



NATIONAL LAW INSTITUTE UNIVERSITY

Kerwa Dam Road, Bhopal-462044

EMPANELLMENT FOR EVENT MANAGEMENT AGENCY.

EOI No.: NLIU/Miscell./Event-Management/2023

Dated: 06/07/23

Sealed Expression of Interest (EOI) is hereby invited from the interested bidders for "Empanelment for Event Management Agency" at NLIU, Bhopal- 462-044, Madhya Pradesh. Bidders can download this document from University Website (www.nliu.ac.in/tenders) and submit their EOI in the given format duly filled, signed with company seal with required enclosures and documents.

The EOI is to be submitted in a sealed envelope super scribed "EOI for Empanelment for Event Management Agency at NLIU, Bhopal" addressed to the Registrar, NLIU, Bhopal or may be placed in the tender box provided at the Reception of the University at NLIU, Bhopal Campus.

LAST DATE FOR SUBMISSION OF EOI 21.07.2023 up to 02:00 PM

The bidders are expected to examine all instructions, form, terms & conditions and specifications in the bidding document. The bid should be precise, complete and in the prescribed format as per requirement of the EOI document. The bid should be unconditional. Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding document in every respect will be at the bidder's risk and may result in rejection of the EOI.

The firms are advised to visit the site of the University at NLIU, Bhopal Campus, to acquaint themselves regarding the nature and extent of work for Empanelment for Event Management Agency at NLIU, Bhopal in an effective and efficient manner.

[Note: All subsequent corrigendum / amendment, if any, shall be published only on www.nliu.ac.in/tenders]

Sd/-
Registrar
National Law Institute University


Assistant Engineer
National Law Institute University
Bhopal





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General Instructions and Terms & Conditions

1. Any EOI received after the scheduled time or incomplete in any manner will not be accepted.
2. The bidder (Individual/firm) is expected to examine all instructions, terms & Conditions, specifications in the EOI form. Failure to furnish information required in every respect will be the Bidders risk and may result into rejection of the bid.
3. Amendment of Bidding Documents: At any time prior to the submission of the bids, the University may, for any reason, whether at their own initiate or in response to the clarification requested by the prospective Bidder, may modify the Bidding Documents by amendments. The amendment will be notified in writing or by telephone to all prospective Bidders who have received the EOI documents.
4. Signing of Bid The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to Contract.
5. Submission of Bid
 - (a) The EOI will be required to submit the EOI in two bid system in two separate envelopes as mentioned below:

Envelope No. 1 super-scribed as "Technical Bid" should contain an introductory letter of contractor along with copies of documents as evidences. The Individuals/firms/Supplier has to fill up **Annexure "A"** with his signature along with all supporting documents and samples.
 - (b) **Envelope No. II** super/scribed as EOI for Financial Bid and should contain the EOI form duly signed in each page by contractor/authorized signatory along with price bid. The Individual/firm has to fill up Price Bid.
6. Both Envelope I & II should be placed in large envelope which should be super-scribed As "EOI for Empanelment for Event Management Agency" and addressed to Registrar, NLIU, Bhopal, Madhya Pradesh 462-044.
7. More than one vendor may be empaneled for this work.
8. NLIU reserves absolute right to take services of any empaneled vendors based on its requirements. No further communication shall be entertained in this regard.
9. NLIU may add or remove any vendor during the empaneled period on its requirement and performance.
10. There is no minimum guarantee of work to empaneled agency.
11. NLIU will be its discretion in awarding work on the basis of its requirements. No queries shall be considered in this regard.
12. Further, work may be allocated to one or more than two agencies on the requirement of the university.
13. If the envelope is not sealed and marked, the university will assume no responsibility for the bid's misplacement or premature opening.





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14. Deadline for submission of Bids must be received by the university at the address specified under commercial bid not later than 02.00 PM on 21/07/2023.
15. The university may, at its discretion, extend this deadline for the submission of bids by amending the Bidding Documents in accordance with clause 3, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
16. The services for one year from the date of executing the agreement in a Rs.100/- non-judicial stamp paper, which can be extended for a further period of two years on year-to-year basis on satisfactory performance on the mutual consent basis on the same rates and terms and conditions.

