



केन्द्रीय आयुर्वेदीय वातव्याधि(तंत्रिका पेशी एवं अस्थि संधि विकार) अनुसंधान संस्थान

**CENTRAL AYURVEDA RESEARCH INSTITUTE FOR NEUROMUSCULAR &  
MUSKULO-SKELETAL DISORDERS**

**(Central Council for Research in Ayurvedic Sciences)**

Ministry of AYUSH, Govt. of India

P.O. CHERUTHURUTHY, THRISSUR DIST., KERALA – 679 531

F. No. 2/1/2015/CARI N & MSD/P&M

Dated: 09.5.2017

TENDER NOTICE

Tender No: 5/2017-18

Dated: 09.5.2017

Tenders are invited from reputed event management group for organizing an official government function of 400 participants. The detailed specifications are annexed to the tender document.

Details are available in our website [www.ccras.nic.in](http://www.ccras.nic.in)

Last Date : 15/5/2017

(K.G. Vasanthakumar)  
Asst. Director-in-charge



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P.O. CHERUTHURUTHY, THRISSUR DIST., KERALA – 679 531

F.No. 2/1/2015/CARI N & MSD/P&M

Dated: 09.5.2017

Sub:- Tender for Event Management group for organizing a official Government function of 400 Participants in Central Ayurveda Research Institute for Neuromuskular & Muskulo Skeletal Disorders, Cheruthuruthy.

The CARI N & MSD invites sealed tenders in prescribed format from reputed event management group for organizing an official function of 400 participants at Central Ayurveda Research Institute for Neuromuskular & Muskulo Skeletal Disorders, Cheruthuruthy.

**General information about tender:-**

|       |   |   |
|-------|---|---|
| (i)   | Tender reference No.                      | F.No. 2/1/2015/CARI N & MSD/P&M         |
| (ii)  | Last date and time for receipt of tenders | 15/5/2017 - 2 PM                        |
| (iii) | EMD                                       | Rs. 10,000/-                            |
| (iv)  | Cost of Tender document                   | Rs. 500/-                               |
| (v)   | Time and date of opening of tenders       | 15/5/2017 - 3 PM                        |
| (vi)  | Place of opening of Tenders.              | Chamber of the Asst. Director-in-charge |

The Tender shall be submitted in two bid system, Technical bid and Financial bid:-

- (i) Technical bid (As per Annexure-1) consisting of all technical details and
- (ii) Financial bid (As per Annexure-11) indicating item wise for the items mentioned in the technical bid.
- (iii) Those who are meeting the eligibility criteria and interested to organize the function subject to the terms and conditions may furnish their quotes in the prescribed form enclosed herewith and with copies of other required documents indicated in the tender document.

**Eligibility criteria.**

1. **Essential:**

- (i) The bidder shall be an event management group having minimum financial turnover of 25 lacs and above in a single year during the last three years commencing from 2015-16
- (ii) The bidder should have organized at least three programs of more than 1,000 participants.
- (iii) The bidder should have audited balance sheet for last 3 years.

2. **Desirable:**

- (i) Experience with proof of arranging the programs of State Govt./PSUs etc., on various/service and business meets.
- (ii) Details of awards/certificates of excellence received, if any.

3. Terms and conditions

- (i) The vendors will have to submit an interest free refundable earnest money deposit (EMD) of Rs. 10,000/- in the form of a Multi-city cheque/Bank Draft & Rs. 500/- as cost of tender document drawn in favour of The **Asst. Director-in-charge, CARI N & MSD, Cheruthuruthy**. The Cheque/DD should be kept along with Technical Bid envelope
- (ii) The Agency shall not sub let whole or part of the work to any other agency
- (iii) The Agency shall execute, comply and organize the function in accordance with the contract to the complete satisfaction of the CARI N & MSD, Cheruthuruthy.
- (iv) In case of default on the part of the agency in carrying out any order, CARI N & MSD shall be entitled to get the work done by any other persons and all expenses consequent thereon or incidental thereto shall be borne by the Institute and will be deducted by the Institute from any money due to it may become due to the agency.
- (v) The decision of the Institute in the matter arising out of this contract shall be final and binding in regard to all matters relating to the contract.
- (vi) All cases/proceedings relating to any dispute or claim arising out of or any case of performance of this contract shall be falling in proper court having jurisdiction in Cheruthuruthy.
- (vii) In the event of the Agency committing breach of any of the above terms and conditions or the services of the Agency being found to be unsatisfactory, the contract can be terminated by the Institute even before the expiry of the period of agreement by giving notice to the Agency. Even otherwise the Institute will have the right to terminate the engagement.
- (viii) The Institute shall have right to issue addendum to tendered documents to clarify, amend, modify supplement or delete any of the condition, clause or items stated therein. Each addendum shall form a part of the original invitation of Tender.
- (ix) The successful bidder/contract/agency will have to sign a contract agreement with the authorized official of the Institute on a Rs. 500/- non-judicial stamp paper. All the terms and conditions, scope of work etc., contained in the tender documents shall form part of and shall be taken as if they were included in contract agreement to be executed with the agency.
- (x) The Institute reserve the right to accept or reject without assigning any reason thereof. No claim or complaint in this regard will be entertained by the Institute.

How to Apply:-

Only application of Agencies who fulfill the criteria would be considered by the Institute. Accepting the application for engagement by the Institute would not guarantee the award of contract.

The application in sealed envelope marked on top "**Tender for Event management**" along with the copies of the relevant certificates and other specified documents may please be forwarded to the undersigned

S/d  
(K.G. Vasanthakumar)  
Asst. Director-in-charge.

**TECHNICAL BID**

From

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 .....  
 .....  
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To

The Asst. Director-in-charge,  
 CARI N & MSD,  
 Cheruthuruthy,  
 Thrissur (Dist.)

| Sl. No. | Particulars  | Details to be filled in by the Agency and attach proof |
|---------|--|--|
| 1.      | Name of the firm/Agency  |  |
| 2.      | Registered office/business address of the Agency with telephone, cell website, email and Fax No. |  |
| 3.      | Name of the contract person(s)   |  |
| 4.      | Address with telephone, Fax numbers, email and Name(s) of the contract person(s)                 |  |
| 5.      | Year of In-corporation & Constitution  |  |
| 6.      | Details of tender document fee (Rs. 500/-)   |  |
| 7.      | Details of EMD paid (Rs. 10,000/-)   |  |
| 8.      | Income Tax – Pan No. (Attach copy of Pan)  |  |
| 9.      | Service Tax No. (Attach copy of service tax registration No. )                                   |  |
| 10.     | Tin No. (Attach copy)  |  |
| 11.     | Turnover during last three years (copy of audited balance sheet to be enclosed)                  |  |
|         | Year   | Turnover in Rupees Lakhs (in words)                    |
|         | 2013-14  |  |
|         | 2014-15  |  |
|         | 2015-16  |  |
| 12.     | Whether registered with Register of firms/ Companies? If yes, Date of Registration (Attach copy) |  |
| 13.     | Customer Profile (Attach copy of work orders/Proof)  |  |
| 14.     | Infrastructure details:<br>(i)Details of network/branches of agency in                           |  |

|   |   |                    |                       |                  |                       |
|---|---|--------------------|-----------------------|------------------|-----------------------|
|   | Kerala<br>(ii) Whether the agency have adequate professionally trained manpower.<br>(iii) Whether the agency is providing services to Govt./Public sector undertakings, Financial Institutions, Banks, Private sector companies etc., in past three years.  |                    |                       |                  |                       |
| 15.   | Details of previous experience (copies of experience certificates, work orders and proof of work order value to be attached)  |                    |                       |                  |                       |
| Sl.No.  | Details of contracted organization, its address and contract numbers  | Period of contract |                       | Work order value |                       |
|   |   | From               | To                    |                  |                       |
|   |   |                    |                       |                  |                       |
|   |   |                    |                       |                  |                       |
|   |   |                    |                       |                  |                       |
| 16.   | Whether the agency is an income tax assessee valid PAN number and having filed its income tax return for the last three assessment years i.e. 2013-14, 2014-15, 2015-16 (Attach copy of income tax returns for all the three assessment years)  |                    |                       |                  |                       |
| 17.   | Any other relevant information  |                    |                       |                  |                       |
| 18.   | <u>Verification:-</u><br>The application for engagement should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression any material information would lead to rejection of application besides initiation of penal proceedings by the Institute, if it deems fit. |                    |                       |                  |                       |
| <b>Format for giving details of key personnel of the Agency</b> |   |                    |                       |                  |                       |
| Sl. No.   | Name of key personnel   | Designation        | Years with the Agency | Contact No.      | Any other information |
|   |   |                    |                       |                  |                       |
|   |   |                    |                       |                  |                       |
|   |   |                    |                       |                  |                       |
|   |   |                    |                       |                  |                       |
|   |   |                    |                       |                  |                       |

Name & Signature of authorized signatory

Date:

Name & Seal of agency

