



**Basic Details**

<b>Organisation Chain</b>	Council of Scientific and Industrial Research  CSIO Chandigarh  Admin -CSIO-CSIR		
<b>Tender Reference Number</b>	CSIO/VenueFC/OPTOIn-2024/Gen		
<b>Tender ID</b>	2024_CSIR_770433_1		
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Buy
<b>Tender Category</b>	Services	<b>No. of Covers</b>	1
<b>Payment Mode</b>	Not Applicable	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No		

**Cover Details, No. Of Covers - 1**

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical/Finance	.pdf	Technical and Financial
		.xls	Invitation of Bids to provide Facilities and Services for International Conference as per NIT docume

**Tender Fee Details, [Total Fee in ₹ \* - 0.00]**

<b>Tender Fee in ₹</b>	0.00		
<b>Fee Payable To</b>	NA	<b>Fee Payable At</b>	NA
<b>Tender Fee Exemption Allowed</b>	NA		

**EMD Fee Details**

<b>EMD Amount in ₹</b>	0.00	<b>EMD Exemption Allowed</b>	NA
<b>EMD Fee Type</b>	NA	<b>EMD Percentage</b>	NA
<b>EMD Payable To</b>	NA	<b>EMD Payable At</b>	NA

**Work /Item(s)**

<b>Title</b>	Facilities and Services for International Conference				
<b>Work Description</b>	Invitation of Bids to provide Facilities and Services for International Conference as per NIT document				
<b>Pre Qualification Details</b>	Please refer Tender documents.				
<b>Tender Value in ₹</b>		<b>Product Category</b>	Hotel/ Catering	<b>Sub category</b>	NA
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	90	<b>Period Of Work(Days)</b>	3
<b>Location</b>	Chandigarh	<b>Pincode</b>	160030	<b>Pre Bid Meeting Place</b>	NA
<b>Pre Bid Meeting Address</b>	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	General Section

**Critical Dates**

<b>Publish Date</b>	04-Sep-2024 04:15 PM	<b>Bid Opening Date</b>	12-Sep-2024 03:00 PM
<b>Document Download / Sale Start Date</b>	04-Sep-2024 04:15 PM	<b>Document Download / Sale End Date</b>	11-Sep-2024 03:00 PM
<b>Clarification Start Date</b>	04-Sep-2024 04:15 PM	<b>Clarification End Date</b>	09-Sep-2024 03:00 PM
<b>Bid Submission Start Date</b>	04-Sep-2024 04:15 PM	<b>Bid Submission End Date</b>	11-Sep-2024 03:00 PM

**Tender Documents**

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Invitation of Bids to provide Facilities and Services for International Conference as per NIT document	1481.62

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)

1	Tender Documents	Complete Specification and NIT.pdf	Invitation of Bids to provide Facilities and Services for International Conference as per NIT document	1481.62
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**Tender Inviting Authority**

<b>Name</b>	Director
<b>Address</b>	CSIR-CSIO, Chandigarh

**Tender Creator Details**

<b>Created By</b>	Vinod Kumar
<b>Designation</b>	ASO
<b>Created Date</b>	04-Sep-2024 03:49 PM

**Subject: Invitation of Bids from reputed Hotels Located in Chandigarh to provide 'Facilities and Services' required for the International Conference to be organised during 23<sup>rd</sup> to 25<sup>th</sup> October 2024.**

CSIR-Central Scientific Instruments Organisation (CSIO), a constituent unit of the Council of Scientific & Industrial Research (CSIR), Ministry of Science and Technology, Govt. of India, is a premier national research laboratory.

An International Conference on “Advances in Optics & Photonics Instrumentation (OPTOIn-2024) is being organised by CSIR-CSIO from 23<sup>rd</sup> to 25<sup>th</sup> October, 2024. Competitive bids from the reputed Hotels located in Chandigarh are invited for the 'Facilities and Services' required during the Conference:

Following mandatory requirements of 'Facilities and Service' should be within the same premises:

S/n	Description	Total Number	Duration	Compliance (Yes/No)	Deviation if any	Rates in INR (Inclusive of Taxes)
1.	<b>Conference Package:</b> (a) Conference Hall of 400 capacity (b) Conference Hall of 50-60 capacity (c) AM and PM Tea/Coffee with Cookies	01 03	23 <sup>rd</sup> to 25 <sup>th</sup> October 2024			
2.	High Tea/Coffee	Morning	400 P	23 <sup>rd</sup> October, 2024		
		Evening	250 P	25 <sup>th</sup> October, 2024		
3.	Lunch (Veg & Non Veg)		350 P	23 <sup>rd</sup> October, 2024		
			300 P	24 <sup>th</sup> October, 2024		
			250 P	25 <sup>th</sup> October, 2024		
4.	Dinner (Veg & Non Veg)	350 P	23 <sup>rd</sup> October, 2024			
5.	Stage for Inauguration function 18ftX10ft minimum	08-10 P Seating	23 <sup>rd</sup> October, 2024			
6.	Stage for Valedictory function 18ft X 10ft minimum	08-10 P Seating	25 <sup>th</sup> October, 2024			
7.	Projector with Display Screens for each Conference Hall	04	23 <sup>rd</sup> to 25 <sup>th</sup> October, 2024			

8.	Podium	04	23 <sup>rd</sup> to 25 <sup>th</sup> October, 2024			
9.	Audio/Video System each Hall	04	23 <sup>rd</sup> to 25 <sup>th</sup> October, 2024			
10.	Mike for Audio/Video System	Cordless Mikes (02 with each System)	08	23 <sup>rd</sup> to 25 <sup>th</sup> October, 2024		
		Collar Mikes (01 with each System)	04	23 <sup>rd</sup> to 25 <sup>th</sup> October, 2024		
11.	Space for Exhibition Stalls (60sq.ft. approx. each stall)	20 Stalls	23 <sup>rd</sup> to 25 <sup>th</sup> October, 2024			
12.	Space for poster presentation	80 Posters	23 <sup>rd</sup> to 25 <sup>th</sup> October, 2024			
13.	Space for Registration Desk (60sq.ft approx. each)	02	23 <sup>rd</sup> to 25 <sup>th</sup> October, 2024			
14.	Drinking Water	450 P	23 <sup>rd</sup> to 25 <sup>th</sup> October, 2024			

Besides above, **40 Rooms** of Single/Double occupancy are also required to be reserved for the participants. These rooms will be booked by the individual participant by making the requisite payments the Hotel.

Quotations addressed to '**DIRECTOR CSIO**' for the above-mentioned 'facilities & services' and rooms must reach at the following address **on or before**..... **in a sealed envelope**:

CSIR – Central Scientific Instruments Organisation  
Sector 30C, Chandigarh 160 030

**Terms and Conditions:**

1. The required 'Facilities and Services' mentioned at S/n. 1 to S/n. 14 should be within the same premises.
2. All points should be fulfilled
3. Rates should be inclusive of all taxes with breakups
4. Bid Security Declaration (BSD) will be signed by the bidder and shall be attached with the quotation.
5. Checklist should be signed by bidder. Unfilled and unsigned checklist shall be considered as non-responsive bid, hence will be rejected.
6. No Advance payment will be made as per GoI guidelines.
7. Payments will be made on bill basis after satisfactory services by the Coordinator/Convener of the Conference.
8. Quotation should be addressed to "DIRECTOR CSIO" and should be submitted within the stipulated time.
9. Copy of GST Registration Certificate in the name of the registered firm/owner issued by UT/Chandigarh Authority.

10. Copy of PAN in the name of the registered firm/owner.
11. Copy of Trade License issued by UT/Chandigarh Authority.
12. Copy of Fire Safety License issued by the concerned authority.
13. Copy of License obtained from FSSAI.
14. Copy of Building Permit/Location and Property Registration issued by UT/Chandigarh Authority.
15. Authorization letter to sign the bid document/tender in case the bid is not submitted by the owner.

**Technical Eligibility Checklist for Bidder**

S/n	Description	Total Number	Duration	Compliance (Yes/No)	
1.	<b>Conference Package:</b> (a) Conference Hall of 400 capacity (b) Conference Hall of 50-60 capacity (c) AM and PM Tea/Coffee with Cookies	01 03	23 <sup>rd</sup> to 25 <sup>th</sup> October 2024		
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14.	Drinking Water	450 P	23 <sup>rd</sup> to 25 <sup>th</sup> October, 2024		
15.	The required 'Facilities and Services' mentioned at S/n. 1 to S/n. 14 should be within the same premises.				
16.	Rates should be inclusive of all taxes with breakups				
17.	Bill Security Declaration (BSD) will be signed by the bidder and shall be attached with the quotation.				

18.	Checklist should be signed by bidder. Unfilled and unsigned checklist shall be considered as non-responsive bid, hence will be rejected	
19.	No Advance payment will be made as per GoI guidelines.	
20.	Copy of GST Registration Certificate in the name of the registered firm/owner issued by UT/Chandigarh Authority	
21	Copy of PAN in the name of the registered firm/owner.	
22	Copy of Trade License issued by UT/Chandigarh Authority	
23	Copy of Fire Safety License issued by the concerned authority	
24	Copy of License obtained from FSSAI.	
25	Copy of Building Permit/Location and Property Registration issued by UT/Chandigarh Authority	
26	Authorization letter to sign the bid document/tender in case the bid is not submitted by the owner.	

Signature with Stamp by the Bidder

**FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD**

**(on Company Letterhead)**

**Format of Bid Security Declaration from bidders in lieu of Earnest Money Deposit / Bid Security (On Bidders' Letter Head)**

I /We, the authorized signatory of M/s \_\_\_\_\_, participating in the subject Tender No: \_\_\_\_\_, for the job of \_\_\_\_\_, do hereby declare that in the event:

I / We withdraw / modify our bid during the period of bid validity

OR

I/We commit any other breach of tender conditions/ contract which would have otherwise attracted forfeiture of EMD

OR

I / We fail to / refuse to initiate the execution of the awarded Contract as per the terms of the Contract

then I / We could be suspended from being eligible for bidding / award of all future tender(s) for a period as applicable per the Incident Management Policy of GeM.

Signature and seal of authorized signatory of bidder

Name of authorized signatory: