

No. 6418 /OSACS

Dated: 27/10/2017

TENDER CALL NOTICE

OSACS invites sealed tenders from the registered experienced and reputed Event Management Agencies for conducting one day programme "World AIDS Day 2017" at Bhubaneswar on **1st December 2017**. About 1000 delegates and officials from different institutions will congregate for this event. The agency shall be required for co-ordinating and managing the opening & closing ceremonies, other competitive and non-competitive events, for the delegates and other logistics to be required during the programme. The detailed activities to be undertaken during the Programme and Terms of Reference (ToR) are available in the website of www.orissa.gov.in and www.osacs.nic.in, which may be downloaded for use. Interested parties may submit their proposal super-scribing as "**Tender for World AIDS Day Event Management 2017**" to the undersigned through speed post / Registered Post / courier services only which should reach on or before 2.00 P.M of 13th **November, 2017** positively and the same will be opened at 3.30 P.M of the same date. The undersigned reserves the right to reject any or all the tender without assigning any reason thereof.


Project Director

Orissa State AIDS Control Society,
(Department of Health & Family Welfare), Govt. of Odisha,
2nd Floor, Oil Orissa Building, F-Nayapalli, Bhubaneswar-12



ORISSA STATE AIDS CONTROL SOCIETY (OSACS)
(Department of Health & Family Welfare), Government of Odisha

**Tender
for
“World AIDS Day Event Management 2017”**

- ♦ Availability of Tender document in website for downloading : 28 / 10 / 2017
- ♦ Date & Time of Pre-Bid Meeting : 05 / 11 / 2017 at 3.30 PM
- ♦ Last date & Time for submission of Tender : 12 / 11 / 2017 by 2.00 PM
- ♦ Date & Time of Technical Bid opening : 13 / 11 / 2017 at 3.30 PM
- ♦ Place of opening of Tender/Bid : Head Quarter of OSACS, BBSR
- ♦ Date & Time of Financial Bid Opening : To be intimated latter only to the technical qualified bidders

Address for Communication:

PROJECT DIRECTOR
ORISSA STATE AIDS CONTROL SOCIETY (OSACS)
2nd Floor, Oil Orissa Building, F-Nayapalli, Bhubaneswar,
Ph: 2395415/2393235 Fax: 2394560/ (0674),
E-mail: orissasacs@gmail.com

2nd Floor, Oil Odisha Building, Nayapalli, Bhubaneswar, Ph: 2395415/2393235, Fax: 2394560/ (0674),
National HIV/AIDS Help Line : 1097 (Toll Free)
E-mail: orissasacs@gmail.com; Website: www.osacs.nic.in

TERMS AND CONDITIONS

1. Sale of Tender/Bid Document:

The prospective bidders/ agency may download the complete set of the tender documents directly from the websites at www.orissa.gov.in & www.osacs.nic.in and submit the same to OSACS with sign & seal on each and every page along with the cost of tender paper for Rs.500.00 (five hundred) only in shape of crossed Demand Draft/Pay Order (non-refundable) drawn on any nationalized bank in favour of “**Orissa State AIDS Control Society**”, payable at **Bhubaneswar**. The cost of the tender paper & EMD should be submitted separately in separate demand drafts & No exemption will be given to the firms who has registered under exemption scheme of Central Govt. or State Govt. regarding EMD & Tender paper cost. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from OSACS’s website or the office notice board before last date of submission of the tender document. Project Director, OSACS shall have no responsibility for any delay / omission on part of the bidder. The tender paper will be rejected if the bidder changes any clause or Annexure of the bid document downloaded from the website.

2. Bid Price:

- a. The tender shall be submitted in **two bid system** i.e. technical Bid & Financial Bid, Financial Bid contains only the price Bid as per Annexure – I and Technical Bid contains all other documents as per the tender terms along with EMD & Tender paper cost except Price format. The technical Bid & Financial Bid will be covered in two separate envelope clearly written on the top of the envelope as “**Technical Bid for World AIDS Day event Management 2017**” & “**Financial Bid for World AIDS Day event Management 2017**” respectively and these two bids will be covered in a Big envelope writing in the top that “**Tender for World AIDS Day event Management 2017**” with reference to **advertisement number & date**.
- b. The tender shall be for the full quantity of all item(s) of each component for the package as described in the schedule of requirement and specification & price bid is specify in **Annexure- I**, which should be used at the time of submission of tender.
- c. The bid price shall include bidder’s cost towards insurance, packing forwarding, transportation, delivery at venue places along with preparation & maintenance of the gate, stall, Auditorium hall, Exhibition etc.

