



राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं) - अगरतला केंद्र
National Institute of Electronics and Information Technology
NIELIT - Agartala centre

Ministry of Electronics and Information Technology (MeitY), Government of India
R.K. Nagar (Opposite to NEEPCO), Khayerpur, Agartala - 799008, www.nielit.gov.in/agartala

Short Tender Notice

NIELIT Agartala invites bids in two bids System for hiring the services of an Event Management Agency in connection with the inauguration of permanent campus of NIELIT Agartala Centre at R.K. Nagar, Khayerpur, Agartala, West Tripura from interested agencies who comply with general terms and conditions and scope of work:

Sl. No	Description of the Tender/EOP	Tender Ref No. and Date	Estimated Tender value in Rs	Last date & time of bid submission	Date & time for opening of Bid
1.	Hiring the services of an Event Management Agency in connection with the Inauguration of permanent campus of NIELIT Agartala Centre at R.K. Nagar, Khayerpur, Agartala, West Tripura.	NIELIT/AGT/Auspicious day/125/2014 Dt 12 th February, 2017	4 Lakhs	20.02.2017 (11:00 Hrs)	20.02.2017 (12:00 Hrs)

Details of the Tender Notice can be downloaded from the following websites

<http://www.nielit.gov.in> or <http://www.nielit.gov.in/agartala> or <http://eprocure.gov.in>

Advt No - 02/2017

Sd/ - Director-in-Charge



National Institute of Electronics & Information Technology Agartala Centre

Ministry of Communications and Information Technology
Government of India
R.K. Nagar (Opposite to NEEPCO), Khayerpur, Agartala, West Tripura,
P.S. –Bodhjunnagar, PIN-799008
Phone No: 03812391010, Website: www.nielit.gov.in/agartala

SHORT NOTICE TENDER

(Tender No. NIELIT/AGT/AUSPICIOUS DAY/125/2014 Dt. 12th Feb 2017)

**SHORT NOTICE TENDER FOR HIRING AN EVENT MANAGEMENT AGENCY IN
CONNECTION WITH THE INAUGURATION OF PERMANENT CAMPUS OF NIELIT
AGARTALA CENTRE AT R.K. NAGAR, KHAYERPUR, AGARTALA, WEST TRIPURA**

1. MODE OF TENDERING: **TWO-BID SYSTEM**
2. EARNEST MONEY DEPOSIT (EMD): **AMOUNT OF RS. 10,000/- (RUPEES TEN THOUSAND ONLY)**
3. LAST DATE & TIME FOR SUBMISSION OF BID: **20.02.2017; 11:00 HRS**
4. DATE, TIME & VENUE FOR OPENING OF BID (T): **20.02.2017 ;12:00 HRS AT NIELIT AGARTALA CENTRE**
5. FINANCIAL BIDS OF TECHNICALLY QUALIFIED BIDDERS WILL BE OPENED ON THE SAME DAY

ANNEXURE-I

GENERAL TERMS AND CONDITIONS AND INSTRUCTION TO BIDDERS

NIELIT Agartala Centre invites bids in two bids System for hiring the services of an Event Management Agency in connection with the inauguration of the permanent campus of NIELIT Agartala Centre at R.K. Nagar (Opposite to NEEPCO), Khayerpur, Agartala, West Tripura from interested agencies who comply with general terms and conditions and scope of work as per following:

1. The tender document can be downloaded from our website www.nielit.gov.in, www.nielit.gov.in/agartala and CPP portal

2. Tender process:

The Bid shall be submitted in **Two Bid System** as under:

A) Cover-1 (Technical Bid) should contain the following:

- Earnest Money Deposit of amount Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft/FDR/TDR/Banker's Cheque in favour of NIELIT Agartala Centre and payable at Agartala from any of the Nationalised Bank along with compliance as per *Annexure- A & Annexure-B*.

B) Cover-2(Financial Bid) should contain the following:

- Financial Bid as per *Annexure-C*.

Technical Bid and Financial Bid are to be placed in two separate sealed envelopes (clearly super scribing 'Technical Bid' and 'Financial Bid' respectively) which in turn are to be placed in one bigger (Wax/Tape sealed only) cover. The bids of all the bidders whose Financial Bid is not in a separate sealed cover or the rates quoted by them is found mentioned in their Technical Bid, shall be rejected forthwith. The Financial Bids of only those bidders shall be opened whose Technical Bids are found to be eligible as per the criterion mentioned in the tender document.

The bidders who have already submitted their bids in reference to the following tender reference no earlier need not require to submit bids again. However, if they wish to update any fresh documents they may submit the same to NEILIT Agartala:

(Tender No. NIELIT/AGT/AUSPICIOUS DAY/125/2014 Dt. 15th Jan 2017)

3. Each page of tender document must be signed and stamped by authorized signatory to ensure the compliance with the scope & services and general terms & conditions. No overwriting, corrections and cutting is permitted.
4. Bid should be submitted with a forwarding letter on letter head of the Bidder.

