



National Institute of Food Technology Entrepreneurship and Management (NIFTEM)

An Institute of National Importance (INI) under Ministry of Food Processing Industries, GOI
Plot No 97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, District-Sonepat (Haryana)
Phone No. 0130-2281057 Website: www.niftem.ac.in

Tender No. N/PuS/P/2023/6/04

Dated: 01.06.2023

NOTICE INVITING TENDER

SUBJECT: TENDER FOR HIRING OF EVENT MANAGEMENT AGENCY FOR THE ENTIRE ARRANGEMENT OF ALL EVENTS OF THE INTERNATIONAL CONFERENCE ON MILLETS FOR ACHIEVING NUTRITIONAL AND ECONOMIC SECURITY (ICMANES-2023) DURING 24TH TO 26TH AUGUST, 2023 AT NIFTEM, KUNDLI, SONEPAT, HARYANA.

National Institute of Food Technology Entrepreneurship and Management (NIFTEM) is a registered society and an autonomous organization under Section 3 of the UGC Act, 1956 and an Institute of National Importance under the Ministry of Food Processing Industries, GOI. NIFTEM functions as a centre for integrated education, research, enterprise incubation and outreach in area of Food Science, Food Technology & Business Management. NIFTEM has been set up on a 100-acre campus near Delhi Singhu Boarder at Kundli, Distt-Sonepat, and Haryana at a cost of approx Rs. 500 crores.

For and on behalf of **NIFTEM-K** bids are invited through e-publishing on CPP Portal & NIFTEM's website from the interested Agencies/Firms at NIFTEM, Kundli, Soneapt, Haryana.

Critical Date Sheet

S.N.	Particulars	Important Dates	Time	EMD	Tender Processing Fee
1.	Issue of Tender documents	01.06.2023	06.00 PM	₹ 5,00,000/-	₹ 5000 + GST 18% = ₹ 5,900/-
2.	Pre-bid Meeting	07.06.2023	11.30 AM		
3.	Bid submission start date and time	13.06.2023	04.00 PM		
4.	Last date & time for submission of tender	22.06.2023	02.00 PM		
5.	Date & time of opening of Technical Bids	23.06.2023	03.00 PM		
6.	Date & time of Interaction-cum-PPT Presentation	Will be intimated to eligible bidders through mail/phone.			
7.	Date & time of opening of Financial Bids	Will be intimated separately to the successful bidders through CPP Portal			

Interested bidders may obtain copy of the tender document along with details by downloading tender document from <https://eprocure.gov.in/eprocure/app> or NIFTEM website www.niftem.ac.in. The Pre-bid meeting will be held at NIFTEM, Kundli, Sonepat to clarify doubts (if any) as per above schedule. Corrigendum/addendum, if any, to these would only appear on <https://eprocure.gov.in/eprocure/app> as well as www.niftem.ac.in website.

1) MANDATE OF NIFTEM:

NIFTEM is working as - '**Sector Promotion Organization**' & '**Business Promotion Organization**' of the food processing sector. It is a prime academic institution and offer B.Tech, M.Tech, MBA and Ph.D Programmes in the areas of Food Technology and Management. The Institute has been granted Deemed to be University status under De-novo category under Section 3 of the UGC Act, 1956.

Major **Objectives** of NIFTEM are –

- One Stop Solution Provider
- Skill & Entrepreneurship Development
- Facilitating business incubation services with its ultra modern pilot plant
- Conducting Frontier Area Research
- Developing world class managerial talent
- knowledge repository
- Upgradation of SME Clusters
- Promoting cooperation and networking.

2) SCOPE OF WORK:

1. The detailed scope of work (tentative) for Hiring of Event Management Services for the entire arrangement of all the events of the International Conference on Millets for Achieving Nutritional and Economic Security (ICMANES-2023) from 24th to 26th August, 2023 at NIFTEM, Kundli, Sonapat, Haryana has been indicated at **Annexure-I**.
2. Those agencies who are desirous to know the details of the event/scope of work, are encouraged to visit NIFTEM on any working day between 11.00 AM to 4.30 PM. They may meet directly to Dr. Prasanna Kumar GV, Organizing Secretary, International Conference after taking appointment over mobile no 8638941500/9435638360. For details of various events of the conference, the agencies may also visit the conference website: www.icmanes23.com
3. The scope can be increased/ decreased based on interaction-cum-PPT presentations. Hence, agencies are advised to be in touch for corrigendum/addendum/clarification with Organizing Secretary and NIFTEM website; www.niftem.ac.in

3) ELIGIBILITY CRITERIA:

1. The agency should be a registered entity. Copy of Incorporation/ Registration Certificate must be attached.
2. The bidder should have 05 years relevant experience on the date of closing of tender in the event management of national or international Conferences/ Seminars/ Symposium/ Conclave/ Food Festival/ Exhibitions etc. The agency must have experience of organising 05 national/international events and out of which 03 should be with Govt. Organization at national/international level with value of ₹ 50 Lakh or more. Attach copies of Work Orders for last 05 years.

