



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

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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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: (i)Details of network/branches of agency in	

	Kerala (ii) Whether the agency have adequate professionally trained manpower. (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> 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.				
Format for giving details of key personnel of the Agency					
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

PRICE BID			
EVENT MANAGEMENT			
Sl.No	Particulars	Size/ Nos.	Rate (Rs.)
1	Steel Hanger	120' x 20'	
2	Carpet for Steel Hanger	120' x 20'	
3	Celing Fans inside the Panthal	10	
4	General Lighting Inside the Panthal	as per requirement	
5	Fresh Carpet on VIP Pathway	30' x 6'	
6	Fresh Carpet on Pathway	60' x 20'	
7	Fresh Carpet on New Building Car Porch	30' x 15'	
8	Ribbon Cutting Setup		
9	Stage Platform with Carpet	20' x 40' x 3'	
10	Steps with Hand rail	2	
11	Stage Backdrop with canvas	20' x 10'	
12	Flex Pannel for Stage skirting	200 sq. ft.	
13	Flower Decor infront of the Stage	20'	
14	Tower Ac for Stage	2 Nos	
15	Console Masking		
16	Lighting to the Stage		
17	Head Table Arrangement (20 VIP Chairs & Tables with Flower Décor)		
18	Podium with Branding	1	
19	Laptop	2	
20	42" Plasma TV on Stand as Stage Monitors	2	
21	Sound System with Mixer, delay Speaker and Micro Phone		
22	Digital Switcher and Splitter		
23	Inaugural Arrangements (Lamp, Kodi Vilakku, thiri, oil, lighter, karpooram, Jasmine Flower, Tissue Paper)		
24	Flower Bouquets	10	
25	Special Flower Bouquet for Ministers	4	
26	Round Entrance Arch	Inside 20'	
27	Entrance Arch to the New Building	small	
28	Welcome Boards	6' x 3' x 3 nos	
29	Fire Extinguisher	10	
30	Photography & Videography - with digital album - 2 good photos within 45 minutes for press release		
31	Plastic Chairs without Cover & Bow	300	
32	Plastic Chairs with Cover & Bow	100	
33	Lounge Seating Arrangements	2 Rooms	
34	Invitation	400	
35	Security	6	
	Guest Entertainment Options		
36	Emcee/Anchoring		
37	Shinkarimelam for Guest Welcoming		
38	Thalam Arrangements for Guest Welcome		
	Press Conference		
39	Backdrop		
40	PA System		
41	Micro Phones	3 Nos	
42	Welcome Standees		
	Power		
43	Generator for Program/Suitable power back up (Including Fuel)		
TOTAL			
Service Tax @ 15%			
GRAND TOTAL			
GRAND TOTAL(IN WORDS)			
1	Price has to be quoted on Indian Rupees only		
2	All inclusive prices have to be quoted. The applicable TDS shall be deducted from the payment made by the Institute		
3	In case of mis-match in the amount mentioned in figures and words, the amount mentioned in words will be the final		
4	The Contractor/Agency agree that, the above price have been quoted after reading and understanding the complete tender details		
	Signature of authorized signatory		
	Name		