



**National Institute of Electronics & Information Technology
(NIELIT), Patna**
PATNA, 11th Floor Biscomaun Tower, Gandhi Maidan, Patna-800001
Ph: 0612 2219134 / 214 Email: patna@nielit.gov.in

LIMITED TENDER

**LIMITED TENDER FOR HIRING AN EVENT MANAGEMENT AGENCY IN CONNECTION
WITH THE INAUGURATION CEREMONY OF NIELIT PATNA'S BIHTA BUILDING AT
BIHTA, PATNA.**

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: **29.09.2017; 14:00 HRS**
4. DATE, TIME & VENUE FOR OPENING OF BID: **29.09.2017; 16:00 HRS AT NIELIT PATNA, 11TH FLOOR BISCOMAUNTOWER SOUTH GANDI MAIDAN PATNA-800001**
5. FINANCIAL BIDS OF TECHNICALLY QUALIFIED BIDDERS WILL BE OPENED ON **03.10.2017; 11:00 HRS**
6. VALIDITY OF BID: **90 DAYS FROM THE DATE OF OPENING.**

ANNEXURE- I

GENERAL TERMS AND CONDITIONS AND INSTRUCTION TO BIDDERS

NIELIT, Patna invites bids in two bid systems for hiring the services of an Event Management Agency in connection with the inauguration ceremony of NIELIT Patna's Permanent Campus building at Bihta, Patna 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/patna

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 favour of NIELIT, Patna, payable at Patna 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 superscribing '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, corrections and 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, Patna.

(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, Patna.

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 completely filled bid document, duly sealed should be addressed to “**National Institute of Electronics & Information Technology (NIELIT), Patna, 11th floor Biscomaun tower, South Gandhi Maidan, Patna-800001** and should reach on or before 14:00 hrs on 29.09.2017 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 PATNA BUILDING AT BIHTA, PATNA**”.

11. 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.

12. 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.

13. ***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.***

14. **Payment Terms:** The payment shall be made after submission of invoice and will be released through cheque/NEFT after deducting TDS as applicable.

15. NIELIT, Patna reserves the right to terminate the agreement at its discretion at any time without assigning any reason, thereof.

16. NIELIT, Patna 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.

17. Bidder will provide the Material, Services etc. up to the mark as per scope of works.

18. **Termination by default:** NIELIT Patna 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.

19. **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.

20. **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, Patna 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.

21. 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 Patna, the NIELIT Patna 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 Director-in-Charge, NIELIT, Patna. 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, Patna 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 Patna 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 Patna building to be held at Bihta, Patna tentatively in the Second or Third week of October, 2017 or First week of November,2017.

To conduct the mega event, Director-In-Charge, NIELIT Patna 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 PATNA PERMANENT CAMPUS AT BIHTA, PATNA (As per Tender Document).
Venue	NIELIT Patna Campus, Amhara, Bihta, Patna
Date of event	Tentatively Third Week of September 2017 or First week of October
Scope of work	As per tender Document- Annexure-B
Estimated Cost	Rs. 12.00 Lakh
Pre-Bid Meeting	20.09.2017 at 16:00 Hrs. Bidders are requested to present their plan, arrangement, design as per the area and no. of guests. Venue: NIELIT Patna Permanent Campus, Amhara, Bihta, Patna (Adjacent to IIT Patna)

Right to Vary Quantities:

- 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.
- 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.
- 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 Patna. (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 500 persons during the last 3 years (2014 /2015 / 2016 /2017 any three) in Patna. (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. 25 lakh each during last three financial year (F.Y. 2014-15, 2015-16 & 2016-17) (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 GST No. from the concerned authority. (Copy of GST 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 compiled 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)	500	pcs	Matter to be collected from this Office.
2	Invitation Cards	500	pcs	Matter to be collected from this Office.
3	Press Conference		job	Matter to be collected from this Office.
4	Anchor	1	pcs	
5	Hostess	15	pcs	
6	Team for Ganesh Bandana & National Anthem	1	Set	
7	Main Gate Fascia-flex print along with 2 Welcome arch gates [20-foot-wide and 10-foot height]	2	Set	
8	Aluminium pillar less structure with White Cloth and Wooden Platform for seating of 10- 15 dignitaries covered with proper carpet. [40 X 16]	1	Set	
9	Seating arrangements - sofa, roundtables, chairs with covers (Plan should be like sitting arrangement of approx. 500 guests including 10-15 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	

