

Basic Details

Organisation Chain	Department of Pharmaceuticals National Institute of Pharmaceutical Education and Research (NIPER) Guwahati		
Tender Reference Number	NIPER-G/S P/81/EMPI 3D Conf/24-25/112 dtd 11.11.24		
Tender ID	2024_MCF_777965_1		
Tender Type	Open Tender	Form of contract	Supply
Tender Category	Services	No. of Covers	1
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Cover Details, No. Of Covers - 1

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical/Finance	.xls	Techno-commercial bid

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	NA	Fee Payable At	NA
Tender Fee Exemption Allowed	NA		

EMD Fee Details

EMD Amount in ₹	0.00	EMD Exemption Allowed	NA
EMD Fee Type	NA	EMD Percentage	NA
EMD Payable To	NA	EMD Payable At	NA

Work / Item(s)

Title	Tender Enquiry for Stage Decoration and Event Management for International Conference at NIPER-Guwahati for two days				
Work Description	Tender Enquiry for Stage Decoration and Event Management for International Conference at NIPER-Guwahati for two days				
Pre Qualification Details	Please refer Tender documents.				
Tender Value in ₹	1	Product Category	Miscellaneous Services	Sub category	Event Management
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work(Days)	2
Location	NIPER-Guwahati, Changsari	Pincode	781101	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	NIPER-Guwahati, Changsari

Critical Dates

Publish Date	11-Nov-2024 03:30 PM	Bid Opening Date	18-Nov-2024 03:30 PM
Document Download / Sale Start Date	11-Nov-2024 03:30 PM	Document Download / Sale End Date	18-Nov-2024 02:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	11-Nov-2024 03:30 PM	Bid Submission End Date	18-Nov-2024 02:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Tender Enquiry for Stage Decoration and Event Management for International Conference at NIPER-Guwahati for two days	6582.65	
Work Item Documents					
	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	Tender Event Management.pdf	Tender Enquiry for Stage Decoration and Event Management for International Conference at NIPER-Guwahati for two days	6582.65

Tender Inviting Authority

Name	Director, NIPER-Guwahati
Address	NIPER-Guwahati, SilaKatamur, Halugurisuk, Changsari, Kamrup, Assam-781101.

Tender Creator Details

Created By	Gitartha Goswami
Designation	Assistant Registrar

Created Date	11-Nov-2024 03:04 PM
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**NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH-
GUWAHATI**

DEPARTMENT OF PHARMACEUTICALS, MINISTRY OF CHEMICALS AND FERTILIZERS, GOVERNMENT OF
INDIA

SilaKatamur, Halugurisuk, Changsari, Kamrup, Assam-781101, India

TENDER ENQUIRY FOR

**“STAGE DECORATION AND EVENT MANAGEMENT FOR INTERNATIONAL
CONFERENCE AT NIPER-GUWAHATI FOR TWO DAYS”**

(Details as per Annexure-I)

Tender No. NIPER-G/S&P/81/EMPI 3D Conference/2024-25/ 112 dated 11/11/2024

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राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान, गुवाहाटी
**NATIONAL INSTITUTE OF PHARMACEUTICAL
EDUCATION AND RESEARCH-GUWAHATI**

(Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Govt. of India)
SilaKatamur (Halugurisuk), P.O.: Changsari, Dist: Kamrup, Assam, Pin: 781101.

No: NIPER-G/S&P/81/EMPI 3D Conference/2024-25/ 112

दिनांक/Date: 11/11/2024

Director, NIPER-Guwahati hereinafter called the 'Purchaser' is interested in hiring of an Event Management vendor for providing various facilities including services for an International Conference to be held on 5th and 6th December 2024 at NIPER-Guwahati campus as per the details given in the table below:

Sl. No.	Tender No.	Description of items	Qty.
1.	NIPER-G/S&P/81/EMPI 3D Conference/2024-25/ <u>112</u> dated 11/11/2024	Stage Decoration and Event Management for International Conference to be held at NIPER-Guwahati on 5 th and 6 th December 2024	As mentioned in Annexure-I

- Each complete set of bidding document may be downloaded by any interested bidder from the NIPER- Guwahati website <http://niperguwahati.ac.in>, CPP Portal <https://eprocure.gov.in/epublish/app> free of cost.
- Bids will be opened in the presence of Bidders' authorized representatives who choose to attend on the specified date and time. In the event of the date specified for bid receipt and opening being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day.

सामान्य नियम और शर्तें / GENERAL TERMS & CONDITIONS:

- All the prospective bidders, before preparing the tender and submitting the same must go through the contents of entire tender document carefully and note the same for compliance. Any deviation or non-compliance of the information/instructions provided in the tender document may result in treating the tender as non-responsive.
- मूल्य / PRICE:** Please quote your rates as per the BoQ given in Annexure-I.
- सेवा के लिए दिनांक और समय/ Dates for the service:** On 05/12/2024 (Thursday) and 06/12/2024 (Friday).
- प्रस्तुत करने की तिथि एवं समय / Date & Time of Submission:** The signed quotation should be submitted in a sealed cover, super scribed with "NIQ under Ref. No. NIPER-G/S&P/81/EMPI 3D Conference/2024-25/ 112 dated 11/11/2024" with the subject mentioned as: **Stage Decoration and Event Management for International Conference** to be held at NIPER-Guwahati and addressed to the *Director, National Institute of*

*Pharmaceutical Education and Research (NIPER)-Guwahati, SilaKatamur, Halugurisuk, Changsari, Kamrup, Assam-781101, INDIA. The tender/email should reach this institute **on or before 18th November 2024** up to 2:00pm and will be opened on the same day at 3:30pm.*

5. Quote should be made in one part: **Techno-commercial bid in sealed envelope giving indication of tender reference and due date for opening.**
 - The Bid should contain compliance statement of specifications and other important terms Payment terms, Points related with confirmation of credentials of supplier, acceptance for conditions like penalty, Committed delivery period, etc.
 - The sealed envelopes with the quotes should be super-scribed with the Enquiry number and due date for opening.
 - Quotes should be made FOR delivery to NIPER-Guwahati, Changsari Campus, Assam.
 - Maximum educational discounts applicable to government educational institutes should be provided.
 - All envelopes should be marked with the enquiry number.
 - Confirmation of all the above points should be given in the compliance report.
6. **Payment Terms:** As a matter of policy, being a Government institution no advance payments can be made to suppliers. The following payment terms may please be noted: 100% payment after satisfactory completion of work/services and as per actual.
7. All prospective bidders should submit a hard copy of tenders in sealed covers. No online/email tenders will be accepted.

कृपया बोली के साथ निम्नलिखित दस्तावेजों को प्रस्तुत करना सुनिश्चित करें / PLEASE ENSURE SUBMISSION OF FOLLOWING DOCUMENTS WITH BID:

- a) Quotation with rates, detailed terms and conditions.
 - b) Provide company profile and brief note indicating your experience in arranging such events.
 - c) Certificate of Incorporation/ Registration Certificate of the firm / Company/Agency.
 - d) Income Tax returns filed for the last three financial years.
 - e) PAN No.
 - f) GST Registration certificate.
 - g) TDS would be recovered as per rules in case of Fabrication/ Servicing/Maintenance jobs/installation charges etc. As per section 194Q, the TDS would be deducted by NIPER-G against the invoice submitted with threshold limit of more than Rs. 50 lakh.
8. **संबंधीत कानून / Applicable Law:** All disputes shall be settled in the courts of Guwahati Jurisdiction only.
 9. **आपूर्ति / सेवाओं के लिए स्थान / Locations for the supply / services:** The bidders may note that the supply/services covered by this document are required to be executed as per institute requirement and as per the instruction of the conveners for the said work/assignment of NIPER-Guwahati.
 10. **स्वीकृति और अस्वीकृति / Acceptance & Rejection:** The acceptance of the quotation will rest with the Director, NIPER-Guwahati, who does not bind himself to accept the lowest

quotation and reserves the right to himself to reject or accept, partially or all the quotations received, without assigning any reason. The Director, NIPER-Guwahati further reserves the right to withdraw the tender or part thereof or modify the requirements without assigning any reason and the right to relax any of the conditions in the best interest of the Institution.

11. **निविदा दस्तावेज के नियमों और शर्तों की स्वीकृति / Acceptance of the terms and conditions of tender document:** Bidders are expected to provide a certificate that all the terms and conditions of enquiry are accepted.
12. **पत्राचार / Correspondence:** All the correspondence related with the assignment/work/services should be addressed to Director, NIPER-Guwahati till placement of order, who is final deciding authority.
13. **छूट / Relaxation:** Director, NIPER- Guwahati reserves the right to relax any of the conditions or modify the specifications in exceptional cases, in the best interest of the institute. NIPER-Guwahati reserves the right to withdraw the tender in whole or part at any stage without assigning any reason thereof.
14. **नोट / Note:** To compare the cost, the bidders are expected to offer their price on FOR NIPER-Guwahati basis (all inclusive). It is not possible either for bidder or for the institute to add any price component after opening the commercial bids. In case of no indication given, the quoted price would be treated as FREE delivery (All inclusive cost up to NIPER-Guwahati).
15. **Work Completion:** The venue shall be completed in all respects 24 hours before the scheduled date of the Institute's event.

Yours faithfully,



(भंडार एवं क्रय अधिकारी/Stores & Purchase Officer)



Annexure-I

Event Management and necessary arrangements for the International Conference for two days (5th and 6th December 2024), Venue: Mini Auditorium, NIPER Guwahati

SL. NO.	PARTICULARS	QUANTITY	SIZE/DESCRIPTION
1	Stage with flower decoration, bamboo lights,	1	-
2	Flower bouquet for welcome to the guest	12	
3	Stage extension with riser	1	-
4	Wooden Chair	10	-
5	Centre Table	10	-
6	Entrance Gate at Recreation Centre	1	-
7	Stall (Stand Fan 1, Table 1, Chair 4, Plug point, light)	15	-
8	Canopy (the bidder should quote as an optional item)	5	-
9	Grass Carpeting	-	500 sqft
10	Exhibition Board for Display	20	5 x 3 sqft
11	Standee	14 1	6 x 3 sqft 8 x 4 sqft
12	Banner	1 2 1	8 x 12 sqft 3 x 15 sqft 8 x 4 sqft
13	Cordless Microphone	5	-
14	Stand Fan	8	-
15	Overall floral decoration	-	-
16	Dance Group for One Hour	-	-
17	Photography/Videography	2 days	-
18	Drain Covering with Plywood	-	300 sqft
19	Steel Chair with cover	50	-
20	Plastic Chair with cover	50	-
21	Acrylic Nameplate	10	-
22	Vinyl Print with Sun board	1	8 x 4 sqft x 2 side
23	Innova Car	2	-

Note:

- Bidders are advised to go through the tender document; however, work shall be executed as per directions of the Institute authorities.
- Testing of all electrical items and installation to be done one day prior to the event.
- Wiring is to be done as per standard safety norms and follow the instructions of Designated Officer of NIPER-Guwahati. Fire safety norms to be strictly followed as per the "Fire Precautionary Measures IS 8758: 2013" Gol guidelines.
- The site for the main work is located at the premises of NIPER-Guwahati. The bidders are advised to visit the site of work, at their own cost, and examine it and its surroundings by

themselves, collect all information that he considers necessary for proper assessment of the prospective assignment.

e. Any extra work / items required other than mentioned above at the actual site of work shall be paid as per the actuals rent rates of the items. The indenter/authorized official shall certify that the extra work / items have been done/given by the vendor. The indenter/authorized official shall also certify the actual rates of the extra items / work done by the vendor. The vendor must get the approval from the indenter/authorized official before commencing any extra work / item.

f. Post cleaning of the event site premises at NIPER-Guwahati is to be done by the contractor. A penalty of Rs. 10,000/- or the actual cost of the cleaning of the site premises (whichever is higher) shall be charged from the contractor's final bill.

4/


UNDERTAKING/DECLARATION

To
The Director
National Institute of Pharmaceutical Educational Research (NIPER)-Guwahati,
Sila Katamur , Halugurisuk,
Changsari, Kamrup , Assam-781101,
Near Dr. Bhupen Hazarika Regional Govt. Film & Television Institute.

Ref Enquiry: NIPER-G/S&P/81/EMPI 3D Conference/2024-25/..... dated 11/11/2024

Sir,

1. This is to certify that "We before signing this tender have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions of the tender.
2. It is hereby affirmed that we are in compliance of/shall comply with the statutory requirements of the Govt. of India, as applicable.
3. This is to certify that my/our firm/agency is neither blacklisted by any Government department nor there is any criminal case registered/pending against the firm or its owner/partners anywhere in India.

 Yours faithfully, [Signature with date, name and designation]
For and on behalf of M/s [Name & address of the manufacturers]

CERTIFICATE

To
The Director
National Institute of Pharmaceutical Educational Research (NIPER)-Guwahati,
Sila Katamur , Halugurisuk,
Changsari, Kamrup , Assam-781101,
Near Dr. Bhupen Hazarika Regional Govt. Film & Television Institute.

Ref Enquiry: NIPER-G/S&P/81/EMPI 3D Conference/2024-25/... dated 11/11/2024

Certified that:

- a. Any extra work / items required other than mentioned above at the actual site of work shall be paid as per the actuals rent rates of the items. The Convener of the assignment/work/service shall certify that the extra work / items have been done/given by the vendor. The Convener of the assignment/work/service shall also certify the actual rates of the extra items / work done by the vendor. The vendor must get the approval from the Convener of the assignment/work/service before commencing any extra work / item.
- b. The Institute will not pay any amount towards firm's transportation and Boarding/lodging. All the cost is to be borne by the bidder only. The Total amount quoted by the bidder should cater all the requirements against providing the services as per the tender. No advance payment shall be made.
- c. There are no hidden charges/cost to NIPER-Guwahati and the above amount quoted is final in all respect.
- d. I/We agree that the quoted offer will be valid till completion of the Contract. No escalation will be charged if any by the NIPER-Guwahati from the above the quoted prices by our firm/agency.
- e. I/We have read, understood and agree to comply with the terms and references of the tender.
- f. Before quoting, the bidder shall inspect the site to fully acquaint himself about the conditions in regard to accessibility of site, nature and extent of ground working conditions of site and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such accounts shall be entertained by the Institute in any circumstances after award of tender.

Yours faithfully, [Signature with date, name and designation]
For and on behalf of M/s [Name & address of the manufacturers]

FINANCIAL BID – To be printed on bidder letter head

Enquiry No: NIPER-G/S&P/81/EMPI 3D Conference/2024-25/..... dated 11/11/2024

SL. NO.	PARTICULARS	QUANTITY	SIZE/DESCRIPTION	TOTAL PRICE (Rs.)
1	Stage with flower decoration, bamboo lights,	1	-	
2	Flower bouquet for welcome to the guest	12		
3	Stage extension with riser	1	-	
4	Wooden Chair	10	-	
5	Centre Table	10	-	
6	Entrance Gate at Recreation Centre	1	-	
7	Stall (Stand Fan 1, Table 1, Chair 4, Plug point, light)	15	-	
8	Canopy (the bidder should quote as an optional item)	5	-	
9	Grass Carpeting	-	500 sqft	
10	Exhibition Board for Display	20	5 x 3 sqft	
11	Standee	14 1	6 x 3 sqft 8 x 4 sqft	
12	Banner	1 2 1	8 x 12 sqft 3 x 15 sqft 8 x 4 sqft	
13	Cordless Microphone	5	-	
14	Stand Fan	8	-	
15	Overall floral decoration	-	-	
16	Dance Group for One Hour	-	-	
17	Photography/Videography	2 days	-	
18	Drain Covering with Plywood	-	300 sqft	
19	Steel Chair with cover	50	-	
20	Plastic Chair with cover	50	-	
21	Acrylic Nameplate	10	-	
22	Vinyl Print with Sun board	1	8 x 4 sqft x 2 side	
23	Innova Car	2	-	
Grand Total				

Total Bid price in Words _____

Signature of Bidder _____

Name _____

Business Address _____

