



नई दिल्ली नगरपालिका परिषद

## NEW DELHI MUNICIPAL COUNCIL

### SHORT NOTICE TENDER

(Tender No-NDMC/ EM/01/17 )

SHORT NOTICE TENDER FOR HIRING AN EVENT MANAGEMENT AGENCY IN CONNECTION WITH THE UNVEILING OF CHARKHA MUSEUM AT PALIKA PARK, CONNAUGHT PLACE, NEW DELHI-110001

1. MODE OF TENDERING: TWO-BID SYSTEM
2. EARNEST MONEY DEPOSIT (EMD): AMOUNT OF RS. 20,000/- (RUPEES TWENTY THOUSAND ONLY)
3. LAST DATE & TIME FOR SUBMISSION OF BID: 02.03.2017 ; 14:00 HRS
4. DATE, TIME & VENUE FOR OPENING OF BID(T): 02.03.2017 ; 14:30 HRS AT THE O/O DIRECTOR (EVENT MANAGEMENT), 5016, PALIKA KENDRA, NDMC, NEW DELHI
5. FINANCIAL BIDS OF TECHNICALLY QUALIFIED BIDDERS WILL BE OPENED AFTER EVALUATION
6. VALIDITY OF BID: 90 DAYS FROM THE DATE OF OPENING.

## GENERAL TERMS AND CONDITIONS AND INSTRUCTION TO BIDDERS

NDMC HQ, New Delhi invites bids in two bids System for hiring the services of an Event Management Agency in connection with the UNVEILING OF CHARKHA MUSEUM AT PALIKA PARK, NEW DELHI-110001 from interested agencies who comply with general terms and conditions and scope of work as per following:

1. The tender document can be downloaded from our website  
[www.ndmc.gov.in](http://www.ndmc.gov.in)

2. Tender process:

The Bid shall be submitted in Two Bid System as under:

- A) Cover-1(Technical Bid) should contain the following:

- Earnest Money (EMD) amount of Rs.20,000/- (Rupees Twenty Thousand only) in the form of Demand Draft drawn in favour of NDMC, New Delhi payable at New Delhi along with compliance as per *Annexure- A & Annexure-B*.

- B) Cover-2(Financial Bid) should contain the following:

- Financial Bid as per Annexure-C

Technical Bid and Financial Bid are to be placed in two separate sealed envelopes (clearly super scribing 'Technical Bid' and 'Financial Bid' respectively) which in turn are to be placed in one bigger (Wax/Tape sealed only) cover. The bids of all the bidders whose Financial Bid is not in a separate sealed cover or the rates quoted by them find mention in their Technical Bid, shall be rejected forthwith. The Financial Bids of only those bidders shall be opened whose Technical Bids are found to be eligible as per the criterion mentioned in the tender document.

3. Each page of tender document must be signed and stamped by authorized signatory to ensure the compliance with the scope & services and general terms & conditions. No overwriting, correction sand cutting is permitted.
4. Bid should be submitted with a forwarding letter on letter head of the Bidder.
5. Bid validity should be of 90 days from the specified date of opening.
6. The bidder shall submit the **presentation for proposed design** as per the area and no. of guests to qualify in the technical bid.

7. NDMC reserves the right to reject or accept any or all of the bids on the basis of their presentation of proposed design for financial evaluation.
8. (a) The selected bidder shall act in a transparent manner for the event and shall not in any way act in the manner that is detrimental to the interest and reputation of NDMC.  
  
