



## Organization name: India Ports Global Ltd

**Tender no:** IPGL/Event/ 2023 /Oct03 **Tender Type:** Limited Tender on short notice.

**Name of work:** Customize Glass memento Gifts For Global Maritime India Summit 2023

Completed tenders shall be submitted to IPGL office before 17:00 hrs of 11.10.2023 and will be opened at 17:30 hrs on 11.10.2023.

### **Office address:**

Managing Director  
India Ports Global Ltd.  
4th Floor, Nirman Bhavan,  
M.P.Road, Mazgaon,  
Mumbai,400 010, INDIA

### **Contact Details:**

Phone no:+91 9029026176  
E-mail: eventapril.2023@gmail.com

# **India Ports Global Limited**

Bid Document

For

**Tender for hiring Agency for Customize Glass memento Gifts For Global Maritime India Summit 2023.**

**Tender No- IPGL/Event/2023/Oct03**

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## **A. Instructions to Tenderer (ITT):**

India Ports Global Limited (IPGL) is participating to GMIS 2023. Quotes are requested from Gift agencies for two different gifts for Global Maritime India Summit 2023.

Submission of Offer: The Tender documents complete in all respects shall be submitted in 2 (Two) parts i.e., Part-I (Technical Bid) comprising profile, credentials, and signed copy of tender document as token of acceptance of conditions) and Part-II (Financial Bid) sealed in 2 (Two) separate envelopes clearly super scribed “Technical Bid” & Financial Bid” on the respective envelopes. Both the Bids i.e. Technical Bid and Financial Bid shall together be put in a separate envelope which should be sealed and superscripted with “

**Tender for hiring Agency for Customize Glass memento gifts for Global Maritime India Summit 2023. With complete tender details superscripting tender name, Name & address of the bidder.**

- 1) PERIOD OF CONTRACT & TERMS: The Tender is for the Customize Glass memento Gifts.**
- 2) Last date/due date & time of submission of tender 05.00 PM on **11.10.2023**
- 3) **Validity of Offer:** The offer shall be valid for a period of 14 days from due date of tender submission.
- 4) Any further clarifications can be sought from [mfa.indiaportsglobal@gmail.com](mailto:mfa.indiaportsglobal@gmail.com) / [eventapril.2023@gmail.com](mailto:eventapril.2023@gmail.com) / [mons.indiaportsglobal@gmail.com](mailto:mons.indiaportsglobal@gmail.com)
- 5) Firm or any partner of the firm should not be banned / blacklisted by any Central Public Sector Undertakings / Public Financial Institutions as per Section 2(72) of the Companies Act 2013 / Schedule Commercial Bank/ Any government body in respect of any assignment / job/ behavior during the last 5 years.
- 6) IPGL has the right to accept reject any/all of the offers without assigning any reason thereof. No claim on this account shall be entertained by IPGL.  
IPGL may at its discretion seek additional information or clarification at any stage in support of the bid.
- 7) Bidders willing to attend the opening of bids may send their authorized representative with authority letter. Only one representative shall be allowed to attend the opening of bids.
- 8) All instructions, notices and communications etc. under the tender/contract given in writing and if sent to the last known place of the business, shall deem to have been served on the firm on the date when dispatch by registered post/speed post is made at the address of the firm. These can also be sent by email to email id specified by tenderer. Any email sent to such email will be valid proof of communication/ intimation to contractor/tenderer.

- 9) In case of dispute, Arbitrator(s) would be appointed by IPGL and the jurisdiction will be Mumbai only.
- 10) Prospective Bidder/Contractor shall not sub-contract the work.

## **B. ASSESSMENT OF TENDER.**

1) The tender will be assessed first on the basis of the information furnished in Part I of the tender comprising the “Technical Offer/Bid”. On the basis of such technical information, the Company will assess the capability of the Tenderer to undertake the contract and, if found unsuitable shall reject the tender, in which case their “Price Offer/Bid” will not be opened. Decision of the Company in this regard shall be final and binding. Please note that all the information required in the “PROFORMA FOR SUBMISSION BY TENDERER” should be properly filled and all documents of the Technical Offer/Bid - Part I, must be attached with the tender.

2) Once a tender is accepted on technical grounds, the selection among such technically qualified tenderers would be only on the basis of lowest prices quoted. However, the Company reserves the right to reject all/ any of the tenders without assigning any reasons and the decision of the Company in this regard shall be final and binding. The Tenderers are requested to quote their best and final offer. No revised offer shall be entertained. No conditional quotations will be accepted.

3) Contact details of persons for this tender are: Mr. Shailesh Makwana & Ms. Supriya Jadhav (Email id-mons.indiaportsglobal@gmail.com / mfa.indiaportsglobal@gmail.com) Nirman Bhavan, 4<sup>th</sup> floor, M.P. Road, Mazgaon, Mumbai- 400010.

