

## **TENDER DOCUMENT**

**Event Management for Conference on Sumangalam  
Panchmahaboot Vayu Series at Siksha 'O'  
Anusandhan University, Bhubaneswar, Odisha from  
02<sup>nd</sup> December to 4<sup>th</sup> December 2022**

**Central Pollution Control Board  
'Parivesh Bhawan', East Arjun Nagar  
Delhi – 110 032**

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## NOTICE INVITING TENDER

The Member Secretary, Central Pollution Control Board (CPCB) invites e-tenders in two bid system for “Event Management for Conference on Sumangalam Panchmahaboot Vayu Series at Siksha ‘O’ Anusandhan University, Bhubaneswar, Odisha from 02nd December to 4th December 2022” from the experienced firms having expertise in organizing events of this magnitude. The details are as below: -

S.no	NIT No.	Name of work and location	Estimated cost put to bid	Earnest Money	Period of completion on	Last date and time of submission of technical and	Time and date of opening of Eligibility bid
1.	<b>NIT No.:</b> <b>EQ/4/20-</b> <b>22/AS/HO-</b> <b>CPCB</b>	Event Management for Conference on Sumangalam Panchmahaboot Vayu Series at Siksha ‘O’ Anusandhan University, Bhubaneswar, Odisha from 02nd December to 4th December 2022	Rs. 1,13,31,678/-	Rs. 2,30,000/- to be deposited online in CPCB account no. 53270101003429 8 IFSC code: UBIN0553 271 Union Bank of India, I.P.Ext., Delhi	2 <sup>nd</sup> to 4 <sup>th</sup> Dec. 2022	13.11.2022 upto 11:00 hrs.	14.11.2022 11.30 rs.

1. The tender document can also be downloaded from CPCB website [www.cpcb.nic.in](http://www.cpcb.nic.in).

### 2. DOCUMENTS REQUIRED TO BE ATTACHED IN THE TECHNICAL BID

Only those contractors who fulfil the following requirements shall be eligible to apply.

Similar work shall mean works of “Event management of Conference of more than 500 persons in Bhubaneswar/Puri/Cuttack, Odisha.

a. Should have satisfactorily completed the similar works as mentioned below during the last 07 years ending on 31.03.2022

**Three similar works costing not less than Rs. 45.00 Lacs**

**OR**

**Two similar works each costing not less than Rs. 57.00 Lacs**

**OR**

**One similar works each costing not less than Rs. 91.00 Lacs**

b. Should have registered in appropriate category in any government department to carry out such type of activities and should have valid GST registration and PAN number.

c. Affidavit certifying that the contractor/firm has not been involved in any criminal case and has not been blacklisted in any Govt./semi Govt. organization (Affidavit should be in non-Judicial Stamp Paper and certified by Notary Public or on firm letter head).

d. Copy of the proof of EMD deposited online in CPCB account and signed copy of bid document.

**Self-attested copies of the above documents are to be uploaded along with technical bid (as per format attached herewith) in folder a to d, failing which the tender will be rejected.**

### **3. MODE OF SUBMISSION OF TENDER**

The tender shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app> latest by 11.00 Hrs. on 13.11.2022. Late submission of tender will be rejected. The same will be opened 11.30 Hrs. on 14.11.2022.

Tenderer/Contractor are advised to follow the instructions “**Instructions to Bidder for Online Bid Submission**” provided (attached in this document) for online submission of bids. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

### **4. OPENING OF TENDER**

The tender i.e. technical bid will be opened in CPP Portal at 11.30 hrs on 14.11.2022. The bidders have the liberty to be present either in person or through an authorized representative at the time of opening of the tenders at Central Pollution Control Board, Parivesh Bhawan, East Arjun Nagar, Delhi - 110032. **The financial bid of only those bidders will be opened whose technical bid are found acceptable.**

**In the event of more than one bidder becomes L1, the Competent Authority in CPCB reserves the right to select one of the L1 bidders based upon various norms like quality of work experience, number of years in operation and other credentials like work completion certificate of any Central Government / State Government Undertaking /Organisation etc.**

5. The site for the work is available/or the site for the work shall be made available for inspection on all working days except on Saturday, Sunday and Public Holidays.
6. a) The firm should quote rate and amount in the figures as well as in words. The amount for each item should be worked out and the requisite totals given.  
  
b) Special care should be taken to write the rates in figures as well as in words, and the amounts in figures only in such a way that interpolation is not possible. The total amount should be written both in figures and in words. In case of figures, “Rs.” should be written before the figures of rupees and “P” after the decimal figures, e.g. Rs. 2.15 P and in case of words, the word ‘Rupees’ should precede and the word “Paise” should be written at the end. Unless the rates are in only rupees and followed by the words ‘only’ it should invariably be upto two decimal place. While quoting the rate in schedule of quantities, the words ‘only’ should be written closely following the amount and it should not be written in the next line.  
  
c) Rates quoted by the contractor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates figures and words. However, if a discrepancy is found, the rates which correspond with an amount worked out by the contractor shall be taken as correct.  
  
d) If the amount of an item is not worked out by the contractor it does not correspond with the rate written either in figure or in words than the rate quoted by the contractor in words shall be taken as correct.  
  
e) Where the rates quoted by the contractor in figures and in words tally but the amount is not worked out correctly the rate quoted by the Contractor will be taken as correct and not the amount.
7. The acceptance of a tender rests with the CPCB, which does not bind itself to accept the lowest tender and reserves itself the authority to reject any or all of the tenders received without assigning any reason. All tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

CPCB reserves itself the right to accept the whole or any part of the tender and the tenderer shall be

bound to perform the same at the rate quoted.

8. Canvassing in any form in connection with tender is strictly prohibited and the tenders submitted by the firm who resort to be canvassing will be liable to rejection.
9. All rates to be quoted in the proper form in the tender.
10. Any item rate tender containing percentage below/above will be summarily rejected. However, where a tenderer voluntarily offers rebate or payment within a stipulated period, this may be considered.
11. On acceptance of the tender, the name of the accredited representative (s) of the contractor who would be responsible for taking instructions from CPCB shall be communicated to the CPCB.
12. Any tax or liability in respect of this contract shall be payable by the contractor and CPCB will not entertain any claim whatsoever in this respect.
13. **The tender for works shall remain open for acceptance for a period of 15 days from the date of opening of tenders. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to CPCB, without prejudice to any other right or remedy, CPCB will be at liberty to go for suspending the bidder for the time period specified in the tender document.**
14. It will be obligatory on the part of the tenderer to tender and sign the tender documents for all the components or parts and that after work is awarded, he will have to enter into an agreement for each component or part with CPCB.
15. The contractor should see the site and understand the work requirements and in case of doubt, obtain required particulars, which may in any way influence his tender, from the CPCB as no claim whatsoever will be entertained for any alleged ignorance thereof.
16. If it is found that the tender is not submitted in proper manner or contains too many corrections or absurd rates or amounts, it would be summarily rejected by CPCB.
17. The bidder is advised to visit the site of work, at his own cost, and examine it and its surroundings to himself collect all information that he considers necessary for proper assessment of the prospective assignment. The locations of the event is Siksha 'O' Anusandhan University, Auditorium, Convention Centre and Stadium, Bhubaneswar.
18. The firm shall comply with the provision of the Apprentices Act, 1961, and the rules and orders issued there under from time to time. If fails to do so, his failure will be breach of the contract and the CPCB may in his discretion cancel the contract. The contractor shall also be liable for any pecuniary liability arising on account of any violation by him of the provisions of the Act.
19. **In case of any misshaping/accident during the execution of the work or any damage to the SOA property, the firm is liable to pay the damages to SOA or compensation to the workers. The program is likely to be attended by Hon'ble Ministers and Senior officials of Govt. Of India and State Governments. All protocols are to be maintained. The maintain hygiene in the dining**

**area.**

20. The firm responsibility for the contract shall commence from the date of issue of orders of acceptance of tender.
21. Before tendering, the bidder shall inspect the site to get fully acquainted about the condition in regard to accessibility of site and nature of ground, working condition including stacking of materials, installations of T & P etc. conditions affecting accommodation and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the department in any circumstances.
22. Successful bidder shall enter into an agreement with CPCB on award of work.
23. Advance payment to the contractor shall be 25% of the work on submission of Bank Guarantee of the similar amount valid for 60 days from the date of issue and balance payment shall be made after completion of the work satisfactorily.
24. The conference shall be an Eco-friendly event and it shall be plastic free.
25. Preferably, electric vehicles shall be used for local transportation
26. Requirement of Technical Representative(s) and Recovery Rate

	Designation	Minimum qualification	Minimum Experience	Number	Rate of recovery at following rates in case of non-compliance	
					Figure	Word
1.	Venue Manager	Graduate	2 years 5 Year	ONE	15000/- per day	Rs. Fifteen Thousand per day

27. The firm shall submit list of works done during the previous financial years in the **TECHNICAL BID FORMAT ATTACHED.**
28. Annual turnover of the bidder should be at least 30 lacs per year during the last 03 financial year i.e. 2019-20, 2020-21 & 2021-22 Documentary evidence are required to be submitted along with the technical bid.

**LETTER FOR SUBMITTING TENDER**

To

The Member Secretary  
Central Pollution Control Board  
Parivesh Bhawan, East Arjun  
Nagar Delhi – 110 032

Sir,

With reference to the tender invited by CPCB for “Event Management for Conference on Sumangalam Panchmahaboot Vayu Series at Siksha ‘O’ Anusandhan University, Bhubaneswar, Odisha from 02<sup>nd</sup> December to 4<sup>th</sup> December 2022”. I/We do hereby offer to execute the works under ‘contract at the respective rates’ mentioned in the Bill of Quantities. I/We have seen the site and read the articles of agreement, conditions of contract, specifications and special clauses forming part of the Bill of Quantities.

I/We have deposited as Earnest Money Rs.....(Rupees ..... Only) through online transfer in the account as per following details,

Beneficiary Name: Central Pollution Control  
Board Account No. 532701010034298  
Union Bank of India  
IFSC –  
UBIN0553271

The UTR number is ..... dated..... I / We do hereby agree that this sum shall be forfeited by you in the event our tender is accepted and I /We fail to commence the contract when called upon to do so, within a period of 03 days after award of work.

I/We understand that you are not bound to accept the lowest or any tender that you receive.

Yours faithfully,

Name of Partners of Firm

Name of Bankers

Tenders submitted on .....



## BILL OF QUANTITIES

S.No.	Description of items	Qty	Unit
1	LED Backdrop at Auditorium (24ft.x8ft.) For 03 days	192 sqfeet x 3 = 576 sqfeet	sqfeet
2	Eon Box with Stand + Cordless Mike + Collar Mike + Podium Mike (Auditorium and 04 session halls)	5	each
3	Male / Female Volunteers for 02 days (including two volunteers each at railway station and airport with standee, banner, table, etc. on 1- 4 Dec , 2022 for coordinating guests arrival and as protocol officers for VIP guests)	40x2=80	each
4	Stage for Cultural Events of minimum 20x30 sqfeet at Stadium of SoA including Light, Sound etc. complete as required	1	each
5	Roadside Hoarding in city main locations	10	each
6	Standee 6x3 feet on Fabric with Iron frame	30	each
7	Signage (In, Out, Exit, Exhibition, Session Hall, Dining Hall etc. as required on canvas)	20	each
8	04 number Session Hall in Octonorm Modular System of size 60sq. ft x 30sq. ft each with 4 no. Laptop, 4 no. Table and 8 Chairs etc at 2 <sup>nd</sup> and 3 <sup>rd</sup> floor of convention Centre of SOA	3600	sqft
9	VC Set-up for Auditorium Hall and each 04 session halls	5	each
10	Exhibition Counters in Octonorm Modular System of size 10 X 10 Sq. Ft. with Power Connection & one LED TV, 02 chair, one table in each and arrangements for exhibition inauguration by Chief Guest	20	nos
11	Welcome Kit ( Jute Bag of approved design/pattern + Pen + Note Pad + Pen Drive)	500	nos
12	Media console	1	nos
13	AV console	1	nos
14	Sound System complete as required for event	1	job
15	LED Monitor screen for stage 55 inch in front of stage in Auditorium	2	nos
16	Videography	1	job
17	Photography	1	job

18	Dias Name Plate	10	nos.
19	Synthetic Carpet	5000	sqft
20	Round Table 4' dia	50	nos
21	Banquet Chairs	1000	nos
22	Buffet Table	40	nos
23	AC Bus/traveller 22 seater (12 hours, 120 km) preferably Electric Vehicle	6	3 Days
24	Ac Innova Crysta (12 hours, 120 km) preferably Electric Vehicle	30	3 Days
25	AC Desire / Etios (12 hours, 120 km) preferably Electric Vehicle	20	3 Days
26	Pagoda of size 3m x 3m for reception, help desk	2	nos
27	Hi Speed Wi-Fi with lane	1	LS
28	Memento's as approved (Rs.1000)	30	nos
29	Memento's as approved (Rs.700)	30	nos
30	Memento's as approved (Rs.400)	40	nos
31	Bonsai Plants as approved	100	nos
32	Hostess	2	nos
33	Flower decoration at Main gate (04), Stage, podium with Zarbera, Merigold, Gladollas & Carnations Flowers etc. for 03 days including Table Top Basket (the flowers has to be changed every day)	1	job
34	Permissions for the event which includes DCP Licensing, DCP Police, DCP Traffic Police, Electrical & Fire	1	LS
35	Providing of fire brigade, firefighting equipment (03days)	1	LS
36	Temporary toilets/washroom with cleaning material and cleaner	10	nos
37	Compare / EmCee	1	nos
38	Charges for Auditorium and Convention center for 04 floors of SoA university. The payment shall be made to the agency on actual basis after submission of bills duly verified by authorized signatory, SoA	3 days	Per day
39	SoA hostel rooms for students	60	4 days
	Total		
	GST @18%		
	<b>Total A</b>		
1	Food (Breakfast/ Lunch & Dinner) for Students- 120x3Days	360	Each

2	Food: High Tea, Lunch, evening tea & Dinner (As per Menu attached) for 02 days	1200	each
	Total		
	GST @5%		
	<b>Total B</b>		
	<b>Total amount A+B</b>		
1	Rooms to be arranged as per entitlement (in two slabs ceiling limit of Rs. 7500/- and Rs. 4500/- plus GST). However, payment shall be made to the agency on actual basis after submission of original bills duly verified by the users.		

### MENU

Menu for high tea	Veg. Sandwich, Assorted Pakora, Cookies, two sweet dish, Juice, Tea/coffee, Mineral water
Lunch & Dinner	Oriya Cuisine - 04 no. vegetables, 01 dal, raita, assorted bread, 03 deserts, 02 rice, pickles, papad, sprouts, mineral water, salad
Evening tea	Tea, Coffee, mini samosa, cookies

## INTEGRITY PACT

To,  
The Member Secretary  
Central Pollution Control Board  
Parivesh Bhawan, East Arjun Nagar, Delhi-110032

**Sub: Submission of Tender for the work of “Event Management for Conference on Sumangalam Panchmahaboot Vayu Series at Siksha ‘O’ Anusandhan University, Bhubaneswar, Odisha from 02<sup>nd</sup> December to 4<sup>th</sup> December 2022”.**

Dear Sir,

I/We acknowledge that CPCB, MoEF&CC, Government of India is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I/We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/We will sign the enclosed integrity Agreement, which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process.

I/We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the NIT.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by CPCB, MoEF&CC. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, CPCB, MoEF&CC shall have unqualified, absolute and unfettered right to disqualify the tenderer/bidder and reject the tender/bid in accordance with terms and conditions of the tender/ bid.

Yours faithfully

(Duly authorized signatory of the Bidder with rubber stamp on their Letter head)

## **INTEGRITY PACT**

Between

**Central Pollution Control Board (CPCB)** hereinafter referred to as “**The Principal**”, and

..... hereinafter referred to as “**The Bidder/ Contractor**”

### **Preamble**

The Principal intends to award, under laid down organizational procedures, contract/s for.....The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidder(s) and / or Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

### **Section 1 – Commitments of the Principal**

1. The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-
  - a. No employee of the Principal, personally or through family members, will in connection with the tender for , or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
  - c. The Principal will exclude from the process all known prejudiced persons.
  
- (2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

## **Section 2 – Commitments of the Bidder(s)/ Contractor(s)**

1. The Bidder(s)/ Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s)/ Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution.
  - a. The Bidder(s)/ Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
  - b. The Bidder(s)/ Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.
  - c. The Bidder(s)/ Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/ Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d. The Bidder(s)/Contractors(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the

Tender document, shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only.

- e. The Bidder(s)/ Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- f. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

The Bidder(s)/ Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

## **Section 3 - Disqualification from tender process and exclusion from future contracts**

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression

through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take any other penal action against defaulting bidder.

#### **Section 4 – Compensation for Damages**

1. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/ Bid Security.
2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

#### **Section 5 – Previous transgression**

1. The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.
2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or appropriate penal action can be taken.

#### **Section 6 – Equal treatment of all Bidders / Contractors / Subcontractors**

1. In case of Sub-contracting, the Principal Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.
2. The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.
3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

#### **Section 7 – Criminal charges against violating Bidder(s) / Contractor(s) / Subcontractor(s)**

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

#### **Section 8 – Independent External Monitor**

1. The Principal appoints competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission (Sh Jagdish Rai Garg, House No. 1056, Sector 12A,

Panchkula-134112 Phone--91-120-4286713, Mobile No. 8008516763,

email : jr.garg@yahoo.com). The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

2. The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him / her to treat the information and documents of the Bidders/Contractors as confidential. He/ she reports to the Chairman, CPCB.
3. The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.
4. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s)/ Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information' and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, CPCB and recuse himself / herself from that case.
5. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
6. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
7. The Monitor will submit a written report to the Chairman, CPCB within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.
8. If the Monitor has reported to the Chairman CPCB, a substantiated suspicion of an offence under relevant IPC/ PC Act, and the Chairman CPCB has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
9. The word '**Monitor**' would include both singular and plural



**Section 9 – Pact Duration**

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by Chairman of CPCB.

**Section 10 – Other provisions**

1. This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. New Delhi.
2. Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
3. If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
4. Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
5. Issues like Warranty / Guarantee etc. shall be outside the purview of IEMs.
6. In the event of any contradiction between the Integrity Pact and its Annexure, the Clause in the Integrity Pact will prevail.

------(For & on behalf of the Principal) Office seal

------(For & on behalf of the bidder) Office seal

Place -----

Date -----

Witness 1:

(Name & Address)\_\_\_\_\_

Witness 2:

(Name & Address)\_\_\_\_\_

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **Registration**

- i. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- ii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- iv. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- v. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- vi. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **Searching for Tender Documents**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **Preparation of Bids**

1. Bidder should take into account any corrigendum published for the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **Submission of Bids**

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should submit the EMD online in the CPCB account.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details

(such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
  
- vii. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
  
- viii. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
  
- ix. Upon the successful and timely submission of bids (i.e after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
  
- x. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **Assistance to Bidders**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or Smt. Garima Sharma, Assistant Secretary, CPCB on 011- 43102209/ 211 or garima.cpcb@nic.in
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

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## TECHNICAL BID FORMAT

### Works Handled in the Previous Financial Years

<b>Financial Year</b>	<b>Name of work</b>	<b>Name and particulars of place where work was done</b>	<b>Value of work</b>	<b>Position of works (In progress/completed)</b>	<b>Remarks</b>
1	2	3	4	5	6

**Signature of the bidder.....**

**Name & address of the Firm**

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### **List of documents to be uploaded**

1. Copies of work orders in support of work done (as above)
2. Copies of GST registration and PAN number
3. Affidavit certifying that the contractor/firm has not been involved in any criminal case and has not been blacklisted in any Govt./semi Govt. organization (Affidavit should be in non- Judicial Stamp Paper and certified by Notary Public or on firm letter head).
4. UTR number of EMD
5. Signed copy of bid document
6. Documentary evidence on annual turnover during the last 03 financial years i.e. 2019-20, 2020-21, 2021-22

## FINANCIAL BID FORMAT

1.	<b>Tender Inviting Authority:</b>	<b>Central Pollution Control Board Delhi</b>			
2.	<b>Name of Work:-</b>	<b>Event Management for Conference on Sumangalam Panchmahaboot Vayu Series at Siksha 'O' Anusandhan University, Bhubaneswar, Odisha from 02nd December to 4th December 2022</b>			
3.	<b>Contract No:</b>				
4.	<b>Name of the Bidder/ Bidding Firm / Company :</b>				
				<b>Unit rate</b>	<b>Amount</b>
1	LED Backdrop at Auditorium (24ft.x8ft.) For 03 days	192 sqfeetx 3 = 576 sqfeet	Sqfeet		
2	Eon Box with Stand + Cordless Mike + Collar Mike + Podium Mike (Auditorium and 04 session halls)	5	each		
3	Male / Female Volunteers for 02 days (two volunteers each at railway station and airport with standee, banner, table and relevant document on 1-4 Dec, 2022 for coordinating guest arrival and as protocol officers for VIP guests)	40x2=80	each		
4	Stage for Cultural Events of minimum 20x30 sqfeet at Stadium of SOA Including Light, Sound etc. complete as required	1	each		
5	Roadside Hoarding in city main locations	10	each		
6	Standee 6x3 feet on Fabric with Iron frame	30	each		
7	Signage (In, Out, Exit, Exhibition, Session Hall, Dining Hall etc. as required on canvas)	20	each		

8	04 number Session Hall in Octonorm Modular System of size 60sq. ft x 30sq. ft each with 4 no. Laptop, 4 no. Table and 8 Chairs etc at 2nd and 3rd floor of convention Centre of SOA	3600	sqft		
9	VC Set-up for Auditorium Hall and each 04 session halls	5	each		
10	Exhibition Counters in Octonorm Modular System of size 10 X 10 Sq. Ft. with Power Connection & one LED TV, 02 chair, one table in each and arrangements for exhibition inauguration by The Chief Guest	20	nos		
11	Welcome Kit ( Jute Bag of approved design/pattern + Pen + Note Pad + Pen Drive)	500	nos		
12	Media console	1	nos		
13	AV console	1	nos		
14	Sound System complete as required for event	1	job		
15	LED Monitor screen for stage 55 inch in front of stage in Auditorium	2	nos		
16	Videography	1	job		
17	Photography	1	job		
18	Dias Name Plate	10	Nos		
19	Synthetic Carpet	5000	sqft		
20	Round Table 4' dia	50	nos		
21	Banquet Chairs	1000	nos		
22	Buffet Table	40	nos		
23	AC Bus/traveller 22 seater (12 hours, 120 km) preferably electric vehicle	6	3 Days		
24	Ac Innova Crysta (12 hours, 120 km) preferably electric vehicle	30	3 Days		
25	AC Desire / Etios (12 hours, 120 km)preferably electric vehicle	20	3 Days		
26	Pagoda of size 3m x 3m for reception, help desk	2	nos		
27	Hi Speed Wi-Fi with lane	1	LS		
28	Memento's as approved (Rs. 1000/-)	30	nos		

29	Memento's as approved (Rs. 700/-)	30	nos		
30	Memento's as approved (Rs. 400/-)	40	nos		
31	Bonsai Plants as approved	100	nos		
32	Hostess	2	nos		
33	Flower decoration at Main gate (04), Stage, podium with Zarbera, Merigold, Gladollas & Carnations Flowers etc. for 03 days including Table Top Basket (the flowers has to be changed every day)	1	job		
34	Permissions for the event which includes DCP Licensing, DCP Police, DCP Traffic Police, Electrical & Fire	1	LS		
35	Providing of fire brigade, firefighting equipment (03days)	1	LS		
36	Temporary toilets/washroom with cleaning material and cleaner	10	nos		
37	Compare / EmCee	1	nos		
38	Charges for Auditorium and Convention centre for 04 floors of SOA university. The payment shall be made to the agency on actual basis after submission of bills duly verified by authorized signatory, SoA	3Days	Per day		
39	SOA Hostel Rooms for students. The payment shall be made to the agency on actual basis after submission of bills duly verified by authorized signatory, SoA	60	4Days		
	Total				
	GST @18%				
	Total A				
1	Food (Breakfast/ Lunch & Dinner) for Students- 120x3Days	360	Each		
2	Food: High Tea, Lunch, evening tea & Dinner (As per Menu attached) for 02 days	1200	each		
	Total				
	GST @5%				
	Total B				
	Total amount A+B				



Rooms to be arranged as per entitlement (in two slabs ceiling limit of Rs.7500/- and Rs 4500/- plus GST).However, payment shall be made to the agency on actual basis after submission of original bills duly verified by the users

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**\*Room rates shall not be considered for financial evaluation**

**Signature of the bidder.....**

**Name & address of the Firm.....**

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