

Council for Advancement of People's Action and Rural Technology (CAPART)
(Under the aegis of Ministry of Rural Development, Govt. of India)
Zone-5A (Core-C), 2nd Floor, India Habitat Centre,
Lodhi Road, New Delhi - 110 003

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 to be held from 23rd March to 01st April, 2018 at Pragati Maidan, 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 CAPART's website www.capart.nic.in (for reference only) and 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://eprocure.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 contactor 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 CAPART's website www.capart.nic.in and Central 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 CAPART's website www.capart.nic.in and 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 DATES SHEET:

| | | |
|---|---|---|
| Tender No. | : | No.30-307/2017-18/ Mkt.- CAPART/AAJEEVIKA , 2018 |
| Published Date and Time of e-Tender | : | 01.02.2018 at 3:00 PM |
| Start Date and Time of download of Tender Document | : | 01.02.2018 at 3:00 PM |
| Pre-Bid Meeting Date & Time (Event management agencies are requested to send technical person/senior person to attend this meeting. | : | 09.02.2018 at 11:00 AM |
| Start Date & Time of submission of e-Tender | : | 10.02.2018 at 11:00 AM |
| End Date & Time of submission of e-tender | : | 21.02.2018 at 05:00 PM |
| Date & Time of opening of Technical bid | : | 23.02.2018 at 11:00 AM |
| Date & Time of presentation by bidders | : | 24.02.2018 at 11:00 AM |

**- Marketing Division
CAPART
Zone-5A, 2nd Floor, India Habitat Centre,
Lodhi Road, New Delhi - 110 003
Tel.: 24642395**

**Council for Advancement of People's Action and
Rural Technology (CAPART)**

(Under the aegis of Ministry of Rural Development, Govt. of India)
Zone-5A (Core-C), 2nd Floor, India Habitat Centre, Lodhi Road
New Delhi - 110 003

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**", scheduled to be held from **23rd March to 01st April, 2018** at Pragati Maidan, New Delhi. The SARAS AAJEEVIKA Fair will be held in **Hall Nos. 7(A,B,C), 7(F,G,H) & 7E & 7D at Pragati Maidan, New Delhi**. The details are as per the enclosed layout of the area at Pragati Maidan, New Delhi. The thrust of the exhibition will be to provide outlets for products made by the rural women Self Help Groups (SHGs) under various income-generation schemes of the Ministry of Rural Development, Govt. of India and to publicize and project their various schemes.

THEME

The pavilion will be called the '**SARAS AAJEEVIKA**' Pavilion and will display a wide variety of products produced by the rural women artisans from all over the country. Almost all the States and Union Territories are expected to participate in the 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 programmes and the achievements of the Ministry of Rural Development, Govt. of India and publicize and projects of various schemes of Ministry.

AREA AVAILABLE:

As per the enclosed layout plan (approx. 5000 sqm) - **Annexure-F**.

IMPORTANT

The exhibition cum sales fair during SARAS AAJEEVIKA at Pragati Maidan, New Delhi is an opportunity for the Ministry of Rural Development, Government of India to reach out to people and project itself. For this, it is necessary to study and understand the profile of visitors, the message to be delivered, the most cost-effective means of communicating the message, etc.

1. Scope of the Work (SARAS AAJEEVIKA Fair):

The Scope of the work of the event manager for SARAS AAJEEVIKA Fair, 2018 will include:

- i. Construction of gates including designing and decoration.
- ii. Construction of stalls including providing tables, chairs, racks, lighting and necessary fittings.
- iv. Construction of stage with backdrop, decoration, seating arrangements, podium, public address systems etc.
- v. Landscaping of suitable areas in and around the fair premises using natural potted plants and materials.
- vi. Designing and installing of signages (hoardings, banners, hangers, directory entry,

pole bunting, standees, backdrops etc.) in and around Pragati Maidan including the Fair premises.

