

National Commission for Women
Plot No 21, Jasola Institutional Area
Delhi: 110025.



Tender for managing the event of Foundation Day Function of National Commission for Women on 31.01.2023 at Plenary Hall, Vigyan Bhawan, New Delhi

NCW/02-34/34-NCW(GA) DATED 18.11.2022

Last date & Time of Tender: 28.11.2022 at 6.00 PM

National Commission for Women
Plot no. 21, Jasola Institutional Area, Jasola
Delhi:110022

Date : 18.11.2022

Notice for Inviting Tender from qualified firms for managing the event of Foundation Day Function of National Commission for Women on 31st January, 2023 at Plenary Hall, Vigyan Bhawan, New Delhi

Note: This is an open tender and the technical and financial bids are to be submitted to the Under Secretary (GA), National Commission for Women, New Delhi

1. Background

- 1.1. National Commission for Women (NCW) plans to organise a function in the Plenary Hall of Vigyan Bhawan, New Delhi on the occasion of its Foundation Day on 31st January, 2023. There will be about 1200 to 1500 participants.
- 1.2. Her Excellency President of India and Hon'ble Minister of Women and Child Development are likely to be the Chief Guest and Guest of Honour respectively.
- 1.3. The function is likely to start at 11 AM and is likely to continue up to 5 P.M on 31st January, 2023. In the forenoon, there will be inaugural session followed by a technical session in the afternoon.

2. Scope of Work

- 2.1. The successful bidder will manage the event and assist the Commission for successful organization of the function in the Plenary Hall of Vigyan Bhawan, New Delhi on 31st January, 2023. The major requirements from the successful bidder for this function are given below :

2.1.1. Manpower Requirement :

- 2.1.1.1. Well Qualified Comper for compering and managing the sequence of events on 31st Jan, 2023 along with the No Objection Letter and Letter agreeing to the FD dates. Successful bidder has to depute comper, on 30.01.2023 for rehearsal purpose as well.

2.1.2. Audio & Video Facility :

- 2.1.2.1. One number of LED wall at rear side of the Plenary Hall for displaying the various activities/presentations during the function on 31.01.2023.

(Specification given in the financial Bid).

- 2.1.2.2. Augmenting the existing AV system by providing additional required instruments for Plenary Hall, Vigyan Bhavan for better output.
- 2.1.2.3. Video Coverage of the complete event with proper mixing and editing for both sessions. The source media also need to be handed over to the Commission for both the sessions.
- 2.1.2.4. Coverage of complete / entire event by still photography. All the photographs in digital format need to be handed over to the Commission for both sessions.

2.1.3. Printing and Stationary:

- 2.1.3.1. Printing of Invitation Cards, & its envelop:
 - 2.1.3.1.1. Envelope– 4 colour, Ivory cards, 300 GSM with embossed golden colour emblem (500 no.)
 - 2.1.3.1.2. Invitation and programme schedule in English and Hindi in cards - 4 colour, Ivory cards, 300 GSM, bilingual with embossed golden colour emblem (500 no.)
 - 2.1.3.2. Printing of 250 Nos. of Dinner Card, bilingual (4 colours, 300GSM).
 - 2.1.3.3. Printing of 200 Nos. of Car Parking Label (VIP-50 & Ordinary-150).
 - 2.1.3.4. Printing of Name Plates for Dais, Sign Boards, The quantity will be approx. 50 Nos., bilingual.
 - 2.1.3.5. Backdrops, Boards & Signage at the road round about, gates and inside Vigyan Bhawan. The dimension and quantity is provided in Appendix – I
 - 2.1.3.6. Six Types of Badges with names in different colour code for VIPS, Invitees, Media, Organisers and Crew Members as per specimen. The size and quantity is provided in Appendix - I.
 - 2.1.3.7. Lanyards for entry badges in different colour code. The quantity is provided in Appendix - I.
- 2.1.4. **Web casting/ live streaming** : Web casting/ live streaming on social media platforms of the entire event from Vigyan Bhawan, on 31.01.2023 for both the session (entire day) (plenary hall) (Expenses of the broadband line connection Vigyan Bhawan to be borne by the bidder for one day)
- 2.1.5. Registration Desk Kiosk in three canopies has to be set up for six persons at the entrance of Vigyan Bhawan.

NOTE:

1. The quantities mentioned above are indicative. It may increase/decrease. Accordingly the final payment will be released on pro-rata basis.

2. Quality of paper are as follows

2.1. Invitation Card :

- 2.1.1. Envelop-4 colour at least 300 GSM
- 2.1.2. Cards-Ivory cards 4 colour atleast 300 GSM

2.2. Delivery Schedule – All the delivery should be delivered as per the following schedule

Delivery/specimen approval schedule

S. No	Badges/Item	Specimen to be submitted to NCW	Specimen approval date by NCW	Final Product Delivery time & date
1.	Entry badges	15.12.2022; 11.00hrs	17.12.2022; 11.00 hrs	25.01.2023; 11.00 hrs
2.	Lanyards	15.12.2022; 11.00hrs	17.12.2022; 11.00 hrs	25.01.2023; 11.00 hrs
3.	Invitation cards, its envelopes and Dinner cards	15.12.2022; 11.00 hrs	17.12.2022; 11.00hrs	25.01.2023; 11.00 hrs

2.3. The successful bidder will complete all the erections/installation work (including backdrops / LED Screen) in Vigyan Bhawan and demonstrate output of all the AV equipments by 30.01.2023 by 6.00 PM

3. Pre-qualification Conditions

3.1. Pre-qualification will be based on meeting the minimum criteria regarding the Applicant's experience, personnel and financial position, as demonstrated by the Applicant's responses in various forms attached along with the Letter of Application (**Annexure – A**)

3.2. The agency/bidder should be a well established Professional Conference/Event Organizer and must have experience of minimum **03 Years** in the same industry and organized a minimum of **03 (three)** Events/Conferences/Award Ceremony of Government of India/Central PSUs/State Govt. and all of which should have been organized in Plenary Hall, Vigyan Bhawan, New Delhi during the past **03 (three) years. Fill enclosed Annexure - B** and furnish documentary proof for the same (Without proper certificate it will be treated that the information provided is incomplete or bidder has not completed any aforesaid job).

- 3.3.** Must have average annual financial turnover from related works (Turnover of the bidder from event management) during the last three financial years ending 31st March 2022 as Rs.15,00,000/- (Rupees fifteen lakh only). Fill enclosed **Annexure – C, CA’s certificates are required** and furnish documentary proof for the same viz. Audited Statement of Accounts of last three financial years ending 31st March 2022 and Income Tax Returns of the same period (Without CA’s certificate, the Annual Turn Over (Annexure C) will be treated as invalid and the bid will be rejected)
- 3.4.** The firm must be registered with Registrar of Companies on under relevant Law/Act and with Trade and Taxes/Sales Tax and Service Tax Department. Copies of certificates of Incorporation, GST registration and PAN must be enclosed.
- 3.5.** The firm should have the following experience during the last 3 years:-
- 3.5.1. Three similar completed works costing not less than Rs.3 lakhs.
- 3.5.2. Two similar completed works costing not less than Rs.4 lakhs.
- 3.5.3. One similar completed work costing not less than Rs.5 lakhs.
- 3.6.** Bidder has to fill the Checklist along with page no. of the enclosed documents available in the bid document.

Note: Similar work means organised similar events/conference/award function of Government of India/State Government/Central PSUs

4. SELECTION PROCEDURE

- 4.1.** A Constituted Committee will evaluate the Technical & Financial Bids received on the basis of eligibility criteria mentioned Tender Clause No. 3.
- 4.2.** Combined Quality Cum Cost Based System of selection shall be used.
- 4.3.** Under QCBS, the **Technical** proposal will be allotted **weightage of 50%**, while the **financial** proposal will be allotted **weightage of 50%. i.e. 50:50 ratios.**
- 4.4. The detail of Technical/Quality parameter is as under :**

S.No	Item	Technical Score
1.	No. of Conference / Events / Award Ceremony organized for Government of India/State Government/Central PSUs in the past 03 years (i.e. 2018-19 to 2022-23) in the Vigyan Bhawan. For less than three events – 0 marks For three to five events –10 marks For six to eight events – 20 marks	25

S.No	Item	Technical Score
	For Nine and above events – 25 marks (As Mentioned in Annexure-B)	
2.	Well Qualified Compere - TV/All India Radio (AIR) English / Hindi News Reader (No objection letter along with consent letter of compere agreeing for compeering of foundation NCW day 31 st January, 2023 – required be submitted, as mentioned in clause 2.1.1.1)	10
3.	Average annual turnover of last three financial year ending 31 st March 2022 – need be 15 Lakh, as mentioned in clause 3.3	10
4.	Quality of invitation cards (Specimen provided with technical bid.)	5
	Total	50

4.5. The agencies scoring 50 per cent marks (25 marks out of 50 marks) or above in Technical Evaluation/Quality Parameter and fulfil all the eligibility criteria will be eligible for opening of their financial bids.

4.6. The technically qualified bidders will be informed the date and time of opening of the financial bids by email.

4.7. Financial Bid Evaluation: Proposal with the lowest cost (L1 bidder) will be given a financial score of 100 and other proposal given financial scores that are inversely proportional to their prices.

Example:

Bidder Name	Total amount quoted (Rs.) of Financial Bid	Financial Score
A	80	$80/80 \times 100 = 100.00$
B	100	$80/100 \times 100 = 80.00$
C	150	$80/150 \times 100 = 53.33$

4.8. Overall Evaluations – Identification of successful bidder

Total/Final Score as pr criteria Technical/Quality Score X Technical Weightage in %
i.e. 50% + Financial Score X Financial Weightage i.e. 50%.

The Bidder who obtains maximum Total/Final Score will be declared as successful

bidder.

Example:

Bidder Name	Technical/ Quality Score obtained	Financial Score obtained	Calculation	Final Score	Rank of the Bidder
(1)	(2)	(3)	(4)	(5)	(6)
A	85	100	$(85*50\%) + (100*50\%)$	42.50+50.00=92.50	L1
B	97	80	$(97*50\%) + (80*50\%)$	48.50+40.00=88.50	L2
C	90	53.33	$(90*50\%) + (53.33*50\%)$	45.00+26.66=71.66	L3

Here Bidder 'A' will be declared as successful bidder.

5. Sale of Tender

Tender document containing requirements, terms, conditions and technical specifications etc. can be downloaded free of cost from the website of National Commission for Women i.e. <http://ncw.nic.in>.

Tender Fees Payment would be in Demand Draft / Banker's Cheque (non refundable) form of **Rs. 100/-** (Rupees one hundred only) in favour of the PAO, National Commission for Women payable at New Delhi, **from any of the Commercial Banks**.

Bidder should prepare tender fee as per the above-specified instructions. The original should be posted/couriered/deposited in person to the tender processing NCW office latest by the last date and time of bid submission. **No delay on postal/courier etc. will be considered.** The details of the Demand Draft/Banker's Cheque, physically sent must tally with the details available in the scanned copy and data entered during bid submission time **otherwise the uploaded bid will be rejected. Tender/Bid received without tender fee shall be rejected.**

6. Critical Dates

Start Date & Time of tender download	: 18/11/2022 at 12.30 pm
End Date & Time of sale of tender/download	: 27/11/2022 at 6.00 pm
Start Date & Time of submission of tender	: 18/11/2022 at 06.30 pm
End Date & Time of submission of tender	: 28/11/2022 at 6.00 PM

Date & Time of opening of Technical Bid

: 30/11/2022 at 11.30 am

7. Bid Validity

Bid shall remain valid for 150 days from the date of opening of the tender.

8. Submission of Bids

The complete tender under 2-bid system (Two separate sealed envelopes superscribing “Technical Bid” and “Financial Bid”) is to be submitted by post or by person in the office of the Under Secretary (GA), National Commission for Women, Plot No. 21, Jasola Institutional Area, New Delhi – 110025. The main envelope should be superscribed as **“Tender for managing the event of Foundation Day Function of National Commission for Women on 31.01.2023 at Plenary Hall, Vigyan Bhawan, New Delhi”** containing the following documents:

8.1. Technical Bid

- 8.1.1. Applicant’s experience, personnel and financial position, as demonstrated by the Applicant’s responses in various forms attached along with the Letter of Application (**Annexure– A**) as refer point no. 3.1. (Pre-qualification conditions)
- 8.1.2. Events/Conferences/Award Function of Government of India/Central PSUs/State Govt. and all of which should have been organized in Plenary Hall, Vigyan Bhawan, New Delhi during the past **03 (three) years**. **Fill enclosed Annexure – B** and furnish documentary proof for the same (Without proper certificate it will be treated that aforce information is incomplete or bidder has not completed any aforesaid job). As refer to point no. 3.2 (Pre-qualification conditions)
- 8.1.3. Must have average annual financial turnover from related works (Turn over of the bidder from event management) during the last three financial years ending 31st March 2022 as Rs.15,00,000/- (Rupees fifteen lakhs only). Fill enclosed **Annexure – C, certified CA’s certificates require** and furnish documentary proof for the same viz. Audited Statement of Accounts of last three financial years ending 31st March 2022 and Income Tax Returns of the same period. As refer to point no. 3.3 (Pre-qualification conditions)
- 8.1.4. Declaration as per **Annexure – D**
- 8.1.5. Tender Acceptance Letter as per **Annexure – E**
- 8.1.6. Documents as mentioned in **pre-qualification conditions at 3.2 to 3.5.3** including self attested copies of Registration Certificate, Service Tax No., PAN/TIN No., experience certificates of carrying out similar nature of work, latest Income Tax certificate, balance sheets/audited statements of account or any other relevant document to prove the annual turnover as per pre-qualification condition.

- 8.1.7. An instrument as mentioned in para 5 above of **Rs. 100/- (Rupees one Hundred Only)** in favour of the PAO, National Commission for Women, payable at New Delhi, **from any of the Commercial Banks**, as Tender Fee.
- 8.1.8. No delay on postal/courier etc. will be considered. Tender/Bid received without tender fee shall be rejected.
- 8.1.9. The tenderer will put page number and authorized signature on each page (both side) compulsorily of all the Annexure / Supporting Documents enclosed in technical bid and in absence of it, the bids will be rejected.
- 8.1.10. The Technical Bid should also contain Sample Invitation & Dinner Card and proposed stationery by mentioning the GSM needs to be submitted.
- 8.1.11. Details of completed works of similar nature (**Annexure-B**) need to be submitted alongwith supporting documents.
- 8.1.12. Annual turnover (**Annexure-C**) needs to be submitted along with supporting documents.

8.2. Financial Bid

- 8.2.1. The duly filled Financial Bid as per proforma given in the tender document at **Annexure – F** will have to be submitted electronically / online separately under two cover system. **Conditional Financial Bid shall be summarily rejected.**
- 8.2.2. The online submission of bids must be completed before the last date and time. DD towards Tender Fees must reach the tender inviting authority by post/courier **Any request for extension of submission date will not be considered.**

9. Opening of Bids

Technical Bid will be opened **in NCW office on 30/11/2022 at 11.30 am** in which the tenderers or their representatives can participate. Financial Bid will be opened only of those tenderers who qualify Technical Bid evaluation criteria. Such technically qualified tenderers shall be intimated about date and time for opening of Financial Bid by email/telephone etc.

10. Right to accept any tender and to reject any or all tenders

The Commission reserves the right to accept or reject any tender, and or to annul the bidding process and/or reject all tenders at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for Commission's action.

11. Subletting - Subletting of the contract is not permitted.

12. Signing and Commencement of Contract

Successful firm/agency/contractor will be intimated and the contract agreement will be signed between the two parties i.e successful firm/agency/contractor and the Commission. The preparation of the contract agreement with proper seal and signature etc. would be done by the successful firm in consultation with the Commission

13. Payment Terms

No advance payments will be made. Payment will be made after the successful organisation of the event upon obtaining satisfactory performance certificate from the Commission.

NCW will deduct applicable TDS and other statutory levies, if any, from the bills.

Levy/Taxes payable by contractor – GST or any other tax on materials in respect of this contract shall be payable by the contractor and it shall be deemed to have been included in the quote.

All tender rates shall be inclusive of all taxes and levies payable except Service Tax/GST under respective statutes. However, pursuant to the Constitution (46th Amendment Act, 1982), if any further tax or levy is imposed by Statute, after the last stipulated date for the receipt of tender, including extensions if any and the contractor thereupon necessarily and properly pays such taxes/levies, the contractor shall be reimbursed the amount so paid.

14. Penalty

Financial penalty will be imposed in case of non compliance of scope of work or shortfall, if any, in scope of work or non-compliance of quality of material/requirements as committed will attract the financial penalty @ 10% of the total contract value or more depending upon the default/short coming in performance. Such penalty amounts will be deducted from the payment due.

If the agency failed to complete setting up of required infrastructure and demonstrate the same on 31.01.2023 at 07.00am of plenary hall, Vigyan Bhawan, New Delhi the Commission may take action to debar the agency from participation in future tenders and/or black list the agency.

15. Liquidated Damages

Commission reserves the right for termination of the contract at any time by giving 3 (three) days written notice, if the services are found unsatisfactory and also has the right

to award the contract to any other agency at the cost, risk and responsibilities of Service Provider and excess expenditure incurred on account of this, will be recovered by Commission from Security Deposit or pending bill or by raising a separate claim.

16. Force Majeure

Notwithstanding the provisions stated above, Service Provider shall not be liable for forfeiture of its performance security, penalty 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.

For purposes of this clause, "Force Majeure" means an event beyond the control of the Service Provider and not involving Service Provider's fault or negligence and not foreseeable. Such events may include, but are not be limited to, acts of God, wars, revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a "Force Majeure" situation arises, Service Provider shall promptly notify the Commission in writing of such conditions and the cause thereof. Unless otherwise directed by the Commission in writing, Service Provider 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.

Time for performance of the relative obligation suspended by "Force Majeure" shall then stand extended by the period for which such cause lasts.

17. Termination of Contract

17.1. The contract may be terminated on any one of the following reasons by giving 3 (three) days notice by the Commission :

17.1.1. Due to change in Government procedures.

17.1.2. The contractor not performing his duties satisfactorily;

17.1.3. For committing breach of contract of any of other terms and conditions of the agreement.

17.1.4. Foreclosure of contract due to abandonment or reduction in scope of work – If at any time after acceptance of the tender, the Commission shall decide to abandon or reduce the scope of the works for any reason whatsoever and hence not require the whole or any part of the works to be carried out, the Commission shall give notice in writing to that effect to the contractor and the contractor shall act accordingly in the matter. The contractor shall have no

claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of the works.

18. Arbitration

All disputes or differences arising out or in connection with the contract shall be settled by bilateral discussions. If any dispute cannot be settled by mutual discussions within thirty days an independent arbitrator shall be appointed on consent of both parties. The arbitration proceedings shall be held under the provisions of the Arbitration and Conciliation Act 1996 and any of its subsequent amendments. The arbitration proceedings shall be in English and the venue of arbitration shall be Delhi

19. Applicable Law

- 19.1.** All matters connected with this contract shall be governed by Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.
- 19.2.** No alternative offer shall be considered.
- 19.3.** Commission reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without assigning any reason.

20. General Terms and Conditions

- 20.1.** All the corrigendum/addendums regards to this tender will **only** be published in NCW website (<http://ncw.nic.in>).
- 20.2.** All the required manpower will be in proper uniform preferably saree for female and formal for male.
- 20.3.** All parts of the specification shall be read in conjunction with each other. In case where requirements given in different parts differ, the most stringent shall govern.
- 20.4.** The contractor shall provide all necessary manpower, tools and tackles, consumables, transport, instruments etc. required to carry out work as per this document/direction of the Commission.
- 20.5.** Where proper execution of work depends upon the performance of other agencies or where the contractor considers that his work is being unreasonably interrupted by the activities of other agencies he shall so notify to the Commission immediately. If the contractor fails to do so, it shall be deemed that he is satisfied with the prevailing conditions/situations.
- 20.6.** All work shall be carried out to the entire satisfaction of the supervising personal of the Commission. Any work found to be carried out without the approval of the

- Commission or work, which is considered to be unsatisfactory or of poor quality, shall be rectified by the contractor without any additional cost to the Commission.
- 20.7. The contractor shall complete and fulfil all formalities with the statutory authorities having jurisdiction in the area.
 - 20.8. The contractor shall attend review meetings and all other meetings called by the Commission.
 - 20.9. In case of non-deployment of manpower and/or service not provided to the satisfaction of the Commission, the Commission reserves the rights to get the work done through other agency at the risk and cost of the contractor and suitable amount shall be deducted from the payment of the contractor.
 - 20.10. Rates of items quoted shall be inclusive of all taxes, duties, levies, payments etc. Also the rates quoted by the bidder shall be inclusive of all payments to be made by the bidder to all manpower and all costs toward workmen compensation, PF, insurance etc.
 - 20.11. No Sales Tax exemption forms shall be issued by the Commission to the contractor.
 - 20.12. Commission reserve the right to cancel the event in any exigency at short notice even after the tender is finalised and in that case no payment will be made to the vender.
 - 20.13. Editable version(s) of soft copies of all print matter of foundation day 2023 (either coral draw or docx) shall be the property of this Commission and is to be provided to this Commission by the vendor by 01.02.2023.
 - 20.14. Without CA's certificate, the Annual Turn Over (Annexure C) will be treated as invalid and the bid will be rejected.
 - 20.15. Note: Single and item-wise bills along with soft and hard copies of matter (webcast, photograph-unedited and edited both etc) need to be submitted by the vendor within a month i.e. latest by 28th Feb, 2023 toward further processing for payments.

Shivani Dey 18/11/22

Shivani Dey
(Under Secretary)
National Commission for Women

Appendix – I

Requirement of Backdrop/Parking Stickers / Entry Badges / Hoardings / Digital Printed Lanyards for entry badges (Appendix-I), bilingual

<u>S.NO.</u>	<u>DESCRIPTION</u>	<u>SIZE</u>	<u>QTY.</u>
1	Backdrop Side Wing – Inside Hall	6 x 14 ft	2
2	Main panel-outside Vigyan Bhawan	32 x 14 ft	1
3	Theme Panel – on Dais	8 x 2 1/2 ft	1
4	Welcome hoarding	16 x 7 ft	2
5	Podium panel	2 x 4 ft	2
6	Welcome panel	4 x 8 ft	6
7	Road hoarding	6 x 12 ft	8
8	Direction Panel	2 x 6 ft	6
9	Parking Direction Panel	5 x 6 ft	4
10	Alighting Panel	5 x 6 ft	2
11	LED Wall frame	12ft x 12ft	1
12	Parking Stickers (150 Nos. Ordinary & 50 VIP)	4 x 6 inches	300
13	Entry Badges	3 1/2 x 5 inches	
	Invitee		1600
	Event crew		100
	Media		100
	Organiser		100
	Staff		100
	VIP		100
14	Lanyards for entry badges		2000

LETTER OF APPLICATION

[NOTE: This Letter of Application is to be given on the letter head paper of the Applicant including full postal address, telephone no., fax no., and email address]

To,

The Under Secretary
National Commission for Women
Plot No. 21, Jasola Institutional Area, New Delhi-110025

Sir/Madam,

1. Being duly authorized to represent and act on behalf of
..... (hereinafter referred to as “the Applicant”) and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby applies for the following:

“Tender for managing the event of Foundation Day Function of National Commission for Women on 31st January, 2023 at Plenary Hall, Vigyan Bhawan, New Delhi”

2. Attached to this letter are copies or original documents defining
- a. Applicant’s legal status;
 - b. Applicant’s principle place of business; and
 - c. the place of incorporation (for Applicants who are corporations) or the place of registration and the nationality of the owners (for Applicants who are partnerships or individually-owned firms).
3. The undersigned declare that statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed
Name
Contact Number
For and on behalf of

GENERAL INFORMATION:

All individual firms applying for tender are requested to complete the information in this form. Information to be provided for all owners or applicants who are partnerships or individually owned firms.

1.	Name of firm:	
2.	Head office address:	
3.	Registered office address:	
4.	Telephone:	Contact:
5.	Fax:	E-mail:
6.	Place of incorporation/ Registration No.	Year of incorporation / registration

STRUCTURE AND ORGANIZATION

1. The Applicant is
 - a. an individual
 - b. a proprietary firm
 - c. a firm in partnership _____
 - d. a Limited Company or Corporation
2. Attach the Organization Chart showing the structure of the organization, including the names of the Heads and position of officer
3. Have you ever left the work awarded to you incomplete: (If so, give name of project and reasons for not completing the work)

Seal and Signature of Tenderer
(Name and Designation of the authorized signatory)

DETAILS OF COMPLETED WORKS IN VIGYAN BHAWAN
(During last four years ending October 31st 2022)

S. No.	Year	Name of the Event	Name of the client	Brief Description of the Event	Date/ Duration of Event	Value (Rs.)
1.	2018-2019					
2.	2019-2020					
3.	2020-2021					
4.	2021-2022					
5.	2022-2023					

Note: Please attach supporting documents for the above furnished information. (Completion certificates and good will certificates from the clients). Without proper certificate it will be treated that aforce information is incomplete or bidder has not completed any aforesaid job.

Seal and Signature of Tenderer
(Name and Designation of the authorized signatory)

ANNUAL TURN OVER

(For any below mentioned three years may be provided)

FINANCIAL YEAR	ANNUAL TURNOVER AS PER AUDITED BALANCE SHEET (in Rupees)
2018-2019	
2019-2020	
2020-2021	
2021-2022	
Average Annual Turnover	

Note: The above data is to be certified by CA (This is mandatory). Without CA's certificate, the Annual Turn Over will be treated as invalid and the bid will be rejected.

Seal and Signature of Tenderer
(Name and Designation of the authorized signatory)

DECLARATION

Declaration letter on official letterhead stating the following:

1. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
2. We are not blacklisted by any Central / State Government / Public Sector Undertaking / Corporates in India.

Yours faithfully,

(Signature of the Authorized person)

Date:

Name:

Place:

Designation:

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date: _____

To,
The Under Secretary,
National Commission for Women,
Plot No. 21 Jasola Institutional Area,
New Delhi – 110 025

Sub: **Acceptance of Terms and Conditions of Tender**

NCW/02-34/34-NCW(GA) DATED 18.11.2022

Name of Tender/Work: Managing the event of Foundation Day Function of Commission of Earth Sciences on 31st Jan, 2023 at Plenary Hall, Vigyan Bhawan, New Delhi

Dear Sir/Madam,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned “Tender/Work” from the web site(s) namely: <http://ncw.nic.in>
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/ We hereby unconditionally accept the tender conditions of above - mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

Seal and Signature of Tenderer
(Name and Designation of the authorized signatory)

ANNEXURE – F

**Financial Bid for managing the event of Foundation Day Function of National Commission for Women on 31.01.2023 at Plenary Hall,
Vigyan Bhawan, New Delhi**

S. No.	Item Description	Qty.	Unit	Unit Price (Rs.)	Total Price (Rs.)	GST (Rs.)	Total Cost(Rs.)
1	2	3	4	5	6	7	8
					(3 X 5)		(6+7)
A	Manpower Requirement						
1	Well Qualified Comper along with the No objection letter and letteragreeing to the FD dates	1	No.				
B	AUDIO & VIDEO FACILITY						
1	LED Wall as per specification mentioned at Clause 2.1.2a Size10ft (Width) X 08ft(Height) Pixels 2.8 or better quality. For Plenary hall	1	No.				
2	Required infrastructure for augmenting audio video system of plenary hall Vigyan Bhavan for betteroutput	1	No.				
3	Video Coverage for 31.01.2023 – For Both Sessions	1	Day				
4	Still photography coverage (02 numbers of albums of 200 selected photos in addition to all the photographs indigital format must be provided to the Ministry) – For Both Sessions	1	Day				
C	Printing & Stationery						
1	Printing of Invitation Card & its envelop (as per sample approved) with embossed golden colour emblem						
1.1	Envelope– 4 colour, 300 GSM with embossed golden colour emblem	500	Nos.				
1.2	Invitation and programme in English and Hindi in Ivory cards-4 colour 300 GSM, bilingual with embossed golden colour emblem	500	Nos.				

S. No.	Item Description	Qty.	Unit	Unit Price (Rs.)	Total Price (Rs.)	GST (Rs.)	Total Cost(Rs.)
1	2	3	4	5	6	7	8
					(3 X 5)		(6+7)
2	Printing of Dinner Card (as per sample approved)						
2.1	4 colour, Ivory cards atleast 300 GSM, bilingual	200	Nos.				
3	Printing of Car Parking Label (VIP-50 & Ordinary-150) (as per sample approved)	200	Nos.				
4	Printing of Name Plates for Dais, Sign Boards,	125	Nos.				
D	Backdrop/Parking Stickers/Entry Badges/Hoardings/Digital Printed Lanyards for entry badges (Appendix1) – Bilingual						
1	Backdrop Side Wing – Inside Hall–6 x 14 ft each	2	Nos.				
2	Main panel-outside Vigyan Bhawan 32 x 14 ft	1	No.				
3	Theme Panel – on Dais–8 x 2 1/2 ft	1	No.				
4	Welcome hoarding --16 x 7 ft – each	2	Nos.				
5	Podium panel–2 x 4 ft – each	2	Nos.				
6	Welcome panel–4 x 8 ft – each	6	Nos.				
7	Road hoarding–6 x 12 ft – each	8	Nos.				
8	Direction Panel–2 x 6 ft	6	Nos.				
9	Parking Direction Panel–5 x 6 ft – each	4	Nos.				
10	Alighting Panel–5 x 6 ft	2	Nos.				
11	LED Wall frame—12ft x 12ft – plenary hall (rear side of the hall)	1	Nos.				
12	Entry Badges (ecofriendly paper bilingual)–3 1/2 x 5 inches – 8 categories along with digital printed lanyardsbilingual (2000 Entry Badges and 2000 lanyards) (Appendix I)	4000	Nos.				
E	Web casting of the entire event from Vigyan Bhawan, on 31 st Jan, 2023 for both the session (entire day) (Plenary hall) (Expense of the Broadband line connection Vigyan Bhawan to be borne by the Bidder) 5 copies of the videos has to be submitted in 5 external hard disk.	1					

S. No.	Item Description	Qty.	Unit	Unit Price (Rs.)	Total Price (Rs.)	GST (Rs.)	Total Cost(Rs.)
1	2	3	4	5	6 (3 X 5)	7	8 (6+7)
F	Help Desk in kiosk along with 3 canopy has to setup for 6 persons at entrance of Vigyan Bhawan.	one kiosk					
Grand Total							