

National Council for Cement and Building Materials

NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS

(Under the Administrative Control of Ministry of Commerce & Industry, Govt. of India)

34 KM Stone, Delhi-Mathura Road, (NH-2) Ballabgarh – 121 004, Haryana, India

Telephone: (0129) 4192222, 2246174 Fax: (0129) 2246175, 2242100

Website: www.ncbindia.com, Email: mmsb@ncbindia.com

E-TENDER ENQUIRY NO. : NCB/MM/2017-18/CIS/ 03

National Council for Cement & Building Materials, an autonomous body under the administrative control of Ministry of Commerce & Industry, Govt. of India, invites offers for the following Services for its "15th NCB International Seminar on Cement, Concrete & Building Materials" to be held on 5th December 2017 to 8th December 2017.

Sl No	Reference No.	Name of Services	EMD
1	NCB/MM/2017-18/CIS/03	E-Tender for appointment of Agency for Providing Services in the area of Cultural Programme in 15 th NCB International Seminar on Cement, Concrete & Building Materials to be held from 5 th December 2017 to 8 th December 2017 at Manekshaw Centre, New Delhi. Date of the Cultural Programme 6 th / 7 th December 2017.	Rs. 40,000

The complete tender document is available at website www.eprocure.gov.in and also www.ncbindia.com. Interested bidders may download the e-Bid document and submit their bid online up to 11.00 hrs on **07 August, 2017**. at www.eprocure.gov.in

E-bids are to be submitted along with EMD of Rs. 40,000/- (Rs Forty thousand only) through DD/Online Payment for the item of the tender. DD should be payable to "National Council for Cement and Building Materials. " Faridabad

Bank transfer/RTGS/NEFT can be made to Savings Bank Account No. **0330101028220** of National Council for Cement and Building Materials, Canara Bank, PB. No. 12, 8-A, Nehru Ground, New Industrial Town, Faridabad, Haryana – 121 001, India. IFSC Code No. CNRB0000330, MICR Code: 110015108.

Kindly upload scanned copy of Online Transaction details of EMD in EMD cover. Bids shall be summarily rejected, in case of non receipt of EMD on or before the stipulated time and date as mentioned above.

NCB reserves the right to accept or reject any or all tenders in full or in part including late receipt offers without assigning any reasons thereof.

Head
Materials Management Services

National Council for Cement and Building Materials

CHECK LIST

(To be submitted on bidder's letter head)

Ref:

Date:

To,
Head,
Centre for Industrial Information Services (CIS)
National Council for Cement & Building Materials
34 Km Stone
Delhi-Mathura Road
Ballabgarh – 121 004 (Haryana), India

From,

Ref : E-Tender Enquiry No. NCB/MM/2017-18/CIS/ 03 dt. 17.07.2017

Name of Services : Providing Services in the area of Cultural Programme in 15th NCB International Seminar on Cement, Concrete & Building Materials to be held on 5th December 2017 to 8th December 2017 at Manekshaw Centre, New Delhi. Date of the Cultural Programme 6th / 7th December 2017.

Dear Sir,

With reference to the above tender enquiry by your organization, we are enclosing the following:
(Tick mark ☐ for compliance and cross ☒ for non-compliance)

i)	EMD for Rs. 50,000/- (Rs Fifty thousand only) in form of DD/Online Payment Reference No. _____ dt. _____ (transaction details provided by the Bank).	<input type="checkbox"/>
ii)	Confirmation regarding the following: (A) Compliance of technical specification as per tender alongwith acceptance of Annexure II (Under Scope of Work). Deviation if any to be indicated. (B) DVD/CD/Pen drive containing photographs, videos of the events organized (C) Compliance of specific terms & conditions including Payment Terms alongwith acceptance (Annexure III). Deviation if any to be indicated	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
iii)	Special condition, if any by the supplier.	<input type="checkbox"/>

Thanking you,

Authorised Signatory
(Name, Designation, Telephone nos.
alongwith Company Seal)

Note : **Non compliance of above details may result in disqualification of the bids.**

INSTRUCTIONS TO BIDDERS

1 INSTRUCTIONS TO BIDDERS

1. E-bids are invited from Companies / Services Providers for the services as detailed in Ann II of this document.
2. Offers shall be complete in all respects supported by technical literature, leaflets etc, wherever applicable, as may be necessary for proper comparative evaluation of the offers and in addition enclose a list of organizations to whom similar nature services have been provided successfully and should have organized at least 2 such events (Seminar & Exhibition together) in New Delhi/ NCR during last 6 years with complete address and work order reference along with their performance report
3. **Bids to be uploaded latest by 1100 hrs on 07 August, 2017.**
4. Tenders without EMD shall be considered unresponsive and summarily rejected. Scanned copy of **Online Payment** need to be uploaded while submitting the online bid.
5. Original copy of DD/Online Payment transaction details (With Bidder's name written at back) should reach the below address latest by **1100 hrs on 07 August, 2017**

Head, Centre for Industrial Information Services (CIS)
National Council for Cement and Building Materials
34, km stone Delhi – Mathura Road
Ballabgarh-121004, Haryana

The envelope should be superscribed “ EMD for E-Tender for appointment of Agency for providing Services in the area of Cultural Programme in 15th NCB International Seminar on Cement, Concrete & Building Materials”

6. Tenders shall be opened at 1130 hrs on **07 August, 2017** in the presence of representatives of bidders who may wish to be present.
7. In case of any clarifications or further information, please contact:

Head of Centre
Centre for Industrial Information Services (CIS)
National Council for Cement and Building Materials
34 KM Stone, Delhi-Mathura Road
Ballabgarh 121 004 (Haryana)
Tel: (0129) - 4192222 (Direct: 0129-4192247)
E-mail: - Seminar@ncbindia.com , os.ncbseminar@gmail.com

8. E-mail / Fax offers shall not be considered.
9. Bidders are advised to start the process as early as possible to avoid any delay in bid down load and submission (Upload) stage.