## **TECHNICAL BID (Envelope – 1)**

### **Tender for hiring Agency for Customize Glass memento Gifts For Global Maritime India Summit 2023.**

#### **ESSENTIAL CONDITIONS –ELIGIBILITY CRITERIA**

- 1) Tenderer should be in business of making Customize Glass memento gifts for various customers for last ten years and (support of this should be attached). Firm should have experience of working with public sector companies (support of this should be attached). Tenderer should submit at least one contract copy along with work completion certificate (entered into during last three years preferably from FY 2020-2021) for the work held for more than 30-40 customers.
- 2) The firm must have Head office/Registered office in Mumbai/Mumbai suburb/MMRDA region. If Head office is not in Mumbai region, they should clarify what facilities they have to organize event at Mumbai.

#### **IMPORTANT:**

It is mandatory to furnish relevant proofs, documents, certificates etc. for the eligibility criteria mentioned above.

## **FINANCIAL BID (Envelope-2)**

The “Price Bid” shall be as per the Price Schedule of the tender document, to be submitted in a separate envelope i.e., Envelope-II. Conditional Price Bid shall be liable for rejection.

Note: Both ENVELOPES, I & II shall be kept in a third separate sealed envelope super scribing on it name of the tendered work and name and address of the bidder. Offer with counter condition shall be liable for rejection and disqualification.

## **TENDER OPENING AND EVALUATION**

Bids received up to closing time on stipulated date, shall be opened on the same day i.e., 11<sup>th</sup> October 2023 at 17:30 Hrs at IPGL office of Managing Director, India Ports Global Limited, 4th Floor, Nirman Bhavan, M.P. Road, Mazgaon, Mumbai – 400010 in presence of Tenderer/Tenderers representative, who may wish to be present. The Tenderers representatives who are present shall sign a register evidencing their attendance.

## **Opening of Price Bid**

1. Tenders, which are found to be in conformity with IPGL's Tender requirement and are considered substantially responsive, shall be considered for opening of Price Bid
2. For Award of Contract, the Comparison and Evaluation of Price Bid will be based on the lowest of the total Cost quoted by the Tenderers.

### **GENERAL CONDITIONS of CONTRACTS**

**PERIOD OF CONTRACT & TERMS: The Tender is for Customize Glass memento Gifts For Global Maritime India Summit 2023.**

#### **1) Disqualification.**

- 1) The tender is liable to be disqualified if:
- 2) During validity of the quotation period or its extended period, if any, the Tenderer increases his quoted prices.
- 3) The Tenderer qualifies the tender with his own conditions.
- 4) Tender received in incomplete form including price schedule.
- 5) Tender received after due date and time.
- 6) Not accompanied by all requisite documents.
- 7) Information submitted in Technical Offer/Bid is found to be incorrect or false at any time either during the processing of the tender (no matter at what stage) or during the tenure of the contract including the extension periods, if any.
- 8) Multiple tenders being submitted by one Tenderer or if common interests are found in two or more Tenderers, all such Tenderers are liable to be disqualified.

#### **2) Billing.**

- 1) Cost/rate is to be quoted excluding GST. TDS will be deducted as applicable. GST will be paid extras applicable. Current GST rate should be indicated in the tender.
- 2) Payments of bills will be made within 30 days from date of submission of bills, complete in all respects.
- 3) Any dispute regarding payment must be raised within 90days (ninety) from the date of settlement of the final bills, failing which same will not be

entertained.

**3) Advance- Please note that no advance will be paid.**

The Bidder shall submit the EMD of ₹ 4,800/- (Rs Four thousand eight hundred only) in the form of Demand Draft in favor of India Ports Global Limited payable at Mumbai.

**4) Performance Security.**

The successful bidder shall be required to submit Performance Security 5% of the contract value or as applicable in the form of Demand Draft with in 2 days of award of contract/work order.

**5) Risk Purchase Clause**

If at any time during the currency of the contract it is found that.

(a) Tenderer has failed to arrange services from the date of commencement of the contract, or

(b) The services are not arranged in time, or assigned job has not been completed in time, or

(c) The services rendered by the tenderer are found unsatisfactory,

The Company will be at liberty to obtain the services from alternative sources at the risk and cost of the tenderer.

**6) TERMINATION CLAUSE.**

The Company reserves its right to terminate the contract for any reason at its absolute discretion including but not limited to the following:

If the tenderer is adjudicated insolvent by a Competent Court or files for insolvency or if the Tenderer being a company is ordered to be wound up by a Court of Competent Jurisdiction.

If the tenderer commits any breach of the terms of this contract / tender document.

If any charge sheet is filed by a competent authority of the Government against the tenderer or the company, or the tenderer is convicted by a criminal court on grounds of moral turpitude.

The tenderer is involved in wrongful billing.

In the event of unsatisfactory service or failure on the part of the tenderer at any time, to carry out the terms and conditions of the contract to the satisfaction of the Company, of which the Company shall be the sole judge, the Company reserves the right to forthwith terminate the contract and in such an event the tenderer shall have no claims whatsoever against the Company in consequence of such termination of the contract.

Any alteration in tender documents noticed subsequently even during the tenure of the contract.

Information furnished in Technical Offer/Bid including of supporting documents is found to be incorrect or false at any time during the tenure of the contract including the extension period if any.

The decision of the Company in terminating the contract will be final and binding on the tenderer.

**7) TENDERER TO INFORM HIMSELF FULLY:**

The tenderer shall closely peruse all the clauses, specifications and requirements etc., indicated in the tender documents, before quoting. If the tenderer has any doubt about the meaning of any portion of the tender specification or finds discrepancies or the omissions in the specifications or if the tender documents are found to be incomplete or required clarification on any of the technical aspects, scope of work etc., he shall at once contact the official inviting the tender, before submission of the tender.

Tenderers are advised to study all the tender documents carefully. Any submission of tender by them shall be deemed to have been done after careful study and examination of the tender documents and with the full understanding of the implications thereof. The specifications and terms and conditions shall be deemed to have been accepted unless otherwise specifically commented upon by the tenderer in his offer.

**8) EXIT CLAUSE:** - The IPGL at its sole discretion can terminate the contract without assigning any reasons whatsoever by giving THIRTY (30) days' notice to the tenderer.



**9) DECLARATION:** We, the undersigned, have perused the above-mentioned Terms and Conditions and we agree to abide by them in case the contract is awarded to us. We further state that we have quoted rates for the Price Offer of this tender keeping in mind the above-mentioned terms and conditions.

**(Signature of the Tenderer)**

**With Rubber stamp of the firm**

**Place: .....**

**SPECIFIC TERMS AND CONDITIONS.**

**India Ports Global Ltd intend to participate event between 17<sup>th</sup> October 2023 to 19<sup>th</sup> October 2023.**

- Tenderer will complete work order by 15<sup>th</sup> October 2023.

2. Work order to be provided should be higher standards.

3) The contractor shall be responsible for and shall pay any compensation to his employee's payable under the Workmen's Compensation Act 1923 and 1933 and the amendments thereto (as update) for injuries caused to the driver. The contractor shall be responsible for the pay the expenses for providing medical treatment to any persons appointed by them for organizing the event, who may suffer any bodily injury as a result of any accident during the course of duty.

I have read and understood the terms and conditions. I have quoted price in "price Offer" considering tender terms.

**DECLARATION**

We, the undersigned, have perused the above-mentioned Terms and Conditions and we agree to abide by them in case the contract is awarded to us. We further state that we have quoted rates for the Price Offer of this tender keeping in mind the above-mentioned terms and conditions.

(Signature of the Tenderer)

With Rubber stamp of the firm.

Place : .....

**Annexure – A**

**TENDER FOR EVENT MANAGEMENT**

1	PARTICULARS
2	Name of the Tenderer
3	Complete addresses with Pin codes
4	State whether tenderer is Sole Proprietor/Limited
5	Partnership/Partnership/Company
6	Name(s)of Sole Proprietor/Partner/ Director
7	Year of establishment
8	Contact details: Address of the Firm with the following details Certificate of practice). Phone No(s) Mobile No(s) Fax E-Mail ID(s)
9	8 GST No.
10	9 Bank Account Number with details of Name of the Bank, Branch Address, Bank code, IFSC code
11	Please state annual Turnover for last three years (in Lakhs)
12	(Please attach copy of annual accounts for last financial year)

**Annexure – B- Price Bid**

(To be submitted in separate sealed envelope Envelope-II, duly super scribed).

(Tender No: IPGL / Event / 2023/Oct03)

**Price for Carrying out the work, for Customize Glass memento Gifts For Global Maritime India Summit 2023.**

	Particular	Rs.
1	Big memento -222 mm x140 mm Glass Plaque with 36 mm Glass Base with Uv from back side – Quantity 15	
2	Small Memento 180 x113 8 mm Glass Plaque with 12 mm Glass Base with UV from back – Quantity 300	

Note:

1. The rate quoted shall be in Indian Rupees only and inclusive of all scope of work for the subject work.
2. Evaluation of offers will be made excluding goods and service tax component, which will be paid by IPGL.
3. Payment of Goods and Service Tax: GST at the applicable rates on the service components shall be paid by IPGL, hence should not be included in the lump sum price quoted for the entire work.
4. All prices excluding GST (Applicable GST rate to be indicated)
5. Cost should be inclusive of all charges/fees and no other additional/ extra payment will be made.
6. Cost quoted will remain firm for entire work and will not be changed at later stage

Name, Designation and Signature of Tenderer with Company seal & date.

Name and Signature of witness

**Annexure – C.**

**SCOPE OF WORK: TENDER FOR EVENT MANAGEMENT**

- Big memento -222 mm x140 mm Glass Plaque with 36 mm Glass Base with UV from back side with the name and logo of the IPGL – Quantity 15.
- Small Memento 180 x113 8 mm Glass Plaque with 12 mm Glass Base with UV from back with the name, logo and QR Scan code of the IPGL - Quantity 300