

No.F-20019/24/2017-General-II
Government of India
National Institution for Transforming India (NITI Aayog)

Tender invitation Notice No. F-20019/24/2017-General-II dated 27th November, 2018.

Tender for the services of Professional Conference Organiser (PCO)

NITI Aayog invites online bids under the two bid system for entering into a rate contract agreement for availing the services of a Professional Conference Organiser (PCO) for organising conferences, meetings, workshops, seminars, etc. of NITI Aayog for an initial period of 2 years from the date of award of the contract. Subject to satisfactory performance, the contract may be extended for a further period of one year, on mutual consent, if the requirement still exists.

Detailed tender document may be downloaded from the Government of India's e-procurement portal or NITI Aayog's Portal, as per addresses given below:

<https://eprocure.gov.in/eprocure/app>

or

niti.gov.in/

CRUCIAL DATES:

Last date for submission of EMD	2.00 P.M. on 26 th December, 2018.
Last date for submission of bids	3.00 P.M. on 26 th December, 2018.
Date of opening of Technical bids	3.30 P.M. on 27 th December, 2018.
Date of opening of Financial bids	Will be intimated to the technically qualified bidders
Bid Security	Rs.7,50,000/- (Rs. Seven lakh fifty thousand only)

Rajive Sabharwal

(Rajive Sabharwal)
 Deputy Secretary to the Govt. of India
 Tel.: 23042716

27/11/2018

(राजीव सबरवाल)
 (RAJIVE SABHARWAL)
 उप सचिव/Deputy Secretary
 नीति आयोग/National Institution
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 भारत सरकार/Govt. of India
 नई दिल्ली/New Delhi
 Tele.: 011-23736035

1. **General Information**

- i. **PLEASE READ THE COMPLETE TENDER DOCUMENT CAREFULLY BEFORE SUBMISSION OF BID.**
- ii. NITI Aayog invites online bids under the two bid system for entering into a rate contract agreement for availing the services of a Professional Conference Organiser (PCO) for organising NITI Aayog's conferences, meetings, workshops, seminars, etc.
- iii. The initial period of contract will be 2 years from the date of award of the contract and may be extended for a further period of 1 year, subject to satisfactory performance, on mutual consent and provided the requirement still exists.
- iv. The tender should be submitted online in the prescribed two bid system, i.e., Technical Bid and Financial Bid. The Technical Bid should be submitted as per format given in Annexure-I and the Financial Bid should be submitted as per format given in Annexure-II of the Tender Document.
- v. The EMD of Rs.7,50,000/- (Rs. Seven lakh fifty thousand only) in the form of a Pay Order / Demand Draft / Banker's Cheque drawn in favour of "The Pay & Accounts Officer, NITI Aayog", payable at New Delhi, should be put in a sealed envelope superscribed "EMD for PCO Rate Contract Agreement" and dropped in the EMD Box kept at the Reception Area of NITI Aayog on or before 2.00 P.M. of 26th December, 2018.
- vi. The Pay Order / Demand Draft for Rs.7,50,000/- (Rs. Seven lakh fifty thousand only) towards EMD should have been issued by the Bank on a date after release of the Notice Inviting Tender and should be valid for a period of 3 months from the date of issue.
- vii. The tenders will be opened by the Tender Opening Committee of NITI Aayog.
- viii. One authorised representative per bid will be allowed to participate in the tender opening at NITI Aayog.
- ix. NITI Aayog reserves the right to reject at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the tender document without assigning any reason thereof.
- x. After submission, if a bidder withdraws from the bidding process, the bidder's EMD will be forfeited.
- xi. The successful bidder will be informed in writing and his consent for acceptance of the contract will be sought in writing.
- xii. No enquiries will be entertained after submission of bids.
- xiii. The detailed tender document may be downloaded from the Government of India's e-procurement portal or NITI Aayog's Portal, as per addresses given below:

<https://eprocure.gov.in/eprocure/app>

or

niti.gov.in/

- xiv. Any corrigendum, if issued, relating to the tender will also be available on the above sites.

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xv. **CRUCIAL DATES:**

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Last date for submission of bids	3.00 P.M. on 26 th December, 2018.
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Date of opening of Financial bids	Will be intimated to the technically qualified bidders
Bid Security	Rs.7,50,000/- (Rs. Seven lakh fifty thousand only)

- xvi. The Technical Bid & Financial Bid should be filled on company letter head as per format given at Annexure-I and II, respectively. After filling up the form, it should be signed and company seal affixed and scanned copies of the Technical Bid & Financial Bid should be uploaded on the Government of India's e-procure portal along with all supporting documents. The method of submission may be seen Annexure-V - "Instructions for Online Bid Submission" and list of supporting documents may be seen at Annexure-VI.
- xvii. Incomplete bids or bids without EMD will be outrightly rejected.
- xviii. NITI Aayog also reserves the right to reject any or all the bids, without assigning any reason, thereof.

2. Background


- i. NITI Aayog organises a large number of National / International level meetings, conferences, seminars, workshops, etc. in NITI Aayog and at outside venues.
- ii. The functions are held at the level of Hon'ble President of India, Hon'ble Prime Minister of India, Hon'ble Vice President of India, Hon'ble Union Cabinet Ministers, Hon'ble Vice Chairman, NITI Aayog, Hon'ble MoS (I/C) for Planning, Hon'ble Members, NITI Aayog, CEO, NITI Aayog, and other Sr. Officers. Important Indian and foreign dignitaries attend these meetings.
- iii. Participation in these meetings range from 50 to 1500.
- iv. The Professional Conference Organiser's services are required for organising such functions.

3. Purpose

- i. NITI Aayog seeks to enter into a rate contract agreement for availing the services of a Professional Conference Organiser (PCO) for organising conferences, meetings, workshops, seminars, etc. of NITI Aayog for an initial period of 2 years from the date of award of the contract. Subject to satisfactory performance, the contract may be extended for a further period of one year, on mutual consent, if the requirement still exists.
- ii.

4. Scope of work

- i. The scope of work will include conceptualisation, designing, fabrication, installation, dismantling of conference back drops, signage, setting up of exhibition stalls, tables, chairs, audio, audio visual equipment, interpretation system, interpretation booths, delegate badge cards, parking labels, ushers, baggage handling counters, baggage handling staff, equipment for office secretariat, secretariat staff, IT equipment, conference bags, kits, etc. An exhaustive list of the items is given in the Financial Bid Form at Annexure-II of the Tender Document.


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5. Submission of Technical Bid - (Annexure-I)

- i. The Technical Bid should be filled on company letter head as per format given at Annexure-I. After filling up the form, it should be signed and company seal affixed and a scanned copy of the Technical Bid along with all supporting documents should be uploaded on the Government of India's e-procure portal. The method of submission may be seen Annexure-V - "Instructions for Online Bid Submission" and list of supporting documents may be seen at Annexure-VI.
- ii. The bidder should provide the company's profile, giving details about manpower, equipment, infrastructure, client list, Company Registration, EPF/ESI registration, etc., as a supporting document to be submitted alongwith the Technical Bid.
- iii. Rates for services should not be quoted in the Technical Bid.

6. Submission of Financial Bid - (Annexure-II)

- i. The Financial Bid should be filled on company letter head as per format given at Annexure-II. After filling up the form, it should be signed and company seal affixed and a scanned copy of the Financial Bid should be uploaded on the Government of India's e-procure portal. The method of submission may be seen Annexure-V - "Instructions for Online Bid Submission".
- ii. The bidder must be able to provide all the services/items/equipment, etc. listed in the Financial Bid (Annexure-II) of the tender document.
- iii. The rates quoted should be inclusive of charges if any for sampling, designing, transportation, installation, dismantling, etc.
- iv. Taxes applicable should be indicated separately.
- v. Conference Management Fees should be indicated separately.
- vi. There should not be any overwriting in the rates quoted.
- vii. The total rates at "M,N,O and P" of the Financial Bid Form, should be quoted both in figures and words. In case of any discrepancy, the rates quoted in words will be treated as final.
- viii. Except for Government taxes, which may change, subject to announcement in this regard by the concerned Government authority, the rates quoted by the bidder shall remain the unchanged throughout the period of contract. There will be no scope for negotiation regarding change in the rates.

7. Earnest Money Deposit/Bid Security

- i. The EMD of Rs.7,50,000/- (Rs. Seven lakh fifty thousand only) in the form of a Pay Order / Demand Draft drawn in favour of "The Pay & Accounts Officer, NITI Aayog", payable at New Delhi, should be put in a sealed envelope superscribed "EMD for PCO Rate Contract Agreement" and dropped in the EMD Box kept at the Reception Area of NITI Aayog on or before 2.00 P.M. on 26th December, 2018.
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