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|  | GOVERNMENT OF ARUNACHAL PRADESH OFFICE OF THE DEPUTY COMMISSIONER ITANAGAR CAPITAL REGION: ITANAGAR | DC |
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No. DC/ICC/FoA-02/2020

Itanagar, the 24th January, 2020

Notice Inviting Quotation

The Deputy Commissioner on behalf of the Governor of Arunachal Pradesh invites quotations/bids from the registered Local Agency/firms for providing the following services during the forthcoming Statehood day cum Festival of Arunachal 2020: -

1. Artists from outside the state.
2. Artists from within the state.
3. Stage decoration
4. Wall LED for stage and public gallery.
5. Fashion Show
6. Sound and stage lighting.
7. Boulevard of Color (Naharlagun Street on 18th and 19th February)

The sealed quotation & the detailed proposal will be received w.e.f 27/01/2020 from 1000 hrs to 1500 hrs on all working days up to 1400 Hrs on 03.02.2020 in the office of the Deputy Commissioner, Itanagar.

The budget estimate for all the services to be provided should be within **Rs. 1.00 Cr (Rupees One Crore) only**.

The presentations will be evaluated by a board on **03.02.2020** at 1500 hrs in the Conference Hall of DC, Itanagar. The interested bidders will be required to give the detailed presentation component wise. Thereafter the board shall open the sealed quotation. All the interested bidders may also be present during the opening of sealed quotation.

The interested bidders can collect the bidding documents from the office of Deputy Commissioner, Itanagar Capital Complex or download from www.itanagar.nic.in

The eligibility and scope of works are mentioned below: -

1. Eligibility Criteria

1.1 Conditions of Eligibility of Bidders

The Bidder shall meet the below mentioned criteria:

(a) The Bidder should be bonafied APST having valid Agency/Firm/Company trading license.

(b) Technical Capacity:

(i) The Bidder shall have undertaken a minimum of 2 (two) eligible Event Management & Exhibition assignments as specified hereafter of which at-least 1 (one) should be

of minimum Rs.30 Lacs value or more and the other should be of minimum Rs. 15 Lacs value or more.

- (ii) In case of joint venture each partner firm should have minimum of 2 (two) eligible Event Management & Exhibition assignments as specified hereafter of which at least 1 (one) should be of minimum Rs.20 Lacs value or more and the other should be of minimum Rs. 10 Lacs value or more. However, the Lead Bidder must fulfill the criteria (i) above.
- (iii) The Applicant shall have professional experience of minimum 2 years and above in the field of Event Management. The Company/Agency/Firm which has the Work Orders / Invoices / Agreements for last 2 years shall only be considered for this purpose. Sub-contracted or sublet job on their name will not be considered towards eligibility.
- (iv) The Applicant can be a sole Proprietorship firm / Joint Ventures / a Partnership firm / a Company incorporated under the Companies Act 1956 / 2013. Consortia, academic and voluntary organization are not eligible to participate in the bidding process. In case of Joint Venture, the partnering firms should have experience in the field.
- (v) The applicant will have to promote local Talent of the State and as such should be capable of exploring and showcasing more of indigenous talent.

(c) Financial Capacity:

The Bidder or Lead Bidder in case of JV shall have received a Cumulative Turnover of Rs. 40 Lakhs (Rupees forty lakhs) or more during the last two financial years.

2. Scope of Work

The scope of services shall include but not be limited to the following:

- (i) The schedule of the Festivals is under:
 - Statehood Day and Festival of Arunachal, 2020 – **20th to 22nd February 2020**
- (ii) Important Inclusions:
 - (a)** Opening and Closing Ceremony of Statehood Day and Festival of Arunachal, 2020 will be held at I.G. Park, Itanagar.
 - (b)** Balloon works during Opening and firework during closing ceremony at I.G. Park, Itanagar.
 - (c)** Management of Inauguration functions on 20th with due consultation with the state's nodal dept Art & Culture for lineup of local traditional Folk-dance troupe after approval by authority.
 - (d)** Line up for cultural performances on all the two days in the stage.

