



Basic Details

Organisation Chain	Department of Pharmaceuticals National Institute of Pharmaceutical Education and Research (NIPER) Guwahati		
Tender Reference Number	NIPER-G/SP/157/Dedication to Nation/23-24/333		
Tender ID	2024_MCF_740127_1		
Tender Type	Limited.	Form of contract	Works
Tender Category	Services	No. of Covers	1
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Payment Instruments

Offline	S.No	Instrument Type
	1	Demand Draft
	2	As Per Tender Document

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 ₹	1,50,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Director, NIPER-Guwahati	EMD Payable At	Changsari

Work / Item(s)

Title	Event Management for Dedication to Nation programme of NIPER-Guwahati				
Work Description	Event Management for Dedication to Nation programme of NIPER-Guwahati				
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	02-Jan-2024 05:15 PM	Bid Opening Date	05-Jan-2024 03:30 PM
Document Download / Sale Start Date	02-Jan-2024 05:15 PM	Document Download / Sale End Date	05-Jan-2024 02:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	02-Jan-2024 05:15 PM	Bid Submission End Date	05-Jan-2024 02:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Event Management for Dedication to Nation programme of NIPER-Guwahati	7475.04

Work Item Documents

S.No	Document Type	Document Name	Description	Document Size (in KB)
1	Tender Documents	TENDER EVENT.pdf	Event Management for Dedication to Nation programme of NIPER-Guwahati	7475.04

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	02-Jan-2024 04:55 PM



**NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH-
GUWAHATI**

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

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

**SPECIAL LIMITED TENDER ENQUIRY FOR “EVENT MANAGEMENT FOR
DEDICATION TO NATION PROGRAMME OF NIPER-GUWAHATI”**

*Tender No. NIPER-G/S&P/157/Dedication to Nation/2023-24/ 333 dated
02/01/2024*

Following vendors shall only apply:

1. **M/s MD Shivam**
Wardno. 1, Mangaldoi, Darrang, Assam
Email: mdsdarrang@gmail.com
2. **M/s MEDIA UNLIMITED**
Ganeshguri, opp. GTAC, Guwahati, Assam 781036
Email: shyamchoudhury@gmail.com
3. **Apex Vision Professionals LLP.**
Hno. 2, Green Path, Ulubari, Guwahati.
Assam 781007
Email: apexvisionllp@gmail.com
4. **M/s Sai One Group**
Hno.9, Hastinapur Bylane 1. Nayanpur,
Guwahati. Assam781005
Email: theonegroupofficial@gmail.com

4

Ph: 7099007822
Email: purchase@niperguwahati.ac.in



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/157/Dedication to Nation/2023-24/ 333

दिनांक/Date: 02/01/2024

To

महोदय / महोदया / Sir/Madam,

विषय/Sub: Special Limited Tender Enquiry for “Event Management of Dedication to Nation programme of NIPER-Guwahati”

क्रेता को अधोलिखित सामग्रीयों को खरीदने हेतु नाईपर गुवाहाटी, निदेशक महोदय द्वारा बुलाया गया है। कृपया अपना उद्धरण भेजें ताकि 05.01.2024 को या उससे पहले अपराह्न 2:00 बजे तक संस्थान तक पहुंच सकें।

Director, NIPER-Guwahati hereinafter called the ‘Purchaser’ is interested in hiring of an Event Management vendor for providing various facilities including services for a very important function to be held on either 11th January 2024 or 12th January 2024 at NIPER-Guwahati campus as per the details given in the table below:

Sl. No.	Tender No.	Description of items	Qty.	Type of Bid
1.	NIPER-G/S&P/157/Dedication to Nation/2023-24/..... <u>333</u> dated 02/01/2024	Event Management of Dedication to Nation programme of NIPER-Guwahati	As mentioned in Annexure-I	One Bid System

- 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. The bids must reach this office on or before 5th January 2024 up to 2:00pm and shall be opened on the same day at 3:30pm.
- 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.

X

सामान्य नियम और शर्तें / GENERAL TERMS & CONDITIONS:

1. 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.
2. **ईएमडी जमा / EMD Deposit:** A refundable Earnest Money Deposit (EMD) amounting to ₹ 1,50,000/- in the form of Demand Draft drawn in favour of “*The Director, NIPER-Guwahati*” issued from a Commercial Bank, will have to be submitted along with the quotation. Offers received without Earnest Money or valid Certificate shall be summarily rejected. As per Rule 170 of General Financial Rules (GFRs) 2017, Micro and Small Enterprises (MSEs) and the firms registered with concerned Ministries/ Departments are exempted from submission of Bid Security.
3. 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.
4. **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 completion of work/services.
5. All the bids are to be submitted in single bid system i.e., techno-commercial bids in single sealed cover. Offers received without Earnest Money or valid certificate (MSME) for exemption shall be summarily rejected.

**A. Last date for receiving sealed tenders containing technical and commercial bids:
05/01/2024 up to 2:00pm.**

B. Opening of bids: 05/01/2024 at 3:30pm.

6. 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) The tenders not meeting the eligibility criteria will be summarily rejected. Hence, the tenderers are advised to attach relevant documents in support of their eligibility.
7. 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 at various places inside and outside of campus 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-G).
15. **Work Completion:** The venue shall be completed in all respects 24 hours before the scheduled date of the Institute's event for Inspection and Security Check.

Yours faithfully,



(भंडार एवं क्रय अधिकारी/Stores & Purchase Officer)



Annexure-I

SI No.	PARTICULARS	SIZE/QUANTITY
1.	Hanger Structure 80x170sqft	80x170 sqr ft
2.	Carpeting	80x170 sqr ft
3.	Stage with Carpeting and air conditioning	50x30sqf sqr ft
4.	Lounge and back-stage with air conditioning and attached bio-toilets Green room setup	80x20sqft
5.	Seating arrangement: a. VIP steel chair with cover b. Double seater sofa with center table	a. 800 nos. b. 50 nos.
6.	On-stage elements: a. Dice with 36 seating capacity VVIP wooden chair b. Podium x 2nos. c. Natural Flower decoration d. LED wall Backdrop (30x10) e. Front Screen	a. 36 nos. b. 02 nos. c. Covering the stage d. 01 no e. 03 nos.
7.	Entry Gates: Near highway NIPER-G Main Entrance Inside campus Entry gate near main venue Admin block	5 nos.
8.	Barricading: Mozo barricades Bamboo with cloth masking	200 running feet 500 running feet
9.	Pathway carpeting	Approx. 120 mtr
10.	Branding & Signage: Standee (airport, highway, roadside and venue) Gate Branding Overall Venue branding Signage	Approx. 7500 sq feet
11.	Stalls for Police/FirstAid/ Traffic/Fire	4 nos.
12.	Campus Beautification: <ul style="list-style-type: none">• Fairy lights on all the buildings,• Seasonal, Flowerpots as per requirement (Approx. 200 Pcs or More)• Palm tree saplings 12-15 feet as per requirement (20 No.)• Large Planters (20 No)• Mural Paintings• Photo Backdrops with Decoration (on assigned areas)• Letter cutouts• Decorative Bamboo Dustbin (15 No)• Gas balloon with NIPER logo printing-02 nos.• Large size 3D Model of Grazing Rhino with one Calf/Baby Rhino-01 no.	Complete arrangement

13.	Food area: H-Block Canteen <ul style="list-style-type: none"> • Wall masking • Seating arrangement (Round tables and chairs) • Tower Acs for VIP area (as needed) 	For 80-100 seating capacity
14.	Admin block decoration as per requirement	Complete Decoration
15.	PA system with cordless microphones and podium microphones	3 pairs
16.	a. Outdoor Light b. Warm flood light inside hanger c. Stage lighting d. Focus lights	a. 60nos. (approx.) b. 50nos. (approx.) c. 20nos. (approx.) d. 30nos. (approx.)
17.	LED wall with ramp (Approx. 10x10sqft)	5 nos.
18.	Food and beverage service for 800 pax a. Vegetarian food b. Non-vegetarian food	a. 300 pax b. 500 pax
19.	Outdoor food court for 800 pax	Approx. 60x80 sqft
20.	Refreshment and mineral drinking water facility in lounge and green room area with service boys/girls	100 pax
21.	Extra bio-toilets (as per requirement)	5 nos.
22.	Still/video camera with live and editing setup	Full day
23.	DG, as per overall load distribution, 125kva	2 nos.
24.	Promotional video with editing	Full service
25.	Bihu Dance Artist with related arrangements	01 group
26.	Pure Silk Gamusa for Facilitation	20 Pcs
27.	Transportation (Innova or equivalent vehicle in very good condition)	20nos.
28.	Inauguration Stone	02 nos.

Note:

- a. Bidders are advised to go through the tender document; however, work shall be executed as per directions of the Institute authorities.
- b. Testing of all electrical items and installation to be done two days prior to the event.
- c. 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.
- d. 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 Convener of the Site Committee shall certify that the extra work / items have been done/given by the vendor. The Convener of the site 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 Site committee 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. 1,00,000/- or the actual cost of the cleaning of the site premises (whichever is higher) shall be charged from the contractor's final bill.

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/157/Dedication to Nation/2023-24/333 dated 02/01/2024

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/157/Dedication to Nation/2023-24/.....³³³ dated 02/01/2024

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/157/Dedication to Nation/2023-24/..... dated 02/01/2024

SI No.	PARTICULARS	SIZE/QUANTITY	TOTAL PRICE (Rs.)
1.	Hanger Structure 80x170sqft	80x170 sqr ft	
2.	Carpeting	80x170 sqr ft	
3.	Stage with Carpeting and air conditioning	50x30sqf sqr ft	
4.	Lounge and back-stage with air conditioning and attached bio-toilets Green room setup	80x20sqft	
5.	Seating arrangement: c. VIP steel chair with cover d. Double seater sofa with center table	c. 800 nos. d. 50 nos.	
6.	On-stage elements: f. Dice with 36 seating capacity VVIP wooden chair g. Podium x 2nos. h. Natural Flower decoration i. LED wall Backdrop (30x10) j. Front Screen	f. 36 nos. g. 02 nos. h. Covering the stage i. 01 no j. 03 nos.	
7.	Entry Gates. Near highway NIPER-G Main Entrance Inside campus Entry gate near main venue Admin block	5 nos.	
8.	Barricading: Mozo barricades Bamboo with cloth masking	200 running feet 500 running feet	
9.	Pathway carpeting	Approx. 120 mtr	
10.	Branding & Signage: Standee (airport, highway, roadside and venue) Gate Branding Overall Venue branding Signage	Approx. 7500 sq feet	
11.	Stalls for Police/FirstAid/ Traffic/Fire	4 nos.	
12.	Campus Beautification: <ul style="list-style-type: none"> • Fairy lights on all the buildings, • Seasonal, Flowerpots as per requirement (Approx. 200 Pcs or More) • Palm tree saplings 12-15 feet as per requirement (20 No.) • Large Planters (20 No) • Mural Paintings • Photo Backdrops with Decoration (on assigned areas) • Letter cutouts 	Complete arrangement	

	<ul style="list-style-type: none"> Decorative Bamboo Dustbin (15 No) Gas balloon with NIPER logo printing-02 nos. Large size 3D Model of Grazing Rhino with one Calf/Baby Rhino-01 no. 		
13.	Food area: H-Block Canteen <ul style="list-style-type: none"> Wall masking Seating arrangement (Round tables and chairs) Tower Acs for VIP area (as needed) 	For 80-100 seating capacity	
14.	Admin block decoration as per requirement	Complete Decoration	
15.	PA system with cordless microphones and podium microphones	3 pairs	
16.	<ul style="list-style-type: none"> e. Outdoor Light f. Warm flood light inside hanger g. Stage lighting h. Focus lights 	<ul style="list-style-type: none"> e. 60nos. (approx.) f. 50nos. (approx.) g. 20nos. (approx.) h. 30nos. (approx.) 	i.
17.	LED wall with ramp (Approx. 10x10sqft)	5 nos.	
18.	Food and beverage service for 800 pax <ul style="list-style-type: none"> c. Vegetarian food d. Non-vegetarian food 	<ul style="list-style-type: none"> c. 300 pax d. 500 pax 	
19.	Outdoor food court for 800 pax	Approx. 60x80 sqft	
20.	Refreshment and mineral drinking water facility in lounge and green room area with service boys/girls	100 pax	
21.	Extra bio-toilets (as per requirement)	5 nos.	
22.	Still/video camera with live and editing setup	Full day	
23.	DG, as per overall load distribution, 125kva	2 nos.	
24.	Promotional video with editing	Full service	
25.	Bihu Dance Artist with related arrangements	01 group	
26.	Pure Silk Gamusa for Facilitation	20 Pcs	
27.	Transportation (Innova or equivalent vehicle in very good condition)	20nos.	
28.	Inauguration Stone	02 nos.	
		TOTAL QUOTE (INR)	

Total Bid price in Words _____

Signature of Bidder _____

Name _____

Business Address _____

4