



राष्ट्रीय बहुदिव्यांगताजन सशक्तिकरण संस्थान (दिव्यांगजन)
National Institute for Empowerment of Persons with Multiple Disabilities (Divyangj)

Dept. of Empowerment of Persons with Disabilities, MSJ&E, Govt. of India

ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamil Nadu

Fax: 044-27472389 Tel: 044-27472104, 27472113, 27472046

Website: www.niepmd.tn.nic.in E-mail: niepmd@gmail.com



NIEPMD/Pur4 (78)/DKS/2023-24

14th Dec 2023

NOTICE INVITING TENDER

National Institute for Empowerment of Persons with Multiple Disabilities, hereafter called "NIEPMD" East Coast Road, Muttukadu, Kovalam (Post), Chennai -603112 invites e-tender in two bid system (Technical and Financial) through NIC e-procurement portal URL <http://eprocure.gov.in/eprocure/app> for Engagement of Programme Implementing Agency (PIA) to Conceptualize, Design, Plan, Coordinate, Manage, Execute the "Divya Kala Shakthi Event" of Dept. of Empowerment of Persons with Disabilities (DEPwDs) (Divyangjan), Ministry of Social Justice & Empowerment, Government of India at Bengaluru, Karnataka from 02/01/2024 to 06/01/2024.

The E-tender document may be downloaded from website <https://eprocure.gov.in/> and from website www.niepmd.tn.nic.in and submitted through online mode only. E-Tender must be submitted through <https://eprocure.gov.in/eprocure/app> up to 20/12/2023. Tender opening date: 21/12/2023.

Tele: 044-27472046/27472113 Telefax: 044-27472389 Email: niepmd@gmail.com

Sd/-

Deputy Registrar (Admin) Offg.
14 Dec 2023

Sd/-

Director
14 Dec 2023



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Notice Inviting Tender for Selection of Programme Implementing Agency (PIA) to Organize “Divya Kala Shakthi Event” at Bengaluru, Karnataka 03rd Jan 2024 to 06th Jan 2024

Published on 14th Dec 2024

Last Date of Submission of Bid: 20th December, 2023,

Name of Bid Publishing Organization	National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD)
Address & Contact Number	NIEPMD, East Coast Road (ECR), Muttukadu, Kovalam (Post), Chennai – 603112 Tamilnadu Tel: 044-27472113, 8072273602
Name of Work	Engagement of Programme Implementing Agency (PIA) to Conceptualize, Design, Plan, Coordinate, Manage, Execute the “Divya Kala Shakthi Event” of Dept. of Empowerment of Persons with Disabilities (DEPwD), Ministry of Social Justice & Empowerment, Government of India at Bengaluru, Karnataka from 03rd Jan 2024 to 06th Jan 2024.
Earnest Money Deposit (EMD)	Rs.1,00,000/- (Rupees One lakh only) by way of DD/ Pay Order in favour of “National Divyangjan Finance and Development Corporation” or through NEFT in following account: Account Number : 761297290 A/C Holder Name : Director, NIEPMD Type of Account : Saving Bank Name of Bank : Indian Bank Branch : Kovalam IFS Code : IDIB000K122 Branch Code : 01176 NIEPMD PAN No . : AABTN4536B NIEPMD GSTIN : 33AABTN4536B1Z1
Estimated Cost of the Work	Rs.30.00 lakhs
Bid Dates	14/12/2023
Bid Document Download Start Date	14/12/2023
Bid Document Download End Date	20/12/2023
Last Date & Time for Submission of Technical Bid & Financial Bid	20/12/2023.
Date of opening of Technical Bid and Presentation on proposed concept and design development	21.12.2023 at 12.00 Hrs.
Bid validity period	30 days from opening of Financial Bid



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14th Dec 2023

Bid Component	1. Technical Bid 2. Financial Bid 3. Earnest Money Deposit
The Committee will visit the Bengaluru with the probable technical qualified bidders for seeing the planning of arrangements, places of stay, their capacity, verification of claims physically made by the bidders for final technical qualification from 23/12 to 24/12/2023.	

Bid Summary

Introduction:

National Institute for Empowerment of Persons with Multiple Disabilities (Divyangjan) established in the year 2005, on East Coast Road, Muttukadu, Chennai, Tamil Nadu, (about 30 km from Chennai Central railway station, Mofussil bus terminus and airport) Under Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Govt. of India, to serve as a national resource center for empowerment of persons with Multiple Disabilities. The institute is organising “Divya Kala Shakthi Event” from 03rd Jan 2024 to 06th Jan 2024 at **“Ravindra Kala Kshethra” Bengaluru, Karnataka.** During the event appx. 100 participants will be participating in different cultural event. The practice session of cultural event will be conducted from 03rd Jan 2024 to 05th Jan 2024. Final programme will be conducted on 06th Jan 2024. Each participant will be with one or more escort.

NIEPMD wishes to appoint a Programme Implementing Agency (PIA) by floating this tender for organizing Divya Kala Shakthi Event. For the purpose of Stay, food, venue arrangements, audio visuals, physical arrangements, venue preparation, Publicity & Awareness, Media Promotion, and other arrangements.

The entry to the event would be free and would be open to the registered audience from **09:00AM to 11:00AM on day event** i.e. 06th Jan 2024. Registration will be carried at venue location. The PIA shall be required to develop concept, design, fabricate, branding and manage the entire exhibition area including Artisan, Food/Sweet Stalls, Stage, Ministry Pavilion etc.

I. Submission of Bid:

Bidder has to submit bid online through CPP portal. The Tender should be submitted in the following manner: -

Technical Bid should be complete with Concept and Design of the Proposed programme with as per Scope of Work. The PIA will ensure that there is no Cost component mentioned in the Technical Bid. The Proposed venue would be handed over to the PIA 02 days before start of the preparation & installation, Decoration, etc. The PIA will furnish the **Undertaking for completion** of the work latest by **05:00 Hrs. of the previous day from the start of the programme** and hand over



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14th Dec 2023

the venue to NIEPMD.

All pages of the offer must be signed, sealed and uploaded on CPP Portal. **The bids complete in all respect must be submitted on CPP portal only.**

II. Scope of Work:

The Scope of work for organizing the “Divya Kala Shakthi Event” would showcase the cultural performances by the PWDs Divay Kala Shakthi event, Bengaluru, Karnataka. The Participants will start arriving from 03rd Jan 2024. Practice sessions will be conducted at Ravindra Kalakshetra auditorium from 03rd Jan 2024 to 05th Jan 2024. The final event will be held on 06th Jan 2024. Details are as follows: -

Sl. No.	Particulars	Details
1.	Welcome Gate Theme Based	<ul style="list-style-type: none">➤ Theme Based wooden/MDF Gates with Size of 28 Ft width X 02 Ft. Height - 4 Nos . 1Box Gate with 08Ft Height X 02 Ft width - 8 Nos. Flex Cut-out of Divya Kala Shakthi Logo and Logo of Nodal organization and Dept. of Empowerment of PwDs, Ministry of SJ&E, Government of India, 75th year Logo, swavlamban etc. also to be placed properly on each gate.➤ Required on 06th Jan 2024 only.
2.	Flower Decoration	<ul style="list-style-type: none">➤ All Entrance and Exit Gates to be decorated with props and flowers on the day of the event.➤ 10 No. of Bouquet of Fresh Flowers on Inauguration day. i.e. on 06th Jan 2024.
3.	Venue Decoration	<ul style="list-style-type: none">➤ A theme based Decoration for entire stage by using fresh flowers.➤ Lightning of Lamp, lamp stand, Decorative Plants.➤ Multi-Colour Flags front area of the auditorium etc.➤ Before 08.00AM on 06th Jan 2024.
4.	Attraction Points and Visitors engagement Area & Registration Counters	<ul style="list-style-type: none">➤ 2 Selfie Points with different themes. Standard size.➤ 10 Standees (3 X 6 Ft.).➤ Registration Counters - 4 counter with table, chair. Each counter should have One table and 04 Chairs minimum.➤ Tray with flowers, sandal power, tilaka etc. on each counter.➤ From 04th Jan 2024 to 06th Jan 2024.
5.	Floor Decoration	<ul style="list-style-type: none">➤ 600 Sq. Ft carpet required at entry gate.
6.	Other arrangements	Flash Mob activities during the event: <ul style="list-style-type: none">➤ 10 Shawls for Welcome of Hon'ble Guests and VIP Guests



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14th Dec 2023

		<p>visiting the exhibition.</p> <ul style="list-style-type: none">➤ All necessary arrangements and required items for Inaugural function like decorative tray, scissor etc.➤ 100 Helium Gas Divya Kala Shakthi Event Printed Balloons at the time of inauguration including NOC from Govt. Dept.➤ On 06th Jan 2024 09.30 AM onward.
7.	Food Court	<ul style="list-style-type: none">➤ One cultural Themes based Food Court are to be created with sitting arrangements (Decorative Mudda, Table & Chairs, stools, etc.) for Minimum of 100-125 person at a time.➤ Tables of the Food Court should be covered on top with changeable sheets and frills are to be provided in front of food stalls.➤ Arrangements of Fans, dustbins, drinking water, housekeeping, serving staff, food, clearance of plates and full food court area management.➤ From 03rd Jan 2024 to 06th Jan 2024.
8.	Id & Uniform	<ul style="list-style-type: none">➤ 250 Nos. of Photo I-Cards with Logo string printing of Divya Kala Shakthi, Name of Artisan, Address, Unique ID, etc. with Lanyard and String. [Artisan's I D Card].➤ 20 Nos. of Badges with logo of Divya Kala Shakthi Event, Name of Officials etc. for the Officials with Lanyard and String. I-Card for Officials would be different from Artisan's in terms of size and colour. [Official's ID Card].➤ 10 Nos. of Aprons & 10 Nos. of Hand gloves for the culinary experts. The Caps, T- Shirts & Aprons will have Logo of Divya Kala Shakthi. The design and material of the T-shirt, Cap and Aprons would be finalized with Nodal Organization.➤ From 03rd Jan 2024 to 06th Jan 2024.➤ This may increase and decrease. Billing will be as actuals.
9.	Lunch/Dinner/High Tea/Snacks	<ul style="list-style-type: none">➤ Breakfast/Tea/snacks/Lunch/ Dinner, /water for 250 Person including Guests and Officials during event including visits of VIPs and media persons during the evening programmes. However, payment will be as actuals.➤ High Tea - 50 Nos on the Day of the Program. (06th Jan 2024)



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		<ul style="list-style-type: none">➤ Breakfast, Snacks & Lunch will be served at venue only.➤ Evening tea and dinner will be served at the place of accommodation/Hotel.
10.	Stage	<ul style="list-style-type: none">➤ A LED Backdrop size of 20ft. X 10ft. at the back stage.➤ Masking of both side of Stage & wherever required.➤ Two Podiums with proper branding of Divya Kala Shakthi & fresh Flower Decorations.➤ Sign Language Interpreter - 2 Nos.
11.	Ushers	<ul style="list-style-type: none">➤ 2 Ushers (Girls in Saree) for entire duration of the Inaugural Function having good communication Skills.➤ On 06th Jan 2024.
12.	Support Staff	<ul style="list-style-type: none">➤ At any point of time 4 Sanitation Staff (2 Male & 2 Female) would be present for cleaning of Washroom/ Restrooms/ Toilets. The Washrooms have to be cleaned properly every half an hour from 8:00AM to 03:00PM.➤ All the washroom would be cleaned after day closing. PIA will ensure that all the Toilets/ Washroom are neat & clean all the time during the event.➤ 03rd Jan 2024 to 06th Jan 2024.
13.	Water Arrangements	<ul style="list-style-type: none">➤ To arrange the adequate portable Water dispenser (4 Nos) with water required and disposable glass (200 ml) - (500 Nos per day & 1000 Nos. on day of event) with dustbins.
14.	Photography & Videography	<ul style="list-style-type: none">➤ 01 Photographers Coverage on 05th Jan 2024 from 08.00AM to 03.00PM.➤ Video and photo coverage with livestreaming on YouTube & Facebook with 02 Photographer & 02 Videographer on 06th Jan 2024 from 08.00AM to 03.00PM➤ Soft copy of video/photos to be given in Hard Disc on daily basis to Nodal Organization.➤ Promo videos/ photographs will be created by the PIA and handed over to Nodal Organization in Hard Disc.➤ The PIA will submit all the photographs, videos, teasers etc. to Nodal organization in a hard disc at the end of the event.



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14th Dec 2023

15.	Publicity & Awareness	<ul style="list-style-type: none">➤ Guide Map of the entire Pavilion at the Main Entry Gate of the Divya Kala Shakthi Event.➤ 10 number of Publicity Panels of size 6ft. x 8 ft.➤ Event book publication 20 copies with hard binding (130 GSM cover and 90 GSM inner pages. Glossy paper.➤ Direction Panels (10 Nos of size 3ft. x 2ft.).➤ 200 coloured Certificate with Divya kala Shakthi branding and Printing of Name and other details.➤ 100 Invitation Card printed as per design for the programme.
16.	Accommodations	<ul style="list-style-type: none">➤ 100 to 110 Rooms on twin sharing basis in 3star & above hotels with Dinner. From 3rd Jan 2024 to 06th Jan 2024.➤ Check-in & Checkout as per programme requirement.➤ Billing as per actual hiring however minimum 80 rooms will be hired surely.➤ 10 rooms with single occupancy should be kept on S/by will be hired if required. Billing will be as actuals.
17.	Transport	<ul style="list-style-type: none">➤ Buses and taxies as per arrival requirement of participants on 03rd Jan 2024.➤ 04 Buses 50 Seater from 03rd Jan 2024 to 06th Jan 2024.➤ Requirements of Cabs/Taxies as per need basis. Billing will be as per actuals.
18.	Light & Sound	<ul style="list-style-type: none">➤ As per requirements (As actuals)
19.	Ramps	<ul style="list-style-type: none">➤ Ramp for accessible friendly venue. Per Sq. feet rate to be quoted. Billing as actuals.



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The estimated cost of organizing the **Divya Kala Shakthi Event** would be Rs.30 lakhs.

III. Rejection of Bids

The bid will be considered Non Responsive & Summarily Rejected in case it does not fulfill any one or more of the following conditions: -

- If EMD is not provided by the bidder.
- If the bidder tries to put any influence.
- If the bidder furnished false information.
- If the Authorised Signatory has not signed with official seal on all pages of the bid document.
- Any bid received by NIEPMD after the stipulated time and date in the Tender Document.
- Any bid indicating conditions beyond those indicated in this Tender Document i.e. conditional bid shall be rejected.
- A Bid valid for a shorter period shall be rejected as non-responsive, Bid shall remain valid for 30 days after the date of Bid opening.

IV. Obligations of NIEPMD

All material for creatives will be provided by the NIEPMD while creatives will be developed by the PIA.

V. Criteria for Selection of Bidders

Eligibility Criteria (To form part of the Technical Bid):

The following are the essential requirements for the technical bid. If the bidder does not meet the following eligibility criteria, their bid will not be considered for technical evaluation.

- The agency/ firm should have experience of successfully managing similar type of events in India in the past 5 years. However, the scope of work of these events should include complying to all requirements and managing all clearances that may be required for successful arrangement of events (signed and stamped work order to be taken as documentary & credible proof).
- The agency/firm / company (Private) should be registered under Companies Act or any other Association. The copy of certificate of incorporation with registration number should be enclosed.
- The agency/firm should remit the EMD as per NIT terms. Agencies which fall under the purview of MSME/NSIC exemption are required to submit the relevant documents/ proofs of exemption for waivers in Tender Fee & EMD.



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14th Dec 2023

4. The agency/bidder should have completed a minimum of **03 (Three)** Events / Similar nature of events for Government of India/PSUs/Autonomous Bodies/Federations of Industries/ Public Listed Company etc. during the past **05 (Five)** financial years. Details of events organized along with documentary proof to be enclosed in proforma given at **Annexure-F**.
5. The firm/agency should have a **minimum average annual turnover of Rs.100 lakh during the last three financial years**. Copies of the audited Balance Sheet, Income & Expenditure accounts/Profit & Loss and Receipts & Payments of last three financial years and Income Tax Returns of the same period or the Certification from Chartered Accountant be attached in support of this qualification. Details may be enclosed and furnished along with documentary proof for the same as per **Annexure-G**.
Agencies having any national level event/ earlier experience will be preferred. Higher turnover will be preferred for special quality reason.
6. The agency/firm must be registered with Trade and Taxes/Sales Tax and Service Tax Department. Copies of certificates of Incorporation, VAT/Sales Tax, Service Tax/GSTN and PAN must be enclosed.
7. **Selection of bidder will be based on the Combined Quality-cum-Cost Based System with 70:30 weight age i.e. 70% weightage to the Technical proposal and 30% weight age to the Financial proposal.**

8. Technical Evaluation (100 marks):

The technical proposals of the Bidders who fulfill the eligibility criteria will be evaluated as per the parameter indicated at **Annexure-H**. The agencies scoring 70 marks and above will be declared as technically qualified.

The financial bid of only those agencies will be considered, who have qualified technically.

Technical and Financial scores obtained by all the bidders would be summed and the vendor with highest score would be awarded the bid as per score.

Technical Bid and Financial Bid

Technical and commercial scores obtained by all the bidders would be summed and the vendor with highest score would be awarded the bid.

- (a) Technical bid is having weightage of 70%. The technical weightage will be calculated based on technical marks obtained divided by the weightage percentage: for example, bidder "X" obtained 75 technical marks then the weightage will be **75x0.7 = 52.50**
- (b) Financial bid will be having 30% weightage. The weightage of financial bid will be calculated as below:



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(Lowest Price quote/price quote of bidder) x financial bid weightage.

Example: Bibber "A" Quote: 58M

Bibber "B" Quote: 30M

Bibber "C" Quote: 62M

Here bidder "B" is the lowest bidder.

Financial weightage for Bidder "A": (Lowest Price quote/price quote of bidder) x financial bid weightage

$$(30 / 58) * 30 = 15.52$$

For Bidder "B" $(30/30) * 30 = 30.00$

For Bidder "C" $(30/62) * 30 = 14.52$

Final score will be calculated based on Technical score + Financial score.

Bidder with the highest marks computed above on cost and quality basis will be awarded the bid, as per the score.

The decision of NIEPMD with regard to selection will be final and no communication in this regard will be entertained. It may be noted that NIEPMD reserves the right to reject any or all the bids without assigning any reason whatsoever.

9. **The bidders are required to understand the scope of work properly, before quoting the rates. Submission of tender by the agency will imply that it has read all the documents and has made itself fully aware about the work. NIEPMD reserves the right to assess bidder capacity to perform the contract should the circumstances warrant such assessment.**

Party should not be in dispute with NIEPMD, either directly or indirectly through any other agency.

10. Financial Score: 30 Marks

The financial bid is to be quoted in the prescribed format as at **Annexure-C**.

NIEPMD reserves all the rights related to the opening, evaluation and cancellation of Bids without assigning any reasons thereof. NIEPMD can accept OR reject the financial bids without assigning any reason and decision of the NIEPMD will be final & binding in this regard. In case of any ambiguity while comparing the rates offered by the bidders, NIEPMD reserves all the rights to decide on the issue of identifying selected bidder.



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11. Special Conditions for Evaluation: The Bidder would be selected as per criteria mentioned above. However, in the event of two or more Bidders secure exactly the same Composite Score, then NIEPMD reserves the right to declare as Preferred Bidder based on committee decision.

VI. Other Conditions:

a. Liquidated Damages:

The entire work as listed in the scope of work is to be completed by **05.00 Noon** on 05th Jan 2024. However fresh flower decoration to be completed by 07.00 AM on 06th Jan 2024

The above time schedule is required to be strictly adhered to and followed. Liquidated Damage will be applicable, on the entire value of the contract. In case of delay in completion of a specific job beyond the date/time of completion as indicated above. Penalty would be applicable at the rate of 25% of the contract value for delay of each day, subject to maximum of 50% of the contract value. The penalty shall be recoverable from the Performance Bank Guarantee provided by the PIA and or bill.

Further, in case of delay to deliver the work within stipulated schedule, NIEPMD reserves the right to terminate the contract and get all the jobs or the delayed job completed through another agency of its choice. Any extra expenditure that NIEPMD incurs for completion of the balance job/s through another agency on account of higher rates quoted by the new agency, will be recovered from the selected bidder's account of Performance Bank Guarantee. Moreover, NIEPMD shall also be entitled to take all other legal proceedings as may be required for shortfalls in recovery.



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NIEPMD/Pur4 (78)/DKS/2023-24

14th Dec 2023

b. Earnest Money Deposit (EMD):

- i. The Bidder shall furnish, EMD of **Rs.1,00,000/- (Rupees One Lac only)** in form of Demand Drafts drawn in favour of “NIEPMD” payable at Chennai or NEFT/RTGS as per account details mentioned in Bid document.
- ii. No interest shall be paid on EMD.
- iii. EMD of unsuccessful bidders will be refunded within 30 days from the date of finalization of Bidder to undertake the Divya Kala Shakthi Event work.
- iv. The Successful Bidder’s EMD will be discharged upon the Bidder signing the LOI/Agreement, and furnishing Performance Bank Guarantee.
- v. The EMD may be forfeited either in full or in a part, at the discretion of NIEPMD, on account of one or more of the following:
 1. The Bidder withdraws their Bid during the period of Bid Validity of 30 days.
 2. Bidder does not respond to request for clarification of their Bid.
 3. Bidder fails to co-operate in the Bid evaluation process, and
 4. In case of a successful Bidder, the said Bidder fails: to sign the Agreement in time; or fails to furnish Performance Guarantee.

c. Payment Terms:

The Fund would be released to the PIA in Three following instalments:

Instalment	Deliverables	Percentage
1 st	On issue of work order and based on rough estimate agreed by the institute in consultation with PIA.	30%
3 rd	After Successful Completion of the Event and Submission of final bills	70%

- a) NIEPMD reserves the right to reject any or all the Bids without assigning any reason whatsoever.
- b) The bidder must comply with the terms and conditions of contact. No deviations shall be entertained.
- c) In case of any dispute, decision of competent authority of NIEPMD will be final and binding on each Bidder.

VII. Force Majeure:

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligations under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions quarantine restrictions, of any such eventually is given by party to the other within 21 days from the date of occurrence thereof, neither party shall be reason of such event be entitled to terminate



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NIEPMD/Pur4 (78)/DKS/2023-24

14th Dec 2023

this contract nor shall either party have any such claim for damages against the other in respect of such non-performance, or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the NIEPMD will be final and conclusive.

VIII. Arbitration

- a) If a dispute of any kind whatsoever arises between the NIEPMD and the bidder in connection with, or arising out of, the Contract or the execution of the works or after their completion and whether before or after the repudiation or other termination of the contract, including any disagreement by either party with any action, in action, opinion, instruction, determination, the matter in dispute shall be settled by arbitration in accordance with the Indian Arbitration and Conciliation Act, 1996 or any statutory amendment thereof.
- b) The reference to arbitration may proceed notwithstanding that the works shall not then or be alleged to be completed, provide always that the obligations of the NIEPMD and the bidder shall not be altered by reason of the arbitration being conducted during the progress of the works. Neither party shall be entitled to suspend the works, payments to the bidder shall be continued to be made as provided by the contract.
- c) Arbitration proceeding shall be held at Chennai and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English. The jurisdiction of the court will be Chennai.
- d) The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrator shall be shared equally by the NIEPMD and the bidder. However, the expenses incurred by each party in connection with the preparation, presentation, etc., of its case prior to, during and after the arbitration proceedings shall be borne by each party itself.
- e) All arbitration awards shall be in writing and shall state the reasons for the award.
- f) Penalty/Liquidated Damages shall not fall under the Arbitration clause.

IX. Cancellation / Postponement of Programme:

In case the organising of the Divya Kala Shakthi Event is cancelled or postponed due to any reason, no claims shall be made by the bidder on NIEPMD except actual utilizations.



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NIEPMD/Pur4 (78)/DKS/2023-24

14th Dec 2023

Annexure – C Financial

Bid Format

As Per BOQ Document uploaded on CPP Portal.

Yours sincerely,

Signature Name of Authorized Person
Designation Date & Seal



राष्ट्रीय बहुदिव्यांगताजन सशक्तिकरण संस्थान (दिव्यांगजन)
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NIEPMD/Pur4 (78)/DKS/2023-24

14th Dec 2023

Annexure – D Obligation/Compliance to be ensured by Bidder

S. No.	Particular	To be complied by bidder	
		Yes	No
1	GST Registration Nos		
2	Compliance of Provision of child labour act, workman compensation act		
3	To ensure treatment in case of accident injuries suffered in performance of work including wages and compensation under WC Act		
4	Send accident report to Regional Labour Commissioner (RLC)		

Yours sincerely,

Signature Name of Authorized Person

Designation Date & Seal



राष्ट्रीय बहुदिव्यांगताजन सशक्तिकरण संस्थान (दिव्यांगजन)
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NIEPMD/Pur4 (78)/DKS/2023-24

14th Dec 2023

Annexure – E

Indemnity Undertaking

I on behalf of M/s.....hereby agree and undertake that I have understood all the safety rules and procedures and all staff Technical & No-Technical working on behalf of M/s.....will abide by all safety rules and procedures. I declare that I M/s.....

.....will be responsible for any safety violations/accident etc. The, NIEPMD will not be responsible in case of any accident/incident and will not compensate financially or otherwise. I assure the....., NIEPMD that enlisted Manpower deployment will be done at Venue from Mobilization to Completion of Event at.....

I hereby declare that I am sole responsible on behalf of M/s. for giving such declaration.

Name of Indemnifier

Signature of Indemnifier

Stamp/Seal of the Indemnifier/Contractor



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NIEPMD/Pur4 (78)/DKS/2023-24

14th Dec 2023

ANNEXURE -F

DETAILS OF COMPLETED WORKS OF SIMILAR NATURE

(During last five financial years ending March 31 2023)

S. No.	Name of the Event	Name of the Client	Brief Description of The Event including area/number of participants	Date/Duration of Event	Value (Rs.)	Credible proof/ work order/ work completion certificate

Note: Please attach supporting documents with work-order, photographs for the above furnished information.

Seal and Signature of bidder (Name and Designation of the authorized signatory)



राष्ट्रीय बहुदिव्यांगताजन सशक्तिकरण संस्थान (दिव्यांगजन)
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NIEPMD/Pur4 (78)/DKS/2023-24

14th Dec 2023

ANNEXURE –G.

ANNUAL TURN OVER

*The firm/agency should have a **minimum average annual turnover of Rs.0. 19 Crore during the last three financial years***

FINANCIAL YEAR	ANNUAL TURNOVER AS PER AUDITED BALANCE SHEET (in Rupees)
2020-2021	
2021-2022	
2022-2023	
Total	

Note: The above data is to be supported by copies of the audited balance sheet, income & expenditure accounts and receipts and payments accounts of last three financial years.

Seal and Signature of bidder (Name and Designation of the authorized signatory)



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NIEPMD/Pur4 (78)/DKS/2023-24

14th Dec 2023

ANNEXURE - H

Criteria for Evaluation of Technical bids

The evaluation of technical bids will be on the following parameters:

Sl.	Details	Max Marks	Mark Scored
1.	Number of similar nature of events organized for Government of India / PSUs / Autonomous Bodies / Public Listed Company etc. during the past 5 years. The firm should provide credible evidence of the same.	20	
	<i>01 - 02 events :</i>	<i>05</i>	
	<i>03 - 04 events :</i>	<i>10</i>	
	<i>2 marks for each additional event more than 04 events :</i>	<i>10+x (Max 20 marks)</i>	
2.	Total Turnover of the agency: (Average annual turnover during last three financial years)	10	
	<i>Average Annual Turnover between 01 Crore to 02 Crore</i>	<i>05</i>	
	<i>Average Annual Turnover more than 02 Crore</i>	<i>10</i>	
3.	Qualifications and Experience and numbers of Core team of Technical/Professional Manpower that will be Deployed.	15	
4.	The technical capacity to prepare the product brochures for events managed.	5	
5.	PIA to be a PWD persons (PWD Certificate to be attached with technical bid)	10	
6.	Methodology and Approach. Bidders to share their Methodology and Approach based on the requirements of the RFP. The bidder should include emphasizing the following: • Detailed plan from inception to closure of assignment;	40	



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NIEPMD/Pur4 (78)/DKS/2023-24

14th Dec 2023

- | | | |
|--|--|--|
| <ul style="list-style-type: none">• Role of each deployed staff and backend leadership and support staff inputs;• Component wise plan and outputs (Clearances, Media and Outreach, Branding and related outputs, Security, Food Management, etc.• Risk mitigation plan.• The document should substantiate a complete understanding of the event, its profile, requirements, execution strategy, imperatives for ensuring a safe & secure event exercising economy etc. | | |
|--|--|--|



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NIEPMD/Pur4 (78)/DKS/2023-24
2023

14th Dec

	Total Marks	100	
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Special Conditions:

- The agency must have its operational office in Bengaluru. Proof in this regard must submitted.
- The accommodation of Participants/Guests/VIP must be with 10 kilometer radius from venue i.e. Ravindra Kalakshetra, Kumbargundi Rd, Bengaluru, Karnataka 560002.
- The Hotel must provide 24x7 basis check in and check out facility.**
- Air Conditioned rooms with double bed on Double sharing basis. The rooms should have facilities like Lift, intercom, hot water, RO water LCD TV, 24 Hours electricity supply with generator back-up.
- Rooms should be cleaned every day. Bed linen and towels should be changed every day.
- Since the participants are Persons with Disabilities (PWDs) the accommodation area must have accessible friendly feature. Like availability of Ramp, wheel chair friendly western toilets, accessible dining hall etc. These point will be checked by the committee during physical inspection of accommodation places recommended by the bidders. Non-accessible friendly accommodations bids will not considered for evaluation.
- The Hotel staff should be courteous with guests. In case of any damage to the Hotel property by the guests, the hotel authorities are free the collect the damages from the guests as in the case of NIEPMD Chennai is not responsible for the same.
- The particulars of amenities provided / proposed to be provided in the hotel should be furnished in the technical bid.
- The Hotel shall abide by the rules, guidelines, policies and procedures applicable to running a hotel, follow the rules and regulations issued by the various Government Authorities under whose jurisdiction the agreement will fall, from time to time.
- Following details in respect to hotel accommodation should be provided: -



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NIEPMD/Pur4 (78)/DKS/2023-24
2023

14th Dec

S. No.	DESCRIPTION
1	Name and Address of the Hotel/ Hotels attached
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 run the Hotel attach (certificate)
7	Total Nos of Rooms will be provided in the Hotel/ Guest House
8	Location of rooms (e.g., Groundfloor etc.)
9	Availability of Emergency/Fire exit
10	Whether each room has balcony
11	Total No. of Floors.
12	Lift with generator facility available.
13	Generator supply given to rooms
14	Whether restaurant available. Timing of restaurant, Vegetarian or Non-Veg. Seating capacity of restaurant. Room service available.
15	Hotel distance from Venue (by road)
16	Is Ramp and other accessible feature available.



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NIEPMD/Pur4 (78)/DKS/2023-24

14th Dec 2023

17	Certificate of 2-3 Star rating of Hotel from competent authority. (attach copy of certificate)	
18	Total Number of Rooms with category.	
19	Whether rooms are having split/window air conditioners or centralized AC system.	
20	LCD TV with Cable TV connection available in the rooms.	
21	Any other detail(s) other than theaforesaid you would like to add:	

FOOD MENU:

Breakfast: At Venue at 08.00AM	
Idely/Dosa/Poha/Pongal/Puri/Patata/Upma/Idiyappam/ etc. Any 02 dices per day with Tea & Coffee (Sugar & Sugar free)	
Snacks: 11.00AM Mashala vada/Medhu Vada/Bonda/ Sundal/Samosa/Cutlet Etc. with tea. Any one per day.	
Lunch 01:00 PM	
Chappathi / Parota	
Jeera rice / Plain Rice/ Veg pulav / (Any One per Day)	
Dal Fry / Dal Makhani / Dal Tadka / <u>Maa Ki Dal</u> with Butter/Samber (Any one per day)	
Mixed Veg dry / Gobhi Fry / Punjabi Bhindi Mashala / Mashala Beans Fry (Any one per day)	
Panneer butter masala/ kadai paneer/Mutter Paneer/Chole (Any one per day)	
Raitha Brinjal / Tomato / Onion / Mixed fruits (Any one per day)	
Pappad	
Rusam	
Curd	
Green Salad	



राष्ट्रीय बहुदिव्यांगताजन सशक्तिकरण संस्थान (दिव्यांगजन)
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NIEPMD/Pur4 (78)/DKS/2023-24

14th Dec 2023

Kala Jam / Rasgulla / Keshri / Carrot Halwa *	
Banana / Apple / Orange / Guava *	
Pickles	
Ice Cream & Fruit salad	
Evening Tea 05.00 PM	
Tea / Coffee with Cookies – 2 types/varieties (Sugar & Sugar free)	
Dinner 08.00 PM	
Chappathi / Ring Parotta	
Jeera rice / Plain Rice/ Veg pulav /Veg briyani (each per day)	
Dal Fry / Dal Makhni/Samber/ (One item Each Day) *	
Gobi Manchurian Dry /Mixed Veg dry / Beans Mashala (One Item each Day) Dry	
Rsam	
Pappad	
Green salad	
Sessional Fruits any one per day	