



**National Institute of Electronics & Information Technology
(NIELIT), Kolkata**

Jadavpur University Campus, Kolkata – 700032

LIMITED TENDER

LIMITED TENDER FOR HIRING AN EVENT MANAGEMENT AGENCY IN CONNECTION WITH THE INAUGURATION CEREMONY OF NIELIT KOLKATA'S SALT LAKE BUILDING AT SALT LAKE, KOLKATA-700064.

1. MODE OF TENDERING: **TWO-BID SYSTEM**
2. EARNEST MONEY DEPOSIT (EMD): **AMOUNT OF RS. 30,000/- (RUPEES THIRTY THOUSAND ONLY)**
3. LAST DATE & TIME FOR SUBMISSION OF BID: **24.02.2017; 14:00 HRS**
4. DATE, TIME & VENUE FOR OPENING OF BID: **24.02.2017 ; 14:30 HRS AT NIELIT KOLKATA, JU CAMPUS, KOLKATA-700032.**
5. FINANCIAL BIDS OF TECHNICALLY QUALIFIED BIDDERS WILL BE OPENED ON: **Will be informed to technically qualified bidders.**
6. VALIDITY OF BID: **90 DAYS FROM THE DATE OF OPENING.**

ANNEXURE-I**GENERAL TERMS AND CONDITIONS AND INSTRUCTION TO BIDDERS**

NIELIT, Kolkata invites bids in two bid system for hiring the services of an Event Management Agency in connection with the inauguration ceremony of NIELIT Kolkata's Salt Lake building at Salt Lake 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/kolkata

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 (EMD) amount of Rs 30,000/- (Rupees Thirty thousand only) in the form of Demand Draft drawn in favor of NIELIT, Kolkata payable at Kolkata 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 sand cutting is permitted. The successful bidder is not allowed to sub-contract if the work is allotted to the bidder.
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, Kolkata.
(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, Kolkata.
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 of Rs 100,000/- (Rupees One lakh only) including EMD amount through Demand Draft in f/o NIELIT, Kolkata payable at Kolkata 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), Kolkata, Jadavpur University Campus, Kolkata-700032** and should reach on or before 14:00 hrs on 24.02.2017 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 INAUGURATION CEREMONY OF NIELIT KOLKATA’S SALT LAKE BUILDING AT SALT LAKE,KOLKATA-700064”**.
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, Kolkata reserves the right to terminate the agreement at its discretion at any time without assigning any reason, thereof.
17. NIELIT, Kolkata 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 Kolkata 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 or in the event of any material default which results in shabby presentation or any failure on any account shall be treated as breach of faith and accordingly EMD/Performance Security will be forfeited.

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, Kolkata 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 State/Central Govt./PSUs/Autonomous Bodies 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 Kolkata, the NIELIT Kolkata shall have right to reject the bid or terminate the contract, as the case may be, without any compensation to the bidder and forfeit EMD/Security Deposit.

22. 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, Kolkata. 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,Kolkata 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 **Kolkata** High Court only.

23. 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

ANNEXURE-II**Scope of work and other conditions-**

The inauguration ceremony of NIELIT Kolkata's Salt Lake building to be held at Salt Lake tentatively in the First week of March, 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 Kolkata 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 CEREMONY OF NIELIT KOLKATA'S SALT LAKE BUILDING AT SALT LAKE, KOLKATA. (As per Tender Document)
Venue	NIELIT Kolkata Salt Lake Campus, 267 BF Block, Salt Lake, Kolkata - 700064
Date of event	Tentatively 1st week of March, 2017
Scope of work	As per tender Document- Annexure-B
Estimated Cost	Rs. 7.00 Lakh
Pre-Bid Meeting	20.02.2017 at 11.00 a.m. Bidders are requested about their plan, arrangement, design as per the area and no. of guests.

