



**EXPRESSION OF INTEREST  
FOR  
Hiring of Physical Arrangement Services**

**at**

**National Institute for Empowerment of  
Persons with Multiple Disabilities  
(NIEPMD), Chennai**

East Coast Road (ECR), Muttukadu, Kovalam (Post)  
Chennai, Tamilnadu, 603112

Ph. 044-27472113 Extn:413, Email: asponiepm@gmail.com

**Short Notice through E-Publishing Mode**

Sd/-  
Deputy Registrar (Admin)

Sd/-  
Director

# National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD), Chennai

East Coast Road (ECR), Muttukadu, Kovalam (Post)  
Chennai, Tamilnadu, 603112  
Ph. 044-27472113 Extn:413, Email: asponiepm@gmail.com

## EOI for Hiring of Hiring of Physical Arrangement Services For Abilities Hub Programme

Sir,

Sealed Quotations are invited from intending service provider & Specialized Agencies for the Hiring of Physical arrangement services for Abilities Hub Programme, at NIEPMD, Chennai . The above-mentioned work as per the terms and conditions stipulated in the annexure. You are requested to quote your most competitive rate and submit the same in a **Sealed Envelope** super scribing the enquiry reference Name of work and due date opening and should reach the office of the undersigned on or before the due date & time of submission.

<b>Date of Issue</b>	:	<b>18<sup>th</sup> Feb 2023</b>
<b>Last date &amp; time of submission</b>	:	<b>22<sup>st</sup> Feb 2023 up to 01.00 PM</b>
<b>Date &amp; Time of opening</b>	:	<b>22<sup>nd</sup> Feb 2023 at 03.00PM</b>

**“The bidder selected must insure that all physical arrangements will be completed on or before Evening of 27<sup>th</sup> Feb 2023”.**

## Undertaking by Bidder

If the above proposal/ quotation is accepted and order is placed on us for the work as specified above, we agree to abide by the terms and conditions enclosed. **Our quotation is valid up to One months from the date of opening. We hereby return your original quotation form, duly filled and signed.**

(Signature of firm/Bidder with rubber stamp)

Tel. No. : \_\_\_\_\_

Mob No. : \_\_\_\_\_

Email- \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EOI are invited from Individuals/Sole Proprietors/Agencies/Firms/LLPs/Companies/Service Providers engaged in the providing event management services or physical arrangement services. The service needs to be provided at NIEPMD, ECR Muttukadu, Kovalam(Post), Chennai – 603112 on 28<sup>th</sup> Feb 2023 in Abilities Hub Programme at institute.

National Institute for Empowerment of Persons with Multiple Disabilities, Chennai (hereinafter called as NIEPMD, Chennai) intends to hire service from people having experience in field of event management/physical arrangements services. The applying agency must have at least 05 years experience in related filed. The same be supported with copies of work orders etc.

The applying firm must enclosed list of inventories on his charge with bid response to analyses their capacity to award the work.

The Bidders are requested to read carefully and understand the terms and conditions before submitting the bid. Details of the tender are given below:

1.	Name of Work	EOI for hiring of Physical arrangement/Event management services Teams on perday rent basis in Muttukadu, Chennai.
2.	Open date of tender	22 <sup>nd</sup> Feb 2023 at 03.00PM
3.	Last date and time of receiptof bid	22 <sup>st</sup> Feb 20233 up to 01:00 PM
4.	Address at which the Bids areto be submitted	Room. No. 113, NIEPMD, ECR, Muttukadu, Kovalam (Post), Chennai, 603112
5.	Venue of opening tenders	Conference Hall of NIEPMD, Chennai

NIEPMD has the right to accept/reject any/all bids without assigning any reasons. **The NIEPMD also reserves its right to reject any bid which, in the opinion of the NIEPMD, is too low or unrealistic for effectively carrying out the obligations required under the terms and conditions of the tender.**

## DISCLAIMER

The information contained in this Tender document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of NIEPMD, is provided to the Bidder(s) on the terms and conditions set out in this Tender document and all other terms and conditions subject to which such information is provided.

This Tender invitation is neither an agreement nor an offer and is only an invitation by the NIEPMD Chennai to the interested parties for submission of bids. The purpose of this Tender invitation is to provide the Bidder(s) with information to assist the formulation of their proposals. This Tender invitation does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Tender document and where necessary obtain independent advice. NIEPMD makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender.

NIEPMD may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender documents. No contractual obligation whatsoever shall arise from the Tender process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Bidder.

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### ➤ GUIDELINES FOR SUBMISSION OF TENDER INVITATION

- a. One Bidder shall submit only one tender.
- b. Each page of Tender Document shall be signed by the Authorised Signatory.
- c. List of available inventory should be submitted for evaluation purpose.
- d. The bidder must submit copies of valid Trade License, valid Fire License and all other statutory licenses/ permits along with the offer. The successful bidder will be required to produce the originals of these licenses/ permits for verification if required by NIEPMD Chennai before finalizing the contract.
- e. The Rate quoted should be inclusive of all taxes and other charges if any. In case increase of scope of work rates will be calculated on pro-rata basis.
- f. Offer(s) incomplete or deficient, received late and/or not signed by the Bidder on all the

pages shall not be accepted.

g. The contract shall be finalized subject to recommendation of the Purchase committee and approved by the Competent Authority of NIEPMD Chennai.

h. Documents constituting the contract: The invitation of Bids, the terms and conditions of the Tender, bid of the successful Bidder and Letter of work order will be issue by the NIEPMD Chennai.

➤ **Last Date**

Bidders must ensure that the duly signed and filled Bids enclosing all the required/stipulated documents is posted by Registered Post & Acknowledgement to or personally delivered in Room No. 113, 3<sup>rd</sup> Floor, NIEPND, ECR, Muttukadu, Kovalam (Post), Chennai -603112 within time so as to reach the NIEPMD Chennai **on 22<sup>st</sup> Feb 2023**. Bids received after the due date and time shall be rejected and returned to the Bidder by the NIEPMD Chennai and

➤ **Date of opening of bids**

Bids received as per schedule will be opened, in the presence of participating bidders or their representativeduly authorized in writing, on **22<sup>nd</sup> Feb 2023, 03.00 PM** at 3<sup>rd</sup> Floor Conference Hall of, NIEPMD Chennai – 603112

Bids should be addressed to:

**The Director,  
NIEPMD, ECR, Muttukadu, Kovalam (Post),  
Chennai – 603112 (Tamilnadu)**

Bidders are advised to read and understand the complete scope / value and volume of the work involved before submitting their bids. No Clarifications shall be entertained after submitting the bids.

Bidders are advised in their own interest to study the terms and conditions of the tender carefully and only then submit bids accordingly. Any tender/quotation received against this tender shall be governed by the terms and conditions indicated in the tender document and the Bidders quoting against this tender shall be deemed to have read, under- stood and accepted the same.

➤ **Price and Validity**

i) The Rates must be quoted as detailed **in Annexure-II** covering the entire activity as per the scope of the contract. Rates shall be inclusive of all Taxes & duties, rates, charges, insurance costs etc., as applicable. However, if quoted rates are exclusive of GST, then the GST, as applicable, shall be paid additionally after receipt of valid GST certificate as applicable, registration certificate from the contractor and proof of payment of tax when- ever the same

have been paid and claimed.

ii) Rates agreed upon shall remain same throughout the period of Contract. The discount, if any, should be straight and simple. No, conditional discount will be given weightage for comparison purpose. However, the NIEPMD Chennai may avail it to its benefit. The finalization and declaration of the final L-1 will be subject to the approval of the competent authority.

#### ➤ OTHER REQUIREMENTS

a. Bids should be complete in all respects and incomplete bids will be summarily rejected. The NIEPMD Chennai will not entertain any correspondence in this regard.

b. Canvassing in any form entails disqualification from further consideration.

c. Any Bidder found influencing or intimidating other Bidders / Tender process is and will be liable to / for disqualification.

d. The NIEPMD Chennai decision in respect of any dispute arising out of the hiring of services shall be final and binding on the Bidder or his representative.

e. The Bidder shall procure and arrange at his expense all necessary permits, certificates and licenses required under any or all applicable laws, regulations, ordinances and other rules in effect at the place where any service/s is/are to be performed, and the Bidder further agrees to hold and keep the NIEPMD Chennai indemnified from liability or penalty which might be imposed by reason of any asserted or established violation of such laws, regulations, ordinances or other rules.

f. The contract shall be governed, interpreted and enforced in accordance with law of India and Courts at Chennai shall alone have exclusive jurisdiction.

g. The Bidder shall not at any time sub-contract or assign in whole or in part its obligations, liabilities, privileges, benefits and rights in or under this contract for any purpose and to any extent in favour of any third party without prior consent of the NIEPMD Chennai in writing.

h. The NIEPMD Chennai reserves the right to reject or accept or cancel partly or in full any or all bids without assigning any reason whatsoever. The decision of the NIEPMD Chennai in this regard is final and binding on the Bidders.

➤ **INDEMNITY & LIABILITY**

(a) The Bidder agrees to indemnify the NIEPMD Chennai against all losses or claims in respect of any or all statutory / financial obligations arising out of any negligence or misconduct on the part of the bidder howsoever and in whatsoever manner caused to the NIEPMD Chennai. The NIEPMD Chennai will not enter into any litigation whatsoever under any circumstances in respect of afore-stated statutory / financial obligations. Any litigation if so warranted /compelled will be conducted and pursued by the NIEPMD Chennai at the cost of the Bidder only.

(b) The NIEPMD Chennai shall be liable only for paying agreed hiring charges. The Bidder shall be responsible and answerable for all claims from third parties including the employees/students/guest of the NIEPMD Chennai in the event of any accident or injury, death, loss or damage leading to / involving any liability caused by the Bidder or its employees. The NIEPMD Chennai will have no master servant relationship with the employees of the service provider. The relation of bidders and the NIEPMD Chennai is principal-to-principal basis. If during the contract period, any loss or damage to property or life, death due to accident etc., is caused either to the occupants or employees of the service provider or any other third party, the NIEPMD Chennai shall not be responsible for the same.

(c) Payment to the bidder will be after completion of work based on materials hired. Rate will be calculated on pro-rata basis. No advance payment will be made.

➤ **Termination**

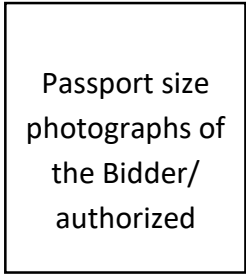
The NIEPMD Chennai reserves the right to terminate the contract any day before availing the facilities without assigning any reason whatsoever. Without prejudice to the above the NIEPMD Chennai also reserves its right to terminate the agreement if the Bidder is involved in wrongful billing. In addition, hereto wrongful billing shall also result in the organization being debarred from participating in any other tender of the NIEPMD Chennai.



**ANNEXURE – I**

**Profile of the Bidder:**

- 2. Name of the Bidder.....
- 3. Name of the person submitting the Bid whose photograph is affixed Shri/Smt.....



**(The Bid should be signed as per terms and conditions mentioned in the Tender Documents)** Bidder will submit the attested copy of the PAN card / Election Commission I-Card / Passport of the proprietor or authorized signatory in case of proprietor is not signing the tender document. The tender is liable to be rejected if the signature and photograph do not match with the photograph affixed and the signature made in the tender documents.

Registration & incorporation particulars of the Bidder:                      Date of Registration.....

- i) Individuals
- ii) Proprietorship Concern
- iii) Partnership Firm
- iv) Limited Liability Partnership
- v) Service Provider/ Company

**(Please attach attested copies of documents of registration/ incorporation of your firm with the competent authority as required by business law)**

- 3. Name of Proprietor/Partners/Directors -----
- 4. Permanent Income Tax member, Income Tax circle-----
- 5. GST NUMBER.....**

## PARTICULARS REQUIRED

S. No.	DESCRIPTION	
1	Name and Address of the Firm/Agency	
2	Phone No. and Fax No.	
3	Email ID	
4	Website address	
5	Contact Person with designation and Mobile No.	
6	Valid license from Competent Government authority to indented services	
21	Any other detail(s) other than the aforesaid you would like to add:	

## UNDERTAKING

a) I/We hereby certify that all the information furnished above are true to my knowledge. I have no objection to the Name of the person submitting the Bid whose photograph verifying any or all the information furnished in this document with the concerned authorities, if necessary.

b) In the event of any information or statement being found to be incorrect in any way and at any time, the same be construed to be a misrepresentation, enabling NIEPMD Chennai to avoid / cancel any resultant contract.

c) I / we further undertake that as and when called upon by the NIEPMD Chennai for inspection, to produce original (s) of the documents of which copies have been attached hereto.

d) It is certified that I / we have not been debarred or blacklisted from participation in Govt., tenders at the time of purchasing this tender document.

e)I/We also certify that, I / We have understood all the terms and conditions indicated in the tender document and hereby accept the same completely and unconditionally

Date:

Signature of Bidder/Authorize signatory.

Name of the Bidder.....

Seal/Stamp of the Bidder

**List of enclosures**

- a) Copy of Partnership Deed/Proprietorship Deed/Article & Memorandum of Association, as the case may be.
- b) Permanent Account No. (PAN) Copy.
- c) Certificate of GST No.
- d) Photocopy of the Registration/incorporation of the Bidder.



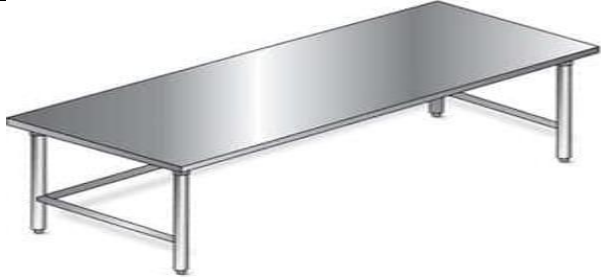
## FINANCIAL BID

Financial bid for Hiring Physical Arrangement services at NIEPMD, Muttukadu. Chennai - 60312

to be submitted by the vendor

(The rate quoted shall be inclusive of all taxes)

Sl. No.	Material Description	Qty. Req.	Suggested Image of Product	Remarks	Rate	Amount
1.	Stalls with power provisions, Fans & necessary signage boards (Like Stall name & number) Dustpan 05 Ltrs. Stall Size: 8Feet x 8Feet size.	50 No.		For Indore		



2.	Stalls with power provisions, Fans & necessary signage boards (Like Stall name & number) Dustpan 05 Ltrs. Stall Size: 8Feet x 8Feet size.	10 Nos.		For Out Door		
3.	Chair Plastic	500 Nos.				
4.	Table (6feetx2feex 2.5Feet)	60 Nos.				

5.	Round Table with Frill Cover	25 Nos.				
6.	PA System with Mixer with 04 sound Box, 04 Cordless Mic, operator and all other accessories required.	01 Unit				

<p>7.</p>	<p>Tent / Samayana with Side Wall (With Erection and removal)</p>	<p>2000 Sq. Feet.</p>				
<p>8.</p>	<p>Dustpan (100 Litres)</p>	<p>15 Nos.</p>				

9.	Portable Washbasin for Hand wash	10 Nos.				
10	Queue Manager (Each 05 Meters)	12 Nos.				



11	Red Carpet	1000 Sq. Feet		Per Sq. Feet rate to be quoted. Final order value will be based on actual carpet used.		
12	Hall Flower Decoration	01 Nos.	At conference Hall with natural flowers. Entrance gate, Front Dias area and two side of conference hall.	Site visit may be made for proper estimation.		
13	<b>Venial Back Drop banners</b> 10 Feet x 10 feet. (Including Designing, printing, and erection.)	06 Nos.		Type: Stand Mounting. Stands as per the site requirement needs to be arranged by Vendor.		

14	<b>Venial Back Drop banners</b> 16 Feet x 08 feet. (Including Designing, printing, and erection.)	01	 <p style="text-align: center; font-size: small;">shutterstock.com · 1198685248</p>	Type: Wall Mounting.		
15	<b>Vertical Standees</b> 5 Feet x 3 feet. Banner material " <b>Venial</b> ". (Including Designing, printing, and erection.)	20 Nos.		Type: Stand Mounting. Stands as per the site requirement needs to be arranged by Vendor.		

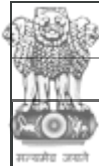
**Date:**

**(Signature of authorized signatory) (Name of the authorized signatory)**

**Seal:**

**CHECK LIST FOR THE HELP OF BIDDER (Indicative)**

<b>S. No.</b>	<b>Details of documents to be submitted.</b>
1.	Certificate under Shop & Commercial Establishment Act
2.	GST Registration Certificate
3.	PAN Card
4.	Proof for (proprietor firm) / Partnership firm)/LLP / Pvt. Ltd/Public Ltd Co registration certificate, certificate of incorporation/partnership deed and relevant documents
5.	Financial/Price Bid (Annexure-II)
6.	Undertaking & Declaration for understanding the terms & conditions of tender and specification of work along with a declaration that they have not been blacklisted for corrupt / fraudulent practices / non-delivery of services and non-performance. - ANNEXURE –III
7.	Other documents/compliance certificate not stated above



**Basic Details**

<b>Organisation Chain</b>	NIEPMD		
<b>Tender Reference Number</b>	Hiring of Physical Arrangements Services		
<b>Tender ID</b>	2023_NIEPM_700035_1		
<b>Tender Type</b>	EOI	<b>Form of contract</b>	EOI
<b>Tender Category</b>	Services	<b>No. of Covers</b>	1
<b>Payment Mode</b>	Not Applicable	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No		

**Cover Details, No. Of Covers - 1**

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical/Finance	.pdf	EOI Document

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

<b>Tender Fee in ₹</b>	0.00		
<b>Fee Payable To</b>	NA	<b>Fee Payable At</b>	NA
<b>Tender Fee Exemption Allowed</b>	NA		

**EMD Fee Details**

<b>EMD Amount in ₹</b>	0.00	<b>EMD Exemption Allowed</b>	NA
<b>EMD Fee Type</b>	NA	<b>EMD Percentage</b>	NA
<b>EMD Payable To</b>	NA	<b>EMD Payable At</b>	NA

**Work /Item(s)**

<b>Title</b>	EXPRESSION OF INTEREST FOR HIRING OF PHYSICAL ARRANGEMENTS SERVICES				
<b>Work Description</b>	EXPRESSION OF INTEREST FOR HIRING OF PHYSICAL ARRANGEMENTS SERVICES				
<b>Pre Qualification Details</b>	As per EOI Document				
<b>Tender Value in ₹</b>		<b>Product Category</b>	Supply, Erection and Commissioning	<b>Sub category</b>	Physical Arrangements Services
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	30	<b>Period Of Work(Days)</b>	15
<b>Location</b>	NIEPMD, ECR. Muttukadu Chennai	<b>Pincode</b>	603112	<b>Pre Bid Meeting Place</b>	NA
<b>Pre Bid Meeting Address</b>	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	NIEPMD, ECR. Muttukadu Chennai

**Critical Dates**

<b>Publish Date</b>	18-Feb-2023 09:00 AM	<b>Bid Opening Date</b>	22-Feb-2023 03:00 PM
<b>Document Download / Sale Start Date</b>	18-Feb-2023 09:00 AM	<b>Document Download / Sale End Date</b>	22-Feb-2023 01:00 PM
<b>Clarification Start Date</b>	18-Feb-2023 09:00 AM	<b>Clarification End Date</b>	22-Feb-2023 01:00 PM
<b>Bid Submission Start Date</b>	18-Feb-2023 09:00 AM	<b>Bid Submission End Date</b>	22-Feb-2023 01:00 PM

**Tender Documents**

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	EOI Document	1194.86

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	EOIforPhysicalArrangements.pdf	EOI Document	1194.86

**Tender Inviting Authority**

<b>Name</b>	Director NIEPMD
<b>Address</b>	NIEPMD, East Coast Road (ECR), Muttukadu, Kovalam (Post) Chennai - 603112

**Tender Creator Details**

<b>Created By</b>	Prabha Kant Tripathi
<b>Designation</b>	ASPO
<b>Created Date</b>	17-Feb-2023 07:30 PM