Government eProcurement System

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Basic Details

Organisation Chain	Indian Institute of Technology Ropar
Tender Reference Number	1977-24

Tender ID	2024_IITRP_828706_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 (Cultural Fest)
2	Finance	.xls	Tender for Event Management Services for the ZEITGEIST (Cultural Fest)

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 ₹	50,000	**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 (Cultural Fest)
Work Description	Tender for Event Management Services for the ZEITGEIST (Cultural Fest)
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)**	180	**Period Of Work(Days)**	1
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	01-Oct-2024 04:00 PM	**Bid Opening Date**	11-Oct-2024 02:30 PM
Document Download / Sale Start Date	01-Oct-2024 04:00 PM	**Document Download / Sale End Date**	11-Oct-2024 12:00 PM
Clarification Start Date	01-Oct-2024 04:00 PM	**Clarification End Date**	07-Oct-2024 11:00 AM
Bid Submission Start Date	01-Oct-2024 04:00 PM	**Bid Submission End Date**	11-Oct-2024 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 (Cultural Fest)	3790.56

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 (Cultural Fest)	3773.89
	2	BOQ	BOQ_870811.xls	BOQ FOR QUOTING RATES	367.00

Tender Inviting Authority

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

File No. 1977-24/AD-ZEI/SAF/PS/   Dated 01/10/2024

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**	**Tender for Event Management Services for the ZEITGEIST (Cultural Fest)-2024-25 to be held in Indian Institute of Technology Ropar, Rupnagar, Punjab, India during the last week of Oct, 2024 or 1st week of Nov, 2024.**
बयाना जमा करने के लिए जमा राशि **Earnest Money Deposit to be submitted**	Rs. 50,000/-

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/appasper the schedule given in the next page.

कोई मैन्युअल 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	01/10/2024 (16:00 Hrs)
Document Download/Sale Start Date	01/10/2024 (16:00 Hrs)
Document Download/Sale End Date	11/10/2024 (12:00 Hrs)
Last Date and Time for Uploading of Bids	11/10/2024 (12:00 Hrs)
Date and Time of Opening of Technical Bids	11/10/2024 (14:30 Hrs)
Tender Fee/EMD	Rs.___NIL_____/- (For Tender Fee) **Rs. 50,000.00** (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	Assistant Registrar, Store & Purchase, M. Visvesvaraya Building, Indian Institute of Technology Ropar, Rupnagar – 140001
Contact No.	01881-231283,85
Email Address	office-snp-1@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) पर प्रकाशित किया गया है। बोलीदाताओं को मान्य डिजीटल हस्ताक्षर
प्रमाणपत्र का उपयोग करते हुए सीपीपी पोर्टल पर इलेक्ट्रानिक रुप 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). 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) बोलिदाताओं को "नामांकन के लिए यहां क्लिक करें   " लिंक पर क्लिक करके सेंट्रल पब्लिक प्रोक्युरमेंट पोर्टल (यूआरएलः
:http://eprocure.gov.in/eprocure/app) के ई-प्रोक्योरमेंट मोड्युल पर भर्ती करना आवश्यक है। सीपीपी पोर्टल पर
नामांकन निःशुल्क है।

Bidders are required to enroll on the e-Procurement module of the Central Public
Procurement Portal (URL: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 रुप 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 रुप 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 डिजीटल
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 है, 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 है। 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 खखोज 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 वें रुचि रखेत 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 है।

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 रुप 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 क लिए बोली दस्तावेज तैयार करना चाहिए और आम तौर पर, वे पीडीएफ/एक्सएलएस/आरएआर/डीडब्ल्यूएफ स्वरुपों 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 रुप 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 डिजीटल 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 रुप 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 BoQप्रारुप को सभी बोलीदाताओं द्वारा भरने के लिए निविदा दस्तावेज प्रदान किया गया है। बोलीदाताओं को इस बात का ध्यान रखना चाहिए कि उन्हें आवश्यक प्रारुप में अपनी वित्तीय बोली जमा करनी चाहिए और कोई अन्य प्रारुप स्वीकार्य नहीं है। बोलीकर्ताओं को BoQफाइल 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   BoQफाइल 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 रुप 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 एन्क्रिष्ट 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 निविता 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 हैल्पडेस्क पर निर्देशित किया जा सकता है। हेल्पडेस्क के लिए संपर्क संख्या 1800 233 7315हैं।

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 समान्य निर्देश / **General Instructions to the Bidders**

1) निविदाएं पोर्टल http://eprocure.gov.in/eprocure/appके मा ध्यम से आनलाइन प्राप्त होगी। तकनीकी बोलियों में, बोलीदाताओं को सभी दस्तावेजों को पीडीएफ प्रारुप 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 रुप में मान्य क्लास II/IIIडिजिटल हस्ताक्षर प्रमाणपत्र (डीएससी) के पंजीकरण के लिए एक शर्त है और https://eprocure.gov.in/eprocure/appके माध्यम से बोली प्रस्तु करने की गतिविधियों में भाग ले सकते है। 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/appपर 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/quotation(s) are invited in online mode from eligible and qualified bidders under two bid systems (technical and financial) for Event Management Services for the *ZEITGEIST (Cultural Fest)-2024-25* to be held in Indian Institute of Technology Ropar, Rupnagar, Punjab, India during **the last week of Oct, 2024 or 1ˢᵗ week of Nov, 2024.**

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 and Sound & Production), Zone-II (Lights & Production and Auditorium), Theme & Decoration, Miscellaneous Setup & Add Ons (if required).
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 50,000/-**) (Rupees Fifty Thousand only) 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/- (Rupees One Lakh only) 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: 11-10-2024 at 12.00 (Noon).**

Opening of bids: on 11-10-2024 <u>at 2.30 PM</u>.

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 (Sound Engineers, Technicians, Electricians/Helpers etc.) should be deputed in every zone by the Contractor itself 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.

17. The license required for music will be the responsibility of the vendor itself.

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 do 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 at IIT Ropar.

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, 50 % 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 50,000**) 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

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

S.NO	ITEM	SIZE	QTY	AMOUNT
	Zone 1 Main Stage Area			
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 6/5 ft H	1	
2	Grey stage carpet	60ft x 40 ft	1	
3	Wooden flooring	2400 sqft	1	
4	LED riser	48 x 16 x 8 ft	2	
5	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	
6	Split Snake		1	
7	Side Fills		4	
8	Mozo barricading	4 ft height	2000 rft	
9	Drumkit riser	8ft L x 8ft W x 1.5ft H	1	
10	Percussion/key board riser	8LX 8W X 1.5 H	1	
11	Cold Pyro machine		6	
12	HAZE machine		4	
13	TRUSS SQUARE with Centre Bar	60 ft X 40 ft	1	
14	LED par RGB lights		60	
15	Ramp with double ply skirting	12ft L x 8ft W x 6/5 ft H	1	
16	125 kv silent genset with diesel		3	
17	LED lights 1000 watt with poles		50	

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

S No.	Item	Quantity
	Main Stage **(Sound & Production) Zone 1 (ii)**	
1.	Drum Kit (MCX Master Custom/pearl reference) *** with double bass pedal, 2crash, high hat, two toms and floor toms and ride (with all stand)	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.	(D&B) LAcoustics.JBL VTX V25-S28/JBL Vertac VT 4889 (as per requirement)	1
6.	**FOH Cibsike (Midas Pro/Digico SD (7/5/10), Sound Craft VI3000 / V7000, Vi6 / Yamaha PM5D/CL5)**	1
7.	Monitor Console (Digico SD5/7/8/10, Sound Craft VT 4887)	1
8.	Front Fill (D&B/ LAcoustics/RCF HDL 20/JBL VT4887)	4
9	Guitar Stands + Bass Stand	2+1
10	Mic Stands (Small + Big)	5+5
11	Sharpy	32
12	Truss Pillar	4 No's
13	Box Truss	10
14	Par Can	24
15	Profile Lights	10
16	Blender Lights	8
17	LED Wall (P3)	600 Sq. Feet
18	LED Wall (P3 DJ)	10
19	Dimmer Pack (18 Channels X 4KV)	1
20	Smog Machine	2
21	CDJ n2000 Console + 1 Monitor	1

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

ZONE 2		
Lights & Production (i)		
S.NO	ITEM	Quantity
1	MICS AS PER REQUIREMENT + Drum Mics set (Shure/AKG)	1
2	FOLLOW SPOT	5
3	Top (line array) ● Vertec ● L-Acoustic ● D&B audiotechnik ● JBL	4* set of 4
4	Bass (line array) ● Vertec ● L-Acoustic ● D&B audiotechnik ● JBL	20
5	Cordless SM58/57	16
6	Size Fill with Bass	1
7	Bss DI Box	12
8	LED Par Light	2
9	Blinder	1
10	Lazer	1
11	Warm White LED	4
12	GLD mixer (Allen & Heath)	4
13	Sound Mic Stand	4
14	LED PAR	4
15	LED wall riser	1
16	Monitor VRX	10
17	Side Fill-SRX 725-2 Top -2Bass	2
18	Spot Light	2
19	Guitar AMP	4
20	Keyboard AMP	1
21	Bass AMP	8
22	In-Ear Monitor	8
23	Music system (at 4 open spaces)/speakers	4

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

Zone 2		
Event Setup Zone 2 (ii) Auditorium		
S.NO	ITEM	Quantity
1	Microphone Stand	5
2	PERCUSSION AS PER REQUIREMENT	2

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

THEME & DECORATION (General)		
S.NO	ITEM	Quantity
1	Lights for Decoration (To decorate whole campus)	4
2	Neon light and led strings spider web (18 ft X 12 ft)	1
3	Hot air Balloon Paper Sky Lantern	2
4	Standing spray fans	4

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

Miscellaneous Setup		
S.NO	ITEM	Quantity
1	Walky Talky	7

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

S.NO	ITEM	Quantity
**Add Ons (if required)**	
1	Percussion Instruments (Djembe, Tumba, Timbale, congas, banjos, chime with stand) 1 Pair Each	7
2	FOOT MIC 5-6NOS FOR DRAMA	20
3	Music system (at 4 open spaces)/ speakers	2
4	Headset microphone	4
5	Collar Mic	5
6	Laple Mic	5
7	Cordless Mic	5
8	Catcher Mic	2
9	PA system - 4 mic's, amplifier, 10 speakers, 2000-meter cable	1

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