Right to Vary Quantities:

- a) At the time the Contract is awarded, the quantity of Goods and Related Services originally specified in the bidding document may be increased or decreased and without any change in the unit prices or other terms and conditions of the bid and the bidding document.
- b) If the tendering authority does not purchase any of the tendered articles or purchases less than the quantity indicated in the tender form, the bidder shall not be entitled to claim any compensation.
- c) The quantities, mentioned in this bidding document, are estimates and are to be used only for the purpose of evaluation and comparison of bids. However, the payments shall be made as per actuals.

ANNEXURE-A**TECHNICAL COMPLIANCE****Essential Compliance Conditions for Bidder's**

S. No.	Condition Description
1.	The bidder should have experience of at least 5 years in organizing events of State/Central Govt./PSUs/Autonomous Bodies in Kolkata. (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 250 persons during the last 3 years (2014, 2015 & 2016) in Kolkata. (Valid proof/Copies of work order and bills or completion certificate for the same to be enclosed)
3.	The bidder should have achieved a minimum annual turnover of Rs. 75 lakh each during last three financial year(F.Y. 2015-16, 2014-15 & 2013-14) (Copy of Audited Balance Sheets/IT Returns/CA Certificate to be enclosed)
4.	Company/Firm should have a Permanent Account Number (PAN), PF Registration, Food Licence from the competent authority.
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 reference document in case of proprietary firm	
	a) Incorporation No.			
	b) Date of Incorporation			
4	Client List (Attach separate sheet if required)			

5	Name of the Authorized Signatory		Authorization letter to be enclosed	
	a) Position/Designation			
	b) Telephone			
	c) Fax			
	d) Mobile			
	e) E-mail			
6	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):**

S. No	Particulars	Qty.	Unit	Remarks if any
1	Single Fold Brochure regarding NIELIT (Around 20 pages)	200	pcs	Matter to be collected from this Office.
2	Invitation Cards	200	pcs	Matter to be collected from this Office.
3	Press Conference		job	Matter to be collected from this Office.
4	Press Kit	45	pcs	
5	Main Gate Fascia-flex print along with 2 Welcome arch gates as per the requirement	1	Set	
6	Water Proof Aluminum pillar less structure with White Cloth and Wooden Platform for seating of 10-12 dignitaries covered with proper carpet.			Approximate Quantity 5000 Sq.Ft.
	Seating arrangements - sofa, roundtables, chairs with covers (Plan should be like sitting arrangement of approx. 200 guests including 10-12 dignitaries on Dias, suitable rows of sofa sets for dignitaries, Name Plate, Area should be marked properly for VVIPs with security enclosure (D) made with robust material, Press & Media etc.	1	Job	HIGH TEA including tea & coffee, mineral water bottles and Snacks (Cookies, Veg. Sandwich, Pastry, Pakoras of 4 types and Sweets) Buffet or Packet
	Creation of air conditioned VVIP Lounge/Green Room within the earmarked area for VVIP guests (around 50 nos)			Proper crockery and well-dressed waiters in sufficient numbers should be provided.
	Separate air-conditioned area to be created for arrangement of High Tea for approx. 50 VVIP guests in the earmarked area.			
	Arrangement of High Tea For 150 guests.			Veg Buffet with mineral water bottles

	Lunch for 200 guests Tables for catering with proper Table Covers & Frills and Stalls for food			(Menu- One welcome drink Two soups, Salads, Two pickles, Three veg curry-Paneer, Mix seasonal, Dum Aloo), Three types of Dal, Curd Raita/Dahi Vada, Two Chutneys, Rice Pulao, Roasted Papad, Two types of roti, two types of deserts-Gulabjamun and ice-cream)
7	Mobile Wash Rooms	2	No.	
8	Direction Signage	15	No.	
9	Branding of size 12'x8' (12'x8' - 3 Nos. & 5' x 4' - 5 Nos.) (at appropriate places in the city)	08	No.	
10	Backdrop-Flex with masking with necessary wings at both side with projection	1	Set	
11	3 feet high stage having a sufficient area with Dias table and chairs for 12 dignitaries covered properly with carpet and decorated with artificial flowers, Pot Bouquet, Snacks, Juice on table including Industrial Fan	1	Job	
12	Area Sign age with stand	20	No.	
13	LED TV (standard size), 42"	2	No.	
14	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
15	Photography & Videography	1	Job	02- Still & 02-Video Photographers
16	Soundproof Generator with Diesel as per requirement & sufficient capacity	1	No.	Considering NIL dependency on electrical connection
17	Black Masking			May kindly visit site
18	Security Guard(s)	15	No.	Single Shift
19	Decor, flower arrangement at Site	1	Job	
20	Officer, Volunteer Badges	200	pcs	

