



**India Meteorological Department
Mausam Bhawan, Lodi Road
New Delhi-110003**

Notice Inviting Tender (NIT)

Tender Enquiry No. CPU/52/LT/1216/9803/FD-19

Dated: 15.11.2018

1. Director General of Meteorology (DGM), India Meteorological Department (IMD), Ministry of Earth Sciences (MOES), Government of India, on behalf of president of India invites **ONLINE e-TENDER** in **single bid systems** i.e. Techno-commercial bid from eligible and qualified Delhi/NCR region firms for the following services. **Manual bids shall not be accepted.**
2. **Name of Services** : **Celebration of IMD Foundation Day-2019**
3. **Quantity & Specification:** As per Annexure-A.
4. **Tender schedule is as follows:**

1.	PRE BID Conference (A) Date & Time (B) Venue	Yes 21.11.2018 (1100 Hrs) 6 th floor Conference Room, Mausam Bhawan, Lodhi Road, New Delhi – 110 003 (Shri M.I. Ansari, 43824539/4204)
2.	Closing date and time for submission of tender	06.12.2018 / 1500 Hrs
3.	Tender Opening date & time (Technical Bid)	10.12.2017 / 1500 Hrs
4.	Place of Tender opening	Central Purchase Unit O/o DGM, IMD Lodi Road ,New Delhi-110003

5. **Earnest Money Deposit (EMD): Rs.10,600/-** (Rupees Ten thousand six hundred only). EMD shall be accepted from the participating firm **only** in the form of Bank Guarantee (BG)/Fixed Deposit Receipt (FDR).

Signed and scanned copy of EMD and any other certificate must be uploaded on eprocoure.gov.in CPP portal. Originals of EMD and any other certificate for exemption must be submitted in Central Purchase Unit (CPU) room No.517 on or before opening of bids. EMD shall be valid for 240 days from the date of opening of tender.

TENDER DOCUMENT (TE)

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Section- I

GENERAL INSTRUCTIONS TO BIDDERS (GIT)

1. The tender consisting of following documents shall be uploaded on the CPP portal website <http://eprocure.gov.in>

- (i) Checklist section properly filled and signed. It should be attached in beginning of tender.
- (ii) Tender Form duly stamped and signed. (i.e. bidder has agree to all the terms & condition of tender enquiry document. Bidders shall have to agree/accept all the terms and conditions of tenders including payment etc. Acceptance shall be unconditional and bidders shall have on claim and right in future on their terms if any.
- (iii) Earnest Money Deposit (EMD) as per NIT para No.5.
- (iv) Techno-Commercial proposal as per as per Annexure-A
- (v) **Price bid**

All pages of the price bid should be page numbered, indexed and signed by authorized signatory.

- (a) Prices should be quoted in **INR** and as per price schedule format (Annexure-IV). The Bidder shall indicate on the Price Schedule specifying all components of prices shown therein including the unit prices and total tender prices of the **items, services, packing & GST** against the requirement.
- (b) In case any charges not mentioned in the price bid, it will be treated as all the charges are free of cost for that item.
- (c) Unless otherwise specified , prices quoted by the bidder shall remain firm and fixed during the currency of the contract and not subject to variation on any account except statutory levies, taxes and duties etc., if any, chargeable on the items are payable
- (d) If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail..

2. **Eligibility Criteria:-** As per Annex-B.

3. **Signing and Uploading of Tender:** The bidder shall upload their tender on CPP portal website <http://eprocure.gov.in> only. **Manual bids shall not be accepted. Partial bidding is not allowed.**

4. **Opening of Tenders:** The purchaser will open the on-line tenders at the specified date and time and at the specified place as indicated in the NIT. Authorized representatives of the bidders, who have submitted tenders on time may attend the tender opening, provided they bring with them letters of authority from the corresponding bidders.

5. SCRUTINY of TENDERS

Unresponsive bids: The tenders will be scrutinized before further evaluation to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the TE document. The tenders received, are liable to be treated as non – responsive and will be summarily ignored, if following documents not attached along with the bid.

- (i) Checklist (annexure-I) not enclosed.
- (ii) Tender form (annexure-II) not duly signed and stamped. (i.e. all the terms & conditions of tender document are acceptable.)
- (iii) Tender is unsigned and incomplete in any aspect.
- (iv) Tender validity is shorter than the required period.
- (v) Exemption documents (if necessary) for EMD have not been provided.
- (vi) Bidder has not agreed to give performance security.

6. Tender evaluation:

The bids will be evaluated by the Evaluation Committee duly approved by the competent authority which will decide the lowest bidder (L-1) on the basis of total cost provided by the each bidder.

