule of Requirement )To be met by all the bidders : (

Sl. No.	Particulars	Qty. (A)	Unit (B)	Unit Rate (Inclusive of Taxes in Rs.) (C)	Amount (in Rs ) ( D ) = A * C
1	Single Fold Coloured Brochure regarding NIELIT A4 size (4 pages)	650	pcs		
2	Coloured Invitation Cards single sheet	650	pcs		
3	Press Conference Arrangement	1	job		
4	Anchor	1	No		
5	Hostess	5	No		
6	Team for Ganesh Bandana and National Anthem	1	Set		
7	Main Gate having size of 15' X 20' with flex print of 15' X 5'	1	set		
8	(a) Making Pandal of Water Proof pillar-less M. S. Steel Structure with White Cloth with side Masking, all the passage and sitting space to be covered with proper carpet including adequate arrangement of ceiling fans/pedestal	1	Job		



	fans/air-coolers as per requirement				
	(b) Seating arrangements - 25 sofas two seater, centre tables in the first row, 200 dunlop chairs with white covers & 400 Plastic chairs. Arrangement for 15 dignitaries on Dias on stage, Area should be marked properly for VIPs, Press & Media, Invitee Officers & Staff made with robust material, etc.	1	Job		
	(c) Creation of air conditioned 4 feet high stage (with two tower AC's) having two Backdrop-LED-walls of 8 feet by 10 feet each with necessary wings at both side with projection as per required size. Sufficient area with well decorated Dias table and chairs with Name plates for 15 dignitaries, flower vase on Dias, well decorated Podium having NIELIT Logo; complete stage floor covered properly with carpet and decorated with flowers should have sufficient space for VVIP movements. Complete arrangement of lamp lighting on the stage.	1	Job		
	(d) Red carpeting with good quality carpet from main gate to the stage and to plaque unveiling site as per requirement (including area of corridor in the building and uncovered area).	1	Job		
	(e) Making refreshment Pandal of Water Proof Structure with White Cloth and with proper carpeting including adequate arrangement of ceiling fans/pedestal fans/air-coolers as per requirement.	1	Job		
	(f) Separate Air Conditioned arrangement for serving High Tea/Lunch for VVIPs with proper seating arrangement & serving with proper crockery and cutlery for approx. 30 dignitaries in the earmarked area.	1	Job		
	(g) Arrangement of round tables and chairs with proper covers (white) and frills for 100 VIP guests at a time and adequate stalls for High Tea / Lunch with decoration.	1	Job		
	(h) Lunch / High Tea for 650 guests. Tables for catering with proper Table Covers & Frills and Stalls for food. (depending upon the time slot of Inauguration High Tea or Lunch will be decided later. <b>Note: Rate to be quoted separately for Lunch and High Tea</b> )	650	Nos		

9	Backdrop—Flex with masking with necessary wings at both side with projection [30 ‘ X 10 ‘]	1	Set		
10	Stage on dias with decoration with artificial flowers and Pot Bouque	1	Job		
11	Area Signage with stand [1 ‘ X 2 ‘]	6	No.		
12	Sound and Light: Console for control panel for sound, light & video equipments	1	Set		
13	Photography & Videography	1	Job		
14	Soundproof Generator with Diesel as per requirement & sufficient capacity	1	No.		
15	Masking in the uncovered area (Per Square Feet)	1	No.		
16	Security Guard’s	10	No.		
17	Fire Extinguisher	6	No.		
18	Decor, flower arrangement in the building from main building gate to corridor.	1	Job		
19	Officer, Volunteer Badges	100	pcs		
20	Supply of plaque of Black Granite (5’x3’) with Golden printing of matter. The plaque is to be fixed on a properly decorated platform. Proper arrangement of unveiling the plaque on the stage.	1	Job		
21	Grand Total Amount in figures (in Rupees)				
22	Grand Total Amount in words:				