

**No. F-20017/10/2006-Protocol
Government of India
Planning Commission**

ATTN: PROFESSIONAL CONFERENCE ORGANISORS

SUBJECT: INVITATION OF BIDS FOR CONFERENCE MANAGEMENT SERVICES FOR PLANNING COMMISSION'S FORTHCOMING MEETING TO BE HELD AT PLENARY HALL, VIGYAN BHAVAN, NEW DELHI.

SEALED BIDS ARE INVITED FROM PROFESSIONAL CONFERENCE ORGANISORS FOR PLANNING COMMISSION'S FORTHCOMING MEETING TO BE HELD AT PLENARY HALL, VIGYAN BHAVAN, NEW DELHI.

- 1. THE BIDDER SHOULD BE A WELL-ESTABLISHED PROFESSIONAL CONFERENCE ORGANISER (PCO) AND MUST HAVE ORGANISED A MINIMUM OF TWO VIP FUNCTIONS AT PLENARY HALL, VIGYAN BHAVAN IN THE PAST TWO YEARS.**
- 2. CERTIFICATE OF SATISFACTORY PERFORMANCE FROM THE CONCERNED DEPARTMENT(S) IN SUPPORT OF SL. NO.1 ABOVE SHOULD BE ENCLOSED WITH THE BID.**
- 3. THE BIDS IN THE PRESCRIBED FORMAT, ALONGWITH BID SECURITY AND SAMPLES SHOULD BE SUBMITTED IN SEALED COVERS, DULY SUPERSCRIBED AS "BIDS FOR CONFERENCE MANAGEMENT SERVICES".**
- 4. THE BID FORMS AND TERMS AND CONDITIONS MAY BE DOWNLOADED FROM PLANNING COMMISSION'S WEBSITE <http://www.planningcommission.nic.in/> OR OBTAINED FREE OF COST FROM THE PROTOCOL SECTION, ROOM NO: 413, YOJANA BHAVAN, PARLIAMENT STREET, NEW DELHI - 110001, FROM THE DATE OF PUBLICATION OF THE TENDER NOTICE IN NEWSPAPERS, ON ANY WORKING DAY BETWEEN 9.30 A.M. TO 5.30 P.M. UPTO 22ND SEPTEMBER, 2006.**

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- 5. BIDS SHOULD BE SUBMITTED ALONGWITH A BID SECURITY OF RS.50,000/- (RS. FIFTY THOUSAND ONLY) IN THE FORM OF ACCOUNT PAYEE DEMAND DRAFT, DRAWN IN FAVOUR OF “PAY & ACCOUNTS OFFICER, PLANNING COMMISSION, NEW DELHI”.**
- 6. THE BIDS COULD EITHER BE SENT BY REGISTERED POST / COURIER TO THE ADDRESS MENTIONED BELOW, OR DROPPED IN THE TENDER BOX KEPT AT THE RECEPTION AREA OF YOJANA BHAVAN, PLANNING COMMISSION. THE CLOSING TIME AND DATE FOR SUBMISSION OF BIDS WOULD BE 1500 HOURS OF 25TH SEPTEMBER, 2006.**

**UNDER SECRETARY (GA),
ROOM NO: 410,
YOJANA BHAVAN,
SANSAD MARG,
NEW DELHI - 110 001.**

- 7. BIDS RECEIVED AFTER THE DATE AND TIME SPECIFIED ABOVE FOR RECEIPT OF BIDS WOULD NOT BE ENTERTAINED.**
- 8. PLANNING COMMISSION RESERVES THE RIGHT TO REJECT ANY / ALL OFFERS WITHOUT ASSIGNING REASON THEREFOR.**

**(RAVJIT SINGH)
UNDER SECRETARY TO THE
GOVERNMENT OF INDIA**

TENDER FORM
FOR
PLANNING COMMISSION'S FORTHCOMING MEETING
TO BE HELD AT
PLENARY HALL, VIGYAN BHAVAN,
NEW DELHI.