- vii. Laying of carpets in the entire area of the Fair.
- viii. Construction of registration counters with proper facilities.
- ix. Construction of VIP Lounge.
- x. Construction of room for State Coordinators
- xi. Construction of room for security guards/sanitation workers.
- xii. Construction of green room for the artists of cultural program.
- xiii. Construction of Theme Area.
- x. Organizing inaugural function, press conferences, and providing an anchor for inaugural function.
- xi. Printing of invitation cards and certificates, distribution of invitation cards.
- xii. Photography and vidography of the event.
- xiii. Preparation and printing of product brochures including photography.
- xiv. Construction of room for monitoring of CCTV cameras.
- xv. Providing facilities for sanitation/cleaning work at AAJEEVIKA Pavilion.
- xvi. Providing Security arrangement.
- xvii. Decoration of entire exhibition from Start to End to provide ethnic look.

[Invitation Cards for inaugural function with envelopes to be made available before two days of inaugural function.]

- In SARAS AAJEEVIKA Fair -2018 approx. 350 stalls having a minimum size of 3x3 square meters each, are to be made. Some stalls may be made of size 2x2 square meters or 2x3 sq. meters etc. in available space depending on requirement of stalls.
- The prospective event management agencies are hereby requested to develop concept and design as per Score of Work. **The agencies are further requested to inspect the venue before submitting a layout plan.**

2. Pre-Bid Meeting:

A pre-bid meeting will be held on 09.02.2018 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 cost. The purpose of the meeting is to provide bidders with information/clarifications regarding Tender Documents/Scope of work etc. CAPART will provide each bidder with an opportunity to seek clarifications regarding any aspect of the tender documents and event.

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 be registered under Companies Act. or any other Association. The copy of certificate of Incorporation with registration number should be enclosed.

2. The agency/firm should submit a demand draft of Rs.2,00,000/- (Rupees two lakh only) in favour of CAPART payable at New Delhi as EMD alongwith technical bid. Attach the details.
3. The agency/bidder should have completed a minimum **03 (Three)** Events/Conferences/Similar nature of Events with a participation of minimum 600 delegates/participants in each for Government of India/PSUs/Autonomous Bodies/Federations of Industries etc. during the past **03 (Three)** financial years. Details of events organized alongwith documentary proof to be enclosed as per **Annexure - C**.
4. The firm/agency should have a minimum annual relevant business turnover of Rs.5.00 Crore per year for each of the last three financial years. Copies of the audited balance sheet, income & expenditure accounts and receipts and payments accounts 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 alongwith documentary proof for the same.
5. The agency/firm must be registered with GST. Copies of certificates of Incorporation, GST No. and PAN must be enclosed.
6. The firm should have at least one office in the 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 Annexures/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 documents:

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 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 Proforma at **Annexure - B**. These should include self attested copies of Registration Certificate, GST No., 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.2,00,000/- (Rupees two 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 **350** stalls having a size of 3x3 square meter each, a registration counter/help desk having sitting capacity for 15 persons, a VIP lounge, Theme area, state coordinator room, security guards 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.**

5.2 Financial Bid:

5.2.1 The duly filled financial bid as per proforma 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 Financial Bid

1. $(T1/Tmax)*0.7 + (Lmin/L1*0.3)$
2. $(T2/Tmax)*0.7 + (Lmin/L2*0.3)$
3. $(T3/Tmax)*0.7 + (Lmin/L3*0.3)$

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 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.

Firm/agency 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 agency selected. 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 22nd March, 2018 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 22nd March, 2018. Failure to meet the schedule will invite penalty @ 5% of the contract value for each day of delay.

9. TERMS OF PAYMENT

- 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 23/03/2018 but before completion of the Fair.
- The balance 50% within 15 days after completion of the AAJEEVIKA fair at Pragati Maidan and submission of the bills and necessary documents, etc.
- **The payment will be made to the agency on actual quantity/Nos. carried out against the work-order and as verified by the physical verification team of CAPART. In case of the area of construction of stalls/stage/VIP lounge/state coordinator room/registration counter/help desk/theme area etc. increases or decreases the payment would be made on pro-rata basis.**

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 SARAS AAJEEVIKA Fair-2018, 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 Partly 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.

