



राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR-713209
(West Bengal), INDIA, www.nitdgp.ac.in

An Autonomous Institution of the Govt. of India under MHRD

Ref: NITD/EST/Convocation/03/2019

Date: 14.08.19

E-Tender Notice for Event Management Services for 15th Convocation of NIT Durgapur

1. Online tenders, containing, both technical and financial bids, are invited from the eligible and experienced Firms interested in Event Management Services for 15th Convocation of NIT Durgapur scheduled to be held on 07th September 2019.
2. The bid shall consist of two parts – Technical bid and Financial bid. Both the bids are to be submitted online on website <https://etenders.gov.in/e procure/app>. Tender can also be viewed in the NITD website www.nitdgp.ac.in. All the information sought in the tender document is to be given in Technical Bid. The Financial Bids of only those firms shall be opened whose Technical Bids are found to be eligible.
3. The offers, in the prescribed format, shall be submitted online at <https://etenders.gov.in/e procure/app> as per the tender document. No tender will be accepted in fax, e-mail or any other such means. The intending, bidders must be registered with e-Procurement <https://etenders.gov.in/e procure/app> the tender document is also available on website: www.nitdgp.ac.in.
4. An earnest money amounting ₹ 20,000.00 (Rupees Twenty Thousand Only) in the form of Demand Draft drawn in favour of “Director NIT Durgapur”, payable at Durgapur has to be enclosed with the Technical Bid, failing which, the Technical Bid shall be rejected.
5. **The tender should be submitted online through e-Procurement portal <https://etenders.gov.in/e procure/app> or before the closing date i.e. 30/08/2019 at 05.00 P.M. Tenders received after closing date and time shall not be considered.**
6. Tenders document may be directly down-loaded from the Ministry’s website <https://etenders.gov.in/e procure/app>, and Institute website www.nitdgp.ac.in.
7. **Technical Qualifying Criteria:**

Only those Firms which have the experience in the relevant field of Event Management services in Government Ministries/ Departments /Government Organizations /PSUs/Corporate Sector etc. need to apply. While submitting the tender, the intending tenderer shall have to furnish self-attested copies of following certificates/documents to this Ministry:-

 - i. Experience certificates.
 - ii. Copies of Income Tax Return for the last three years i.e. 2016-17, 2017-18 and 2018-19.
 - iii. GST registration certificate
 - iv. An undertaking that they are not barred from any organization.
 - v. PAN
 - vi. AADHAAR Number
 - vii. Trade License in relevant field.

7. Schedule:

Name of Organization	National Institute of Technology
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods/works)	Services
Type/Form of Contract (Work/Supply/Auction/Service/Buy/Empanelment/ Sell)	Supply
Service Category	Event Management
Source of Fund (Institute/Project)	Institute
Is Multi Currency Allowed	NO
Date of Issue/Publishing	16/08/2019 (dd/mm/yyyy) (19.00 Hrs.)
Document Download/Sale Start Date	16/08/2019 (dd/mm/yyyy) (19.30 Hrs.)
Document Download/Sale End Date	30/08/2019 (dd/mm/yyyy) (14.00 Hrs)
Date for Pre-Bid Conference	22/08/2019 (dd/mm/yyyy) (11.00 Hrs)
Venue of Pre-Bid Conference	Estate Section, NIT Durgapur
Last Date and Time for Uploading of Bids	30/08/2019 (dd/mm/yyyy) (14.00 Hrs.)
Date and Time of Opening of Technical Bids	30/08/2019 (dd/mm/yyyy) (15.00 Hrs.)
Tender Fee	Rs. NIL /-
EMD	INR 20000.00
Bank Guarantee	9% of estimated value.
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	90 days (From last date of opening of tender)
Address for Communication	Shri A. K. Bhagat, Security Officer & I/C Estate Section, National Institute of Technology, Durgapur M. G. Avenue. Durgapur -713209, West Bengal. INDIA
Contact No.	0343 275 9215
Email Address	estatehelpdesk@admin.nitdgp.ac.in

8. **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the e- tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal. More information useful for submitting online bids on the e-Procurement Portal may be obtained at: <https://etenders.gov.in/eprocure/app>.

9. **E-tendering Instructions to Bidders****General**

The Special Instructions (for e-Tendering) supplement 'Instruction to Bidders', as given in this Tender Document. **Submission of Online Bids is mandatory for this Tender.**

E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers/ Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, Institute has decided to use the Portal (<http://www.eprocure.gov.in>) through Central Public Procurement Portal, Government of India. Benefits to Suppliers are outlined on the Home-page of the portal.

Instructions

Broad outline of activities from Bidders prospective:

- i. Procure a Digital Signing Certificate (DSC)
 - ii. Register on Central Public Procurement Portal (CPPP)
 - iii. Create Users and assign roles on CPPP
 - iv. View Notice Inviting Tender (NIT) on CPPP
 - v. Download Official Copy of Tender Documents from CPPP
 - vi. Bid-Submission on CPPP
- a) Please take care to scan documents that total size of documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However it shall be sole responsibility of bidder that the uploaded documents remain legible.
 - b) Utmost care may be taken to name the files/documents to be uploaded on CPPP. There should be no special character or space in the name of file. Only underscores are allowed. The illustrative examples are given below:-

File name	Allowed or not allowed in CPPP	Reason for allowed / not allowed
QA Certificate	not allowed	Space in between words / characters not allowed
QA Certificate(1)	not allowed	Special characters not allowed
QA Certificate	allowed	Under score allowed between words /characters
QA Certificate	allowed	Upper & lower cases allowed

- c) It is advised that **all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission.** BOQ may be downloaded and rates may be filled appropriately. This file may also be saved in a secret folder on your computer. The names & total size documents (Preferably below 50 MB) may be checked.
- d) In addition to on time submission, submission of offline documents as per clause “Offline Submission” in a sealed envelope to **S. O. & I/C Estate Section, NIT Durgapur** on or before due date & time.
- e) Attend Public Online Tender Opening Event (TOE) on CPPP : Opening of Techno-commercial Part
- f) Attend Public Online Tender Opening Event (TOE) on CPPP: Opening of Financial-Part (Only for Technical Responsive Bidders)
- g) View Post-TOE reports posted by Institute on CPPP.

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the CPPP.

Digital Certificates

For integrity of data and its authenticity/ non-repudiation of electronic records, and be compliant with IT Act 2000, **it is necessary for each user/contractor to have a Digital Certificate (DC).** Also referred to as Digital Signature Certificate (DSC), of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

Registration

To use the Central Public Procurement Portal (<https://www.eprocure.gov.in>). Vendor/Contractor need to register on the portal. The vendor should visit the home-page of the portal (<http://www.eprocure.gov.in>) and go to the e-procure link then select **Bidders Manual Kit**.

Note: Please contact NIC Helpdesk (as given below), to get your registration accepted / activated:

NIC Helpdesk	
Telephone	1800-233-7315
E-mail ID	cphp-nic@nic.in [Please mark CC: support-nic@nic.in]
NIT Durgapur	
Contact Person	Sh. A. K. Bhagat, Security Officer & I/C Estate Section
Telephone	+91 94347 88170
E-mail ID	estatehelpdesk@admin.nitdgp.ac.in

Method for submission of bid documents.

In this tender the bidder has to participate in e-tender online. Some documents are to be submitted physically offline.

Offline submission

The bidder shall submit the following documents offline in Physical to **Estate Section, NIT Durgapur** on or before the date & time of submission of bids specified in NIT, in a sealed Envelope. The envelope shall bear (the tender name), the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).

- i. Original Demand Draft (DD)– drawn in favor of “Director NIT Durgapur”, payable at Durgapur, issued by any Nationalized commercial bank towards the payment of total **Bid Security/EMD** as per NIT through a single Demand Draft which to be deposited on or before of bid submission date. NSIC registered MSME bidders who want to claim the EMD exemption need to submit the attested copy of the latest and valid MSE certificate related to furniture manufacturing and / or repairing in place of the DD of the EMD.
- ii. Power of Attorney/Resolution of Board of Directors, authorizing an individual with whose DSC the tender is submitted on e-tendering portal (if and as applicable). In case it is not applicable a letter on the letter head of the firm addressed to the Registrar, NIT Durgapur stating that *the Power of Attorney is not applicable because the tender is submit on e-tendering portal with the DSC of Shri.....who is the sole-proprietor/partner of the firm.*

Note: The Bidder has to upload the Scanned copy of all above said documents during Online Bid-submission also.

Online submission:

List of Documents to be uploaded in the 'Technical Bid Folder' on e-tendering portal:

1. Scanned copy of the duly filled, signed, and stamped Bid Form.
2. Scanned copy of the duly filled, signed, and stamped Tenderer's Profile.
3. Scanned Copy of a single Demand Draft of requisite value for the Bid Security/EMD as per Notice Inviting Tender (NIT). NSIC Registered MSME bidders who wants to claim the EMD exemption need to submit the Scanned copy of Latest and valid MSME Certificate in place of the DD of the EMD.
4. Scanned Copy of experience Certificate as per NIT.
5. Scanned copy of the GST Registration Certificate.
6. Trade License.
7. Digitally signed Tender document without any alteration.
8. PAN
9. AADHAAR
10. Income Tax for last three financial years.
11. Undertaking that they are no barred from any organisation.
12. GST Registration.

List of Documents to be uploaded in the 'Financial Bid Folder' on e-tendering portal

Downloaded BOQ duly filled.

Note:

(i) If some document is not applicable for the bidder then he has to upload scanned copy of paper mentioning „The document <name> called vide clause ____ is not applicable on us.

(ii) If document asked for contains more than one page then all those pages may be uploaded in one PDF file.

Price Schedule /Schedule of Quoting Rates

Utmost care may kindly be taken to upload price schedule / Schedule of Quoting Rates. Any change in the format of Price Schedule / Schedule of Quoting Rates file shall render it unfit for bidding. Following steps may be followed-

- i. Download BOQ.
- ii. Fill rates in downloaded BOQ.
- iii. Save filled copy of downloaded price schedule / Schedule of Quoting Rates file in your computer and remember its name & location for uploading correct file (duly filled in) when required.

For further instructions, the vendor should visit the home-page of the portal (www.eprocure.gov.in), and go to the **Bidders Manual Kit**. The compatible support software (PDF Converter, Java, etc) for online bid submission may be downloaded from CPP Portal or anywhere else.

The help information provided through 'CPPP User-Guidance Center' is available in three categories

- Users intending to Register / First-Time Users, Logged-in users of Buyer organizations, and Logged-in users of Supplier organizations. Various links are provided under each of the three categories.

Important Note: It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of CPPP.

Note: The special instructions to contractors/Bidders for e-submission of bids online through www.eprocure.gov.in can be accessed by following link <https://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page> which are mentioned below for ready reference-

- i. Bidder should do the registration in the tender site <http://eprocure.gov.in> using the option available. Then the Digital Signature registration has to be done with the e-token, after logging into the site. The e-token may be obtained from one of the authorized Certifying Authorities such as NIC Certifying Authority(NICCA)/MTNL/SIFY/TCS / nCode/eMudhra.
- ii. Bidder then login to the site thro" giving user id / password chosen during registration.
- iii. The e-token that is registered should be used by the bidder and should not be misused by others.
- iv. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under **My Documents** option and these can be selected as per tender requirements and then send along with bid documents during bid submission.
- v. After downloading/getting the tender schedules, the Bidder should go thro" them carefully and then submit the documents as asked, otherwise, the bid will be rejected.
- vi. If there are any clarifications, this may be obtained online thro" the tender site, or thro" the contact details. Bidder should take into account of the corrigendum published before submitting the bids online.
- vii. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/xls/rar/dwf formats. If there is more than one document, they can be clubbed together.
- viii. Bidder should get ready the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date & time for the tender.
- ix. The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.
- x. The bidder has to submit the tender document online well in advance before the prescribed time to avoid any delay or problem during the submission process.
- xi. After the bid submission, the acknowledgement number, given by the e-tendering system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender.
- xii. The details of the Earnest Money Deposit(EMD)/Cost of Tender document submitted physically to the Dept and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.
- xiii. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders.
- xiv. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
- xv. The time settings 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 during bid submission.
- xvi. All the data being 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. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.
- xvii. 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.
- xviii. The bidders are requested to submit the bids through online e-tendering system to the TIA well before the bid submission end date & time (**as per Server System Clock**).
- xix. **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) option in the browser.**

Key Instructions for Bidders: The following **FOUR KEY INSTRUCTIONS for BIDDERS** must be assiduously adhered to:

- i. Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on CPPP.
- ii. Register your organization on CPPP well in advance of your first tender submission deadline on CPPP.
- iii. Get your organization's concerned executives trained on CPPP using online training module well in advance of your tender submission deadline on CPPP.
- iv. Submit your bids well in advance of tender submission deadline on CPPP . as there could be last minute problems due to internet timeout, breakdown, etc.

NITD should not be responsible any problem arising out of internet connectivity issues. While the first three instructions mentioned above are especially relevant to first-time users of CPPP, the fourth instruction is relevant at all times.

10. Terms and Conditions:

- i. Venue: NIT Durgapur.
- ii. Rates shall be quoted for each item separately as per BOQ.
- iii. The Firm shall carry all the work keeping the ambience / symmetry of the surrounding. Any deviation shall amount to loss of government property and the Firm shall be liable to pay damages as per calculation of the NITD Authority.
- iv. During pre-bid meeting vendor may inspect the venue of Convocation for their observation before quoting the price. No condition / request will be entertained thereafter in this regard.
- v. No Advance payment will be made in any case. After successfully completion of work, contractor shall submit the bills along with the others required documents for processing of payment.
- vi. NITD has the right to forfeit the security deposit in full or in part in event of failure on the part of contractor to fulfill the terms and conditions.
- vii. The Successful bidder will have to deposit a Performance Security Deposit @ 9% of estimated value in the form of Bank Guarantee from any Nationalized Commercial Bank and shall be refunded after successfully completion of work. If any disputes arise in respect of venue management services, NITD has the right to impose penalty as deemed fit and same will be deducted from the Bank Guarantee / Bill.
- viii. The Bids / tenders of the Firm which are found to have quoted fake / unreasonable rates in any of the terms, shall summarily be rejected. Then decision of the NITD Authority in this regard shall be final and binding on the firm
- ix. Forfeiture of EMD : The bid security may be forfeited :
 - a. If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form; or
 - b. In the case of successful bidder if the bidder:
 - i) Fails to sign the contract,
 - ii) Fails or refuses to honour his own quoted price for the work at specified premises.

11. ARBITRATION

In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of Director NIT Durgapur or any other person appointed by him. In case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted. In the event of such Arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuses to do work or neglecting his work or being unable to act as Arbitrator for any reasons whatsoever, the Director NIT Durgapur shall appoint another person to act as Arbitrator in the place of outgoing Arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor and that the award of the arbitrator shall be final and binding on both the parties. Contractor will have no objection in any such appointment that arbitrator so appointed is an employee of NITD or a Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as a NITD employee he has expressed his views on all or any of the matters in dispute. The adjudication of such Arbitrator shall be governed by the provisions of the Arbitrator and Conciliation Act 1996, or any statutory modification or re-enactment there of or any rules made thereof.

The venue of Arbitration proceeding shall be within the Jurisdiction of Durgapur Court Only. The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid arbitration and conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

12. All firms are required to submit Earnest Money Deposit (EMD) of **Rs.20,000/-** (Rupees Twenty Thousand only) (refundable) with Technical Bid in the form of Demand Draft (should be drawn beyond the date of this NIT) in favour of “Director NIT Durgapur” payable at Durgapur from any Nationalized commercial Bank. No interest shall be paid on the said deposit and will be returned after finalization of the tender; however, the EMD of the successful bidder will remain with NITD and will be forfeited in case the selected/ successful bidder does not accept the work order or unable to provide the service or information declared/ documents submitted found false/fake/ forged; otherwise, the EMD will be returned.
13. In case of L-1 is more than one, the selection criteria [viz. the past performance, experience, turnover, etc.] would be at the discretion of NITD. The decision of NITD, in this regard and for selection of successful bidder in such situation, will be final in all respect and will be binding on all the tenderers.
14. The schedule of items/services required are as per Annexures and the evaluation of bid will be on the basis of total bid value.
15. Payment shall be made after successfully completion of the job on the basis of certification by the concerned departments/ Officials of NITD and on submission of Bill. No payment will be made in advance. Deduction (TDS, etc.), if any and as applicable, will be made during payment.
16. GST & other charges, if any, should be mentioned clearly & specifically.
17. The service provider shall ensure that he himself or his authorized representative is available for any negotiation or discussion at the venue to conduct the events successfully.
18. NITD reserves the right to add/ alter/ remove any item/events from the list as mentioned under scope/schedule of work below, if needed so, based on the situation & requirement and payment will be made accordingly on pro-rata basis, on actual. The quantity of items may vary and payment will be made on actual.
19. Firms must clearly indicate in their offers the different taxes and duties which they propose to charge mentioning clearly the present rate(s) thereof. Vague offer like “duties as applicable” etc. shall not be considered. Such things, if not clearly mentioned, will be treated as all inclusive. No delivery/transportation cost will be paid. However, GST should be quoted specifically.
20. The rates quoted should be on FIRM & FIXED basis. Bidders should quote for all the required items; incomplete bid will not be accepted.
21. Financial Bid to be quoted as per BOQ only for the services as mentioned under scope/schedule of work. If the Financial Bid is found not in order or not according to the prescribed format the same may be liable to be cancelled even if the agency is qualified in the Technical Bid to open their Financial Bid, i.e. merely qualifying in the Technical Bid does not ensure acceptance/ qualifying for opening of Financial Bid and decision of NITD to this effect shall be final and binding.
22. The successful bidder shall not engage any sub-contractor, sub-agent to organize the events.
23. The agency should be registered with GST and to enclose the copies of the relevant certificate along with the Technical Bids.
24. The venue (including stall where applicable) complete in all respect as per scope of work should be ready before the programme scheduled on all the days failing which penalty will be imposed on the bill amount as will be decided by NITD Authority and decision of NITD in this regard shall be final & binding.
25. Tender without EMD or EMD with lesser amount than the amount specified will be rejected .
26. NITD reserves the right to relax any condition if so needed and decision of NITD to this effect shall be final & binding.
27. All the DD(s) are to be submitted along with the Technical Bid only (and not with the Financial Bid).
28. While accepting the Work Order the successful bidder needs to deposit **9% of the estimated value as Security Deposit** through Demand Draft favouring NITD, which will be refunded/ returned, without any interest, after completion of the events with deduction/ recovery, if any and as applicable.
29. The successful bidder, awarded with the work, shall execute the whole work in close co-ordination and with detail discussion with the concerned NITD Official(s) and all concerned for smooth conducting of the event safe guarding NITD’s dignity. Time schedule, venue, etc. are subject to change and shall be informed accordingly and the successfully bidder should execute the work accordingly.
30. Any corrigendum/ Addendum/ Notification w.r.t. this tender will be published in the Institute website as well as e-procurement portal as mentioned above. All the bidders/ tenderers are informed to follow our said website regularly for any such updation. NITD will not be responsible for ignorance of such updation of the bidders/ tenderers.

31. Even after qualifying in Technical Bid, the Financial Bid may not be considered if found not in order.
32. All disputes are subject to Jurisdiction of Durgapur Court only.
33. Licensed, resourceful, bonafide, experienced event management agencies having credentials of convocation work, are invited to participate in the tender. **Credential must be attached.**
34. Any other terms & condition as imposed in “Outsourcing of Non-consulting Services” vide chapter 6, section B of GFR 2017.
35. All pages to be signed and stamped by the bidders as a token of acceptance of terms & conditions of tender document.
36. **Date of handover (Strictly) of decoration of background screen, dais, dais platform, stalls, stair etc. and all other items completed in all respects: 04:00 PM of 05.09.2019.**
37. Rates to be quoted item wise / quantity wise / unit wise. Actual quantity/area will be intimated before execution of work. Payment will be made on actual basis.
38. Quantity / area may increase / decrease as per requirement.
39. Decision of the National Institute of Technology, Durgapur is final and binding.

CHECK LIST

Sl. No.	Documents	Yes/No & Page No.
i.	EMD :Rs. 20,000 (Rupees Twenty Thousand Only)	
ii.	Duly filled, signed, and stamped Bid Form	
iii.	Tenderer's Profile.	
iv.	Experience Certificate as per NIT.	
v.	Proof of Turnover of the company as per NIT.	
vi.	GST Registration Certificate.	
vii.	Trade License.	
viii.	PAN	
ix.	AADHAAR	
x.	Income Tax for last three financial years.	
xi.	Credentials as per NIT.	
xii.	Undertaking that they are no barred from any organization.	

Date:

Place:

Person)

Yours faithfully,

(Signature of the Authorized

Name:

Designation:

Business Address:

Seal:

Annexure-'A'**TECHNICAL BID**

(FOR EVENT MANAGEMENT SERVICE)

Sl. No.	Particulars	Mention 'Yes' or 'No'
01	Whether Demand Draft of 20,000/- (Rupees Twenty Thousand only) in favour of "Director NIT Durgapur" is enclosed as EMD with the Technical Bid	
02	Whether copy of TRADE License enclosed	
03	Whether copy of PAN enclosed	
04	Whether copy of GST enclosed	
05	Whether having work experience in managing and organizing similar kind of jobs in the leading/ premier & renowned organization / Educational Institute/ [proof to be enclosed]	
06	Whether capable of and agreed to provide 9% of estimated value as Security Deposit if work order is awarded	
07	Whether agreed to abide by all the terms & conditions of this tender	
08	Whether Annexure-A, B, C and D, duly filled with Technical Bid.	
09	Whether each items of BOQ have been quoted	

All above enclosures must be valid (wherever applicable)

(Name & Signature of the tenderer with seal)

Date:

Place:

Annexure-'B'

(TENDERER TO FILL UP THIS PAGE)

- 1. a. Name of the tenderer / organization
- b. Name of the proprietor/partner(s).....
- c. Date/ Year of Establishment:

2. a. Address (Office):

 b. Telephone No.:

 c. Mobile No.:

 d. Email Id.:

3. Details of relevant work experience:

Sl.	Client's Name / Organisation	Particulars of Event, Venue, When Held, etc.	Contract Value	Remarks, if any

4. Furnish copies of the following documents:

- (i) Trade License
- (ii) GST
- (iii) PAN
- (iv) AADHAR No.

5. DD [enclosed] details:

1. DD no. _____, dtd. _____, amt. _____, bank _____

NB: 1. Tenderer has to submit the entire set of tender papers duly signed while dropping the tender

2. Additional paper may be used to furnish the above information

Annexure-'C'

UNDERTAKING BY THE TENDERER

I have carefully gone through the various terms and conditions mentioned in the tender document of Event Management Service for Convocation 2019 of NIT Durgapur. I agree to all the conditions and offer to organize the events at the scheduled venue as per the scheduled date & time [if changed, the same will be organized in the substitute venue and/or as per the revised timings in Durgapur as will be informed by NITD]. I am making this offer after carefully reading the conditions and understanding the same. I have acquainted with all the tasks required to be carried out, before making this offer. I hereby sign this undertaking as token of our acceptance of various conditions mentioned in tender document.

Place : _____

Dated : _____

(Name & Signature of the
Bidder with office seal)

Annexure-'D'

[To be submitted by the tenderer preferably on their letter head along with the Technical Bid]

To,
The Chairman
Convocation Cell No. 01
NIT Durgapur,
M. G. Avenue,
Durgapur – 713 209.

Sub: Technical bid relating to NITD Convocation-2019.

Ref.: Your Notice Inviting Tender No.....
dated

Madam,

1. I have gone through all the Terms and conditions and also the schedule of items as enlisted by you in your Notice Inviting Tender [.....] for the subject under reference.
2. I/We, hereby confirm that we have understood all the Terms and conditions and confirm my/our commitment to abide by them.
3. I/We also confirm my/our commitment to provide the services as enlisted in schedule of item with your Notice Inviting Tender under reference.

(Signature with office seal)

Date:

Place:

Scope / Schedule of Work:

Venue of decoration / supply & providing items: **1500 seated Auditorium, NIT Durgapur, Durgapur – 713209.**

1)

- (a) Supply of best quality **chairs** for dignitaries on dais (Photograph to be attached) of same height / width / design and colour (preferably red and new); and **Exclusive executive high back revolving chair and foot rest** for front line dignitaries on dais. Supply of best quality **chairs** for dignitaries on floor (Photograph to be submitted) of same height / width / design, colour (preferably red and new) along with Cover.
- (b) Exclusive quality of brass **flower vase** (non-returnable) with high quality fresh flower to be placed on the table in the front row of dais.
- (c) Providing of best quality white cotton thick **table cloth** (non-returnable) for the table in the front row of the dais for five chairs.
- (e) Supply of sealed **Mineral Water bottle**: 20 Ltrs. water jar with paper glass, 500 ml size and 1000ml size for stage / dais / guest room / counters, to be placed on the front table, podium and beside the chairs in the second, third and fourth rows of the dais, office rooms, VVIP/VIP rooms and besides the chairs of floor area.
- (g) Laying of new, good quality carpets, (i) **Fresh Red Synthetic carpet**, (ii) **Fresh Red Jute Carpet**.
- (h) Supply and placing of **fibre / PVC chairs** with cover, all of same colour & design.
- (i) Supply and placing of **fibre / PVC tables with table cloth**. all of same colour and **Wooden Table with table cloth**.
- (j) Providing and placing of **low height dustbins** and **extra-large height dustbins**.
- (k) Providing and placing of proper **wooden staircase**.
- (l) Decoration of dais **podium** (photograph to be attached).
- (m) Preparation and placing of **stall cubicle**, cubicle size 5'-0" x 5'-0" with wooden buttum work on front face – tight fixed with same colored cloth. **Flex banner** to be fixed on cloth cover on the top. Matter will be provided by the Institute. Flex material size 3'0" x 2'0".
- (p) Providing **signage** indicator – wooden make with arrow at the top with space of writing on both sides of the arrow.
- (q) Providing (i) good quality **room freshener** (non-returnable) and (ii) 1 no. good quality **AC room freshener** (non-returnable) for the auditorium, guest room and green rooms one hour before the commencement of the program.
- (r) Providing the followings: (i) **Nameplates**, (ii) High Quality medium size **flower bouquet**, (iii) **New white executive towel (for Chairs)** (non-returnable), (iv) High quality **Liquid Hand-wash soap** (non-returnable), (v) New good quality **Water Glasses** (non-returnable) with same colour/pattern **coaster**, (vi) New good quality **Tray with Fresh Red Velvet Cover** (non-returnable), (vii) Good quality napkin paper box.
- (s) Preparation of Flex. Matter to be printed on the flex will be provided by the Institute well in advance.

2) **Preparation of stage/ dais**: schematic diagram / sketch of the background screen to be submitted positively. Text Matter for the back screen: "**NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR; 15TH CONVOCATION, SEPTEMBER 07, 2019**" and the **Institute Logo** to be placed on the back screen. Agencies / decorators are requested to visit the venue for detailed measurement of background screen and submit schematic sketch taking the convenient measurement of the back screen and the stage/dais. Text matter to be placed at the middle of the back screen in a very prominent manner, which may be of any pleasant colour and design. Material to be used may be cloth / flex / silk-screen printed cloth etc.

- 3) **Entrance Gate** - Moderate size Flex gates at different locations. Material to be used may be flex on stable wooden/metal based structure with maximum height of 20 feet and 12 feet width. Matter will be of 5'X12' and will be provided by the Institute. Photographs to be attached.
- 5) Attractive **floral decoration** at the orchestra pit of the dais. Providing floral decoration at the floor in front of the dais and front entrance of the auditorium. (Sketch / design photograph should be attached).
- 6) **Flower tubs with plantations / flowers** etc. in good condition to be placed at different locations.
- 7) Providing **Audio system** – within auditorium and outside with **Cordless table microphone** for front table 06 (Six) nos., **Cordless microphone** for song and music 08 (Eight) nos., Exclusive quality **cordless microphone for podium** 02 (Two nos), **Audio mixer with amplifier** with sufficient nos. of stage boxes, cabling etc.
- 8) Making of **Digital Still Photography (02 nos.)** and **Videography** preferably on HD / 3 CCD Professional Video camera **(02 Nos.)** with **provision for online video streaming and webcasting**. Soft copy of still photography in form of CD / DVD needs to be provided just after the end of convocation program.
- 9) Providing side decorated enclosed **DINING area of** with fully covered ceiling and carpeting on the floor. Providing additional **kitchen area** at back required power points and sufficient lights. Supplied materials should be with spray of Fire Retardant material.
- 10) Robing area for VIPs and Senate members with decent fully covered ceiling and carpeting on the floor and a covered partition for Women and sufficient no. of ceiling fans, lights and Large Mirror. There should be attached Tea and coffee stalls for VIPs with proper crockery, high quality of tea, biscuits and cookies.
- 11) Robing and sitting area for VVIPs with decent, decorated (Including floral), fully covered ceiling, carpeting on the floor along with wooden platform, inside wall with flex, seating arrangement on high quality single sofa, high quality tea-table with cover 15 nos with glass top, sufficient no. of fan & lights, Cooler and Large Mirror. Good quality glasses with coasters, proper crockery setup, high quality of tea, biscuits and cookies.
- 9) Provision of the sitting space for TV viewing for guardians/parents of the recipients along with 52" LED TV with live connectivity of the programme. Adequate nos. of Fan and Cooler and Chair arrangements should be done in the arena.
- 10) Providing **3 sides covered CLOAK ROOM AND SECURITY area** with proper structure, sufficient no. of ceiling fan, lights, Tables with cover, chairs and Rack (2 steps).
- 11) Dusting and cleaning of guest room, store-room, green rooms and toilets with quality phenyl before the program and cleaning of entire premises **before and after** the program.
- 12) Providing and installation of CCTV system with 15 nos. of camera and 1 no. of control unit around the site of convocation.
- 13) Pass Section – Issue and distribution of entry passes approx. 1000 nos.

(Prof. S. Saha)
Chairman, Cell-01,
Convocation - 2019