SECTION – II

GENERAL CONDITIONS OF CONTRACT (GCC)

1. Eligibility Conditions: Firms submitting bids should be based on Delhi or Delhi NCR.

The firms shall upload the following documents on **CPP Portal** for consideration of their bids for evaluation.

(i) Proof of GST Number.

(ii) Copy of Pan Card number.

(iii) An undertaking that the firm is not blacklisted/debarred from any Govt. organization/ Department.

2. Tender Validity: The tenders shall remain valid for acceptance for a period of 90 days (Ninety days) after the date of tender opening prescribed in the TE document.

3. Earnest Money Deposit (EMD): The bidder shall furnish its tender along with EMD for an amount as shown in the notice inviting tender (NIT). **EMD is also known as security deposit.** The EMD shall be valid for period of **sixty (60) days beyond** the validity period of the tender. **EMD will be returned to them without any interest**, after expiry of the tender validity period. Successful bidder's earnest money will be returned without any interest, after receipt of security deposit from the supplier. **EMD will be forfeited**, if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged without prejudice to other rights of the purchaser. The successful bidder's earnest money will be forfeited without prejudice to other rights of Purchaser if supplier fails to furnish the required security deposit within the specified period. Firm shall have to extend the validity of EMD if extension of tender validity is agreed on the request of purchaser in exceptional cases.

4. Security Deposit: The supplier shall furnish **Security Deposit** to the purchaser for an amount equal to **ten percent (10%) of the total value of the contract in the form of FDR or Bank Guarantee only** from any commercial bank, within **Ten (10) days** from date of the receipt of work order/ award of contract, **valid up to 15/03/2019. Security Deposit has to be submitted irrespective of its registration NSIC. Security Deposit is not relaxed to any supplier.**

In the event of any amendment issued to the contract, the supplier shall, within Three (03) days of issue of the amendment, furnish the corresponding amendment to the **Security Deposit** (as necessary), rendering the same valid in all respects in terms of the contract, as amended. The purchaser will release the **Security Deposit** without any interest to the supplier on completion of the supplier's all contractual obligations. The supplier shall submit pre receipt for obtaining their security.

5. Penalty clause :- Full Performance security will be forfeited in the event bidder not complying with the terms & conditions as per Annexure – B and as specified in the tender document.

6. Taxes and Duties in India:

- (a) **Duty and Local Taxes:** Normally materials to be supplied to Govt. Department against Govt. contracts are exempted from levy of town duty, Octroi duty, terminal tax and other levies of local bodies. The local Town/Municipal Body regulations at times, however, provide for such exemption only on production of such exemption certificate from any authorized officer. Contractors should ensure that stores ordered against contracts placed by this office are exempted from levy of town duty/Octroi duty, Terminal tax or other local taxes and duties. Wherever required, they should obtain the exemption certificate from the indenter concerned.

to avoid payment of such local taxes or duties. Octroi, entry tax etc. on buyers account in absence of relevant exemption certificate.

(b) Income Tax and service tax etc: Deduction of Tax at Source from payment to the suppliers as per existing law in force. The bidders (foreign as well as Indian bidders) may visit website of Income Tax Department of India for details of Tax Liabilities, Rules, and Procedures etc. The bidders shall have to provide their Permanent Income Tax Number (PAN) .Firm may also mention the applicable rates of TDS.

7. Terms and Mode of Payment

Payment Terms: Payment shall be made subject to recoveries, if any, by way of penalty clause /TDS or any other charges as per terms & conditions of contract if not specified elsewhere in the document.

- (i) 100% payment will be made after completion of the event and getting satisfactory report from the consignee.
- (ii) The bidder shall submit detailed particulars of his bank account i.e.,
 - (a) Account Number
 - (b) Bank Name
 - (c) Branch Name
 - (d) Address
 - (e) IFS
 - (f) MICR No.
 - (g) Telephone No.etc.

8. Termination of tender by the Purchaser:

From the time of submission of tender to the time of awarding the contract, if a bidder needs to contact the purchaser for any reason relating to this tender enquiry and / or its tender, it should do so only in writing. In case a bidder attempts to influence the purchaser in the purchaser's decision on scrutiny, comparison & evaluation of tenders and awarding the contract, the tender of the bidder shall be liable for rejection in addition to appropriate administrative actions being taken against that bidder, as deemed fit by the purchaser. The purchaser, without prejudice to any other contractual rights and remedies available to it (the purchaser), may, by written notice of default sent to the supplier, terminate the contract in whole or in part, if the supplier fails to deliver any or all of the goods or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by the purchaser. In the event of the purchaser terminates the contract in whole or in part, the purchaser may procure goods and/or services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the supplier shall be liable to the purchaser for the extra expenditure, if any, incurred by the purchaser for arranging such procurement.

If the supplier becomes bankrupt or otherwise insolvent, the purchaser reserves the right to terminate the contract at any time, by serving written notice to the supplier without any compensation, whatsoever, to the supplier, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to the purchaser

9. Arbitration clause:

If dispute or difference of any kind shall arise between the purchaser and the supplier in connection with or relating to the extension of contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, unless otherwise provided in the RFP, either the purchaser or the supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per Indian Arbitration and Conciliation Act, 1996. In the case of a dispute or difference arising between the Purchaser/ Consignee and all suppliers relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the sole arbitration of an officer, appointed to be the arbitrator by the Director General of Meteorology. The award of the arbitrator shall be final and binding on the parties to the contract. Each party shall bear its own cost.

10. Venue of Arbitration: The venue of arbitration shall be the place from where the contract has been issued, i.e. New Delhi. The contract shall be interpreted in accordance with the laws of India.

11. Acceptance of work order: Within Three (03) days from the date of issue of Work Order.

CHECKLIST

This checklist shall be attached in the beginning of the tender.

S.N.	Activity	Compliance Yes/ No/ NA	Page No. in Your document
1	(i) Have you submitted EMD of required amount?		
	(ii) Validity of 150 days of EMD (Bank Guarantee /FDR) from Tender Opening date		
	(iv) Is registration certificate from NSIC /any govt bodies attached for relaxation of EMD?		
2.	Have you kept validity of tender for acceptance by the purchaser as per the TE document?		
3.	Have you enclosed duly filled and signed Tender Form accepting all terms and condition of the tender document. Tenders may be ignored if not signed.		
4.	(i) Permanent Account No. of bidding firm with proof.		
	(ii) Is Sales & Service tax number with registration certificate attached?		
5.	Name of the firm with complete address and their bank details who quoted the price.		
6.	Are the all bidding documents properly signed?		

(Signature with date)

(Seal of the Bidder)

TENDER FORM

(For all the terms & conditions of tender document are acceptable to bidder)

To
The Director General of Meteorology,
India Meteorological Department,
Lodi Road, New Delhi-110003

Ref: Your TE document No. CPU/_____ dated _____

I/We, the undersigned have examined the above mentioned TE document, including amendment/corrigendum No. _____, dated _____ (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver the *goods and services* in conformity with your above referred document.

If our tender is accepted, we undertake to supply the goods and perform the services (Installation & commissioning etc.) as mentioned in tender document with the delivery schedule specified in the “List of Requirements “of tender document.

I/We further confirm that, if purchase order placed with us, we shall provide you with a performance security of required amount in an acceptable form for due performance of the contract.

I/We agree to keep our tender valid for acceptance as required in tender document or for subsequently extended period, if any, agreed to by us. I/We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. I/We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

I/We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

I/We confirm that we fully agree to the terms and conditions specified in above mentioned TE document, including amendment/ corrigendum etc. if any.

(Signature with date)

(Name and designation)

Duly authorised to sign tender for and on behalf of bidder

**MODEL BANK GUARANTEE FORMAT FOR FURNISHING EMD
(Format only)**

Whereas
(hereinafter called the “bidder”)
has submitted their offer dated.....
for the supply of
(hereinafter called the “tender”)
against the purchaser’s tender enquiry No.
KNOW ALL MEN by these presents that WE
of having our registered office at
..... are bound unto
(hereinafter called the “Purchaser”)
in the sum of
for which payment will and truly to be made to the said Purchaser, the Bank
binds itself, its successors and assigns by these presents. Sealed with the
Common Seal of the said Bank this..... day of20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

- (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 Purchaser during the period of its validity:-
 - a) If the bidder fails to furnish the Performance Security for the due performance of the contract.
 - b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

Bank Guarantee issued with the tender enquiry reference **No. CPU/.....**

(Signature of the authorized officer of the Bank)

.....
.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of the Branch

PRICE SCHEDULE (Financial Bid format)

Price to be quoted on firm/company's Letter Head only.

S.N	Name of Items	Quantity	Base price	Applicable taxes & duties	Unit price	Total price (3x6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Total Tender price:

In words:

Note:

1. The quote shall be in INR only.
2. If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.
3. All applicable taxes must be mentioned against each item. Rate of each applicable tax must be mentioned in price bid.