(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 March 22, 2018. 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 ITPO during the fair.
8. The event manager shall clear site and leave it in the most befitting condition after the completion of Fair by 11:30 p.m. of 01 April, 2018.

11. TERMINATION OF CONTRACT

- 11.1 If at any 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.
- Not - withstanding 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.** Minimum 04 persons including supervisor from the Event Management agency should be present in SARAS AAJEEVIKA Pavilion from 8:00 a.m. to 9:00 p.m. during the Fair. Out of these two 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 AAJEEVIKA. Since opening ceremony is a prestigious event of fair so, the agency may be cautious in this matter.

ANNEXURE - I**Criteria for Evaluation of Technical bids**

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

| Sl. | Details | Max Marks | Mark Scored |
|------------|---|------------------|--------------------|
| 1. | Number of Events/Conferences/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 in each. The firm should provide credible evidence of the same. | 25 | |
| | <i>03 - 04 events :</i> | <i>10</i> | |
| | <i>05 - 06 events :</i> | <i>15</i> | |
| | <i>For more than 6 events :</i> | <i>25</i> | |
| 2. | Total Turnover of the agency : (during last three financial years) | 10 | |
| | <i>Turnover more than 15 Crore</i> | <i>05</i> | |
| | <i>Turnover more than 30 Crore</i> | <i>10</i> | |
| 3. | Familiarity with the venue and had held exhibition(s) in last 2 years at the venue (ITPO, Pragati Maidan) with value of more than Rs.50.00 lakhs for one event. | 10 | |
| 4. | Qualifications and Experience and numbers of Core team of Technical/Professional Manpower trained in event management. The firm should provide the details of the same. | 20 | |
| 5. | The technical capacity to prepare the Event Directory. The firm should be able to handle the photography, content writing etc. for the preparation of the said Directory. (Scanned copies of directory designed by the bidder to be enclosed) | 5 | |
| 6. | Presentation with 3-D drawings. The understanding of the concept of the SARAS AAJEEVIKA Fair-2018 its planning outline, time line schedule, creatives of proposed artwork, design of the SARAS AAJEEVIKA Stalls/Gates/Registration Counter/VIP lounge/Theme area/Stage, description of layout, materials used and décor etc. (A complete power point presentation of 10 minutes to be made before the evaluation Committee) | 30 | |
| | Total Marks | 100 | |

Note: The Core team of Technical/Professional Manpower indicated in the bids should not be changed during the fair, if any change occurs, the agency should provide the manpower of similar qualification and experience.

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 Fair-2018 at the Hall No.7 (A,B,C), 7(F,G,H), 7E and 7D at Pragati Maidan, 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:

as per your advertisement, given in the above mentioned website(s).

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)

ANNEXURE - B

Details of the Firm/Agency

| | | | |
|-----|--|---|--|
| 1. | Name of the firm/agency | : | |
| 2. | Address | : | |
| 3. | Telephone No(s). | : | |
| 4. | Fax No(s). | : | |
| 5. | Email and Website | : | |
| 6. | Name, Address, Phone number and e-mail id of the Proprietor/Partners | : | |
| 7. | Date of Registration of the Firm/Agency and Registration No. | : | |
| 8. | GST No. (Please attach necessary documents) | : | |
| 9. | PAN No. of the firm/agency | : | |
| 10. | Bank accounts number with branch name and IFC code of the Bank | : | |
| 11. | RTGS/NEFT No. of the Bank | : | |
| 12. | Copies of the Income Tax Returns of the firm for the last three financial years (Please attach necessary documents) | : | |
| 13. | Demand Draft of Rs.2,00,000/- (Rupees two lakh only) in favour of CAPART payable at New Delhi, from any of the Commercial Bank, as Earnest Money Deposit (EMD)[Please provide the details] | : | |
| 14. | Work Experience (as per format at Annexure - C) | : | |
| 15. | Annual Turnover (As per format at Annexure -D) | : | |
| 16. | 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. | : | |
| 17. | Address of office of the Firm in the NCR region. Documentary proof must be enclosed. | : | |

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 2017)

| S. No. | Name of the Event | Name of the Client | Brief Description of the Event including area/number of participants | Date/Duration of Event | Value (Rs.) |
|---------------|--------------------------|---------------------------|---|-------------------------------|--------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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

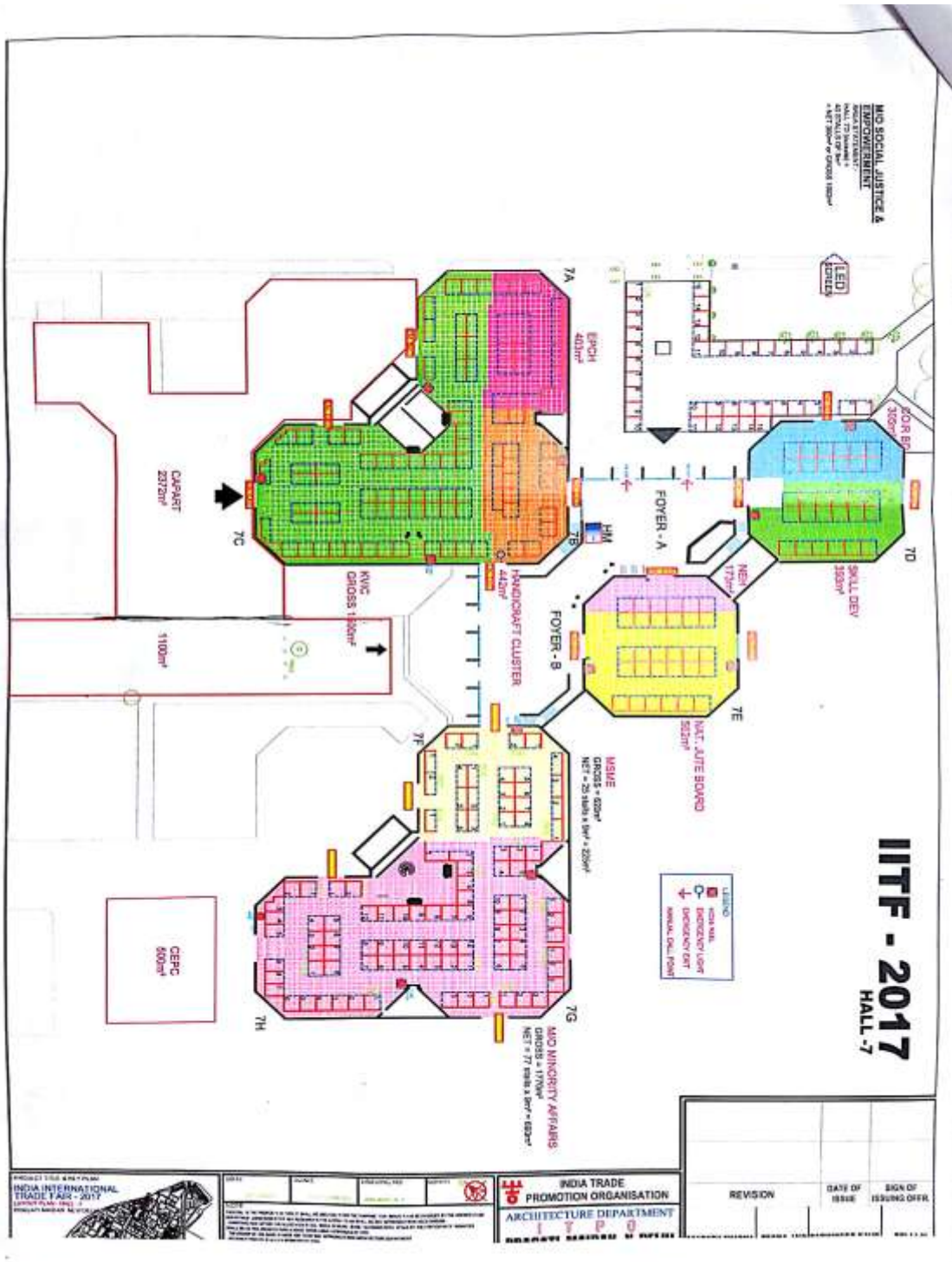
| FINANCIAL YEAR | ANNUAL TURNOVER AS PER AUDITED BALANCE SHEET (in Rupees) |
|-----------------------|---|
| 2014-2015 | |
| 2015-2016 | |
| 2016-2017 | |
| Total | |

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 Plant of Hall No. 7



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-2018** to be held from 23rd March to 01st April, 2018 at Pragati Maidan, New Delhi” **and** 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.
1. 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:

| S. No. | Details of Items for Event Manager | Tentative Quantity Required | Units | Rate per unit (without tax) in Rs. | Total Price (without tax) (Rs.) |
|---------------|--|------------------------------------|--------------|---|--|
| 1. | Construction of flood lit Gates based on Rural Theme with SARAS AAJEEVIKA logo (Artistic Design, Decoration). [23 March-01 April, 2018] | 8 | Nos. | | |
| 2. | Construction of approx. 350 well designed stalls (construction of stalls with aluminum R8 system with powder coated finish with laminated panels, Fascia having name for State and stall number. Basic furniture required to be provided for standard stall of 3x3 Sqmt: (a) Table - 1, (b) Chairs - 2 (c) Shelves - as per requirement of artisans (d) Spot light (use CFL/LED light) with hooks etc. - 3 nos. (e) Waste paper basket - 1 no. (f) Socket 5/15 amp - 1 no. [23 March-01 April, 2018] | 3200 | Sq. Meter | | |
| 3. | Constructions of one Registration Counter/Help Desk with seating arrangement for 15 persons, and one steel almirah with lock and key. [23 March-01 April, 2018] | 20 | Sq. Meter | | |
| 4. | Construction of one VIP lounge including the following arrangements: <ul style="list-style-type: none">• two-seater sofas (06 nos.)• centre glass table (06 nos.)• side glass table (02 nos.)• fancy cushion chairs (20 nos.)• fridge (01 no)• crockery for min. 20 persons• flower decoration (every day) [23 March-01 April, 2018] | 48 | Sq. Meter | | |
| 5. | Construction of one room with octonum for monitoring of CCTV cameras etc. and for staff with chairs and table. [23 March-01 April, 2018] | 12 | Sq. Meter | | |
| 6. | Construction of well designed Theme Area with proper display and lighting systems including the following: | 60 | Sq. Meter | | |

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|-----------|---|-------|-----------|--|--|
| | <ul style="list-style-type: none"> i. Parker lights ii. Fancy lights iii. Wooden platform iv. Backlit Board - 12 nos. of size 3x4 feet. v. Female facilitators - 04 nos. <p>[23 March-01 April, 2018]</p> | | | | |
| 7. | Stall & Passage Carpeting - Synthetic Carpet. [23 March-01 April, 2018] | 7000 | Sq. Meter | | |
| 8. | Inaugural Function [Only for one day for item No. 8.1 to 8.7] | | | | |
| 8.1 | <ul style="list-style-type: none"> a) Stage (stage, backdrop and sound system, Anchor, 10 bouquet and floral decoration of stage and dias) <p>(only for one day but Stage and backdrop will be for 23 March-01 April, 2018)</p> | 40 | Sq. Meter | | |
| 8.2 | <ul style="list-style-type: none"> b) 200 chairs with white covers <p>(only for one day)</p> | 200 | Nos. | | |
| 8.3 | <ul style="list-style-type: none"> c) Two rows sofas with white covers - 08 sofa (3 seater) <p>(only for one day)</p> | 08 | Nos. | | |
| 8.4 | <ul style="list-style-type: none"> d) 200 snacks packets with water bottles (small) - these will be distributed during or after the inaugural function <p>(only for one day)</p> | 200 | Nos. | | |
| 8.5 | <ul style="list-style-type: none"> e) High-tea in VIP Room <p>(only for one day)</p> | 25 | Nos. | | |
| 8.6 | <ul style="list-style-type: none"> f) Tentage for covering the area <p>(only for one day)</p> | 100 | Sq. Meter | | |
| 8.7 | <ul style="list-style-type: none"> g) Shahnai Vadan – one group with complete arrangements <p>(only for one day)</p> | 1 | Nos. | | |
| 9. | <p>Music System with 16 mikes and equalizer for cultural programme</p> <p>[23 March-01 April, 2018]</p> | 1 | Nos. | | |
| 10. | <p>Signage [hoardings, banners, hangers, directory entry, pole bunting, standees etc. made in Flex mounted on frame work]</p> <p>[23 March-01 April, 2018]</p> | 10000 | Sq. Feet | | |
| 11. | <p>Metal Detector</p> <p>[23 March-01 April, 2018]</p> | 8 | Nos. | | |
| 12. | <p>Staff to monitor Metal Detectors</p> <p>[23 March-01 April, 2018]</p> | 8 | Nos. | | |
| 13. | <p>CCTVs Cameras</p> <p>[23 March-01 April, 2018]</p> | 50 | Nos. | | |
| 14. | <p>Monitors [for CCTV Cameras]</p> <p>[23 March-01 April, 2018]</p> | 5 | Nos. | | |

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|------------|--|------|------|--|--|
| 15. | Recording DVR [For CCTV Cameras] [23 March-01 April, 2018] | 5 | Nos. | | |
| 16. | Security Supervisors (4 male and 4 female) (9:00 am to 9:00 pm) [23 March-01 April, 2018] | 8 | Nos. | | |
| 17. | Security Guards <ul style="list-style-type: none"> • 35 Guards (9 am to 9 pm) and • 10 Guards (9 pm to 9 am) (The Event Manager should ensure that security agency should have the valid license/documents i.e. PASAR license from Home Deptt. prescribed by the authorities. If any clause of labour law is violated, or any criteria is not fulfilled, the penalty will be borne by the Event Manager/Security Agency. CAPART will not be responsible for any lapses). [23 March-01 April, 2018] | 45 | Nos. | | |
| 18. | Fire planning with staff (Fire Extinguishers, necessary equipments as per plan and approval of the fire authority) [Hall No. 7 (A,B,C), 7 (F,G,H), 7E and 7D]. [23 March-01 April, 2018] | 1 | Nos. | | |
| 19. | Emergency Lighting System [23 March-01 April, 2018] | 15 | Nos. | | |
| 20. | Public Address System (should be audible in the entire AAJEEVIKA fair area) for making important announcement etc. [23 March-01 April, 2018] | 1 | Nos. | | |
| 21. | Printing of : | | | | |
| 21.1 | a) Certificates for artisans (A4 size, four colour, 300 gsm Imp. Art Card – gloss) | 400 | Nos. | | |
| 21.2 | b) Invitation Cards for inaugural function with envelopes (5x7 inch, 300 gsm. Imp. Art Card, four colour, printed in both side (English and Hindi) [before two days of inaugural function] | 300 | Nos. | | |
| 21.3 | c) Event Directory: No. of pages: 90 Size: 5.5 x 8.5 inch Paper: Text: 75 gsm. (Imp. Art paper-gloss), Cover: 300 gsm.(Imp. Art Card-gloss). Colour: Four colour Binding : Perfect | 2000 | Nos. | | |
| 22. | Landscaping of suitable areas in and around the | 1 | Nos. | | |

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|------|--|----|-----------|--|--|
| | fair premises with natural potted plants and materials etc. [23 March-01 April, 2018] | | | | |
| 23. | Desk Top Computers (P4 computers with TFT monitor and high speed internet connection-Dongle) [23 March-01 April, 2018] | 4 | Nos. | | |
| 24. | Laser printer [23 March-01 April, 2018] | 4 | Nos. | | |
| 25. | Plasma TV(42") & DVD player or USB with all required accessories [23 March-01 April, 2018] | 2 | Nos. | | |
| 26. | Photocopy Machine [23 March-01 April, 2018] | 1 | Nos. | | |
| 27. | Photocopy Machine Operator [23 March-01 April, 2018] | 1 | Nos. | | |
| 28. | Waste paper basket (big size) [23 March-01 April, 2018] | 15 | Nos. | | |
| 29. | LED High Mass light - 500 watt [23 March-01 April, 2018] | 20 | Nos. | | |
| 30. | LED High Mass Light- 400 watt [23 March-01 April, 2018] | 15 | Nos. | | |
| 31. | LED High Mass Light- 150 watt [23 March-01 April, 2018] | 30 | Nos. | | |
| 32. | Construction of one pantry room with chairs [23 March-01 April, 2018] | 15 | Sq. Meter | | |
| 33. | Construction of one Security Guard Room [23 March-01 April, 2018] | 8 | Sq. Meter | | |
| 34. | Manpower: <ul style="list-style-type: none"> • MTS (Multitasking Staff) : 03 • Announcer (Female) : 01 • Female attendant for VIP lounge : 02 (Duty time 9 am to 8:00 pm) [23 March-01 April, 2018] | 6 | Nos. | | |
| 35. | High Resolution outdoor full color LED Screen (8x8 Feet) with all required equipments and operators to show the schemes and programs of the Ministry. Note: Agency is requested to provide operators for the LED screen. [23 March-01 April, 2018] | 4 | Nos. | | |
| 36. | Video Coverage and Still photography | | | | |
| 36.1 | Video Coverage of Inaugural Function or any other function during the fair and video coverage of AAJEEVIKA stalls (02 copies of DVDs must be provided to CAPART with | 3 | Days | | |

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|------|--|-----|------|--|--|
| | proper mixing and editing in addition to source media) | | | | |
| 36.2 | Still photography coverage (300 selected photos in size 5x7 inch with 02 numbers of albums i.e. 1 for 100 photographs and other for 200 photographs in addition to all the photographs in digital format must be provided to CAPART). [Photographer should be available with camera from 23rd March to 01st April, 2018 at the Mela venue] | 300 | No. | | |
| 37. | Sanitation/Cleaning services (From 21st March - 1st April, 2018) | | | | |
| 37.1 | Charges for 25 numbers of sanitation/cleaning workers for 12 days with all required Cleaning materials wearing Caps and T-shirts with printed logo of Swachh Bharat Abhiyan, Aajeevika and name of Ministry of Rural Development, Govt, of India and CAPART. Time : 08:00 a.m. to 08:00 p.m. [21 March-01 April, 2018] | 25 | Nos. | | |
| 37.2 | Charges for 03 numbers of sanitation/cleaning supervisors for 12 days-wearing Caps and T-shirts with printed logo of Swachh Bharat, Aajeevika and name of Ministry of Rural Development, Govt, of India and CAPART. Time : 08:00 a.m. to 08:00 p.m. [21 March-01 April, 2018] | 03 | Nos. | | |
| 38. | Caps for artisans with printed name of AAJEEVIKA, Ministry of Rural Development and CAPART. | 700 | Nos. | | |
| 39. | Preparation of Photo ID Cards for participants and officials | 850 | Nos. | | |
| | Grand Total (Rs.) | | | | |

- Note:**
1. The rates quoted should be exclusive of all taxes. The GST/taxes as applicable will be paid as per Govt. norms.
 2. Same Financial Bid format is provided alongwith the tender document in (.rar) format on the portal. Bidders are advised to download the same file, fill the rates and upload it on the portal.

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 Development (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 anyway 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 anyway 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 thereunder 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 hereof.
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 hereof.
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 thereunder 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 of 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 tilland 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.

Datedday of2018.

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.