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**CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY (CIPET): SCHOOL
FOR ADVANCED RESEARCH IN POLYMERS (SARP)-APDDRL**

BENGALURU

TENDER DOCUMENT

FOR

EVENT MANAGEMENT SERVICE AT CIPET:SARP-APDDRL-BENGALURU

Tender No. : CIPET/APDDRL/BLR/IPLEX/2019-20

Submitted by:

M/s.....

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**CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY
SCHOOL FOR ADVANCED RESEARCH IN POLYMERS (SARP) – APDDRL
(Department of Chemicals & Petrochemicals)
(Ministry of Chemicals & Fertilizer, Govt. of India)
488-B, 4th Floor, Block – 2, KIADB Building, 14th Cross, Peenya 2nd Stage,
Bangalore – 560 058
Email: apddrl@cipet.gov.in, apddrlbengaluru@gmail.com**

SHORT NOTICE INVITING TENDER FOR EVENT MANAGEMENT SERVICE

Sealed Quotations are invited from the resourceful & reliable bidders who have sufficient experience of Event Management in Karnataka & Other State in response to the advertisement published in the local newspaper "Udayavani" **for IPLEX, 2019 to be held at Bengaluru from 23rd August to 25th August, 2019.**

Tenders documents can be collected from CIPET:SARP-APDDRL-Bengaluru centre from **14-08-2019 to 19-08-2019 upto 11:00 AM or can be downloaded from CIPET Website www.cipet.gov.in.**

The last date of submission of Offline Tender Document is **19-08-2019 upto 11:00 AM.**

The sealed offer will be opened on **19-08-2019 at 2:00 PM** in the presence of the interested bidders or their authorized representatives.

The details about scope of work, job specification and the terms and conditions are given in the Tender form which shall be part of the contract. The bidders/ agencies are required to read and understand it properly before submission of the tender.

CIPET:SARP-APDDRL-Bengaluru reserves the absolute right to accept/reject any or all bids at any stage of the tender process without assigning any reason whatsoever.

**Principal Director & Head
(Sr. Principal Scientist)**

IMPORTANT INSTRUCTIONS

- 1) Read the tender documents carefully before filling.
- 2) Sign each page with seal.
- 3) PART 'A' should contain Technical bid, with all relevant signed documents as mentioned in Terms and Conditions (General).

Sealed cover with superscription **"TENDER FOR EVENT MANAGEMENT SERVICE AT CIPET:SARP-APDDRL-BENGALURU" PART - A**

- 4) PART 'B' should contain only Commercial Bid.
Sealed the cover with superscription **"PRICE BID FOR EVENT MANAGEMENT SERVICE AT CIPET:SARP-APDDRL-BENGALURU" PART 'B'.**
- 5) Put PART 'A' and PART 'B' in separate sealed covers and put both the sealed cover in one cover addressed to The Principal Director & Head (Sr. Principal Scientist) CIPET:SARP-APDDRL-Bengaluru, 488-B, 4th Floor, Block - 2, KIADB Building, 14th Cross, Peenya 2nd Stage, Bengaluru-560058 with superscription on the cover as **"TENDER FOR EVENT MANAGEMENT SERVICE AT CIPET:SARP-APDDRL-BENGALURU", TENDER No. CIPET/APDDRL/BLR/IPLEX/2019-20** and send it to us and it should reach before the last date.

6. SCOPE OF WORK :

Detail Scope of Work is mentioned in **Annexure-A** below:

Annexure-A				
Detail Scope of work for Upcoming IPLEX, 2019 Event to be held at Bengaluru				
Venue- Bengaluru International Exhibition Centre, Bengaluru,				
Stall Size- 9 mt (354") x 4 mt (157")= 36 sqmt (Approx)				
Date of Event- 23, 24 & 25th August, 2019				
Sl No.	Description of Work	Approx Size	Qty	Days
01	Back wall in Ply frame works with Putty & White paint finish structure.	354"x96"	01	03
02	Left side & Right side walls in Ply frame works with putty & White paint finish structure.	157"x96"	02	03
03	Approx 2.5" Raised Platform wrapped with Non-Ribbed Grey Carpet for the entire stall area.	354"x157"	01	03