21	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
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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 NIELIT, Kolkata Salt Lake Campus and contact at the following numbers if required:
Shri Ansuman Mukherjee, 9830222553, (033-24146081)
Shri MohanLal Chakraborty, 7998210873**
- 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 competent authorities for the event.

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

Signature& Seal of the Bidder

ANNEXURE-C**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 KOLKATA'S SALT LAKE BUILDING AT SALT LAKE.**

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

Sl. No.	Particulars	Qty.	Unit	Rate (in Rs)
1	Single Fold Brochure regarding NIELIT (Around 20 pages)	200	pcs	
2	Invitation Cards	200	pcs	
3	Press Conference Arrangement		job	
4	Press Kit	45	pcs	
5	Main Gate Fascia-flex print along with 2 Welcome arch gates as per the requirement	1	set	
6	Water Proof Aluminum pillar less structure with White Cloth and Wooden Platform for seating of 10-12 dignitaries covered with proper carpet.	1	set	
7	Seating arrangements - sofa, roundtables, chairs with covers (Plan should be like sitting arrangement of 250 guests including 10-12 dignitaries on Dias, suitable rows of sofa sets for dignitaries, Name Plate , Area should be marked properly for VVIPs with security enclosure (D)made with robust material, Press &Media etc.	1	set	
8	Creation of air conditioned VVIP Lounge/Green Room within the earmarked area for VVIP guests (around 50 nos.)	1	set	

	Separate air-conditioned area to be created for arrangement of High Tea for approx. 50 VVIP guests in the earmarked area.	1	set	
9	Arrangement of High Tea For 150 guests.	1	set	
10	Lunch for 200 Guests Tables for catering with proper Table Covers & Frills and Stalls for food	1	set	
11	Mobile Wash Rooms	2	No.	
12	Direction Signage	15	No.	
13	Branding of size 12'x8' (12'x8' - 3 Nos. & 5' x 4' - 5 Nos.) (at appropriate places in the city)	08	No.	
14	Backdrop-Flex with masking with necessary wings at both side with projection	1	Set	
15	3 feet high stage having a sufficient area with Dias table and chairs for 12 dignitaries covered properly with carpet and decorated with artificial flowers, Pot Bouquet, Snacks, Juice on table including Industrial Fan	1	Job	
16	Area Sign age with stand	20	No.	
17	LED TV (standard size), 42"	2	No.	
18	Sound and Light. Console for control panel for sound, light & video equipments is to be made	1	Set	
19	Photography & Videography	1	Job	
20	Soundproof Generator with Diesel as per requirement & sufficient capacity	1	No.	
21	Black Masking	May kindly visit site		
22	Security Guard/s	15	No.	
23	Decor, flower arrangement at Site	1	Job	
24	Officer, Volunteer Badges	200	pcs	

25	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	
	Total in figures (in Rupees)			
	Total in words:			

Note:

1. Amount quoted above should be inclusive all taxes.
2. The bid having any mismatch value wise between amounts quoted in figures (Column-4) and in words (column-5), the figure mentioned in words will be considered as bid value.
3. 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.
4. Other essential extra items, if any, may also be quoted separately.
5. For extra guest, payment for lunch and high tea will be paid on prorata basis.
6. 50 (fifty) nos. of chairs to be kept extra for emergency requirements.

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

Date:

Place:

Signature & Seal of the Bidder