NOTICE INVITING e-TENDER (NIT)

Online tenders are invited from experienced and reputed Firms through two bid system for “Event Management for SARAS Aajeevika Fair-2019” to be held from 10th-23rd October, 2019 at India Gate Lawn, New Delhi (Manual tender will not be accepted). The selection of bidder will be based on Combined Quality-cum-Cost Based System.

Tender documents may be downloaded from CPPP site https://eprocure.gov.in/eprocure/app as per the schedule as given in CRITICAL DATE SHEET.

1. Bids shall be submitted online at CPPP website: https://cprocure.gov.in/eprocure/app. Bidders are advised to follow the instructions provided in the ‘Instructions to the Agencies/Bidder for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at https://eprocure.gov.in/eprocure/app.

   Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned documents.

2. Not more than one tender shall be submitted by one contractor or agency having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

3. Bidder who has downloaded the tender from the Public Procurement Portal (CPPP) website https://eprocure.gov.in/eprocure/app, shall not modify the tender form including downloaded price bid template in any manner. In case of the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and Bidder is liable to be banned from doing business with CAPART.

4. Intending Bidders are advised to visit again CPPP website https://eprocure.gov.in/eprocure.app at least 3 days prior to closing date of submission of tender for any corrigendum/addendum/amendment.

5. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid the results of their qualification will
be uploaded on the site. The final result of selection of bidder based on the technical and financial bid will also be uploaded on the site.

Bidders should keep the entire original documents ready for physical verification if needed.

**CRITICAL DATE SHEET:**

<table>
<thead>
<tr>
<th>Tender No.</th>
<th>:</th>
<th>30-319/2019-20/Mkt. CAPART / SARAS Aajeevika- 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Published Date and Time of e-Tender</td>
<td>:</td>
<td>10.07.2019 at 3:00 PM</td>
</tr>
<tr>
<td>Start Date and Time of download of Tender Document</td>
<td>:</td>
<td>10.07.2019 at 3:00 PM</td>
</tr>
<tr>
<td>Submission of Pre-bid Queries by email <a href="mailto:marketingcapart@gmail.com">marketingcapart@gmail.com</a></td>
<td>:</td>
<td>17.07.2019 at 3.00 PM</td>
</tr>
<tr>
<td>Pre-Bid Meeting Date &amp; Time</td>
<td>:</td>
<td>22.07.2019 at 11:00 AM</td>
</tr>
<tr>
<td>Start Date &amp; Time of submission of e-Tender</td>
<td>:</td>
<td>23.07.2019 at 11:00 AM</td>
</tr>
<tr>
<td>End Date &amp; Time of submission of e-tender</td>
<td>:</td>
<td>01.08.2019 at 3:00 PM</td>
</tr>
<tr>
<td>Date &amp; Time of opening of Technical bid</td>
<td>:</td>
<td>02.08.2019 at 3:00 PM</td>
</tr>
<tr>
<td>Date &amp; Time of presentation by eligible bidders</td>
<td>:</td>
<td>03.08.2019 at 11:00 AM</td>
</tr>
<tr>
<td>Date &amp; time of opening of Financial bid</td>
<td>:</td>
<td>To be confirmed post presentations.</td>
</tr>
</tbody>
</table>

Marketing Division  
CAPART  
Zone-5A, 2nd Floor, India Habitat Centre, Lodhi Road, New Delhi - 110 003  
marketingcapart@gmail.com
The Council for Advancement of People’s Action and Rural Technology (CAPART) proposes to hold an Exhibition and Sale of Rural Arts and Craft products, named “SARAS Aajeevika Fair-2019” at India Gate Lawn, New Delhi from 10th-23rd October, 2019. The details are as per the enclosed layout of the area at India Gate Lawn, New Delhi. The thrust of the exhibition cum sale will be to provide a platform to showcase the rural arts and crafts products made by the rural women Self Help Groups (SHGs) members under Deendayal Antyodaya Yojana- National Rural Livelihoods Mission (DAY-NRLM) schemes of the Ministry of Rural Development, Govt. of India and to publicize and showcase various rural development programmes.

THEME

The pavilion will be called the 'SARAS' Pavilion and will display a wide variety of products produced by the rural artisans from all over the country. Almost all the States and Union Territories are expected to participate in the exhibition cum sale fair. Each participating State/Union Territory will be provided stalls in the exhibition area. A part of the space will be used for highlighting the programmer and the achievements of the Ministry of Rural Development, Govt. of India and publicize and projects of various programme/schemes of Ministry.

AREA AVAILABLE:
As per the enclosed layout plan (approx. 10000 sqm.) - Annexure-F.

IMPORTANT:

The exhibition cum sales fair at India Gate Lawn, New Delhi is an opportunity for the Ministry of Rural Development, Government of India to reach out to people and position the rural art and craft prepared by rural women. For this, it is necessary to study and understand the profile of visitors, the messages to be delivered and the most cost-effective means of communicating the message, etc.

1. **Scope of the Work (SARAS Aajeevika Fair - 2019):**

The scope of the work of the event manager for SARAS, 2019 will include:

1. Construction of gates including designing and decoration.
2. Construction of stalls including providing tables, chairs, racks, lighting and necessary fittings.
3. Construction of stage with backdrop, decoration, seating arrangements, podium and public address systems etc.
4. Landscaping of suitable areas in and around the fair premises using natural potted plants and materials, construction of hanger and providing Gen sets.
5. Designing and installing of signages (hoardings, banners, directory, entry gate, pole bunting, standees, backdrops etc.) in and around India Gate including the Fair premises.
6. Laying of carpets in the entire area of the Fair.
7. Construction of registration counters with proper facilities.
8. Construction of an air conditioned conference/meeting room.
9. Organizing inaugural function, press conferences, and providing an anchor for inaugural function.
10. Printing of brochures, pamphlets, books, invitation cards, souvenir, badges etc.
11. Photography and videography of the event.
13. Providing facilities for cleaning work at SARAS Pavilion.
15. Entire exhibition from start to end will be decorated to provide ethnic look.
16. Providing chemical toilets, MOJO barricading.
17. Event and exhibition management, layout design, construction, fabrication, signage designing and logistic planning.
18. Co-ordination with all the concerned Ministries/Department/Organizations/Agencies and obtaining clearances/permission from the respective Authorities (Fire Safety, Delhi Police and Traffic NDMC etc.) on behalf of CAPART and MoRD.
19. Co-ordination for security arrangements, infrastructure, VVIP programme (coordination with security agencies)
20. Coordination with media-through DAVP/Mass Media (print, Radio, T.V.).
21. Fire safety arrangements for the venue.
22. Sign boards and help desks at Railway Stations, Bus Station (ISBTs), Metro Stations and Airport if required.
23. The Event Management Agency (EMA) shall be responsible for maintenance of the provided area/venue and will keep the same clean/tidy during the event. The EMA shall be responsible for maintenance and watch and ward of the structures and equipment and other infrastructure, safety of all fittings and fixtures during the occurrences of the event. The EMA would also solely be responsible for all his staff and their liabilities whether permanent or temporary, and ensure their safety and security and due legal compliances. CAPART will not be responsible for any of the above under any circumstances. The EMA should make all necessary arrangement for the Disaster Management.
24. EMA must note that the exhibition cum fair site is a Government facility and all works to be carried out not disturbing the day–to-day work of the facility. The EMA will take all necessary consent and permissions for the same from/through the concerned department. The EMA must ensure at all times that the lands provided for the event is a Government land and no deed is to be performed which spoils the dunes/landscaping/plants/infrastructure.
25. Entire water & electricity arrangements for the venue to be done by event management agency. All the necessary permission/approvals and coordination’s are to be ensured by EMA. EMA will ensure the backup plan for electricity and water services. The cables used should be ISI/BIS standard. The payment of electricity bill will be made by CAPART.
26. (i) Event Management Agency will need to indemnify and keep indemnified the Client as per contract provision before, during and after the event. The Bidders are expected to have adequate insurances in place to cover any possible losses/claims such as:

- Material Damage
- Personal Accident
- Public liability
- Third Party Claim
- Any related Insurance cover for such events with adequate risk cover.

The bidders will be required to share copies/details of all the insurance cover with risk cover as part of their proposals. Any firms without adequate insurance cover (in place or willing to put in place before contract signing) may not be considered for evaluations by the Client.

[Invitation Cards for inaugural function with envelopes to be made available before two days of inaugural function. Brochure of products to be made available on or before 09th Oct, 2019.]

- In SARAS Aajeekiva Fair-2019 India Gate Lawn, New Delhi there would be approx. **250 Stalls** (200 stalls for rural artisans, 20 stalls under food courts and 30 other stalls for B.C Sakti, Patrkar Didi etc. as per detail mentioned in Annexure H of the financial bid part), having a minimum size of 3*3 / 3*2 / 2*2 square meter each, are to be made by the EMA depending on the availability of the space and circumstances and direction of Core Committee of the MoRD/CAPART.

- The prospective event management agencies are hereby requested to develop concept and design as per Scope of Work. The agencies are further requested to inspect the venue before submitting a layout plan.

