



**Government
eProcurement
System**

eProcurement System Government of India

Tender Details

Date : 12-Oct-2023 05:30 PM

Print

Basic Details

Organisation Chain	Indian Institute of Technology Ropar		
Tender Reference Number	1843-23		
Tender ID	2023_IITRP_776110_1	Withdrawal Allowed	Yes
Tender Type	Open Limited	Form of contract	Multi-stage
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Offline	S.No	Instrument Type
	1	R-T-G-S
	2	NEFT

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Tender for Event Management Services for the ZEITGEIST 2023-24
2	Finance	.xls	Tender for Event Management Services for the ZEITGEIST 2023-24

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

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	40,000	EMD through BG/ST or EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	IIT Ropar Revenue Account	EMD Payable At	Ropar

Work /Item(s)

Title	Tender for Event Management Services for the ZEITGEIST 2023-24				
Work Description	Tender for Event Management Services for the ZEITGEIST 2023-24				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Tender Value in ₹	NA	Product Category	Facility Management Services	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	30	Period Of Work(Days)	7
Location	IIT Ropar	Pincode	140001	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	M Visvesvaraya Block
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	12-Oct-2023 05:30 PM	Bid Opening Date	20-Oct-2023 02:30 PM
Document Download / Sale Start Date	12-Oct-2023 05:30 PM	Document Download / Sale End Date	20-Oct-2023 12:00 PM
Clarification Start Date	12-Oct-2023 05:30 PM	Clarification End Date	17-Oct-2023 11:00 AM
Bid Submission Start Date	12-Oct-2023 05:30 PM	Bid Submission End Date	20-Oct-2023 12:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Tender for Event Management Services for the ZEITGEIST 2023-24	2120.25	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	UPLOAD.pdf	Tender for Event Management Services for the ZEITGEIST 2023-24	2103.54
	2	BOQ	BOQ_815853.xls	BOQ FOR QUOTING RATES	432.00

Tender Inviting Authority

Name	Deputy Registrar
Address	Store and Purchase Section M Visvesvaraya Block Indian Institute of Technology Ropar Rupnagar 140001



भारतीय प्रौद्योगिकी संस्थान रोपड़ INDIAN INSTITUTE OF TECHNOLOGY ROPAR

रूपनगर, पंजाब-140001/ Rupnagar, Punjab-140001
Ph. 01881-231285, 231283, e-mail: purchase@iitrpr.ac.in

File No. 1843-23/AD-ZEI/SAF/PS/

Dated 12/10/2023

भारतीय प्रौद्योगिकी संस्थान रोपड़ निम्नलिखित मदों की खरीद की प्रक्रिया में है।

Indian Institute of Technology Ropar is in the process of purchasing following item(s) as per details as given as:-

मद का विवरण Details of the item	Event Management Services for the ZEITGEIST (Cultural Fest)-2023-24 to be held in Indian Institute of Technology Ropar, Rupnagar
बयाना जमा करने के लिए जमा राशि Earnest Money Deposit to be submitted	Rs. 40,000/-

निविदा दस्तावेज केंद्रीय सार्वजनिक खरीद पोर्टल <http://eprocure.gov.in/eprocure/app> से डाउनलोड हो सकते हैं। ई-प्रोक्योरमेंट में पंजीकृत नहीं होने वाले इच्छु बोलीदाताओं को वेबसाइट <http://eprocure.gov.in/eprocure/app> के माध्यम से भाग लेने से पहले पंजीकरण करना चाहिए। पोर्टल नामांकन मुफ्त है बोलीदाताओं को सलाह दी जाती है 'आनलाइन बोली के निर्देश' पर दिए गए निर्देशों के माध्यम से जाने की सलाह दी जाए।

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

निविदाकर्ता वेबसाइट पर निविदा दस्तावेज का उपयोग कर सकते हैं (एनआईसी साइट में खोज के लिए, कृपया निविदा खोज विकल्प और 'आईआईटी' टाइप करें। उसके बाद, सभी आईआईटी रोपड़ निविदाओं को देखने के लिए "गो" बटन पर क्लिक करें) उपयुक्त निविदा का चयन करें और उन्हें सभी प्रासंगिक सूचनाओं से भरें और वेबसाइट पर <http://eprocure.gov.in/eprocure/app> पूरा निविदा दस्तावेज अगले पृष्ठ में दिए गए कार्यक्रम के अनुसार आनलाइन जमा करें।

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Ropar tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

कोई मैनुअल बोली स्वीकार नहीं की जाएगी। सभी कोटेशन (दरसूची) (तकनीकी और वित्तीय दोनों को ई-प्रोक्योरमेंट पोर्टल में जमा करनी चाहिए)।
No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the E-procurement portal).

(कुलसचिव / Registrar)

SCHEDULE	
Name of Organization	Indian Institute of Technology Ropar
Tender Type (Open/Limited/EOI/Auction/Single/Global)	Open Limited
Tender Category (Services/Goods/works)	Services
Type/Form of Contract (Work/Supply//Service/Buy/Empanelment)	Services
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems/Lab Equipment)	Services
Date of Issue/Publishing	12/10/2023 (17:30 Hrs)
Document Download/Sale Start Date	12/10/2023 (17:30 Hrs)
Document Download/Sale End Date	20/10/2023 (12:00 Hrs)
Last Date and Time for Uploading of Bids	20/10/2023 (12:00 Hrs)
Date and Time of Opening of Technical Bids	20/10/2023 (14:30 Hrs)
Tender Fee/EMD	Rs. ___NIL___/- (For Tender Fee) Rs. 40,000.00 (For EMD)
	(To be paid through RTGS/NEFT. IIT Ropar Revenue Account Bank details are as under:
	Name of the Bank A/C : IIT Ropar Revenue Account
	SBI A/C No. : 37360100716
	Name of the Bank : State Bank of India
	IFSC Code : SBIN0013181
	MICR Code : 140002008
	(This is mandatory that UTR Number is provided in the on- line quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Annexure-II)
No. of Covers (1/2/3/4)	2
Bid Validity days (180/120/90/60/30)	30 days (From last date of opening of tender)
Address for Communication	Deputy Registrar, Store & Purchase, M. Visvesvaraya Building, Indian Institute of Technology Ropar, Rupnagar – 140001
Contact No.	01881-231283,85
Email Address	purchase@iitrpr.ac.in , ar.sp@iitrpr.ac.in

Registrar

आनलाइन बोली (बिड) के लिए निर्देश / Instructions for Online Bid Submission:

व्यय विभाग के निर्देशों के अनुसार, यह निविदा दस्तावेज केंद्रीय सार्वजनिक प्रापण पोर्टल

(यूआरएल: [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) पर प्रकाशित किया गया है। बोलीदाताओं को मान्य डिजिटल हस्ताक्षर प्रमाणपत्र का उपयोग करते हुए सीपीपी पोर्टल पर इलेक्ट्रॉनिक रूप से अपनी बोलियों की सॉफ्ट प्रतियां जमा करना आवश्यक है। सीपीपी पोर्टल पर पंजीकरण करने के लिए निविदाकर्ताओं की सहायता करने के लिए नीचे दिए गए निर्देशों तात्पर्य है, सीपीपी पोर्टल पर आवश्यकताओं के अनुसार अपनी बोलियां तैयार करें और अपनी बोलियां आनलाइन जमा करें।

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

अधिक जानकारी सीपीपी पोर्टल पर आनलाइन बोलियां जमा करने के लिए उपयोगी हो सकती है।

More information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app>

पंजीकरण / REGISTRATION

- 1) बोलीदाताओं को “नामांकन के लिए यहां क्लिक करें ” लिंक पर क्लिक करके सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल (यूआरएल: [:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) के ई-प्रोक्योरमेंट मॉड्यूल पर भर्ती करना आवश्यक है। सीपीपी पोर्टल पर नामांकन नि:शुल्क है।

Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.

- 2) नामांकन प्रक्रिया के भाग के रूप में, बोलीदाताओं को अपने खाते के लिए एक अद्वितीय उपयोगकर्ता नाम चुनना होगा और एक पासवर्ड प्रदान करना होगा।

As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

- 3) बोलीदाताओं को सलाह दी जाती है कि पंजीकरण प्रक्रिया के भाग के रूप में अपना वैध ईमेल पता और मोबाइल नंबर पंजीकृत करें। इनका उपयोग सीपीपी पोर्टल से किसी भी संचार के लिए किया जाएगा।

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

- 4) नामांकन पर, बोलीदाताओं को सीसीए इंडिया द्वारा मान्यता प्राप्त किसी प्रमाणन प्राधिकरण द्वारा जारी किए गए अपने मान्य डिजिटल हस्ताक्षर प्रमाण पत्र (कक्षा द्वितीय या कक्षा III प्रमाण पत्र के साथ महत्वपूर्ण उपयोग पर हस्ताक्षर करने) की आवश्यकता होगी। (जैसे सीफी/टीसीएस/एनकोड/ई-मुद्रा आदि), इनके प्रोफाइल के साथ

Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

- 5) केवल एक मान्य डीएससी एक बोलीदाता द्वारा पंजीकृत होना चाहिए। कृपया ध्यान दें कि निविदाकर्ता यह सुनिश्चित करने के लिए जिम्मेदार है कि वे अपने डीएससी को दूसरों को उधार नहीं देते हैं जिससे दुरुपयोग हो सकता है।

Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

- 6) बोलीदाता फिर अपने यूजर आईडी / पासवर्ड और डीएससी/ईटीकेन के पासवर्ड को दर्ज करके सुरक्षित लॉग-इन के माध्यम से साइट पर लॉग आन करता है।
Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

निविदा दस्तावेजों के लिए खोजना / **SEARCHING FOR TENDER DOCUMENTS/**

- 1) सीपीपी पोर्टल में निर्मित विभिन्न खोज विकल्प हैं, ताकि बोलीदाताओं को कई मापदंडों से सक्रिय निविदाएं खोज सकें। इन मापदंडों में निविदा आईडी, संगठन का नाम, स्थान, तिथि, मूल्य आदि शामिल हो सकते हैं। निविदाओं के लिए उन्नत खोज का एक विकल्प भी है, जिसमें बोलीदाता कई नामों को जोड़ सकते हैं जैसे संगठन का नाम, अनुबंध का स्थान, स्थान, सीपीपी पोर्टल पर प्रकाशित निविदा की खोज के लिए तारीख, अन्य कीवर्ड आदि।
There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) बोलीदाताओं ने एक बार निविदाएं चुनी हैं जिसमें वे रुचि रखते हैं, उसका वे आवश्यक दस्तावेज / निविदा कार्यक्रम डाउनलोड कर सकते हैं। ये निविदाएं “मेरी निविदाएं” फोल्डर में ले जाई जा सकती हैं। इससे सीपीपी पोर्टल को बोलीदाताओं को एसएमएस / ई-मेल के माध्यम से सूचित किया जा सकता है, यदि निविदा दस्तावेज में कोई शुद्धि जारी की गई है।
Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) बोलीदाता को प्रत्येक निविदा को निर्दिष्ट अद्वितीय निविदा आईडी का नोट बनाना चाहिए, अगर वे हेल्पडेस्क से कोई स्पष्टीकरण / सहायता प्राप्त करना चाहते हैं।
The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

बोली की तैयारी / **PREPARATION OF BIDS**

- 1) बोलीदाता को अपनी बोलियां जमा करने से पहले निविदा दस्तावेज पर प्रकाशित किसी भी शुद्धि को ध्यान में रखना चाहिए।
Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) कृपया बोली के भाग के रूप में जमा किए जाने वाले दस्तावेजों को समझन के लिए निविदा विज्ञापन और निविदा दस्तावेज ध्यान से देखें। कृपया उन अंकों की संख्या पर ध्यान दें जिन में बोली दस्तावेज जमा करना है, दस्तावेजों की संख्या- जिसमें प्रत्येक दस्तावेज के नाम और सामग्री शामिल हैं, जिन्हें प्रस्तुत करने की आवश्यकता है। इनमें से कोई भी विचलन बोली को अस्वीकार कर सकता है।
Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of

documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) बोलीदाता, अग्रिम में, निविदा दस्तावेज/ अनुसूची में बताए अनुसार प्रस्तुत करने के लिए बोली दस्तावेज तैयार करना चाहिए और आम तौर पर, वे पीडीएफ/एक्सएलएस/आरएआर/डीडब्ल्यूएफ स्वरूपों में हो सकते हैं। बोली दस्तावेजों को 100 डीपीआई के साथ काले और सफेद विकल्प स्कैन किया जा सकता है।

Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

- 4) मानक दस्तावेजों के एक ही सेट को अपलोड करने के लिए आवश्यक समय और प्रयास से बचने के लिए जो प्रत्येक बोली के भाग के रूप में जमा करने के लिए आवश्यक हैं, ऐसे मानक दस्तावेज अपलोड करने का प्रावधान (जैसे पैन कार्ड कॉपी, वार्षिक रिपोर्ट, लेखा परीक्षक प्रमाणपत्र आदि) बोलीदाताओं को प्रदान किया गया है। ऐसे दस्तावेजों को अपलोड करने के लिए बोलीकर्ता उनके लिए उपलब्ध “मेरा स्पेस” क्षेत्र उपयोग कर सकते हैं। बोली जमा करते समय ये दस्तावेज सीधे “मेरा स्पेस” क्षेत्र में जमा किए जा सकते हैं, और उन्हें बार-बार अपलोड करने की आवश्यकता नहीं है इससे बोली जमा प्रक्रिया के लिए आवश्यक समय में कमी आएगी।

To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

बोली जमा करना / SUBMISSION OF BIDS

- 1) बोलीदाता को बोली प्रस्तुति के लिए अच्छी तरह से साइट पर लॉग इन रना चाहिए ताकि वह समय पर बोली अपलोड कर सके अथवा फिर बोली प्रस्तुत करने के समय से पहले। अन्य मुद्दों के कारण किसी भी देरी के लिए बोलीदाता जिम्मेदार होगा।

Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

- 2) बोलीदाता को निविदा दस्तावेज में दर्शाए अनुसार एक-एक करके आवश्यक बोली दस्तावेजों को डिजिटल हस्ताक्षर और अपलोड करना होगा।

The bidder has to digitally sign the bid document and upload the required bid documents one by one as indicated in the tender document.

- 3) बोलीदाता को निविदा शुल्क/ ईएमडी को भुगतान के लिए “आन लाइन” के रूप में भुगतान विकल्प चुनना होगा और उपकरण का विवरण दर्ज करना होगा। जब भी, ईएमडी / निविदा शुल्क की मांग की जाती है, बोलीदाताओं को टेंडर शुल्क और ईएमडी अलग-अलग आरटीजीएस के माध्यम से आन लाइन पर भुगतान करने की आवश्यकता होती है।

Bidder has to select the payment option as “on-line” to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, an EMD / Tender fee is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS.

- 4) एक मानक BoQ प्रारूप को सभी बोलीदाताओं द्वारा भरने के लिए निविदा दस्तावेज प्रदान किया गया है। बोलीदाताओं को इस बात का ध्यान रखना चाहिए कि उन्हें आवश्यक प्रारूप में अपनी वित्तीय बोली जमा करनी चाहिए और कोई अन्य प्रारूप स्वीकार्य नहीं है। बोलीकर्ताओं को BoQ फाइल को डाउनलोड करने, इसे खोलने और अपने संबंधित वित्तीय उद्धरण और अन्य विवरण (जैसे बोलीदाता का नाम) के साथ सफेद रंगीन (असुरक्षित) कोशिकाओं को पूरा करना आवश्यक है। कोई भी अन्य कक्ष नहीं बदला जाना चाहिए। एक बार विवरण पूरा हो जाने

पर, बोलीदाता को इसे सहेजना होगा और इसे आनलाइन जमा करना होगा, बिना फाइल नाम बदलें। यदि BoQ फाइल को बोलीदाता द्वारा संशोधित किया गया है, तो बोली को खारिज कर दिया जाएगा।

A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 5) सर्वर का समय (जो बोलीदाताओं के डैशबोर्ड पर प्रदर्शित होता है) बोलीदाताओं द्वारा बोलियों को खोलने के लिए समय सीमा को संदर्भित करने के लिए मानक समय के रूप में माना जाएगा। बोलीदाताओं को खोलना आदि। बोलीदाताओं को बोली प्रस्तुत करने के दौरान इस समय का पालन करना चाहिए।

The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 6) बोलीदाताओं द्वारा प्रस्तुत सभी दस्तावेज पीकेआई एन्क्रिप्शन तकनीकों का उपयोग करके एन्क्रिप्ट किया जाएगा जिससे डेटा की गोपनीयता सुनिश्चित हो सके। दर्ज किए गए डेटा को अनाधिकृत व्यक्तियों द्वारा बोली खोलने के समय तक नहीं देखा जा सकता है। बोलियों की गोपनीयता को सुरक्षित सॉकेट लेयर 128 बिट एन्क्रिप्शन तकनीक का उपयोग कर रखा जाता है। संवेदनशील क्षेत्रों का डेटा संग्रहण एन्क्रिप्शन किया जाता है।

All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

- 7) अपलोड किए गए निविदा दस्तावेज केवल अधिकृत बोलीदाता द्वारा निविदा खोलने के बाद ही पठनीय हो सकते हैं।

The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 8) बोलियों के सफल और समय पर जमा होने पर, पोर्टल सभी प्रासंगिक विवरणों के साथ बोली संख्या, बोली जमा करने की तारीख और समय के साथ बोली सफलतापूर्वक जमा करने का संदेश एवं बोली सारांश प्रदर्शित करेगा।

Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- 9) कृपया अनुपालन पत्रक की एक पीडीएफ फाइल में सभी प्रासंगिक दस्तावेजों के स्कैन किए गए पीडीएफ को जोड़ दें।

Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

बोलीदाताओं को सहायता / ASSISTANCE TO BIDDERS

- 1) निविदा दस्तावेज से संबंधित कोई भी प्रश्न और इसमें निहित नियमों और शर्तों को निविदा आमंत्रण प्राधिकरण को निविदा के लिए अथवा निविदा में वर्णित प्रासंगिक संपर्क व्यक्ति से संबोधित किया जाना चाहिए।

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

- 2) आनलाइन बोली प्रस्तुत करने अथवा सामान्य में सीपीपी पोर्टल से संबंधित प्रश्नों की प्रक्रिया से संबंधित कोई भी प्रश्न 24x7सीपीपी पोर्टल हेल्पडेस्क पर निर्देशित किया जा सकता है। हेल्पडेस्क के लिए संपर्क संख्या 1800 233 7315 हैं।
Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

बोलीदाताओं के लिए सामान्य निर्देश / General Instructions to the Bidders

- 1) निविदाएं पोर्टल <http://eprocure.gov.in/eprocure/app> के माध्यम से आनलाइन प्राप्त होगी। तकनीकी बोलियों में, बोलीदाताओं को सभी दस्तावेजों को पीडीएफ प्रारूप में अपलोड करना होगा।

The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app> .In the Technical Bids, the bidders are required to upload all the documents in .pdf format.

- 2) कंपनी के नाम में स्मार्ट कार्ड/ई-टोकन के रूप में मान्य क्लास II/III डिजिटल हस्ताक्षर प्रमाणपत्र (डीएससी) के पंजीकरण के लिए एक शर्त है और <https://eprocure.gov.in/eprocure/app> के माध्यम से बोली प्रस्तुत करने की गतिविधियों में भाग ले सकते हैं। डिजिटल हस्ताक्षर प्रमाणपत्र पर अधिकृत प्रमाणित एजेंसियों से प्राप्त की जा सकती है, जिनमें से जानकारी “डीएससी के बारे में सूचना” लिंक के तहत वेब साइट <https://eprocure.gov.in/eprocure/app> पर उपलब्ध है।

Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.

- 3) निविदाकर्ता को सलाह दी जाती है कि <https://eprocure.gov.in/eprocure/app> पर ई-प्रोक्योरमेंट के लिए सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल माध्यम से आनलाइन बोली के जमा करते समय निविदाकार हेतु निर्देशों में उपलब्ध निर्देशों का अनुगमन करें।
Tenderer are advised to follow the instructions provided in the ‘Instructions to the Tenderer the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.



TENDER FOR EVENT MANAGEMENT SERVICES

TENDER NOTICE

Sealed Tender(s) / quotation(s) are invited in online mode on Central Public Procurement Portal (CPPP) from eligible and qualified bidders under two bid systems (technical and financial) for Event Management Services for the *ZEITGEIST (Cultural Fest)-2023-24* to be held at Indian Institute of Technology Ropar, Rupnagar, Punjab, India in the Last Week of October, 2023 OR in the First Week of November, 2023.

Bids should be submitted in online mode on Central Public Procurement Portal (CPPP)

(A) Scope of Work

1. Providing and installing audio and visual equipment: mic system, face mic and collar mic and spare face mikes, screens, laptops, audio-video recording of the proceedings along with requisite technical manpower. This will be as per the quantity specified in Annexure-II for various zones i.e. Zone-1 (Main Stage), Zone-II (Auditorium), Zone-III (Fun Ground), Theme & Decoration and Miscellaneous Setup.
2. Supply of water arrangement for delegates, garbage collection, flower Bouquets etc.
3. Stage Preparations
4. Any other work related to the successful conduct of the event.

(B) Eligibility (To form part of the technical bid)

1. The bidder/ firm should be well established Professional Event Managers and must have organized /participated in minimum 3 similar national events in reputed Govt. Institutions/Industrial/PSU/Autonomous Bodies (documentary evidence should be attached)
2. The bidder/firm must provide a certificate of successful conduct of all the events in the last 02 years from the competent authority. Contact details of the clients must be available on the certificate from the clients.
3. If the bidder had served in IIT Ropar, a satisfactory certificate from Dean Student Affairs, IIT Ropar needs to be submitted along with the bid.

(C) TERMS AND CONDITIONS (UNDER TWO BID SYSTEM)

I. Instructions to the Bidder:

1. **Tender EMD:** The EMD (INR 40,000) are required to be submitted in the form of separate Demand Drafts, drawn in the favour of **IIT Ropar Revenue Account, IIT Ropar and payable at Rupnagar.**
2. The successful tenderer shall have to deposit performance security of Rs.1,00,000/- in the form of Demand Draft drawn in favour of The Registrar, IIT Ropar, payable at Rupnagar within 2 days from the acceptance of work order.
3. **Last Date & Time for submission of Tender Documents: 20-10-2023 at 12.00 (Noon).**
Opening of bids: on 20-10-2023 at 2.30 PM.
4. **Submission of tender Document:** Tender/quotation must be submitted in online mode on Central Public Procurement Portal (CPPP) positively before the tender bid closing time. Any tender bid submitted without EMD will not be accepted.

5. **Quoting the Core price & Tax, Duties, Discount etc.:** All the prices quoted should be inclusive of all taxes/transportation/duties/GST etc, if applicable. General criteria for L1 will be on the basis of total bid price. However, IIT Ropar, reserves the rights to engage more than one agency based on category wise L1 price.
6. **The validity of the Quotation:** The quotation should be valid for at least 30 days from the last date of the submission of bid.
7. **Bid:** The bid will not be considered if received after the closing date and time. The offers received through telex/ fax /e-mail will not be accepted by the Institute under any circumstances. Any offer containing incorrect and incomplete information shall be liable for rejection.
8. The Institute shall not be responsible for any delay in uploading the tender on CPPP in online mode.
9. **Contract:** If an order is placed with the firm, the contract shall be governed by Institute rules in force at the time. Additional terms and conditions may be incorporated in the order, if needed, to safeguard the interests of the Institute. The Tender is non-transferable.
10. **Power to reject the offer:** Director, Indian Institute of Technology Ropar reserves the right to accept/reject any offer in full or in part or accept any offer without assigning any reasons thereof.
11. **Completion of Work:** The work should be completed a day before the start of the event and the completion inspection would be done at 10:00am on that day. If the work is not completed before 10:00 AM then a penalty would be levied upon the contractor (may be deducted at the time of the payment).
12. **Quality:** There should be no compromise in the products' quality. A verification check of the brand, quality and quantity of the materials listed in the infrastructure requirements will be conducted for the lowest bidder. All the electric works should be taped properly and earthing should be done properly. In case of poor-quality work as per the institute penalty would be levied upon the contractor.
13. **Decoration:** Theme decor should be done according to the design approved by the fest organizing committee.
14. **Proper Staff:** Proper staff should be deputed in every zone for coordination and hassle-free events.
15. **Penalty:** If the work is found unsatisfactory and not up to the mark, the organizing committee will take necessary actions required which may include forfeiting of 20% of the tender amount.
16. The bidder and his/her allies will not be allowed to bid if he/she has/had any legal issues with IIT Ropar. The firms which have been blacklisted by central/ State Government / UT / Board/Corporation and IIT Ropar are not eligible to quote. Affidavit regarding non-blacklisting shall be submitted in physical form along with EMD.

II. Price Schedule

1. The bidder has to apply for all the items in a given zone in all the categories mentioned in the Financial Bid proforma.
2. **Quoting the Core price & Tax, Duties, Discount etc :** All the prices quoted should be inclusive of all taxes/transportation/duties/GST etc, if applicable. General criteria for

L1 will be on the basis of total bid price. However, IIT Ropar, reserves the rights to engage more than one agency based on category wise L1 price.

3. The prices must include all the taxes, fees and any other charges.
4. The bidder should include all relevant details including time required for delivery of CDs/Photographs, quality of paper to be used for photographs, type of equipment to be used for photography, video shoot etc.
5. The bidders should include all other relevant details relating to prices wherever possible.

III. Rejection Criteria

1. Bid which is not substantially responsive to the Tender Document.
2. Bid not made in compliance with the procedure mentioned in this document.
3. Failure on the part of the Bidder to provide appropriate information as required in the bid proposal or any additional information as requested by IIT ROPAR, including any supporting document.
4. Incomplete or conditional bid or bid that does not fulfill all or any of the conditions as specified in this document.
5. Bid without earnest money deposit (EMD).
6. The submission of more than one bid under different names by one Bidder. If the same is found at any stage, all the bids by that bidder will be rejected.
7. Material inconsistencies in the information submitted.
8. Misrepresentations in the bid proposal or any supporting documentation.
9. Bid proposal received after the last date and time specified in this document.
10. Bid containing erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be authenticated by the person signing the bid
11. Absence of non-blacklisted certificate.

IV. Conditions of Contract: -

1. The offer must be in English. The rates should be indicated both in figures and words against the item specified. It is preferable that the price be quoted in Indian rupees and overwriting in quoted prices will be subject to cancellation of bid.
2. *No Advance Payment:* The payment will be made on satisfactory completion of the event.
3. Items can be removed or decreased as per requirements on a particular day and particular situations. Bill would be charged for used or utilized items only.
4. The Earnest Money of all unsuccessful bidders will be returned as early as possible after the expiration of the bid validity period. No interest will be paid by IIT Ropar on the Earnest Money Deposit.
5. If anything quoted in tender is not used, the applied amount of particular equipment would be deducted from the contract.
6. The vendor shall bear the expenses which may incur while unloading of items, deployment of unskilled/skilled labor during installation of all electronic/electrical/mechanical items.
7. If during operation at any time, the Gen-sets stop working and cause hindrance in the normal running of the function, a penalty of 5 times the Gen-sets cost will be applied and the amount will be charged on the selected vendor as fine.
8. The bidder shall be responsible for any loss, damage, breakage etc in Main campus site.

9. In case of any dispute in respect of the tender, all legal matters shall be instituted within the jurisdiction of the Ropar court.
10. If during operation, the stage, barricading or any other infrastructure breaks down or hampers normal function, 20 % of the Total tender amount will be charged as penalty to the selected vendor.

Name & Signature of the authorized signatory of the Company (With seal)

Annexure – I

TECHNICAL BID

Tenderer's reference No. _____ Date: _____

1. Name of the Company/Firm _____

2. Address of the Company/Firm _____

3. Telephone No. _____

4. e-mail of applicant _____

Proforma for Technical Bid

S. No.	Criteria	Documentary Evidence	List of Documents Enclosed Along with Page Nos.	Whether Relevant Documents Provided / Conditions agreed
1.	The bidder/ firm should be well established Professional Event Managers and must have organized /participated in minimum 3 similar national events in reputed Govt. Institutions/Industrial/PSU/Autonomous Bodies (documentary evidence should be attached)	Work Order & Photographs is to be attached for authenticating claims		Yes / No
2.	The bidder/firm must provide a certificate of successful conduct of all the events in the last 02 years from competent authority. Contact details of the clients must be available on the certificate from the clients.	Work Order & Photographs is to be attached for authenticating claims		Yes / No
3.	If the bidder had served in IIT Ropar, a satisfactory certificate from Dean Student Affairs, IIT Ropar needs to be submitted along with the bid.	Work Order & Photographs is to be attached for authenticating claims		Yes / No
4.	The EMD (INR 40,000) are required to be submitted in the form of separate Demand Drafts, drawn in the favour of IIT Ropar Revenue Account and payable at Rupnagar			Yes / No
5.	Non Blacklisting Certificate on Judicial Paper			Yes / No

Name & Signature of the authorized signatory of the Company (With seal)

Annexure – II

FINANCIAL BID

Price bid should be uploaded in given BOQ XXXX.xls format online and not in the technical bid failing which your bid shall stand rejected. However, the price bid is as follows for your reference.

Tenderer's reference No. _____, Date _____

1. Name of the Company/Firm _____
2. Address of the Company/Firm _____
3. Telephone No. _____
4. e-mail of applicant _____

List of Instruments/Equipment required

Zone 1 Main Stage Area (i)				
S No.	Item	Size	Quantity	Rate in INR
1	Scaffolding stage with double ply top, wood ply skirting with black masking, two stairs 5 ft wide	60 ft L x 40 ft W x 6 ft H	1	
2	Grey stage carpet	60ft x 40 ft	1	
3	Wooden flooring		2400 sqft	
4	Dunlop chairs with cover		2500	
5	VIP Lounge carpet with taping		5000 sqft	
6	LED riser	60 x 16 x 8 ft	2	
7	Media riser scaffolding stage with double ply, skirting, 3.5 ft wide stairs	12 ft L x 8 ft W x 6 ft H	1	
8	Passage carpeting	30ftx100ft	1	
9	Split Snake		1	
10	Side Fills		4	
11	Tin barricading	8ft height	2000ft	
12	Pipe barricading	5ft height	2000 rft	
13	Mozo barricading	4 ft height	2000 rft	
14	Drumkit riser	8ft L x 8ft W x 1.5ft H	1	
15	Percussion/key board riser	8LX 8W X 1.5 H	1	
16	Cold Pyro machine		6	
17	HAZE machine		4	
18	TRUSS SQUARE with Centre Bar		60x40	
19	LED par RGB lights		60	
20	Ramp with double ply skirting	12ft L x 8ft W x 6 ft H	1	
21	Luxury toilet bus with house keeping		2	
22	125 kv silent genset with diesel		3	
23	LED lights 1000 watt with poles		50	
24	VIP 2-Seater Sofa		25	
25	Standing Fan		10	
26	Green rooms	15ft x 15ft	2	

Name & Signature of the authorized signatory of the Company (With seal)

Main Stage (Sound & Production) Zone 1 (ii)			
S No.	Item	Quantity	Rate in INR
1.	Drum Kit (MCX Master Custom/pearl reference) ***	1	
2.	Bass – Ampeg SVT 4 Pro and Head / MarkBass head	2	
3.	Yamaha Montage 8 (with pedals)	1	
4.	Yamaha Motif XF- 6/7 (with pedals)	1	
5.	Percussion Instruments (Djembe, Tumba, Timbale, congas, banjos, chime) (with stand)	1 pair each	
6.	(D&B) LAcoustics.JBL VTX V25-S28/JBL Vertac VT 4889, NEXO	As per requirement	
7.	FOH Cibsike (Midas Pro/Digico SD (7/5/10), Yamaha PM5D/CL5)	1	
8.	Monitor Console (Digico SD5/7/8/10, Sound Craft VT 4887)	1	
9.	Front Fill (D&B/ LAcoustics/RCF HDL 20/JBL VT4887)	2	
10	Guitar Stands + Bass Stand	2+1	
11	Mic Stands (Small + Big)	10+10	
12	Boom Stands (Tall + Short)	14 No's each	
13	EP Cables	3	
14	Drum Riser Kit 8*8*2	1	
15	Sharpys	32	
16	Truss Pillar	4 No's	
17	Par Can	24	
18	Profile Lights	10	
19	Blender Lights	8	
20	LED Wall p3	500 Sq. Feet	
21	Truss Square with Centre Bar (60x40)	As per requirement	
22	Dimmer Pack (18 Channels X 4KV)	1	
23	Smoke Machine	2	
24	CDJ N2000 Console + 1 Monitor	1	

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Zone 2			
Lights & Production (i)			
S.NO	ITEM	Quantity	Rate in INR
1	MICS AS PER REQUIREMENT	As per requirement	
2	FOOT MIC 5-6NOS FOR DRAMA	5	
3	PARCAN	16	
4	FOLLOW SPOT	1	
5	HAZE MACHINE	2	
6	Top (line array)	12	
7	Bass (line array)	10	
8	Cordless SM58/57	15	
9	Cordless Sennheiser 2000	4	
10	Monitor	6	
11	Size Fill with Bass	4	
12	Bass DI Box	10	
13	box truss	1	
14	Sharpy 16R	20	
15	LED Par Light	16	
16	Blinder	2	
17	Lazer	2	
18	Warm White LED	8	
19	GLD mixer (Allen & Heath)	1	
20	Sound Mic Stand	8	
21	LED WALL p3	200sqfeet	
22	LED PAR	30	
23	LED wall riser		
24	Sound Brands		
	<ul style="list-style-type: none"> • Vertec • L-Acoustic • D&B audiotechnik • Nexo 		
25	Monitor VRX	10	
26	Side Fill-SRX 725-2 Top -2Bass	4-4	
27	Spot Light	2	
28	Guitar AMP	2	
29	Keyboard AMP	1	
30	Bass AMP	1	
31	In-Ear Monitor	20	

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Zone 2				
Events setup Zone 2 (ii) Auditorium				
S.NO	ITEM	SIZE	Quantity	Rate in INR
1	Guitar Stands		4	
2	Notation Stand		5	
3	5-piece Pearl Drum Kit (Masters / Reference)		1	
4	Microphone Stand		20	
5	Sennheiser Cordless Microphones (on each stage)		3	
6	Glass top tables		20	
7	Haze machines		2	
8	Music system (at 4 open spaces)/ speakers		4	
9	Portable Stalls	3 x 3 m	30	
10	Extension Board		100	
11	Table	4 x 3 ft	150	
12	Chairs		300	
13	Headset microphone		15	
14	Collar Mic		10	
15	Laple Mic		5	
16	Cordless Mic		5	
17	Catcher Mic		5	
18	PERCUSSION AS PER REQUIREMENT		1	
19	SENNHEISER / SHURE		1	

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Zone 3 (Fun Ground)				
S.NO	ITEM	SIZE	Quantity	Rate in INR
1	Water proof conical pagoda	10 FT X 10 FT	25	
2	Carpet	8000 sq.ft.		
3	Tent black curtains	200 running ft		
4	Tent tables with frill and cover	4ft x 2.5 ft	70	
5	LED 1000 w lights		80	
6	Octo round sitting lounge with multiple color cloth		2	
7	Triangle multi color cloth sitting lounge		2	
8	Simple fans		10	
9	Power extensions boards with 5-meter cables		30	
10	Fire extinguishers tanks		15	
11	Fire extinguisher buckets		15	
12	Conical parking management cones	3 ft	30	
13	Chalk powder		100 kg	
14	Double color cloth draping		2000 running metre	
15	Vision cutters	15ft x 10 ft	20	

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THEME & DECORATION (General)				
S.NO	ITEM	SIZE	Quantity	Rate in INR
1	Lights for Decoration (To decorate whole campus)		As per required	
2	Tent black curtains	200 running ft		
3	Neon light and led strings spider web	18 ft x 12 ft	1	
4	Cross bamboo entry arch gate	29ft x 8 ft	1	
5	Registration counter in theme style 5 with plyback star flex, 6 chairs, 3 tables	18ft x12ft	1	
6	Plywood multi-color 3d entry gate, 3 glossy metallic painted theme design gates on Time Travel theme	20ft x 10 ft	1	
7	Tables with frill and paper roll		20	
8	Hot air Balloon Paper Sky Lantern		200	
9	Standing Spray Fans		40	

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Miscellaneous Setup				
S.NO	ITEM	SIZE	Quantity	Rate in INR
1	Registration Desk	15ftx30ft	1	
2	Help-Desk	15ftx15ft	1	
3	PA system - 4 mic's, amplifier, 10 speakers, 2000-meter cable		1	
4	Table with cover and frill		3	
5	Carpet	15 ft x 15 ft	1	
6	Walkie Talky		10	
7	Camera, Table and LED for Sand Art		1	

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