



चौ.चरण सिंह राष्ट्रीय कृषि विपणन संस्थान

(कृषि मंत्रालय, भारत सरकार का संस्थान) कोटा रोड, बम्बाला, सांगानेर, जयपुर-33

CH.CHARAN SINGH NATIONAL INSTITUTE OF AGRICULTURAL MARKETING

(An Organization of Ministry of Agriculture, Government of India)

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Website : www.ccsniam.gov.in

E-TENDER

DOCUMENT

FOR

For Event Management

**with supply of Tentage, Light Arrangements
and IT Supports/Supplies/Services/Works on hired basis**

Tender No. : 02/NIAM/Tender/2021/03

(Visit at www.eprocure.gov.in or www.ccsniam.gov.in)

Price of Bid Document: Rs. 1000/- only

चौ. चरण सिंह राष्ट्रीय कृषि विपणन संस्थान, जयपुर
CH.CHARAN SINGH NATIONAL INSTITUTE OF
AGRICULTURALMARKETING, JAIPUR
(CCS NIAM)

SECTION – I

NOTICE INVITING E-TENDER

E-tenders on behalf of **the Director General, CCS NIAM Jaipur** , are invited in Two bid system i.e. Qualifying/Technical bid and Financial bid for Event Management with Tent, Light arrangements and IT works from registered Agency those who have adequate experience in the subject work. Details of the scope of work, schedule of requirements and special terms & conditions of the contract are given as under:

The contract will be initially for a period of six months. However, the contract may be extended subsequently, on mutual consent, and on same terms and conditions for a period of not more than six months at a time (up to a maximum of one year) on review of performance, depending upon the requirements and administrative conveniences of the office.

- i. **The tender documents can be downloaded from the website of <https://eprocure.gov.in>. or www.ccsniam.gov.in**
- ii. The intending and eligible bidders may submit the tenders online at <https://eprocure.gov.in>. in two bids systems {i.e. (i) Technical Bid and (ii) Financial Bid} in the prescribed proforma. **Tenders are to be submitted online** only using the e-procurement portal <https://eprocure.gov.in>.
- iii. The Bidders who have not enrolled/registered in e-procurement portal should enroll/register before participating through the website <https://eprocure.gov.in>. The portal enrolment is free of

cost.

- iv. Interested bidders may submit their quotation online on <https://eprocure.gov.in> as per the tender document in the websites <https://eprocure.gov.in/eprocure/app>. Bidders are requested to follow the instructions carefully as per the tender document and the instructions given in the above said website. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender Documents. Tender sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever. Any corrigendum/addendum regarding this tender will be available on the abovesaid website only.
- v. **Price of Bid Document/ tender document fee :**
Demand Draft for an amount of **Rs. 1,000/- (Rupees: One Thousand only/-)** (non-refundable) from Nationalized/scheduled bank drawn in favour of **NIAM** payable at Jaipur has to be submitted before opening of bids to this office (Scanned copy of DD to be uploaded online) towards Price of Bid Document, failing which the bid will be rejected. Bidders are requested to write their name and full address at the back of the Demand Draft.
- vi. **Earnest Money (EMD):**
The applicant has to deposit Earnest Money (EMD) of Rs. **50,000/- (Fifty Thousands only/-)** in the form of a Demand Draft from Scheduled / Nationalized Bank drawn in favour of **NIAM** payable at Jaipur and it has to be submitted before opening of bids to this office (Scanned copy of DD to be uploaded online) towards EMD failing which the bid will be rejected. Bidders are requested to write their name and full address and tender number at the back of Demand Draft.
- vii. The aforesaid DDs towards Price of Bid Document and EMD should be submitted to the tender inviting authority i.e., **Director General, CCS NIAM Jaipur** by post in advance or submitted at the time of opening of bids.
- viii. The duly filled-in tender documents shall not be accepted if they are not accompanied by the scanned copy of the demand draft/Pay order towards the Price of Bid Document and the requisite EMD.

- ix. The Technical Bids will be opened online by a Tender Opening Committee of this Office. At the first stage the technical bids shall be evaluated by the Tender Evaluation committee (TEC) constituted for the purpose by the office. At the second stage, the Financial Bids of only those bidders who qualify in the technical bid will be opened. The Tender Evaluation Committee (TEC), after evaluation of the Financial Bids, will give its specific recommendation(s) regarding the lowest responsive bid, which is to be selected along with a comparative statement duly signed by the Members of the TEC.
- x. This Office reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the **Director General, CCS NIAM Jaipur** in this regard shall be final and binding on all.
- xi. The Bidder is expected to examine all instructions, forms, specifications, terms and conditions in the Bid Documents. Failure to furnish all Information and documents required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the Bidder's risk and shall result in rejection of the bid.
- xii. **IMPORTANT :**
1. This tender is mainly for the convocation ceremony scheduled to be held at an earliest notice and other concurrent activities related to that.
 2. Basically, the events will be performed within the campus of NIAM at Jaipur, but exceptionally, the events may be performed outside the campus of NIAM in Jaipur city. It should be clear to the bidders that rates quoted by them will be same whether any event is performed within the campus of NIAM or outside the campus of NIAM in Jaipur city.

-Sd-

Director (Admn.)

