



**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(Indore)/2022-23/

12.08.2022

Tender no.07/2022-23

Sub: Tender for Physical Arrangements including accommodation for Awareness Generation and Publicity Scheme for conducting Workshop on Awareness on Schemes and Benefits at Indore during 15-16 September, 2022-reg.

It is informed that this Institute proposes to conduct a two-day Workshop on Awareness on Schemes and Benefits of the Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Government of India during 15-16 September, 2022 at Indore, Madhya Pradesh. The State Ministers dealing with disabilities across the country and the Secretaries of concerned Departments will participate in the Workshop. It is expected that a total of 100 delegates will attend the Workshop including Hon'ble Minister for Social Justice and Empowerment, Ministers of State for Social Justice and Empowerment, Secretary, DEPwD and other Senior official of the Department.

The following physical arrangements are required at Workshop. The interested participants are required to participate in tender through www.eprocure.gov.in. You are requested to submit your offer as per our specification and terms and conditions as mentioned below:

Scope of Work

Sl. No.	Particulars	Qty.	Days	Technical Details/ Brochure to be submitted	Compliance Yes/No
I. Accommodation					
1.	Suite Room on Single/Double Occupancy (For accommodating VIPs) (includes additional room for dining and study)	7 Nos	3		
2.	Standard Rooms Single Occupancy (For accommodating senior officials of Govt.)	101 Nos	3		
Total					
II. Food (buffet with dining hall with seating with required furniture, crockery & cutlery, serving staff)					
1.	Lunch including morning tea and biscuits (Detailed Menu is attached at Annexure-A)	120	2		
2.	High Tea (Detailed Menu is attached at Annexure-A)	120	2		
3.	Dinner (Detailed Menu is attached at Annexure-A)	120	1 or 2 days		
4.	Special Dinner (Detailed Menu is attached at Annexure-A)	120	1		

Sl. No.	Particulars	Qty.	Days	Technical Details/ Brochure to be submitted	Compliance Yes/No
III. Event Infrastructure, Event Management & Related Works					
1	Banquet Hall with dimension of minimum 100 feet x 50 feet	1 Job	2		
2	Dining Hall with minimum 120 feet x 30 feet with provision of Round Table with cloth on the top and frills on the sides with seating chairs for accommodating 100 delegates. The food will be served through Buffet and also serving to the VIPs over the table.	20	2		
3	Tables for Registration with Cloth over and frills in front	04 Nos	2		
4	Stage set up-36' x 20' x 2', dias set up with VIP leather chairs, Tea Poy, Sofa 3 seater executive wooden chairs-7 nos., podium with branding	1 Job	2		
5	Cluster seating with tables for 100 delegates with each table having 04 delegates. High quality chairs with cushioning to be provided	100	2		
6	PA system with collar mikes, cordless mikes, podium, additional speakers, Slide changer, switcher/splitter, Laptop, TV on dias	1 Job	2		
7	LED Screen Backdrop(24' x 10'), Presentation, Slide Flex, Wooden LED riser, Wooden, framing side wings	1 Job	2		
8	Flower Decoration in front of 36'dias and on the teapoy and in front of podium. Flower decoration over entrance door. Flowers Bouquets (Qty 15 Nos)	1 Job	1		
IV. Indoor & Outdoor Media Requirements					
1	Live Connection for virtual meeting	1 Job	2		
2	Standees (3' x 6') (Including DTP, printing, MS framing & fixing)	20 Nos	-		
3	Welcome Hoardings from Airport to Venue (Size 10' x 8' - Qty 17 Nos), (Size 20'x12' – Qty 03 Nos)(Including printing, ms framing, fixing & transportation)	20 Nos	-		
4	Photography, Videography, Audio and Video Recording (Soft copy required for all 04 and Hard Copy 100 Nos photos 6x4 size)	1 Job	2		
V. Logistic & Transportation (Travel from Indore Airport to the site on 14/15.9.22 for and return on 16/17.9.22 from site to Indore Airport). Innova/Crysta vehicle white color in good condition and cleaned properly. Separate vehicle to be provided for each official. The details will be communicated to travels.					
VI. Visit for Sight Seeing (Qty 02 Nos 40 Seater Bus Volvo with push back seats in good condition and cleaned properly)					
VII. Welcome kits for delegates including Coloured Name Badges (For 100 Delegates) (Includes Jute Bag with provision of keeping Workshop book, note pad and eco friendly pen)					
Grand Total I to VII					

