



# RASHTRIYA SANSKRITI MAHOTSAV The National Cultural Festival of India 2015

24th October to 10th November 2015



## The Tender can be downloaded from :

[www.ncfindia2015.in](http://www.ncfindia2015.in) [ website of Mahotsav ]  
[www.culturenorthindia.com](http://www.culturenorthindia.com) [ Website of the Nodal Agency ]  
[www.eprocure.gov.in](http://www.eprocure.gov.in) [ Central Public Procurement Portal, Govt. of India ]

**File Number - RSM/TN/26092015/001 (06)**

**Empowered Organising Committee  
Rashtriya Sanskriti Mahotsav  
The National Cultural Festival of India 2015  
North Zone Cultural Centre NZCC [ Nodal agency ]  
Ministry of Culture, Government of India**

**Dated the 26<sup>th</sup> September 2015 , New Delhi**

## TENDER DOCUMENT

**Sub.: Notice for inviting Tender** Towards Hiring an Event Management Agency/ company suitable and willing for providing the following services for RASHTRIYA SANSKRITI MAHOTSAV [ National Cultural Festival of India 2015 ] to be held at IGNCA, 11 Mansingh Road , New Delhi 110011, from 24th October to 10th November 2015 .

The **Empowered Organising Committee, of Rashtriya Sanskriti Mahotsav, The National Cultural Festival of India 2015** , [ hereafter referred to as the EOC ] on behalf of Ministry of Culture, Govt. of India invites Tenders/ Bids from well experienced and financially sound event management agencies/ companies for providing below mentioned services for **RASHTRIYA SANSKRITI MAHOTSAV [ National Cultural Festival ] to be held at IGNCA, 11 Mansingh Road , New Delhi 110011, from 24th October to 10th November 2015 .**

Interested and experienced agencies/ companies fulfilling the eligibility criteria are requested to submit their formal application as per the tender document along with relevant documents as mentioned.

**SCOPE OF WORK** [ [refer to annexures for details](#) ]

### **1. Manpower Management services**

## **Terms and conditions, Stipulations, Eligibility Criteria and Information for Services.**

1. The agency/bidder should be a well established Professional Event management agency/ company and must have experience of minimum 3 years in the same industry having a minimum of experience of **3 ( Three )** such Events/ Conferences/ Award Function of Govt. of India/Public Sector Undertaking/MNC during the past 3 financial years.
2. The agency/bidders should submit the complete turnkey proposal with rates in breakup of each & every item which will be required to conduct the festival and work of event management will be awarded to the selected agency/bidder on turnkey basis only.
3. The agency/bidder should submit the proper documents in support of the bidder's credentials, past performance, list of clients, list of events/ conference/award functions conducted/ managed for various organizations and specifically Govt. of India if any with performance certificate, appreciation letters etc .
4. Bids incomplete in any form are liable to be rejected out rightly.
5. The bidder would not be allowed to negotiate after submission of bids.
6. Any enquiry after submission of the bids would not be entertained.
7. The rates quoted by the successful bidder shall remain valid for a period of 90 days from the date of opening the bid.
8. The successful bidder shall be required to comply with all the instructions of the venue management [ Caretaker/CCW (Civil & Electrical) ] and would restore the areas to its original form after the event. All security instructions connected with security would be observed by the bidder.
9. The competent authority reserves the right to reject any/ all bid(s) without assigning any reason thereof.
10. Vague, incomplete or quotations by fax, telex, telegram would not be entertained and summarily rejected.
11. Bidders who have downloaded the tender from the website have to submit the tender along with the tender cost in the form of the demand draft in favour of **North Zone Cultural Centre, Rashtriya Sanskriti Mahotsav** drawn on any nationalized bank payable at New Delhi for Rs 2000/- + 12.5% VAT i.e Rs 2250 (Rupee Two Thousand Two hundred and fifty only), Bids without the cost will be summarily rejected.
12. Tenders have to be accompanied by an Earnest money Deposit of **Rs 40,000** /- [ Fourty Thousand only ] in the form of a demand draft/ bank guarantee in favour of **North Zone Cultural Centre, Rashtriya Sanskriti Mahotsav** drawn on any nationalized bank payable at New Delhi .
13. The closing time and date for submission of bids would be 1700 hours of **10th October , 2015** . Bids will be opened at 1100 hrs on 11<sup>th</sup> October , **2015**.
14. Bids received after the due date and time specified above for receipt of bids would not be summarily rejected.
15. Any bid that is received without the Earnest money deposit would not be accepted.

16. For any clarification, please send email on **celebrate@ncfindia2015.in** or contact **Festival Office on phone no. +91- 9899115599** on any working day between 1000 Hrs to 1730 Hrs, upto three days prior to the date of submitting of the tender .
17. The details of taxes chargeable should be clearly indicated against each item.
18. No charges would be paid, if the festival , for any reason, gets cancelled on or before 72 hours of the scheduled date and time of the event. The bidder should indicate the charges, if any, payable to him, if the convention is cancelled within 72 hours of the scheduled date and time of the convention. Payment in that case would be subject to verification.
19. No additional charges would be paid to the bidder, in case the dates of the Convention are rescheduled. In case the bidder company backs out of the contract, then it shall be liable to pay damages to the tune of 25% of the contract amount at the time of withdrawing from the contract.
20. It will be the responsibility of the selected Company/ Event Manager to obtain signatures of the Nodal Officer appointed for the purpose by this Office, on Challans towards items supplied/provided by the Event Manager. In case of items for which authenticated Challans are not submitted, no payment would be made.
21. The successful bidder will be decided on the basis of L1 [ Lowest Estimated Tender ] i.e lowest cost. If the L1 refused to take up the job on certain reasons then the job will be allotted to L2 on the rates quoted by L1 and so forth will be considered eligible.
22. The successful bidder would be required to visit office of Festival committee, as and when called for, in connection with making arrangements for the meeting.
23. The bidder should take measures to protect the signage items from rain.
24. The bidder would be responsible to obtain necessary permissions from NDMC/MCD and/or other authorities to put up signage on the roads, and at vantage points in the venue premises. In case letters in this regards are required from the Ministry of culture / EOC the bidder should inform and obtain the same from Ministry of culture / EOC well in time.
25. The successful bidder would be required to deposit a Security Deposit @ 10% of the Contract Value drawn in favor of "**North Zone Cultural Centre, Rashtriya Sanskriti Mahotsav, New Delhi**" ] in the form of a demand draft/ bank guarantee drawn on any nationalized bank payable at New Delhi . The Security Deposit should remain valid for a minimum period of 90 [ ninety ] days beyond the date of completion of all contractual obligations on the part of the successful bidder.
26. The release of the Performance Security would be subject to satisfactory completion of the work and contractual obligations.
27. The Chairman of the EOC, would be the competent authority of the EOC, to certify that the Company/ Event Manager has completed all the works and contractual obligations in full, to the entire satisfaction of this Office.
28. Payment will be made within 90 days of completion of event and subject to completion of work and all contractual obligations, to the entire satisfaction of competent authority.

29. The chairman of the EOC would be competent to forfeit partially or in full the Performance Security Deposit, if felt essential, due to non completion of any work partially or in full or due to unsatisfactory completion of any part of the work. The bill raised by the Agency/ Event Manager should have all tax registration numbers printed on the bill. Decision of the EOC on these matters will be final and binding.
30. Any such clause(s) and / or terms and conditions, that the bidder desired to include for providing service / supply goods, should be clearly mentioned in the bid. If some details are given on separate sheets, there should be a clear indication in the bid that it has been given in separate sheets.
31. In the bid the bidder shall provide for the Commission various relevant details including;
  - a) The bidder shall return this form duly signed on each page of this form as a token of accepting the bid.
  - b) Details of similar events organized for Central / State Governments or its autonomous bodies like Companies /Commission / Societies etc. in the past 03 years.
  - c) Letter of references from the resource persons of the organization for whom the above work was carried out.
  - d) Details of the work that the bidder intends to perform for this festival.
  - e) Details of manpower that the bidder will place at the disposal of the EOC, and
  - f) Any other document that the bidder considers necessary for the EOC to take note of while deciding the bid.
32. If requested, the bidder at its own expense will come, explain, make presentation and provide clarification about its proposal before the Chairman or any authorized person of the EOC.
33. The EOC need not select the lowest bid, but reserves the right to select a bid that fulfill the requirement/scope of work and provides the best value for the money.
34. In case the selected bidder failed to take up or complete the task satisfactorily, the EOC will be free to terminate the contract. Notwithstanding the above, if the circumstances so demand ,in the interest of conducting the festival, the chairman of the EOC shall be free to choose any other agency and award the task to the agency including the task awarded to the agency in question. Any extra cost that the EOC has to pay will be deducted from the bank draft given for the "Performance Security" in favour of the EOC for this purpose or from the pay. The decision of the chairman of the EOC in this regard shall be final.
35. The bidder shall indemnify the EOC against any liability criminal / civil arising on account of the services hired by the EOC.
36. The bidders shall abide by these terms and conditions. Agreement containing the above may be drawn to remove any doubts in this regard.
37. The EOC reserves the right to change any condition listed above in the interest of the work at hand.
38. In the event of dispute, the Chairman of the EOC shall be heading the arbitration with all the members of the EOC and the award made by the forum shall be binding on both the party.
39. All disputes arising shall be resolved before the competent court having jurisdiction/area of Delhi.

40. FORCE MAJEURE : The EOC shall not be responsible for any damages out of any act of God.

<b>INFORMATION FORM</b>	
<b>S.NO</b>	<b>DETAILS</b>
1	Agency/ company Profile
2	Agency/ company details [ Registration/ certificate of incorporation etc ]
3	Areas of operation/ address proof of the agency/ company
4	Management team
5	PAN card details
6	Service Tax, VAT details
7	Last 3 years ITR / balance sheet
8	Name, contact details and valid ID and address proof of the Person authorized

#### **DECLARATION**

I/We have read the above terms and conditions carefully, understood them thoroughly and agree to abide by them.

Place:

Date:

Signature(s) of the proprietor/partners  
or authorized signatory  
(with firm/company seal)

**The Document can also be downloaded from the Ministry's website in the following link :**

[www.ncfindia2015.in](http://www.ncfindia2015.in) [ website of Mahotsav ]  
[www.culturenorthindia.com](http://www.culturenorthindia.com) [ Website of the Nodal Agency ]  
[www.eprocure.gov.in](http://www.eprocure.gov.in) [ Central Public Procurement Portal, govt. of India ]

**Sd/-**

**Prof. (Dr.) Rajinder Singh Gill**

Director, NZCC, Patiala [ Nodal Agency ]  
Chairman, Empowered Organizing Committee  
RASHTRIYA SANSKRITI MAHOTSAV 2015

**TENDER SUBMISSION ADDRESS**

Rashtriya Sanskriti Mahotsav Festival Office  
[ President office , CV Mess ]  
Indira Gandhi National Centre for Arts  
11 Mansingh Road  
New Delhi - 110 011

## ANNEXURE

### 1. Manpower Management Services

NUMBER	REQUISITES	RATE	REMARKS
S.NO	DESCRIPTION	BASIC RATE PER PERSON / DAY	
1	Security personnel Male / armed		Minimum requirements of 20 days
2	Security personnel Male / unarmed		Minimum requirements of 20 days
3	Security personnel Female		Minimum requirements of 20 days
4	Housekeeping personnel Male		Minimum requirements of 20 days
5	Housekeeping personnel Female		Minimum requirements of 20 days
6	Volunteers Boys and girls		Minimum requirements of 20 days