SECTION - II

INSTRUCTIONS FOR ONLINE BIDDERS

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e-Procurement are at [https://eprocure.gov.in.](https://eprocure.gov.in) and [www.ccsniam.gov.in.](http://www.ccsniam.gov.in) The bidders must carefully follow the instructions:

1. Possession of valid Digital Signature Certificate (DSC) and enrolment/ registration of the contractors/bidders on the e-procurement/e-tender portal is a prerequisite for e-tendering.
2. Bidder should do the enrolment in the e-Procurement site using the “Click here to Enroll” option available on the home page. Portal enrolment is generally free of charge. During enrolment/registration, the bidders should provide the correct/true information including valid e-mail-id. All the correspondence shall be made directly with the contractors/bidders through e-mail-id provided.
3. Bidder need to login to the site through their user ID/ password chosen during enrolment/registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by NIC/SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on e-Token / Smart Card, should be registered.
5. The DSC that is registered with the portal only should be used by the bidder and should ensure safety of the same.
6. Contractor / Bidder may go through the tenders published on the site and download the required tender documents/ Annexure for the tenders he/she is interested.

7. After downloading /getting the tender document/ Annexure/ Appendices, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
8. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum / Addendum published, if any, before submitting the bids online.
9. Bidder then logs in to the site through the secured log in by giving the user id/password chosen during enrolment/registration and then by giving the password of the e-Token/Smart Card to access DSC.
10. Bidder selects the tender which he/she is interested in by using the search option & then moves it to the “my tenders” folder.
11. From my tender folder, he/she selects the tender to view all the details indicated.
12. It is construed that the bidder has read and agreed all the terms and conditions before submitting their offer. Bidder should go through the tender Annexure and appendices carefully and upload the documents as called for; otherwise, the bid will be rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/Annexure and generally, they can be in PDF/xls/rar/zip/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded, through online for the tenders, should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same can be uploaded, if permitted. Bidder’s Bid documents may be scanned with 100 dpi with black and white option. However if the file size is less than 1 MB the transaction uploading time will be very fast.

14. Bidder should take into account the corrigendum / Addendum published from time to time before submitting the online bids.
15. The Bidders can update, well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
16. Bidder should submit the Tender Fee/ EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender. Scanned copy of the same should be uploaded as part of the offer.
17. While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets. As the token of acceptance of all the terms and conditions, bidder should upload complete set of this notice and all other enclosed instructions duly signed by him at each and every page. A hard copy of such acceptance should be deposited by the bidder before the last date of submission of e-tender.
18. The details of the DD to pay the Tender FEE/EMD physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable.
19. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.

20. The bidder has to upload the relevant documents / information required as indicated in the covered content. In case of any irrelevant files, the bid will be rejected.
21. If the price bid format is provided in a spread sheet file like **BoQ_xxxx.xls**, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price Bid/ BOQ template must not be modified /replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
22. The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
23. After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
24. The time schedule fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the E tender system. The bidders should follow this time schedule.
25. All the data entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
26. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

27. The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
28. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X)exit option in the browser.
29. Filling all the fields in both technical and financial bids is mandatory. Incomplete bid will summarily be rejected at the discretion of the institute.
30. All the communications from this office to the bidders regarding every stage of tender processing activity will be sent through email registered in CPP by the bidder. Therefore the bidders are requested to regularly check their email.
31. The process/procedure elaborated above is suggestive only. Prevailing updated e-tendering process/ procedure/guidelines available on the portal shall be applicable.

SECTION - III

GENERAL TERMS AND CONDITIONS

1. **Parties:** - The parties to the Contract are the Contractor (the tenderer to whom the work will be awarded) and the Director General, CCS NIAM Jaipur. Institute means CCS NIAM, Jaipur.
2. **Addresses:** - For all purposes of the contract including arbitration there under, the address of the Contractor mentioned in the tender shall be final unless the Contractor notifies a change of address by a separate letter sent by registered post to the CCS NIAM, Jaipur. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
3. The tender document with terms & conditions is available at <https://eprocure.gov.in>, or www.ccsniam.gov.in, web portal.
4. The Agencies/organisations having their Registered Office and Godown in Jaipur are eligible to submit the tender. The rates should be all inclusive like setting charges, cartage, loading-unloading, fixing of items and delivery etc. at event premise of NIAM, Jaipur.
5. The items supplied should be neat and clean and in perfect condition, torn or shabby and dirty items, even if delivered, will not be paid by NIAM.
6. NIAM will not be responsible for any damage to the items on account of fire, theft, riots or otherwise.
7. Tenders in the prescribed proforma and accompanied with an earnest money of Rs. 50,000/- in the shape of bank draft in favour of NIAM payable at Jaipur shall only be entertained. The agency/contractor whose tender/quotation is accepted, shall execute an agreement on Rs. 500/- non judicial stamp paper reiterating his acceptance of the execution of the work on the rates, terms and conditions set in the contract/quotation/documents.

8. Security Deposit :

- a. The successful tenderer will have to deposit a performance security (security deposit) for an amount of 5% (Five percent) of the value of the contract in the form of a Bank Guarantee for the validity period of 15 months. The Security Deposit will not be adjusted against any payment due to the firm from the Department / Institute or the Central Government.
- b. The Security Deposit can be forfeited, wholly or partly, by order of the Director General, CCS NIAM, Jaipur in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said security deposit as may be considered to sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.
- c. A letter of intent will be issued to the successful bidder/bidders. Successful bidder shall have to submit a performance security bond within 14 (fourteen) days from the issue of the letter of intent, from scheduled bank as per the format given.
- d. The final work order will be issued only after the production of the performance security bond and EMD of successful bidder shall be refunded within a week of the receipt of the performance security bond.