Terms & Conditions

1. The price quoted should be inclusive of all taxes.
2. The bids should be submitted on or before 26.08.2022 by 1100 hrs through e-procurement and date of opening 26.08.2022 at 1200 hrs under two bid system.
3. 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).
4. The rates has to conform with prevailing local market prices should be inclusive of all taxes.
5. The cost of the Earnest Money Deposit of **Rs.1,00,000/-** (Rupees One Lakh 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.
6. The successful bidder shall have to deposit a performance security deposit 1,20,000/- (Rupees One Lakh and Twenty Thousand only) 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.
7. 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.
8. The agency should be responsible for any incidence of breaking of chairs/collapsing of shamiyanas, and resultant incidences if any.
9. The agencies has to quote unit price where ever applicable.
10. No advance will be given, however, the payment will be made after 07 working days on completion of the work/ providing of services only.
11. Copies of similar 03 work orders, preferably in government are required to be submitted.
12. The decision of competent authority is final to accept or reject the quotation.
13. GST TDS / IT TDS will be deducted as per rules.
14. The quantity may increase or decrease based on the actual requirement. However, the payment will be made on actual only.
12. The agencies should submit GST registration, PAN Details and registration certificate
13. The delivery/service shall be made at Indore, Madhya Pradesh.
14. The agency will be shortlisted based on the consolidated price combined together for all the items.

TECHNICAL BID FORM

Sl 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 Annual Turnover certificate for the last 03 financial years signed by CA and also submit the Profit and Loss account and balance sheet for the last 03 financial years.	
3.	Shall submit 03 similar work orders of the value of Rs 30 Lakhs and above for each order from different Govt./Reputed organizations executed in the last 02 years.	
4.	Shall have firm registration/Shop and Establishment Licenses certificate (Attach copies)	
5.	Acceptance certificate of technical & Financial bid as per Annexure-1 & 2.	
6.	GST/VAT/CST Certificate of the firm to be attached	
7.	PAN details to be attached	
8	Details of EMD transferred or if the agency is MSME registered, a copy of the same is required to be uploaded.	

ACCEPTANCE CERTIFICATE

FOR TECHNICAL BID

I.....(designation).....,of (Name of the Company)..... hereby accept the above mentioned Terms & Conditions for **Tender for Physical Arrangements services at Indore, Madhya Pradesh.**

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 **Tender for Physical Arrangements services at Indore, Madhya Pradesh.**

Date:

Place:

Signature & Company Seal

**FINANCIAL BID
(TO BE QUOTED IN BOQ FORMAT ONLY)**

For Item No. I & II only the price to be quoted for each room and

For Item No. III to VII, the price has to be quoted consolidated combined together for all the requirement.

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Total					
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Grand Total I to VII					

Please quote GST Separately

F&B Services

a. Morning Tea Break

Tea/Coffee with Cookies

b. Veg. – Day Conference Lunch Menu Pattern:

Main Course

02 Soups
03 Salads
01 Paneer Preparation
02 Vegetarian Dishes
01 Dal
01 Rice
01 Curd Item
03 Assorted Indian Breads
Achar. Papad. Chutney
02 Desserts (Including 01 Ice cream)

For Jain Menu : Separate food trolley for 10-15 people at no additional cost.

c. Evening Tea Break - Hi-Tea Menu Pattern :

01 Mocktails
02 Hot. Snacks
01 Bakery Dessert
Tea/Coffee/Cookies

d. Veg. Dinner Menu Pattern :

02 Mocktails
02 Veg. Snacks

Main Course

02 Soups
03 Salads
01 Paneer Preparation
02 Vegetarian Dishes
01 Dal
01 Rice
01 Curd Item
03 Assorted Indian Breads
Achar. Papad. Chutney
02 Desserts (Including 1 Ice Cream)

e. Special Lunch / Dinner Menu Pattern :

02 Mocktails

03 Veg. Snacks

01 Chat Counter 3 items

01 specialty counter of 2 items

Main Course

02 Soups

03 Salads

01 Paneer Preparation

03 Vegetarian Dishes

01 Dal

01 Rice

01 Curd Item

03 Assorted Indian Breads

Achar. Papad. Chutney

03 Desserts (Including 1 Ice Cream)