

BID DOCUMENTS FOR SELECTION OF AN EVENT MANAGEMENT AGENCY

FOR ORGANISING

“Hamari Dharohar”

- A SERIES OF MUSICAL AND CULTURAL PROGRAMMES FOR
PRESERVATION OF HERITAGE AMONGST VARIOUS MINORITIES.

BEING ORGANISED IN APRIL & MAY 2018

MAULANA AZAD EDUCATION FOUNDATION
Chelmsford Road, Paharganj, Opposite New Delhi Railway Reservation Centre
New Delhi, 110055

Last Date for Submission of Proposal up to 15.00 Hrs on 10th April, 2018

REQUEST FOR PROPOSAL

Maulana Azad Education Foundation (MAEF) is an autonomous body under Administrative control of Ministry of Minority Affairs, Government of India. MAEF is planning to organize a series of Musical and Cultural programmes titled “Hamari Dharohar” during the months of April & May 2018.

The events would to be organized in different cities on the dates mentioned against each of the cities:

S. No.	City	Date
1	Delhi	14.4.2018
2	Lucknow	21.4.2018
3	Leh	24.4.2018
4	Mumbai	28.4.2018
5	Guwahati	5.5.2018

The events would be for one day in each of the locations. The objective for organizing these series of events is preservation of heritage amongst various minorities.

Proposals are invited from the reputed event management agencies for the above purpose.

How to apply

- The **First Envelope** should contain the Proposal Processing Fee of **Rs.2,500/- (Non Refundable)** & EMD of **Rs. 1,00,000/- (Rupees One Lakh only)** in the form of Demand Drafts drawn in favour of “**Maulana Azad Education Foundation**” payable at Delhi or Bank Guarantee in prescribed format with validity of 180 days from the date of opening of proposal. It should also contain the Technical Proposal complete with Copy of Work Orders bringing out Relevant Experience of the Agency in organising similar Events, Experience of working with at least One PSU/Govt./ Reputed Private Sector Organization during last the 3 years, CA Certificate/Financial Statements for Annual Turnover, Photographs and/or video of the Events organised by them as proof, etc. for bringing out the fact that they meet the Eligibility Criteria as mentioned in the Tender Document under the heading “Instructions to Bidders”. There should be no mention of the prices in the Technical Proposal. Original printed document with signature & seal of the submitting company shall be considered as authentic.
- The Second Envelope should contain the **Financial Proposal only**. Services offered should be strictly as per specifications mentioned in this Tender Document.
- Both the envelopes should be enclosed in a larger envelope duly sealed. All pages of the offer must be signed, sealed & numbered. The proposals complete in all respect must be submitted through Speed Post/Courier and also by hand by depositing in the Tender Box kept at the reception in the office of MAEF.

The Proposal consisting of Technical Proposal and Financial Proposal in sealed envelopes shall be submitted upto 10.4.2018 till 1500 hrs. (IST) in the office of Secretary & CEO, Maulana Azad Education Foundation, Chelmsford Road, Opposite New Delhi Railway Station (Paharganj side), New Delhi, 110055 in the office of

R Rahman Secretary & CEO MAULANA AZAD EDUCATION	OR	Mujeeb Hashmi Section Officer MAULANA AZAD EDUCATION
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FOUNDATION

Chelmsford Road, Paharganj, Opposite
New Delhi Railway Reservation Centre,
New Delhi, 110055

Tel : 23581130

FOUNDATION

Chelmsford Road, Paharganj, Opposite New
Delhi Railway Reservation Centre, New
Delhi, 110055

Tel : 23583788/89

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2. Tenders would be opened on 10.4.2018 at 15.30 hrs. Representatives of the bidders are invited to attend the proposal opening meeting. The technical proposals would be opened and scrutinised with regard to the eligibility criteria, etc. as mentioned in the Tender Document under the heading “Instructions to Bidders”. Only those bidder/bidders who meet the eligibility criteria, would be shortlisted for next stage.
3. Thereafter, their Financial Proposals would be opened on 11.04.2018 at 1100 Hrs. Representatives of such Technically Eligible bidders would be invited to attend the Financial Proposal opening meeting.

Scope of work

1. The Event Management Agency (EMA) would coordinate with MAEF authorities and artists to be identified by MAEF from all over India for performing in Delhi, Lucknow, Leh, Mumbai and Guwahati.
2. The selected bidder would be responsible for designing and creation of theme based ambience during the entire series of “Hamari Dharohar” including creation of appropriate backdrops, LED displays.
3. The lay out plan and design including welcome gate and material to be used will have to be approved by MAEF/Ministry of Minority Affairs beforehand.
4. It shall be the responsibility of the selected bidder to arrange for man power, material and necessary expertise for executing the above series of event.
5. The selected bidder has to ensure that the Stage, Entrance and the nearby approaches are constructed in such a way so that there is ample movement space for the public and in case of any untoward incident the visitors can be evacuated as early as possible.
6. The selected bidder would be required to coordinate with the various stakeholders / authorities and take their permission while setting up the event for smooth & un-interrupted running of the show.
7. The selected bidder would be required to tie up with the Local Police, Traffic Police, Fire Services etc, so that the work of the event is executed smoothly. All the permission/Licenses along with the expenditure involved in getting these Permissions from electricity, civil authorities etc. would be the responsibility of selected bidder.
8. It would be the responsibility of the selected bidder to arrange for sufficient number of quality chair, tables, canopies, public address system and sound system for cultural programmes during the event, control rooms with adequate support staff, supervisors, etc.
9. It is the responsibility of the selected bidder to provide branding / publicity for the event in each location.
10. The selected bidder has to ensure that the whole complex is properly lit and ensure that there is sufficient electricity and power points.
11. The requisite number of Gen sets installation for the event would be the responsibility of the selected bidder if required.
12. The selected bidder would also be responsible for the following :
 - a. constructing a stage and green room at the back side of the stage. All the expenditure on ambience creation, sound & light arrangements for the cultural program would be the responsibility of the selected bidder.
 - b. Publicity panel of different sizes
 - c. standees
 - d. directional signage
 - e. hoardings / public utilities/bus shelters
 - f. on the approach to the event site will be the responsibility of the bidder.
13. Most importantly, the Event Management Agency will ensure design and release of advertisements in leading local Newspapers, Radio FM’s on DAVP rates. (List enclosed), *MAEF reserve the right to add or delete the name of News Papers.
14. The entire venue has to be covered by appropriate Barricading especially in areas which are open from the outside, for security reason.
15. It will be the responsibility of the selected bidder to provide adequate trained Security staff at the venue with metal detectors and baggage checking machines.
16. LED-wall backdrop with sound, stand & Technician
17. LED-wall with sound, stand & Technician around the venue
18. Adequate provision for Tea/coffee arrangement & Drinking water for guests, etc.

INSTRUCTIONS TO THE BIDDERS

I. ELIGIBILITY CRITERIA

- a) Experience of working with at least One PSU's/Govt. Sector/Reputed Private Sector during last 3 years.
- b) Relevant experience of successfully organizing at least two similar Exhibition/Festival/Event/Entertainment/ during last 3 years (with Govt./PSU's/Private)
- c) At least One similar assignment executed with value of more than Rs. 50 lakhs including projects like Exhibition, musical functions, Award functions, and other entertainment project for PSU/Govt. bodies/ Reputed Pvt Sector, in last three years.
- d) Financial turnover of the company should not be less than Rs. 25.00 Crore each during last three financial years. CA Certificate along with complete financial statements to be submitted.

II. REJECTION OF PROPOSALS

The Proposal will be considered Non Responsive & summarily rejected in case it does not fulfil any one or more of the following conditions:-

- a). If Bid processing fees is not enclosed.
- b). If EMD is not provided by the bidder.
- c). If the bidder tries to put any influence.
- d). If the bidder furnished false information.
- e). If the Authorised Signatory has not signed with official seal on all pages of the proposal document.

OTHER CONDITIONS:-

- a). **Earnest Money Deposit (EMD)**
 - (i). The Bidder shall furnish, EMD of Rs. 1,00,000/- (Rupees One Lac only) in form of Demand Drafts drawn in favour of "Maulana Azad Education Foundation" payable at Delhi or Bank Guarantee in prescribed format with validity of 180 days from the date of opening of proposal in a separate envelope. Only after the confirmation of valid EMD, the Technical Proposal will be opened.
 - (ii). No interest shall be paid on EMD.
 - (iii). EMD of Bidders not short-listed will be refunded within 30 days from the date of declaration of Short-listed Bidders.
 - (iv). The successful Bidder's EMD will be discharged upon the Bidder signing the LOI/Agreement, and furnishing the Performance Bank Guarantee.
 - (v). The EMD may be forfeited either in full or in part, at the discretion of MAEF, on account of one or more of the following reasons:-
 - a) The Bidder withdraws their Bid during the period of Bid validity of 90 days.
 - b) Bidder does not respond to requests for clarification of their Bid.
 - c) Bidder fails to co-operate in the Bid evaluation process, and

b). Payment Terms

1st payment as indicated below shall be treated as advance payment which shall be given only against irrevocable bank guarantee of the payment under consideration from scheduled bank as per approved format. The stages of payment shall be as under:-

Instalment	Mile Stones	Amount (%)
1 st	Issue of work order	30%
2 nd	On successful conduct of the event 2 nd	30%
3 rd	On successful conduct of the event 4 th	20%
4 th	On successful conduct of the event 5 th	20%

c). Additional Conditions:-

- i). MAEF reserves the right to reject any or all the Bids without assigning any reason whatsoever.
- ii). The bidder must comply with the terms and conditions of contract. No deviations shall be entertained.
- iii). In case of any dispute, decision of competent authority will be final and binding.
- iv). The bidder must furnish a declaration to the effect that it has not been blacklisted in the recent past by any Government Authority / Public Sector Organization etc.
- v). All disputes arising out of the contract shall be exclusively subject to jurisdiction of courts in Delhi
- vi). **All the event management agencies are hereby requested to develop concept and design as per Scope of Work besides a Media Plan for promotion of the Event.**

**ANNEXURE -1
FINANCIAL PROPOSAL
FORMAT**

RFP Document No. : _____

To:

[Location, Date]

Secretary & CEO
Maulana Azad Education Foundation
Chelmsford Road, Paharganj, Opposite New Delhi
Railway Station, New Delhi, Delhi 110055

Dear Sir:

We / I, the undersigned, offer to provide the services to conceptualize, design, and organize the event called '**HAMARI DHAROHAR**' as per the Terms of Reference given in this Document on the following dates:

S. No.	City	Date
1	Delhi	14.4.2018
2	Lucknow	21.4.2018
3	Leh	24.4.2018
4	Mumbai	28.4.2018
5	Guwahati	5.5.2018

The detail price bid is enclosed herewith.

ELEMENT LIST WITH RATES					
Event name:				Humari Dharohar	
Event Date:				14/4/18, 21/4/18, 24/4/18, 28/4/18 and 5/5/18	
Event Locations:				Delhi, Lucknow, Leh, Mumbai & Guwahati	
S.NO.	HEADS			COST	
A	VENUE				
B	STAGE SET				
	Stage Set Fabrication	10x25 Ft Min.			
C	BRANDING				
	Flex Branding Boards	4000 sq.ft			
	Vinyl on Sunboard	500 sq.ft			
	Pole Bunting	50 units			
	Themetic Installations	2 units			
	Entry Gate	1			
	Design & Concept Charge				
	Flex for LED Boards	200 Sq Ft			
D	TECHNICAL SETUP				
	Sound System				

	Light System				
	Trussing				
E	DIGITAL COVERAGE				
	Video	3 Cameras			
	Still	3 Photographers			
	Online Setup				
F	DISPLAY LED WALL				
	LED WALL for Stage	300 Sq.ft			
	LED Wall for Live Stream in Gardens	200 Sq.ft			
G	TENTAGE				
	Carpeting New				
	Catering Tables with Cover	10			
	Chairs With Covers	1300			
	Sofa's for VIP	200			
	Mozo Barricading				
	Green Rooms	1			
	Que Managers	20			
H	MANPOWER & SECURITY				
	Security Guards - Male	25			
	Security Guards - Female	10			
	Security Supervisors	2			
	DFMD	1			
	HHMD	1			
	House Keeping Staff	5			
	Electrician Team	1			
	Baggage Scanning Machine	1			
	Women Frisking Booth	1			
I	OTHERS				
	Generators - 62Kva	1			
	Generators - 125Kva	1			
	Labour & Transport				
	Flower Decoration				
J	Entertainment Elements				
	Dhole				
	Nagara & Pipe for VIP Entry/ Shehnai				
K	Artists Costs				
	Service charge for coordination with artists				
Publicity Plan:				Amount	Remarks
● Radio F.M'S: 2 STATIONS-20 Second spots. 80 spots in each stations:					
● Rent Free Outdoor hoardings : surrounding and other areas: Around 150 at each city				10,000 Sq Ft	
● Newspapers: All leading newspapers (Two insertions in each publications)					

<i>GST Extra as applicable</i>				
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Thanking you.

Yours faithfully,

Signature of the Bidder with Seal

ANNEXURE – 2

PROFILE OF THE BIDDER

All individual firms and each partner are requested to complete the information in this form. Information should be provided for all owners or applicants that are partnerships or individually owned firms.

Where the Applicant proposes to use sub-contractors for critical components of the works or for work contents in excess of 10 percent of the value of the whole works, the following information should also be supplied for the specialist subcontractors.

Sr.	Particular	
1	Name of bidder	
2	Type of firm: Proprietary/ Partnership/ Pvt Ltd, Public Ltd Company/ Society/NGO	Partnership deed/MoA-AoA/Society as applicable
a	Year of Incorporation/ Registration number	Incorporation certificate as applicable
3	Communication Detail	
a	Head Office address /Local Office address (if any)	
b	Head Office address	
4	Contact detail	
a	Mobile Number	
b	Landline Number	
c	Fax Number	
d	Email detail	
5	Nature of Business	
	1. Since _____	
	2. Since _____	

No disclosure or wrong information /non-acceptance any shall result the disqualification of the firm. Change of the name of company or firm shall be supported by legal resolution as per applicable norms.

Signature of the bidder with seal

ANNEXURE -3

LIST OF SIMILAR WORK EXECUTED IN LAST THREE YEARS

Sr.	Name of Client	Location	Description of work	Value of Contract/Work in Rs.	Duration (Start dt.– Completion dt.)

NOTES:

- Each of the listed works shall be supported with the copy of work order & Work completion certificate. Work completion certificate shall mention the nature of work, value of work completed.
- At least 5 Photographs of the work executed shall be attached.
- Non disclosures of any information in the schedule will result in disqualification of the firm.

List of works on hand shall be attached as under.

Sr.	Name of Client	Location	Description of work	Value of Contract/Work in Rs.	Duration (Start dt. – Completion dtd)

If the company or Firm is divided among partners, the experience of the individual or new firm set up by the partner/s shall be considered provided past experience is subject to legal consent of individuals, partner/s or new firm set up by the partner/s.

Signature of Authorised Signatory of Bidder

Dated

Official Seal

Indicative List of News Papers for release of Advertisements

News Papers	Language	Size 16x25
Times of India	English	400
Hindustan Times	English	400
Mail Today	English	400
The Hindu	English	400
The Pioneer	English	400
India Express	English	825
Millennium Post	English	825
Statesman	English	825
Navbharat Times	Hindi	400
Dainik Jagaran	Hindi	400
Punjab Kesari	Hindi	400
Hindustan Hindi	Hindi	400
Amar Ujala	Hindi	400
Janstta	Hindi	400
Roz. Rashtriya Sahara	Urdu	400
Pratap	Urdu	400
Inquilab	Urdu	400

*MAEF reserve the right to add or delete the name of News Papers.