

**TENDER  
FOR**

**ENGAGEMENT OF EVENT MANAGEMENT AGENCY  
FOR STATE SC-ST CONCLAVE  
AT**

Srijani (Jibanananda) Hall, City Centre, Durgapur, Dist. Paschim  
Bardhaman (W.B.) Pin-713 216.



**THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.**

***(A Government of India Enterprise)***

**NATIONAL SC ST HUB OFFICE (NSSHO)**

Plot No. 7/7 & 7/8, (2<sup>nd</sup> Floor), Block-CP, Sector-V, Salt Lake, Kolkata-700 091

Email: nsshokol@nsic.co.in

Phone: 033-2367-2001

Website : <http://www.nsic.co.in>

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Phone: 033-2367-2001

Ref. No. : NSIC/NSSHO-Kolkata/SC ST Conclave 2018-19

Dated : 09-01-2019

M/s \_\_\_\_\_

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**Subject: Tender for engagement of Event Management Agency for a One Day State SC ST Conclave & Other Coinciding Events at Durgapur, Dist. Paschim Bardhaman (W.B.)**

Dear Sir,

Blank tender documents in respect of the above mentioned work containing 13 pages are forwarded herewith. Please note that sealed tender duly filled will be received in the office of Incharge, National Small Industries Corporation Limited, National SC ST Hub Office, Plot No. 7/7 & 7/8, (2<sup>nd</sup> Floor) Block-CP, Sector-V, Salt Lake, Kolkata-700 091 on or before 25-01-2019 upto 12.00 Hrs.

The tender should be signed, sealed with date in all pages wherever provided for in the document.

The person, signing the tender on behalf of another person or on behalf of firm shall attach with tender a Power of Attorney/Board Resolution duly executed in his favour by Directors or all the Partners of the firm and must state specifically that he is authorized to sign such tenders for and on behalf of other person or firm as the case may be, all such matters pertaining to the contract including arbitration clause.

NSIC reserve the right to split the work among one or more tenderers.

This letter shall form part of the "CONTRACT" and must be signed and returned along with the tender document.

Yours truly,

**Incharge**

## NOTICE INVITING TENDER

Sealed tenders are invited under two bids systems (Technical Bid & Financial Bid) (Hard Copies) from reputed contractors having experience for execution of similar nature of works ,so as to reach to the Incharge, National Small Industries Corporation Limited, National SC ST Hub Office, (2<sup>nd</sup> Floor), Plot No. 7/7 & 7/8, Block-CP, Sector-V, Salt Lake, Kolkata-700 091 upto **1200 hrs. on 25.01.2019** on all working days (i.e. from Monday to Friday from 10:00 A.M to 6:00 P.M),. The Tender document can be downloaded from our website [www.nsic.co.in](http://www.nsic.co.in) from 11.01.2019 to 25.01.2019 (upto 11:00 A.M)

<b>A</b>	<b>Name of work</b>	Tender For Hiring of Event Management Agency for State SC ST Conclave at <b>Srijani (Jibanananda) Hall, City Centre, Durgapur, Dist. Paschim Bardhaman (W.B.) Pin-713 216.</b>
<b>B</b>	<b>Estimated Cost (Including all Taxes)</b>	Rs.7,00,000/- (Rupees Seven Lakhs Only)
<b>D</b>	<b>Time of Completion</b>	As specified in Tender document.
<b>E</b>	<b>Last date of submission of completed tender document</b>	25.01.2019 up to 12.00 Noon
<b>F</b>	<b>Date of Opening (Technical Bid Only)</b>	25.01.2019 at 03.00 P.M.
<b>G.</b>	<b>Date of Opening – Financial Bid (of qualified technical bidders)</b>	25.01.2019 at 4:00 P.M
<b>I.</b>	<b>Tender Processing Fee &amp; EMD</b>	Exempted

The NSIC reserves the rights to reject any or all tender(s) wholly or partly without assigning any reason whatsoever.

**Incharge**

## **INSTRUCTION TO TENDERER**

1. The tender shall be submitted in accordance with these instructions and any tender not conforming thereto is liable to be rejected. These instructions shall form part of the Tender and the contract.
2. The tender documents comprising of these instructions, form part of General Conditions, Specifications, and Schedule of Quantities etc. of the above tender document.
3. The Tender shall be completed with all the documents set out in para 2 above and other documents set out in these instructions and elsewhere in the tender document.
4. The tenders shall be submitted in **TWO** separate sealed covers, super scribed with the name of work, due date of submission, in the following manner:-

### **Envelope-I- Technical Bid**

Technical Bids in one sealed cover containing the forwarding letter of tender, details of similar works executed including copies of completion certificate, copy of balance sheets for last three years/ CA certificate, Board Resolution in case of Private Limited Companies, General Power of Attorney in case of Partnership / LLP firm and entire tender document. Such tenderers should submit a self-attested copy of valid registration certificate and the documents as mentioned in Point no: 1 below.

The tenderer should note that no financial information is to be given in the technical bid.

### **Envelope-II- Financial Bid**

One sealed cover containing the priced Schedule of Quantities (Schedule-“A”).

5. Tenderer is not allowed to participate through Joint Ventures or through consortia.
6. Responsibility for conducting the event by the tenderer will be for end to end.

## **1. CRITERIA FOR TECHNICALLY QUALIFYING THE TENDERER**

Tenderer should submit following documents alongwith technical bid (**Envelope-I**).

(i) At least 3 nos. of events/programme of similar nature for any Govt. Department/ PSU of Minimum Value of Rs. 5.00 lakhs (excluding taxes) each executed during the last three years. Copies of relevant work orders and completion certificates to be submitted. Separate duly filled up Format for Technical Experience (Annexure-III) for each eligible assignment to be submitted.

**OR**

Tenderer should have successfully completed at least 1 similar nature of event costing not less than Rs. 05.00 Lakhs (excluding tax) executed during the last three years in order to ascertain that the tenderer has presence in West Bengal and is also acquainted about the local norms/ approval required from authorities for successful completion of the event. Separate duly filled up Format for Technical Experience (Annexure-III) for each eligible assignment to be submitted. Copies of work order and completion certificates should also be enclosed.

- (ii) Copy of Permanent Account Number (PAN)
- (iii) Copy of GST Registration certificate
- (iv) Copy of valid PF registration certificate

## **2. Opening of Financial Bid:**

- a. The Financial Bid of the qualified technical bidders will be opened on 25.01.2019 at 3:00 P.M in the office of the Incharge, National Small Industries Corporation Limited, National SC ST Hub Office, (2<sup>nd</sup> Floor), Plot No. 7/7 & 7/8, Block-CP, Sector-V, Salt Lake, Kolkata-700 091.
- b. NSIC shall not be responsible for delay in receipt of the Tenders and for damages, if any, to the envelope(s)/documents during transit.
- c. Tenderers are requested to be present at the time of opening of the tenders. If the date(s) of opening, for any reason happens to be holiday(s), the tender(s) shall be opened on the next working day(s) at the stipulated time.

## **3. Rejection of the Tender(s)**

- a. Interested tenderers are requested to go through the instructions, formats, terms & conditions, scope of the work mentioned in the Tender Document. Failure to furnish complete information and documents required as per Tender Document, submission of tender(s) which is/are not in conformity with the Tender Document, conditional tender(s) shall be liable for rejection of tender(s). In respect of interpretation/clarification over this Tender Document, the decision of NSIC shall be final.
- b. Tender(s) received after the specified date & time, if any, shall not be considered.

**c. Tender(s) received through Fax/Telex/E-Mail or any other Electronic mode of submission, if any, shall not be considered.**

4. Agencies blacklisted by Govt. entities are not eligible to participate in the tendering process. If at any stage of tendering process or during the currency of contract, such information comes to the knowledge of NSIC, then NSIC shall have the right to reject the tender or terminate the contract, as the case may be, without any compensation to the selected contractor.

5. (a) The work shall be awarded to the L1 bidder (lowest bidder). In case, if there is more than one L1 bidder, then the contract will be awarded to the tenderer whose experience in conducting such event is more as per the documents furnished by the tenderer as per the Tender Document. This Tender Document along with the subsequent addendum/corrigendum/clarifications, if any, shall form part of the contract/agreement to be executed by NSIC with the selected contractor.

**(b) Financial bid quoted above the estimated Tender value will be called for reverse auction by way of negotiation and the selection will be at the discretion of NSIC.**

6. If the selected contractor refuses/fails to accept the work order issued by NSIC and if the work assigned is not done as per the scope and directions of the NSIC , action will be taken as deemed fit by NSIC.
7. The technical bid of all tenderers shall be opened on the specified date as mentioned in the tender documents.
8. Financial bids of the technically qualified tenderers, shall be opened at a later stage as mentioned.
9. Inconsistencies/ Ambiguities in the Financial bid (schedule of quantities) shall be dealt with in accordance with the following rules: -
  - a) The Tenderer will quote item wise, but the evaluation will be made on the total value quoted in Financial bid. Anytender mentioning percentage below/ above the estimated tender value, is liable to be rejected.
  - b) Rates quoted by the tenderer in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words. However, if any discrepancy is found, the rates which correspond with the amount worked out by the tenderer shall be taken as correct.
  - c) Where the rates quoted by the tenderer in figures and words tally, but the amount is not worked out correctly, the rates quoted by the tenderer shall be taken as correct and not the amount.
  - d) Where rate(s) of item(s) has been quoted in figures leaving the words blank or vice versa, but the amount is not worked out as per the rate(s) quoted, the rates quoted by the tenderer (either in figures or words) shall be taken as correct and not the amount.
  - e) In the event no rate has been quoted for any item(s), leaving space both in figure(s), word(s) , and amount blank, it will be presumed that the contractor has included the cost of this/ these item(s) in other items and rate for such item(s) shall be considered as zero and work will be required to be executed accordingly.
- 10 No alteration shall be made in any of the Tender Documents supplied/ downloaded from the website. Tenderer by submission of this tender shall be deemed to have accepted the terms and conditions contained in the Tender Document.
- 11 The amount quoted by the tenderer shall be valid for the entire duration of the contract. Tenderer shall note that the price and rates inserted in the Schedule of Quantities, are for the completed items of work as per description of the item and relevant technical specifications and inclusive of all cost and expenses whatsoever which may be required in and for the completion of the works described whether specifically mentioned or not, together with all general risks liabilities and obligations set forth or implied in the documents on which the tender is based. The NSIC will not be responsible or pay for any expenses or losses which may be incurred by any tenderer in the preparation and submission of the tender, or in any activity connected therewith.

- 12 **Rates quoted in the financial bid is to be all inclusive (taxes and other expenses). The payment shall be made on receipt of the invoice from the contractor.**
13. No advance payment will be made by NSIC to the successful bidder for commencement of work.
14. All documents submitted with the tender shall be in the English Language.
15. The tender shall remain valid for 60 days from the date of submission unless otherwise stipulated.
16. Before tendering, the Tenderer is advised to visit the site of work, and in any case shall be deemed to have done so in order to acquaint himself with the nature of the site and the conditions in which the works are to be executed, the quantities and nature of work and materials necessary for the completion of the works and the means of access to the site, the accommodation he may require etc. and in general, shall himself obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect his tender. No extra charges consequent to any misunderstanding or otherwise shall be allowed.
17. Any conditional tender is liable to be rejected.
18. Successful tenderer shall provide a layout plan of the hangar structure along with the seating arrangement, Dias, Octonorm stalls for exhibition, dining area etc. before starting the work who shall co-ordinate with the nominated official of NSIC for execution and keep NSIC informed from time to time.
19. Successful tenderer is required to get the layouts approved from the Incharge in accordance with the regulations of the said organization and required to undertake all steps deemed fit for execution of the contract.
20. **The total time allowed for the completion of the work, from the date of written order to commence the work, is 5 days but all works should be completed latest by 12<sup>th</sup> February, 2019.**
21. **Any modification/ corrigendum issued with regard to this Tender Document shall be uploaded on NSIC website only. Tenderers are therefore, requested to visit the website regularly till the last stipulated date of issuance of the Tender Document for ascertaining any modification/ corrigendum issued in this regard.**

**For and Behalf of NSIC Ltd.**

**SIGNATURE OF THE TENDERER**

## CONDITIONS

1. The Contractor shall provide all materials, labour, machinery, P.O.L; Water and Electricity required for execution of all items of Works
2. During working at site, some restrictions may be imposed by Officer-in-charge/Security staff or corporation or Local Authorities regarding safety and security etc. the contractor shall be bound to follow all such restrictions/instruction & nothing extra shall be payable on this account.
3. The Contractor shall bear all incidental charges for cartage to site, local carriage, within the site, storage and safe custody of all materials at site for the proper storage of all materials, for their safety against damage due to sun, rains, dampness fire, theft etc.
4. No compensation shall be payable to the contractor for any damage caused by rains lightening, wind, storm, floods, tornado, earth quakes or other natural calamity during the execution of work. He shall make good all such damage at his own cost; and no claim on this account will be entertained.
5. The Contractor shall follow the Provident Fund Act as prescribed by Regional Provident Fund Commissioner. In case of any default the contractor shall pay the compensation as imposed by R.P.F.C.
6. As per section 194-C of the Income Tax Act, and as per latest amendments deduction as applicable on the gross amount of a payment will be deducted from the running/final bill of the contractor towards Income-Tax.
7. The contractor shall be responsible for maintenance and upkeep of the stand, structure and light including replacement of fused lamps during the tenure of the event for which no extra payment shall be made.
8. The contractor shall be liable to make good any damage done to the walls/floor/door etc. of the site/ building as per demand of the Corporation and the site will have to be cleared within 2 days of the completion of the event failing which penalty as prescribed by Corporation will be paid by the Contractor.
9. All the materials used/supplied by the Contractor for the work shall be on hire basis except where indicated otherwise, delivery at site, installation, maintenance removal shall be done by the contractor at their own cost.
10. All communication should be addressed to the **Incharge, National Small Industries Corporation Limited, National SC ST Hub Office (NSSHO), (2<sup>nd</sup> Floor), Plot No. 7/7 & 7/8, Block-CP, Sector-V, Salt Lake, Kolkata-700 091**. The Corporation has the right of cancelling the contract in full or part without assigning any reason.
11. **All the prospective bidders are requested to visit the site on 21/01/2018 (Monday) at 12.00 Noon for inspection of the site for assessment of work.**



**The confirmation of the same may please be done via e-mail well in advance. The contact may also be made at Mobile No. 09497559187/9674566737 in this regard.**

12. All the furniture to be provided shall be without any defect and shall be scratch less and stain less. The frames of the furniture should be either wooden or stainless steel, plastic as specified in the Schedule of Quantities. The samples of the furniture should be got approved from the Incharge, National Small Industries Corporation Limited, National SC ST Hub Office, (2nd Floor), Plot No. 7/7 & 7/8, Block-CP, Sector-V, Salt Lake, Kolkata-700 091 beforehand.

**In case of supply of sub-standard/ defective materials, furniture etc., the Incharge (NSSHO) shall have the powers to deduct/ recover full amount of the respective items against the payments due to the contractor.**

**If the Corporation cancels / terminate the contract in full or in part on account of :**

(a) Force Majeure

(b) Any other cause, which in the absolute discretion of the authority mentioned in contract, is beyond control of the Corporation.

The Zonal General Manager (SG) (East-I), NSIC, Kolkata, without prejudice to any other right to remedy which shall have accrued or shall accrue thereafter to the Zonal General Manager (East-I), NSIC, Kolkata, shall have power to cancel contract in full or in part.

**TENDERER'S SIGNATURE**

**THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.**  
**(A Govt. of India Enterprise)**  
**National SC ST Hub Office, (2<sup>nd</sup> Floor), Plot No. 7/7 & 7/8, Block-CP, Sector-V,**  
**Salt Lake, Kolkata-700 091**

**Schedule - "A"**

**SCHEDULE OF QUANTITIES**

Sl.No.	Particulars	Size	Days	Quantity	Rate
	<b>STAGE</b>				
1	Stage Carpet	40'x50'	1	1	
2	Backdrop (Normal Fabric & Frame)	25' x 12'	1	1	
3	Bunting (Fabric and frame)	100 mtrs.	1	2	
4	Banquet Table with cloth	5	1	5	
5	Chairs on Dias with name boards		1	15	
6	Branding on Podium	2' x 4'	1	1	
7	LED platform	8' x 4'	1	2	
8	LED Screen	8' x 6'	1	2	
9	Plazma TV on stage for VIP viewing	42"	1	2	
10	Inauguration Lamp		1	1	
11	Fresh Flower Bouquet		1	20	
12	FRONT 2 ROW SEATS: (approx. 40 chairs) Markings for VIPs and Press with cloth covers and markings		1	40	
	<b>ENTRANCE (from Main Gate to Auditorium entrance)</b>				
13	Entry Arch - top (fabric with frame) (main gate and auditorium gate)	27'x10'	2	2	
14	Entry arch Legs (fabric with frame)	5'x12'	2	4	
15	Main entry carpet	160'x7'	1	1	
	<b>Posters &amp; Hoardings for advertisement /publicity with fixing (with Municipal Corporation Permission) at various prime locations at Durgapur as under:-</b>				
16	Hoardings at Bhiringi More, Michael College More, Durgapur City Centre Bus Stand, Durgapur Railway Station , near Big Bazar More and Muchipara More	20'x15'	15	6	

17	Posters on Main Roads with fabric & frame	3' x 2'	3	25	
18	Gates (at DVC More and DMC More)	1) 21'x61' 2) 21''x35'	4	2	
	<b>DECORATION</b>				
19	Flower decoration for stage, Auditorium entry and on main entry		1		
20	Flower bouquet for VIP on stage		1	30	
21	Photography and Videography (with live streaming)		1		
22	Cordless mike		1	6	
23	At table Mike (on stage)		1	10	
24	Anchor for the event (fluent in local language i. e. Bengali & Hindi)		1	2	
25	Event Co-ordinators		1	10	
26	Table and Chair for registration counter (in auditorium entrance)		1	Table – 2 Nos. Chairs – 4 Nos.	
27	Directory Printing 150 Pages approximately	14cmx21.5 cm	1	400	
28	<b>Morning &amp; Evening (Tea and biscuits), Lunch + water bottles</b>		1	400	
29	Lunch Packs for distribution to participants with 300 ml packed water bottles plus 3 sets of water dispensers for packed drinking water with ISI marked.		1	400	
30	Buffet Lunch arrangement (Veg) for VVIPs/VIPs/Top Authorities and refreshment/tea, coffee and snacks for 2 times.		1	50	
31	<b>PRESS MEET ARRANGEMENTS (on 15<sup>th</sup>February 2019) for 30 people at the venue.</b>		1		
32	Computers, Printers with internet connection		1	3	
33	Standees (fabric with frame)	8' x 4'	1	10	

1. Quantities mentioned in the schedule are tentative only. Payments will be made on actual measurement basis.
2. Tenderers should quote their rates for each item carefully. In case different rates are quoted for identical/same item(s) appearing at two or more places in the above schedule of quantities, the least quoted rate for the item shall be considered for evaluation of tender and award of work.
3. All materials, furniture, equipment etc. on hire basis complete with fixing / installation and removing the same. Rates applicable for the entire period.
4. For any work which has not been completed as per specification for any reason whatsoever, necessary deduction will be made accordingly. No extra item shall be executed without written approval of Incharge, NSIC, NSSHO-Kolkata.
5. All items /fixtures will be approved by Incharge, NSIC, NSSHO-Kolkata before fixing. All the replacement of items (if any) will be made at the risk and the cost of the contractor.

**Signature of Tenderer**

**LIST OF SIMILAR WORK EXECUTED IN LAST THREE YEARS**

<b>S. No.</b>	<b>Name of Client</b>	<b>Location</b>	<b>Description of Work</b>	<b>Value of Contract/Work in Rs.</b>	<b>Duration (Start Date __/__/____ Completion Date __/__/____)</b>

**NOTES:**

- Each of the listed works shall be supported with the copy of work order & Work completion certificate. Work completion certificate shall mention the nature of work, value of work completed.
- At least 5 Photographs of the work executed shall be attached.
- Non disclosures of any information in the schedule will result in disqualification of the bid.