



राष्ट्रीयसीमाशुल्क,उत्पादशुल्कएवंनार्कोटिक्सअकादमी

क्षेत्रीयप्रशिक्षणसंस्थान,

NATIONAL ACADEMY OF CUSTOMS, EXCISE &

NARCOTICS,

REGIONAL TRAINING INSTITUTE,

No.40, HMT Factory Main Road,

Next to HMT School, Jalahalli,

Baengaluru-560 013

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TENDER NOTICE NO.16/2017

Sealed bids are invited from reputed/established Event management agencies for organizing the inauguration function of the National Academy of Customs, Excise & Narcotics, RTI, Bangalore having its office at No.40, HMT factory Main Road, Next to HMT School, Jalahalli, Bengaluru-560 013.

Terms and conditions of the tender are enclosed as Annexure-I

Interested Service providers may submit their bids in two parts i.e. the technical bid and the financial bid both to be enclosed in a sealed cover superscribing "Bid for organizing the Inagural function at NACEN" and it may be addressed to the Principal Additional Director General, NACEN.

The bids should reach this office on or before 11 A.M. on 26.5.2017. Bids received after due date shall be rejected.

The date and time of opening of the bids will be communicated separately.

Tender forms are available at the following websites:

www.cbec.gov.in

www.nacen.gov.in

www.centralexcisebangalore.gov.in

(D.P.NAGENDRA KUMAR)

PRINCIPAL ADDITIONAL DIRECTOR GENERAL

ANNEXURE-I
(TERMS AND CONDITIONS)

I) GENERAL TERMS AND CONDITIONS:

1. NACEN, RTI, Bangalore , the training academy of the Department of Customs,Central Excise and Narcotics has moved into its own premises at Jalahall.
2. The Premises is to be inaugurated by the Hon'ble Finance Minister of India, Shri.Arun Jaitley on 29.5.2017
- 3.NACEN, Bangalore desires to hire an event management agency for conducting the function.
4. The bidder should be a reputed/established organization and should have adequate experience in the field conducting functions of this kind.
5. The bidder should be registered with the jurisdictionalCommercial tax office/Service tax office and any other registrations required as per the existing Laws relating to his business
4. The bidder should have a minimum annual turnover of Rs.1-2 Crore during any two years in the preceding three financial years. In support of the same, a copy of the balance sheets for the said years should be enclosed to the bid. Bidder may also provide the copy of the Income Tax returns filed by him during the last two years along with his bid.
5. The bidder should have experience in providing such event management service to Government organizations/Public sectors/reputed multinational and other Private Ltd.Companies. Proof for having executed projects of this nature in the organizations mentioned above may be provided along with the bid.
6. The bidder should provide all details along with copies of the relevant documents as listed at Annexure -II of this tender document.
7. The bid should be accompanied with an Earnest Money Deposit of Rs. Twenty five Thousand in the form of D.D. addressed to the "Pay&Accounts officer, Central Excise, Bengaluru. The EMD of the unsuccessful bidders will be returned within 10 days of finalization of the tender. The EMD of the successful bidder will be returned on successful completion of the project.

II) TECHNICAL REQUIREMENTS/CONDITIONS:

- 1) The interested vendors may submit their bid in two parts: 1) The Technical Bid and 2) The Financial Bid. The Technical Bid should cover all the aspects of the requirements of NACEN.
- 2) The Financial Bid should cover the pricing of their products inclusive of all taxes. Rates will be quoted in figures and words and in the event of any difference in the two rates, the rates quoted in words will prevail.
- 3) The Technical Bid will be opened first and the Financial Bids of only those who have qualified in the Technical Bids will be opened.
- 4) The bidder should complete the work latest by 28.5.2017 and keep the premises ready for the inauguration by the Finance Minister. In the event he fails to do so in the stipulated time, NACEN reserves the right to impose a penalty of 10% of the contract amount on the bidder.
- 5) The technical specifications of the requirements of NACEN are enclosed to the document as ANNEXURE-III.
- 6) Payments will be made to the bidder in full only on successful completion of the project and on due certification of the officer Incharge at NACEN for monitoring the project. The Pr.ADG, NACEN shall be at liberty to withhold any payments in full or in part for any default in supply or installation of the product.
- 7) Pr.Additional Director General, NACEN reserves the right to award the contract in full or in part without assigning any reasons.
- 8) Pr.Additional Director General, NACEN, Bengaluru reserves the right to reject any tender without assigning any reasons thereof.



(D.P.NAGENDRA KUMAR)
PR.ADDITIONAL DIRECTOR GENERAL

ANNEXURE -II

<u>Sl.no.</u>	<u>Details</u>	
01	Name of the organization	
02	Status of the organization(Pvt.Ltd/Public Ltd etc to be indicated)	
03	Telephone no of the organisation	
04	Contact person with mobile No.	
03	PAN No. of the firm	
04	VAT registration No.	
05	Service Tax Registration No.	
06	Any other information considered necessary	

ANNEXURE-III

The bidder should provide the following services as indicated in the table below:

Sl.No.	Item description
01	Providing and decoration of the stage for the function along with a lamp for lighting during the inauguration
02	Providing seating arrangement on the dias with VIP chairs
03	Erecting Shamiyana for the function at the premises as approved by the NACEN authorities
04	Providing carpet in the premises to cover the areas as indicated by NACEN
05	Providing seating arrangements for 200 invitees in the shamiyana erected. Providing of sofas in the seating area for the VIP guests
06	Providing a public address system for the function
07	Providing of focus light on the stage
08	Providing of Tower coolers at the site
09	Providing of 2 Nos of LED televisions to cover the event
10	Floral arrangements on the dias and at vital areas in the campus as desired by the NACEN authorities
11	Covering the event thorough videography/still photography
12	Providing bouquets for the VIPs on the dias
13	Providing refreshments for the invitees.
14	Providing of water bottles on the dias
15	Providing garlands/shawl for the dignitaries on the dais and Mysore Peta for the Hon'ble Finance Minister.

All rates quoted should be inclusive of taxes .


(D.P.NAGENDRA KUMAR)
PR. ADDITIONAL DIRECTOR GENERAL