If the successful tenderer doesn't deposit a performance security (security deposit) for an amount of 5% (Five percent) of the value of the contract in the form of a Bank Guarantee, he will be required to deposit the security deposit in cash/through DD or in the form fixed deposit with a scheduled commercial bank with duly lien in favour of NIAM. The earnest money deposited by the successful bidder shall be converted into the security deposit and balance of security deposit shall be deposited by him, which will remain with NIAM without interest during the validity of the tender period.

9. The rates quoted shall remain valid for a period of six months starting from the date of award of tender which may be extendable for another six months with mutual consent. The tenderer shall not demand any increase in rates whatsoever from NIAM. After awarding the job work, payment shall be released as per actual work performed and on its physical verification report.
10. The minimum turnover of the tenderer should be Rs.35.00 lacs per annum for last three years. The proof of turn over during the last three years duly certified by the chartered accountant must be submitted.
11. The minimum business length of the bidder should be not lesser than 3 years.

12. NIAM reserves the right to reject or accept any part of tender or tenders without assigning any reason whatsoever. In case of single tender is received, NIAM reserves the right to except/reject the same. In case the lowest prices are quoted by more than one bidders, lottery will be drawn to decide the lowest bidder i.e. L-1. Above all, the decision of DG, NIAM will be final and binding..
13. The rates are to be quoted in the prescribed proforma only. Unresponsive and incomplete tender documents shall be summarily rejected.
14. All the correspondence will be addressed to the DG, NIAM, Jaipur.
15. The persons employed by the selected tenderer, at all times and for all purpose, shall be the employees of the selected tenderer who shall alone be liable and responsible for payment all kind of wages, salaries, PF, ESI, insurance, remuneration, claims, compensations and other benefits etc. to them without any claim or reimbursement from NIAM.
16. It is responsibility of the selected tenderer to ensure that all the persons deployed by it will be efficient, skilled, honest and conversant with nature of work.
17. The selected tenderer will provide uniform and also issue identity cards to each of its staff, supervisor for entry into NIAM. The uniform and identity cards will be provided by the selected tenderer at his own cost. Security staff of NIAM shall be at liberty to exercise check on any of the staff of the selected tenderer while entering the premises during the work and while leaving from the premises on completion of work.
18. It shall be the responsibility of the selected tenderer that the character antecedents of the personnel deployed by him for work have been duly verified by the police authorities and shall produce such police verification on demand to NIAM.
19. The selected tenderer shall not employ persons below the age of 18 years for the execution of work and subsequent dismantling. All labour related legalities including minimum wages/EPF/ESI legal provisions will be observed by the contractor. There shall be no responsibility of NIAM in this regard. Contractor shall be responsible for all such compliances.
20. In case of any unforeseen circumstances NIAM may suspend/terminate the contract without any advance notice.
21. If the successful bidder/contractor fails to provide the Service to NIAM and/or if the services are not found satisfactory enough, the NIAM shall have the right to terminate the contract, without any notice.
22. If the successful bidder/contractor at any time defaults in executing contract job with due diligence and care and continues to do so, and / or the successful bidder/contractor commits default in complying with any of the terms and conditions of agreement and does not remedy it or take effective steps / measures to remedy it, or fails to complete the work as per the terms and conditions and does not complete them within the period specified in the notice given to him in writing, the NIAM may without prejudice to any other right or remedy, which shall have accrued or shall accrue thereafter to the contractor, shall cancel the contract / agreement after one month notice and security deposit / contract performance guarantee will also liable to be forfeited. The NIAM on such cancellation shall have powers to carry out / execute the work through other

agencies by any means at the risk and cost of the successful bidder/contractor. Excess costs incurred in such completion of work through other agencies will be recovered by the successful bidder/contractor.

23. NIAM reserves the right to terminate the contract, without assigning any reason, by giving to the successful bidder/contractor one month notice of its intention to do so and on the expiry of the said period of notice, the contract / agreement shall come to an end without prejudice to any right or remedy that may be accrued to the contractor.
24. If any information furnished by successful bidder/contractor is found to be incorrect or false at any time, the tender / contract / agreement is liable to be terminated immediately, without notice, and the security deposit will also be liable to be forfeited by the NIAM. In case the successful bidder/contractor wants to terminate the tender/contract /agreement, it shall have to give three months' written notice in advance to this effect to the NIAM.
25. In case the selected tenderer failed to provide the services on any day, NIAM shall be free to engage/ hire services from the open market and the expenditure incurred would be recovered from the bills of the selected tenderer.
26. It is the sole responsibility of the selected tenderer to follow all the statutes/ laws/byelaws, labour laws regulations of all statutory and Govt. agencies applicable from time to time and the selected tenderer will also be liable to pay all duties/fees/fines/statutory taxes including Goods & Service Tax/Duties etc. levied by any statutory authority.
27. The selected tenderer shall keep NIAM totally indemnified and harmless against all claims, fines, duties, dues, payments, penalties, compensations, liabilities and other losses etc. which may incur on account of non-compliance or violation of any statutory provisions or on account of any accident, injury, full or partly loss of property or life or damage etc.
28. Income tax, surcharge, labour welfare cess as applicable shall be recovered from the bills of the selected tenderer.
29. The selected tenderer shall not use NIAM premises as godown for storing items and immediately remove its goods from the site on completion of job/work failing to do so NIAM may charge an amount of Rs. 1,000 per day till the goods is actually removed by the tenderer.
30. In case of any dispute or differences of any kind arises between the parties, decision of DG, NIAM shall be final and binding on both the parties.
31. The both the parties to this contract are subject to the jurisdiction of the courts of Jaipur only.
32. The successful bidder shall not make any demand for increase of rates during the period of contract.
33. The tenderer shall not transfer sublet or assign the tender/contract or any part thereof, in any circumstances.
34. Any breach of terms and condition, entitle NIAM to rescind the contract. Further In case of any breach of agreement on part of successful bidder/ contractor, then the security deposit/earnest money deposited with NIAM by the successful bidder/ contractor shall stand forfeited without any further reference to successful bidder/ contractor.

35. The tender would be valid for a period of six months after award of work. It will be extendable by another six months by mutual consent on same rates.
36. For all the Tent & Light arrangements made at NIAM, the selected bidder will raise the bill to NIAM at the approved rates along with the physical verification report and payment would be released by cheque normally within a period 30 days after the receipt of the bill.
37. The rates should be exclusive of all statutory taxes / Duties but inclusive of cartage, loading-unloading, fixing charges and labour.
38. It may be noted that no digging of any kind would be allowed within premises of NIAM for erection of Tent & Light items.
39. In case of breakdown of tent or lighting items for any reasons whatsoever, the successful bidder/ contractor shall make an alternative arrangement at the earliest and make sure that the work should not suffer for such reason. In case of breakdown or due to any reason such breakdown leads to injuries to any person including third party then the contractor shall be liable for the same. Contractor shall be liable wholly for all damages to his items and labour and Institute will not be responsible for such losses in any circumstances.
40. If the material/services supplied is found to be sub-standard, the successful bidder/ contractor shall be bound to replace the same with the standard material at his own cost, risk and responsibility. The necessary penalty will be imposed as per decision of DG, NIAM.
41. All wirings have to be provided by the successful bidder/ contractor from the source to be specified by NIAM and all safety parameters must be followed by the contractor, proper electrical connection to be made by him so as to avoid any hazard due to the work entrusted with the contractor. All electrical joints must be properly insulated so as to avoid short circuiting and fire, at any point of time.
42. All precautionary/safety measures should be adopted by the successful bidder/ contractor in erecting tents, fixing lights including carrying out all contractual work entrusted by NIAM. NIAM will not be responsible for any accident, mishappening and loss caused due to agency's negligence. The sole responsibility for any legal or financial implication would vest with the agency/contractor. NIAM shall have no liability whatsoever in this regard.
43. The successful bidder/contractor must ensure installing high quality material/fixtures to ensure beautiful/decorated site besides preventing any untoward incident/mishap on account of inferior quality of material installed.
44. The successful bidder/contractor must ensure all standby material/equipment ready at site prior to any event in order to avoid any embarrassing situation during the events/functions due to shortage of material.
45. In case the successful bidder/ contractor fails to complete the job within stipulated time frame, a penalty 5% of tendered cost per day will be charged from the agency/contractor.
46. All the terms and conditions contained in these tender documents will be a part and parcel of Agreement/Contract to be executed by the contracting agency with the NIAM.

47. Canvassing of any information in connection with the tender is strictly prohibited which may disqualify the tender. The tender must be unconditional.
48. Any bids/ tenders of such person, bodies, corporation and agencies may not be considered in case it is found that :-
- a. Such bidder agencies are in violation of earlier projects.
 - b. Such bidder agencies have failed to comply the request and demands made by the Institute in spite of final show cause notice issued to them.
 - c. Such bidder agencies or its constituents whose assignment / lease/ sublease had been terminated for default of contract or violations of terms and conditions agreed with NIAM terminated by NIAM in past.
 - d. Such bidder agencies have been blacklisted or debarred by State Government/ Central Government/ their institutions/ organizations/ PSU etc.

49. Applicable Laws:

The laws of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings /processing, shall govern the contract. All the disputes pertaining to the present contract shall be subject to Jaipur Jurisdiction.

50. Force Majeure:

Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or any disturbances due to covid-19 restrictions and others in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act.

NIAM will not be liable for any failure either partly or fully or delay in performing an obligation under this Contract to the extent beyond its reasonable control that is due to causes in relation to Epidemic, Pandemic, Closure due to Lockdown, force evacuation, delayed start of Session, quarantine, civil commotion, Governmental acts or changes in laws or regulations, lack of availability of water or energy etc.

51. Upon verification, evaluation/assessment, if in any case information furnished by the bidder is found to be false/incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained. Legal action against the bidder may also be initiated according to the fault made by him.
52. The agency/contractor must ensure installing high quality material/fixtures to ensure beautiful/decorated site besides preventing any untoward incident/mishap on account of inferior quality of material installed.
53. Agency/contractor must ensure all standby material/equipment ready at site prior to any event in order to avoid any embarrassing situation during the event due to shortage of material.