04	Pelmets & Pillars structure in Ply/MDF with putty & paint finish.	12"sq x96" Pillars 12"sq x 43.5 rft	01 03	03
05	Curved Product Pedestal in MDF paint finished structure with 040 Acrylic top for placing the products and illuminated from within	130"x12"x30" 138"x12"x30" 70"x12"x30"	01 02 01	03
06	Logo in Boxed acrylic letters with LED lighting from the rear fixed on to the structure in Ply/MDF with putty and paint finish	48"x12"x96"	01	03
07	Solid acrylic cut letters 7" ht with vinyl sticker rear illuminated on the Back wall Pelmet	2 sets	01	03
08	5mm Foam board letter cut outs 4" height with vinyl sticker on the Left & Right Side walls (non-lit)	2 sets	01	03
09	Video (LED) Wall with necessary USB support on the Right side wall.	72"X48"	01	03
10	Storage unit below the Video wall in Ply/ MDF structure with Paint finish along with necessary storages.	72"x12"x48"	01	03
11	Round Discussion table Reception Desk Regular chairs.	3'dia(Glass) Medium Regular Chairs	01 01 08	03
12	Hexagon Shaped Copy Panels in 5mm PVC foam board with Printed Vinyl	36"x48"	10	03
13	Design charges of the above Panels.	-	10	03
14	Light Fittings for the Stall: (a) 30w Metal Halides. (b) 12w LED Recessed spot lights in Pelmets.	-	02 17	03

Note:

1. The successful bidder has to arrange and carry out the whole work mentioned above using their own resources.
2. The successful bidder has to arrange necessary Electrical wiring of the entire stall, assembling and disassembling of the above items and Transportation charges etc. at their own cost.
3. Any additions to the above scope of work will be informed in advance and payment for the same may be considered.

4. CIPET will provide all approved printing matters. The bidder has to design all the matters and submit to CIPET for approval before finalizing & printing.
5. Any increase/decrease in the above work may be done after approval of CIPET in writing.

7. TERMS AND CONDITIONS: (GENERAL)

1. The tenderer should have valid PAN and GST No.
2. The tender document is non-transferable.

8. Tender covers consist of Part-A & Part-B:

Part- A

- a) Technical bid Form duly filled in.
- b) Tender Documents

Part-B

- a) Price Bid

9. SUBMISSION OF TENDER:

The tender should be submitted under **"Two Cover System"**, the first cover is termed as Part 'A' with Tender documents, profile of the tenderer with superscription on the cover as **"TECHNICAL BID FOR EVENT MANAGEMENT SERVICE AT CIPET:SARP-APDDRL-Bengaluru" PART 'A'** and the second cover is termed as Part 'B', sealed with **"COMMERCIAL BID FOR EVENT MANAGEMENT SERVICE AT CIPET:SARP-APDDRL-Bengaluru" PART 'B'**. Both covers should be placed in a bigger cover with superscription **"TENDER DOCUMENT FOR EVENT MANAGEMENT SERVICE AT CIPE:SARP-APDDRL-Bengaluru"**, addressed to **The PRINCIPAL DIRECTOR & HEAD(Sr. PRINCIPAL SCIENTIST)**, CIPET:SARP-APDDRL-Bengaluru, 488-B, 4th Floor, Block - 2, KIADB Building, 14th Cross, Peenya 2nd Stage, Bengaluru-560058

10. Quoted price should be inclusive of all taxes and duties. Break-up of Taxes must be furnished in your quotation.

11. The offer should be valid for a period of at least 15 days from the date of the tender opening.

12. CIPET:SARP-APDDRL-Bengaluru, reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof. In all matters pertaining to this tender, the decision of the Principal Director & Head (Sr. Principal Scientist) CIPET Bengaluru shall be final and binding on the parties.

13. All tenders and covers should bear the name and address of the tenderer and all the pages of the tender document must bear the seal and signature of the tenderer.

14. Request for any further extension of the above deadline shall not be entertained. Delayed and/or incomplete tenders shall not be considered.

15. The Tenders will be opened at **2:00 PM on 19-08-2019** at the CIPET:SARP-APDDRL-Bengaluru, Peenya, Bengaluru. **Representatives of the tenderers are requested to be present at the time of opening of Tender.**

16. The Contractor shall be solely responsible for any failure to fulfill the statutory obligations and shall indemnify the Institute against all such liabilities, which are likely to arise out of the agency's failure to fulfill such statutory obligations.

17. Where counter terms and conditions have been offered by the Contractor, the same shall not be accepted by the Institute, unless a specific written acceptance thereof is obtained.

18. All statutory liability/obligation/deduction should be fulfilled by the contractor as per the existing law in force.

19. It is the liability of the contractor to deal with accidents if any occurring to their workmen during the course of operation. CIPET will have no responsibility and no compensation will be paid.

20. The Tender document should be complete in all respects.

21. TERMS AND CONDITIONS AS PART OF AGREEMENT:

a. Disputes: All disputes that may arise shall be referred to the Principal Director & Head (Sr. Principal Scientist) CIPET:SARP-APDDRL-Bengaluru, whose decision shall be final.

b. Insurance to Employees: All employees engaged by the contractor shall be comprehensively insured for accidents and injuries by the contractor at their own cost.

c. Payment Terms: The contractor needs to be mention the Payment Terms in their quotation. The Final Payment will be made only on submission of valid GST bill. However advance payment, if any may be considered. Money Receipt needs to be issued for any payment/Part Payment. TDS as per Income Tax Laws & GST Laws will be deducted.

d. Indemnity: The Institute shall be indemnified for all losses due to commissions and omissions of any person deployed by the contractor. There shall not be any loss or damage caused to the Institute on account of any negligence, carelessness, acts of omissions/commissions of contractors, his employees or staff and the same shall be made good by the contractor. It shall be made very clear that the employees/staff engaged by the contractor shall not be treated or considered as employees of the CIPET under any circumstances. The contractor shall defend, indemnify and hold the Institute harmless from any liability or damage, law suits, penalties imposed by any State or Central Government Department or statutory body or by a third party for reasons of violation of any of their statutory provisions or requirements. The Institute shall not be liable for any damage or compensation payable to any workmen or to any person as a consequence of his work and the Institute shall be completely indemnified accordingly.

e. The Contractor shall comply with all the requirements under labour and other relevant laws and maintain the required documents. Any violation or non-compliance shall be viewed very seriously resulting in penal action as well as termination of the contract depending on the seriousness of the violation.

The rate quoted by the Contractor shall include all the component of taxes / levy as applicable to service contract, if any.

f. Eligibility Condition:

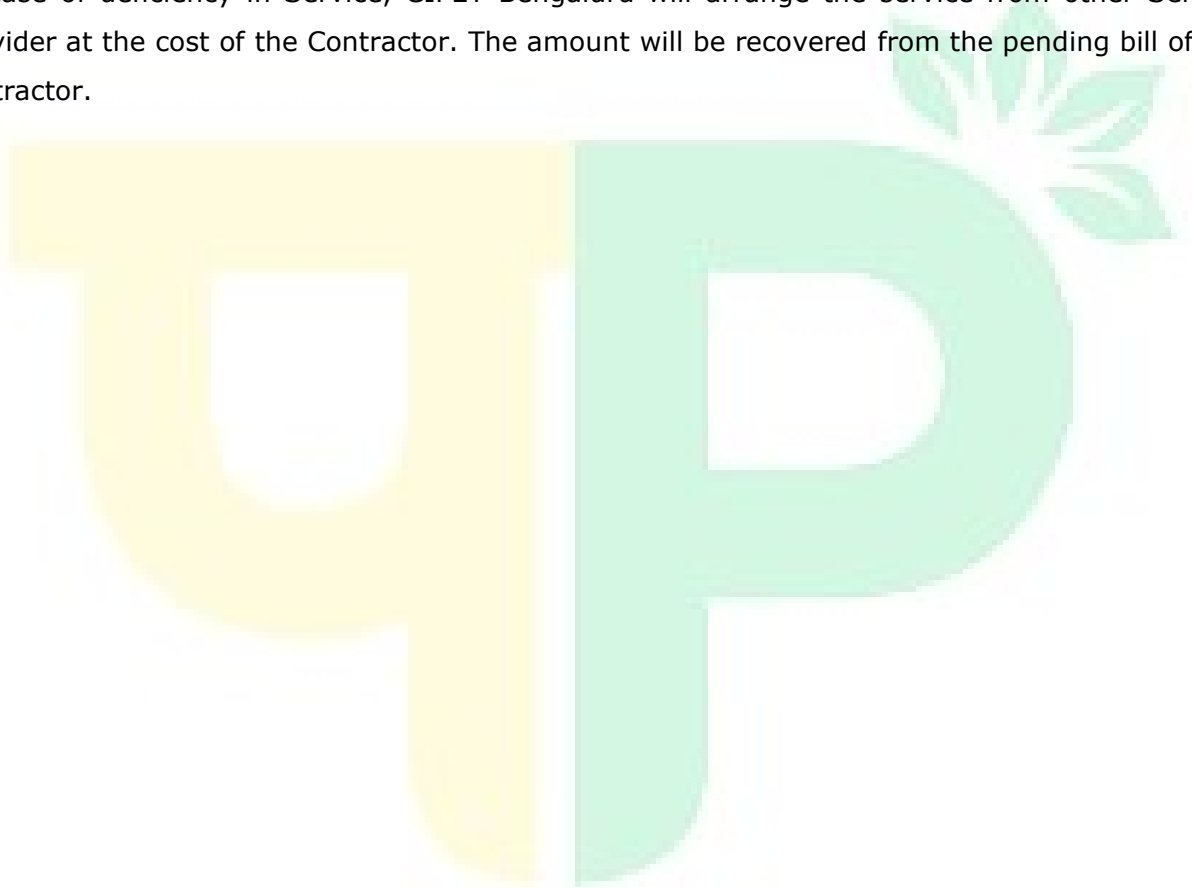
(i). Service provider will be selected on the basis of lowest rate quoted in the tender. In case both the party has quoted same rates or tie position, CIPET Management will take decision for finalization of the tender on the basis of Previous experience & Performance in the same field.

(ii). The Bidder should have past experience of Event Management Service to any reputed Organizations. Work Order/ Performance Certificate to that effect needs to be attached.

g. On all matters pertaining to this Work Order, the decision of the Principal Director & Head (Sr. Principal Scientist) of CIPET Bengaluru shall be final and binding.

22. **PENALTY CLAUSE**

In case of deficiency in Service, CIPET Bengaluru will arrange the service from other Service Provider at the cost of the Contractor. The amount will be recovered from the pending bill of the contractor.



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Note: Put in PART 'A'

Technical Bid

Tender No. : CIPET/APDDRL/BLR/IPLEX/2019-20

PART 'A'

TENDER FOR FOR EVENT MANAGEMENT SERVICE AT CIPET:SARP-APDDRL-BENGALURU

1. Name of the Firm\Organization/owner :
2. Address :
3. Telephone No./Mobile No. & Name of the Contact Person :
4. Fax No. :
5. Email ID :
6. Month and Year of establishment :
7. Name of proprietor\partners\directors :
08. Details of PAN No. and copy of PAN :
09. Bank Details (Bank Name, Br. A/C No. & IFSC) :
10. GST No. :
11. Any other details :
12. Experience (Submit list of Completed Assignments):
13. Previous Work Order of Similar Event Mgt Service:
(Attach copies of Work Orders, Performance Certificate etc.)

Letter of submission of Tender for providing Event Management Service at CIPET:SARP-APDDRL-Bengaluru

From:

To
The Principal Director & Head
(Sr. Principal Scientist)
CIPET:SARP-APDDRL-Bengaluru
488-B, 4th Floor, Block - 2, KIADB Building,
14th Cross, Peenya 2nd Stage,
Bengaluru-560058

Sir,

Having examined the tender document related to providing **Event Management Service** at CIPET:SARP-APDDRL-Bengaluru, terms and Conditions of the tender, scope of the work and Job specification, I/We hereby submit our offer/ rates for the services. I/We undertake to maintain all terms & conditions of the Tender and agrees to Provide Quality Service for the upcoming Event of CIPET:SARP-APDDRL-Bengaluru

Signature of the Authorized person
of the contractor & seal with date

Note: Put in PART 'B'

Price Bid
Tender No. : CIPET/APDDRL/BLR/IPLEX/2019-20

Annexure-B					
Price Bid					
Tender No. CIPET/APDDRL/BLR/IPLEX/2019-20					
SI No.	Description of Work	Approx Size	Qty	Days	Amount Quoted (In Rs.)
01	Back wall in Ply frame works with Putty & White paint finish structure.	354"x96"	01	03	
02	Left side & Right side walls in Ply frame works with putty & White paint finish structure.	157"x96"	02	03	
03	Approx 2.5" Raised Platform wrapped with Non-Ribbed Grey Carpet for the entire stall area.	354"x157"	01	03	
04	Pelmets & Pillars structure in Ply/MDF with putty & paint finish.	12"sq x96" Pillars 12"sq x 43.5 rft	01 03	03	
05	Curved Product Pedestal in MDF paint finished structure with 040 Acrylic top for placing the products and illuminated from within	130"x12"x30" 138"x12"x30" 70"x12"x30"	01 02 01	03	
06	Logo in Boxed acrylic letters with LED lighting from the rear fixed on to the structure in Ply/MDF with putty and paint finish.	48"x12"x96"	01	03	

07	Solid acrylic cut letters 7" ht with vinyl sticker rear illuminated on the Back wall Pelmet	2 sets	01	03	
08	5mm Foam board letter cut outs 4" height with vinyl sticker on the Left & Right Side walls (non-lit)	2 sets	01	03	
09	Video (LED) Wall with necessary USB support on the Right side wall.	72"x48"	01	03	
10	Storage unit below the Video wall in Ply/ MDF structure with Paint finish along with necessary storages.	72"x12"x48"	01	03	
11	Round Discussion table Reception Desk Regular chairs.	3'dia(Glass) Medium Regular Chairs	01 01 08	03	
12	Hexagon Shaped Copy Panels in 5mm PVC foam board with Printed Vinyl	36"x48"	10	03	
13	Design charges of Hexagon Shaped Copy Panels in 5mm PVC foam board with Printed Vinyl	-	10	03	
14	Light Fittings for the Stall: (a) 30w Metal Halides. (b) 12w LED Recessed spot lights in Pelmet.	-	02 17	03	
15	Any other Charges including necessary Electrical wiring at the Stall, Assembling & Dismantling charges & Transportation etc.	-	-	03	
16	Any other necessary cost (Please mention the nature of cost)	-	-	03	
17	Sub Total of Sl. No. 01 to 16				
18	GST @ __ %				
19	Grand Total (Sl. No. 17+18)				

Note:

1. The bidder shall mention the Payment Terms in their quotation.
2. The successful bidder has to carry out the whole work as mentioned above and has to submit GST Invoice for processing payment.
3. The successful bidder has to arrange necessary Electrical wiring of the entire stall, assembling and disassembling of the above items and Transportation charges etc. at their own cost. The necessary cost needs to be included above.

4. The bidder should mention the basic price and applicable GST separately.
5. TDS & GST TDS will be deducted from payment as per law.
6. Payment for extra work not mentioned above shall not be processed unless the work and financial impact is approved by CIPET:SARP-APDDRL-Bengaluru in writing.
7. The Price quoted by the bidder shall be fixed. CIPET will under no responsibility to pay anything more due to any calculation error etc.

Date:

Signature of the Authorized person
of the contractor & seal

Place:

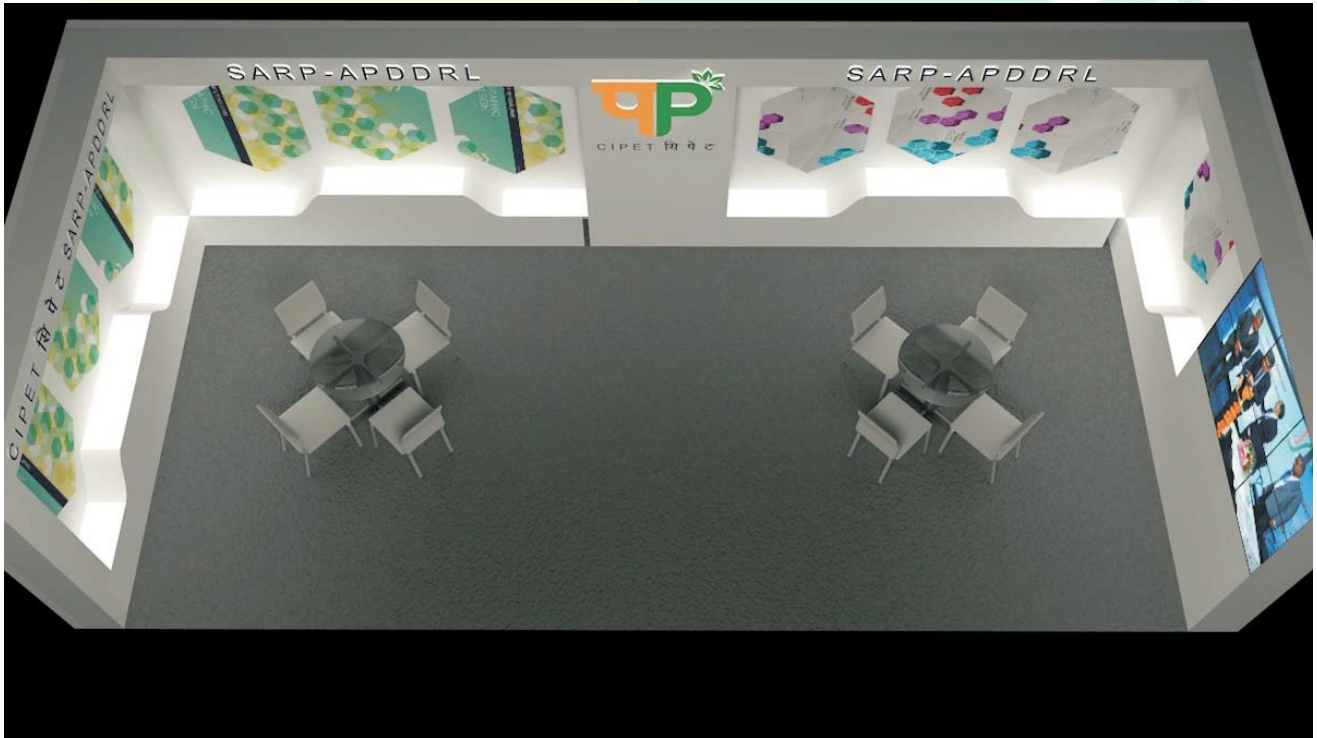


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Annexure-C

Proposed Design of the CIPET Stall at IPLEX, 2019 to be held at Bengaluru International Exhibition Centre, Bengaluru from 23-25th August, 2019 are as under:



Proposed Design of CIPET Stall at IPLEX, 2019

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