

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION: CARE TAKING BRANCH  
ROOM NO. 256, OLD SECRETARIATE, DELHI -110054**

**E-PROCUREMENT TENDER NOTICE**

The Directorate of Education, Government of NCT Delhi invites online proposals through e-procurement system under two-bid system i.e. (i) Technical and (ii) Financial, from reputed firms to Empanel an Event Management Agency (EMA) for making arrangements at event- **“CAREER CONCLAVE”** for 12<sup>th</sup> Class Students, scheduled to be held on **28<sup>th</sup> -31<sup>st</sup> January, 2019** at **Thyagraj Stadium**, Delhi. *The entire arrangements are to be furnished within one (01) day only i.e. on 27<sup>th</sup> January, 2019 (immediate before the day of commencement of event).*

The tender documents are uploaded on the govt. e-procurement website and may be downloaded from <https://govtprocurement.delhigov.in>

**Proposals will be accepted online only.**

The estimated cost of the work is approx Rs. 30 lacs (Rs Thirty lakh only)

Date of uploading on website	07.01.2019
Last date & time of Physical submission of EMD	16.01.2019 (12:00 noon)
Last Date & time of online submission of Technical Proposals	16.01.2019 (02:00 pm)
Opening of Technical Proposals	16.01.2019 (03:30 pm)
Opening of Financial Proposal of the technically qualified bidder(s)	To be decided later.

The requirement to participate in e-tender is to have digital signature and the registration of bidders with application service provider NIC is mandatory. For any enquiry about e-tender/digital signature, please contact at NIC help desk, C-Wing, 6<sup>th</sup> floor, Vikas Bhawan-2, near Metcalf house, Civil Lines, Delhi – 54 Tel. No. 23813523.

Information and instructions for bidders posted along with this notice on website shall be part of the bid document.

Proposals can be submitted along with applicable **Earnest Money Deposit (EMD) of Rs. 90,000/- ( Rupees Ninety thousand only)** in the form of Bank Guarantee/ Fixed Deposit Receipt in favour of **Director, Directorate of Education, Govt. of NCT of Delhi** and other documents as specified in tender documents.

The technical proposals shall be opened in the room no 7, old secretariat **on 16.01.2019** at **3.30 pm** by the Tender Evaluation /Purchase Committee duly authorized by the competent authority of the office of the Directorate of Education in the presence of those bidder(s) who may wish to be present. The Financial Proposals of only those bidders who's Technical Proposals are found to be qualified shall be opened by the Committee duly authorized for the purpose.

The Director (Education), GNCTD reserves the right to reject any or all the bids without assigning any reason and the decision of the Director, Directorate of Education shall be final and binding.

Annexure I to III of this NIT shall form part of the NIT. Information required to be submitted as per the terms and conditions should be submitted in the performa available in the Annexure or in a format as indicated in the terms and conditions.

Spl. Director of Education

## 1. **GENERAL INSTRUCTIONS**

The tender documents may also be downloaded from this office website <https://govtprocurement.delhigov.in> and [www.edudel.nic.in](http://www.edudel.nic.in)

- 1.1 While all efforts have been made to avoid errors in the drafting of the tender documents, the bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 1.2 Each page of the tender documents must be stamped and signed by the authorized person or persons submitting the tender in token of his/their having acquainted himself/ themselves and accepted the entire tender documents including various conditions of contract. Any bid having unsigned document is liable to be rejected at the discretion of the Department.
- 1.3 All bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Tender/ contract, the bids not meeting the minimum eligibility criteria, Technical bids not accompanied with EMD of requisite amount, bids submitted in a format different from the format given in this NIT OR not fulfilling any other requirements stipulated in the tender documents are liable to be rejected.
- 1.4 The estimated cost of the work is Rs.30.00 lacs (Rs. Thirty lakh only).
- 1.5 For all the purposes of the Tender/Contract including arbitration, there under, the address of the bidder mentioned in the bid shall be final unless the bidder notified a change of the address by a separate letter sent by registered post with acknowledgement due to the responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
- 1.6 **MINIMUM ELIGIBILITY CRITERIA.**  
The bidder(s) must fulfill the following eligibility conditions and submit documentary proof in support of claim of fulfilling the conditions while submitting the technical Proposal.

- a. The bidder(s) must be registered in India under the Indian Companies Act, 1956 /Partnership Act 1932 / Sole Proprietorship (with GST or Service Tax Registration Certificate) firm and should be in existence in India for at least the last 03 years, as on last date of submission of proposal.
- b. Financial Capacity: The bidders should have the minimum total average annual financial turnover during the last three financial years ending 31<sup>st</sup> March 2018 should be at least 30% of the estimated cost.
- c. PAN and GST Registration: The bidder should be registered with the Income Tax Department and GST.

