



**ALL INDIA INSTITUTE OF AYURVEDA(AIIA)**

**GAUTAMPURI, SARITA VIHAR, Mathura Road, DELHI 110076  
(India)**

***Website: [www.aiaa.gov.in](http://www.aiaa.gov.in)***  
***Email: [central-store@aiaa.gov.in](mailto:central-store@aiaa.gov.in)***

**Phone Number 011-26950401(1301)**

**Tender No.: Z-50/39/2023-AIIA**

**Dated:3<sup>rd</sup> April 2023**

**Tender Documents for engagement of Event  
Management Agency for International event to be held at All  
India Institute of Ayurveda (AIIA) - DELHI.**

## Notice Inviting Tender

### Chapter-I

The Director, AIIA, Delhi invites tender under two Bid System viz. Technical Bid and Financial Bid from reputed, experienced and capable agencies for arrangement of International events at All India Institute of Ayurveda(AIIA) as per scope of work and BOQ.

2. Description of the item(s) is given below:

| Item No. | Name & Description | Qty. | Rate per Unit (in ₹) | Tentative cost (in ₹) |
|----------|--------------------|------|----------------------|-----------------------|
| 1        | Event Management   | 01   | As per BOQ           | Rs. 45.00 lakh        |

For further details please refer **Annexure-I (Technical Specification)**.

### 3. SCHEDULE OF TENDER

| Sl. No. | Activity Description             | Schedule  |                  |
|---------|----------------------------------|---|------------------|
| a.      | Tender No.                       | <b>Z-50/39/2023-AIIA</b>  |                  |
| b.      | Availability of Tender Document  | The tender document can be downloaded from the AIIA web site <a href="http://www.aiia.gov.in">http://www.aiia.gov.in</a> or from the procurement portal <a href="http://eprocure.gov.in/epublish/app">http://eprocure.gov.in/epublish/app</a> |                  |
|         |                                  | Schedule  | Time             |
| c.      | Document download start date     | <b>03.04.2023</b>   | <b>1700 hrs.</b> |
| d.      | Bid submission start date        | <b>03.04.2023</b>   | <b>1800 hrs.</b> |
| e.      | Bid submission end date          | <b>05.04.2023</b>   | <b>1130 hrs</b>  |
| h.      | Bid opening date                 | <b>05.04.2023</b>   | <b>1200 hrs.</b> |
| i.      | Minimum Validity of tender offer | 30 days from the date of opening of technical bid   |                  |
| j.      | Services/Product to be offered   | Event Management  |                  |
| k.      | Tender Document fee              | <b>NIL</b>  |                  |
| l.      | Performance Security             | <b>3%</b> of the bid amount after award of contract.  |                  |
| m.      | EMD Submission                   | EMD declaration   |                  |

4. **Submission of Tenders:** The bid along with the necessary documents should be dropped in the Tender Box placed at Central Store, 3<sup>rd</sup> Floor, Academic Block, All India Institute of Ayurveda (AIIA) on any working day/working hours and up to stipulated date and time. The bid document should be under two bid system (i) Technical Bid and (ii) Financial Bid, i.e. technical bid and financial bid should be in two different envelop which be placed in a bigger envelop.

5. **Clarification on bid documents:** Clarification on bid document may be sought by the bidders as perprescribed schedule over email address [central-store@aiia.gov.in](mailto:central-store@aiia.gov.in) by 1100 hrs of 04.04.2023.

6. **Amendments:** Any amendments/corrigendum related to bid document, for any reason whether in its own initiative or in response to clarification requested by bidders, will be published on website of Institute and on CPPP only.

7. **All India Institute of Ayurveda (AIIA) reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all Bids without assigning any reason. The decision of the Director, AIIA in this regard shall be final and binding on all.**



(Dr. Umesh

Tagade) Joint

Director (Admin)

## Chapter- II

### Instructions for Bidders

1. Tender has been invited under two bid systems. Hence all instruction should be followed properly as mentioned in bid document.
2. All envelopes should be super-scribed **“Technical Bid for Event Management/ Financial Bid for Event Management”** as the case may be.
3. All the annexure/declaration and tender documents should be signed by bidders. If these are signed by a representative, an authorization letter issued after tender publishing dated must be attached. **Tender submitted in loose sheet/unsigned shall not be considered.**
4. **The pages of tender document to be submitted by bidder should be properly number and an index with proper page number should be attached with the tender document.**
5. Rates quoted in respect of tender should be typed only. **Any cutting, overwriting shall not be considered.**
6. The bidder shall quote rates in Indian Rupees (INR). Rates quoted in other currency shall be treated as non- responsive and will be rejected.
7. Only technically qualified bidders will be considered for financial evaluation. Financial bid opening date and time will be intimated to technically qualified bidders only.
8. Offers should be strictly in accordance with the tender specifications & general instructions to bidder.
9. Only bidder who have previous experience in the work of the nature and description detailed in this tender specification are expected to quote for this work. Offer from tenderer who do not have proven and established experience in the field as per BOQ will not be considered.
10. It is responsibility of bidders to ensure timely submission of bids as per given schedule and must be dropped in Tender Box. Bids received after due date will not considered. Tenderers are advised to go through the project scope of work, site location etc and get themselves fully acquainted with the work place and prevailing working conditions before submitting the offer.
11. Tenderer should accept all terms and conditions to the tender unconditionally. In case the tenderer wants to deviate from the tender conditions, such deviations shall be clearly specified in the offer with justification and will only be considered if technical evaluation committee found satisfactory. If no deviations are given in the offer, it will be assumed that the bidders accept all terms and conditions of the tender document.
12. The bidders are required to quote for the completed scope of works with rates for all the items & no column should be left blank. Tenders for the part works or incomplete in any respect are liable to be rejected. Tenders shall certify in the technical bid that rates for all the items have been quoted.
13. Bidders shall have to carry out the spot changes in the BOQ items, if any, observed by the Institute without any additional cost during the event.

14. Any additional requirement which is not included in the BOQ and arises during the event, the attempt will be made to fulfil it by the Institute from its own resources. However, if it could not be done by the Institute, the Agency shall have to arrange the same on the mutually agreed rate for the same.

15. Bidders shall have to provide, name address, details of partnership, document of registration of the Proprietary firm/partnership firm/company as the case may be.

16. All the manpower viz workers, labour, technician, artist, performer etc will be paid by the Agency as per labour laws. Necessary insurance security against the risk involved in the arrangement will be liability of the agency. In even of any mis-happening/dispute AIIA shall not be responsible for the same.

17. All the machinery, equipment, instrument etc which are supposed to be used must be as per norms of industry maintaining the standards and quality for the sake of safety of the participants. These should only be used if they are under their usable life.

### Chapter-III

#### General Terms and Conditions

1. Tenders should be quoted only by the well experienced, proven track record and capable agencies to conduct international level events.
2. **Bidder should not be blacklisted by any Govt. Organization /PSU and no criminal proceedings should be against them. Affidavit should be attached to this effect.**
3. **Tender currencies:** The Bidder supplying indigenous goods or already imported goods shall quote only in Indian Rupees (INR) in the Financial Bid Format given at **Annexure-IV**.
4. **Tender Prices**
  - i. Bidder shall have to quote for all the BOQ items, partial quotation will not be considered.
  - ii. Prices quoted should be inclusive of GST wherever applicable.
  - iii. Any taxes and duties if applicable on arrangement of the event will be paid by the bidders.
  - iv. Charges towards Packing & Forwarding, local transportation of goods, machinery, manpower etc will bear by Bidder.
  - v. The bidders are advised to visit site and if minor alteration are required on site, the same can be carried out by the bidder on their own arrangement with prior permission of the competent authority in the Institute.
5. **INSPECTION OF SUPPLIES & ACCEPTANCE:** The different events/activities will be monitor by committee(s) duly constituted by the competent authority and the performance will be assessed by the committee. Payment of bill/imposition of penalty will be done on recommendations of the such committee.
6. **Terms and mode of payment:**

1. The payment shall be made after the verification and measure of the items as per BOQ. The same will be carried out jointly by contractor and person authorized by AIIA. Payment will be made to agency as per actual supply of BOQ items only.
2. Final Payment shall be made subject to recoveries, if any, by way of liquidated damages or any other charges as per terms & conditions of contract in the following manner:
3. 100% payment would be made on receiving the invoice and satisfactory work completion report from the committee concerned subject to recoveries, if any, either on account of non-completion/unsatisfactory work or otherwise.
4. The supplier shall not claim any interest on payments under the contract.
  - a. Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other tax as applicable will be made from the bills payable to the Supplier at rates as notified from time to time by the Government.
  - b. The supplier shall send its claim for payment in writing, when contractually due, along with relevant documents etc., duly signed with date, to respective consignees.
  - c. While claiming payment, the supplier is also to certify in the bill that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.
  - d. Bidder shall have to submit the proof of deposit of GST amount claimed against the bill.
  - e. Bill will be settled preferably within a period of one month from the date of submission of bill. However, in case, it got delayed no interest or any other charges will be paid.

## **5. OTHERS:**

Technical Evaluation Committee/Procurement Committee and other committees as constituted by the Competent Authority will decide regarding approval of Items, Rates and Quantities required to be procured (increase/ decrease in either side as indicated at **Annexure-I**) for different categories of items as per requirement of AIIA, DELHI. Decision of the Director, AIIA will be final and binding to all parties.

The Bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency(ies) without prior written consent of the Director, AIIA, DELHI. If it is found that the firm has given sub-contract to another Agency, the contract shall stand cancelled & the performance security deposit of such Bidder shall be forfeited by AIIA, DELHI.

The AIIA, DELHI shall not be responsible for any financial loss or other damaged or injury to any item or person deployed/supplied by the Supplier Agency in the course of their performing the duties to this office in connection with proposed event to be managed s at AIIA, DELHI.

## **6. PERFORMANCE SECURITY DEPOSIT:**

The successful Bidder will be liable to deposit 3% of value of the Contract/Purchase Order as Performance Security Deposit in favor of "Director, AIIA DELHI" by way of "Performance Bank Guarantee in form of Fixed Deposit Receipt"/DD, from Scheduled Nationalized/Commercial

Bank or Cash Deposit immediate after award of work. It should be valid for a period of three months. The Performance Security Deposit will be return subject to successful fulfillment of terms and conditions, on receipt of requisite No dues certificate from the concerned departments/authorities. Security Deposit is liable to be forfeited if the bidder withdraws or impairs or derogates the bid in any respect or fails to serve as per terms of the tender document.

**7. RECOVERY OF EXCESS PAYMENT MADE TO AGENCY:**

If a result of post payment audit any over payment is detected in respect of any supply/work done by the supplier Agency or alleged to have been done by the Agency under this Tender Enquiry, it shall be recovered by the Institution from the Agency and Agency is liable to be deposit back the excess extra amount received by them from their agreeable amount as per Purchase Order/Work Order from AIIA DELHI within 30 days time period as and when they will receive written request from AIIA DELHI in this connection.

**8. UNDER PAYMENT TO BE MADE TO SUPPLIER AGENCY:**

If a result of post payment audit any under payment is detected in respect of any supply/work done by the supplier Agency under this Tender Enquiry, it shall be duly paid by the Institution to the concerned Supplier Agency.

**9. RESPONSIBILITY OF AGENCY FOR PROVIDING COPIES OF RELVANT RECORDS:**

The Supplier Agency shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over as and when asked by AIIA, DELHI.

No bidder/or his representative shall bring or attempt to bring any political or other outside influence to bear upon any superior authority or hospital functionaries to further this business interest. In doing so, tender of the concerned bidder will be rejected without assigning any reason.

**10. SERVICE SUPPORT AND REDRESSEAL OF COMPLAINT:** All Bidders have to provide details of Name, Designation and Mobile number of a person who will be the single contact person during and post event interaction with agency. The official should be able/authorized to take on spot decision, if any unexpected situation arises during event which is suppose to be dealt by the agency.

**11. Commencement and completion of work:-** The bidder shall have to commence the work within time indicated in the letter of award of work and shall proceed with the same with due expedition without delay. The responsibility of successful tenderer under this contract commences from the date of issue of letter of award. All the works shall be carried out under the direction and to the satisfaction of AIIA.

**12. PENALTY/LD Charges:-** The agency selected for the arrangement of the even is supposed to carry out the work/function on turnkey basis. If it is found that the works/events has not been completed as per scope of work/BOQ a penalty of 5% of the BOQ item or activities(defined in scope of work) will be levied. In case of grave shortcoming in the program/event, bidder will be penalized by forfeiting the security deposit and blacklisting for a period of two years. In such cases, no payment will be made to the agency for the unfinished work.

**13. BID EVALUATION CRITERIA:**

- (i) All the bidder shall be primarily evaluated on pre-qualification criterion viz having submitted all relevant documents, fulfilling statutory obligations/compliance, Experience, Turnover etc.
- (ii) Bidders fulfilling PQC conditions will be evaluated on technical parameters.
- (iii) Technically qualified bidders will be considered for financial evaluation.
- (iv) Financial Evaluation will be done on the basis of rate quoted for item mentioned in the BOQ and L1 will be decided on aggregate of BOQ items.

#### **14. EXCLUSIVE RIGHT:**

1. The Director, AIIA DELHI, India has the full and exclusive right to accept or reject, increase or decrease order quantity, any or all the tenders without assigning any reasons and also to cancel the supply at any time without assigning any reason.
2. To withdraw any portion of work and or to restrict/ after quantum of the work as indicated in the contract during the progress of work.

## **Chapter-IV**

### **Eligibility Criteria for bidders**

#### **Experience:-**

1. Bidder must have at least five years experience in the relevant field ending on 31.03.2023.
2. The bidders should have completed the similar works/organizing high level functions/events for Government and other major organizations. Values of such works/services should be as under:-
3. (a) one work of Value of Rs. 36.0 lakh or above, or
4. (b) Two works of value of Rs. 23.0 lakhs or above each, or
5. (c) Three works of value of Rs 18.0 lakhs or above each.

#### **Financial Standing:-**

1. The bidder should be financially sound and should not be bankrupt, under liquidation. A declaration to this effect should be submitted.
2. Bidder should have achieved an average financial turnover of minimum Rs 30.0 lakhs for last three financial years ending on 31.03.2022. Audited balance sheet must be submitted in support of the claim.
3. Bidder's net earnings should not be negative in last three financial years ending on 31.03.2022.

#### **Capabilities: -**

1. Bidder should have experience of arranging such functions at national level and have arranged such events earlier in Central Government/State Government/PSUs or other major organizations. Documentary proof is required the establishing the same.
2. Tenderers should be acquainted with dealing with international guests and protocol.
3. Tenderers should have the experience of working as single window service/one stop solution/turnkey basis event.
4. Tenderers office/Branch must be located in Delhi/NCR.

#### **Others**

Bidders must have PAN, GST Registration, ESI, PF registration (if applicable on them) and other mandatory licenses which are required to carry out work on contract basis.

- a) **Supporting documents submitted by the bidder must be certified as follows:-**



- (i) All copy of supply/work order; respective completion certificate and contact details of clients; in support of experience, past performance and capacity/capability should be authenticated by the by the person authorized to sign the tender on behalf of the bidder. Original Documents must be submitted for inspection, if so demanded.
- (ii) All financial standing data should be certified by certified accountants, for example, Chartered Accountants/Cost Accountants. Singed and attested legible scanned copies of at least three Numbers of Previous Purchase Order Copies for each of participating item, which has been supplied to various reputed Government Hospitals/Institutions/PSU's/Other reputed Hospitals/Institutions in India in last Three Financial Years in Chronological Order for pre-qualification bid evaluation purpose.

Signed copy of duly filled-in PFMS Form of AIIA, DELHI in the format given at Annexure-V.

**Scope of Works**

All India Institute of Ayurveda(AIIA) is an apex institute in the filed of Ayurveda and tertiary care Hospital. The Institute is dedicated for health care of highest standards within the reach of every individual at national and international level and undertaking interdisciplinary researches focused on validation of ancient wisdom of Ayurveda using modern tools and technology. The Institute has signed MoUs with various national and international institutes and organizations to promote Ayurveda and integrate it with modern technologies. The Institute conducts workshops, Seminars Lectures and other interactive activities with eminent personalities of the filed of health care. In this series a function is to be held on 08<sup>th</sup> April, 2023 including the international guests. The programme will be held in the evening of the 8<sup>th</sup> April, 2023 in which approx. 400 foreign guest will participate. Total number of the participant including staff and guest would be 600. For which the following arrangements are to made:-

1. Arrangement of tentage including waterproof hanger with Air conditioner & other venue arrangements
2. Mementos for All participants
3. Floral Decoration of Hospital Block and Academic Block
4. Arrangement for dinners
5. Conducting cultural programme

Details of the items are mentioned in the BOQ document which may be referred for detailed requirement and specifications.

**Annexure-II**

**Bid Security Declaration by the Bidder**

I/we, M/s\_\_\_\_\_hereby declare, undertake and accept that if I/We withdraw or modify my/our Bids during the period of validity, or if I/We am/are awarded the contract and I/We failed to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/We\_\_\_shall have no objection if I/We am/are suspended for the two years from being eligible to submit Bids for contracts with All India Institute of Ayurveda, New Delhi.

Seal, Name & Address of the Bidder/Authorized

person Telephone No. & Email ID

## Bill of Quantities

| S.No.    | DETAILS /Particulars   | QTY                  | MOU    |
|----------|--|----------------------|--------|
| <b>A</b> | <b>Tentage</b>   |                      |        |
| 1        | 30 mtr column ht, 13.5'  | 4842                 | sqfts. |
| 2        | Water proof structure on Truss<br>18x20+30x8+30x20+18x20+27x74+15x100+74x27+<br>20x40+20x40                              | 8656                 | Sqfts. |
| 3        | Ceiling Drapping in Tri Colour ( App.)   | 13498                | sqfts. |
| 4        | Stage/Dias 16/24' 2.75' ht. With double board fixed for stability  | 384                  | sqfts. |
| 5        | Tarpauline/ Plastic sheet masking 1000x14  | 14000                | sqfts. |
| 6        | Side masking on truss inner 1000x14  | 14000                | sqfts. |
| 7        | Side masking outer 250x 20   | 5000                 | sqfts. |
| <b>B</b> | <b>Frame masking</b>   |                      |        |
| 1        | Pillar Cladding with fabric masking on batten<br>frame14x1.5x 14 nos.  | 1176                 | sqft   |
| 2        | Frame masking 50' x 8' x 4   | 1600                 | sqft   |
| 3        | Frame Masking Façade 40' x 6'  | 240                  | sqft   |
| 4        | colour & awning carpet in red  | 14000                | sqfts. |
| 5        | Table with cover & masking   | 40                   | nos.   |
| 6        | Table with cover   | 50                   | nos.   |
| 7        | VVIP Chair   | 10                   | nos.   |
| 8        | Leatherite Sofa two-Seater   | 15                   | nos.   |
| 9        | Centre Table for first row of Sofa & Stage   | 11                   | nos.   |
| 10       | High back cushioned Chair with cover & bow   | 350                  | nos.   |
| 11       | Round table with cover & apron   | 12                   | nos.   |
| 12       | Banquet Chair with Cover   | 100                  | nos.   |
| 13       | LED screen platform with carpet 12'x3'   | 6                    | nos.   |
| 14       | LED screen platform with carpet 24'x12'  | 1                    | nos.   |
| 15       | LED screen platform with carpet 12'x10'  | 1                    | nos.   |
| 16       | Pagoda 3mtrx3 mtr for reception  | 2                    | nos.   |
| 17       | Kitchen waterproof on truss with Ceiling 20' x 40'   | 800                  | sqft.  |
| 18       | Sidewall for Kitchen 130' x 12'  | 1560                 | sqft.  |
| 19       | Que Mangers  | 30                   | nos.   |
| 20       | Double Door Entry 8' x 8'  | 2                    | nos.   |
| 21       | Bistro tables with cover   | 12                   | nos.   |
| <b>C</b> | <b>Air Conditioner</b>   |                      |        |
| 1        | Installation and operation of AC units for pandal  | 225                  | tonne  |
| <b>D</b> | <b>Illumination, Lighting &amp; Sound</b>  |                      |        |
| 1        | Flood light 100 W  | 100                  | nos.   |
| 2        | LED par RGB for Tri Colour with stands   | 150                  | nos.   |
| 3        | yamaha mixer,1 music player. 2 amplifiers  | 1                    | job    |
| 4        | Podium Wooden  | 1                    | no.    |
| 5        | Main Line Cable 200 mtr  | 2                    | no     |
| 6        | MCB panel  | 2                    | no.    |
| 7        | Flower decoration and Rangoli with flowers   | Pandal and<br>Campus | Unit   |
| <b>E</b> | <b>Catering Services</b>   |                      |        |
| 1        | Buffet Dinner & High tea (including welcome drinks and millet-based<br>recipes) for Guests including foreign delegates * | 600                  | Pax    |

| <b>Cultural Programme and event Video-Photography</b> |   |                  |   |
|---|---|------------------|---|
| 1   | Organization of cultural event reflecting rich and diverse cultural heritage of India<br>(Performer must be participated earlier in at least two performances recognized and organized by Sangeet Natak Academy and should have a band of 20 artists) | During the event | Programme including wings, spotlight, smoke, other lights and sound system etc. |
| 2   | Video-Photography of event and preparation of the album of the events   | During the event | Programme including light and sound system etc.                                 |
| 3.  | Arrangement of <i>Sehnai Vadan</i> and Folk dance in suitable cultural get-up   | During the event | Programme including instruments, uniforms etc.                                  |

**Financial Bid**

| S.No.    | DETAILS /Particulars  | QTY                  | MOU    | Rate/Unite | Total amount |
|----------|---|----------------------|--------|------------|--------------|
| <b>A</b> | <b>Tentage</b>  |                      |        |            |              |
| 1        | 30 mtr column ht, 13.5'   | 4842                 | sqfts. |            |              |
| 2        | Water proof structure on Truss<br>18x20+30x8+30x20+18x20+27x74+15x100+74x27+<br>20x40+20x40                           | 8656                 | Sqfts. |            |              |
| 3        | Ceiling Drapping in Tri Colour ( App.)  | 13498                | sqfts. |            |              |
| 4        | Stage/Dias 16/24' 2.75' ht. With double board fixed for stability   | 384                  | sqfts. |            |              |
| 5        | Tarpauline/ Plastic sheet masking 1000x14   | 14000                | sqfts. |            |              |
| 6        | Side masking on truss inner 1000x14   | 14000                | sqfts. |            |              |
| 7        | Side masking outer 250x 20  | 5000                 | sqfts. |            |              |
| <b>B</b> | <b>Frame masking</b>  |                      |        |            |              |
| 1        | Pillar Cladding with fabric masking on batten<br>frame14x1.5x 14 nos.   | 1176                 | sqft   |            |              |
| 2        | Frame masking 50' x 8' x 4  | 1600                 | sqft   |            |              |
| 3        | Frame Masking Façade 40' x 6'   | 240                  | sqft   |            |              |
| 4        | colour & awning carpet in red   | 14000                | sqfts. |            |              |
| 5        | Table with cover & masking  | 40                   | nos.   |            |              |
| 6        | Table with cover  | 50                   | nos.   |            |              |
| 7        | VVIP Chair  | 10                   | nos.   |            |              |
| 8        | Leatherite Sofa two-Seater  | 15                   | nos.   |            |              |
| 9        | Centre Table for first row of Sofa & Stage  | 11                   | nos.   |            |              |
| 10       | High back cushioned Chair with cover & bow  | 350                  | nos.   |            |              |
| 11       | Round table with cover & apron  | 12                   | nos.   |            |              |
| 12       | Banquet Chair with Cover  | 100                  | nos.   |            |              |
| 13       | LED screen platform with carpet 12'x3'  | 6                    | nos.   |            |              |
| 14       | LED screen platform with carpet 24'x12'   | 1                    | nos.   |            |              |
| 15       | LED screen platform with carpet 12'x10'   | 1                    | nos.   |            |              |
| 16       | Pagoda 3mtrx3 mtr for reception   | 2                    | nos.   |            |              |
| 17       | Kitchen waterproof on truss with Ceiling 20' x 40'  | 800                  | sqft.  |            |              |
| 18       | Sidewall for Kitchen 130' x 12'   | 1560                 | sqft.  |            |              |
| 19       | Que Mangers   | 30                   | nos.   |            |              |
| 20       | Double Door Entry 8' x 8'   | 2                    | nos.   |            |              |
| 21       | Bistro tables with cover  | 12                   | nos.   |            |              |
| <b>C</b> | <b>Air Conditioner</b>  |                      |        |            |              |
| 1        | Installation and operation of AC units for pandal   | 225                  | tonne  |            |              |
| <b>D</b> | <b>Illumination, Lighting &amp; Sound</b>   |                      |        |            |              |
| 1        | Flood light 100 W   | 100                  | nos.   |            |              |
| 2        | LED par RGB for Tri Colour with stands  | 150                  | nos.   |            |              |
| 3        | yamaha mixer,1 music player. 2 amplifiers   | 1                    | job    |            |              |
| 4        | Podium Wooden   | 1                    | no.    |            |              |
| 5        | Main Line Cable 200 mtr   | 2                    | no     |            |              |
| 6        | MCB panel   | 2                    | no.    |            |              |
| 7        | Flower decoration and Rangoli with flowers  | Pandal and<br>Campus | Unit   |            |              |
| <b>E</b> | <b>Catering Services</b>  |                      |        |            |              |
| 1        | Buffet Dinner & High tea (including welcome drinks and millet-based recipes) for Guests including foreign delegates * | 600                  | Packs  |            |              |