3. Bid Security:

The bidder shall furnish Earnest Money Deposit (EMD) for **Rs.7,400.00** (Seven Thousand Four Hundred) only for the **package** in shape of Bank Draft/Pay Order in favour of “**Orissa State AIDS Control Society**”, payable at **Bhubaneswar**. Any bid not secured with bid security will be rejected. The above bid security will be forfeited if a bidder (i) withdraws its bid during the period of bid validity or (ii) fails to perform the contractual obligations as per the purchase Order. The EMD of the unsuccessful bidders will be returned after finalization of the tender without any interest.

4. Pre-Bid Meeting

A pre-bid meeting will be held on **02/11/2017** at **3.30 P.M** in the conference hall of OSACS. Interested prospective bidders shall attend the said meeting to clarify their doubts if any, they authorization letter to attended the meeting along with their doubts/suggestion in written for discussion. The decision taken in the pre-bid meeting

will be incorporated in the tender and the decision will be floated in the website or in the notice board of OSACS. The bidders should submit their Bids accordingly.

5. Each bidder shall submit tender as mentioned in the advertisement. Alternative bid price without separate bid security will be rejected.
6. The tender paper downloaded from the website should be signed by the bidders at bottom of each pages with his official seal duly affixed.
7. **Performance Security:**
 - a. The successful Bidder/Firm irrespective of its registration status will submit the performance security up to 10% of the order value in shape of Account payee Demand Draft/Pay Order from any nationalized banks in favour of "Orissa State AIDS Control Society", payable at Bhubaneswar.
 - b. The EMD will be returned to the successful Bidder/Firm after receipt of the performance security value as per the order, otherwise EMD of the firm will be forfeited, order will be cancelled and the firm irrespective of its registration status will debar / Blacklisted from OSACS for three years.
 - c. The performance Security of the successful firm will be returned to the firm without interest only after successful completion of the campaign of World AIDS Day campaign 2017 as per order.
8. **Eligibility Criteria:**
 - Self attested copy of firm registration certificate
 - Self attested copy of up-to-date GST registration certificate.
 - Self attested copy of up-to-date Service Tax return & Service Tax registration certificate.
 - Required EMD & Tender paper cost.
 - Self attested copy of PAN Card and income tax return of the last three Assessment years (2014-15 to 2016-17).
 - Rate should be quoted as per format.
 - Rate quoted for all items of the each package.
 - Samples should be deposited for T-shirt & Head Cap.
 - Undertaking that the firm is not blacklisted anywhere as per Annexure-III
9. Notwithstanding the above, OSACS reserves the right to accept or reject any or all tenders and to cancel the bidding process at any time prior to the issue of work Order.
10. The order will be placed to the bidder quoting for lowest responsive package price. The terms of the accepted offer shall be incorporated in the work order.
11. The delivery and all arrangement for the programme should be completed on or before 5.00 AM of 1st December 2017.
12. Full payment will be made after satisfactory performance of the event and delivery of the items in good conditions supported with original bills.
13. In case of firm's failure to execute the order, the EMD / performance security of the firm will be forfeited and the firm will be blacklisted and necessary legal action shall be taken against the firm.

14. The bids are liable to be rejected if any of the above conditions are not complied with.
15. The bidders may verify the samples of VIP badge & general badge, VIP Folder & General Folder at OSACS's Head Quarter, Bhubaneswar during the office time before submission of Tender/Bid, accordingly they should quote and submit the samples at the time of submission of tender/bid.
16. The work / purchase order will be placed to the selected bidder whose bid has been determined to be substantially responsive. The lowest responsive package price shall be taken into consideration.
17. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
18. Any legal disputes arising out of this are subject to Bhubaneswar jurisdiction only.
19. Bidders may be present in person or their authorized representative during the opening of bids at **3.30 P.M on 13 / 11 / 2017** at OSACS, BBSR, in case the day will be a Govt. Holiday the tender will be opened in the next working day at 3.30 P.M. Even if no bidder or their representative remains present, the bid will be opened & no complain / objection will be entertained.


Project Director

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National HIV/AIDS Help Line : 1097 (Toll Free)
E-mail: orissasacs@gmail.com; Website: www.osacs.nic.in