3. The Annual average Financial Turnover of the bidder should not be less than ₹ 1.00 Crore during last 03 financial years, ending 31st March, 2022 (F.Y. 2019-20, 2020-21 & 2021-22). Attach documentary evidence (Audited Balance Sheets/ ITRs for last 03 financial years).
4. Undertaking that firm has not been blacklisted by Central or State Govt. during last 03 years.
5. The bidder should have valid PAN/GST Registration, etc.
6. The bidder should comply with the provisions of CVC guidelines for eligibility, failing which tender will not be accepted.
7. The bidder should have sufficient work force and infrastructure resources to carry out such work.
8. Appreciation/Performance issued by the organizing Deptt., if any.
9. No subletting of work will be allowed at any state.
10. The Hard Copy of original instruments in respect of cost of tender document, earnest money must reach at this address: **“The Registrar, National Institute of Food Technology Entrepreneurship and Management, Plot No.-97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, District-Sonepat (Haryana)”** on or before bid opening date and time as mentioned in critical date sheet.

Caution: All the bidders are specifically informed that while submitting tender, must ensure that signed documents as indicated in the tender documents are mandatory, otherwise tender will be summarily rejected and no second opportunity will be given to submit shortfall documents. In case of less bids, Institute has liberty to invite shortfall documents.

The agencies (registered with MSME /NSIC registration) willing to claim any relaxation/exemption in tender fee, Turnover and Experience, etc, must submit claim for the same alongwith support document for consideration, otherwise, the same will not be extended. The relaxation/exemption will only be given, if you are registered for **applied category** of item(s)/services, etc. Upload proper Udyam Certificate from both sides with specified validity and relevant service category. The bidders who are claiming relaxation/exemption are required to submit undertaking as per **Annexure-V**.

4) BIDDING PROCEDURE:

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Tenderer/Contractor is advised to follow the instructions “Instructions to Bidder for Online Bid Submission”.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Bidding Application must be accompanied by the following:-

Technical Bid (Attached signed and stamped copy of each document)

The following documents are to be furnished by the Contractor along with Technical Bid as per the tender document (Scan Copies):

- i. **Proof for payment of Tender document Cost (Tender Fee) & Earnest Money Deposit** and permanent address of the Firm/Agency/Person.
- ii. Application Processing Fee of ₹ 5,900/- (including GST) and EMD ₹ 5,00,000/- in the form of Demand Draft, drawn separately in favour of NIFTEM payable at Delhi from SBI are to be enclosed with the technical bid, failing which the tender will summarily rejected. The Application Process Fee is non refundable.
- iii. Chartered Accountant's signed statement for Annual Turnover of the F.Y. 2019-20, 2020-21 & 2021-22.
- iv. Copies of Audited Balance Sheet and Profit & Loss Account for the F.Y. 2019-20, 2020-21 & 2021-22.
- v. Income Tax Returns for the previous years, 2019-20, 2020-21 & 2021-22.
- vi. Copies of Work Orders & Completion Certificates for last 05 financial years.
- vii. Incorporation details
- viii. PAN, GST, ISO details.
- ix. Bank account details
- x. An Authorization Letter from bidder in favour of person signing tender documents.
- xi. Annexure No-I, Tender Form (Technical Bid) to be submitted on Letter Head, must be filled in completely. Page Numbering is must to mention in the Annexure.
- xii. The Annexure No-IV, an undertaking to declare that Bidder has not been blacklisted in India and abroad must be submitted on Non-judicial Stamp Paper of Rs. 100.
- xiii. Complete Tender documents including Annexure (I, II, III & IV) and Annexure – V, if required, duly signed and stamped on each page.

Financial Bid

Price bid format in the form of BOQ_XXXXX.xls.

