

**EXPRESS OF INTEREST
FOR
EMPANELMENT OF
AGENCIES FOR SUPPLY OF
CONFERENCE MATERIALS**



Building Materials & Technology Promotion Council
Ministry of Housing & Urban Affairs, Government of India
Core 5A, 1st Floor, India Habitat Centre, Lodhi Road
New Delhi -110 003



Building Materials & Technology Promotion Council

Ministry of Housing & Urban Affairs, Government of India

Core 5A, 1st Floor, India Habitat Centre, Lodhi Road

New Delhi -110 003

EOI No. BMT/EOI/CONF/01/2019

NOTICE INVITING EOI

The Building Materials & Technology Promotion Council, Ministry of Housing & Urban Affairs, Govt. of India organizes Conferences/Seminars/Workshop /Capacity Building Programmes/Exhibitions, etc. on regular basis to promote and disseminate innovative, cost-effective, environment-friendly, energy-efficient building materials/products/systems and disaster resistant construction technologies.

On-line Digitally signed Expression of Interest (EOI) are invited from well-established Conference Material Supplier or Professional Conference Organizer who has supplied quality conference kits in the recent past, for Conferences/Seminars/Workshop organized by Govt. Organizations, Ministries, PSUs, Autonomous Bodies, etc.

In this regard, BMTPC is interested in undertaking the process of empanelment of agencies for a period of one year. The Panel of Agencies selected through this EOI shall become eligible to participate in future tenders/quotation process to be floated by the Council to undertake the various jobs for future events.

Those agencies may download the EOI documents from the Central Public Procurement Portal (CPPP): <http://eprocure.gov.in/eprocure/app> and BMTPC website: www.bmtpc.org

EOI Document Published Date	8 th February, 2019
EOI Document Download Start Date	8 th February, 2019
EOI Submission Start Date	8 th February, 2019
EOI Submission End Date	18 th February, 2019
EOI Opening Date	19 th February, 2019
Earnest Money Deposit	Rs.20,000/- (Rupees Twenty Thousand only)

***Note: Please refer to this e-tender at e-Procurement Portal for final dates and time**

The online EOI should be uploaded by the due date and time as per the above schedule. The responsibility to ensure the same lies with the bidders. Off-line offers shall not be accepted and no request in this regard will be entertained whatsoever. **Online EOI will be opened on 19th February, 2019 for evaluation as well as selection of technically acceptable offers.** Decision of the Council, regarding selection of eligible and qualified agencies / firms shall be final and binding on the bidders. Bidders may be present during opening of EOI. BMTPC, New Delhi reserves the right to accept or reject any or all bids in full or part without assigning any reason whatsoever.

CHECK LIST

Check list of EOI No. BMT/EOI/CONF/01/2019 for “Empanelment of Agencies for Supply of Conference Materials”.

Sl. No.	Description	Yes	No
01	Whether the bidder is well-established Conference Material Supplier or Professional Conference Organizer who has supplied quality conference kits in the recent past, for Conferences/Seminars/Workshop organized by Govt. Organizations, Ministries, PSUs, Autonomous Bodies		
02	Whether EOI uploaded on Central Public Procurement Portal of Govt. of India		
03	Whether EOI documents carefully studied & Understood		
04	Whether EOI documents duly signed and stamped on all pages is scanned and uploaded in central public procurement portal.		
05	Whether Earnest Money of Rs.20000 submitted Online and Scanned copy of NEFT/RTGS details uploaded as part of the EOI. (Please note that the copy of the NEFT/RTGS details should be couriered /hand delivered to BMTPC New Delhi before the time of opening of EOI)		
07	Whether Declaration regarding Non-relation, duly signed and stamped, and scanned copy of the same uploaded as part of the EOI in central public procurement portal. Annexure-C		
08	Whether Declaration certifying that there are no extra conditions quoted in the Offer Form duly signed and stamped, and scanned copy of the same uploaded as part of the EOI in central public procurement portal. Annexure-C		
09	Did you visit the actual site for execution of the supply order before submitting the EOI		

Date:

Signature of the Bidder

Place:

Official Seal

General Information and Instructions

1. The instruction given herein will be strictly binding on the bidder and deviation, if any will make the bid or bids liable to be considered invalid. Bids incorporating additional conditions by the bidder are liable for rejection.
2. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Manual bids shall not be accepted.
3. The instruction given in “**Annexure-A**” for “**Instruction for Online Bid Submission**” should be strictly followed during submission of the Bid.
4. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
5. Bid should be submitted along with the **Earnest Money of Rs. 20,000/- (Rupees Twenty Thousand Only)** through NEFT/RTGS in the account of BMTPC, New Delhi as per details given in **Annexure-E**. Earnest Money deposit in the form of DD / Pay Order / Bank Guarantee /Bond or any other instrument shall not be accepted and shall be rejected straightway. Earnest Money deposits in respect of such offers which are not accepted will be returned to the bidders within 30 working days from the date on which the final decision is taken about the empanelment of agency or within 2 (two) months from the date of the opening of the bids, whichever is earlier. No interest will be paid on the Earnest Money deposited with the Council. Earnest Money deposit in respect of the successful bidders will be retained with the BMTPC, New Delhi until entire execution of the EOI. If the successful bidder fails to execute the order strictly as per the BMTPC, New Delhi specification in full or part within the stipulated delivery period of the purchase order, the Earnest Money deposit retained with the BMTPC, New Delhi shall be forfeited forthwith after cancellation of the concerned order. In case of non-receipt of EMD, the Bidder are liable to be rejected.
6. **Validity of Bids:** The Bids should remain valid for 90 days from the date of bid opening.
7. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-bid correction may invoke summary rejection. Conditional bids will be rejected. Non-compliance of applicable General Information and Instruction will disqualify the Bid.
8. The bidders should have Digital Signature Certificate (DSC) for filling up the Bids. The Person signing the EOI documents should be authorized for submitting the on line e-tender.
9. **Bids must be uploaded on-line on Central Public Procurement Portal. The contents of Cover shall be as follows:-**
 - i) Technical BID duly filled-in and signed with official stamp. (as per Annexure-D).
 - ii) General Terms & Conditions (as detailed in Annexure-B) duly signed with official

- stamp as a token of acceptance
- iii) Scanned Copy of the valid Tax Clearance Certificate, PAN & GST number
- v) The 'Declaration' duly signed with official stamp (as detailed in Annexure-C).

Documents to be sent courier/by hand on or before Bid Submission End Date

- i) Scanned copy of NEFT/RTGS details for **Rs.20000** as Earnest Money Deposit

Address for sending the documents

The Executive Director, Building Materials & Technology Promotion Council, Core-5A, 1st Floor, India Habitat Centre, Lodhi Road, New Delhi – 110003
(The sealed envelope super-scribed as "EOI for Empanelment of Agency for Supply of Conference Material").

- 10. The authority of Building Materials & Technology Promotion Council, New Delhi, reserves the right to reject or accept any or all bids wholly or partially without assigning and reason whatsoever.

Building Materials & Technology Promotion Council

Ministry of Housing & Urban Affairs, Government of India

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New Delhi -110 003

EOI No. BMT/EOI/CONF/01/2019

Instructions for Online Bid Submission

1. 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.
2. More information useful for submitting online bids on the CPP Portal may be obtained at <https://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) 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.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) 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 on the tender document before submitting their bids.
- 2) Please go through the EOI 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 / XLS / RAR / DWF/JPG 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) Bidders should submit the EMD as per the instructions specified in the tender document. The scanned copy of the NEFT/RTGS details of EMD should be

submitted. Otherwise the uploaded bid will be rejected.

- 4) 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.
- 5) 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.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) 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.
- 8) 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 enquiries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
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.

Building Materials & Technology Promotion Council

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GENERAL TERMS & CONDITIONS (GTC) FOR SUBMISSION OF EOI FOR EMPANELMENT OF AGENCIES FOR SUPPLY OF CONFERENCE MATERIALS

1. SCOPE OF WORK:

The scope of work includes supply of the following items:

a)	Conference Bags (Jute, Leatherite, Matty, Cloth, etc.)
b)	Brief cases (soft & hard)
c)	Laptop bags
d)	Overnighter bags
e)	Folders (Jute, Leatherite, etc.)
f)	Pen
g)	Pencil
h)	Writing pad (different sizes)
i)	Pen stand
j)	Coffee mugs
k)	Mementos / Souvenir (may include Ties, T-shirts, Key chains, Silver coins, Wall clock, Mobile stand, Plaques, Power bank, Flower vase, etc. - with branding)
l)	Flash drive
m)	Citations
n)	Planters

Matter of the conference (to be decided by BMTPC) has to be printed on all the conference materials. The above list is not exhaustive and may add more product/material used in the conferences. The specification of the each of the above item will be specified at the time of inviting quotations.

2. ELIGIBILITY CRITERIA

- a) Bidders should have well-established Conference Material Supplier or Professional Conference Organizer who has supplied quality conference kits in the recent past, for Conferences/Seminars/Workshop organized by Govt. Organizations, Ministries, PSUs, Autonomous Bodies, etc. Proof to be submitted should be in the form of Registration / Incorporation Certificate in the name of the agency submitting the bid or CA's certificate.
- b) The Agency must have an annual turnover of Rs. 30 lakhs in each of the last three financial years (2015-16, 2016-17 and 2017-18). Thus the cumulative turnover of

the agency in last three financial years should be Rs.90 lakhs. A certificate from the Chartered Accountant must be submitted in this regard.

- c) Valid Tax Clearance Certificate, PAN and GST number
- d) The Agency should have its Office located in Delhi and NCR.

3. **GUIDELINES FOR SUBMISSION OF PROPOSALS:**

Proposal should contain the following:

- a) Documents of proof of items (a) to (e) of Eligibility Criteria at Para-2 above.
- b) The bidder should submit copies of Certificate of satisfactory performance, work order, delivery challan, etc., in support of bulk orders (500 to 1000 nos.) executed for Govt. Ministries, Organizations, PSUs, Autonomous Bodies, in the past 3 years.
- c) Documents in support of the bidder's credentials, past performance, financial background, company's registration, statutory tax registrations should be enclosed with the bid.
- d) Scan copy of PAN Card / GST No. and latest income tax return of last three years.
- e) Details of equipment / machines available in the Press.

5. **ASSESSMENT OF PROPOSALS:**

Proposals received will be assessed by a Committee constituted for the purpose. The Committee will technically evaluate proposals of eligible agencies (as per eligibility criteria listed at para 2) based on profile & track record, previous experience in carrying out works of similar nature.

6. **CONSIGNEE**

The consignments of material by the selected agency for each job would have to be delivered to the BMTPC office at Core-5A, First Floor, India Habitat Centre, Lodhi Road, New Delhi. The packing and delivery cost should be included in the net cost of undertaking the printing / production work, while submitting financial quotes to the Council for each job tendered.

7. **DELIVERY PERIOD**

The jobs assigned are time bound and the agencies would be required to complete the jobs within the time frames set for the job, failing which BMTPC shall have the right either to cancel the order or impose penalty as detailed in Clause No.10. Decision in this regard taken by the BMTPC shall be final and binding on the successful bidder.

8. **OTHER IMPORTANT INFORMATION**

- a) The Empanelment is valid for a period of ONE year. However, BMTPC reserves its right to annul the empanelment at any time without assigning any reason and call for a fresh empanelment. The empanelment may be extended for the second year on mutually acceptable terms and conditions between agency(ies) and the Council.
- b) Unsatisfactory performance of any agency in terms of poor quality of material, delays, repeated non participation in bids, withdrawing from bids on opening of financial bids resulting in re-tendering of job, etc. can result in dropping the Agency from the panel.
- c) The applications should be complete in all respects. Conditional /incomplete applications are liable to be rejected.
- d) BMTPC reserves the right to empanel one or more than one agency for its printing requirements.
- e) BMTPC reserves its right not to accept bids from agencies resorting to unethical practices or on whom investigation / enquiry proceedings has been initiated by Government Investigating Agencies / Vigilance Cell.
- f) Consortium of Agencies / Sub-Contract of work is not allowed without prior permission of BMTPC.
- g) After empanelment of Agencies, jobs will be awarded purely on tender/quotation process.
- h) The EMD of the successfully empanelled agencies will be kept as Security amount which will be refunded after satisfactory completion of the empanelment period.
- i) BMTPC will periodically review the performance of the empanelled Agencies and reserves its right to withdraw their empanelment at any time.
- j) BMTPC will take action as deemed fit in cases of under performance, submission of erroneous bids, irregularity in participation in the tender processes / bids, etc. Action taken could include removal of the agency from the empanelled list.

9. **PAYMENT**

Request for advance payment will not be entertained. Payment for work awarded will be made to agency(ies), after completion of work to the satisfaction of the Council. Empaneled agency (ies) who are awarded jobs on the basis of tender process (L1 basis), will submit pre-receipted bills in triplicate for settlement.

10. **PENALTY CLAUSE**

Penalty in case of undue delay in execution of work allotted, submission of erroneous tenders, poor quality of material, under performance, etc. will be levied on job to job basis. The penalty could be in the form of deduction from the total amount payable to

the agency for the work awarded, de-empanelment of the agency or any other action deemed appropriate.

11. TERMINATION BY DEFAULT

BMTPC reserves its right to terminate the contract of any agency / agencies in case of change in the Government procedures or unsatisfactory services.

12. FORCE MAJEURE

Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act.

13. ARBITRATION

Venue of arbitration will be New Delhi and will be governed by provisions of the Indian Arbitration & Reconciliation Act.

14. JURISDICTION

The contract shall be governed by laws of India and all Government rules on purchase matter issued from time to time and in force for the time being are applicable to this EOI.

Any other clause / information in regard to the tender/quotation will be enumerated in each of the tender/quotation documents issued.

Interested agencies may submit proposals as stated under Guidelines for Submission of Proposals on Central Public Procurement Portal within time as stipulated on CPP Portal.

Chief (Admn)
BMTPC

EOI No. BMT/EOI/CONF/01/2019

DECLARATION-I

We do hereby accept the “General Terms & Conditions” as provided by the Building Materials & Technology Promotion Council, New Delhi along with the EOI documents for Empanelment of Agencies for Supply of Conference Materials and also undertake to supply the said materials at Building Materials & Technology Promotion Council, New Delhi strictly as per the specifications of Building Materials & Technology Promotion Council, New Delhi as provided along with the tender documents, in the event of placement of any order on us. The Council shall be at liberty to cancel the order in full or in part the event of failure of any of the above declaration made by us.

Signature of the Bidder / Constituted Attorney

DECLARATION-II

This is to certify that I/We have no close relative as an employee of the Building Materials & Technology Promotion Council (close relatives means: Father, Mother, Brother, Sister, Son, Daughter and Spouse) nor any such close relatives are associated with us as proprietor/partner/share holder/ director and like.

Signature of the Bidder

Address:

Official seal with date

EOI No. BMT/EOI/CONF/01/2019

TECHNICAL (Techno-Commercial) BID

Notes: ALL PARTICULARS / INFORMATIONS SHOULD BE GIVEN IN THE FOLLOWING FORMAT WITH COMPLETE DETAILS.

01. Name & Address of the Firm/Bidder	
02. Telephone Number	Office: Press:
03. Background details of the firm (State whether original manufacturer/direct Dealer of the manufacturer)	
04. State the Name of the Banker including IFSC Code: and Account Number of the Bidder for releasing digital mode of payment	
05. Whether capable to execute the items specified in the EOI (Please mention 'YES' or 'NO')	
06. State the Name & Address of the Manufacturer whose product has been offered /quoted by the bidder.	
07. Proof of financial status of the company/ audited Balance Sheet for last 3 years indicating total turnover as well (submit documentary evidence)	
08. Minimum time required to complete the item specified in the EOI at BMTPC, New Delhi.	
09. Mention PAN/GST Registration Number and attach Current valid Tax Clearance Certificate.	
10. Whether agreed to supply items specified in EOI as within short span of time and failing which ready to absorb heavy penalty, if any order is placed on the bidder after observing tender procedure. (Please mention 'YES' or 'NO')	

I/We hereby declare that the above statements are true. I/We also declare that the decision of Building Materials & Technology Promotion Council, New Delhi, regarding selection of eligible firms for empanelment shall be final and binding on me/us.

Dated

Official Seal

Signature of the Bidder/Constituted Attorney

**BANK DETAILS OF BUILDING MATERIALS & TECHNOLOGY PROMOTION
COUNCIL, NEW DELHI FOR NEFT/RTGS**

Name of the Account Holder	Building Materials & Technology Promotion Council, New Delhi
Account No.	62054931366
Bank Name	State Bank of India
Bank Address	Pragati Vihar, Delhi Branch, Ground Floor, Core 6, SCOPE Complex, Lodi Road, New Delhi – 110 003
IFSC Code	SBIN0020511
Type of Account	Savings
Branch Code	20511
GST No.	07AAATB0304Q1ZW

EOI ACCEPTANCE LETTER
(To be given on Company Letter Head)

[Department User may ask for EOI Acceptance Letter instead of asking Signed EOI Document from the Bidders. This is a sample format; User may revise it as per their EOI Conditions]

Date: _____

To,

The Executive Director
Building Materials & Technology Promotion Council
Core 5A, Lodhi Road
New Delhi – 110 003

Sub: Acceptance of Terms & Conditions of EOI.

EOI Reference No: _____

Name of Work : - EOI for Empanelment of Agencies for Supply of Conference Material for Building Materials & Technology Promotion Council, New Delhi , Delhi.

Dear Sir,

1. I/ We have downloaded / obtained the EOI document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: Central Public Procurement Portal of Government of India, as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the EOI documents from Page No. to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the EOI conditions of above mentioned EOI document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)