



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

**SHORT NOTICE TENDER**

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

**SHORT NOTICE TENDER FOR HIRING AN EVENT MANAGEMENT AGENCY IN CONNECTION WITH THE FOUNDATION STONE LAYING CEREMONY OF NIELIT HEADQUARTERS BUILDING AT DWARKA, NEW DELHI**

1. MODE OF TENDERING: **TWO-BID SYSTEM**
2. EARNEST MONEY DEPOSIT (EMD): **AMOUNT OF RS. 20,000/- (RUPEES TWENTY THOUSAND ONLY)**
3. LAST DATE & TIME FOR SUBMISSION OF BID: **27.04.2015 ;14:00 HRS**
4. DATE, TIME & VENUE FOR OPENING OF BID(T): **27.4.2015 ;14:30HRS AT NIELIT HQ Delhi**
5. FINANCIAL BIDS OF TECHNICALLY QUALIFIED BIDDERS WILL BE OPENED SAME DAY
6. VALIDITY OF BID: **90 DAYS FROM THE DATE OF OPENING.**

**GENERAL TERMS AND CONDITIONS AND INSTRUCTION TO BIDDERS**

NIELIT HQ, New Delhi invites bids in two bids System for hiring the services of an Event Management Agency in connection with the foundation stone/plaque laying ceremony of NIELIT HQ Building at Dwarka, New Delhi 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](http://www.nielit.gov.in) and CPP portal [www.eprocure.gov.in/cpppp](http://www.eprocure.gov.in/cpppp)
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 (EMD) amount of Rs.20,000/- (Rupees Twenty Thousand only) in the form of Demand Draft drawn in favour of NIELIT, New Delhi payable at New Delhi 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 find mention 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.

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, correction 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 bidder shall submit the proposed design as per the area and no. of guests along with the bid.

7. (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.

8. **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.

9. 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.

10. The successful bidder shall be required to deposit performance security amount @ 10% of accepted bid value (including EMD amount) 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.

11. The completely filled bid document, duly sealed should be addressed to **“National Institute of Electronics & Information Technology (NIELIT), Electronics Niketan, 6, CGO Complex, New Delhi-110003** and should reach on or before 14:00 hrs on 27.04.2015 in tender box kept at main security reception duly super scribed on the top of envelope as **“BID FOR HIRING AN EVENT MANAGEMENT AGENCY IN CONNECTION WITH THE FOUNDATION STONE LAYING CEREMONY OF NIELIT-HQ BUILDING at DWARKA, NEW DELHI”**.

12. NIELIT 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.**

13. 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.

14. ***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.***

15. **Payment Terms:** The payment shall be made after submission of invoice and will be released through cheque after deducting TDS as applicable.
16. NIELIT reserves the right to terminate the agreement at its discretion at any time without assigning any reason, thereof.
17. NIELIT 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.
18. Bidder will provide the Material, Services etc. up to the mark as per scope of works.

**19. Termination by default:**

NIELIT 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.

20. **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.

**21. 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 Managing Director, NIELIT, Delhi. 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 **Delhi** 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.

---

**Signature & Seal of the Bidder**

**Scope of work and other conditions-**

The Ceremony of foundation stone laying of NIELIT HQ Building is to be held at **Dwarka, New Delhi** tentatively in the mid of May, 2015 .The convenience of Hon'ble Union Minister of Communications & Information Technology is being sought for the Ceremony.

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

Description	<b>HIRING AN EVENT MANAGEMENT AGENCY IN CONNECTION WITH THE FOUNDATION STONE LAYING CEREMONY OF NIELIT-HQ BUILDING at DWARKA NEW DELHI</b>
Venue	<b>NIELIT, Plot No.3,PSP Area, Sector-8,Dwarka, New Delhi</b>
Date of event	Tentatively mid of May, 2015
Scope of work	As per tender Document
Approx. Cost	<b>Rs. 8.00 Lakh (Maximum)</b>
Guests	<b>Approximately 250</b>

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

<b>S. No.</b>	<b>Condition Description</b>
1.	The bidder should have experience of at least 5 years in organizing events of State/Central Govt./PSUs/Autonomous Bodies. <b>(Valid proof/Copies of work order and bills or completion certificate for the same to be enclosed)</b>
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 (2012, 2013 & 2014) in India. <b>(Valid proof/Copies of work order and bills or completion certificate for the same to be enclosed)</b>
3.	The bidder should have achieved a minimum annual turnover of Rs. 50 Lakhs each during last three financial year(F.Y. 2013-14, 2012-13 & 2011-12) <b>(Copy of Audited Balance Sheets/IT Returns/CA Certificate to be enclosed)</b>
4.	Company/Firm should have a Permanent Account Number(PAN) <b>(Copy of PAN Card to be enclosed)</b>
5.	Company/Firm should have a valid Service Tax Registration from the concerned authority. <b>(Copy of Service Tax Registration to be enclosed)</b>

**Bidder's Information (Mandatory):**

<b>S. No.</b>	<b>Particulars</b>	<b>Description /Details</b>	<b>Reference Documents</b>	<b>Page No.</b>
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 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	

(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**



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

<b>S. No</b>	<b>Particulars</b>	<b>Qty.</b>	<b>Unit</b>	<b>Remarks if any</b>
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	Water Proof Aluminum pillar less structure with White Cloth and Wooden Plat form covered with proper carpet. Seating arrangements - sofa, roundtables, chairs with covers (Plan should be like sitting arrangement of approx. <b>250</b> guests including 10-12 dignitaries on Dias, suitable rows of sofa sets for dignitaries, Area should be marked properly for VVIPs with security enclosure (D) made with robust material, Press Creation of air conditioned VVIP Lounge/Green Room within the earmarked area for VVIP guests Separate air conditioned area to be created for arrangement of <b>High Tea</b> for approx. 50 VVIP guests in the earmarked area. Arrangement of <b>High Tea</b> For 200 guests. Separate arrangement for <b>High Tea</b> for VVIPs with proper seating & serving for approx. <b>50 dignitaries</b> in the earmarked area. Tables for catering with proper Table Covers & Frills and Stalls for food	1	Job	Approximate Quantity 8000 Sq.Ft.  <b>HIGH TEA</b> including tea & coffee, mineral water bottles and Snacks (Cookies, Veg. Sandwich, Pastry, Pakoras of 4 types and Sweets)  Proper crockery and well-dressed waiters in sufficient numbers should be provided.
3	Mobile Wash Rooms(Chemical)	4	No.	Unit rate should be quoted separately for extra quantity, if any required

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

4	Direction Signage	15	No.	
5	Branding of size 12'x8' (at appropriate places in the city)	05	No.	Unit rate should be quoted for extra quantity.
6	Backdrop-Flex with masking with necessary wings at both side with projection	1	Set	
7	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	
8	Area Sign age with stand	20	No.	
9	Plasmas (standard size)	4	No.	
10	Sound and Light. Console for control panel for sound, light & video equipments is to be made	1	Set	PA SYSTEM +LIGHTS@ all branding Stage for approx 250 guests
11	Photography & Videography	1	Job	02- Still & 02-Video Photographers
12	Soundproof Generator with Diesel as per requirement & sufficient capacity	1	No.	Considering NIL dependency on electrical connection
13	Black Masking	As per actual		will be finalized as per requirement in running feet
14	Fire Marshal/s with Fire Extinguisher/s (Safety Standard should be followed )	10	No.	Trained/equipped with fire fighting skills
15	Fire Extinguisher/s (Safety Standard should be followed )	20	No.	
16	Security Guard/s	15	No.	Single Shift
17	Decor, flower arrangement at Site	1	Job	
18	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. **Vendors may visit the venue(site)at Dwarka, New Delhi and contact at the following numbers if required:  
Shri Anurag Kumar Gupta, 9958689995, 9971570297, 011-24367715**
- 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.
- 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 FOUNDATION STONE LAYING CEREMONY OF NIELIT HQ at DWARKA NEW DELHI**

(With HIGH TEA)

(Amount in INR)

<b>S. No</b>	<b>Particulars</b>	<b>Unit</b>	<b>Amount in figures</b>	<b>Amount in words</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>1</b>	<b>Work as specified under Schedule of requirement(Annexure-B)</b>	<b>Complete work with materials, resources, transportation and HIGH TEA etc. at the site</b>		

**Option of rates for additional Qty of items; If required:**

(Not to be considered for bid finalization)

<b>S. No</b>	<b>Particulars</b>	<b>UNIT</b>	<b>Unit Rate in figures</b>	<b>Unit Rate in words</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1	Fascia-flex print along with 1 Welcome arch gate as per the requirement	No.		
2	Mobile Wash Rooms(Chemical)	No.		
3	Branding of size 12'x8' (at appropriate places in the city)	No.		

Note:

1. Amount quoted above should be exclusive of any taxes.
2. Taxes shall be paid extra as applicable.
3. The bid having any mismatch value wise between amounts quoted in figures (Column-4) and in words (column-5) 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**