Opening of tenders (Technical bids only) will take place as mentioned in critical date sheet online at <https://eprocure.gov.in/eprocure/app> in the "**Meeting Hall, National Institute of Food Technology Entrepreneurship and Management, Plot No.-97, Sector-56, HSIIDC Industrial Estate, Kundli-131008, District-Sonepat (Haryana)**" in the presence of the representatives of the Firms/Tenderers, who may wish to be present at that time. At the time of tender opening Firms/Tenderers have to come with bid acknowledgement slip, that is generated by the system after successful bid submission. Firms/Tenderers can view their live bid opening at their remote end also. No separate intimation will be sent to the firms/Tenderers in this regard.

The tender not submitted in the prescribed formats or incomplete in detail is liable for rejection. NIFTEM is not responsible for non-receipt of tender within the specified date and time due to any reasons, including postal holidays or delays.

5) EVALUATION PROCEDURE:

- i. The evaluation of tender shall be based on **Quality cum Cost basis (QCBS)**, where 70% weightage will be given for technical part & 30% for financial quotes.

The parameters of marks are as under:

S.N.	Evaluation Criteria	Supporting documents	Maximum Marks
1	Annual turnover of the Bidder during last three financial years (2019-20, 2020-21 & 2021-22). i. INR 1.00 Cr – 05 Marks ii. INR 1.01 Cr. - 1.50 Cr. = 10 Marks iii. INR 1.51 Cr. - 2.00 Cr. = 15 Marks iv. INR 2.01 and above = 20 Marks	Certificate from the statutory auditor /audited financial statements for the three previous financial years.	20 Marks
2	Details of events organized at national/ International during last 5 years. Minimum 05 such events (National & International) ₹ 50.00 Lakh and above must be conducted and out of which 3 should be of Govt. organization. 4 marks shall be given for each program but maximum 20 marks.	Letter of Award/ Agreement/ Work Order duly certified by the authorized signatory of the bidding company	20 Marks
3	Interaction-cum-PPT Presentation on past events and proposed event with agency's credential, finances, manpower, infrastructure etc. The EMA must prepare the technical presentation alongwith Conceptual Plan for the event considering the requirement of NIFTEM-K: Overall lay-out of the Event – particularly optimal utilization of space (without compromising with norms of quality & Safety).	The date and time of the interaction-cum-PPT presentation shall be communicated to the eligible agencies through mail/phone.	30 Marks
Total			70 Marks

- ii. Those agencies, who will qualify in the pre-qualifying eligibility criteria, shall be called for interaction-cum-PPT presentations round on above parameters.
- iii. The financial bids shall be opened of those agencies, which will score minimum 60 marks out of above 70 marks. In case, no agency or only one agency has scored 60 marks out of 70 technical marks, the criteria can be further relaxed to ensure sufficient competition between the parties (minimum 3, in order of merit) and marks obtained up to 45 marks out of 70 marks, will also considered as technically qualified for the opening of financial bid.
- iv. The Tender Evaluation Committee (TEC) can propose further criteria or filter for selection of a suitable agency for the work.
- v. The scope can be increased/decreased based on interaction-cum-PPT presentation, hence, agencies are advised to be in touch for corrigendum/addendum/clarification with Organizing Secretary and NIFTEM website; www.niftem.ac.in
- vi. The Financial Proposal shall be evaluated on following manner:

L-1 = 30 marks

L-2 = $\frac{30 \times L-1}{L-2}$ and similarly L3, L4... (Depending on numbers of parties)

L-2

- vii. The combined final score (H-1) shall be considered for award of the assignment. The assignment shall be awarded to the Agency scoring the highest final weighted score.
- viii. The work award shall be done by issuing a letter of award and the agency has to submit their consent within 24 hours otherwise it would be treated that the H-1 agency is not interested and work can be awarded to next agency (H-2) on their rates.

Other Terms & Conditions

1. **In case, after Pre-bid meeting (wherever applicable) any modification(s)/addition(s)/ deletion(s) or any alternation in the requirement(s)/ specification(s) etc is required, the same will be appended on the CPP Portal - <https://eprocure.gov.in/eprocure/app>. Therefore, all the bidders are advised to visit CPP Portal before filling/submitted their tenders. No separate advertisement/information will be published in this regard in the Newspapers.**
2. Acceptance of tender will be intimated to the successful tenderer through a letter of Award (LOA) duly signed by the authorized signatory of the institution.
3. **Conditional Tender will not be accepted.**
4. The Institute can ask any clarifications & documents at any stage of the work depending upon the circumstances to ascertain quality of material used in manufacturing of items.
5. Validity of bids should be 180 days from the date of closing of tender.
6. All the documents attached with the technical bid should be properly tagged, numbered, signed and stamped by the competent authority.
7. **The rates quoted by the bidder shall be complete for supply and placing of the items at location and shall be inclusive of all applicable tax, duty(ies) loading, unloading, packing, transportation, installation etc and nothing extra/additional shall be payable on these rates.**
8. NIFTEM's officials can visit the workplace of successful bidder and can review the progress of work and can instruct regarding quality aspect.
9. **The estimated value of entire work would be around ₹ 50.00 Lakh (Rupees Fifty Lakh)** but it can be increased/decreased if scope of work is reduced/increased.
10. NIFTEM reserves the right to accept or reject any/all tenders without assigning any reason(s).
11. The **EMD of successful bidder shall be kept as Performance Security** and will be refunded/ returned to the agency after completion of satisfactory work without any interest. The performance security should also remain valid for a period of sixty days beyond the date of completion of all contract obligation of the supply including guarantee obligation.
12. In case, the successful bidder has not submitted EMD being MSME, they have to submit Performance Security of ₹ 5,00,000/- within 15 days from the date of award letter. The Performance Security will be retained during the entire period of contract and including the period of extended on site Guarantee as Security Deposit and will be returned after the satisfactory completion of the Guarantee period without any interest.

13. In any case, if tenders are not opened due to any reason, the Tender documents, processing Fee and EMD shall be returned to all bidders.
14. The EMD of the unsuccessful bidder will be returned to them after completion of Technical Evaluation.
15. Tender without EMD & Tender Fee will be summarily rejected.
16. The EMD/performance security shall be forfeited in case:-
 1. If the Bidder withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
 2. If the bidder having been notified of the acceptance of his tender by the Buyer during the period of its validity,
 3. If the Bidder fails to furnish the Performance Security for the due performance of the contract.
 4. If the Bidder fails to sign the agreement.
 5. Fails or refuse to execute the contract.
 6. Fails to respond to queries by the NIFTEM.
17. **The successful Bidder has to enter into an agreement with NIFTEM incorporating all clauses of the Tender document and any other as may be agreed to by both the parties on a Non-Judicial Stamp Paper of Rs.200/-.**
18. **Arbitration Clause:** That in case of any dispute between party of first part (NIFTEM) and the part of other party (Agency) arising out of or in relation to the agreement, the dispute shall be referred to Hon'ble Director for arbitration. The award of the said Arbitrator shall be binding upon both parties. The seat of the arbitration shall be at NIFTEM, Kundli, Sonapat.
19. NIFTEM reserves the right to accept or reject any / all tenders without assigning any reason(s).

6) PAYMENT:

1. The payment will be made on submission of bills after satisfactory completion of work and further submission of documentary proof of each work and verified by the Organising Secretary/Committee.
2. Normally, advance will not be given but the advance can be considered subject to requirement and fulfilling the other terms and conditions as laid down in the GFR.
3. Counter conditions by the Tenderers shall not be acceptable.
4. Canvassing in any form will be viewed seriously and if any tenderer is found to be resorting to such practices, the tender of such firm will be rejected.

7) Withholding of Payment: This clause authorizes Institute to withhold payment till end when the agency fails in its contractual obligation. The standard text of this clause is as under:-

"In the event of the agency's failure to submit the Bonds, Guarantees and Documents, supply the deliverables etc. as specified in the Contract, the Institute may at his discretion, withhold any payment until the completion of the Contract".

8) RIGHT OF ACCEPTANCE OF OFFER:

The Institute reserves the right to accept partly or reject any offer without assigning any reason thereof. The Institute does not pledge itself to accept the lowest or any other Bid and reserves to itself the right of acceptance of the whole or any part of the Bid or portion of the quality offered and the agency shall supply the same at the rate quoted

9) FORCE MAJEURE:

Timely arrangement of various activities is very essential otherwise suitable penalty shall be imposed, which could be maximum 10% of total value/item value.

Should any force majeure circumstances arise, each of the contracting party shall be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 14 days of its occurrence informs in a written form the other party. Force majeure shall mean fires, floods, natural disasters or other acts such as war, turmoil, strikes, sabotage, explosions, and quarantine restriction beyond the control of either party.

10) PENALTY FOR USE OF UNDUE INFLUENCE:

The Seller undertakes that he has not given, offered or promised to give, directly or indirectly any gift, consideration, reward, commission, fees brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or for borne to do any act in relation to the obtaining or execution of the Contract or any other Contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the Contract or any other Contract with the Government. Any breach of the aforesaid undertaking by the seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the seller) or the commission of any offers by the seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1988 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the seller and recover from the seller the amount of any loss arising from such cancellation. A decision of the buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller.

Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the seller towards any officer/employee of the buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

11) RIGHT TO VARIATION CLAUSE:

To take care of any change in the requirement during the period between issue of RFP and conclusion of contract, Buyer reserves the right to increase or decrease the quantity of the required deliverables by 50% without any change in the terms & conditions and prices quoted by the Seller. While concluding the contract, the quantity can be accordingly increased or decreased at the same terms of conditions.

12) NOTICE OF INSTITUTE:

Subject to as otherwise provided in this Bid, all notices to be given on behalf of the Institute and all other actions to be taken on its behalf may be given or taken by the Registrar or any other official authorized by the Institute.

13) LIQUIDATED DAMAGES (LD):

In the event of the seller's failure to submit the Bonds/Guarantees/ Documents or/and supply/perform the items/services as per Delivery schedule specified in the contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The buyer may also deduct LD @ 10% of the contract value/item value for delayed services/supply.

14) CANCELLATION OF THE CONTRACT:

NIFTEM shall have the right to terminate the Contract, arising out of finalization of this tender, in part or in full in any of the following cases :-

- a. The start of works is delayed for causes not attributable to Force Majeure for more than 08 hrs. after the scheduled date of delivery.
- b. When both parties mutually agree to terminate the contract.

15) MODIFICATION AND WITHDRAWAL OF BIDS:

Bidder can modify his bid any number of times before bid submission closing date and time. Bidder can also withdraw his bid before bid submission closing date and time. Withdrawn is allowed only once in a tender. If a bidder withdraws his bid, he cannot participate in the particular tender again.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

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 enroll 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 / 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 others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-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 required 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 document / 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 documents which are required to be submitted as a 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 document.
- 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 EMD as per the instructions specified in the tender document. 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 the 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 been given as a standard BOQ format with the tender document, 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 coloured (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 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 bidders' 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 using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie 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.
- 9) 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 document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

16) Clarification on Bid Documents: - Bidder requiring any clarification to this RFP shall notify to Buyer in writing who will respond (in writing) to the clarifications sought not later than 14 days prior to the date of opening of the tenders.

Queries to be raised to:

Purchase related queries:

Purchase Section, NIFTEM, Kundli,

Sonepat (Haryana) – 131028

Phone No. - 0130-2281057

E-mail ID - purchase.niftem@gmail.com

Technical Queries:

Dr. Prasanna Kumar G.V

Secretary, ICMANES-2023

Mob. No. 8638941500/ 9435638360

Phone No. 0130-221043

E-mail: prasann.niftem@gmail.com

Registrar, NIFTEM

SCOPE OF WORK

The Event Management has to ensure planning, execution, coordination related to organization of all the events of the **International Conference**.

1.	<p>Ambiance creation with component details.</p> <ol style="list-style-type: none"> 1. Welcome theme based pillar gates at the Main Gate, Alighting point, Auditorium and Millet Promotion event area. 2. Whole venue to be lit up properly. 3. Flags of different colours with NIFTEM logo on the pillars of the campus. 3. Flower decoration for the inaugural function on Main Gate, Alighting point, Auditorium, Multi-purpose Seminar Hall, Seminar Hall, Millets Promotion Event Hall along with bouquet. 4. Entire Millets Promotion Event Hall area is to be decorated to provide ethnic look in line with the theme of the Conference with cloth triangular Jhandis, Kite, dropdowns lanterns/umbrellas, Colorful Drapes, serial lights, Signages, standees, buntings, banners, Box Type Hoardings of size 5 ft x 5 ft and height 10 ft (at least 6 Nos.) etc. 5. Red Carpet from the Main road in the campus to the Auditorium, Millets Promotion Event Hall, VC Secretariat, Multi-purpose Seminar Hall, Seminar Hall and all venues. 6. PA system with speakers in entire venue for public announcement. 7. White Metal Lights; LED Parcan Lights, LED Serial Lights; Halogen Lights, etc. as per requirement. 8. 2 Guards in traditional dress for the inauguration function. 9. Shahnai Vadak for the inauguration program
2.	<p>Arrangement of VIP Sitting room, Water and water bottles, welcome cards, roses. Procure all the necessary clearances and make arrangements for the security protocols of the VIP movement during the event. Coordinating with relevant agencies for getting requisite permission, NOCs and approval for various activities like power/water supply, firefighting arrangements, traffic authority, security, visa approvals, insurance and other such activities.</p>
3.	<p>Millet Gallery (Acrylic Sandwich board) with geographical locations on Indian Map with original grain produces</p>
4.	<p>Arrange for Conference kits (bags) with appropriate mementos/delegate kit to be given away to VIPs, delegates, student guests, media personnel etc. at the Event as per instruction of various Session Incharges.</p>
5.	<p>Decoration of stage in the Auditorium for inauguration cultural evenings and valedictory functions. Decoration of Multi-purpose Seminar Hall, Seminar Hall and Millet Promotion area and dais with fresh flowers / flowers arrangements in consultation with officers incharge along with arrangement of Mineral Water Bottles (200 ML) for Dais and Name plates at the Dias as per the direction of the officer incharge. Lightening lamp and Statue of Goddess. Backdrop, VIP seating, master of ceremony etc. Arrange all article required for inauguration cultural evenings, valedictory functions, Technical session etc. as per the suggestions of Officer Incharges.</p>