54. In case the agency/contractor fails to complete the job within stipulated time frame, a penalty 5% of tendered cost per day will be charged from the agency/contractor.
55. The quality of the tent items and lights arrangements etc. should be in good/new condition.
56. The agency will provide the tent items and lights arrangements etc. well in time before the function.
57. If the material/services supplied is found to be sub-standard, the agency/contractor shall be bound to replace the same with the standard material at his own cost, risk and responsibility. The necessary penalty will be imposed as per decision of NIAM.
58. Only the technical bids will be opened on the date of tender opening. Financial bids of only those bidders will be considered for opening whose offer is complete and technically acceptable in all respect. The date and time for financial bid opening will be intimated to the successful bidders subsequently.
59. In case of break down of tentage/ light items for any reasons whatsoever, the agency/ contractor shall make an alternative arrangement at the earliest and make sure that the work should not suffer for such reason. NIAM is not liable to compensate any loss due to break down or for any other reason.
60. All wirings will have to be provided by the agency/ contractor from the source to be specified by NIAM and all safety parameters must be followed, proper electrical connection to be made so as to avoid any hazard due to the work entrusted with the contractor. All electrical joints must be properly insulated so as to avoid short circuiting, fire and shocks.
61. All precautionary safety measures should be adopted by the agency/ contractor in erecting tents, fixing lights etc. NIAM will not be responsible for any accident, mishappening and loss caused due to agency's negligence. The sole responsibility for any legal or financial implication would vest with the agency/ contractor. NIAM shall have no liability whatsoever.
62. In case of any breach of agreement on part of agency/contractor, agency's/contractor's security deposit/earnest money deposited with NIAM shall be forfeited without any further reference to agency/contractor who will have no claim of any kind in this regard.
63. If for any reason NIAM is dissatisfied in any way with the standard of the services or felt deficiency in services during the hire period, it will be reported to the Agency/ Contractor who will have to remove such deficiencies.
64. If the agency/ Contractor fails to provide the Services to NIAM and/or if the services are not found satisfactory enough, the NIAM shall have the right to terminate the contract.

65. In case successful bidder fails to undertake the contract, his EMD will be forfeited.

66. Tender Documents must be duly filled & uploaded within the last date of submission as mentioned in the tender notice. The last date for receipt of Tender will not be extended under any circumstances, unless otherwise the date is declared a holiday for NIAM, in that case the next working day will be treated as the last date of receipt of Tender document.

67. Other terms and conditions:

- i.** The Bidder is expected to examine all instructions, forms, specifications, terms and conditions in the Bid Documents. Failure to furnish all information and documents required as per the Bid Documents in every respect will be at the Bidder's risk and shall result in rejection of the bid.
- ii.** This is an electronic mode of Tendering, any manual or mechanical errors committed before uploading or during the process of uploading the Document shall bound to be duly accepted by the Tenderer. The Tenderer shall not have claim whatsoever in this regard.
- iii.** The Experience and requisite documents should be in the name of Bidder only and prior experience as any other business entity and/or requisite documents in the name of any other business entity shall not be considered.
- iv.** NIAM also reserves the right to seek clarification from the issuer agency on the supporting documents submitted by the bidder.
- v.** In case bidder seeking any clarification in relation to the tender document, it shall be addressed in writing to above address on or before bid clarification date and time.
- vi.** Incomplete/invalid tenders are liable for rejection and no correspondence will be entertained in case of rejection.
- vii.** Non-uploading of requisite documents due to negligence or ignorance by the tenderers leading to disqualification will have to be borne by the tenderer only. There shall be no claim on NIAM whatsoever in this regard. ECS/IFSC code details are to be uploaded including the name of the bank, branch and account number where payments are to be credited along with the scan copy of Blank Cheque leaf.
- viii.** Tender may be cancelled by competent authority at any time without assigning any reason.

ix. Contractors/ agencies are subject to be disqualified, even though they meet the qualifying criteria, if they :-

- a) Make misleading or false representations in the request, statements and attachments submitted in proof of qualification requirements including holding information and/or
- b) Have record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays, litigation history, or financial failures, requesting for claims not admissible under the contract conditions, etc.

64. Preparation and Submission of Tender :

The tenders have been invited under two bid systems i.e. **Technical Bid and Financial Bid**. The necessary documents should be uploaded in the <https://eprocure.gov.in/> portal as per the guidelines mentioned in the portal.

Below are the documents to be up loaded by bidder at the time of submitting bid online.

Cover-2: Technical bid (The list of the documents to be uploaded)

- i. Bid Form/Tender form and Declarations/Letters
- ii. Self-Attested copy of Registration of firm/company.
- iii. Self-Attested copy of Experience certificates issued by Central/State Government/Public Sector companies.
- iv. Self-Attested copy of PAN card of firm/company/individual.
- v. Self-Attested Copy of the IT return filed for the last financial year.
- vi. Self-Attested Copy of Goods Service Tax (GST) registration certificate.
- vii. Copy of DD of EMD.
- x. Copy of DD for the price of bid document (unrefundable).

All the documents mentioned above are for establishing the eligibility and non-submission of these documents will result in rejection of the tender. Original of all such documents shall be liable to be produced for verification, failing which such documents shall be rejected.

Note: All necessary certified documents in support of the details must accompany the technical bid. The bid is liable to be rejected in case documents are not enclosed or documents are incomplete or in case any certification/ registration has already expired. Only essential and necessary

documents to be enclosed. Avoid enclosing extraneous and irrelevant documents not required for the purpose.

Cover-3 : Financial bid

The quotation should be filled in the financial bid document downloaded from CPP portal (BOQ.xls sheet) and the same should be uploaded.

- 65.** Per item-wise rates for the following items/arrangements are to be given by the bidders with their total in all. L-1 will be decided through comparison of Total. Item-wise L-1 will not be decided. Only total of rates for all items will only be considered for deciding L-1. Every bidder is bound to quote his rates for all the items. Any of the items may not be ordered for supply by the NIAM according to its requirements and no payment shall be made for such items. NIAM is free to decide which items are to be hired or which are not to be hired. If a bidder does not give rates for any of the items, his financial bid will be liable for rejection due to non-comparability of his Total with other bidders. L-1 will be decided on the basis of "Total" given by the bidders who have quoted their rates for all the items mentioned below:

Sr.No.	Name & Items	Bid Rates – Amount in Rs.
1	Banner and Signage/Backdrop रंगीन लिखावट में बनेंगे। प्रति वर्ग फीट की दरें quote करनी हैं।	
2	Preparation of media room with all communication devices.	
3	Decoration of media room with flower Vass, round table covered with white cloths	
4	Presentable female steward for stage venue and hall management dressed properly. (Rate per steward)	
5	Audio System for Auditorium with all accessories (Mike, amplifier, speaker, Mixer etc.) for one day. इनकी मौके पर स्थापना करना और उनका संचालन करना भी शामिल है।	
6	Photography कैमरे सहित दो Photographers लगाने हैं पूरे कार्यक्रम की 200 रंगीन फोटोज बन	

	जायेंगी। यहां रेट प्रति 100 फोटो देनी हैं। यह फोटो संस्थान को हस्तांतरित करनी है।	
7	Video Graphy पूरे कार्यक्रम की वीडियोग्राफी होगी। कार्यक्रम के बाद सक्षम अधिकारियों द्वारा पूरी वीडियोग्राफी की जांच करके उसमें से अनावश्यक रील को डिलीट करवाया जाएगा। उसके बाद जो फाइनल रील रखी जाएगी, उस पर इस कार्य का भुगतान किया जाएगा। उस फाइनल रील की प्रति घंटा की दरें देनी हैं। पैन ड्राइव में दो कॉपी उपलब्ध करानी है।	
8	Red Carpeting from gate to Dias/Stage प्रति वर्ग फीट की दरें quote करनी हैं।	
9	2.5 x 1.5 fit flag with NIAM logo रेशम के कपड़े के flags को बनवाने, उन्हें पोल्स पर पूरे कार्यक्रम के दौरान प्रदर्शित करने की प्रति एक flag के लिए मय पोल सम्मिलित रूप में एक की दर quote करनी है।	
10	LED Screen for showcasing, (50 inch) along with switcher and required cables प्रति एक unit की प्रतिदिन की दरे quote करनी है।	
11	Charges of Experienced Electrician per day(Rate one electrician for per day)	
12	Flower decoration (Dias decoration & Gate decoration) प्रति वर्ग फीट की दरें quote करनी हैं। Bouquets (Flower)/Dies	
13	Generator set Sound proof Big 62 KVA -One इनकी मौके पर स्थापना करना और उनका संचालन करना भी शामिल है। प्रति Generator प्रतिदिन की दरें quote करनी है।	

14	LED wall इनकी मौके पर स्थापना करना और उनका संचालन करना शामिल है। (Rate Rs./ Square fit)	
15	live telecasting of convocation on all social media इसकी मौके पर स्थापना करना और उनका संचालन करना भी शामिल है। प्रति दिन की दरें quote करनी हैं।	
16	Online meeting arrangements through any social media platform (Zoom, Webex, MS Team, Google meet etc.) सम्पूर्ण कार्यवाही करना अर्थात् उसका कनेक्शन करना और उसे कार्यक्रम के दौरान पूरे समय संचालित करने/प्रदर्शित करने की दरें सभी समिमलित करते हुए एक दिन की दरें quote करनी हैं।	
17	Internet Connection and arrangement of Hot spot to telecast the conference and use of delegates सम्पूर्ण कार्यवाही करना अर्थात् उसका कनेक्शन करना और उसे कार्यक्रम के दौरान पूरे समय संचालित करते हुए एक दिन की दरें quote करनी हैं। (Speed 200 mbps or above)	
18	Kanat (कनात) रास्ते/मार्ग के दोनों ओर कनातें लगा कर कवर करने के लिए। कनात की रेट प्रति वर्ग फीट में देनी है जिसमें उसे लगाने और उतारने के खर्चे शामिल किए जाएं।	
19	Photography /Videography through Drone लगाने और उतारने के खर्चे शामिल किए जाएं। इसकी मौके पर स्थापना करना और उनका संचालन करना भी शामिल है।	
20	Selfi Stand प्रति सेल्फी स्टेण्ड प्रति दिन की दरें quote करनी हैं।	

21	चाय/काँफी व बिस्कुट आदि के नाश्ते के लिए काउण्टर बनाना । जिसमें टेबिल, उनके कवर और अन्य आवश्यक टेण्ट सामग्री की दर सहित प्रति वर्ग फीट काउण्टर की दरें quote करनी हैं ।	
22	खाने के लिए काउण्टर बनाना । जिसमें टेबल, उनके कवर और अन्य आवश्यक टेण्ट सामग्री की दर सहित प्रति वर्ग फीट काउण्टर की दरें quote करनी हैं ।	
23	2 Podium with NIAM Logo	
	TOTAL (for consideration of L-1)	

65. Selected L-1 bidder will have to give his consent to provide/supply all the items at the lowest rates quoted by him for respective items.

