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**BIDDING DOCUMENT FOR APPOINTMENT OF EVENT  
MANAGEMENT AGENCY FOR SHILPOTSAV-2018**

**Bidding Document No: NBCFDC/PJ/Event Mgmt./RFP/2018**

**DATE: 19.09.2018**

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## 1. INTRODUCTION

**National Backward Classes Finance & Development Corporation (NBCFDC)** is a Govt. of India Undertaking under the aegis of Ministry of Social Justice and Empowerment. NBCFDC was incorporated under Section 25 of the Companies Act 1956 on 13th January 1992 as a Company not for profit with an objective to promote economic and developmental activities for the benefit of Backward Classes and to assist the poorer section of these classes in skill development and self-employment ventures. NBCFDC desires to engage an agency to organize Shilpotsav-2018 at Dilli Haat, INA, New Delhi from 01 November'2018 to 15 November'2018.

NBCFDC invites e-bids (Through Government of India's Central Public Procurement portal <https://etenders.gov.in/eprocure/app>) for subject works under single stage two Part system (Part-I : Techno-commercial Part & Part-II: Price Part) from competent agencies meeting the Bidder's Qualification Criteria (BQC) as stated under para 6.0 below.

## 2. SCOPE OF WORK

Event Management during Shilpotsav, 2018 at Delhi Haat, INA, New Delhi from 01 November'2018 to 15 November'2018. Scope of work of the Event Management Agency (EMA) shall include but not limited to the following activities.

### 2.1. Venue Décor

- Bandhini cloth (tied aesthetically on wooden poles) inside exhibition area
- Decor includes display at entry gate of 12' x 8', displaying Items and depicting Ministry's/Corporations activities etc.
- Basic floral arrangement near stage area and entrance
- Ceremonial Brass Lamp, Ribbon, Scissors, refined oil, cotton wicks, matchstick and candle etc.
- 10 bouquets on each cultural programme day and 30 bouquets each on Inaugural and Closing days
- Big diameter rangoli arrangement near the entrance, ribbons, balloons etc.

### 2.2. Sound and Lights

- Good quality sound & light system at the stage venue on all days of Cultural Programme
- Sound System: 2 pair top, 1 pair base, 1 pair foot monitors, twin CD changer, with USB port 4 Mics with stands, 2 cordless mics, amplifiers for speakers. 4 Lapel/Hands free Mics Hanging or other mics for better Audio coverage of the stage
- Light System: 12 parkens, 2 parkens stand and 1 smoke machine
- 20 nos. Halogens and Decorative running LED lights
- 55 Tube Light in corridor of Dilli Haat

### 2.3. Video & Print Photography

- Digital photography and videography of the cultural day only. Products displayed are to be photographed. Photo size 5" x 7"
- 50 No. of DVDs with 200 print photos in each DVD of high resolution (max.) after selection of photos by NBCFDC.

### 2.4. Flex Printing

Star Flex includes creative designing, flex prints & framing, proper fixing & display

on strategic location in and outside of Dilli Haat. Name plates of Beneficiaries Eco solvent Printing on Star Flex. All Facias, panels' backdrop, bunting etc. should be displayed by 9 am of 1st November 2018. All printing to be done after approval of content by NBCFDC.

<b>S.No.</b>	<b>Particulars</b>	<b>Size</b>	<b>Pcs</b>
<b>1</b>	Exterior Wall Branding	20' x 8'	02
<b>2</b>	Entry Gate Branding	10' x 4'	02
<b>3</b>	Backdrop	20' x 12'	01
<b>4</b>	Name Plates for Stalls	1.5' x 2'	320
<b>5</b>	Name of Corporations/Institutes on iron frame	1'x8'	160
<b>6</b>	Name of participating organization on iron frame	8'x8'	04
<b>7</b>	Branding on poles inside and outside Dilli Haat	4'x2.5'	40

### **2.5. VIP High Tea**

EMA is required to provide below mentioned items in VIP High Tea Area with proper serving arrangement.

- Assorted Tea-Coffee: Tea with Milk & Sugar/Sugar free optional, Black, Lemon, GreenTea Sachet should also be made available.
- Juices/Soft Drink: Tropicana/Real and Limca/Frooti/Coca Cola/Coconut Water/Nimbu Paani.
- Snacks: Samosa, Mix Pakoda, Idly with chutney, Dry Fruits, Gulab Jamun, Bottled Mineral Water
- VIP Serving Arrangement (including necessary manpower) in Bone Chinaware Crockery with proper disposable napkins

### **2.6. Prize**

Prizes with brass plate on wooden stands after approval of design by NBCFDC.

### **2.7. Ramp for Stage**

Disable friendly ramp to be provided on both sides of stage.

### **2.8. Seating Arrangement & Installation of Information Stall**

EMA shall supply and install Information Counter with necessary barricading for various services like Registration, Distribution of Information Pamphlets etc. Information stalls will be of Octanorm type with necessary shelves and table barricading. Stall to have 3 tables and 2 chairs, pedestal fan and provision of light system.

200 chairs (neat & clean) with cushion to be provided as part of seating arrangement near stage area.

### **2.9. Water Proof Tent**

A Water proof tent (with full floor carpeting) at Park Area for VIP High Tea (Size 30' x 50') with necessary barricading of appropriate size for distribution of refreshments, serving tea and coffee and lounge for VIP guests with seating arrangement for at least 100 persons. Provisions shall also be made for light and fans. The waterproof tent should also cover the queuing area.

Satisfactory arrangements (including necessary manpower) at tent for serving approximately 100 VIP guests present with Cold drink / tea, refreshments and packaged drinking water with dispenser and disposable glasses. Cold drinks, Tea and Coffee to be served in disposable glasses from vending machines. Required counters (tables) with frills shall also be provided. Sufficient nos. of dustbins shall also be provided at refreshment area and should be emptied periodically.

#### 2.10. Interaction with Local Authorities

- Arrangement of Fire Brigade Tender after necessary permission from police and licensing authorities, NDMC etc.
- Arrangement of necessary permission from concerned authorities for performance of cultural program on the stage of Dilli Haat, INA during the event

#### 2.11. Insurance

Insurance of Beneficiaries with their stalls for Rs. 1 lakh each from Nationalized Insurance Company for all days of exhibition.

#### 2.12. Generator

02 nos. of Silent/Eco friendly generator (62 KVA) for standby power supply.

#### 2.13. Invitation Card Printing

200 nos. Invitation cards (6"x10") on 100 GSM paper with envelope cover to be designed and printed after approval of content by NBCFDC

#### 2.14. Penalty

Penalty @10% of the item rate shall be levied for any deviation from the Scope of Work or Schedule of Rates

### 3. CONTRACT PERIOD

Shilpotsav, 2018 shall take place at Dilli Haat, INA, New Delhi from 01 November'2018 to 15 November'2018. Contract period shall mean from date of issue of Letter of Acceptance (LOA) to the date of completion of the above event.

### 4. SALIENT FEATURES OF BIDDING DOCUMENT

i.	Bidding Document on website	From 19.09.2018 to 10.10.2018
ii.	Earnest Money Deposit (EMD)	Rs. 75,000/- (Rupees Seventy Five Thousand only)
iii.	Pre-Bid Meeting	A Pre-Bid Meeting shall be held at 1100 Hrs. (IST) on 28.09.2018 at NBCFDC, New Delhi office. Bidder may submit their queries, if any, latest by 19.09.2018 through e-mail to <a href="mailto:dgmp@nbcfdc.gov.in">dgmp@nbcfdc.gov.in</a>
iv.	Last date and time of submission of bids	18:00 Hrs (IST) on 10.10.2018 Through Government of India's e-Procurement/ e-Tendering System <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a>
v.	Opening of Bid	14:00 Hrs (IST) on 11.10.2018 at NBCFDC, New Delhi. In presence of authorized representatives of participating

		bidders
vi.	Mode	Through Government of India's e-Procurement/e-Tendering System: <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a>

\*Note: For further announcements, please visit NBCFDC website <http://nbcfdc.gov.in>

If any of the days mentioned above happens to be NBCFDC holiday, the next working day shall be implied. e-Bids are required to be submitted through Government of India's Central Public Procurement portal <https://etenders.gov.in/eprocure/app> only, on or before the Bid-Submission Date & Time. In order to perform e-procurement activities, the bidders are required to enroll/register themselves at <https://etenders.gov.in/eprocure/app>. No enrollment/registration fee would be charged from the bidders for the same. No Manual Bids/Offeres shall be permitted. The offers submitted through the designated e-tendering system shall be considered for evaluation & ordering. Bids submitted in physical form or sent in any other form such as through Fax/E-Mail/CD/DVD/Pen Drive etc. shall not be accepted.

