



CSIR-IIIM

## CSIR-Indian Institute of Integrative Medicine, Jammu

### SCOPE OF WORK

A Start-up conclave has to be organised by our Institute i.e., CSIR-IIIM, Jammu at Govt. Degree College (Boys), Udhampur on 19<sup>th</sup> & 20<sup>th</sup> May, 2023. Scope of work for organising the start-up conclave shall be as per requirement of CSIR-IIIM, Jammu. Services provider shall provide the following facilities for the above mentioned events.

<b>Title of Service:</b> Hiring of Services for Stage, Exhibition Area & Cubicles, Audio Visual, Public Address System, Printing, Advertisement, Branding in connection with organizing Startup Conclave by CSIR-IIIM, Jammu at Govt. Degree College (Boys) Udhampur between 19 <sup>th</sup> -20 <sup>th</sup> May, 2023.	
<b>Estimated Cost:</b> 75 Lacs (Approx.) + GST	
<b>Bid Duration:</b> 10 Days	
<b>Estimated/Indicative number of participants in the event:</b> 2500	
S. No.	Description of work
1.	LED Wall with riser + Sound System + Sound Mixer + Live Streaming + Mics + Stage for dignitaries
2.	2 LED TV for VIP Flower Decoration at Stage + Bouquets Podium with lighting lamps VIP Chairs
3.	Green Room (Pagoda)
4.	Wooden Flooring for Pagoda
5.	Masking for Pagoda
6.	Carpet for Pagoda
7.	Round Table + Chairs + Center Table in Pagoda
8.	Making arrangement for fixing German Hanger at site
9.	Making arrangement for fixing CARPET at site
10.	Making arrangement for fixing Wooden Flooring
11.	Masking of German Hanger (Ceiling Masking)
12.	Masking of German Hanger (Side Wall Masking)
13.	Making arrangement for fixing German Hanger at Lunch area site
14.	Making arrangement for fixing Carpet at Lunch area site
15.	Wooden Flooring at VIP Passage + Registration Counter
16.	Hanger for Food preparation area
17.	Red Carpet for Passage + VIP Passage + Registration Counter
18.	Stalls - 3 mtr x 3 mtr - 1 table, dustbin, 2 chairs & electrical fittings – 50 in number
19.	12 TV For Stall
20.	Sofa Set
21.	Chairs
22.	Arrangement for LED Light in Hanger
23.	Arrangement for DG set for Sound + Light at site and taking back FOR 2 DAYS - 125 KVA - 8 HRS WITH DIESEL
24.	Arrangement for Laying earthing - as per requirement
25.	Arrangement for laying wiring and cabling for all
26.	Arrangement for Barricading
27.	Fabricated wooden/ fiber/ cardboard structures for display

28.	Cartage + Labour for Hanger / Wooden Flooring / Stalls / Furniture
29.	Vanity Van
30.	Anchor (Master of Ceremony)

<b>Printing Publication and Branding</b>	
S. No.	Description of work
31.	Radio Publicity
32.	Newspaper Advertisement
33.	Bags with Pen and note book
34.	Photography and Videography for entire event
35.	Printing - Invitation Cards + Booklet + Certificate + Passes + Badge
36.	Temporary Hoardings + Standees at various location
37.	Outdoor Hoardings
38.	Mementoes - 20 + Shawls
39.	Stationery (Miscellaneous items)
40.	Printing of T-shirts with event name & logo
41.	Printing of Caps with event name & logo

### **Instructions to bidder**

- 1) The Bidders who are interested in participating in the tender must read and comply with the instructions and the terms and conditions contained in the bid document.
- 2) The bids shall be filled by the Bidder clearly, neatly and accurately. Any alteration, erasures or over-writing would be liable to make the tender invalid unless the same is neatly carried out and attested over the full signature of Bidder. The decision of CSIR-IIIM, Jammu to interpret the information and rates filled in by the Bidder shall be final and binding on the Bidder.
- 3) The Bidders are requested to make themselves fully conversant with the General Conditions of Contract, Special Conditions of Contract, Technical Specifications, site conditions, safety and health aspects and norms to be observed, etc. At the time of submitting their bids. The Bidder is deemed to have examined and understood the bid document, obtained his own information in all matters whatsoever that might affect the carrying out the works expressly mentioned or works which may have to be carried out to fulfil his contractual obligation within the scheduled rated and to have satisfied himself to the sufficiency for his offer.
- 4) The Bidders are required to fill in complete and accurate details as required under the bid document. Failure to furnish all the information as required under the bid documents or submissions of a bid containing deviations from the contractual terms and conditions, specifications or requirements shall be treated and rejected as being non- responsive.
- 5) The Bidders are expected to carefully examine all instructions, forms, terms and specification in the bid documents and to fully inform themselves as to all the conditions and matters which may affect the subject matter of the work/tender or the cost thereof. If any errors, discrepancies or omissions are found n the documents or any Bidder is in doubt as to the true meaning or interpretation of any part, he shall seek necessary clarifications. However, no claim of any nature on account of any errors found in the tender documents shall be entertained.
- 6) The Bidders shall bear all costs and expenses associated with and incidental to the preparation and submission of their respective bids, to attend meetings or conferences, if any, including any pre award discussion with the successful bidder, technical and other presentations, etc. and CSIR-IIIM shall not be liable in any manner for the same.
- 7) The Bidder shall be disqualified if any untrue statement or misrepresentation is made in the bid forms, attachments and other supporting documents submitted by the Bidder.

## SPECIAL CONDITIONS OF CONTRACT

### 1. PRICES :

- i) Prices are firm & final and inclusive of all taxes & duties. Any change in taxes, duties etc. shall be payable, as per actual, on submission of documentary proof. Schedule of Quantities is enclosed as Annexure-I.
- ii) Hiring rate for unit item per day for items listed from S.No. 1 to 41 (Annexure-I) will be calculated as follows:  
**=Total quoted Amount against each item / Total required quantity mentioned against each item**

### 2. PAYMENT TERMS:

1. The agency should quote rate for each item on unit basis
2. The contract shall be evaluated based on bundled price.
3. The successful bidder needs to submit invoice with complete break up (item wise rate and quantum of service) soon after completion of the event.
4. Payment will be released as per actual quantum of service.
5. The payment will be made within 15 days after completion of the event, bidders should not make request for advance payment.
6. In case of postponement or cancellation of the event due to unforeseen circumstances, beyond reasonable control such as acts of God, accident, riots, war, terrorist act, epidemic, pandemic, etc., the organizers shall not be held liable and no financial/ any other liability may this accrue with the organizer.

### 3. Earnest Money Deposit

The participating Bidders are required to deposit earnest money deposit @2% of the bid value in favour of Director, CSIR-IIIM, Jammu, payable at Jammu (as per GeM portal).

### 4. PERFORMANCE BANK GUARANTEE: **The successful bidder will be required to deposit**

**Performance Security @5% of the contract amount in favour of “The Director, IIIM, Jammu” payable at Jammu which will be retained by the Authority for the due and faithful fulfilment of the contract. The S.D / P.G should remain valid for a period of 60 days beyond the date of completion of all contractual obligations by the firm. No interest shall be payable by the Authority on the amount of S.D / P.G so held. The Authority reserves the right to forfeit fully or partly the Performance Guarantee in the event of failure on the part of the contractor to execute the contract or observations of all or any of the terms & conditions. The decision of Director, CSIR-IIIM, Jammu in this regard shall be final & binding.**

### 5. QUANTITY VARIATION

During the execution of contract, CSIR-IIIM, Jammu reserves the right to increase or decrease the original quantity of items to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by upto 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

## **6. DAMAGE DUE TO CONTRACTOR'S NEGLIGENCE**

If the service provider or his personnel, deputed for the said work, causes damages to the Equipment or any part thereof or any other equipment at site, the service provider shall arrange to make the same good at his cost.

## **7. STATUTORY COMPLIANCE**

The service provider shall abide by all the applicable statutory and regulatory compliances/laws as notified by Government of India/ State Government from time to time. The CSIR-IIIM, Jammu shall not be responsible under any circumstances for such non-compliance, if any, by the service provider.

## **Pre-Qualification Criteria (PQC)**

Qualifying Criteria for this bid shall be as mentioned as under herein and shall prevail over other conditions in the bid, in case of any conflict or inconsistency.

### **1. Service Support Office**

- 1) The bidder should have their service support office in Jammu and Kashmir. Documentary evidence in this regard should be submitted.
- 2) The bidder should have GST registration in the State of J&K.

### **2. Prior Experience:**

1. The bidder must have experience of 3 years (ending month of march prior to the bid opening) of providing similar type of services to any Central/State Government, PSU or any other Government organisation (only physical exhibition).

2. The bidder must have successfully executed/completed at least one single order of 80% of the estimated Bid value or 2 orders each of 50% of the estimated value or 3 orders each of 40% of the Estimated Bid value for similar service(s) in last three years to any central/State Govt Organisation/PSU/Public Listed Company/Central Autonomous Bodies. Copies of contracts/work orders and documentary evidence of successful execution/completion in support of Past Experience of similar Services along with names, address and contract details of clients shall be uploaded with the bid for verification by the Buyer. In addition to above requirement, the Bidder must have successfully executed at least 3 similar projects of any value in past 3 years of providing similar services to Central/State Government, PSU or Central Autonomous Bodies or any other Government organisation (only physical exhibition).

3. The bidder should have an average annual turnover of minimum Rs. 1 Crores in the last 3 financial years in execution of similar contracts. CA Certified copies of the balance sheet/account statements for the last 3 years (2020-21, 2021-22, 2022-23) shall be submitted along with the technical bid in support of their claim. Similar work/contracts implies work of actual/physical in nature, not virtual exhibitions or events.

5. During the (full) duration of Contract or contract period, the service provider must have a dedicated Team of Manpower Strength of 100 to conduct Events.

6. No exemption from the requirement of “Bidder Turnover” criteria and “Experience Criteria” for MSE & Startup.

**Evaluation & Comparison of Bid:**

The bid is based on Quality & Cost Based Selection (QCBS).

**Technical bids evaluation**

For short listing an agency, the event organizing committee of CSIR-IIIM Jammu will review the background, relevant experience, Corporate Strength, Layout of Exhibition and Presentation for organising aforementioned Start up Conclave, submitted by the bidders. The decision of the event organizing committee of CSIR-IIIM, Jammu in this regard will be final and binding.

The qualifying bidders will have to make a presentation with the help of models / 3D presentations based on the proposed conceptual exhibition design before the Committee on May 11, 2023 at CSIR-IIIM, Jammu at 11:00 a.m.

After presentation, qualifying bidder will have a technical score T (out of 100) (Table 1) and the technical qualification parameters are as under:

<b>Sr. No.</b>	<b>Parameter</b>	<b>Max. Marks</b>	<b>Cut off Marks</b>
<b>1</b>	<b>CORPORATE STRENGTH</b>		
<b>1.1</b>	Average annual Turnover For turnover below Rs. 1 Cr : 0 marks For turnover from Rs.1 Cr to Rs.2 Cr : 5 marks For turnover above Rs.2Cr : 10 Marks	10	05
<b>1.2</b>	No. of Employees in J&K office Up to 5 employees : 5 Marks 6 to 10 employees: 10 marks	10	05
<b>2</b>	<b>EXPERIENCE</b>		
<b>2.1</b>	No. of Exhibitions completed in the Last 3 years: upto 3 exhibitions: 5 marks 4-5 exhibitions :10 marks	10	05
<b>2.2</b>	No. of Exhibitions completed for Science domain in the last 3 years: upto 3 exhibitions :5 marks 4-5 exhibitions :10 marks	10	05
<b>2.3</b>	List of Govt./PSU/Autonomous bodies of the GOI clients being presently serviced Upto 3 clients: 5 marks 4 to 10 clients: 10 marks	10	05
<b>3</b>	<b>Layout of Exhibition</b>	20	10
<b>4</b>	<b>Presentation</b>	30	15
	<b>Grand total</b>	100	50

Total Minimum qualifying Marks for Technical Score:50

**Financial Evaluation:**

**Financial Score:** The financial score (F) will be computed by GeM considering the lowest bid as the base. The Cumulative score (C) will be evaluated based on the following ratio 30 (T):70(F). The firm getting the highest Cumulative score (C) based on technical and financial evaluation will be awarded the contract through GeM.

Total Minimum qualifying Marks for Technical Score:50

QCBS Weightage (Technical:Financial):30:70

**Presentation Venue:** May11, 2023 at CSIR-IIIM, Jammu

**Time: 11:00 a.m.**

**Pre-Bid interaction: Yes.**

**Venue:** May 02, 2023 Board Room, CSIR-IIIM, Jammu

**Time:** 11:00 a.m. IST

**Annexure-I**

**SCHEDULE OF ITEMS, QUANTITY & PRICES**

**SUBJECT:** Hiring of Services for Stage, Exhibition Area & Cubicles, Audio Visual, Public Address System, Printing, Advertisement, Branding in connection with organizing Startup Conclave by CSIR-IIIM, Jammu at Govt. Degree College (Boys) Udhampur between 19<sup>th</sup> -20<sup>th</sup> May, 2023.

<b>Event arrangement at Udhampur Degree college</b>		<b>19-20May 2023 (2 Days)</b>	
<b>S. No.</b>	<b>Description of work</b>	<b>Quantity</b>	<b>UOQ</b>
1.	LED Wall - 8 x 24 ft - 1 No. with riser + 8 x 10 - 2 Nos. with riser + Sound System + Sound Mixer + Live Streaming + Mics	1	NOS
2.	Stage - 20 x 40	1	NOS
	LED TV - 42 inch for VIP	2	
	Flower Decoration at Stage + Bouquets - 14 Nos.	1	
	Podium with lighting lamps	2	
	VIP Chairs	14	
3.	Green Room (Pagoda)	5	Nos.
4.	Wooden Flooring for Pagoda	2000	Sq. Ft
5.	Masking for Pagoda	2000	Sq. Ft
6.	Carpet for Pagoda	2000	Sq. Ft
7.	Round Table - 3 Nos. + Chairs - 12 + Center Table - 5 in Pagoda	1	Nos.
8.	Making arrangement for fixing German Hanger at site	23300	SQFT
9.	Making arrangement for fixing CARPET at site	23300	SQFT
10.	Making arrangement for fixing Wooden Flooring	10000	SQFT
11.	Masking of German Hanger (Ceiling Masking)	23300	SQFT
12.	Masking of German Hanger (Side Wall Masking)	17000	SQFT
13.	Making arrangement for fixing German Hanger at Lunch area site	3300	SQFT
14.	Making arrangement for fixing Carpet at Lunch area site	3300	SQFT
15.	Wooden Flooring at VIP Passage + Registration Counter	4800	SQFT
16.	Hanger for Food preparation area	1840	SQFT
17.	Red Carpet for Passage + VIP Passage + Registration Counter	10920	SQFT
18.	Stalls - 3 mtr x 3 mtr - 1 table, dustbin, 2 chairs & electrical fittings	50	NOS
19.	TV For Stall	12	NOS
20.	Sofa Set	51	NOS
21.	Chairs	500	NOS
22.	Arrangement for LED Light in Hanger	100	NOS
23.	Arrangement for DG set for Sound + Light at site and taking back FOR 2 DAYS - 125 KVA - 8 HRS WITH DIESEL	3	NOS
24.	Arrangement for Laying earthing - as per requirement	5	NOS



25.	Arrangement for laying wiring and cabling for all	1	NOS
26.	Arrangement for Barricading	500	Sq. Ft
27.	Fabricated wooden/ fiber/ cardboard structures for display(Size:10ft×4ft×2ft)	2	Nos.
28.	Cartage + Labour for Hanger / Wooden Flooring / Stalls / Furniture	16	Round
29.	Vanity Van	1	Nos.
30.	Anchor (Master of Ceremony)	1	-
<b>Printing, Advertisement &amp; Branding</b>			
S. No.	Description of work	Reqd. for	UOQ
31.	Radio Publicity	1	Day
32.	Newspaper Advertisement	2	Days
33.	Bags with Pen and note book	500	Nos
34.	Photography and Videography for entire event	2	Days
35.	Printing - Invitation Cards + Booklet + Certificate + Passes + Badge	800	Nos
36.	Temporary Hoardings + Standees at various location	175	Nos
37.	Outdoor Hoardings	25	Nos
38.	Mementoes - 20 + Shawls	20	Nos
39.	Stationery (Miscellaneous items)	100	Nos
40.	Printing of customized T-shirts with event name & logo	100	Nos.
41.	Printing of customized Caps with event name & logo	400	Nos.

**Note :**

**1). Hiring rate for unit item per day for items listed from S.No. 1 to 41 will be calculated as follows:**

**=Total quoted Amount against each item / Total required quantity mentioned against each item**

**2). Prices are inclusive of all taxes & duties.**

**3). Price to be quoted in Gem Portal for above items.**

**CSIR-Indian Institute of Integrative Medicine, Jammu**

No. 12-Works(229)-345-2023

Dated: 03.05.2023

**CORRIGENDUM**

It is notified for all the bidders that the table mentioned in “Evaluation and comparison of bid” at Page No. 6, may be read as **table** mentioned at **Page no. 10 & Page No. 11** of **Evaluation & Comparison of Bid** under head “**Amended Evaluation Criteria**”. All other terms and conditions will remain same.

**Amended Evaluation Criteria**

**Evaluation & Comparison of Bid:**

**The bid is based on Quality & Cost Based Selection (QCBS).**

**Technical bids evaluation**

For short listing an agency, the event organizing committee of CSIR-IIIM Jammu will review the background, relevant experience, Corporate Strength, Layout of Exhibition and Presentation for organising aforementioned Start up Conclave, submitted by the bidders. The decision of the event organizing committee of CSIR-IIIM, Jammu in this regard will be final and binding.

The qualifying bidders will have to make a presentation with the help of models / 3D presentations based on the proposed conceptual exhibition design before the Committee on May 11, 2023 at CSIR-IIIM, Jammu at 11:00 a.m.

After presentation, qualifying bidder will have a technical score T (out of 100) (Table 1) and the technical qualification parameters are as under:

<b>Sr. No.</b>	<b>Parameter</b>	<b>Max. Marks</b>	<b>Cut off Marks</b>
<b>1</b>	<b>CORPORATE STRENGTH</b>		
<b>1.1</b>	Average annual Turnover For turnover below Rs. 1 Cr : 0 marks For turnover from Rs.1 Cr to Rs.2 Cr : 5 marks For turnover above Rs.2Cr : 10 Marks	10	05
<b>1.2</b>	No. of Employees in J&K office Up to 5 employees : 5 Marks 6 to 10 employees: 10 marks	10	05
<b>2</b>	<b>EXPERIENCE</b>		
<b>2.1</b>	No. of Exhibitions completed in the Last 3 years: upto 3 exhibitions: 5 marks	10	05

	4-5 exhibitions :10 marks		
<b>2.2</b>	No. of Exhibitions completed for Science domain in the last 3 years: upto 3 exhibitions :5 marks 4-5 exhibitions :10 marks	10	05
<b>2.3</b>	List of Govt./PSU/Autonomous bodies of the GOI clients being presently serviced Upto 3 clients: 5 marks 4 to 10 clients: 10 marks	10	05
<b>3</b>	<b>Layout of Exhibition</b> The “layout of the exhibition” will be evaluated on the basis of its layout presentation, clarity, 2D/ 3D model etc. Evaluation will be carried out as per following: <b>Poor:</b> 0 marks; <b>Average:</b> 05 marks; <b>Good:</b> 10 marks; <b>Very Good:</b> 15 marks; <b>Excellent:</b> 20 marks.	20	10
<b>4</b>	<b>Presentation</b> The “Bid Presentation” will be evaluated on the following criteria: 1. Planning & Execution of the event: 10 marks 2. Technicality in audio/video display/videography/ photography: 10 marks 3. Stage arrangement & video screen display at the event: 10 marks	30	15
	<b>Grand total</b>	100	50

Total Minimum qualifying Marks for Technical Score:50

**Financial Evaluation:**

**Financial Score:** The financial score (F) will be computed by GeM considering the lowest bid as the base. The Cumulative score (C) will be evaluated based on the following ratio 30 (T):70(F). The firm getting the highest Cumulative score (C) based on technical and financial evaluation will be awarded the contract through GeM.

Total Minimum qualifying Marks for Technical Score:50

QCBS Weightage (Technical:Financial):30:70

**Presentation Venue:** May11, 2023 at CSIR-IIIM, Jammu

**Time: 11:00 a.m.**