

TENDER DOCUMENT

CONFERENCE FACILITIES SERVICE TENDER



*This Tender Document Contains 06 Nos. of Pages Including Cover Page
Earnest Money Deposit: Rs. 25,000/-*

NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION

17-B, SRI-AUROBINDO MARG, NEW DELHI- 110016
Tel. 26544829/874/825; Fax: 26853041, 26865180

Website: www.niepa.nic.in

Email- tender@niepa.ac.in

TENDER NOTICE

Subject: Engagement of agency for providing conference facilities.

National Institute of Educational Planning and Administration (NIEPA) is a Deemed University under the Ministry of Human Resource Development, Government of India. This Institute intends to hire agencies for providing 1) Conference facilities 2) Banners 3) Badges 4) Backdrops/ Signage & 5) Audio Video Equipments for its training programmes/conferences to be conducted throughout the year at NIEPA and other nearby venues in the city.

Sealed tender for providing conference facilities as given in this tender document are invited from interested parties as per two-bid system. Firms/parties should submit the tender in a sealed envelope clearly super scribing "Tender for Conference Facilities Services". The main envelop should contain "Technical Bid" and "Financial Bid" placed in two separate envelopes and duly super scribed. 'Technical Bid' should contain details as per Annexure - I and 'Financial Bid' should contain details as per Annexure-II".

The tenders should be addressed to the Registrar, NIEPA, 17-B, Sri Aurobindo Marg, New Delhi- 110016 and sealed envelope should be put up in the 'Tender Box' placed at NIEPA office main gate latest by 01.07.2021 upto 03:00PM.

Successful bidder will be engaged initially for a period of 03 months and will be extended up to 01 year based on the satisfactory performance. Further, extension of the services may be done by the Institute as deemed fit.

Payment will be made within 30 days of submission of invoice and verification of the same by the concerned official. In case of any query may contact General Administration - 011-26544874/829


8.6.2021
Administrative Officer (I/c)

TECHNICAL BID

The firms are required to submit following documents in the 'Technical Bid' part of the tender:

1. Profile of the firm.
2. Valid Registration Number of the firm.
3. PAN No. of the firm. (In case of proprietary firm, a certificate to that effect).
4. Copy of GST registration certificate and GSTR copies.
5. Income Tax Return for the last three financial Years. The firm should have a turnover of at least Rs. 50 lakhs in the last three years collectively.
6. Experience certificate of at least 5 years in providing similar services in Government/NGOs/Universities / PSUs and similar institutions.
7. List of Organizations where providing/ and or provided similar kind of services for the past 5 years.
8. Details of manpower available with the Agency, their designation/ qualification/ number of years of experience and equipment or infrastructure available and owned by them.

General Conditions

1. The Institute reserves the right to accept or reject summarily any or all Tenders in whole or in part without assigning any reason whatsoever.
2. Bidder should have experience of providing such services to reputed organizations. Bidders should have minimum 5 years of experience in providing conference facilities services.
3. The agency must be currently providing such services to similar organizations. Copies of work orders or any other documentary evidence clearly certifying that services are being provided in such Government/NGOs/Universities / PSUs and similar institutions should be produced.
4. The Institute takes no responsibility for delay, loss or non-receipt of a quotation after dispatch.
5. Offer quoted will be valid for a period of one year from the date of award of contract.
6. NIEPA reserves the right to terminate the contract by giving 30 days' notice to the contractor without assigning any reason.

Earnest Money Deposit and Security Deposit.

- a) Participating firms are also required to deposit Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty Five Thousand Only) in the Institute's account. The Earnest Money will be refunded only after the finalization of the tender and no interest will be paid on Earnest Money. The EMD of the successful bidder will be refunded after signing of the agreement and after deposit of security amount. No interest shall accrue on this deposit.
- b) Proof of depositing EMD to be enclosed with the bid.

