

**TENDER DOCUMENT FOR APPOINTMENT OF
EVENT MANAGEMENT AGENCY
FOR MANAGING THE EVENT FOR**

**RAJRAPPA MAHOTSAV 2019
RAMGARH JHARKHAND**

SCHEDULED ON 23TH TO 24TH FEB. 2019 AT CCL STADIUM
RAJRAPPA PROJECT RAMGARH.

1. Deputy Development Officer Ramgarh invites 'Sealed Bids' for appointment of event management agency for managing the event of **Rajrappa Mahotsav 2019 scheduled on 23th to 24th Feb 2019 (2 Days) at campus of CCL Stadium Rajrappa Project Ramgarh (Jharkhand)**

- The bidders are required to submit their proposal as Scope of work indicated in Annexure-1.
- Brief details of the bids are required to be furnished in the format given in Annexure- II.
- Price bids are to be submitted in the format given at Annexure- III.

2. The sealed bid in Main Envelope superscribed as '**BID FOR APPOINTEMENT- 2019 OF EVENT MANAGEMENT AGENCY**' for organizing the Rajrappa Mahotsav shall contain TWO sealed envelopes-

One superscribed as 'Technical Bid'

- (1) The Bid Document duly signed by authorized representative on each page with seal.
- (ii) Brief details of the firm.
- (iii) The EMD.

And, the second envelope super scribed as "FINANCIAL BID" containing rate quoted bid and shall be sent to :-

Deputy Development Officer Ramgarh.

3. The sealed bids will be received by the Deputy Development Office, Ramgarh up to **15.00 Hrs of 11th February 2019**. Any bid received after the prescribed date and time shall not be considered. The bids will be opened on **12th February 2019 at 12.00 Hrs** in the presence of the representatives of the bidders present at Chamber of Deputy Commissioner Ramgarh.

The technical Bid shall be evaluated first and then the Authority shall call upon all the qualified bidder, who meet the qualification criteria as mentioned in clause 12, for making a presentation to the Authority on concept plan, layout plan and content of the programmes offered. The selected bidder shall have to abide by the approved concept plan offered in its presentation to the Authority.

4. Earnest Money(EMD) OF 50,000(Fifty Thousand only) should accompany the bid, The EMD shall be paid in the form of Demand Draft/Banker Cheque from a Nationalized bank/Scheduled commercial bank in favour of Deputy Commissioner, Ramgarh payable at Ramgarh. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be summarily rejected by the Authority.
5. The EMD shall be forfeited if the bidder withdraws his bid during the period of bid validity or is unable to discharge any of his duties assigned for successful completion of the event.
6. The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after successful completion of event. The EMD of unsuccessful bidders will be returned after completion of bidding process.
7. The Bidder should inspect the programme venue before submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.
8. The bid shall remain valid for a period of two months from the date of the receipt of the bid.

9. RATES AND PRICES

- a.) The package cost quoted should be based on services charge on the total cost of the event. The rate of service charge will be quoted in percentage which is the decisive factor of the proposal and which is inclusive of all statutory duties and taxes e.g. Service Tax VAT, etc.
- b.) No additional freight or any other charges, etc, would be payable by THE AUTHORITY. The package cost shall also include the salvage value, if any.
- c.) Arrangement of Artists including their logistics e.g. stay, boarding, lodging and transport will be made by the Event Management Agency within the given package cost.

10. TERMS OF PAYMENT

- a.) Up to 30% payment of contract value on submission of approved concept plan, layout drawings, necessary signage's against invoice.
- b.) Balance 70% within a fortnight of satisfactory completion of event and submission of final invoice.

- c.) Payment will be done as per allotment of the Fund by State Government. In Previous Years 45, 00,000 Rupees Fund has been allotted to district for Rajrappa Mahotsav 2018. The amount may vary as per Current Year Allotment.

11. LIQUIDATED DAMAGES FOR DELAY IN SUPPLY

Time is essence of the contract. The successful bidder must adhere to the time limit and ensure delivery/services. Failure to supply all or part of the delivery/services on or before the stipulated date will entail a pre-estimated pre-determined liquidated damages equal to maximum of 10% of the value of total contract price.

12. Qualification Criteria

A Bidder can be a company/ partnership firm/other legal entity incorporated / established as per the applicable laws in India.

13. EVALUATION / SELECTION CRITERIA

Evaluation of the Bids found responsive will be based on marks allotted to Technical & Financial Bids. A total of 70 marks are assigned for Technical Bid, which will be based on

- (i) Qualification Criteria – 40 marks
- (ii) Presentation of the Bidder – 40 marks.

Maximum marks assigned for Financial/ Price Bid is 20.

In order to select the Preferred Bidder, sum total of marks awarded to the Bidders based on their Technical & Financial Bids will be taken into account and Bidder obtaining maximum aggregate marks will be selected as Preferred Bidder.

- a) Evaluation of Technical Bid Only those Bidders whose Bids are found responsive in terms hereof and meets the eligibility criteria specified in clause 12 above shall qualify for evaluation under this clause 13. Bidders whose Bid do not meet the foresaid qualification criteria shall be rejected.

Marks for Technical Bid shall be as follows :-

- 1. Turnover : 20 marks
- 2. Work Experience: 20 marks
- 3. Presentation: 40 marks

Marks shall be calculated as follows:

1. Marks for Turnover of the bidder shall be computed as follow:

- a.) Bidder having highest turnover shall be awarded 10 marks. Other Bidders shall be awarded marks in respect of their net-worth on the percentile basis.

Illustration

Bidder with highest turnover (in crores) : X crores

Other Bidder turnover (in crores) : Y crores

Marks obtained by other Bidder on turnover (in crores): $(y/x) \times 20$

2. Marks for Work Experience (number of event) shall be computed as follows:

Bidder conducted maximum number of event shall be awarded 10 marks. Other Bidders shall be awarded marks on the percentile basis.

Illustration

Bidder with highest number of event : X No

Other Bidder number of events : Y No

Marks obtained by other Bidder : $(y/x) \times 20$

3. Marks on Presentation : Marks will be based on the presentation on concept plan, event theme and the programme offered by the Bidder. Marks on the Presentation shall be decided by the EMOC in front of whom the presentation will be made by the Bidder. The selected bidder shall have to abide by the approved concept plan, event theme and programme offered in its presentation to the Authority.

b) Evaluation of Financial Bid

A total of 20 marks is assigned for evaluation of the Financial Bid. Bidder quoting least Quote shall receive 20 marks. Other Bidders shall be awarded marks in respect of their Financial Bid on percentile basis.

Illustration

Bidder with Least quote : X

Other Bidder's Quote : Y

Marks obtained by other Bidder : $(X/Y) \times 20$

14. Selection of Preferred Bidder

As per the evaluation of the Bids, the Bidder scoring the highest aggregate marks (sum total of marks scored in respect of the Technical and Financial Bid) would be considered as the Successful bidder;

In the event that the Highest Bidder withdraws or is not selected for any reason in the first instance (the "first round of bidding"), the Authority may in its sole discretion, either annul the bidding process or invite all the remaining Bidders to revalidate or extend their respective Bid Security, as necessary, and match the Bid of the aforesaid Highest

Bidder (the “second round of bidding”). If in the second round of bidding, only one Bidder matches the Highest Bidder, it shall be the Preferred Bidder. If two or more Bidders match the said Highest Bidder in the second round of bidding, then the Bidder whose Bid was higher as compared to other Bidder(s) in the first round of bidding shall be the Preferred Bidder. For example, if the third and fifth highest Bidders in the first round of bidding offer to match the said Highest Bidder in the second round of bidding, the said third highest Bidder shall be the Preferred Bidder.

In the event that no Bidder offers to match the Highest Bidder in the second round of bidding, the Authority may, in its discretion, invite fresh Bids (the “third round of bidding”) from all Bidders except the Highest Bidder of the first round of bidding, or annul the Bidding Process, as the case may be. In case the Bidders are invited in the third round of bidding to revalidate or extend their Bid Security, as necessary, and offer fresh Bids, they shall be eligible for submission of fresh Bids provided, however, that in such third round of bidding only such Bids shall be eligible for consideration which are higher than the Bid of the second highest Bidder in the first round of bidding. In the event that two or more Bidders gets the same marks (the “Tie Bidders”), the Authority shall identify the Selected Bidder by draw of lots, which shall be conducted, with prior notice, in the presence of the Tie Bidders who choose to attend.

15. Details of Experience

- a.) The bidder should furnish the details of eligible technical experience for the last three financial years immediately the preceding the Bid Due Date.
- b.) The bidder must provide the necessary information relating to Technical Capacity as per format at Annexure II.

16. Financial information for purposes of evaluation

- a.) The Bid must be accompanied by the audited annual reports of the Bidder for the financial years, for which the turnover figure has been shown.

17. APPLICABLE LAW AND JURISDICTION

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Ramgarh Court.

- 18.** Any clarification on the documents may be obtained from:-

SRI SANJAY SINHA,

Deputy Development Officer, Ramgarh.

19. District Administration is empowered to cancel yours contract without any reason.

Annexure I: Scope of Work

1. Tentative Programme Details: There shall be two component of the event (types of programme) VIZ –
 - i) A pavilion based fair event including evening cultural programme of local artist (to be selected / provided by the district administration in Campus of CCL STADIUM at RAJRAPPA PROJECT RAMGARH on 23th & 24th Feb 2019
 - ii) There may be a programme of Sound and Light i.e VISUAL SHOW (3D mapping) reflecting essence and pride of Rajrappa Mahotsav.The overall theme of the event shall be mobile governance.
2. The selected bidder (Event Management Agency) shall be responsible for:
 - a.) Provide required all electrical facilities along with necessary equipments and 100% stand by and uninterrupted power.
 - b.) Get the Pre-programme rehearsal done for all activities for complete two days i.e. on 23th & 24th February 2019 before the Foundation Day, which includes but not limited to the following :-

Details of the events and scope of work

1. **Cultural events-** Song, Folk Dance, Theater and Painting related events (the artist provide by state government)
2. **Arrangements for the artists** - The Event Management Agency will arrange following items for artist with consent of District Administration.
 - a. Traveling allounces
 - b. Fooding and lodging
 - c. Certificates for all artists
 - d. Prizes to the winners
 - e. Local transportation
 - f. Travel to tourist places/Excursion
 - g. Drinking water and sanitation
7. Any other activity as proposed by the Event Management Agency in consultation with the EMOC.

c. Annexure II: Format for Qualification Criteria

Sl.No	Details of the Event Managed by the Company	Value of the Assignment (in Rs Lakhs)	Client	Financial Year				
				2017-18	2016-17	2015-16	2014-15	2013-14
1								
2								
3								
4								
5								
6								

Note: Bidder must provide documentary evidence against each of the information mentioned above

Annexure III: On the Letter Head of the Bidder

To,

SRI SANJAY SINHA,
Deputy Development Officer, Ramgarh.

Subject : Appointment of Event Management Agency for managing the Rajrappa Mahotsav ceremony scheduled on 23th to 24th February 2019 at CCL Stadium, Rajrappa Project Ramgarh.

Dear Sir,

We, the undersigned, declare that:

- (a) We have examined the Event Site and Scope of Work at Annexure I of the Bidding Documents and do hereby confirm that all the terms and conditions contained in the Bidding Document are acceptable to us.
- (b) We offer to execute in conformity with this Bidding Documents and offer a total price of our bid for the subject project to Rs. (In words: Rupees) inclusive of all taxes and duties as applicable.
- (c) Our Bid shall be valid for a period of 60 days from the bid due date.
- (d) If our Bid is accepted, we commit to extend our services in accordance with the Bidding Documents;
- (e) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signature of the authorized representative with seal.