

**National Backward Classes Finance & Development Corporation
(A Govt. of India Undertaking, Ministry of Social Justice and Empowerment)**

No : NBCFDC/Surajkund Mela/Faridabad/2025

Date : 10.01.2025

NOTICE INVITING TENDER

The National Backward Classes Finance and Development Corporation (NBCFDC), under Ministry of Social Justice & Empowerment, Government of India is participating “Suraj Kund International Crafts Mela, Faridabad, Haryana from 07th – 23rd February, 2025 and wishes to appoint Programme Implementing Agencies (PIA) for the same.

The Tender document and details of the tender are available on our website at, <http://nbcfdc.gov.in> Interested Bidders need to apply online on [GeM Portal](#). The last date of submission of tender is 23.01.2025, 1600 Hrs.

General Manager (HR/Admn)

NATIONAL BACKWARD CLASSES FINANCE AND DEVELOPMENT CORPORATION
(A Govt. of India Undertaking, Ministry of Social Justice and Empowerment,)

Tender for Selection of Programme Implementing Agency (PIA) to Organize:

Suraj Kund International Crafts Mela, Faridabad, Haryana from 07th – 23rd February, 2025.

Published on 10.01.2025

Last Date of Submission December of Bid: 23.01.2025 upto 1600 Hrs.

Name of Bid Publishing Organization	National Backward Classes Finance and Development Corporation (NBCFDC)
Address & Contact Number	GM (HR/Admn), National Backward Classes Finance and Development Corporation (NBCFDC) 5th Floor, NCUI Building, 3, Siri Institutional Area, AugustKranti Marg, New Delhi-110 016.Tel. 011-45854400
Name of Work	Engagement of Programme Implementing Agency (PIA) to Conceptualize, Design, Plan, Coordinate, Manage and Execute the “Suraj Kund International Crafts Mela, Faridabad, Haryana from 07 th – 23 rd February, 2025 under Ministry of Social Justice & Empowerment, Government of India.
Tender Fee	Bidders shall submit non-refundable Tender fee of INR 3540/- [(3000+540 (GST@18%)] (Rupees Three Thousand Five Hundred and Forty Only) via RTGS/NEFT/electronic mode to NBCFDC Account No. 1445101026928 Branch Hauz Khas Market, New Delhi –110016, Branch Code 1445 with IFSC Code CNRB0001445. The Cost of Tender shall not be entertained in any other form and shall be denominated in Indian Rupees only. Proof of payment/UTR shall be submitted as part of the bid.

Earnest Money Deposit (EMD)	Rs.50,000 /- (Rupees Fifty Thousand Only) (5% of estimated work cost) by way of DD/Pay Order in favour of “National Backward Classes Finance and Development Corporation (NBCFDC)” or through NEFT in following account: National Backward Classes Finance and Development Corporation (NBCFDC) SB A/c No- 1445101026928IFSC Code- CNRB0001445 Canara Bank , A-27, Hauz Khas Market Branch New Delhi-110016
Estimated Cost of the Work:	Rs.10.00 lakh (Rupees Ten Lakh Only) inclusive of tax and duties.
Bid Published Dates	10.01.2025
Bid Document Download Start Date	10.01.2025
Bid Document Download End Date	23.01.2025 at 1600 Hrs.
Pre Bid meeting	15.01.2025 (1430 Hrs.) at National Backward Classes Finance and Development Corporation (NBCFDC), 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110 016.
Last Date & Time for Submission of Technical Bid & Financial Bid.	23.01.2025 at 1600 Hrs.
Date of opening of Technical Bid/Pre-qualification/eligibility qualification	23.01.2025 at 1630 Hrs.
Presentation on proposed concept and design development	24.01.2025 at 1500 Hrs.
Date of opening of Financial Bid	26.01.2025
Bid validity period	180 days from opening of Financial Bid
Bid Addressed to:	GM(HR/Admn), National Backward Classes Finance and Development Corporation (NBCFDC), 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110 016.
Bid Component	1. Technical Bid - with all the Annexures and Supporting Documents 2. Financial Bid – as per the prescribed format. 3. Proof of Earnest Money Deposit 4. Proof of Tender fee

Note: Further, announcement(s), if any, may kindly visit NBCFDC website (www.nbcfdc.gov.in)