## 5. BID & PERFORMANCE SECURITY/EARNEST MONEY DEPOSIT

- 5.1 Bids must be accompanied with the Bid Security / Earnest Money Deposit (EMD) as mentioned above. EMD shall be submitted in the form of crossed Demand Draft in favour of "National Backward Classes Finance and Development Corporation, 5<sup>th</sup> Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016" payable at New Delhi. The EMD will not carry any interest. Bids without the requisite EMD as mentioned above shall be rejected.
- 5.2 Indian Central Public Sector Undertakings / Enterprises are exempted from submitting EMD subject to submission of required declaration in this regard. In case the bidder is a Micro or Small Enterprise registered with District Industries Centers or Khadi and Village industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicraft and Handloom or Micro & Small Industries having Udyog Aadhar Memorandum or any other body specified by Ministry of Micro, Small and Medium Enterprises, then they shall be exempted from submission of EMD, subject to submission of valid certificate. **If the MSME bidder does not provide the appropriate document or any evidence to substantiate the above, then it will be presumed that he does not qualify for any preference admissible in the Public Procurement Policy, 2012.**
- 5.3 Bidders are required to submit the EMD in original also as per the manner prescribed in the Bidding Document by the due date and time of bid submission, in sealed envelope. However, bidders are required to upload the scanned copy of EMD on E-Tendering website along with the e-bid. If the Bidder is unable to submit EMD in original within the due date & time for Bid submission, his bid is liable for rejection, irrespective of their status/ ranking in tender and notwithstanding the fact that a copy of EMD was uploaded by the bidder.
- 5.4 The EMD of the successful bidder will be retained as Performance Security to ensure adherence to the terms and conditions of the contract.
- 5.5 The EMD submitted by the bidder will be forfeited if:
  - The bidder withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if successful

tenderer fails to accept the LOI (Letter of Intent) within the specified period, EMD will be forfeited.

- The bidder withdraws his bid after processing but before acceptance of award of contract issued by NBCFDC
- The bidder violates any of the provisions of the terms and conditions of the tender specifications during the execution of the work.
- Final decision on EMD forfeiture will rest with the Competent Authority of NBCFDC

The EMD will be refunded to:

- The successful bidder, three (3) months after successful completion of the project.
- The unsuccessful bidders, only after acceptance of award of contract by the selected bidder or in case of cancellation of Tender.
- The Earnest Money Deposit (EMD) will be refunded without any interest under all conditions.

## **6. BIDDERS QUALIFICATION CRITERIA (BQC)**

### **6.1 TECHNICAL/EXPERIENCE CRITERIA**

6.1.1 The bidder shall have experience of organizing at least one such event as given below during the last three years to be reckoned from the bid due date:-

(i) Bidder should have successfully completed at least one such work of similar nature of value not less than Rs. 15.00 lakhs

OR

(ii) Bidder should have successfully completed at least two such works of similar nature of value not less than Rs.10.00 lakhs each.

OR

(iii) Bidder should have organized at least two such events in Dilli Haat in the past five years of value not less than Rs. 10.00 lakhs each.

6.1.2 The Bidder should have valid PAN No. and applicable GST No.

6.1.3 In support of the above criteria, Bidder is required to submit the following documents:

- a. Copy of work order along with Completion Certificate of contract/or proof of payment received for the contract executed in support of criteria mentioned at clause 6.1.1 above.

### **6.2 FINANCIAL CRITERIA**

#### **6.2.1 Annual Turnover**

The minimum Annual turnover of the bidder as per the audited annual financial results shall be Rs. 50 Lakh (Rupees Fifty Lakh only), in at least one of the immediate preceding three financial years (2015-16 to 2017-18) as on due date of submission of bid.

#### **6.2.2 Net worth**

The net worth of the bidder as per the immediate preceding year's audited financial results should be positive.

#### **6.2.3 Working Capital**

Bidder should provide a certificate authenticated by CA that the bidder is financially solvent enough to conduct event management work of Rs. 15.00 lakhs



## **7. TENDER FEES**

A demand draft of Rs. 1000/- from any commercial bank drawn in favour of “National Backward Classes Finance and Development Corporation, 5<sup>th</sup> Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016” payable at New Delhi shall be submitted in original and it is non-refundable. Tender fees must be submitted before the bid due date. However, bidders are required to upload the scanned copy of Tender Fees on E-Tendering website along with the e-bid. Bids without tender fees will not be considered and shall be rejected. The bidders registered with NSIC, are exempt from payment of tender fee, if they produce a valid certificate.

## **8. TERMS OF PAYMENT**

- 8.1 75% payment will be released after completion of event and submission of lump sum bill.
- 8.2 Balance 25% payment will be released after 45 days of submission of final bill after assessment to satisfaction of NBCFDC of absence of any claim by the Mela authorities and other stakeholders.
- 8.3 TDS shall be deducted on all the payments made to the selected bidder on the rates as specified by Govt. of India.
- 8.4 Payment of taxes and other applicable Government levies will be made according to the rules and regulations as existing on the date of the payment subject to satisfactory and timely discharge of activities by EMA.

## **9. GENERAL TERMS & CONDITIONS**

- 9.1 Bidder should not have been blacklisted by any Govt. Agency and Bidder should provide an undertaking as per **Annexure-D** for the same.
- 9.2 Bidder shall not be under liquidation, court receivership or similar proceedings.
- 9.3 Unincorporated Joint Venture/Consortium Bids/Bids from Wholly Owned Subsidiary relying on Parent company’s experience shall not be accepted
- 9.4 Experience of only the bidding entity shall be considered. A job executed by a bidder for its own plant/projects shall not be considered as experience for the purpose of meeting requirement of experience criteria of the Bidding Document. However, jobs executed for Subsidiary / Fellow Subsidiary / Holding company will be considered as experience for the purpose of meeting experience criteria subject to submission of tax paid invoice(s) duly certified by Statutory auditor of the bidder towards payments of statutory tax in support of the job executed for Subsidiary / Fellow Subsidiary /Holding company. Such bidders shall submit these documents in addition to the documents specified in the Bidding Documents to meet ‘Experience Criteria’.
- 9.5 A job completed by a bidder as a sub-contractor shall be considered for the purpose of meeting the experience criteria of BQC subject to submission of following documents in support of meeting the “Bidder Qualification Criteria”:
  - a) Copy of work order along with schedule of rates issued by main Contractor.
  - b) Copies of completion certificates from the end user/ Owner/PMC and also from the main Contractor. The Completion Certificates shall have details like work order no. /date, brief scope of work, ordered & executed value of the job, completion date etc.
  - c) If a bidder submits Past Experience (PTR) for a work executed by them as a sub-contractor to the end User / Owner, besides other documents as required from the

main contractor, bidder shall also be required to either submit a completion certificate from end User/ Owner / PMC mentioning that the work has been executed by bidder as subcontractor OR a copy of approval by end User / Owner / PMC for engaging the bidder as sub-contractor.

