

F. No. F2 (Digital) Tender/22 Exh.
Government of India
Ministry of Information & Broadcasting
Central Bureau of Communication
Soochna Bhawan, C.G.O. Complex, New Delhi – 110003

Dated: 18/7/2022

Sub.:- Documents for empanelment of engaging the agencies to provide the electronics items required for exhibition on hiring basis in Central Bureau of Communication.

A panel of reputed private agencies is proposed to be formed for the electronics items/materials of prestigious and important exhibitions brought out by the CBC's which is an Central Government under the Ministry of Information & Broadcasting, Government of India. The panel would be valid for a period of two years in the first instance, which may be extended up to six month.

Reputed agency/firms experienced in electronics items etc. that have sound backup on Central Government job.

The Exhibition wing (Headquarter) of CBC organizes exhibitions in Delhi/NCR for the Ministry of I & B, Govt. of India. To organize the exhibitions, CBC requires various items and materials for execution of the job.

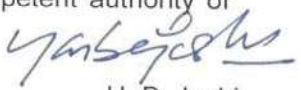
Items (i.e LED Wall , LED TV, Sound System, CCTV camera, Curved LED Screen, Touch screen, Indoor LED Screen, Controlling Recorder, etc.)

Open Tender for empanelment should be address to the **Sh. Kailash Chander, Asstt. Director (Exhibition), Room No. 159, Central Bureau of Communication, M/o- I & B, Soochna Bhawan, C.G.O. Complex, Lodhi Road, New Delhi-110003. and should reach latest by 3.00 pm on 12/8/2022** The tender may be sent by speed post or by hand. If tender is non transferable and tender received after the closing date and time shall not be accepted.

Since the exhibition, of CBC's is mostly time bound, the agency/workshop, office should be situated in Delhi or adjacent areas of NCR. The applications received from the agencies will be scrutinized with reference to the eligibility criteria mentioned in Annexure I of this Document. So, before applying for empanelment, please ensure the fulfillment of prescribed minimum qualification criteria and accept the printing schedule at the time of allotment of job.

The document may be downloaded from Central Public Procurement Portal or CBC's website www.davp.nic

Pr. DG, CBC reserves the right to amend any of the terms and conditions contained in the documents for empanelment or reject any or all applications without giving any notice or assigning any reason thereof. The decision of the competent authority of CBC in this regard will be final and binding.


U. B. Joshi
Sr. Artist (Exhibition)

ANNEXURE- I

Terms & Conditions for empanelment of agencies to provide the electronics items required for exhibition on hiring basis.

Eligibility Criteria:

- a) The Agency must have a valid Vat Registration/TIN No. (Self attested copy Registration to be attached)
- b) The agency must have a valid PAN No. (Self attested copy Registration to be attached)
- c) Must have a turnover of not less than Rupees Twenty Five Lakhs for regular digital printing, Canvas printing etc. in each of the financial year 2017-18 to 2021-22 (attached out of five, any three financial year self attested copies of audited balance sheet , CA Certificate, Profit & Loss Account and Income Tax returns to be attached)
- d) The agency/Company must have experience of similar work in Government organizations (Ministry/Departments of Government of India/Autonomous Bodies/Public Sector Undertaking). Please attach performance Certificate from Govt. Organizations in respect of Exhibitions, carried out during the period.
- e) The agency/Company must not have been blacklisted by any Govt. Department and must not have any criminal case registered against the firm or its owner/partners anywhere in India. An Undertaking on Letter Head in this regard is to be attached.
- f) The agency/Company must have own Office/workshop, Manpower, Skilled / Unskilled electrician, Own Transport facilities and modern technology, which must be in existence for the above 2 years and must be located in Delhi/NCR. Agency have not own electronic items, the sub owner will be considered but agreement should be attached (Attached Documentary evidence)
- g) Copy of the work orders/job orders, appreciation and award certificate pertaining to work accomplished by the agency/firm/company in the above three financial years. Preferably the agency should have undertaken jobs at VVIP's i. e. Vigyan Bhavan, Parliament, Media Centre, Siri Fort, India Gate, Shastri Bhavan etc.
- h) All above Electronics items including LED wall (P3, P4) with sound system, Processor/Lap Top and regular manpower for the entire period of exhibition, LED TV with DVD Player/USB Port, Lap Top and regular manpower for the entire period of exhibition, PA system (Sound system with cord less microphone), Two base bin, Equalizer, Laptop, DVD Player with stage monitor, CCTV Camera, Mic with stand and regular manpower for entire period of exhibition.

