

**Bid Document/ बिड दस्तावेज़**

| <b>Bid Details/बिड विवरण</b>  |  |
|---|--|
| <b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>  | 08-07-2023 11:00:00  |
| <b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>   | 08-07-2023 11:30:00  |
| <b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>  | 30 (Days)  |
| <b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>  | Ministry Of Health And Family Welfare  |
| <b>Department Name/विभाग का नाम</b>   | Department Of Health And Family Welfare  |
| <b>Organisation Name/संगठन का नाम</b>   | Food Safety And Standards Authority Of India   |
| <b>Office Name/कार्यालय का नाम</b>  | Fda Bhawan   |
| <b>Item Category/मद केटेगरी</b>   | Event or Seminar or Workshop or Exhibition or Expo Management Service  |
| <b>Contract Period/अनुबंध अवधि</b>  | 28 Day(s)  |
| <b>Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)</b>    | 60 Lakh (s)  |
| <b>Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष</b> | 3 Year (s)   |
| <b>Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है</b>                          | Yes  |
| <b>MSE Exemption for Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है</b>  | Yes  |
| <b>Startup Exemption for Turnover/टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है</b>  | Yes  |
| <b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>   | Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC)<br>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| <b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>   | Yes  |

**Bid Details/बिड विवरण**

|  |   |
|--|---|
| RA Qualification Rule  | 50% Lowest Priced Technically Qualified Bidders |
| Type of Bid/बिड का प्रकार  | Two Packet Bid                                  |
| Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय | 5 Days  |
| Estimated Bid Value/अनुमानित बिड मूल्य   | 3000000   |
| Evaluation Method/मूल्यांकन पद्धति   | Total value wise evaluation                     |
| Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है                       | Yes   |

**EMD Detail/ईएमडी विवरण**

|                             |                |
|-----------------------------|----------------|
| Advisory Bank/एडवाइजरी बैंक | Bank Of Baroda |
| EMD Amount/ईएमडी राशि       | 60000          |

**ePBG Detail/ईपीबीजी विवरण**

|  |                |
|--|----------------|
| Advisory Bank/एडवाइजरी बैंक  | Bank Of Baroda |
| ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)                              | 3.00           |
| Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने). | 2              |

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

Food Safety and Standards Authority of India  
Fda Bhawan, Department of Health and Family Welfare, Food Safety And Standards Authority of India, Ministry of Health and Family Welfare  
(Senior Accounts Officer)

**Splitting/विभाजन**

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

**MII Compliance/एमआईआई अनुपालन**

|                               |     |
|-------------------------------|-----|
| MII Compliance/एमआईआई अनुपालन | Yes |
|-------------------------------|-----|

**MSE Purchase Preference/एमएसई खरीद वरीयता**

|   |     |
|---|-----|
| MSE Purchase Preference/एमएसई खरीद वरीयता | Yes |
|---|-----|

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
7. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.
8. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available.

Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Pre Bid Detail(s)**

| Pre-Bid Date and Time | Pre-Bid Venue                             |
|-----------------------|---|
| 03-07-2023 12:00:00   | 3rd Floor FDA Bhawan Kotla Road New Delhi |

**Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

| Specification   | Values   |
|---|--|
| <b>Core</b>   |  |
| Location of event   | National   |
| State   | NA   |
| District  | NA   |
| pincode   | NA   |
| Nature of events  | International Conference Roundtable Exhibition Stall of various kinds of Food Regulators and testing labs  |
| Category of work required                                 | Conceptualization and Planning Coordination and Staffing IT related work Marketing and Promotion Participation arrangements Venue Development Video uplink downlink Live Streaming Broadcasting Food Testing Kit for Exhibition Food Safety on |
| Event premises  | Military Facility Sam Mankeshaw Hall   |
| Duration of event   | Two day  |
| Coverage of the event                                     | Photography Report Writing Videography Webcasting Open for all Webcasting Open for only registered attendees International Coverage for Foreign Delegates with secured and encrypted communication technique                                   |
| Boarding  | Multiple separate spaces for VIP VVIP  |
| Inclusion for the event                                   | Backdrop Standees Certificates Flower Decoration Internet Facility Laptop Mike and Sound Setup Printer Projector Stage Welcome Lamp Diya Bati Saraswati Vandana Arrangement for Cultural Evening   |
| Seating arrangement                                       | Board Room Classroom style ClusterBanquet Seating Theatre Style UShape   |
| <b>Addon(s)/एडऑन</b>                                      |  |
| <b>Additional Details/अतिरिक्त विवरण</b>                  |  |
| Estimated/ Indicative number of participants in the event | 1000   |

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता   | Number of event to be organized | Additional Requirement/अतिरिक्त आवश्यकता |
|----------------|---|---|---------------------------------|--|
| 1              | Pankaj Gera   | 110002, FDA Bhawan near Bal Bhavan, Kotla Road, New Delhi | 1                               | N/A                                      |

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Experience Certificate for the supply of the same to any Govt/ PSU/ any renowned private organisation along with Supply/ Purchase Order.
2. If the agency is registered under MSME or NSIC, then EMD exemption certificate needs to be enclosed.
3. **Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

4. **Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

5. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Senior Accounts Officer, Food Safety and Standards Authority of India  
payable at  
New Delhi

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

6. **Generic**

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

7. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1. The office of the bidder must be located within 25 kms of the Sam Manekshaw Auditorium, Delhi Cantonment, New Delhi, 110010.
2. The bidder must have past experience of organizing event in the Military Auditoriums under the Ministry of Defence.
3. If a bidder fails to attend the Pre-bid meeting. Then the bidder is liable to be disqualified.

4. Documents to be submitted both online & offline before closing date, both Technical and Financial Bid in separate envelopes.
5. No advance payment will be made. Payment will be made only after submission of bills post organisation of the event.
6. The quantity indicated in the Scope of work is only estimated and indicative and the bills shall be raised and payment shall be done only as per actual.

#### 8. Past Project Experience

**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed. b. Execution certificate by client with contract value. c. Any other document in support of contract execution like Third Party Inspection release note, etc. **Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed. b. Execution certificate by client with contract value. c. Any other document in support of contract execution like Third Party Inspection release note, etc.

#### 9. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

### Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer

is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the General Terms and Conditions/सामान्य नियम और शर्तें, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

Kindly upload the Bid Document on the  
Issai Official website

CTO



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**Scope of Work and Financial Bid Pro-Forma for Printing work (tentative) for Global Food Regulators Summit 2023. Rates to be quoted cumulative.**

| S. No.   | Items name                        | Size | Page Qty | Total No of pages               | Paper Quality   | Print Number of copies | Price quoted |  |
|--|-----------------------------------|------|----------|---------------------------------|---|------------------------|--------------|--|
| 1  | 4 Brochure for 4 Sessions         | A4   | 4 each   | 4 x 4 = 16<br>1200 x 16 = 19200 | Paper : 220 GSM<br>Matt Colour : 4 +4 colour<br>Binding : Staple Binding                        | 4800                   |              |  |
| 2  | Folder                            | A4   | 4        | 1200 x 4 = 4800                 | Size : 12" x 8.5"<br>Paper : 350 GSM<br>Matt Colour : 4 +4 colour<br>Finishing:Matte Lamination | 1200                   |              |  |
| 3  | Speaker Profile                   | A4   | 20       | 1200 x 20 = 24000               | Paper : 220 GSM<br>Matt Colour : 4 +4 colour<br>Binding : Staple Binding                        | 1200                   |              |  |
| 4  | Note Pad with Branding            | A5   | 50-60    | 50-60                           |   | 1200                   |              |  |
| 5  | Pen with Branding                 |      |          |                                 |   | 1200                   |              |  |
| 6  | Agenda (Minute to Minute Program) | A4   | 4        | 1200x 4 = 4800                  | Paper : 220 GSM<br>Matt Colour : 4 +4 colour  | 1200                   |              |  |
| <b>Total Price quoted for all the above mentioned services</b> |                                   |      |          |                                 |   |                        |              |  |

**Note:** Quantity and items indicated above is only estimated and assumed. The actual quantity may vary and the payment and bills raised shall strictly be as per actuals. The bidders shall strictly conform to the instructions of the officials of FSSAI and shall provide items as per instructions.

The bidders shall submit the financial bid strictly as per the above format. Failure to do so shall render the bid liable to be rejected.

The Event is to be held on 20-21<sup>st</sup> July 2023. So the bidder will have to provide the material within 48 hours of issue of instructions by the officials of FSSAI.