- 9.6 In case of composite works (i.e. works comprising of more than one discipline) which included the qualifying work stated above, then such qualifying work out of completed composite work, shall be considered for the purpose of evaluation.
- 9.7 Bidder shall furnish all the relevant documents towards meeting the Experience criteria. Bidder shall also furnish complete audited annual financial year statements including audit report, balance sheets, profit & loss accounts statement and all other schedules etc. for the immediate preceding three financial years or a letter from the statutory auditor of bidder or CA (as per **Annexure A-I**) in support of meeting the financial criteria as mentioned above.
- 9.8 The above financial details, as per **Annexure A-I**, shall be submitted without any reservation/qualification remarks. In case of any qualification remarks, complete booklet of audited annual financial statements along with auditor's report shall also be submitted with the bid.
- 9.9 In case the last financial year closing date is within 9 Months of Bid Due Date and audited annual report of immediate preceding financial year is not available, bidder has the option to submit the financial details of the three previous years immediately prior to the last financial year. Otherwise, it is compulsory to submit the financial details of the immediate three preceding financial years.
- 9.10 Example, In case, audited annual report of immediate preceding financial year (year ending 31<sup>st</sup> March) is not available and where bid closing date is up to 31<sup>st</sup> December, the financial details of the three previous years immediately prior to the last financial year may be submitted. However, in case the bid closing date is after 31<sup>st</sup> December, it is compulsory to submit the financial details of the immediate three preceding financial years only.
- 9.11 In case a Bidder (a parent company) is having wholly owned subsidiaries but only a single consolidated annual report is prepared and audited which includes the financial details of their wholly owned subsidiaries, consolidated audited annual report shall be considered for establishing the financial criteria subject to statutory auditor of the bidder certifying that separate annual report of Bidder (without the financial data of subsidiaries) is not prepared and audited.
- 9.12 Further, in case a Bidder is a subsidiary company and separate annual report of the Bidder is not prepared and audited, but only a consolidated annual report of the Parent company is available, consolidated audited annual report shall be considered for establishing the financial criteria subject to statutory auditor of the Parent Company certifying that separate annual report of the Bidder is not prepared and audited.
- 9.13 Bidder shall furnish the required documents in support of qualification criteria, in the first instance itself.
- 9.14 Bidder are required to submit all such past experience (s) (PTR) meeting the BQC along with relevant supporting documents in the first instance itself, along with the bid. Accordingly, only such past experience (s) shall be considered for qualification, details of which are provided in the bid by the bidder and subsequently no additional past experience (PTR) shall be sought from the Bidder.
- 9.15 NBCFDC reserves the right to complete the evaluation based on the details furnished without seeking any additional information

- 9.16 All documents furnished by the Bidder in support of meeting the BQC (Bidder Qualification Criteria) including the documents against MSE, if any, shall be signed and stamped by the bid signatory and shall be as per the criteria specified in clause 6 above.
- 9.17 Requirement of above certification shall not be applicable to published audited annual financial statements in English, if original booklets are submitted.
- 9.18 All the certified documentation against BQC (including the documents against MSE, if any) shall be uploaded by the bidder at the designated place in the Govt. of India's e-procurement/ e-tendering website in a sequential manner with an index.
- 9.19 In addition to above requirement, verification of the documents submitted by the L1 Bidder (the bidder whose total evaluated price is lowest) and used for qualification shall be done immediately after establishing L1 Bidder. On intimation, bidder shall produce the original documents at designated place/ office within the specified time period. Any failure on part of bidder may lead to rejection of the Bids / termination of the Contract, as the case may be. The first payment to the Contractor shall be released only upon completion of verification.
- 9.20 In the event of submission of any document/ certificate by the bidder in a language other than English, the bidder shall get the same translated into English and upload the same after getting the translation duly authenticated by local Chamber of Commerce of bidder's country.
- 9.21 NBCFDC reserves the right to assess bidder's capability and capacity to execute the work using in-house information.
- 9.22 The complete Bidding Document is available on e-tender website: <https://etenders.gov.in/eprocure/app> and Bidders are required to submit their bid through Government of India's e-Procurement/e-tendering system <https://etenders.gov.in/eprocure/app> only.
- 9.23 All amendments, time extension, clarifications etc. will be uploaded on the NBCFDC website (<http://nbcfdc.gov.in/>) only and will not be published in newspapers. Bidders should regularly visit the above websites to keep themselves updated. No extension in the bid due date / time shall be considered on account of delay in receipt of any document by mail.
- 9.24 Bidder may note that Bid shall be submitted on the basis of "ZERO DEVIATION" and shall be in full compliance to the requirements of Bidding Document, failing which bid shall be considered as non-responsive and may be liable for rejection.
- 9.25 Time and date of opening of Price Bids shall be notified to the qualified and acceptable bidders at a later date.
- 9.26 NBCFDC shall not be responsible for any expense incurred by bidders in connection with the preparation & delivery of their bids, site visit, participating in the discussion and other expenses incurred during the bidding process.
- 9.27 Purchase Preference to Central Public Sector Undertakings shall be allowed as per prevailing Government Policy.
- 9.28 NBCFDC reserves the right to reject any or all the bids received and to annul the bidding process at its discretion without assigning any reason whatsoever.
- 9.29 Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
- 9.30 In case any bidder is found to be involved in cartel formation, his bid will not be considered for further evaluation / placement of order. Such bidder's EMD will be encashed & also debarred from bidding in future for NBCFDC.
- 9.31 Clarification, if any, can be obtained from Dy. General Manager (Project) through E-mail to [dgmp@nbcfdc.gov.in](mailto:dgmp@nbcfdc.gov.in) & [it@nbcfdc.gov.in](mailto:it@nbcfdc.gov.in) .

- 9.32 All the pages of document should be signed by the bidder or its authorized person with Seal.
- 9.33 Bids will be opened in the Office of NBCFDC at **2.00 PM on 11.10.2018** before the authorized representative of the bidders who are present at that time & carrying authority letter.
- 9.34 NBCFDC reserves the right to accept/reject any/all the quotations received without assigning any reasons whatsoever.
- 9.35 For settlement of any disputes only courts in Delhi shall be jurisdiction.
- 9.36 Separate discount for each service may please be indicated for doing the job in Social Sector.
- 9.37 The bidder should inspect the site before quoting rates so as to make an assessment of the requirement. Later on, no request to change or misunderstanding shall be entertained.
- 9.38 All the bids should be typed and not handwritten.
- 9.39 Rates should be inclusive of all taxes. No revision of rates shall be allowed under any circumstances whatsoever.
- 9.40 The successful bidder who have been awarded the work shall be liable to pay penalty for any omission(s) during the exhibition
- 9.41 The Bidder shall themselves be responsible for payment of wages and other statutory benefits to the staff deployed by them for the work. They shall also through a **bond indemnify NBCFDC** and all its participating agencies, and Govt. of India from any claim which arises on the bidder in future or during the celebration days in connection with organization of this exhibition.
- 9.42 All the bidders will be required to give presentation of 5 minutes on the Event Management and venue décor.
- 9.43 If any assigned work/job is withdrawn proportionate amount would be deducted for the same.
- 9.44 Bills should be in triplicate giving specification, amount and enclosed text of the flex prints.
- 9.45 Extra work if any would be same rate for same work basis
- 9.46 For Insurance cover of the exhibitors Actual bill/receipt of nationalized insurance company should be submitted with the Bill at the time of settlement of bill.
- 9.47 The bidder or its authorized person would have to sign on each of the pages of the tender as a token of acceptance of the terms and conditions mentioned herein before uploading. In case, any page of the tender document is not signed or stamped, the tender will be rejected.

## **10. INSTRUCTIONS TO BIDDERS**

### **(i) Submission of Bid**

Bidders should submit their bid through Govt. of India's Central Public Procurement Portal (CPPP) <https://etenders.gov.in/eprocure/app> only. Bidder shall follow the guidelines as given in the Bidding Document for submission of their bid in CPP Portal <https://etenders.gov.in/eprocure/app>.

The e-Bid should be prepared by the Bidder and shall be uploaded on the aforesaid website in two parts as per the following details:

- i PART-I: Tender Fees/Earnest Money Deposit/Bid Security & Techno-Commercial / Unpriced Bid
- ii PART - II : Price Bid

All pages of bid document as downloaded in PDF format should be signed & stamped by authorized person as token of acceptance of all the terms & conditions in the tender document.

