

**GOVERNMENT OF INDIA
NORTH EASTERN COUNCIL SECRETARIAT
SHILLONG-793 003**

No.NEC/NAZ/05/2017

Dated, Shillong the 19th May, 2017.

Subject:- Invitation for tenders for event management specialized works for the 66th Plenary of North Eastern Council to be held at Pravasi Bhartiya Kendra, New Delhi on the 29th May, 2017.

The North Eastern Council Secretariat, Ministry of Development of North Eastern Region, Nongrim Hills, Shillong – 793003 invites quotations from established Event Management Agencies for organizing the 66th Plenary Meeting of the North Eastern Council to be held on 29th May, 2017 at Pravasi Bhartiya Kendra, 15-A,Rizal Marg, Chanakyapuri, New Delhi - 110021.

The sealed quotations superscribed **“Quotation for Event Management – specialized works of LED wall panels, multiple camera unit, sound system etc.”** should be addressed to the Director (Administration), NEC Secretariat and should reach Shri Mihir Dey, In-Charge NEC Guest House, Plot No.18, Chanakyapuri, New Delhi-21 on or before 26th May, 2017 by 1200 hrs. Contact No.: (011) 24102502/24104978.

The quotations will be opened on the same day at 1215 hrs in the NEC Guest House, Plot No.18, Chanakyapuri, New Delhi-21 in the presence of such bidders who wish to be present.

The terms and conditions and Proforma for submitting the tender are enclosed as Annexure – I, Annexure – II and Annexure – III.

Interested parties are advised to visit the venue to familiarize themselves with the requirements for the event. A pre- bid meeting will be held on 25th May 2017 in NEC Guest House , Plot No.18, Chanakyapuri, New Delhi-21 at 1300 Hrs.

The detailed tender documents can be viewed at NEC website www.necouncil.gov.in

NEC reserves the right to reject any or all tenders without assigning any reasons thereof.

(E. Swer)
Director (Admn.)

Copy to:-

1. The In-charge, NEC Guest House, Plot No.18, Chanakyapuri, New Delhi-21 for information and necessary action. He will put up this tender notice in the Notice Board at NEC Guest House, Plot No.18, Chanakyapuri, New Delhi-21. He may make wide circulation of the above Tender Notice to all the reputed firms.
2. SA, NIC-NEC, NEC for uploading the tender in the NEC Website.

Subject :- Invitation for tenders for event management work for the 66th Plenary of North Eastern Council to be held at Pravasi Bhartiya Kendra, 15-A, Rizal Marg, Chanakyapuri, New Delhi - 110021 on the 29th May, 2017.

The NEC Plenary meeting is a high level meeting of the North Eastern Council Secretariat where the Hon'ble Union Minister of State (IC) for DoNER and Ex-officio Chairman, NEC, Hon'ble Governors and Hon'ble Chief Ministers of all the 8 (eight) NE States including senior officers from NE State Governments, various Central Ministries attend the Meeting. This year the 66th NEC Plenary Meeting is scheduled to be held on 29th May, 2017 (starting at 0900 hrs) at Pravasi Bhartiya Kendra, 15-A, Rizal Marg, Chanakyapuri, New Delhi – 110021.

Considering the stature of the meeting, NEC Secretariat is planning to hire an event management agency for the following services

FOR Auditorium 66TH PLENARY OF THE NORTH EASTERN COUNCIL TO BE HELD AT PRAVASI BHARTIYA KENDRA, NEW DELHI ON 29TH MAY, 2017

Sl. No.	Particulars	Specification	Estimated Requirement	Days
	Main Stage			
01.	Erection of LED raiser/platform at Centre Stage (Size: 60 x 6 ft) for holding LED panel wall.	Wooden frame structure finished with grey carpet	01	01 *
02	Backdrop (size: 60 x 6 ft) behind the head table to cover LED raiser platform.	Ply base with flex finish	01	01
03.	Side Panels (size: 5 x 14 ft)	Ply base with flex finish	02	01
04.	Connecting Panels (size: 4 x 12 ft)	Ply base with flex finish	04	01
05.	Plasma Box	MDF with polish	10	01
06.	Camera Platform (size: 4 x 4 x 2.5 ft)		05	01
07.	Console Masking (size: 24 x 4 ft)		01	01
08.	Sides (size: 4 x 4 ft)		02	01
09.	Wire Management and masking		Lump sum	01
10	Sound Equipment			
	PA System			
	Top		06	01*
	Base		02	
	Monitor		02	
	Front Frills		02	
11.	Amplifier		02	
12.	Unit of 36 Channel Audio Mixer	With effect rack	01	
13.	Unit of Audio CD Player	Twin CD Player	01	
14.	DI Boxes		03	
15.	Laptop Sound Cable		03	
16.	Sound Engineer		01	
17.	Technicians		04	
18.	Cordless Microphones with stand			
	Podium (1 X 2)		02	
	Dias		20	
	Table mics		36	
	Backup		03	
	Lighting			
19.	LED Par		06	01*

20.	LED batten		06	01*
21.	Truss for timer		01	01*
22.	Dimmer & programming board			01*
	Video Equipment			
23.	LED Wall for Main Stage (Size: 60 x 7.5 ft)	Pixel Pitch : 3 mm	01	01*
24.	Extron 506 Seamless Switcher		03	01*
25.	Scan Converter		03	01*
26.	Viewing monitors 42" Plasma		02	01*
27.	Hi Resolution Plasma/ LED Screen with tilted tripod (42" Diagonal)	DSM	10	01*
28.	50" Plasma	Timer	01	01*
29.	Console Monitor 42"	TFT	02	01*
30.	Clicker		02	01*
31.	Laptop		04	01*
32.	Back-up cabling	In case of any power emergency	Lump sum.	01
33	Recording			
	HD Cameras	With multi setup and editing table	03	01*
	Still photographer		01	01
	Video Rendering	Media in External Hard Disk	01	01
	Professional Audio recording Session wise	-	-	01
34				
	Power			
	62.5 KVA (for 8 hours)	4 gensets	04	01*
	Junction Box & Cables		04	01*
	Wire managers		10	01*
	Miscellaneous			
35.	Standees with Customized Signage Multiple Level . (size: 3 x 5 ft)	Flex print	12	01
36.	Signage for parking area (size: 3 x 5 ft)	Flex print	03	01
37.	Signage on the road leading to the venue. (size 8ft X 4 ft)	Flex print with frame and stand	02	01
38.	Welcome Hoarding (size: 12 x 8 ft)	Flex Print with frame	01	01
39.	Laptop	Higher end i7	01	01
40.	Laser Printer (Black & White)		01	01
41.	Extension Board		02	01
42.	Table Top Xerox Machine with operator including 500 A4 sheets paper		01	01*
43.	Acrylic Name Plates		90	01
44.	Female Ushers for Welcome and Hall Management		06	01
45.	Digital Color Photos (size: 5" x 7")		200	-
46.	Photo Album (Sealed) capacity 200		01	-
47.	Digital Hi Resolution CD of Photos		01	-
48.	Provision of recorded audio session wise on the CDs.		10 nos. per session.	-
49.	Supply of delegate bags/ Portfolio Bags Size (14 inches X 12 inches)	Preferably Jute/ Handicraft bags. (Minimum three samples to be enclosed)	400	Bags should be delivered latest by 27 th May 2017

				afternoon.
50	Still Photographer in Press Conference Hall		01	01
51	1 photo CD with 25 images and 1 photo album with 25 printed photos (Size of each printed photo 5" X 7") in Press Conference Hall			

Remarks 01* means items are to be made ready one day in advance, that is, on 28th May 2017

Signature with seal of the firm

Note:

- 1 While the above requirements have been worked out based on the experience from past NEC Plenary Meetings, however, NEC has the right to increase & decrease the no. of items as per requirement.
- 2 The Agency / Firm should be in position to cater to any changes in requirements.

**TERMS AND CONDITIONS, STIPULATIONS, ELIGIBILITY CRITERIA AND INFORMATION FOR
EVENT MANAGEMENT SERVICES**

1. The Agency/Bidder should be a well established and reputed Firm and must have experience of minimum 3 years in managing and organizing events and having organized a minimum of 5 (five) Events/ Conferences of Government of India/Public Sector Undertaking out of which 2 (two) occasions worth not less than Rs.10.00 lakhs on **each** of these two occasions as a single integrated order should have been organized in high profile Institutions such as Vigyan Bhavan /Pravasi Bhartiya Kendra, New Delhi, during the past 2 years . Attested copies of work order should be attested and submitted along with the bids.
2. The Agency/Bidder should have professional competence/ability to provide dedicated team of professionals for timely execution of the works.
3. The Agency/Bidder should not have been debarred or blacklisted by any Central Ministries/Department of Government of India. A certificate to this effect will have to be submitted by the Agency/Bidder.
4. The agency/bidders are advised to inspect the site before submitting their bids to get fully acquainted with the scope of works. No claims whatsoever will be entertained for any shortcomings due to lack of knowledge of site.
5. The sealed tender documents should be delivered to the NEC Guest House, Plot No.18, Chanakyapuri, New Delhi-21 by 1200 hrs on 26th May, 2017. Tender Documents can be downloaded from www.necouncil.gov.in.
6. While all efforts have been made to avoid errors in drafting of the tender documents, the agencies/bidders are advised to check the same carefully. No claims whatsoever on account of any errors in the tender documents shall be entertained.
7. Each page of the tender document must be stamped and signed by the person or persons submitting the tender in token of his/her/their having acquainted himself/herself/themselves and accepted the entire documents including various conditions of contract. Any Bid with any of the documents unsigned and unstamped is liable to be rejected at the discretion of the Competent Authority of NEC Secretariat. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT.**
8. All bidders are hereby explicitly informed that conditional offer or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Bids not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are liable to be rejected.
9. Tenders have to be accompanied by Earnest Money Deposit (EMD) of Rs.40,000/- (Rupees Forty thousand)only in the form of Demand Draft/Pay Order. The DDs/POs should be drawn

in favour of DDO, NEC, Shillong payable at Shillong. Bids without EMD will be summarily rejected.

10. Successful agency/bidder will have to submit Performance Security equal to 10% of the bid value as Performance Security in the form of Bank Guarantee /Term Deposit Receipt (TDR) in favour of DDO, NEC payable at Shillong valid for a period of 45 days beyond completion of contract.

11. 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 EMD shall be forfeited.

12. No claim shall lie against the NEC Secretariat, Government of India in respect of erosion in the value of interest on the amount of EMD or security deposit.

13. The EMD shall be forfeited :

- (i) If the bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form; or
- (ii) In case of successful bidder, if the bidder
 - (a) Fails to furnish required performance security in accordance with the terms of tender document within the time frame specified by the North Eastern Council Secretariat.
 - (b) Fails or refuses to honour his own quoted prices for the services or part thereof.

14. VALIDITY OF BIDS

- (i) Bids shall remain valid and open for acceptance for a period of 45 days from the last date of submission of bids.
- (ii) In case North Eastern Council Secretariat calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.

15. PREPARATION OF BIDS

15.1 Bid should be prepared as per the instructions given in the Tender document along with all required information, documents in support of the minimum eligibility criteria, valid EMD of requisite amount.

Documents comprising the Bid

- a) Bid submission duly signed and printed on Agency/Bidder letter head.
- b) Bidder's profile.
- c) Copy of tender document duly signed and stamped on each page.
- d) Earnest Money Deposit of Rs.40,000/- (Rupees Forty thousand) only.
- e) All attested supporting documents in proof of having fully adhered to minimum eligibility criteria.
- f) Pan Card must be enclosed.
- g) Sales Tax/VAT/Service Tax Registration Certificate.

h) Latest up to date Income Tax Return / Service Tax payment details should be enclosed.

16. The Agency/Bidder should submit the complete proposal with rates in breakup of each and every item which will be required to conduct the 66th NEC Plenary Meeting in Pravasi Bhartiya Kendra, New Delhi.
17. Bids received after the specified date and time for receipt of bids would not be entertained.
18. Bids incomplete in any form will be rejected out rightly.
19. Any enquiry after submission of the bids would not be entertained.
20. The rates quoted by the successful bidder shall remain valid for a period of 45 days from the date of opening of the bid.
21. The successful bidder shall be required to comply with all the instructions of the officials of Pravasi Bhartiya Kendra and would restore the areas to its original form after the event.
22. Vague, incomplete or quotations by fax, telex, telegram would not be entertained and summarily rejected.
23. The Competent Authority of North Eastern Council Secretariat, Government of India reserves the right to reject any or all tenders without assigning any reasons thereof and accept and award any or part or full contract to any successful agency(s) at its discretion and this will be binding on the bidders.
24. The Competent Authority of North Eastern Council Secretariat, Government of India may terminate the contract if it is found that the agency(s) is black listed on previous occasions by any of the Central Ministries/Department of Government of India.

25. INDEMNITY

- 25.1 The selected agency(s) shall completely indemnify and hold it harmless for all claims, demands, damages, actions, costs and charges to which NEC may become subject, or which it may have to pay or be held liable therefore, by reason of any injury to persons, reputation or property suffered or sustained by any agency or employee of this office or arising out of any activity or negligence or omission of the agency(s).

26. ARBITRATION

- 26.1 All disputes and differences arising out of or in any way concerning or relevant to the contract shall be referred to the sole arbitration of any person nominated by the Competent Authority of North Eastern Council Secretariat, Government of India, Shillong. There should be no objection to any such appointment on grounds that the arbitrator so appointed is a Government Servant, that he had to deal with matters to which this indenture relates or that in the course of his duties as such government

servant, he has expressed views on all or any of the matters in dispute or difference. The award of the arbitrator so appointed shall be final and binding on the parties of the Agreement.

FINANCIAL BID

Sl. No.	Particulars	Specification	Estimated Requirement	Days	Rate quoted per unit	Amount
	Main Stage					
01.	Erection of LED raiser/platform at Centre Stage (Size: 60 x 6 ft) for holding LED panel wall.	Wooden frame structure finished with grey carpet	01	01 *		
02	Backdrop (size: 60 x 6 ft) behind the head table to cover LED raiser platform.	Ply base with flex finish	01	01		
03.	Side Panels (size: 5 x 14 ft)	Ply base with flex finish	02	01		
04.	Connecting Panels (size: 4 x 12 ft)	Ply base with flex finish	04	01		
05.	Plasma Box	MDF with polish	10	01		
06.	Camera Platform (size: 4 x 4 x 2.5 ft)		05	01		
07.	Console Masking (size: 24 x 4 ft)		01	01		
08.	Sides (size: 4 x 4 ft)		02	01		
09.	Wire Management and masking		Lump sum	01		
10						
	Sound Equipment					
	PA System					
	Top		06	01*		
	Base		02			
	Monitor		02			
	Front Frills		02			
11.	Amplifier		02			
12.	Unit of 36 Channel Audio Mixer	With effect rack	01			
13.	Unit of Audio CD Player	Twin CD Player	01			
14.	DI Boxes		03			
15.	Laptop Sound Cable		03			
16.	Sound Engineer		01			
17.	Technicians		04			
18.	Cordless Microphones with stand					
	Podium (1 X 2)		02			
	Dias		20			
	Table mics		36			
	Backup		03			
	Lighting					
19.	LED Par		06	01*		
20.	LED batten		06	01*		
21.	Truss for timer		01	01*		
22.	Dimmer & programming board			01*		
	Video Equipment					
23.	LED Wall for Main Stage (Size: 60 x 7.5 ft)	Pixel Pitch : 3 mm	01	01*		
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30.	Clicker		02	01*		
31.	Laptop		04	01*		
32.	Back-up cabling	In case of any power emergency	Lump sum.	01		
33	Recording					
	HD Cameras	With multi setup and editing table	03		01*	
	Still photographer		01		01	
	Video Rendering	Media in External Hard Disk	01		01	
	Professional Audio recording Session wise	-	-		01	
34	Power					
	62.5 KVA (for 8 hours)	4 gensets	04		01*	
	Junction Box & Cables		04		01*	
	Wire managers		10		01*	
	Miscellaneous					
35.	Standeeds with Customized Signage Multiple Level . (size: 3 x 5 ft)	Flex print	12		01	
36.	Signage for parking area (size: 3 x 5 ft)	Flex print	03		01	
37.	Signage on the road leading to the venue. (size 8ft X 4 ft)	Flex print with frame and stand	02		01	
38.	Welcome Hoarding (size: 12 x 8 ft)	Flex Print with frame	01		01	
39.	Laptop	Higher end i7	01		01	
40.	Laser Printer (Black & White)		01		01	
41.	Extension Board		02		01	
42.	Table Top Xerox Machine with operator including 500 A4 sheets paper		01		01*	
43.	Acrylic Name Plates		90		01	
44.	Female Ushers for Welcome and Hall Management		06		01	
45.	Digital Color Photos (size: 5" x 7")		200		-	
46.	Photo Album (Sealed) capacity 200		01		-	
47.	Digital Hi Resolution CD of Photos		01		-	
48.	Provision of recorded audio session wise on the CDs.		10 nos. per session.		-	
49.	Supply of delegate bags/ Portfolio Bags Size (14 inches X 12 inches)	Preferably Jute/ Handicraft bags. (Minimum three samples to be enclosed)	400		Bags should be delivered latest by 27 th May 2017 afternoon.	
50	Still Photographer in Press Conference Hall		01	01		

51	1 photo CD with 25 images and 1 photo album with 25 printed photos (Size of each printed photo 5" X 7") in Press Conference Hall		-	-		
Total						
All applicable taxes						
Grand total						

Remarks 01* means items are to be made ready one day in advance, that is, on 28th May 2017.

Signature with date of the Authorized person of the firm

Name of the Firm with

Seal _____

Contact No. and address of the

Firm _____