



अखिल भारतीय आयुर्वेद संस्थान

ALL INDIA INSTITUTE OF AYURVEDA (AIIA)

(आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान)

(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

Tender No. M-50/10/2024-AIIA

Date: 23/01/2024

Sub:- Engagement of agency for organising even on Republic Day Celebration-reg

Tender document can be downloaded from following websites:

www.aiia.gov.in

www.eprocure.gov.in/epublish/app

To be addressed to-

Director

All India Institute of Ayurveda (AIIA)

Gautampuri, Sarita Vihar, New Delhi-110076

Contact Details

Central-store@aiia.gov.in

011-26950401 Ext 2206/1301

Notice Inviting Tender

All India Institute of Ayurveda herein after referred as AIIA inviting offers from the well experience, reputed and capable bidders for organization of event at the residence of Ministry of Ayush on the occasion of Republic Day Celebration. The bids are invited under single bid system wherein bidders have to submit the technical and financial proposals simultaneously. The offers meeting technical parameters will only be considered on financial aspect. **The bidders who are capable to arrange the event within a very short notice period should only participate in the bid.**

Schedule of Tender

1	Tender No	M-50/10/2024-AIIA
2.	Availability of Tender Document	The tender document can be downloaded from the AIIA web site http://www.aiaa.gov.in or from the procurement portal http://eprocure.gov.in/epublish/app
3.	Name of the work	Organising of event on occasion of Republic Day Celebration
4.	Estimated cost	Rs 20.00 lakh
5.	Type of tender	Single bid system
6.	EMD	5% of estimate cost
7.	Minimum Validity of tender offer	185 days from the date of opening of technical bid
8.	Tender Document fee	NIL
9.	Performance Security	10% of the awarded value for a period of 6 month

Time schedule of tender:

S.No.	Particulars	Date	Time
1	Date & Time of publishing tender	23.01.2024	1900 Hrs.
2	Bid submission start date & time	24.01.2024	0930hrs
3	Bid submission end date & time	24.01.2024	1600 hrs
4	Bid opening date and time	24.01.2024	1615Hrs

Bidders should carefully read all the terms & conditions before submitting their tender. The invitation to tender is subject to fulfilment of eligibility conditions and adherence to instructions as per schedules below:

(Dr. Umesh Tagade)
Joint Director

INSTRUCTIONS TO THE BIDDERS**1. Instructions to Bidder**

- 1.1. The instant tender enquiry is organising event for All India Institute of Ayurveda (AIIA), at the residence of the Ministry of Ayush.
 - 1.2. The Bidders participating in the bid should be capable of providing the services on short notice period for the urgent nature of requirements.
 - 1.3. The bidders shall have to provide the services as one stop solution making all the arrangements as the details provided in BOQ. Any other items which is not included there, if required at the time of event, the bidder shall have to arrange on the rate/price mutually agreed at that time.
 - 1.4. The Bidder should be a single business entity (the "Single Business Entity"). The term bidder used herein would apply to a Single Business Entity. A Single Business Entity shall mean a company incorporated under Companies Act, or a Sole Proprietorship firm or a partnership firm. **Relevant registration document must be submitted.**
 - 1.5. The bidder must have provided an event management service including event organization, planning, conceptualization, Catering and execution during last four financial years (2019-20, 2020-21, 2021-22 & 2022-23). The bidder shall upload satisfactory completion certificate issued by competent authority. The work amount claimed must be verified in the supporting document.
 - 1.6. The Bidder must have achieved an average Annual Turnover of Rs. 50.0 lakh during the preceding 3 (three) financial Years ending on March, 2023. **Submitted CA certificate or audited balance sheet.**
 - 1.7. Bidder must have the minimum experience of 04 years to organize such events and must have completed at least 03 events in last financial year and at least two events during the current financial year. **Work order along with certificate from the buyer must be submitted by bidders.**
 - 1.8. Bidder must have GST Registration
 - 1.9. **Bidder must have PAN.**
 - 1.10. The bidder should not have been blacklisted by any Central / State Government Department / PSUs / Autonomous Body during the last three years. **A self- declaration in this regard is to be submitted by bidder.**
 - 1.11. The bidder must not have been declared insolvent/ bankrupt or should not have filed for insolvency/ bankruptcy or in the process of being declared bankrupt before any designated authority. **A self- declaration in this regard is to be submitted by bidder.**
 - 1.12. The bidder should have an office with a dedicated telephone/toll free number for round the clock support service. Self-declaration informing the dedicated dedicated/toll free number and details of single point contact person is to be provided.
 - 1.13. **EMD amounting Rs. One lakh should be submitted in form of DD/Cheque.**
 - 1.14. Bidders must ensure that required document have been enclosed along with technical bid failing which offers submitted will be rejected outrightly.
 - 1.15. **The event is to be organized on a very short notice period. To ensure the proper execution of the event, only capable bidders are advised to participate. MSE and Start-up exemptions will be not applicable considering the urgency of time.**
2. **FORCE MAJEURE:** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by Force Majeure situation. The Contractor/ Firm shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. **(A)** For purposes of this Clause, "Force Majeure" means an event

beyond the control of the Contractor/ Firm and not involving the Contractor/ Firm's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Institute either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. **(B)** If a Force Majeure situation arises, the Contractor/ Firm shall promptly notify the Institute in writing of such conditions and the cause within 7 days from the date of occurrence thereof. Unless otherwise directed by the Institute in writing, the Contractor/ Firm shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. **(C)** Neither party shall due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance..

3. GENERAL INSTRUCTIONS:

Tender document shall be submitted in tender box placed at Central Store 3rd Floor, Academic Block , All India Institute of Ayurveda, Gautampuri, Sarita Vihar, New Delhi-110076

- 3.1 The bidder should submit the tender document before the prescribed time to avoid any delay or technical problem during the bid submission process.
- 3.2 The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or difficulties faced during the submission of bids by the bidders due to local issues.
- 3.3 Bidder shall quote their amount item-wise in the BOQ (Financial Bid). Bidder quoting the lowest amount for all items collectively (Grand Total) shall be eligible for award of the Tender and the Letter of Award (LOA)/ Work Order shall be issued to the Bidder.
- 3.4 Bids will be opened at Central Store 3rd Floor, Academic Block, All India Institute of Ayurveda, Gautampuri, Sarita Vihar, New Delhi-110076.
- 3.5 Bidders will not be allowed to withdraw their bids in the interval between submission of bids and expiry of the period of bid validity specified. Withdrawal of a bid during this period or actions for modification/alteration will result in debarring the Bidder from tendering process and may also render them liable for legal action as deemed suitable. If any bidder withdraws or modifies its bid during the period of bid validity, or refuse to accept the offer of work after completion of bidding process etc., the bidder will be debarred from any bidding process with AIIA for a period of two years.
- 3.6 Transfer of BID submitted by one Bidder to another is also not permissible. No Alteration in the BID, once submitted, shall be permissible. In case the Bidder transfers the BID or modifies/withdraws during the period of validity, action for debarment will be taken against the bidder.
- 3.7 During evaluation and comparison of bids, AIIA may, at its discretion, ask the bidder for clarification on his bid. The request for clarification will be given in writing through e-mail and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification at the initiative of the bidder will be entertained. Such clarifications will be sought through email and bidders shall have to reply immediately.
- 3.8 Canvassing by any Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection of the bid. Conditional tenders will be rejected.
- 3.9 All India Institute of Ayurveda, reserves the right to postpone and/or extend the date of receipt or opening of tenders or to withdraw the tender notice, without assigning any reason thereof. In such cases, the bidders shall not be entitled for any form of compensation from AIIA.
- 3.10 Successful bidder has to accept the offer of work/contract at the rate quoted in financial bid and under the conditions prescribed in the tender document and any reluctance or refusal of

acceptance of work order on any ground will not be entertained and such activities may attract penal action as per rules.

- 3.11 BOQ submitted in the bid is tentative in nature. Payment will be made only for the BOQ items which have been utilized during the event.
- 3.12 Evaluation of Bids: Bids received will be evaluated by the tender committee constituted by competent authority of AIIA, NEW DELHI to ascertain the reasonability and responsiveness of bid for the complete work/services as per the terms & conditions of tender documents. The successful bidder will be finalized on the basis of fulfilling the eligibility conditions, rate quoted by bidder and as per relevant provisions of GFR-2017.
- 3.13 Incomplete and conditional bids will not be considered and summarily rejected.
- 3.14 The Competent Authority of AIIA, NEW DELHI reserves the right to accept or reject (Fully or partially) any tender or all the tenders without assigning any reasons.
- 3.15 **Rates quoted by the bidder shall remain unchanged till the validity of the contract period to be awarded through this tender process i.e. period of 180 days from the date of award.**

Chapter -II

TERMS AND CONDITIONS OF THE CONTRACT

1. SCOPE OF WORK

- 1.1 An event is to be organized at the residence of Honorable Minister of Ayush, on the occasion of Republic Day celebration. The interaction will be held with the guests and the officers of the Ministry of Ayush and other invitees. Total 600 participation is expected in the event which may vary. The service provider shall have to arrange the tentages, sitting arrangements(sofa and chairs), decoration, electric & power supply, electric heaters, two way communication system(with wireless mic and audio), lunch and snacks, arrangement of Dias for dignitaries, etc.
- 1.2 The Service Provider/Bidder shall arrange catering services on per plate basis separately for Buffet Lunch (including welcome drink and millet-based recipes) and Session Tea should be inclusive of all arrangements including FOOD, CROCKERY, WAITERS and EVENT MANAGERS etc. Rates shall be quoted for catering services on per Plate basis for national and international participants/guests. Catering charges should not be more than the prescribed rate as provide in Department of expenditure, ministry of Finance, Govt. of India OM no. 7(3)/E-Coord/2013 dt. 06 may 2015. Food Menu are to be included in consultation with AIIA.
- 1.3 (A)The service provider/Bidder shall arrange its own pandals/pagodas necessary for cooking and other activities related to catering services.
- (B) Contractor shall provide adequate approved good quality crockery and cutlery (preferably of bone china/opal ware) and table cloth, mats etc. of superior quality in the kitchen and dining halls. Utensils for serving warm food shall also be provided by the Contractor.
- (C) The Contractor shall deploy chef and adequate catering staff, trained and well

experienced to ensure timely, efficient and prompt service. The Contractor shall provide trained manpower services in the dining hall and VIP Lounge

(E) The waiters/serving staff shall be well dressed, presentable, well-mannered and trained. Adequate sets of uniform shall be provided by the Contractor so that they can present themselves neat and clean daily. (F) The Contractor shall arrange for such of those special equipment and apparatus if any required for cooking etc.

- 1.4 **Personal Hygiene:** (a) The Bidder shall ensure that staff deployed in catering services is not suffering from any infection or communicable diseases. The staff should trim their nails regularly and wear caps and gloves at the work place. Smoking, eating or chewing of tobacco/zarda/gutka etc, spitting is strictly prohibited. (b) Potable Water shall be used for cooking, cleaning vessels etc.
- 1.5 **Quality Maintenance** (a) The eatables served by the Contractor to the Guests shall be completely hygienic, free from any sort of adulteration or foreign ingredients etc. Dishes containing any foreign ingredient shall not be served. (b) All vegetables, fruits etc. used shall be fresh and shall not be rotten or overripe. The Contractor shall be responsible for their hygiene and safety. Milk and milk products such as curd, yoghurt, cheese etc. shall be of good quality and should be prepared and served fresh. (C) Only high-quality Basmati Rice, refined oil of Standard make, Best Quality are to be used. The inputs for the food etc will be checked by the representative of the AIIA. Maintaining hygienic conditions in cooking/pantry area & dining/serving areas is very essential.

2. **Period of Contract:** The instant tender enquiry is being published for making arrangement for the event to be held on Republic Day. However, the rate quoted by the bidder shall remain fixed for a period of period of 180 days from the date of issuance of the work order. AIIA may avail the services of the selected service provider/bidder for other events/programmes also which are to be held within a valid period of the rates.

3. **Performance Security.** The successful bidder shall have to deposit the Performance Security @10% of the contract value immediately after the award of the work. The Performance Security should be in the form of a) Account Payee Demand Draft or Fixed Deposit Receipt or Banker's Cheque drawn on any scheduled nationalized/commercial bank in India or b) Bank Guarantee issued by a scheduled nationalized/commercial bank in India, favouring "Director, AIIA, Delhi"

4. The Nodal Officer of AIIA after approval of Competent Authority will directly intimate the Contractor for event management service including event organization, planning, conceptualization, catering and execution. Minimum guaranteed persons and Menu will be intimated through a work order to the contractor. Minimum guaranteed person may increase however the payment will be made on actual basis.

5. **PAYMENT PROCEDURE:**

The bidder shall raise the bill in triplicate after completion of event and payment. All the billed items should be supported by documents duly signed by the authorized officials of AIIA which will be verified. The payment will be made within a period 21 days positively. However, in case of delayed payment, bidder shall not be eligible for any interest or charges etc.

6. **DISPUTE SETTLEMENT:**

All differences and disputes arising out of or in connection with the Contract shall be settled by mutual discussions and negotiations. If such dispute and differences cannot be settled and resolved by discussions and negotiations, the same shall be referred to the sole arbitrator appointed by the Director, AIIA, New Delhi whose decision shall be final and binding on the

parties. In case of litigation arises, the jurisdiction will be High Court of Delhi.

7. PENALTY & TERMINATION:

Penalty: - In case, service providers fails to execute the event management services as per the contract and direction of the AIIA, the same will be managed by the AIIA, from its own resources and penalty of 10% of the Bill of Quantities items will be charged as an administrative charge.

In case, there is complaint of the substandard quality and services, the payment for such items/service shall not be made by the institute.

7.1 INDEMNITY

- (A) The Contractor shall indemnify and keep AIIA harmless from and against all actions, proceedings, claims, demands, losses, costs, damages and expenses whatsoever which may be brought against or suffered by AIIA which it may sustain, pay or incur as a result of or in connection with the performance/purported performance/non-performance of the contract by the Contractor, including but not limited to, any liability or action occurring on account of any litigation, court or government orders.
- (B) During the period of contract, if it is found that the contractor has indulged in fraudulent actions or has not been providing proper or prompt services, the contractor may be issued with Show Cause Notice, through mail and/or post, and Contractor shall be bound to reply to show cause notice within 7 days. If the submissions of contractor are not found satisfactory, the security deposit may be forfeited and contract may be terminated.
- (C) The manpower deployed during the event management shall be the responsibility of the service provider. The Contractor shall have to ensure the compliance of payment of minimum wages, EPF, ESIC and other labour laws. In case of any mis-happening/accident/losses of assets or life will be the responsibility of the service provider. Any legal or statutory case, is arises will be dealt by the service provider only, AIIA will not be responsible for such cases.

TECHNICAL BID & ELIGIBILITY DOCUMENTS**Part-A Technical Requirements****Name of Work: " Organisation of Event on the occasion of Republic Day celebration"**

Sl No.	Particulars	Document	Page No
1.	NAME OF TENDERING CONTRACTOR/COMPANY/FIRM	REGISTRATION/INCORPORATION/PARTNERSHIP DEED	
2.	ADDRESS OF OFFICE/OFFICES WITH CONTACT NO./MAIL-ID	-DO-	
3	GSTN	REGISTRATION DOCUMENT	
4	PAN	COPY OF PAN CARD	
5.	WHETHER DEBARRED/BLACK LISTED BY ANY CENTRAL/STATE GOVT./PSUs DURING THE PAST THREE YEARS, IF SO FULL DETAILS MAY BE FURNISHED	SELF DECALARTION TO BE ENCLOSED.	
6.	WHETHER DECLARED INSOLVENT/ BANKRUPT OR HAVE FILED FOR INSOLVENCY/ BANKRUPTCY OR IN THE PROCESS OF BEING DECLARED BANKRUPT BEFORE ANY DESIGNATED AUTHORITY. IF SO FULL DETAILS MAY BE FURNISHED	SELF DECALARTION TO BE ENCLOSED	
7.	DECLARATION AS PER ANNEXURE-B	TO BE ENCLOSED	
8.	TURNOVER (RS. 50.00 LAKH FOR LAST THREE FY)	CA CERTIFICATE WITH BALANCE SHEET	
9.	Experience (4 YEARS)	COPIES OF LETTER OF AWARD/COMPLETION CERTIFICATE WITH VALUE OF THE WORK	
10.	Past Performance	Copies of work order (03) for FY 2022-23 Copies of work order(02) for FY 2023-24	

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DECLARATION

1. I/we, _____ Son/ Daughter of Shri _____ Proprietor / Partner / Director / Authorized Signatory of _____ am competent to sign this declaration and execute this tender document;
2. I/we have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance for the same.
3. The information/documents furnished along with above application are true and authentic to the best of my knowledge and beliefs. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/we have apprised myself fully of the job to be done during the currency of the period of contract and also acknowledge to bear consequences of non-performance or deficiencies in the services on my part.
5. **I/we hereby declare that we are competent and capable enough and have required infrastructure to arrange and organize the event as proposed in the tender document.**

Signature of authorized person

Date:

Full Name:

Place:

Company's Seal:

Financial Bid**BILL OF QUANTITY**

S. No.	Item Description	Unit	Rates per Unit per day
A	Stage & Floor Management		
1.	Customised wooden fabricated stage	Sq. ft	
2.	Platform for LED	sqft	
3.	Electronic media stage	sqft	
4.	All side skirting	sqft	
5.	Non woven synthetic carpet	sqft	
6.	Banquet chair with cover and Bow	Nos	
7.	PVC chair	nos	
8.	Royal Q Manager	nos	
9.	2.5 ht height Stage railing with S.S pipe	job	
10.	Pre-fabricated fabric panel wall	Nos	
11.	Pandal	sqft	
12.	Fabric masking	sqft	
13.	Pantry setup for VVIP	sqft	
14.	Mozo Barricading	rft	
15.	Customised barricading	rft	
16.	VVIP lounge setup	Nos	
17.	VVIP deluxe chair	Nos	
18.	Frisking room	Nos	
19.	Table with leg cover of fancy cloth	Nos	
20.	Pre-fabricated centre table/coffee table	Nos	
21.	2.5ft Height Heavy iron scaffold stage	sqft	
22.	Steps with railing	no	
23.	Green room set-up	sqft	
24.	VVIP Leatherite sofa single seater	no	
25.	VVIP Leatherite sofa double seater	no	
26.	VVIP Leatherite sofa three seater	no	

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27.	High long multi color flag	no	
28.	Deep dan	no	
29.	Leather finished VVIP Chair for dias	no	
30.	Scaffold tower	no	
31.	Main dias setup	job	
32.	Chandani	sqft	
33.	Dari	no	
34.	Glass Table	no	
35.	Table cloth	sqft	
36.	Pole cover	rft	
37.	Tirpal	sqft	
38.	Pavdan 2ftx4ft	no	
39.	Stage for Artist	sqft	
40.	Steel chair	no	
41.	Washbasin stand	no	
42.	Parda	no	
43.	Round table big	no	
44.	Big umbrella	no	
45.	LED counter	no	
46.	LED Display Screen	sqft	
47.	Ceiling Draping	sqft	
48.	M.S Truss pandal	sqft	
49.	Balli barricading	rft	
50.	View cutter wall	sqft	
51.	Iron or SS railing	Rft	
52.	Registration counter	no	
53.	President chair for stage	no	
54.	Dustbin with cover	no	
55.	Balli barrier	no	
56.	Jute Matting -6ftx36ft	sqft	
57.	Stall double table on pipe	no	
58.	Takhat	no	

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59.	Flowerpot	no	
60.	Artificial Grass carpet	sqft	
61.	Red/beige/grey floor carpet	sqft	
B	Decoration		
1	Fresh flower garden type decoration with exotic English flower, marrygold, guldavri, green leave lari decoration at Main stage and backdrop.	job	
2	VVIP Bouquet	Unit	
3	Complete fresh flower Genda Lari decoration at D area	job	
4	Genda lari mala	no	
5	VVIP Fresh Tata rose & rajni gandha mala	no	
6	Fresh Tata rose & genda lari mala	mtr	
7	Rose Loose flower	kg	
8	VVIP Flower vase	no	
9	Podium decoration	no	
10	Main plaza entrance genda lari decoration	job	
11	Draping with cloth decoration in two clour	rft	
12	Tata Rose buds with paper packing	no	
13	Table bouquet with tata rose (multi-colour) in glass bowl	no	
14	Standing bouquet on bamboo stands with multicolour flowers	no	
15	Marigold toran (different colors)	/mtr	
C	Electrical and Power Supply (Silent diesel Generator		
1.	Halogen lights	no	
1.	LED Metalight	no	
2.	Spot light	no	
3.	LED parcan	no	
4.	Box truss with loop covering over stage	sqft	
5.	Sharpies	No	
6.	Blinder	No	
7.	Smoke machine	No	
8.	Mi bars	No	
9.	t-truss	No	
10.	Genset with fuel - 125 KVA	Unit/hr	

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11.	Hiring of Pedestal fan 16" size	no	
12.	Hiring of Ceiling fan	no	
D	Technical -Sound		
1	Hire and fitting charges of Public Address System with speaker, Horns mic podium for the auditorium	job	
2	Hire and fitting charges of Public Address System with speaker, Horns mic podium for pandal	job	
3	Hire and fitting charges of Public Address System with Horns mic podium with battery backup	job	
4	Podium	no	
5	Necessary Cabling and equipment for live video telecasting	job	
6	monitors	No.	
7	Mic	No.	
E	Technical - Video Equipment		
1	Videography-Multi Video Camera Setup HD (3 Video Camera with Mixer and online editing table, Splitter HDMI for Live Streaming	job	
2	Video Recording and promo making	job	
3	Two way Display	job	
4	Photo album	Per photo	
5	Switcher	job	
6	Integrated networking cabling as per need	job	
7	Lease line 100mbps	job	
F	Catering Services*		
1	High Tea [#]	Per person	
2	Buffet Lunch [#]	Per plate	
3	Session Tea [#]	Per person	
4	Buffet Dinner [#]	Per plate	
	Grand Total(A+B+C+D+E+F)		

BOQ items are tentative. The payment will be made only for items required and utilized during the event.

Rate quoted by the bidders should be inclusive of GST and other charges, if any.

* Catering charges should not be more than the prescribed rate as provided in Department of expenditure, ministry of Finance, Govt. of India OM no. 7(3)/E-coord/2013 dt. 06 may 2015. CATERING SERVICE PROVIDER WILL ENSURE TO PROVIDE ALL THE FOOD ITEMS AS MENU DECIDED BY AIIA. HOWEVER THE RATE QUOTATED BY THE BIDDER WILL REMAIN UNCHANGED IN ANY CIRCUMSTANCES. THE QUALITY OF FOOD ITEMS WILL BE INSPECTED BY THE AIIA AND SHOULD BE PREPARED AS PER THE SATISFACTION OF AIIA.

[#]High Tea, Buffet Lunch and Buffet Dinner (including welcome drink and millet based recipes)

Items mentioned in the BOQ are for the various requirement. However, the AIIA reserve the right to avail the services as per its requirement. Payment will be made for the items/services only which have been availed by the institute. Financial bid must be submitted in separate envelop.