**(ii) Non Transferable Bid**

Neither the contract nor any rights granted under the contract may be sold, leased / sublet, assigned, or otherwise transferred, in whole or in part, by the bidder without the advance written consent of NBCFDC, and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect.

**(iii) Offer Validity Period**

Offer/Quote should remain valid for a period of 120 days from the date of opening of the bid.

**(iv) Clarifications on RFP**

The interested bidders who would like to participate in this bid may attend pre-bid meeting, if desired by the bidder(s) as per the schedule mentioned at para 4.

**(v) Completeness of Bid Offer**

The bidder is expected to examine all instructions, forms, terms & conditions and specifications in the tender document. Failure to furnish all information required in document or submission of offer not substantially responsive in every respect to the tender document will be at the bidder's risk and may result in the rejection of bid offer. The bid offer is liable to be rejected outright without any intimation to the bidder if complete information as called in the tender document is not given therein, or if particulars asked for in the Forms / Performa in the tender are not fully furnished.

**(vi) Technical Offer**

- a) The technical offer shall be submitted online as per **Annexure-A** along with Tender Fees, EMD and Letter of Exemption of fees (if any)
- b) The technical offer should comply with all items asked as mentioned above in the tender and bidders general information as per **Annexure-A**.
- c) NBCFDC reserves the right to place order at the higher specifications offered by the bidder.
- d) Notwithstanding any improvements in the specifications the payment to vendors will be limited to the rates accepted by NBCFDC.
- e) Any other optional services that may be required for the smooth functioning of the system may also be indicated by the bidder

**(vii) Financial Offer**

- a) Financial Offer should be submitted as per **Annexure-B**.
- b) The prices quoted in the financial bid should be without any conditions
- c) The schedule of rates (**Annexure-B-I**) must be filled in completely, without any error, erasures or alterations.
- d) Bidder should quote as per the format specified in Annexure-B, with total lumpsum charges for services and total cost. However charges quoted for services (excluding Goods & Service Tax) etc. will only be considered for bidder selection. Other than applicable taxes at the time of billing, no additional / hidden charges for supply, commissioning, transportation, forwarding, insurance, warranty etc. will be permitted.
- e) All prices to be quoted in Indian Rupees only

- f) It is the responsibility of the bidder to clearly identify all costs associated with any item or series of items in this bid. The bidder must include and complete all parts of the financial proposal in a clear and accurate manner. Omissions, errors, misrepresentations or inadequate details in the bidder's financial proposal will be considered as valid ground for rejection of the bidder's proposal. Costs that are not clearly identified will be borne by the bidder.
- g) Bidder shall indicate separately the cost of additional components / services of optional nature. However the charges for optional / additional services will not be considered for total price computation and selection of bidder.

**(viii) Authorized Signatory**

The selected bidder shall indicate the authorized signatories who can discuss and correspond with NBCFDC, with regard to the obligations under the contract.

**(ix) Address for Communication**

DGM (Proj.)

National Backward Classes Finance and Development Corporation,

5th Floor, NCUI Building,

3, Siri Institutional Area,

August Kranti Marg, New Delhi-110016

Telephone No. +91-11-45854417/45854441

Email : [dgmp@nbcfdc.gov.in](mailto:dgmp@nbcfdc.gov.in)

**(x) Only one Submission Permitted**

Only one submission of response to bid by each bidder will be permitted. All submission will become the property of NBCFDC. Recipients shall be deemed to license, grant all rights to NBCFDC to reproduce the whole or any portion of their submission for the purpose of evaluation, to disclose the contents of the submission to other recipients who have registered a submission and to disclose and/or use the contents of the submission as the basis for any resulting process, notwithstanding any copyright that may subsist in the submission.

**(xi) Submission of Bid Offer**

- a. The bidder shall submit e-bid as per the provisions given in this bidding document in Govt. of India's Central Public Procurement Portal (CPPP) <https://etenders.gov.in/eprocure/app> as per the guidelines given in the bid document.
- b. The e-bid shall be signed (e-signed) by the person duly authorised to sign on behalf of the bidder and having valid POA for the same at the time of bid submission. The digital signature used for signing the bid shall be issued in the name of such authorised person and the certificate details, available from the e- signed documents, should indicate the details of the signatories Any consequences resulting due to such signing (e-signing) shall be binding on the bidder.

**(xii) Opening of bid Offer**

- Bid offers received within the prescribed closing date and time will be opened in the presence of bidder's authorized representatives who choose to attend the opening of the bid on the specified date and time as mentioned in the tender document. The opening of received bid will be held at **NBCFDC, 5th Floor,**

**NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016**

- The bidder's authorized representatives present shall sign a register of attendance. A copy of the authorization (**Annexure-C**) letter should be brought for verification.

**(xvi) Evaluation of Technical Bid**

- NBCFDC will determine the responsiveness of each offer to the bid document. For the purpose of this clause, a responsive bid is one which confirms to all the terms and conditions of the tender document without any material deviations. The material deviations are defined as non-production of evidence of eligibility under the stipulated criterion as given above and acceptance to the technical specifications in above terms & conditions mentioned in the bid document. NBCFDC's determination of an offer's responsiveness shall be based on the contents of the bid offer itself without recourses to extrinsic evidence.
- Bid offer determined as not responsive will be rejected by NBCFDC
- NBCFDC reserves the rights to allow any bidder to clarify/furnish further documentation which does not alter the bid.
- Bidder should submit Tender Fees, EMD, all documents establishing technical and financial qualification as per Bidder Qualification Criteria. The response of those bidders who qualify the preliminary scrutiny will be evaluated for their responsiveness as mentioned above.
- When deemed necessary, NBCFDC may seek clarifications on any aspect of their bid from the bidder. To speed up the response process, NBCFDC at its discretion may ask for such clarifications to be submitted by means of facsimile/scanned copy through email by the bidder. In such cases, original copy of the document describing the technical clarification must be sent to NBCFDC by means of courier / in person. However, that would not entitle the bidder to change or cause any change in the substance of the bid submitted. This would also not mean that their proposal quote has been accepted.
- The Committee may invite the bidders for making presentation/demonstration/discussion, if required. Calling for presentation/ demonstration/discussion does not imply that the technical bid is accepted

**(xvii) Evaluation of Price Bid**

- The responsive bid quoting the minimum price will be treated as L1.
- If needed, the lowest responsive bidder may be called for negotiation by a nominated committee of NBCFDC.
- NBCFDC may exercise its discretion to award work or part of work to one or more bidders at its discretion.
- Treatment of discrepancies**
  - where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
  - where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;If a Bidder refuses to accept the correction as per above, his Bid will be rejected and EMD will be forfeited.
- The evaluation, negotiation and award of work will be based on the total quote

excluding taxes (base rate only) indicated in the financial bid.

**(xviii) Corrupt and Fraudulent Practices**

NBCFDC will reject a proposal for award if it determines that bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. The bidder is liable to be blacklisted in such an event

**(xix) Period**

The engagement will be for a period from issue of LOA to completion of event.

**(xx) Letter of Award**

NBCFDC will issue a Letter of Award (LoA) to the successful bidder in duplicate mentioning in brief rates, terms & conditions. The acceptance and return of one copy of the LoA duly signed as token of acceptance will be construed as entry into the contract by both parties.

**(xxi) Payment Terms**

- TDS shall be deducted on all the payments made to the selected bidder on the rates as specified by Govt. of India.
- Payment of taxes and other applicable Government levies will be made according to the rules and regulations as existing on the date of the payment subject to satisfactory and timely discharge of activities by Event Management Agency (EMA) as per terms & conditions of contract.

**(xxii) Subcontracting**

The bidder shall not subcontract or permit anyone other than its personnel to perform any of the work, service or other performance required of the bidder under the contract without the prior written consent of NBCFDC

**(xxiii) Arbitration**

NBCFDC and selected Bidder will make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute will arise between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matters the decision of which is specially provided for by the special conditions, such dispute will be referred to arbitrator, to be appointed by MD, NBCFDC, New Delhi and the award of the arbitration, as the case may be, will be final and binding on both the parties. Such arbitration will be governed in all respect by the provision of the Arbitration and Conciliation Act, 1996 or later and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceedings will be held in New Delhi only, wherein appropriate Appellate Authority shall also be the Hon'ble High Court of Delhi at New Delhi. The cost of arbitration shall be paid equally by both the parties and shall be recovered from one party by other party as decided by the Arbitrator.

**(xxiv) Applicable Law and Jurisdiction of Court**

The contract with the selected bidder shall be governed in accordance with the Laws of India and will be subject to the exclusive jurisdiction of Courts at Delhi (with the exclusion of all other Courts)



**(xxv) No Legal Relationship**

No binding legal relationship will exist between any of the Recipients / Bidder / Service Providers and Council until execution of a contractual agreement

**(xxvi) No claim of Employment**

It is explicitly stated that the deployment of any personnel/professional of the EMA will not entitle them to any form of temporary or permanent engagement with NBCFDC.

**11. TAXES, DUTIES AND LEVIES**

All Taxes, Duties and Levies shall be as per the rules and regulations.

**12. INCOME TAX & CORPORATE TAX**

12.1 Income Tax deductions shall be made from all payments made to the Contractor as per the rules and regulations in force in accordance with the Income Tax Act prevailing from time to time.

12.2 Corporate Tax Liability if any shall be to Contractor's account.

**13. FIRM PRICE**

The contracted prices shall be firm and fixed except as per the provisions stated in the Bidding document till the completion of contract in all respects and no escalation in prices on any other account shall be admissible to the Contractor.

**14. MOBILISATION ADVANCE**

No Mobilization Advance shall be payable to the Contractor for the subject contract.

**15. STATUTORY APPROVALS**

15.1 Obtaining statutory approvals, required as defined in Contractor's scope under Scope of Work, shall be the responsibility of the Contractor. Contractor shall arrange the inspection of the works by the authorities and necessary co-ordination and liaison work in this respect. The application on behalf of the Owner for submission to relevant authorities along with copies of required certificates complete in all respects shall be prepared and submitted by the Contractor well ahead of time so that the actual construction / commissioning of the work is not delayed for want of the approval / inspection by concerned authorities.

15.2 Statutory fee paid, if any, for all such inspections and approvals by authorities shall be deemed to be included in the quoted prices, if not specified otherwise.

15.3 Any change / addition required to be made to meet the requirements of the statutory authorities shall be carried out by the Contractor free of charge. The inspection and acceptance of the work by statutory authorities shall however, not absolve the Contractor from any of his responsibilities under this contract,

**16. INSPECTION**

16.1 The work/ services are subject to inspection at all times by the OFFICIAL-IN-CHARGE. The contractor shall carry out all instructions given during inspection and shall ensure that the work/services is being carried out according to the technical specifications/ scope of work of this bidding document.

Inspection and acceptance of work shall not relieve the Contractor from any of his responsibilities under this Contract.

- 16.2 After completion the whole work will be subject to a final inspection to ensure that job has been completed as per requirement. If any defects noticed in the work attributable to Contractor, the Contractor at his own cost shall attend these, as and when the owner brings them to his notice. The Owner shall have the right to have these defects rectified at the risk and cost of the contractor if he fails to attend to these defects immediately.

## **17. SITE CLEANING**

The contractor shall be responsible for preparation of stalls in neat and tidy condition at the venue. Contractor shall be required to finally hand over the site after necessary cleaning as per NBCFDC working conditions.

## **18. TERMS OF PAYMENT & TAXES**

- 18.1 75% payment will be released after completion of event and submission of lumpsum bill.
- 18.2 Balance 25% payment will be released after 45 days of submission of final bill after assessment to satisfaction of NBCFDC of absence of any claim by the Mela authorities and other stakeholders.
- 18.3 TDS shall be deducted on all the payments made to the selected bidder on the rates as specified by Govt. of India.
- 18.4 Payment of taxes and other applicable Government levies will be made according to the rules and regulations as existing on the date of the payment subject to satisfactory and timely discharge of activities by EMA.

## **19. ROUNDING OFF**

All payments to and recoveries from the bill of Contractor shall be rounded off to the nearest Rupee. Wherever the amount to be paid/ recovered consists of a fraction of a Rupee (Paise), the amount shall be rounded off to the next higher rupee if the fraction consists of 50 (fifty) paise or more and if the fraction of a Rupee is less than 50 (fifty) paise, the same shall be ignored.

## **20. QUALITY ASSURANCE/ QUALITY CONTROL**

Works shall be executed by the Contractor, in the manner set out in the Contract. Where the manner of the execution is not set out in the Contract, the Works shall be executed in a proper, workman like and careful manner, with properly equipped facilities and non- hazardous materials, and in accordance with recognized and internationally accepted industrial standards and Good Industry Practice. The successful execution of the Works is the sole responsibility of the Contractor.

## **21. HEALTH SAFETY AND ENVIRONMENT (HSE) MANAGEMENT**

- 21.1 The Contractor shall establish document and maintain an effective Health, Safety and Environment (HSE) management system.
- 21.2 The Contractor shall ensure to provide the workman with necessary personal protective equipment during work.

## **22. GENERAL ENVIRONMENT REQUIREMENT**

- 22.1 The Contractor has to ensure efficient use of natural resources like water, fuel

oil and lubricants. The Contractor should ensure proper awareness to workers to maintain a green and clean environment inside/ outside the site. The Contractor must collect and dispose of all the waste and scrap materials at the designated place only, as directed by NBCFDC.

- 22.2 The Contractor shall be responsible to arrange for the fuel requirement of his workers and staff without resorting to cutting of trees and shrubs. Cutting of trees and shrubs is strictly prohibited for this purpose.

### **23. PROTECTION OF EXISTING FACILITIES**

- 23.1 Contractor shall obtain full details of all existing and planned underground services from NBCFDC and shall follow these closely at all times during the performance of work. Contractor shall be responsible for location and protection of all underground lines, structures, power cables, OFC cables etc. at his own cost.

- 23.2 Despite all precautions, should any damage to any structure / utility etc. occur, the Contractor shall contact NBCFDC and Contractor shall forthwith carry out repair at his expenses under the direction and to the satisfaction of Official- in-Charge. If the same is not attended by the Contractor within the said time period, will be get done at panel rates through other agency at Contractor's risk and cost.

- 23.3 Contractor shall take all precautions to ensure that no damage is caused to the existing pipelines, cables etc. during services.

### **24. COORDINATION WITH OTHER AGENCIES**

Work shall be carried out in such a manner that the work of other agencies operating at the site is not hampered due to any action of the Contractor. Proper coordination with other agencies will be Contractor's responsibility. In case of any dispute, the decision of OFFICIAL-IN-CHARGE shall be final and binding on the Contractor.

### **25. INSURANCE**

All specified/required insurance policies that Contractor will take for the subject work shall be in the joint name of Owner and Contractor. However, wherever the contractor already has the Insurance policies for their workers/equipments/vehicle, etc., proposed to be used at project site, the contractor shall have the option either to get a new insurance policy in the joint name of owner and contractor or get the endorsement of existing policies from Insurers in the joint name of owner and contractor.”

### **26. PERMISSIONS**

Contractor shall ensure necessary permissions from local authorities as per Schedule of work for smooth conduct during the event.

### **27. SUB-CONTRACTING**

The Contractor shall not sublet, transfer or assign any part of the job without the consent of NBCFDC.

### **28. NON WAIVER**

Failure of NBCFDC to insist upon strict performance of any of the terms & conditions hereof, or failure or delay to exercise any rights or remedies

provided herein or by law or failure to properly notify Contractor in the event of breach or the acceptance of or payment for any services hereunder or approval of interim reports, shall not release Contractor of any of the warranties or obligations of this order and shall not be deemed a waiver of any right of NBCFDC to insist upon strict performance hereof or of any of its rights or remedies as to any such services regardless when received or accepted, nor shall any purported oral modification or rescission of this Order by NBCFDC operate as a waiver of the terms hereof.

## **29. PROMOTION OF MSE**

For facilitating promotion and development of micro and small enterprises, NBCFDC is committed to promote the procurement of supplies/ services from MSEs in Orders/ contracts awarded by NBCFDC. Accordingly, bidders are also encouraged to promote the same by considering MSE sub-suppliers/ sub-contractors to the extent possible under the Orders/ Contracts awarded on them by NBCFDC. After award of work, supplier/ contractor shall furnish a statement along with copies of orders/ FOAs placed by them on their sub-suppliers/ sub-contractors who are MSEs, to NBCFDC Project Manager/ RCM, as applicable.

## **30. OTHER MODIFICATIONS TO CONDITIONS OF CONTRACT**

### **30.1 “Alteration in Specifications, Plans, Drawings and Designs, Extra- Works” stands as below :**

The OFFICIAL-IN-CHARGE shall have to make any alterations in, omission from, additions to or substitutions for, the Schedule of Rates, the original specifications, drawings, designs and instructions that may appear to him to be necessary or advisable during the progress of the WORK and the CONTRACTOR shall be bound to carry out the such altered/ extra/ new items of WORK in accordance with any instructions which may be given to him in writing signed by the OFFICIAL-IN- CHARGE, and such alterations, omissions, additions or substitutions shall not invalidate the CONTRACT and any altered, additional or substituted work which the CONTRACTOR may be directed to do in the manner above specified as part of the WORK shall be carried out by the CONTRACTOR on the same conditions in all respects on which he agreed to do the main WORK. The time of completion of WORK may be extended for the part of the particular job at the discretion of the OFFICIAL-IN-CHARGE, for only such alterations, additions or substitutions of the WORK, as he may consider as just and reasonable. The rates for such additional, altered or substituted WORK under this clause shall be worked out in accordance with the following provisions:-

- If the rates for the additional, altered or substituted WORK are specified in the CONTRACT for the WORK, the CONTRACTOR is bound to carry on the additional, altered or substituted WORK at the same rates as specified in the CONTRACT.
- If the rates for the additional, altered or substituted WORK are not specifically provided in the CONTRACT for the WORK, the rates will be derived from the rates for similar class of WORK as are specified in the CONTRACT for the WORK. The opinion of the OFFICIAL-IN-CHARGE, as to whether or not the rates can be reasonably so derived from the items in this CONTRACT will

be final and binding on the CONTRACTOR.

- If the rates for the altered, additional or substituted WORK cannot be determined in the manner specified in sub-clause (a) and (b) above, then the CONTRACTOR shall, within 7 days of the date of receipt of instruction to carry out the WORK, inform the OFFICIAL-IN-CHARGE of the rates which it is his intention to charge for such class of WORK, supported by analysis of the rate or rates claimed, and the OFFICIAL-IN-CHARGE shall determine the rate or rates on the basis of the prevailing market rates, labour cost at schedule of labour rates plus 15% to cover contractor's supervision, overheads and profit and pay the CONTRACTOR accordingly. The opinion of the OFFICIAL- IN-CHARGE as to current market rates of materials and the quantum of labour involved per unit of measurement will be final and binding on the CONTRACTOR.

### **31. ANNEXURES TO THE PROPOSAL**

The bid comprises of following schedules / Annexure

Annexure A	Bid offer application
Annexure A-I	Letter from Statutory Auditor/CA
Annexure B	Financial Bid
Annexure B-I	Schedule of Rates
Annexure C	Letter of Authorization
Annexure D	Undertaking
Annexure E	Bank Particulars

**Annexure -A**

On Event Management Agency's Letter Head  
PART-I: Technical Proposal

To,  
Managing Director  
NBCFDC  
5th Floor, NCUI Building,  
3, Siri Institutional Area,  
August Kranti Marg,  
New Delhi-110016

**Sub: Request for Appointment of Event Management Agency for Shilpotsav-2018**

Sir,

With reference to your Tender No: **NBCFDC/PJ/Event Mgmt./RFP/2018**  
Dated:..... for engagement of Event Management Agency (EMA) for Shilpotsav-2018. I/we wish to apply for the same and the particulars are as follows:

SL No	Particulars	Supporting Documents required	Response by the bidder
1	Bidder Name & Address:		
2	Date of registration / incorporation and number of years of operation	Copy of certificate of incorporation from the Institute.	
3	Telephone no/email/fax		
4	Experience in organizing similar events	Copy of work order & completion certificate or Proof of Payment Received for contract	
5	Annual turnover	Audited Financial Result/Annexure A-I	
6	Net Worth	Audited Financial Result/Annexure A-I	
7	Solvency Certificate	Certificate authenticated by CA	
8	Firm having office in NCT of Delhi	Copy of Electricity/ telephone bill/rent agreement/ Certificate of incorporation.	
9	GSTIN Number	Copy of Service Tax registration no.	
10	Permanent Account Number (PAN)	Copy of PAN	
11	Undertaking	Annexure-D	
12	Bank Details	Annexure-E	

1. Further, I/we hereby certify that:

I/we have read the provisions of the all clauses and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me/us and I /we have not taken any deviation to any clause.

2. I/we further confirm that any deviation to any clause of Tender found anywhere in the bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to the NBCFDC.
3. Further, it is to confirm that our offer shall remain valid for acceptance for a period of 120 days from date of opening of bids.

NOTE: The self-attested copies of documents to be attached.

Signature.....  
Full name.....  
Designation/Firm Name.....  
Address with Phone.....  
FAX & Mobile No: .....  
E-Mail :.....  
Seal

**(Letter from Statutory Auditor/CA)**

*(To be printed on Letter Head of Statutory Auditor/CA)*

**FINANCIAL DETAILS**

We, \_\_\_\_\_, a CA firm having our registered office address \_\_\_\_\_ and certificate number \_\_\_\_\_

OR

We, \_\_\_\_\_, a CA firm having our registered office address \_\_\_\_\_ and certificate number \_\_\_\_\_

\_\_\_\_\_, having its registered office at \_\_\_\_\_ as per prevailing law and we are practicing Chartered Accountant, not being an employee / Director and not having any interest in the company.

Financial details of the above mentioned Company, as per latest available audited balance sheet are as follows: Auditor/CA to select either of the following options and strike off the other.

- a. In case bidder is a parent company, i.e., having its wholly owned subsidiaries: Auditor to select either of the following options and strike off the other.
- i. Financial details are of parent company without the financial data of subsidiaries
  - ii. Financial details are of parent company including the financial data of subsidiaries. It is certified that separate annual report of bidder, without the financial data of subsidiaries, is not prepared and audited.

OR

- b. In case bidder is a subsidiary company: Auditor to select either of the following options and strike off the other.
- i. Financial details are of subsidiary company
  - ii. Financial details are of parent company including the financial data of subsidiaries. It is certified that separate annual report of bidder, i.e., subsidiary, is not prepared and audited.

OR

- c. In case bidder does not have any subsidiary or parent company, financial details are of the company itself.



S no.	Description	Year	Value Currency (_____)
1.	Turnover	Latest financial year (_____)	
		Preceding 1 <sup>st</sup> year (_____)	
		Preceding 2 <sup>nd</sup> year (_____)	
2.	Net Worth	Latest financial year (_____)	(*)

(\*) –Indicate Positive or

Negative Note:

1. In case the financial year closing date is within 9 months of bid due date and audited annual report of immediate preceding financial year is not available, bidder has the option to submit the financial details of the three previous years immediately prior to the last financial year. Otherwise, it is compulsory to submit the financial details of the immediate three preceding financial years.

Example, In case, audited annual report of immediate preceding financial year (year ending 31<sup>st</sup> March) is not available and where bid closing date is up to 31<sup>st</sup> December, the financial details of the three previous years immediately prior to the last financial year may be submitted. However, in case the bid closing date is after 31<sup>st</sup> December, it is compulsory to submit the financial details of the immediate three preceding financial years only.

2. In case a bidder (Parent Company) is having wholly owned subsidiaries but only a single consolidated annual report is prepared and audited, which includes the financial details of their wholly owned subsidiaries, consolidated audited annual report shall be considered for establishing the financial criteria subject to statutory auditor of the bidder certifying that separate annual report of bidder (without the financial data of subsidiaries) is not prepared and audited.
3. Further, in case a bidder is a subsidiary company and separate annual report of the bidder is not prepared and audited, but only a consolidated annual report of the Parent Company is available, consolidated audited annual report shall be considered for establishing the financial criteria subject to statutory auditor of the parent company certifying that separate annual report of bidder is not prepared and audited.
4. **Net worth calculation:** Net worth means paid up share capital, Share Application Money pending allotment\* and reserves# less accumulated losses and deferred expenditure to the extent not written off. Net worth has been calculated using the following formula, as per provisions of the enquiry document:

# Reserves to be considered for the purpose of net worth shall be all reserves created out of the profits and securities premium account but shall not include reserves created out of revaluation of assets, write back of depreciation and amalgamation.

\*Share Application Money pending allotment will be considered only in respect of share to be allotted.

Paid up share capital	XXXX
Add: Share Application Money pending allotment	XXX
Add: Reserves (As defined Above)	XXXX
Less: Accumulated Losses	XX
Less: Deferred Revenue Expenditure to the extent not written off	<u>XX</u>
Net worth	<u>XXXX</u>

5. **Turnover:** Turnover shall be calculated including Excise Duty but excluding other Incomes.
6. Net worth and Turnover has been calculated using the above mentioned formulae and after giving effect to the impact of Audit Qualifications given in the Audit Report.

Signature

Name & Designation

PART-II: PRICE BID

## Schedule of rates

**Name of Job/ services:** Request for Appointment of Event Management Agency for Shilpotsav-2018

**Name of Organization:** NBCFDC, New Delhi

**TENDER NO.:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Name of Bidder:**

SL No.	Particulars	Fee in INR	
		Price bid shall be quoted	
1.	All-inclusive Lump sum amount for the entire scope of work covered	<u>In Figures</u>	<u>In words</u>

**Please Note:**

- Bidder is required to submit complete details of Schedule of Rates as per attached Annexure-B-I format.
- The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Corporation will issue TDS Certificate/s. Goods & Service Tax, as applicable shall be payable extra, at the prevalent rates and is not to be quoted above.
- In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words shall be taken into cognizance.

**Signature**

**Name of signatory**

**Designation of signatory**

**Address:**

**Mobile No. / Email**

**Official seal**

## PREAMBLE TO SCHEDULE OF RATES

1. The Schedule of Prices shall be read with all other sections of this Bidding Document.
2. The Agency is deemed to have studied the drawings, specifications and details of works to be done including scope of work, scope of supply and technical specification within the Time Schedule and should have acquainted himself of the conditions prevailing at site.
3. The quoted price shall be deemed to be inclusive of all taxes and duties except "Goods and Services Tax" (hereinafter called GST) (i.e. IGST or CGST and SGST/UTGST applicable in case of interstate supply or intra state supply respectively and GST compensation Cess if applicable).
4. Bidders must submit the firm rates for the items of Schedule of Rates. The Bids of all such bidders not complying this requirement shall not be accepted.
5. Bidder shall quote as per S.O.R. item only. No comment, explanation or clarification in S.O.R. is acceptable. No condition in price part shall be acceptable.
6. The quantities given in S.O.R. format are tentative and shall be used to evaluate the bidder's position. NBCFDC shall not make any commitment for quantities to be ordered on daily or monthly basis and payment shall be released for actual quantities ordered and supplied.
7. All items of work mentioned in the Schedule of Rates shall be carried out as per the specifications and instructions of Owner and the rates are deemed to be inclusive of material, consumable, labour, supervision, tools & tackles wherever required as called for in the detail specification and other conditions of the Contract.

STAMP & SIGNATURE OF  
BIDDER

## ANNEXURE-B-I


### SCHEDULE OF RATES

**NAME OF WORK** : Request for Appointment of Event Management Agency for Shilpotsav-2018 at Dilli Haat, INA, New Delhi from 01 Nov'2018 to 15 Nov'2018


**BIDDING DOCUMENT No.** : NBCFDC/PJ/Event Mgmt./RFP/2018

**NAME OF BIDDER** :


REV	DATE	PURPOSE	Prepared by	Checked by	Reviewed by	Approved by
0	19.09.2018	ISSUED FOR TENDERING				

 एन.बी.सी.एफ.डी.सी नेशनल बैकवर्ड क्लासेज फाइनेन्स एण्ड डेवलपमेंट कॉर्पोरेशन N.B.C.F.D.C NATIONAL BACKWARD CLASSES FINANCE AND DEVELOPMENT CORPORATION	Appointment of Event Management Agency for Shilpotsav-2018	SCHEDULE OF RATES	REV
	Division: Project Department	Page 1 of 5	0


Sl. No.	Particulars	Unit (i)	Qty. (ii)	Rate per unit in Rs. (iii)		Amount in Rs. (iv= ii X iii)
				In Figures	In Words	
1	<b>Venue Décor</b> <ul style="list-style-type: none"> <li>Bandhini cloth (tied aesthetically on wooden poles) inside exhibition area</li> <li>Decor includes display at entry gate of 12' x 8', displaying Items and depicting Ministry's/Corporations activities etc.</li> <li>Basic floral arrangement near stage area and entrance,</li> <li>Ceremonial Brass Lamp, Ribbon, Scissors, refined oil, cotton wicks and candle</li> <li>10 bouquets on each cultural programme day and 30 bouquets each on Inaugural and Closing days</li> <li>Big diameter rangoli arrangement near the entrance, ribbons, balloons etc.</li> </ul>	LS	1			
2	<b>Sound &amp; Lights</b> <ul style="list-style-type: none"> <li>Good quality sound &amp; light indicating type of system of JBL at the stage venue on day of Cultural Programme</li> <li><b>Sound System:</b> 2 pair top, 1 pair base, 1 pair foot monitors, twin CD changer, with USB port 4 Mics with stands, 2 cordless mics, amplifiers for speakers. 4 Lapel/Hands free Mics Hanging or other mics for better Audio coverage of the stage</li> <li><b>Light System:</b> 12 parkens, 2 parkens stand and 1 smoke machine</li> <li>20 nos. Halogens and Decorative running LED lights</li> <li>55 Tube Light in corridor of Dilli Haat</li> </ul>	LS	1			
3	<b>Video &amp; Print Photography</b> <ul style="list-style-type: none"> <li>Digital photography and videography on inaugural &amp; closing day only. Products displayed are to be photographed. Photo size 5" x 7"</li> <li>50 No. of DVDs with 200 print photos in each DVD of high resolution (max.) after selection of photos by NBCFDC.</li> </ul>	LS	1			

	<b>एन.बी.सी.एफ.डी.सी</b> नेशनल बैकवर्ड क्लासेज फाइनेन्स एण्ड डेवलपमेंट कॉरपोरेशन <b>N.B.C.F.D.C</b> NATIONAL BACKWARD CLASSES FINANCE AND DEVELOPMENT CORPORATION	<b>Appointment of Event Management Agency for Shilpotsav-2018</b>	<b>SCHEDULE OF RATES</b>	<b>REV</b>
		<b>Division: Project Department</b>	Page 2 of 5	<b>0</b>

Sl. No.	Particulars	Unit (i)	Qty. (ii)	Rate per unit in Rs. (iii)	Amount in Rs. (iv= ii X iii)
4	<b>Flex Printing</b> <ul style="list-style-type: none"> <li>Star Flex includes creative designing, flex prints &amp; framing, proper fixing &amp; display on strategic location in and outside of Dilli Haat. Name plates of Beneficiaries Eco solvent Printing on Star Flex. All Facias, panels' backdrop, bunting etc. should be displayed by 9 am of 1<sup>st</sup> November 2018</li> <li>For exterior walls 20' x 8' = 2 pcs.</li> <li>Entry gate branding 10' x 4' = 2 pc.</li> <li>Backdrop 20' x 12' = 1 pc.</li> <li>1.5'x2'.size name plates 320 nos</li> <li>Name of Corporations/Institutes on iron frame 1'x8' = 160 pc.</li> <li>Name of participating organization on Iron Frame 8' x 8' = 4 pc</li> <li>Branding on poles inside and outside Dilli Haat, INA 4'x2.5' = 40 pc</li> </ul>	LS	1		
5	<b>VIP High Tea consisting of</b> <ul style="list-style-type: none"> <li><b>Assorted Tea-Coffee:</b> Tea with Milk &amp; Sugar/Sugar free optional, Black, Lemon, GreenTea Sachet should also be made available.</li> <li><b>Juices/Soft Drink:</b> Tropicana/Real and Limca/Frooti/Coca Cola/Coconut Water/Nimbu Paani.</li> <li><b>Snacks:</b> Samosa, Mix Pakoda, Idly with chutney, Dry Fruits, Gulab Jamun</li> <li><b>Bottled Mineral Water</b></li> <li>VIP Serving Arrangement in Bone Chinaware Crockery with proper disposable napkins</li> </ul>	No. of people	300 ( on inaugural & closing day) 100 ( on other days)		

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Sl. No.	Particulars	Unit (i)	Qty. (ii)	Rate per unit in Rs. (iii)		Amount in Rs. (iv= ii X iii)
				In Figures	In Words	
6	<b>Prize</b> • Prizes with brass plate on wooden stands after approval of design by NBCFDC	Pcs	10			
7	<b>Ramp for Stage:</b> • Disable friendly ramp on both sides of stage	LS	01			
8	<b>Arrangement and Installation of Information stall</b> • Stall of 3 m x 3m in octonorm system with water proof ceiling for setting up office with provision of light and pedestal fan. Stall should have 3 tables and 2 chairs with provision of light system • 200 chairs (neat & clean) with cushion to be provided as part of seating arrangement near stage area	LS	01			
9	<b>Water proof tent</b> (with full floor carpeting) for <b>VIP High Tea</b> at Outdoor Park Area: Size 30' x 50'. • Stall for water, cold drink, tea and refreshments with table. • Supply of Tea, Coffee, packaged drinking water from dispenser in disposable glasses. • Provision of adequate light and 06 nos. pedestal fans • Arrangement of adequate no. of dustbins in the tent area with provision to keep the area clean. • Seating arrangement for 100 nos.	LS	01			
10	<b>Interaction with local authorities</b> • Arrangement of Fire Brigade Tender after necessary permission from police and licensing authorities, NDMC etc. • Arrangement of necessary permission from concerned authorities for performance of cultural program on the stage of Dilli Haat, INA during the event					

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	<b>Division: Project Department</b>		Page 4 of 5	<b>0</b>




Sl. No.	Particulars	Unit (i)	Qty. (ii)	Rate per unit in Rs. (iii)		Amount in Rs. (iv= ii X iii)
				In Figures	In Words	
11	<b>Insurance</b> • Insurance of Beneficiaries with their stalls for Rs. 1 lakh each from Nationalized Insurance company for all days of exhibition	LS	01			
12	<b>Generator</b> • Silent/Eco friendly generator (62 KVA) for standby power supply (please indicate name of generator Honda/Vijaya/Sudheer etc.) • Rates to be inclusive of all charges i.e. supply fixation, cartridge, fuel, removal etc.	LS	02			
13	<b>Invitation Card Printing</b> • 200 nos. Invitation cards (6"x10") on 100 GSM paper with envelope cover to be designed and printed after approval of content by NBCFDC	LS	01			

**Note:** The bidder shall quote rate keeping into consideration all costs like supply of material, labour cost, transportation cost, taxes & duties (except Goods & Service Tax) etc. including service charges as detailed in the Scope of Work. Wherever possible, the bidder may provide rates per piece also on separate sheet.

**Grand Total** (In words): Rupees \_\_\_\_\_

**Stamp & signature of bidder** \_\_\_\_\_

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**Letter of Authorization**

(TO BE SUBMITTED ON BIDDER'S OWN LETTER HEAD)

To  
NBCFDC

**SUBJECT: Appointment of Event Management Agency for Shilpotsav-2018**

Dear Sir,

We \_\_\_\_\_ hereby authorize following representative(s) to sign all bid documents/ attend Technical/ Price bid opening against your Bidding Document No. \_\_\_\_\_ dated \_\_\_\_\_.

Name & Designation

Signature

We confirm that we shall be bound by all commitments made by aforementioned authorized representatives.

Yours faithfully,

Signature  
Name & Designation  
for and on behalf of

(Bidder)

NOTES:

- a) This letter of authority should be on the letterhead of the bidder and should be signed by a person competent and having the power of attorney to bind the bidder.
- b) Not more than one person is permitted to attend technical and price bid opening.
- c) Bidder's authorized executive is required to carry this authority letter while attending the technical bid opening and price bid opening and submit the same to NBCFDC. Representative should carry their id proof.

**Undertaking**

We hereby confirmed that all the documents submitted in this tender are authentic, genuine, copies of their originals and have been issued by the issuing authority mentioned above and no part of the document(s)/information is false, forged or fabricated.

We hereby confirm that our Bid complies with the total technical-commercial requirements/ terms and conditions of the Bidding Document and subsequent addendum/corrigendum (if any), issued by NBCFDC, without any deviation/ exception/ comments/assumptions.

We also confirm that we have quoted the prices without any conditions and deviations.

We further confirm that terms and conditions if any, mentioned in our bid (Technical as well as Price) shall not be recognized and shall be treated as null and void.

We hereby confirm that we are not under any 'liquidation', any 'court receivership' of similar proceedings and 'bankruptcy'.

We hereby confirm that any partner/Director of the entity have not been convicted in any disciplinary proceedings/ criminal case by regulatory authority(ies) /court in connection with professional work.

We further confirm that, we have not been in negative list/ blacklisted by any Public Sector Undertaking/Government Organization/NBCFDC.

We also confirm that the contents of this Tender have not been modified or altered by us. We agree that if any noticed in future, our Bid may be rejected /terminated.

We hereby confirm that we have gone through and understood the Bidding Document and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

We are submitting Master Index of Bidding Document as part of our Bid duly signed and stamped on each page in token of our acceptance. We undertake that Bidding Document shall be deemed to form part of our bid and in the event of award of work to us, the same shall be considered for constitution of Agreement. Further, we shall sign and stamp each page of the Bidding Document as a token of Acceptance and as a part of the Contract in the event of award of contract to us.

We further confirm that we have quoted our prices separately. We confirm that rate quoted by us is all includes as mentioned in the Bidding Document.

Stamp and signature of bidder:

Name of bidder:

NOTE: To be stamped and signed by the authorized signatory on letterhead of bidder.

**E-Payment Form**  
**Bank account particulars**

1. Bidder's name:
2. Address of bidder
3. Particular of bank account
  - Name of the bank
  
  - Branch code
  
  - Address of the bank branch
  
  - Type of account (SB, Current, Credit)
  
  - Account number
  
  - Bank's IFSC code for RTGS/NEFT

I hereby declare that the particulars given above are correct and complete and accord our consent for receiving payment through electronic mechanism. I also undertake to intimate the changes, if any, in bank account details in future and NBCFDC will not be held responsible for non-payment/delay due to above change in bank details and also due to technical reasons beyond its control.

( )  
Signature of the authorized signatory (ies) &  
Designation

Place:

Date:

Official seal of the bidder