



National Institute of Electronics & Information Technology
Electronics Niketan, 6, CGO Complex, New Delhi-110003

SHORT NOTICE E-TENDER

(Tender No. NIELIT/HQ/ADMIN/6/2016-17)

SHORT NOTICE E-TENDER FOR HIRING AN EVENT MANAGEMENT AGENCY IN CONNECTION WITH THE INAUGURATION CEREMONY OF NIELIT HEADQUARTERS BUILDING AT SECTOR-8, DWARKA, NEW DELHI.

National Institute of Electronics and Information Technology [NIELIT] [erstwhile DOEACC Society] is an Autonomous Scientific body of Ministry of Electronics and Information Technology [MeitY], Govt. of India, was set up to carry out Human Resource Development and related activities in the area of Information, Electronics & Communications Technology (IECT). NIELIT is engaged both in Formal & Non-Formal Education in the area of IECT besides development of industry oriented quality education and training in the state-of-the-art areas. It is also one of the National Examination Body, which accredits institutes/organizations for conducting courses in IT in the non-formal sector.

2. On behalf of the Director General, NIELIT, e-tenders are invited from the reputed and well experienced Event Management Companies (EMCs) for Inauguration Ceremony of NIELIT Building at Sector-8, Dwarka, New Delhi as per given schedule of tender event.

3. Tender documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders/ Suppliers who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at Annexure-1 regarding "Procedure for submission of the e-Tender".

4. Bidder can access tender documents 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> on or before the due date of submission of the tender.

5. Tenders and supporting documents should be uploaded through e-procurement. Hard copy of the tender documents will not be accepted.

Tender Document for Hiring Event Management Agency for Inauguration Ceremony of NIELIT Building at Dwarka, New Delhi

Schedule of Events

| Particulars | Details |
|--|---|
| Nature of the Work | Event Management with all arrangements for Inauguration Ceremony of NIELIT Building at Dwarka, New Delhi. |
| Details of Contact Person for clarifications/queries | B. S. Shishodia, Dy. Director (Civil) NIELIT Headquarters, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi – 110003, Phone: 011-24363731, Mobile: 9650722599 Email: : shishodiabs@nielit.gov.in |
| Mode of Tendering | e-Tender(online) on URL https://eprocure.gov.in/eprocure/app |
| Cost of Tender Document (non-refundable) | Rs.1000/- (Rupees one thousand only) |
| No. of Covers | a) Technical Bid b) Financial Bid |
| i) Approximate Tender value | 20.00 Lakhs |
| Earnest Money Deposit (EMD) | Rs. 40,000/- only Through DD/NEFT/Bankers' Cheque in favour of NIELIT payable at New Delhi. Bank of India, SB A/c. no. 604820100000012, IFSC Code-BKID0006048 on or before bid submission closing time as mentioned in the tender document/corrigendum at NIELIT, New Delhi. |
| Date and time of Publishing of e-tender | 04/02/2017 |
| Website for downloading Tender Document, Corrigendum's, Addendums Etc. | http://nielit.gov.in http://eprocure.gov.in |
| Last date of receipt of Pre-Bid queries by e-mail (in prescribed format at Annexure- V) | Queries related to pre-bid may be sent through e-mail at shishodiabs@nielit.gov.in <u>latest by 8th February, 2017 up to.12.00hrs.</u> |
| Date of pre-bid meeting | 10 /02/2017 at 11.00 hrs. |
| Date and time of uploading minutes of pre-bid meetings | 14 /02/2017 at 17.00 hrs. |
| Online Bid Submission Start Date & Time | 15/02/2017, 09.00 hrs. |
| Online Bid Submission Closing Date & Time | 20/02/2017, 14.00 hrs. |
| Online Technical Bid Opening Date & Time | 21/02/2017, 15.00 hrs. |
| Tender inviting Officer & Address where the EMD Instruments of the Tenders are to be submitted | Addl. Director (P & A), NIELIT Headquarters, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi – 110003 |
| Venue for Technical Bid opening | NIELIT Headquarters |
| Date, Time and Venue of opening of Financial bids | Will be intimated later to the technically qualified bidders |
| Bid Validity | 90 Days from the closing date of bid submission |

INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, Ministry of Finance, 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> .

1. Online bids/e-tenders are invited from the reputed and well experienced Event Management Companies (EMCs) for conducting Inauguration Ceremony of NIELIT Building at Sector-8, Dwarka, New Delhi having experience of at least 5 years in organizing events of State/Central Govt./PSUs/Autonomous Bodies.
2. Bidders are advised to study the tender Document carefully before submitting the tender form. It will be presumed that the bidder has considered and accepted all the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender. BIDS MUST BE UNCONDITIONAL.
3. The Bidders should take care that no column in the e-tender should be left blanks which would be otherwise made the tender liable for rejection. In case any column has to be left blank, it should be filled as "NOT APPLICABLE".
4. Online Bids should be prepared in accordance with the prescribed format Appendix-I (Technical Bid i.e. Details of the Agency) and Appendix-II (Financial Bid) of the tender Document, and to be submitted on e-procurement portal.
5. The tender form is non-transferable.

