

# **TENDER ENQUIRY**

## **For Selection of System Integrator for Organizing Foundation Day and AGM Meeting**

**Enquiry Reference No:  
BECIL/G.M Projects-I/Tender Enquiry/2023**

**(Dated: 21/10/2023)**



**Broadcast Engineering Consultants India Ltd.**

**(A Govt. of India Enterprises under Ministry of Information &  
Broadcasting)**

**(A Mini Ratna Company)**

**Head Office: 14-B, Ring Road, I.P. Estate, New Delhi -110002  
Tel: 011-23378823 Fax: 23379885**

**Corporate Office: C-56/A17, Sector-62, Noida -201 307  
Tel: 0120-4177850 Fax: 120-4177879**

**Web: [www.becil.com](http://www.becil.com)**

**BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED**

**(A Govt. of India Enterprises – A Mini Ratna Company)**

**An ISO 9001:2008 Certified Company**

**Head Office: 14-B, Ring Road, I.P. Estate, New Delhi -110002, Tel.: 011-23378823 Fax: 23379885**

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S. No.	Description	Details
1.	TENDER ENQUIRY No.	BECIL/G.M Projects-I/Tender Enquiry/2023
2.	Date of Issue of TENDER ENQUIRY	21.10.2023
3.	Date and Time of Submission of TENDER ENQUIRY (OFFLINE MODE)	Date: 25.10.2023 Time: 02:00 PM
4.	Date and Time of Opening of TENDER ENQUIRY	Date: 25.10.2023 Time: 02:30 PM
5.	Address :- Purchase of TENDER ENQUIRY Document/ Submission of TENDER ENQUIRY / Opening of TENDER ENQUIRY	<b>Broadcast Engineering Consultants India Limited (BECIL)</b> Address: 14-B, Ring Road, I.P. Estate, New Delhi -110002
6.	Website	<a href="http://www.becil.com">www.becil.com</a>
7.	TENDER ENQUIRY Processing fee (Non- Refundable)	Rs 5,000/- (Five Thousand only) is to be paid through RTGS/ NEFT to BECIL (Bank Mandate Form Enclosed)
8.	EMD (Refundable)	Refundable INR 50,000/- (Fifty Thousand only) through RTGS/ NEFT to BECIL (Bank Mandate Form Enclosed)
9.	Contact Person	Rajeev Sharma, Manager: 8130190460

**W. B. Prasad**  
**General Manager (Project-I)**  
**Broadcast Engineering Consultants India Limited (BECIL)**  
14-B, Ring Road, I.P. Estate,  
New Delhi -110002  
Tel: 011-23378823

## About BECIL

**Broadcast Engineering Consultants India Limited (BECIL)** an ISO 9001:2015 certified, a Mini Ratna public sector enterprise of Government of India under Ministry of Information & Broadcasting, was established on 24th March, 1995 for providing consultancy services of International Standards for Broadcasting in transmission and production technology including turnkey solutions in the specialized fields of Terrestrial & Satellite Broadcasting, Cable and various IT related fields, including acoustics & Audio-Video systems & CCTV. BECIL is the professional platform which caters to all aspects of projects related to TV, Radio, Communication and CCTV from concept to completion and from regulatory to realization.

### 1. Introduction of Project:

BECIL is entrusted to organize 234th meeting of Central Board of Trustees (CBT) on 31.10.2023 and Foundation day on 01.11.2023 of Govt. Department. Below are the Elements/ services which will be required in the Event.

- Electronic Exhibition (LED wall & Laser) using gesture control technology and flip book technology, RFID technology, Touch technology, static TV panels and large LED screens.
- Branding on flex hoarding in and around the venue and roundabout, main gate, corridor, Poles, Entrance gate of the atrium, reception Hangover branding at stage and inside the hall with LED.
- Stage preparation
- Direction Standees in Dinner areas
- Standees at the venue
- Design and printing of Invitation card
- Preparation of Identity Card
- Video Conference system & Audit video system
- Furniture
- Lighting
- Writing pads
- Mementos & stole for around 10 VIPS
- Manpower/Ushers
- Flower decoration
- Selfie point
- Any other misc. work during execution of event.

Detailed Bill of Material (BOM) attached at **(Annexure-A)**. Bidder will be solely responsible to understand the requirement of various stakeholders for successful execution of event.