5. Bid validity should be of 90 days from the specified date of opening.
6. The bidders should be well versed with the process of inauguration of VC which is likely to be happened in NORTH/SOUTH Tripura study Centre along with the inauguration of permanent Campus.
7. The bidder shall submit the proposed design as per the area and no. of guests along with the bid.
8. (a) 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.

(b) 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.

9. **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 Agartala

10. EMD of unsuccessful bidder shall be refunded without any interest. EMD of successful bidder will be retained as part of performance security deposit and refunded along with release of final payment.
11. The successful bidder shall be required to deposit performance security amount @10% of accepted bid value through Demand Draft immediately (within two days) after receipt of letter/intimation of acceptance of the bid, for release of Order failing which the offer shall be treated as cancelled with forfeiture of EMD.
12. The completely filled bid document, duly sealed should be addressed should reach on or before 11:00 hrs on 20.01.2017 in tender box kept at reception duly super scribed on the top of envelope as **“BID FOR HIRING AN EVENT MANAGEMENT AGENCY IN CONNECTION WITH THE INAUGURATION OF PERMANENT CAMPUS OF NIELIT AGARTALA CENTRE AT R.K. NAGAR, KHAYERPUR, AGARTALA, WEST TRIPURA”** to the following address:
The Director In-charge
NIELIT Agartala Centre
R.K. Nagar, (Opposite NEEPCO), Khayerpur,
Bodhjunnagar, Agartala 799008, Tripura (West)
13. NIELIT Agartala shall not be responsible for postal or any other delays. Bids

received in an envelope **that is damaged /torn or merely stapled will be summarily rejected.**

14. Bidders are requested to be present at the time of opening of the bids. If the date of tender opening, by any chance happens to be a holiday, the tender will be opened on the next working day at the stipulated time.
15. **Award Criteria: The work shall be awarded to the technically qualified bidder quoting the lowest amount in the Annexure-C .In case the lowest amount thus quoted is identical in case of more than one bidder then the contract will be awarded to the bidder whose experience in conducting such event is more.**
16. **Payment Terms:** The payment shall be made after submission of invoice and will be released through online/digital after deducting TDS as applicable.
17. NIELIT Agartala reserves the right to terminate the agreement at its discretion at any time without assigning any reason, thereof.
18. NIELIT Agartala 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.
19. Bidder will provide the Material, Services etc. up to the mark as per scope of works.
20. **Termination by default:**

NIELIT Agartala may, without prejudice to any other remedy for breach of contract, by written notice of default sent to bidder, terminate the Contract in whole or part:

 - A) If the Bidder fails to provide services within the time period specified in the contract.
 - B) If the Bidder fails to perform any other obligations under the Contract.
21. **Forfeiture of EMD/Security deposit:** If the successful bidder refuse/fails to accept the Work Order issued by NIELIT or the work assigned are not done as per the scope, EMD/Performance Security will be forfeited.
22. **Rejection of the bid**
 - A) 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 NIELIT shall be final.
 - B) The bidder will have to furnish the requisite documents as specified in the

tender document, failing which the bid is liable to be rejected.

C) Bids without EMD will be summarily rejected

D) The bids received after specified date & time shall not be considered.

E) The bids received through Fax/ Telex/E-Mail shall not be considered.

20. Black listing

Company/Firm black listed by Govt./PSU/Corporate organization are not eligible to Bid. If at any stage of bidding process or during the currency of contract, such information comes to knowledge of NIELIT, the NIELIT shall have right to reject the bid or terminate the contract, as the case may be, without any compensation to the bidder.

21. Arbitration

In case of any dispute or differences arising under the terms of this Agreement the same shall be settled by reference to arbitration by a Sole Arbitrator to be appointed by Director In-charge, NIELIT Agartala Centre. The provisions of Arbitration and Conciliation Act 1996 shall be applicable.

If any dispute of any kind what so ever, and not resolved through arbitration, arises between NIELIT and the Successful Bidder in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity, or termination, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference by mutual consultation then all the litigation and proceedings, if arises at any time should be subject to jurisdiction of Tripura High Court only.

22. Force Majeure

If, at any time, during the continuance of the agreement, the performance in whole or in any part by either party of obligation under the agreement shall be prevented or delayed by reasons of any war, hostile acts of the enemy, civil commotion, subrogate, fire, floods, earth quakes, explosions, epidemics, strikes and quarantine restrictions by acts of God, (herein after referred to as eventualities) then provided notice of the happening of any such eventualities is given by either party to the other within two days from the date of occurrence there on, neither party shall, by reason of such eventualities been titled to terminate this contract agreement nor shall either party have any claim of damages against the other in respect of such non performance nor delay in performance. Performance of the contract agreement shall, however be resumed as soon as practicable after such eventuality has come to an end.