- d. Experience: The bidder should have experience in similar contract for Government Departments or PSUs. Minimum experience for similar completed work during the last three (03) years ending 31<sup>st</sup> March, 2018 should be average of 30% of the estimated cost.
- e. The bidder should not be blacklisted /debarred from any Govt. Department/PSU/Autonomous Body.

## **2. EARNEST MONEY DEPOSIT**

- 2.1 The bidder(s) are advised to furnish their Earnest Money Deposit (amounting to **Rs. 90,000/-** in the acceptable form i.e. Bank Guarantee/FDR in favour of the 'Director, Directorate of Education, GNCT of Delhi) in a duly superscripted sealed envelope and to submit physically in the office of Proposal Opening Authority (Room No. 256, Caretaking Branch, Old Secretariat Building, Directorate of Education, GNCT of Delhi) **on or before 16.01.2019 till 12.00 noon**. *The EMD (Bank Guarantee/FDR) should be valid up to 165 days from the last date of submission of the proposal.* A colour scan copy of said EMD should also be uploaded with Technical Proposal.
- 2.2 Only technical proposal of the bidder (s) will be opened, whose EMD is found to be valid.
- 2.3 If the successful bidder refuses or neglects to execute the contract or fails to furnish the required Performance Security, the Earnest Money Deposit will be forfeited and the awarded work will be cancelled.
- 2.4 EMD of unsuccessful bidder(s) will be returned to them approximately within 30 days after award of the contract. No interest is payable on EMD amount.
- 2.5 No request for transfer of any previous deposit of earnest money or security deposit or adjustment against any pending bill held by the Department in respect of any previous work shall be entertained.
- 2.6 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited to the government.

### **3. VALIDITY OF PROPOSALS/BIDS**

Bids shall remain valid and open for acceptance for a period of 120 days from the last date of submission.

### **4. PREPARATION & SUBMISSION OF PROPOSALS**

The Bidder(s) shall submit their proposals (Technical & Financial) ONLINE at <https://govtprocurement.delhi.gov.in>. The bidder shall bear all costs associated with preparation and submission of his bid and the Department shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

4.1 **One Bid per Bidder:** Each bidder shall submit only one proposal. Multiple proposals by same bidders are liable to be rejected.

4.2 **Technical Proposal:** The prospective bidders are advised to prior inspect the venue and prepare a layout plan to be submitted along with the technical proposal. Technical Proposal along with all supporting documents should be submitted ONLINE as per the instruction given in **Clause-5** the Tender Document. The following should be ensured:-

- a. Technical Bid should be duly ink signed and printed on company's letterhead.
- b. It should be signed by authorized signatory and stamped on each page of the tender document.
- c. All supporting documents in proof of having fully adhered to minimum eligibility criteria should be dully attested.
- d. Bid and accompanying documents shall be in English.

#### **4.3 Financial Proposal:**

- a. The prospective event management agencies are advised to develop concept and design as per Scope of Work while preparing the Financial Proposal.
- b. Bidder should submit their Financial Proposal in ONLINE in the Prescribed Format of Price Bid (Annexure-II) as per the instructions given in the Tender Document.
- c. Optional Rates and conditional Rates shall not be considered and bid shall be rejected.
- d. The bidder shall submit his price bid / offer in Indian Rupees and payments under this contract will be made in Indian Rupees to the successful bidder whose rates are accepted by the competent authority.
- e. The prices quoted in the Price Bid shall be inclusive of GST and all other taxes/charges (i.e. freight/transportation etc).

## **5. DOCUMENTS TO BE UPLOADED**

Interested Bidder(s) are required to upload the following documents (**in colour scan-legible**) along with technical proposal:-

- (i) Duly filled Check List in Annexure-I
- (ii) Copy of Earnest Money Deposit – Refer to Clause-2.
- (iii) Copy of Certificate of Incorporation for Registered Companies, Partnership Deed for Partnership Firms / GST or Service Tax Registration Certificate for Sole Proprietorship Firms.
- (iv) Summary of Experience – (Annexure-‘A’) along with copies of Work Order /experience of satisfactorily performing similar Contracts for the last three years in Govt. Departments/PSUs.
- (v) Self-attested copy of Registration under GST & PAN No.
- (vi) Summary of detail regarding financial year wise average annual turnover (in preceding 03 financial years ending with 31<sup>st</sup> March 2018) – (Annexure-‘B’) along with supporting documents- Audited Balance Sheet (duly certified by the Chartered Accountant) for preceding three financial years i.e. 2015-2016, 2016-2017 & 2017-18 showing turnover & profit/loss details.
- (vii) An undertaking on Rs. 100/- on non-judicial stamp paper stating that their firm/agency has not been banned/debarred by any Govt. Department/PSU/Autonomous Body – Annexure-‘C’.
- (viii) An undertaking on Rs. 100/- on non-judicial stamp paper stating that work will not be executed through sub-contract through another agency- Annexure-‘D’.
- (ix) Authorization letter/document from management in favour of Authorized signatory.
- (x) Copy of Layout Plan (Refer to Clause 4.2)
- (xi) Any other Document as specified in the Tender Document.

## **6. SCOPE OF WORK-“CAREER CONCLAVE”**

Directorate of Education, Govt. of NCT of Delhi proposes to organize a State Level Conclave for 12th class students named **“CAREER CONCLAVE”**. The Career Conclave will be held on 28<sup>th</sup>- 31<sup>st</sup> January, 2019 at Thyagraj Stadium, New Delhi. The entire arrangement is to be completed in One (01) day only i.e. 27<sup>th</sup> January, 2019. The thrust of the conclave will be to impart education/information to the students of 10<sup>th</sup> & 12<sup>th</sup> regarding the career opportunities/avenues available in different sectors of economy viz formal industrial sectors services (Major Industries and SM's) and individual entrepreneurship.

The Event Management agency (EMA) would be required to provide/undertake the following Work / Services during the event –

**Only new and clean material to be used for construction of stalls.**

<b>S.No.</b>	<b>Particulars</b>
1	<p><b>AMBIANCE CREATION :-</b></p> <ul style="list-style-type: none"> <li>• Welcome Theme Flood Lit PILLAR GATE (4 Nos.) (Size- 8 ft width X 12 ft height each)</li> <li>• Banner of Career Conclave for gate and other prominent places size 10 x 4 ft – 5 Nos.</li> <li>• Decoration with Flowers, Floral Decoration of Stage &amp; Dias</li> <li>• Flags (Different Colour) number- 50 Nos.</li> <li>• Whole Venue to be lit properly</li> <li>• Red Carpet from gate to lounge/stage area</li> <li>• PA system with adequate speakers/cordless mikes in entire venue for public announcement.</li> </ul>
2	<p><b>STAGE:- Size - 30 feet X 20 feet (Height -3 feet)</b></p> <ul style="list-style-type: none"> <li>• 20 VIP Chairs (with arms) with white covers and Tables with white covers.</li> <li>• Chairs (200 Nos.) for other dignitaries.</li> <li>• Rows of 3 Sitter Sofa with White Covers for VIP.</li> <li>• Inauguration supplements i.e. -25 bouquets, ribbon, scissor, decorated Standing Lamp etc.</li> <li>• PA System.</li> <li>• 200 Sealed drinking water bottles (Around 250 ml.)</li> <li>• Carpet.</li> <li>• Backdrops/Standees ( Text will be provided by the EVGB- DoE)</li> <li>• Flower Decoration of Stage &amp; Dias.</li> <li>• Podium with Decoration (2 Nos.)</li> <li>• Screen for Presentation through Projector.</li> <li>• Organizer Badges ( 20 Nos.)</li> </ul>
3	<p><b>CAREER STALLS (Total 100):-</b></p> <ul style="list-style-type: none"> <li>• 100 Stalls (Size of 3x3 square meters each).</li> <li>• 3 Chairs and 1 Table in each stall (Total 300 Chairs &amp; 100 Tables)</li> <li>• Waste Paper basket in each stall.</li> <li>• Power Plug points, proper lighting in each stall.</li> <li>• Good looking and clean Carpeting of entire area in all stalls and in front of stalls</li> </ul>
4	<p><b>Publicity Materials :-</b></p> <ul style="list-style-type: none"> <li>• Flex Hoardings (On steel frame) of gate size 8 ft. x 12 ft – 2 Nos.</li> <li>• Flex Banners (size- 8 ft. x 12 ft ) – 6 Nos.</li> <li>• Flex Hangers (size- 4 ft. x 10 ft ) - 20 Nos. (Matter to be provided by EVGB, DoE),</li> <li>• Standees (made in flex mounted frame work,size-4 ft. x 8 ft)- 20 Nos</li> </ul>

5	<p><b>CONTROL ROOM OF DEPARTMENT (For Attendance/ Helpdesk) :</b></p> <ul style="list-style-type: none"> <li>• Size- 8 mtr. X 6 mtr. with lights</li> <li>• Electric Power Points- No. 4</li> <li>• Chairs- 8 No.</li> <li>• Table- 4 No.</li> <li>• P.A System</li> </ul>
6	<p><b>HOLDING AREA:</b></p> <p>01 Near entry gate with capacity of about 500 students.  01 Near Parking Area with capacity of about 500 students</p> <ul style="list-style-type: none"> <li>• Security Guards And Discipline In-charges</li> <li>• Speakers &amp; Cordless Mike System 2 Nos. for addressing the students.</li> </ul>
7	<p><b>FOOD STALLS (05 Nos.)</b></p> <p>Size 10fts x10fts with electrical fittings.  Adequate space between stalls for free movement of students and participants.</p>
8	<p><b>VIP LOUNGE:</b></p> <ul style="list-style-type: none"> <li>• Sofa sets (03 Sitter) – 12 Nos.</li> <li>• Central Glass Table- 2 Nos.</li> <li>• Cushioned Chairs –10 Nos.</li> <li>• Crockery- For 15 persons</li> <li>• Flower decoration for 04 days</li> <li>• Good quality visitor’s book with pen.</li> <li>• Water Dispenser.</li> <li>• High Tea Arrangement (including refreshment) for VIPs (20-30 Nos.) on the day of Inauguration.</li> <li>• Plug points and allied facilities.</li> </ul>
9	<p><b>WATER ARRANGEMENTS:</b></p> <ul style="list-style-type: none"> <li>• Hot and Cold water Dispensers - 20 Nos.</li> </ul> <p>Note: - Water is to be refilled and is available for all students and participants throughout the time of the Conclave.</p>
10	<p><b>SECURITY ARRANGEMENT :</b></p> <ul style="list-style-type: none"> <li>• 20 Nos. of Security Guards (10 male &amp; 10 female) bearing proper uniform &amp; Identity cards</li> <li>• 1 Security supervisor.</li> <li>• Hand held Metal Detectors –10 Nos.</li> <li>• Adequate No. of walky-talky</li> <li>• Frisking Cabin for Female</li> </ul>



11	<p><b>HOUSE KEEPING/ SANITATION :</b></p> <ul style="list-style-type: none"> <li>• 20 Nos. of housekeeping persons (10 Males &amp; 10 Females) bearing proper uniform &amp; Identity card.</li> <li>• 1 housekeeping supervisor.</li> <li>• Adequate Dustbins and Garbage picking arrangement</li> <li>• 10 Nos. of sanitations staff (5 males &amp; 5 females )</li> </ul> <p>Note:- In addition to above, adequate sanitation staffs to be stationed in the toilet and public conveniences area for cleaning and maintenance with adequate cleaning and sanitation materials</p>
12	<p><b>CCTVs :</b></p> <ul style="list-style-type: none"> <li>• 20 Nos. of good quality CCTV Head moving cameras of HD quality complete with monitoring system and recording backup for entire 4 days (24 X 7 with CCTV control room setup and responsible Monitoring Team of the event management company)</li> <li>• The Hard Drive of CCTV footage of all 4 days (24 X 7) to be submitted to DoE.</li> </ul>
13	<p><b>SILENT GENERATORS (125 KVA) :- 02</b></p> <ul style="list-style-type: none"> <li>• With operator</li> <li>• With adequate capacity to take over full load of the entire venue needs.</li> </ul>
14	<p><b>LED SCREENS (8 ft x 8 ft) - 03 Nos.</b> with sound, stand and technician to run live feed coverage of day's activities</p>
15	<p><b>FIRST AID BOOTH (4 x 3 Mtr)- 01 No.</b> 02 Chairs and 01 Table</p>
16	<p><b>PHOTOGRAPHY :</b></p> <ul style="list-style-type: none"> <li>• 02 Photographers &amp; 02 Videographers for the Inaugural function.</li> <li>• 1 Photographer &amp; 1 Videographer for other 03 days.</li> <li>• Still photography coverage (200 selected photos in size 5 x 7 inch. In album to be given. Soft copy of the photos/videos to be given in CD/Hard Disc.</li> </ul>
17	<p><b>FIRE SAFETY MEASURES :</b></p> <ul style="list-style-type: none"> <li>• 15 fire extinguishers</li> </ul>
18	<p><b>STATUTORY PERMISSIONS /LICENSES :</b> The Event Management agency would be required to tie up with local police, Traffic Police and obtain in advance all Statutory Permissions /Licenses required from the Police /Civil authorities, so that the work of Conclave is executed smoothly. All the permissions/Licenses along with the expenditure involved in getting these permissions/Licenses from Fire Services, Labour Department, Local Police, Traffic Police, and Electricity Board etc would be responsibility of Event Management Agency (EMA). After completion of event, the entire set up to be removed immediately. No Objection Certificate from the authority of Venue shall also be collected by the EMA.</p>