**Proposed Stalls plan**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Particulars</th>
<th>No. of Stall</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>SARAS Aajeekiva- 2019 at India Gate Lawn, New Delhi</td>
<td>250</td>
</tr>
</tbody>
</table>

**2. Pre-Bid Meeting:**

A pre-bid meeting will be held on 22.07.2019 at 11:00 AM at CAPART Conference Room, Zone-5A, 2nd Floor, India Habitat Centre, Lodhi Road, New Delhi. The representatives of the interested firms may attend the pre-bid meeting at their own cost and expense. The purpose of the meeting is to provide information to bidders regarding Tender Documents/Scope of Work. CAPART will provide opportunity to each bidder to seek clarifications regarding any aspects of the tender documents and event.
In case of any query on the Event Management Tender, the interested bidder may attend the Pre BID meeting.

3. Eligibility Criteria (To form part of the Technical Bid):

The following are the essential requirements for the technical bid. If the bidder does not meet the following eligibility criteria, their bid will not be considered for technical evaluation.

1. The agency/ firm should have experience of successfully managing similar events at India Gate Lawn in the past 5 years. The scope of work of these events should include complying to all requirements and managing all clearances that may be required for such events at India Gate lawns.

2. The agency/firm should be registered under Companies Act or any other Association. The copy of certificate of incorporation with registration number should be enclosed.

3. The agency/firm should submit a demand draft of Rs. 25.00 Lakhs (Twenty Five Lakhs only) in favour of CAPART payable at New Delhi as EMD along with technical bid. Attach the details. Agencies which fall under the purview of MSME/NSIC exemption are required to submit the relevant documents/ proofs of exemption for waivers in Tender Fee & EMD.

4. The agency/bidder should have completed a minimum of 03 (Three) Events/Conferences/Similar nature of events with a participation of minimum 600 participants for Government of India/PSUs/Autonomous Bodies/Federations of Industries etc. during the past 03 (Three) financial years. Details of events organized along with documentary proof to be enclosed as per Annexure - C.

5. The firm/agency should have a minimum average annual turnover of Rs. 20.00 Crore during the last three financial years. Copies of the audited Balance Sheet, Income & Expenditure accounts/Profit & Loss and Receipts & Payments of last three financial years and Income Tax Returns of the same period or the Certification from Chartered Accountant be attached in support of this qualification. Details may be enclosed as per Annexure - D and furnished along with documentary proof for the same.

6. The agency/firm must be registered with Trade and Taxes/Sales Tax and Service Tax Department. Copies of certificates of Incorporation, VAT/Sales Tax, Service Tax/GSTN and PAN must be enclosed.

7. The firm should have at least one office in the Delhi/NCR region. Documentary proof must be enclosed.

4. Bid Submission

The bid shall be submitted online at CPPP website: https://eprocure.gov.in/eprocure/app. All the pages of bid compulsorily of all the Annexure/Supporting Documents being submitted must be signed by the bidder and in absence of it, the bids will be rejected. The complete tender under 2-bid system is to be submitted online containing the following
5.1 Technical Bid:

[Scanned copy of Annexure - A, B, C, D, EMD and address proof of firm having at least one office in the Delhi/NCR region]

5.1.1 Tender Acceptance Letter as per Annexure – A.

5.1.2 Information/documents furnishing details of the agency to be submitted as per Performa at Annexure-B. These should include self-attested copies of Registration Certificate, Sale Tax No., Service Tax No./GSTN, PAN/TIN No., Experience certificates of carrying out similar nature of work, Income Tax Returns, Balance Sheet/Audited Statements of Accounts.

5.1.3 Demand Draft of Rs.25,00,000/- (Rupees Twenty Five lakh only) in favour of CAPART payable at New Delhi, from any of the Commercial Bank, as Earnest Deposit (EMD). The original must be delivered to - Marketing Division of CAPART, Zone-5A, 2nd Floor, India Habitat Centre, Lodhi Road, New Delhi-110 003 on or before the last date & time for the submission of the tender. The details of the Demand Draft physically sent must tally with the details available in the scanned copy and data entered during bid submission time otherwise the uploaded bid will be rejected.

5.1.4 The bidders are required to submit 3-D drawings and action plan of designing of minimum of 250 Stalls (200 stalls for artisans, 20 stalls under food courts and other 30 stalls for B.C Sakhi, Patrakar Didi etc. as per detail mentioned in financial bid part, annexure-H) having a minimum size of (3*3 / 3*2 /2*2) square meter each are to be made depending on the availability of the space and circumstances and direction of Core Committee of the MoRD/CAPART. A registration counter/ help desk having sitting capacity for 15 persons, a conference/meeting room, stage for cultural programmes, designed gates at several entry points (Main Gates and exit gates). The drawings should be made taking all these aspects into consideration. The design should be 3-D drawing of the construction to be done by the agency in physical form in a separate envelope must be delivered to Marketing Division of CAPART, Zone-5A, 2nd Floor, India Habitat Centre, Lodhi Road, New Delhi-110 003 on or before the last date & time for the submission of the tender.

5.1.5 Bidders are required to submit designs for brochure. Scanned copies to be enclosed with Technical Bid.

5.1.6 Details of the Qualifications, Experience and numbers of Core team of Technical /Professional Manpower trained in Event Management Agency should be enclosed in structured manner.

5.2 Financial Bid:

5.2.1 The duly filled financial bid as per Performa given in the tender document at Annexure – H will have to be submitted electronically/online. Conditional price bid shall be summarily rejected. If the financial bid file is found to be modified by the bidder, the bid will be rejected.
5.2.2 The bidders are required to submit a Financial Bid undertaking as per format at Annexure-G.

The Financial Bids of only those agencies who have qualified in the Technical bids shall be opened.

6. **Performance Guarantee:**

A security deposit of an amount equivalent to 5% of the total value of the contract amount, in the form of Bank Guarantee (as per Annexure – J) valid for a period more than two months beyond the expiry of contract period, from a Nationalized Bank, should be deposited by the successful bidder with CAPART's account towards Performance Guarantee, which shall be refunded within two months of date of expiry/completion of the contract without any interest payable thereon. After depositing the Performance Guarantee, EMD amount would be released to the successfully bidder. In the event of the agency failing to comply with any provision of the contract, Performance Guarantee shall stand forfeited.

The work order will be issued after depositing Performance Guarantee.

7. **Mode of Selection**

Selection of bidder will be based on the Combined Quality-cum-Cost Based System with 70:30 weightage i.e. 70% weightage to the Technical proposal and 30% weightage to the Financial proposal.

**Technical Evaluation (100 marks):**

The technical proposals of the Bidders who fulfill the eligibility criteria will be evaluated as per the parameter indicated at Annexure-I. The agencies scoring 70 marks and above will be declared as technically qualified.

The financial bid of only those agencies will be considered, who have qualified technically.

Technical and commercial scores obtained by all the bidders would be summed and the vendor with highest score would be awarded the bid.

Total scores of the vendors would be calculated as per the following formulas:

**Technical Bid**

1. \((T1/T_{max})\times 0.7 + (L_{min}/L1\times 0.3)\)
2. \((T2/T_{max})\times 0.7 + (L_{min}/L2\times 0.3)\)
3. \((T3/T_{max})\times 0.7 + (L_{min}/L3\times 0.3)\)
Bidder with the highest marks computed above on cost and quality basis will be awarded the bid.

The decision of CAPART with regard to selection will be final and no communication in this regard will be entertained. It may be noted that CAPART reserves the right to reject any or all the bids without assigning any reason whatsoever.

The bidders are required to understand the scope of work properly, before quoting the rates. Submission of tender by the agency will imply that it has read all the documents and has made itself fully aware about the work. CAPART reserves the right to assess bidders capacity to perform the contract should the circumstances warrant such assessment.

Party should not be in dispute with CAPART, either directly or indirectly through any other agency.

8. AWARD AND COMPLETION OF JOB

The work shall be carried out on the basis of specific items of works and quantities mentioned in the work orders issued by CAPART to the selected agency. The billings and payments shall only be as per the actual works carried out as per the work orders issued. Time is of essence in this event and the selected agency is required to ensure adherence to the stipulated time lines.

The agency selected for the execution of the job is required to complete the arrangements by 9th October, 2019 latest, to enable CAPART to fine-tune the arrangements. However, the Officer - in - charge will have the right to make necessary modifications/alterations till the last moment and even after 9th October, 2019. Failure to meet the schedule will invite penalty @ 5% of the contract value for each day of delay.

9. TERMS OF PAYMENT for SARAS AAJEEVIKA-2019 at INDIA GATE LAWN, NEW DELHI.

Advance payment of 20% of the total contract value after award of the work and acceptance of Terms and Conditions by the agency. Bank Guarantee: Bidder is required to submit a bank guarantee for an equivalent amount paid as advance.

- 30% of the total contract value after installation all the fixers before completion of the Fair.

