

**70TH ANNUAL CONFERENCE OF DELHI OPHTHALMOLOGICAL
SOCIETY – DOS**

QUOTATION INVITED ORGANIZING CULTURAL NIGHT

Quotation(s) are invited from eligible and qualified bidders for organizing cultural night (Artist with live performance with band of musicians, Boarding & lodging of artist & his band, Stunt/Stick dance performance, Anchor for the show, Light & sound arrangements for the show, Permissions etc) for the **70th Annual Conference of Delhi Ophthalmological Society – DOS** to be held at New Delhi during **13th April 2019**.

Quotation in sealed envelopes super scribing **Quotation for Conference Cultural Programme & Dinner** may be submitted in a single envelop super scribing.

A. SCOPE OF WORK

- The agency will be required to conceptualize the design, layout standards and norms fixed by the organizers on turnkey basis. The designs have to be attractive and innovative.
- The design and decoration at the venue should be planned in such a way that it showcases the best of design. There should be ample space for parking.
- The Event Manager/Contractor shall clear the site and hand over the possession back to the concerned authority in proper order once the event is over latest by the date stipulated by Concerned Authorities.
- Artist with Live Performance with band of musicians (two hours) & Anchor (End to End Solution with all travel Boarding Lodging & Local Transport.
- Light & sound arrangements for the show.
- All Infrastructure arrangements (Round Table arrangements, food counter set up, carpeting of entire venue, General Lighting, power back up, entry gate, signages, floral decoration, ushers, security guards etc.
- All permissions for the cultural programme (PPL, IPRS Fee & All necessary permission police, NDMC, Fire, Income Tax, Traffic etc.)

B. ELIGIBILITY (all the mentioned points are mandatory)

- The bidder firm /Event company should have been in existence for at least 10 years and should have been registered with the GST Department .
- A Self-declared certificate to this effect on bidder firm's letter head signed by authorized signatory states that the company has been terminated/foreclosed by any company/ department/ organization till date due to non-fulfillment of Contractual obligations.
- Registered certification of the firm/ Partnership deed/ Certificate of incorporation etc. as applicable (The bidder should be an exclusively registered event management (Pvt. Ltd. Company/Partnership firm/LLP/Proprietorship firm) for not less than 10 years)
- Certificate from Chartered Accountant must be attached stating that the bidder should have an average annual turnover of Rupees 10 Crore or above in last 3 financial years.
- Copy of audited/C.A. Certified balance sheet and Profit & Loss Account must also be attached.
- Income Tax Return along with Income Computation Sheet for last 3 years.
- Copies of the work order and successful work completion certificate should be submitted duly signed by the competent authority in support of eligibility and

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qualification that the bidder should have successfully executed at least 3 projects on turnkey basis of similar nature either in DOS other Ophthalmic Organization.

- All the submitted documents should be duly signed by the bidder.
- All prospective bidders are requested to submit their Proposal as per the terms and conditions set forth in this document.
- Copy of GST registration certificate.
- Copies of Income-tax returns of last 3 years with PAN number.
- Copies of Balance Sheet along with Audit Report of Last 3 years.
- Proof of Registration with Employee State Insurance Corporation(ESIC) and Employees Provident Fund(EPF) Challans of payment to ESIC and EPF from 01-04-2017 to 31-03-2018 to attached.
- List of Permanent Employees on Payroll with PF numbers/ESIC No. as on date minimum no of employees enrolled must be 15.
- The Bidder has to attach Self certified letter indicating that they have not been blacklisted by any Central/ State Government/ Ministry/ Department/Public Sector Undertaking/ Government Autonomous Bodies/ Authority.
- Pictures of sample works done in the past.
- Applicant Profile in form of PPT to be submitted in CD/DVD/ Pen Drive.
- Availability of Appropriate structure/ equipment's and other technical resources please attach list of owned/ in Possession/ Tie up list of structures/ equipment's.

C. TERMS & CONDITIONS (Under TWO BID SYSTEM)

I. Instructions to the Bidder:

1. **Last Date & Time for submission of Quotation Documents:** _____

2. **Submission of Quotation Document:** Quotation (separately for technical bid and price bid) must be submitted in sealed cover super-scribing thereon bidder's name, Notification No. and name of the subject matter, EMD of Rs. 300000/- by the way of demand draft/ Pay Order through Speed Post/Registered post/courier service/by hand at Secretariat DOS-2019 addressed to Secretary Delhi Ophthalmological Society at Room no 114 OPD Block First floor Guru Nanak Eye Centre Delhi-2 positively before the bid closing time. Any Quotation submitted without EMD will not be accepted.
3. **Quoting the Core price & Tax, Duties, Discount etc.:** All the prices quoted should be inclusive of all taxes/duties/VAT/GST etc, if applicable.
4. **The validity of the Quotation:** The validity of the quotation should be for at least 30 days from the closing date of the bid.
5. **Bids:** The bids will not be considered if received after the closing date and time. The offers received through telex/ fax /e-mail will not be accepted by the Society under any circumstances. Any offer containing incorrect and incomplete information shall be liable for rejection.
6. **In case of Postal loss:** The Conference Organizing Team shall not be responsible for any delay/loss or non-receipt of quotation by post /courier services.

7. **Contract:** If an order is placed with the firm, the contract shall be governed by an agreement as per the Society rules in force at the time. Additional terms and conditions may be incorporated in the order, if needed, to safe guard the interests of the Society. The Work Order is non-transferable
8. **Power to reject the offer:** DOS reserves the right to accept/reject any offer in full or in part or accept any offer other than the lowest offer. However, deficiencies on any one or, more of the following crucial criteria, eligibility and scope of work will be a factor, for consideration other than the Lowest Quotation.

II. Price Schedule

1. The bidder has to apply for all the items in all the categories mentioned in Financial Bid Performa.
2. The bidders should include all other relevant details relating to prices wherever possible.

III. Rejection Criteria

1. Bids which are not substantially responsive to the quotation Document.
2. Bids not made in compliance with the procedure mentioned in this document or not substantively responsive.
3. Failure on part of the Bidder to provide appropriate information as required in the bid proposal or any additional information as requested by DOS 2019, including any supporting document.
4. Incomplete or conditional bids or bids that do not fulfill all or any of the conditions as specified in this document.
5. The submission of more than one bid under different names by one Bidder. If the same is found at any stage, all the bids by that bidder will be rejected.
6. Material inconsistencies in the information submitted.
7. Misrepresentations in the bid proposal or any supporting documentation.
8. Bid proposal received after the last date and time specified in this document.
9. Bids found in unsealed cover, unsigned bids, bids signed by unauthorized person and unsigned corrections in the bids.
10. Bids containing erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be authenticated by the person signing the bid.

IV. Conditions of Contract

1. The offer must be in English. The rates should be indicated both in figures and words against item specified. It is preferable that the price be quoted in Indian rupees and overwriting in quoted prices will be subject to cancellation of bid.
2. Payment: The payment will be made on satisfactory commissioning and installation of the product and services after completion of the event. Failure to provide the services as specified will lead to imposition of penalty of 25 percent of the total cost of the work order. Advance payment request can be considered as per term & condition.
3. All the Bank charges within India /outside India shall be borne by the bidder/supplier.
4. The Earnest Money of all unsuccessful bidders will be returned as early as possible after the expiration of the period of the bid validity. No interest will be paid by DOS-2018 on the Earnest Money Deposit.

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5. The vendor shall bear the expenses which may incur while unloading of items, deployment of Unskilled/skilled labour during installation of all electronic/electrical/mechanical items.
6. The bidder shall be responsible for any loss, damage, breakage etc in transit site.
7. The bidder shall bear all expenses of packaging, forwarding, and freight, insurance in connection with delivery, repairs and replacements during period.
8. In case of any dispute in respect of the quotation, all legal matters shall be instituted within the jurisdiction of the place where the office of society is situated.
9. For any clarification with respect to technical specifications, please contact to

Dr. Subhash C. Dadeya

Secretary-Delhi Ophthalmological Society
Room No 114, 1st Floor, OPD Block
Guru Nanak Eye Centre, Maharaja Ranjit Singh Marg,
New Delhi-110002, Delhi
Ph. : +91-11-23210810
Email : dosrecords@gmail.com
Web : www.dosonline.org

Contact & Event Information

Event Name	:	DOS - 2019
Event Host	:	Delhi Ophthalmological Society
Organization	:	
Conference	:	13 TH APRIL, 2019
Cultural Programme	:	
Quotation Opening date	:	2 nd March, 2019, 2.00 pm
Last Date for submission	:	12 th March, 2019, 5.00 pm
Bid Opening	:	13 th March, 2019, 6.00 pm
Key Contact Person	:	Dr. Subhash Dadeya
Mailing Address	:	Organizing Secretary – DOSCON – 2018 Room No. 114, First Floor, OPD Block Guru Nanak Eye Centre, Maharaja Ranjit Singh Marg, New Delhi- 110002 Ph : 011-23210810

Annexure 1

PLEASE CAREFULLY GO THROUGH THIS DOCUMENT AND ENSURE COMPLIANCE. NON-COMPLIANCE OF ANY ONE OF THE CONDITIONS MAY MAKE YOUR OFFER INVALID”

Financial Bid							
S. No.	Particulars	Qty	Size	Rate	Days	Amount	Remarks
1.	Artist Grade – A (Option)						
A	Shreya Ghoshal 1	1	1	-	1	-	
B	Sonu Nigam 2	1	1	-	1	-	
C	Vishal Shekhar 3	1	1	-	1	-	
D	Any other A Category Singer						
2.	Travel And Accommodation						
	a.						
	b.						
	c.						
3.	Event Set Up						
A	Stage Set Up	1	1	-	1	-	
B	Sound, Light & AV	1	1	-	1	-	
C	Video & Photography	1	1	-	1	-	
D	Power - Gensets	1	1	-	1	-	
E	Transportation	1	1	-	1	-	
	<ul style="list-style-type: none"> • Band of musicians • Anchor (End to End Solution with all travel Boarding Lodging & Local Transport). • Light & sound arrangements for the show. • All Infrastructure arrangements (Round Table arrangements, food counter set up, carpeting of entire venue, General Lighting, power back up, entry gate, signages, floral decoration, ushers, security guards etc. • All permissions for the 						

