



STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
(An Autonomous Organisation of Education Department, Govt. of NCT of Delhi)
VARUN MARG, DEFENCE COLONY, NEW DELHI-110 024

**TENDER FOR EVENT MANAGEMENT FOR FUNCTION
AT SRI SATHYA SAI AUDITORIUM, LODHI ROAD, NEW
DELHI**

Tender Enquiry No: SCERT/2022/02

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TENDER FOR EVENT MANAGEMENT FOR FUNCTION AT SRI SATHYA SAI AUDITORIUM, LODHI ROAD, NEW DELHI

SECTION - I

SHORT TERM NOTICE INVITING TENDER

Tender Enquiry No: SCERT/2022/02

1. Sealed Tenders are invited for the following work from reputed contractors whomeet the Qualification Requirements.

| Nature of work | Earnest money deposit (Rs.) | Downloading of Tender Document | Tender submission date& time | Tender opening date & time |
|--|---------------------------------------|--------------------------------|---|---|
| TENDER FOR 'TEACHER EDUCATOR AWARD - EVENT AT SRI SATHYA SAI AUDITORIUM, LODHI ROAD, NEW DELHI | 45,000/- (Rupees Forty Five thousand) | From 26.08.2022 to 31.08.2022 | Up to 15:00 Hrs. On 31.08.2022 through post/courier or by hand in tender box at SCERT, Defence Colony, New Delhi. | Opening of Technical Bid at 03:30 PM on 31.08.2022 Presentation by Qualified Bidders on 01.09.22 at 11:00 AM Opening of Price/Financial Bid on 02.09.22 at 03:00 PM (Note:- Venue shall be SCERT, Defence Colony) |

Bidders may download the tender documents from the web page of SCERT (www.scert.delhi.gov.in) and use the documents for submission of tender.

2. SCERT takes no responsibility for any delay / loss of documents or correspondence sent by courier or post.
3. **The offer is to be submitted in a sealed envelope properly marked. The tender shall be submitted in two parts. The first part shall consist of the techno- commercial offer without price schedule and marked on top of the envelope as "Part I -Techno-commercial Bid" along with tender enquiry no. and due date. The second part shall be the price schedule and marked on top of the envelope as "Part II - Price Bid" along with tender enquiry no. and due date. Each part shall be ina separate sealed envelope. Both the parts shall then be put in a bigger sealed envelope. The tender enquiry no. & due date of opening must be clearly mentioned on top of the envelope.**
4. Part I of the bid will be opened first and scrutinized. Successful bidders in techno-commercial bid Part – I will only be considered for Presentation and opening of Price Schedule i.e. Part – II.

5. Offers should be strictly in accordance with the tender specifications & general instructions to the Tenderer enclosed here with.
6. Only Tenderers who have previous experience in the work of the nature and description detailed in this tender specification are expected to quote for this work. Offer from Tenderer who do not have proven and established experience in the field as per Annexure NIT – I will not be considered.
7. Tenderers are advised to go through the project scope of work, site location etc. and get fully acquainted with the work place and prevailing working conditions before submitting the Offer.
8. The Tenderer should accept all terms & conditions of the tender unconditionally. In case the Tenderer wants to deviate from the tender conditions, such deviations shall be clearly specified in the offer. If no deviations are given in the offer, it will be assumed that the Tenderer accepts all terms and conditions of the tender.
9. Offers with deviations from terms and conditions of this tender are likely to be rejected.
10. Clarifications, if any, of Technical / Commercial nature, can be obtained from following office at the following address up to one day before the tender due date.

SCERT, Defence Colony, New Delhi-110024

11. The Tenderers are required to quote for the complete scope of work with rates for all the items & no column should be left blank. Tenders for part of the work or incomplete in any respect are liable to be rejected. Tenders shall certify in the Techno- commercial bid that rates for all the items have been quoted.
12. Order will be placed on a single bidder for the complete scope of work.
13. Penalty will be levied by SCERT as per relevant clauses of the Tender on account of delay, violation of contract conditions and non-performance of the Contractor.
14. All documents submitted by the Tenderer in his offer shall be accompanied with a covering letter giving index interlinking all the documents.
15. SCERT reserves the right to accept or reject any of the bid / all bids with or without deviation or cancel / withdraw the invitation for bid without assigning any reason whatsoever and in such case no bidder shall have any claim arising out of such action by SCERT.
16. SCERT reserves the right to reject the tender from any bidder on the basis of unsatisfactory performance of the bidder in any ongoing job or any similar job of SCERT in last five years, or if the bidder has been kept under hold/ blacklisted by SCERT.

TENDER FOR EVENT MANAGEMENT FOR FUNCTION AT SRI SATHYA SAI AUDITORIUM, LODHI ROAD, NEW DELHI

A. QUALIFICATION REQUIREMENTS

1. The Tenderer should have, in the last five years ending on 31-03-22, successfully completed the event management for high level functions of Govt. and reputed private organizations. Values of such work done/ services rendered should be as under:
 - a) One job of value of Rs.20 Lakhs or above, or
 - b) Two jobs of value of Rs.10 Lakhs each or above, or
 - c) Three jobs of value of Rs.7 Lakhs each or above And

The Tenderer shall be financially sound and should have achieved an average annual financial turnover of minimum Rs.30.00 lakh per year over three financial years out of last five financial years, ending on 31.03.2022.

2. Tenderer should also possess and enclose documents pertaining to the following :
 - I. Tenderer should have experience of arranging such function and have arranged such events earlier in Govt./ reputed private organizations
 - II. Tenderer should provide solutions on single window service / one stop solution / turnkey basis.
 - III. Tenderer should have offices / branch offices in the Delhi or NCR.

B. DOCUMENTS REQUIRED for TECHNO COMMERCIAL BID

The Tenderer shall submit documents in respect of possessing Qualifying requirements as under duly certified and stamped by his authorized signatory:

- a. List of Jobs undertaken with details and value meeting the above conditions
- b. Copies of work orders issued by customers
- c. Copies of audited profit and loss accounts accompanied by relevant schedules for turnover figures
- d. Income Tax Returns for last three financial years ending 31.03.22
- e. Copy of Goods & Service Tax Registration Certificate.
- f. The tenderer should submit an undertaking cum affidavit with the technical bid that he or his firm has not been blacklisted by any of the organization / government department as on the date of submission of the bid.



स्वाध्यायान्मा प्रमदः

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TENDER FOR EVENT MANAGEMENT FOR FUNCTIONAT SRI SATHYA SAI AUDITORIUM,
LODHI ROAD, NEW DELHI

Tender Enquiry No: SCERT/2022/02

SECTION II

GENERAL CONDITIONS OF CONTRACT

SECTION II

GENERAL CONDITIONS OF CONTRACT

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| 5 | Annexure - C | Proforma – Declaration Sheet |
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SECTION- II

PART – A

GENERAL INSTRUCTIONS TO TENDERERS

- 1 This tender specification as a whole, furnishing all the details and other documents as required in the following pages, shall be duly signed and sent in a sealed cover (IN DUPLICATE) super-scribing the name of work as given in the tender notice.
- 2 The tender shall be addressed to the Director, SCERT.
- 3 Tenders submitted by post shall be sent as "REGISTERED POST ACKNOWLEDGEMENT DUE"/SPEED POST/BY HAND and shall be posted with due allowance for any postal delay. The tenders received after the due date and time of opening is liable to be rejected. SCERT takes no responsibility for any delay/loss of documents or correspondences sent by courier/ post.
- 4 Tenders shall be opened at the time and date as specified in the tender notice in the presence of such of those tenderers or their authorized representatives who may be present.
- 5 The tenderers shall closely peruse all the clauses, specifications and drawings indicated in the Tender Documents before quoting. Should the tenderer have any doubt about the meaning of any portion of the Tender Specifications or find discrepancies / omission in the Drawings or the tender documents issued are incomplete or shall require clarification on any of the technical aspect, scope of work etc., he shall at once contact the authority specified in this tender document for clarification before the submission of the tender.
- 6 Before tendering, the tenderers are advised to inspect the site of work and the environments and be acquainted with the actual working and other prevalent conditions, facilities available, position of material and labor. No claim will be entertained later on grounds of lack of knowledge.
- 7 Tenderer must fill up all the schedules and furnish all the required information as per the instructions given in various sections of the tender specification. Each and every page of the Tender Specification must be SIGNED, STAMPED AND SUBMITTED ALONG WITH THE OFFER by the Tenderer in token of complete acceptance thereof. The information furnished shall be complete by itself.
- 8 The Tenderer shall quote the rates in English Language and international numerals. These rates shall be entered in figures as well as in words. In case of difference in rates between words and figures THE LESSER OF THE TWO will be treated as valid rate. The "amount" column shall be the arithmetic multiplication of "quantity" and the "rate quoted" of each row. For the purpose of tender, the metric system of units shall be used. Both the blank columns of bill of quantities(BOQ), titled "Rates" and "Amount" as well as the total and grand total at the last page of the BOQ has to be filled by the Tenderer in legible and neat handwriting or typed. All totals shall be given both in words as well as in figures.