Details of Institute's account are as given below:

Bank Name: Canara Bank

Branch Address: Canara Bank, NIEPA Campus, 17-B, Sri Aurobindo Marg, New Delhi-110016

Beneficiary Name: NIEPA

Bank Account Name: NIEPA Accounts Main

Bank Account Number: 91392010001112

IFSC Code: CNRB0019139

MICR Code: 110015446

Performance Security: In the event of getting the contract, the Agency shall be required to deposit an amount of Rs.25,000/- (Rupees Twenty Five Thousand Only) as Security Deposit in the Institute's account. No interest shall accrue on this amount. The

Security Deposit shall be refunded after one month of the expiry/termination of the contract after deduction of penalty/other dues, if any.

Forfeiture of EMD Clause

- a) After submission of bid, if bidder fails to honor the contract, if awarded, or refuses to comply with any/ all of the terms & conditions of the tender.
- b) If bidder withdraws the offer during the validity period of financial bid.
- c) If successful bidder fails to commence service/supply in accordance with the tender's terms & conditions of the contract.
- d) If any information furnished by the firms/agency is found to be incorrect.

Note- The rates quoted by the Agency for various services shall be applicable on yearly basis. No escalation of prices shall be permitted on any ground.

Criterion for Evaluation of Tenders:

- (i) The evaluation of the tenders will be made first on short listing basis of technical information furnished in the prescribed forms, which is an eliminatory round, and then on the basis of commercial information furnished in the prescribed forms. Any inferences drawn by the Bidders or their representatives during the opening of the technical bid will be their own view and NIEPA will not be responsible/required to abide by the same.
- (ii) It shall be noted that required documents submitted along with the technical bid will be perused/examined and in case of any deficiency, the bid will be rejected.
- (iii) Financial bids of eligible firms which qualify the technical bid process only will be opened, the date of which will be conveyed to the eligible bidders subsequently.
- (iv) At the time of opening of financial bids, the price of each bidder shall be read out on the spot. However, it shall be clearly stated that the final financial bid prices would be arrived at after detailed scrutiny/correction of arithmetical errors in the financial bid, if any.
- (v) The bidder is required to quote prices for all the items listed in financial bid proforma Annexure -II.
- (vi) Merely becoming the lowest bidder, prior to financial bid scrutiny will not give any right to the lowest bidder to claim that he is successful in the bidding process. The successful bidder shall be decided only after considering all the factors and following due procedure by the Tender Evaluation Committee.

FINANCIAL BID

S.No.	Item Details	Rates
1	a) Backdrop b) Gate panel c) Direction Panel / Car Parking Panel	Per sq. feet Charges inclusive of Designing and printing (bilingual) on flex media (250 GSM)
2	Podium banner	Per unit
3	Delegate badges	Per unit
4	Name plate (size 8"x 3")	Per unit
5	LED TV (42") UHD (of comparable brand e.g. Sony/Samsung/LG)	Per unit/per day
6	LED TV (55") UHD (of comparable brand e.g. Sony/ Samsung/LG)	Per unit/per day
7	Podium	Per unit/per day
8	Laptop	Per unit/per day
9	LCD projector (4500 Lumens) (brand Hitachi/ Epson)	Per unit/per day
10	Splitter	Per unit/per day
11	Table Mic (of comparable brand e.g. Shure/ Senhieser)	Per unit/per day
12	DI Sound Box (of comparable brand e.g. Yamaha)	Per unit/per day
13	Cordless Mic (of comparable brand e.g. Shure/Senhieser) with Audio system + 2 Speakers (JBL/ Bosch)	Per unit/per day
14	Standing Mic (of comparable brand e.g. Shure/Senhieser) and Audio system + 2 Speakers (JBL/ Bosch)	Per unit/per day
15	Conference chairs	Per unit/per day
16	Conference tables	Per unit/per day
17	Dismantling/Re-fixing Charges	Per day
18	Any other item	
19	Applicable taxes	

Tax slab for the above services should be mentioned separately at point no. 19.

Date:

Stamp/ Rubber Seal of the Company:

Name/Signature: