



सरदार स्वर्ण सिंह राष्ट्रीय जैव ऊर्जा संस्थान

(नवीन और नवीकरणीय ऊर्जा मंत्रालय, भारत सरकार का एक स्वायत्त संस्थान)

12 कि.मी. स्टोन, जालंधर-कपूरथला रोड, वडाला कलां, कपूरथला (पंजाब) 144603

फोन: 01822-507406, ईमेल: sss.nibe@nibe.res.in, वेबसाइट: <https://nibe.res.in>

Sardar Swaran Singh National Institute of Bio-Energy

(An Autonomous Institute of Ministry of New and Renewable Energy, Government of India)

12 K.M. Stone, Jalandhar-Kapurthala Road, Wadala Kalan, Kapurthala (Punjab) 144603

Phone: 01822-507406, email: sss.nibe@nibe.res.in, Website: <https://nibe.res.in>



Subject: Tender for tent and exhibition stall along with sound, lighting & allied services during the 4th International Conference on Recent Advances in Bio-Energy Research (9th -12th October 2023)

1. E-tender Notice

2. On behalf of the Director General, Sardar Swaran Singh National Institute of Bio-energy (SSS-NIBE) Kapurthala, e-tenders are invited in Two Bid System from the reputed and well experienced agencies at CPPP i.e. <https://eprocure.gov.in/eprocure/app> for providing tent and exhibition stall along with sound, lighting & allied services during the 4th International Conference on Recent Advances in Bio-Energy Research (9th -12th October 2023). The tender may also be submitted off-line at SSS-NIBE in one sealed envelope duly super scribed on top "Tent along with sound, lighting & allied Services" containing two sealed envelopes marked "Technical Bid" & "Financial Bid": 1) Envelop- I: (Technical Bid) 2) Envelop -II: (Financial Bid).
3. The tender documents may please be downloaded from the website <http://eprocure.gov.in/eprocure/app>, <https://mnre.gov.in> and <https://nibe.res.in>.
4. The terms and conditions of the bid are enclosed which should be carefully noted and complied with. Specification and description of work is given in BOQ which must be used for quoting rates.

Director General, SSS-NIBE

2. Critical Date Sheet

Date of Issue/Publication of Tender	18.09.2023 (5:00 PM)
Bid Document Download Start Date	18.09.2023(5:00 PM)
Bid Submission Start Date	18.09.2023(5:00 PM)
Last Date and Time for submitting email queries regarding technical specifications and other conditions of tender document	26.09.2023(5:00 PM)
Pre-Bid Meeting Date, Time & Venue	22.09.2023 (11:00 AM), SSS-NIBE, Kapurthala
Last Date and Time for Uploading/Submission of Bids	26.09.2023 (5:00 PM)
Place of Submission (In case of offline submission)	The Tender documents should be submitted to "The Director General, Sardar Swaran Singh National Institute of Bio - Energy, Jalandhar-Kapurthala Road, Wadala Kalan, Kapurthala (Punjab) 144601.
Technical Bid Opening Date	27.09.2023 at 10:00 AM, SSS-NIBE
Financial Bid Opening Date	29.09.2023 at 10:00 AM, SSS-NIBE
Tender Processing Fees (Non-Refundable)	Rs. 590/- (Rupees five handed ninety only) by Demand Draft / Bank Guarantee in favour of "Sardar Swaran Singh National Institute of Renewable Energy" payable at Jalandhar, Punjab.
Earnest Money Deposit (EMD)	Rs. 10,000/- (Rupees ten thousand only) by Demand Draft / Bank Guarantee in favour of "Sardar Swaran Singh National Institute of Renewable Energy" payable at Jalandhar, Punjab.
Contract Performance Guarantee (CPG) (For successful bidders only)	The total cost of Bid Value of 5% shall be deposited by way of a Demand Draft drawn in the name of Sardar Swaran Singh National Institute of Renewable Energy" payable at Jalandhar, Punjab.

3. Eligibility Criteria for quality the technical bid

- (i) The bidder should have executed minimum two works of similar nature and scope in the last two years in any of the Central Government Institution/State Universities. The work order/work completion certificate to be submitted along with the tender documents.
- (ii) Bidder should have minimum three years of experience in providing relevant service to Department / Ministries of Government of India / PSUs / State Government / Reputed organizations.
- (iii) The bidder/Company/Firm/Agency must have an average annual turnover of Rs.5 Lakhs or more for at least three (3) years starting from 2020-21 onwards.
- (iv) Up-to-date IT returns for the last 3 years, PAN Card, GST Registration Certificate.
- (v) Should not have been blacklisted by the Deptts/Ministries of the Govt. Of India/State Govt/PSUs.

If it is subsequently established or found that the bidding firm has given any false information or facts or has suppressed facts or manipulated the documents etc., the Earnest Money Deposit or the Performance Security Deposit, as the case may be, will be forfeited and no excuse whatsoever will be entertained thereafter.

4. Terms & Conditions

- (i) The work is to be executed as per work order given by the institute.
- (ii) The selected firm will have to handover the complete foolproof work 24 hours before the start of the event.
- (iii) Dismantling is to be started immediately after completion of event and to be completed at the earliest but not later than one week.
- (iv) Transportation of all items to site and back from site is sole responsibility of the firm.
- (v) All material should be new and of standard quality and decent looking. The fabric to be used will be approved by the institute.
- (vi) All items (Sofa, Chairs/Carpets/tables etc.) should be in good conditions & will be cleaned by agency staff after putting/installing it on appropriate places. Appropriate deductions will be made for the use of poor-quality goods.
- (vii) Quantities, requirements and specifications given are approximate and may vary as per site conditions and few items may be deleted/added/modified, if needed.
- (viii) Payment will be made as per actual hired quantities put in use.

- (ix) Rate must be quoted on unit basis (including transportation, labor, installation etc.) including all Taxes (if any) in the price schedule.
- (x) The agencies are required to see proposed site, understand the work and agree to all the terms and conditions of institute (SSS-NIBE) as given above.
- (xi) All wirings have to be provided by the firm from the source to be specified by the institute and all the safety parameters must be followed. Proper electrical connections to be made so as to avoid any hazard due to the work entrusted with the contractor. All electrical joints must be properly insulated so as to avoid short circuiting and fire. The successful bidder shall be required to make necessary arrangements of fire safety by installing necessary equipment for each type of fire hazards.
- (xii) For any emergency situation, the contractor will provide solution related to his work at no extra cost.
- (xiii) All material used should be of very high quality. For the material used, which is not of good quality, appropriate deductions will be made from the bill.
- (xiv) As the International Conference on Recent Advances in Bio-Energy Research-2023 is the important event of the Institute, timely completion of work and high-quality material would be the deciding factor in award of work. A Committee in this regard will inspect the material to be used before award of work.
- (xv) All works related to these annual events should compulsorily be completed one day in advance so that any modification/alteration can be made in time.
- (xvi) Rates will be compared on the basis of grand total and not on the basis of individual items.
- (xvii) All works related to this tender should be completed to entire satisfaction of the institute, failing which the institute will have the right to cancel the work order, forfeit the earnest money.
- (xviii) All precautionary safety measures should be adopted by the agency in erecting hangers, tents, fixing lights, etc. The institute shall not be responsible for any mishappening and loss caused due to the negligence of the agency, therefore, agency is required to take the extraordinary care, keeping in view the sanctity of the event.
- (xix) The representatives of the firm should be available on mobile to enable the Institute to contact them in emergency situation. Therefore, mobile nos. of key persons must also be provided to the institute

- (xx) The vendors may include other items, which have not been listed in the scope of work, at the end of the list. The bidder is therefore advised to see the area and ascertain requirements before submitting the bid.
- (xxi) Tenders received without EMD or incomplete tender fee would be rejected.
- (xxii) No Advance Payment will be made.
- (xxiii) Final payment of the agency will be released after successful completion of event and after deducting all Govt. taxes and deductions due to poor quality of work observed during the function.
- (xxiv) Quantities of various items can be increased or decreased as per the site requirement.
- (xxv) In case of receipt of single bid, the Institute has the right to decide whether the single bid has to be accepted or not. In this matter, decision of the Institute Authorities shall be final. In case the bids are beyond the reasonable market rate even after the negotiation, the same shall be outrightly rejected.
- (xxvi) The bidder shall provide a certificate that the firm has never been blacklisted or debarred due to corrupt and fraudulent and/or poor quality of work by any of the Central/State Government Agencies in the last five years.

5. Pre-bid meeting

It is advice for the bidder to attend pre-bid meeting for understanding the requirements. Site-visit to be done on 29.09.2023 (11:00 AM) at SSS-NIBE.

6. Financial Terms

- (i) The agency shall be paid in stages as mentioned under 25% payment along with work order. Balance payment after completion of work and receipt of invoice.
- (ii) Any invoice submitted without essential documents shall be deemed to be incomplete and institute shall not be liable to process and pay the amounts on the invoices so raised.
- (iii) The service tax/GST amount shall be shown separately on the invoice along with the applicable registration numbers.

7. Earnest Money Deposit

- (i) The Bidder shall deposit a tender fee of Rs. 590/- (Rupees Five Hundred Ninety Only) which amount shall be non-refundable and amount as earnest money deposit Rs. 10,000/- (Rupees ten thousand only) by Demand Draft / Bank Guarantee in favour of "Sardar Swaran Singh National Institute of Renewable Energy" payable

at Jalandhar, Punjab.

- (ii) The earnest money deposited along with the bid documents for the present tender shall be in respect of the present tender document only and the contract to be hereby awarded only. No Bidder shall be entitled to request or claim for transferring and appropriating any previously deposited amount or performance security amount or for adjusting any outstanding bill amount with the earnest money payable with the bid documents.
- (iii) The EMD paid in the form of demand draft will be refunded by means of account payee cheque or return of the same DD to the unsuccessful Bidder as soon as the tender process is completed.
- (iv) Any bid not accompanied with EMD and Tender fee or if the same are found to fall short, the bid will be rejected. Tender fees and EMD should be submitted in physical form directly to SSS-NIBE.
- (v) No interest shall be payable on EMD.
- (vi) The EMD will be forfeited if the BIDDER (a) withdraws his tender after acceptance or (b) withdraws his tender before the validity date of the tender

8. Contract Performance Guarantee

- (i) The successful Bidder, to whom the work is awarded, shall be required to furnish a Contract Performance Guarantee/Security Deposit (SD) as security for the due performance of the Contractor's obligations and the same shall be equivalent total cost of Bid Value of 5% shall be deposited by way of a Demand Draft drawn in the name of Sardar Swaran Singh National Institute of Renewable Energy" payable at Jalandhar, Punjab. payable at Jalandhar from any nationalized bank and the same shall be kept valid for a period of 90 days.
- (ii) The same shall be returned to the Contractor after settlement of all dues.
- (iii) In the event the contract is terminated by SSS-NIBE on account of the fault of the Contractor before the determination of the Contract, or the Contractor abandons the work and its obligations under the contract during the Contract Period, then the SD amount shall be forfeited by SSS-NIBE.
- (iv) Any delay in submission of initial SD will entitle institute to cancel the contract

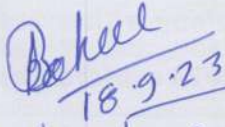
9. Scope of the work

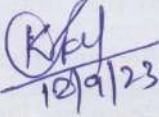
Sardar Swaran Singh National Institute of Bio-energy, Kapurthala requires the services of a reputed, well-established Tender for Tent along with sound, lighting & allied Services for ICRA BR 2023 International Conference during October 09-12, 2023.

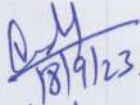
Sr. No	Item Description	Approximate Quantity	Unit	Required for
1	Providing 3 Line VIP Sofa 2-seater and 3-seater with white cover for VIP pandal	2-seater – 11 3-seater- 6	No.	9.10.2023 10.10.2023 11.10.2023
2	Providing and laying of VIP Tent Pandal with Pipe Pandal (To harbor around >40 VIP guests, four sides covered)	30'x30'=900 Sq. ft	Sq. ft	9.10.2023 10.10.2023 11.10.2023
3	Providing and installation of Fans and ACs	Fan = 10 AC = 2	No.	9.10.2023 10.10.2023 11.10.2023
4	Providing and laying of Buffet Tent Pandal with Pipe Pandal (To harbor around >200 guests, four sides covered)	120x90 = 10, 800 Sq. ft	Sq. ft	9.10.2023 10.10.2023 11.10.2023
5	Providing Sitting chair with white cover	200 Nos	No.	9.10.2023 10.10.2023 11.10.2023
6	Providing VIP Sitting chair for auditorium with maroon cover	50 Nos	No.	9.10.2023 10.10.2023 11.10.2023
7	Providing and laying of Kitchen tent with top side cover and side Cabinet.	30'x30'=900 Sq. ft	Sq. ft	9.10.2023 10.10.2023 11.10.2023
8	Providing Serving Tables with cover for food (Refreshment area)	30 Nos.	No.	9.10.2023 10.10.2023 11.10.2023
9	Providing round Table as per requirement, complete with cover.	20 Nos.	No.	9.10.2023 10.10.2023 11.10.2023

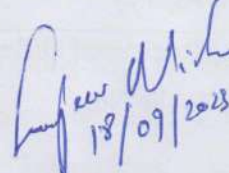
10	Providing and laying of Red Carpet in passage, poster hall, outside auditorium, Pandal (of 5'x5' and 5'x10' size)	100'x400'= 40,000 Sq.ft	Sq.ft	9.10.2023 10.10.2023 11.10.2023
11	Providing and laying of stage for cultural event	24'x24'=576 Sq.ft	Sq.ft	9.10.2023 10.10.2023 11.10.2023
12	Providing and fixing of Mikes including Cordless, Collar, floor, handing & good quality sound systems including PA system with speakers and all accessories for Stage	3 No.	No.	9.10.2023 10.10.2023 11.10.2023
13	Providing Decoration at Stage, Pandals, Pandal Main Gates, VVIP gate with good quality flower of multiple varieties. (As per requirement of the Institute)	A/A	N/A	9.10.2023 10.10.2023 11.10.2023
14	Providing and laying of Light for stage and pandal with sufficient illumination for proper arrangement of Cultural fest/musical night.	N/A	N/A	9.10.2023 10.10.2023 11.10.2023
15	Exhibition Octa norm stall	18'x10'= 2 14'x10'= 2 10'x10'= 11	15	9.10.2023 10.10.2023 11.10.2023
Note: -	1. Total amount should be inclusive of all charges i.e transportation, labour, levies, taxes, installation, operation etc.			

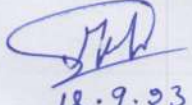
	2. All materials should be new, of standard quality and decent. The material will be checked by the officials of the institute before installation.
	3. Payment will be made as per actual requirement and installation at site satisfactorily & successfully.
	4. The item-wise rates quoted should be for complete duration of requirement as specified above.


18.9.23
Dr. Ashish Bohre


18/9/23
Dr. Kumar Singh


18/9/23
Dr. Vandit Vjog


18/09/2023
Dr. SANJEEV MISHRA


18.9.23
Mr. Mukesh Bhatia

Annexure-I**Proforma for Technical Bid (Techno Commercial Un-Priced Bid)****(Supply and for tent and exhibition stall along with sound, lighting & allied services for ICRABR-2023 conference)**

1	Name of Tendering Company/ Firm/ Agency	
2	Name of Director/Proprietor of Company/Firm/Agency	
3	Full Address of Registered Office with (i) Telephone/Mobile No. (ii) Fax (iii) E-mail	
4	Banker of Company/ Firm/Agency with full Address (Attach self-certified copy of Bank Passbook/Statement)	
5	PAN (Attach self-attested copy)	
6	GST No. (Attach self-attested copy)	
7	Number of years of experience in providing experience in providing relevant service to Department / Ministries of Government of India / PSUs / State Government / Reputed organizations	
8	Total turnover financial year wise during the last three (3) financial years starting from 2020-21 onwards	
9	Details of Submission of Tender Processing Fees	
10	Details of EMD	

Annexure-II

Declaration

(To be submitted in the letter pad of the bidder)

I,..... Son/Daughter/Wife of Shri.....
Director/Partner/Proprietor/Authorised signatory of the Company/Firm/Agency.....
.....is competent to sign this declaration and execute this
tender document.

1. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them.
2. 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 aware of the fact that furnishing of any wrong/false information/ fabricated document would lead to rejection of my/our tender at any stage besides any liabilities towards prosecution under the appropriate law.
3. The firm is not blacklisted in past by any Govt organization/Institution

Date:

Signature of the authorized person

Place:

Full Name

Seal

Annexure-III**Evaluation Scheme**

Sl. No.	Description	Yes/No
1	Bidder should have minimum three years of experience in providing relevant service to Department / Ministries of Government of India / PSUs / State Government / Reputed organizations.	
2	The bidder should have executed minimum two works of similar nature and scope in the last two years in any of the Central Government Institution/State Universities. The work order/work completion certificate to be submitted along with the tender documents.	
3	The bidder/Company/Firm/Agency must have an average annual turnover of Rs.5 Lakhs or more for at least three (3) years (from relevant services only) starting from 2020-21 onwards.	
4	PAN Card	
5	GST Registration Certificate.	
6	Up-to-date IT returns for the last 3 years	

Annexure-IV**Proforma for Financial Bid**

Tender for tent and exhibition stall along with sound, lighting & allied services

Sr. No	Item Description	Approximate Quantity	Unit	Required for	Rate (In Rs)	Amount (In Rs)
1	Providing 3 Line VIP Sofa 2-seater and 3-seater with white cover for VIP pandal	2-seater – 11 3-seater- 6	No.	9.10.2023 10.10.2023 11.10.2023		
2	Providing and laying of VIP Tent Pandal with Pipe Pandal (To harbor around >40 VIP guests, four sides covered)	30'x30'=900 Sq. ft	Sq. ft	9.10.2023 10.10.2023 11.10.2023		
3	Providing and installation of Fans and ACs	Fan = 10 AC = 2	No.	9.10.2023 10.10.2023 11.10.2023		
4	Providing and laying of Buffet Tent Pandal with Pipe Pandal (To harbor around >200 guests, four sides covered)	120x90 = 10, 800 Sq. ft	Sq. ft	9.10.2023 10.10.2023 11.10.2023		
5	Providing Sitting chair with white cover	200 Nos	No.	9.10.2023 10.10.2023 11.10.2023		
6	Providing VIP Sitting chair for auditorium with maroon cover	50 Nos	No.	9.10.2023 10.10.2023 11.10.2023		
7	Providing and laying of Kitchen tent with top side cover and side Cabinet.	30'x30'=900 Sq. ft	Sq. ft	9.10.2023 10.10.2023 11.10.2023		
8	Providing Serving Tables with cover for food (Refreshment area)	30 Nos.	No.	9.10.2023 10.10.2023 11.10.2023		

9	Providing round Table as per requirement, complete with cover.	20 Nos.	No.	9.10.2023 10.10.2023 11.10.2023		
10	Providing and laying of Red Carpet in passage, poster hall, outside auditorium, Pandal (of 5'x5' and 5'x10' size)	100'x400'= 40,000 Sq.ft	Sq.ft	9.10.2023 10.10.2023 11.10.2023		
11	Providing and laying of stage for cultural event	24'x24'=576 Sq.ft	Sq.ft	9.10.2023 10.10.2023 11.10.2023		
12	Providing and fixing of Mikes including Cordless, Collar, floor, handing & good quality sound systems including PA system with speakers and all accessories for Stage	3 No.	No.	9.10.2023 10.10.2023 11.10.2023		
13	Providing Decoration at Stage, Pandals, Pandal Main Gates, VVIP gate with good quality flower of multiple varieties. (As per requirement of the Institute)	A/A	N/A	9.10.2023 10.10.2023 11.10.2023		
14	Providing and laying of Light for stage and pandal with sufficient illumination for proper arrangement of Cultural fest/musical night.	N/A	N/A	9.10.2023 10.10.2023 11.10.2023		
15	Exhibition Octa norm stall	18'x10'= 2 14'x10'= 2 10'x10'= 11	15	9.10.2023 10.10.2023 11.10.2023		

Annexure-V
Tender Acceptance Letter
(To be given on Company letter Head)

Date:

To
The Director General
Sardar Swaran Singh National Institute of Bioenergy
Kapurthala, Punjab

Subject: Acceptance of Terms & Conditions of Tender.

Name of Tender/Work: tent and exhibition stall along with sound, lighting & allied services during the 4th international conference on recent advances in bio-energy research (9th -12th October 2023)

Dear Sir,

1. I/We have downloaded/obtained the tender documents for the above mentioned 'Tender/Work' from the web site(s) namely.....
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. 1 to 15 (including all documents like annexure(s), schedule(s), etc.) which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. In case any provisions of this tender are found violated, then your department/organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)