



**India Meteorological Department  
Mausam Bhawan, Lodi Road  
New Delhi-110003**

**NOTICE INVITING TENDER (NIT)**

**Tender Enquiry No.: DGM-HQ-32013(71)/1/2022-CPU-DGM**

**Dated: 20.12.2022**

1. Director General of Meteorology (DGM), India Meteorological Department (IMD), Ministry of Earth Sciences (MoES), Government of India, on behalf of President of India invites ONLINE tenders in Two bid systems from eligible and qualified Indian agencies/firms for following Stores/Services.
2. Name of Stores/Services : IMD Foundation Day Event Management.
3. Specification and Quantity : As per Tender Document
4. Tender schedule is as follows:

1.	PRE BID Conference  (A) Date & Time  (B) Venue	<b>22.12.2022</b> (1100 Hrs)  ISSD conference room, 2 <sup>nd</sup> floor, Mausam Bhawan, IMD, Lodhi Road, New Delhi – 110 003  Dr. V K Soni, Scientist 'F'  (011-43824440)
2.	Closing date and time for submission of tender	28.12.2022 / 1700 Hrs.
3.	Tender Opening date & time	30.12.2022 / 1200 Hrs.
4.	Place of Tender Opening	Central Purchase Unit, O/o DGM, IMD, Lodi Road, New Delhi.

5. **Earnest Money Deposit (EMD):** EMD of Rs. 30,000/- (Rupees Thirty Thousand only) shall be accepted from the participating firm only in the form of Bank Guarantee (BG)/FDR. Banker's Cheque/Demand Draft are NOT acceptable.
6. Signed and scanned copy of EMD document/MSME-NSIC Certificate must be uploaded on CPP Portal at <https://eprocure.gov.in/eprocure/app>. Original EMD document in the form of BG/FDR and Hard Copy of MSME/NSIC Certificate for EMD-Exemption must be submitted in Central Purchase

Unit (CPU) room No.517 on or before closing of bids submission date. EMD shall be valid for 240 days from the date of opening of tender.

7. (a) Micro and small Enterprises registered as OEM for stores and services specified in this tender with any government bodies specified by Ministry of Micro, Small & Medium Enterprises are exempted for submitting the earnest money deposit (EMD). (b) Firms other than SSI registered as OEM for stores and services NSIC, are also exempted for submitting EMD. (c) The exemption and relaxation in EMD are subject to validity of their registration on the date of opening of tender.
8. Bidders may download the **Tender Enquiry Document** from the web site [www.imd.gov.in](http://www.imd.gov.in) & [www.eprocurement.gov.in/cpp](http://www.eprocurement.gov.in/cpp) and read the tender documents carefully before uploading the tender on CPP Portal.
9. Bidders shall ensure that their tenders are complete in all respects before uploading the same on CPP Portal. CPU will not be held responsible for any delay or corruption in the uploaded bids.
10. In the event of the tender opening date being declared as holiday for the purchase organization, the tender will be opened on the next working day. The venue and time of tender opening will remain the same.
11. EMD should be issued in the favour of “O/o Director General of Meteorology, IMD, New Delhi” and payable at New Delhi.
12. Purchaser: The President of India  
Through Director General of Meteorology,  
India Meteorological Department,  
Lodi Road, New Delhi-110003
13. Consignee: Head EMRC, O/o DGM,  
India Meteorological Department,  
Lodi Road, New Delhi-110003  
Phone: 011-4382 4440, 4542
14. Delivery at/Place of service: India Meteorological Department,  
Lodi Road, New Delhi-110003.
15. Inspecting Authority: Director General of Meteorology,  
India Meteorological Department,  
Lodi Road, New Delhi-110003.
16. Inspection officer: Authorized Representative of Inspecting Authority  
Director, Central Purchase Unit (CPU)  
O/o Director General of Meteorology,  
India Meteorological Department,  
Lodi Road, New Delhi-110003.



भारत मौसम विज्ञान विभाग  
लोदी रोड, नई दिल्ली -110003

निविदा आमंत्रित करने की सूचना (एन आई टी)

निविदा जाँच सं. DGM-HQ-32013(71)/1/2022-CPU-DGM

दिनांक : 20.12.2022

1. भारत के राष्ट्रपति की ओर से भारत मौसम विज्ञान विभाग (IMD), पृथ्वी विज्ञान मंत्रालय (MoES), दो बोली प्रणाली में ऑनलाइन निविदाएं निम्नलिखित सामान / सेवाओं के लिए पात्र और योग्य भारतीय बोलीदाताओं से टेंडर आमंत्रित करते हैं :
2. सामान/ सेवाओं का नाम : IMD Foundation Day Event Management.
3. विनिर्देशन और मात्रा : टेंडर डॉक्यूमेंट के अनुसार
4. निविदा अनुसूची इस प्रकार है:

1.	पूर्व बोली सम्मेलन (ए) दिनांक और समय (बी) स्थान	22.12.2022 (1100 बजे) ISSD conference room, 2 <sup>nd</sup> floor, Mausam Bhawan, IMD, Lodhi Road, New Delhi – 110 003 Dr. V K Soni, Sc. F (011-43824440).
2.	निविदा जमा करने की अंतिम तिथि व समय	दिनांक 28.12.2022 / 1700 बजे
3.	निविदा खोलने की तिथि व समय (तकनीकी बिड)	दिनांक 30.12.2022 / 1200 बजे
4.	निविदा खोलने का स्थान	केंद्रीय क्रय एकक, मौ.वि.म.नि. का कार्यालय भा.मौ.वि. , लोदी रोड, नई दिल्ली

5. **बयाना राशि जमा:** भाग लेने वाली फर्म से ईएमडी रु .30,000/- (रुपए तीस हजार मात्र ( केवल बैंक गारंटी एफडीआर के रूप में ही स्वीकार की जाएगी/(बीजी)। बैंकर्स चेकडिमांड ड्राफ्ट स्वीकार्य नहीं हैं।/

6. EMD दस्तावेज़/MSME-NSIC प्रमाणपत्र की हस्ताक्षरित और स्कैन की हुई कॉपी को CPP पोर्टल <https://eprocure.gov.in/eprocure/app> पर अपलोड किया जाना चाहिए। बीजी मूल में रूप के एफडीआर/परचेज सेंट्रल कॉपी हार्ड की प्रमाणपत्र एनएसआईसी/एमएसएमई लिए के छूट-ईएमडी और दस्तावेज ईएमडी तारी की करने जमा बोली में 517 नंबर कमरा (सीपीयू) यूनिटख को या उससे पहले जमा की जानी चाहिए। ईएमडी निविदा खोलने की तारीख से 240 दिनों के लिए वैध होगी।
7. सूक्ष्म (ए), लघु और मध्यम उद्यम मंत्रालय द्वारा निर्दिष्ट किसी भी सरकारी निकाय के साथ इस निविदा में निर्दिष्ट दुकानों और सेवाओं के लिए ओईएम के रूप में पंजीकृत सूक्ष्म और लघु उद्यमों को बयाना जमा में रूप के ओईएम लिए के सेवाओं और स्टोर एनएसआईसी (बी) है। गई दी छूट से करने जमा (ईएमडी) छूट में ईएमडी (सी) है। गई दी छूट से करने जमा ईएमडी भी को फर्मों अन्य अलावा के एसएसआई पंजीकृत प उनके पर तारीख की खोलने निविदा छूट औरंजीकरण की वैधता के अधीन है।
8. निविदाकर्ता [www.imd.gov.in](http://www.imd.gov.in) और [www.eprocure.gov.in](http://www.eprocure.gov.in) वेबसाइट से निविदा जांच कागजात डाउनलोड कर सकते हैं और डाउनलोड किए गए कागजात ध्यान से पढ़कर अपनी निविदा सी पी पी पोर्टल पर डालें ।
9. निविदाकर्ताओं को यह सुनिश्चित करना होगा कि उनकी सभी निविदाएँ सभी तरह से पूर्ण हैं किसी भी प्रकार के विलम्ब अथवा नुकसान के लिए क्रय संगठन जिम्मेवार नहीं होगा ।
10. यदि निविदा खोलने की तारीख के दिन क्रय संगठन का अवकाश घोषित होता है तो निविदा अगले कार्य दिवस को खोली जाएगी । निविदा खोलने का स्थान और तारीख वही रहेंगे ।
11. **बयाना राशि जमा (ईएमडी)" मौसम विज्ञान महानिदेशक, आईएमडी, नई दिल्ली "के पक्ष में जारी किया जाना चाहिए और नई दिल्ली में देय होना चाहिए।**
12. क्रयकर्ता: भारत के महामहिम राष्ट्रपति  
भा.मौ.वि.वि.के माध्यम से  
भारत मौसम विज्ञान विभाग,  
लोदी रोड, नई दिल्ली-110003
13. परेषिति: प्रमुख, ई.सी.आर.एम.,  
महानिदेशक का कार्यालय  
भारत मौसम विज्ञान विभाग  
लोदी रोड, नई दिल्ली-110003  
Phone: 011-4382 4440, 4542
14. सेवा का स्थान: भारत मौसम विज्ञान विभाग,  
लोदी रोड, नई दिल्ली-110003

15. जाँच प्राधिकारी: मौसम विज्ञान के महानिदेशक  
भारत मौसम विज्ञान विभाग  
लोदी रोड, नई दिल्ली-110003
16. जाँच अधिकारी: जाँच प्राधिकारी का प्राधिकृत प्रतिनिधि  
निदेशक, केंद्रीय क्रय एकक(कें.क्र.ए) ,  
मौसम विज्ञान के महानिदेशक का कार्यालय,  
लोदी रोड, नई दिल्ली- 110003.

**Request of Proposal  
For**

**IMD Foundation Day Event Management**



**India Meteorological Department**

**Mausam Bhavan, Lodhi Road**

**New Delhi-110003, INDIA**

*Ajay Kumar*

*Shubh*

## 1. Overview

India Meteorological Department (IMD), Ministry of Earth Sciences (MoES), Government of India is celebrating its 148<sup>th</sup> Foundation day on 15<sup>th</sup> January 2023 at IMD office complex, Lodi Road, New Delhi. About 250 VIPs/Guests and 600 officials of IMD will become part of the celebration.

## 2. Scope of Work

The scope of work of services required on a turn- key basis from selected bidder shall be, but not limited to, the following:

### A. Signage/Branding

Provisioning of Stage Backdrop, Welcome Panel at main gate and Porch area, Welcome Panel at Road side, Direction board, Podium logo and Indication signage in sitting arrangement. For further details refer section **Key Deliverables**.

### B. Audio/Visual

Podium Mike, Cordless Mike, Sound System, Led Park Light with stand for stage and backdrop, Still Camera with operator(8 Hours Shift), HD Videography with operator. For further details refer section **Key Deliverables**.

### C. Stage

Stage should be setup with new grey carpets, Water proof ceiling, Podium, Flower decoration stage podium, Flower Bouquet, 12 Feet High Masking for the Entire Area, Chairs (good looking and comfortable with back covers), Sofas for VIP'S White Sofa 2 seater, Low Height Tables in front of the Sofas, Appropriate tables for food packets, Serving Staffs, Three sets of 6/8 seater sofa with tables for the VIP food area with canopy(gazebo), Red Carpet of 7 feet from main gate to stage, VIP food area and between seating arrangement, Red carpet for ramp at stage, Proper lighting arrangement in VIP and High Tea area. For further details refer section **Key Deliverables**.

### D. Food/High Tea

Packet Food/High Tea, Mineral Water, Dustbins, Dry Fruits (Roasted cashew nuts & almonds). For further details refer section **Key Deliverables**.





## Specifications and allied Details

### 1. Key Deliverables:

The main deliverables of the assignment will be:

#### A. Signage /Branding

S.No.	PARTICULARS	QTY
1.	STAGE BACKDROP Digital Flex print on a frame mounted panel fixed on self-supporting stands. Size 40 X 12 Ft. Including printing	1 Pcs.
2.	WELCOME 3D PANEL Digital Flex print on a frame mounted panel fixed on self supporting stands as per actual dimensions of gates. 3D design - Size (20 x 3Ft Top) & (10 x 3Ft Legs )	1 Pcs.
3.	WELCOME PANEL AT ROAD SIDE 2 D Panel - Digital Flex print on a frame mounted panel fixed on self-supporting stands. Size 16 X8 Ft.	2 Pcs.
4.	DIRECTION BOARD Digital Flex print on a frame mounted panel fixed on self-supporting stands. Size 6 X 3 Ft	5 Pcs.
5.	PODIUM LOGO Digital Flex print on a frame mounted panel fixed on self-supporting stands. Size 4 X 2 Ft. with Wooden Podium	2 Set
6.	Indication signage in sitting arrangement	6 Pcs.


#### B. AUDIO VISUAL

S.No.	PARTICULARS	QTY
1.	Podium Mike	2 Pcs.
2.	Cordless Mike	4 Pcs.
3.	Sound System with 2Monitor 8 JBL Speaker Amplifier with Audio Mixer	1 Set
4.	LED Park Light with Stand for stage and backdrop	20 Nos.
5.	Still Camera with Operator (8 Hours Shift)	1
6.	HD Videography with Operator (8 Hours Shift)	1
7.	Recording to be provided in 2 Pen Drives	1

#### C. STAGE

S.No.	PARTICULARS	QTY
1.	New Grey Carpet on the Stage 63 Feet X 34 Feet	1
2.	Water proof ceiling on stage 63 Feet X 34 Feet	1
3.	Wooden Podium	2
4.	Flower Decoration Stage Podium At 2 GATES of the main pandal	As required

Ujjay Kumar





	Flower decoration from main front gate (Lodi Road side) to Stage	
5.	Flower Bouquet (6 no.s) and Baskets (4 nos)	6+4=10 Pcs.
6.	12 Feet High Masking for the entire area ( From the Entrance gate to the lawn, VIP food area & Car parking area on both sides) (Rates to be quoted per Running foot)	800 Running Ft.
7.	Chairs for the function (good looking and comfortable with back covers).	600
8.	Sofa's for the VIP'S White Sofa 2 Seater	40 Seats
9.	Low Height Tables in front of the Sofas	8
10.	Appropriate Tables to be provided for food packets distribution.	6
11.	Serving staffs to be provided for distribution of food packets, and High tea in VIP area. (Rate to be quoted per person)	20 persons
12.	Three sets of 6/8 seater sofa with tables for the VIP food area with canopy (gazebo). High quality serving crockery sets to be used.	1
13.	High round tables in the VIP food area.	4
14.	a) Red carpet of 7 feet width from main gate to stage, VIP food area and between seating arrangement (Rates per Sq. ft.) b) Red carpet for ramp at Stage	3150 Sq ft.
15.	Proper Lighting arrangement in the Enclosure and in VIP and High Tea Area	General Lighting (200 Lights)
16.	Glass Mineral Water Bottle (1 lt.) on the stage	6 Nos.
17.	Glass tumblers on stage	6 Nos.

#### D. FOOD/HIGH TEA

S.No.	PARTICULARS	QTY
1.	<b><u>PACKED FOOD</u></b> Vegetable cutlet Mutter somosa Gulab jamun Moong dal burfi Tea & Coffee Tomato sauce & tissue paper	600 Packets
2.	<b><u>HIGH TEA</u></b> Vegetable cutlet Mutter somosa Gulab jamun Moong dal burfi Tea & Coffee Tomato sauce & Tissue paper Roasted Dry Fruits (Almond & Cashew Nuts) 2 Kg	250 Persons
3.	Mineral water in tumblers	1000 Pcs
4.	Dustbin	8 Pcs

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*[Signature]*

**\*The deliverables can be increased or decreased based on need & mutual consensus as & when required.**

**Note:**

- (i) Food items should be of Haldiram/Bikanerwala make or equivalent and freshly packed.
- (ii) A certificate in this regard from the manufacturer is to be submitted with supply.
- (iii) Bidders should have fire fighting arrangements (at least 8 Nos of suitable size fire extinguishers should be installed).

**2. Terms and Conditions**

- (i) The Event Management Firm should be able to produce documentary evidence in support of successful event management and planning.
- (ii) The whole set-up shall be ready by the evening of 14th January, 2023 and sound quality should be tested.
- (iii) Bidders are required to give Power Point Presentation about their proposal & experience within One-Day notice to Technical Evaluation Committee constituted by IMD.
- (iv) The prospective bidder in their own interest may visit the venue for assessment of the quantum of work and further clarification if any may be sought from Dr V. K. Soni, Scientist-F (Phone 011 43824440).
- (v) Shabby or dirty covers / table cloth/ masking etc. shall not be accepted & no payments shall be made for shabby work. Fresh covers and clothes are preferable.
- (vi) Firm shall provide an Orientation to the volunteers / organizer.
- (vii) All arrangements to be ready by 09.00 AM on 15.01.2023 (Duration of Function shall be tentatively from 1430 Hrs to 1730 Hrs. exact timing will be informed later)
- (viii) Any logistics required in the compound to be communicated well in advance, preferably on the previous day.
- (ix) Firm shall deploy adequate qualified manpower before & during the event to ensure uninterrupted operations of all the components during the function and shall provide name and mobile numbers of supervisor/coordinator deployed for various tasks. Rates should be quoted on per item basis.
- (x) IMD reserves the right to decrease or increase the quantity/delete of any items quoted and all prices shall be calculated on pro-rate basis.
- (xi) Supply of good quality crockery for high tea should be ensured.
- (xii) Caterer or tenderer shall provide:- (a) Good quality paper napkins. (b) Good quality Tooth picks (wooden).
- (xiii) All the attendants deployed by the vendor should be properly dressed with their security badges.
- (xiv) Bidders are required to submit EMD of Rs. 30,000/- (Rupees Thirty thousand only) payable DDO(DGM), India Meteorological Department, New Delhi in the form of Bank Draft / Banker Cheque payable at Nationalized Bank at Delhi / New Delhi.

Nyay Kumar



- (xv) Rs 500/- (Rupees Five hundred only) (non refundable) payable to DDO (DGM), India Meteorological Department, New Delhi in the form of Bank Draft as cost of tender documents should also be enclosed while submission of tender.
- (xvi) Techno-commercial bid should have complete proposal with financial aspects and should be in a sealed envelope.
- (xvii) Without valid EMD and tender fee the bid will be cancelled.
- (xviii) Payment Terms: Payment will be processed after successful completion of the event and submission of final bill/document in proper form.
- (xix) Bidders should have valid Income Tax No. & registration for conducting events for which documentary evidence to be enclosed failing which the bids will be rejected.
- (xx) Bidders should have firefighting arrangements (at least 8 Nos of suitable size fire extinguishers should be installed).
- (xxi) Bidder should have turnover of Rs 20 Lakh average turnover during last three years. The bidder should submit summary statement of the firm's turnover (in figures) for last three years duly certified by a CA.
- (xxii) Successful bidder shall furnish performance security to the purchaser for an amount equal to three percent (3%) of the total value of the contract, valid up to sixty (60) days beyond the contract period.
- (xxiii) The bidder should have office in Delhi-NCR. Proof of registered office in Delhi-NCR which is operational for scope of work of the tender document should be attached.
- (xxiv) Bidders are requested to submit the details of the firm for E-Payment. Account Number, (b) Bank Name, (c) Branch Name, (d) Address, (e) IFS code, (f) MICR No., (g) Telephone No., (h) SWIFT code, etc.
- (xxv) Rates for all items shall be quoted separately as per list with per unit, as well as per requirement.
- (xxvi) Taxes, if any, for each item shall be quoted separately otherwise it will be treated as the taxes are included in the cost.
- (xxvii) Work Order will be placed latest by 5th January 2023.
- (xxviii) Successful bidder shall submit performance security within seven days from date of dispatch of supply order/award of contract by the purchaser. Performance Security has to be submitted irrespective of its registration NSIC etc. Performance security is not relaxed to any Firm/service provider. Submission of Performance Security is must for all Firms/service providers.

*On tour, consent taken through email.*

**K.C. Sai Krishnan, Sc-G**  
(Chairman)

**M. I. Ansari, Sc.-E**  
(Member)

*Vijay Kumar*  
16/12/2022  
**V. K. Soni, Sc F**  
(Member)

*H. S. Sawhney*  
**H. S. Sawhney, Sc-E**  
(Member Secretary)