## **7. TECHNICAL PROPOSAL OPENING PROCEDURE**

- 7.1 The Technical Proposals shall be opened on 16.01.2019 at 3.30 pm by the committee authorized by the Director of Education in the presence of such Bidder(s) who may wish to be present. The bidder/representatives of the bidders willing to participate in the proposal opening process should be in possession of letter of authorization containing attested signature of the authorized representative, duly signed by the authorized signatory of the bidding distributor/dealer, who has signed the bid document, on the letter head of the bidding distributor/vendors/dealer.
- 7.2 A letter of authorization shall be submitted by the bidder's representative before opening of the technical proposals.
- 7.3 Absence of bidder or their representative shall not impair the legality of the opening procedure.
- 7.4 After verifying the EMD amount and opening the Technical Proposals the evaluation will be done to ensure that the bidders meet the minimum eligibility criteria as specified in the tender document.
- 7.5 Technical Proposals shall be declared as Valid or invalid based on the preliminary scrutiny by the Tender Evaluation/Purchase Committee. However, detailed evaluation shall be done only in respect of valid proposals.

## **8. FINANCIAL PROPOSALS OPENING PROCEDURE.**

The Financial Proposals of only those bidders who's Technical Proposal are accepted, shall be opened by the Committee authorized for the purpose.

## **9. DETERMINATION OF THE SUCCESSFUL BIDDERS AND PROCEDURE FOR EMPANELMENT OF VENDOR**

The bidders meeting the minimum eligibility criteria with the **OVERALL Lowest Offered Price** shall be deemed as the successful bidder i.e. L-1 and shall be empanelled by the Department.

In case, if the L-1 bidder denies accepting the work contract, the same would be gradually offered to the next higher responsive bidder at the negotiated rate of L-1 bidder.

## **10. NOTIFICATION OF AWARD BY ISSUANCE OF LETTR OF ACCEPTANCE.**

- 10.1 After determining the successful bidder, the Department shall issue a Letter of Acceptance (in duplicate), to the selected empanelled vendor(s), who will return one copy to client duly acknowledged, accepted and signed by the authorized signatory, within 02 days of receipt of the same by him.
- 10.2 The issuance of the letter of acceptance to the bidder shall constitute an integral part and it will be a binding on the tenderer.

## **11. PERFORMANCE GUARANTEE**

- 11.1 The successful bidder (s) within three (03) days of the acceptance of the LoA (Letter of Acceptance) shall submit Performance Guarantee in the form of a Bank Guarantee / Fixed Deposit Receipt of any Scheduled Bank, equivalent to **10 %** of the actual value of the contract, in favour of Director, Directorate of Education, Old Secretariat, Delhi, payable at Delhi valid for 60 days beyond the date of completion of all the contractual obligations including warranty.
- 11.2 The Performance Guarantee shall be forfeited by order of the Director of Education in the event of any breach or negligence or non-observance of any terms / conditions of contract or for unsatisfactory performance or for non completion of work.
- a) If the contractor is called upon by of the Directorate of Education to deposit performance Security and the contractor fails to provide the security deposit within the period specified, such failure shall constitute a breach of the contract and EMD of the contractor shall be forfeited.
  - b) On due performance and completion of the contract in all respects, the performance security deposit will be returned to the contractor without any interest on presentation of an absolute No Demand Certificate to the effect that nothing is due against the department.

## **12. SIGNING OF CONTRACT AGREEMENT.**

The successful and empanelled bidder shall enter into contract and shall execute and sign the contract agreement on Rs.100/- stamp paper.

## **13. WORK ORDER**

After the acceptance of LoA and securing Performance Guarantee from the successful and empanelled bidder, the Department shall issue the work order. The empanelled / successful bidder shall adhere to the conditions, timelines as specified in the Work order.

## **14. VALIDITY OF CONTRACT.**

The contract for the above work shall remain valid for one year from the issue of the work order, which can be extended for further one year with mutual agreement of both the parties on the same rates, terms & conditions. However, the department shall have the right to terminate the agreement solely at the discretion of the competent authority.

**15. PAYMENTS**

- 15.1 All kinds of payments to the vendor will be made through Electronic Fund Transfer (EFT/ RTGS). The price schedule (Annex-II) shall be annexed to the Agreement according to which all payments shall be made to the contractors by the department.
- 15.2 The contractor shall raise invoice by referring the work order of the department after successful completion of the work as per the requirements of the department. The department shall make all endeavors to make payments on receipt of bills as per contract subject to recoveries if any.
- 15.3 No price escalation shall be entertained by the department during the period.
- 15.4 No payment shall be made in advance.

**16. Penalty for non-commencement, slow performance or delay in completion of work:**

Only One (01) day i.e. 27<sup>th</sup> January, 2019 shall available to make entire arrangement. The empanelled EMA will complete the entire work as per the written work order and schedule failing which penalty as decided by the department shall be imposed on the vendors for non-commencement, slow performance or delay in completion of work as decided by the Director (Education). If case, the performance is not up to the mark or work not completed within the stipulated time the performance guarantee will be forfeited without any notice in addition to black listing of the firm.

**17. OTHER TERMS:-**

The Bidder(s) shall indemnify the department against all damages/ charges and expenses for which the government may be held liable or pay on account of the negligence of the tenderer or his workers or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all damages and demands thereof.

**FORCE MAJEURE.**

If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist.

## **DISPUTE RESOLUTION.**

- (a) Any dispute and or difference arising out of or relating to this contract will be resolved amicably through joint discussions of the authorities, representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Hon'ble Lt. Governor, Delhi.
- (b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by India Arbitration and Conciliation Act. 1996 as amended from time to time.
- (c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/ service to which the dispute relates on account of the arbitration and payment to the bidder shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi / New Delhi only.

## **JURISDICTION OF COURT**

The Courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

Spl. Director of Education

**CHECK LIST FOR TECHNICAL PROPOSAL**

1. Name of the bidder :
2. Full Postal Address :
3. Telephone number :
4. E-mail ID :

<b>S. N</b>	<b>Name of desired Document</b>	<b>Whether copy of desired certificate/ Documents are uploaded</b>	<b>Documents/ Details (copy enclosed at page No. of the Proposal)</b>
1.	<b>Earnest Money Deposit (EMD)</b>	FDR/B.G No..... Name..... Branch..... Date..... Validity till.....	
2.	Certificate of Incorporation for Registered Companies, Partnership Deed for Partnership Firms/GST or Service Tax Registration Certificate for Sole Proprietorship Firms	<b>Yes/No</b>	
3.	Summary of Experience – <b>(Annexure –A)</b>	<b>Yes/No</b>	
	Copies of following supporting documents as proof of experience-		
	Work Order (mentioning total monetary value )	<b>Yes/No</b>	
	Satisfactory Certificate	<b>Yes/No</b>	
4.	Self Attested Copies of		
	Registration under GST	<b>Yes/No</b>	
	PAN No.	<b>Yes/No</b>	
5.	Summary of Average Annual Turnover (Financial Year wise)- <b>(Annexure-B)</b>	<b>Yes/No</b>	
	Audited balance sheet for the following 03 Financial Years		
	2015-16	<b>Yes/No</b>	
	2016-17	<b>Yes/No</b>	
	2017-18	<b>Yes/No</b>	

6	An undertaking on Rs.100/- non judicial stamp paper that their firm /agency has not been debarred/banned or declared black listed by any Govt. Department/ PSU/ Autonomous Body. <b>(Annexure-C)</b>	<b>Yes/No</b>	
7.	An undertaking on Rs. 100/- non judicial stamp paper that the firm will not engage any sub -contractor in any manner. <b>(Annexure-D)</b>	<b>Yes/No</b>	
8.	Authorization letter/document from management in favor of signatory	<b>Yes/No</b>	
9.	Copy of Layout Plan of the event	<b>Yes/No</b>	

**(Signature of Authorized Signatory)**  
**(Rubber seal)**

Note:- All the documents should be uploaded duly page numbered and as per serial order of technical bid.

**FINANCIAL PROPOSAL/ PRICE BID**  
**(Rate to be offered in unit rate inclusive of all taxes & charges)**

Proposal inviting Authority :DIRECTOR, DIRECTORATE OF EDUCATION, GNCT OF DELHI, OLD ECRETARIAT, DELHI – 54						
Name of work:		Arrangement for the event – Career Conclave-2019				
Name of the Firm:						
<b>SCHEDULE OF WORK</b>						
<b>S.N</b>	<b>Name of Item</b>	<b>Description</b>	<b>Number/ Unit of Quantity Required</b>	<b>No. of Days to be made available</b>	<b>Mode of Rate to be Offered</b>	<b>Offered Rate per day</b>
1	Welcome Theme Flood lit Pillar Gate	8 ft width X 12 ft height	4 units	4	Per unit	
2	Banner – Career Conclave	10 ft X 4 ft	5 units	4	Per unit	
4	Flags	Different colours (2 ft X 3 ft)	50 units	4	Per unit	
5	Carpet	From Gate to Lounge Whole stage, Entire area of stalls & In front area of stalls	15000 Sq ft (approx)	4	Per Sq ft	
6	PA System with speakers	To cover entire venue for public announcements, on stage, for control room holding area	5 units	4	Per unit	
7	Stage ( as per Scope of Work)	30 ft X 20 ft	1 unit	4	Per Sq ft	
8	VIP Chairs	with arms & white covers	20 units	4	Per unit	
9	Chairs (Elite class)	For other dignitaries	200 units	4	Per unit	
10	Tables With white covers		10 units	4	Per unit	
11	3 Seater Sofa with white covers		12 units	4	Per unit	
12	Crockery Sets	For serving refreshments in VIP lounge	15 units	4	Per unit	
13	Sealed Water Bottle (20 Ltrs)	For drinking	50 units	4	Per unit	
14	Backdrops	Size – 30 ft X 10 ft	1 units	4	Per unit	
15	Decorated podium		1 unit	4	Per unit	



16	Screen	For presentation through projector	1 unit	4	Per unit	
17	Organizer badges	Tri-coloured big size with safety pins	20 units	4	Per unit	
18	Career Conclave Stalls	Size -3mtr x 3mtr	100 units	4	Per Sqmtr.	
19	Chairs (stall)	3 each stall	300 units	4	Per unit	
20	Tables(stall)	1 each stall	100 units	4	Per unit	
21	Waste paper basket	1 each stall	100 units	4	Per unit	
22	Electric Plug points (5/15 Amp)	2 in each stall	200 units	4	Per unit	
23	LED lighting	1 in each stall	100 units	4	Per unit	
24	Flex Hoarding on Steel Frame	8ft x 12ft	2 units	4	Per unit	
25	Flex Banners	8ft. X 12 ft	6 units	4	Per unit	
26	Flex Hangers	4ft x 10 ft	20 units	4	Per unit	
27	Standees (made in flex, mounted on frame work)	4ft x 8ft	20 units	4	Per unit	
28	Control Room of DoE (as per scope of work)	8 mtrs X 6 mtrs	1 unit	4	Per unit	
29	Holding Area (Aluminium Tent)	Size 40 ft X 30 ft One near entry gate & one near parking area with capacity to hold 500 students in each	2 unit	4	Per Sq.ft	
30	Security Guards	10 Males & 10 Females	20 persons	4	Per Person	
31	Security Supervisor		1 Person	4	Per Person	
32	Food stalls	10 ft X 10 ft	5 units	4	Per unit	
33	VIP Lounge (as per scope of work)	With Central Glass Table Visitor Book, Water Dispenser, High Tea Arrangement	1 unit	4	Per unit	
34	Hand Held Metal Detectors	For security check	10 units	4	Per unit	
35	Walky-Talky	For Co-ordination	4 units	4	Per unit	
36	Frisking cabin for females	For security check	1 unit	4	Per unit	
37	Housekeeping Personals	10 Males & 10 Females	20 persons	4	Per Person	
38	Housekeeping Supervisor	-----	1 Person	4	Per Person	
39	Dustbins (Large)		20 units	4	Per unit	
40	Sanitation staff	05 Male & 05 Female To be stationed in toilet area	10 persons	4	Per Person	

41	CCTVs	Good quality, head moving cameras of HD quality with monitoring system and recording backup	20 units	4	Per unit	
42	Generators (silent) 125 KVA	With Operators and adequate capacity to take over full load of the entire venue need	2 units	4	Per unit	
43	LED Screen	8 ft X 8 ft - With sound, stand and technician to run live feed coverage of days activities	3 units	4	Per unit	
44	First-aid booth	4 mts X 3 mts	1 unit	4	Per unit	
45	Photography & Videography	2 Photographer & 2 Videographers on 1 <sup>st</sup> day 1 Photographer & 1 Videographer for other 03 days		4	Lump sum	
46	Fire safety measures	Fire extinguishers	15 units	4	Per unit	
47	Emergency Lighting	-----	15 units	4	Per unit	
48	Hot & Cold Water Dispenser	To be installed in different locations	20 units	4	Per unit	
49	Statutory Permissions /Licenses (As per Scope of Work)	-----	-----	-----	Lump sum	

Note:- (i) Bidder(s) are advised to go through with the Scope of Work (Clause-6 of the tender documents, while offering the rate in Price Bid.

(ii) Rate for each & every item need to be offered by the bidder(s) failing which the Financial Proposal shall be rejected summarily.

**Form – III**

Contract agreement No

Dated:

THIS AGREEMENT is made on ..... between the President of India through the Director, Directorate of Education GNCT of Delhi (hereinafter referred to as “client” which expression shall include his successors and assigns) and whose principal place of office is at Old Secretariat, Delhi Vihdan Sabha Complex, Delhi 110 054 of the one part

AND

M/s. .... having its registered office at \_\_\_\_\_ (hereinafter referred to “the contractor”) which expression shall unless excluded by or repugnant to the context be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing computer consumables.

