



**NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION**

17-B, Sri Aurobindo Marg, New Delhi-110016

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F.No. 13-4/2017-18/GA

**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 conference facilities 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 Annexure – II are invited from interested parties as per two-bid system. ‘Technical Bid’ should contain details as per Annexure – I. Tenders should be addressed to the Registrar, NIEPA, 17-B, Sri Aurobindo Marg, New Delhi-110016 latest by March 19, 2018 upto 03.00PM. ‘Technical Bids’ will be opened on March 19, 2018 at 03.30PM. Successful bidder will be engaged for a period of 1 year. Extension of the services may be done by the Institute if 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 Training Cell – 011-26544812/874/829

REGISTRAR

**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 proprietary firm, a certificate to that effect.
4. Copy of GST registration certificate.
5. Income Tax Return for the last three financial Years. The firm should have turnover of at least Rs. 20 Lakh in the last three years.
6. The firm should have minimum experience of at least 5 years in providing similar services in Government/NGOs/Universities and similar institutions.
7. The firm should also enclose list of Organizations where it is providing similar kind of services.
8. Financial bids of eligible firms only will be opened, the date of which will be conveyed to the eligible bidders subsequently.

**FINANCIAL BID**

<b>S.No.</b>	<b>Item</b>	<b>Qty.</b>	<b>Unit rate</b>
1.	a) Backdrop b) Gate panel c) Direction Panel	Per sq.feet	
2.	Podium banner	Per unit	
3.	Delegate badges	Per unit	
4.	Name plate (size _____x_____)	Per unit	
5.	Plasma TV (50")	Per unit/per day	
6.	Podium	Per unit/per day	
7.	Laptop	Per unit/per day	
8.	LCD projector	Per unit/per day	
9.	Splitter	Per unit/per day	
10.	Re-fixing charges (including dismantling)	Per day	
11.	Cordless mic with audio system + 2 speakers		
12.	Standing mic and audio system + 2 speakers		
13.	Conference chairs		
14.	Conference tables		
15.	Any other item		

\*\* Rates quoted should be inclusive of all taxes. Cartage charges should be clearly mentioned or certified that the rates quoted are inclusive of cartage charges.