REGISTRATION

6. 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.
7. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

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8. 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.
9. 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.
10. 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.
11. 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

12. 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.
13. 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.
14. 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

15. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
16. Bidders should 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.
17. 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.
18. 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

19. 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.

20. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
21. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
22. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
23. Bidders are requested to note that they should necessarily submit their bids in the format provided and no other format is acceptable. If the price 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 colored (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.
24. 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.
25. 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.
26. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
27. 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.
28. 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

29. 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.
30. 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.

GENERAL TERMS AND CONDITIONS/INSTRUCTION TO BIDDERS

NIELIT HQ, New Delhi invites e-tenders in two bids System for hiring the services of an Event Management Agency in connection with the inauguration ceremony of NIELIT HQ Building at Dwarka, New Delhi from interested agencies who comply with eligibility, general terms and conditions and scope of work as per following:

2. ELIGIBILITY CRITERIA:

- 2.1 The vendor should have the experience of at least 5 years in organizing events of State/Central Govt./PSUs/Autonomous Bodies or Local Bodies/Municipalities (Valid proof/Copies of work order and bills or completion certificate for the same to be uploaded with technical bid).
- 2.2 The Registered Office or one of the Branch Office's of the Firm should be located either in Delhi or New Delhi. The vendor who does not have an Office located in National Capital Region of Delhi, their bids shall not be entertained.
- 2.3 The Bidder should submit an undertaking with the Technical Bid to the effect that their firm has not been black listed by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm on the date of submission of this bid (Prescribe Performa as per Annexure- VI).
- 2.4 Resolution of Board meeting authorizing the person to sign tender Document (if applicable) should be uploaded.
- 2.5 The bidder must submit (upload) self-attested copy of Certificate of Registration/Incorporation of the firm.
- 2.6 The vendor must furnish details of PAN No., Service Tax No., Sales Tax/ VAT Registration No., and upload the scanned copy of these documents in e-procure portal as specified in **Appendix-I**.
- 2.7 The bidder should have an average turnover of Rs.50.00 lakh during the last three financial years 2013-14, 2014-15 & 2015-16. The bidder must upload self-attested photocopies of Balance Sheet/CA's certificate as proof of the turnover along with copy of Audited/ self-attested Accounts as a proof of its Turnover along with technical bid.
- 2.8 The bidder should have successfully organized minimum 3 such events including public sector with covering audience of not less than 400 persons during the last 3 years (2013-14, 2014-15 & 2015-16) in India. (Valid proof/Copies of work order and bills or completion certificate for the same to be uploaded with technical Bid).
- 2.9 A copy of this Tender Document with each page duly signed by the authorized signatory (who has signed the Bid), should also be uploaded in e-procure portal with the Technical Bid in token of bidders confirmation to accept the terms and conditions and other provisions contained in it.
- 2.10 Requisite EMD & Tender cost must be submitted along with the technical Bid.

3. **TERMS AND CONDITIONS**

Terms and Conditions of the tender are as under:

- 3.1 The rates quoted should be firm and in Indian Rupees. In case of any difference / discrepancy between the rates quoted in figures and words, the later shall prevail.
- 3.2 The bid should be valid for a minimum period of 90 days after the closing date for submission.
- 3.3 The bidder shall quote the technical and financial bids, only as per the format enclosed at **Appendix I and Appendix II.**
- 3.4 The EMD of successful firm may be converted into Performance Security Deposit, if requested and shall be returned after successful completion of work in such case. However, the total Performance Security Deposit shall be restricted to a maximum of 10% of total value of the accepted tender.
- 3.5 The Director General of National Institute of Electronics and Information Technology (NIELIT), Ministry of Electronics and Information Technology, Electronics Niketan, 6, CGO Complex, New Delhi-11003 reserves the right to reject any or all bids without assigning any reason.
- 3.6 The Firms are required to upload copies of the following documents along with the Technical Bid, failing which their Bids shall be summarily/out-rightly rejected and will not be further considered:
 - (a) Scanned copy of Earnest Money Deposit (EMD) and Tender Cost
 - (b) Scanned copy of PAN/GIR Card, VAT/Sales Tax/Service Tax registration certificate.
 - (c) Scanned copy balance sheets and Profit & Loss Account for the last 3 financial years i.e. 2013-14, 2014-15 and 2015-16 (as per point 2.7).
 - (d) Scanned copy of Work experience of similar work during the last 3 years (requisite proof Thereof as per point 2.8)
 - (e) Scanned copy of undertaking that his/her firm is not blacklisted by any Govt. Departments / organization.
 - (f) A copy of this Tender Document with each page duly signed by the authorized signatory & stamped as per point 2.9
 - (g) The proposed design/concept as per the area and No. of guests after conducting site survey.
 - (h) Forwarding letter on letter head of the Bidder towards submission of the Bid.
- 3.7 Conditional bids including having conditional rebate are liable to be rejected out-rightly at the first instance.
- 3.8 The contracting Firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under the order to any other Company/Firm/Agency.
- 3.9 The contracting Firm will be bound by the details furnished by them to the NIELIT, while submitting the tender or at subsequent stage. In case, any of such documents furnished by them is found to be false at any stage, it would be deemed to be a breach of terms of contract, making them liable for legal action besides termination of order.
- 3.10 Financial bids of only those Firms who are technically qualified shall be opened & evaluated.

