

NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION

17-B, Sri Aurobindo Marg, New Delhi-110016
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No. F. 13-4/2018-19/GA

Subject: Engagement of agency for providing conference facilities.

National Institute of Educational Planning and Administration (NIEPA) is a deemed University under the Ministry of Human Resource Development, Government of India. This Institute intends to hire agencies for providing 1) Conference facilities 2) Banners 3) Badges 4) Backdrops/ Signage & 5) Audio Video Equipments for its training programmes/conferences to be conducted throughout the year at NIEPA and other nearby venues in the city.

Sealed tender for providing conference facilities as given in Annexure – II are invited from interested parties as per two-bid system. 'Technical Bid' should contain details as per Annexure – I. Tenders should be addressed to the Registrar, NIEPA, 17-B, Sri Aurobindo Marg, New Delhi-110016 latest by March 15, 2019 up to 03.00PM. Intimation will be send to the agencies for opening of technical bid. Successful bidder will be engaged initially for a period of 03 months and will be extended up to 01 year. Further, extension of the services may be done by the Institute if deemed fit.

Payment will be made within 30 days of submission of invoice and verification of the same by the concerned official. In case of any query may contact General Administration – 011-26544874/829


REGISTRAR

TECHNICAL BID

The firms are required to submit following documents in the 'Technical Bid' part of the tender:

1. Profile of the firm.
2. Valid Registration Number of the firm.
3. PAN No. of the firm. (In case proprietary firm, a certificate to that effect)
4. Copy of GST registration certificate.
5. Income Tax Return for the last three financial Years. The firm should have turnover of at least Rs. 20 lakhs in the last three years collectively.
6. The firm should have minimum experience of at least 5 years in providing similar services in Government/NGOs/Universities / PSUs and similar institutions.
7. The firm should also enclose list of Organizations where it is providing/ and or provided similar kind of services for the past 5 years.
8. Financial bids of eligible firms only will be opened, the date of which will be conveyed to the eligible bidders subsequently.

FINANCIAL BID

S.No.	Item Details	Rates
1	a) Backdrop	Per sq. feet (Designing and Printing will done by the agency bilingual)
	b) Gate panel	
	c) Direction Panel / Car Parking Panel	
2	Podium banner	Per unit
3	Delegate badges	Per unit
4	Name plate (size 8"x 3")	Per unit
5	Plasma TV (50")	Per unit/per day
6	Podium	Per unit/per day
7	Laptop	Per unit/per day
8	LCD projector	Per unit/per day
9	Splitter	Per unit/per day
10	Re-fixing Charges (incl. dismantling)	Per day
11	Table Mic	Per unit/per day
12	DI Sound Box	
13	Cordless Mic with Audio system + 2 Speakers	
14	Standing Mic and Audio system + 2 Speakers	
15	Conference chairs	
16	Conference tables	
17	Any other item	