Technical Terms & Conditions

SCOPE OF TENDER: The scope of the present tender covers the following:

Appointment of Agency for providing Services in the area of Cultural Programme, in 15th NCB International Seminar on Cement, Concrete & Building Materials to be held during 5th December 2017 to 8th December 2017 as per Annexure II.

Bidding company information & prequalification : As per Annexure I
criteria

Scope of Work : As per Annexure II,
Specific Terms and Conditions : As per Annexure III

Bidding Company Information & Prequalification criteria

Event Name	SEMINAR & EXHIBITION (05-08 December 2017, 4 Days)	
Venue	MANEKSHAW CENTRE, New Delhi, India	
Company Name		
Address	Principal	Alternate
Contact Person Name		
Landline Number (Phone)		
Mobile		
Email		

You are requested to attach Company Profile (signed with company seal) including

1. Year of Incorporation of company
2. Registration Certificate
3. GST Registration
4. Copy of PAN Card
5. Turnover for Last 5 years

Year	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Turn over Rs (Lakh)						

Prequalification Criteria

The bidder should have organized at least 2 such events in Seminar in New Delhi / NCR during last 6 years. The complete details of the events (including organization contact details) organized has to be submitted (as per table below) alongwith photographs, videos, documents etc in DVD/ Pen drive.

NCB reserves the right to disqualify the bids if the quality of event is found unsatisfactory by the Evaluation Committee.

List of events of similar dimension (Seminar & Exhibition together) organized in the last 6 years at New Delhi / NCR.

	Name of the event	Date, year & Venue	Order value (Rs)	No. of Delegates	Sponsoring* organization
1					
2					
3					
4					
5					
6					

* Sponsoring organization, contact person (complete address, email, mobile phone etc)

Cultural Programme

Sl. No.	Description	Amount (in Rs)
1.	Cultural programme.(variety entertainment programme for about 90 mins duration based on classical & folk dances of India, on 6 th / 7 th Dec. 2017. Final date will be notified in the work order. at 1900 hours with additional paraphernalia required (if any) in Zorawar Hall, Manekshaw Centre.	

SPECIFIC TERMS AND CONDITIONS

1. There will be cultural programme for about 90 minutes duration in 6th / 7th Dec. 2017 at 1900 hrs in Zorawar hall, Manekshaw Centre. The cultural programme will consist of variety of classical and folk dance of India.
2. Transportation, handling, loading, unloading of all the materials & Transportation of Actors for the programme. shall be done by the contractor at no additional cost. Statutory taxes as per rules shall be paid by the contractor. However, no other taxes shall be payable on any account.
3. In case there happens to be delay in completion of the job as per scheduled time given, NCB reserves the right to get the same completed from any other agency at the risk and cost of the contractor, including forfeiting of security deposit and in the manner as deemed fit.
4. Contractor shall make his own security arrangement for the materials. Contractor shall also make his own arrangements for fire fighting to ensure safety of men, materials & property.
5. Terms of payment shall be as under:
 - a. Advance: 20% on acceptance of work order and submission of bank guarantee for the same amount.
 - b. Interim Payment: 50% on 5th December 2017 (on 1st day of seminar)
 - c. Final settlement: Within 10 days of submission of final bill, after the event.
6. NCB reserves the right to decide and fix the minimum requirement of the Company Profile while evaluating and selecting the contractor / agency.
7. **The Contractor shall have to take all necessary permissions from relevant & appropriate govt. agencies.**
8. In the matter of any disputes, between the parties regarding the terms and conditions, quality of the printed copies of Annual Report-2016-17 and execution thereof, the matter shall be amicably resolved through mutual consultation within 21 days. If the same cannot be resolved within 21 days than the matter would be referred to Arbitrator(s) as may be decided by the Director General (NCB) for arbitration under the Arbitration & conciliation Act, 1996. The firm shall not question the decision of the arbitrator(s) on the ground that the Arbitrator(s) is/are Government servant/s): The decision of the Arbitrator(s) shall be final and binding on the parties.

Accepted

Name of the Party with seal

PRICE BID

<u>S.No</u>	Description	Qty.	Price (inclusive of Freight etc.)	GST	Cultural Programme (Site Price) (including element of 4 &5)
			Price		
1	2	3	4	5	7
1	Providing Services in the area of Cultural Programme, in 15 th NCB International Seminar on Cement, Concrete & Building Materials 6 th / 7 th Dec. 2017.	Mentioned in the Scope of the work. Annexure- II	Annexure II Total :		

Final date of the Cultural Programme will be notified in the work order.

Seal & Sign Of the bidder

NB: 1) Parties quoting their rates other than the above price bid schedule is liable for rejection

GST No.

