



राष्ट्रीय लघु उद्योग निगम लिमिटेड  
**THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED**

(A Govt. of India Enterprise)  
306,3<sup>rd</sup> Floor, Rajhans Building  
Opposite J.K.tower, Ring Road, Surat-395002, Gujarat  
Telephone:0261-2345733,4029735  
E-mail: surat@nsic.co.in, [www.nsic.co.in](http://www.nsic.co.in)

**SHORT NOTICE INVITING TENDER**

Sealed tenders are hereby invited from reputed Event Management Agency for conducting State SC/ST Conclave at vadodra, **Gujarat** during the month of February 2019. The last date for submission of Bid is **14.02.2019 at 2:00 p.m.** Interested bidder may download the tender document from NSIC website. NSIC reserves the right to accept or reject any tender without assigning any reason whatsoever.

Sr.Branch Manager

**T E N D E R  
FOR**

**ENGAGEMENT OF EVENT MANAGEMENT AGENCY  
FOR SC-ST CONCLAVE  
AT  
VADODRA,GUJARAT**



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## राष्ट्रीय लघु उद्योग निगम लिमिटेड

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#### NOTICE INVITING TENDER

Sealed item rate tenders are hereby invited under two bids system (Technical Bid & Price Bid) from experienced contractors having experience for execution of similar nature works so as to reach Sr.Branch Manager, NSIC Ltd., 306,3<sup>rd</sup> Floor, Rajhans Building, Opposite JK Tower, Ring Road, Surat **2:00 p.m. on 14.02.2019.**

<b>A</b>	<b>Name of work</b>	Tender For Hiring of Event Management Agency for State SC/ST Conclave at Vadodra, Gujarat
<b>B</b>	<b>Estimated Cost (Approx.)</b>	As per requirement
<b>D</b>	<b>Time of Completion</b>	4 Days
<b>E</b>	<b>Last date of submission of completed tender document</b>	<b>14.02.2019 up to 02.00 P.M.</b>
<b>F</b>	<b>Date of Opening (Technical Bid Only)</b>	<b>14.02.2019 at 03.00 P.M.</b>

The Tender document (non-transferable) will be issued from 07.02.2019 to **14.02.2019** on all working days from the office of Sr.Branch Manager, NSIC Ltd., 306,3<sup>rd</sup> Floor, Rajhans Building, Opposite J.K.tower, Ring Road, Surat-395002, Gujarat OR interested tenderer may also download the tender document from NSIC website. NSIC reserves the rights to reject any or all tender(s) wholly or partly without assigning any reason whatsoever.

Sr.Branch Manager



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Ref. No. : NSIC/SUR//SC-ST CONCLAVE/2018-19

Dated: 06.02.2019

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

\_\_\_\_\_

**Subject:** Tender for engagement of Event Management Agency for a One Day SC/ST Conclave & Other Coinciding Events at Vadodra, Gujarat.

Dear Sir,

Sealed tender documents in respect of the above mentioned work are forwarded herewith. Please note that sealed tender duly filled will be received in the office of Sr.Branch Manager, surat on or before dated: **14.02.2019 upto 2.00 p.m.**

The tender should be signed, dated and witnessed in all pages wherever provided for in the document and also all other pages should be initialed.

The person, signing the tender on behalf of another person or on behalf of firm shall attach with tender a power of attorney 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.

Corporation 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,

**Sr.Branch Manager  
BO surat**

**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 will be issued to each tenderer comprising of these instructions, form of Tender 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, superscribed 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, and entire tender document. Such tenderers should submit a self-attested copy of valid registration certificate of PAN NO/GST NO

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

**Envelope-II- Price Bid**

One sealed cover containing the priced Schedule of Quantities (Schedule-A)/ (Schedule-B), (Schedule-C) and (Schedule-D)

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

Tenderer should submit following documents along with technical bid (**Envelope-I**) for their consideration:-

- (i) At least 1 nos. of events/programme of similar nature for any Govt. Department/ PSU/ United Nations and /or it's Agencies of Minimum Value of Rs 1.5 lakhs (excluding tax) each executed during the last six months. Detail of the same to be submitted. Similar nature work means conducting of seminars/ conferences/ exhibitions complete with audio & video, lighting arrangements, seating arrangements dias, etc. Separate duly filled up Format for Technical Experience (Annexure-III) for each eligible assignment to be submitted.
- (ii) Tenderer should have successfully completed at least one similar nature of events costing not less than Rs.1.5 lakhs each (excluding tax) in order to ascertain that the tenderer has presence in Vadodra,Gujarat 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.
- (iii) Copy of Permanent Account Number (PAN)
- (iv) Copy of GST Registration certificate

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

- a. The financial Tenders of the top three bidders will be opened.
- 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 for evaluation.
- (c) Tender(s) received through Fax/Telex/E-Mail, if any, shall not be considered for evaluation.

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. The work shall be awarded to the most eligible tenderer as per the evaluation criteria mentioned in the Tender Document. In case, if more than one eligible tenderer is found to score the same marks, 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.

6. If the selected contractor refuses/fails to accept the work order issued by NSIC or the work assigned is not done as per the scope and directions of the NSIC , action will be taken as deemed fit by NSIC.

7The technical bid of all tenderers shall be opened on the specified date as mentioned in the tender documents.

8. Price bids of the top three technically qualified tenderers, shall be opened at a later stage.

9. Inconsistencies/ Ambiguities in the price bid (schedule of quantities) shall be dealt with in accordance with the following rules: -

- a) Since this is an Item Rate Tender, only rates quoted shall be considered. Any tender containing percentage below/ above the rates 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 a 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. All expenses and all taxes etc. (except GST) to be incurred by the tenderer shall be deemed to have covered by the prices quoted in the tender. The payment (including GST) shall be paid on receipt of the invoice from the contractor.
13. All documents submitted with the tender shall be in the English Language.
14. The tender shall remain valid for 60 days from the date of submission unless otherwise stipulated. Any tenderer withdrawing or amending his tender within this period shall have to forfeit his earnest money to the Corporation.
15. Telegraphic or Tele fax Tenders will not be considered.
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 coordinate 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 Sr.branch manager(Surat) 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 4 days .
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.**

**SIGNATURE OF THE TENDERER**



**CONDITIONS**

1. The Contractor shall provide all materials, labour T & P, 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-change/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 charge 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, 1996 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 1 day 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 Sr.Branch Manager,Surat

13. The Corporation has the right of cancelling the contract in full or part without assigning any reason.
14. All the furniture to be provided shall be without any defect and shall be scratch less, 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 Officer-in-charge beforehand. **In case of supply of sub-standard/ defective materials, furniture etc., the officer-in-charge 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.

Sr.Branch Manager,Surat) without prejudice to any other right to remedy which shall have accrued or shall accrue thereafter to the Sr.Branch Manager,Surat shall have power to cancel contract in full or in part.

**TENDERER'S SIGNATURE**

**NATIONAL SMALL INDUSTRIES CORPORATION LTD.**  
**BO Surat**

**SCHEDULE OF QUANTITIES****SCHEDULE-A**

Sl.	Particulars	Size	Days	Quantity	Rate
	<b>PRE-EVENT ADVERTISEMENT</b>				
1	Printing of Banner for Hoarding	As per size available sites	7	10	
2	Installation and Site Hiring for Hoardings	20'x10' or as applicable	7	10	
Total					

Grand Total (Amount in Words) –

Rupees \_\_\_\_\_

\_\_\_\_\_ Only

**NATIONAL SMALL INDUSTRIES CORPORATION LTD.**  
**BO Surat**

**SCHEDULE OF QUANTITIES****SCHEDULE-B**

Sl.	Particulars	Size	Days	Quantity	Rate
	<b>EVENT MANAGEMENT Fabrication</b>				
1	Podium Branding (flex with frame)	2.5'x4'ft	1	1	
2	Stage with Carpet	500 sq.ft	1	1	
3	Main Backdrop (flex with frame)	30'x12'	1	1	
4	Side Pannels (flex with frame)	12'x12'	1	2	
5	LED Screen (p3)	8 x 8	1	2	
6	Frame for LED Screen (only frame)	12'x12'	1	2	
7	Registration Backdrop (flex with frame)	10'x10'	1	1	
8	Gate frame on hall entry (flex with frame)	2'x10'	1	2	
9	Standee from entry to hall (flex with frame)	8'x4'	1	10	
10	Welcome gate (box type)	1	1	1	
11	Gate top (flex with frame)	16'x2'x2'	1	2	
12	Gate Pillar (flex with frame)	2'x10'	1	4	
13	Stall for display area	8'x4'	1	10	
	<b>Pro-Audio System</b>				
14	Sound for 500 people & for stage				
a.	Cordless mic		1	6	
b.	Podium mic		1	2	
c.	Head table mic		1	6	
	<b>Pro-Lighting System</b>				
15	LED Par-cane on T-Stand or cover entire hall with stage area		1	20	

16	Lights for Podium		1	2	
17	LED TV for head table seating		1	1	
<b>AV equipment</b>					
18	Projectors		1	2	
19	Long VGA&HDMI cable		1	1	
20	Extension board with long wire		1	1	
21	Av screen frame with 6'x4' (projection area)	10'x10'	1	2	
<b>HR Management (Manpower)</b>					
22	Usher		1	10	
23	Anchor for the event (influent in local language)		1	1	
<b>Other Element</b>					
24	Flower decoration for entry & stage	100 Sq.Ft	1	1	
25	Flower bouquet for entry & stage		1	10	
26	Sofa seating for VIP's (white colour)		1	10	
27	Table and Chair for registration counter		1	5	
28	Table and Chair for Display stall area		1	10	
29	Stationery for 500 Participants (Pen, Plastic Files,		1	500	
30	Stationery for VIPs & Participants		1	50	
31	Photographer and Video for 8 Hours			1 No	
Total					
Grand Total (Amount in Words) – Rupees _____ _____ Only					

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**NATIONAL SMALL INDUSTRIES CORPORATION LTD.**  
**BO surat**

**SCHEDULE OF QUANTITIES**

**SCHEDULE-C**

<b>Sl.</b>	<b>Particulars</b>	<b>Size</b>	<b>Days</b>	<b>Quantity</b>	<b>Rate</b>
	<b>CATERING SERVICES &amp; VENUE</b>				
1	Auditorium for 500 capacity with 500 chairs		1	1	
2	One time Lunch for 500 members (Veg)		1	500	
3	Two Times High Tea for 500 members		1	500	
	Total				

Grand Total (Amount in Words) –

Rupees \_\_\_\_\_

\_\_\_\_\_ Only

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**NATIONAL SMALL INDUSTRIES CORPORATION LTD.**  
**BO surat**

**SCHEDULE OF QUANTITIES**

**SCHEDULE-D**

<b>Sl.</b>	<b>Particulars</b>	<b>Size</b>	<b>Days</b>	<b>Quantity</b>	<b>Rate</b>
	<b>LOGISTICS</b>				
1	One Day Bus Hiring	30 seats capacity	1	10	

Grand Total (Amount in Words) –

Rupees \_\_\_\_\_

\_\_\_\_\_ Only

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**NATIONAL SMALL INDUSTRIES CORPORATION LTD.**  
**BO Surat**

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 officer in charge.
5. All items /fixtures will be approved by officer in charge before fixing. All the replacement of items (if any) will be made at the risk and the cost of the contractor.

**Signature of Tenderer**