\* The rate per person should not be more than the prescribed rate as provided in Department of Expenditure's OM No.7(3)/E-Coord/2013, dated 06.05.2015. Menu items are to be included in consultation with AIIA.

| F                        | <b>Cultural Programme and event Video-Photography</b>   |                  |   | <b>Total cost</b> |
|--------------------------|---|------------------|---|-------------------|
| 1                        | Organization of cultural event reflecting rich and diverse cultural heritage of India<br>(Performer must be participated earlier in at least two performances recognized and organized by Sangeet Natak Academy and should have a band of 20 artists) | During the event | Programme including wings, spotlight, smoke, other lights and sound system etc. |                   |
| 2                        | Video-Photography of event and preparation of the album of the events   | During the event | Programme including light and sound system etc.                                 |                   |
| 3.                       | Arrangement of <i>Sehnai Vadan</i> and Folk dance in suitable cultural get-up   | During the event | Programme including instruments, uniforms etc.                                  |                   |
| Aggregate of A+B+C+D+E+F |   |                  |   |                   |

| ALL INDIA INSTITUTE OF AYURVEDA DELHI<br>PUBLIC FINANCIAL MANAGEMENT SYSTEM (PFMS) |   |                                   |
|--|---|-----------------------------------|
| PFMS UNIQUE CODE:  |   |                                   |
| VENDOR REGISTRATION FORM   |   |                                   |
| Sl. No.  | Head Name   | Details                           |
| 1  | Firm/Company Name   |                                   |
| 2  | Father/Husband/Partner/Owner Name                                       |                                   |
| 3  | Date of Birth/Date of incorporation                                     |                                   |
| 4  | PAN Number  |                                   |
| 5  | GSTIN   |                                   |
| 6  | Aadhar Number, in applicable  |                                   |
| 7  | Address1  |                                   |
| 8  | Address2  |                                   |
| 9  | Address3  |                                   |
| 10   | City  |                                   |
| 11   | Country   |                                   |
| 12   | State   |                                   |
| 13   | District  |                                   |
| 14   | Pin Code  |                                   |
| 15   | Mobile No.  |                                   |
| 16   | Phone No.   |                                   |
| 17   | Email ID  |                                   |
| 18   | Account Number  |                                   |
| 19   | IFSC Code   |                                   |
| 20   | Bank Name with Branch Address   |                                   |
| DATE:  |   |                                   |
| PLACE:   |   | <b>VENDOR SIGNATURE WITH SEAL</b> |
| <b>Department Name:</b>  |   | <b>Forwarded by HOD/In-charge</b> |
| <b>Note:</b>   | <i>All related self-attested documents also enclosed with this form</i> |                                   |