I. WHEREAS the client invited bids through open tender, vide Notice Inviting for “CAREER CONCLAVE ON .....

II. AND WHEREAS the contractor submitted his bid vide ..... in accordance with the bid documents and represented therein that it fulfills all the requirements and has resources and competence to provide requisite computer consumables to the client

III AND WHEREAS the client has selected M/s. .... as the successful bidder (“the contractor”) pursuant to the bidding process and negotiation of contract prices awarded the letter of acceptance No. .... to the contractor on ..... For a total sum of ..... (Rupees ..... Only)

IV. AND WHEREAS the client desires that the CAREER CONCLAVE ( as defined in the bidding document) be provided, performed, executed and completed by the contractor, ON ..... itself.

V. AND WEREAS the contractor acknowledges that the client shall enter in to contracts with other contractors / parties for the ample and sufficient number of octonorm stalls and other furniture items at Thyagraj Stadium, the contractor falls in breach of the terms and conditions as stipulated in the Tender Document and shall waive its claim whatsoever in this regard.

VI. AND WHEREAS the terms and conditions of this contract have been fully negotiated between the client and the contractor as parties of competent capacity and equal standing.

VII. AND WHEREAS the contractor has fully ready, understand and shall abide by all the terms and conditions as stipulated in the tender documents for career conclave for client's office, failing which the contract is liable to be terminated at any time, without assigning any reasons by the client.

VII. The client and the contractor agree as follows.

1. In this agreement (including the recitals) capitalized words and expressions shall have the same meanings as are respectively assigned to them in the contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement. This agreement shall prevail over all other contract documents.
  - a) The Letter of Acceptance (LoA) issued by the department.
  - b) Purchase orders/Work orders issued by the department from time to time.
  - c) The complete bid, as submitted by the contractor
  - d) Performance Bank Guarantee.
  - e) The Addenda, if any, issued by the department.
  - f) Any other document forming part of this contract Agreement till date.
  - g) Charges – Schedule annexed to this Article of Agreement.
  - h) Supplementary Agreement executed from time to time.
3. Any changes / modifications/amendment required to be incorporated in the contract Agreement a later stage shall be discussed and mutually agreed by both the parties and such supplementary agreements shall be binding on both the parties and shall form the part of this contract agreement
4. This contract shall be governed by and construed in accordance with the laws of India. Each part hereby submits to the jurisdiction as set out in the Dispute Resolution Procedure in the Conditions of Contract.

VII. IN WITNESS WHEREOF the parties hereto have caused this agreement to be executed in accordance with the laws of India on the day month and year indicated above.

Signed on behalf of the contractor

Signed on behalf  
of  
President of India.

Office of the Director of Education,  
GNCT of Delhi

( Authorized signatory)

**DETAILS OF EXPERIENCE**

**(Details to be filled with respect to experience of last 03 years with Project Value)**

1. Name of the Bidder \_\_\_\_\_

2 Address with Tel No / Fax \_\_\_\_\_

S.N	Name of the organization with which the bidder has worked	Type of organization (Govt./PSUs with which the bidder has worked)	Brief Detail of Project	Duration of the Project	Value of the work order/ work completed
				2015-16	
				2016-17	
				2017-18	

Name & signature of the authorized signatory  
With rubber stamp

Note: - Details should be filled in sequence only.

**SUMMARY OF ANNUAL TURNOVER**

1. Name of the Bidder \_\_\_\_\_

2 Address with Tel No / Fax \_\_\_\_\_

3 Annual turn-over for the following three years \_\_\_\_\_

(in Indian Rupees)

Financial Year	Annual Turnover (Rs. In lakhs)
2015-16	
2016-17	
2017-18	

Name & signature of the authorized signatory  
With rubber stamp

**UNDERTAKING**

(ON NON -JUDICIAL STAMP PAPER OF Rs.100)

To

The Director,  
Directorate of Education,  
Govt. of NCT of Delhi,  
Old Sectt., Delhi-54

Name of the firm/manufacturer \_\_\_\_\_

Sir/ Madam

1. I/We hereby agree to abide by all terms and conditions laid down in Tender Documents.
2. This is to certify that I/We before signing this bid have read and fully understood all the details contained therein and undertake myself to abide by the terms of Tender Documents.
3. I/We declare that I/we or any of our constituent partners (in case of partnership firm) have neither been debarred nor blacklisted for tendering in any organization at any time. It is further stated that none of us has been convicted by any court of law.

(Signature of the Authorized Signatory)  
With Rubber Stamp.

**UNDERTAKING**

(ON NON- JUDICIAL STAMP PAPER OF Rs.100)

To

The Director,  
Directorate of Education,  
Govt. of NCT of Delhi,  
Old Sectt., Delhi-54

Name of the bidder

\_\_\_\_\_

Sir/Madam

I/We hereby undertake that the firm will not engage any sub-contractor or transfer the contract to any other person in any manner.

(Signature of the Authorized Signatory)  
With Rubber Stamp.