



## 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](http://www.niftem.ac.in)

**Tender No. N/S/K/RC-Hajipur/2022-23/21**

**Dated: 04 .03.2023**

### NOTICE INVITING TENDER

**SUBJECT: OFFLINE TENDER FOR HIRING OF EVENT MANAGEMENT AGENCY FOR THE ENTIRE ARRANGEMENT OF INAUGURATION AND CONDUCTION OF AWARENESS PROGRAMME ON 18-3-2023 OR ANY OTHER DAY AT PROPOSED SITE OF NIFTEM'S REGIONAL CENTRE AT BSNL BUILDINGS, HAJIPUR( BIHAR).**

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** inviting offline bids(Single) through e-publishing on CPP Portal & NIFTEM's website from interested Agencies/Firms at **the office Capacity Building Centre, Lalit Bhawan, Baily Road, Patna-800001.**

### Critical Date Sheet

S.N.	Particulars	Important Dates	Time
1.	Downloading/availability of Tender documents at NIFTEM's Website	04-3-2023	06.00 PM
2.	Pre-bid queries	13-3-2023	11.00 AM
3.	Bid submission start date and time	06-3-2023	04.00 PM
4.	Last date & time for submission of sealed tender at CBC, Patna(Bihar)	13-3-2023	02.00 PM
5.	Date & time of opening of Financial Bids	13-3-2023	03.30 PM

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

Interested bidders may submit their complete bids including supportive document and Financial Bid in a sealed envelope and drop it to the Tender Box as kept at Reception of **CBC Patna, Lalit Bhawan, Baily**

**Road, Patna((Bihar)** on or before last date and time as indicated above. Tender should be addressed in the name of Registrar, NIFTEM, CBC Patna, Lalit Bhawan, Baily Road, Patna((Bihar) and super scribed on envelope as “**Offline Tender/bids for Hiring of Event Management Agency for the Entire Arrangement of Inaugurations and Awareness Programme on 18-3-2023 or Any Other Day at Proposed Site of NIFTEM’s Regional Centre at BSNL Buildings at Hajipur, Bihar.**”

Any bid received after last date and time will not be accepted and rejected out rightly. NIFTEM reserves all rights to reject any or all of the bids in part or full without assigning any reason(s), at any stage of the allotment.

**(A) 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 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.

**(B) SCOPE OF WORK:** The scope of work for Hiring of Event Management Services for Inauguration of Regional Centre, Hajipur, Bihar will be as per **Annexure-I**.

**(C) ELIGIBILITY CRITERIA:**

1. The bidder may have 03 years or more relevant experience in organizing of Inaugurations or similar events at large level. Attach Registration of Firm and or atleast 03 similar Work Orders of each Rs 5 lakh and above.
2. The bidder should be financially sound and capable for organizing such event. Attach documentary evidence (Balance Sheet/ITRs for last 3 years/Copy of Bank passbook).
3. Undertaking that firm has not been blacklisted by Central or State Govt. during last 3 years.
4. The bidder may submit the proof of PAN/GST Registration/Aadhar Card/Voter ID, etc.
5. The agency has also to enclosed few photographs of similar programmes.
6. Appreciation/Performance issued by the organizing Deptt., if any.

7. The bidder should have sufficient work force and infrastructure resources to carry out such work.

#### **(D) EVALUATION PROCEDURE:**

The bids of all the eligible agencies will be opened in the presence of the bidders and Tender Evaluation Committee on the date and time as indicated above. After evaluating the eligibility and other terms conditions, the TEC will open financial bids and announce loudly among the agencies and also declare overall L1 agency but in case, it is found that overall L1 rates are higher side and section wise rates are more economical and lowest within estimated value, the Committee, at their discretion and in the best interest of work efficiency/event/requirement, the work orders can be awarded to section-wise L-1 agencies. In case, the rates of any item(s) or work in totality, has been found exorbitant/higher side, the negotiation with overall L-1 bidder shall be made to bring down within the estimated value. However, decision of the Committee, shall be binding on all the bidders.

#### **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 NIFTEM website- [www.niftem.ac.in](http://www.niftem.ac.in), therefore, all the bidders are advised to visit our website 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 procurement depending upon the circumstances to ascertain quality of material used in manufacturing of items.
5. All the documents attached with the technical bid should be properly tagged, numbered, signed and stamped by the competent authority.
6. **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.**
7. NIFTEM's officials can visit the work place of successful bidder and can review the progress of work and can instruct regarding quality aspect.
8. The estimated value of entire work is ten lakh only.
9. NIFTEM reserves the right to accept or reject any/all tenders without assigning any reason(s).
10. **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.

#### **(E) PAYMENT:**

1. The payment will be made on submission of bills after completion of programme.
2. Counter conditions by the Tenderers shall not be acceptable.
3. 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.

**(F) 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”.

**(G) 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 supplies the same at the rate quoted

**(H) FORCE MAJEURE:**

Should any force majeure circumstances arise, each of the contracting party shall be excused for the non-fulfilment or for the delayed fulfilment 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.

**(I) 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.

**(J) 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.

**(K) 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.

**(L) 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 to the sum of 0.5% of the contract price of the delayed/undelivered stores/ services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores/services.

**(M) 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.

**(N) 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.

**Purchase related queries:**

Purchase Section, NIFTEM, Kundli, Sonapat  
(Haryana) – 131028 Phone No. - 0130-2281057  
E-mail ID - [purchase.niftem@gmail.com](mailto:purchase.niftem@gmail.com)

**Queries:**

Dr. Pramod Prabhakar, Coordinator, Regional Centre  
Capacity Building Centre, Lalit Bhawan, Bailey Road,  
Patna(Bihar)

**Registrar, NIFTEM**

**SCOPE OF WORK****Section-A (Pandal, Tentage, PA & Sound System, Beautification/Decoration/Flower supply)**

S.N.	Details of works	Quantity	Remarks
01	Covered Pandal, from 3 sides, carpeting with ceiling fan for sitting and movement of 500-700 persons	7000 Sq Ft (Tentative)	As per standard
02	Good quality Runner/carpeting inside the Pandal, passage area, inaugural area, offices etc.	7000 running St Ft (Tentative)	
03	Stage with flooring/carpeting as per programme with sitting facility of 20 VIPs	20 Persons	
04	Dias /Tables- 20 sittings	01	
05	Podium	01	
06	VVIP Chairs	02	
07	VIP Chairs	20	
08	2/3 Seater Sofa with white covers for 50 VIPs (two rows)	50 Nos	
09	Plastics Chairs White/Red	500 +	
10	Cleaning and leveling of venue and nearby area and office premises		As per requirement
11	Generator with diesel and lighting arrangement		As per requirement
12	Podium Mikes, Dias mike, collar mike, PA system, Speakers as per requirements to address 2000+ peoples (total arrangement)	As per requirements	
13	Stage, Podium, Backdrop, Beautification, and flower decorations with Kalkatia Genda(Yellow/Orange), Multi flower based Bouquets(25 Nos)	As per requirements	
14	Beautification of inauguration location	01	As per requirement
15	Any other items of such arrangements-can be added by bidder		

**Section-B (Hoarding/signage/Banner/Board/Printing/Registration Kit)**

01	Hoardings( 16x12) with flax and installations at different locations	40	
02	Backdrop (Stage size 28x12)	01	
03	Banners/Standee	20	
04	Toran Dwar	02	
05	Internal signages/name plates	20	
06	Iron Frame Boards	02	
07	Supply and installation of SS/Kota Stone Inaugural	01	

	Plate with designing and printing (2x 2.5 Ft) with Curtain rods		
08	Neon/Glow Signage Board with lighting of Regional Centre	01	
09	Printing of Invitation Cards	500	
10	Registration kit (Pad, Pencil, Rubber, Pen, in a buttoned plastic Pouch)	600	
11	Media Kit (Laptop Bag, Pad, Pen)	150	
12	Any other items of such arrangements-can be added by bidder		

**Section-C (Hi-tea and food packets)**

01	VIP Hi-tea (Kaju, Kaju-Burfi, Dhokla Roll, Sandwich, Tea, Coffee, Juice, Drinking Water Bottles etc)	150 Persons	
02	Food Packets with 250 ml water bottles (8 Puries, Vegetable, Rice, Gulab Jamun, Banana )	550	
03	Food Packets for Media(Dry items including Sweet, Sandwich, Samosa/Cutlet, Juice, Water bottles)	150	
04	Supply of Water Bottles (250 ML)	2000	
05	Any other items of such arrangements-can be added by bidder		

**Note:**

1. The quantity of requirement can increase/decrease as per local requirements.
2. In case of requirement, the agency can be asked any other works or requirement, the payment of the same shall be made rates reasonability/market prices or as decided by the Committee.

**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)

<b>S. N.</b>	<b>Particulars</b>	<b>Details (must be filled by bidder)</b>	<b>Document Placed at</b>
1	Name of Firm with address, mobile/phone no. & e-mail.		Page No.
2	Year of Incorporation of the agency (copy to be enclosed) along with the latest registered address of corporate office.		Page No.
3	The bidder may have 03 years or more relevant experience in organizing of Inaugurations or similar events at large level. Attach Registration of Firm and or atleast 03 similar Work Orders of each Rs 5 lakh and above.		Page No.
4	The bidder should be financially sound and capable for organizing such event. Attach documentary evidence (Balance Sheet/ITRs for last 3 years/Copy of Bank passbook).		Page No.
5	PAN & GST details		Page No.
6	Bank account details		Page No.
7	The Annexure No.-V, an undertaking to declare that Bidder has not been black listed in India and abroad must be submitted on Non-judicial Stamp Paper of Rs. 100.		
8	Complete Tender documents including all Annexure duly signed and stamped on each page.		

The above documents must be enclosed with proper pagination.

Signature.....

Name .....

Address .....

Mobile:.....

Seal of firm. ....

Date: -



**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

Annexure-IV

**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**

**Format for Financial Bid**  
**(To be submitted on Agency's Letterhead)**

**Section-A (Pandal, Tentage, PA & Sound System, Beautification/Decoration/Flower supply)**

S.N.	Details of works	Quantity	Rate	Total Amount
01	Covered Pandal, from 3 sides, carpeting with ceiling fan for sitting and movement of 500-700 perons	7000 Sq Ft (Tentative)		
02	Good quality Runner/carpeting inside the Pandal, passage area, inaugural area, offices etc.	7000 running St Ft (Tentative)		
03	Stage with flooring/carpeting as per programme with sitting facility of 20 VIPs	20 Persons		
04	Dias /Tables- 20 sittings	01		
05	Podium	01		
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07	VIP Chairs	20		
08	2/3 Seater Sofa with white covers for 50 VIPs (two rows)	50 Nos		
09	Plastics Chairs White/Red	500 +		
10	Cleaning and leveling of venue and nearby area and office premises	As per requirement		
11	Generator with diesel and lighting arrangement	As per requirement		
12	Podium Mikes, Dias mike, collar mike, PA system, Speakers as per requirements to address 2000+ peoples (total arrangement)	As per requirements		
13	Stage, Podium, Backdrop, Beautification, and flower decorations with Kalkatia Genda(Yellow/Orange), Multi flower based Bouquets(25 Nos)	As per requirements		
14	Beautification of inauguration location	As per requirement		
15	Any other items of such arrangements-can be added by bidder			
	<b>Total</b>			

**Section-B (Hoarding/signage/Banner/Board/Printing/Registration Kit)**

01	Hoardings( 16x12) with flax and installations at different locations	40		
02	Backdrop (Stage size 28x12)	01		

03	Banners/Standee	20		
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05	Internal signages/name plates	20		
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08	Neon/Glow Signage Board with lighting of Regional Centre	01		
09	Printing of Invitation Cards	500		
10	Registration kit (Pad, Pencil, Rubber, Pen, in a buttoned plastic Pouch)	600		
11	Media Kit (Laptop Bag, Pad, Pen)	150		
12	Any other items of such arrangements-can be added by bidder			
	<b>Total</b>			

### **Section-C (Hi-tea and food packets)**

01	VIP Hi-tea( Kaju, Kaju-Burfi, Dhokla Roll, Sandwich, Tea, Coffee, Juice, Drinking Water Bottles etc)	150 Persons		
02	Food Packets with 250 ml water bottles (8 Puries, Vegetable, Rice, Gulab Jamun, Banana )	550		
03	Food Packets for Media(Dry items including Sweet, Sandwich, Samosa/Cutlet, Juice, Water bottles)	150		
04	Supply of Water Bottles (250 ML)	2000		
05	Any other items of such arrangements-can be added by bidder			
	<b>Total</b>			

#### **Note:**

1. GST shall be paid extra.
2. No extra payment towards loading/unloading, octroi, local taxes, labour shall be payable.
3. The quantity of requirement can increase/decrease as per local requirements.
4. In case of requirement, the agency can be asked any other works or requirement, the payment of the same shall be made rates reasonability/market prices or as decided by the Committee.
5. In case, the rates of any item(s) or work in totality, has been found exorbitant/higher side, the negotiation with overall L-1 bidder shall be made to bring down within the estimated value.

Besides, at the discretion of Committee in the best interest of the work, the work can be awarded section-wise to L-1 bidder(s). The decision of the Committee shall be binding to all the bidders.

**Signature of the Bidder**

**Name in Block letters**\_\_\_\_\_

**Name of the Agency**\_\_\_\_\_

**Address with stamp:** \_\_\_\_\_

\_\_\_\_\_