17. Contacting the Purchaser

No bidder shall contact the university official's on any matter relating to its bids, from the time of bid opening to the time the contract is awarded.

18. Evaluation of Bid

- The large envelope (containing separate envelope I & II) will be opened first. Thereafter the envelope I i.e. Technical Bid will be opened.
- Those bidders who have not enclosed Technical Bid documents & not submitted. In such cases their Envelope II which contains the financial bid will not be considered.
- The bidders has to attach following with technical bid:
 - Valid GSTIN no.
 - Valid PAN no.
 - Valid Bank Account No.
 - IFSC Code
- The envelope II i.e. Financial Bid will be opened for those parties who are qualified technically.
- The rate contract shall be valid for one year which can be further extended for two more years based on mutual consent and the satisfactory services.

19. Eligibility Criteria:-

- The Agency/Company/Firm/Society/Organisation should be registered entity having experience in the business of Event Management for at least last 3 years. Preference may be given to the agency which are on the approved panel of at least 2 reputed organization either in central/ state Government organization or Public Sector Undertaking.
- The Agency/Company/Firm/Society/Organisation must have organized and managed at least 10 events during the last 3 financial years(Attach work order and completion certificate).





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- C. Average annual turnover during the preceding three years should not be less than Rs. 5.0 Lacs each during FY 2019-20, 2020-21 and 2021-22 duly certified by a Chartered Accountant.
 - D. Agency/Firm/Company should not have been blacklisted by any institute/department/ organization(format given as Annexure-B).
 - E. The Agency/Company/Firm/Society/Organisation should be equipped with adequate, qualified & experienced manpower on rolls and infrastructure.
20. **Payment:** Payment will be made for the quantities executed and accepted by the university.
21. NLIU reserves the right to reject any or all EOI in full or part thereof without assigning any reason.
22. NLIU reserves the right to allot fully or partially work order to different vendors according to its requirement.
23. The Vice Chancellor , NLIU is the final authority and his decision will be final and binding on the supplier for any disputes.
24. All legal disputes will have the jurisdiction of Bhopal City only.


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Empanelment No. NLIU/Miscell/Event-Management/2023 TECHNICAL BID FORMAT

1. Name of the Agency : _____

2. Address of Office : _____

Tele Nos./Mobile No. _____

Email: _____

Sl. No	Particulars	Yes	No	Number of Enclosure
1	Permanent office address of the firm in Bhopal. (submit copy of registration under MP shop & Establishment Act from Bhopal Municipal Corporation)			
2	GST Registration Certificate			
3	Average annual turnover during the preceding three years should not be less than Rs. 5.0 Lacs each during FY 2019-20, 2020-21 and 2021-22			
4	Copy of PAN			
5	Copies of Income Tax return of last three years FY 2019-20 FY 2020-21 FY 2021-22			
6	Undertaking that the bidder has not been blacklisted			
7	The travel agents/contractor should be on the approved panel of at least 2 reputed organization either in central/ state Government organization or Public Sector Undertaking			

Place:

Date:

(Signature, Name
and Office Seal Of the Agency)


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Undertaking from the Bidder

From: _____
M/s-----

(Tenderer)

To: The Registrar
NLIU Bhopal
Bhopal- 462 044

SUB: EMPANELLMENT FOR EMPANELLMENT FOR EVENT MANAGEMENT AGENCY at NLIU Bhopal .

- 1) Having carefully examined the Empanelment Document, we offer our services for the aforesaid work in conformity with all the terms and conditions stated therein.
- 2) We certify that we have carefully read each and every condition and the scope of work given in the EOI document and having understood the same we confirm our acceptance without any condition or deviation.
- 3) We agree to keep the Bid valid for a period of 365 **days** from the date of opening of Bid and it shall remain binding on us and may be accepted at any time before the expiry of that period. We also understand that we shall not withdraw this Bid during this period of 365 **days** and in the event of default, NLIU Bhopal shall have the right to debar us for tendering for NLIU Bhopal.
- 4) Should this Bid be accepted, we hereby agree to abide by and fulfill all terms and conditions of the Bid document and in default thereof, to debar for tendering/EOI. We understand that NLIU Bhopal is not bound to accept the lowest or any other Bid received, fully or in part thereof.
- 5) Unless and until a formal contract is prepared and executed, this EOI Document together with written acceptance of tenderer thereof shall constitute a binding contract between NLIU Bhopal and ourselves.
- 6) ***I/We declare that no contract/work order has been terminated due to unsatisfactory performance and/or default in payment of statutory liabilities on time, if at any stage of tender it comes to University knowledge our firm may be debarred from participating in this EOI or any other tender in future related to NLIU Bhopal.***
- 7) We hereby submit our offer in two parts as required.
- 8) **Opening of EOI:**
 - i) Firstly, the technical bids of the bidders shall be opened.
 - ii) Secondly, the price bid of technically qualified bidders will be opened.

**For and on behalf of Director / Chairman
of company
Seal & signature of the company)**

Name:

Date:


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ANNEXURE-A

Details For Empanelment for Event Mangement

1.	Type of Organization	Brief profile of the agency to be enclosed.
2.	Name of Tendering Company with Registration No. & Date issued by appropriate authorities (Please enclose copy of certificate of registration)	
3.	Do you possess trade / business license issued by Competent authority? Authorities in India? If so, please enclose a copy.	
4.	Name of Proprietor / Director and other officers with designation who will be directly concerned with this work.	Name: _____ Phone/Mobile: _____ Email: _____
5.	Furnish following particulars of the Registered Office: a. Complete Postal Address b. Telephone No./ Mobile No. c. E-Mail Address	
6.	Furnish following particulars of the Local Branch Office, if any. a. Contact Person b. Complete Postal Address c. Telephone No. / Mobile No. d. E-mail Address	
7.	PAN No. (Attach Attested Copy)	
8.	GSTIN No. (Attach Attested Copy)	
9.	Year of establishment and length of experience	(Copy of registration of the firm to be enclosed)
10.	Legal status (attach copy of original document defining the legal status): a) Limited company or corporation firm b) Pvt. Ltd. Firm c) Proprietary firm d) Partnership firm e) An individual	(Copy of registration of the firm to be enclosed)


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11.	Information on any litigation in which the applicant was involved during the last 05 (five) years including any current litigation.	
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12. Give details of the major clients – NLUs/IITs/ IIMs/ NITs / IISERs, all Central University, NITTR, NCERT and similar level educational Institutions/Universities, Government / Semi Govt. Departments, Research Organisations and Pvt. Companies to whom services of housekeeping / services provided in the **last five years** in the following format.

Sl. No.	Name and address of the client with details- Name of the contract person, phone no. email-ID	Particular of work	Work order No. and date	Value of work order or work done amount
i)				
ii)				
iii)	The agency should not have been blacklisted or banned by any Govt. Department, Government Organization, PSU, University, Autonomous Institute etc			
iv)	Additional information, if any (Attach separate sheet, if required)			

Note:- Bidders are requested to completely fill all the space provided. If it leaves blank, it will be read as N.A.


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ANNEXURE-B

DECLARATION

We hereby declare that our firm named _____ is not under liquidation, arbitration, court receivership or any other similar proceedings. We further declare that our firm is not blacklisted by any central/state/local government organization/academic institute/PSU.

Stamp & Seal of the Tenderer


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FINANACIAL BID/PRICE BID

[To be Submitted in a separate sealed Cover on Letter Head]

To,

The Registrar, National Law Institute University, Bhopal

Sir,

Subject: Financial Bid for EOI of Empanelment of Event Management Agency at NLIU, Bhopal.

S.No.	Description	Quantity	Rate (In Rupees)
1	Flower Decoration with Carnation, orchids etc	10 Rft	
2	Tent	10 SqFt	
3	Round/Square Table with chairs	10 Nos.	
4	Sound System- Tops, Podium Mic, DJ	1 L.S	

GST _____

Date:

Signature of Bidder with Seal


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