



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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E-TENDER

DOCUMENT

FOR

Convocation Ceremony

(Event Management and Catering)

Tender No. : 02/NIAM/Tender/2021/04

(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 from Agencies who have adequate experience in the subject work in Two bid system i.e. Qualifying/Technical bid and Financial bid for Convocation Ceremony (Event Management and Catering) at NIAM. The tender document with terms & conditions is available at <https://eprocure.gov.in> or www.ccsniam.gov.in , web portal. Corrigendum if any will appear only at <https://eprocure.gov.in> or www.ccsniam.gov.in web portal .

The contract will be valid 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 and apply 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. 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.
- vii. 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.

- viii. 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.
- ix. 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.
- x. 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.
- xi. **IMPORTANT :**
1. This tender is mainly for the convocation ceremony scheduled to be held at an earliest notice.
 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 the 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> and 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 tendershe/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 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. The tender document with terms & conditions is available at <https://eprocure.gov.in>, or www.ccsniam.gov.in, web portal.
2. The bidders 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 premise of NIAM, Jaipur.
3. 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.
4. NIAM will not be responsible for any damage to the items on account of fire, theft, riots or otherwise.
5. Tenders in the prescribed proforma and accompanied with an earnest money of Rs. 50,000/- in the shape of bank draft in favour of DG, NIAM/online 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.
6. The earnest money deposited by the successful bidder shall be converted into the security deposit, which will remain with NIAM without interest during the validity of the tender period.
7. The rates quoted shall remain valid for a period of 6 months starting from the date of award of tender. 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.
8. The minimum turnover of the tenderer should be Rs.25.00 lacs per annum for last three years.
9. The minimum business length of the bidder should be not lesser than 3 years.
10. 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.
11. The rates are to be quoted in the prescribed proforma only. Unresponsive and incomplete tender documents shall be summarily rejected.

12. All the correspondence will be addressed to the DG, NIAM, Jaipur.
13. 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.
14. 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.
15. 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.
16. 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.
17. The selected tenderer shall not employ persons below the age of 18 years.
18. In case of any unforeseen circumstances NIAM may suspend/terminate the contract without any advance notice.
19. 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.
20. 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.
21. 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.

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 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.

22. 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.

23. 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 VAT/Goods & Service Tax etc. levied by any statutory authority.

24. 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.

25. Income tax, surcharge, labour welfare cess as applicable shall be recovered from the bills of the selected tenderer.

26. 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.

27. 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.

28. The both the parties to this contract are subject to the jurisdiction of the courts of Jaipur only.

29. The successful bidder shall not make any demand for increase of rates during the period of contract.

30. The tenderer shall not transfer sublet or assign the tender/contract or any part thereof, in any circumstances.

31. 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.

32. The tender would be valid for a period of 6 months.
33. For all the 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/online (NEFT/RTGS) normally within a period 30 days after the receipt of the bill.
34. The rates should be exclusive of all statutory taxes / duties but inclusive of cartage, loading-unloading, fixing charges and labour.
35. 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.
36. 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.
37. 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.
38. 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.
39. 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.
40. 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.
41. 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.

42. Any bids/ tenders of such person, bodies, corporation and agencies may not be considered in case it is found that :-

- a) Such agencies are in violation of earlier projects.
- b) Have failed to comply the request and demands made by the Institute in spite of final show cause notice issued to them.
- c) Those 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) Those agencies should not have been blacklisted or debarred by State Government/ Central Government/ their institutions/ organizations/ PSU etc.

43. 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.

44. 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.

45. 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.

46. 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.

47. In case the agency/contractor fails to complete the job within stipulated time frame, a penalty 10% of tendered cost per day will be charged from the agency/contractor.

48. The quality of the tent items and lights arrangements etc. should be in good/new condition.

49. The agency will provide the tent items and lights arrangements etc. well in time before the function.

50. 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.

51. 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.

52. 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.

53. 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.

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

55. 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 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.
- 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 right to seek clarification from the issuer agency on the supporting documents submitted by the bidder.
- v. In case of bidder seeking any clarification in relation to the tender document shall be addressed in writing to above address on or before bid clarification date and time as mentioned at tender notification in e-portal.
- 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

whatsoever in this regard. All staff deployed by the vendor to execute the work at site should be fully vaccinated and tested Covid Negative and vendor abide by the Covid protocol and guidelines issued by Govt. of Rajasthan time to time. Vendor is also liable to dispose of all the garbage and stuffs from the site (NIAM campus) after completion of the programme.

- viii. ECS/IFSC code details are to be uploaded including the name of the bank, branch and account No. where payments are to be credited along with the scan copy of Blank Cheque leaf.
- 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.
 - c) Tender Documents 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 which case the next working day will be treated as the last date of receipt of Tender document.

**56. COPY OF DOCUMENTS TO BE UPLOADED/SUBMITTED ALONG WITH TENDER
AS APPLICABLE:**

- 1. EMD of Rs. Fifty thousand only in favour of DG, NIAM payable at Jaipur in the form of Demand Draft.
- 2. Copy of Goods & Service Tax No.
- 3. Work-experience
- 4. Annual Turn-Over
- 5. Copy of Registration with any Govt. authority.
- 6. Copy of PAN No. issued by Income Tax authority.
- 8. Details of ECS viz., Name of Bank, IFSC code, MICR No, Branch, Account No, cancelled cheque where payments are to be credited.

57. IMPORTANT:

- (a) Item-wise rates are to be quoted by each bidder.
- (b) L-1 will be decided on the basis of grand total of all rates quoted by the bidders.
- (c) If any bidder does not give rates for each and every item of the BOQ, his bid will be rejected due to non-compatibility of his rates with others.

58. 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.

59. Security Deposit :

- a. The successful tenderer will have to deposit security deposit) for an amount of 5% (Five percent) of the value of the contract. 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.

Signature.....

Name of the Tenderer & Address

Menu for Lunch

Sr. No.	Food Items (Lunch and Snacks)	Remark
1	<p>Tawa Chapati, Garlic Naan, Missi Roti, Tandoori Roti and Lachha Paratha, Dal Tadka, Mix Vegetable, Seasonal Green Vegetable, Kashmiri Alu dum, Paneer Lababdar, Rajasthani gatta ki sabji, Zeera Rice, Chicken lababdar, Mutton Rogan Josh, Gulab Jamun, Ice Cream (with different flavour) Tea, Coffee, Green Tea, Soup (Tomato dhania sorba) , Almond soup, Papad, Green Salad, Russian salad, Sprouted mung masala salad and Dahi vada</p> <p>Veg snacks (Baked potato, cheese corn, paneer tikka, fried idli, spring roll)</p>	<p>All food items will be prepared by adopting food safety and Covid protocol and vendor is required to use all branded stuff and food ingredients.</p>

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 certificates)	Experience certificate should be enclosed.
14.	Financial status i.e. Annual turnover details.	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. Grand Total Cost (Rs..... /-)
(Rs. In words.....)

Sr. No.	Items Specification	Rate per Unit
1.	Dom Aluminium structure water proof (size 80x150 sq.ft) प्रति वर्ग फीट की दरें quote करनी है।	1 Sq. Ft.
2.	VIP Stage platform 4 feet height (size 20x40 sq.ft.) प्रति वर्ग फीट की दरें quote करनी है।	1 Sq. Ft.
3.	VVIP Chairs at Dias प्रति Chair की दरें quote करनी है।	1
4.	Podium with NIAM Logo प्रति Podium की दरें quote करनी है।	1
5.	VIP sofa at front row प्रति sofa की दरें quote करनी है।	1
6.	LED platform 4 feet height (Size 16x4) Sq Ft प्रति LED platform की दरें quote करनी है।	1
7.	Diars preparation (30 feet) प्रति वर्ग फीट की दरें quote करनी है।	1
8.	VIP Chairs with covers प्रति एक Chair की दरें quote करनी है।	1
9.	Plastic chairs प्रति एक Chair की दरें quote करनी है।	1
10.	Anodized chrome plated chairs with cushion प्रति एक Chair की दरें quote करनी है।	1
11.	Aluminium chairs with cushion प्रति एक Chair की दरें quote करनी है।	
12.	Main Gate preparation welcome Flyer पूरे गेट के लिये एक ही दर quote करनी है।	1
13.	Flag with poles	1

	प्रति एक Flag की दरें quote करनी है।	
14.	VIP food canopy water proof (40x40 sq. ft) with AC प्रति वर्ग फीट की दरें quote करनी है।	1
15.	Coffee and snack stall canopy (12x36) प्रति वर्ग फीट की दरें quote करनी है।	1
16.	Student food area (40x60 sq. ft) प्रति वर्ग फीट की दरें quote करनी है।	1
17.	Welcome carpet, New Red प्रति वर्ग फीट की दरें quote करनी है।	1 sq. fit
18.	Masking प्रति वर्ग फीट की दर quote करनी है।	
19.	Sound system complete इस पूरे कार्य की एक ही दर quote करनी है।	
20.	Videography and Photography (2 video camera, 1 photographer, Live telecast, LED screen 2, Mixture of sound with complete team. Internet connectivity will be provided by NIAM and LAN cable to be arranged by vendor as per requirement for internet connectivity. इस पूरे कार्य की एक ही दर quote करनी है।	1
21.	Registration counter (12x36 sq, fit) इस पूरे कार्य की एक ही दर quote करनी है।	1
22.	Flower decoration (Stage decoration, dias flower pots, VIP welcome bouquets, VIP food area round table, Flower pots इस पूरे कार्य की एक ही दर quote करनी है।	Per sq. ft.
23.	Foods as per Menu given by NIAM (Menu is attached) as per Annexure A प्रति व्यक्ति प्रति खाने की दरें quote करनी है।	Per head
24.	Flex all with print and frame (app. 1200 sq. fit) प्रति वर्ग फीट की दरें quote करनी है।	Per Sq. Ft.
25.	Wire and cabling from Gen set to Dom प्रति रनिंग फीट की दरें quote करनी है।	
26.	AC dom, if required (130 tons) प्रति ton की दरें quote करनी है।	1 ton
27.	Gen set including diesel (125 KVA) प्रति Gen set की दरें quote करनी है।	
28.	Gen set including diesel (65 KVA)	

	प्रति Gen set की दरें quote करनी है।	
29.	Ceiling fans प्रति fan की दरें quote करनी है।	1
30.	Pedestal fans प्रति fan की दरें quote करनी है।	1
31.	Coolers प्रति Cooler की दरें quote करनी है।	1
32.	Female steward well dressed for serving food for VIP and other logistic arrangement. प्रति एक Female steward की दरें quote करनी है।	1
33.	Stand for play card (16 nos)	1
34.	Preparation of selfi stand for photography	1
	Grand Total	