



भारतीय पैकेजिंग संस्थान
Indian Institute of Packaging

An autonomous body under the Ministry of Commerce & Industry, Govt. of India
E-2, Road No. 8, MIDC Area, Andheri East, Post Box No. 9432, Mumbai-400093, INDIA
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IIP/Mumbai/Admin./2019

Tender Notice No: 06

dated: 14/11/2019

Tender for various Set up arrangements for Annual Convocation Ceremony 2019 as per Annexure I & II.

Indian Institute of Packaging (IIP) an autonomous body under Ministry of Commerce & Industry, Government of India, invites online Bids (Technical bid and Commercial bid) through e-Procurement for pandal and other set up arrangements **as per Annexure for IIPs' Annual Convocation Ceremony to be held on 29th November 2019.** The details are available from IIP web-site www.iip-in.com.

Important information

1	Tender Notice No and date	Tender Notice No: 06 dated: 15/11/2019
2	Tender Document Fees	Rs. 500/-
3	Earnest Money Deposit (EMD)	Rs.50,000/-
4	Last Date of Submission of Bid	20 November 2019
5	Date of opening of technical bid	21 November 2019
6	Clarification on bidding may be inquired through mail	iipend@iip-in.com , iip@iip-in.com , directoroffice@iip-in.com
7	Validity of Bids	7 days

Mrs. Afsha Siddiqui

Assistant Director (General Admin & IT)

ABOUT THE INSTITUTE

Indian Institute of Packaging (IIP) is an autonomous body under the administrative control of the Department of Commerce, Ministry of Commerce & Industry, Government of India. Indian Institute of Packaging (IIP) engaged in Research and Development, imparts Post-Graduate Education Programme in Packaging Technology, undertakes testing and evaluation of packages, consultancy etc. IIP also offers large number of short terms and long term professional courses for junior, middle and senior level executives for the executives/Officers of Govt. as well as Corporate Sectors. It also organizes National/International Seminars and Conferences in the field of Packaging.

SCOPE OF WORK

The perspective bidder should be in a position to undertake the job as per the given specifications and complete the work within the prescribed time schedule. Indian Institute of Packaging (IIP) invites quotations from reputed Stand Construction / Event / fabrication & Audio Visual Agencies for Structural set up & various other arrangements for IIPs' Annual Convocation Ceremony to be held on 29th November 2019 at IIP-Mumbai. The event area should contain a minimum area of 1000 sq. mtrs with detailed requirement as mentioned in Annexure-I. The structure should be of international standards with all necessary amenities as required.

ELIGIBILITY CRITERIA

- a) The bidder should have considerable experience of having successfully executed similar works for State / Central Govt. / Autonomous Bodies / Reputed Corporate Organizations, for which documentary evidences are to be submitted.
- b) The bidder should be a legal and duly registered /incorporated business entity which includes Individuals/sole proprietorship firm / registered partnership firm/ a company registered in India and having sufficient resources.
- c) The bidder should not been blacklisted. Bidder shall submit a declaration stating that they were / are not blacklisted by any Ministry or Department of Government of India/State Government, State / Central PSUs/Central Autonomous bodies. In addition, there should not be any pending litigation against the bidder
- d) The agency may visit the Institute to ascertain the job requirements.
- e) Arrangements should be of international standards with all necessary amenities as required.
- f) The agency should have past projects undertaken in similar requirement with minimum area of 1000sq. mtrs. and above.
- g) The agency should have minimum 6-8 years of experience and existence.
- h) The agency should submit details of similar work / project undertaken in past.
- i) The agency should have minimum annual turnover of **Rs. 50 lacs** or above.
- j) The agency should submit last 3 years balance sheet / annual report along with other company credentials and client list
- k) The institute reserves its sole discretion about selection / rejection about appointment of the agency without giving any reason.
- l) No advance payment to be made prior to the event. The payment shall be made after the event upon satisfactory results.

MODE OF SUBMISSION

Online through portal <http://eprocure.gov.in/eprocure/app>

TERMS OF PAYMENT

1. Payment will be made only after submission of the original bill / invoice on satisfactory completion of work.
2. Payment will be made through on-line upon submission of bills. TDS will be deducted as per rules.
3. In case of delayed/defective/unsatisfactory/below the standard work, penalty shall be imposed, after assessing the extent of loss suffered by the Institute.
4. If the work is not completed by the scheduled date, the work order shall be deemed to have been cancelled.

TERMS AND CONDITIONS FOR TECHNICAL BID AND FINANCIAL BID FOR ONLINE BID SUBMISSION

1. As per the directives of Department of Expenditure, the tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.
2. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app> . In the Technical Bids, the bidders are required to upload all required documents in .pdf format.
3. Bidder are advised to follow the instructions provided in the 'Instructions to the Bidder for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.
4. The tender has to be submitted on-line on or before the due date. The offers received after the due date and time will not be considered. No manual bids will be considered.
5. **Preparation of Bids:** The offer/bid should be submitted in two bid system (i.e. **Technical bid and financial bid**).
6. The **Technical bid (Annexure I)** should consist of all technical details and supporting documents along with scan copies of DD for Tender fee and EMD in favor of **Indian Institute of Packaging**. Original DDs for Tender fee and EMD should reach Assistant Director (Admin), Indian Institute of Packaging, E-2, MIDC Area, Andheri East, Mumbai-93 within 2 working days of bid submission end date.
7. The **Financial bid** should indicate Price and applicable taxes.

8. The online bid will be opened by a committee duly constituted for this purpose. The technical bid will be opened first and will be evaluated by the committee. The financial bid will be opened only for the technically qualified bidders.
9. Conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the bidder.
10. Responsibilities of the vendor for executing the contract.
 - (i) Timely delivery is the essence of the contract.
 - (ii) The vendor shall meet all the requirements of set up arrangements in good and workman-like manner, and by the process specified. If execution of the job is not in accordance with specifications and/or terms and conditions, interalia, the services are liable to be rejected without any compensation and/or any penalty including forfeiting the security deposit and/or black listing of the vendor and / or any other penalty as deemed fit by the Institute. In this regard the decision of Institute shall be final and binding on the printer.
11. The vendor shall, whenever called upon to do so, give full particulars and information with regard to any work in hand and shall also permit any officer deputed by institute to inspect the premises to verify the progress of work.
12. Quality material of international standards is to be used.
13. The final set up to be made ready for Inspection two days prior to the date of Convocation ceremony to ensure 100% error free work. Any other requirement deemed necessary shall be intimated by the officer deputed by the Indian Institute of Packaging, Mumbai.
14. The vendor shall comply with the instructions issued from the Indian Institute of Packaging time to time.
15. The firm should indicate all the relevant data mentioned in technical specifications.

ANNEXURE-I

16. Schedule of Requirement :

The pavilion should contain:

- Strong Wooden Platform covering the event area with minimum size of 45X24 mtr, with required permissions for set up
- Stage with carpet for ceremony & Cultural programme with size of 40 X 20 feet covered with ceiling by truss.
- Green rooms behind stage : 2 nos. with basic amenities such as tables, chairs, mirror, plug point etc. having size of 3X3 mtrs each
- Carpeting for area 45X24mtr
- Head Table with cover & frill on stage & VIP chairs 7-8 nos.
- Built up octonorm / equivalent wall partition system on both sides of platform area.
- Podium : 2 nos. with branding (2X4ft) printed on sun board / vinyl
- Pagoda Set up - 2 nos. with fascia
- Cloth Partition outside area with approx 300 running feet.
- Bright illumination & General Lighting (over 40 Metal halide).
- Chairs with covers: 500nos.
- 2 seater Sofas with cover: 16 along with centre tables
- Tables for display of mementoes / medals as well as for refreshment
- Cleaning of area pre and post event
- Generator 125KVA: as per requirement
- Cabling for Generator
- Box Gate fabrication; flex printing and mounting 1 no. (20 X 14 X 3)
- Hoardings 2 nos. (12 X 10 ft)
- Standiee banner 4 nos. (4.5 X 10 ft)
- Sponsor branding display (12X10) with frame on flex
- Lamp (Samai) and other arrangements for lamp lightening ceremony
- Plants & floral decoration on stage
- Temporary Chemical Toilets directional signages (4 nos.)
- Jute Carpet on Road outside area (approx 500 sq. mtrs.)
- Pedestal Fans (covering platform area for approx 400 audience)
- Registration counters on wooden platform in Octonorm/ maxima system for 8X3 mtrs. with partition, fascia name and queue managers.
- All statutory permissions & licenses deemed to be necessary.

ANNEXURE-II

• **Technical Requirement of Audio Visual equipment.**

Particulars	Quantity	Days
VIDEO:		
LED Wall 40 X 10 ft	1	1
Wooden raiser for mounting of LED Wall (as above)	1	1
Watchout software for projection	1	1
Laptop	2	1
Seamless Switcher	1	1
Remote Mouse / clicker	1	1
Monitor and Plasma screens	5	1
SOUND SYSTEM		
Hi Fi Professional sound system with JBL VRX932.8 speakers & 4 base with Digital Mixer preferable Yamaha LS9, Crown Amplifier & DBX Equilizer.	1	1
Additional feedback controllers & DI Boxes	1	1
Lapel Mics	2	1
Goose Neck Mics for Podium	2	1
Cordless Hand Mics	2	1
Vocal mics with small and big stands	2	1
SLV Console with frame & black cloth masking 12 X 4ft	1	1
LIGHTS		
LED Lights	30	1
Dimmer Pack	1	1
Smoke Machines	2	1

Follow Spot	1	1
Par Cans	20	1
Genset 125KVA	1	1
Video Shooting & Photography (full day)	1	1
Walky Talkies for communication	6	1
Obtaining all statutory permissions & licenses deemed to be necessary.	A/A	1

BID SUBMISSION

The Online bids shall be uploaded online as explained below:-

Envelope – 1: Technical Bid		
1	Annexure – 1 (With Supporting Documents)	In PDF format
2	Scan Copy of DD for Tender Fee	In PDF format
3	Scan Copy of DD for EMD	In PDF format
Original DDs for Tender fee and EMD should reach Assistant Director (Gen. Admin), Indian Institute of Packaging, E-2, MIDC Area, Andheri East, Mumbai-93 within 2 working days of bid submission end date.		
Envelope – 2 : Financial Bid		
1	Annexure –2	In Excel format