- 9 All entries in the tender shall either be typed or be written in ink. Erasure and over writings are not permitted and may render such tenders liable to summary rejection. All cancellations and insertions shall be duly attested by the tenderer.
- 10 **QUALIFICATIONS OF TENDERERS:** Only Tenderers who have previous experience in the work of this nature and description detailed in this tender specification at section “Qualifying requirements” are expected to quote for this work. Offers from tenderers who do not have proven and established experience in the field are not likely to be considered.
- 11 **DATA TO BE ENCLOSED:** Full information shall be given by the tenderer in respect of the following. Non-submission of this information may lead to rejection of the offer :-
- 11.1 **FINANCIAL STATUS:** Financial viability as per proforma enclosed at **ANNEXURE-`A`**
- 11.2 **INCOME TAX RETURNS:** Income tax Returns for the last five years ending 31.03.2022.
- 11.3 **PREVIOUS EXPERIENCE:** A statement giving particulars (duly supported by documentary evidence) of the various service rendered in progress for each similar works by the tenderer indicating the particulars and value of each work, the site location, the duration, date of completion etc., strictly as per proforma enclosed at **ANNEXURE-B.**
- 11.4 An attested copy of the **Power of Attorney**, in case the tender is signed by an individual other than the sole Proprietor, shall also be attached.
- 11.5 Information on type of holding details of the Tenderer’s organization shall be submitted as follows:
IN CASE OF FIRMS WITH SOLE OWNERSHIP: Full name, experience and address of the proprietor and nature of business.
IN CASE OF PARTNERSHIP FIRMS: The names of all the partners with addresses and their experience. A copy of the partnership deed/ instrument of Partnership duly certified by a Notary Public shall be enclosed.
IN CASE OF COMPANIES: Date and place of registration including date of commencement certificate in case of public companies and the nature of business carried or by the Company. Certified copies of memorandum and Articles of Association are also to be furnished. Also indicate names, addresses and experience of the Directors.
- 11.6 Declaration sheet as per proforma enclosed at **ANNEXURE-`C`**.
- 11.7 Checklist and schedule of general particulars duly filled in, signed and stamped as per **ANNEXURE-`D`**.

NOTE :In terms of clauses 11.1 to 11.7 above, all the data required to be enclosed with the tender need to be furnished neatly typed, signed

and stamped in the given formats only (in the form of separate sheets) failing which the tender may be considered as incomplete and is liable for rejection. Documentary proofs wherever necessary also need to be enclosed.

12 EARNEST MONEY DEPOSIT:

12.1 Every tender must be accompanied by the prescribed amount of refundable, non-interest bearing Earnest Money Deposit. The amount of EMD shall be Rupees- 30000/-(thirty thousand) in the form of Account payee demand draft, bank guarantee, fixed deposit receipt from a commercial bank payable to SCERT in Delhi.

12.2 Tenders received without Earnest Money in full in the manner prescribed above will not be considered.

12.3 The Earnest Money Deposit of the successful Tenderer will be retained towards part of Security Deposit.

12.4 In the case of unsuccessful tenderers, the Earnest Money will be refunded to them after acceptance of award of work by successful tenderer.

12.5 SCERT reserves the right of **forfeiture of Earnest Money deposit** in case the successful tenderer,

(a) After opening of tender, revokes/ withdraws his tender within the validity period or revises/ alters his earlier quoted rates/ conditions.

(b) Fails to communicate unqualified acceptance of Letter of Intent within one day from the date of issue of Letter of Intent.

(c) Fails to submit Security Deposit before start of work.

(d) Fails to start the work as may be indicated in the Letter of Intent.

12.6 EMD shall not carry any interest.

13 AUTHORISATION AND ATTESTATION: Tenders shall be signed by persons duly authorized / empowered to do so. Certified copies of such authority and relevant documents shall be submitted along with the tenders.

14 SECURITY DEPOSIT: Upon acceptance of tender, the successful tenderer must deposit the required amount of security deposit i.e. 03% of the project cost or cost of work or bid value within the time specified in the Letter of Intent for satisfactory completion of work.

14.1 The Security Deposit shall be deposited within one day from the date of issue of Letter of Intent but before start of work in any one of the following forms: Insurance surety Bonds, Account payee Demand Draft, Fixed Deposit Receipt, Bank Guarantee from a commercial Bank,

The validity of the documents furnished towards Security Deposit under (14.1) above shall be up to the period of completion of work as stipulated in the Letter of Intent + 1 (ONE) month. EMD of the successful tenderer

shall be converted and adjusted against the security deposit.

- 14.2 If the value of the work done at any time exceeds the accepted agreement value, the Security Deposit shall be correspondingly enhanced and the extra Security Deposit shall be immediately deposited by the Contractor or recovered from payments due to him.
- 14.3 Failure to deposit the Security Deposit within the stipulated time, may lead to forfeiture of Earnest Money Deposit and Cancellation of the award of work.
- 14.4 SCERT reserves the right of **forfeiture of Security Deposit** in addition to other claims and penalties in the event of the contractor's failure to fulfill any of the contractual obligations or in the event of termination of contract as per terms and conditions of contract. SCERT reserves the right to set off the Security Deposit, against any claims of any other contracts with SCERT.
- 14.5 **RETURN OF SECURITY DEPOSIT** If the contractor fully performs and completes the work in all respects to the entire satisfaction of SCERT the amount of Security Deposit will be released to the contractor after deducting all costs, expenses and other amounts that are to be paid to SCERT under this contract.
- 15 **No interest** shall be payable by SCERT on Earnest Money Deposit, Security Deposit or on any moneys due to the contractor.

16 EVALUATION AND REJECTION OF TENDER AND OTHER CONDITIONS:

- 16.1 The acceptance of Tender will rest with SCERT which does not bind itself to accept the lowest tender or any tender and reserves to itself full rights for the following without assigning any reasons whatsoever:
 - (a) To reject any or all of the tenders.
 - (b) To split up the work amongst two or more Tenderers.
 - (c) To award the work in part.
- 16.2 Conditional and un-witnessed tenders, tenders containing absurd or unworkable rates and amounts, tenders which are incomplete or otherwise considered defective and tenders not in accordance with the tender conditions, specifications etc., are liable to be rejected.
- 16.3 If a tenderer expires after the submission of his tender or after the acceptance of his tender, SCERT may at its discretion, cancel such tender. If a partner of a firm expires after the submission of the tender or after the acceptance of the tender, SCERT may cancel such tender at its discretion unless the firm retains its character.
- 16.4 SCERT will not be bound by any Power of Attorney granted by the tenderer or by changes in the composition of the firm made subsequent to the execution of the contract. SCERT may, however, recognize such Power of Attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor concerned.
- 16.5 If the tenderer deliberately gives wrong information in his tender, SCERT

reserves the right to reject such tender at any stage or to cancel the contract, if awarded and forfeit the Earnest Money/ Security Deposit/ any other moneys due.

- 16.6 Canvassing in any form in connection with the tender is strictly prohibited and the tenders submitted by the contractor who resorts to canvassing are liable to be rejected.
- 16.7 Should a tenderer or contractor or in the case of a firm or Company of contractors/ one or more of its Partners/ share holders / Directors have a relation or relations employed in SCERT, the authority inviting tender shall be informed to the fact along with the offer, failing this SCERT may, at its sole discretion reject the tender or cancel the contract and forfeit the Earnest Money/ Security Deposit
- 16.8 The successful tender should not sub-contract the part or complete work detailed in the tender specification without written permission of SCERT. The tenderer is solely responsible to SCERT for the work awarded to him.
- 17 **NO DEVIATIONS** to the tender conditions will normally be accepted. However, if the tenderer insists for certain deviations to the conditions, financial implication thereof shall be loaded to the quoted price for evaluating the Tenderer's offer.

SECTION - II

PART – B

GENERAL TERMS AND CONDITIONS

18.0 DEFINITION OF TERMS

Throughout the Tender Documents including the Enquiry Letter, the following words shall have the meanings assigned to them herein, unless the subject matter or the context requires otherwise.

- 18.1 The '**Purchaser**' or '**SCERT**' shall mean State Council of Educational Research and Training, Delhi with its Headquarter at SCERT Bhawan, Defence Colony, New Delhi-110 024.
- 18.2 The '**Tenderer**' shall mean the Firm/Company/Organization, which quotes against the Tender Enquiry issued by the Purchaser. It may also be referred as '**Bidder**'.
- 18.3 The '**Contractor**' shall mean the individual, firm or company whose Offer is accepted by SCERT and enters into Contract with SCERT and shall include their executors, administrators, successors and permitted assignees.
- 18.4 The '**Contract**' shall mean and include the agreement, the work order, the accepted appendices of rates, Schedules of Quantities, if any, General Conditions of Contract, Special Conditions of Contract, Instructions to Tenderers, the drawings, the technical specifications, the special specifications, if any, the tender documents and the Letter of Intent/ Acceptance letter issued by SCERT. Any conditions or terms stipulated by the Tenderer in the tender documents or subsequent letters shall not form part of the Contract unless specifically accepted in writing by SCERT in the Letter of Intent and incorporated in the Agreement. It may also be referred as '**Contract Document**'.
- 18.5 The '**Tender Document**' shall mean and include the instruction to Tenderers, general conditions, bidding conditions, specific conditions, specifications, schedules, drawings, form of tender, schedule of prices and quantities, contained in the Tender and any subsequent modifications thereof.. It may also be referred as '**Tender Specification**'
- 18.6 The '**Offer**' shall mean and include the technical and commercial documents including specifications, schedule of prices and quantities, drawings etc. submitted by the Tenderer in response to the tender enquiry and any subsequent clarifications thereof. It may also be referred as '**Bid**'.
- 18.7 '**Acceptance of offer**' shall mean issue of letter of intent/award or memorandum or detailed Order/Contract communicating the acceptance of offer, to the successful Tenderer.
- 18.8 The '**Letter Of Intent**' shall mean the intimation by a letter to the Tenderer that the tender has been accepted in accordance with provisions contained in the letter. The responsibility of the contractor commences from the date of issue of this letter and all the terms and conditions of contract are applicable from this date.

- 18.9 The **'Site'** shall mean the site of the proposed work at SRI SATHYA SAI AUDITORIUM, Lodhi Road, New Delhi.
- 18.10 The **'Completion Time'** shall mean the period specified in the Letter of Intent or date mutually agreed upon for completing the work to the satisfaction of the SCERT, being of required standard and conforming to the specifications of the Contract.
- 18.11 The **'Approved', 'Directed' Or 'Instructed'** shall mean approved, directed or instructed by SCERT.
- 18.12 **'Day(s)'** shall mean calendar day(s).
- 18.13 **'Writing'** shall include any manuscript, typewritten or printed statement under or over signature, seal as the case may be.

The words incorporating singular shall include plural and vice-versa, in the words importing masculine gender shall include feminine and vice-versa and the words importing persons shall include bodies corporate, limited liability companies, partnership and other legal entities.

19.0 TWO PART BIDS:

- 19.1 Bidders shall submit the offer in three inner envelopes (covers) and one outer envelope (cover) as indicated below.

Envelope I: This sealed envelope should contain all the copies of technical & commercial bid together with price formats (without prices). This envelope should be clearly marked **"Part I - Technical and commercial bid"**, indicating Tender No., Due Date and Address & Reference of the Bidder.

Envelope II: This sealed envelope should contain only **price formats with prices**. This envelope should be clearly marked **"Part II - Price bid"**, indicating Tender No., Due Date and Address & Reference of the Bidder.

Envelope III: This sealed envelope should contain Demand Draft or Bank Guarantee for EMD.

All the envelopes shall be put in one envelop, duly sealed, super scribed as Part I and Part II of Enquiry No., due date of opening, name & address of the officer inviting Tender and the address and reference of the Bidder.

19.2 Part I – Technical and Commercial Bid

This part shall include / indicate the following:

- 19.2.1 Complete scope of services with all technical details and other technical and commercial terms and conditions.

19.2.2 Confirmation of the Technical and Commercial Specification. If there are any deviations, the same should be clearly specified in a separate sheet along with covering letter. Offers received without confirmation to our specification will be rejected.

19.2.3 List of customers to whom similar services have been supplied along with performance certificates.

19.2.4 A copy of "Un-Priced Part II" i.e., a copy of the Price Bid **without the price details.**

19.3 Part II (PRICE- BID)

This part should contain the schedule of price particulars co-related to the Bill of Quantities.

20.0 OPENING & EVALUATION OF OFFERS AND AWARD OF WORK

20.1 Authorized officer of SCERT at his office shall open tenders at the time and date as specified in the tender notice in the presence of such of those Tenderers or their authorized representative who may be present.

20.2 The envelope III will be opened first. Tenders received without EMD will be rejected and Part I of Bid will not be opened.

20.3 The Part I - Technical & commercial bid alone would be opened on the Tender opening date.

20.4 The Part II - Price bid of only those Bidders who have been found to be techno-commercially suitable and have secured required marks during presentation would be opened at a later date.

20.5 Clarifications if any required by SCERT for technical and commercial evaluation may be sought from Bidders before opening of Part II - price bid.

20.6 Unsolicited price bids shall not be entertained.

20.7 Any revision or changes in quoted prices and/or conditions of offer made after tender opening, which will give benefit to the Tenderer over others, may result in rejection of his tender.

20.8 Evaluation of offers shall be on the basis of cost at Site i.e. total cost to SCERT, taking into consideration loadings, if any, and all available financial advantages.

20.9 Deviations (Commercial as well as Technical) from the Tender Specifications are generally not acceptable. However, if any deviation is considered by the Purchaser, the same shall be loaded for comparison, while evaluating the offer.

20.10 Loading/loading criteria in respect of the deviation(s) shall be communicated to the concerned Tenderer(s) before Price Bid opening. If a Tenderer unconditionally withdraws any deviation before Price Bid opening, the same shall not be loaded.

20.11 The Purchaser shall issue a Letter of Intent for award of work to the successful Tenderer as soon as his Bid has been accepted giving brief details

of the equipment and other terms & conditions.

20.12 The Letter of Intent/ Purchase Order shall be issued in the name of Bidder only.

21.0 PRICES AND TERMS OF PAYMENT

21.1 Prices should be inclusive of all taxes and duties (except service tax). Service tax should be specifically stated in the offer as per section-IV i.e. bill of quantities and price schedule.

21.2 Terms of payment shall be as given in Special Conditions of Contract.

21.3 All payments will be released after deduction of taxes as per the rules in force and Tax Deduction at Source (TDS) certificate will be issued by SCERT as applicable.

FINANCIAL VIABILITY

1. Average Turnover during three Financial years out of the last five financial years ending 31.03.22
 - i) Rs.
 - ii) Rs.
 - iii) Rs

2. Work Experience during last five financial years ending 31.03.22
 - i) Rs.
 - ii) Rs.
 - iii) Rs.

3. Name, address and email ID of the Bank and Account No:

4. Guarantee limits (if any) enjoyed by the firm.

5. Over draft limits (if any) enjoyed by the firm.

6. Please enclose audited profit and loss account and balance sheet for last 3 years(indicate no. of sheets).

(Signature of tenderer)With Stamp

NOTE:

All the above statement should be supported by documents duly certified by auditors/ Chartered Accountant/Bank as may be applicable.

ANNEXURE - B

ANALYSIS OF SIMILAR JOBS EXECUTED / IN PROGRESS

| S. No. | Agency by whom awarded | Location of Project | Particulars of work awarded | Scope of work | Date of award | Contract value |
|--------|---------------------------------|------------------------|-----------------------------------|------------------|---------------------|-------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

(SIGNATURE OF TENDERER)
WITH STAMP

ANNEXURE - C

DECLARATION SHEET

I, _____ hereby certify that, all the information and data furnished by me with regard to this Tender Specification No. _____ true and complete to the best of my knowledge. I have gone through the specification, conditions and stipulations in detail and agree to comply with the requirements and intent of specification.

I, further certify that I am the duly authorized representative of the under mentioned tenderer and a valid power of attorney to this effect is also enclosed.

Tenderer's Name & Address

Authorized representative's signature with name and address.

ANNEXURE - D

CHECKLIST AND SCHEDULE OF GENERAL PARTICULARS

NOTE: Tenderers are requested to fill in the following details and no column should be left blank

- | | | |
|---|--|--------|
| 1 | Name and address of the tenderer: | |
| 2 | Address of the tenderer: | |
| 3 | Phone No. (Office) | |
| 4 | Name & designation of the official of the tenderer to whom all the references shall be made. | |
| 5 | Whether EMD submitted | Yes/No |
| 6 | Financial Status (in the format as per Annexure-A) | Yes/No |
| 7 | Income tax Returns for last three years ending 31.03.22, Details of PAN, VAT/ Salestax registrations | Yes/No |
| 8 | Details of experience (in the format as per Annexure-B) | Yes/No |
| 9 | Attested copy of power of attorney, if applicable | Yes/No |

- | | | |
|----|---|--------|
| 10 | Details about type of the firm | _____ |
| 11 | Declaration sheet (in the format as per Annexure-C) | Yes/No |
| 12 | Service tax have been quoted separately in the price bid at its relevant item | Yes/No |
| 13 | Copy of PAN enclosed | Yes/No |
| 14 | Copy of GST Registration enclosed | Yes/No |
| 15 | Undertaking regarding Non-Blacklisting Enclosed | Yes/No |

Date:

(SIGNATURE OF TENDERER)WITH STAMP



**TENDER FOR EVENT MANAGEMENT FOR FUNCTION AT
SRI SATHYA SAI AUDITORIUM, LODHI ROAD, NEW
DELHI**

Tender Enquiry No: SCERT/2022/02

SECTION III

SPECIAL CONDITIONS OF CONTRACT

STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
(An Autonomous Organisation of Education Department, Govt. of NCT of Delhi)
VARUN MARG, DEFENCE COLONY, NEW DELHI-110 024

SECTION-III

SPECIAL CONDITIONS OF CONTRACTS

1. INTRODUCTION

The terms and conditions mentioned in this section are in addition to what are stated in Section – II (General Conditions of Contract) of the tender document. In case of any contradiction between the terms and conditions given in Section - II and those specified in this Section- III, the terms and conditions of this Section–III shall prevail.

- 1.1 The idea is to organize a Teacher Educator Award function where selected Teacher Educators will be awarded Best Teacher Educator awards. The function will also have a cultural programme where songs, dances and other items shall be performed by the faculty of SCERT. A live band will also perform various cultural items.

2. SCOPE OF WORK:

- 2.1 The SCERT is organizing Teacher Educator Award function at SRI SATHYA SAI AUDITORIUM, LODHI ROAD, NEW DELHI on 6th September, 2022 (tentative) between 10:00am to 4:00pm. The scope of work of contractor shall broadly cover:

- i. Conceptualize the event,
- ii. Design the event flow,
- iii. Stage,
- iv. Audio and Video facilities,
- v. Digital LED video wall screen P 3 16 ft. x 10 ft. including wooden riser with black masking where ever required,
- vi. Tentage for catering of 500 persons including carpeting,
- vii. Thematic interior decorations including floral decor,
- viii. Lighting arrangement in and around auditorium,
- ix. Branding, Flex etc.
- x. Photography and videography,
- xi. Anchor,
- xii. 6 piece live band,
- xiii. Band Technical Rider Requirements,
- xiv. Sound and Light arrangement as per the requirement of the auditorium,
- xv. Genset, if required,
- xvi. Five silver trophies/award,
- xvii. Five silver plated certificates
- xviii. Five sun board replicas of cheque
- xix. Choreographer for 7 days,
- xx. Lunch with welcome drinks for around 500 persons etc.

- 2.2 The scope of work will also include such other related works although they may not be specifically mentioned above and all such incidental items not specified but reasonably implied and necessary for completion of the job as a whole and as desired and as directed by the engineer. The detail scope of work covered above is not a comprehensive list of items of work involved. The detail scope of work may vary considerably depending on the actual execution requirements. The bidders are advised to visit SRI SATHYA SAI AUDITORIUM, LODHI ROAD, NEW DELHI to acquaint themselves with the extent of scope of work considering the nature of proposed event.

- 2.3 Unless otherwise specified, the work to be provided by the contractor for the items mentioned in the “Financial Bid” shall include but not be limited to the following:

Furnishing all labor, materials, supervision, execution plans, equipment, supplies, transport, to and from the site, fuel, electricity, compressed air, water, transit and storage insurance and all other incidental items and temporary works not shown or specified but reasonably implied or necessary for the proper completion, maintenance and handling over the works, except in accordance with the stipulations laid down in the contract documents and additional stipulations as may be provided by the engineer during the course of works.

- 2.3.1 Furnishing samples of all materials required by the SCERT for inspection and approval for use in the works.
- 2.3.2 Providing all incidental items not shown or specified but reasonably implied or necessary for the successful completion of the work in accordance with contract.
- 2.4 SCERT may depute its representative for checking and supervision of important stages of work. The contractor shall be required to provide all facilities for inspection of works to SCERT. Any defect in quality of work or deviations from specifications pointed out during such inspection shall be made good by the contractor in the same way as if pointed out by the SCERT representative, without any cost implication to SCERT.

3. TIME SCHEDULE

- 3.1. The contractor is required to commence the work immediately from the date of issue of letter of intent.
- 3.2. Entire work as detailed in tender specification shall be completed prior to commencement of event.
- 3.3. Likely date of event is 6th September 2022.**
- 3.4. Contractor has to mobilize adequate resources to meet his commitments to SCERT. **In case due to reasons not attributable to the contractor, the work gets delayed and additional manpower / resources have to be mobilized so as to expedite the work to meet various time-limits, same shall be done within the quoted rates as per Rate Schedule, at no extra cost to SCERT.** In the event the contractor fails to respond to these requirements, SCERT shall take appropriate actions to meet its commitments in line with the provisions of General Conditions of Contract.
- 3.5. The work under the scope of this contract is deemed to be completed in all respects, only when all the works are carried out as per satisfaction of SCERT. The decision of SCERT on completion date shall be final and binding on the contractor.

4. COMPLETION OF WORKS

- 4.1. Completion of all works should be ensured prior to commencement of event to the satisfaction of SCERT.

5. PRICE

- 5.1. Price quoted shall be fixed and not subject to any escalation.
- 5.2. The quoted price shall include all taxes and duties (except service tax). Service tax shall be quoted separately in the bill of quantities and price schedule under section-IV.
- 5.3. Price quoted shall be in INR (Indian national Rupee) only.

- 5.4. **No price variation /overrun charges** on account of any increase whatsoever, (irrespective of whether escalation is steep/ unanticipated) will be payable.

6. SERVICE TAX

- 6.1. Contractor's price/ rates shall be exclusive of service tax and cess on output services.

7. INCOME TAX

- 7.1. Income Tax at the prevailing rate on gross value of work done including service tax and applicable surcharge and education cess shall be deducted from the bills as per relevant rules unless exempted by the Income Tax Authorities.

8. RATE SCHEDULE CUM BOQ

- 8.1. Contractor shall fully understand description and scope of work before quoting. The scope of work and responsibility of the contractor as mentioned under this specification shall be covered within the quoted / finally accepted rates.
- 8.2. The Tenderer shall quote the prices/rates for entire scope of work as per the rate schedule only, in part II - price bid i.e. section-IV of the tender. Conditional price bids or price bids with any deviation / clarification etc. are liable to be rejected. No cutting / erasing / over writing shall be done.
- 8.3. Quantities mentioned in the rate schedules are approximate only and liable for variation both on positive and negative sides. The tentative contract value (CV) for entire scope of work shall be calculated as per finally quoted / accepted item rates & the quantities indicated in Rate Schedule.

9. EVALUATION OF THE OFFERS

- 9.1. Comparison of the prices & determination of lowest bidder shall be as per Evaluation Criteria.

10. VARIATION IN SCOPE OF WORK / DEVIATION LIMIT

- 10.1. SCERT reserves the right to add or delete items of scope of work depending upon the final requirement. For such addition or deletion the Contract value shall be adjusted based on the quoted unit price. Such variation is not expected to be more than $\pm 30\%$ of the contract value. The price quoted by the Contractor shall be valid for such variation. Variation beyond the above limit can be executed on mutually agreed rates.

11. EXTRA WORK

- 11.1. The Contractor shall, when requested by SCERT, perform extra work at mutually agreed rates.

12. PENALTY FOR DELAY

- 12.1 If the Work is not completed, the Contractor shall be liable to pay penalty for delay in completion of work up to a maximum of 10 % of the Contract / executed value

whichever is higher without SCERT being required to establish and prove the actual loss /damage suffered by SCERT on account of such delay.

Evaluation Criteria

Phase: **Presentation**

| S. No | Evaluation Criteria | Weightage Marks |
|----------|--|-----------------|
| A | Concept, Brand vision and creative theme. Exclusiveness of originality of proposal: How you plan to organize and manage the event. | 10 |
| B | Profile and track record of the Agency, including experience in the fields related to similar Event conceptualization, management and execution–reference client works | 10 |
| C | Presentation Skills | 10 |
| D | Use of Technology & various logistics (resource planning) and suggestions presented | 20 |
| E | Newness and innovative ideas for organizing the event, in comparison to other expositions held in Delhi & India. | 20 |
| | Total | 70 |

The bidders scoring **40 marks** in presentation would become eligible for opening of Financial Bid.

The bids of bidders who have cleared the Minimum Qualification Score shall be ranked on the basis of the Presentation cum Creative bid marks (**Stm**) and declared “**Qualified Bids**”. The Presentation Score “**St**” of the bidder shall be derived as under:

$$St = (Stm/SH),$$

Where; **St** is the Presentation score

Stm= Total Presentation marks of the bid under consideration

SH= Highest total Presentation marks amongst all evaluated bid

Phase: Financial Bid

The Financial bids of those who qualify in Presentation Phase will be opened and would be evaluated, as per the following:

$$Sf = (FL/F),$$

Where; **Sf** is the financial score

FL is the value of the lowest financial bid

F is the price quoted in the bid under consideration

Phase: Combined Evaluation of Presentation and Financial Bids

The total score of the bidder will be determined as under.

$$\text{Total Score (Ts)} = (70 \times \text{St}) + (30 \times \text{Sf})$$

The Bid of the Bidder, who obtains the highest Ts value, will be rated as the **Best Bid (“Bid Amount”)** and will be awarded the contract. In the event of a tie, the bid with the highest presentation score (**St**) will be rated as the best bid. Beyond that, SCERT will decide the matter in its full discretion.



TENDER FOR EVENT MANAGEMENT FOR FUNCTION AT SRI SATHYA SAI AUDITORIUM, DELHI

Tender Enquiry No: SCERT/2022/02

SECTION IV

BILL OF QUANTITIES AND PRICE SCHEDULE

STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
(An Autonomous Organisation of Education Department, Govt. of NCT of Delhi)
VARUN MARG, DEFENCE COLONY, NEW DELHI-110 024



STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
 (An Autonomous Organisation of Education Department, Govt. of NCT of Delhi)
VARUN MARG, DEFENCE COLONY, NEW DELHI-110 024

Financial Bid/ Bid Amount

| | | |
|-----------|--|--|
| 1. | For Organizing of “Teacher Educator Award - Event” , as per the Scope of Work. | Rs..... In Words: (Exclusive of GST) GST: Total Rs..... In words: |
|-----------|--|--|

Note:

- G.S.T/Applicable taxes extra should be mentioned in financial bids separately.

Company Seal

Signature of the Bidder _____

Name of the Bidder _____

Complete Address _____

Mobile No. _____

Date _____