

No. Admin./Event-Foundation Day/2017-18

12th June, 2017

To,

All Interested Bidders

Subject: - Notice for inviting BID for hiring an Event Management Agency for one day **"EdCIL-Foundation Day-2017"** on 22nd June 2017 at **Siri, Fort Auditorium, August Kranti Marg, New Delhi.**

Dear Sir/Madam,

EdCIL (India) Limited, a Mini Ratna CPSE under Ministry of Human Resource Development, Government of India, invites BID to hiring an Event Management Agency. The requirement is an **EdCIL-Foundation Day-2017 scheduled** on 22nd June 2017 at **Siri, Fort Auditorium, August Kranti Marg, New Delhi.**

Interested parties may send sealed BID addressed to the Deputy Manager (Admin.), EdCIL (India) Limited, EdCIL House, Plot No. – 18A, Sector -16A latest by 14th **June, 2017 up to 10:00 AM.** The submitted BID will be opened on the same day at 11:00 AM. The competent authority reserves the right to cancel/add any item or the entire Bid without assigning any reason.

The terms and conditions and Performa for submitting the tender is enclosed at Annexure-I, II and III. The bid document may also be download at EdCIL's website www.edcilindia.co.in

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(Sushant Dey)
Deputy Manager (Admin.)

Annexure-I

Technical specification of Foundation Day to be held on 22nd June, 2017 at Siri Fort, New Delhi.

Scope of Work for the Event Management Company:-

Sr.No	Element	Details	Size/Remarks	Units
1	Stage/Fabrication	Led Riser	20x4	1
		Podium With Branding	4'x2'	1
		Name Tags Pappers		10
		wooden Standees with Flex	4'x8'	12
		Arch Gate with Flax Branding	20'x12'	2
		Signages with Stand	3x2	10
		Head Table	-	1
		Head Table Facade Branding Flex	24'x2'5"	1
		Stage Risers	8x4x1.5	3
		Stage Risers	8X4X3	2
		Stage Risers	8X4X2	2
		Stage Risers	8x4x1	1
		Stands with Flex Installed	5'x16'	4
		2	Videos	LED Wall 3mm Pixel Raised Platform
HD Switcher				1
Extron Splitter				1
Slide Changer				1
Plasma TV	50"			2
3	Sound	3 way sound system with Base & Top & Effects Unit		1
		Conference Mics on the Head Table (Optional)		6
		Mikes On the podium		2
		Codless Mics		4
		Headset Mike		1
		Operating Console		1
		Stage Monitors (2 side & 4 Front)		6
4	Lights	PARCANS 64		24
		P.C Spots OR Source Four OR Zoom Profile (Any one type of these)		6
		Sharpey Moving Ahead		12
		Haze Machine		2
		Led Par (3 watt)		24
		Avolite Console 2010 (for operating)		1
		light Engineer		1
		5	Video & Photo	Video Grapher With Live Feed
Still Photographer				2
6	Artist/Manpower	MC		1
		Female Hostess		4

7	Miscellaneous	Floral Bouquet		12
		Floral Arrangements in Front of the 24ft long head table		1
8				
	Truss	Goal Post Truss	60'x24'	1
		T-Truss	12ft	2
	Transportation	Transportation		
Total				
Service Tax @ 15%				
Grand Total				

Note:-

1. While above requirement have been worked out taking in to consideration conference planed so far, rate should be quoted on pro rata basis as EdCIL (India) Limited has the right to increase & decrease the no. of items as per actual requirement.
2. Event Management Agency should be in a position to cater to any change in requirement and proposal should be worked out accordingly. All design work has to be done by the agency only and will be finalized by EdCIL.
3. After Registration work at main gate, Ushers/Female Hostess will be deployed inside the Hall for help and other function related work.
4. All work should be in actively co-ordination of EdCIL, however, EdCIL will have right to add or remove any items as per need.

Terms and conditions, Stipulations, Eligibility Criteria and Information for Event Management Services

BIDDING PROCEDURE

- I. Tender in Two Parts bidding system (1st Part- Technical Bid, 2nd Part- Financial Bid) is invited from experienced, professional and bonafide firms for "**Foundation Day-2017**" on 22nd June, 2017 at Siri Fort Auditorium, New Delhi. Separate envelops should be used for Technical and Financial Bids and indication to that effect may please be super scribed on envelops and both separate envelop should be placed in a single main envelop.
- II. No bids will not be accepted after due date and time under any circumstances. This office will not be responsible for any postal delay/ courier delay and also for reasons beyond the control of this office.
- III. The agency/bidder should be a well-established Professional Workshop/ Event Organizer and must have experience of minimum 3 years in the same industry and organized a minimum of 3 (Three) Events/ Workshops/ Award Function of Govt. of India/Public Sector Undertaking.
- IV. Bids have to be accompanied by an Earnest Money Deposit (EMD) of Rs. 6,000/- (Rupees Six Thousand) by Demand Draft only drawn in favour of '**EdCIL (India) Limited**', payable at Noida/Delhi. Bids received without EMD would be summarily rejected. EMDs of unsuccessful bidders would be returned within 15 days from the date of closing of bid. However, Bidders registered with DGS&D, NSIC or MSEs are exempted from payment of Bid Security
- V. The bidders are advised to ensure their capability before bidding as the task has to be completed in short duration. Only those bidders who are willing and capable of performing and managing the task/activities enumerated under Annexure-I and are in a position to comply with these terms and conditions need to submit the tender.
- VI. The agency/bidders should submit the complete turnkey proposal with rates in breakup of each & every item which will be required to conduct the event of EdCIL Foundation Day-2017 and the complete work of event management will be awarded to the selected agency/bidder on turnkey basis only.
- VII. The agency/ bidder should submit the proper list & details of such conference/ workshops / event / exhibitions attended by more than 500 delegates and inaugurated by President/Vice President/Prime Minister in Vigyan Bhawan for which Event Management Was done by the firm with documentary evidence & photographs, etc.
- VIII. The agency/ bidder should submit the proper list to prove their above said experience like work order, authorization letters or any other documents for the event management in Siri Fort provided by the organizer, especially from Govt. of India.

- IX. The bid should include details regarding the quality of flex and print resolution of the signages. To make the function a success, the bidders are encouraged to include extra items that may have been omitted here. The decision of the EdCIL to accept or reject the same will be final. The bidder should highlight these items.
- X. Bids incomplete in any form are liable to be rejected out rightly.
- XI. Any enquiry after submission of the bids would not be entertained.
- XII. The rates quoted by the successful bidder shall remain valid for a period of 30 days from the date of opening the bid.
- XIII. The successful bidder shall be required to comply with all the instructions of the Siri Fort Caretaker/CCW (Civil & Electrical) and would restore the areas to its original form after the event.
- XIV. The competent authority reserves the right to reject any/ all bid(s) without assigning any reason thereof Vague, incomplete or quotations by e-mail, fax, telex, telegram would not be entertained and summarily rejected.
- XV. Any item which will be provided for conference, if not found in appropriate manner and specification as instruction given by EdCIL to the bidder, in that case EdCIL have the rights to deduct amount while paying final payment to the successful bidder.
- XVI. The bid should be delivered either by speed post/courier or hand delivered at the address mentioned below before the closing date and time;

**Deputy Manager (Admin.)
EdCIL (India) Limited
EdCIL House,
Plot No. 18A, Sector-16A,
Noida-201301**

The closing time and date for submission of bids would be 10:00 AM of 14th **June, 2017.**

- XVII. Bids will be opened on the **same date i.e 14th June, 2017 at 1100 hours at the above address.** No additional charges would be paid to the bidder, in case the date of the conference is rescheduled. No charges would be paid, if the conference, for any reason, gets cancelled on or before 48 hours of the scheduled date and time of the conference. The bidder should indicate the charges, if any, payable to him, if the conference is cancelled within 48 hours of the scheduled date and time of the convention. Payment in that case would be subject to verification.
- XVIII. The bidder should take measures to protect the signage items from rain.
- XIX. Any item which will be provided for function, if not found of required & appropriate quality and specification as per the instruction given by EdCIL to the bidder, in that case EdCIL will have the rights to deduct the amount for the particular item while paying final payment to the successful bidder.

- XX. The bidders shall abide by these terms and conditions. **One signed copy of this tender notice may be submitted with the bid as acceptance of the terms and conditions.**
- XXI. Bidders should submit certified copies of service tax and PAN/TAN no. of their agency/Company along with all details of their agency.
- XXII. APPLICABLE LAW -The contract shall be interpreted in accordance with the laws of the Union of India and will be under the Jurisdiction of court in Delhi.
- XXIII. The task of the agency will include providing for various services including:-
1. Designing and preparation of signage.
 2. Providing assistance to the participants.
 3. Arranging stage and hall décor, audio-video recording, audio equipment including cordless mikes etc, photography & videography of the event.
 4. Engaging Master of Ceremony for inaugural session and assisting in panel discussion sessions.
 5. Any other activity required for organizing the Workshop.
- XXIV. Payment will made after successful completion of job and submission of invoice. No advance payment will be made.

Selection Process:-

Those bidders who will full fill the criteria which are mentioned in annexure II of technical qualification, will be eligible for the next stage i.e., financial bid.

DECLARATION

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

Place:

Date:

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

Annexure- III

Financial Bid

Sr. No	Element	Details	Size/Remarks	Units	Rate P/U (Rs.)	Total Amount (Rs.)
1	Stage/ Fabrication	Led Riser	20x4	1		
		Podium With Branding	4'x2'	1		
		Name Tags Pappers		10		
		wooden Standees with Flex	4'x8'	12		
		Arch Gate with Flax Branding	20'x12'	2		
		Signages with Stand	3x2	10		
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Stands with Flex Installed	5'x16'	4				
2	Videos	LED Wall 3mm Pixel Raised Platform	18'x8'	1		
		HD Switcher		1		
		Extron Splitter		1		
		Slide Changer		1		
		Plasma TV	50"	2		
3	Sound	3 way sound system with Base & Top & Effects Unit		1		
		Conference Mics on the Head Table (Optional)		6		
		Mikes On the podium		2		
		Codless Mics		4		
		Headset Mike		1		
		Operating Console		1		
Stage Monitors (2 side & 4 Front)		6				
4	Lights	PARCANS 64		24		
		P.C Spots OR Source Four OR Zoom Profile (Any one type of these)		6		
		Sharpey Moving Ahead		12		
		Haze Machine		2		
		Led Par (3 watt)		24		
		Avolite Console 2010 (for operating)		1		
		light Engineer		1		

5	Video & Photo	Video Grapher With Live Feed		2		
		Still Photographer		2		
6	Artist/Manpower	MC		1		
		Female Hostess		4		
7	Miscellaneous	Floral Bouquet		12		
		Floral Arrangements in Front of the 24ft long head table		1		
8	Truss	Goal Post Truss	60'x24'	1		
		T-Truss	12ft	2		
9	Transportation	Transportation				
10	Miscellaneous	Any other extra requirement related to function				
Total						
Service Tax @ 15%						
Grand Total						

*

Place:

Date:

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