



भारत पर्यटन विकास निगम लिमिटेड  
**India Tourism Development Corporation Limited**  
(A Government of India Undertaking)

## **Notice Inviting E- Tender**

**Tender No. ITDC/AE/MoT/Event/Rajpath-2017 Dated 08.07.2017**

## **Notice Inviting E-Tender**

**For**

**Appointment of an Event Management Agency  
on turnkey basis**

**For**

**Designing, Execution and Management/ Supervision of  
arrangements, activities and services for an Event being  
organized in conjunction  
with Independence Day Celebrations 2017**

**At**

**South and North Lawns of Rajpath, near India Gate (Areas  
between Mansingh Road and Janpath Road) South of  
Rajpath, New Delhi including Lawn, Bajripath, Water Body,  
Parking areas etc.**

**(Event Dates 12<sup>th</sup> – 18<sup>th</sup> August 2017)**

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## INDIA TOURISM DEVELOPMENT CORPORATION LTD

### Ashok Events

#### SUMMARY OF E-TENDER DETAILS

**Appointment of an Event Management Agency having set up in Delhi/NCR on turnkey basis for Designing, Execution, Supervision/ Management of arrangements, activities and ancillary services for an Event being organized in conjunction with Independence Day Celebrations 2017 at South and North Lawns of Rajpath, near India Gate (Areas between Mansingh Road and Janpath Road) South of Rajpath, New Delhi including Lawn, Bajripath, Water Body, Parking areas etc.**

**(Event Dates 12<sup>th</sup> – 18<sup>th</sup> August 2017)**

Tender Fee	<b>Rs. 5,000/-</b> (Rupees Five thousand only)
Earnest Money Deposit	<b>Rs.5,00,000/-</b> (Rupees Five Lakh only)
Performance Security Deposit Amount	<b>15% of Contract Value</b>
Last Date and Time of submission	<b>21/07/2017 at 23:59 hrs.</b>
Place of submission of Tender	<b>E-Tender (Online)</b>
Date and Time of Opening of Tender	<b>22/07/2017 at 16:00 hrs</b>
Place of Opening of Tender	<b>Electronically</b>
Pre- Bid /Clarification Meeting	<b>12/07/2017 at 11 AM to 1 PM</b> at <b>Ashok Events Division</b> 3rd Floor, Annexe Wing, The Ashok Hotel 50-B, Chanakyapuri, New Delhi-110 021.
Contact Person	<b>Sr. Manager, ITDC – Ashok Events</b> <b>India Tourism Development Corporation Ltd,</b> <b>Ashok Events Division</b> 3rd Floor, Annexe Wing, The Ashok Hotel 50-B, Chanakyapuri, New Delhi-110 021 <b>Tel No. 011-26872616,</b> <b>Fax No. 011- 26873167</b>

All Corrigendum/extension, if any, regarding the tender shall be uploaded on this website only i.e. <https://itdc.eproc.in>.

Information is also available at [www.thesashokgroup.com](http://www.thesashokgroup.com), [www.tenders.gov.in](http://www.tenders.gov.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in) only.

## **E-TENDER NOTICE**

### **INDIA TOURISM DEVELOPMENT CORPORATION LIMITED** **ASHOK EVENTS DIVISION**

**TENDER NO. ITDC/AE/MOT/Rajpath-2017 dated 07.07.2017**

**Appointment of an Event Management Agency having set up in Delhi/NCR for execution on turnkey basis for Designing, Execution and Supervision/management of arrangements/activities and ancillary services for an event being organized in conjunction with Independence Day celebrations-2017 at Area between Mansingh Road and Janpath Road, South of Rajpath New Delhi including Lawn, Bajripath, water body, Parking areas etc. from 12<sup>th</sup> to 18<sup>th</sup> August 2017.**

ITDC Ltd., on behalf of Ministry of Tourism, Government of India, invites E-tender from well established, experienced, reputed, professional Indian Agencies/Agencies of Indian Origin having set up in Delhi/NCR for execution on turnkey basis with experience of minimum 05 years as on 31<sup>st</sup> March, 2017 in Designing, Execution and Supervision/Management of arrangements / activities and ancillary services, on turnkey basis at Area between Mansingh Road and Janpath Road, South of Rajpath New Delhi including Lawn, Bajripath, water body, Parking areas etc. from 12<sup>th</sup> to 18<sup>th</sup> August 2017 in conjunction with the Independence Day Celebrations 2017.

(The Event timings are likely to be 9 hours per day in the evenings for the event days)

Only Agencies/Parties having **Average Annual Turnover of Rs 5.00 Crore** in the **relevant Event Management Field** during the **3 financial years i.e. 2013-14, 2014-15 and 2015-16** need only apply.

The tendered items should strictly comply with requirements / specifications given in the tender document. Incomplete/conditional offers shall be rejected out rightly.

For other Terms & Conditions please refer to the NIT/ Tender document.

The required documents complete in all respects are to be uploaded on e-portal only i.e., <https://itdc.eproc.in>. The following amount are to be submitted online i.e. (1) Tender Fee (non-refundable) of Rs. 5,000/- (Rupees five thousand only) and (2) Earnest Money Deposit of Rs. 5,00,000/- (Rupees Five lakh only) along with other related necessary documents required as per NIT.

**Interested/prospective bidders are requested to submit their responses to the “Tender/Bid” through online portal only i.e. <https://itdc.eproc.in> till 21.07.2017 upto 23:59 hours.**

For any clarifications contact: Sr. Manager, ITDC – Ashok Events, India Tourism Development Corporation Ltd, Ashok Events Division, 3rd Floor, Annex Wing, The Ashok, 50-B, Chanakya Puri, New Delhi-110 021, Tel No. 011-26872616.

## **E-TENDER DOCUMENT** **(Ashok Events Division)**

**Appointment of an Event Management Agency having set up in Delhi/NCR for execution on turnkey basis for Designing, Execution and Supervision/management of arrangements/activities and ancillary services for an event being organized in conjunction with Independence Day celebrations -2017 at Area between Mansingh Road and Janpath Road, South of Rajpath New Delhi including Lawn, Bajripath, water body, Parking areas etc. from 12<sup>th</sup> to 18<sup>th</sup> August 2017.**

1. E-tender (online bids) are invited by I.T.D.C.Ltd (A Government of India Undertaking) on behalf of Ministry of Tourism, Govt. of India, for Appointment of an Event Management Agency having set up in Delhi/NCR for execution on turnkey basis for Designing, Execution and Supervision/Management of arrangements/activities and services for an event being organized in conjunction with Independence Day Celebration-2017 at Areas between Mansingh Road and Janpath Road, South of Rajpath New Delhi including Lawn, Bajripath, Water Body, Parking areas etc. from 12<sup>th</sup> to 18<sup>th</sup> August 2017 as per terms and conditions indicated in the tender document.
2. The event related preparations & requirements are to be positively completed in all respects as per requirements of ITDC Ltd. and Ministry of Tourism in consultation with other Govt. departments/agencies etc., latest by **10<sup>th</sup> August 2017**. However the state theme pavilions area should be ready latest by 08/08/2017.
3. The tender document is available on ITDC website <https://itdc.eproc.in> from **08.07.2017**. The online bids will be received till **21.07.2017** up to **23:59 Hrs.** The technical bids will be opened on **22.07.2017** at **16:00 Hrs.** electronically.
4. The bidders who are desirous of participating in e-tender shall upload their technical and financial bids in the prescribed formats. The bidder shall upload all **bid documents** with **Digital Signature Certificate (DSC)** of Class-3 (Signing & Encryption both) owning the responsibility for their correctness/authenticity.
5. The bids are required to be uploaded strictly as per the guidelines indicated as given in website- <https://itdc.eproc.in>.
6. In order to participate in the tender, **the bidder has to register with ITDC's Authorised Service Provider e-tendering Service providers M/s C-1 India Pvt. Ltd. on payment of prescribed annual registration fee.** Details are given in the web site <https://itdc.eproc.in>. The prospective bidder is required to contact ITDC Authorized Service provider **M/s C-1 India Pvt. Ltd., Plot No. 301, 1<sup>st</sup> Floor, Udyog Vihar Phase – 2, Gurgaon-122015, Haryana**, India for any query/ process regarding e-tendering well in advance to have sufficient time for all processes of registration.

7. For any further clarification with regard to e-tender process, you may contact e-tendering helpdesk nos. **91-124-4302030/31/32**. Intending bidders in their own interest may approach the e-tendering helpdesk well in advance to ascertain the requirements to participate in the e-tender.

8. Minimum requirement for e- tendering

**Computer System Requirements:**

- Minimum of 512 MB of RAM.
- Minimum 1 USB port
- Windows Operating System
- DSC Dongle driver should be installed before logging in
- Reliable Internet Connectivity.
- Certificate with full chain.
- Certificate should not be expired it should be a valid certificate

**Operating System**

- Windows XP SP 3
- Windows 7

**Browser Version**

- Internet Explorer Versions 8.0 or above/ Chrome/ Mozilla Firefox

9. The bidders are required to have class -3 digital certificate with both signing and encryption from the authorized digital signature Issuance Company. Please refer website - <https://itdc.eproc.in>. for more details.
10. The prospective bidders should read carefully the clauses mentioned as here under before submitting their bid. The required clarifications, if any, may be sought prior to the submission of bid. It is desirable in Bidders own interest to attend the Pre-Bid Meeting so as to understand and clarify any issues related to Event/Tender. No request for clarification will be entertained once the tender is submitted.
11. The required tender fee of Rs.5,000/- (Non-refundable) Rupees Five thousand only and Earnest Money Deposit of Rs5,00,000/- (Rupees Five Lakh only) (refundable after award of tender without interest to unsuccessful bidders) is to be submitted through online mode only as per the instructions in the website - <https://itdc.eproc.in>. No other payment mode will be accepted. The cost of money transfer (including payment gateway commission and taxes etc.) has to be borne by the bidder. It is therefore, advised that the bidder should consider the time required to process the payment electronically (i.e. NEFT/RTGS, Net Banking, Credit/Debit cards) to ITDC, into consideration before submitting the bid. The ITDC will not be liable (in any case) for delay/non-payment in this regards.
12. The financial/price bid is to be submitted online only on website <https://itdc.eproc.in> as per website/NIT guidelines
13. Proof of having successfully managed at least one (1) outdoor event anywhere in India for a Central/State Government client i.e., Ministry/ Department/ PSU (Public Sector Undertaking), Govt. Autonomous Body/Authority and CII, FICCI and ASSOCHAM where the end user/ ultimate client is the government, during the financial years 2014-15 to 2016-17 for a billed amount not less than Rs.75.00 Lakh excluding all taxes & levies etc. (Rupee seventy five lakh only). Self attested Copies

of (i) work orders issued by the client, (ii) copy of the bill raised and (iii) document indicating satisfactory completion of the event issued by the client or proof of receipt of full payment for the event duly certified by the Chartered Accountant is to be submitted.

14. Copies of valid PAN No., PF, ESI, Goods & Service Tax Registration (GST) should be uploaded as a proof as per the document requirement of e-tender bid submission.
15. Agencies/Parties registered under MSME Act are exempted from payment of Tender Fee and EMD deposit on submission of requisite documents during submission of bid. However such exemptions will be given strictly as per the MSME Act/guidelines.
16. Bank Solvency Certificate from a scheduled bank is required for a value not less than Rs. 1.50 Crore. The certificate should not be issued prior to 12 months from the last day of receipt of the online bids.
17. The prospective bidder is required to upload copy of duly audited Balance Sheet and statement of profit and loss and Audit Report from a firm of Chartered Accountants for the Years i.e.:-

Agencies following Financial year  
As Accounting year

Agencies following Calendar year  
as accounting year

(a) For the F.Y 2015-2016

(a) Calendar Year 2013

(b) For the F.Y 2014-2015

(b) Calendar Year 2014

(c) For the F.Y 2013-2014

(c) Calendar Year 2015

18. Proof of minimum average annual financial turnover amounting to Rs 5.00 crore in the relevant Event Management Field, from the firm of Chartered Accountants during 3 financial years ending 31st March of following financial years- 2013-2014, 2014-2015 & 2015-2016 to be submitted. Even the agencies following the calendar year as accounting year must submit/upload the Proof of minimum average annual financial turnover amounting to Rs 5.00 crore in the relevant Event Management Field, from the firm of Chartered Accountants during 3 financial years ending 31st March of following financial years- 2013-2014, 2014-2015 & 2015-2016 only.
19. Structure of firm, Sister concerns, branch offices, Name of Director(s)/ Partner(s)/ Proprietor with technical staff & others related details (Refer Annexure-II) to be submitted.
20. Original documents, if required, may be asked from the bidders for verification of documents submitted along with the bid.
21. Bidders are advised to inspect and examine the site(s) and its surroundings and satisfy themselves before submitting their bids so as to understand the nature of the ground and sub soil, the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all information as to the risk, contingencies and other circumstances which may influence or effect their bid. A Bidder shall be deemed to have full knowledge of the site, whether he inspects it or not and no extra charges shall be allowed.
22. Submission of a e-tender by a bidder implies that he has read and understood this notice and all other contract documents/ NIT and has made himself aware of the

scope and specifications of the work to be awarded to him by this Corporation (ITDC) and local conditions and other factors bearing on the execution of the work.

23. All rates shall be quoted in online e-tender form and shall include –
- (a) Material, labour, transportation, applicable fees, all taxes{except Goods & Services Tax(GST)}, duties, testing, commissioning, supervision, tools and plants, wastage, sundries, scaffoldings, permissions, NOCs etc as required in mobilization up to de-mobilization etc., and nothing shall be payable on this account.
  - (b) The rates quoted by the bidders shall be exclusive of Goods & Services Tax(GST)}, which shall be indicated separately in the bid format (where ever applicable). However the amount of GST, extra as applicable, will be reimbursed/paid after receiving claim by the bidder duly supported with deposited challans of GST.
24. On acceptance of tender, the Earnest Money deposited will be treated as part of the Security Deposit as Performance Guarantee. The balance security amount shall be deposited by the party immediately within 3 working days from the date of acceptance of award of work (LOI) by submitting Bank Guarantee from any Scheduled Bank or by way of depositing of such amount by way of Demand Draft in favour of ITDC Ltd- Ashok Events or through RTGS.
25. The India Tourism Development Corporation Ltd. will return the Earnest money without interest to unsuccessful bidders after finalisation of Contract.
26. For the services required in the tender, the prices shall be quoted in Indian Rupees(INR) and payment for such services as specified in the agreement shall be made in Indian Rupees only.
27. The General Terms & Conditions of the Contract or any special condition of the contracts attached with tender will form integral part of the contract. The bidders are required to sign complete tender document and also digitally sign as token of acceptance and upload the same on e-portal.
28. A bidder shall submit the bid which satisfies each and every condition laid down in this notice, failing which the bid is liable to be rejected.
29. The India Tourism Development Corporation Ltd. does not bind themselves to accept the lowest or any bid or to give any reasons for their decisions which shall be final and binding on the bidders.
30. The India Tourism Development Corporation Ltd. reserves to themselves the right of accepting the whole or any part of the tender and bidder shall be bound to perform the same at his quoted rates.
31. The validity of the tender(s) shall be up to **90 (Ninety)** days from the date of opening of tender.
32. In case, it is found during the evaluation or at any time before signing of the contract or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the bidder or the applicant has made material misrepresentation or has given any materially incorrect or false information, appropriate legal/penal etc., action shall be taken by ITDC Ltd. including but not



limited to forfeiture of EMD, Security Deposit , black listing etc., as deemed fit by ITDC/MoT.

33. Conditional bids and bids not uploaded with appropriate/ desired documents may be rejected and decision of I.T.D.C Ltd. in this regard shall be final and binding.
34. The agency shall be solely responsible for complying with the provisions of Provident Fund and ESI etc.,(as amended from time to time) relating to manpower engaged to this contract. In the event of any liability on ITDC Ltd.due to failure of contract to comply the said Acts, the agency shall indemnify and reimburse the amount payable to ITDC Ltd. on this Account.However it must be clearly understood that the agency/bidder will comply to all statutory obligation in force and amended from time to time and ITDC Ltd. will not be held responsible in any manner whatsoever for any non-compliance of statutory obligations.
35. Check list of Tender Submission to be submitted with tender duly filled up, signed and stamped by the tenderer. (Annexure – VIII).
36. The bidders has to submit the Integrity Pact duly filled up, signed and stamped by them on non judicial stamp paper of Rs.100.00(As per format given in Annexure - III).
37. This Notice of Tender (NIT) shall form part of the Contract Document.
38. Any amendment in tender conditions, corrigendum would be notified on Website only namely-  
<https://itdc.eproc.in>,[www.theashokgroup.com](http://www.theashokgroup.com),[www.tenders.gov.in](http://www.tenders.gov.in),[www.eprocure.gov.in](http://www.eprocure.gov.in). The prospective bidders are advised to visit website regularly.
39. Bids from Consortiums are not allowed.
40. The technical bids should be uploaded as per the requirements of NIT and should not contain price information otherwise the bid will be rejected.
41. ITDC Ltd. reserves the right to verify the claims made by the bidders and to carry out the capability assessment of the bidders and the ITDC s decision shall be final in this regard.
42. The Pre-bid meeting shall be convened on 12.07.2017 between 11.00 am to 1.00 pm at Ashok Events Division, 3rd Floor, Annexe Wing, The Ashok Hotel, 50-B, Chanakyapuri, New Delhi-110021. It is desirable for the Bidders to attend the Pre-Bid Meeting so as to understand and clarify issues if any, related to Event/Tender.
43. The bidder should provide information on any history of litigation or arbitration resulting from contracts in last five years and currently under execution.
  - Year Award for/ or against bidder-----
  - Name of Client Litigation & Dispute-----
  - Matter Disputed-----
  - Amount in Rs-----
44. The bidder shall comply with the provisions/requirements of the Goods and Services Tax Act in force and as amended from time to time. The successful bidder shall indemnify the ITDC from any direct or indirect losses suffered by ITDC due to non compliance.

## **EVALUATION CRITERIA FOR BIDDERS**

The bidder shall be evaluated under QCBS (Quality Cost Basis System) and marks allocated for stage-wise evaluation is detailed below-

S.No.	STAGES	Maximum. Marks
Stage 1	Pre-Qualification stage	0
Stage 2	(a) Technical Evaluation of Proposal	50
	(b) Evaluation of Power Point Presentation– as per Stage 2(b) refer page no. 14	20
Stage 3	Financial bid	30
	<b>TOTAL SCORE</b>	<b>100</b>

### **Stage –1:-**

#### **Pre-qualification Criteria for bidders:-**

The bidder should be fulfilling the following preconditions and must also upload/submit documentary evidence in support of fulfilment of these conditions while submitting the bid.

Sr. No	Pre -Qualification Documents	Documentary Evidence
1	Tender Documents digitally signed & Stamped	Tender document digitally signed and stamped to be uploaded.
2	Tender Fee (non-refundable) Rs 5,000/- deposit details.	<ul style="list-style-type: none"> <li>Transaction ID No.....</li> <li>Date: .....</li> <li>Issued from Bank:.....</li> <li>UTR No -----dated-----</li> </ul>
3	Earnest Money Deposit amount (EMD) Rs 5,00,000/- deposit details	<ul style="list-style-type: none"> <li>Transaction ID No.....</li> <li>Date: .....</li> <li>Issued from Bank:-.....</li> <li>UTR No -----dated-----</li> </ul>
4	The bidder has to submit self-certified letter indicating that they have not been blacklisted by any Government/Department, Organisation, Corporation, Authorities/Bodies etc. as specified in para 13 above	Please upload self-certified letter – As per format given in <b>Annexure-IV</b>
5	Copy of PAN No.	Please upload copy of PAN Card

6	Proof of Registration with ESI	Please upload copy of ESIC Registration
7	Proof of Registration with Employee Provident Fund	Please upload copy of Provident Fund Registration
8	Proof of Registration with Goods & Services Tax	Please upload copy of Goods and Servicestax Registration.
9	Organizational Structure of Firm, Sister concerns, List of branch office details including office details at Delhi / NCR, Name of Directors/Proprietor/Partners with technical staff & others related details needs to be provided.	Please upload information as per <b>Annexure –II</b>
10	Bank Solvency Certificate from a scheduled bank of value not less than Rs. 1.50 Crore. The certificate should not be issued prior to 12 months from the last day of receipt of the online bids.	Bank Solvency Certificate to be uploaded as per requirement indicated.
11	In case companies following financial year as accounting year :-  Audited Balance Sheets, Statement of Profit and Loss and audit report/Tax Audit Report from a firm of Chartered Accountants for the 3 financial Years:- For the year 2013-14 For the year 2014-15 For the year 2015-16	Please upload copies of audited balance sheets, statement of Profit and Loss Account and audit report for three financial years as indicated.
12	In case the companies following calendar year as accounting year:-  Audited Balance Sheets, Statement of Profit and Loss and audit report/Tax Audit Reports from a firm of Chartered Accountants for the 3 calendar years i.e:-  For the Calendar year2013 For the calendar year 2014 For the calendar year 2015	Please upload copies of audited balance sheets, statement of Profit and Loss Account and audit reports for three calendar years as indicated.
13	Proof of minimum average annual financial turnover amounting to Rs. 5.00 crore in the relevant event	Copy of certificate from a firm of Chartered Accountantsindicating the turnover specifically from the Event Management

	management field duly certified from the firm of Chartered Accountants during 3 financial years ending 31st March each of following years- 2013-2014, 2014-2015 & 2015-2016.	field to be uploaded
14	One single Outdoor Event anywhere in India for a Central/State Government client i.e., Ministry/ Department/ PSU (Public Sector Undertaking), Govt. Autonomous Body/Authority and CII, FICCI and ASSOCHAM where the end user/ ultimate client is the Government in the 3 years from 2013-14 to 2015-16 for a billed amount not less than Rs. 75.00 Lakh (Rupees Seventy Five Lakh) (excluding all taxes & levies etc.)	Self-attested Copies of 1. Work Order issued by the client, 2. Copy of the bill raised and 3. Document indicating satisfactory completion of the event issued by the client or proof of receipt of full payment against the bill.
15	Copy of the ITR for the financial years 2013-14, 2014-15 and 2015-16 (Assessment years 2014-15, 2015-16 and 2016-17).	Copy of ITR for the required financial years/Assessment years to be uploaded.
16	The bidder shall submit a power of attorney authorizing the Signatory of the bid to sign and execute the contract in case the bid is signed by a person other than proprietor/partner/director.	Power of Attorney as per the format given in <b>Annexure V</b>
17	The prospective bidder must have at least 5 (five) years working experience in the event management field upto 31.03.2017	Memorandum & Articles of Association including Certificate of Incorporation/ Partnership Deed etc., and duly supplemented with copies of work orders/ supporting documents citing experience.

## **Stage-2**

### **(a) TECHNICAL EVALUATION & MARKING CRITERIA UNDER QUALITY COST BASIS SYSTEM (QCBS) - Marking System for Technical evaluation.**

The technical bid will be evaluated on a scale of 70 marks, and the breakup for each criterion (Submit documentary evidence as per NIT requirements) would be as follows:

S.No	Evaluation Criteria Stage 2 (a)	Marking Criteria	Marks	Maximum Marks
01.	Outdoor Events anywhere in India for a Central/State Government client i.e., Ministry/ Department/ PSU (Public Sector	Single event valuing Rs. 75.00 lakh and above	<b>5 Marks</b>	<b>10 Marks</b>
		For every additional similar event	<b>1 mark</b>  For each	

	Undertaking), Govt. Autonomous Body, Authority and CII, FICCI and ASSOCHAM where the end user/ ultimate client is the Government in the 3 financial years 2014-15 to 2016-17 for a billed amount of Rs.75.00 lakh and above (excluding all taxes & levies etc)		event (subject to max. of 5 marks)	
02.	Events valuing Rs. 30.00 lakh each and above executed anywhere in India during the last three financial years ending 31.03.2017 excluding the events considered at Sl.No.1 of Stage-2 of Technical Evaluation (billed amount excluding taxes, levies etc.)	3 (Three) Events of Rs. 30.00 lakh each and above	<b>5 marks</b>	<b>10 Marks</b>
		for every additional similar event	<b>1 mark</b> For each event of Rs.30.00 lakh and above (Subject to max. of 5 marks)	
03.	Cumulative turnover in the relevant event management field during 3 financial years ending 31st March of following financial years-  <u>2013-2014</u> <u>2014-2015</u> <u>2015-2016</u>	Cumulative Turnover above Rs. 15 Crores but less than 16 crore	<b>5 marks</b>	<b>15 Marks</b>
		For every additional turnover of Rs. 1.00 crore above Rs.15.00 crore	<b>1 mark</b> For each additional turnover of Rs.1.00 crore (subject to max. of 10 marks)	
04.	Total Experience in the field of Event Management as on ending 31.03.2017	Five Year's Experience	<b>5 marks</b>	<b>15 Marks</b>
		For every additional completed experience of 1 year above 5 year	<b>1 mark</b> For each year (subject of max. of 10 Marks)	
S.No	<b>Evaluation Criteria – STAGE-2 (B)</b>	<b>Marking Criteria</b>	<b>Marks</b>	<b>Maximum Marks</b>

<b>01.</b>	<b>POWER POINT PRESENTATION</b>	The bidder has to make Power Point presentations in front of evaluation committee of ITDC		<b>20 Marks</b>
	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. The maximum marks for the Power Point Presentation are 20. The presentation will be evaluated by the Evaluation Committee on parameters that include:-			
	➤ Understanding of the event, its profile, requirements etc ; plan; execution strategy etc.		<b>7</b>	
	➤ Execution plan & strategy that addresses imperatives of safety, security, success etc while exercising economy etc		<b>7</b>	
	➤ Suggestions, improvements as to creation and enhancement of ambience to give a colourful, festive and patriotic look to the event etc.		<b>6</b>	

The Bidder is expected to upload the required documents in their own interest as mentioned in the NIT and the checklist as per Annexure-VIII to facilitate bid evaluation.

- Only those bidders who fulfil the pre-qualification criteria (stage-1) shall be shortlisted for Technical evaluation (Stage-2). Total marks allocated at stage-2 i.e. Technical evaluation is 50 marks and presentations comprises of 20 marks making Total Marks allocated at technical evaluation stage as **70 marks**.The

bidder scoring minimum 49 marks (70% of 70 marks) will qualify for opening of the financial bid in the stage 3.

- The financial bid at stage – 3 will be opened only after completion of stage 2 and the date of opening of financial bid will be intimated to the technically qualified bidders separately.
- The total marks allocated at technical and financial stages i.e. stages- 2& 3 is 100 marks.
- Marks will be awarded on the basis of Quality Cost Basis Systems (QCBS) at stage-2 i.e. technical evaluation stage including presentation before evaluation committee of ITDC in order to arrive at total marks at technical stage. The schedule of presentation will be intimated separately.

### **Stage-3**

#### **Financial Bid**

- **The financial bid should include:-**

(a) Price Break-up for each of the items of work listed in the Scope of work and Deliverables are to be submitted with total cost inclusive of all taxes of the Event but excluding Goods and Services Tax (GST). The bidder is to ensure that the provisions of GST Act are complied with and the impact thereof on the price bid be considered in strict sense.

(b) The rates quoted will be firm and fixed for the duration of performance of the contract. At no point of time will any deviation from the quoted rate be entertained by ITDC Ltd.

(c) Rate of GST to be indicated separately

(d) The Financial Bid shall not include any conditions attached to it and if any such condition is found, the financial proposal shall be rejected summarily. For Financial Evaluation, the total overall price for the event period will be considered. This Fixed Event Price will cover all costs/expenses of the Agency for undertaking the work as detailed in the Scope of Work.

- Bidder shall fill up entire price bid online. This final amount shall be considered for further evaluation in QCBS formulae.
- ITDC Ltd. reserves the right, at any time and in its absolute discretion, accept or reject Proposals, to pursue negotiations with any number of bidders, to withdraw from negotiations with any bidder at any time and to suspend, discontinue, modify and/or terminate the Tender process at any time.
- ITDC Ltd. will evaluate and compare only the bids determined to be substantially responsive in accordance with NIT terms.
- If the price bid received is not realistic the bid is liable to be rejected.
- In preparing the Financial Proposal, the prospective event management agencies are expected to take into account the requirements and conditions outlined in the tender document.

## **Price Bid and Overall Evaluation**

- Maximum Mark of **30 marks** are allocated for financial bid evaluation.
- Final score for an applicant would be marks of technical bid and weighted score of financial bids. The scoring system of this 'Quality and Cost Based Selection' to be used for obtaining final scores is detailed below:
  - The lowest financial price ( $L_1$ ) will be given a financial score of 30. The second lowest financial price ( $L_2$ ) will be given a financial score =  $\{(L_1 \times 30)/L_2\}$  so nth lowest financial price ( $L_n$ ) will give a financial score ( $F_n$ ) =  $\{(L_1 \times 30)/L_n\}$  (where  $F_n$  is the financial score,  $L_1$  is the lowest price and  $L_n$  is the price of the bidder).
  - Finally, both scores i.e. technical evaluation committee awarded marks ( $T_t$ ) of the bidders & Financial score ( $F_t$ ) of the financial proposal of the respective bidders will be summed to get the final score ( $T_{score}$ ). So  $T_{score} = (T_t + F_t)$  (where  $T_t$  is the technical score,  $F_t$  is the financial score of the bidder). The bidder who gets the highest final score i.e. ( $T_{score}$ ) will be ranked no. 1 ( $R_1$ ).
  - The contract will be awarded to bidder with highest total score Highest ( $T_{score}$ ). In case of tie of highest total score, then technical evaluations score ( $T_n$ ) would be given preference among the tie bidders. In case of same technical evaluation score of tie bidders, then agency having more no. of years of relevant experience in Event Management Field would be the deciding factor.

## **PAYMENT TERMS**

1. No Advance payment will be made.
2. The payment will be made on submission of pre-receipted bill, for the actual services/ items along with the requisite documents of itemized details of the items deployed at site with complete specifications as per scope of work etc., Bank Details for e-payment through RTGS/NEFT along with cancelled cheque of your bank account clearly mentioning Account Holder's name, Account Number, Nature of Account e.g. Current or Savings etc., IFSC Code, MICR Code. However the amount of Goods and Services Tax (GST), extra as applicable, will be reimbursed/paid after receiving claim by the bidder duly supported with deposited challans of GST.
3. The bill should be supported by the Certificate for clearance of the Event area/lawn from the concerned authorities or self certificate supported by indemnity bond.
4. All payments will be made after successful completion of the event to the entire satisfaction of ITDC Ltd. and Principal Organizers i.e. Ministry of Tourism (MOT) and after receipt of payment by ITDC Ltd. from MOT.
5. Tax Deducted at Source (TDS) will be deducted from the bill.

## **FRAUDULENT & CORRUPT PRACTICE**



- Fraudulent practice means a misrepresentation of facts in order to influence aprocurement process or the execution of a Contract and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial on-competitive levels and to deprive the ITDC Ltd. of the benefits of free and open competition.
- Authority will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing,contract(s).
- The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this tender document, the ITDC Ltd. will reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the Prohibited Practice) in the Selection Process. In such an event, the ITDC Ltd. will, without prejudice to its any other rights or remedies, forfeit and appropriate the Earnest Money Deposit, as mutually agreed genuine pre-estimated compensation and damages payable to the ITDC Ltd. for, inter alia, time, cost and effort of the ITDC Ltd., in regard to the tender document, including consideration and evaluation of such Bidder's Proposal.
- Without prejudice to the rights of the ITDC Ltd. under this Clause, hereinabove and the rights and remedies which the ITDC Ltd. may have under the work order or the Agreement, if an Bidder or Agency, as the case may be, is found by the ITDC Ltd. to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the work order or the execution of the Agreement, such Bidder or Agency shall not be eligible to participate/ blacklisted in any tender issued by the ITDC Ltd. for a period as decided by ITDC Ltd. if the bidder is found by the ITDC Ltd. to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be. For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:  
 "corrupt practice" means(i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the ITDC Ltd. who is or has been associated in any manner, directly or indirectly with the Selection Process or the work order or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the ITDC Ltd., shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the work order or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the work order or the Agreement, who at any time has been or is a legal,

financial or technical consultant/ adviser of the ITDC Ltd. in relation to any matter concerning the Project;

- “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;
- “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the ITDC Ltd. with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or having a Conflict of Interest; and  
“Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

### **LACK OF INFORMATION TO BIDDER**

- The bidder shall be deemed to have carefully examined all contracts documents to his entire satisfaction. Any lack of information shall not in any way relieve the bidder of his responsibility to fulfil his obligation under the document.

### **CONTRACT OBLIGATIONS**

- (a) If after the award of the contract the bidder does not sign the agreement or fails to furnish the performance guarantee within the prescribed time limit, the ITDC reserves the right to cancel the contract and apply all remedies available under the terms and conditions of this document.
- (b) The selected bidder shall submit Performance Security Deposit equal to **15%** of the contract price (inclusive of all taxes etc) to the ITDC Ltd. at the time of signing of Agreement. Such amount may be deposited by way of Demand Draft/ RTGS or through Bank Guarantee as per the given format and shall be issued from any Scheduled Bank. (Refer Annexure VI)
- (c) This Bank Guarantee shall be irrevocable and remain in full force for a period of 90 (ninety) days from the Proposal Due Date or for such extended period as may be mutually agreed between the Authority and the Bidder, and agreed to by the Bank, and shall continue to be enforceable until all amounts under this Guarantee have been paid. Any request in respect of foreclosure of bank Guarantee will not be entertained.
- (d) If the selected bidder fails to submit the performance guarantee, the EMD remitted by him will be forfeited by the ITDC Ltd. and his bid will be held void.
- (e) Upon the selected bidder's furnishing of performance security/guarantee and signing of contractual documents, the ITDC Ltd. will refund their EMD amount if the same has not been partly adjusted in performance security amount.
- (f) In case of successful bidder does not perform the work at all, or he shuts down the services of event before the duration, as agreed upon, the amount of performance guarantee shall be forfeited and the agency shall be blacklisted. It may also result into heavy penalty as may be decided by ITDC Ltd./authorities. Further, ITDC Ltd. reserves the right to hire the services from other party and get the work at the risk and cost of the successful bidder.
- (g) The successful bidder is required to enter into an agreement with ITDC Ltd. (refer Annexure-IX) within 3 days of award of contract.

## **FORFEITING OF SECURITY DEPOSIT/BANK GUARANTEE**

- a) If bidder fails to sign the contract /agreement within the prescribed time shall empower ITDC to cancel the LOI and take appropriate action against the bidder including forfeiture of the EMD /Security Deposit and black listing of the bidder.
- b) The successful bidder shall be required to give satisfactory assurance of its ability and intention to complete the works pursuant to give the Contract, within the time set forth therein and according to the terms, conditions and specifications of contract. Failing to which, shall lead to forfeit of performance security deposit.
- c) The security deposit may be fortified in case of but not limited to :
  - (1) In case of complaints in regards to poor performance or non- performance of facilities as mentioned in tender documents
  - (2) In case of damage to ITDC/National property
  - (3) In case of Termination of Contract by ITDC for any breach of contract mentioned in this document/agreement
  - (4) In case, if bidder does not perform the said work at all, or delays in handing over of site complete in all respect (ready for event) or bidder shuts down the services before the duration as agreed upon, the amount of security deposit/bank guarantee shall be forfeited and the bidder shall be blacklisted. It may also result into heavy penalty as decided by ITDC.

## **INDEMNIFICATION**

The bidder will protect the interest of ITDC Ltd. / MOT and indemnify for any liability towards third party on account of any claim thereof arising out of any eventuality.

The successful bidder shall indemnify the ITDC from any direct or indirect losses suffered by ITDC due to non compliance of the provisions/requirement of Goods and Services Tax Act in force and amended from time to time.

## **BIDDER AS SUB-CONTRACTOR**

- The bidder shall not be sub-contractor of another bidder at the bidding stage.

## **DISCLAIMER**

1. The tender document is neither an agreement nor an offer by India Tourism Development Corporation Ltd (herein referred to as ITDC Ltd.) to the prospective bidders. The purpose of this document is to provide information to the interested parties that may be useful to them in the formulation of their proposal pursuant to this document.

2. ITDCLtd. does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this tender document and it is not possible for ITDC Ltd. to consider particular needs of each party who read or use this tender document. This tender document includes statements which reflect various assumptions and assessments arrived at by ITDC Ltd. in relation to the statement of work. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. Each prospective bidder should conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information provided in this tender document and obtains independent advice from appropriate sources.
3. ITDC Ltd. will not have any liability to any prospective bidder under any laws (including without limitation the law of contract, tort), the principles of equity, restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this tender document, any matter deemed to form part of this tender document, the award of the Assignment, the information and any other information supplied by or on behalf of ITDC Ltd. or their employees, any Agency or otherwise arising in any way from the selection process for the Assignment. ITDC Ltd. will also not be liable in any manner whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon any statements contained in this tender document.
4. ITDC Ltd. will not be responsible for any delay in receiving the proposals. The issue of this tender document does not imply that ITDC Ltd. is bound to select a bidder or to appoint the selected bidder, as the case may be, for the services and ITDC Ltd. reserves the right to accept / reject any or all of proposals submitted in response to this tender document at any stage without assigning any reasons whatsoever. The ITDC Ltd. also reserves the right to withhold or withdraw the process at any stage without assigning any reason whatsoever.
5. The information given in this tender document is not exhaustive on account of statutory requirements and should not be regarded as complete or authoritative statement of law. ITDC Ltd. accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
6. ITDC Ltd. reserves the right to change/ modify / amend any or all provisions of this tender document. Such revisions to the tender document / amended tender document will be made available on the website of India Tourism Development Corporation Ltd i.e.<http://itdc.eproc.in>.

## **SCOPE OF WORK / SERVICES REQUIRED**

**Brief of the Event:** The Government of India intends to organize the referred event with the prime objective to create patriotic mood, ensure wider participation of the general public and to promote the cuisine & rich cultural diversity of our country.

The proposed event is on behalf of Ministry of Tourism, Government of India, ITDC-Ashok Events requires on a turnkey basis the services of a well-established, experienced, reputed and professional Indian agency/agency of Indian Origin having set up in Delhi/NCR for execution on turnkey basis with previous experience of Event Execution and Supervision/Management etc. of arrangements, activities and ancillary services for the Execution and Management etc at the area South and North Lawns of Rajpath, near India Gate (Areas between Mansingh Road and Janpath Road) South of Rajpath, New Delhi including Lawn, Bajripath, Water Body, Parking areas etc. (Event dates 12.08.2017 to 18.08.2017) in conjunction with the Independence Day 2017 Celebrations.

The event venue essentially includes the two (2) lawns i.e. South and North Lawns of Rajpath, near India Gate (Areas between Mansingh Road and Janpath Road) South of Rajpath, New Delhi including Lawn, Bajripath, Water Body, Parking areas etc. The intending tenderers may kindly inspect the premises and obtain/ ascertain the dimensions/ layout etc. on their own.

Availability of the two lawns for commencement of execution of the project: is at least ten (10) days prior to the inauguration of the event. The area/s designated for the various activities, arrangements and services is to be segregated into two (2) main blocks – comprising of the two (2) lawns i.e. South and North Lawns. Additional ancillary areas including parking areas, water bodies, bajripath etc shall also require arrangements, services etc.

Essentially the venue shall encompass 5 main activities – Cultural and musical areas, State Theme Pavilions, Food Court and Handicraft areas and interactive activities as listed in scope of work.

It is also proposed to earmark the centre area in the South Lawns at Rajpath as the Central area for the cultural activities with a main stage area.

Military Bands, Cultural Performances, Handicraft and Handloom Artisans are being arranged by respective Government Departments.

The scope of work includes the segregation / appropriation of the areas to ensure that the various aspects of the event are depicted and seen in both a user friendly manner while addressing the security, operational, technical etc requirements.

All the material provided shall be of a quality befitting the status of the event – a National Event. If it is found that sub-standard material is used payment for the same will not be released. No compromise on safety standards shall be accepted. Safe material shall be used with adequate and requisite provisions for covering exigencies etc. The material used should be sturdy and safe in all respects to avoid any untoward incident. All necessary steps to ensure a quality, safe and secure event are the responsibility of the bidder. It is the responsibility of the bidder that all factors have been properly investigated and considered while submitting the bid.

A proposed Arena Plan is to be included in the bid document by all bidders.

The event venue is to be essentially ready by 10<sup>th</sup> August, 2017 and needs to take into account security restrictions, rehearsal schedules and all other restrictions / requirements that may be imposed before, during and after the event dates. The event venues should be handed back in a state to the respective authority / agency to the complete satisfaction of the said authority / agency. The State Theme pavilion area should be ready latest by 8<sup>th</sup> August, 2017.

The event venue through the activities envisaged should essentially reflect a décor and ambience that is commensurate to the profile of the event which is likely to be attended and witnessed by the general public in large numbers. Creating a suitable and pleasing ambience in and around the event venue is a part of the scope of work. The event venue must be visually appealing both from an exterior as well as interior perspective.

Agencies with previous experience of a minimum of 5 (Five) years as on 31.03.2017 in making and relating to arrangements of/in Event Conceptualization and Execution; supervision/ Management of various event activities and rendering services in events only may upload their Technical and Financial Bids as per the Scope of Work which includes but is not limited to :-

The requirement/scope of work may increase/decrease as per actual requirements. In case of increase/decrease in items from the scope of work, the same shall be billed for the actual and the pro-rata payment will be released accordingly. In case the Event is extended; the payments will be released on pro-rata basis. For extra item / work, if any, outside the scope of work, best market rates will be payable. Bill should be raised for the actual services/items provided.

- The event venue through the activities envisaged should essentially reflect a décor and ambience that is commensurate to the profile of the event – an important national event which is likely to be attended and witnessed by the general public.
- There should be regulated yet easy accessibility into and out of the event venues and adjacent areas; with separate entry and exit points into the various areas including for the general public, VIP's etc.
- Proper sign boards for entry and exit points along with signages for parking areas, facilities, etc.
- Summarized layout plan of the venue at various vantage points.
- All material used should be in consonance to fire safety norms & adhere to fire safety standards.
- Refer Annexure-X to this document that outlines a basic layout of the areas between Mansingh Road & Janpath Road, New Delhi including South and North lawns, Bajripath, Water Body, Parking areas earmarked etc South of Rajpath, New Delhi.
- The requirement/scope of work for event for the period 12<sup>th</sup> – 18<sup>th</sup> August, 2017 is



detailed below-

S.No.	Scope of Work	QTY.	Unit	Rate	Amount
1	Entrance Arches made of metal frame with flex print 11mtr (W) x 4.5 mtr (H) duly finished as per design approved by ITDC/ Principal Organizer .	6	Nos. For entire event		
2	<p>Help desk, Delhi Police, CCTV, Medical Room , Fire Control Room, Traffic police etc</p> <ul style="list-style-type: none"> <li>Waterproof Pagodas measuring 5 mtr x 5 mtr , Covered from all sides and top with lockable door for entry and exit having wooden platform base of 10cm with new carpet (colour as per our requirement)</li> <li>Octonorm Tables 3ft x 1 .5ft - 32Nos</li> <li>Banquet chairs with chair covers 48 Nos</li> <li>Power points 64 Nos</li> <li>Pedestal Fans 32 Nos</li> <li>Dust bin 16 Nos</li> <li>Facia 16Nos</li> <li>Adequate lighting(comprising of 3 light fittings of 40 Watt each or compatible LED Light Fittings in each pagoda) 16 Nos</li> </ul>	16	Nos. For entire event		
3	<p><b>Office set up of Concerned Ministries (Ministry of Tourism, Culture, Defence, ASI, Textile, CPWD, ITDC etc.)</b></p> <ul style="list-style-type: none"> <li>Waterproof Pagodas measuring 5 mtr x 5 mtr , Covered from all sides and top with lockable door for entry and exit having wooden platform base of 10 cm. with new carpet (colour</li> </ul>	10	Nos. For entire event		

	as per our requirement) <ul style="list-style-type: none"> <li>• Octonorm Tables 3ft x 1.5ft -20Nos</li> <li>• Banquet chairs with chair covers-40Nos.</li> <li>• Power points -40 Nos</li> <li>• Dust bin -10 Nos</li> <li>• Facia -10 Nos</li> <li>• Adequate lighting(comprising of 3 light fittings of 40 Watt each or compatible LED Light Fittings in each pagoda)-10 Nos</li> <li>• Tower Air-Conditioners of 2 Ton-10 Nos</li> </ul>				
4	<b>Security Items / services including–</b> <ul style="list-style-type: none"> <li>• Baggage Scanning Machines (as per requirements of security agencies) - 8 Nos.</li> <li>• Tensil Canopies of water proof stretchable fabric with MS Frame 40ft x13 ft( to cover 10 Nos DFMD at Entry Points )- 4 Nos.</li> <li>• Manpower for Frisking, detection, security etc. arrangements by trained and uniformed, presentable security personnel (on shift basis of 12 Hours per day) at identified points and as required:- Male - 42 Nos. per day of event on shift basis inDay/Night)- 294 Man Days</li> <li>• Manpower for Frisking, detection, security etc. arrangements by trained and uniformed, presentable security personnel (on shift basis of 12 Hours per day) at identified points and as required:-</li> </ul>		Nos. For entire event		



	<p>Female -18 Nos per day of event in Day Shift only- 126 Man Days</p> <ul style="list-style-type: none"> <li>• Queue managers (ribbonised steel barricading) (as per requirements of security agencies )- 50 Nos.</li> <li>• Security Tower ( Machaan)(as per requirements of security agencies )- 8 Nos</li> </ul>				
5	<p><b>CULTURE AREA INCLUDING –</b></p> <ul style="list-style-type: none"> <li>• Construction/Installation /Dismantling/Clearing of Space Frame Pillar less, Water Proof, Fire Retardant, safe Aluminum hanger structure Non-Air-conditioned(30mx50m) covered from three side &amp; top( Well lit as per our requirement –using fitting cables etc of ISI Standards, well ventilated)</li> <li>• Four (4) tower Air-conditioners of 2 ton for the front rows</li> <li>• 40 Nos. Pedestal Fans.</li> <li>• Main Stage (80 ft x60 ft) for Cultural performance 3 level stage with adequate load bearing capacity (300Pax at a time) with flooring foam and new carpet (Grey Colour). 4 Feet height of stage at first level. Broadside steps and ramp on both sides of the stage. Frontal steps all along the width. Red Carpet covering the front of the stage upto Sofa sets seating rows- 1 No.</li> </ul>	1500 Sq.mtrs	For entire event		

	<ul style="list-style-type: none"> <li>Well Ventilated Green rooms of size of 1000 sq. ft each separate for male &amp; female interconnected with cultural stage. The green rooms to accommodate 80 to 100 artists in each at a time in vicinity of stage area, with wooden platform of 10cm with carpet, 30 banquet chairs with covers each, Garments hanger stand- 8 Nos each, 10 mirrors each, 4 shelves each, 10 Pedestal fans each, Green Rooms to be well lit with 10nos each light fitting of 40 watt each or compatible LED light fittings – 2 No.</li> <li>Holding areas of 10 mtrs x 5mtrs each for cultural artists at an area in the vicinity of the cultural stage with wooden platform of 10 cm, carpet, Banquet chairs with covers- 20 nos each, 2 pedestal fans each and light fittings of 40 watt- 4 nos each or compatible LED light Fittings- 2 Nos</li> <li>Seating for audience:- Sofa Double Seaters- 40 Nos</li> <li>Seating for audience:- Centre Tables( Coffee Table size)- 6 Nos</li> <li>Seating for audience:- Banquet chairs with chair covers and bands- 1000 Nos</li> <li>Stage Lighting:- Box Truss 100ft x70ft- 1 No.</li> <li>Stage Lighting:- Side</li> </ul>				
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	<p>Cuts Section – 16ft- 2 Nos</p> <ul style="list-style-type: none"> <li>• Stage Lighting:- LED PAR LIGHTS 54x3 watt.- 80 Nos</li> <li>• Stage Lighting:- LED Par 64 sealed beam- 60 Nos</li> <li>• Stage Lighting:- Laser light- 1 No.</li> <li>• Stage Lighting:-Sharp- 40 No.</li> <li>• Stage Lighting:- Pointy- 24 Nos.</li> <li>• Stage Lighting:- Aura- 24 Nos</li> <li>• Stage Lighting:- Profile- 12 Nos</li> <li>• Stage Lighting:- Follow Spot- 2 Nos.</li> <li>• Stage Lighting:- Mole fays- 8 No.</li> <li>• Stage Lighting:-Hazle Machine- 4 No.</li> <li>• Stage Lighting: - Grand MA Lighting CONTROL Panel with NPU- 1 No.</li> <li>• LED WALL - Centre 40ft x 16ft- 1 No.</li> <li>• Side Wings - LED Wall 8ft x12ft- 6 Nos</li> <li>• Watch out Servers – 3 Nos</li> <li>• Plasma TV 52 inch for backstage- 4 Nos</li> <li>• PC LED Warm 400 Watt- 32 Nos</li> <li>• LED Fresnel Warm- 32 Nos</li> <li>• Dimmer pack 500 KW Electronic- 1 No.</li> <li>• Avolite Board- 2 No.</li> <li>• Cultural Area - Multi Camera HD Set up with 04 cameras with editing table, Jimmy Jip with crane and adequate manpower to operate- 1 No</li> </ul>				
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	<ul style="list-style-type: none"> <li>• Sound Requirements - line array D&amp;B- 24 No.</li> <li>• Sound Requirements - D&amp;B Base- 5 pairs</li> <li>• Sound Requirements - Stage Monitor- 16 Nos.</li> <li>• Sound Requirements - Side Fill line array approx 800 Watt each- 9 pairs</li> <li>• Sound Requirements - Corded Mikes- 20 Nos</li> <li>• Sound Requirements - Cordless Mikes- 20 Nos</li> <li>• Sound Requirements - Headsets mikes- 10 Nos</li> <li>• Sound Requirements - Foot Mikes – 16 Nos</li> <li>• Dynamic Wired mikes of different sizes- 40 Nos</li> <li>• Digital console 96 Channels- 2 Nos</li> </ul>				
6	<p><b>VIP Lounge:</b> To cater requirements for VIPs as per security agencies-</p> <ul style="list-style-type: none"> <li>• Construction of Space Frame Pillar less, Water Proof, Fire Retardant Aluminum hanger Structure 20m x 10m with top &amp; covered from all sides with wooden platform base of 10 cm with new carpet, Double Door Entrance and Exit, Well Lit befitting the Ambiance as per our requirement- using fittings, cables etc of ISI standards, well ventilated, with colourful fabric and befitting interiors.10 nos. Flower Bouquets &amp; 8 nos. table top flower arrangements on daily basis.</li> </ul>	200sq. mtrs	For entire event		