### 2. Tender Enquiry

**2.1** Broadcast Engineering Consultants India Limited (BECIL) vide tender enquiry invites quotations from System Integrator for Organizing Foundation Day and AGM Meeting for Govt. Organization. Firm having previous experience in Event Management and related services is required.

**2.2** The bidders are advised to submit the bids offline mode on time.

**2.3** The TENDER ENQUIRY must be submitted at the below given name and address:

**To,  
General Manager (Projects-I)  
Broadcast Engineering Consultants India Limited  
14-B, Ring Road, I.P. Estate,  
New Delhi -110002  
Tel: 011-23378823**

**2.4** The bidder response must be submitted in English Only. All the documents including the supporting documents/enclosures etc. must be fully legible. Supporting documents if in a language other than English must be accompanied by a certified English translated document. The English version shall prevail in matters of interpretation.

**2.5** The bidder shall bear all costs associated with the preparation and submission of TENDER ENQUIRY and BECIL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the TENDER ENQUIRY process.

**2.6** In case the bidder has any doubt about the meaning of anything contained in the TENDER ENQUIRY document, she/he shall seek clarification within 1 days of issue of TENDER ENQUIRY. Except for any written clarification by **Shri W. B. Prasad, General Manager (Projects-I), BECIL**, no written or oral communication, presentation or explanation by any other employee of BECIL shall be taken to bind or fetter BECIL under the contract.

**2.7** Bidders shall have to submit an amount of **Rs. 5,000/- (Rupees Five Thousand Only) through RTGS/ NEFT to BECIL** (Bank Mandate Form Enclosed) towards the cost of TENDER ENQUIRY Document and no other mode of payment is acceptable. TENDER ENQUIRY Document is also available at BECIL Office: 14-B, Ring Road, I.P. Estate, New Delhi -110002. The cost of TENDER ENQUIRY document is non-refundable.

**2.8** The Management of BECIL reserves the right to amend or withdraw any of the terms and conditions mentioned in the TENDER ENQUIRY Document or reject any or all the bids without giving any notice or assigning any reason. The decision of the Director, Broadcast Engineering Consultants India Limited in this regard shall be final and binding on all.

**2.9** All payments in the Project shall be back-to-back basis only. Advance payment released by the client for the purpose of organizing the events will release to system integrator on back to back basis only. Other terms and conditions will be applicable on back to back basis as per the terms and conditions of the work order issued by the client and its amendments issued by the client.

**2.10** The Bill of Material (BOM) attached at **Annexure-A**. The bidder offering the lowest (L1) prices shall be selected by BECIL for Organizing Foundation Day and AGM Meeting. The L1 prices will be exclusive of the BECIL PMC Charges i.e 5% of total project cost.

**2.11** BECIL has a right not to proceed with the tender processing or stopping the processing of the tender at any stage, stopping the award of tender even after all the processing.

### **3. Submission of TENDER ENQUIRY**

**3.1** TENDER ENQUIRY, complete in all respects, must be submitted offline.

**3.2** BECIL may, at its own discretion, extend the date for submission of TENDER ENQUIRY. In such a case all rights and obligations of BECIL and the Bidders shall be applicable to the extended time frame.

**3.3** As the TENDER ENQUIRY can be submitted only up to the defined date and time, there can't be any late bids. BECIL will not be responsible for any delay in obtaining the terms and conditions of the tender.

**3.4** At any time prior to the last date for receipt of TENDER ENQUIRY, BECIL may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the TENDER ENQUIRY Document by an amendment. The amendment will be notified on BECIL's website <http://www.becil.com> and should be taken into consideration by the prospective bidders while preparing their TENDER ENQUIRY.

**3.5** The bidders will bear all costs associated with the preparation and submission of their bids. BECIL will, in no case, be responsible or liable for those costs, regardless of the outcome of the tendering process.

**3.6** The bidder shall be ignored, if complete information is not given there-in, or if the particulars and data (if any) asked for are not filled in properly.

### **4. Opening of TENDER ENQUIRY**

**4.1** The bids submitted against this TENDER ENQUIRY shall be opened on 25.10.2023 at 02:30 Hrs.

**4.2** Bidders who wish to attend opening of TENDER ENQUIRY may visit BECIL for the same.

### **5. Qualification / Eligibility Criteria for the Bidders**

Following are the Qualification / Eligibility Criteria to participate in the enquiry (Bidder is required to fulfil all the condition of Qualification/ Eligibility Criteria and in case any of condition is not met, bidder response will be rejected)

a) **Bidder should be either: Company registered under Indian Companies Act, 2013/ 1956 OR Partnership firm registered under LLP Act, 2008 OR Proprietary firm is allowed.**

- i. Must submit authorization or resolution from Board in favor of the signatory authorized to sign the documents related to TENDER ENQUIRY.
- ii. Must be in business for the last 2 (Two) years (copy of company registration & past experience to be submitted).
- iii. The System Integrator must have successfully completed similar works related to Event Management and related services (Single work order or cumulative work orders) during the last 2 financial years i.e. (2021-22, 2022-23) in any of the Central Department/ Ministry/ State Government/ UT/ PSUs/ Banks/ Statutory bodies/ Private Firm.

- iv. Bidder should have minimum annual average turnover of Rs. 50 Lakh (Fifty Lakh only) for last 2 Financial Years i.e., 2021- 2022 and 2022-23. Bidder should submit turn over certificate certified by CA.
- v. The Bidder should have positive net worth and should be a profit-making company for each of the last two audited financial years for which average annual turnover shall be evaluated i.e. 2021-22 and 2022-23. Bidder should submit positive net worth certificate certified by CA.
- vi. Must submit GST registration certificate.

## **6. General Terms & Conditions :-**

**6.1 For start-up & MSME registered companies relaxation in eligibility etc. as per government guideline/notification are be considered. EMD exemption for MSME and startup firms as per Govt. Norms on submission of necessary documents.**

**6.2 Atamnirbhar Bharat initiative will be given preferences as per Government Rules based upon the documents.**

**6.3 Bidder must comply with the code of integrity as specified in the tender document (Self declaration on letter head).**

**6.4 Undertaking by CA to be provided as per format enclosed.**

**6.5 The Bidder must provide a list of clients/customers with contact details such as postal address, Landline phone no. & cell phone no. and e-mail id where services has been provided in the last, FOUR years in the format given at **ANNEXURE-I. Past Experience details to be enclosed as per format enclosed.****

**6.6 Undertaking as per the **ANNEXURE-II** must also be submitted along with the TENDER ENQUIRY.**

**6.7 Start-up companies which are duly registered with Ministry of Commerce are encouraged to apply. Relaxation shall be provided as applicable by the government of India. MSME/GEM registered agencies may also apply and benefits as per the government of India guidelines shall be applicable to them.**

**6.8 In case any of the document furnished or undertaking given by the Bidders turns out to be false, the TENDER ENQUIRY document shell be rejected and all fee etc. shall remain confiscated by BECIL. Suitable action as per the rules/lows of company and law of the country shall be involved against the Bidder.**

**6.9 Must submit PCC (Police Clearance Certificate) for the Board of Directors or Proprietor of the agency along with copy of the passport.**

## **7. Supplier code of conduct and business ethics**

BECIL is committed to its 'values & beliefs' and business practices to ensure that companies and suppliers, who supply goods, materials or services, will also comply with these principles.

### **a. Bribery and corruption:**

Suppliers are strictly prohibited from directly or indirectly (through intermediates or subcontractors) offering any bribe or undue gratification in any form to any person or entity and / or indulging in any corrupt practice in order to obtain or retain a business or contract.

**b. Integrity, indemnity & limitation:**

Suppliers shall maintain high degree of integrity during the course of its dealings with business/contractual relationship with BECIL. If it is discovered at any stage that any business/ contract was secured by playing fraud or misrepresentation or suspension of material facts, such contract shall be voidable at the sole option of the competent authority of BECIL. For avoidance of doubts, no rights shall accrue to the supplier in relation to such business/contract and BECIL or any entity thereof shall not have or incur any obligation in respect thereof. The supplier shall Indemnify BECIL in respect of any loss or damage suffered by BECIL on account of such fraud, misrepresentation or suspension of material facts.

**c. Reporting Misconduct:**

Suppliers are required to report any misconduct/ violations/ improper demands from BECIL employees to the Chief Vigilance Officer/Director (O&M)/CMD.

**SELF DECLARATION FOR THE CODE OF INTEGRITY**  
**(To be included in the Tender Enquiry)**

I/We shall maintain a high degree of integrity during the course of my/our dealings business/contractual relationship with BECIL. If it is discovered at any stage that any business/ contract was secured by playing fraud or misrepresentation or suspension of material facts or illegal means have been adopted during the course of the contractual relationship. I/We authorize BECIL to term such contract as voidable at the its sole option and take suitable action as deemed fit.

**Place:**

**Date:**

**Address:**

**Signature of Authorized Signatory on behalf of  
Agency**

**Mob:**

**Email ID:**



**UNDERTAKING BY CA**  
**(To be included in the Tender Enquiry)**

1. This is to certify that I/ we, \_\_\_\_\_ (Chartered Accountants), are looking after all legal and regulatory matters of M/s \_\_\_\_\_ having proprietor/ partners/ directors \_\_\_\_\_ since \_\_\_\_\_ (years). The firm is having office at \_\_\_\_\_ and is engaged in business of \_\_\_\_\_.
2. It is further certified that the above mentioned firm, M/s \_\_\_\_\_ is regularly complying with applicable Acts and rules made thereunder within the time limits prescribed under respective Acts and the firm has not defaulted or convicted in any court of law w.r.t. to compliance matters.
3. This certificate is issued to enable the aforesaid firm to apply tenders/ bid for \_\_\_\_\_ and the aforesaid information is verified and confirmed by us on the basis of books of accounts, registers and other relevant records maintained by M/s \_\_\_\_\_.
4. I/ we fully understand that any statement made in this certificate, if proved incorrect or false, will render me/ us liable for any penal or other consequences as may be prescribed in law or is otherwise warranted.

**Signature of Authorized Signatory**

**UNDERTAKING FOR NON BLACKLISTING**  
**(On 100 Rs. Stamp Paper)**

We, M/s \_\_\_\_\_ hereby undertake that,

1. In case the documents submitted by me/us is found to be forged/false at any stage, I/we may be debarred from BECIL for taking participation in all future BECIL works and any other suitable action may be taken against our company/firm as deemed fit by BECIL.

2. I/We state the firm or its partners or its Directors have not been listed or any case is pending or any complaint regarding irregularities is pending against them, in India or abroad by any global international body like world Bank/ International Monetary fund/ world health origination etc or any Indian state/central Government Departments or Public sector undertaking of India.

**Place:**

**Date:**

**Address:**

**Signature of Authorized Signatory on behalf of  
Agency**

**Mob:**

**Email ID:**

**LIST OF CLIENTS (Last 2 Years)**

<b>S. No.</b>	<b>Name of Client</b>	<b>Date &amp; Period of Contract</b>	<b>Value of contract (in INR)</b>	<b>Name/Designation of Contact person</b>	<b>Telephone/ Mobile number</b>

**Signature:**

**Name & Designation of the Authorized**

**Signatory:**

**Seal of the Organization:**

**Date:**

**Place:**

**Past Experience/Project Details (Part of Annexure 1)**

Kindly provide the details of the work experience in the format given hereunder for each work order enclosed:

<b>Client</b>	
<b>Project Title</b>	
<b>Name, Address &amp; Contact Details of the client Phone No. &amp; Email</b>	
<b>Execution Location</b>	
<b>Duration of Project</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Total Project Value</b>	
<b>Total Supply Value</b>	
<b>Total Services Value</b>	
<b>Description of the Project</b>	
<b>Scope of Work for the Bidder</b>	
<b>Deliverables of the Bidder</b>	
<b>Status of the Project Completed/Ongoing</b>	
<b>Completion Certificate</b>	
<b>Documents</b> 1. Work Order/Purchase Order/Rate Contract for the project.	
<b>Any other relevant information bidder would like to present.</b>	

**Place:**

**Date:**

**Address:**

**Signature of Authorized Signatory on behalf of  
Agency**

**Mob:**

**Email ID:**

**UNDERTAKING & ACCEPTANCE LETTER BY THE BIDDER**  
**(To be included in the Tender Enquiry)**

I/We have carefully gone through the various terms and conditions listed in the tender enquiry for Selection of System Integrator for Organizing Foundation Day and AGM Meeting.

I/We agree to all these conditions and offer to provide Services/ Supplies at the Event and submitting tender enquiry after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We hereby sign this undertaking in token of our acceptance of various conditions listed in the tender enquiry.

**Place:**

**Date:**

**Address:**

**Signature of Authorized Signatory on behalf of  
Agency**

**Mob:**

**Email ID:**

## AGENCY BRIEF DETAILS

Agency Information (dully filled by Agency)

1.	Name of Agency	
2.	Full Address of Agency	
3.	Year of establishment	
4.	Status of the firm (Company/Firm/Proprietary/LLP/Start up)	
5.	Name & Address Contact Details of the Board of Directors/Proprietor of the agency:	
6.	Whether registered with the register of Companies / register of firms. If so, mention number and date.	Registration no:- Date:
7.	Whether an assessee of income tax. If so, mention permanent account number. Furnish copies of income tax clearance certificate.	PAN No:
8.	Annual turnover of the company in last two financial year. Furnish copies of audited balance sheet.	<b>Turn Over</b> FY-2021-22:- FY-2022-23:-
9.	Contact details of Authorized signatory in reference to this TENDER ENQUIRY	Name: Designation: Address: Mobile:

### CHECK LIST

Please ensure that following documents have been enclosed along with the TENDER ENQUIRY response:

Sr. No.	Description	Compliance / Confirmation by the Agency (Yes / No)	Page No.
1	Covering Letter		
2	Tender Enquiry Processing fee Rs. 5,000 only through RTGS (Bank Mandate Form Enclosed)		
3	Company registration copy		
4	MOA & AOA		
5	MSME/GEM/DPIIT registration (start-up agencies only)		
6	PCC Certificate & copy of Passport mentioned in General Terms & Conditions		
8	Positive net-worth certificate		
9	Turnover certificate		
10	PAN/GST registration		
11	Authorization/Board Resolution in favour of Signatory to Sign all the documents of TENDER ENQUIRY		
12	Self-declaration for the code of integrity		
13	Undertaking by CA		
14	Undertaking for Non Blacklisting (On Non judicial stamp paper of Rs. 100/-)		
15	Client list as per Annexure-I. Along with Past Experience/Project Details as per format enclosed.		
16	Undertaking & Acceptance by bidder, acceptance of various conditions listed in the TENDER ENQUIRY document as per Annexure II.		
17	Experience Copy for Existence (2 Years)		
18	Event Management work experience as mentioned in Qualification/ Eligibility Criteria		
19	Any other documents bidder would like to attach		

Date:

Signature:

Place:

Seal of the Organization:

Name & Designation of the Authorized Signatory:

**Commercial Proposal for Conduct of CBT Meeting and Foundation Day Function at Bharat Mandapam, Pragati Maidan, New Delhi**

Sr. No.	Elements	Qty	Days	Unit Price (INR)	Total Price (INR)
<b>I</b>	<b>Proposal for CBT Meeting on 31st Oct 2023</b>				
1	<b>CBT meeting Elements</b> Including Branding, Video wall Branding, Stage Dias set up, Furniture, Carpet, Manpower, LED, Sound Fabrication, Displays and Video Recording other requirements	1 Lot	1		
2	<b>CBT Cultural Event Elements</b> Including Stage Dias set up, Furniture, Carpet, Manpower, LED, Sound, Selfie booth, Fabrication, Genset and other requirements for Audi -1.	1 Lot	1		
	<b>Total</b>				
<b>II</b>	<b>Proposal for Foundation Day Function on 1st Nov 2023</b>				
1	<b>Elements</b> Including Branding, City Branding, Stage Dias set up, Furniture, Carpet, Flowers, Manpower, LED, Sound, Selfie booth, Fabrication, Genset, Video Recording, Video Conferencing and Video Streaming services, Valet services, Ushers, and other miscellaneous event related requirements	1 Lot	1		
2	<b>Digital Exhibition</b> including 15 Digital Installations, software, hardware, LED walls, Fabrications, Manpower and Execution.	1 Lot	1		
3	Kits, Mementos and Giveaways	1 Lot	1		
	<b>Total</b>				
	<b>Grand Total ( I +II )</b>				

GST extra as per applicable.