- (e) All artist / performers management including refreshments, accommodation and travel costs, food & beverage costs would be paid by the Agency/Firm/Company and will be part of their budget proposal except for the 1-day Folk Program by various tribes which is excluded from the budget for the Agency/Firms/Company.
 - (f) The firm can also be asked to organize an additional event by the Competent Authority for which separate payment shall be made as per actual cost.
- (iii) Preparation and presentation of a detailed plan on various products, services and areas of the Project including Concept, Layout, Thematic understanding, Quality of Visual Appeal, Quality of Artists, Blend of Cultural Experiences, Overall Project Management Capabilities, Development & Execution
 - (iv) Management of the event pertaining to overall deliverability in the areas of Setup design/decoration with all required elements (Lights, AV, Set & Décor, LED Screens specified venues) for the Management of Entertainment Activities
 - Opening & Closing Ceremony, balloon/fireworks Works display, daily activity & entertainment programs; provide manpower and support staff for the management of the activities, booking of artists / performers accordingly.
 - (v) Preparation and Presentation of Complete Event Calendar with special emphasis on Opening & Closing Ceremony. Special events and performances with list of local artists / performers should be indicated. On other days general activities, shows and performances including but not limited to cultural programs focusing on local taste and culture like folk music & dance etc which should also be of significant value.
 - (vi) The Agency/Firm/Company will supply, control and manage the manpower including temporary manpower required to discharge event like artists' management/their lineup and performances.
 - vii) The Agency/Firm will also make arrangements for Inaugural function like lamp, oil and flowers for Festival at the IG Park.
 - viii) The Agency/Firm shall be responsible for arranging photography, videographer and internet projecting the function on multiple LED screens across the venues. The Event Management Agency shall also provide and handover to the Authority, DVD and albums of all the events and performances of the state.
 - ix) The tender will be awarded on turnkey basis.

3. Lights & Sound Equipment:-

- (i) All the equipment should be of brands to be specified by individual artist and in excellent working condition with technical manpower support and also qualified engineer to certify. All equipment shall be in working condition 1 day prior to order date for testing purpose.

(ii) Emcees / Anchor for all events.

(iii) The Firm/Agency will ensure Maintenance, Safety and Security of equipment put to use during the event.

4. Other Terms & Conditions: -

(i) **All payment will be made only after successful completion of the events and to the satisfaction of authority.**

(ii) In case of joint ventures payments will be made only to one account and no separate payment will be made to separate partners.

(iii) The bidders shall deposit a security amount of 10% of the total quoted amount in the form of Demand Draft in favor of Deputy Commissioner, Itanagar Capital Complex payable at any nationalized Banks at Itanagar.

(iv) The security deposit of the unsuccessful bidder shall be returned within 7(Seven) days from the date of opening of the bids.

(v) The security deposit of the successful bidder shall be forfeited incase the bidder deviates from the terms and conditions specified. The same shall be returned within 30(Thirty) days of successful completion of the assigned work.

(vi) Local artists can be changed as per analysis and need of the authority.

(vii) The rate should be quoted as follows: -

| Sl. No | Name of Programme | Rate (Inclusive of Tax) |
|--------|--|-------------------------|
| 1 | Celebrations of Statehood Day cum festival of 2020 | |

6. The evaluation will be based on following criteria: -

| Sl. No | Particulars | Marks |
|--------|------------------------|-------|
| 1 | Technical Presentation | 60 |
| 2 | Financial Bid | 40 |

6.1 Technical Presentation: -

The Bidders shall be asked to give a detailed presentation outlining their plan to carry out the work as detailed in section 2 (Scope of Work). The presentation should contain clear concept, layout & details of artist line up- etc:-

| | Technical | Total Marks | Marks Break up |
|---|---|-------------|----------------|
| 1 | Artist Line up (Mix of artists showcasing the diversity of the country/state) | 100 | 50 |
| 2 | Stage Concept (Design/robustness) | | 15 |
| 3 | Lighting of Stage and Sound | | 15 |
| 4 | Innovation (Any unique feature/concept) | | 20 |

6.2 Financial Bid

6.2.1 In the second stage, the financial evaluation will be carried out as per this Clause and Financial bid will be assigned a Financial score (FS).

6.2.2 For financial evaluation, the total cost indicated in the Financial Proposal for all of the services will be considered.

6.2.3 The Authority will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost. Omissions, if any, in costing any item shall not entitle the bidder to be compensated and the liability to fulfill its obligations as per the scope of work within the total quoted price shall be that of the selected bidder/ firm. The Lowest Financial Proposal (FM) will be given a financial score (FS) of 100 points. The financial scores will be computed as follows:

$$FS = 100 \times FM/F$$

(FS = Financial Score)

(FM = Amount of Lowest Financial Proposal)

(F = Amount of Financial Proposal quoted by the Bidder)

6.3 Combined and Final Evaluation:

6.3.1 Proposals will finally be ranked according to their combined technical (TS) and financial (FS) scores as follows:

$$S = TS \times Tw + FS \times Fw$$

Where S is the combined score and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.60 and 0.40 respectively

6.3.2 The combined scores of the bidder will be added to arrive at the final combined score.

7. The bidders shall submit a declaration to the effect that they have seen and understood the terms and conditions of the NIT and that they have agreed to it.

8. If any dispute arises out of this bid, the matter shall be referred to the State Government, whose decision shall be final and binding to the bidders.

[Komkar Dulom]
Deputy Commissioner
Itanagar Capital Complex
Itanagar