Signature.....

Name of the Tenderer & Address

DECLARATION AND INDEMNITY UNDERTAKING

BY THE BIDDER

Iage
s/o Shri.....resident
of on behalf of
M/s hereby confirms that I/we
have fully understood the scope of work and all other requirements as per the given
details in the Tender. We hereby agreed in general as well as special Terms and
Conditions of the contract as detailed in the tender document. This offer is valid
up to 90 days from the date of opening of the technical bid.

I undertake that the documents enclosed herewith are genuine and no material/facts
have been concealed or suppressed. We have not been blacklisted by any
Government organization in this field. We also understand that the contract is liable
to be cancelled if found to be obtained through fraudulent means or by concealment
of information/facts. We also certify that the price quoted in the price bid is
reasonable and not more than as charged to other.

I on behalf of M/s hereby agree
and undertake that I have understood all the safety rules and procedures and all
staff Technical & Non-Technical working on behalf of M/s
..... will abide by all safety
rules and procedures. I declare that I and M/s
..... will be responsible for any safety
violations/ accident etc. NIAM will not be responsible in case of any accident /
incident and will not compensate financially or otherwise. I assure NIAM that
enlisted Manpower deployment will be done at Venue of Event. I hereby declare
that I am sole responsible on behalf of M/s..
..... for giving such declaration.

.....Name

..... Signature

(Signature of authorized representative of the firm)

Stamp/ Seal of the firm

Date:

Place:

TENDER FOR EVENT MANAGEMENT TECHNICAL BID

Sr. No.	Description	Details to be given by the Bidder
1.	Firm's Name and Full Postal Address	
2.	Name of the representative of the firm and his Telephone/Mobile No.	
3.	Date of Firm's Registration with details.	
4.	Firm's details (Corporate Body, Company, Proprietorship, Partnership etc.)	
5.	Goods and Service Tax Number	
6.	EPF Registration Number	
7.	ESI Registration Number	
8.	PAN Number	
9.	Labour License No.	
10.	Food License No.	
11.	Whether BIS/ISO certified. Give Details	
12.	Whether the firm is medium, small or micro enterprises empanelled with MSME or larger enterprise or otherwise.	
13.	Present/past experience in the field (Pl. enclose the experience certificate as per para 3 of Annexure II)	Experience certificate should be enclosed.
14.	Financial status i.e. Annual turnover details. (Audited accounts & balance Sheet from CA shall be attached)	2018-19: Rs. 2019-20 : Rs. 2020-21 : Rs.

Financial Bid

Note: No need to fill the financial bid here. You are required to submit BOQ in excel format online

1. Financial Bid for six months.
2. Total Cost (Rs..... /-)
(Rs. In words.....)

Sr.No.	Name & Items	Bid Rates – Amount in Rs.
1	Banner and Signage/Backdrop रंगीन लिखावट में बनेंगे। प्रति वर्ग फीट की दरें quote करनी हैं।	
2	Preparation of media room with all communication device.	
3	Decoration of media room with flower Vass, round table covered with white cloths	
4	Presentable female steward for management dressed properly. stage venue and hall rate per steward	
5	इनकी मौके पर स्थापना करना और उनका संचालन करना भी शामिल है। Audio System for Auditorium with all accessories (Mike, amplifier, speaker, Mixer etc.) for one day	
6	Photography कैमरे सहित दो Photographers लगाने हैं पूरे कार्यक्रम की 200 रंगीन फोटोज बन जायेंगी। यहां रेट प्रति 100 फोटो देनी हैं। यह फोटो संस्थान को हस्तांतरित करनी है।	
7	<u>Video Graphy</u> पूरे कार्यक्रम की क्वीडियोग्राफी होगी। कार्यक्रम के बाद सक्षम अधिकारियों द्वारा पूरी वीडियोग्राफी की जांच करके उसमें से अनावश्यक रील को डिलीट करवाया जाएगा। उसके बाद जो फाइनल रील रखी जाएगी, उस पर इस कार्य का भुगतान किया	