	<ul style="list-style-type: none"> <li>• Sofa set ( Double Seaters)- 12 Nos</li> <li>• Centre Tables- 6 Nos</li> <li>• Side Tables- 6 Nos</li> <li>• Tower Air conditioners of 2 Ton each – 6 Nos</li> <li>• Air-conditioned portable Toilets in vicinity of VIP Lounge with dedicated staff deployment with toiletries, amenities &amp; adequate water supply at all time of event- 2 Nos</li> </ul>				
7	<b>Hanger for DAVP Exhibition</b> - Construction of 01 Nos. of Space Frame pillar less, Water Proof, Fire Retardant, Safe Aluminum Hanger Structure (15mx20m) with 10cm wooden platform base with carpet & Covered from three sides plus top & well lit.15 Nos., of Pedestal Fans .The average electrical load should be 20KW including load required from 9 <sup>th</sup> August to 11 <sup>th</sup> August 2017 for fabrication of exhibition area. All material used should be in consonance to fire safety norms & adhere to fire safety standards	300 Sqmt	Nos. For entire event		
8	<b>Hanger for ASI Exhibition -</b> - Construction of 01 Nos. of Space Frame pillar less, Water Proof, Fire Retardant, Safe Aluminum Hanger Structure (15mx20m) with 10cm wooden platform base with carpet & Covered from three sides plus top & well lit.15 Nos, of Pedestal Fans .The average electrical load should be 20KW including Electric load required from 9 <sup>th</sup> August to 11 <sup>th</sup> August 2017 for fabrication of exhibition area. All material used should be in consonance to fire safety	300 Sqmtrs			

	norms & adhere to fire safety standards				
<b>9</b>	<p>Holding Area (for use as rain shelter &amp; Inclement weather conditions etc.)</p> <p>Construction of 5 Nos of space frame pillar less ,water proof, fire retardant, safe Aluminum hanger structure ( 15mt x 20 mts ) with 10cm wooden platform base with load bearing capacity covered from two sides plus top &amp; well lit. Each hanger structure to represent regional/state perspective with thematic furniture, decorations, ambiances as per requirements.</p>	1500 Sqmts	For entire event		
<b>10</b>	<p><b>Food Court –</b></p> <ul style="list-style-type: none"> <li>Water Proof Pagodas(5mx5m) with wooden platform base of 10 cm, carpet and each pagoda consisting of 3 light fittings of 40 watt each or compatible LED light fittings, Furniture:-</li> <li>4 Nos. Working table of 6' x 3' with white disposable laminated sheets (to be Changed regularly),</li> <li>4 Nos. Plastic chairs,</li> <li>5 Nos. Power points,</li> <li>1no Dustbin, 02 Nos Pedestal fans &amp; 1 No. Facia. The average Electricity load should be 5 KW in each pagoda.</li> </ul>	60	Nos. For entire event		

	<ul style="list-style-type: none"> <li>• Food Court - 3 Kitchen Areas of 300 SQM each in tin Sheds &amp; stone / brick surface with each kitchen areas consisting working tables of 6' x 3' (50 Nos) with facility of water for cooking &amp; dish washing . Kitchen area to be adjoining food court area- 900 sqmt.</li> <li>• Food Court - Dustbins with Garbage bags with clearance at regular intervals and timely cleaning to maintain hygiene during the entire period of event. Theme of Swachh Bharat to be adhered. Large size with covers- 100 Nos.</li> <li>• Food Court - Outdoor LED Wall 20ft x 20ft, with flex branding, Platform &amp; sound system- 2 Nos</li> <li>• Food Court – Banquet(Plastic Tables) Tables Round with approx 1.5 mtr. Dia (35 nos) with Umbrella and rectangular/Square Dining Tables (35 nos) with umbrella to accommodate 5/7 chairs each .Table covers for all tables- 70 Nos</li> <li>• Food Court – Banquet/ Plasticchairs with chair covers and bands/Wooden chairs- 350 Nos</li> <li>• Food Court - Bistro Tables with covers- 40 Nos</li> <li>• Food Court - Stage for Performance of Nukkadnataks, size</li> </ul>			
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	50sq mtrs with 2 Ft height & steps on two side with sound system – 4Nos Speakers, 10 Nos standing mikes, 2 Nos cordless mikes and 2 Nos collar mikes- 1 No.				
<b>11</b>	<b>Handicraft Craft Area</b> <ul style="list-style-type: none"> <li>Water Proof Pagodas ( 5m x 5m) Structure with wooden platform base of 10 cm, carpet and each pagoda to have 3 light fittings of 40 watt each or compatible LED light fittings, Spot Lights (9 nos), Furniture- 2 Nos. Octonorm Table 3'x 1.5', Banquet/Plastic chairs with covers 2 nos., 3Nos. Power Points, 1 No. Dustbin &amp; 2 Nos Pedestal Fan , etc with Modular structure inside .Each Modular structure within each pagoda to have 9 shelves/slabs ( 3 on each wall) for display their products, lockable facility &amp; 1 No. facia.</li> <li>Dustbin with Garbage bags with clearance at regular interval and timely cleaning to maintain hygiene during the entire period of event. Theme of Swachh Bharat to be adhered- 30 Nos</li> <li>Outdoor LED Wall 20'x 20' with flex branding with platform &amp; sound system- 2 Nos</li> </ul>	75	Nos. For entire event		



12	<b>Handicraft Craft Area- State theme Pavilion</b> : Water Proof Pagodas (10m x 5m) Structure each with wooden platform base of 10 cm, carpet with each to have 6 light fittings of 40 watt each or compatible LED light fittings, Furniture- Octonorm Table 3'x 1.5' - 04 Nos , Banquet chairs with chair covers 4 nos, Power Points 08 Nos , Spot lights - 15 Nos , Dustbin -01 No, Pedestal Fans 03 Nos etc with Modular structure inside .Each Modular structure within each theme Pavilion to have Lockable facility & 1 No. facia. Each theme Pavilion ( 10mx5m) to have additional average Electricity load of 4 KW including Electric load required from 9 <sup>th</sup> August to 11 <sup>th</sup> August 2017 for fabrication of stalls. )	20	Nos. For entire event		
13	<b>Military Band Stage -</b> <ul style="list-style-type: none"> <li>• 4 side open stage for Military Bands of 12mx8.5m with 4ft height with Flex branding on four sides with two side steps, carpet, with stage lighting ( 20 par /LED lights)from the front side of the stage- 3 No.</li> <li>• Sound system for Military Bands (48 piece band), 20 Micro phone , Cordless mikes -2nos and collar mikes- 2 nos, Jacks and wires for Guitar, keyboard and Octopad, Speakers -12 nos, Monitor speaker- 4 nos, Woofers &amp; Tweeters, Mixer Channel, amplifier etc-</li> </ul>	3	Nos. For entire event		

	3 Nos <ul style="list-style-type: none"> <li>Banquet chairs with chair covers and bands with covers on band stages - 30 each (3 sets)</li> </ul>				
14	<b>Revolving / Rotating CCTV Cameras with wiring –(in entire event area including periphery , surrounding&amp; parking areas)</b> Installation and operation during entire event with Night vision capacity, monitoring & recording & including deployment of technically trained manpower to monitor CCTV Operation. At the end of the event complete recording of all the days to be submitted in hard disk.	200	Nos. For entire event		
15	<b>Fire Fighting</b> - Provision in entire event area including parking & surrounding areas with firefighting equipment and manpower including Fire Tenders- 2, ABC Type fire extinguishers(10 Kg) – 150 Nos., Sand Buckets 100 and Sand Bags – 200 Nos., Fire Marshalls– 10 Nos. and Fireman – 20 Nos. duly trained as per prevailing fire safety norms in uniform as per requirements of Authorities.	1	Nos. For entire event		
16	<b>Conservancy &amp; housekeeping</b> - Provision of 80 Nos cleaning staff for conservancy and maintenance of the event areas and surrounding areas each day .Staff should be in proper uniform.	01	Nos. For entire event		
17	Ceremonial Gas Filled balloons of Tri-colors & medium size- On the Inaugural Day only	200	Nos.		

18	<b>Catering Arrangementsat VIP Lounge- (Each Day)</b> - Tea/ coffee/cold beverages, Samosa, pakora, mini patties, Dry Indian sweet ,cookies and biscuits etc.& Mineral water bottles(250 ml of reputed brands approved by FSSAI ).Well groomed & uniformed staff to cater in VIP Lounge	200	PAX		
19	Office equipments : <ul style="list-style-type: none"> <li>• Computer with UPS- 3 Nos</li> <li>• Printers- 3 Nos</li> <li>• Photocopier Machine- 1 No</li> <li>• Data cards for internet connectivity (4 GB)- 3 Nos</li> </ul>		Nos. For entire event		
20	<b>Creative Branding:</b> Creative & graphic designing of symbol of event with options, designing of view cutter, signage ,backdrop ,gates, 3D Cut out at various locations & direction indicator panels ( as per input from principal organizer ) in and around the entire Parv Area & periphery. In addition, Interactive wall using good material- fabric, wood crafted jaalis, flex prints using 3-D effects, selfie points; Graffiti walls, masks; Dance Postures, Make in India Concepts, display various art forms of India etc. to create and enhance the ambiance to give colorful and festive look as well as for more public participation.	50000 Sqft.	For entire event		
21	Cloth masking on frame of entire Boundary wall with 12 Feet height as per site requirement	25000 Sqft	For entire event		

<b>22</b>	<b>Creative Zone:</b> for activities like short quiz competition, face painting/ tattoos, Karaoke activities with sound systems for public participation with activity co-coordinators and any other participative concepts with adequate co-ordinators etc.	1	Nos. For entire event		
<b>23</b>	40 Nos. of Drinking water dispenser equipped with 20 Ltr. Packaged Drinking water jar of reputed brand , replenishable CAN/JAR with sufficient disposable eco-friendly cups (CAN/JAR to be replaced at regular interval for un-interrupted supply) 350 jar of 20 Ltr on daily basis for entire event	1	For Entire Event		
<b>24</b>	Still & Video Photography of entire Event – comprising of two single Camera Setup with live projection in Food Court & Handicraft area and at least 2 still photographers. Softcopy of photo shoot and video recording to be handed over on daily basis/as and when required basis to ITDC for entire event including photo Album/s, DVD's and teasers( short clippings of 3 to 5 minutes duration for the event as per the requirements of Ministry).	1	No. for Entire Event		
<b>25</b>	Toilets for General Public (Male & Females) with hand washers with liquid soap, proper water facility & their cleanliness at regular intervals & to maintain proper hygiene	40	Nos. For entire event		
<b>26</b>	Drinking water Tanker - 5000 Ltr. in Food Court area for kitchen purpose - on Daily basis	4	Nos. For entire event		
<b>27</b>	Central PA System for entire venue ( Help desk & control rooms )	1	Nos. For entire event		
<b>28</b>	Battery Operated Golf Cart with Driver for VIPs ( 5+1) seating capacity each with Driver	2	Nos. For entire event		

<b>29</b>	Wheel Chairs for Differently abled persons	3	Nos. For entire event		
<b>30</b>	Walkie-Talkies Communication Devices with System	20	Nos. For entire event		
<b>31</b>	Kitchen Apron of size 42"x24"with strap & good quality fabric with Incredible India branding	500	Nos. For entire event		
<b>32</b>	Umbrella Large size	100	Nos. For entire event		

**NOTE:-**

1. Parties are required to make their own arrangement for setting up the consoles at various locations and protecting/covering their consoles/equipments/LED Walls etc. at their own cost.
2. The Cultural Area should be provided with the separate power back up facility by providing Generator Set(Silent) of 125 KVA- 2nos and 62 KVA -1no for smooth and uninterrupted power supply for running of sound and light, audio video equipments etc.
3. The party to maintain details/record of manpower deployed at site for the event with details consisting of a Government issued identity proof with photo vizAadhar Card,Voter I Card, Driving License. The party to also maintain daily deployment register with their attendance.

**NOTE:-**

1. It is clarified that general illumination of area/ lawnsis not be provided by bidder. It may be further clearly understood that entire requirements of power for the areas, equipments, facilities etc being provided by the bidder is to be sourced from power generating units/ sets of the bidders. The cost of power requirements of facilities/equipment etc (including hanger structures, pagodas. cultural areas, VIP Lounge, holding areas, all sound & audio visual equipment , Stage lighting equipments, Air-circulators, etc.are to be included in bidders quote of respective items and not separately, repeat not separately.
2. Provision of electrical supply for all the facilities, equipment etc during the stage of construction, erection and dismantling of event area is included in the Scope of work and is for the entire period including Construction/erection and dismantling. Electrical load is to be sourced by the bidder from his/ its silent/sound proof Generator Sets conforming to statutory guidelines. The scope of work includes the provision of electrical supply by the bidder to be used in the event area and around by the service personnel / manpower deputed and other operations of these areas and the provision of adequate

power points for the same. The bidder needs to ensure that proper & decent camouflaging of laid wires/cables network required for the whole venue. All electrical equipment's wires/cables, fittings, panels etc. used are to conform to specifications laid down by (Statutory) Authorities/Agencies.

3. The pagodas in Food court, Handicraft area and State Theme Pavillion to have theme based facia taking into account the presence of PAN India Cuisine & Handicraft.
4. Entire area to reflect a patriotic and festive atmosphere.

**PERMISSIONS/ NOCs / Clearances:** Obtaining of all necessary permissions and clearances including statutory permissions for activities listed in this document and / or related activities shall be the responsibility of the agency entrusted with task of execution. These include permission from Civic Authorities, Fire Authorities, Security Authorities etc. and any other authorities/ agencies. These shall be obtained by agency well in time before the event. The agency entrusted with the task of execution shall ensure that the requirements of the authorities are duly complied within all respects. Submission of the bid is taken as an acceptance by the bidder to the same.

- The agency will ensure the presence of their liaison teams, electricians, technical teams, etc. throughout the duration of the process of installation, course of the actual event duration and the subsequent dismantling of the logistics in the event area. Provision of all protective accessories/equipment to the manpower deployed for ensuring safe construction, erection dismantling etc. of the entire event area/ venue is the sole responsibility of the bidder. ITDC or its officials shall not be held responsible for any untoward incident etc. whatsoever.

### **ECOLOGICAL BALANCE**

- The bidder shall maintain ecological balance by preventing deforestation, water pollution and defacing of natural landscape. The bidder shall also conduct his cleaning operations such as to prevent any avoidable destruction, scarring or defacing of natural surroundings in the vicinity of work. In respect of ecological balance. Where destruction, scarring, damage or defacing may occur as a result of operations relating to the bidder's activities, the same shall be repaired, replanted or otherwise corrected at bidder's expense. All work areas shall be smoothened and graded in a manner to conform to natural appearance of the landscape as directed by the concerned authorities.
- All trees and shrubbery, which are not specifically required to be cleared or removed for cleaning purposes, shall be preserved and shall be protected from any damage that may be caused by bidder's cleaning operations and equipment. The removal of trees or shrubs will be permitted only after prior approval by the Engineer. Trees shall not be used for anchorage. The bidder shall be responsible for injuries to trees and shrubs caused by his operations. The term "injury" shall include, without limitation, bruising, scarring, tearing and breaking of roots, trunks or branches. All injured trees

and shrubs shall be restored as nearly as practicable, without delay, to their original condition at bidder's expenses.

a) In the conduct of cleaning activities and operation of equipment, the bidder shall utilize such practicable methods and devices as are reasonably available to control, prevent facility and otherwise minimize air/noise pollution.

b) Separate payment shall not be made for complying with provisions of this clause and all cost shall be deemed to have been included in the price in the Bill of Quantities.

c) Bidder shall use Environmental friendly chemical / detergents / reagents, for the purpose of Cleaning of structures.

### **SAFETY MANAGEMENT AND RESPONSIBILITIES**

The bidder shall be responsible for ensuring the fitness and safety of all persons employed at work. In this regard a responsible representative of bidder must be present on site at all times of work to carry out safety audit checks to ensure safety requirements are properly observed. Smoking & Consumption of Liquor in any form is not allowed on site. The Agency is responsible to ensure that necessary and adequate personal protective equipment's are all the times available for the service personnel working. The carrying and consumption of intoxicating liquor, drugs or other substances that may affect the proper performance is strictly prohibited in the depots.

### **SAFETY / FIRE RULES AT WORK**

The bidder's supervisor is responsible for ensuring that the workers comply with the Safety rules at work.

### **ACCIDENTS**

It shall be the sole responsibility of the bidder to adopt all the safety measures & deploy personnel who are adequately trained in safety.

a) If any accident occurs due to operations or due to negligence on the part of the bidder's personnel, it shall be the full responsibility of the bidder.

b) If any damage occurs to the structures/ material & equipment as well as rolling stock due to erection operations, the cost of damage will be recovered from the bidder's bill.

### **STAFF AND LABOUR**

The bidder will get due diligence of staff and labour employed at event venue and adherence to security and safety norms are to be followed strictly. The manpower deployed in connection with the event should carry at all times during the currency of the of entire period a valid Photo Identity Card issued by the successful agency along with a supporting Photo ID proof like Aadhar Card, Voter Identity Card etc. The agency will maintain proper attendance records on daily basis for the manpower deployed for the event. Such records should be enclosed along with the bill.

## **Security Arrangements & Crowd Control**

- The security personnel meant for security and scanning should be well trained in security related aspects, presentable and in proper uniform as per the requirement of ITDC Ltd.; Adequate security and Crowd control arrangements including both male and female security staff in adequate numbers in addition to x-ray check of packages and Hand Held metal detectors / Door frame metal detectors; Security checks to be done at all the car parking areas. Checking of all vehicles entering parking areas to be done; Walky – Talkie for communication amongst key personnel within the entire event area; Contingency plan including special contingency exit routes

## **Arrangement of CCTV surveillance system**

- Installing CCTV system, Managing CCTVs, CCTV Monitoring Room, Direct Feed from CCTVs to CCTV monitoring room, Display of live feed and recordings as per requirement of security authority in and around the event area; the same must be undertaken by expert professionals.
- The recording of the CCTV shall be given to the ITDC and principal organizer i.e. MoT on need/day to day basis.
- Adequate firefighting arrangements, fire tenders & all mandatory/ necessary clearances from Delhi Fire Service.
- Central PA system for entire venue and a PA system for help desks.
- Branding of Events at Venue & in Delhi's prominent locations with emphasis on Incredible India and Swachh Bharat Abhiyan.
- **Food Court:** Fifty food stalls of suitable size will be set up as part of the food court with the arrangements of cooking facility, water, Plug points for electrical equipments & table chairs for guests. These stalls are to cater various states cuisines of India.
- Appropriate seating arrangements, free drinking water facility (RO water) with disposable glasses and adequate number of dustbins will be provided adjacent to the food stalls. Dedicated housekeeping staff will be earmarked for the food stalls to ensure cleanliness of the area and surroundings.
- The successful bidder is expected to use fire retardant materials in making /erecting the structures.
- Cleanliness in totality with stress on 'Swachh Bharat Abhiyan' Adequate covered dust bins & other cleanliness arrangements including adequate number of housekeeping staff to maintain the venue in clean and hygienic conditions at all times from 12<sup>th</sup> to 18<sup>th</sup> August 2017 or the extended period, if



any. The scope of work will also cover regular cleaning / maintenance of the arena pre, during and after the entire course of execution of main function and dismantling; Removal / disposal of garbage; provision of garbage bins etc. Standard operating procedure to be adopted by the agency to upkeep and provide utmost hygienic environment during the entire duration of event in and around the venue.

- Provision of adequate plants, flowers, floral arrangements and other decorations, electrical fittings in and around the areas.
- The agency will ensure the presence of their liaison teams, electricians, technical teams, designers etc. throughout the duration of the process of installation, course of the actual event duration and the subsequent dismantling of the logistics in the event area. Provision of all protective accessories/equipment to the manpower deployed for ensuring safe construction, erection dismantling etc. of the entire event area/ venue is the sole responsibility of the bidder. ITDC Ltd. or its officials shall not be held responsible for any untoward incident etc. whatsoever.
- Items are on rental basis. It may be ensured that each and every item and service provided is of excellent quality and conforms to the best standards/specifications/practices of industry - failing which they are liable for rejection – at no cost there on. All items and services are also to conform to safety standards as laid down by the authorities.
- In addition, the activities and requirements not defined in the Requirement list mentioned above but required for successful conduct of events will be undertaken by selected Vendor.
- In case of extension of event after 18<sup>th</sup> August 2017 the entire set-up will remain functional. Payment will be made on per day pro-rata basis for the extended period.

## **FORCE MAJEURE**

Neither party will be liable in respect of failure to fulfil its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder.

A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

No Breach of Work order: The failure of a party to fulfil any of its obligations under the Work order shall not be considered to be a breach of, or default under this Work order insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event:

- a. has taken all precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Work order, and
- b. has informed the other party as soon as possible about the occurrence of such an event.
- c. the dates of commencement and estimated cessation of such event of Force Majeure; and
- d. the manner in which the Force Majeure event(s) affects the Party's obligation(s) under the Work order.

Neither Party shall be able to suspend nor excuse the non- performance of its obligations hereunder unless such Party has given the notice specified above.

Payments: During the period of their inability to perform the Services as a result of an event of Force Majeure, the Agency shall be entitled to continue to be paid under the terms of this Work order, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the services and in reactivating the services after the end of such period.

## **Termination**

By the ITDC Ltd.: The ITDC Ltd may terminate this Work order, written notice of termination to the Agency, to be given after the occurrence of any of the events specified in this clause:

- a. if the Agency do not remedy a failure in the performance of their obligations under the Work order on immediate basis.
- b. If the Agency become insolvent or bankrupt;
- c. if, as the result of Force Majeure, the Agency are unable to perform a material portion of the Services for a reasonable period in view of the nature of event.
- d. if the Agency submits to the ITDC Ltd. a false statement which has a material effect on the rights, obligations or interests of the ITDC Ltd.
- e. If the Agency places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the ITDC Ltd;
- f. if the Agency, in the judgment of the ITDC Ltd. has engaged in Corrupt or Fraudulent Practices in competing for or in executing the Work order;

## **Obligations of the Agency**

General: The Agency shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Agency shall always act, in respect of any matter relating to this Work order or to the Services, as faithful advisers to the ITDC Ltd., and shall at all times support and safeguard the ITDC's legitimate interests in any dealings with Sub-consultants or third parties.

## **Conflict of interest**

Prohibition of Conflicting Activities: Neither the Agency nor their Sub-consultants nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- a. during the term of this Work order, any business or professional activities which would conflict with the activities assigned to them under this Work order; and
- b. after the termination of this work order, such other activities as may be specified.

**Documents** Prepared by the Agency to be the Property of the ITDC Ltd.: All designs, reports, other documents and software submitted by the Agency pursuant to this work order shall become and remain the property of the ITDC Ltd., and the Agency shall, not later than upon termination or expiration of this Work order, deliver all such documents and software to the ITDC Ltd., together with a detailed inventory thereof. The Agency may retain a copy of such documents and software. Restrictions about the future use of these documents and software, if any, shall be specified in this work order.

**Liability of the Agency:** Subject to additional provisions, if any, in this work order the Agency's liability under this Work order shall be as provided by the Applicable Law.

## **Obligations of the ITDC**

Assistance and Exemptions: the ITDC will use its best efforts to ensure that the Government will provide the Agency with work permits and such other documents as necessary to enable the Agency to perform the Services:

Issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services;

## **Settlement of disputes**

Amicable Settlement: The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Work order or its interpretation.

## **Responsibility for accuracy of Tender documents**

### **General**

The Agency shall be responsible for accuracy of the estimate and all other details prepared by him as part of these services. He shall indemnify the ITDC against any inaccuracy in the work, which might surface during implementation of the project.

### **Confidentiality**

Information relating to evaluation of proposals and recommendations concerning grant of the work order shall not be disclosed to the Bidders who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been given the work order.

## **Governing Laws and Jurisdiction**

The Agreement shall be governed by the laws in force in India. Any dispute arising in relation to the agreement shall be subject to the jurisdiction of courts at Delhi.

## **ARBITRATION**

In the event of any dispute or difference arising out or touching of this Agreement/Contract and/ or in relation to the implementation or interpretation thereof, the same shall be resolved initially by mutual discussions and conciliation.

In the event of failure thereof, such dispute or difference whatsoever shall be settled through arbitration proceedings by Sole Arbitrator to be appointed by the Chairman & Managing Director of ITDC Limited. The Sole Arbitrator so appointed shall not have any direct or indirect or any past or present relationship or interest in any of the parties. The Arbitration proceedings shall be as per the Provisions of the Arbitration & Conciliation Act 1996 (as amended from time to time.)

The venue of Arbitration shall be New Delhi.

Sr. Manager, ITDC – Ashok Events  
India Tourism Development Corporation Ltd  
Ashok Events Division  
3rd Floor, Annexe Wing  
The Ashok Hotel  
50-B, Chanakyapuri  
New Delhi-110 021  
Tel No. 011-26872616  
Fax No. 011- 26873167

# **ANNEXURES**

## ANNEXURE – I

**List of work/ purchase order along with supporting bills for at least three or more events amounting to Billed amount of Rs30.00 Lakh each (excluding taxes, levies) executed during the last three years ending 31.03.2017 excluding the event executed at SI No. 1 Stage 2 of Technical Evaluation along with performance certificates.**

S. No	Name of client	Location of client/project	Description of work	Value of contract/work in (Rs)	Duration (start date with completion date)	Performance certificates mentioning nature and value of work executed to be uploaded/enclosed

### NOTES:

- Each of the listed works shall be supported with the copy of work/ Purchase order, Bill, Satisfactory completion certificate from client (mentioning the nature of work, value of work completed) **OR** Proof of receipt of full payment for each of the event

**Signature of the Bidder with seal**

### **OVERALL ORGANISATION STRUCTURE**

- Overall organization chart of the company showing position of Managing Directors and Head office of the organization
- Give list of permanent employees: technical and non-technical employees submit their CVs and list indicating their Roles & Responsibilities at site during entire event.
- Give list of Sister concerns, Branch Offices including office details at Delhi/NCR.

### **Format for Project / Event Team Members' Resume**

- 1) Name ---
- 2) Specify role to be played in the project/event . ---
- 3) Current job title ---
- 4) Experience in yrs. (provide details regarding name of organizations workedfor Designation, responsibilities tenure etc.) ---
- 5) Name of Organization and tenure served ---
- 6 )Number of years with the Current Organization. ---
- 7) Current job responsibilities ---
- 8) Summary of Professional/domain Experience ---
- 9) Assignments handled ---
- 10) Educational Background, Training/ Certification including institutions, Specialization areas etc. ---

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly Describes qualifications and experience mentioned above and proposed staff member is a Permanent employee of our organization. I undertake full responsibility for any concealment / wilful misstatement described above.

Signature of Staff Member

Date :

On NON JUDICIAL PAPER OF Rs. 100.00  
PRE CONTRACT INTEGRITY PACT

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on \_\_\_\_ day of the month of \_\_\_\_\_, 2017, between, on one hand, the India Tourism Development Corporation (A Govt. of India Undertaking) acting through

Shri \_\_\_\_\_,  
(hereinafter called the “BUYER”, which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Part and (*Name of the agency*) represented by Shri \_\_\_\_\_, Chief Executive Officer (hereinafter called the BIDDER/Seller” which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the BUYER proposes to procure (Name of the Stores/Equipment/Item) and the BIDDER/Seller is willing to offer/has offered the stores and

WHEREAS the BIDDER is private company/public company /Government undertaking/partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is India Tourism Development Corporation.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered with a view to: -

Enabling the BUYER to obtain/execute the desired said work at a competitive price of conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto agree to enter into this integrity Pact and agree as follows:

**Commitments of the BUYER**

1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

1.2 The BUYER will, during the pre-contract stage, treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.

1.3 All the officials of the BUYER will report to the appropriate Government office

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

**Commitments of BIDDERS**

3. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or



post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-

3.1 The BIDDER will not offer, directly or through Intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organisation or third party related to the contract in exchange for any advantage in the bidding, evaluation

3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration reward, favour, any material or immaterial benefit or other advantage commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Government.

3.3\* BIDDERS shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.

3.4\* BIDDERS shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract.

3.5\* The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer / integrator / authorized government sponsored export entity of the defence stores and has not engaged any individual or firm or company whether Indian and foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

3.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

3.7 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

3.9 The BIDDER shall not use improperly, for proposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

3.10 The BIDDER commits to refrain from giving any complaint directly or other manner without supporting it with full and verifiable facts.

3.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

3.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender.

The term „relative“ for this purpose would be as defined in Section 6 of the Companies Act 1956.

3.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

#### 4. Previous Transgression

4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprises in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.

4.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reasons.

#### 5. Earnest Money (Security Deposit)

While submitting commercial bid, the BIDDER shall deposit an amount (to be specified in RFP) as Earnest Money/Security Deposit, with the BUYER through any of the following instruments:

- (i) Bank Draft or a Pay Order in favour of India Tourism Development Corporation.
- (ii) A confirmed guarantee by an Indian Nationalized Bank, promising payment of the guaranteed sum to
- (iii) The BUYER on demand within three working days without any demur whatsoever and without seeking any reason whatsoever. The demand for payment by the BUYER shall be treated as conclusive proof of payment.
- (iv) Any other mode or through any other instrument (to be specified in the RFP).

5.2 The Earnest Money Security Deposit shall be valid upto a period of five years or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.

5.3 In case of the successful BIDDER a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

5.4 No interest shall be payable by the BUYER to the BIDDER on Earnest Money/Security Deposit for the period of its currency.

#### 6. Sanctions for Violations

6.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:-

- (i) To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
- (ii) The Earnest Money Deposit ( in pre-contract stage) and/or Security Deposit / Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.
- (iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
- (iv) To recover all sums already paid by the BUYER, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the BUYER in connection with the any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
- (v) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.

(v) To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.

(vi) To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of five years, which may be further extended at the discretion of the BUYER.

(viii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.

(ix) In cases where irrecoverable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.

(x) Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this PACT.

6.2 The BUYER will be entitled to take all or any of the actions mentioned in para 6.1(i) to (x) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

6.3 The decision of the BUYER to the effect that a breach of the provisions of this PACT has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the independent Monitor(s) appointed for the purpose of this PACT.

## 7. Fall Clause

7.1 The BIDDER undertakes that it has not supplied/ is not supplying similar product / systems or subsystems at a price lower than that offered in the present bid in respect of any other Ministry / Department of the Government of India or PSU and if it is found at any stage that similar product / systems or sub systems was supplied by the BIDDER to any other Ministry / Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

## 8. Independent Monitors

8.1 The BUYER has appointed independent Monitors (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission (Names and Addressed of the Monitors to be given).

8.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

8.3 The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.

8.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project / procurement, including minutes of meetings.

8.5 As soon as the Monitor notices, or has reason to believe, violation of this Pact, he will so inform the Authority designated by the BUYER.

8.6 The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/ Subcontractor(s) with confidentiality.

8.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option of participate in such meetings.

8.8 The Monitor will submit a written report to the designated Authority of BUYER/Secretary in the Department/ within 8 to 10 weeks from the date of reference or intimation to him by the BUYER / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

**9. Facilitation for Investigation**

In case of any allegation of violation of any provision of this Pact or payment of Commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

10. Law and Place of Jurisdiction: The Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

**11. Other Legal Actions**

The actions stipulated in this integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings

**12. Validity**

12.1 The validity of this integrity Pact shall be from date of its signing and extend up to 5 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/Seller, including warranty period, whichever is later. In case Bidder is unsuccessful, this integrity Pact shall expire after six months from the date of the signing of the contract.

12.2 Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

13. The parties hereby sign this integrity Pact at New Delhi on \_\_\_\_\_.

**BUYER (ITDC) BIDDER (Tenderer)**

Name: CHIEF EXECUTIVE OFFICER

Designation

Witness Witness

1 \_\_\_\_\_ 1 \_\_\_\_\_

2 \_\_\_\_\_ 2 \_\_\_\_\_

**ANNEXURE-IV**

**SELF DECLARATION OF NOT-BLACKLISTED**

**(onCompany Letter Head)**

To

Date:

Sr. Manager, ITDC – Ashok Events  
India Tourism Development Corporation Ltd,  
Ashok Events Division  
3rd Floor, AnnexeWing, The Ashok Hotel  
50-B, Chanakyapuri,  
New Delhi-110 021

Dear Sir,

This is to declare that our company\_\_\_\_\_ is not blacklisted by anyCentral/State Government client i.e., Ministry/ Department/ PSU (Public Sector Undertaking), Govt. Autonomous Body/Authorityand CII, FICCI and ASSOCHAM where the end user/ ultimate client is the Government.

**Name of Bidder:**

**Signature of the Bidder with seal**

**ANNEXURE – V**

**PROFORMA OF GENERAL POWER OF ATTORNEY**  
***(To be signed and executed in non-judicial stamp paper of Rs. 100/-)***  
**GENERAL POWER OF ATTORNEY**

Be it known all to whom it concern that:

I/We all the Partners/Directors/Board members/ trustees/ Executive council members/proprietors/ Leaders of M/S \_\_\_\_\_ having its registered office at \_\_\_\_\_ hereby appoint Sri \_\_\_\_\_ S/o \_\_\_\_\_ residing at \_\_\_\_\_ as my/our attorney to act my/our name and on behalf and sign and execute all Documents/ Agreements binding the firm for all contractual obligations (including reference of cases to arbitrators) arising out of contracts to be entered into by the company/ Corporation/ society/ trust/ firm with the ITDC in connection with its tender No. \_\_\_\_\_ Dated \_\_\_\_\_ for the Appointment of Event Management Company \_\_\_\_\_ due for opening on \_\_\_\_\_. In short, he is fully authorized to do all, each and everything requisite for the above purpose concerning M/s \_\_\_\_\_ and I/We hereby agree to confirm and ratify his all and every act of this or any documents executed by my/ our said Attorney within the scope of the authority hereby conferred on him including references of cases to arbitration and the same shall be binding on me/ us and my/ our company/ Corporation/ society/ trust/ firm as if the same were executed by me/ us individually or jointly.

Witness (with address) Signature of the Partners/Directors/Board members/ trustees/ Executive council members/ proprietors/ Leaders

- 1.
- 2.
- 3.

ATTESTED ACCEPTED

Signature: (Seal and Signature of Signatory of Tender offer of the company/ Corporation/ society/ trust/ firm)

**Format of Bank Guarantee**

BG No.

Date:

1. In consideration of you, ITDC - Ashok Events, The Ashok, 50-B Chanakyapuri, New Delhi – 110021 on behalf of Ministry of Tourism, Government of India. (hereinafter referred to as the “Authority” which expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors and assigns) having agreed to receive the proposal of **[Name of company]**, (hereinafter referred to as the “Bidder” which expression shall unless it be repugnant to the subject or context thereof include its successors and assigns), for appointment as Agency for [name of assignment] pursuant to the tenderdocument dated [date] issued in respect of the Assignment and other related documents including without limitation the draft work order for services (hereinafter collectively referred to as “tender document”), we [Name of the Bank] having our registered office at [registered address] and one of its branches at [branch address] (hereinafter referred to as the “Bank”), at the request of the Bidder, do hereby in terms of relevant clause of the tender document, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfilment and compliance of the terms and conditions of the tender document by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to the Authority an amount of Rs. [in figures] ([in words]) (hereinafter referred to as the “Guarantee”) as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder if the Bidder shall fail to fulfil or comply with all or any of the terms and conditions contained in the said tender document.

2. Any such written demand made by the Authority stating that the Bidder is in default of the due and faithful fulfilment and compliance with the terms and conditions contained in the tender document shall be final, conclusive and binding on the Bank. We, the Bank, further agree that the Authority shall be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfilment and compliance with the terms and conditions contained in the tender document including, Document including without limitation, failure of the said Bidder to keep its Proposal valid during the validity period of the Proposal as set forth in the said tender document, and the decision of the Authority that the Bidder is in default as aforesaid shall be final and binding on us, notwithstanding any differences between the Authority and the Bidder or any dispute pending before any court, tribunal, arbitrator or any other authority.

3. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Bidder or any other person and irrespective



of whether the claim of the Authority is disputed by the Bidder or not, merely on the first demand from the Authority stating that the amount claimed is due to the Authority by reason of failure of the Bidder to fulfil and comply with the terms and conditions contained in the tender document including without limitation, failure of the said Bidder to keep its Proposal valid during the validity period of the Proposal as set forth in the said tender document for any reason whatsoever. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. [in figures] ([in words]).

4. This Guarantee shall be irrevocable and remain in full force for a period of 90 (ninety) days from the Proposal Due Date or for such extended period as may be mutually agreed between the Authority and the Bidder, and agreed to by the Bank, and shall continue to be enforceable until all amounts under this Guarantee have been paid.

5. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.

6. In order to give full effect to this Guarantee, the Authority shall be entitled to treat the Bank as the principal debtor. The Authority shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said tender document to extend time for submission of the Proposals or the Proposal validity period or the period for conveying of Letter of Acceptance to the Bidder or the period for fulfilment and compliance with all or any of the terms and conditions contained in the said tender document by the said Bidder or to postpone for any time and from time to time any of the powers exercisable by it against the said Bidder and either to enforce or forbear from enforcing any of the terms and conditions contained in the said tender document or the securities available to the Authority, and the Bank shall not be released from its liability under these presents by any exercise by the Authority of the liberty with reference to the matters aforesaid or by reason of time being given to the said Bidder or any other forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Bidder or by any change in the constitution of the Authority or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.

7. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.

8. We undertake to make the payment on receipt of your notice of claim on us addressed to [Name of bank along with branch address] and delivered at our above branch which shall be deemed to have been duly authorized to receive the said notice of claim.



9. It shall not be necessary for the Authority to proceed against the said Bidder before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which the Authority may have obtained from the said Bidder or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealized.

10. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of the Authority in writing.

11. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorized and has full power to execute this Guarantee for and on behalf of the Bank.

12. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. [in figures] ([in words]). The Bank shall be liable to pay the said amount or any part thereof only if the Authority serves a written claim on the Bank in accordance with paragraph 8 hereof, on or before [date].

Signed and Delivered by [name of bank]

By the hand of Mr. /Ms. [name], it's [designation] and authorized official.

(Signature of the Authorized Signatory)

(Official Seal)

Notes:

- The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee.
- The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.

**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 behalf of M/s..... will abide by all safety rules and procedures. I declare that I M/s ..... will be responsible for any safety violations/ accident etc and ITDC will not be responsible in case of any accident/ incident and will not compensate financially or otherwise.

We declare that all the services will be performed strictly in accordance with the bid documents irrespective of whatever has been stated to the contrary anywhere in our bid

In case any ambiguity noticed in the documents submitted at any stage, we shall be entirely responsible and liable for any action as deemed fit under law apart from forfeiture of of EMD and security deposit.

I/We hereby assure ITDC that enlisted Manpower and equipment deployment will be done at Venue from Mobilization to Completion of Event as per schedule i.e. by **10-08-17 at**.....I/we hereby declare that I/we am sole responsible on behalf of M/s..... for giving such declaration.

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Signature of Indemnifier/Agency

**Check List of documents and details to be uploaded in response to the bid.****NAME OF THE AGENCY:-**

Sr. No	Pre- Qualification Documents	Uploaded/Attached	Not Uploaded/ Not Attached
1	Tender Documents	Tender document to be uploaded.	
2	Tender processing Fee (non-refundable) Rs 5000/- deposit details.	Transaction ID No..... Date: ..... Issued from Bank:.....	
3	Earnest Money deposit amount (EMD) Rs5,00,000/- deposit details (refundable without Interest)	Transaction ID No.. ..... Date: ..... Issued from Bank:.....	
4	The bidder has to submit self-certified letter indicating that they have not been blacklisted by any Government Department, Organisation, Corporation, Authorities/Bodies etc. as specified in para 13 above	Please upload self-certified letter – As per format given in <b>Annexure IV</b>	
5	Copy of PAN No.	Please upload copy of PAN Card	
6	Proof of Registration with ESI	Please upload copy of ESIC registration	
7	Proof of Registration with Provident fund	Please upload copy of Provident fund registration	
8	Proof of Registration with Goods and Services Tax	Please upload copy of Goods and Services Tax registration	
9	Organizational Structure of Firm, Sister concerns, List of branch office details including office details at Delhi / NCR, Name of Directors/Proprietor/Partners with technical staff & others related details needs to be	Please upload information as per <b>Annexure -II</b>	

	provided.		
10	<u>Latest Bank Solvency Certificate</u> from a scheduled bank of value not less than Rs. 1.50 Crore. The certificate should not be issued prior to 12 months from the last day of receipt of the online bids.	Bank Solvency certificate to be uploaded as per requirement indicated.	
11	Incase the companies following the financial year as accounting year:-  Audited Balance Sheets, Statement of Profit & Loss and audit report from a firm of chartered accountants for 3 financial Years :-  For the year 2013-14 For the year 2014-15 For the year 2015-16	Please upload copies of audited balance sheets, statement of Profit & Loss Account and audited report for three financial years as indicated.	
12	In case the companies following calendar year as accounting year :-  Audited Balance Sheets, Statement of Profit and Loss and audit report from a Firm of Chartered Accountant for the 3 calendar years i.e.  For the calendar year 2013 For the calendar year 2014 For the calendar year 2015	Please upload copies of audited balance sheets, statement of Profit & Loss Account and audited report for three calendar years as indicated.	
13	Proof of minimum average annual financial turnover amounting to Rs 5.00 crore in the relevant event management field, from the firm of Chartered Accountants during 3 financial years ending 31st March of following financial years- 2013-14 2014-15 2015-16	Copy of certificate from a firm of Chartered Accountants indicating the turnover specifically from the event management field for the financial year 2013-14, 2014-15 and 2015-16 to be uploaded.	

	Even the companies following the calendar year as accounting year, the proof of average annual turnover of Rs.5.00 crore as indicated above be submitted/uploaded for 3 financial years.		
14	An undertaking duly notarized on stamp paper of Rs. 100/- (non judicial)	Please upload undertaking refer <b>Annexure VII</b> for details	
15	Duly filled up, signed with stamp pre contract Integrity Pact on non-judicial stamp paper of Rs.100.00	Please upload pre-contract integrity pact Refer <b>Annexure III</b>	
16	Copy of the ITR for the financial years 2013-14, 2014-15 and 2015-16(Assessment years 2014-15, 2015-16, 2016-17)	Copy of ITR for the required financial/assessment years to be uploaded.	
17	The bidder shall submit a power of attorney authorizing the Signatory of the bid to sign and execute the contract.	Power of Attorney as per the format given in <b>Annexure V</b>	
18	<p>The bidder should provide information on any <b>history of litigation or arbitration</b> resulting from contracts in last five year currently under execution.</p> <ul style="list-style-type: none"> <li>• Year Award for/ or against bidder</li> <li>• Name of Client Litigation &amp; Dispute</li> <li>• Matter Disputed</li> <li>• Amount in Rs.</li> </ul>	<p>The required information is to be provided to this clause. If the information to be furnished in this schedule is not given and come to the subsequently knowledge of ITDC ,the same will result in disqualification of the bidder</p>	
19	Proof of having successfully managed at least one (1) outdoor event anywhere in India for a Central/State Government client i.e., Ministry/ Department/ PSU (Public Sector Undertaking), Govt. Autonomous Body/Authority, CII, FICCI and ASSOCHAM where the end user/ ultimate client is the Government in the years	<p>Self-attested Copies of</p> <ol style="list-style-type: none"> <li>1. Work Order issued by the client,</li> <li>2. Copy of the bill raised and</li> <li>3. Document indicating satisfactory completion of the event issued by the client or the proof of receipt of full payment against the bill.</li> </ol>	

	2014-15 to 2016-17 for a billed amount not less than <u>Rs.75.00 Lakh excluding all taxes &amp; levies etc. (Rupees seventy five lakh only)</u>		
20	Copies of work/ purchase order along with supporting bills for at least three events amounting to Rs30.00 Lakhs each (excluding taxes, levies) executed during the last three years ending 31.03.2017 excluding the event executed at SI No. 1 Stage 2 of Technical Evaluation along with performance certificates	Please upload required details as per <b>Annexure-I</b> along with Performance certificates to be uploaded	
21	In order to substantiate the complete understanding/clarity in respect of event concept, proposal originality, innovative ideas and suggestions, Creativity and proposed concept plan to manage this event (event strategy), the bidder is required to submit the hard copy and upload the soft copy of proposal/presentation. Note-If required , the bidder has to make multiple Audio video/ power point presentations in front of appropriate authorities as informed by ITDC . All such presentations if any shall be at bidders risk, cost and responsibility.	Please upload the hardcopy of the presentation on e-portal. The party is also required to submit a soft copy of presentation in the form of CD/DVD, to Sr. Manager (Events) before the closing date of online Bid	
22	The prospective bidder must have atleast 5 (Five) years working experience in the event management field upto 31 <sup>st</sup> March, 2017.	Please upload Memorandum & Articles of Association, Certificate of Incorporation/ Partnership Deed etc. And duly supplemented with work orders/ supporting documents citing experience.	

**Date: `**

**Place:**

**Agency signature with seal:**

**On stamp paper of Rs.100/-**

**ANNEXTURE-IX**

**DRAFT AGREEMENT**

"This Agreement is made at New Delhi on this the \_\_\_\_\_ day of \_\_\_\_\_ 2017 between ITDC Ltd a Govt. of India Undertaking having its Registered Office at Scope Complex, Core-8, Lodi Road New Delhi – 1100 03) through Mr/Mrs \_\_\_\_\_ General Manager (Events) (hereinafter referred to as the First Party or Corporation) which expression shall unless the context otherwise required shall mean and include its successors and assignees of the one part:"

And

M/s \_\_\_\_\_, a Company duly incorporated under the Indian Companies Act/Proprietor/Partnership, through Shri \_\_\_\_\_ its (designation), who is duly authorized to sign this Agreement, having its registered office at \_\_\_\_\_. (Hereinafter referred to as the Second Party or the Agency) which expression shall unless the context otherwise required shall mean and include its successors and assignees of the other part:

Whereas the Corporation has floated tender for engagement of event management company for an event at Rajpath from 12<sup>th</sup>-18<sup>th</sup> August, 2017 as per the scope of work and specifications given in the tender document. And whereas pursuant to the said tender, the Agency has submitted its tender.

And whereas based on the representations made by the Agency and being found eligible, the ITDC has agreed to award the contract to the Agency. And whereas the parties wish to adduce the terms and conditions for the said supply in writing as under:-"

1. That the Agency shall manage the quantity and quality of manpower and equipment before services are rendered. The quality/quantity/services rendered should match with the given scope of work and specification all the time.
2. That the Corporation reserves the right to reject any services for not confirming to the approved scope of work /specification at its discretion and such a decision shall be final and binding on the Agency. The Agency shall have to adhere to all the NIT conditions and if the Agency fails to abide by the same, the

ITDC reserves the right to hire the services from any other source at contractors risk and cost and recover the cost from the Agency.

3. That in the event of transpiring that the services rendered material delivered is not in accordance with the approved scope of work/specifications, the services will be rejected and the Agency will be responsible for making alternate arrangements for the required services conforming to defined and agreed scope of work / specification and/ or reimbursing the Corporation for loss sustained on this account. The delivery shall be in tune with the laid down standards / international standards.

4. That timely rendering of services will be the essence of the contract. Now it is hereby agreed between the parties as follows: -

a) The services will be made strictly as per given and agreed schedule/scope of work. The Corporation also reserves the right to terminate the contract at any time and without assigning any reason thereof about its intention to do so in writing to the Agency and the Agency shall not be entitled to any compensation by reasons of such earlier termination or event being cancelled.

b) The Agency shall be responsible for performing all or any of the services detailed in and arising out of the contract during the day and also at night without any additional remuneration when so directed by the corporation or by any officer authorized in this behalf

c). The Corporation reserves the right of placing the contract simultaneously or any time during this period with one or more articles or quantity does not by itself confer a right on the Agency on demand that the supply/services of all or of any item thereof, should necessarily be exclusively entrusted to him.

d). The Agency shall install all the setup/equipments at the event venue latest by 10-8-2017 as per the ordered scope of work. A hereto annexed and subject to the conditions contained in the said schedule which shall be taken as part of this contract, in such number and quantity as may from time to time be required for and on behalf of the corporation by any officer duly authorized in this behalf at the rates and prices mentioned in the said schedule.

e). The equipment/items shall be of the best quality and of the exact brand , quality and description demanded and shall be liable to be rejected by the company or any officer authorized in this behalf by the corporation to inspect or reject goods supplied by the Agency, if any items be not up to the standard required.

4. In case any of the services/items/equipments is so rejected the approving officer shall not be required to assign or give any reason for such rejection and decision shall be final conclusive and binding upon the Agency. In case of any of the said services/articles being rejected or not being supplied/services rendered as aforesaid the corporation shall be at liberty to hire the services/procure the items as may be required in that behalf, at the cost and expense of the Agency and the Agency shall, upon demand pay to the



corporation all such costs charges and expenses and interests as shall upon demand pay to the corporation all such cost charges and expenses and interests as shall or may be incurred or sustained in hiring the services/procuring of items, the Agency shall be liable to pay in addition, to the corporation the amount incurred extra at the option of the corporation as liquidated damages for each and every such default or for any such breach of the contract, as often as the same shall happen, the corporation being at liberty to retain the said sums from the amount of any bills that may or shall become due to the Agency or from EMD/Security amount/performance bank guarantee deposited by him for the due performance of this contract.

5. The agency shall indemnify the ITDC from any direct or indirect losses suffered by ITDC due to non compliance of the provisions/requirements of the Goods & Services Tax Act. Further in contingency of any non compliance which result into loss of input credit to ITDC, the agency shall pay ITDC an amount equal to lost input credit along with interest/penalties or any other monetary loss suffered because of such non compliance under GST Act including any monetary loss or otherwise arising due to legal proceedings initiated by the tax authorities as a result of non compliance/default in paying tax by ITDC.
6. In event of any rectification of defective services/items or replacement of any defective item/services during event period, the same will be rectified /replaced immediately.
7. Timely and quality execution of an event from 12<sup>th</sup> -18<sup>th</sup> August 2017,including extension thereof, if any, as per NIT, is the essence of this agreement. In case of delay in services rendered, liquidated damages, as deemed fit, may be charged from the defaulting Agency. The Corporation further reserves the right to cancel the contract in the event of delayed services, and to issue a contract on any other source at the risk and cost of the Agency. After the acceptance of services, in case of any complaint received from the guests/users at the time of event / use of the items, the Corporation reserves the right to deduct the complete cost of the services rendered/material supplied and if complaints continue to persist and if there is no remedial action to the satisfaction, then receipts/acceptance of services will be stopped forthwith. The Corporation reserves the right to reject defective services/ items. Services / defective supplies not meeting the scope of work/ items specifications, or deficient in any other respect, shall be rejected at the Agency/s risk and cost. Such supplies should be replaced free of charge immediately. In the event the services rendered/product supplied is found to be unacceptable due to services lapses ofproduct deficiencies, the Corporation reserves the right at its sole discretion to cancel the contract and to withhold the payments. The Corporation reserves the right to cancel the contract in case of complaints, if any, received regarding quality, quantity, etc. subsequent to receipt of the items or services rendered against the scope of work against the contract which have been established as due to defaults on the part of the Agency.
8. In case of breach of any of the conditions of this agreement and the terms and conditions of the contract which shall form part of this agreement, the

corporation shall be at liberty to terminate this contract forthwith without prejudice to the right of the corporation to claim damages on account of antecedent breaches thereof.

9. The Agency shall not be directly concerned or in any way deal with the officer or other persons employed by or under the authority corporation in making the services/items supplied hereby contracted for, nor shall the Agency either directly give or promise to pay or give or permit to be given to any person in any department under the corporation, money, or gratuity fee or reward for any matter or thing in any way relating to the performance of the contract.

10. The Agency shall be personally responsible for the quality and standards of equipments/items/services and shall be liable for civil and criminal actions warranted for any deviation under any applicable law of land. The Agency shall be solely responsible for the compliance of provisions of the relevant Acts.” Services and supplies must be accompanied by a proper dated challan/advice mentioning therein separately the quantity ordered and quantity supplied vis a vis the ordered scope of work for this event.

11. The Agency shall not assign the present contract or in any manner allow any other person or persons to interfere in without the special permission in writing of the said officer on behalf of the corporation.

12. The Agency shall be entirely responsible for compliance of all the applicable statutory obligations including all taxes, duties, fees, levies etc incurred in conducting the event to the corporation.

13. The bills for the articles supplied/services rendered may be submitted along with the actual delivery of the articles /services rendered. Any other payment of the Agency's bills for the supplies made under these terms and conditions shall be recovered from the Agency/s from his bills subsequently submitted for payment and if such over payments or any portion thereof is thereafter remitted by the Agency, the corporation shall gave the right to recover the overcharges from the security deposit as well. The bills shall be made on proper printed bill from serially numbered and not on letterheads.

14. In the event of any dispute or difference arising out or touching of this Agreement/Contract and/ or in relation to the implementation or interpretation thereof, the same shall be resolved initially by mutual discussions and conciliation.

In the event of failure thereof, such dispute or difference whatsoever shall be settled through arbitration proceedings by Sole Arbitrator to be appointed by the Chairman & Managing Director of ITDC Limited. The Sole Arbitrator so appointed shall not have any direct or indirect or any past or present relationship or interest in any of the parties. The Arbitration proceedings shall be as per the Provisions of the Arbitration & Conciliation Act 1996 (as amended from time to time.)

The venue of Arbitration shall be New Delhi.

15. The performance security deposit by way of bank guarantee from the scheduled bank shall be submitted or the equivalent amount shall be deposited with the Corporation, within three working days of the receipt of acceptance letter from the corporation. This amount shall be retained by the corporation and shall be refundable to the extent not appropriated or adjusted by the corporation in terms of this agreement, after due performance of the contract and on obtaining the satisfactory completion certificate from the principal organizer and clearance of the site. Any request for foreclosure of Bank Guarantee/ refund of Performance Security Deposit will not be considered by the Corporation.

16. In the event of, Event being extended, the ITDC reserves the right to call upon the Agency/s to continue the supplies for the extended period excess of the contracted period at the proratarates of the contract. Similarly, the management reserves the right to defer the commencement of the services as per the requirement of ITDC.

17. Subject to clause above DELHI COURTS alone will have jurisdiction. Cost of stamp paper shall be borne by the Agency.

18. That the terms of the NIT shall be read as a part and parcel of this Agreement.

19 IN WITNESS TO THIS parties above mentioned have signed the contract on the date and year first stated above.

IN PRESENCE OF Signed and delivered by the above named Agency

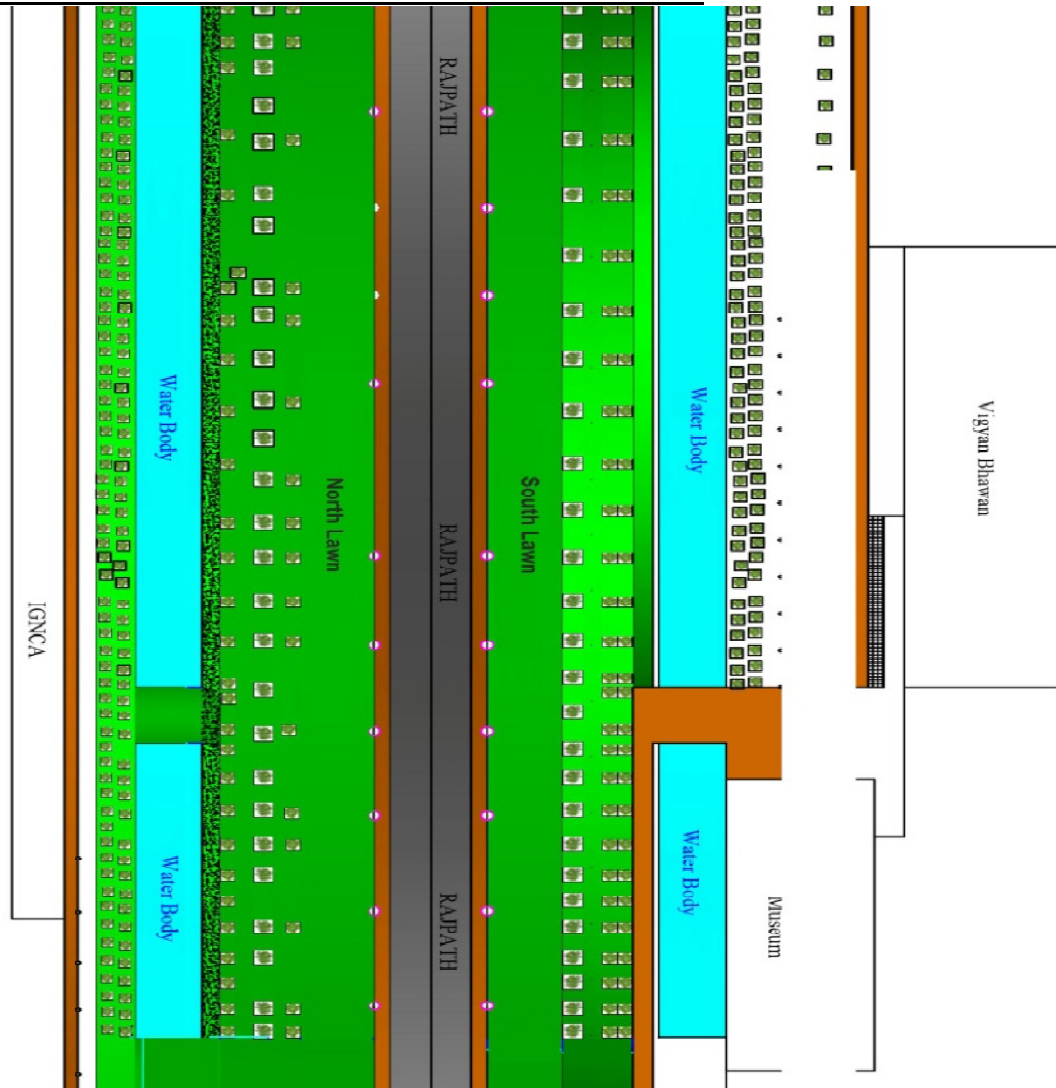
SIGNATURES OF PARTY WITH SEAL    SIGNATURES OF BUYER    SEAL

WITNESS

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### LAYOUT DRAWING/PLAN /SITE OF PROPOSED EVENT



The above lay out is indicative only.

## FINANCIAL BID

S.No.	Scope of Work	QTY.	Unit	Rate	Amount
1	Entrance Arches made of metal frame with flex print 11mtr (W) x 4.5 mtr (H) duly finished as per design approved by ITDC/ Principal Organizer.	6	Nos. For entire event		
2	<b>Help desk: Delhi Police, CCTV, Medical Room , Fire Control Room, Traffic police etc</b> Waterproof Pagodas measuring 5 mtr x 5 mtr , Covered from all sides and top with lockable door for entry and exit having wooden platform base of 10cm with new carpet (colour as per our requirement)	16	Nos. For entire event		
3	H/Desk - Octonorm Tables 3ft x 1 .5ft	32	Nos. For entire event		
4	H/Desk - Banquet chairs with chair covers	48	Nos. For entire event		
5	H/Desk -Power points	64	Nos. For entire event		
6	H/Desk -Dust bin	16	Nos. For entire event		
7	H/Desk - Facia	16	Nos. For entire event		
8	H/Desk- Pedestal Fan	32	Nos. For entire event		
9	H/Desk - Adequate lighting(comprising of 3 light fittings of 40 Watt each or compatible LED Light Fittings in each pagoda)	16	Nos. For entire event		

<b>10</b>	<b>Office set up of Concerned Ministries (Ministry of Tourism,Culture,Defence, ASI, Textile ,CPWD, ITDC etc.)</b> Waterproof Pagodas measuring 5 mtr x 5 mtr , Covered from all sides and top with lockable door for entry and exit having wooden platform base of 10 cm. with new carpet (colour as per our requirement)	10	Nos. For entire event		
<b>11</b>	Office setup - Octonorm Tables 3ft x 1.5ft	20	Nos. For entire event		
<b>12</b>	Office setup - Banquet chairs with chair covers	40	Nos. For entire event		
<b>13</b>	Office setup - Power points	40	Nos. For entire event		
<b>14</b>	Office setup - Dust bin	10	Nos. For entire event		
<b>15</b>	Office setup - Facia	10	Nos. For entire event		
<b>16</b>	Office setup - Adequate lighting(comprising of 3 light fittings of 40 Watt each or compatible LED Light Fittings in each pagoda)	10	Nos. For entire event		
<b>17</b>	Office setup- Tower Air-Conditioners of 2 Ton	10	Nos. For entire event		
<b>18</b>	<b>Security Items / services -</b> Baggage Scanning Machines ( as per requirements of security agencies )	8	Nos. For entire event		
<b>19</b>	<b>Security Items / services-</b> Tensil Canopies of water proof stretchable fabric with MS Frame 40ftx13ft ( to cover 10 Nos of DFMD at entry points )	4	Nos. For entire event		
<b>20</b>	<b>Security Items / services -</b> Manpower for Frisking, detection,	294	Man Days		

	security etc. arrangements by trained and uniformed, presentable security personnel (on shift basis of 12 Hours per day) at identified points and as required:- Male - 42 Nos. per day of event on shift basis in ( Day/Night)				
<b>21</b>	<b>Security Items / services</b> - Manpower for Frisking, detection, security etc. arrangements by trained and uniformed, presentable security personnel (on shift basis of 12 Hours per day) at identified points and as required:- Female - 18 Nos per day of event in Day Shift only	126	Man Days		
<b>22</b>	<b>Security Items / services</b> - Queue managers (ribbonised steel barricading) ( as per requirements of security agencies )	50	Nos. For entire event		
<b>23</b>	<b>Security Items / services</b> - Security Tower ( Machaan) ( as per requirements of security agencies )	8	Nos. For entire event		
<b>24</b>	<b>Cultural Area Including –</b> Construction/Installation /Dismantling/Clearing of Space Frame Pillar less, Water Proof, Fire Retardant, safe Aluminum hanger structure Non-Air-conditioned, (30mx50m) covered from three side & top( Well lit as per our requirement –using fitting cables etc of ISI Standards, well ventilated )	1500 sqmt	For entire event		
<b>25</b>	<b>Cultural Area Including –</b> <b>Tower Air-Conditioners of 2 ton for front rows</b>	4	Nos for entire event		
<b>26</b>	<b>Cultural Area Including –</b> <b>Pedestal fans</b>	40	Nos for entire event		

27	<b>CULTURE AREA INCLUDING</b> – Main Stage (80 ft x60 ft) for Cultural performance 3 level stage with adequate load bearing capacity (300Pax at a time) with flooring foam and new carpet (Grey Colour). 4 Feet height of stage at first level. Broadside steps and ramp on both sides of the stage. Frontal steps all along the width. Red Carpet covering the front of the stage upto Sofa sets seating rows.	1	Nos. For entire event		
28	<b>CULTURE AREA INCLUDING</b> – Well Ventilated Green rooms of size of 1000 sq. Ft each separate for male & female interconnected with cultural stage. The green rooms to accommodate 80 to 100 artists in each at a time in vicinity of stage area, with wooden platform of 10cm with carpet, 30 banquet chairs with covers each, Garments hanger stand- 8 Nos each, 10 mirrors each, 4 shelves each, 10 pedestal fans each, Green Rooms to be well lit with 10nos each light fitting of 40 watt each or compatible LED light fittings.	2	Nos. For entire event		
29	<b>CULTURE AREA INCLUDING</b> - Holding areas of 10 mtrs x 5mtrs each for cultural artists at an area in the vicinity of the cultural stage with wooden platform of 10 cm, carpet, Banquet chairs with covers- 20 nos each, 2 pedestal fans each and light fittings of 40 watt- 4 nos each or compatible LED light fittings.	2	Nos. For entire event		
30	<b>CULTURE AREA INCLUDING</b> - Seating for audience:- Sofa Double Seaters	40	Nos. For entire event		
31	<b>CULTURE AREA INCLUDING</b> - Seating for audience:- Centre Tables( Coffee Table size)	6	Nos. For entire event		



<b>32</b>	<b>CULTURE AREA INCLUDING -</b> Seating for audience:- Banquet chairs with chair covers and bands	1000	Nos. For entire event		
<b>33</b>	CULTURE AREA INCLUDING - Stage Lighting:- Box Truss 100ft x70ft	1	Nos. For entire event		
<b>34</b>	CULTURE AREA INCLUDING - Stage Lighting:- Side Cuts Section – 16ft	2	Nos. For entire event		
<b>35</b>	CULTURE AREA INCLUDING - Stage Lighting:- LED PAR LIGHTS 54x3 Watt	80	Nos. For entire event		
<b>36</b>	CULTURE AREA INCLUDING - Stage Lighting:- Par 64 sealed beam	60	Nos. For entire event		
<b>37</b>	CULTURE AREA INCLUDING - Stage Lighting:- Laser light	1	Nos. For entire event		
<b>38</b>	CULTURE AREA INCLUDING - Stage Lighting:- Sharpy	40	Nos. For entire event		
<b>39</b>	CULTURE AREA INCLUDING - Stage Lighting:- Pointy	24	Nos. For entire event		
<b>40</b>	CULTURE AREA INCLUDING - Stage Lighting:- Aura	24	Nos. For entire event		
<b>41</b>	CULTURE AREA INCLUDING - Stage Lighting:- Profile	12	Nos. For entire event		
<b>42</b>	CULTURE AREA INCLUDING - Stage Lighting:- Follow Spot	2	Nos. For entire event		
<b>43</b>	CULTURE AREA INCLUDING - Stage Lighting:- Mole fays	8	Nos. For entire event		

<b>44</b>	CULTURE AREA INCLUDING - Stage Lighting:- Hazle Machine	4	Nos. For entire event		
<b>45</b>	CULTURE AREA INCLUDING - Stage Lighting: - Grand MA Lighting CONTROL Panel with NPU.	1	Nos. For entire event		
<b>46</b>	<b>PC LED Warm-400 watts</b>	32	Nos. For entire event		
<b>47</b>	<b>LED Fresnel warm</b>	32	Nos. For entire event		
<b>48</b>	<b>Dimmer Par 500 KW Electronic</b>	1	Nos. For entire event		
<b>49</b>	<b>Avolite Board</b>	2	Nos. For entire event		
<b>50</b>	<b>Cultural Area -Video - LED WALL - Centre 40ft x 16ft</b>	1	Nos. For entire event		
<b>51</b>	<b>Cultural Area - Video - Side Wings – LED Wall 8ft x12ft</b>	6	Nos. For entire event		
<b>52</b>	<b>Cultural Area - Video - Watch out Servers</b>	3	Nos. For entire event		
<b>53</b>	<b>Cultural Area - Video - Plasma TV 52 inch for backstage</b>	4	Nos. For entire event		
<b>54</b>	Cultural Area - Multi Camera HD Set up with 04 cameras with editing table, Jimmy Jip with crane and adequate manpower to operate	1	Nos. For entire event		
<b>55</b>	Cultural Area - Sound Requirements - line array D&B	24	No. for Entire event		
<b>56</b>	Cultural Area - Sound Requirements - Base D&B	5	Pairs		

<b>57</b>	Cultural Area -Sound Requirements - Stage Monitor	16	Nos. For entire event		
<b>58</b>	Cultural Area - Sound Requirements - Side Fill Line array approx 800 Watt each	9	Pair . For entire event		
<b>59</b>	Cultural Area - Sound Requirements - Corded Mikes	20	Nos. For entire event		
<b>60</b>	Cultural Area - Sound Requirements - Cordless Mikes	20	Nos. For entire event		
<b>61</b>	Cultural Area - Sound Requirements - Headset mike	10	Nos. For entire event		
<b>62</b>	Cultural Area - Sound Requirements - Foot Mike	16	Nos. For entire event		
<b>63</b>	<b>Dynamic wired mikes of different sizes</b>	40	Nos. For entire event		
<b>64</b>	Digital Console 96 Channels	2	Nos. For entire event		
<b>65</b>	<b>VIP Lounge:</b> To cater requirements for VIPs as per security agencies.- Construction of Space Frame Pillar less, Water Proof, Fire Retardant Aluminium hanger Structure 20m x 10m with top & covered from all sides with wooden platform base of 10 cm with new carpet, Double Door Entrance and Exit, Well Lit befitting the Ambiance as per our requirement- using fittings, cables etc of ISI standards, well ventilated, with colorful fabric and befitting interiors.10 nos. Flower Bouquets & 8 nos. table top flower	200sq mt	Nos. For entire event		

	arrangements on daily basis.				
<b>66</b>	VIP Lounge: Sofa set ( Double Seaters)	12	Nos. For entire event		
<b>67</b>	VIP Lounge: Centre Tables	6	Nos. For entire event		
<b>68</b>	VIP Lounge: Side Tables	6	Nos. For entire event		
<b>69</b>	Tower Air- conditioners of 2 Ton each	6	Nos. For entire event		
<b>70</b>	VIP Lounge: Air-conditioned portable Toilets in vicinity of VIP Hanger with dedicated staff deployment with toiletries, amenities & adequate water supply at all time of event.	2	Nos. For entire event		
<b>71</b>	<b>Hanger for DAVP Exhibition -</b> Construction of 01 Nos. of Space Frame pillar less, Water Proof, Fire Retardant, Safe Aluminum Hanger Structure (15mx20m) with 10cm wooden platform base with carpet & Covered from three sides plus top& well lit. 15 Nos Pedestal fans. The average electrical load should be 20KW including load required from 9 <sup>th</sup> August to 11 <sup>th</sup> August 2017 for fabrication of exhibition area. All material used should be in consonance to fire safety norms & adhere to fire safety standards	300 Sqmt	Nos. For entire event		

72	<b>Hanger for ASI Exhibition -</b> Construction of 01 Nos. of Space Frame pillar less, Water Proof, Fire Retardant, Safe Aluminum Hanger Structure (15mx20m) with 10cm wooden platform base with carpet & Covered from three sides plus top& well lit. 15 Nos Pedestal fans. The average electrical load should be 20KW including load required from 9 <sup>th</sup> August to 11 <sup>th</sup> August 2017 for fabrication of exhibition area. All material used should be in consonance to fire safety norms & adhere to fire safety standards	300 sqmt	Nos. For entire event		
73	Holding Area (for use as rain shelter & Inclement weather conditions etc.) Construction of 5 Nos of space frame pillar less ,water proof, fire retardant, safe Aluminum hanger structure ( 15mt x 20 mts ) with 10cm wooden platform base with load bearing capacity covered from two sides plus top & well lit. Each hanger structure to represent regional/state perspective with thematic furniture, decorations, ambiances as per requirements.	1500 Sqmts	For entire event		
74	<b>Food Court - Water Proof</b> Pagodas(5mx5m) with wooden platform base of 10 cm, carpet and each pagoda consisting of 3 light fittings of 40 watt each or compatible LED light fittings, Furniture- 4 Nos. working table of 6' x 3' with white disposable laminated sheets (to be changed regularly) 4 Nos. Plastic chairs, 5 Nos. power points, 1nos Dustbin, 02 Nos Pedestal fans& 1 No. Facia . The average Electricity load should be 5 KW in each pagoda.	60	Nos. For entire event		

<b>75</b>	Food Court - 3 Kitchen Areas of 300 SQM each in tin Sheds & stone / brick surface with each kitchen areas consisting working tables of 6' x 3' (50 Nos ) with facility of water for cooking & dish washing . Kitchen area to be adjoining food court area.	900 sqmt	Nos. For entire event		
<b>76</b>	Food Court - Dustbin with Garbage bags with clearance at regular interval and timely cleaning to maintain hygiene during the entire period of event. Theme of Swachh Bharat to be adhered. Large size with covers.	100	Nos. For entire event		
<b>77</b>	Food Court - Outdoor LED Wall 20ft x 20ft, with flex Branding, Platform & sound system.	2	Nos. For entire event		
<b>78</b>	Food Court –Banquet(Plastic Tables) Tables Round with approx 1.5mtr. Dia(35 nos) with Umbrella and Rectangular/Square Dining Tables (35 nos) with umbrella to accommodate 5/7 chairs each .Table covers for all tables.	70	Nos. For entire event		
<b>79</b>	Food Court – Banquet/ Plasticchairs with chair covers and bands/Wooden chairs	350	Nos. For entire event		
<b>80</b>	Food Court - Bistro Tables with covers	40	Nos. For entire event		
<b>81</b>	Food Court - Stage for Performance of Nukkadnatkas, size 50sq mtrs with 2 Ft height & steps on two side with sound system – 4 speakers, 10-standing mikes, 2 cordless mikes and 2 collar mikes.	1	Nos. For entire event		

82	<b>Handicraft Craft Area-</b> Water Proof Pagodas ( 5m x 5m) Structure with wooden platform base of 10 cm, carpet and each pagoda to have 3 light fittings of 40 watt each or compatible LED light fittings, Spot Lights (9 nos), Furniture- 2 Nos. Octonorm Table 3'x 1.5', Banquet/Plastic chairs with covers 2 nos., 3Nos. Power Points, 1 No. Dustbin & 2 Nos Pedestal Fan , etc with Modular structure inside .Each Modular structure within each pagoda to have 9 shelves/slabs ( 3 on each wall) for display their products, lockable facility & 1 No. facia.	75	Nos. For entire event		
83	<b>Handicraft Craft Area-Including :</b> Dustbin with Garbage bags with clearance at regular interval and timely Cleaning to maintain hygiene during the entire period of event. Theme of Swachh Bharat to be adhered.	30	Nos. For entire event		
84	<b>Handicraft Craft Area-Including:</b> Outdoor LED Wall 20'x 20' with flex Branding with platform & sound system.	2	Nos. For entire event		

85	<p><b>Handicraft Craft Area- Including State theme Pavilion</b> : Water Proof Pagodas (10m x 5m) Structure each with wooden platform base of 10 cm, carpet with each to have 6 light fittings of 40 watt each or compatible LED light fittings, Furniture- Octonorm Table 3'x 1.5' - 04 Nos , Banquet chairs with chair covers 4 nos, Power Points 08 Nos , Spot lights -15 Nos , Dustbin -01 No, Pedestal Fans 03 Nos etc with Modular structure inside .Each Modular structure within each theme Pavilion to have Lockable facility &amp; 1 No. facia.</p> <p>Each theme Pavilion ( 10mx5m) to have additional average Electricity load of 4 KW for each pavilion including Electric load required from 9<sup>th</sup> August to 11<sup>th</sup> August 2017 for fabrication of stalls)</p>	20	Nos. For entire event		
86	<b>Military Band Stage</b> - 4 side open stage for Military Bands of 12mx8.5m size with 4ft height with flexbranding on four sides with two side steps, carpet, with stage lighting ( 20 par /LED lights) from the front side of the stage	3	Nos. For entire event		
87	<b>Military Band Stage</b> - Sound system for Military Bands (48 piece band), 20 Micro phone , Cordless mikes -2nos and collar mikes- 2 nos, Jacks and wires for Guitar, keyboard and Octopad, Speakers -12 nos, Monitor speaker- 4 nos, Woofers & Tweeters, Mixer Channel, amplifier etc	3	Nos. For entire event		
88	<b>Military Band Stage</b> - Banquet chairs with chair covers and bands with covers on band stages - 30 each	3	Nos. For entire event		



<b>89</b>	<b>Revolving / Rotating CCTV Cameras with wiring –(in entire event area including periphery, surrounding areas &amp; parking)</b> Installation and operation during entire event with Night vision capacity, monitoring & recording & including deployment of technically trained manpower to monitor CCTV Operation. <b>At the end of the event complete recording of all the days to be submitted in hard disk</b>	200	Nos. For entire event		
<b>90</b>	<b>Fire Fighting</b> - Provision (in entire event area including parking & surrounding areas ) with firefighting equipment and manpower including Fire Tenders-2, ABC Type fire extinguishers(10 Kg) – 150 Nos., Sand Buckets 100 and Sand Bags – 200 Nos., Fire Marshalls– 10 Nos. and Fireman – 20 Nos. duly trained as per prevailing fire safety norms in uniform as per requirements of Authorities.	1	Nos. For entire event		
<b>91</b>	<b>Conservancy &amp; housekeeping</b> - Provision of 80 Nos cleaning staff for conservancy and maintenance of the event areas and surrounding areas each day. Staff should be in proper uniform.	1	Nos. For entire event		
<b>92</b>	Ceremonial Gas Filled balloons of Tri-colors & medium size- On the Inaugural Day only	200	Nos.		
<b>93</b>	<b>Catering Arrangements at VIP Lounge –</b> (Each Day) - Tea/ coffee/cold beverages, Samosa, pakora, mini patties, Dry Indian sweet, cookies and biscuits & Mineral water bottles(250 ml of reputed brands approved by FSSAI ) . Well groomed & uniformed staff to cater in VIP Lounge .	200	PAX		
<b>94</b>	Office equipments : Computer with UPS	3	Nos. For entire event		

95	Office equipments : Printers	3	Nos. For entire event		
96	Office equipments : Photocopier Machine	1	Nos. For entire event		
97	Office equipments : Data cards for internet connectivity (4 GB)	3	Nos. For entire event		
98	<b>Creative Branding:</b> Creative & graphic designing of symbol of event with options, designing of view cutter, signage ,backdrop ,gates, 3D Cut out at various locations & direction indicator panels ( as per input from principal organizer ) in and around the entire Parv Area & periphery. In addition, Interactive wall using good material- fabric, wood crafted jaalis, flex prints using 3-D effects, selfie points; Graffiti walls, masks; Dance Postures, Make in India Concepts, display various art forms of India etc. to create and enhance the ambiance to give colorful and festive look as well as for more public participation.	50000 Sqft	For entire event		
99	Cloth masking on frame of entire Boundary wall with 12 Feet height as per site requirement	25000 Sqft	For entire event		
100	<b>Creative Zone:</b> for activities like short quiz competition, face painting/ tattoos, Karaoke activities with sound systems for public participation with activity co-coordinators and any other participative concepts with adequate co-coordinators etc.	1	Nos. For entire event		
101	40 Nos. of Drinking water dispenser equipped with 20Ltr. Packaged Drinking water jar of reputed brand ,replenishable CAN/JAR with sufficient disposable eco-friendly cups (CAN/JAR to be replaced at regular interval for un-interrupted	1	Per day for entire event		

	supply) on daily basis for entire event. 350 jar of 20ltr per day				
<b>102</b>	Still & Video Photography of entire Event – comprising of two single Camera Setup with live projection in Food Court & Handicraft area and at least 2 still photographers. Softcopy of photo shoot and video recording to be handed over on daily basis/as and when required basis to ITDC for entire event including photo Album/s, DVD's and teasers( short clippings of 3 to 5 minutes duration for the event as per the requirements of Ministry).	1	Nos. for Entire Event		
<b>103</b>	Toilets for General Public (Male & Females) with hand washers with liquid soap, proper water facility & their cleanliness at regular intervals& to maintain proper hygiene	40	Nos. For entire event		
<b>104</b>	Drinking water Tanker - 5000 Ltr. in Food Court area for kitchen purpose - on Daily basis	4	Nos. For entire event		
<b>105</b>	Central PA System for entire venue ( Help desk & control rooms )	1	Nos. For entire event		
<b>106</b>	Battery Operated Golf Cart with Driver for VIPs ( 5+1) seating capacity each	2	Nos. For entire event		
<b>107</b>	Wheel Chairs for Differently abled persons	3	Nos. For entire event		
<b>108</b>	Walkie-Talkies Communication Devices with System	20	Nos. For Entire Event		
<b>109</b>	Kitchen Apron of size 42"x24" with strap & good quality fabric with Incredible India branding	500	Nos for entire event		
<b>110</b>	Umbrella large size	100	Nos for entire event		

**INDIA TOURISM DEVELOPMENT CORPORATION LIMITED**  
**ASHOK EVENTS DIVISION**

**TENDER NO. ITDC/AE/MOT/Rajpath-2017 dated 08.07.2017**

**Appointment of an Event Management Agency on turnkey basis based at Delhi/NCR for Designing, Execution and Supervision/management of arrangements/activities and services for an event being organized in conjunction with Independence Day celebrations -2017 at Area between Mansingh Road and Janpath Road, South of Rajpath New Delhi including South and North Lawns, Bajripath, water body, Parking areas etc. from 12<sup>th</sup> to 18<sup>th</sup> August 2017.**

## **FINANCIAL BID SCHEDULE**

TOTAL AMOUNT: Rs.

TOTAL AMOUNT IN WORDS: Rupees \_\_\_\_\_

Goods and Service Tax(GST) ----- %