

## TENDER - RFP FOR AUDIO VISUAL SERVICE

The 81<sup>st</sup> Annual Conference of the Association of Physicians of India, APICON 2026, Patna

### TENDER NOTICE

Sealed Tender/quotation(s) are invited from eligible and qualified bidder under two bid systems (**Technical bid and financial bid separately**) for Audio Visual for *The 81<sup>st</sup> Annual Conference of the Association of Physicians of India, APICON 2026 at Patna from 29<sup>th</sup> January to 1<sup>st</sup> February 2026.*

Bids "**Technical Bid**" and "**Financial Bid**" may be submitted via email in PDF format on [apicon2026business@gmail.com](mailto:apicon2026business@gmail.com)

#### A. SCOPE OF WORK

- Providing and installing audio and visual equipment in all halls
- Providing LED Wall in all scientific halls
- Providing facilities for Preview Room.
- Providing Facilities for E-Poster (Optional)
- Sufficient number of lighting for main hall.
- Photography and Video recordings.
- Photocopying facilities (optional)
- Cultural Event (optional)

#### B. ELIGIBILITY

- The agencies should have provided A/V for the medical conference at least 5 in last five years..
- The Applicant should be registered under GST.
- The following documents should be submitted along with the Quotations
  - a. A certificate indicating the turnover amount for the last 3 years from the Chartered Accountant.
  - b. Copy of GST registration certificate. Bihar GST certificate will have more advantage.
  - c. Copie of PAN number.
  - d. Applicant Profile

#### C. TERMS & CONDITIONS (Under TWO BID SYSTEM)

##### **I.Instructions to the Bidder:**

1. Last Date & Time for submission of Tender Documents through email is :-30<sup>th</sup> May 2025, by 11:00 PM. By 7<sup>th</sup> June the hard copy should also reach at the address mentioned as below.
2. Bidder should deposit Rs. 10,00,000 Lacs as EMD in form of DD or Fixed Deposit in Favor of "APICON 2026" (earnest money deposit) for applying for the RFP and it will be refundable to unsuccessful bidders.
3. Successful bidders are required to submit a security deposit of Rs. 15,00,000 Lacs which will be refunded after the successful completion of catering services.
4. **Submission of tender Document:** Tender/quotation (separately for technical bid and price bid) must be submitted via email on [apicon2026business@gmail.com](mailto:apicon2026business@gmail.com) by 30<sup>th</sup> May 2025 and EMD-DD hard copy of the Tender- RFP Notice documents need

to be send by speed post in a sealed envelope on the given below Conference Secretariat address in a week time it means same will be reach to us by 7<sup>th</sup> June by Speed Post/Registered post.

**Secretariat Address:**

Positively before the tender bid closing time. Any tender submitted without tender document fee will not be accepted.

5. **Quoting the Core price & Tax, Duties, Discount etc.:** All the prices quoted should be inclusive of all taxes/duties/VAT/GST etc, if applicable.
6. **The validity of the Quotation:** The validity of the quotation should be for at least 90 days from the closing date of the bid.
7. **Bids:** The bids will not be considered if received after the closing date and time. Any offer containing incorrect and incomplete information shall be liable for rejection.
8. **In case of Email loss:** The Conference Organizing Team shall not be responsible for any delay/loss or non-receipt of tenders via Email acknowledgement.
9. **Power to reject the offer:** APICON 2026 reserves the right to accept/reject any offer in full or in part or accept any offer other than the lowest offer. However, deficiencies on any one or, more of the following crucial criteria, eligibility and scope of work will be a factor, for consideration other than the Lowest Quotation.

## II. Price Schedule

1. The bidder has to apply for all the items in all the categories mentioned in Financial Bid Performa.
2. The unit prices must include all the taxes, fees and any other charges.
3. The bidders should include all other relevant details relating to prices wherever possible.

## III. Rejection Criteria

1. Bids which are not substantially responsive to the Tender Document.
2. Bids not made in compliance with the procedure mentioned in this document or not substantively responsive.
3. Failure on part of the Bidder to provide appropriate information as required in the bid proposal or any additional information as requested by APICON 2026, including any supporting document.
4. Incomplete or conditional bids or bids that do not fulfill all or any of the conditions as specified in this document.
5. The submission of more than one bid under different names by one Bidder. If the same is found at any stage, all the bids by that bidder will be rejected.
6. Material inconsistencies in the information submitted.

7. Misrepresentations in the bid proposal or any supporting documentation.
8. Bid proposal received after the last date and time specified in this document.

#### IV. Conditions of Contract

1. The offer must be in English. The rates should be indicated both in figures and words against item specified. It is preferable that the price be quoted in Indian rupees and overwriting in quoted prices will be subject to cancellation of bid.
2. No Advance Payment: The payment will be made on satisfactory commissioning and installation of the product and services
3. All the Bank charges within India /outside India shall be borne by the bidder/supplier.
4. APICON 2026 is exempted from the payment of custom/excise duty and therefore the quote should quote accordingly. Exemption certificate will be provided. The bidders are required to quote FOB & CIF value if any duly mentioning the break-up details for freight & insurance. **Any other hidden charges.**
5. The Earnest Money of all unsuccessful bidders will be returned as early as possible after the expiration of the period of the bid validity. No interest will be paid by APICON 2026 on the Earnest Money Deposit.
6. The vendor shall bear the expenses which may incur while unloading of items, deployment of unskilled/skilled labor during installation of all electronic/electrical/mechanical items.
7. The bidder shall be responsible for any loss, damage, breakage etc in transit site.
8. The bidder shall bear all expenses of packaging, forwarding, freight, insurance in connection with delivery, repairs and replacements during period.
9. In case of any dispute in respect of the tender, all legal matters shall be instituted within the jurisdiction of the place where the purchaser ordinarily resides.
10. All onsite technical staff and electronic equipments will be insurance covered.
11. APICON 2026 Organization Committee decision will be the final decision. Committee is not liable or responsible for any kind of expenses pertaining to bid submission / Presentation/ Travel to Patna
12. For any clarification with respect to technical specifications, please contact to

**Dr.(Prof) Kamlesh Tewary**  
**Organizing Secretary-APICON 2026**  
**Deo Narayan Hospital & Maternity Center, Daudpur Kothi,**  
**PO:MIT,Muzaffarpur,Bihar – 842003**  
**Mob:8882039506**  
**Email: [apicon2026business@gmail.com](mailto:apicon2026business@gmail.com)**

## Annexure 1

“PLEASE CAREFULLY GO THROUGH THIS DOCUMENT AND ENSURE COMPLIANCE. NON-COMPLIANCE OF ANY ONE OF THE CONDITIONS MAY MAKE YOUR OFFER INVALID”

### TECHNICAL BID

“Please furnish the following information in this part, so as to enable the panel to decide the panel to decide about the qualification & the Technical Bid. Necessary documents/certificates from the appropriate authority must be attached in support of statements.

**Tender- APICON 2026, A/V**

**Dated:** \_\_\_\_\_

- Name & Address of the applicant:
- Telephone No.
- Email ID:
- Performa for submitting the Technical Bid

- Name of the Company \_\_\_\_\_  
\_\_\_\_\_
- Address of the Company \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_

**Check List:** All the supporting documents as per the requirement of Tender Notice should be duly signed by Authorized person and stamped; otherwise the bidders are liable to disqualified.

1. Registration/Incorporation Certificate in support of Company.
2. Covering Letter mentioning Name, Complete address and contact details of the prospective vendor.
3. Proprietary certificate if any should be enclosed.
4. Date of Inception of the Company (Please furnish the copies of the Balance Sheet and Audited accounts and Income Tax clearance certificate for the last three years, Sales Tax Certificates, PAN Number, GST Certificate).
5. The bidder/agency should give an undertaking that it has not/never been black listed or any or may legal tussle by any Government/Autonomous/PSU type organizations in a Rs. 10 non-judicial Stamp paper.
6. If any legal tussle kindly specify and share the declaration.
7. The bidders should give the Certificate on letterhead for FOB & CIF (Free on Board/ Cost Insurance and Freight) if any will be borne by them. The bidder will be responsible for any breakage, insurance and other losses. The unit price quoted are inclusive of all these charges.
8. Number of similar works undertaken in the past five year or more with names of Institutions (brief description of each work is to be mentioned along with satisfactory execution certificate of the competent authority). The samples of the same may also be submitted for the Technical Evaluation.

9. Total category wise Price and the Unit wise prices as per the Annexure is to be submitted in a separate sealed cover apart from Technical bids separately
10. Any other information the applicant desires to furnish.
11. Selection is not based upon the lowest rate criteria, because the lowest price is not always the best value for money.
12. Bidding document duly signed with office as a token of acceptance of our standard terms & conditions.

## Payment Terms and Conditions

### 1. Payment Schedule

The total contract value shall be payable as per the following milestone-based schedule:

- **Advance Payment:** 30% of the total contract value to be paid by 30<sup>th</sup> December.
- **Mid-Project Payment:** 40% upon completion of 50% of the deliverables or midway through the project timeline, whichever is earlier.
- **Final Payment:** 30% upon successful completion of all deliverables and final acceptance by the client.

### 2. Mode of Payment

All payments shall be made via NEFT/RTGS/Bank Transfer to the account details provided in the invoice. Cheques, demand drafts, or other instruments are not acceptable unless agreed in writing.

### 3. Invoice Submission

Invoices shall be submitted after the completion of each milestone as mentioned above. Payment shall be processed within **15 working days** of invoice receipt, subject to approval by the client.

### 4. Taxes and Deductions

- All payments are subject to applicable taxes as per government regulations.
- The vendor shall be responsible for paying any other taxes, levies, or duties applicable under the law.
- TDS (Tax Deducted at Source) shall be deducted as per applicable provisions.

### 5. Penalties for Delay

In case of delay in deliverables without valid justification or approval, a penalty of 1% of the total contract value per week may be levied, subject to a maximum of 10%.

### 6. Termination and Refund

- In the event of contract termination due to non-performance or breach, the client reserves the right to withhold payments and claim refund of the advance, if applicable.
- Any unutilized advance shall be refunded by the vendor within 10 days of termination notice.

### 7. Dispute Resolution

In case of any payment disputes, the matter shall be resolved through mutual discussion. If unresolved, it shall be escalated to arbitration under applicable laws.

**Note:**

- Additional sheets may be used for furnishing information as per need.
- Before sending/submitting the application, the applicant should read carefully all the terms & conditions.

Name & Signature of the authorized signatory of the Company

**V. Financial Quote :**

**REQUEST YOU TO KINDLY QUOTE ANNEXURE AS ATTACHED WITH RFP**

**Total Amount In Words:**

Thanks with regards.



**Dr.(Prof) Kamlesh Tewary**  
**Organizing Secretary-APICON 2026,Patna**  
**Deo Narayan Hospital and Maternity Center,**  
**Daudpur Kothi,P.O -MIT Muzaffarpur,Bihar-842003**  
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**REQUEST YOU TO KINDLY QUOTE ANNEXURE AS ATTACHED WITH RFP**

**Total Amount In Words:**

Thanks with regards.



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