Requirement and specification along with Format for submission of Bid Price

Sl. No.	Component	Detailed activities	Cost (Rs)	Taxes
(Package)				
I	Inauguration of Mass Rally from Ekamra Haat to Jaydev Bhavan	i) Arrangement of Tent house of Size 30ft x 15ft. ii) Table with Table cover for dias (2 nos.). iii) Flower Bouque (4 nos.). iv) Back Drop (flex) of size 20ft x 10ft – Multicolour. v) Flag for Inauguration. vi) Audio & Miking system. vii) Water Bottle (10 nos.) for Dias. viii) Refreshment to VIPS (10 nos.). ix) Placard 300 nos. size 2ft. x 1ft. x) Banner 4 nos. size 5ft. x 3ft. xi) T Shirt and Cap 1000 nos. each. xii) One decorated Gate of size 12ft. x 3ft. x 20ft. with flower. xiii) Photographs (30 nos.) of size 10" x 6" xiv) Big red Ribbon Model (1 no.). xv) One Condom demon gr.- 10 members to move with rally.		
Total cost for Inauguration of Mass Rally from Ekamra Haat to Jaydev Bhavan (Rs.):				
II	State Level Function at Jaydev Bhawan	I) One decorated Gate Size 12ft. x 3ft. x 20ft. with flower at front side of Jaydev Bhavan. II) 4nos. of decorated gate size 12ft. x 3ft. x 20ft. at 4 entrance point of Bhubaneswar (Rasulgarh, Samantarapur, Barmunda & Patia) and another 2 nos. of agate in front of the OSACS and main entrance of OSACS near HDFC Bank (30ft. x 15ft.). III) Decoration of OSACS building with light. IV) VIP Badges (20 nos.). V) General Badges (80 nos.) for OSACS. VI) 2000 red ribbon with safety pin. VII) Back Drop for dias – size (10ft x 12ft with frame). VIII) Name plate 15 nos. IX) Stage Decoration with flower, Flower Bouquet to guests (15 nos.), candle & stand etc. X) VIP Folder (30 nos.) XI) Media Folder (200 nos.). XII) Invitation card (500 nos.). XIII) Light, Audio & Miking system for meeting & cultural programme. XIV) Anchor (Male/Female – 01) capable in language Odiya, English, Hindi. XV) Inauguration of Annual report & News letter to be wrapped with gift paper. XVI) Inauguration of 7 nos. of IEC Van (decorated with flower, mat, & flag, for inauguration etc.). XVII) 50 nos. of multi colour standy (size 5ft. x 2ft.) to be displayed at different important places of Bhubaneswar (Railway Station, Barmunda Bus stand, AG square, Vanivihar, CRPF, Air port, Ekamra haat etc.). XVIII) 10 nos. of flex banner (10ft x 3ft) to be displayed at different places of Bhubaneswar. XIX) Decoration of LED area at Market Building. XX) Documentation (preparation of reports with A4 size – glossy paper & multi colours 20pages 5sets) with soft copy		

		in CD. XXI) Still photographs (100 nos.) with soft copy in CD. XXII) Videography of the total activity.		
Total cost for State Level Function at Jaydev Bhawan (Rs):-				
Grant Total cost of Package {component I + II (Rs.)}				

1. Total Package price for the world AIDS Day 2017 event management is Rs. _____
(Rupees _____) only excluding taxes.

Date:

Name and Address of the Firm Place:
Signature of the bidder

Annexure-II

Format for submission of past performance

Sl. No.	Financial Year	Order No. Date	Order value (Rs.)	Name of the Organization/Department	No. of Delegates	Role and Responsibility performed
01	2015 - 16					
02	2014 -15					
03	2013 - 14					

Date:

Name and Address of the Firm.
Signature of the bidder

ANNEXURE – III.

(To be submitted in *Technical Bid*)

UNDERTAKING / DECLARATION FORM

I / Wehaving My /
our.....office at
..... do declare that I / We have carefully read all
the terms & conditions of tender of the _____, Odisha for World AIDS Day
event Management 2017 management. I will abide with **all the terms & conditions** set forth
in the **Tender Reference no.** _____ **dated** ____/____/2017.

**I/We do hereby declare I/We have not been de-recognized / black listed by any
State Govt. / Union Territory / Govt. of India / Govt. Organization / Govt. Health
Institutions for event management due to not of Standard Quality service / failure to
provide service.**

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit
and blacklist me/us for a period of 3 years if, any information furnished by us proved to be
false at the time of inspection / verification and not complying with the Tender terms &
conditions.

I / Wedo hereby
declare that I / we will carry out the “World AIDS Day event Management 2017” of
OSACS’s as per the terms & conditions of the above referred tender.

**Seal
Date**

Signature of the bidder

Name & Address of the Firm:

Check list for World AIDS Day Event 2017

Sl. No.	Information Desired	Information submitted		Page No.
		Yes	No	
1	Name of the Bidder			
2	Address of the Bidder			
3	Telephone No/ Mobile No. & E-mail ID			
4	Date of establishment			
5	Details of Branches including addresses & telephone No. if any			
6	Status of the Bidder (registered under Act)			
7	Self attested PAN Card (Copy enclosed)			
8	Experience Details (as per Annexure - II)			
9	Price Sheet (typed or computerized)			
10	Required EMD in shape of DD/PO.			
11	Tender cost of Rs. 500.00 (Non refundable)			
12	Self attested copies of Income tax return of last three Assessment year(2014-15 to 2016-17)			
13	Self attested copies of GST registration Certificate.			
14	Self attested copies of Service tax registration certificate & Up-to-date Service Tax return.			
15	Undertaking / Declaration as per Annexure-III			
16	Whether technical bid and price bid have been put in two separate envelopes.			

Date :

Place:

Name & Address of the Bidder

Signature with date and seal.