6.	<p>Millet Promotion Event area: The German hanger with either one or 2-3 Nos. Aluminum structure with Air Conditioned, waterproof and fire retardant sheet should be strong enough to sustain high speed wind/rain pressure. The hanger structure should cover 100 stalls with carpet area of 6000 sq.mt. Stalls of size 2m x 3m (30 Nos.), 3m x 3m (50 Nos.), 4m x 3m (10 Nos.), 5m x 3m (5 Nos.) and of size as per requirement (5 Nos.). Passage of 4 m. (at least) in between the line of stalls/stands with entry and exit gate.</p> <p>Different country flags with poles (Height 15 ft) in front side of the Millet Promotion event area.</p> <p>Millet Exhibition Stall: Stalls with computerized lettering on vinyl cutting name fascia in English/Hindi Language with flag numbering. Prefab octonorm system Stalls of the same colour in each stall, 6 LED light (each of 18 Watts), one octonorm table for counter of the same colour, two black cushioned chair with arms, a plug point for computer, one mayur jug with cold water facility (20 Ltr.) on per day basis and one new Dustbin. Laying & fixing of laminated carpet in the entire passage of indoor hall including the stalls/stands area. Ornamental plants, flower decoration, cleanness and maintenance etc. Ceiling/pedestal fans are required to cover up the entire area of stalls/stands/passage.</p> <p>Fire extinguisher.</p> <p>Industrial Cooler with the provision of water facility on daily basis – 10 Nos.</p> <p>Good Quality Visitor Book with Pen at the entrance.</p> <p>Dust bins (25 Ltr.) at various places.</p>
7.	<p>Designing and printing of posters, banners and all other branding material as required on site for showcasing innovators exhibits and display area for proposed design of NIFTEM. Branding related to outer display such as fascia, side walls, hanging posters, standees etc. as required at the venue and at the gates or roads leading to exhibition should be provided.</p> <p>Arrangements for banners, badges, fliers, pamphlets, program brochures, Conference and exhibition guide etc. in conjunction with the theme provided by Media Partner and produce a final print.</p> <p>End to end invitee management including printing of cards, inviting the participants for various events and workshops, follow-up, maintaining the invitee database etc.</p>
8.	<p>Complete PA System and video recording of inaugural function, plenary session, other sessions, and programmes various venues and in Millet Promotion events along with provision of playing instrumental music during the exhibition, cookery shows, food festival etc. Drone system of recording wherever required.</p> <p>i. Hanging Speakers, and Big speakers</p> <p>ii. Microphone HIFI - fixed with stand and cordless microphones</p>
9.	<p>Provision of 5 Full HD4K LED Televisions (55 inch) along with stand with individual remote for all days.</p>
10.	<p>6 Nos. Podium with NIFTEM logo and speaker name in display</p>
11.	<p>Welcome & Collage Standees (10 Nos of size 3 ft x 6 ft); Direction Panels of size 3 ft x 3 ft; Tower Type standees for branding- 5 Nos, etc.</p> <p>Placement of billboards, hoardings, road maps and flags around the Institute, Delhi and Sonapat and obtaining necessary permissions/clearances from respective authorities.</p>
12.	<p>Poster presentation area: 3.5' x 4.5' poster boards (100 Nos.) with stands and board pins. Printing of the posters as per the need of the presenters. The session has to be arranged on the Corridors specified for this purpose with carpet, decorations of ornamental plants and flowers. The poster boards are handed over to NIFTEM after the event.</p>

13.	<p>Cookery show and Millet Recipe Competition: Size 30'x20'x1½' in height made of wooden platform with new brand laminated synthetic carpet with needle punch of blue/red colour; 2 tables of 15'x3' with table cloth and frill in front.</p> <p>Gas Chullah and Induction cooktop, wash basin, sink, water supply, exhaust, fridge, power points, kitchen items set (Microwave, Gas Stove, Gas Lighter, Sink & Washbasin, Display Stand-Table Top, Disposable Display Plates, 2 litter SS bowl, Mixer 5 Liters capacity, Grinder with Jar-750, Chef Apron and Caps, Water Mugs, Electric connections-Backdrop, Mike & speaker), Cookery set (2 Ltrs bowls, ladles, spoons, Mixing Spoon big size, Pooni, Knife, Chopping board, Peelers, Taba, Pans) etc. for 15 chefs to demonstrate their cooking skills and creativity. Name plates at the Dias for chefs.</p> <p>Round Tables with 4 chairs (15 sets) for guests to taste and give feedback and interact with chefs on millet dishes. Food serving sets, water bottles, Washbasins, hand wash etc.</p> <p>Cordless microphones, lights & fans, AC for chefs and visitors.</p> <p>Video recording and display of demonstration in the area.</p> <p>Decoration of stage and dias with fresh flowers / flowers arrangements.</p>
14.	<p>Food Festival : 6-8 Pagoda Style Food Stalls in front of Cookery show event for the Culinary Experts. The size of each Pagoda style food stalls would be 3m x 3m water proof Pagodas with 1 table, 2 electrical power points, lights - tube light & focus lights, etc. and eating area in front of food stalls with rectangular long serving tables (4 ft height) with daily changeable plastic sheets with frills, cooking facility inside of each stall as in Cookery show and Millet Recipe Competition, etc. Adequate space between stalls for free movement of visitors.</p> <p>Uniform Facia with NIFTEM Logo, Name of participating team on each stall indicating name/name of food item.</p>
15.	<p>Success Story Video Shows: Collection of videos of successful millet entrepreneurs from various sources, and their shows on HD LED Televisions, and in millet promotion event area.</p>
16.	<p>B2B, B2C, G2G, G2C Meeting Lounge / Technology transfer Pavilion: Front side open Pavilion of 100 sq mts.</p> <p>One large LED TV wall, LED Sandwiched Display of 5 ft x 3 ft for display of schemes of Ministry / About NIFTEM with photographs.</p> <p>Reception area with table & two chairs, Air conditioned room with 8 seater Sofa sets, centre table for seating of VIP Guests. Well decorated Lounge with lights.</p> <p>The meeting lounge with 5 Tables 4 cushioned good chairs for each table. Well decorated with flowers and ornamental plants. Lighting and carpet in the area.</p> <p>Good Quality Visitor Book with Pen, separate Pantry with provision for Tea/coffee arrangement & Drinking water (200 ml bottles) for guests.</p> <p>Media Coordination, Press meet, press release longue with all arrangements and decorations.</p>
17.	<p>Registration Desk: One Octonom Style Office room for Registration of participants - 100 sq ft size with light, electric points, chairs, tables, sofas, fans and almirah for executing work. The stall is required to be covered from the top by sheets of shade on iron frame and provision for closing the stall from the front side.</p> <p>3 Help Desks for all participants at various venues.</p>
18.	<p>Medical facility: One medical room of 150 sq. ft with arrangement for placing emergency medicines, emergency numbers display, nearby hospitals etc.</p> <p>A table with 3 chairs, Doctor sitting desk with chair. A patient cot with curtains, drinking water and</p>

	washing water facilities. One Ambulance with driver during the period of Conference.
19.	Good Quality CCTV Head Moving Cameras of HD Quality complete with monitoring system and recording backup for entire 3 days (with control room setup and responsible Monitoring team) in the Millet Promotion Event Area.
20.	Chemical Toilet block with 2 gents, 1 ladies and 1 for physically disabled with necessary tap fittings and fixtures including washbasin with the provision of water tanker on the top having the capacity of 1000 Ltr of water on daily basis, doors (with key and lock system) with provision of water flow. Electrical fitting with bulb for sufficient light in toilet area as well as way to toilets. Movable Toilets blocks.
21.	Shoes Cleaner, Tissue paper boxes, Liquid soap stand, mirror, easy massager chair, Foot massager at needed places.
22.	Decoration of food serving area for VIPs, delegates. Arrange for food stalls/ Food Court (for exhibition) and catering on all days of the event.
23.	Transport and travel : Support/provide information on bookings for accommodation and that of travel all the incoming delegation from India and aboard. Ensure local conveyance, shuttle buses and cars from airport or hotels or Jahangirpuri metr station to and fro during the event. Set up facilitation counters and digital kiosks at the airport and Railway station to provide a smooth experience to all participants.
24	Optional: Create a sense of inclusivity and participation along with "buzz" about the International event in the months leading up to the actual event. The agency may suggest the tentative plan for the pre-launch activities such as Curtain raiser event (proposed to be organized one month in advance) and related financials as an optional item. If it is selected, the agency will be executing the pre-launch activity

Tender Form (Technical Bid)

(To be submitted by the tenderer on their letter head. All Columns should be filled in documents prescribed at Sl. No. 2 (a) of other term & conditions should be enclosed)

S. N.	Particulars	Details (must be filled by bidder)	Document Placed at
1	Name of Firm with address, mobile/phone no. & e-mail.		Page No.
2	Tender Fee (Amount, Date, Bank Name, etc.)		
3	EMD (Amount, Date, Bank Name, etc.)		
4	The agency should be a registered entity. Copy of Incorporation/ Registration Certificate must be attached.		Page No.
5	The bidder should have 05 years relevant experience on the date of closing of tender in the event management of national or international Conferences/ Seminars/ Symposium/ Conclave/ Food Festival/ Exhibitions etc. The agency must have experience of organising 05 national/international events and out of which 03 should be with Govt. Organization at national/international level with value of ₹ 50 Lakh or more. Attach copies of Work Orders for last 05 years.		Page No.
6	The Annual average Financial Turnover of the bidder should not be less than ₹ 1.00 Crore during last 03 financial years, ending 31 st March, 2022 (F.Y. 2019-20, 2020-21 & 2021-22). Attach documentary evidence (Audited Balance Sheets for last 03 financial years).		Page No.
7	Copy of Income Tax Returns for the F.Y. 2019-20, 2020-21 & 2021-22.		Page No.
8	PAN & GST details		Page No.
9	Bank account details		Page No.
10	An Authorization Letter from bidder in favour of person signing tender documents.		
11	The Annexure No.-IV, an undertaking to declare that Bidder has not been black listed in India and abroad must be submitted on Non-judicial Stamp Paper of ₹ 100.		Page No.
12	Complete Tender documents including all Annexure duly signed and stamped on each page.		Page No.
13	Annexure-V, if required.		Page No.

The above documents must be enclosed with proper pagination.

Signature

Name

Address

Mobile

Seal of firm

Dated:

ACCEPTANCE OF THE BIDDERS

Name of the Work.....

All the clauses of TENDER document and terms and conditions enumerated in this form have been read by me/ us and are acceptable to me/ us.

Name in Block letters _____

Name of the Agency _____

Address with stamp: _____

Dated: -

Signature

UNDERTAKING

To,

**Registrar,
National Institute Of Food Technology Entrepreneurship and Management
Plot no 97, sector-56, HSIIDC Industrial Estate,
Kundli-131008,
District-Sonepat (Haryana)**

Sir,

- 1 I/we the undersigned, certify that I/we have gone through the terms and conditions mentioned in the TENDER documents and undertake to comply with them.
2. It is further certified that our firm has not been blacklisted by any agency in India or abroad.

Dated:

SIGNATURE OF THE BIDDER WITH SEAL

NAME OF THE BIDDER WITH ADDRESS

Dated:

Undertaking to Claim Exemption/Relaxation under MSME/NSIC/Start up

(to be submitted on Company Letter head with stamp)

I am (.....) is Owner/Director of M/s registered with MSME/NSIC/Start Up Unit under category.

- 1) Firm Name :
- 2) Udhog Adhaar No :
- 3) NSIC No :
- 4) Year of Registration :
- 5) Category of Registration (Manufacture/Dealer/Supplier):
- 6) Turnover :

As per the benefits extended to MSEs registered with NSIC under single point registration scheme, we are entitled for:

- 1. Exemption in Tender Fee :
- 2. Exemption in EMD :
- 3. Relaxation in Turnover : How much Relaxation required (please specify)
- 4. Relaxation in Experience : How much Relaxation required (please specify)

(Kindly tick the box(es) for the same)

We are enclosing herewith relevant certificate and documents in support of our claim of exemption/relaxation of the same.

Signature of Authorized signatory
Name:
Designation:
Stamp:

(Note: Undertaking must be submitted on company's letterhead duly signed and stamped)