Bid Summary

Introduction:

The National Backward Classes Finance and Development Corporation (NBCFDC), under Ministry of Social Justice & Empowerment, Government of India is organising the “Suraj Kund International Crafts Mela, Faridabad, Haryana from 07th – 23rd February, 2025 and wishes to appoint Programme Implementing Agencies (PIA) for the same:

I. Submission of Bid:

The selection of the bidders for the tender will be through Quality & Cost Base Selection (QCBS) in the ratio of 70:30 for the technical and financial parts of the bids respectively and through GeM Portal. The Tender should be submitted in the following manner:-

There is a basic design, logos, colour pattern, etc. for Suraj Kund International Crafts Mela, Faridabad, Haryana and the same can be obtained from the official website of the Corporation.

Sample also attached as PDF and the entire technical proposal should emanate from the same. The technical bids will be evaluated on the Six parameters of past experience as detailed in Annexure-G; the facilities offered for the comfortable shop floor for the sellers; the scope of media management (pre-event, during the event and post event including social media, local media, etc.).

Financial Bid should be given strictly as per the format attached.

All pages of the offer must be signed, sealed and uploaded on GeM portal. **The bids complete in all respect must be submitted on GeM portal.**

Technical Bid will be opened on GeM portal on 23.01.2025 **at 1630 Hrs**, will be evaluated broadly across 06 set of parameters including presentation before the TenderEvaluation Committee (TEC) on 24.01.2025 **at 1500 Hrs** in the office of National Backward Classes Finance and Development Corporation (NBCFDC) 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110 016. However, in case of any change, final date and time for presentation will be intimated by NBCFDC separately.

The Financial Bids will be opened on 26.01.2025 on GeM portal.

The Proposed venue would be handed over to the PIA 03 days before start of the Mela for preparation. The PIA will furnish the Undertaking for completion of the work latest by 1200 **Hrs of the previous day from the start of the Mela** and hand over the venue to NBCFDC.

II. Scope of Work:

The “Suraj Kund International Crafts Mela, Faridabad, Haryana from 07th – 23rd February, 2025 would showcase the products for display and sale.

The event is to be hosted majorly utilizing the 100 nos. of stalls provided by Suraj Kund Mela Authority.

The rates may be quoted in the following format:-

S.N.	Particulars	Details	No. of Days	Cost (in Rs) (incl. taxes)
1	Welcome Gate Theme Based.	➤ 4 Theme Based wooden/MDF Gates (Box) with Size of 12 Ft width X15Ft. Height. Acrylic Cut-out, Logo of Apex Corporations and Dept. of Social Justice and Empowerment, Ministry of SJ&E, Government of India, Vocal for Local etc. to be also placed properly on each gate.	17	
2	Flower Decoration	➤ All Entrance and Exit Gates to be decorated with props and flowers from the Inaugural Function itself during the event. ➤ 10 No. of Bouquet of Fresh Flowers on Inauguration day and 05 No. of Bouquet of fresh flowers daily to be arranged.	17	
3	Development of Information Centre (Reception)	➤ Development of Information Centre (Reception) 10 Panels of Participating Organization (6 ft. x 3 ft.) displaying activities in Hindi & English of Ministry Schemes & Apex Corporations Eco solvent Printing on Flex fixed on iron frame stand.	17	

		<ul style="list-style-type: none"> ➤ Four sofas 2/3 seats(White), 10 Chairs (White) & 3 tables with white sheet cover. ➤ The reception counter (8ft. x 8ft.) should be covered by thin ply with fixing of collage. ➤ 2 Extension chords/boards. 		
4	10ft. x 5ft. Banners Eco solvent Printing on Flex fixed on iron frame stand	➤ 10 No.	17	
5	6ft. x 1ft. Facia on 3mm Sun board/ Hardboard on each stall	➤ 100 No.	17	
6	Name plates	➤ 1ft. x 1ft. Name plates on 3mm Sun board/ Hardboard arrangement details of the beneficiaries of each Corporations having fixing/ hanging arrangements which will be hung in front of the each stall (100 Nos.)	17	
7	6ft. x 4ft. Collage/Photographic panels Eco solvent Printing on Flex fixed on iron frame stand.	➤ 10 No.	17	
8	Digital Photography and Videography	➤ Digital Photography and Videography as per requirement on the visit of the Hon'ble Cabinet Minister, Hon'ble Minister of State and other Dignitaries.	4	
9	Television set	➤ 1Television set with stand of size 32 inch or more with USB playing facility and operator though out the Mela	17	
10	Lunch, Tea Coffee snacks etc.	➤ Lunch High Tea Coffee snacks, Vending Machine with replenishment	17	
11	Arrangement of Water	➤ 1Water dispensing machine with replenishment.	17	
12	3 feet octonorm tables.	Four	17	
13	Centre Tables.	Two	17	
14	9ft. x 18ft. office stall of Octonorm / flex with Iron frames.		17	
15	Carpeting	➤ About 2000 sq feet area.	17	
16	6LED lights \ tube lights	➤ 6 LED lights\tube lights & 4 light points with dual 5/16 ampere sockets in reception area.	17	
17	Housekeeping / Security Arrangements	➤ 04 No. of Housekeeping Staff from 9:00 AM to 10:00 PM with House Keeping Material, Garbage Disposal	17	

		<p>Arrangements and other cleaning and sanitations items. PIA will ensure the entire Pavilion is neat & clean at every point of time. Proper placement of Dustbins has to be done.</p> <ul style="list-style-type: none"> ➤ 04 No. of Security Guard in proper uniform to be deputed 24X7 with required equipment during the entire duration of the exhibition. 		
18	Social Media Promotion	<ul style="list-style-type: none"> ➤ PIA will release the Newspaper advertisement for opening day of the Suraj Kund International Crafts Mela. ➤ PIA will do the FM radio publicity through Jingle mode with approval of NBCFDC before and during the event. ➤ The content and dates would be finalized by the organizer. ➤ PIA will do social media promotion like Facebook, You Tuber, Google, Instagram, Twitter etc. ➤ 2 social media person to be deployed on site for Suraj Kund International Crafts Mela event. Creatives/original pictures of the Suraj Kund International Crafts Mela to be posted daily during the Suraj Kund International Crafts Mela. The PIA would also make the provision for paid promotion of the ongoing Suraj Kund International Crafts Mela event i.e. at least two influencers. ➤ Live streaming of the Suraj Kund International Crafts Mela Facebook/Youtub/Website of the Ministry of Social Justice and Empowerment, Govt. of India and Apex Corporations on daily basis. ➤ Arrangement of Press Meet on the day of opening day. ➤ Media Kit, Good Quality (30 Media Kit, 100 Jute Bag). 	17	
19	Traditional Artisans' Upliftment Livelihood Programme (TULIP) Brand Promotion	<ul style="list-style-type: none"> ➤ Activities for TULIP brand promotion ➤ Digitization of inventory of TULIP etc. ➤ Resource person and Logistic Support expenses. 	17	

20	Hospitality	<ul style="list-style-type: none"> ➤ High tea For 50 persons on opening day, ➤ Lunch for 50 persons on opening day and as per requirement of other days.. ➤ High Tea Menu(Sandwich, Cheese Pakora, Samosa, Spring Rolls, Cutlets , Gulab Jamun, dry fruits, Lassi, Juices, Tea, Coffee, Nimbu pani/Cold Drinks, Bisleri Water Bottles/Glasses) Lunch /Dinner Menu(One dry Vegetable, One Dal, One Paneer dish, Rice, Nan/Parantha/Roti Salad, Papad and Pickle.) ➤ To be served in Bone Chinaware Crockery including VIP Serving Arrangement. 		
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The estimated cost of participating in the Suraj Kund International Crafts Mela would be Rs. 10.00 lakh (inclusive tax and duties).

III. Scope of work/obligation of NBCFDC

- i) NBCFDC shall hire the venue for organizing “Suraj Kund International Crafts Mela” PIA three days before start of Mela as per tender terms.
- ii) Samples for creatives, logos etc will be provided by the NBCFDC while creatives will be developed by the PIA. NBCFDC shall provide timely approval for the same.
- iii) NBCFDC shall enter into “Service level Agreement” with PIA.
- iv) The payment shall be released by NBCFDC as per terms of tender.

IV. Rejection of Bids

The bid will be considered Non Responsive & Summarily Rejected in case it does not fulfill any one or more of the following conditions:-

- a. If tender fee is not provided by the bidder.
- b. If EMD is not provided by the bidder.
- c. If the bidder tries to put any influence.
- d. If the bidder furnished false information.
- e. If the Authorized Signatory has not signed with official seal on all pages of the bid document.
- f. Any bid received by NBCFDC after the stipulated time and date in the Tender Document.
- g. Any bid indicating conditions beyond those indicated in this Tender Document
i.e. conditional bid shall be rejected.
- h. A Bid valid for a shorter period shall be rejected as non-responsive, Bid shall remain valid for 180 days after the date of Bid opening.
- i. If undertaking regarding liquidation/bankruptcy is not provided by the bidder as per **Annexure-‘H’**

V. Criteria for Selection of Bidders

Eligibility Criteria (To form part of the Technical Bid):

The following are the essential requirements for the technical bid. If the bidder does not meet the following eligibility criteria, their bid will not be considered for technical evaluation.

1. The agency/ firm should have experience of successfully managing events in India or Abroad in the past 5 years. The scope of work of these events should include complying to all requirements and managing all clearances from authorities that may be required for such events.
2. The agency/firm should be registered under Companies Act or any other Act/Association. The copy of certificate of incorporation with registration numbers should be enclosed.
3. The agency/bidder should have completed a minimum of **03 (Three)** Events/Conferences/Similar nature of events for Government of India/ State Govts/PSUs/Autonomous Bodies/Federations of Industries etc. during the past **05 (Five)** financial years. Details of events organized along with documentary proof to be enclosed in proforma given at **Annexure-E**.
4. The firm/agency should have a **minimum average annual turnover of Rs. 1.00 Crore during the last three financial years**. Copies of the audited Balance Sheet, Income & Expenditure accounts/Profit & Loss and Receipts & Payments of last three financial years and Income Tax Returns of the same period and Certification from Chartered Accountant be attached in support of this qualification. Details may be enclosed and furnished along with documentary proof for the same as per **Annexure-F**.
5. The agency/firm must be registered with Trade and Taxes/Sales Tax and Service Tax Department. Copies of certificates of Incorporation, VAT/Sales Tax, Service Tax/GSTN and PAN must be enclosed.
6. The firm should furnish undertaking regarding liquidation/bankruptcy as per **Annexure-‘H’**
7. Selection of bidder will be based on the Combined Quality-cum-Cost Based System with 70:30 weightage i.e. 70% weightage to the Technical proposal and 30% weightage to the Financial proposal. Bidders shall submit non-refundable Tender fee (Including GST @18%) of INR 3540/- (Rupees Three Thousand Five Hundred Forty Only) via RTGS/NEFT/electronic mode to NBCFDC Account No. 1445101026928 Branch Hauz Khas Market, New Delhi – 110016, Branch Code 0126 with IFSC Code CNRB0001445. The Cost of Tender shall not be entertained in any other form and shall be denominated in Indian Rupees only. Proof of payment/UTR shall be submitted as part of the bid at the time of Pre- Qualification/Eligibility Evaluation. In case the Event/tender is canceled the tender fee will be non-refunded.
8. The agency/firm should submit a demand draft of **Rs. 50,000/- (Fifty Thousand Only)** for the event in favour of NBCFDC payable at New Delhi as EMD along with technical bid. (EMD Value 5% of the estimated cost of work). Attach the details.
9. As per Government of India Guidelines for Startup/Micro & Small Enterprises, the bidders may claim exemption from deposit of Cost of Tender/EMD should furnish valid documentary proof / certificate in support of the claim for Cost of Tender exemption/EMD issued by the appropriate authority of Government of India Agencies which fall under the purview of MSME/NSIC exemption are required to submit the relevant documents/ proofs of exemption for waiver.

10. Technical Evaluation (100 marks):

The technical proposals of the Bidders who fulfill the eligibility criteria will be evaluated as per the parameter indicated at **Annexure-G**. The agencies scoring 70 marks and above will be declared as technically qualified.

The financial bid of only those agencies will be considered, who have qualified technically/eligible.

Technical and commercial scores obtained by all the bidders would be summed up and the vendor with highest score would be awarded the bid.

Total scores of the vendors would be calculated as per the following formulas:

Combined and final evaluation

- a. Proposals of the post qualified bidder(s) during the process of evaluation of the technical bid will finally be ranked according to the total score (Technical Score +Financial Score).
- b. The successful bidder shall be the first ranked bidder (whose total score is the highest). The second ranked bidder shall be kept in reserve and may be invited for negotiations in case the first ranked bidder withdraws or fails to comply with the requirements specified herein above.
- c. Formula for determining the financial scores:

$S_f = 100 \times F_m / F$ Where:

S_f is the financial score. F_m

is the lowest price.

F is the price quoted by the respective bidders

The weight age given to the technical and financial proposals are: $T = 0.70$ and

$P = 0.30$

$S = (S_t \times 0.7) + (S_f \times 0.3)$

Where:

S is the combined total score

S_t is the technical score of the Bidder.

Party should not be in dispute with NBCFDC, either directly or indirectly through any other agency.

11. Financial Score: 30 Marks

The financial bid is to be quoted in the prescribed format attached.

NBCFDC reserves all the rights related to the opening, evaluation and cancellation of Bids without assigning any reasons thereof. NBCFDC can accept OR reject the financial bids without assigning any reason and decision of the NBCFDC will be final & binding in this regard. In case of any ambiguity while comparing the rates offered by the bidders, NBCFDC reserves all the rights to decide on the issue of identifying selected bidder.

12. **Special Conditions for Evaluation:** The preferred Bidder would be selected as per criteria mentioned above. However, in the event of two or more Bidders secure exactly the same Composite Score, then NBCFDC reserves the right to declare as Preferred Bidder whose, Presentation Score is highest among such Bidders who have secured exactly the same Composite Score.

VI. Other Conditions:

a. Liquidated Damages:

The entire work as listed in the scope of work is to be completed by **12.00 Noon** on the previous day from start of the exhibition. The stall provided by the Suraj Kund Mela Authority will be handed over to the PIA on **three day before start of the Mela** and the entire work of setting up of Mela as per the work order is to be completed accordingly latest by **12.00 Noon on the previous day to start of the exhibition.**

The above time schedule is required to be strictly adhered to and followed. Liquidated Damage will be applicable, on the entire value of the contract. In case of delay in completion of a specific job beyond the date/time of completion as indicated above. Penalty would be applicable at the rate of 0.5% of the contract value for delay of each week, subject to maximum of 5% of the contract value. The penalty shall be recoverable from the Performance Bank Guarantee provided by the PIA.

Further, in case of delay to deliver the work within stipulated schedule, NBCFDC reserves the right to terminate the contract and get all the jobs or the delayed job completed through another agency of its choice. Any extra expenditure that NBCFDC incurs for completion of the balance job/s through another agency on account of higher rates quoted by the new agency, will be recovered from the selected bidder's account of Performance Bank Guarantee. Moreover, NBCFDC shall also be entitled to all other legal proceedings as may be required for shortfalls in recovery.

b. Tender Fee

Bidders shall submit non-refundable Tender fee of **INR 3540/-**[(3000 + 540 (GST@18%)] (**Rupees Three Thousand Five Hundred Forty Only**) via RTGS/NEFT/electronic mode to NBCFDC.

Account No. 1445101026928 Branch Hauz Khas Market, New Delhi – 110016, Branch Code 0126 with IFSC Code CNRB0001445. The Cost of Tender shall not be entertained in any other form and shall be denominated in Indian Rupees only. Proof of payment/UTR shall be submitted as part of the bid.

As per Government of India Guidelines for Startup/Micro & Small Enterprises, the bidders may claim exemption from deposit of Cost of Tender should furnish documentary proof / certificate in support of the claim for Cost of Tender exemption issued by the appropriate authority of Government of India.

In case of cancellation of the event (in any circumstances), tender fee will not be refunded.

c. Earnest Money Deposit (EMD)

- i. The Bidder shall furnish, EMD of **Rs. 50,000/- (Rupees Fifty Thousand Only)** in form of Demand Drafts drawn in favour of "NBCFDC" payable at Delhi or Bank Guarantee in prescribed format with validity of 180 days of opening of bid.(EMD 5% of Estimated cost of work)
- ii. No interest shall be paid on EMD.
- iii. The bidder should submit his Complete Bank Account detail for refund of EMD.
- iv. As per Government of India Guidelines for Startup/Micro & Small Enterprises, the bidders may claim exemption from deposit of EMD should furnish documentary proof / certificate in support of the claim for EMD exemption issued by the appropriate authority of Government of India.
- v. EMD of unsuccessful bidders will be refunded within 30 days from the date of finalization of Bidder to undertake the Suraj Kund International Craft Mela work.
- vi. The Successful Bidder's EMD will be discharged upon the Bidder signing the LOI/Agreement, and furnishing Performance Bank Guarantee.
- vii. The EMD may be forfeited either in full or in a part, at the discretion of NBCFDC, on account of one or more of the following:
 1. The Bidder withdraws their Bid during the period of Bid Validity of 180 days.
 2. Bidder does not respond to request for clarification of their Bid.
 3. Bidder fails to co-operate in the Bid evaluation process, and
 4. In case of a successful Bidder, the said Bidder fails: to sign the Agreement intime; or fails to furnish Performance Guarantee.

d. Performance Bank Guarantee

- a. The successful bidder will be required to submit a Performance Bank Guarantee issued by any scheduled commercial bank for 5% of the contract value valid for a period of 6 months after the completion of the contract within one week after issue of LoA.
- b. The Bank Guarantee may be invoked by NBCFDC in case of failure of vendor to adhere to the terms & conditions of the contract.
- c. In case of delays in execution of project, NBCFDC may seek extension of the Performance Bank Guarantee for common rate period which will require to be acceded to by the vendor.

e. Payment Terms:

The Fund would be released to the PIA in Three following installments:

Instalment	Deliverables	Percentage
1 st	Issue of Work Order (on submission of Performance Bank Guarantee).	20%
2 nd	After Successful Inauguration of Suraj Kund International Craft Mela	30%
3 rd	After Successful Completion of the Event and Submission of Utilization Certificate for 1 st & 2 nd Installment.	50%

- a) NBCFDC reserves the right to reject any or all the Bids without assigning any reason whatsoever.
- b) The bidder must comply with the terms and conditions of contract. No deviations shall be entertained.
- c) In case of any dispute, decision of competent authority of NBCFDC will be final and binding on each Bidder.
- d) Financial Bid should give the detailed cost break-up or per piece cost of article or service provided.
- e) NBCFDC reserves the right to increase or decrease scope of work as per requirement. NBCFDC can withdraw any activity/article/service cost/payment with be accordingly proportionately increased or reduced.

f. Service Level Agreement.

The successful bidder shall enter in a Service Level Agreement with NBCFDC.

VII. Force Majeure:

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligations under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions quarantine restrictions, of any such eventually is given by party to the other within 21 days from the date of occurrence thereof, neither party shall be reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance, or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the NBCFDC will be final and conclusive.

VIII. Arbitration

- a) If a dispute of any kind whatsoever arises between the NBCFDC and the bidder in connection with, or arising out of, the Contract or the execution of the works or after their completion and whether before or after the repudiation or other termination of the contract, including any disagreement by either party with any action, in action, opinion, instruction, determination, the matter in dispute shall be settled by arbitration in accordance with the Indian Arbitration and Conciliation Act, 1996 or any statutory amendment thereof.
- b) The reference to arbitration may proceed notwithstanding that the works shall not then or be alleged to be completed, provide always that the obligations of the NBCFDC and the bidder shall not be altered by reason of the arbitration being conducted during the progress of the works. Neither party shall be entitled to suspend the works, payments to the bidder shall be continued to be made as provided by the contract.
- c) Arbitration proceeding shall be held at Delhi and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English. The jurisdiction of the court will be Delhi.
- d) The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrator shall be shared equally by the NBCFDC and the bidder. However, the expenses incurred by each party in connection with the preparation, presentation, etc., of its case prior to, during and after the arbitration proceedings shall be borne by each party itself.
- e) All arbitration awards shall be in writing and shall state the reasons for the award.
- f) Penalty/Liquidated Damages shall not fall under the Arbitration clause.

IX. Cancellation/Postponement of Programme:

In case the organising of the Suraj Kund International Craft Mela is cancelled or postponed due to any reason, no claims shall be made by the bidder on NBCFDC.

Covering Letter on Letter Head of PIA

To,

The Managing Director,
National Backward Classes Finance and Development Corporation (NBCFDC)
5th Floor, NCUI Building, 3, Siri Institutional Area,
August Kranti Marg, New Delhi-110 016.

Sub: Selection of Programme Implementing Agency (PIA) to Conceptualize, Design, Plan, Coordinate, Manage, “Suraj Kund International Craft Mela” under Ministry of Social Justice & Empowerment, Government of India at Faridabad, Harvana.

Sir,

We/I, the undersigned, offer to provide the services to conceptualize, design, fabricate & branding of the stalls & other related activities as per scope of work “Suraj Kund International Crafts Mela” at Faridabad (Haryana) from 07th – 23rd February, 2025, under Ministry of Social Justice & Empowerment, Government of India as per the Guidelines, Terms & Conditions mentioned in this RFP document.

The Technical & Financial Bid is enclosed herewith as per the Terms and Conditions of the Bid and RFP documents.

All information provided in the Bid and in the appendices is true and correct and all documents accompanying such Bid are true copies of their respective originals.

I acknowledge the rights of the NBCFDC to reject our bid without assigning any reason or otherwise any hereby waive our right to challenge the same on any account whatsoever.

I agree to keep our bid valid for acceptance for 180 days or for subsequently extended period, if any, agreed to by us.

It is to certify that we have not directly/indirectly engaged or indulged in any kind of fraudulent, corrupt or undesirable practices.

Yours sincerely

Signature
Name of Authorized Person
Designation
Date & Seal

Technical Bid Format

To,

The Managing Director,
National Backward Classes Finance and Development Corporation (NBCFDC)5th Floor, NCUI
Building,
3, Siri Institutional Area,
August Kranti Marg, New Delhi-110 016.

Sir,

We/I, the undersigned, offer to provide the services to conceptualize, design, fabricate & branding of the stalls for organizing Suraj Kund International Crafts Mela at Faridabad (Haryana) from 07th – 23rd February, 2025, under **Ministry of Social Justice & Empowerment, Government of India**. as per the Terms of Reference given in this Bid Document within the time specified and in accordance with the specifications, design and instructions as per General Terms and Conditions. The detailed Technical bid is enclosed herewith on the indicative points mentioned below:

1. Theme based Entry Gates as per Venue Requirement – 3 options of each Gate to be given by PIA.
2. Theme of Suraj Kund International Crafts Mela stalls Decoration, Flooring etc. – 3 options to be given by the PIA.
3. Initiation Cards – 3 options to be given by PIA.
4. Promotional & Awareness Materials
5. Preparedness of the PIA to undertake the work. A detailed descriptions to be given by the PIA on the availability of resources and timelines for the completion of work, if allocated to the PIA.
6. Media Management – Special Focus on Social Media and promotion
7. Fire, Health & Security Arrangements
8. All other arrangements as indicated in Scope of Work.
9. Detailed list of permissions to be arranged.
10. Any other special effects/ activities/ arrangements.

Yours sincerely,

Signature
Name of Authorized Person
Designation
Date & Seal

Obligation/Compliance to be ensured by Bidder

S. No.	Particular	To be complied by bidder	
		Yes	No
1	GST Registration Nos		
2	Compliance of Provision of child labour act, workman compensation act		
3	To ensure treatment in case of accident injuries suffered in performance of work including wages and compensation under WC Act		
4	Send accident report to Regional Labour Commissioner (RLC)		
5	PF Registration number with detail of deployed staff		

Yours sincerely,

Signature Name of Authorized Person
Designation Date & Seal

Indemnity Undertaking

I on behalf of M/s.....hereby agree and undertake that I have understood all the safety rules and procedures and all staff Technical & Non-Technical working on **Suraj Kund International Crafts Mela** on behalfof M/swill abide by all safety rules and procedures.

I declare that hereby that I M/s..... will be responsible for any safety violations/accident etc. at Suraj Kund International Crafts Mela, Faridabad, NBCFDC will not be responsible in case of any accident/incident and will not compensate financially or otherwise. I assure the NBCFDC that enlisted Manpower deployment will be done at Venue from Mobilization to Completion of Event at Suraj Kund International Crafts Mela.

We hereby agree to defend, indemnify, keep indemnified and hold harmless, NBCFDC, against all and any claims, loss, damage, demands or cost including but not limited to taxes/duties damages, expenses, penalties, liabilities, legal cost and any claims of whatever nature, arising from but not limited to any action, omission, willful conduct, negligence and/or breach of any term or condition under this tender. We shall always abide by the laws of the State and Central Government as applicable/in force from time to time. NBCFDC shall not be responsible for any repercussion on this tender on account of any change in Government Acts, Rules and Regulation, or for any failure on the part of the PIA.

I hereby declare that I am sole responsible on behalf of M/s. for giving such declaration.

Name of Indemnifier Signature of Indemnifier

Stamp/Seal of the Indemnifier/Contractor

ANNEXURE -E

DETAILS OF COMPLETED WORKS OF SIMILAR NATURE

(During last three financial years ending March 31st 2023)

S.No.	Name of the Event	Name of the Client	Brief Description of the Event including area/number of participants	Date/Duration of Event	Value (Rs.)

Note: Please attach supporting documents with work-order/Completion Certificate/photographs for the above furnished information.

Seal and Signature of bidder

(Name and Designation of the authorized signatory)

ANNUAL TURNOVER

The firm/agency should have a **minimum average annual turnover of Rs. 1.00 Crore during the last three financial years.**

FINANCIAL YEAR	ANNUAL TURNOVER AS PER AUDITED BALANCE SHEET (in Rupees)
2021-2022	
2022-2023	
2023-2024	
Total	

Note: The above data is to be supported by copies of the audited balance sheets, income & expenditure accounts and receipts and payments accounts of last three financial years and Certificate from a Chartered Accountant.

Seal and Signature of bidder

(Name and Designation of the authorized signatory)

Criteria for Evaluation of Technical bids

The evaluation of technical bids will be on the following parameters:

Sl.	Details	Max Marks	Mark Scored
1.	Number of events organized for Government of India / PSUs / Autonomous Bodies etc. during the past 5 years. The firm should provide credible evidence of the same.	10	
	<i>01 - 03 events :</i>	<i>05</i>	
	<i>01 marks for each additional event more than 03 event, upto max 05 points to be allotted</i>	<i>05</i>	
2.	Total Turnover of the agency: (Average annual turnover during last three financial years)	10	
	<i>Average Annual Turnover between 0.50 Crore and below 1.00 Crore.</i>	<i>05</i>	
	<i>Average Annual Turnover of 1.00 Crore and above.</i>	<i>10</i>	
3	Familiarity with the venue and had held exhibition(s) in last 5 years in Delhi/NCR	10	
4.	Qualifications and Experience and numbers of Core team of Technical/Professional Manpower that will be Deployed.	10	
5	The capacity to prepare and execute Media Plan including Physical material like brochures, Pamphlets, handbills, Audio Media Messages, Jingles etc, as well as Digital Media Publicity.	20	
6.	Methodology and Approach. Bidders to share their Methodology and Approach based on the requirements of the RFP. The Presentation should include emphasizing the following: <ul style="list-style-type: none"> Detailed plan from inception to closure of assignment; 	40	
	<ul style="list-style-type: none"> Role of each deployed staff and backend leadership and support staff inputs; Component wise plan and outputs (Clearances, 		

	<p>Media and Outreach, Branding and related outputs</p> <ul style="list-style-type: none"> • Presentation of layout needs to be with 3-D drawings. • The presentation should substantiate a complete understanding of the event, its profile, requirements, execution strategy, imperatives for ensuring a safe & secure event exercising economy etc. • (A complete power point presentation of 10 minutes to be made before the evaluation Committee) 		
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Total Marks

100

Note: The Core team of Technical/Professional Manpower indicated in the bids should not be changed during the fair.

**NATIONAL BACKWARD CLASSES FINANCE AND DEVELOPMENT
CORPORATION (NBCFDC)**

Format of undertaking to be submitted along with Technical-Bid Undertaking

(To be stamped and signed by the authorized signatory on letterhead of bidder and be attached with Technical Bid.)

We hereby confirm 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 hereby confirm that we are not under any liquidation', any 'court receivership' or 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.

Date:

Signature with seal of the firm

Place:

Name & Full address: