

TENDER DOCUMENT FOR APPOINTMENT OF
EVENT MANAGEMENT AGENCY
FOR MANAGING THE EVENT FOR

JHARKHAND STATE FOUNDATION DAY CEREMONY,

SCHEDULED ON 13th to 15th NOV. 2015 AT MORABADI, RANCHI.

1. Secretary, Department of Tourism, Art-Culture, Sports and Youth Affairs, Government of Jharkhand invites ‘Sealed Bids’ for appointment of event management agency for managing the event of Jharkhand State FOUNDATION Day ceremony scheduled on 13th to 15th November 2015 at Morhabadi Football Stadium and Morhabadi Maidan at Ranchi.
 - The bidders are required to submit their proposal as per Scope of work indicated in Annexure-1.
 - Brief details of the bids are required to be furnished in the format given in Annexure-II.
 - Price bids are to be submitted in the format given at Annexure-III.
2. The sealed bid in Main Envelope superscribed as '**BID FOR APPOINTMENT OF EVENT MANAGEMENT AGENCY**' for organizing the Jharkhand State FOUNDATION Day ceremony shall contain TWO sealed envelopes –
 - One superscribed as ‘Technical Bid’ containing
 - (i) The Bid Document duly signed by authorized representative on each page with seal ;
 - (ii) Brief details of the firm ;
 - (iii) The EMD -And, the second envelope superscribed as ‘FINANCIAL BID’ containing rate quoted bid and shall be sent to :-

Secretary,

Department of Tourism, Art-Culture, Sports and Youth Affairs,
Government of Jharkhand, Ground Floor,
FFP Building, Dhurwa, Ranchi -834004

3. The sealed bids will be received by the Event Management Organizing Committee (The Authority) up to 1500 Hrs of **23th October, 2015**. Any bid received after the prescribed date and time shall not be considered. The bids will be opened on the same date i.e. **23th October, 2015** at 1600 Hrs in the presence of the representatives of the bidders present.

The technical Bid shall be evaluated first and then the Authority shall call upon all the qualified bidder, who meet the qualification criteria as mentioned in clause 12, for making a presentation to the Authority on concept plan, layout plan and content of the programmes offered. The selected bidder shall have to abide by the approved concept plan offered in its presentation to the Authority.

4. Earnest Money (EMD) of ₹ 5,00,000 (Five lakhs only) should accompany the bid. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a Nationalized bank/Scheduled commercial bank in favour of SECRETARY, DEPARTMENT OF TOURISM, ART-CULTURE, SPORTS AND YOUTH AFFAIRS, payable at Ranchi. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be summarily rejected by the Authority.
5. The EMD shall be forfeited if the bidder withdraws his bid during the period of bid validity or is unable to discharge any of his duties assigned for successful completion of the event.
6. The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after

successful completion of event. The EMD of unsuccessful bidders will be returned after completion of bidding process.

7. The Bidder should inspect the programme venue before submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.
8. The bid shall remain valid for a period of two months from the date of the receipt of the bid.

9. **RATES AND PRICES**

- a.) The package cost quoted should be based on services charge on the total cost of the event. The rate of service charge will be quoted in percentage which is the decisive factor of the proposal and which is inclusive of all statutory duties and taxes e.g. Service Tax VAT, etc.
- b.) No additional freight or any other charges, etc, would be payable by THE AUTHORITY. The package cost shall also include the salvage value, if any.
- c.) Arrangement of Artists including their logistics e.g. stay, boarding, lodging and transport will be made by the Event Management Agency within the given package cost.
- d.) Incomplete or conditional bids will summarily be rejected. The package cost quoted shall be valid till the total completion of the job.
- e.) The bidder shall be solely responsible for payment of wages/salaries and allowances to his personnel that might become applicable under the prevailing acts or order of Government.
- f.) The rates and prices offered shall be for the package as per scope of work given in Annexure-I and prices would be final and binding on the bidder.

10. TERMS OF PAYMENT

- a.) 30% payment of contract value on submission of approved concept plan, layout drawings, necessary signage's against invoice.
- b.) 40% payment of contract value on 13.11.2015 before start of the event against invoice.
- c.) Balance 30% within a fortnight of satisfactory completion of event and submission of final invoice.

11. LIQUIDATED DAMAGES FOR DELAY IN SUPPLY

Time is essence of the contract. The successful bidder must adhere to the time limit and ensure delivery/services. Failure to supply all or part of the delivery/services on or before the stipulated date will entail a pre-estimated pre-determined liquidated damages equal to maximum of 10% of the value of total contract price.

12. Qualification Criteria

A Bidder can be a company/ partnership firm/other legal entity incorporated/established as per the applicable laws in India. A consortium/ Joint venture of entities shall not be allowed to bid and any Bid submitted by a consortium/ Joint Venture of entities shall not be considered for evaluation under this Tender.

The first step of the bidding process involves qualification (the "Qualification") of interested bidders who make a Bid in accordance with the provisions of this Tender. The Bidders whose Bids are adjudged responsive in accordance with requirements of this Tender shall only be considered for bid evaluation.

- a) The Bidder must be based in India. Bidders having registration or branch office in Jharkhand for last 3 years shall be preferred.

- b) The Bidder must have achieved an average Annual Turnover of Rs. 3.00 (Three) crores during the preceding 5 (five) years. To calculate the average turnover, the total turnover achieved by the Bidder during last 5 years shall be divided by 5.
- c) The Bidder must possess past experience of organizing/ managing Mega Cultural event of National or International stature of not less than Rs. 2.00 crores in India.
- d) The Bidder having experience of organising such mega events of 1.00 crore in Jharkhand shall be given priority.
- e) The bidder must enclose copies of concerned work order and copies of successful completion certificates of such mega events.
- f) Consortium or Joint ventures will not be allowed to participate in the bid.

Documents required for Technical Qualification

1. Documents relating to registration as event management company in India
2. Documents relating to registered/branch office in Jharkhand (not necessary but preferred)
3. Documents relating to past experience of minimum 5 years
4. Proof of Annual Turnover for last five years
5. Proof of organizing mega events of 1.00 crore in Jharkhand (not necessary but preferred)
6. Proof of Trade License/Pan card/Service Tax Registration.

13. EVALUATION / SELECTION CRITERIA

Evaluation of the Bids found responsive will be based on marks allotted to Technical & Financial Bids. A total of 70 marks are assigned for Technical Bid, which will be based on

- (i) Qualification Criteria – 20 marks

(ii) Presentation of the Bidder – 50 marks.

Maximum marks assigned for Financial/ Price Bid is 30.

In order to select the Preferred Bidder, sum total of marks awarded to the Bidders based on their Technical & Financial Bids will be taken into account and Bidder obtaining maximum aggregate marks will be selected as Preferred Bidder.

a) Evaluation of Technical Bid Only those Bidders whose Bids are found responsive in terms hereof and meets the eligibility criteria specified in clause 12 above shall qualify for evaluation under this clause 13. Bidders whose Bid do not meet the aforesaid qualification criteria shall be rejected.

Marks for Technical Bid shall be as follows :-

1. Turnover : 10 marks
2. Work Experience : 10 marks
3. Presentation : 50 marks

Marks shall be calculated as follows:

1. Marks for Turnover of the bidder shall be computed as follow:
 - a.) Bidder having highest turnover shall be awarded 10 marks. Other Bidders shall be awarded marks in respect of their net-worth on the percentile basis.

Illustration

- | | |
|--|------------|
| Bidder with highest turnover (in crores) | : X crores |
| Other Bidder turnover (in crores) | : Y crores |

Marks obtained by other Bidder on turnover (in crores): $(y/x)*10$

2. Marks for Work Experience (number of event) shall be computed as follows:

Bidder conducted maximum number of event shall be awarded 10 marks. Other Bidders shall be awarded marks on the percentile basis.

Illustration

Bidder with highest number of event : X No
Other Bidder number of events : Y No
Marks obtained by other Bidder : $(y/x)*10$

3. **Marks on Presentation** : Marks will be based on the presentation on concept plan, event theme and the programme offered by the Bidder. Marks on the Presentation shall be decided by the EMOC in front of whom the presentation will be made by the Bidder. The selected bidder shall have to abide by the approved concept plan, event theme and programme offered in its presentation to the Authority.

b) Evaluation of Financial Bid

A total of 30 marks is assigned for evaluation of the Financial Bid. Bidder quoting least Quote shall receive 30 marks. Other Bidders shall be awarded marks in respect of their Financial Bid on percentile basis.

Illustration

Bidder with Least quote : X
Other Bidder's Quote : Y
Marks obtained by other Bidder : $(X/Y)*30$

14. Selection of Preferred Bidder

As per the evaluation of the Bids, the Bidder scoring the highest aggregate marks (sum total of marks scored in respect of the Technical and Financial Bid) would be considered as the Successful bidder;

In the event that the Highest Bidder withdraws or is not selected for any reason in the first instance (the "first round of bidding"), the Authority may in

its sole discretion, either annul the bidding process or invite all the remaining Bidders to revalidate or extend their respective Bid Security, as necessary, and match the Bid of the aforesaid Highest Bidder (the “second round of bidding”). If in the second round of bidding, only one Bidder matches the Highest Bidder, it shall be the Preferred Bidder. If two or more Bidders match the said Highest Bidder in the second round of bidding, then the Bidder whose Bid was higher as compared to other Bidder(s) in the first round of bidding shall be the Preferred Bidder. For example, if the third and fifth highest Bidders in the first round of bidding offer to match the said Highest Bidder in the second round of bidding, the said third highest Bidder shall be the Preferred Bidder.

In the event that no Bidder offers to match the Highest Bidder in the second round of bidding, the Authority may, in its discretion, invite fresh Bids (the “third round of bidding”) from all Bidders except the Highest Bidder of the first round of bidding, or annul the Bidding Process, as the case may be. In case the Bidders are invited in the third round of bidding to revalidate or extend their Bid Security, as necessary, and offer fresh Bids, they shall be eligible for submission of fresh Bids provided, however, that in such third round of bidding only such Bids shall be eligible for consideration which are higher than the Bid of the second highest Bidder in the first round of bidding.

In the event that two or more Bidders gets the same marks (the “Tie Bidders”), the Authority shall identify the Selected Bidder by draw of lots, which shall be conducted, with prior notice, in the presence of the Tie Bidders who choose to attend.

15. Details of Experience

- a.) The bidder should furnish the details of eligible technical experience for the last Three financial years immediately the preceding the Bid Due Date.
- b.) The bidder must provide the necessary information relating to Technical Capacity as per format at Annexure II.

16. Financial information for purposes of evaluation

- a.) The Bid must be accompanied by the audited annual reports of the Bidder for the financial years, for which the turnover figure has been shown.

17. FORCE MAJEURE

- a.) In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.
- b.) The term “Force Majeure” as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely THE AUTHORITY and the Contractor.
- c.) Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 24 hours of the ending of the cause respectively.

18. APPLICABLE LAW AND JURISDICTION

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of High Court at Ranchi.

19. All the arrangements must be ready by the dates and time as per schedule and sound & light quality must be tested. All other facilities must be in order by this time.
20. The Authority reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received by the Authority, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of the Authority's action.
21. The Authority reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.
22. Any clarification on the documents may be obtained from :-

Mr. Sunil Kumar Sinha

Deputy Secretary

Department of Tourism, Art-Culture, Sports and Youth Affairs,

Government of Jharkhand, Second Floor,

FFP Building, Dhurwa, Ranchi -834004

Contact No : 0651-2401853, 9431254479

Email: secytourismjkh@gmail.com

Annexure I: Scope of Work

1. Tentative Programme Details : There shall be two component of the event (types of programme) VIZ –
 - i) A pavillion based fair event including evening cultural programme of local artist (to be selected / provided by the state government) in Morhabadi Maidan of Ranchi on 13th Nov. to 15th Nov., 2015.
 - ii) The main function will be held on 15th Nov., 2015 in the Football Stadium, Morhabadi, Ranchi. In this function the day programme comprises of official activities and the evening programme which is of duration 3 to 4 hours comprises of cultural programme. The cultural programme based on choreography based dance which include atleast 2 to 3 dances of our state like Chau, Pyka dance etc. and dances of other states showing their cultural like Bhangra of Punjab, Dandia of Gujrat, Bihu of Assam etc.
 - iii) There may be a programme of Sound and Light i.e VISUAL SHOW (3D mapping) reflecting essence and pride of Jharkhand. A separated vender will be selected for this show but all arrangements for this show should be provided by the selected bidder.

The overall theme of the event shall be mobile governance.

2. The selected bidder (Event Management Agency) shall be responsible for:
 - a.) Managing the entire function
 - b.) Preparation of detailed programme in consultation with the Authority
 - c.) Conduct the entire programme as per the Programme Schedule
 - d.) Preparation of stage and pavilion which including stall of 24 district and food court. The standard size of stall of food court is 9 sq.mt. and the size of stall for each district is 27 sq.mt.

- e.) Provide required audio/ Visual installation.
- f.) Provide required all electrical facilities alongwith necessary equipments and 100% stand by and uninterrupted power.
- g.) Get the Pre-programme rehearsal done for all activities for complete two days i.e. on 11th & 12th October 2015 before the Foundation Day, which includes but not limited to the following :-

Details of the events and scope of work

- 1. Stalls of 24 Districts (13th to 15th Nov., 2015 in Morhabadi Maidan, Ranchi)** - Special features relating to Art & Culture of the particular district will be displayed in each stall facilitated by the district administration.
- 2. Taste of Jharkhand** - (Food courts)- 30 food courts to be allotted to Hotels and SHG groups. Specialities of the food of Jharkhand shall be kept in mind in the menus of the food courts.
- 3. Cultural events-** Song, Folk Dance, Theater and Painting related events (the artist provide by state government)
- 4. Competition and Final Performance** - Competition of district teams will be held on 13th and 14th November, 2015. Final performance by the winner teams will be organised during main function on 15th November 2015. Prize and certificate distribution will also be held in main function.
- 5. Special Performance in Main function** - Chau and Pika dance will be performed during main function with the dance of other state like Bhangra of Punjab, Dandia of Gujrat, Bihu of Assam etc. and this performance must be based on choreography.
- 6. Arrangements for the artists** - The Event Management Agency will arrange following items for 1200 artists
 - a. Traveling allounces**

- b.** Fooding and lodging
- c.** Certificates for all artists
- d.** Prizes to the winners
- e.** Local transportation
- f.** Travel to tourist places/Excursion
- g.** Drinking water and sanitation

7. Any other activity as proposed by the Event Management Agency in consultation with the EMOC.

c. Annexure II: Format for Qualification Criteria

Sl.No	Details of the Event Managed by the Company	Value of the Assignment (in Rs Lakhs)	Client	Year				
				2015	2014	2013	2012	2011
1								
2								
3								
4								
5								
6								

Note: Bidder must provide documentary evidence against each of the information mentioned above.

Annexure III: On the Letter Head of the Bidder

To,

The Secretary,
Department of Tourism, Art-Culture, Sports and Youth Affairs,
Government of Jharkhand,
Ground Floor, FFP Building, Dhurwa, Ranchi -834004

Subject : Appointment of Event Management Agency for managing the Jharkhand State FOUNDATION Day ceremony scheduled on 13th to 15th November 2015 at Morhabadi Football Stadium, Ranchi – Financial Proposal.

Dear Sir,

We, the undersigned, declare that:

- (a) We have examined the Event Site and Scope of Work at Annexure I of the Bidding Documents and do hereby confirm that all the terms and conditions contained in the Bidding Document are acceptable to us.
- (b) We offer to execute in conformity with this Bidding Documents and offer a total price of our bid for the subject project to Rs. (In words: Rupees) inclusive of all taxes and duties as applicable.
- (c) Our Bid shall be valid for a period of 60 days from the bid due date.
- (d) If our Bid is accepted, we commit to extend our services in accordance with the Bidding Documents;
- (e) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signature of the authorized representative with seal.