10	Separate air-conditioned area to be created for arrangement of High Tea / Lunch for approx. 100 VVIP guests in the earmarked area.	1	Set	HIGH TEA including tea & coffee, mineral water bottles and Snacks (Cookies, Veg. Sandwich, Pastry, Pakoras of 4 types and Sweets) Buffet or Packet Proper crockery and well-dressed waiters in sufficient numbers should be provided.
11	Arrangement of High Tea / Lunch for 150 guests. Note: Rate to be quoted separately by / sign	1	Job	Veg. Buffet with mineral water bottles
12	Veg Buffet with mineral water bottles, Lunch / High Tea for 500 guests Tables for catering with proper Table Covers & Frills and Stalls for food. (depending upon the time slot of Inauguration High Tea or Lunch will be decided later. Note: Rate to be quoted separately by / sign)	1	Job	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)
13	Mobile Wash Rooms	05	No.	
14	Direction Signage	35	No.	
15	Hording of size 12'x8' (12'x8' – 15 Nos. & 5' x 4' – 15 Nos.) (at appropriate places in the city)	30	No.	
16	Backdrop–Flex with masking with necessary wings at both side with projection [40 X 10]	1	Set	
17	3 feet high stage having a sufficient area with Dias table and chairs for 15 dignitaries covered properly with carpet and decorated with artificial/original flowers, Pot Bouquet, Snacks, Juice on table including Industrial Fan	1	Job	
18	Area Sign age with stand [1 X 2]	35	No.	
19	LED TV (standard size), 42"	5	No.	
20	Sound and Light. Console for control panel for sound, light & video equipment is to be made	1	Set	PA SYSTEM +LIGHTS@ all branding Stage for approx 500 guests

21	Photography & Videography	1	Job	03- Still & 03-Video Photographers
22	Soundproof Generator with Diesel as per requirement & sufficient capacity	2	No.	Considering NIL dependency on electrical connection
23	Black Masking (as per requirement)			May kindly visit site
24	Security Guard(s)	25	No.	Single/Double Shift
25	Decor, flower arrangement at Site	1	Set	
26	Officer, Volunteer Badges	200	pcs	
27	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 Patna

Note: Complete carpeting of approx. 8000 sqft. with Pandala of the required area (approx. 5000 sqft.)

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 Permanent Campus, Bihta Patna Campus and contact at the following numbers if required:**

o **Sh. Jeetendra Kumar Singh, 8986020610**

o **Sh. Piyush Tripathi, 9936576315**

• Proper Earthing and precautions should be taken to ensure safety, good quality cables from Generator set to the AV, air conditioners, and lights to be provided.

• Arrangement for security fencing etc. as may be deemed necessary.

• Transportation of materials, boarding & lodging, travel expenses of manpower deployed to carry out the work has to be borne by the bidder.

• The Shortlisted Bidder has to take necessary approval from the competent authorities for the event.

I certify that all the schedule of requirement is compiled 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 PATNA'S BIHTA, PATNA BUILDING AT BIHTA, PATNA.**

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

S. No	Particulars	Qty.	Unit	Rate (in Rs)	Total (in Rs.)
1	Single Fold Brochure regarding NIELIT (Around 20 pages)	500	pcs		
2	Invitation Cards	500	pcs		
3	Press Conference		job		
4	Anchor	1	pcs		
5	Hostess	15	pcs		
6	Team for Ganesh Bandana & National Anthem	1	Set		
7	Main Gate Fascia-flex print along with 2 Welcome arch gates [20-foot-wide and 10-foot height]	2	Set		
8	Aluminium pillar less structure with White Cloth and Wooden Platform for seating of 10- 15 dignitaries covered with proper carpet. [40 X 16]	1	Set		
9	Seating arrangements - sofa, roundtables, chairs with covers (Plan should be like sitting arrangement of approx. 500 guests including 10-15 dignitaries on Dias, suitable rows of sofa set for dignitaries, Name Plate, Area should be marked properly for VVIPs with security enclosure (D)made	1	Job		

	with robust material, Press & Media etc.				
10	Separate air-conditioned area to be created for arrangement of High Tea and Lunch for approx. 100 VVIP guests in the earmarked area.	1	Set		
11	Arrangement of High Tea and Lunch for 150 guests. Note: Rate to be quoted separately by / sign	1	Job		
12	Veg Buffet with mineral water bottles, Lunch and High Tea for 500 guests Tables for catering with proper Table Covers & Frills and Stalls for food. (depending upon the time slot of Inauguration High Tea or Lunch will be decided later. Note: Rate to be quoted separately by / sign)	1	Job		
12	Mobile Wash Rooms	05	No.		
14	Direction Signage	35	No.		
15	Branding of size 12'x8' (12'x8' – 10 Nos. & 5' x 4' – 15 Nos.) (at appropriate places in the city)	30	No.		
16	Backdrop–Flex with masking with necessary wings at both side with projection [40 X 10]	1	Set		
17	3 feet high stage having a sufficient area with Dias table and chairs for 15 dignitaries covered properly with carpet and decorated with artificial/original flowers, Pot Bouquet, Snacks, Juice on table including Industrial Fan	1	Job		
18	Area Sign age with stand [1 X 2]	35	No.		
19	LED TV (standard size), 42"	5	No.		
20	Sound and Light. Console for control panel for sound, light & video equipment is to be made	1	Set		

21	Photography & Videography	1	Job		
22	Soundproof Generator with Diesel as per requirement & sufficient capacity	2	No.		
23	Black Masking (as per requirement)				
24	Security Guard(s)	25	No.		
25	Decor, flower arrangement at Site	1	Set		
26	Officer, Volunteer Badges	200	pcs		
27	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: Complete carpeting of approx. 8000 sqft. with Pandala of the required area (approx. 5000 sqft.)

Note:

1. 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.
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. Other essential extra items, if any, may also be quoted separately.
4. For extra guest, payment for lunch and high tea will be paid on prorated basis.
5. 150 (One hundred 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