Terms and conditions:-

1. Agency shall be fully equipped with all facilities to handle the exhibition jobs in a given time frame. Company should have in-house electronics items facilities. Agency must be capable of executing urgent jobs round the clock in case of emergency. The delay in the delivery of the items in accordance with the time schedule specified by CBC shall render the agency liable to any or all of the following:
 - (a) Cancellation of the order totally or partially.

(b) Imposition of Penalty

(c) Termination of the Contract/empanelment.

The discretion of the CBC in this regard shall be final and binding.

2. The CBC reserves the right to enhance/reduce/restrict/cancel the Job order in the following situations by revising the work order:
 - (a) Inordinate delay committed by agency.
 - (b) Unsatisfactory progress of the job at the agency's end noticed during monitoring by the CBC officers.
 - (c) Sub-standard quality of electronics items, etc. noticed at any stage.
 - (d) Increase or Reduction in Requirement.
3. Agency/firm can be removed/blacklisted from the panel of exhibition electronics items /materials for following reasons:
 - (i) Refusal of job
 - (ii) Inordinate delay in executing the job
 - (iii) False/forged submission of documents
 - (iv) Poor quality/unsatisfactory execution of work.
 - (v) Short supply of electronics items .
 - (vi) Any other administrative reasons.
4. Once the job is assigned to the agency, it cannot be refused by the firm. A penalty can be imposed on the agency if he fails to deliver the job in time beside other suitable action which will be ascertained at that particular situation. The job should be completed within the delivery schedule.
5. The company/firm shall submit a complete bill/invoice along with the Delivery Challans, Payment will be made only after job is delivered completely in all respects. No part payment or advance payment will be made. No interest will be payable on the delayed payments.
6. The rates quoted by the agency must be inclusive of all installation/dismantling, charges, Labour, Transportation, levies, etc. No other charges shall be paid. The CBC will be deducting TDS at the rates applicable from time to time.
7. It will also be the discretion of the CBC to entrust the aforesaid entire electronics items /job to one firm or award it phase wise to different firms. Decision taken in this regard by the Pr. DG, CBC shall be the final and binding on the contracted firm.
8. The documents attached with the quotation are sacrosanct for considering any application as a complete application. It is, therefore, important that all documents duly completed and signed, are attached failing which the application is liable to be treated as incomplete and ignored.
9. Pr. DG, CBC reserves the right to accept/reject any or all the applications in whole or in part without assigning any reason whatsoever and is not bound

to accept the lowest bidder.

10. The CBC reserves the right to reject the material supplied in case it is of inferior quality and is not of requisite standard.
11. The date of declaration of qualified/empanelled agency/firm will be declared at the discretion of CBC which would be intimated by Telephonic or E Mail.
12. Termination of the Contract :
 - a) Pr. DG, CBC shall be at liberty for its entire discretion to terminate this contract forthwith upon at any time without assigning reason or breach or default of any of the terms and conditions contained herein.
 - b) Insolvency or dissolution of the partnership firm Liquidation, whether voluntary or otherwise or passing of an effective resolution for winding up, if it is a company or firm.
 - c) If any partner of its firm or any member of its company shall be convicted of any criminal offence.
 - d) If Agency/firm shall either by himself or by his servants commit/ committed any act which, in the opinion of the BOC, whose decision in that behalf shall be final, is prejudicial to the interest or good name of the CBC.
13. Decision of the Pr. DG, CBC in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the company.
14. In case of any dispute between the Printer and CBC, CBC shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located in Delhi.
15. L-1 rates will be determined through the financial bids of the technically qualified agencies and will be offered to all the qualifying agencies. The agencies that accept the L1 rates will be considered for empanelment.
16. The various jobs will be offered to the empanelled agencies on rotational basis at the determined L1 rates.
17. Agency/firm/company should be ready for installation of one or two items or any work with short notice period and no extra transportation will be paid for installation/dismantling placing of any item at different places in NCT.
18. Agency/firm/company has to provide photo album related to the job executed by them without any extra cost.
19. Agency/firm/company should not be participated in bidding process, which has already shown their inability/incapacity/incapability to do the CBC's job earlier.

20. Nominated officers of CBC will inspect the quality of items/ job, materials and items. Decision of competent authority of CBC in this regard will be final and binding on the firms.
21. All electronic/electrical items should be in working condition during exhibition hours. Operation/ maintenance in all respects will be the sole responsibility of the agency/firm/company. Any disorder in the electronic equipment/electrical items during the exhibition hour will invite deduction of amount.
22. Any accident/mishap during the execution of the job will be the sole responsibility of the concerned agency, who is assigned the job.
23. One official/officer in charge/coordinator from the agency must be available for entire period of the exhibition to resolve the issues pertaining to exhibitions.
24. In a financial bid:
 - a) Rate should be quoted both in words and in figure, preferably typed. Any overwriting in rates etc. may render the tender as invalid.
 - b) Rate excluding i. e. VAT/Tax, GST, etc.
 - c) The rates of Transportation Labour Charges, installation /dismantling etc. are including.
 - d) Enclosed financial bid in a separate sealed envelope.
25. After formation of the empanelment, if any agency/firm refuses to execute the job the agency will be blacklisted from the panel of CBC.
26. The time schedule is to be strictly adhered to.
27. Technical and Financial proposals must be submitted together but in separate envelopes each properly sealed and labeled. The envelopes for Technical and Financial Bids must be separately super scribed "Technical bid for items (i.e LED Wall , LED TV, Sound System, CCTV camera etc.) and "Financial Bid for items (i.e LED Wall , LED TV, Sound System, CCTV camera etc.) respectively. The bidder should put these two sealed envelopes in a bigger envelopes duly sealed and labeled "Quotation for items (i.e LED Wall, LED TV, Sound System, CCTV camera etc.) If financial bid is properly not sealed in separate envelop then rejected the proposals.
28. The envelopes must be submitted in the name and address as mentioned in the data sheet above. The envelopes must indicate the name and address of the agency and should be properly sealed and labeled. In case the envelopes are not sealed and labeled, CBC shall assume no responsibility for the misplacement or premature opening of the proposals.

29. General terms & condition as per GFR.

30. Financial bid of only "Technically Qualified" bidders shall be opened.

Data Sheet		
1.	Name of the client	Government of India
2.	Assignment	Empanelment for engaging the agencies to provide the electronics items on hiring basis required for exhibitions
3.	Contact Person	Assistant Director (Exhibition) Tel # 011-24369585 Email: davpexhibition@gmail.com
4.	Period of Validity	Two Year (period may be further extended by another six month subject to satisfactory performance of the agencies after the approval of Pr. DG: CBC, M/o I&B, Govt. of India)
5.	Bid submission date and time	Bids must be submitted not later than the following date and time: 12/8/2022 (Time: 3 PM)
6.	Submission of financial proposals	(a) Technical & Financial proposals must be submitted in a separate envelope & properly sealed and labeled. (b) The proposals must be submitted in tender box/ the address mentioned below:
7.	Address for submission of proposals	Sh. Kailash Chander Assistant Director (Exhibition), Central Bureau of Communication, Room No. 159, Soochna Bhawan, C.G.O. Complex, Lodhi Road, New Delhi-110003

Note: Proposals received after the stated date and time shall not be considered and will be returned unopened.

ANNEXURE- III

INFORMATION/DOCUMENTS TO BE FURNISHED ALONGWITH APPLICATION FOR EMPANELMENT OF EXHIBITION AGENCY/FIRM IN MINISTRY OF INFORMATION & BROADCASTING, Central Bureau of Communication

S.No	Particulars	To be filled by the bidder
1(A)	a)Name of the firm/agency b)Address c)Name of Proprietor d) Telephone No. e) Mobile No. f) E-Mail Address g) Name(s) of Business Partner(s) Name and Address of the firm/agency Telephone No.	
1(B)	Name and address and Mobile No. of contact person	
2	PAN Number(self-attested copy of Pan Card to be attached)	
3	VAT Registration No. /Tin No. (self-attested copy of Registration to be attached)	
4	The year since when the firm/agency is in existence	
5	Whether the firm/agency /Press are Registered as per existing norms from Government Department? Self attested copy of Registration of the firm/agency Press/attested copy of Licence/ Declaration for running/having a office to be attached)	
6	Turnover in the Financial Year: (any three years) 2017-18. to 2021-22 (self-attested copy of audited Balance Sheet & Profit & Loss Account for the Financial Years and Income Tax Returns, duly acknowledged by Income Tax Department for the Assessment Years to be attached) CA Certificate should be attached	
7	Whether terms and conditions of the tender are acceptable? (Duly signed and stamped to be attached as a token of acceptance.	
8	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or any criminal case is registered against the firm or its owner/partners anywhere in India?(If no, an undertaking to this effect on letter head is to be attached)	

(Signature of the authorized person)

Name /Designation /Seal

FINANCIAL BID

(In a separate sealed envelope)

I, authorized representative of the Company, hereby quote the rates excluding of all incidental expenses and taxes for the Various exhibition job of CBC, Min. of I & B as mentioned below at **Delhi/ NCR :-**

Sr. No.	Items Description	Rates (excluding) VAT/TAX/GST
1.	LED Wall (p-3 & p-4) set up with masking sound system, Processor/ Lap top and regular manpower for entire period of exhibition) Rates: Per Sq. Ft. Per day	
2.	LED TV , Size 62", 72",84" With DVD Player/ USB Port, Laptop and regular manpower for entire period of exhibition 1) 62" Per day..... 2) 72" Per day..... 3) 84" Per day.....	
3.	Sound System. Including Cordless Mic. 4,Top speaker, Two base bin, Equalizer, Laptop, DVD Player Stage Monitor, Mic. with stand and other modern related equipments and regular manpower for entire period of exhibition (Rates: Per day)	
4	CCT V camera for entire period of exhibition with manpower (Rates per camera)	
5	Full Colour Curved LED Screen , Usage: Indoor,Outdoor Type, 10mm pixel, Brand: 9star (Rates: per sq. ft. per day)	
6	Touch Screen LED TV with processing system with Stand etc. 1) 40" Per day..... 2) 50" Per day..... 3) 60" Per day.....	
7	Floor Standing P3 Indoor Led Screen , Diver type: ¼, Size of Module:192mm, Backlight type : LED, Display application: Vertical/Horizon, Size: 2'.5x6' (Rates: Per day)	
<p>Note: Applicable taxes should be mention clearly</p> <p>All above Items will be on hire basis.</p>		

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I, undertake to abide by the terms & conditions as laid down in the tender documents of CBC, Government of India and to follow the instructions given by the Department.

Signature

Name of the Person with designation:

Name of the Firm

Address / M. No.

Date

GENERAL TERMS OF TENDER

1. The job shall be done as specified and where a sample is supplied in accordance therewith. The Principle Director General, CBC (herein after referred to as the Pr. DG: CBC) shall be the sole judge of satisfactory execution of the job. If the execution of the job is not in accordance with the specifications, the specimen or bulk supply are liable to be rejected without any compensation to the firm/ agency. The Pr. DG: CBC shall however be at liberty to accept the same subject to a cut in rates or the firm on being called upon to do so rectified the error(s) and defect(s) at his own cost and to the satisfaction and within the time fixed by the Principle Director General . The decision of the Pr. DG in this regard shall be final and binding on the firm/agency. The Government Shall be under no liability whatever for rejected supplies. If the rejected supplies are not removed by the firm/agency within time frame of rejection, the Principle Director General, may (a) cause those to be removed and charge the firm/agency with all expenses incurred in such removal or (b) shall or otherwise dispose of them on behalf of the firm/agency at their risk and cost and retain any money realized there from (after paying expenses of sale) towards any sum due from the firm/agency.
2. The time specified for delivery of specimen or completion of the order shall be strictly adhered to and deemed to be the essence of the contract. If the time schedule is not adhere to and the job is delayed at the time of sending specimen or during production or dispatching for reasons other than beyond the control of the firm/agency, the Director General shall be entitled their option either (a) to cancel the order (b) to recover from the firm/agency as agreed liquidated damages and not by way of penalty an amount up to 20% of the contract price for the delay or any other region. The decision of the Principle Director General as to whether the delay was or was not beyond the control of the firm/agency and as to the amount of liquidated damages to be recovered from the firm/agency shall be final and binding on the firm/agency. In the event of action to be taken under (a) above the cancellation of the order will be without prejudiced to the right of the Govt. to recover from the firm/agency any loss incurred thereby and the firm/agency will not be entitled for any compensation for such cancellation.
3. The firm/agency shall take every care to see that work or any portion thereof does not fall into unauthorized hands. All specimens and trial and spare copies must be destroyed in the presence of one responsible representative of the firm/agency or Govt. representative. A certificate that these precautions were taken shall be sent to the Director after the completion of the work.
4. All specimen/soft copy of visuals etc. which have been supplied by the Govt. or which have been prepared by the firm/agency for the Govt. must be stored by the firm/agency until such time he may be called upon by the Principle Director General, CBC to return the same.
5. The Principle Director General, CBC may rescind the contract by notice in writing.
 - (i) If the firm/agency assign or sublet the contract without the written approval of the Director.
 - (ii) If the firm/agency or their agent's or servants shall (a) be guilty of fraud by in respect of the contract or any other contract entered into by them with the Govt. or (b) directly or indirectly give, promise or offer any bribe, gratuity, gift, loan, perquisites or advantage pecuniary or otherwise to any Officer or person in the

employment of the Govt. in any relating to such officers or persons officer or employment.

- (iii) If the firm/agency decline, neglect or delay to comply with any demand or requisition or in any other way fail to perform or observe any condition of this contract.
 - (iv) If the firm/agency becomes insolvent or apply for relief as insolvent debtor or commence any insolvency proceeding or make any compensation with their creditors or attempt to do or in case of the suppliers being registered company any order be duly made or any resolution be duly passed for the winding up of the company.
6. If any time after the acceptance of the tender, the Govt. shall for any reason whatsoever not required the whole or part of the job to be carried out the Pr. DG: CBC shall give notice in writing of this fact to the firm/agency who shall have no claim to any payment or compensation or otherwise, however, on account of any profit or advantage which he might have derived from the execution of the job in full but which he did not derive IN CONSEQUENCE OF THE FORE CLOSING THEREOF. In such a foreclosure is done before the supplier has commenced the work, he will not be entitled to any compensation whatsoever. If, however, the firm/agency has commenced the work before such fore closure the Principle Director General, CBC shall decide what sum shall be paid to the firm/agency as charges or compensation for the work already done and her decisions in this behalf shall be final and binding on firm/agency.
 7. If during the currency of the contract the specification of any articles/ design to be supplied to be changed, the firm/agency shall continue to supply the same article or articles in accordance with the new specification at a rate to be decided by the Principle Director General, CBC.
 8. A person signing the tender form or any document forming part of the contract on behalf of the another shall be deemed to warrant that he has authority to bind such other and if on enquiry, it appears that the person so signing has no authority to do so, the Director may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signature liable for all costs and damages.
 9. The tender shall hold good for a period of one year from the last date fixed for its opening.
 10. GST and other duties : firm/agency should quote excluding taxes & taxes may be mentioned clearly.
 11. Recovery from the Agency: Wherever under the contract any sum of money shall be recoverable from or payable by the agency, unless he pay the same on demand, the Govt. shall be at liberty to deduct the same from any sum then due or which at any time thereafter may become due to the firm/agency under the contract or under any other contract with the Govt..
 12. The Govt. reserves the right to carry out a post payment audit of the firm/agency's bills including all supporting vouchers. The Govt. further reserves the right as a result of such a check by any or all of the methods prescribed above.
 13. The Principle Director General may authorize such officers as he/she may wish to operate the contract on behalf of the Govt. and the firm/agency will accept and carry out instructions given by such officers in connection with the contract as it these were issued by the Principle Director General.

14. The Principle Director General has the power to accept or reject any tender without assigning any reason, therefore and is not bound to accept the lowest or any tender.