- The balance 50% will be released within one month after completion of the event and submission of Physical Verification Report and submission of the bills and necessary documents, etc.
The payment will be made to the agency on actual quantity/services carried out against the work-order and as verified by the verification team of CAPART. In case of the area of construction of stalls/stage/VIP lounge/registration counter/help desk/stage size/hanger/carpet/mobile toilets/staff members / branding etc. increases or decreases the payment would be made proportionately (actual basis). The event management agency will have to take written approval with justification from the Core Committee.

10. GENERAL TERMS AND CONDITIONS GOVERNING THE CONTRACT

(a) DEFINITION OF TERMS

10.1 Party shall mean the bidder whose bid will be accepted by the CAPART for the award of the work specified and shall include such successful bidder’s legal representatives, successors and premised assigns.

10.2 Within the SARAS-Aajeevika, Fair 2019 at India Gate Lawn the Party’s personnel shall not carry out any private work not connected with CAPART.

10.3 Party shall be directly responsible for any/all disputes arising between him and his personnel/workers and shall keep CAPART indemnified against all losses, damages and claims arising thereof.

10.4 Party shall be solely responsible for payment of wages/salaries and allowances to his personnel that are applicable under the law in force including any new Act or Order of the Government that may become applicable. CAPART shall have no liability whatsoever in this regard.

10.5 Party shall be fully responsible for theft, burglary, fire, any mischievous deeds by his staff.

10.6 All consumable items and materials used by the Party shall be of standard make and approval of officer-in-charge of CAPART shall be taken for the same by the Party.

10.7 The Event Manager should monitor the upkeep of the works carried out by them CAPART will not be responsible for any damages/losses.

10.8 The Event Manager shall be fully responsible for any casualty in case of fire due to any fault in fire planning and will have to submit an Affidavit in this regard.

10.9 The Event Management Company also declare that the rates of items quoted for SARAS Aajeevika-2019 at India Gate Lawn, will also be applicable for and other events according to the requirements in the events at ANNEXURE – G.
(b) OTHER TERMS AND CONDITIONS

1. Earnest money shall be forfeited in case of following:
   
a) On revocation of tender or increase in rates after opening of tenders but before validity of quotations expires.

b) On refusal to enter into contract after the award of the work.

c) If the work is not commenced on the date of starting of the work, after the award of contract.

2. The EMD shall be returned to the unsuccessful bidders after the award of contract to the successful bidder.

3. Successful bidder shall complete the entire work by **6.00 PM on 9th October, 2019**. Therefore, the bidder shall stipulate clearly the dates for completion of work.

4. In case of any delay, liquidated damages at the rate of 5% of the contract value would be levied for each day of delay.

5. The Event Manager will make his own arrangement for watch and ward till the completion of the work.

6. Insurance of goods during the execution of the contract will be the responsibility of the event manager and CAPART will have no responsibility in case of fire, theft or burglary of goods etc.

7. The Event Manager has to comply all the directions given by the **Core Committee of MoRD/CAPART** during the fair.

8. The Event Manager shall clear site and leave it in the most befitting condition after the completion of Fair by **24th October, 2019**.

9. The rates for all the items of the selected bidder will also be valid for one year for any such type of event/fair organized by CAPART from the date of acceptance of offer of engagement by the selected bidder.

11. TERMINATION OF CONTRACT

11.1 If at any point of time the party makes any default in proceeding with the work or fails to exercise due diligence and continues to do so even after the same has been brought to its notice in writing or commits any default in completing any of the terms and conditions, even after the notice in writing is given to him on that behalf by the Officer-in-charge, CAPART may without prejudice to any other
right to remedy accruing to the party or accruing thereafter to the CAPART may by written notice terminate the contract as a whole or part of the contract. The party shall be liable to pay damages towards the breach of contract including but not limited to the extra costs, expenses, considerations, etc. incurred by CAPART on account of termination of the contract with the party.

11.2 All instructions, notices and communications, etc., under the contract given in writing and if sent to the last known place of the business of the party shall be deemed to have been served on the date if in ordinary course of post these would have been delivered to the Party.

11.3 CAPART reserves the right to terminate the contract at any time or stage during the period of contract without assigning any reason and without any financial consideration/implication.

12. ARBITRATION

- In case of dispute (if any) all matters shall be referred to the Director General, CAPART for appointing sole arbitrator under the Indian Arbitration & Conciliation Act 1996, as applicable to the parties and the decision given by the arbitrator shall be binding on both the parties. Both the parties shall bear the cost of arbitration in equal proportion. Both the parties (i.e. CAPART and the agency) shall make all effort to resolve any dispute by way of reconciliation.

- There will be no objection that the Arbitrator is a person who has dealt with the matters to which the contract relates and/or in the course of his duties he has expressed any view on any matters in dispute or differences. The award of the Arbitrator shall be final and binding on the parties.

- Notwithstanding any dispute between the parties, the agency shall not be entitled to withhold, delay or defer his obligation under the contract and the same shall be carried out strictly in accordance with the terms and conditions of the contract.

- The Arbitrator shall give speaking and reasoned award with respect to the matter referred to him by either of the parties.

13. DEVIATION

The party must comply with the tender specifications and all terms and conditions of the contract. No deviation shall be entertained.

14. TAX DEDUCTION AT SOURCE

Taxes shall be deducted at source from the running bills as per applicable Tax rules by CAPART.

15. RISK & COST
If the agency does not carry out the work in full or part thereof at the stipulated time, the same may be got done by CAPART at the risk & cost of the agency.

16. **SUBLETTING**

Subletting of the contract is not permitted.

17. Any point of time during the event, a minimum of **10 persons** including supervisor from the Event Management agency should be present in SARAS Aajeevika Fair. Out of these **four persons** should be identified by the agency for coordination during the entire Fair. If above condition is violated a serious view will be taken against the agency by CAPART.

18. The arrangement of tentage and stage should be ready before 12 hrs. From the time of inaugural function for SARAS. Since opening ceremony is a prestigious event of fair which will be attended by Cabinet Ministers, Senior Government Officers therefore, the agency may be cautious in this matter. During the event many senior Ministers and Senior Government Officers will be visiting, the agency should take a note of this seriously that the manpower mentioned in point should be round the clock available. [Language might be changed as per the bid document]
Criteria for Evaluation of Technical bids

The evaluation of technical bids will be on the following parameters:

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Details</th>
<th>Max Marks</th>
<th>Mark Scored</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Number of similar nature of events organized for Government of India / PSUs / Autonomous Bodies/Federations of Industries etc. during the past 03 (Three) financial years. The event should have comprised of more than 600 delegates/participants and having experience of managing 5000 square meter of hanger in each event. The firm should provide credible evidence of the same.</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>03 - 06 events :</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>more than 06 events :</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Total Turnover of the agency: (Average annual turnover during last three financial years)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Average Annual Turnover between 20 to 30 Crore</td>
<td>05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Average Annual Turnover more than 30 Crore</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Familiarity with the venue and had held exhibition(s) in last 5 years at the venue (India Gate Lawn)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No. of events done during last 5 years: up to 2</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No. of events done during last 5 years: more than 2</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Qualifications and Experience and numbers of Core team of Technical/Professional Manpower that will be deployed.</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>The technical capacity to prepare the product brochures for events managed.</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Methodology and Approach.</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bidders to share their Methodology and Approach based on the requirements of the RFP.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>The Presentation should include emphasizing the following:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Detailed plan from inception to closure of assignment;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Role of each deployed staff and backend</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
leadership and support staff inputs;

- Component wise plan and outputs (Clearances, Media and Outreach, Branding and related outputs, Security, Food Management, etc.
- Insurance covers and other risk mitigation plan.

**Presentation of layout needs to be with 3-D drawings.**

**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.**

(A complete power point presentation of 10 minutes to be made before the evaluation Committee)

| Total Marks | 100 |

**Note:** The Core team of Technical/Professional Manpower indicated in the bids should not be changed during the fair.
ANNEXURE - A

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,
______________________
______________________
______________________

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: __________________________

Name of Tender / Work:- Event Management for SARAS Aajeevika- 2019 at India Gate Lawn, New Delhi

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender/Work’ from the web site(s) namely:

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _______ to ______ (including all documents like annexure(s), proforma(s), etc,), which form part of the contract agreement and I / we shall abide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organisation too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.

5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.
6. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.

7. We are not blacklisted by any Central/State Government/Autonomous Body/Public Sector Undertaking/Corporate in India.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)
(Name and Designation of the authorized signatory)
<table>
<thead>
<tr>
<th></th>
<th>Details of the Firm/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the firm/agency :</td>
</tr>
<tr>
<td>2.</td>
<td>Address :</td>
</tr>
<tr>
<td>3.</td>
<td>Telephone No(s). :</td>
</tr>
<tr>
<td>4.</td>
<td>Fax No(s). :</td>
</tr>
<tr>
<td>5.</td>
<td>Email and Website :</td>
</tr>
<tr>
<td>6.</td>
<td>Name, Address, Phone number and e-mail id of the Proprietor/Partners :</td>
</tr>
<tr>
<td>7.</td>
<td>Date of Registration of the Firm/Agency and Registration No. :</td>
</tr>
<tr>
<td>8.</td>
<td>Sales Tax No. (Please attach necessary documents) :</td>
</tr>
<tr>
<td>9.</td>
<td>Service Tax No. (Please attach necessary documents) :</td>
</tr>
<tr>
<td>10.</td>
<td>PAN No. of the firm/agency :</td>
</tr>
<tr>
<td>11.</td>
<td>Bank accounts number with branch name and IFC code of the Bank :</td>
</tr>
<tr>
<td>12.</td>
<td>RTGS/NEFT No. of the Bank :</td>
</tr>
<tr>
<td>13.</td>
<td>Copies of the Income Tax Returns of the firm for the last three financial years ((Please attach necessary documents) :</td>
</tr>
<tr>
<td>14.</td>
<td><strong>Demand Draft of Rs. 25.00 Lakh/ (Rupees Twenty Five lakh only)</strong> in favour of CAPART payable at New Delhi, from any of the Commercial Bank, as Earnest Deposit (EMD)</td>
</tr>
<tr>
<td>15.</td>
<td>Work Experience (as per format at Annexure - C) :</td>
</tr>
<tr>
<td>16.</td>
<td>Annual Turnover (As per format at Annexure -D) :</td>
</tr>
</tbody>
</table>
| 17. | Insurance and Risk Cover related to event management (as per requirements set out in para 26 of the RFP. i.e.:

- Material Damage
- Personal Accident
- Public liability
- Third Party Claim
- Any related Insurance cover for such |

-18-
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>18.</td>
<td>Numbers of Core team of Technical/Professional Manpower trained in event management with their qualifications and experiences. The firm should provide the details of the same.</td>
<td>:</td>
</tr>
<tr>
<td>19.</td>
<td>Address of office of the Firm in the NCR region. Documentary proof must be enclosed.</td>
<td>:</td>
</tr>
</tbody>
</table>

**Note:** Please provide the details and enclose the relevant formats, annexures and mention page numbers.
ANNEXURE - C

DETAILS OF COMPLETED WORKS OF SIMILAR NATURE
(During last three financial years ending March 31st 2019)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the Event</th>
<th>Name of the Client</th>
<th>Brief Description of the Event including area/number of participants</th>
<th>Date/Duration of Event</th>
<th>Value (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Please attach supporting documents with work-order, photographs for the above furnished information.

Seal and Signature of bidder
(Name and Designation of the authorized signatory)
ANNEXURE - D

ANNUAL TURN OVER

The firm/agency should have a minimum average annual turnover of Rs. 20.00 Crore during the last three financial years.

<table>
<thead>
<tr>
<th>FINANCIAL YEAR</th>
<th>ANNUAL TURNOVER AS PER AUDITED BALANCE SHEET (in Rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2017</td>
<td></td>
</tr>
<tr>
<td>2017-2018</td>
<td></td>
</tr>
<tr>
<td>2018-2019</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The above data is to be supported by copies of the audited balance sheet, income & expenditure accounts and receipts and payments accounts of last three financial years.

Seal and Signature of bidder
(Name and Designation of the authorized signatory)
ANNEXURE - F

Layout Plan of proposed area at India Gate, New Delhi.

(Proposed Area both side Lawn near India Gate)
FINANCIAL BID UNDERTAKING

From: (Full name and address of the Bidder)________________________

________________________

________________________

To,

________________________

________________________

Dear Sir/Madam,

1. I submit the Price Bid for “Event Management for SARAS-Aajeevika Fair, 2019 to be held from 10th-23rd October, 2019 at India Gate Lawn, New Delhi” related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I offer to work at the rates as indicated in the price bid.

(Signature of the Bidder, with Official Seal)
(Name and Designation of the authorized signatory)

ANNEXURE- H - Financial Bid (BoQ is uploaded in CPP Portal)
ANNEXURE-J

PROFORMA FOR PERFORMANCE BANK GUARANTEE

(On stamp paper of appropriate value from any Nationalized Bank)

To,

CAPART
Zone-5A, 2nd Floor,
India Habitat Centre, Lodhi Road,
New Delhi – 110 003

Dear Sir,

In consideration of Council for Advancement of People's Action and Rural Technology (hereinafter called as CAPART which expression shall include his successor and assigns) having awarded to ………………………………………………………………………………………………………… (hereinafter referred to as the Agency or Agencies when expression shall wherever the subject of context so permits include its successors and assigns) a contract no. ……………….., in terms inter-alia, of the CAPART's letter no. …………….. dated. ……………… and the General Conditions of Contract and upon the condition of the Agency's furnishing security for the performance of the Agency's obligations and discharge of the Agency's liability thereunder in connection with the said contract up to a sum of Rs…………………. (Rupees………………………. only) amounting to 5 % (Five) percent of the total contract value.

1. We. …………………………………………………………………………… (hereinafter called the Bank which expression shall include its successors and assigns) hereby jointly and severally undertake to guarantee the payment to CAPART in Rupees forthwith on demand in writing and without protest or demur or any and all moneys anywise payable by the Agency to CAPART in respect of or in connection with the said contract inclusive of all CAPART's losses and damages and costs (inclusive between attorney and client) charges and expenses and other moneys anywise payable in respect of the above to this guarantee up to an aggregate limit of Rs. ……………… (Rupees…………………… only).

2. We …………………………………………………………………………… the Bank further agree that CAPART shall be the sole judge of and as to whether the said Agency has committed any breach or breaches of any of the terms and conditions of the said contract and the extent of loss, damage, cost, charges and expenses caused to or suffered by or that may be caused to or suffered by CAPART on account thereof and the decisions of CAPART that the said Agency has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and
expenses caused to or suffered by CAPART from time to time shall be final and binding on us.

3. CAPART shall be at liberty without reference to the Bank and without affecting the full liability of the Bank hereunder to take any other security in respect of the Agency's obligations and liabilities hereunder or to vary the contract or the work to be done hereunder vis-à-vis the Agency or to grant time or indulgence to the Agency or to reduce or to increase or otherwise vary the prices of the total contract value or to release or to forbear from enforcement of all or any of the security and/or any other security(ies) now or hereafter held by CAPART and no such dealing(s), reduction(s), increase(s) or other indulgence(s) or arrangement(s) with the Agency or release or forbearance whatsoever shall absolve the Bank of the failed liability to CAPART hereunder or prejudice the rights of the CAPART against the Bank.

4. This guarantee shall not be determined or affected by the liquidation or winding up, dissolution, or change of constitution or insolvency of the Agency but shall in all respects and for all purposes be binding and operative until payment of all monies payable to CAPART in terms thereof.

5. The Bank hereby waives all rights at any time inconsistent with the terms of this guarantee and the obligations of the Bank in terms hereof shall not be anywise affected or suspended by reason of any dispute or dispute having been raised by the Agency stopping or preventing or purporting to stop or prevent any payment by the Bank to CAPART in terms thereof.

6. The amount stated in any notice of demand addressed by CAPART to the Bank as liable to be paid to CAPART by the Agency or as suffered or incurred by CAPART on account of any losses or damages of cost, costs, charges and/or expenses shall be conclusive evidence of the amount so liable to be paid to CAPART of suffered or incurred by CAPART as the case may be and shall be payable by the Bank to CAPART in terms thereof.

7. This guarantee shall be a continuing guarantee and shall remain valid and irrevocable for all claims of CAPART and liabilities of the Agency arising up to and until midnight of………………………………………………………………

8. This guarantee shall be in addition to any other guarantee or security whatsoever that CAPART may now or at any time anywise may have in relation to the Agency's obligations or liabilities hereunder and/or in connection with the said contract and CAPART shall have full authority to have recourse to or enforce this security in preference to any other guarantee or security which CAPART may have or obtain and no forbearance on the part of CAPART in enforcing or requiring enforcement of any other security shall have the effect or releasing the Bank from its full liability hereunder.
9. It shall not be necessary for CAPART to proceed against the said Agency before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank notwithstanding that any security which CAPART may have obtained or obtain from the Agency shall at the time when proceedings are taken against the said Bank hereunder be outstanding or unrealized.

10. We the said Bank undertake not to revoke this guarantee during its currency except with the consent of CAPART in writing and agree that any change in the constitution of the said Agency or the said Bank shall not discharge our liability hereunder.

11. We. …………………………………….the said Bank further state that we shall pay forthwith the amount stated in the notice of demand notwithstanding any dispute/difference pending between the parties before the arbitrator and/or that any dispute is being referred to arbitration.

12. Notwithstanding anything contained herein above, our liability under this guarantee shall be restricted to Rs……………… (Rupees……………………………………..) and this guarantee shall remain in force till …………………………………………..and unless a claim is made on us within three months from that date, that is before ………………………………. all the claims under this guarantee shall be forfeited and we shall be relieved of and discharged from our liabilities thereunder.

Dated ………….day of …………2017.

For and on behalf of Bank.

Issued Under Seal
Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: https://eprocure.gov.in/eprocure/app.

REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.

2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.

6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My
Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS/email in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

**PREPARATION OF BIDS**

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

**SUBMISSION OF BIDS**

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and
complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk 0120-4200462, 0120-4001002.