



**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF
PERSONS WITH INTELLECTUAL DISABILITIES (DIVYANGJAN)**
Department of Empowerment of Persons with Disabilities (Divyangjan)
(Ministry of Social Justice & Empowerment, Government of India)
Manovikas Nagar, Secunderabad-500 009
(An ISO 9001:2015 Institution)



NIEPID/Pur.10(402)/2023-24/

16.02.2024

TENDER NUMBER: 13/2024**Sub: Tender for Supply of Various Services for National Parents Meet at NIEPID, Secunderabad - reg**

This Institute intends to celebrate National Parents Meet with 300 participants from various states at NIEPID, Secunderabad on 02.03.2024 to 03.03.2024.

The interested participants are required to participate in tender through www.eprocure.gov.in for supply of the following material/service at Secunderabad.

You are requested to submit your offer as per our specification and terms and conditions as mentioned below for a period of 02 days only. The venue will be chosen by the Institute.

Scope of Work

S. No	Description	Qty	Price per Qty/ persons	GST	Total Amount
A.	Physical Arrangements				
1.	White Tent 18 ft x 18 ft with side walls (For Exhibition Stalls and Food serving area)	10 Nos			
2.	Tables with Frills for keeping food for serving and also for stalls.	20 Nos			
3.	Dust Bins for Food Area (Qty 04), Hand Wash (Qty 02)	6 Nos			
4.	Coolers Good Quality	3 Nos			
5.	Chairs (For seating in food area and Stalls)	100 Nos			
6.	Bubble Top with 20 Ltrs Water Jar in each stall	02 Nos			
7.	Flower Decoration in front of Stage, In front of Podium, Over Entrance Gate, Flower Bunch on the Coffee Table (Qty 05), Around the Lamp, Over Railing of Steps Flower Bouquet (20 nos) (Big-10+Small-10)				
8.	Photography & Videography for two days.	01 Day			
9.	Banners (20x12 – Backdrop), 15x8.5 (01), 8x6 (01), 6x3 (04), with printing and pasting (Frames are available)	-			
B.	Food Arrangements				
10.	Morning Tea at Accommodation Area for Participants and Escorts	250 Members			
11.	Breakfast at Accommodation Area 04 Idli with 01 Vada & Chutney / 03 Chapatis & Curry / 04 Puri & Sabji with Tea	250 Members			

S. No	Description	Qty	Price per Qty/ persons	GST	Total Amount
12.	Mid-Morning at Venue Tea with Biscuits (Good Quality)	300 Members			
13.	Lunch at Venue Vegetarian Buffet with 2 Vegetable curries, 01 Veg Fry, Veg Pulao/ Biryani, White Rice, Dal, Sambar, Pulka/Puri, Pickle, Chutney, Curd, Papad, Salad, Sweet, one water bottle (250 ml)	300 Members			
14.	Evening Tea with snacks at Venue (Pakodi/Mirchi Bajji)	300 Members			
15.	Dinner at Accommodation Area Vegetarian Buffet with 1 Vegetable curries, 1 Veg Fry, Dal, Rasam, White Rice, Pulka, Chutney, Curd, Papad, Salad, Sweet one water pouch/bottle (250 ml)	250 Members			

Terms & Conditions

1. The price quoted should be inclusive of all taxes. GST should be separately quoted in BoQ chart
- 2. The agency should quote for each item for one day. The Institute will calculate for 2 days or actual requirements.**
3. The bids should be submitted on or before **27.02.2024** by 1000 hrs through e-procurement and date of opening **27.02.2024** at 1030 hrs under two bid system.
4. The tender is required to be submitted through e-procurement online under two bid system (Go to website www.eprocure.gov.in/eprocure, click on tenders by organization and select National Institute for the Mentally Handicapped).
5. The rates has to conform with prevailing local market prices should be inclusive of all taxes.
6. The tender is required to be submitted through e-procurement online under two bid system (Go to website www.eprocure.gov.in, click on tenders by organization and select National Institute for the Mentally Handicapped).
7. The cost of the Earnest Money Deposit of **Rs.8,000/-** (Rupees Eight Thousand Only) the amount may be transferred through RTGS to "NIEPID Institution, A/c No. 3631010100000025, IFSC Code – PUNB0453800, Punjab National Bank, Manovikasnagar, Secunderabad – 500 009 on or before opening of the tender. The details of UTR No. is required to be submitted online.
8. The bidders/agencies registered with MSME are exempted from payment of EMD only.
9. The successful bidder shall have to deposit a performance security deposit @ **3%** of the total value of the order in the form of Demand Draft/Bank Guarantee which should be valid for over and above two months of completion of work/supply or the warranty period.
10. The items installed should be of very high standard, no soiled/damaged/worn out to be installed. The agency will be penalized for not adhering to the instructions.
11. The agency should be responsible for any incidence of breaking of chairs/collapsing of shamiyanas/white tents, and resultant incidences if any.
12. The food should be served hot and quality should be of very high standard, The agency will be penalized for not adhering to the instructions.
13. The agencies has to quote unit price where ever applicable.
14. No advance will be given, however, the payment will be made after 15 working days on completion of the work/ providing of services only.
15. The delivery of the material shall be made at venue place as per PO.
16. Copies of similar 03 work orders, preferable in government are required to be submitted.
17. The decision of competent authority is final to accept or reject the quotation or relax the conditions of the tender.
18. GST TDS / IT TDS will be deducted as per rules.
19. The quantity may increase or decrease based on the actual requirement. The requirement in addition to the above items may also be informed as per the actual requirement at the site only. However, the payment will be made on actuals only.
20. The agencies should submit GST registration, PAN Details and registration certificate.
21. The price has to be quoted as per BOQ chart in e-procure only.
- 22. The agencies/bidders are required to submit price in BOQ chart in e-procurement online. The Institute will consider the L1 bidder based on the total value combined together of all items of each category and not individual items. The following categories are provided in the tender.**

A. Physical Arrangements

D. Food Arrangements

TECHNICAL BID FORM

SI No.	Description	Submitted Yes/No Indicate the Page No. Where the copy attached In the tender document
1.	Name of the Firm: Head Office Address : Branches Tel. No. Fax No. e-mail web site, if any	
2.	Kind of proprietorship: (i) If limited concern, name and address of Directors and Managing Directors i) If single owner, name and address of the proprietor and Manager. ii) If partnership, name and addresses of partners	
3.	Shall submit 03 similar work orders of the value of Rs 60,000/- (Rupees Sixty Thousand only) and above for each order from different organizations executed in the last 03 years.	
4.	Annual financial statement for last 3 years authorized by CA (Should have minimum average annual turnover of Rs 10 lakhs during the last three financial years). Copies of Annual financial statement should be attached.	
5.	Shall have firm registration/Shop and Establishment Licenses certificate (Attach copies)	
6	Acceptance certificate of technical & Financial bid as per Annexure-1 & 2	
7.	GST/VAT/CST Certificate of the firm to be attached	
8.	PAN details to be attached	
9.	EMD details	

ACCEPTANCE CERTIFICATE

FOR TECHNICAL BID

I.....(designation).....,of (Name of the Company)..... hereby accept the above mentioned Terms & Conditions for **Various Services for National Parents Meet at NIEPID, Secunderabad.**

Date:

Place:

Signature & Company Seal

ACCEPTANCE CERTIFICATE

FOR FINANCIAL BID

I.....(designation).....,of (Name of the Company)..... hereby accept the above mentioned Terms & Conditions for **Various Services for National Parents Meet at NIEPID, Secunderabad.**

Date:

Place:

Signature & Company Seal