	Particulars	Qty.	Rates (per unit)	Rates (total)
A.	Signage (in Digital Flex) with self supporting stands			
i.	Bilingual backdrop behind head table	01		
ii.	Panel in front of the podium	02		
iii.	Dais name plates with holders	16		
iv.	Direction indicator panels	05		
v.	Welcome panel at West Gate, Plaza and E-I Gate	03		
vi.	Welcome hoardings at outer gates	04		
vii.	Welcome hoardings at round about	07		
viii.	Scrolls	10		
ix.	Parking indicators - double sided	03		
x.	Parking indicators - single sided	03		
xi.	Alighting point indicator (single sided)	03		
xii.	Baggage counters with canopy (two each) at Plaza and E-1 gate	04		
xiii.	Fabricated Press Lounge in pre-registration area with laminated panels and octanorm systems	01		
xiv.	Mike stand (single stand with several slots) for holding several (15-20) mikes of the Press / Media	02		
xv.	Backdrop for Press Conference at PIB Centre	01		
B.	Setup and operation of audio visual equipments			
i.	Complete set up for power point presentation and live relay of proceedings of the meeting, including hi-gain Front Projection Screen, digital video (multiple units) cameras, with operators.			
ii.	Good quality Video tape for recording the proceedings of the meeting by PCO.	20		
iii.	Good quality Audio tape for recording the proceedings of the meeting by CPWD and for the use of Parliamentary Reporters	60		
iv.	DVDs for recording the proceedings of the meeting by CPWD.			
v.	Digital count down timer for appraising speakers about time slot allotted / available for delivering speech.	02		
vi.	Plasma screens with stand to be kept in the well of Main Hall.	03		

C. Hiring of Office Automation Equipment				
	i.	Photocopier (speed - 60 cpm) rate / day, free copies, if any and rate/copy for additional copies.	02	
	ii.	Trained staff (Manual collators) rate / day / staff and charges, if any for addl. hrs. beyond specified hours.	02	
D. Support Staff				
	i.	Professional compere for inaugural. Specify fees / charges, against each compere, if the names of more than one compere has been mentioned in technical bid.	01	
	ii.	Professionally trained female staff in uniform for stage and hall management. Rate / day / staff and charges, if any for addl. hrs. beyond specified hours.	11	
	iii.	Supervisor for the female staff. Rate / day and charges, if any for addl. hrs. beyond specified hours.	01	
	iv.	Male staff in uniform for baggage facilitation counters and other assistance. Rate / day / staff and charges, if any for addl. hrs. beyond specified hours.	08	
E. Identity Cards, Parking labels and Security instructions leaflets				
	i.	Identity Cards with flexible plastic pouch and nylon strings	1500	
	ii.	Parking labels with gumming strips and alighting / parking directions on the reverse	1500	
	iii.	Bilingual (Hindi & English) invitation cards, with double side printing, serialised and GOI logo printed envelopes Size 5" X 7"	1500	
	iv.	Security instructions leaflet Size 2 ¼" X 5 ½"	1500	
F. Still Photography on digital camera & Video Shoot				
	i.	Assignment Charges for Still photography. Rate / day.		
	ii.	Assignment Charges for videography including charges for recorded video DVDs. Rate / day.		
	ii.	High Resolution photo CD for uploading on the website of this Office. Rate / unit.		
	iv.	Coloured photographs with album. Rate / copy with album and rates for additional copies. No of copies would be as per requirement.		
	v.	Digital video tape. Rate / unit	10	

G. Communication equipments					
	i.	Walkie-talkies with base unit for recharging. Rate / day / unit.	06		
	ii.	Cellular phones with hand set, charger, sim card and unlimited local call facility. Rate / day / unit.	06		
H. Tentage, drinking water and other arrangements					
	i.	One water proof shamiana (Size 30' X 40') with side covering, ceiling and carpeting, with 20 banquet chairs, 4 tables for water services, 10 pedestal fans, cold water with disposable glasses for 500 pax per day for two days.			
	ii.	Generator for operation of fans inside the tent. Rate per day.	01		

TERMS, CONDITIONS, STIPULATIONS AND INFORMATION
FOR
CONFERENCE MANAGEMENT SERVICES
FOR
PLANNING COMMISSION'S FORTHCOMING MEETING
TO BE HELD AT
PLENARY HALL, VIGYAN BHAVAN,
NEW DELHI.

1. The bidder should be a well-established Professional Conference Organiser (PCO) and must have organised a minimum of two meetings held under the Chairmanship of President / Vice-President / Prime Minister at Plenary Hall, Vigyan Bhavan in the past two years.
2. Certificate of satisfactory performance from the concerned Department(s) in support of sl. no.1 above should be enclosed with the bid.
3. Documents in support of the bidder's credentials, past performance, financial background, company's registration, statutory tax registrations should be enclosed with the technical bid.
4. True samples of material to be used for backdrop, other signages, identity cards, parking labels and security instruction leaflets, provided by the PCO in similar events, in the recent past, or the true samples of items for which rates have been quoted, should be submitted alongwith the bids.
5. Bids should be submitted alongwith a Bid Security of Rs.50,000/- (Rs. Fifty thousand only) in the form of Account Payee Demand Draft, drawn in favour of "Pay & Accounts Officer, Planning Commission, New Delhi". The Bid Security should remain valid for a period of 45 days beyond the final bid validity period and should be further renewable, if required.
6. The bids in the prescribed format, alongwith bid security and samples should be sealed and submitted in sealed covers, duly superscribed as "Bids for Conference Management Services".
7. The bids should include details regarding time required for delivery of CDs / photographs, quality of paper to be used for printing of photographs, type of equipments to be used for photography, video shoot, etc. while submitting the bids.
8. The bids should include details regarding the quality of flex and print resolution of the signages.
9. Any bid that is received without the Bid Security would out rightly be rejected.
10. Bids received after the specified date and time for receipt of bids would not be entertained.
11. Bids incomplete in any form are liable to be rejected out rightly.
12. The bidder would not be allowed to negotiate after submission of bids.
13. Any enquiry after submission of the bids would not be entertained.
14. The details of taxes chargeable should be clearly indicated against each item.
15. The rates quoted by the successful bidder shall remain valid for a period of 6 months from the date of opening the bid, for the purposes of carrying out the work relating to the meeting for which the bids were invited.
16. No charges would be paid, if the meeting, for any reason, gets cancelled on or before 72 hours of the scheduled date and time of the meeting. The bidder should indicate the charges, if any, payable to him, if the meeting is cancelled within 72 hours of the scheduled date and time of the meeting. Payment in that case would be subject to verification.
17. No additional charges would be paid to the bidder, in case the dates of the meeting are rescheduled.

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18. It will be the responsibility of the selected Firm to obtain signatures of the Nodal Officer appointed for the purpose by this Office, on Challans towards items supplied / provided by the Firm. In case of items for which authenticated challans are not submitted, no payment would be made.
19. The successful bidder (PCO) would be required to visit Yojana Bhavan and Vigyan Bhavan, as and when called for, in connection with making arrangements for the meeting.
20. The compere selected from the panel of the selected PCO would also be required to visit Yojana Bhavan and Vigyan Bhavan for briefing and trials.
21. The bidder should give details as to how the signage items would be protected from rain.
22. The bidder would be responsible to obtain necessary permissions from NDMC and / or other authorities to put up signages on the roads, and at vantage points in the Vigyan Bhavan premises. In case letters in this regard are required from the Planning Commission, the bidder should inform and obtain the same from Planning Commission well on time.
23. The successful bidder, would be required to deposit a Performance Security amount of Rs.1,00,000/- (Rs. one lakh only) drawn in favour of "Pay & Accounts Officer, Planning Commission, New Delhi". The Performance Security should remain valid for a minimum period of sixty days beyond the date of completion of all contractual obligations on the part of the successful bidder.
24. The release of the Performance Security would be subject to satisfactory completion of the work and contractual obligations.
25. Dr. D.K. Sharma, Director (GA) and HOD would be the competent authority of Planning Commission, to certify that the PCO has completed all the works and contractual obligations in full, to the entire satisfaction of this Office
26. No advance payment would be made to the PCO.
27. Payment for carrying out the work would be made only after completion of the event, subject to completion of work and all contractual obligations, to the entire satisfaction of competent authority.
28. The competent authority would be competent to forfeit partially or in full the Performance Security amount, if felt essential, due to non completion of any work partially or in full or due to unsatisfactory completion of any part of the work.
29. The bill raised by the PCO should have all tax registration numbers printed on the bill.
30. Any such clause(s) and / or terms and conditions, that the bidder desires to include for providing service / supply goods, should be clearly mentioned in the bid. If some details are given on separate sheets, there should be a clear indication in the bid that it has been given in separate sheets.
31. The bidder should submit a certificate on company letter head saying "I / we hereby state that, after having read all the terms and conditions stipulated by the Planning Commission, agree to abide by them".

32. The bids could either be sent by Registered Post / Courier to the address mentioned below, or dropped in the tender box kept at the Reception Area of Yojana Bhavan, Planning Commission. The closing time and date for submission of bids would be 1500 hours of 25th September, 2006.

Under Secretary (GA),
Room No: 410,
Yojana Bhavan,
Sansad Marg,
New Delhi - 110 001.

33. The bids would be opened the same day in Com. Room No:344 at 1530 hrs. in the presence of such bidders who may wish to be present at the time of bid opening.
34. The competent authority reserves the right to reject any /all bid(s) without assigning any reason thereof.

(Ravjit Singh)
Under Secretary to the Government of India