

Vigyan Bhawan Annexe
New Delhi, the 20th June, 2016

E-TENDER NOTICE

Subject: Quotation for engagement of Event Management Agency for organizing commemorative functions in Vigyan Bhawan/ Vigyan Bhawan Annexe/Rashtrapati Bhawan/ NMML and other venue of the functions (to be decided by the Ministry of Culture (Special Cell), New Delhi).

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Ministry of Culture invites sealed tenders from reputed and experienced agencies, may be proprietary firm/ Partnership firm, Limited Company, Corporate legally constituted, empanelled/ registered with appropriate authority as per law for appointment of Event Management Agency for organizing functions under various commemorations which are held in **Vigyan Bhawan/ Vigyan Bhawan Annexe/Rashtrapati Bhawan/ NMML and other venue of the functions to be decided by the Ministry of Culture.** These functions are generally graced by the Hon'ble Prime Minister and Hon'ble President and various high dignitaries participate in the functions. The interested agencies are required to submit their Bid in sealed cover for undertaking multifarious jobs for organizing Events as per the enclosed **Annexure – I** to Under Secretary, Ministry of Culture, Special Cell (room No.254) Vigyan Bhawan Annexe, New Delhi **on or before 11th July, 2016.** The Tenders will be opened on the same day at 4.00 pm in the above mentioned room. A representative of the firm, if desired, will be permitted to be present at the time of opening of the tenders.

2. The agencies may read the terms & conditions carefully as in **Annexure –III** while submitting the Bid for engagement of the Event management Agency in Ministry of Culture (Special Cell). The copy of the terms & conditions is to be submitted along with the tender duly signed by the Authorized signatory (signed on each page) and stamp of the firm affixed therein. An Affidavit on non-judicial stamp paper of Rs.10/- also has to be furnished, as per the enclosed **Annexure –II.**
3. Incomplete, unsigned or unsealed tender is liable to be rejected. The agencies are also required to give their unconditional acceptance to the enclosed General Terms and Conditions as contained in **Annexure –III.**
4. The bid security (Earnest Money Deposit) of Rs.50,000/- (Rupees fifty thousand only) should be paid by Demand Draft/Pay Order in favour of DDO, Special Cell, Ministry of Culture, Government of India. New Delhi along with the tender documents. Cheque will not be considered.
5. The Bid document is available on <http://www.Indiaculture.nic.in>

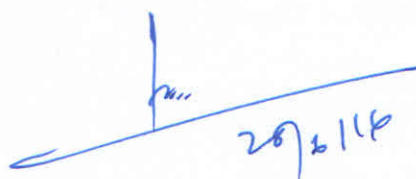
(Arbab Aich)
Under Secretary to the Government of India
Telefax: 23022337

20/6/2016

S.No		Qty	Days	Unit Price	Amount
A	SIGNAGES				
1	Backdrop 32'x15'(Sq. ft)	1	1		
2	Gate Hoarding 16'x8'(Sq. ft)	1	1		
3	Panel at alighting point 8'X4'(Sq. ft)	1	1		
4	Hoardings at round about 12'x8' Janpath, VP House round about backlawns for parking area (Sq. ft)	1	1		
5	Direction Panels for plenary hall	1	1		
6	Podium Board	1	1		
7	Name Plates	1	1		
8	Car Parking Boards double sided	1	1		
9	Car Parking Boards single sided	1	1		
10	Welcome Tower at South Plaza	1	1		
	Decorative Scrolls	1	1		
12.	Baggage/Facilitation counters	1	1		
B	MANPOWER/BADGES/PARKING LABELS				
1.	Ushers/Assstants	1	1		
2	Designing and printing of invitation cards (as per requirement)	1	1		
3.	Parking lables	1	1		
4.	Designing and creative charges for colour Hindi/English Press Advertisements for the date of function				
	a) Full page advertisement				
	b) Half page advertisement				
5.	Courier services charges for dispatch of invitation card	1			
6	Designing of Advertisement				
7.	Plasma	1	1		
8.	VGA Splitter	1	1		
9	Krammer Switcher	1	1		
10	UPS (3 KVA)	1	1		
11	Laptop	1	1		
13	Audio Recording with audio cassettes and CDs (5+5)	1	1		
C	VIDEO & STILL PHOTOGRAHY				
1.	Digital Multi Video Camera set-up	1	1		
2.	Digital Video Master tapes	1	1		
3.	Conversion of Master tapes to DVDs	1	1		
4.	Still Photography	1	1		
5.	Photo Album	1	1		
6.	Photo CD	1	1		

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S.No		Qty	Days	Unit Price	Amount
D.	Additional Items				
1	Lighting Lamp with wick, Diya Oil	1	1		
2	Seating board in Hall	1	1		
3	Badges of Organisers & Events Managers	1			
4	Delivery of invitation Cards	1			
5	VIPs Bouquets	1			

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

AFFIDAVIT

I/we.....

Partner(s)/ Legal Attorney/proprietor(s)/Accredited Representatives(s) of
M/s.....solemnly declare that:

2. I/we are submitting tender for the
work.....
.....against Tender Notice
No.....

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

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

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

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

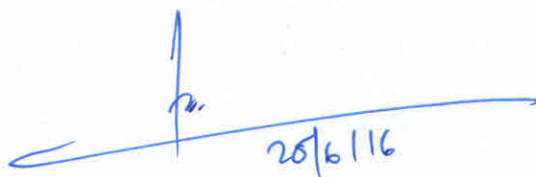
7. I/we have not been banned/de-listed by any Government or Quasi Government agencies or PSUs.

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

(Signature of the Tender with Seal)

Seal of Notary

Date.....


A handwritten signature in blue ink, followed by the date 20/6/16.

GENERAL TERMS & CONDITIONS

1. The successful bidder is required to furnish performance Security Deposit of Rs.75,000/- (Seventy five thousand only) in favour of DDO, Ministry of Culture, Government of India, New Delhi which should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the bidder including warranty obligations, if any.
2. The Security Deposit shall be forfeited in case (i) the contractor withdraws or amends its tender or increases its rates after opening the tender but before the validity of the quotations expire. (ii) Or refusal to enter into contract after award of contract.
3. The security deposit will be refunded on successful completion of the contract. No interest is payable on the security deposit.
4. Special Cell, Ministry of Culture shall not be bound to accept the lowest bid or any tender and reserves to itself the right to accept or reject any bid or to accept whole or a portion of tender as it may deem fit without assigning any reasons thereof and without incurring any liability to the affected bidders for the action of Special Cell, Ministry of Culture.
5. Bill is to be submitted triplicate duly pre-receipted to the Section Officer, Special Cell, Ministry of Culture, Vigyan Bhawan Annexe, New Delhi for payment.
6. Contractor shall in no case lease/transfer/sublet/appoint care taker for services.
7. No other person except Contractor's authorized representative shall be allowed to enter Special Cell, Ministry of Culture in Vigyan Bhawan premises.
8. In case of any default by the Contractor and in any of the terms and conditions, Special Cell, Ministry of Culture may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract in whole or in part by giving one day notice in writing to the Contractor.
9. The contract will be awarded for one year. However, extension for the further period on the same terms & conditions will be considered based on satisfactory performance of the firm.
10. The Contractor shall be solely responsible for payment of wages/salaries, other benefits and allowance including extra hour duty to his drivers that might become applicable under Act or Order of the Govt. Ministry of Culture shall have no liability whatsoever in this regard and the contractor shall indemnify Ministry of Culture against any/all claims which may arise under the provisions of various Acts, Governments orders etc.
11. The contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his employees engaged for the purpose.

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12. The personnel engaged by the contractor are subject to security check by the Security personnel deployed in Vigyan Bhawan Annex or at any other venue of the functions to be decided by the Ministry of Culture.
13. The Agency can also quote the rate of Part of the services as mentioned in Annexure I as per their competence.
14. The agencies/Contractors should attach the authentic documents with the Bid ensuring their capacity to co-ordinate and supervise the assignment as well as deliver high quality products maintaining a tight work schedule. The agencies should also clearly indicate the knowledge/experience of organizing event related works in the venues namely, Vigyan Bhawan/Vigyan Bhawan Annex, National Museum, Nehru Memorial Museum and Library (NMML), IGNCA and Rashtrapati Bhawan.
15. The registration number of the Contractor/ Agency, sale tax number etc. should also be attached with the bid.
16. The payment will be made only after satisfactory performance of the Agency.
17. Incomplete, unsigned or unsealed tender is liable to be rejected. The agencies are also required to give their "unconditional acceptance" to the enclosed General Terms and conditions as Contained in Annexure-II.
18. An Agency can also quote the rate for part of the services to be provided for organizing the commemorative events.
19. The bid security (Earnest Money Deposit) of Rs.50,000/- (Rupees Fifty thousand only) should be paid by Demand Draft/Pay Order in favour of DDO, Special Cell, Ministry of Culture, Government of India, New Delhi along with the tender documents. Cheque will not be considered.
20. The bid will not be accepted from the Agency/firm which has been blacklisted by the Government.
21. The interested bidders must have an average annual turnover of minimum 1 crore(INR) during the last three years as revealed in annual financial statements.


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