

Tender Document

Apex Corporations under the Ministry of Social Justice & Empowerment, Government of India is to hold Exhibition-cum Sale (SHILPOTSAV – 2011 at Dilli Haat, Opp. INA market from 16/09/2011 to 30/09/2011) of products made by Artisans of Scheduled Castes, Backward Classes, Handicapped, Safai Karamcharies and other persons who have benefited under the schemes of Ministry of Social Justice & Empowerment through Apex Corporations and other National Institutes. The Nodal Agency (NBCFDC) is inviting Tenders for overall Event Management/Services for the proposed Exhibition-cum-Sale.

S No.	Services	Description	Period	Quantity	Rate/day Rs.	Amount Rs.
1	Venue Décor	Decor includes entry gate (12 x 8 ft.), displaying Items depicting Ministry's/Corporations activities etc. basic floral arrangement near stage area and entrance, 25 bouquets Welcome girls Brass Lamp, refined oil cotton and candle each on the day of the inauguration & Closing day, bandhini cloth (tied aesthetically on wooden poles) inside exhibition area big diameter rangoli arrangement near the entrance, ribbons, balloons etc. during inauguration. Or any other innovative ideas for venue décor	15 days	Specify Number or Quantity for each item		
2	Sound & Lights	Good quality sound & light indicating type of system (i.e. Ahuja/JBL etc.) at the stage venue of Cultural Programmes	All days of cultural programme (6 days)	<u>Sound</u> 2 pair top 1 pair base, 1 pair foot monitors, twin CD changer, 4 Mics with stands 2 cordless mics, amplifiers for speakers. 4 Lapel/Handsfree Mics <u>Lights</u> 12 parkens, 2 parkens stand, 1 smoke machine		
3	Video & Print Photography	Digital photography and videography of the inauguration and closing of event only. Products displayed are to be photographed. Photo size 5" x 7"	2 days (inaugural & closing day)	15 DVDs 1200 print photos (max.) 15 albums as per selection of photos .		
4	Chairs, sofas and Fans	Neat & Clean Cushion chairs, Two Seater Cane Sofa with centre table (upholstered) and good quality of Fans	13 days	20 sofas (two seaters) 250 chairs 05 centre Tables (medium) 10 fans pedestal)24"		

5	Extra lighting (halogen)	In exhibition area	All days	20 nos.		
6	Emcee	For Inaugural & Closing having vast experience of anchoring at important events in English & Hindi. Radio/TV exposure with pleasant personality.	2 days (inaugural & closing day)			
7	Shamiana /marque waterproof	Water proof White Shamiana/marque covering stage area and Seating area of 45ft x 120 ft	During entire event			
8	Flex Print	Flex includes creative designing, flex prints & framing, proper fixing & display on strategic location in and outside of Dilli Haat Name plates of Beneficiaries	During entire event	20' x 8' = 2 pcs. For outside walls , 6' x 2' lamp post both sides = 60 pcs., Entry gate branding 10' x 4' = 2 pc., backdrop 20' x 12' = 1 pc., 1.5'x2'. name plates 300 nos size 1' x 6' names of Corporations on iron frame = 150 pc. Name of participating organization 8' x 8' = 2 pc on Iron frame For poles outside Dilli Haat 8' x 4' = 10 pc Buyer Seller Meet Banner 8' x 4' = 2 pc 8' x 3' = 10 pc for information on organizations Total Flex= 3696 sq ft		
9	LCD Projector, laptop & Audio system	LCD Projector, Laptop with complete Audio Setup of 2 Nos. Speakers with 1 no. of Amplifier	9 days not on Cultural Prog day			
10	High Tea and Cold Drinks	Sandwich, Cheese Pakora, Samosa, Spring Roll, Wafers, Gulab Jamun, Kaju/Badam, Tea, Nimbu pani/Cold Drinks, bisleri Water Bottles/Glasses to be served in Bone Chinaware Crockery	2 days (inaugural & closing day)	For 150 persons each day Total 300 persons		
11	Prize Distribution	Prizes to beneficiaries for best sale and displays brass on wooden stands	10 Nos			
12	Generator	Sound less/Eco friendly generator for standby power supply (please indicate name Honda/Vijaya/sudheer etc.) (pl. quote rates inclusive all charges i.e. cartridge, supply, fixation, fuel, removal etc.)	15 days	01 (one) 62 KVA		
13	Generator	Additional Generator for Inaugural & Closing ceremony and other cultural evenings	6 days	01 (one) 62 KVA		
14	Ramp for stage	Disable friendly ramp on both sides of the stage	Throughout the exhibition			

15	Tube light	Tube light in the corridor on the Dilli Haat	70 tube lights			
16		Arrangement for Fire Brigade	Inaugural & Closing	2 days		
17	Fire Insurance	Insurance of Beneficiaries with their stalls for Rs. 1 lakh each from Nationalized Insurance company at Dilli Haat	Throughout the exhibition	Total coverage for Rs. 1.3 crore of beneficiaries and their products.		
18	Interaction with local Authorities	Arrangement for necessary permission from police and licencing authorities etc , NDMC etc.	Through out the exhibition			
19	Event Management Company's details	Indicate Sale Tax/ Service Tax No., PAN No., Bank A/c details for RTGS payments				
20		An stall of 3 mtr x 3 mtr of octonorm system with water proof ceiling for setting up office, Three tables and 2 chairs	Through out the exhibition			

(Rates ,wherever required,may be quoted on per day basis as well as for all the Fifteen days)

Eligibility Criteria:

- i) Three years experience for holding such events in the past three years (please give year wise details of major events). (2008-2011)
Atleast one event should be organised of minimum of Rs. 5 lakhs during last three financial year (2008-11).
- ii) Details of Annual Turnover during the last three financial year.
- iii) Minimum annual turnover should not be less than Rs.50.00 Lakh during each of the last three years .
- iv) Kindly provide copy of Audited Balance Sheet, Profit & Loss A/c for last three years.(2008-09 2009-10 & 2010-11)

Payment Terms

1. 25% payment will be released after completion of first week of event and submission of bills.
2. Balance payment will be released after 30 days of submission of final bill.

Other Terms & Conditions

1. **The Sealed Bids should be addressed to the Nodal Officer for Dilli Haat Exhibition NBCFDC, 5th Floor, NCUI Building, Khel Gaon Marg, New Delhi 110016**
2. Only Sealed Bids will be accepted till 12.00 noon on 30/08/11
3. All the pages of document should be signed by the bidder
4. Bids will be opened in the O/o NBCFDC at 2:30 PM on 30.08.2011 before the authorized representative of the bidders who are present at that time & carrying authority letter.
5. Any other terms & conditions written or printed on the tender document by the bidder, or otherwise sent along with tender, will not be accepted and will not binding on us.
6. The advertiser reserves the right to accept/reject any/all the quotations received without assigning any reasons what so ever.
7. For settlement of any disputes only courts in Delhi shall be jurisdiction.
8. Earnest Money Deposit: Rs.50,000/- (Rupees Fifty thousand Only) by demand draft/pay order of Nationalized Bank in favour of NBCFDC, New Delhi should be deposited and the same will be refunded after one months of the event at the time of settlement of final payment.

Such EMD SHALL not carry any interest for whatsoever longer period it may rest with NBCFDC. EMD shall be forfeited if bidder withdraws his/her bid during the validity of the bid or any discrepancy in delivery of the services.

9. Separate discount for each service may please be indicated for doing the job in Social Sector.
10. Any bid without accompanying of bid amount/incomplete/not in sealed cover would be rejected.
11. The bidder should inspect the site before quoting rates so as to make an assessment of the requirement. Later on, no request to change or misunderstanding shall be entertained.
12. All the bids should be typed and not handwritten.
13. Rates should be inclusive of all taxes. No revision of rates shall be allowed under any circumstances whatsoever.
14. The successful bidder who have been awarded the work shall liable to pay penalty for any omission(s)
15. The agency shall themselves be responsible for payment of wages to the staff deployed by them for the work. They shall also indemnify NBCFDC and all its participating agencies, and Govt. of India from any claim which arises on the bidder in future or during the celebration days in connection with organization of this exhibition.
16. The decision of the advertiser will be final and binding. .
17. The successful bidder will be required to give presentation on the Event Management and venue décor
18. Bills should be in duplicate giving specification, amount and enclosed text of the flex prints.
19. Extra work if any would be same rate for same work basis .
20. For Insurance cover of the exhibitors Actual bill/receipt of nationalized ins. Co. should be submitted with the Bill at the time of settlement of bill .