(b) The selected bidder shall undertake to abide sincerely by all rules, regulations and laws of land for their responsibilities to manage the events and shall agree to keep itself liable and responsible for any such violation directly or indirectly related to their responsibilities for the event.
9. Consequence of Default  
In the event of any material default which results in shabby presentation or any failure on any account shall be treated as breach of faith and accordingly be liable for penal provisions as set by NDMC.
10. EMD of unsuccessful bidder shall be refunded without any interest. EMD of successful bidder will be retained as part of performance security deposit and refunded along with release of final payment.
11. The successful bidder shall be required to deposit performance security amount @ 10% of accepted bid value (including EMD amount) through Demand Draft immediately (within two days) after receipt of letter/intimation of acceptance of the bid, for release of Order failing which the offer shall be treated as cancelled with forfeiture of EMD.
12. The completely filled bid document, duly sealed should be addressed to "New Delhi Municipal Council (NDMC), Palika Kendra, Sansad Marg, New Delhi-110001 and should reach on or before 14:00 hrs on 01.03.2017 in tender box kept at outside of the O/o Director (Event Management) main security reception duly super scribed on the top of envelope as "BID FOR HIRING AN EVENT MANAGEMENT AGENCY IN CONNECTION WITH THE UNVEILING OF CHARKHA MUSEUM AT PALIKA PARK, NEW DELHI-110001."
13. NDMC shall not be responsible for postal or any other delays. Bids received in an envelope that is damaged /torn or merely stapled will be summarily rejected.
14. Bidders are requested to be present at the time of opening of the bids. If the date of tender opening, by any chance happens to be a holiday, the tender will be opened on the next working day at the stipulated time.
15. Award Criteria: The work shall be awarded to the technically qualified bidder through their presentation and quoting the lowest amount in the Annexure-C. In case the lowest amount thus quoted is identical in case of more than one bidder then the contract will be awarded to the bidder whose experience in conducting such event is more.

16. Payment Terms: The payment shall be made after submission of invoice and will be released through cheque/RTGS after deducting TDS as applicable.

17. NDMC reserves the right to terminate the agreement at its discretion at any time without assigning any reason, thereof.

18. NDMC reserves the right to reject any or all of the bids or accept them in part or to reject lowest bid without assigning any reason there of at any stage.

19. Bidder will provide the Material, Services etc. up to the mark as per scope of works.

20. Termination by default:

NDMC may, without prejudice to any other remedy for breach of contract, by written notice of default sent to bidder, terminate the Contract in whole or part:

A) If the Bidder fails to provide services within the time period specified in the contract.

B) If the Bidder fails to perform any other obligations under the Contract.

21. Forfeiture of EMD/Security deposit: If the successful bidder refuse/fails to accept the Work Order issued by NDMC or the work assigned are not done as per the scope, EMD/Performance Security will be forfeited.

22. Rejection of the bid

A) The bidder is expected to examine all instructions, formats, terms & conditions, & scope of work in the bid document. Failure to furnish complete information required as per bid document or submission of bid which is not substantially responsive to the bid document in all respect shall result in rejection of bid. In respect of interpretation/clarification of this bid document and in respect of any matter relating to this bid document, the decision of NDMC shall be final.

B) The bidder will have to furnish the requisite documents as specified in the tender document, failing which the bid is liable to be rejected.

C) Bids without EMD will be summarily rejected

D) The bids received after specified date & time shall not be considered.

E) The bids received through Fax/ Telex/E-Mail shall not be considered.

20. Black listing

Company/Firm black listed by Govt./PSU/Corporate organization are not eligible to Bid. If at any stage of bidding process or during the currency of contract, such information comes to knowledge of NDMC, the NDMC shall have right to reject the bid or terminate the contract, as the case may be, without any compensation to the bidder.

## 21. Arbitration

In case of any dispute or differences arising under the terms of this Agreement the same shall be settled by reference to arbitration by a Sole Arbitrator to be appointed by Director, NDMC, Delhi. The provisions of Arbitration and Conciliation Act 1996 shall be applicable.

If any dispute of any kind what so ever, and not resolved through arbitration, arises between NDMC and the Successful Bidder in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity, or termination, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference by mutual consultation then all the litigation and proceedings, if arises at any time should be subject to jurisdiction of Delhi High Court only.

## 22. Force Majeure

If, at any time, during the continuance of the agreement, the performance in whole or in any part by either party of obligation under the agreement shall be prevented or delayed by reasons of any war, hostile acts of the enemy, civil commotion, subrogate, fire, floods, earth quakes, explosions, epidemics, strikes and quarantine restrictions by acts of God, (herein after referred to as eventualities) then provided notice of the happening of any such eventualities is given by either party to the other within two days from the date of occurrence there on, neither party shall, by reason of such eventualities be titled to terminate this contract agreement nor shall either party have any claim of damages against the other in respect of such non performance nor delay in performance. Performance of the contract agreement shall, however be resumed as soon as practicable after such eventuality has come to an end.

I have read and understood all terms and condition and agreed upon.

---

Signature & Seal of the Bidder

Scope of work and other conditions-

The Ceremony of UNVEILING OF CHARKHA MUSEUM AT PALIKA PARK, NEW DELHI-110001 on 9<sup>th</sup> March, 2017. Shri Amit Shah has consented to be the Chief Guest of for the Ceremony.

To conduct the mega event, Director, NDMC invites sealed tenders from reputed & financially sound agencies for the Event Management Agency as per details mentioned below:-

Description	HIRING AN EVENT MANAGEMENT AGENCY IN CONNECTION WITH UNVEILING OF CHARKHA MUSEUM AT PALIKA PARK, CONNAUGHT PLACE, NEW DELHI-110001
Venue	PALIKA PARK
Date of event	9 <sup>th</sup> March, 2017 (Tentative)
Scope of work	As per tender Document
Guests	Approximately 1000

TECHNICAL COMPLIANCEEssential Compliance Conditions for Bidder's

<b>S. No.</b>	<b>Condition Description</b>
1.	The bidder should have experience of at least 3 years in organizing events of State/Central Govt./PSUs/Autonomous Bodies. (Valid proof/Copies of work order and bills or completion certificate for the same to be enclosed)
2.	The bidder should have successfully organized minimum 5 events of State/Central Govt./PSUs/Autonomous Bodies having minimum value of Rs. 25 lakhs during preceding 2 (two) years ending last month of submission of bid. (Valid proof/Copies of work order and bills or completion certificate for the same to be enclosed)
3.	The bidder should have achieved a minimum annual turnover of Rs. 50 Lakhs each during last three financial year(F.Y. 2015-16, 2014-15 & 2013-14) (Copy of Audited Balance Sheets/IT Returns/CA Certificate to be enclosed)
4.	Company/Firm should have a Permanent Account Number(PAN) (Copy of PAN Card to be enclosed)
5.	Company/Firm should have a valid Service Tax Registration from the concerned authority. (Copy of Service Tax Registration to be enclosed)

Bidder's Information (Mandatory):

<b>S. No.</b>	<b>Particulars</b>	<b>Description /Details</b>	<b>Reference Document</b>	<b>Page No.</b>
1	Name of Bidder			
2	Contact Details			
	a) Address			
	b) Telephone			
	c) Fax			
	d) E-mail			
	e)Website(If any)			
3	Incorporation Details		Certified copy of Incorporation under Indian Companies Act1956/Any reference document in case of proprietary firm	
	a) Incorporation No.			
	b) Date of Incorporation			
4	Client List (Attach separate sheet if required)			

5	Name of the Authorized Signatory		Authorization letter to be enclosed	
	a) Position/Designation			
	b) Telephone			
	c) Fax			
	d) Mobile			
	e) E-mail			
6	Additional Information if any			
7	Total Experience of bidder in the field			

Place:

Date :

I certify that all the essential technical compliance conditions are complied by us.

---

Signature & Seal of the Bidder



Schedule of Requirement (To be met by all the bidders):

	<b>PARTICULARS</b>	<b>QUANTITY</b>	<b>REMARK</b>
	<b>ENTRANCE GATE &amp; ARCHES</b>		
1	Outside entrance gate branding and flower decoration based on your approval	2	
2	Directional Boards made in Flex 4 X 8 (Inner and Outer circle)	50	
3	Other Signages made in flex size 5 X 10	20	
4	Other Signages and branding 8 X 10	10	
	<b>CREW</b>		
1	Ushers (Female)	8	
2	Comperer		
3	House Keeping Staff	4	
4	Musical Choir Team with Orchestra for Gandhi Bhajan	1	
	<b>VENUE- 1 (UNVEILING AREA)</b>		
1	Box trussing around the Charkha	1	
2	Velvet & other fabric curtain around Charkha	1	
3	Remote Mechanism for LED Unveiling	1	
4	Lighting on Truss to highlight Charkha	1	
5	Console for the Inauguration	1	
6	Sofa Seating of VIPs	50 Pax	
7	Fresh Red carpeting pathway for VIPs and other dignitaries	3000 sqft Approx	
8	Podium with Branding	1	
9	Media Platform	1	
10	Media Sound Out Box	1	
11	Floral Decoration as required		
12	Flower Bouquet for VIPs	10	
13	Velvet Rope Que Manager for VIP Corridor	20	
14	Ribbon Cutting/ Curtain Raising for Museum	1	
15	Lighting of Lamp arrangement	1	
16	VIP refreshment platform	1	
	<b>VENUE- 2 (STAGE)</b>		
1	Platform on both the sides of Stage (40 X 24) for Charkha Ladies	2	
2	Podium with Branding	1	
3	3 Way PA Sound system (Line Array)	1	
4	Stage Lighting Arrangement	1	
5	Arrangement of Dias 12 pax	1	
6	LED Wall for Live Presentation (20 X 10)	1	

7	LED Wall for Live Presentation (12 X 10)	1	
8	Media Platform	1	
9	Media Sound Out Box	2	
10	HD Videography of the Event	2	
11	HD Photography of the Event	2	
12	Passage Blocking with wooden frame and masking at different places as required	1	
13	Fresh Blue Carpeting in Seating Areas	1	
14	Sofa Seating of VIPs	50 Pax	
15	Banquet Chairs with white covers	500	
16	Decoration & Flower Arrangement at various places As required	1	
17	Side Walls View Cutter and Tenting as required	1	
18	Ambience Lights from Entrance gate to various places As required	1	
19	Guests refreshment platform	1	
<b>POWER BACKUP</b>			
1	Silent Generator - 125 KVA	2	
<b>MISCELLANEOUS</b>			
1	Mobile Toilet	Arranged by NDMC	
2	First Aid(Ambulance with doctor)	Arranged by NDMC	
3	NOCs required by venue	Arranged by NDMC	
4	Fire Tender/ Fire extinguishers	Arranged by NDMC	
5	Refreshment	Arranged by NDMC	

**Other Conditions:**

- The bidder shall visit the premises and understand the exact requirements before submission of bids. The bidder has to submit their design and work plan based on the requirements as above. Vendors may visit the venue (site)at Palika Park, New Delhi
- Proper Earthing and precautions should be taken to ensure safety, good quality cables from Generator set to the AV and lights to be provided.
- Arrangement for security fencing etc as may be deemed necessary.
- Proper care should be taken for water management in case of rain.
- Transportation of materials, boarding & lodging, travel expenses of manpower deployed to carry out the work has to be borne by the bidder.
- The Shortlisted Bidder has to take necessary approval from the local authorities for the event.

I certify that all the schedule of requirement is complied by us.

\_\_\_\_\_  
Signature & Seal of the Bidder

Financial Bid

FORMAT FOR PROVIDING FINANCIAL QUOTES TOWARDS PROVIDING THE COMPLETE SERVICES BY THE EVENT MANAGEMENT AGENCY IN CONNECTION WITH THE UNVEILING OF CHARKHA MUSEUM AT PALIKA PARK, NEW DELHI-110001

(Amount in INR)

S. No	Particulars	Unit	Amount in figures	Amount in words
1	2	3	4	5
1	Work as specified under Schedule of requirement(Annexure-B)	Complete work with materials, resources, transportation and HIGH TEA etc. at the site		

Note

1. Amount quoted above should be exclusive of any taxes.
2. Taxes shall be paid extra as applicable.
3. The bid having any mismatch value wise between amounts quoted in figures (Column-4) and in words (column-5) is liable to be rejected.
4. Only the amount for the required work is to be quoted in the financial bid. Any financial bid having any kind of Note/Condition will be rejected.
5. Payment for extra requirement shall be made on the basis quoted rates in additional quantity items. The quantity shall be verified by NDMC.
6. Other essential extra items, if any, may also be quoted separately.

I certify that all the terms and conditions of the tender documents are acceptable to us.

Date:

Place:

\_\_\_\_\_  
Signature & Seal of the Bidder