

Government of India
Ministry of Rural Development
Department of Rural Development
MGNREGA Division

NOTICE INVITING TENDER (NIT)

Ref: J-15017/8/2016-MGNREGA-II

Subject: Notice Inviting Tender for hiring of Event Management Agency (EMA) for organizing Mahatma Gandhi NREGA Sammelan-2017 in Talkatora Stadium, New Delhi.

Ministry of Rural Development invites sealed bids to hire EMA (may be proprietary firm/Partnership firm, Limited company, corporate legally constituted, empaneled/registered with appropriate authority as per law). For organizing Mahatma Gandhi NREGA Sammelan-2017, which will be held in Talkatora Stadium and/or other venue to be decided by the Ministry of Rural Development. This function is generally graced by the Cabinet Minister and various high dignitaries. Interested agencies are required to submit signed and stamped bids in sealed cover in two bid system (Technical and Financial) for organizing Mahatma Gandhi NREGA Sammelan 2017. The bid should be submitted in prescribed format at Annexure-I and Annexure-II to the Deputy Secretary, MoRD, Room No. 464, Ministry of Rural Development, Krishna Bhavan, New Delhi **on or before 3rd January 2017**. The tender will be opened on the same day at **4:00 PM** in the above mentioned room. A representative of the firm, if any, will be permitted to remain present at the time of opening of tender.

2. The agencies may read the terms and conditions mentioned in the tender document before submitting the Bid. The copy of Technical and Financial bid in the attached format duly signed by authorized signatory (signed on each page) and stamp of the firm affixed is to be submitted before the scheduled date and time.

3. Incomplete, unsigned or unsealed tender is liable to be rejected.

4. The Bid security of Rs.50,000 (Rupees Fifty Thousand only) should be paid by Demand Draft/Pay Order in favour of Pay and Account Officer, Ministry of Rural Development, Government of India, New Delhi along with the tender documents. Cheque will not be considered.

5. The Bid document is available on www.rural.nic.in , www.nrega.nic.in and <https://eprocure.gov.in/cppp/>

Ak Sumbly
(A K Sumbly)

Deputy Secretary, MGNREGA
Tel: 011-23070129
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Tender Document

A. Schedule of invitation of bid:

Date of Issuance of NIT	23-12-2016
Last date and time of submission of bid document	Last Date: 03-01-2017 Time: 03:30 PM
Pre Bid Clarification is any to be submitted to	Shri A K Sumbly, Deputy Secretary, Room No 464, Ministry of Rural Development, Krishi Bhawan, New Delhi. (ak.sumbly@nic.in)
Physical Bid document to be submitted to	Shri A K Sumbly, Deputy Secretary, Room No 464, Ministry of Rural Development, Krishi Bhawan, New Delhi.
Date and Time of Opening of bid document	Date: 03-01-2017 Time: 04:00 PM

NOTE:

1. Please address all queries and correspondence to **Deputy Secretary, Ministry of Rural Development, Room No-464, Krishi Bhawan, New Delhi-1 (e-mail: ak.sumbly@nic.in)**.
2. If the Office of Authority happens to be closed on the day of receipt of the bids as specified, the bids will be received and opened on the next working day on opening of the Office at the same time and venue.
3. Please quote Bid Ref. Number in all your correspondence.

B. General Instructions

1. Interested Agencies who wish to submit the proposal will have to submit the proposal document as per the prescribed guidelines in the bid document.
2. **Technical document and financial document:** Applicants shall submit **physically** their technical as well as the **Financial documents** signed and stamped in sealed envelopes super-scribed with due date, time, project and nature of document. Both the bids to be put in one big envelope. The envelope of demand draft for Bid Security must be kept with Technical bid documents. The Financial bid of those bidders will be opened who are declared qualified in the technical bid.
3. Once quoted, the bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.

4. The Price/ rates/ quotes by the bidder shall be valid for a period of 180 days and shall be applicable for the entire contract period.

C. Expected Service Deliverables by the Selected agency:

The selected agency shall install required infrastructure and provide required services for successful conduct of MGNREGA Sammelan-2017. Following are the major deliverables.

1. Provide all the equipment/ items mentioned in Annexure-II for successful conduct of the MGNREGA Sammelan-2017.
2. Manage the MGNREGA Sammelan-2017 as an event management agency.
3. Support the Programme division in planning and execution of the Sammelan
4. Provide all necessary support to the State Governments in installation and showcasing of the models in exhibition.
5. Make necessary decoration in the Talkatora stadium eg. installation of the Stage, Exhibition stalls, signage, invitation card design, dispatch, audio visual arrangements, catering arrangements, floral decoration, security arrangements, transport arrangements etc as listed in **Annexure-II**.
6. Any other support required in conduct of the event.

D. Bidding Process

D.1 Eligibility Criteria for Empanelment of Agencies:

The Bidder should be fulfilling the following preconditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the technical bid. Claims without documentary evidence will not be considered.

Sl. No	Eligibility Criteria	Documents to be submitted for verification.
1.	The Agency / Firm should be registered as Firm / Company under the concerned Indian Laws / Acts.	Registration certificate of the agency under concerned Indian Laws.
2	The Agency / Firm should have an experience of more than 3 years in implementation of similar kind of three such events.	As per format at Annexure-I, Part-B.
3.	The Agency / Firm should have minimum turnover of Rupees 70 lakh during the last three financial years	Audited Balance sheet of last three years.

D.2 Procedure of Application:

Eligible organization/ agency has to submit its technical and financial proposals under sealed covers to the office of Deputy Secretary, Ministry of Rural Development, Room No-464, Krishi Bhawan, New Delhi in the prescribed format.

Technical proposal should be accompanied with proof of annual turnover, detailed experience in conducting similar assignments and other documents as described in the eligibility criteria above.

The proposal must be accompanied by a letter on the organization's letterhead showing the full registered office address of the organization. It should be signed by a person of suitable authority to commit the organization with relevant experience to a binding contract. The organization must submit the bid as per format at **Annexure-I and Annexure-II**.

D.3 Packaging and Submission of Proposals: The proposal is to be submitted with all necessary details in sealed envelope, which will include the followings.

1. Security Deposit of Rs. 50,000/- in the envelope (Placed in the envelope containing Technical bid), drawn in favor of Pay and Account Officer, Ministry of Rural Development placed. Bid security shall be refunded to the successful bidder on receipt of performance security. In case of remaining bidders, it shall be refunded soon after completion of all formalities related to declaration of successful bidder.
2. Original copy of Technical Bid and Financial bid in two separate envelopes.

D.4 Evaluation and selection of the Proposal:

A committee constituted by the Ministry will evaluate both the Technical and Financial bid. Technical Bids will be evaluated first and if qualified, the financial bid will be opened subsequently. The lowest quoted bidder shall be selected as the Event Management Agency.

E. Payment Mechanism:

The total project cost is to be finalized on the basis of the amount quoted in the financial bid. A mobilization cost up to 20% of the project cost shall be paid against Bank Guarantee of equivalent amount.

The payment to the agency shall be made after completion of the event and satisfactory performance.

F. Performance security:

The successful bidder shall be required to furnish Performance security of 5% of the contract value in the form of an Account Payee Demand Draft, FDR/ Bank Guarantee from a commercial bank in acceptable form. The Performance security should remain valid for a period of 60 days beyond the date of completion of all obligations of the bidder.

G. Penalty

Authority will levy penalty in case the Bidder fails to provide the services specified by the Authority in the deliverables of this bid document or falls short of requirement. The amount of penalty shall be commensurate with the nature of the breach/ defect/ deviation/ fault and as decided by Authority. Such an amount payable by the agency shall be final and binding. The recoverable amount shall be deducted from the Performance Security.

H. Authority's right to vary scope at time of award

The authority reserves the right to vary scope of contract if needed.

I. Authority's right to accept and to reject any/ all bids

The authority reserves the right to reject any Bid and to annul the bidding process and reject all bids at any time prior to award of Contract. Without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

J. GENERAL TERM & CONDITION

1. The successful bidder is required to furnish performance Security Deposit of Rs. 50,000/- (Fifty thousand only) in favour of Pay and Account Officer, Ministry of Rural Development, Government of India, New Delhi which should remain valid for a period of One eighty days.
2. The Security deposit shall be forfeited in case (i) the contractor withdraws or amend its tender or increases its rates after opening the tender but before the validity of the quotation expire. (ii) Or refusal to enter into contract after award of contract.
3. The security deposit will be refunded on successful completion of the contract. No interest is payable on the security deposit.
4. Ministry of Rural Department shall not be bound to accept the lowest bid or any tender and reserves to itself the right to accept or reject any bid or to accept whole or a portion of tender as it may deem fit without assigning any reason therefor and without incurring any liability to the affected for the action of Ministry of Rural Department
5. Contractor shall in no case lease/transfer/sublet/appoint caretaker for services.
6. No other person except Contractor's authorized representative shall be allowed to enter Ministry of Rural Department premises during opening of bids and that also with the authorization letter from the bidder.
7. In case of any default by the contractor and any of terms and conditions, Ministry of Rural Development may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract in whole or in part by giving one day notice in writing to the Contractor.
8. The contractor shall be solely responsible for payment of wages/salaries, other benefits and allowance including extra hour duty to the Manpower engaged during the event. The Ministry of Rural Department shall have no liability whatsoever in this regard and the

contractor shall indemnify Ministry of Rural Department against any/all claims which may arise under the provisions of various Acts, Government's orders etc.

9. The contractor shall be fully responsible for theft, burglary, fire or any mischievous deed by his employees engaged for the purpose.
10. The personnel engaged by the contractor are subject to security check by the Security personnel deployed in the event premise or at any other venue of the functions to be decided by the Ministry of Rural Development.
11. The Agency should **quote the rate for all the items mentioned in the Financial bid** as per their competence. No hand written/ over written quotations will be accepted. Bids received after the specified date and time will not be entertained.
12. The registration number of the Contractor/ Agency, sale tax number etc. should also be attached with the bid.
13. The payment will be made only after satisfactory performance of the Agency.
14. Incomplete, unsigned or unsealed tender is liable to be rejected.
15. The bid will not be accepted from the Agency/ firm which has been blacklisted by the Government.
16. While requirement stated in Annexure-II have been worked out taking in to consideration the MGNREGA Sammelan planned so far, rates should be quoted on prorata basis and Ministry of Rural Development has right to increase or decrease the number of items as per requirement.
17. The Event Management Agency should be in a position to cater any change in requirement and proposal should be worked out accordingly.
18. The successful bidder shall be required to comply with all the instructions of the NDMC and restore the areas to its original form after completion of the event.
19. Vague, Incomplete or quotations by fax, telex, e-mail would not be entertained and summarily rejected.

Part-A

Format for submission of Technical Proposal

A. General Details of the Organization/ Institution:		
Sr. No	Particulars	Remarks/ Documents to be attached
01	Name of the Agency	As mentioned in the Registration Certificate.
02	Address of Head office: Telephone: E-mail: Fax number (if any): Name(s) of the contact person(s):6	
03	Corresponding Office address (If different from the above address: Telephone number: Name(s) of the contact person(s) along with mobile number and e-mail id.	
04	Year of establishment of the Organization	Mention the date of Registration and enclose the Certificate of Registration.
05	Years of work experience in executing projects/ programmes as mentioned in eligibility criteria.	
06	Annual Turnover of the Organization for the year 2013-14: 2014-15: 2015-16:	Please mention the amount and attach the CA certified P&L and balance sheet for the last three years.
07	Income Tax - PAN No.	PAN No. to be mentioned and photo copy of PAN to be attached.
08	Tax Payer Identification Number(TIN)	TIN No. to be mentioned and photo copy of TIN to be attached.
09	Service Tax Registration No.	Please attach documentary evidence
10	Details of clients for whom similar projects are under taken, along with value of orders executed.	Annexure-I, Part-B
13	Details of Bid Security fee: DD No. Date Amount: 50,000/- Drawn on	Please enclose the original DD along with the technical documents drawn in favour of Pay and Account Officer, Ministry of Rural Development.

Part-B**Details of similar kind of Projects undertaken by the Organisation in last three years**

Sr. No	Year	Name of Event	Name of Client/ Organisation	Value of the order in INR	Documentary Evidence
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

(Authorized Signatory)

Part-C

(ON NON-JUDICIAL STAMP PAPER OF RS 10/- AFFIDAVIT)

I/We.....
.....

Partner(s)/Legal Attorney/proprietor(s)/Accredited Representative(s) of

M/s.....solemnly declare that:

2. I/We are submitting tender for the work.....

.....
.....against Tender Notice
No.....

3. Myself or our partners do not have any relative working in any office of Ministry of Rural Development, New Delhi

4. All information furnished by me/us in respect of fulfillment of eligibility criteria and information given in this tender is complete, correct and true.

5. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.

6. The Price-bid submitted by me/us is "WITHOUT ANY CONDITION"

7. I/We have not been banned/de-listed by any government or quasi-government agencies or PSUs.

If any information or document submitted is found to be false/incorrect, department may cancel my/our Tender can take any action deemed fit including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.

(Signature of the Tenderer with Seal)

Seal of Notary

Date.....

Financial Bid

The Financial Bid amount quoted includes all applicable costs for carrying out the activities outlined as scope of work for the agency. The
(Full name of Agency) will not claim any cost over and above the bid amount quoted.

I/We hereby submit the financial quote as mentioned in the following table.

S.No.	Items	Quantity	Days	Unit Price (INR)
A	Signage			
1	Welcome Hoarding (16'X10')	1	1	
2	General Entry Area Sidewall 20'x6'	1	1	
3	VIP Entry Area Sidewall 40'X6'	1	1	
4	Main Gate Big (50'X3) 1 Box (3'X14') 3 Box	1	1	
5	Small Gate (24'X3') 1 Box (3'X14') 2 Box	1	1	
6	Welcome Tower/ gate (12' X 4' X 4')	1	1	
7	Hoarding at roundabout (12'X8')	1	1	
8	Programme Board 8'X4'	1	1	
9	Pole Bunting 4 Side (10 Set)	1	1	
10	Sitting Board (Media, Press, VIP, VVIP, Minister etc.)	1	1	
11	Baggage/Facilitation counters	1	1	
B	Direction Panels			
1	Direction Panels 6'X3'	1	1	
2	Audi Direction in Side 6'X10'	1	1	
3	General Entry Gate A & B 16'X10'	1	1	
4	Audi Direction Outside 6'X12'	1	1	
5	Car Parking (Double Sided)	1	1	
6	Car Parking (Single Sided)	1	1	
7	Alighting Point 8'X4'	1	1	
C	Stage arrangements			

S.No.	Items	Quantity	Days	Unit Price (INR)
1	LED Wall Side Panel 15'X5'	1	1	
2	LED Wall Rear Panel 15'X4'	1	1	
3	LED Wall base panel 20'X5'	1	1	
4	Podium Board	1	1	
5	Name plates	1	1	
6	Main Stage (40' x 24')	1	1	
7	Table and VIP Chair for Stage	1	1	
8	Chair with Cover	1	1	
9	Sofa	1	1	
10	Consol	1	1	
11	Carpet (Sqft)	1	1	
12	Round tables	1	1	
D	Exhibition	1	1	
1	Exhibition Stall (3mtr.X3mtr.) (Including 2 Chair, 1 Table, Grey Carpet, Covered Roof, Single Power Point, Dustbin, Faica Name	1	1	
2	Exhibition Stall (3mtr.X2mtr.) (Including 2 Chair, 1 Table, Grey Carpet, Covered Roof, Single Power Point, Dustbin, Facia Name	1	1	
E	Audio Visual			
1	Sound system	1	1	
2	VRX on truss	1	1	
3	Delay Speaker - SRX	1	1	
4	Base bin	1	1	
5	Mixer	1	1	
6	Cordless Mike	1	1	
7	Lapel Mike	1	1	
8	Podium Mike	1	1	
9	Stage Monitor	1	1	

S.No.	Items	Quantity	Days	Unit Price (INR)
10	Cabling & Technician	1	1	
11	Lights	1	1	
12	Led par light	1	1	
13	Par 64 light	1	1	
14	Profile light	1	1	
15	Blinder	1	1	
16	Dimmer Board	1	1	
17	Controller	1	1	
18	T -Truss	1	1	
19	Led Wall 3mm Size	1	1	
20	Platform for LED Wall	1	1	
21	Switcher - Seamless	1	1	
22	HD Switcher	1	1	
23	LCD TV- 52"	1	1	
24	VGA Splitter	1	1	
25	Laptop	1	1	
26	Gen Set 125KV	1	1	
27	Output box for media	1	1	
28	UPS for computer	1	1	
29	Audio Recording system	1	1	
F	Tenting/Catering/Decorations			
1	Tent	1	1	
2	Packed refreshment/ packet	1	1	
3	Meal coupon	1	1	
4	Catering Buffet Lunch/ plate	1	1	
5	Tea	1	1	
6	Mineral Water (500 ml)	1	1	

S.No.	Items	Quantity	Days	Unit Price (INR)
G	Flower Decoration			
1	Bouquets	1	1	
2	Floral arrangement at Stage	1	1	
H	MANPOWER/BADGES/PARKING LABELS			
1	Ushers/Assistants	1	1	
2	Professional Anchor	1	1	
3	Housekeeping (Male, Female)	1	1	
I	Security arrangements			
1	CCTV Setup/ Single Video camera for security	1	1	
2	Security Guard (Armed, Male, Female)	1	1	
J	Registration items			
1	Invitation cards	1	1	
2	Coaches stickers	1	1	
3	Dias folder	1	1	
4	Badges	1	1	
K	Video & still photography			
1	Digital Multi Video Camera set-up	1	1	
2	Digital Video Master Tapes	1	1	
3	Conversion of master tapes to DVDs	1	1	
4	Still Photography	1	1	
5	Photo Album	1	1	
6	Photo CD	1	1	
L	Local Transportation & Misc.			
1	Non AC Busses	1	1	
2	Car (Innova etc)	1	1	
3	Car (Innova etc.)			
4	Disposal of garbage after the event	1	1	

S.No.	Items	Quantity	Days	Unit Price (INR)
M	Secretariat Setup			
1	Computer	1	1	
2	Printer Black & White	1	1	
3	Data Card	1	1	
4	Photo Copier	1	1	
5	Laptop	1	1	
6	Courier boy	1	1	
N	Other			
1	T-Shirt and Cap for Volunteer	1	1	
2	Award trophy (Wooden A5 paper size)	1	1	
3	Lamp Lighting	1	1	
	Service Tax @ 14%			
	Krishi Kalyan Cess @0.5%			
	Swacch Bharat @ 0.5%			
	Grand Total			

(Authorized Signatory)