

No. D-16012/1/2017-General
Government of India
Ministry of Drinking Water & Sanitation

8th floor, Pt. Deendayal Antyodaya Bhawan
CGO Complex, Lodhi Road
New Delhi- 110003

Dated: - February 21, 2017

Tender Notice

Subject: - Tender for event management for review meeting of Ministry of Drinking Water & Sanitation in Vigyan Bhawan on to be held on 22nd March 2017.

Date of issue of Tender Document	21 st February, 2017
Pre-bid Meeting with tenderers	At 03:00pm on 03 rd March 2017
Last Date & Time for submission of Tender Document	Up to 03:00 pm on 9 th March 2017
Date & Time for opening of Tender Document	At 03:30pm on 10 th March 2017

Contents of Tender Document

S. No.	Description of Contents	
	e-Tender Notice	
1.	Tender Invitation	Annexure-I
2.	Instructions for Online Bid Submission	Annexure-II
3.	Financial Bid	Annexure-III
4.	Tender Acceptance Letter	Annexure-IV


(S. Sanyal)

Under Secretary to the Govt. of India
Tel: 24368612

Copy to:-

Tech. Director (NIC) for uploading tender in Ministry web-site.

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Government of India
Ministry of Drinking Water and Sanitation

8th floor, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, Lodhi Road
New Delhi-110003
Dated: February 21, 2017

To,

Interested Bidders

Subject: Tender for event management during Review Meeting of Ministry of Drinking Water and Sanitation to be held on 22nd March 2017 at Vigyan Bhawan, New Delhi.

Sealed tenders are invited from interested bidders for making arrangement for event management for a Review Meeting Drinking Water Supply to be held on 22nd March 2017 at Vigyan Bhawan, New Delhi. Details may be seen at Annexure -III.

2 EMD of Rs. 5000/- (Five thousand only) may be enclosed with the quotation by way of Bank Draft in favor of PAO, Ministry of Drinking Water & Sanitation. Alternatively a Bank Guarantee for the same amount should be enclosed. No Quotation will be accepted without the EMD/Bank Guarantee.

3 A Security deposit of Rs. 20,000/- (Rupees twenty thousand only) will have to be deposited by successful bidders within 02 days of award of the contract.

4 Pre-bid meeting will be held on 03/03/2017 at 3:00 PM in Conference Room, 4th floor, Pt. Deendayl Antyodaya Bhawan. Bidders must have to come with samples of the items marked with '*' in item column mentioned in Annexure-III. **Bidders must have to attend pre bid meeting, Ministry will not entertain those firms who will not attend pre bid meeting.**

5 Interested bidders are requested to submit the rates for each items mentioned from Sr. 1 to 26 of the Annexure-III with total cost on or before 09/03/2017 by 03:00 PM to the undersigned. The tender will be opened at 03:30 PM on 10/03/2017 in the presence of tenderers who may wish to participate. The Ministry reserves the right to cancel, modify/increase in the requirement of arrangements.

Yours faithfully

(S. Sanyal)

Under Secretary to the Govt. of India
Tel 24368612

Instruction of Online Bid submission

Instruction to Bidders to submit the bids online through the Central Public Procurement Portal for e procurement at <http://eprocure.gov.in/eprocure/app>

- 1) Possession of valid Digital Signature Certificate (DSC) and enrollment / registration of the contractor / bidders on the e-Procurement / e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the e-Procurement site using the “Online Bidder Enrollment” option available on the home page. Portal enrollment is generally free of charges. During enrollment / registration, the bidders should provide the correct / true information including valid id. All the correspondence shall be made directly with the contractor / bidders through email id provided.
- 3) Bidder need to login to the site through their user ID / password chosen during enrollment / registration.
- 4) Then the Digital Signature Certificate (Class II or Class III Certificate with signing key usage) issued by SIFY / TCS / nCode / eMudra or any Certifying Authority recognized by CCA India on eToken /Smart Card, should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor / Bidder may go through the tenders published on the site and download the required tender documents/ schedules for the tenders he/ she is interested.
- 7) After downloading /getting the tender document / schedules, the Bidder should go through the contract details. Bidder should take into account the corrigendum published before submitting the bids online.
- 8) If there are any clarifications, this may be obtained online through the tender site or through the contract details. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site through the secured log in by giving the user id / password chosen during enrollment / registration and then by giving the password of e-Token / Smartcard to access DSC.
- 10) Bidder selects the tender which he / she is interested in by using the search option & then moves it to the ‘any tenders’ folder.
- 11) From my tender folder, he selects the tender to view all the details indicated.
- 12) It is constructed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 13) 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/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.



- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 16) Bidder should submit the Tender fee / EMD as specified in the tender. The original should be posted / couriered / given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 18) The bidder has to select the payment option as offline to pay the Tender Fee / EMD as applicable and enter details of the instruments.
- 19) The details of the DD / any other accepted instrument, physically sent, should tally with details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
- 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of the contract without any exception and have understood the entire document are clear about the requirements of the tender requirements.
- 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of an irrelevant files, the bid will be rejected.
- 22) If the price bid format is provided in a spread sheet file like BOQ xxxx.xls the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The priced-bid / BOQ template must not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
- 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per server system clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
- 24) After the bid submission (i.e. after clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 27) Any bid document that is uploaded to the server is subjected to symmetric encryption using buyers / bid openers public key. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bid encryption technology is used. Data storage encryption of sensitive fields is done.



- 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exist option in the browser.
- 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone : 011-24305770, 011-24305265 or send a mail over to CPPP-nic@nic.in



Details of items required for event management for Review meeting of Ministry of Drinking Water & Sanitation on 22/03/2017 at Plenary Hall and Hall no 4 in Vigyan Bhawan, New Delhi.

:-

Sl. No.	Items	Qty Required	Rate
1	Backdrop*	01	
2	Podium Logo*	02	
3	Conference Hoarding (16' x8') at four different sites*	15	
4	Welcome Hoarding (16' x8') at main Gate*	02	
5	Welcome Panel (8' x4') at 2 Alighting Point*	02	
6	Direction Panel (6'x2') in pathways*	08	
7	Parking Direction Panel (6'x5') Single Side*	02	
8	Parking Direction Panel (6'x5') Double Side*	02	
9	Alighting Panel (6'x5') at all 3 main porches*	02	
10	Baggage/Registration Counter with complete accessories*	02	
11	Still Photography(Full day 200 Photo with Album + CD)	01	
12	Videography with DVD		
13	Name plates (kindly mention rate per plate)		
14	Pen (Good Quality) Sample to be shown	600	
15	Slip Pad (Printed) (Colour + name of meeting + Ministry logo should be printed)*	600	
16	Conference Bags(Spl. Quality)*	600	
17	Female Ushers/Hostesses for one day	10	
18	Male Ushers for Baggages/Registration counter for one day	04	
19	Entry Badges with soft holder & nylon strap*	1000	
20	Car parking labels*	800	
21	Photocopier for one day	02	
22	Computer with laser printer for one day	06	
23	Internet Data Card for one day	06	
24	Plasma Screen 55" for one day	20	
25	LCD Projector + Screen (4500 Lumens) for one day	08	
26	Laptop	02	
27	Desktop computer	01	

Note :- Interested bidder must have to show sample of items with '**' Mark in pre-bid meeting to be held on 03/03/2017.

Tender Acceptance Letter
(To be given on Company Letter Head)

Date:-

To,

The Under Secretary to the Govt. of India
(General Section)
Ministry of Drinking Water & Sanitation
8th floor, Pt. Deendayal Antyodaya Bhawan
CGO Complex, Lodhi Road
New Delhi

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No: - D-16012/1/2017-General

Name of Tender / Work:- Tender for event management during Review Meeting of
Ministry of Drinking Water and Sanitation on 22nd March
2017 at Vigyan Bhawan, New Delhi

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for above mentioned 'Tender/Work' for the web site(s) namely: "Supply and Installation of Audio System for Conference Room of Ministry of Drinking Water & Sanitation, 4th floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi" 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 Ministry too have all been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in it's totally / entirely.
5. In case any provisions of the tender are found violated, then your Ministry 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

(Signature of the Bidder, with Name & Office Seal)