I have read and understood all terms and condition and agreed upon.

(Tender No. NIELIT/HQ/ADMIN/C & M/27/2015)

Signature& Seal of the Bidder

ANNEXURE-II

Scope of work and other conditions-

The Ceremony of “**INAUGURATION OF PERMANENT CAMPUS OF NIELIT AGARTALA CENTRE AT R.K. NAGAR, KHAYERPUR, AGARTALA, WEST TRIPURA**’ is to be held at **NIELIT Agartala Centre, R.K. Nagar, Khayerpur, Agartala, West Tripura** tentatively in the 1st half of February 2017. The convenience of Hon’ble Union Minister of Communications & Information Technology is being sought for the Ceremony.

To conduct the mega event, Director In-charge, NIELIT Agartala invites sealed tenders from reputed & financially sound agencies for the Event Management Agency as per details mentioned below:-

Description	HIRING AN EVENT MANAGEMENT AGENCY IN CONNECTION WITH THE INAUGURATION OF PERMANENT CAMPUS OF NIELIT AGARTALA CENTRE AT R.K. NAGAR, KHAYERPUR, AGARTALA, WEST TRIPURA
Venue	NIELIT AGARTALA CENTRE, R.K. NAGAR, KHAYERPUR, AGARTALA, WEST TRIPURA
Date of event	Tentatively 1st half of Feb 2017
Scope of work	As per tender Document
Approx. Cost	Rs. 4.00 Lakhs
Guests	Approximately 1000

TECHNICAL COMPLIANCE**Essential Compliance Conditions for Bidder's**

Sl. No.	Condition Description
1.	The bidder should have experience of at least 3 years in organizing events of State/Central Govt./PSUs/Autonomous Bodies. (Valid proof/Copies of work order and bills or completion certificate for the same to be enclosed)
2.	The bidder should have successfully organized minimum 3 such events including public sector with covering audience of not less than 200 persons during the last 3 years (FY 2013-14, 2014-15, 2015-16) in India. (Valid proof/Copies of work order and bills or completion certificate for the same to be enclosed)
3.	The bidder should have achieved an average minimum annual turnover of Rs. 10 Lakhs during the last three financial year (FY 2013-14, 2014-15, 2015-16) (Copy of Audited Balance Sheets/CA Certificate and IT Return to be enclosed)
4.	Company/Firm should have a Permanent Account Number(PAN) (Copy of PAN Card to be enclosed)
5.	Company/Firm should have a valid Service Tax Registration from the concerned authority. (Copy of Service Tax Registration to be enclosed)

Bidder's Information (Mandatory):

Sl. No.	Particulars	Description /Details	Reference Documents	Page No.
1	Name of Bidder			
2	Contact Details			
	a) Address			
	b) Telephone			
	c) Fax			
	d) E-mail			
	e)Website(If any)			
3	Incorporation Details		Certified copy of Incorporation under Indian Companies Act1956/Any relevant document in case of proprietary firm/other firms	
	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	

(Tender No. NIELIT/HQ/ADMIN/C & M/27/2015)

	a) Position/Designation			
	b) Telephone			
	c) Fax			
	d) Mobile			
	e) E-mail			
6	Additional Information if any			
7	Total Experience of bidder in the field			

Place:

Date :

I certify that all the essential technical compliance conditions are complied by us.

Signature& Seal of the Bidder

ANNEXURE-B**Schedule of Requirement (To be met by all the bidders):**

Sl. No.	Particulars	Qty.	Unit	Remarks if any
1	Main Gate Fascia-flex print along with 2 Welcome arch gates as per the requirement	1	Set	Unit rate should be quoted separately for extra quantity, if any required
2	<p>Water Proof Aluminum pillar less structure with White Cloth and Wooden Platform covered with proper carpet.</p> <p>Seating arrangements – For VVIPs/VIPS (50 Nos): Sofa For Citizens/ Press & Media/ Students (750-1000) as per the availability of space): Chairs with covers. Area should be marked properly for VVIPs with security enclosure (D) made with robust material, Press & Media etc.</p> <p>Separate arrangement for High Tea for VVIPs/VIPS/Press/Media with proper seating & serving for approx. 100 dignitaries in the earmarked area.</p> <p>Tables for catering with proper Table Covers & Frills and Stalls for food</p>	1	Job	<p>Approximate Quantity 8000 Sq. Ft.</p> <p>HIGH TEA including tea & coffee, mineral water bottles and Snacks (Cookies, Veg. Sandwich, Pastry, Pakoras of 4 types and Sweets)</p> <p>Proper crockery and well-dressed waiters in sufficient numbers should be provided.</p>
3	Direction Signage	05	No.	Unit rate should be quoted separately for extra quantity, if any required
4	Branding of size 12'x8' (at appropriate places in the city)	05	No.	Unit rate should be quoted for extra quantity.
5	Backdrop-Flex with masking with necessary wings at both side with projection			
6	3 feet high stage having a sufficient area with Dias table and chairs for 12 dignitaries covered properly with carpet and decorated with flowers including air conditioning.	1	Job	
7	Area Sign age with stand	20	No.	
8	Plasmas (standard size)	4	No.	

(Tender No. NIELIT/HQ/ADMIN/C & M/27/2015)

9	Sound and Light. Console for control panel for sound, light & video equipment is to be made	1	Set	PA SYSTEM +LIGHTS @ all branding Stage for approx 1000 guests
10	Photography & Videography	1	Job	02- Still & 02-Video Photographers
11	Fire Marshal/s with Fire Extinguisher/s (Safety Standard should be followed)	10	No.	Trained/equipped with firefighting skills
12	Security Guard/s	15	No.	Single Shift
13	Decor, flower arrangement at Site	1	Job	
14	Supply of plaque of Black Granite (4'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 shall visit the premises and understand the exact requirements before submission of bids. The bidder has to submit their design and work plan based on the requirements as above. Bidders **may visit the venue (site) at R.K. Nagar, Khayerpur, Agartala, West Tripura**
Shri Prasanta Kumar Nath: 0381-2391010
- Proper Earthing and precautions should be taken to ensure safety, good quality cables from Generator set to the Electrical Equipment to be provided.
- Arrangement for security fencing etc as may be deemed necessary.
- Proper care should be taken for water management in case of rain.
- 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 local authorities for the event.

I certify that all the schedule of requirement is complied by us.

Signature& Seal of the Bidder

Financial Bid

FORMAT FOR PROVIDING FINANCIAL QUOTES TOWARDS PROVIDING THE COMPLETE SERVICES BY THE EVENT MANAGEMENT AGENCY IN CONNECTION WITH THE INAUGURATION OF PERMANENT CAMPUS OF NIELIT AGARTALA CENTRE AT R.K. NAGAR, KHAYERPUR, AGARTALA, WEST TRIPURA (With HIGH TEA) (Amount in INR)

Sl. No.	Particulars	Qty.	Unit	Amount in figures	Amount in words
1	2	3	4	5	6
1	Main Gate Fascia-flex print along with 2 Welcome arch gates as per the requirement	1	Set		
2	<p>Water Proof Aluminum pillar less structure with White Cloth and Wooden Platform covered with proper carpet.</p> <p>Seating arrangements – For VVIPs/VIPS (50 Nos): Sofa For Citizens/ Press & Media/ Students (750-1000) as per the availability of space): Chairs with covers. Area should be marked properly for VVIPs with security enclosure (D) made with robust material, Press & Media etc.</p> <p>Separate arrangement for High Tea for VVIPs/VIPS/Press/Media with proper seating & serving for approx. 100 dignitaries in the earmarked area.</p> <p>Tables for catering with proper Table Covers & Frills and Stalls for food</p>	1	Job		
3	Direction Signage	05	No.		
4	Branding of size 12'x8' (at appropriate places in the city)	05	No.		
5	Backdrop-Flex with masking with necessary wings at both side with projection				
6	3 feet high stage having a sufficient area with Dias table and chairs for 12 dignitaries covered properly with carpet and decorated with flowers including air conditioning.	1	Job		

(Tender No. NIELIT/HQ/ADMIN/C & M/27/2015)

7	Area Sign age with stand	20	No.		
8	Plasmas (standard size)	4	No.		
9	Sound and Light. Console for control panel for sound, light & video equipment is to be made	1	Set		
10	Photography & Videography	1	Job		
11	Fire Marshal/s with Fire Extinguisher/s (Safety Standard should be followed)	10	No.		
12	Security Guard/s	15	No.		
13	Decor, flower arrangement at Site	1	Job		
14	Supply of plaque of Black Granite (4'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		

Note:

1. Amount quoted above should be exclusive of any taxes.
2. Taxes shall be paid extra as applicable.(Rate of taxes to be mentioned as applicable)
3. The bid having any mismatch value wise between amounts quoted in figures (Column-5) and in words (column-6) is liable to be rejected.
4. 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.
5. Payment for extra guests (beyond 250) shall be made @60% of prorata cost per guest. The quantity of guest shall be determined on the basis of Tea Cup/Plate consumption verified by NIELIT.
6. Other essential extra items, if any, may also be quoted separately.

I certify that all the terms and conditions of the tender documents are acceptable to us.

Date:

Place:

Signature& Seal of the Bidder