



JIWAJI UNIVERSITY, GWALIOR – M.P. 474011
(Accredited 'A' grade by NAAC)

No. JU/SSB/2018/178

Dated: 12/09/2018

SHORT NOTICE E-TENDER DOCUMENT

For

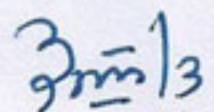
**EVENT MANAGEMENT OF XLI ALL INDIA BOTANICAL CONFERENCE OF THE
INDIAN BOTANICAL SOCIETY AND
NATIONAL SYMPOSIUM ON "ECOLOGICAL RESTORATION, CARBON
SEQUESTRATION AND BIOTECHNOLOGICAL APPROACHES FOR BIODIVERSITY
CONSERVATION" (OCTOBER 25-27, 2018)**

OF

**SCHOOL OF STUDIES IN BOTANY
JIWAJI UNIVERSITY, GWALIOR**

निविदा प्रपत्र एवं निविदा की विस्तृत शर्तों को विश्वविद्यालय की वेबसाइट (www.jiwaji.edu) पर भी देखी जा सकती है।

1. ऑनलाईन ई-टेंडर परचेज करने की अंतिम तिथि दिनांक: 29.09.2018 तक 5:00 pm.
2. ऑनलाईन ई-टेंडर (प्राइज बिड) जमा करने की अंतिम तिथि दिनांक: 01.10.2018 तक 5:00 pm.
3. ई.एम.डी. शपथ पत्र अर्नेस्टमनी की डी.डी. तथा आवश्यक दस्तावेज स्पीड पोस्ट/ पंजीयन डाक से जमा करने की अंतिम तिथि दिनांक: 03.10.2018 तक 3:00 pm.
4. टेक्नीकल बिड खोलने का समय एवं दिनांक: 04.10.2018 को 4:00 pm.
5. निविदा की शेष तिथियों सम्पूर्ण जानकारी शर्तों एवं समस्त संशोधन उपरोक्त दर्शाई गई वेबसाइट पर देखी जा सकती है।
6. कार्य की निविदा स्वीकृति/ अस्वीकृति/ निरस्तीकरण या संशोधन के अधिकार कुलसचिव, जीवाजी विश्वविद्यालय, ग्वालियर को है।


कुलसचिव
Registrar
Jiwaji University
Gwalior (M.P.)
12/9/18



JIWAJI UNIVERSITY, GWALIOR – M.P. 474011
(Accredited 'A' grade by NAAC)

No. JU/SSB/2018/178

Dated: 12/09/2018

“SHORT NOTICE INVITING TENDER FOR EVENT MANAGEMENT”

Jiwaji University is going to host Conference Entitled **XLI All India Botanical Conference of the Indian Botanical Society and National Symposium on “Ecological Restoration, Carbon Sequestration And Biotechnological Approaches For Biodiversity Conservation”** from 25 – 27 October 2018. About 400 participants will be a part of the conference. Offers are invited from reputed firms/event management agencies/companies etc for supplying articles and perform catering services in the premises of Jiwaji University, Gwalior on the occasion of **XLI All India Botanical Conference of the Indian Botanical Society and National Symposium on “Ecological Restoration, Carbon Sequestration And Biotechnological Approaches For Biodiversity Conservation” (25 – 27 October 2018.)**

2. The interested Companies/Firms/Agencies may send their bid complete in all respect along with Earnest Money Deposit (EMD) of Rs. 30,000/- (Rupees thirty thousand) in the form of Demand Draft issued in favour of Registrar, Jiwaji University, payable at Gwalior and other requisite documents to the undersigned duly superscripted “Bid for Tender No. JU/SSB/2018/178..... before 1500 hrs on 03/10/2018. The bids received after this deadline shall not be entertained under any circumstances whatsoever.

NOTE: The EMD demand draft should be put in the envelope containing Technical Bid failing which the tender shall be rejected forthwith.

3. The sealed envelopes to Technical bid are to be send through registered/speed post addressed to The Registrar, Jiwaji University, Gwalior – M.P. 474011

Please Note- Bids sent by COURIER will not be entertained.

4. Bids will be opened on 04.10.2018 at 16.00 hrs in the presence of bidders or their authorized representatives who wish to participate in the bidding process with authorization letter. If the opening date happens to be a closed day/holiday, the tender will be opened on the next working day at same time.

5. Any future clarification(s) and / or corrigendum(s) shall be communicated by the Registrar, Jiwaji University, Gwalior through website www.jiwaji.edu.

6. Registrar, Jiwaji University, Gwalior reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Registrar, Jiwaji University, Gwalior in this regard shall be final.

Registrar
Jiwaji University, Gwalior

Eligibility Criteria for Qualifying in Technical Bid

The agency should meet the minimum eligibility criteria:

1. A minimum experience of 10 years in event management for conference/ symposium in govt./ semi govt. with experience of at least 03 similar academic programmes in Gwalior during last 05 years in the field of complete event management.
2. Work order and experience certificate documents in support must be attached.
3. Agency should have valid GST registration.
3. Copy of PAN Card.
4. Income tax return acknowledgement of 3 years is required.
5. Agency should have Annual Turnover of not less than Rs. 50, 00,000/-.
6. The offer must be supported by EMD of Rs. 30,000/- in the form of demand draft in favour of Registrar, Jiwaji University, Gwalior drawn on any scheduled bank payable at Gwalior.
7. Affidavit duly certified by the notary at the location of the Agencies/Head quarters or at Gwalior that the bidders has never been black listed or punished by any court for any criminal offence/breach of contract and that no police / vigilance enquiry/criminal case is pending as per format enclosed.
8. Preference will be given to those agencies who have performed similar kind of assignment at Gwalior.
9. Only those e-tenders will be considered as eligible, who participate in all the components of conference as proposed. If a firm is participating in parts, it will not be considered as eligible.

Proposed work & Tentative Specification

Details of tentative specification/condition are as per **Annexure 2**.

Issue & Receipt of Offer

The offer with relevant supported documents is to be submitted in sealed cover to The Registrar, Jiwaji University, Gwalior on or before 1700 hrs on 01.10.2018

Evaluation Criteria

1. Short listing will be done on the basis of eligibility criteria mentioned in the tender.
2. Price bid of only shortlisted bidders will be opened.
3. Selection will be based on lowest total of price bid.

20/10/18
Registrar
Jiwaji University, Gwalior
Gwalior (M.P.)

General Instructions to Bidders

1. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD). For financial bid, a bid has to be submitted. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
2. The Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
3. The Tenders should be typewritten or handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. **The name and signature of bidder's authorized person should appear on each page of the tender. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency's letter head.**
4. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected straightaway.
5. Tenders received without EMD amount by way of demand draft in favour of Registrar, Jiwaji University, Gwalior will not be considered at all.
6. Refund of Earnest Money Deposit: The EMD submitted by unsuccessful bidders shall be returned to them without any interest. The EMD submitted by successful bidders shall be returned to them after the successful bidder deposits the performance security according to conditions stipulated in the bid document.
7. Bidders may note that if the date of tender opening given in this Tender Document is declared to be a gazetted holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in Jiwaji University, Gwalior will stand automatically extended up to 15.00 hours of the next working day.
8. Late/delayed tenders received in Jiwaji University, Gwalior due to any reason whatsoever will not be accepted under any circumstances.
9. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason, or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of Jiwaji University, Gwalior (www.jiwaji.edu). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.
10. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. **The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. Only one representative per firm shall be permitted to attend the**

opening of the tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the bidders or outsiders shall not be allowed to attend the tender opening process.

11. BID PRICES:

- a) The bidder shall give the total composite price inclusive of all levies and taxes (inclusive of GST) as per price schedule given in Annexure-3. The offer shall be firm in Indian Rupees only. No foreign exchange will be made available by the purchaser.
- b) The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation is likely to be treated as non-responsive and rejected.

12. SEALING AND MARKING OF BIDS: The bidder shall seal the Technical Bid and keep it in a envelope. The Technical Bid shall bear the name "TECHNICAL BID OF Tender No. "JU/SSB/2018/178" on the envelope and send to the following address:-

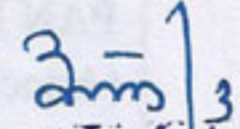
**Registrar,
Jiwaji University, Gwalior
M.P. 474011**

- (b) All the envelopes shall bear the Tender name, the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).
- (c) The envelopes shall indicate the name and address of the bidders to enable the bid to be returned unopened in case it is declared 'late' or rejected.
- (d) Bids should be sent by Registered/Speed Post. **Bids sent by COURIER will not be entertained.** The Purchaser shall not be responsible if the bids are delivered elsewhere.
- (e) Venue of Tender Opening: Tender will be opened in Jiwaji University, Gwalior at specified time on the due date. If due to administrative reason, the venue/ time of bid opening is changed, it will be displayed prominently on the notice board of the University as well as in the office of the Registrar, Jiwaji University, Gwalior.

Terms & Conditions of Tender

- 1) **Language:** The language of the Tender shall be in English.
- 2) Late/delayed tenders received in Jiwaji University due to any reason whatsoever will not be accepted under any circumstances.
- 3) **Documents to Accompany Tender:** The Bidder shall submit the Documents mentioned in the Eligibility Criteria of the Tender.
- 4) **Return of Earnest Money:-** After finalization of the Tender, the deposited Earnest Money will be returned back to the unsuccessful bidders, without interest.
- 5) **Deposition of Security Money:-** The Selected bidders must deposit the requisite amount of Security Money (5% of the approximate value of accepted items) within the stipulated date specified in the acceptance letter. The approved firm shall deposit the Security Money in the form of Demand Draft payable at Gwalior duly pledged in favour of Registrar, Jiwaji University, Gwalior.
- 6) **Forfeiture of Security Money :-**
 - a. In the event of failure to supply or maintain the goods/articles/perform services as per Work Order within the stipulated period, the security deposit may be forfeited.
 - b. In that event, supply of the said equipment may be taken from the next lowest bidder vide the same Work Order at contractors risk and cost without any further reference, so that the loss incurred would be recoverable from the Security Deposit of the said contractor or from any sum due of which may become due to the contractors.
 - c. If any equipment/ instrument is damaged or any damage of property occurs by the approved firm, cost of the same will be deducted from the deposited Security money of the contractor.
- 7) **Refund of Security Deposit -** After successful completion of entire supply and period of service Security Deposit will be refunded within the three months if not extended for further period.
- 8) The quantity mentioned in the price bid (Annexure-3) E-bid is on approximate basis for which institute is inviting offer. However, number of participants may slightly increase or decrease at the time of conference; it is the responsibility of the bidder to arrange all the requirements as per bid for all the participant present at the time of conference.
- 9) On Consumption of extra quantity payment will be made on verification of actual quantity supplied by the representative appointed by the institute for this purpose.
- 10) **Payment:** 100% Payment will be made by accounts department after performance of job as per Annexure 2 against work order on submission of invoices in triplicate along with inspection report, original copy of work order/supply order and receipt vouchers.

- 11) **Disputes:-** In the event of any dispute or disagreement arising between the contractors and any other department of Jiwaji University, Gwalior with regards to the interpretation of "Terms & Conditions" stipulated herein or in the contract done, the same shall be referred to the Registrar, Jiwaji University, Gwalior whose decision will be final and binding upon the contractor.
- 12) Rate must be valid for a period of 120 days, which, if the Institute authority desires, may be extended for further period issuing proper notification.
- 13) Canvassing in any form is strictly prohibited and the bidders who are found canvassing are liable to have their tenders rejected out rightly.
- 14) Registrar, Jiwaji University, Gwalior reserves all rights to accept or reject any Tender without showing any reason.
- 15) The Tender, submitted by the firm who have already been declared as Black Listed or whose contract was terminated for dissatisfactory supply will not be considered even if his quote rate is lowest.
- 16) Any future clarification(s) and / or corrigendum(s) shall be communicated by the Registrar, Jiwaji University, Gwalior through the website www.jiwaji.edu.
- 17) Registrar, Jiwaji University, Gwalior reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Registrar, Jiwaji University, Gwalior in this regard shall be final.
- 18) The University will not pay any advance for the work order


Registrar
Jiwaji University
Gwalior (M.P.)

I/We submit this tender after reading the tender notice, instruction of terms and conditions contained herein and accepted by me/us.

Dated:

Address:

Mobile Number:

Signature of the tenderer

(with seal)

TECHNICAL BID FORMAT:

S.No.	Details	
1.	Name of the firm/ Society/ Company/ Proprietary Concern	
2.	Address of registered office	
3.	Telephone Nos./Fax/E-mail at Gwalior	
4.	Earnest Deposits money (EMD) Yes/No	
5.	EMD Details: Demand Draft No. : Dated: Drawn on Bank: Amount (In Figures): Amount (In Words):	
6.	Banker of Company/ Firm/agency with full address Telephone Number of Banker	
7.	PAN No. (Attach attested copy)	
8.	GST Reg. No. (Attach attested copy)	
9.	Food License Registration (Attach attested copy)	
10.	Whether rates are quoted as per format mentioned in the Bidding Document or not.	
11.	Whether rates quoted are inclusive of all taxes or not.	
12.	Have you previously supplied these items to any government/ private/ semi government organization? If yes, attach the relevant proof.	
13.	Acceptance of terms & conditions attached (Yes/ No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.	
14.	Proof of financial status in form of Audit Report, Balance Sheet, Profit & Loss A/c along with all the schedules etc. for the last three financial years.	

15.	Copy of Income Tax Return filed Acknowledgement for last the last three years.	
16.	Enclose an affidavit duly certified by (enclosed/ Not enclosed) the notary at the location of the Agencies/ Head quarters that the tenderer has never been black listed or punished by any court for any criminal offence/ breach of contract and that no police/ vigilance/ enquiry/ criminal case is pending.	

(Signatures of the authorized signatory with seal of tendering firm)

Date:

Name:-

Place:

Address:-

Mob. No. –

Tentative Requirements / Specification & Conditions

Item No. 1 – Stage / Venue Preparation

A. Fabrication & Setup

1. One 20x10 ft. Multi colored with designing Back drop with foldable frame for inaugural – 25.10.2018.
2. One 20x10 ft. Multi colored with designing Back drop with foldable frame for valedictory – 27.10.2018.
3. Banners :- Auditorium – 8x6 ft. – (two) multi colored + designing.
University Main Gate – 12x8 ft. (two) multi colored + designing with wooden frame.
Direction Board – 05 (2x5 ft.).
Podium Banner – 01 (one) – Auditorium – 2x4 ft.
03 (three) – for academic sessions – 2x4 ft.
Hall A/B/C
4. Exhibition stalls:- 05 (five) – (each with 2x3 mts.) with 02 chairs + 01 table + 02 lights (top open) + 01 electrical point.
5. Registration counters :- 06 (Six) – (each 5x2) – 02 chairs + 01 table + display space.
6. Flower Decoration :- Inaugural and Valedictory stage, Lamp, Welcome gate, stage table, Single Fresh Rose sticks – 50 each day for 03 days (25th, 26th, 27th October 2018).
7. Slide wall tent curtains :- 100x40 ft. wide, Top cover on food area, Buffet table with cover and frills of different cover each day, 100 Banquet chairs with cover + 15 round tables with cover and frills.

(B). Conference Kit

1. Conference Bag :- At least 400 – Jute with laptop size compartment + 01 partition 1. (16”x 12”x 5^{1/2}”) extra + front pocket, shoulder hanging capacity with emboss color on the Approximate cost – Rs 300/- each).
2. Certificates :- 500 in number, A-4 size, + multi color printing with designing.
3. Name Badges :- 500 – 3”x4” size, plastic, ½ wide card, different color with conference, detail printing & delegate details.
4. Pen with Printing :- 500 - Conference Pen with printing.
5. Pad with Printing :- 500 – 35 pages white plain, 6”x9” front + Back page colored printed + spirally bound.
6. Souvenir :- 500 Hard copy – Executive Bond paper – approx 150 pages black/ white printing front and back copy printing, Book form – A/4 size. Front and Back (Inner and outside) page colored & designed & laminated.

C. Conference Food :- Breakfast , Lunch, Dinner – All vegetarian + 02 time tea + cookies during 2 conference intervals.

- 500 people on 25th, 26th, 27th October 2018.

Breakfast :- Bread/ Toast/ Butter/ Jam/ Tea/ Coffee each day + 02 different Regional items + 01 sweet.

Lunch :- 01 Paneer dish, 02 seasonal vegetables, Dal, Rice, Curd preparation, Indian Breads (Roti, Chapati, Tandoori, Nan, Paratha), Sweet dish, salad, papad, pickle, R.O. Mineral water.

Dinner :- 01 Soup, 01 Paneer dish , 02 seasonal vegetables, Dal, Rice, Curd preparation, Indian Bread (Roti, Chapati, Tandoori, Nan, Paratha), Sweet dish, salad, papad, pickle, R.O. Mineral water.

- Breakfast, Lunch & Dinner must be ready at least 30 minutes before time given in schedule.
- Food to be served by waiters in Uniform.
- At least 04 Buffet counters to avoid overcrowding.
- Food to be served in Bonechina crockery.
- All crockery & cutlery to be properly washed & dried.
- Good amount of dustbins to be placed in food area, and trash to be cleaned even during food hours.
- It will be the responsibility of the vender to keep the food area clean.
- Drinking water – R.O./ mineral – dispensable camper of 20 liters can be used.
- Heavy tissue papers to be used during all food servings.
- Each serving plate to be covered before meals.
- Payment of food bill will be made only after the counting of food coupons.

Note:- The number of participants may increase or decrease. The final number will be communicated by 15/10/2018.

3/10/18
Registrar
Jiwaji University, Gwalior

Registrar
Jiwaji University
Gwalior (M.P.)

ANNEXURE "3"

PRICE BID E-BID FORM

To,

The Registrar
Jiwaji University,
Gwalior – M.P. 474011

Dear Sir,

1. I/We submitted the e-bid for Tender
No. dated for
"Supply and installation of Articles for"

Item No.	Item with Specification	Rate for complete work as per annexure-2 Total Amount (INR)including all taxes as applicable
A.	Fabrication & Setup	
1.	Colored Back drop inaugural	As per annexure -2
2.	Colored Back drop valedictory	As per annexure -2
3.	Banners	As per annexure -2
4.	Exhibition stalls	As per annexure -2
5.	Registration counters	As per annexure -2
6.	Flower decorations	As per annexure -2
7.	Side wall tent curtains	As per annexure -2
B.	Conference Kit	
1.	Conference Bag	As per annexure -2
2.	Certificates	As per annexure -2
3.	Name badges	As per annexure -2
4.	Pen with printing	As per annexure -2
5.	Pad with printing	As per annexure -2
6.	Souvenir	As per annexure -2
C.	Conference Food	
1.	Breakfast	As per annexure -2
2.	Lunch	As per annexure -2
3.	Dinner	As per annexure -2

(Signature of Authorised Person)

(Name & Designation)

Name of Firm/Company/Agency

Contact Details

AFFIDAVIT

(On Non-Judicial Stamp paper of Rs. 100)

I,Son / Daughter / Wife ofresident of
.....
...../Director authorized signatory of the agency/Firm
(.....), do hereby solemnly affirm and declare as follows:

1. I am authorised signatory of the agency/firm and is competent to sign this affidavit and execute this tender document;
2. I have carefully read and understood whole tender document including all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/We further undertake that no case/enquiry/investigation is pending with the police/court/vigilance or any government body against the Proprietor/Partner/Director or the Company (Agency).
5. I/We further undertake that none of the Proprietor/Partners/Directors of the Agency was or is Proprietor or Partner or Director of the Agency with whom the Government have banned/ suspended/ blacklisted business dealings. I/We further undertake to report to the Botany Department, Jiwaji University, Gwalior immediately after we are informed, but in any case not later 07 days.
6. I/We further undertake that our firm/company is fulfilling all the terms and conditions/eligibility criteria obvious/explicit or implied/implicit recorded anywhere in the tender document. If at any time including the currency of the Contract, any discrepancy is found relating to our eligibility or the process of award of the contract criteria, this may lead to termination of contract and/or any other action deemed fit by the Institute.

Date:
Place:
Seal of the Agency

(Signature of the Bidder)
Name:
Designation
Address:

I/We do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therein.

Deponent