- 3.11 NIELIT, reserves the right to terminate the order during initial period after giving 5 day's notice to the Firm, if the progress is observed unsatisfactory.
- 3.12 The contracting Firm should be in a position to manage the event on short notice as and when needed. It may be noted that the items entered into order are to be arranged at the event site.
- 3.13 All expenses for assigned event management work should be borne by the firm. The contracting firm shall liaise with the authorized officers of NIELIT and provide the services as per requirement on urgent basis and also take guidance from the NIELIT authorities to ensure that required facilities are extended at site on time.
- 3.14 The rates quoted shall remain same during the validity period of the order and no request for any increase in the rates shall be entertained.
- 3.15 The owner/firm should be available on his own direct telephone (office as well as residence) and also on mobile phone so that he may be contacted immediately in emergency cases. The Mobile Number may also be provided.
- 3.16 Before award of the order, all original documents will be checked by the NIELIT and at that time attested photo-copies are required to be furnished.
- 3.17 Order for event management items shall be placed on requirement basis. If the selected firm fails to deliver the items or to replace the defective/spurious items immediately, penalty to such effect would be charged, which would be limited to 10% of the order value and shall be adjusted against the firm's pending bills.
- 3.18 The NIELIT shall not be responsible for any financial loss or loss to life or other injury to any person deployed by the contracting firm in the course of their performing the duties to the NIELIT in connection with the assigned event management work.
- 3.19 In the event of failure to accept the offer of order or failure of submission of performance security deposit by the successful bidder for whatsoever reason(s), Earnest Money Deposit submitted by the bidding firm shall be forfeited.
- 3.20 In case of breach of Order/Contract by the vendor, NIELIT shall have the authority to cancel/terminate the Contract besides forfeiting the Security Deposits.
- 3.21 NIELIT reserves the right to order or not to order for any item listed in the price schedule appendix -II.
- 3.22 The Order shall be subject to Delhi jurisdiction. This document and the order or job award letter issued as a result of the tender process shall be interpreted in terms of Indian Laws.
- 3.23 All disputes arising out of this contract shall be settled amicably by NIELIT and the contractor. In the event of failure to reach amicable settlement, the same shall be settled by an Arbitrator appointed as per the provisions of Arbitration and Conciliations Act, 1956. The decision of the Arbitrator shall be final and binding.
- 3.24 The items should be genuine and of standard make. In case it is found that the items are duplicate/ fictitious, it would be open to the NIELIT to terminate the Order, forfeit the Performance Security and black list the firm.

4. EARNEST MONEY DEPOSIT (EMD):

The Technical Bid must be accompanied by scanned copy of NEFT/DD/Bankers' Cheque for Earnest Money Deposit, as stated in **Appendix- I** drawn on any Nationalized Bank/Scheduled bank in favor of NIELIT, New Delhi. EMD shall be valid for a maximum period of 90 days from the closing date (original) of the tender. Quotation uploaded without EMD will be rejected.

The DD/Bankers' Cheque in physical form duly sealed in envelope super scribed with "DDs towards EMD and Tender Document cost for the tender no. < NIELIT/HQ/ADMIN/6/2016-17> for **Hiring Event Management Agency for Inauguration Ceremony of NIELIT Building at Dwarka, New Delhi**" shall be dispatched/submitted, so as to reach on the date and time of opening of the technical Bid as per schedule, at NIELIT Office at the address mentioned below:

The Deputy Director (Civil)
National Institute of Electronics and Information Technology
Electronics Niketan,6,CGO Complex,
New Delhi-110003

5. PERFORMANCE SECURITY:

- a) Successful bidders shall submit a Performance Security of 10% of the total cost of the order within 3 working days of date of intimation regarding acceptance of the tender by NIELIT.
- b) The Performance Security Deposits can be submitted in the form of a Bank Draft/Pay Order or FDR or Bank Guarantee drawn on any Nationalized Bank in favor of NIELIT payable at Delhi.
- c) The Bank Guarantee/FDR should be valid for 60 days more from the date of proposed event.
- d) The proceeds of the Performance Security deposit shall be payable to the Purchaser as compensation for any loss (including loss of opportunity, time or cost) resulting from the Supplier's /Bidder's failure to comply with its obligations under the Order.
- e) No interest will be paid by NIELIT on the Performance Security.
- f) It is mandatory that for Bank Guarantee to be acted upon must be routed through structure Financial Messaging Systems (SFMS) from issuing Bank to our Bank by sending IFM 760 COB Bank Guarantee Advice Message. Thereafter, only physical Bank Guarantee will be taken as submitted and become operational. Our bank details for this purpose are:-

| | | |
|----|------------------------------|---|
| 1. | Beneficiary Name and Address | National Institute of Electronics and Information Technology (NIELIT), Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi – 110003. |
| 2. | Name of the Bank | Bank of India |
| 3. | Bank Branch & Address | Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi – 110003. |
| 4. | Beneficiary Account No. | 604820100000012 |
| 5. | IFSC Code | BKID0006048 |

6. PROCEDURE FOR SUBMISSION OF THE PROPOSAL:

- 6.1 The vendors desirous of participating in the tender process shall have to upload its bid online in two parts, viz., Technical Bid as per Performa at Appendix - I and Financial Bid as per Performa at

Appendix- II.

- 6.2 Any overwriting/cutting/fluiding should be authenticated by the signatures of the individual, who has signed the Bid. Non-adherence will lead to rejection of the Bid.
- 6.3 Technical Bid – The entire requisite supporting documents confirming eligibility criteria or otherwise required as per tender document are to be furnished (uploaded) by the bidder along with Technical Bid.
- 6.4 Financial Bid-All columns of the Performa should be correctly and clearly filled.
- 6.5 Cost for each activity shown separately in the Appendix- II must be indicated separately.
- 6.6 The vendors will have to quote for all items included in Appendix- II.

7. PRICE BID

- 7.1 The below mentioned Financial Proposal/Commercial bid format is provided as BOQ along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this **BoQ_Ina.xls** as it is and quote their offer/rates in the permitted column and upload the same in the financial bid. Bidder shall not tampered/modify downloaded price bid template in any manner. In case the same is found to be a tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
- 7.2 L1 shall be evaluated on total amount inclusive of taxes as mentioned in the Financial Bid Format.
- 7.3 The Bids must be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. on or before the due date. Bids submitted after the due date & time will be rejected.
- 7.4 Bidder is duty bound to observe all the Laws, Rules, Regulations, Policies, Procedures and Guidelines of the Central Vigilance Commission and Government of India as in force from time to time.
- 7.5 NIELIT reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever.
- 7.6 NIELIT reserves the right to change (increase/decrease) the quantity of items to be procured or to place Purchase Order for the selected items only, that is, some of the items may be omitted from procurement in entirety.
- 7.7 Incomplete quotations are liable to be rejected.
- 7.8 In case of any discrepancy between rates mentioned in figures and words, the latter shall prevail.
- 7.9 Conditional tenders, on whatsoever ground, shall not be accepted and shall be summarily rejected.
- 7.10 Any attempt of direct or indirect negotiation on the part of the bidder with the authority who is competent to finally accept it after the submission of the tender; or any other endeavor to secure any interest or any influence by the bidder by any means for acceptance of a particular tender will render the bidder liable to be excluded from considerations.
- 7.11 Any statutory applicable taxes such as Sales Tax, VAT, Service Tax, etc. should be mentioned separately in the Financial Bid. However quote should be inclusive of all other levies, statutory taxes and charges such as Octroi, Transportation, Packaging & Forwarding charges etc.
- 7.12 The financial bids will be evaluated by a Tender Evaluation Committee of NIELIT.

8. INSPECTION:

NIELIT or its representative shall have the right to inspect or to test the items to confirm their conformity to the ordered specifications. The supplier shall provide all reasonable facilities and assistance to the inspector at no charge to NIELIT. In case any inspected or tested goods fail to conform to the specifications, NIELIT may reject them and supplier shall either replace the rejected goods or make all alterations necessary to meet specification required free of cost to NIELIT.

9. FORFEITURE OF EMD: The EMD will be forfeited under the following condition:

- 9.1 If the bidder withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of the tender.
- 9.2 If the bidder withdraws the bid before the expiry of the validity period of 90 days of the bid or within the time frame of extension given by NIELIT in special case communicated before the expiry of the bid.
- 9.3 If the bidder fails to comply with any of the provisions of the terms and conditions of the bid document.
- 9.4 If the selected bidder fails to execute agreement/order in prescribed format and furnish the Performance Security within the prescribed time.

10. RETURN OF EMD:

- 10.1 The Earnest Money of the entire unsuccessful bidder will be returned as early as possible after the expiration of the period of the bid validity but not later than 30 days of the issue of the order. No interest will be paid by NIELIT on the Earnest Money Deposit.
- 10.2 The Earnest Money of successful bidder shall be returned after submission of Performance Bank Guarantee of the amount equivalent to 10% of the total price of the items to be supplied as per the order placed.

11. DELIVERY:

- 11.1 Free delivery at Site, New Delhi.
- 11.2 The Bidder must be in a position to supply/execute the ordered items on very short notice as and when needed. However, in any case, the delivery/execution shall require to be completed within 10 days of placement of the order. In case the Vendor fails to deliver/execute the items within stipulated delivery period, NIELIT may recover Liquidated Damages as per clause- 13, cancel the purchase order, terminate the Agreement and forfeit the Performance Security. The vendor would generally be allowed 10 days time for supply/execution of the ordered items. However, it may be required to supply/execute the items in smaller time frame also depending upon exigencies, which shall be mentioned in the supply order as and when required.

12. PAYMENT

A pre-receipted bill in triplicate in the name of NIELIT, New Delhi duly supported by the Order, Delivery Challan, should be submitted to NIELIT for processing of the documents for making the payment. The due payment shall be made after deducting TDS as applicable.

13. LIQUIDATED DAMAGE:-

If the supplier fails to deliver/execute any or all the goods ordered within the period specified in the order or to replace the defective/spurious items immediately or use inferior quality items NIELIT shall without prejudice to its other remedies, deduct as liquidated damage up to 50% of the price of such goods/items subject to a maximum of 10% of the order value and the same shall be deducted from the bill(s) or any other payment due to the party. NIELIT shall be at liberty to terminate the

agreement, cancel the order and may also forfeit the Performance Security in case; supplier fails to deliver/execute the items within stipulated delivery period.

14. VALIDITY:

- 14.1 Selected lowest Bidder (s) shall be placed confirm order with definite validity for the Event Management work subject to submission of performance security within given time frame. The quality requirement/quantities indicated in the tender document are estimated only. NILEIT does not make any commitment to purchase any or all items. Further quantities for which purchase order shall be placed may vary depending on the actual requirement. In case, the selected Agency is found in breach of any condition(s) of the order at any stage or services of the Agency are found not to the satisfaction of the NIELIT, the Order may be terminated. The decision of NIELIT shall be final in this regard.
- 14.2 In case of breach of contract by the vendor, NIELIT shall have the right to terminate the contract and forfeit the Security.
- 14.3 All the claims related with the order may be submitted to NIELIT within the validity period of the Order. After expiry of the Order no claim of any type shall be entertained.

15. Bid Evaluation Criteria:

- 15.1 In the first instance the Technical Bids shall be opened by the authorized representatives of NIELIT in the presence of representatives of bidders, if available.
- 15.2 The date and time for opening of the Technical Bids is given in the “schedule of event” of this document.
- 15.3 The Bidders may depute their representatives for the Technical Bid opening.
- 15.4 The Technical Bids will then be evaluated by NIELIT, internally
- 15.5 Once the Technical Bids are accepted, the Financial Bids of the vendors (whose Technical Bids have been accepted) shall be opened, the date for which shall be communicated to the vendors through e-mail/phone.
- 15.6 If any vendor so desires, it may depute its representative for Financial Bid opening also.
- 15.7 The L1 bidders will be arrived at by calculating the total cost of all the items as per schedule. The decision of the Director General, NIELIT shall be final and binding.

16. Special Terms & Conditions:

- 16.1 The bidder selected will be required to manage the event on very short notice (7-10 days), as and when required.
- 16.2 The bidder shall submit (upload) the proposed design as per the area and no. of guests along with the technical bid.
- 16.3 Bid should be submitted with a forwarding letter on letter head of the Bidder.
- 16.4 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.
- 16.5 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.
- 16.6 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.

- 16.7 The work shall be awarded to the technically qualified bidder quoting the lowest amount in the Financial Bid .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.
- 16.8 Bidder will provide the Material, Services etc. up to the mark as per scope of works .
- 16.9 The items required to be used for the event shall be available at the required site /place and installed well in time so as to avoid last moment crisis.
- 16.10 All the arrangement shall be made to the satisfaction of NIELIT authorities.
- 16.11 The sitting area for the dignitaries, VIPs, Press, Invites and Staff shall be made proper and well Demarcated.
- 16.12 Required quantity and quality of items of High Tea and Lunch as approved by NIELIT shall be made available in time.
- 16.13 The stage arrangements with back drop LED wall with both side projection/flex wings, flower arrangement, lighting the Lamp, Podium, etc. shall be of appropriate size and high quality & standards and installed well before schedule time.

17. 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 the terms and condition and agreed upon.

Signature& Seal of the Bidder

PRE-BID MEETING

NIELIT will host a Pre-Bid Meeting of prospective bidders as per the schedule mentioned at page no-1. The representatives of the interested organizations may attend the pre -bid Meeting at their own cost. The purpose of the Meeting is to clarify any doubts regarding the scope of work. It will also provide each bidder with an opportunity to seek clarifications regarding any aspect of the tender document. A maximum of two representatives of each Bidder shall be allowed to participate in the conference. The venue for the Pre bid Meeting is mentioned below:

National Institute of Electronics and Information Technology
Electronics Niketan, 6, CGO Complex,
Lodhi Road, New Delhi - 110 003

Any change in Venue and Time for Pre-Bid Conference will be displayed on NIELIT website <http://nielit.gov.in>, <http://meity.gov.in>, and <https://eprocure.gov.in> at least one day before the schedule of Pre-Bid Meeting

Enquiries and clarification: if any, shall be addressed to:

Er. B. S. Shishodia,
Deputy Director (Civil))
National Institute of Electronics and Information Technology,
Electronics Niketan, 6, CGO Complex, New Delhi – 110003
Phone. No: 91- 11- 24363731, 9650722599
Email: shishodiabs@nielit.gov.in

- i. All pre-bid queries that are received by email in prescribed format on or before the date mentioned in the schedule will be addressed by NIELIT in the Pre-bid Conference. NIELIT shall aggregate and respond to all such queries as per the schedule bidding. The response to clarifications will be issued as a Corrigendum to the original tender document.
- ii. During the course of Pre-Bid Conference, the Bidders will be free to seek clarifications and make suggestions for consideration. NIELIT shall endeavour to provide clarifications and such further information as it may, in its own sole discretion, consider appropriate for facilitating a fair, transparent and competitive bidding.
- iii. In respect of clarification received, the following shall apply:
 - a) NIELIT reserves the right not to consider any condition or query that, in the own sole discretion of NIELIT, is found unacceptable.
 - b) If in NIELIT's opinion, certain conditions are acceptable, in whole or in part, the same shall be finalized by NIELIT and the accepted conditions will be on NIELIT <http://nielit.gov.in> ,

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

<http://meity.gov.in> and <https://eprocure.gov.in>

- c) In respect of suggestions/alterations proposed, NIELIT may consider them and the result will be published on NIELIT Website <http://nielit.gov.in>, <http://meity.gov.in> and <https://eprocure.gov.in>
- d) If NIELIT deems it appropriate to revise any part of this Tender Document or to issue additional data to clarify an interpretation of the provisions of this Tender Document, it may issue supplements to this Tender Document. Such supplemental information, including but not limited to, any additional conditions, clarifications, minutes of meeting, official communication over email/ post, etc. will be communicated to all the bidders by putting up on NIELIT Website (<http://nielit.gov.in>), <http://meity.gov.in> and <https://eprocure.gov.in>. Any such supplement shall be deemed to be incorporated by this reference into this RFP.
- e) In order to allow bidders a reasonable time to take the amendment(s) into account in preparing their bids, NIELIT, at its discretion, may extend the deadline for the submission of bids, and the extended date will be displayed on the website <http://nielit.gov.in> <http://meity.gov.in> & <https://eprocure.gov.in>.

Scope of work and other conditions-

The Ceremony of Inauguration of NIELIT HQ Building is to be held at **Dwarka, New Delhi** tentatively in the last week of February, 2017 .The convenience of Hon'ble Union Minister of Electronics & Information Technology is being sought for the Ceremony.

To conduct the mega event, Addl. Director (P & A), NIELIT invites online tenders from experienced, reputed & financially sound agencies for the above said Event Management work as per details mentioned below:-

| | |
|---------------|---|
| Description | HIRING AN EVENT MANAGEMENT AGENCY IN CONNECTION WITH THE INAUGURATION CEREMONY OF NIELIT-HQ BUILDING at DWARKA NEW DELHI (As per Tender Document) |
| Venue | NIELIT, Plot No.3,PSP Area, Sector-8,Dwarka, New Delhi |
| Date of event | Tentatively last week of February, 2017 |
| Scope of work | As per tender Document |
| Approx. Cost | Rs. 20.00 Lakh |
| Guests | Approximately 450 |

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

| Sl. No. | Particulars | Qty. | Unit | Remark if any |
|---------|--|------|------|---|
| 1 | Main Gate Fascia-flex (3' wide) print along with Welcome arch gates of clear full road width & truck height including flower decoration as per the requirement. | 2 | Set. | Unit rate should be quoted separately for extra quantity, if any required |
| 2 | (a) Making Pandal of Water Proof pillar less M. S. Steel Structure with White Cloth, Black Masking and Wooden Plat form wherever required, 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 Quantity 8000 Sq.Ft. |

| | | | | |
|---|---|-----|-------|--|
| | (b) Seating arrangements - sofa, roundtables, centre tables, chairs with covers, Plan should be like sitting arrangement of Total approx. 450 guests including 10-12 dignitaries on Dias on stage suitable rows of sofa sets for 50 dignitaries, 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 having Backdrop–LED-wall 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 10-12 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) Separate 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. | | | |
| | (e) Arrangement of round Tables and chairs with proper Covers (white) & Frills for 250 guests at a time and adequate Stalls for food with decoration etc. in the 1st basement of the building. Proper crockery and well-dressed waiters in sufficient numbers should be provided. | | | |
| | (f) Red carpeting with brand new from main gate to the stage and plaque unveiling site as per requirement | | | |
| 3 | Arrangement of High Tea (tea coffee, soft drinks, fruit juice, mineral water bottles and Snacks (Cookies, Veg. Sandwich , Pastry, Pakoras of 4 types and 2 types of Sweets) for Guests as per standard menu. | 450 | Guest | Proper crockery and well-dressed waiters in sufficient numbers should be provided. |

| | | | | |
|----|--|-----|-------|--|
| 4 | Arrangement of Buffet Lunch for Guests as per standard menu. (3types of salad, 4 vegetables, 2- dal, 2-sweets or 2 ice cream, papad, achar, Fruit Raita, fruit chart, 3 types of bread including tea coffee, fruit juice, soft drink, 2- soups and starters etc. | 450 | Guest | Proper crockery and well-dressed waiters in sufficient numbers should be provided. |
| 5 | Direction Signage | 15 | No. | |
| 6 | Branding of size 12'x8' (at appropriate places in the city) | 10 | No. | |
| 7 | Area Signage with stand | 20 | No. | |
| 8 | Plasmas (50 inch size) | 5 | No. | |
| 9 | Sound and Light arrangement. Console for control panel for sound, light and video & video equipments is to be made PA SYSTEM +LIGHTS for all branding and stage for approx 450 guests | 1 | set | |
| 10 | Photography & Videography 02- Still & 02-Video Photographers | 2 | Job | Complete event is to be covered |
| 11 | Soundproof Generator with Diesel as per requirement & sufficient capacity including connections etc. | 1 | No. | |
| 12 | Decorating lighting on front elevation, top and main gate of the building for 2 days | 1 | Job | |
| 13 | Trained and equipped with fire fighting skills Fire Marshals with Fire Extinguishers (Safety Standard should be followed) | 10 | No. | |
| 14 | Well dressed Security Guards for single shift. | 15 | No. | Single Shift |
| 15 | Decor, flower arrangement at sign board, main gate & Flower rangoli etc. | 1 | Job | |

| | | | | |
|----|--|----|-----|-------------------------------------|
| 16 | Supply of inauguration plaque of Stainless Steel (Approx. size 5'x3') with engraves printing of matter. The plaque is to be fixed at proper place & properly decorated with arrangements of unveiling. (Curtains, flower decoration etc.) Making level platform and carpeting for smooth approach as per requirement of site. Necessary arrangements for inauguration of the building at entrance like red ribbon, Scissor , flowers & decorated plate with Roli & Akshat etc. | 1 | Job | Matter is to be provided by NIELIT. |
| 17 | Arrangement of pack lunch for drivers of dignitaries/ officers/guest | 50 | No. | |

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

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. **Vendors may visit the venue(site)at Dwarka, New Delhi and contact at the following numbers if required:**
Sh. Partha P. Adhikari, Tel.: 8527644545, Er. B. S. Shishodia, Tel.: 9650722599
- 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 of parking of vehicles 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.
- Bidders may suggest & quote for any other essential item separately however, that will not be considered for deciding the lowest bid.

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

Signature& Seal of the Bidder

PRE-BID QUERIES FORMAT

Name of the Company/Firm:

Address of the Company/Firm:

Name of Person(s) Representing the Company/ Firm:

| Name of Person | Designation | Email-Id (S) | Tel. Nos. & Fax Nos., Mob. Nos. |
|----------------|-------------|--------------|---------------------------------|
| | | | |
| | | | |

Query / Clarification Sought:

| S. No. | RFP Pg.No. | RFP Rule No./Clause | Rule Details | Query/Suggestion/Clarification |
|--------|------------|---------------------|--------------|--------------------------------|
| | | | | |
| | | | | |

Note: - Queries must be strictly submitted only in the prescribed format (.XLS/ .XLSX/. ODF). Queries not submitted in the prescribed format will not be considered/ responded at all by the tendering authority.

Signature& Seal

SELF – DECLARATION - NO BLACKLISTING
(Scanned copy to be uploaded in e-procure portal)

To

Additional Director (P & A)
National Institute of Electronics and Information Technology (NIELIT),
Electronics Niketan,
6, CGO Complex, Lodhi Road,
New Delhi- 110 003.

In response to this Financial Bid, 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/Autonomus Body on the date of Bid submission and no Criminal case is pending against the firm/employees.

If this declaration is found to be incorrect at any stage then without prejudice to any other action that may be taken, my/our security deposit may be forfeited in full and the award of work contract if any to the extent may be cancelled.

Thanking you,

Place: _____

Date: _____



Signature: _____

Name: _____

Designation: _____

Appendix - I

Technical Bid

**For Hiring Event Management Agency for Inauguration Ceremony of NIELIT Building at Dwarka,
New Delhi**

1. Name of Tendering Company/Firm/Agency :
(Attach certificate of registration)
2. Name of Director of Company/ :
Active Partner of Firm/Authorized Agent/Proprietor
3. Full Address of Registered Office :
Telephone No. :
FAX No. :
E-Mail Address :
4. Full address of Operating/ Branch Office :
at Delhi/New Delhi
5. Banker of the Company/ Firm/Agency :
Full address (upload copy of latest bank statement)
6. Details of Earnest Money Deposit :
RTGS/NEFT/DD/ :
Drawn on Bank :
(Upload copy)
7. Details of Experience as per eligibility criteria :
8. Details of 3 event conducted for min. 400 persons :
9. PAN/GIR No. (Upload copy) :
10. TIN No. (Upload copy) :
11. VAT/Sales Tax Registration No. (Upload attested copy) :
12. Give details of Turnover (Sales) of the of the firm of the Profit & Loss Account expenditure as evident for the years 2013-2014, 2014-15 and 2015-16.

| | 2013-14 | 2014-15 | 2015-16 |
|------------------|---------|---------|---------|
| Turnover (Sales) | | | |

12. Additional information, if any (Attach separate sheet, if required)

Date:

Place :

Signature of authorized person

Full Name & Designation.:

Seal:

Financial Bid

FORMAT FOR PROVIDING FINANCIAL QUOTES TOWARDS PROVIDING THE COMPLETE SERVICES BY THE EVENT MANAGEMENT AGENCY IN CONNECTION WITH THE INAUGURATION CEREMONY OF NIELIT HQ at DWARKA, NEW DELHI

(Financial Bids are to be uploaded in the e-Procure Portal as per the BoQ Document Only.)

| Sl.No. | Particulars | Qty. | Unit | Unit Rate(Rs.) | Taxes per Unit in Rs. | Amount (in Rs.) |
|--------|--|------|------|----------------|-----------------------|-----------------|
| | | (A) | | (B) | (C) | D= A*(B+C) |
| 1 | Main Gate Fascia-flex (3' wide) print along with Welcome arch gates of clear full road width & truck height including flower decoration as per the requirement. | 2 | Set. | | | |
| 2 | (a) Making Pandal of Water Proof pillar less M. S. Steel Structure with White Cloth, Black Masking and Wooden Plat form wherever required, 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 | | | |
| | (b) Seating arrangements - sofa, roundtables, centre tables, chairs with covers, Plan should be like sitting arrangement of Total approx. 450 guests including 10-12 dignitaries on Dias on stage suitable rows of sofa sets for 50 dignitaries, Area should be marked properly for VIPs, Press & Media, Invitee Officers & Staff made with robust material, etc. | | | | | |

| | | | | | | |
|---|--|-----|-------|--|--|--|
| | <p>(c) Creation of air conditioned 4 feet high stage having Backdrop–LED-wall 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 10-12 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.</p> | | | | | |
| | <p>(d) Separate 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.</p> | | | | | |
| | <p>(e) Arrangement of round Tables and chairs with proper Covers (white) & Frills for 250 guests at a time and adequate Stalls for food with decoration etc. in the 1st basement of the building. Proper crockery and well-dressed waiters in sufficient numbers should be provided.</p> | | | | | |
| | <p>(f) Red carpeting with brand new from main gate to the stage and plaque unveiling site as per requirement</p> | | | | | |
| 3 | <p>Arrangement of High Tea (tea coffee, soft drinks, fruit juice, mineral water bottles and Snacks (Cookies, Veg. Sandwich , Pastry, Pakoras of 4 types and 2 types of Sweets) for Guests as per standard menu.</p> | 450 | Guest | | | |

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

| | | | | | | |
|----|---|-----|-------|--|--|--|
| 4 | Arrangement of Buffet Lunch for Guests as per standard menu. (3types of salad, 4 vegetables, 2-dal, 2-sweets or 2 ice cream, papad, achar, Fruit Raita, fruit chart, 3 types of bread including tea coffee, fruit juice, soft drink, | 450 | Guest | | | |
| 5 | Direction Signage | 15 | No. | | | |
| 6 | Branding of size 12'x8' (at appropriate places in the city) | 10 | No. | | | |
| 7 | Area Signage with stand | 20 | No. | | | |
| 8 | Plasmas (50 inch size) | 5 | No. | | | |
| 9 | Sound and Light arrangement. Console for control panel for sound, light and video & video equipments is to be made PA SYSTEM +LIGHTS for all branding and stage for approx 450 guests | 1 | set | | | |
| 10 | Photography & Videography 02- Still & 02-Video Photographers | 2 | Job | | | |
| 11 | Soundproof Generator with Diesel as per requirement & sufficient capacity including connections | 1 | No. | | | |
| 12 | Decorating lighting on front elevation, top and main gate of the building for 2 days | 1 | Job | | | |
| 13 | Trained and equipped with fire fighting skills Fire Marshals with Fire Extinguishers (Safety Standard should be followed) | 10 | No. | | | |
| 14 | Well dressed Security Guards | 15 | No. | | | |
| 15 | Decor, flower arrangement at sign board, main gate & Flower rangoli etc. | 1 | Job | | | |

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

| | | | | | | |
|----|--|----|-----|--------------------|--|--|
| 16 | Supply of inauguration plaque of Stainless Steel (Approx. size 5'x3') with engraves printing of matter. The plaque is to be fixed at proper place & properly decorated with arrangements of unveiling. (Curtains, flower decoration etc.) Making level platform and carpeting for smooth approach as per requirement of site. Necessary arrangements for inauguration of the building at entrance like red ribbon, Scissor , flowers & decorated plate with Roli & Akshat etc. | 1 | Job | | | |
| 17 | Arrangement of pack lunch for drivers of dignitaries/ officers/guest | 50 | No. | | | |
| | | | | Total (Rs.) | | |

(Rupees in words:)

Note:

1. L1 shall be decided based on the Total amount (inclusive all Taxes) quoted by the bidder in the BoQ Document.
2. 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.
3. The quantity of guest shall be determined on the basis of Tea Cup/Plate consumption verified by NIELIT.
4. All Government Levies/Taxes shall be quoted as per prevailing rates, however, it may be paid as applicable at the time of billing.

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

Date:

Signature& Seal of the Bidder

Place: