

**GOVERNMENT OF INDIA  
MINISTRY OF EARTH SCIENCES  
Prithvi Bhavan, Lodhi Road,  
New Delhi**



**Tender for managing the event of Foundation Day Function of Ministry of Earth Sciences  
on 27th July, 2019 at Plenary Hall, Vigyan Bhawan, New Delhi**

MOES/FD 19/Misc/15/2019 PC-V DATED 16/04/2019

Last date & Time of Tender: 09/05/2019 at 11:30

MINISTRY OF EARTH SCIENCES  
GOVERNMENT OF INDIA

PRITHVI BHAWAN, LODHI ROAD, NEW DELHI  
DATED THE 16/04/2019

**Notice for Inviting Tender from qualified firms for managing the event of Foundation Day Function of Ministry of Earth Sciences on 27<sup>th</sup> July, 2019 at Plenary Hall, Vigyan Bhawan, New Delhi**

Note: 1. This is an e-tender and the technical and financial bid are to be submitted on-line only.  
2. The Instructions for on-line bid submission are given at annexure-H.

**1. Background**

**1.1.** This Ministry organises a function in the Plenary Hall of Vigyan Bhawan, New Delhi every year on the occasion of its Foundation Day on 27<sup>th</sup> July, 2019.

**1.2.** There will be about 800 to 1000 participants which includes the senior Officers and staff members of this Ministry's various organisations (10 in number) located all over the India, the Officers and staff of this Ministry, special invitees like retired senior Scientists, eminent Scientists etc. In addition, children from some schools are also proposed to be invited.

**1.3.** Hon'ble Minister of Earth Science and Hon'ble Minister of State are likely to be the Chief Guest and Guest of Honour respectively.

**1.4.** The function is likely to start at 9 AM and is likely to continue up to 6 P.M on 27<sup>th</sup> July, 2019. In the forenoon, there will be some lectures by eminent Scientists and in the after noon there will be main function in which Hon'ble Ministers and other senior dignitaries will be present. In the afternoon function, that there will be a Key Note Address by an eminent Scientist and thereafter there will be award distribution function. Hon'ble Minister will give Awards to the selected Scientists and to the Best Employees of this Ministry and its various organisations.

**2. Scope of Work**

**2.1.** The successful bidder will manage the event and assist the Ministry for successful organization of the function in the Plenary Hall of Vigyan Bhawan, New Delhi on 27<sup>th</sup> July, 2019. The major requirements from the successful bidder for this function are given below :

### **2.1.1. Manpower Requirement :**

- a.** Male & Female Ushers 10 each having knowledge of Hindi and English for guiding the participants and for sitting arrangements on 27/07/2019.
- b.** 02 Persons having knowledge of Hindi & English for managing the Help Desk/Reception at Vigyan Bhawan on 27/07/2019.
- c.** Well Qualified Compere for compering and managing the sequence of events on 27/07/2019 along with the No Objection Letter and Letter agreeing to the FD dates.
- d.** One well experienced Stage Supervisor for supervising the sequence of events on 27/07/2019.
- e.** Six well experienced Female Ushers for carrying the award/mementos at stage during the award ceremony of the function on 27/07/2019.
- f.** 10 Singers with necessary musical instruments for Saraswati Vandana at the start of the Function.
- g.** Help Desk in kiosk along with the canopy and other related items has to setup with 2 persons at entrance of Vigyan Bhawan.

**Note: Successful bidder has to depute compere, stage supervisor, female ushers for carrying award on stage as mentioned at point no. 2.1.1 (Manpower requirement) on 26.07.2019 between 04:00 to 06:00 pm for rehearsal purpose as well.**

### **2.1.2 Audio & Video Facility :**

- a.** One number of LED wall at rear side of the Plenary Hall for displaying the various activities/presentations during the function on 27/07/2019. (Specification given in the financial Bid).
- b.** Augmenting the existing AV system by providing additional required instruments for Plenary Hall, Vigyan Bhavan for better output
- c.** Augmenting the existing AV system by providing additional required instruments
  - c.1** Augmenting the existing AV system by providing additional required instruments for Hall No. 6, Vigyan Bhavan for better output.

d. Video Coverage of the complete event and preparing 5 copies in 5 External Hard Disk of the same must be provided to the Ministry with proper mixing and editing for both sessions. The source media also need to be handed over to the Ministry for both the sessions.

e. Coverage of complete event by still photography and 02 Nos. album of around 200 selected photos needs to be provided. All the photographs in digital format need to be handed over to the Ministry for both sessions.

### **2.1.3 Printing and Stationary:**

**a.** Printing of Invitation Cards, outer jacket & its envelop:

a.1 Envelope– 4 colour, Ivory cards, 300 GSM with embossed golden colour emblem (2000 no.)

a.2 Outer Jacket with pouch to hold the cards - 4 colour, Ivory cards, 300 GSM, bilingual (4 pages) with embossed golden colour emblem (2000 no.)

a.3 Invitation and programme in English and Hindi in cards - 4 colour, Ivory cards, 300 GSM, bilingual with embossed golden colour emblem (4000 no.)

**b.** Printing of 250 Nos. of Dinner Card, bilingual (4 colours, 300GSM).

**c.** Printing of 2000 Nos. of Car Parking Label (VIP-100 & Ordinary-1900).

**d.** Printing of the morning schedule leaf from the invite (500 nos) (cards - 4 colours, Ivory cards, 300 GSM).

**e.** Numbers of parking sticker's quantity 2000 Nos. and stickers for sticking the card (500 silver & 1500 golden) quantity 2000 Nos.

**f.** Printing of Name Plates for Dais, Sign Boards, name stickers for awardees/Organisations/VIPs./Press etc. The quantity will be approx. 125 Nos., bilingual.

**g.** Backdrops, Boards & Signage at the road round about, gates and inside Vigyan Bhawan. The dimension and quantity is provided in Appendix - I

**h.** Eight Types of Badges with names in different colour code for VIPS, Invitees, Awardees, Awardee Invitee, Media, Organisers, Crew Members and Staff as per specimen. The size and quantity is provided in Appendix-I.

**i.** Digital Printed Lanyards for entry badges in different colour code. The quantity is provided in Appendix - I.

- j.** Printing of Award Booklet in colour approx. (quantity 500 nos.)
- j.1 Cover page, 4 colours, glossy laminated atleast 350 GSM, 4 pages.  
j.2 Inside pages (approx 80 pages) 4 colour, glossy laminated atleast 220 GSM
- k.** Printing of Key note address (no. of pages 08) by Eminent Scientist, 4 colours, atleast 300 GSM (quantity 1000 nos.)
- l.** Printing of Ministry's Brochures (750 no.) in English and Hindi
- l.1 Docket (English) (750 no.) Matt laminated imported art card – 4 colours, atleast 350 GSM  
l.2 45 Leaflets (back to back) (English) (750 no.) 4 colour, Gloss art paper atleast 130 GSM  
l.3 Docket (Hindi) (750 no.) Matt laminated imported art card – 4 colours, atleast 300 GSM  
l.4 45 Leaflets (back to back) (Hindi) (750 no.) Gloss art paper – 4 colours, atleast 130 GSM
- m. Printing of Citations for Awardees:**
1. Printing & Framing of Citations of Life time Excellence, National Awardees and Woman Scientist (Size of the citation- A4 Size) (embossed golden colour) ; Qty – 6 Nos.
  2. Printing & Framing of Citations of Young Researchers/Scientists/Engineers Awardees (Size of the citation- A4 Size) (embossed golden colour); Qty – 2 Nos.
  3. Printing & Framing of Citations for Certificate of Merit and Hindi Maulik Pustak Lekhan (Size of the citation- A4 Size) (embossed golden colour); Qty – 70 Nos.
- n.** Three quantity of Hallmark Silver Plaque for Life Time Excellence Awardee/chief guests/guest of honors/etc (Size Approx 8 inch (Oval)) (weight 100 gms. within cost not exceeding Rs.15000/- and sample as approved by the committee)
- o.** Four quantity of Hallmark Silver Plaque for National Awardees. (Size Approx 6 inch (Oval)) (weight 75 gms. within cost not exceeding Rs.10000/- and sample as approved by the committee)
- p.** One quantity of Hallmark Silver Plaque for Woman Scientists. (Size Approx 6 inch (oval)) (weight 75 gms. within cost not exceeding Rs.10000/- and sample as approved by the committee).
- q.** Seventy quantity of shields/mementoes for Best Employee Awardees/ Certificate of Merit awardees /Winner of Drawing competitions (children)/Earth Science Olympiad medal winner/

Hindi Maulik Pustak Lekhan. (within cost not exceeding Rs.4000/- and sample as approved by the committee).

r. Two quantity of Hallmark Silver Plaque for Young Researcher (size approx 6 inches Oval)) (weight 60 gms within cost not exceeding Rs. 6500/- and sample as approved by the committee).

s. Ten quantity of Good Quality Shawl. (within cost not exceeding Rs.3000/- and sample as approved by the committee).

t. One hundred quantities of Office Bags. (Size 1 ½ ft X 1 ft Approx). (sample as approved by the committee).

**2.1.4** Supply of Refreshments to Schools @ Rs.100/- per person; Qty – 1000 Nos

**2.1.5** Web casting of the entire event from Vigyan Bhawan, on 27<sup>th</sup> July 2019 for both the session (entire day) (plenary hall and hall no.6) (Expenses of the broadband line connection Vigyan Bhawan to be borne by the bidder for one day)

**2.1.6** Help desk in one kiosk has to be set up with two persons of the entrance of Vigyan Bhawan.

**2.1.7** Two graphic designer (manpower) for designing and typing, editing and printing flyers, award booklets, keynote address along with computer system with installed suitable software's for two month regularly at MoES headquarter (They must be well qualified, thorough knowledge, responsible, well dress code with personal integrity.)

**Note: 1. The quantities mentioned above are indicative. It may increase/decrease. Accordingly the final payment will be released on pro-rata basis.**

## **2. Quality of paper are as follows:**

### **a. Brochures**

**a.1. Cover Jacket (Docket)-Matt laminated imported art card – 4 colour, atleast 350 GSM**

**a.2. Leaflets-4 colour, Gloss art paper atleast 130 GSM**

### **b. Award Booklet**

**b.1. Cover page, 4 colour, glossy laminated atleast 350 GSM, 4 pages.**

**b.2. Inside pages (approx 80 pages) 4 colour, glossy laminated atleast 220 GSM**

### **c. Keynote Address- 4 colour atleast 300 GSM**

### **d. Invitation Card**

**d.1. Envelop-4 colour atleast 300 GSM**

**d.2. Cards-Ivory cards 4 colour atleast 300 GSM**

**2.1.8** Delivery Schedule – All the delivery should be delivered as per the following schedule.

Delivery/specimen approval schedule

S. No	Badges/Item	Specimen to be submitted to MoES	Specimen approval date by MoES	Final Product Delivery time & date
1.	Mementoes	03-07-2019; 11.00hrs	07-07-2019; 11.00 hrs	24-07-2019; 11.00 hrs
2.	Shawls	03-07-2019; 11.00hrs	07-07-2019; 11.00 hrs	24-07-2019; 711.00 hrs
3.	Photo frames	03-07-2019; 11.00hrs	07-07-2019; 11.00 hrs	24-07-2019; 711.00 hrs
4.	Citations	03-07-2019; 11.00hrs	07-07-2019; 11.00 hrs	24-07-2019; 711.00 hrs
5.	Entry badges	26-06-2019; 11.00hrs	28-06-2019; 11.00 hrs	03-07-2019; 711.00 hrs
6.	Lanyards	26-06-2019; 11.00hrs	28-06-2019; 11.00 hrs	03-07-2019; 11.00 hrs
7.	Invitation cards, its envelopes and Dinner cards	26-06-2019; 11.00 hrs	28-06-2019; 11.00hrs	03-07-2019; 11.00 hrs
8.	Brochures/Booklets and Key Note address	26-06-2019; 11.00 hrs	28-06-2019; 11.00hrs	24-07-2019; 11.00 hrs

**2.1.9** The successful bidder will complete all the erections/installation work (including back drops/LED Screen) in Vigyan Bhawan and demonstrate output of all the AV equipments by 26/07/2019 by 6.00 PM.

**3. Pre-qualification Conditions:**

**3.1.** Pre-qualification will be based on meeting the minimum criteria regarding the Applicant's experience, personnel and financial position, as demonstrated by the Applicant's responses in various forms attached along with the Letter of Application (**Annexure – A**).

**3.2.** The agency/bidder should be a well established Professional Conference/Event Organizer and must have experience of minimum **05 Years** in the same industry and organized a minimum of **05 (Five)** Events/Conferences/Award Ceremony of Government of India/Central PSUs/State Govt. and all of which should have been organized in Plenary Hall, Vigyan Bhawan, New Delhi during the past **05 (Five) years**. **Fill enclosed Annexure - B** and furnish documentary proof for the same (Without proper certificate it will be treated that aforce information is incomplete or bidder has not completed any aforesaid job).

**3.3.** Must have average annual financial turnover from related works (Turn over of the bidder from event management) during the last three financial years ending 31<sup>st</sup> March 2019 as Rs.25,00,000/- (Rupees Twenty Five lakhs only). Fill enclosed **Annexure – C, CA's certificates are required** and furnish documentary proof for the same viz. Audited Statement of Accounts of last three financial years ending 31<sup>st</sup> March 2019 and Income Tax Returns of the same period (Without CA's certificate, the Annual Turn Over (Annexure C) will be treated as invalid and the bid will be rejected).

**3.4.** The firm must be registered with Registrar of Companies on under relevant Law/Act. and with Trade and Taxes/Sales Tax and Service Tax Department. Copies of certificates of Incorporation, GST registration and PAN must be enclosed.

**3.5.** The firm should have the following experience during the last 3 years:-

**3.5.1.** Three similar completed works costing not less than Rs.8 lakhs.

**3.5.2.** Two similar completed works costing not less than Rs.12 lakhs.

**3.5.3.** One similar completed work costing not less than Rs.16 lakhs.

3.6 Bidder has to fill the Checklist along with page no. of the enclosed documents available in the bid document.

**Note: Similar work means organised similar events/conference/award function of Government of India/State Government/Central PSUs.**



#### 4. SELECTION PROCEDURE

4.1. A Constituted Committee will evaluate the Technical & Financial Bids received on the basis of eligibility criteria mentioned Tender Clause No. 3.

4.2. Combined Quality Cum Cost Based System of selection shall be used.

4.3. Under QCBS, the **Technical** proposal will be allotted **weightage of 60%**, while the **financial** proposal will be allotted **weightage of 40%. i.e. 60:40 ratios.**

4.4. **The detail of Technical/Quality parameter is as under :**

S.No	Item	Technical Score
1.	No. of Conference/Events/Award Ceremony organized in Vigyan Bhavan in the past 03 years (if as per eligibility conditions, bidder will get 30 marks, as mentioned in clause 3.6)	30
2.	No. of Conference/Events/Award Ceremony organized for Government of India/State Government/Central PSUs in the past 05 years (i.e. 2014-15 to 2018-19) in the Plenary Hall of Vigyan Bhawan.  For less than five events – 0 marks For five events – 5 marks For six to eight events – 10 marks For Nine and above events – 15 marks  (As Mentioned in Annexure-B)	15
3.	Well Qualified Compere - TV/All India Radio (AIR) English/Hindi News Reader  (No objection letter along with consent letter of compere agreeing for compeering of foundation MoES day 27 <sup>th</sup> July 2019 – required be submitted, as mentioned in clause 2.1.1 (c) )	10
4.	Design and quality of proposed hallmark Gold & Silver plaques and citations with frames, as mentioned in clause 2.1.3 (m))	15
5.	Sample Certificates/Brochures/Booklet/flex printing/Bags/Badges, as mentioned in clause 2.1.3 (a-m))	10
6.	Average annual turn over of last three financial year ending 31 <sup>st</sup> March 2018 - need be 25 Lakh, as mentioned in clause 3.3	20
	<b>Total</b>	<b>100</b>

**4.5. The agencies scoring 70 per cent marks (70 marks out of 100 marks) or above in Technical Evaluation/Quality Parameter and fulfil all the eligibility criteria will be eligible for opening of their financial bids.**

**4.6.** The technically qualified bidders will be informed the date and time of opening of the financial bids by email.

**4.7. Financial Bid Evaluation :** Proposal with the lowest cost (L1 bidder) will be given a financial score of 100 and other proposal given financial scores that are inversely proportional to their prices.

Example:

Bidder Name	Total amount quoted (Rs.) of Financial Bid	Financial Score
(1)	(2)	(3)
A	80	$80/80 \times 100=100.00$
B	100	$80/100 \times 100 = 80.00$
C	150	$80/150 \times 100 = 53.33$

**4.8. Overall Evaluations – Identification of successful bidder :**

Total/Final Score as per criteria Technical/Quality Score X Technical Weightage in % i.e. 60% + Financial Score X Financial Weightage i.e. 40%.

The Bidder who obtains maximum Total/Final Score will be declared as successful bidder.

Example:

Bidder Name	Technical/Quality Score obtained	Financial Score obtained	Calculation	Final Score	Rank of the Bidder
(1)	(2)	(3)			
A	85	100	$(85*60\%) + (100*40\%)$	$51.00+40.00=91.00$	L1
B	97	80	$(97*60\%) + (80*40\%)$	$58.20+32.00=90.20$	L2
C	90	53.33	$(90*60\%)+(53.33*40\%)$	$54.00+21.33=75.33$	L3

Here Bidder ‘A’ will be declared as successful bidder.

## 5. Sale of Tender

5.1 Tender document containing requirements, terms, conditions and technical specifications etc. can be downloaded from Central Public Procurement Portal (CPP Portal) <http://eprocure.gov.in/eprocure/app>. The tender document can also be downloaded from the Ministry website <http://www.moes.gov.in/>.

5.2 **Tender Fees** Payment would be in Demand Draft/Banker's Cheque (non refundable) form of **Rs. 500/-** (Rupees five hundred only) in favour of the DDO, Ministry of Earth Sciences payable at New Delhi, **from any of the Commercial Banks**. If tender document is downloaded by the bidder then no tender fee is applicable.

5.3 Bidder should prepare tender fee as per the above-specified instructions. The original should be posted/couriered/deposited in person to the tender processing section of the Ministry latest by the last date and time of bid submission. **No delay on postal/courier etc. will be considered.** The details of the Demand Draft/Banker's Cheque, physically sent must tally with the details available in the scanned copy and data entered during bid submission time **otherwise the uploaded bid will be rejected. Tender/Bid received without tender fee shall be rejected.**

5.4 Before buying the tender document, tenderer should see the document for details of the tender conditions and pre-qualification criteria in their own interest, at the website, which will be available from the date of publication of tender notice in leading newspapers.

5.5 Firms registered with MSME in the same field will be treated as per GOI/GFR rules issued from time to time.

## 6. Critical Dates:

Tender No. and Date	MOES/FD 19/Misc/15/2019 PC-V	DATED 16/04/2019
Start Date & Time of sale of tender/download		: 17/04/2019 at 05.00 pm
End Date & Time of sale of tender/download		: 09/05/2019 at 11.30 pm
Pre Bid Meeting		: 26/04/2019 at 11.30 am
Start Date & Time of submission of tender		: 30/04/2019 at 05.30 pm
End Date & Time of submission of tender		: 09/05/2019 at 11.30 am
Date & Time of opening of Technical Bid		: 10/05/2019 at 11.30 am

## 7. Pre-Bid Meeting :

A pre-bid meeting will be held on 26/04/2019 at 11.30 at Prithvi Bhawan, Lodhi Road, New Delhi.

8. **Bid Validity:**

Bid shall remain valid for 120 days from the date of opening of the tender.

9. **Earnest Money Deposit (EMD):**

9.1. An EMD of Rs.1,00,000/- (Rupees One Lakh Only) in the form of Demand Draft/Banker's Cheque/Fixed Deposit Receipt/Bank Guarantee drawn in favour of the DDO, Ministry of Earth Sciences, and payable at New Delhi, from any of the commercial banks must be submitted along with the technical bid. EMD exemption as per GFR provisions will be allowed.

9.2. Bids not accompanied by EMD shall be rejected as non-responsive.

9.3. No interest shall be payable by the Ministry for the sum deposited as EMD.

9.4. EMD of the unsuccessful bidders would be returned back within one month of signing of the contract/agreement with the successful bidder or any decision on the tender.

9.5. EMD shall be forfeited by the MoES in the following events:

9.5.1. If the bid is withdrawn during the validity period.

9.5.2. If the bid is varied or modified in a manner not acceptable to the Ministry after opening of bids, during the validity period.

9.5.3. If the bidder tries to influence the evaluation process.

9.5.4 Firms registered with MSME in the same field will be treated as per GOI/GFR rules issued from time to time.

10. **Performance Guarantee :**

On award of the contract, a security deposit of an amount equivalent to 8% of the total contract value, in the form of Fixed Deposit Receipt (FDR) Bank Guarantee (as per Annexure – F) valid for a period more than two months over the expiry of contract period, from any of the commercial Bank, shall be deposited with Ministry towards Performance Guarantee, which shall be refunded within two months of date of expiry/completion of the contract without any interest payable thereon. After depositing the Performance Guarantee, EMD amount would be released to the successful tenderer. In the event of the contractor failing to comply with any provision of the contract, Performance Guarantee shall stand forfeited.

## 11. Submission of Bids:

The complete tender under 2-bid system is to be submitted online containing the following documents:

### 11.1. Technical Bid:

a. Applicant's experience, personnel and financial position, as demonstrated by the Applicant's responses in various forms attached along with the Letter of Application (**Annexure – A**) as refer point no. 3.1. (Pre-qualification conditions)

b. Events/Conferences/Award Function of Government of India/Central PSUs/State Govt. and all of which should have been organized in Plenary Hall, Vigyan Bhawan, New Delhi during the past **05 (Five) years. Fill enclosed Annexure – B** and furnish documentary proof for the same (Without proper certificate it will be treated that aforce information is incomplete or bidder has not completed any aforesaid job). As refer to point no. 3.2 (Pre-qualification conditions)

c. Must have average annual financial turnover from related works (Turn over of the bidder from event management) during the last three financial years ending 31<sup>st</sup> March 2018 as Rs.25,00,000/- (Rupees Twenty Five lakhs only). Fill enclosed **Annexure – C, certified CA's certificates require** and furnish documentary proof for the same viz. Audited Statement of Accounts of last three financial years ending 31<sup>st</sup> March 2018 and Income Tax Returns of the same period. As refer to point no. 3.3 (Pre-qualification conditions)

d. Declaration as per Annexure – D. As refer to point no. 11.1.6

11.1.1. Tender Acceptance Letter as per Annexure – G.

11.1.2. Documents as mentioned in **pre-qualification conditions at 3.2 to 3.5.3** including self attested copies of Registration Certificate, Service Tax No., PAN/TIN No., experience certificates of carrying out similar nature of work, latest ITCC certificate, balance sheets/audited statements of account or any other relevant document to prove the annual turnover as per pre-qualification condition.

11.1.3. An instrument as mentioned in clause 9.1 above of **Rs. 1,00,000/- (Rupees One Lakh Only)** in favour of the DDO, Ministry of Earth Sciences, payable at New Delhi, **from any of the Commercial Banks**, as Earnest Money Deposit (EMD).

11.1.4. An instrument as mentioned in clause 5.2 above of **Rs. 500/- (Rupees Five Hundred Only)** in favour of the DDO, Ministry of Earth Sciences, payable at New Delhi, **from any of the Commercial Banks**, as Tender Fee.

11.1.5. Bidder should prepare the tender fee & EMD as per the above-specified instructions. The original should be posted/couriered/deposited in person to the tender processing section of the

Ministry latest by the last date and time of bid submission. **No delay on postal/courier etc. will be considered.** The details of the Demand Draft /Banker's Cheque, physically sent must tally with the details available in the scanned copy and data entered during bid submission time **otherwise the uploaded bid will be rejected. Tender/Bid received without tender fee shall be rejected.**

11.1.6. Declaration as per **Annexure – D.**

11.1.7. The tenderer will put page number and authorized signature on each page (both side) compulsorily of all the Annexures / Supporting Documents uploaded and in absence of it, the bids will be rejected.

11.1.8. The bidders are required to submit following documents/materials (Samples) in physical form along with Tender Fee & EMD instruments, in a sealed cover, on or before the last date & time for the submission of the tender.

- a. A copy of profile of the proposed Compere needs to be furnished.
- b. A Sample Citation/Certificate for different categories needs to be submitted.
- c. Dimension, weight, source of procurement: colour photographs of the Samples of award hallmark silver plaques may be provided.
- d. A Sample booklet and proposed stationery by mentioning the GSM needs to be submitted.
- e. Sample Brochure and proposed stationery by mentioning the GSM needs to be submitted.
- f. Sample Invitation & Dinner Card and proposed stationery by mentioning the GSM needs to be submitted.
- g. Sample lanyards for entry badges needs to be submitted.
- h. Sample of office Bags.

11.1.9. Details of completed works of similar nature (Annexure B) needs to be submitted along with supporting documents.

11.1.10. Annual turn over (Annexure C) needs to be submitted along with supporting documents.

## 11.2 **Price Bid:**

11.2.1 The duly filled Price Bid as per proforma given in the tender document at **Annexure – E** will have to be submitted electronically / online separately under two cover system. **Conditional price bid shall be summarily rejected.**

11.3 The online submission of bids must be completed before the last date and time. Two separate instruments towards Tender Fees and Earnest Money Deposit (EMD) must reach the tender inviting authority by post/courier or to be dropped in the sealed tender box kept in the

General Section, Ground Floor, Room No.1, Ministry of Earth Sciences, Prithvi Bhavan, Lodhi Road, New Delhi – 110 003 latest by the last date and time of bid submission. **Any request for extension of submission date will not be considered.**

12. **Opening of Bids:**

Technical Bid will be opened **online** on **10/05/2019 at 11.30 hrs** in which the tenderers or their representatives can participate. Price Bid will be opened only of those tenderers who qualify Technical Bid evaluation criteria. Such technically qualified tenderers shall be intimated about date and time for opening of price bid by email/telephone etc.

13. **Right to accept any tender and to reject any or all tenders:**

The Ministry reserves the right to accept or reject any tender, and or to annul the bidding process and/or reject all tenders at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for Ministry's action.

14. **Subletting:** Subletting of the contract is not permitted.

1. **Signing and Commencement of Contract:**

Successful firm/agency/contractor will be intimated and the contract agreement will be signed between the two parties i.e successful firm/agency/contractor and the Ministry. The preparation of the contract agreement with proper seal and signature etc. would be done by the successful firm in consultation with the Ministry.

2. **Payment Terms:**

16.1 No advance payments will be made. Payment will be made after the successful organisation of the event upon obtaining satisfactory performance certificate from the Ministry.

16.2 MoES will deduct applicable TDS and other statutory levies, if any, from the bills.

16.3 Levy/Taxes payable by contractor – GST or any other tax on materials in respect of this contract shall be payable by the contractor and it shall be deemed to have been included in the quote.

16.4 All tender rates shall be inclusive of all taxes and levies payable except Service Tax/GST under respective statutes. However, pursuant to the Constitution (46<sup>th</sup> Amendment Act, 1982), if any further tax or levy is imposed by Statute, after the last stipulated date for the receipt of tender, including extensions if any and the contractor thereupon necessarily and properly pays such taxes/levies, the contractor shall be reimbursed the amount so paid.

## **17 Penalty:**

17.1 Financial penalty will be imposed in case of non compliance of scope of work or shortfall, if any, in scope of work or non-compliance of quality of material/requirements as committed will attract the financial penalty @ 10% of the total contract value or more depending upon the default/short coming in performance. Such penalty amounts will be deducted from the payment due.

17.2 If the agency failed to complete setting up of required infrastructure and demonstrate the same on 27.07.2019 at 12.00 noon of plenary hall, Vigyan Bhawan, New Delhi and 26.07/2019 by 6.00 pm of hall no 6, Vigyan Bhawan, New Delhi the Ministry may take action to debar the agency from participation in future tenders and/or black list the agency. In addition, the Ministry will forfeit the performance guarantee.

17.3 If the venue installation is not completed 27.07.2019 at 12.00 noon of plenary hall, Vigyan Bhawan, New Delhi and 26.07.2019 by 6.00 pm of hall no 6, Vigyan Bhawan, New Delhi, financial penalty @ 10% of the total contract value will be deducted from the payment.

17.4 If the manpower (Para 2.1.1 and Para 2.1.7) found to be less or incompetent then financial penalty @ 10% of the total contract value will be deducted from the payment.

17.5 If editable version(s) of soft copies of all print matter of foundation day 2019 (either coral draw or docx) is to not provided to this Ministry by the vendor within a month of foundation day celebration (28<sup>th</sup> Aug.2019), then financial penalty @ 10% of the total contract value will be deducted from the payment.

17.6 If committee found anything missing on the part of bidder which creates confusion/problem to the Ministry will attract financial penalty @ 10% of the total contract value will be deducted from the payment.

## **18 Liquidated Damages:**

Ministry reserves the right for termination of the contract at any time by giving 3 (three) days written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of Service Provider and excess expenditure incurred on account of this, will be recovered by Ministry from Security Deposit or pending bill or by raising a separate claim.

### **1. Force Majeure:**

18.1 Notwithstanding the provisions stated above, Service Provider shall not be liable for forfeiture of its performance security, penalty or termination for default, if and to the extent that,



it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

18.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the Service Provider and not involving Service Provider's fault or negligence and not foreseeable. Such events may include, but are not be limited to, acts of God, wars, revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

18.3 If a "Force Majeure" situation arises, Service Provider shall promptly notify the Ministry in writing of such conditions and the cause thereof. Unless otherwise directed by the Ministry in writing, Service Provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the "Force Majeure" event.

18.4 Time for performance of the relative obligation suspended by "Force Majeure" shall then stand extended by the period for which such cause lasts.

## **2. Termination of Contract:**

19.1 The contract may be terminated on any one of the following reasons by giving 3 (three) days notice by the Ministry :

19.1.1 Due to change in Government procedures.

19.1.2 The contractor not performing his duties satisfactorily;

19.1.3 For committing breach of contract of any of other terms and conditions of the agreement.

19.1.4 Foreclosure of contract due to abandonment or reduction in scope of work – If at any time after acceptance of the tender, the Ministry shall decide to abandon or reduce the scope of the works for any reason whatsoever and hence not require the whole or any part of the works to be carried out, the Ministry shall give notice in writing to that effect to the contractor and the contractor shall act accordingly in the matter. The contractor shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of the works.

## **3. Arbitration:**

All disputes or differences arising out or in connection with the contract shall be settled by bilateral discussions. If any dispute cannot be settled by mutual discussions within thirty days an independent arbitrator shall be appointed on consent of both parties. The arbitration proceedings shall be held under the provisions of the Arbitration and Conciliation Act 1996 and any of its

subsequent amendments. The arbitration proceedings shall be in English and the venue of arbitration shall be Delhi.

3. **Applicable Law:**

21.1 All matters connected with this contract shall be governed by Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

21.2 No alternative offer shall be considered.

21.3 Ministry reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without assigning any reason.

4. **General Terms and Conditions:**

22.1 All the corrigendum/addendums regards to this tender will **only** be published in Ministry's website ([www.moes.gov.in](http://www.moes.gov.in)) and CPP Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)).

22.2 The Plenary Hall of the Vigyan Bhavan, New Delhi will be handed over to the successful bidder on 27.07.2019 at 08.00 hrs and Hall no. 6 at 10.00 am on 26.07.2019 and agency will complete all the required setup/tasks latest.

22.3 All the required manpower will be in proper uniform preferably saree for female and formal for male.

22.4 All the required manpower viz. ushers (male & female), compare, stage supervisor, will report on 27-07-2019 at **08.00 AM**.

22.5 All parts of the specification shall be read in conjunction with each other. In case where requirements given in different parts differ, the most stringent shall govern.

22.6 The contractor shall provide all necessary manpower, tools and tackles, consumables, transport, instruments etc. required to carry out work as per this document/direction of the Ministry.

22.7 Where proper execution of work depends upon the performance of other agencies or where the contractor considers that his work is being unreasonably interrupted by the activities of other agencies he shall so notify to the Ministry immediately. If the contractor fails to do so, it shall be deemed that he is satisfied with the prevailing conditions/situations.

22.8 All work shall be carried out to the entire satisfaction of the supervising personal of the Ministry. Any work found to be carried out without the approval of the Ministry or work, which

is considered to be unsatisfactory or of poor quality, shall be rectified by the contractor without any additional cost to the Ministry.

22.9 The contractor shall complete and fulfil all formalities with the statutory authorities having jurisdiction in the area.

22.10 The contractor shall attend review meetings and all other meetings called by the Ministry.

22.11 In case of non-deployment of manpower and/or service not provided to the satisfaction of the Ministry, the Ministry reserves the rights to get the work done through other agency at the risk and cost of the contractor and suitable amount shall be deducted from the payment of the contractor.

22.12 Rates of items quoted shall be inclusive of all taxes, duties, levies, payments etc. Also the rates quoted by the bidder shall be inclusive of all payments to be made by the bidder to all manpower and all costs toward workmen compensation, PF, insurance etc.

22.13 No Sales Tax exemption forms shall be issued by the Ministry to the contractor.

22.14 Ministry reserve the right to cancel the event in any exigency at short notice even after the tender is finalised and in that case no payment will be made to the vender.

22.15 Editable version(s) of soft copies of all print matter of foundation day 2019 (either coral draw or docx) shall be the property of this Ministry and is to be provided to this Ministry by the vendor by 28<sup>th</sup> August 2019.

22.16 Without CA's certificate, the Annual Turn Over (Annexure C) will be treated as invalid and the bid will be rejected.

22.17 Samples of previous years are available for various prints jobs/entry badges etc. and these are to be seen by the prospective bidders in this Ministry before quoting the rates. For this kindly contact Sh. A K Saha (Ph.24669615) before coming to Ministry for appointment.

Note: Single and item-wise bills along with soft and hard copies of matter (webcaste, photograph-unedited and edited both, award book etc) need to be submitted by the vendor within a month i.e. latest by 28<sup>th</sup> August 2019 toward further processing for payments.

Appendix – I

**Requirement of Backdrop/Parking Stickers/Entry Badges/Hoardings/Digital Printed Lanyards for entry badges (Appendix-I), bilingual**

<b>S.NO.</b>	<b>DESCRIPTION</b>	<b>SIZE</b>	<b>QTY.</b>
1	Backdrop Side Wing – Inside Hall	6 x 14 ft	2
2	Main panel-outside vighan bhawan	32 x 14 ft	1
3	Theme Panel – on Dais	8 x 2 1/2 ft	1
4	Welcome hoarding	16 x 7 ft	2
5	Podium panel	2 x 4 ft	2
6	Welcome panel	4 x 8 ft	6
7	Road hoarding	6 x 12 ft	8
8	Direction Panel	2 x 6 ft	6
9	Parking Direction Panel	5 x 6 ft	4
10	Alighting Panel	5 x 6 ft	2
11	LED Wall frame	12ft x 12ft	1
12	Parking Stickers (1900 Nos. Ordinary & 100 VIP)	4 x 6 inches	2000
13	<b>Entry Badges</b>	3 1/2 x 5 inches	
	Invitee		1300
	Awardee		70
	Awardee invitee		150
	Event crew		130
	Media		100
	Organiser		75
	Staff		75
	VIP		100
14	Digital Printed Lanyards for entry badges		2000
15	Main backdrop-inside hall no. 6	20 x 12 ft	1
16	Podium panel-inside hall no. 6	2 x 4 ft	2

## ANNEXURE-A

### LETTER OF APPLICATION

**[NOTE: This Letter of Application is to be given on the letter head paper of the Applicant including full postal address, telephone no., fax no., and email address]**

To,

The Director (GA/Protocol)  
Ministry of Earth Sciences,  
Prithvi Bhavan,  
Lodhi Road, New Delhi – 110 003

Sir,

1. Being duly authorized to represent and act on behalf of..... (hereinafter referred to as “the Applicant”) and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby applies for the following:

**“Tender for managing the event of Foundation Day Function of Ministry of Earth Sciences on 27<sup>th</sup> July, 2019 at Plenary Hall, Vigyan Bhawan, New Delhi”**

2. Attached to this letter are copies or original documents defining:
  - (a) Applicant’s legal status;
  - (b) Applicant’s principle place of business; and
  - (c) the place of incorporation (for Applicants who are corporations) or the place of registration and the nationality of the owners (for Applicants who are partnerships or individually-owned firms).
3. Your office and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements, and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. Your office and its authorized representatives may contact the following persons for further information.

General, Personnel, Technical and Financial Enquiries		
Contact 1	Telephone 1	Email 1
Contact 2	Telephone 2	Email 2

5. This application is made in the full understanding that:

(a) Bids by pre-qualified Applicants will be subject to verification of all information submitted for pre-qualification at the time of bidding.

(b) Your office reserves the right to:

Amend the scope and value of the contract/bid. In such event, bids will only be called from pre-qualified bidders who meet the revised requirements and reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning any reason thereof; and

I Your office shall not be liable for any such action and shall be under no obligation to inform the Applicant.

6. Appended to this application, we give details of the participation of each party including capital contribution and profit/loss agreements, to the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the contract, and the responsibilities for execution of the contract.

7. The undersigned declare that statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

<b>Signed</b>
<b>Name</b>
<b>For and on behalf of</b>

**GENERAL INFORMATION:**

All individual firms applying for tender are requested to complete the information in this form. Information to be provided for all owners or applicants who are partnerships or individually owned firms.

1.	Name of firm:	
2.	Head office address:	
3.	Registered office address:	
4.	Telephone:	Contact:
5.	Fax:	E-mail:
6.	Place of incorporation/ Registration No.	Year of incorporation / registration

**STRUCTURE AND ORGANIZATION**

1. The Applicant is
  - (a) an individual
  - (b) a proprietary firm
  - (c) a firm in partnership \_\_\_\_\_
  - (d) a Limited Company or Corporation
  
5. Attach the Organization Chart showing the structure of the organization, including the names of the Heads and position of officers \_\_\_\_\_

6. Have you ever left the work awarded to you incomplete:  
(If so, give name of project and reasons for not completing the work)

\_\_\_\_\_

Seal and Signature of Tenderer  
(Name and Designation of the authorized signatory)  
**ANNEXURE – C**

**ANNUAL TURN OVER**

FINANCIAL YEAR	ANNUAL TURNOVER AS PER AUDITED BALANCE SHEET (in Rupees)
2016-2017	
2017-2018	
2018-2019	
Average Annual Turnover	

**Note:** The above data is to be certified by CA (This is mandatory). Without CA's certificate, the Annual Turn Over will be treated as invalid and the bid will be rejected.

Seal and Signature of Tenderer  
(Name and Designation of the authorized signatory)



**ANNEXURE – B**

**DETAILS OF COMPLETED WORKS IN PLENARY HALL, VIGYAN BHAWAN**

(During last five years ending March 31<sup>st</sup> 2019)

S. No.	Year	Name of the Event	Name of the client	Brief Description of the Event	Date/ Duration of Event	Value (Rs.)
1.	2014-2015					
2.	2015-2016					
3.	2016-2017					
4.	2017-2018					
5.	2018-2019					

**Note:** Please attach supporting documents for the above furnished information. (Completion certificates and good will certificates from the clients). Without proper certificate it will be treated that aforce information is incomplete or bidder has not completed any aforesaid job.

Seal and Signature of Tenderer  
(Name and Designation of the authorized signatory)

**DECLARATION**

Declaration letter on official letterhead stating the following:

7. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
8. We are not blacklisted by any Central/State Government/Public Sector Undertaking/Corporates in India.

Yours faithfully,

(Signature of the Authorized person)

Name:

Designation:

Date:

Place:

**PROFORMA FOR PERFORMANCE BANK GUARANTEE**  
(On stamp paper of appropriate value from any Nationalized Bank)

To,

Ministry of Earth Sciences,  
Prithvi Bhavan,  
Lodhi Road,  
New Delhi – 110 003

Dear Sir,

In consideration of Ministry of Earth Sciences (hereinafter called as the Ministry which expression shall include his successor and assigns) having awarded to .....

..... (hereinafter referred to as the Contractor or Contractors when expression shall wherever the subject of context so permits include its successors and assigns) a contract no. .... In terms inter-alia, of the MoES's letter no. .... Dated. .... and the General Conditions of Contract and upon the condition of the Contractor's furnishing security for the performance of the Contractor's obligations and discharge of the Contractor's liability thereunder in connection with the said contract up to a sum of Rs..... (Rupees..... Only) amounting to 8 % (Eight) percent of the total contract value.

1. We ..... (hereinafter called the Bank which expression shall include its successors and assigns) hereby jointly and severally undertake to guarantee the payment to the Ministry in Rupees forthwith on demand in writing and without protest or demur or any and all moneys anywise payable by the Contractor to the Ministry in respect of or in connection with the said contract inclusive of all the Ministry's losses and damages and costs (inclusive between attorney and client) charges and expenses and other moneys anywise payable in respect of the above to this guarantee up to an aggregate limit of Rs. .... (Rupees.....only).
2. We ..... the Bank further agree that the Ministry shall be the sole judge of and as to whether the said Contractor has committed any breach or breaches of any of the terms and conditions of the said contract and the extent of loss, damage, cost, charges and expenses caused to or suffered by or that may be caused to or suffered by the Ministry on account thereof and the decisions of the Ministry that the said Contractor has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by the Ministry from time to time shall be final and binding on us.

3. The Ministry shall be at liberty without reference to the Bank and without affecting the full liability of the Bank hereunder to take any other security in respect of the Contractor's obligations and liabilities hereunder or to vary the contract or the work to be done thereunder vis-à-vis the Contractor or to grant time or indulgence to the Contractor or to reduce or to increase or otherwise vary the prices of the total contract value or to release or to forbear from enforcement of all or any of the security and/ or any other security(ies) now or hereafter held by the Ministry and no such dealing(s), reduction(s), increase(s) or other indulgence(s) or arrangement(s) with the Contractor or release or forbearance whatsoever shall absolve the Bank of the failed liability to the Ministry hereunder or prejudice the rights of the Ministry against the Bank.
4. This guarantee shall not be determined or affected by the liquidation or winding up, dissolution, or change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all monies payable to the Ministry in terms thereof.
5. The Bank hereby waives all rights at any time inconsistent with the terms of this guarantee and the obligations of the Bank in terms hereof shall not be anyway affected or suspended by reason of any dispute or dispute having been raised by the Contractor stopping or preventing or purporting to stop or prevent any payment by the Bank to the Ministry in terms hereof.
6. The amount stated in any notice of demand addressed by the Ministry to the Bank as liable to be paid to the Ministry by the Contractor or as suffered or incurred by the Ministry on account of any losses or damages of cost, costs, charges and / or expenses shall be conclusive evidence of the amount so liable to be paid to the Ministry of suffered or incurred by the Ministry as the case may be and shall be payable by the Bank to the Ministry in terms hereof.
7. This guarantee shall be a continuing guarantee and shall remain valid and irrevocable for all claims of the Ministry and liabilities of the Contractor arising up to and until midnight of.....
8. This guarantee shall be in addition to any other guarantee or security whatsoever that the Ministry may now or at any time anyway may have in relation to the Contractor's obligations or liabilities thereunder and/or in connection with the said contract and the Ministry shall have full authority to have recourse to or enforce this security in preference to any other guarantee or security which the Ministry may have or obtain and no forbearance on the part of the Ministry in enforcing or requiring enforcement of any other security shall have the effect or releasing the Bank from its full liability hereunder.
9. It shall not be necessary for the Ministry to proceed against the said Contractor before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank notwithstanding that any security which the Ministry may have obtained or obtain from the Contractor shall at the time when proceedings are taken against the said Bank hereunder be outstanding or unrealized.

10. We the said Bank undertake not to revoke this guarantee during its currency except with the consent of the Ministry in writing and agree that any change in the constitution of the said Contractor or the said Bank shall not discharge our liability hereunder.

11. We. ....the said Bank further state that we shall pay forthwith the amount stated in the notice of demand notwithstanding any dispute/ difference pending between the parties before the arbitrator and/ or that any dispute is being referred to arbitration.

12. Notwithstanding anything contained herein above, our liability under this guarantee shall be restricted to Rs. .... (Rupees.....) and this guarantee shall remain in force till .....and unless a claim is made on us within three months from that date, that is before ..... all the claims under this guarantee shall be forfeited and we shall be relieved of and discharged from our liabilities thereunder.

Dated .....day of .....2019.

For and on behalf of Bank.

Issued Under Seal

**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

Date:

To,

The Director (GA/Protocol),  
Ministry of Earth Sciences,  
Prithvi Bhavan,  
Lodhi Road,  
New Delhi – 110 003

Sub: **Acceptance of Terms and Conditions of Tender**

Tender Reference No.: MOES/FD 19/Misc/15/2019 PC-V DATED 16/04/2019

**Name of Tender/Work: Managing the event of Foundation Day Function of Ministry of Earth Sciences on 27<sup>th</sup> July, 2019 at Plenary Hall, Vigyan Bhawan, New Delhi**

Dear Sir/Madam,

12. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No.\_\_\_\_\_ to\_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

9. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.

13. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,  
Seal and Signature of Tenderer  
(Name and Designation of the authorized signatory)

### **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>

#### REGISTRATION

1. Bidders are required to onto on the e –Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>.)

by clicking on the link “Online Bidder Enrollment” on the CPP Portal which is free of charge.

2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g.Sify/TCS/nCode/eMudhra etc.), with their profile.

5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to other which may lead to misuse.

6. Bidder then logs on to the site through the secured long- in by entering their user ID/password and the password of the DSC/ e-Token.

#### SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2. Once the bidders have selected the tenders they are interested in, they may download the requirement documents/ tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS/e- mail in case there is any corrigendum issued to the tender document.

3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

### **PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard document which are required to be submitted as part of every bid, a provision of uploading such standard documents (e.g.PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender documents.
3. Bidder has to select the payment option as “offline” to pay the tender fee/EMD as applicable and enter details of the instrument.
4. Bidder should prepare the IMD as per the instructions specified in the tender documents. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in their tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.



5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has given as a standard BOQ format with the tender documents, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it only online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption of sensitive fields is done. 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.
8. The uploaded tender documents become readable only after the tender opening by the Authorized bid openers.
9. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### ASSISTANCE TO BIDDERS

1. Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender inviting Authority for a tender or the relevant contract person indicated in the tender.
  2. Any queries relating to the process of online bid submission or queries relating to CCP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 180030702232.
- .....

**PRICE BID for managing the event of Foundation Day Function of Ministry of Earth Sciences on 27<sup>th</sup> July, 2019 at Plenary Hall, Vigyan Bhawan, New Delhi**

No.	Item Description	Qty.	Unit	Unit Price (Rs.)	Total Price (Rs.)	GST (Rs.)	Total Cost (Rs.)
1	2	3	4	5	6 (3 X 5)	7	8 (6+7)
<b>A</b>	<b>Manpower Requirement</b>						
1	Ushers (10 Male & 10 Female)	20	Nos.				
2	Manpower for Help Desk/Reception along with the canopy and other related items	2	Nos.				
3	Well Qualified Compere along with the No objection letter and letter agreeing to the FD dates	1	No.				
4	Stage Supervisor	1	No.				
5	Well experienced Female Ushers for carrying the awards	6	No.				
6	Singers for Saraswati Vandana with musical instruments	10	No.				
7	Manpower for Help Desk at Vigyan Bhawan	2	No.				
<b>B</b>	<b>AUDIO &amp; VIDEO FACILITY</b>						
1	<b>LED Wall as per specification mentioned at Clause 2.1.2a Size 10ft(Width) X 08ft(Height) Pixels 2.8 or better quality. For Plenary hall</b>	1	No.				

2	<b>Required infrastructure for augmenting audio video system of plenary hall Vigyan Bhavan for better output</b>	1	No.				
3	<b>Required infrastructure for augmenting audio video system of hall no.6 Vigyan Bhavan for better output</b>	1	No.				
4	Video Coverage for 27-07-2019 (5 copies in 5 external hard disks must be provided to the Ministry with proper mixing and editing in addition to source media) – For Both Sessions	1	Day				
5	Still photography coverage (02 numbers of albums of 200 selected photos in addition to all the photographs in digital format must be provided to the Ministry) – For Both Sessions	1	Day				
<b>C Printing &amp; Stationery</b>							
1	Printing of Invitation Card, Outer Jacket & its envelop (as per sample approved) with embossed golden colour emblem (i) Envelope– 4 colour, 300 GSM with embossed golden colour emblem (ii) Outer Jacket with pouch to hold the cards - 4 colour, 300 GSM, bilingual (4 pages) with embossed golden colour emblem (iii) Invitation and programme in English and Hindi in Ivory cards-4 colour 300 GSM, bilingual with embossed golden colour emblem	2000 2000 4000	Nos. Nos.				
2	Printing of Dinner Card (as per sample approved) (i) 4 colour, Ivory cards atleast 300 GSM, bilingual	250	Nos.				
3	Printing of Car Parking Label (VIP-100 & Ordinary-1900) (as per sample approved)	2000	Nos				
4	Printing of Morning Schedule leaf from the invite - 4 colour, Ivory cards atleast 300 GSM, bilingual	500	Nos				
5	Number of Stickers And stickers for sticking the card (500 silver and 1500 golden)	2000 2000					
6	Printing of Name Plates for Dais, Sign Boards, Name Stickers for awardees/Organisation/VIPs/Press/etc. (as per sample approved) –bilingual	125	No.				
7	Printing & Framing of Citations of Life time Excellence, National Awardees and Woman Scientist (Size of the citation- A4 Size) (as per sample approved) embossed golden colour emblem	6	No				
8	Printing & Framing of Citations of Young Researchers/Scientists/Engineers Awardees (Size of the citation- A4 Size) (as per sample approved) embossed golden colour emblem	2	No				

9	Printing & Framing of Citations for Certificate of Merit and Hindi Maulik Pustak Lekhan (Size of the citation- A4 Size) (as per sample approved) embossed golden colour emblem	70	No.				
10	<b>Printing of Award Booklet (500 nos.) (as per sample approved)</b>						
10.1	Cover Page (as per sample approved) 4 colour, Glossy laminated atleast 350 GSM	4	pages				
10.2	Inside Pages (Approx. 80 pages) (as per sample approved) 4 colour, Glossy laminated atleast 220 GSM	80	pages				
11	<b>Printing of key note address (number of pages.08)</b> (as per sample approved) – 4 colour, atleast 300 GSM	1000	Nos.				
12	<b>Printing of Ministry's Brochure (750 nos) in English and Hindi (as per sample approved)</b>						
12.1	Docket (English) (as per sample approved) Matt laminated imported art card – 4 colour, atleast 350 GSM	750	Nos.				
12.2	45 Leaflets (back to back) (English) (as per sample approved) 4 colour, Gloss art paper atleast 130 GSM	750	Nos.				
12.3	Docket (Hindi) (as per sample approved) Matt laminated imported art card – 4 colour, atleast 300 GSM	750	Nos.				
12.4	45 Leaflets (back to back) (Hindi) (as per sample approved) Gloss art paper – 4 colour, atleast 130 GSM	750	Nos.				
<b>D</b>	<b>Backdrop/Parking Stickers/Entry Badges/Hoardings/Digital Printed Lanyards for entry badges (Appendix 1) – Bilingual</b>						
1	Backdrop Side Wing – Inside Hall–6 x 14 ft each	2	Nos.				
2	Main panel-outside Vigyan Bhawan 32 x 14 ft	1	No.				
3	Theme Panel – on Dais–8 x 2 1/2 ft	1	No.				
4	Welcome hoarding --16 x 7 ft – each	2	Nos.				
5	Podium panel–2 x 4 ft – each	2	Nos.				
6	Welcome panel–4 x 8 ft – each	6	Nos.				
7	Road hoarding–6 x 12 ft – each	8	Nos.				
8	Direction Panel–2 x 6 ft	6	Nos.				
9	Parking Direction Panel–5 x 6 ft – each	4	Nos.				
10	Alighting Panel–5 x 6 ft	2	Nos.				

<b>11</b>	LED Wall frame—12ft x 12ft – plenary hall (rear side of the hall)	1	Nos.				
<b>12</b>	Entry Badges (ecofriendly paper bilingual)—3 1/2 x 5 inches – 8 categories along with digital printed lanyards bilingual (2000 Entry Badges and 2000 lanyards) (Appendix I)	4000	Nos.				
<b>13</b>	<b>Main Backdrop – Inside Hall no.6 –20 x 12 ft</b>	<b>1</b>	<b>No.</b>				
<b>14</b>	<b>Podium panel– Inside hall no.-6-2 x 4 ft – each</b>	<b>2</b>	<b>Nos.</b>				

<b>E</b>	<b>Preparation &amp; Supply of Shields/Shawls/Mementos/Bags.</b>						
1	Hallmark Silver Plaque for Life time excellence awardee/Chief Guests/Guest of Honours/etc. (Size Approx 8 inch (Oval)) (weight 100 gms. Within cost not exceeding Rs.15000/- and sample as approved by the committee)	3	No				
2	Hallmark Silver Plaque for National Awardees etc. (Size Approx 6 inch (Oval)) (weight 75 gms. Within cost not exceeding Rs.10000/- and sample as approved by the committee)	4	Nos.				
3	Hallmark Silver Plaque for Woman Scientist (Size Approx 6 inch (Oval)) (weight 75 gms. Within cost not exceeding Rs.10000/- and sample as approved by the committee)	1	No.				
4	Hallmark Silver Plaque for Young Researcher (Size Approx 6 inch (Oval)) (weight 60 gms. Within cost not exceeding Rs.6500/- and sample as approved by the committee)	2	Nos.				
5	Shields/mementoes for Best Employee Awardees/Certificate of merit/Winner of Drawing Competition (Children)/Earth Science Olympiad medal winners/Hindi Maulik Pustak Lekhan. (within cost not exceeding Rs.4000/- and sample as approved by the committee)	70	Nos.				
6	Shawls (within cost not exceeding Rs.3000/- and sample as approved by the committee)	10	Nos.				
7	Office Bags (sample as approved by the committee)	100	Nos.				
<b>F</b>	Supply of Refreshments for School Children @ Rs.100/- per person	1000	Nos.				
<b>G</b>	Web casting of the entire event from Vigyan Bhawan, on 27 <sup>th</sup> July 2019 for both the session (entire day) (Plenary hall and hall no 6) (Expense of the Broadband line connection Vigyan Bhawan to be borne by the Bidder) 5 copies of the videos has to be submitted in 5 external hard disk.	1	day				
<b>I</b>	Help Desk in kiosk along with canopy has to setup with 2 persons at entrance of Vigyan Bhawan.	one	kiosk				
<b>J</b>	Manpower- Graphic Designer for designing and typing fliers, award booklet, keynote address along with computer system and suitable software (Regularly at MoES HQ)	2	two month				
<b>Grand Total</b>							

Grand Total in Words : Rupees \_\_\_\_\_

**Note:**

- 1 The quoted prices/rates are valid for 60 days from the due date of opening of the tender.
- 2 No cutting or over-writing will be allowed. Any financial bid with over-writing or cutting will be disqualified.
- 3 The number of items to be procured/got printed/to be made may increase or decrease and in that case pro-rata payment will be made based on the unit cost quoted by the firm in the price Bid.

Seal and Signature of Tenderer  
(Name and Designation of the authorized signatory)

**Hiring of Event Management Agency for the Foundation Day Function of Ministry of Earth Sciences on 27<sup>th</sup> July, 2018 at Vigyan Bhawan, New Delhi**

**Tender specifications for the compliance for financial bid**

Grand total: Rs. ----- (Rs. in figures)  
                  : Rs. ----- (Rs. in words)

Date:

Place:

Signature of authorized person

Name:

(Company seal)