

ICAR-Indian Agricultural Research Institute,
New Delhi

SHORT NOTICE TENDER

Tender /EOI are invited in two bid system on CPP portal vide tender ID No.2022_DARE_706866_1 dated 16.8.2022 for providing of Dinner to 1000 International and Domestic participants in Hotel located at adjoining area of Aerocity near International Airport Terminal-3 under the aegis of Ministry of Agriculture & Farmers Welfare (DAFW), Govt. of India. For details of the tender, please visit website www.iari.res.in and CPP Portal.


AO (Store)

Terms and conditions

Invitation for Expression of Interest for arranging Official Dinner on 19th September, 2022 on the occasion of 9th Session of Governing Body of International Treaty on Plant Genetic Resources for Food and Agriculture in Delhi.

The Local Organizing Committee invites to submit the proposal to provide Hoteliers to arrange Official Dinner on 19th September, 2022 on the occasion of 9th Session of Governing Body of International Treaty on Plant Genetic Resources for Food and Agriculture in Delhi to be organized by the Ministry of Agriculture and Farmers Welfare.

Interested Hotels are invited hereby to submit tender in the two-bid system, i.e. Technical bid and Financial bid which should be submitted separately through Central Public Procurement (CPP) Portal, Government of India.

Last date for submission of technical and financial bids: 11:00 AM on 18th August, 2022

The scope of this contract shall be for arranging Official Dinner on 19th September, 2022 on the occasion of 9th Session of Governing Body of International Treaty on Plant Genetic Resources for Food and Agriculture in Delhi in accordance with the requirements given below:

GENERAL INFORMATION:

| | |
|--------------------------------------|----------------------------------|
| Date of official dinner | 19 th September, 2022 |
| Expected delegates - Overseas/Indian | 1000 |

ELIGIBILITY

Tenderers are required to demonstrate their capability under following:

- A. **Establishment** - Tenderer should be in business for Minimum Five years. As proof attach attested copy of the company registration certificate & memorandum of Articles. Establishment to provide profile of the company, Type of Services being provided & Main Achievement
- B. **Financial capability** – Tenderers are required to demonstrate their financial standing proving minimum turnover of Rs. 50 crores over the last 5 financial years up to 2022 and as proof attach audited balance sheets attested by Registrar of Companies.
- C. **Proven track record** - Tenderers are required to demonstrate information on exhibitions / Conferences / Workshops they have managed with more than 600 delegates (minimum 3 Conferences) in the past 5 years. Should also have organized at least three exhibitions / Conferences / Workshops or a combination thereof in an area of 5000 Sqm in the last five years.
- D. **Proximity and Convenience** – Tenderer should be located in adjoining area of international airport or Aerocity (within approx. 5 kms radius from International Airport Terminal 3 with other standard utility services and conveniences as per HRACC standards ranging from 3 to 5 star)) with transportation & concierge facility on request.
- E. **Staffing** -Tenderers are required to give an overview of their infrastructure including staffing, experience and accreditation. There should be minimum 10 staff on permanent pay roll.

SERVICES REQUIRED

The successful tenderer shall, provide the following services:

All arrangements made for hosting the official dinner would be first proposed by the Contracted Hotel to the Organizing Committee for its approval. The Organizing committee may also inspect the products, services and arrangements before approval. The quality assurance plan will list the activities, their standards of successful completion, time schedules, fall back options, contingency plans concurrent and independent verification methodologies, reporting and documentation etc.

PENALTY FOR DEFICIENCY IN SERVICES:

In case of minor deficiency in service (as decided by the Committee), a written warning will be issued and required service to be restored immediately and in case of major deficiency in service adversely affecting the Event, appropriate penal action including stoppage of complete payment may be initiated by the Organising Committee. Additionally, the Organising Committee will also be entitled to recover any actual or potential loss suffered due to commission / omission of the service provider attributable to the deficiency in service as aforementioned. The decision regarding minor/major deficiency will be taken by the Organising Committee and shall be binding on the Contracted Hotel. Also, defaulting Contracted Hotel shall be black listed by Ministry of Agriculture and Farmers Welfare from bidding / participating in any such bids invited in future.

DISPUTES:

Any dispute or difference arising out of this contract or in connection therewith which cannot be amicably settled between the parties shall be finally settle under the Arbitration & Conciliation Act 1996 and rules framed thereunder. The arbitration shall take place at New Delhi. The award of the sole arbitrator shall be final and binding on the parties and shall be in lieu of any other remedy. The sole arbitrator under this clause shall be appointed by Secretary, Department of Agriculture, Cooperation and Farmers Welfare, Government of India, New Delhi.

Earnest Money Deposit :

Tenderer must deposit EMD of Rs. 2.00 lakhs in the form of DD/Banker's Cheque in the name of the Director, IARI and should be submitted in physical form with Admn. Officer, Store Section, Directorate, Room No. 44, ICAR-IARI, New Delhi-110012 before closing of the tender. No tender will be accepted without EMD and will liable to be treated as rejected.

Proforma for Technical Bid
Specification for providing of Dinner in Hotel located at adjoining area of Aerocity near International Airport Terminal-3

| Details / Specification of Work | | Whether you agree to provide the facility. Please mentioned against each. Please also enclose supporting documents Yes/No |
|---------------------------------|---|---|
| 1 | Expression of interest for hosting official dinner on 19th September, 2022 during 9th Session of Governing Body of International Treaty on Plant Genetic Resources of Food and Agriculture. <u>Only those hotels are entitled to participate in the bid who have their location of hotels at adjoining area of Aerocity near International Airport Terminal-3</u> | |
| 2 | <ul style="list-style-type: none"> • Dinner for about 1000 International and domestic participant (as per their choice) • Providing of sufficient space for sitting arrangement for the 1000 guest for the dinner. • Providing of special sitting arrangement for VVIPs, preferably at a separate lounge (<u>Consolidated rates should be quoted for all the above three items</u>) | |
| 3 | Any additional work whenever required by the organizer like providing of drinks as per the demand of the participants. (The rates should be quoted for per person) | |
| 4 | Establishment (as per terms and condition of the tender under the condition of "Eligibility") | |
| 5 | Financial Capability (as per terms and condition of the tender under the condition of "Eligibility") | |
| 6 | Proven track record (as per terms and condition of the tender under the condition of "Eligibility") | |
| 7 | Proximity and convenience (as per terms and condition of the tender under the condition of "Eligibility") | |
| 8 | Staffing (as per terms and condition of the tender under the condition of "Eligibility") | |
| 9 | EMD of Rs. 2.00 lakhs in the name of Director, IARI and should be deposited in physical form with Admn. Officer, Store Section, Directorate, Room No. 44, ICAR-IARI, New Delhi-110012. No tender will be accepted without EMD and will liable to be treated as rejected. | EMD details DD No _____ DD Date _____ Amount _____ Name of Bank _____ |

I/We undertake to provide the above facilities during the 9th Session of Governing Body of International Treaty on Plant Genetic Resources of Food and Agriculture. We further certify that we have full facilities to organize the dinner at our premises with all supporting facilities as per your requirement.

Signature of Tenderer with seal and Date

N.B.:-

- Only those hotels are entitled to participate in the bid who have their location of hotels at adjoining area of Aerocity near International Airport Terminal-3
- Pre Bid Meeting will be held on Saturday, 20.8.2022 at 11.00 am at Board Room of Directorate, ICAR-IARI, (Pusa Institute) New Delhi-110012.
- Last Date for Submission of Tender through CPP Portal (online mode only) on 22.8.2022 at 12.30 pm
- Technical Bid opening on 23.8.2022 at 12.30 pm
- The department will have full rights to cancel the tender at any time without assigning any reason thereof.