Signature of Bidder_____

Seal of the Bidder_____

Place: _____

Date: _____

No. IMD Foundation Day/2019

Requirement of services for the under-mentioned items for IMD
Foundation Day Celebration to be held on 15.01.2019

The IMD Foundation Day Function will be organized at Dr. Ambedkar Bhawan Complex, Mansingh Road, New Delhi-110001. The following items of works/items to be arranged by the Event Management Firm for the main function:-

A. SIGNAGE /BRANDING

S.No.	PARTICULARS	QTY
1.	STAGE BACKDROP Digital Flex print on a frame mounted panel fixed on self supporting stands. Size 18 X 11 Ft. Including printing	1 Pcs.
2.	WELCOME PANEL AT MAIN GATE AND PORCH AREA Digital Flex print on a cubical frame mounted panel fixed on self supporting stands as per actual dimensions of gates. 3D design at main gate, one panel at IMD's 1 st lawn opposite to main gate (More details can be discussed during the pre bid meeting). Rates should be quoted per square foot.	2 Pcs.
3.	WELCOME PANEL AT ROAD SIDE Digital Flex print on a frame mounted panel fixed on self supporting stands. Size 15 X 7 Ft.	2 Pcs.
4.	DIRECTION BOARD Digital Flex print on a frame mounted panel fixed on self supporting stands. Size 6 X 2 Ft.	2 Nos.
5.	PODIUM LOGO Digital Flex print on a frame mounted panel fixed on self supporting stands. Size 30 cm x 100 cm.	2 Pcs.
6.	INDICATION SIGNAGE IN SITTING ARRANGEMENT	6 Pcs.

B. AUDIO VISUAL

S.No.	PARTICULARS	QTY
1.	D.V. Recording, Live Streaming on Facebook and D.V. Still Photographs – in DVD	1 Pcs.
2.	PHOTOGRAPHS: 5 X 7 INCHES WITH GOOD ALBUM	200 s.

C. STAGE

S.No.	PARTICULARS	QTY
1.	Podium	2
2.	FLOWER DECORATION AT i- Stage (size 44'x 3.5') ii- Dias (18') iii- Podium iv- Gates v- From main front gate to Stage	As required
3.	FLOWER BOUQUET	8 Pcs.
4.	Tables and canopy for the serving area of the Venue to be provided. Rates are to be quoted per panel.	6 panels
5.	Staffs to be provided for food area and distribution of food packets, and High tea in VIP area. Rate to be quoted per person.	20 persons
6.	Glass tumblers & Mineral Water Bottle (500ML.) on the stage	12 Nos
7.	Dias Tables	1 Set
8.	Dias Chairs	8 Nos.
9.	Exhibition Panels	8 Nos.
10.	Chairs for Exhibition	8 Nos.

D. FOOD / HIGH TEA

S.No.	PARTICULARS	QTY
1.	REFRESHMENTS (PACKED BOX) PANEER PAKODA VEG. SANDWICH (1 piece with cheese) VEG. CUTLET KACHORI ASSORTED COOKIES GULAB JAMUN TOMOTO SAUCE & TISSUE PAPER	100 PACKETS
2.	REFRESHMENTS (Buffet) PANEER PAKODA VEG. SANDWICH (1 piece with cheese) VEG. CUTLET KACHORI ASSORTED COOKIES GULAB JAMUN TEA AND COFFEE TOMOTO SAUCE & TISSUE PAPER	700 PERSONS
3.	MINERAL WATER (Packed Tumbler)	1000 pcs

Note:

1. Food items should be of Haldiram / Bikanerwala / Kaleva or equivalent caterer and freshly packed.
2. A certificate in this regard from the manufacturer is to be submitted with supply. Food safety and standards authority of India (FSSAI) license related to the food items is also to be submitted by the bidder.
3. Bidders should have fire fighting arrangements (at least 8 Nos. of suitable size fire extinguishers should be installed).
4. Bidder shall mention the brand name of the food items offered in their bid.

Terms and Conditions

1. Proper lighting arrangements in food area and VIP lounge should be ensured.
2. Table cloth/cover, masking etc. shall be clean & no payments shall be made for shabby work. Fresh covers and clothes are preferable.
3. All arrangements and sound quality should be tested and ready by 10.00 AM on 15.01.2019 (Duration of Function shall be tentatively from 1430 Hrs to 1730 Hrs, exact timing will be informed later).
4. Bidders are required to give Power Point presentation about their proposal & experience within one day notice to the Evaluation Committee constituted by IMD.
5. Firm shall deploy adequate qualified manpower before & during the event to ensure uninterrupted operations of all the components during the function and shall provide name and mobile numbers of supervisor/coordinator deployed for various tasks. Rates should be quoted on per item basis.
6. Supply of good quality crockery for high tea should be ensured.
7. All the attendants deployed by the vendor should be properly dressed with their security badges.
8. IMD reserves the right to decrease or increase the quantity or delete any item quoted and all prices shall be calculated on pro-rata basis.
9. IMD shall have the right to terminate or cancel the contract at any stage without assigning any reason or in case of any unforeseen situation compelling IMD to cancel the contract.