	जाएगा। उस फाइनल रील की प्रति घंटा की दरें देनी हैं। । पैन ड्राइव में दो कॉपी उपलब्ध करानी है।	
8	Red Carpeting from gate to Dias/Stage प्रति वर्ग फीट की दरें quote करनी हैं।	
9	2.5 x 1.5 fit flag with NIAM logo रेशम के कपड़े के flags को बनवाने, उन्हें पोल्स पर पूरे कार्यक्रम के दौरान प्रदर्शित करने की प्रति एक flag के लिए मय पोल सम्मिलित रूप में एक की दर quote करनी है।	
10	LED Screen for showcasing, (50 inch) along with switcher and required cables प्रति एक unit की प्रतिदिन की दरे quote करनी है।	
11	Charges of Experienced Electrician per day	
12	Flower decoration (Dias decoration & Gate decoration) प्रति वर्ग फीट की दरें quote करनी हैं। Bouquets (Flower)/Dies	
13	Generator set Sound proof Big 62 KVA -One इनकी मौके पर स्थापना करना और उनका संचालन करना भी शामिल है। प्रति Generator प्रतिदिन की दरें quote करनी है।	
14	LED wall इनकी मौके पर स्थापना करना और उनका संचालन करना शामिल है। (Rate Rs./ Square fit)	
15	live telecasting of convocation on all social media इसकी मौके पर स्थापना करना और उनका संचालन करना भी शामिल है। प्रति दिन की दरें quote करनी हैं।	

16	Online meeting arrangement through any social media platform (Zoom, Webex, MS Team, Google meet etc.) सम्पूर्ण कार्यवाही करना अर्थात् उसका कनेक्शन करना और उसे कार्यक्रम के दौरान पूरे समय संचालित करने/प्रदर्शित करने की दरें सभी समिमलित करते हुए एक दिन की दरें quote करनी हैं ।	
17	Internet Connection and arrangement of Hot spot to telecast the conference and use of delegates सम्पूर्ण कार्यवाही करना अर्थात् उसका कनेक्शन करना और उसे कार्यक्रम के दौरान पूरे समय संचालित करते हुए एक दिन की दरें quote करनी हैं । (Speed 200 mbps or above)	
18	Kanat (कनात) रास्ते/मार्ग के दोनों ओर कनातें लगा कर कवर करने के लिए । कनात की रेट प्रति वर्ग फीट में देनी है जिसमें उसे लगाने और उतारने के खर्चे शामिल किए जाएं ।	
19	Photography /Videography through Drone लगाने और उतारने के खर्चे शामिल किए जाएं । इसकी मौके पर स्थापना करना और उनका संचालन करना भी शामिल है ।	
20	Selfi Stand प्रति सेल्फी स्टेण्ड प्रति दिन की दरें quote करनी हैं ।	
21	चाय/काँफी व बिस्कुट आदि के नाश्ते के लिए काउण्टर बनाना । जिसमें टेबिल, उनके कवर और अन्य आवश्यक टेण्ट सामग्री की दर सहित प्रति वर्ग ट काउण्टर की दरें quote करनी हैं ।	
22	खाने के लिए काउण्टर बनाना । जिसमें टेबल, उनके कवर और अन्य आवश्यक टेण्ट सामग्री की दर सहित प्रति वर्ग फीट काउण्टर की दरें quote करनी हैं ।	
23	2 Podium with NIAM Logo	

	TOTAL (for consideration of L-1)	
--	----------------------------------	--

Signature of authorized representative of the firm
Stamp/ Seal of the firm

E Tender Form

Sub: - E- Tender for Tent & Light Arrangements on rental basis for various events /functions organized by NIAM, Jaipur.

1. I /We/M/s Proprietary/
Business Partnership Firm/company registered under the companies Act 1956.
Through Shri sole proprietor/ partner of
authorized representative of the Tenderer (hereinafter called the Tenderer mentioned
in the tender notice no Hereby make the tender for supply of the
tent and light and IT items as mentioned on rental basis for various events /functions
organized by NIAM, Jaipur.

2. Bank Draft / Pay Orders no. (s)..... dated Drawn
on (name of the bank) for Rs.50,000/- (Rs. Fifty Thousand only) in
favour of NAIM payable at Jaipur is enclosed towards earnest money.

3. I / We understand that I/We am/are being permitted to submit the tender in
consideration of the stipulation on my/our part that after submitting my/our tender,
if I/we fail to observe and comply with the foregoing stipulation, the earnest money
and security deposit shall be liable to be forfeited by NIAM, Jaipur. I/We agree that
in the event of any dispute or difference the decision of the Director General, NIAM,
Jaipur shall be final and binding on me/us. All the disputes pertaining to the present
contract shall be subject to Jaipur Jurisdiction only.

4. Whether proprietor/ partner / company/ agency is defaulter with NIAM/ and/or
with any other Institute / State Government/ Central Government?
.....

5. Whether any final show cause notice has been issued to such agencies pertaining
to any dispute and its status at the time of submitting Tender?

6. Disclosure of projects earlier taken by the Proprietor with other related
organization of the Government?
.....

7. Whether execution of the project has been fulfilled in time?
.....

8. Whether proceedings are pending before any forum/ tribunal/ courts/ commission. If so, nature and detailed of such dispute be stated specifically?

.....

9. Duration from which dispute is pending and present status.

.....

10. Non-disclosure of the information and with-holding of such information shall amount to disqualification in participation in the bid or tender of the NIAM.

11. As per the terms and conditions of NIAM the participation/ approval of such tenders shall be liable to be cancel at any stage at the sole discretion of NIAM.

12. Annual turn Over of last three year are as under:-

2018-19

2019-20

2020-21.....

13. GST Number of the party

14. Work Experience of the party in years;-

15. Name of the tenderer with complete address

.....
.....
.....

.....Name

..... Signature

(Signature of authorized representative of the firm)

Stamp/ Seal of the firm

Date:

Place: