



अखिल भारतीय आयुर्वेद संस्थान
ALL INDIA INSTITUTE OF AYURVEDA (AIIA)
(आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान)

(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

Notice Inviting Tender for “providing event management services” All India Institute of Ayurveda, Satellite Institute, Goa
e-mail Id central-store@aiia.gov.in
Ext. No: 01125960401/02 (2206/1301)

F. No. Z/50/134/2023-AIIA

Date: 26/11/2024

Tender document can be downloaded from following websites:

www.aiia.gov.in

www.eprocure.gov.in/epublish/app

Address To:

Dean

All India Institute of Ayurveda(AIIA)

Manohar International Airport Road, Village-Dhargal, Taluka-Pernem,

North Goa, Goa-403513

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Director, ALL INDIA INSTITUTE OF AYURVEDA invites proposal from leading and experienced agencies / firms engaged in similar work for " **PROVIDING EVENT MANGEMENT SERVICES FOR ALL INDIA INSTITUTE OF AYURVEDA, SATELLITE Institute, GOA**" as per scope of work specified in this bid document. The bids are to be submitted under two bid system where technical and financial bids should be submitted in separate envelop which may be placed in a bigger envelop.

Schedule of Tender

1	Tender No	
2.	Availability of Tender Document	The tender document can be downloaded from the AIIA web site http://www.aiia.gov.in or from the procurement portal http://eprocure.gov.in/epublish/app
3.	Name of the work	PROVIDING EVENT MANGEMENT SERVICES FOR ALL INDIA INSTITUTE OF AYURVEDA ,SATELLITE CENTER, GOA
4.	Estimated cost	Rs.1,00,00,000/-
5.	Type of tender	Two bid system
6.	Period of contract	Two years
7.	Minimum Validity of tender offer	60 days from the date of opening of technical bid
8.	Tender Document fee	NIL
9.	Performance Security	5% of estimated tender value

Time schedule of tender:

S.No.	Particulars	Date	Time
1	Date & Time of publishing tender	26.11.2024	18:00 Hr
2	Last date for submission of queries	27.11.2024	10:00 Hr
3	Bid submission start date & time	28.11.2024	10:00 Hr
4	Bid submission end date & time	14.12.2024	15:00 Hr
5	Bid opening date and time	14.12.2024	15:30 Hr
6	Date of opening of Financial Bid	Will be informed in due course.	

Bidders should carefully read all the terms & conditions before submitting their tender. The invitation to tender is subject to fulfilment of eligibility conditions and adherence to instructions as per schedules below:

Chapter-I	Instructions to the bidders
Chapter - II	Terms & conditions of the contract
Annexure- A	Technical Bid Performa
Annexure- B	Financial Bid (To be submitted in separate envelop
Annexure- C	Declaration from Bidder
Annexure- D	Bid Security Declaration
Annexure- E	Essential Qualification /Eligibility Criteria
Annexure- F	Evaluation parameters



(Shiv Kumar Harti)
Additional Professor



INSTRUCTIONS TO THE BIDDERS

1. Instructions to Bidder

- 1.1. The instant tender enquiry is for providing event management services at All India Institute of Ayurveda(AIIA), satellite Institute located at Manohar International Airport Road, Village-Dhargal, Taluka-Pernem, North Goa, Goa-403513 or any other location within country where the events are to be organized by the Institute(AIIA).
- 1.2. Tender document shall have to submit at Ground Floor, Academic Block, All India Institute of Ayurveda, Mopa Road, Village- Dhargal, Taluka- Pernem, North Goa, Goa-403513
- 1.3. The Bidders participating in the bid should be capable to provide the services on short notice period for the urgent nature of requirements.
- 1.4. The bidders shall have to provide the services as one stop solution making all the arrangements as the details provided in BOQ. Any other items which is not included there, if required at the time of event, the bidder shall have to arrange on the rate/price mutually agreed at that time.
- 1.5. The Bidder should be a single business entity (the “Single Business Entity”). The term bidder used here in would apply to a Single Business Entity. A Single Business Entity shall mean a company incorporated under Companies Act, 1956/2013 or a Sole Proprietorship firm registered under Proprietorship Act, 1908 or a partnership firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership firm registered under Limited Liability Partnership Act, 2008. Note: a) Consortium or Joint Venture is not allowed to participate in the bidding process. b) If the bidder is: i) A Company should furnish copy of the certificate of incorporation and memorandum of association as a proof of identity. ii) A sole proprietorship firm, and a limited liability partnership firm should furnish copy of the registration certificate, GST and IT return for the last three financial years preceding the bid due date as a proof of identity. iii) A registered partnership firm, it should furnish a copy of the IT returns for the last three financial years preceding the bid due date copy of the registration certificate under the registrar of firms and a copy of the partnership deed executed between the partners as a proof of identity.
- 1.6. The bidder must have provided an event management service including event organization, planning, conceptualization, Catering and execution during last four financial years (2019-20, 2020-21, 2021-22 & 2022-23). The bidder shall upload satisfactory completion certificate issued by competent authority. The work amount claimed must be verified in the supporting document.
- 1.7. The Bidder must have achieved an average Annual Turnover of Rs.50 lakh. during the preceding 3 (three) financial Years ending on March, 2023. To calculate the average turnover, the total turnover achieved by the Bidder during last 3 years shall be divided by 3 i.e. (2020-21, 2021-22, 2022-23). (a) Copies of Balance Sheet/Profit and Loss Account/ITR OR A certificate from Chartered Accountant duly certifying the turnover of last 3 financial years should be uploaded along with turn over criteria. (b) The Bidder must be registered in India. (Supporting document must be furnished) (c) The Bidder should

have valid GST and PAN registration.

1.8. The bidder should not have been blacklisted by any Central / State Government Department / PSUs / Autonomous Body during the last three years. A self- declaration in this regard is to be uploaded by bidder.

1.9. The bidder should have an office with a dedicated telephone/toll free number for round the clock booking of the requirements in Pan India. Self-declaration informing the dedicated toll -free number and details of single point contact person is to be provided.

1.10. The bidder should be registered under GST and must be having PAN Number. Copies of GST & PAN are to be uploaded.

1.11. Bidder should also sign & upload declaration (Annexure-C) provided with the tender document and duly filled in Technical Bid proforma (Annexure A) and Financial Bid proforma (Annexure-B).

1.12. Bidder should upload bid security declaration (as per Annexure D). Tender without Bid Security Declaration shall be treated as non-responsive.

1.13. **Bidders must ensure that required document have been enclosed along with technical bid failing which offers submitted will be rejected out rightly.**

2. **FORCE MAJURE:** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by Force Majeure situation. The Agency/ Firm shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. **(A)** For purposes of this Clause, "Force Majeure" means an event beyond the control of the Agency/ Firm and not involving the Agency/ Firm's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Institute either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. **(B)** If a Force Majeure situation arises, the Agency/ Firm shall promptly notify the Institute in writing of such conditions and the cause within 7 days from the date of occurrence thereof. Unless otherwise directed by the Institute in writing, the Agency/ Firm shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. **(C)** Neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance.

Note: - All the above mentioned required registrations / licences must be valid on the date of publication of this tender and in case any of registrations/licence is under renewal, the same must be completed before the award of the contract. Requisite self-attested copies of documents as proof with reference to above eligibility criteria.

3. GENERAL INSTRUCTIONS:

2.1 All the tender document must be dropped in the tender document available at Ground Floor, Academic Block, All India Institute of Ayurveda, Goa within stipulated time given in the tender enquiry. Bidders may ensure the timely submission of bids. Offers received after due date shall not be considered.

- 2.2 The Tender inviting authority (TIA) may issue amendment/ errata to the tender documents before due date of submission of tender. The Bidders are required to read the tender documents in conjunction with amendments/corrigendum, if any, issued by TIA. The bidder is not supposed to incorporate any amendment/ errata in the body of tender documents either in ink or pencil. In case the bidder, on the body of tender document, incorporates amendments/errata issued, they shall not be considered and the amendment/ errata issued by the TIA shall only hold good. The amendments/errata issued to these documents, if any, would be uploaded on AIIA website as well as on CPP Portal. The bidders shall visit these websites from time to time to check for any amendment/errata.
- 2.3 The bidder has to submit the tender document(s) well in advance before the prescribed time to avoid any delay or technical problem during the bid submission process.
- 2.4 The agency/artisan hired for the cultural event which are covered under DAVP should be empanelled with DAVP and the payment for such events should be made as per rates of the DAVP.
- 2.5 The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or difficulties faced during the submission of bids by the bidders due to local issues.
- 2.6 Bidder shall quote their amount item-wise in the BOQ (Financial Bid). Bidder quoting the lowest amount for all items collectively (Grand Total) shall be eligible for award of the Tender and the Letter of Award (LOA)/ Work Order shall be issued to the Bidder.
- 2.7 The Technical Bids will be opened at All India Institute of Ayurveda, MOPA Road, Village-Dhargal, Taluka-Pernem, North Goa, Goa-403513 as per Tender time schedule. If the date of opening is declared a holiday, bids will be opened at the same time on next working day. Bidders or their authorized representative may remain present at the time of opening of bids if they so desire.
- 2.8 Financial bids of only those bidders will be opened whose technical bids are found compliant/ eligible after technical evaluation is done by AIIA, GOA.
- 2.9 No bid shall be modified after the deadline for submission of bids.
- 2.10 No bid may be withdrawn in the interval between the deadline for submission of bids and expiry of the period of bid validity specified. Withdrawal of a bid during this period or actions for modification/alteration will result in debarring the Bidder from tendering process and may also render them liable for legal action as deemed suitable. If any bidder withdraws or modifies its bid during the period of bid validity, or refuse to accept the offer of work after completion of bidding process etc., the bidder will be debarred from any bidding process with AIIA, Goa for a period of Two years. The format of Bid Security Declaration is attached with tender document. Bidders is required to upload Bid Security Declaration in the Format attached with tender document at Annexure D.
- 2.11 Transfer of BID submitted by one Bidder to another is also not permissible. No Alteration in the BID, once submitted, shall be permissible. In case the Bidder transfers the BID or modifies/withdraws during the period of validity, action for debarment will be

taken as per conditions prescribed herein.

2.12 During evaluation and comparison of bids, AIIA, GOA may, at its discretion, ask the bidder for clarification on his bid. The request for clarification will be given in writing through e-mail and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification at the initiative of the bidder will be entertained.

2.13 Canvassing by any Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection of the bid. Conditional tenders will be rejected.

2.14 AIIA, GOA reserves the right to postpone and/ or extend the date of receipt or opening of tenders or to withdraw the tender notice, without assigning any reason thereof. In such cases, the bidders shall not be entitled for any form of compensation from AIIA, GOA.

2.15 Successful bidder has to accept the offer of work/contract at the rate quoted in financial bid and under the conditions prescribed in the tender document and any reluctance or refusal of acceptance of work order on any ground will not be entertained and such activities may attract penal action as per rules.

2.16 Evaluation of Bids: Bids received will be evaluated by the tender committee constituted by competent authority of AIIA, GOA to ascertain the reasonability & responsiveness of bid for the complete work/services as per the terms & Conditions of tender documents. The successful bidder will be finalized on basis of fulfilling the eligibility conditions, rate of quoted by bidder and as per relevant provisions of GFR-2017.

2.17 The bids shall be evaluated under QCBS methodology where weightage of technical and financial scores will be 30:70. The calculation will be on the below given formula: -

$$\text{Overall Score} = \frac{\text{Score of Technical Bid} \times 30}{\text{Highest Score of Best Technical Bid}} + \frac{\text{lowest quoted bid} \times 70}{\text{price quoted by the bidder}}$$

2.18 The bidder who will score the highest marks in the overall score will be considered as H1 and will be awarded the works subject to fulfilling other all terms and conditions.

2.19 Incomplete & conditional bids will not be considered and summarily rejected.

2.20 The Competent Authority of AIIA, GOA reserves the right to accept or reject (Fully or partially) any tender or all the tenders without assigning any reason.

2.21 Rates quoted by the bidder shall remain unchanged till the validity of the contract period to be awarded through this tender process i.e. period of two years.

Chapter -II

TERMS AND CONDITIONS OF THE CONTRACT

1. SCOPE OF WORK

1.1 All India Institute of Ayurveda, Goa is an autonomous body under the Ministry of Ayush, Government of India. The headquarters office of AIIA, Goa is situated at Gautampuri, Sarita Vihar, New Delhi.

1.2 AIIA holds various high level ministerial events, national & international delegation visits, conferences and important events of national & international level in Satellite Center Goa and at other locations. To facilitate the AIIA for event management service including event organization, planning, conceptualization, Catering and execution of such events AIIA intends to enter into agreement with one Agency which shall provide event management service including event organization, planning, conceptualization, Catering and execution of such events in AIIA, Satellite Centre Goa and at other locations in PAN India as required by AIIA, Goa as per the scope of work prescribed in the tender document.

1.3 The engaged Agency shall arrange catering services on per plate basis separately for High Tea, Buffet Lunch and Buffet Dinner (including welcome drink and millet based recipes), and Session Tea should be inclusive of all arrangements including FOOD, CROCKERY, WAITERS and EVENT MANAGERS etc. Rates shall be quoted for catering services on per Plate basis for national and international participants/guests. Catering charges should not be more than the prescribed rate as provide in Department of expenditure, ministry of Finance, Govt. of India OM no. 7(3)/E-coord/2013 dt. 06 may 2015. Food Menu are to be included in consultation with AIIA.

1.4 (A)The Empanelled Agency shall arrange its own pandals/pagodas necessary for cooking and other activities related to catering services. (B) Agency shall provide adequate approved good quality crockery and cutlery (preferably of bone china/opal ware) and table cloth, mats etc. of superior quality in the kitchen and dining halls. Utensils for serving warm food shall also be provided by the Agency. (C)The Agency shall deploy chef and adequate catering staff, trained and well experienced to ensure timely, efficient and prompt service. The Agency shall provide trained manpower services in the dining hall and VIP Lounge. However, sufficient manpower shall be deployed depending upon the number of programmes/events in progress on a day to day basis. The Agency has to create its own pantry as per the requirement for the purpose for which he may be required to have other arrangements like fans, candle burners / gas burners, table ware and thermoware etc. (D) Serving of potable drinking water from the source to the dispensers and water coolers placed at venue shall be the responsibility of the Agency. (E) The waiters/serving staff shall be well dressed, presentable, well-mannered and trained. Adequate sets of uniform shall be provided by the Agency so that they can present themselves neat and clean daily. (F) The Agency shall arrange for such of those special equipment and apparatus if any required for cooking etc.

1.5 **Personal Hygiene:** (a) The Agency shall ensure that staff deployed in catering services is not suffering from any infection or communicable diseases. The staff should trim their nails regularly and wear caps & gloves at the work place. Smoking, eating or chewing of tobacco/zarda/gutka etc, spitting is strictly prohibited. (b) Potable Water shall be used for cooking, cleaning vessels etc.

1.6 **Quality Maintenance** (a) The eatables served by the Agency to the Guests shall be completely hygienic, free from any sort of adulteration or foreign ingredients etc. Dishes containing any foreign ingredient shall not be served. (b) All vegetables, fruits etc. used shall be fresh and shall not be rotten or overripe. The Agency shall be responsible for their hygiene and safety. Milk and milk products such as curd, yoghurt, cheese etc. shall be of good quality and should be prepared and served fresh. (C) Only high quality Basmati Rice, refined oil of Standard make, Best Quality are to be used. The inputs for the food etc will be checked by the representative of the AIIA. Maintaining hygienic conditions in cooking/pantry area & dining/serving areas is very essential.

1.7 Agency shall provide this service to the AIIA across India, majorly in Delhi and Goa.

2. **Period of Contract:** The contract shall initially be for a period of two years and can be extended further for a period up to two-year (year on year basis) subject to satisfactory performance, on the same terms & conditions on yearly basis. The service charge through tender procedure approved, shall remain unchanged during the period of contract. "AIIA reserves the right to terminate the contract by serving one month's notice, in writing in emergent circumstances. The contract can be terminated otherwise by giving two months' notice in writing by either party."

3. The successful bidder shall within 10 days of issue of letter of intent, give his acceptance along with irrevocable Bank Guarantee of Rs. 10 lacs in favour (i.e. 5% of estimate tender value) of AIIA with validity upto for the period 26 month. No interest will be paid by AIIA on such performance guarantee.

4. The Nodal Officer of AIIA after approval of Competent Authority will directly intimate the Agency for event management service including event organization, planning, conceptualization, Catering and execution. Minimum guaranteed person and Menu through a work order to the empanelled agency. Minimum guaranteed person may increase however the payment will be made on actual basis.

5. **PAYMENT PROCEDURE:**

5.1 The agency shall raise the bill on monthly basis after completion of event and payment will be made within a period 21 days positively. However, in case of delayed payment, bidder shall not eligible for any interest or charges etc.

6. DISPUTE SETTLEMENT:

All differences and disputes arising out of or in connection with the Contract Agreement shall be settled by mutual discussions and negotiations. If such dispute and differences cannot be settled and resolved by discussions and negotiations, the same shall be referred to the sole arbitrator appointed by the Director, AIIA, New Delhi whose decision shall be final and binding the parties. In case of litigation arises, the jurisdiction will be High Court of Delhi.

7. PENALTY & TERMINATION:

7.1 TERMINATION

(A) AIIA may terminate the contract if any of the following events occur: – i. Contractor is adjudged as insolvent. ii. Contractor has abandoned the contract i.e. the Contractor fails to perform the obligations under the contract for a period of 3 days. iii. Any of the licenses, permissions or registrations of the Contractor as required under the applicable laws are discontinued/ cancelled or not renewed in time. iv. Contractor has neglected or failed persistently to observe or perform his obligations under the contract or performs unsatisfactorily. v. The Contractor is found to have acted in breach or violation of any of the safety norms persistently, applicable labour and other laws in relation to the contract and his obligations therein. vi. The Contractor commits a breach of the contractual terms and conditions. vii. In the opinion of AIIA, it is desirable to discontinue with the performance of the contract with the Contractor.

(B) AIIA shall give the Contractor a three days' notice period to rectify the breach, failing which the contract shall stand terminated on the last date of the notice period without requiring any further notice from NIF in that behalf. C. Upon such termination, the outstanding dues of the Contractor shall be settled subject to the amounts recoverable by AIIA under the contract from the Contractor. D. The EMD amount shall be forfeited if the contract is terminated by AIIA on account of the above.

Penalty: - In case, service providers fails to execute the event management services as per direction of the institute, the same will be managed by the Institute on its own resources and penalty of 10% of the expenditure of the event will be charged as an administrative charge.

In case of the there is complaint the quality and substandard services, the payment for such items/service shall not be made by the institute.

7.2 INDEMNITY

(A) The Contractor shall indemnify and keep harmless AIIA from and against all actions, proceedings, claims, demands, losses, costs, damages and expenses whatsoever which may be brought against or suffered by AIIA which it may sustain, pay or incur as a result of or in connection with the performance/ purported performance/ non-performance of the contract by the Contractor, including but not limited to, any liability or action occurring on account of any litigation, court or government orders.

(B) During the period of agreement, if it is found that the agency has indulged in

fraudulent actions or has not been providing proper or prompt services, the agency may be issued with Show Cause Notice, through mail and/or post, and Agency shall be bound to reply to show cause notice within 7 days. If the submissions of agency are not found satisfactory, the security deposit may be forfeited and agreement may be terminated.

(C) The manpower deployed during the event management shall be responsibility of the service provider. Bidder shall have to ensure the compliance of payment of minimum wages, EPF, ESIC and other labour laws. In case of any mis-happening/accident/losses of assets or life will be the responsibility of the service provider. Any legal or statutory case, is arises will be dealt by the service provider only, AIIA will not be responsible for such cases.

ANNEXURE-A**TECHNICAL BID****Part-A Pre-qualification criteria**

**Name of Work : PROVIDING EVENT MANGEMENT SERVICES FOR
ALL INDIA INSTITUTE OF AYURVEDA, Goa**

Sl No.	Particulars	Document	Page No
1.	NAME OF TENDERING AGENCY/COMPANY/FIRM	Registration/Incorporation/Partnership deed	
2.	ADDRESS OF OFFICE/OFFICES WITH CONTACT NO./MAIL-ID	-do-	
3.	DEDICATED TOLL FREE NUMBER/TELEPHONE with contact person details	Declaration	
4.	GSTN	Registration document	
5.	PAN	Copy of pan card	
	(8) GST NO.		
6	WHETHER DEBARRED/BLACK LISTED BY ANY CENTRAL/STATE GOVT./PSUs DURING THE PAST THREE YEARS, IF SO FULL DETAILS MAY BE FURNISHED	SELF DECALARTION TO BE ENCLOSED.	
7	DECLARATION AS PER ANNEXURE-C	To be enclsod	
8	Annexure-D	TO BE ENCLOSED.	
9	Turnover(1 Cr for last three FY)	CA certificate	
10	Experience(4 years)	Letter of award/completion certificate with value of the work	
11	Past performance	Award of works	
12	Proof of completion of minimum five events	Experience certificate duly signed by the Buyer Organization	
13.	Certification	ISO Certificate	
14	EPF/ESIC registration, if applicable	Registration document	

Part -B QCBS evaluation criteria

S. No.	Parameter	Evaluation Criteria	Claimed marks	Supporting documents attached (page no.)
1.	Average Annual Turnover- The bidder must have an Average Annual Turnover of Rs. 4 crore during last three financial years in the Financial years i.e. 2020-21, 2021-22 and 2022-23.	<ul style="list-style-type: none"> • Rs. 4 Crores and above = 15 marks. • Turn over Rs. 3 Crores but less than Rs 4 Cr = 10 marks • Rs. 2 Cr to 3 Cr-05 marks • Below Rs. 2 Cr-02 	15 Marks	
2.	Number of on-roll employees available with the agency (EPF/ESIC payment receipt for last three months to be submitted)	<ul style="list-style-type: none"> • 25 Employees and above – 5 marks • More than 15 employees less than 25 – 3 marks • Less than 15 employees-01 	05 Marks	
3.	Experience of organizing similar events In last three FY	<ul style="list-style-type: none"> • More than 10 events -20 marks • More than 5 and less than 10 events -15 marks • Below 5 events -05 marks 	20 Marks	
4.	Experience of organizing similar single events with value of event in last four FY (the events with the value of Rs. 2 Cr or more will only with considered)	<ul style="list-style-type: none"> • 10 events with value of Rs. 2 cr or more-20marks • 7-9 events -15 marks • 4-6 events-10 marks • Below 4 events -5 marks 	20 marks	
5	Single highest value order in last four FYs	<ul style="list-style-type: none"> • At least one event more 3 Cr Value-10 marks • At least one event with 2 Cr value -8 marks • At least one event with Rs 50 lakh value-05 marks • At least one event Below Rs.50 lakh -2 marks • 	10marks	

DECLARATION

1. I, _____ Son/ Daughter of Shri _____
Proprietor / Partner / Director / Authorized Signatory of _____
am competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance for the same.
3. The information/documents furnished along with above application are true and authentic to the best of my knowledge and beliefs. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I have apprised myself fully about the job to be done during the currency of the period of agreement and also acknowledge to bear consequences of non-performance or deficiencies in the services on my part.
5. I also undertake that I am agree with the rates / ceiling fixed category wise (As per Annexure-G) by the AIIA and the same are acceptable to me.

Signature of authorized person Full

Date:

Name:

Place:

Company's Seal:

N.B.: The above declaration, duly signed and sealed by the authorized signatory of the company, should be uploaded with Technical Bid.

Bid Security Declaration

(To be signed & uploaded with technical bid)

To,

The Director
AIIA, New
Delhi

Sir,

I / we, the undersigned do hereby undertake that, if I / we withdraw or modify my / our bid during the period of bid validity or refuse to accept the offer of work etc., I / we will be suspended from the bidding process for the time specified in the tender document.

Signature of the bidder

with seal Date

Place

Essential Qualification /Eligibility Criteria

The proposals submitted by agencies in response to the advertisement will be evaluated on the following evaluation criteria.

Note:- No correspondence/request shall be entertained apart from the criteria mentioned in the mandatory criteria and marking section.

Mandatory Qualification Criteria-		
S. No.	Particular	Supporting documents are to be enclosed with the proposal
1.	The agency should be an organization registered in India. The agency should be registered at least 04 years prior to the date of advertisement in the appropriate Act.	Registration/ renewal certificate of the relevant act under which the agency is registered. (Copy of Relevant Documentary/ Certificate)
2.	Registration under GST	Registration No. & copy of GST
3.	Registration under income tax (PAN Card)	Registration No. & copy of PAN Card
4.	Organizations should not have been blacklisted by any central or state government department/agencies, public sector institutions/agencies, etc. and should not have involved in fraudulent activities.	Declaration on Notary Affidavit on Rs. 100/- Non-judicial Stamp Paper (Must be submitted in original and no photocopy/scanned copy will be entertained)
5.	Average Annual Turnover- The bidder must have an Average Annual Turnover of Rs. 3 crore during last three financial years in the Financial years i.e. 2020-21, 2021-22 and 2022-23.	Supporting Documents- Financial Details of the Agency in format Annexure-A along with copies of the Audited Financial Statement/audited balance sheet with UDIN no. duly sealed and Certified by the Chartered Accountant.

	<p>Past Performance: - The Bidder must have successfully provided an event management service including event organization, planning, conceptualization, Catering and execution in the past 04 years of empanelment value of at least:</p> <p>-At least One Single work order of Rs. 1.6 Crore or more, Or A-At least Two Single work order of Rs. 1.0 Cr or more, Or A-At least Three Single work order of Rs. 80 Lakh or more with state or central government departments/PSUs/Private</p> <p>Work order/s must be for the last Four years (from FY 2020-21 to FY 2022-23).</p>	<p>Copy of Work order/Agreement Or Completion Certificate issued by the competent authority.</p> <p>The work amount claimed must be verified in the supporting document.</p>
7.	The Agency should have 05 Successful Events Completion Reports/ work orders which are of above 20 Lakhs with the state or central Government departments/PSUs in last four FY.	Experience certificate issued by competent Authority or related documents such a work orders, letters from the office of the state/central Governments and PSUs.
8.	ISO Certification -Agency must have a valid ISO 9001:2015 Certificate.	
9	Office address details with dedicated number and contact person	.
10.	Bidder must attach a copy of GST return (GSTR-3B) for FY 2021-22 and 2022-23 (April 2021 to March 2023)	Copy of GSTR-3B return must be submitted
11.	Bidder must have a valid EPF/ESI Registration Certificate.(If Applicable)	A copy of the valid Registration Certificate must be attached.

QCBS EVALUATION PARAMETERS

S. No.	Parameter	Evaluation Criteria	Maximum Marks
1.	Average Annual Turnover- The bidder must have an Average Annual Turnover of Rs. 3 crore during last three financial years in the Financial years i.e. 2020-21, 2021-22 and 2022-23.	<ul style="list-style-type: none"> • Rs. 04 Crores and above = 15 marks. • Turn over Rs. 03 Crores less than Rs 4 Cr = 10 marks • Rs. 2 Cr to 3 Cr-05 marks • Below Rs. 2 Cr-0 	15 Marks
2.	Number of on-roll employees available with the agency	<ul style="list-style-type: none"> • 25 Employees and above – 5 marks • More than 15 employees less than 25 – 3 marks • Less than 15 employees- 01 	05 Marks
3.	Experience of organizing similar events In last three FY	<ul style="list-style-type: none"> • More than 10 events -20 marks • More than 5 and less than 10 events -15 marks • Below 5 events -05 marks 	20 Marks
4.	Experience of organizing similar single events with value of event in last four FY(the events with the value of Rs. 2 Cr or more will only with considered)	<ul style="list-style-type: none"> • 10 events with value of Rs. 2 cr or more-20marks • 7-9 events -15 marks • 4-6 events-10 marks • Below 4 events -5 marks 	20 marks
5	Single highest value order in last four FYs	<ul style="list-style-type: none"> • At least one event more 3 Cr Value-10 marks • At least one event with 2 Cr value -8 marks • At least one event with Rs 50 lakh value-05 marks • At least one event Below Rs.50 lakh -2 marks • 	10marks
5.	Presentation The agencies shall be required to give an AV presentation before the Technical Evaluation Committee.	The presentation shall cover the following points <ul style="list-style-type: none"> • Company Profile • Prior Work Experience 	30 Marks

		<ul style="list-style-type: none">• Office Networks available across India• Methodology for the assignment• Proposed resources for the assignment	
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- Applicants who score minimum 75 marks out of 100 marks shall be qualified for Empanelment under their respective categories (Event Management).
- The bidders must have to score lowest score against each criteria.

Financial Bid

BILL OF QUANTITY

S. No.	Item Description	Unit	Rates per Unit
A	Stage & Floor Management		
1.	Customized wooden fabricated stage	Sq.ft	
2	Platform for LED	sqft	
3	Electronic media stage	sqft	
4	All side skirting	sqft	
5	Wooden flooring	sqft	
7	Non woven synthetic carpet	sqft	
8	Swiss cottage 12 x 24	sqft	
8a	Swiss cottage 12x12	sqft	
8b	Swiss cottage 5x12	sqft	
9	Executive toilet setup with modern fitting for VVIP	job	
10	Banquet chair with cover and Bow	Nos	
11	PVC chair	nos	
12	Royal Q Manager	nos	
13	Water counter	nos	
14	1.5ht height Stage railing with S.S pipe	job	
15	Pre fabricated fabric panel wall	Nos	
16	Pandal	sqft	
17	Pandal with water proofing	sqft	
18	Fabric masking	sqft	
19	Pantry setup for VVIP	sqft	
20	Water proof pre-fabricated pagoda canopy 3"x3"	sqft	
20a	Water proof pre-fabricated pagoda canopy 4"x4"	sqft	
20b	Water proof pre-fabricated pagoda canopy 5"x5"	sqft	
21	Mozo Barricading	rft	
22	Customised barricading	rft	

23	VVIP lounge setup	Nos	
24	VVIP deluxe chair	Nos	
25	Frisking room	Nos	
26	Table with leg cover of fancy cloth	Nos	
27	Pre-fabricated centre table/coffee table	Nos	
28	2.5ft Height Heavy iron scaffold stage	sqft	
29	Steps with railing	no	
30	Green room set-up	sqft	
31	VVIP Leatherite sofa single seater	no	
32	VVIP Leatherite sofa double seater	no	
33	VVIP Leatherite sofa three seater	no	
34	High long multi color flag	no	
35	Table Flags (all Country)	no	
36	Deepdan	no	
37	Leather finished VVIP Chair for dias	no	
38	Scaffold tower	no	
39	Main dias setup	job	
49	Chandani	sqft	
41	Dari	no	
42	Glass Table	no	
43	Table cloth	sqft	
44	Pole cover	rft	
45	Tirpal	sqft	
46	Foam Gadda	no	
47	Kaleen	sqft	
48	Pavdan 2ftx4ft	no	
49	Moulded chair with armed	no	
50	Moulded chair without armed	no	
51	Stage for Artist	sqft	
52	Steel chair	no	
53	Sofa set three seater	no	

54	Washbasin stand	no	
55	Drum	no	
56	Tub plastic	no	
57	Tub iron	no	
58	Bedsheet	no	
59	Parda	no	
60	Round table big	no	
61	Round table big cover normal	no	
62	Round table big cover sotton	no	
63	Big umbrella	no	
64	Small umbrella	no	
65	LED counter	no	
66	LED Display Screen	sqft	
67	German Hanger pandal	sqft	
68	German Hanger pandal (water proof)	sqft	
69	Ceiling Drapping	sqft	
70	M.S Truss pandal	sqft	
71	Balli barricading	rft	
72	View cutter wall	sqft	
73	Iron or SS railing	Rft	
74	Registration counter	no	
75	Octonom stall	sqft	
76	President chair for stage	no	
77	Dustbin with cover	no	
78	Balli barrier	no	
79	Jute Matting -6ftx36ft	sqft	
80	Stall double table on pipe	no	
81	Stall double table on wrought iron	no	
82	Takhat	no	
83	Flower pot	no	
84	Artificial Grass carpet	sqft	

85	Red/beige/grey floor carpet	sqft	
B	Decore		
1	Fresh flower garden type decoration with exotic English flower, marrygold, guldavri, green leave lari decoration at Main stage and backdrop.	job	
2	VVIP Bouquet	Unit	
3	Complete fresh flower Genda Lari decoration at D area	job	
4	Genda lari mala	no	
5	VVIP Fresh Tata rose & rajni gandha mala	no	
6	Fresh Tata rose & genda lari mala	no	
7	Rose Loose flower	kg	
8	VVIP Flower vase	no	
9	Podium decoration	no	
10	Main plaza entrance genda lari decoration	job	
11	Draping with cloth decoration in two clour	rft	
12	Tata Rose buds with paper packing	no	
13	Table bouquet with tata rose (multi-colour) in glass bowl	no	
14	Standing bouquet on bamboo stands with multicolour flowers	no	
15	Marigold toran (different colors)	/ Mtr.	
C	Branding		
1	Complete main stage backdrop on black back heavy GSM Canvas (Fabric) media with designing, mounting and fixing	sqft	
2	Main plaza box type gate with three pillar on black back heavy GSM Canvas (Fabric) media with designing, mounting and fixing	no	
3	Podium logo on black back heavy GSM Canvas (Fabric) media with designing, mounting and fixing	sqft	
4	Standy on black back heavy GSM Canvas (Fabric) media with designing, mounting and fixing at Main plaza gate	sqft	
5	Flex and Banners (With material, design, printing and installation with GI frames)		
	Normal flex	Sqft	
	Star flex	Sqft	
	Backlit Boards	Sqft	
	Backlit premium	Sqft	
	Vinyl	Sqft	
	Backlit vinyl	Sqft	

	Eco print	Sqft	
	Canvas print normal	Sqft	
	Canvas print eco	Sqft	
	Sun Board – 3 mm (Wall mounting with studs)	Sqft	
	Sun Board – 5 mm (Wall mounting with studs)	Sqft	
	Metal (Aluminum) Signboard	Sq.Inch	
	Vinyl pasted on Acrylic Board	Sq.Inch	
6	Standee - Roll Up Banner (3ft*6ft)	Sq.Ft	
	Flags (with pole)	Nos	
7	Brochure (Design + Print)	Per pc	
	Bi-fold (Design + Print)	Per pc	
	Tri-fold. (Design + Print)	Per pc	
	Single Open Gate Fold (Design + Print)	Per pc	
	Double Gate Fold (Design + Print)	Per pc	
	Roll Fold (Design + Print)	Per pc	
	Poster print/ photo print (price/sqft)	Per pc	
	Half-Fold (Design + Print)	Per pc	
	Z-fold (Design + Print)	Per pc	
8	Stickers Self-glued – PVC	rice/shee t	
9	Only Designing (Flyer, Poster, banners etc only designing for digital displays and website)	Per Design	
D	Electrical, Air conditioner and Power Supply (Silent diesel Generator		
1	Halogen fitting	no	
2	LED Metalight	no	
3	Spot light	no	
4	LED parcan	no	
5	Hiring of 10/16/25mm Single core main line & distribution line.	rmtr	
6	Hiring of 10/16mm Four core main line & distribution line	rmtr	
7	Hiring of Distribution board	no/job	
8	Hiring of change over main switch 32/63 Amp T.P.N	no/job	
9	Hiring of change over main switch 100/200 Amp T.P.N	no/job	
10	Hiring of panel board 100 Amp & distribution line circuit connection	no/job	

11	Genset with fuel - 125 KVA	Unit	
12	Genset with fuel – 62 KVA	Unit	
13	Genset with fuel – 25 KVA	Unit	
14	Genset with fuel - 15 KVA	Unit	
15	Genset with fuel - 10 KVA	Unit	
16	Genset with fuel - 5 KVA	Unit	
17	Hiring of Air circulator fan 24"	Nos	
18	Hiring of Padestal fan 16" size	no	
19	Hiring of Ceiling fan	no	
20	Hiring of Desert cooler (vediocon plastic)	no	
21	(a)Split	2 Tonne	
22	Hiring of Air conditioner(1.5Ton) Window type	no	
23	Hiring of Air conditioner(1.5Ton) Split type	no	
24	Hiring of Tower Air conditioner(2 Ton) Split type	no	
25	Hiring of fitting and operating chages of Heavy duty 5 Ton Tower Air conditioner complete with pipe, Gas etc.	no	
26	Hiring of A.C copper pipe line	R mtr	
27	Hiring of 30amp socket point for A.C.	no	
E	Technical -Sound		
1	Hire and fitting charges of Public Address System with branded speaker, Horns mic podium for auditorium	job	
2	Hire and fitting charges of Public Address System with branded speaker, Horns mic podium for pandal	job	
3	Hire and fitting charges of Public Address System with Horns mic podium with battery backup	job	
4	Podium	nos	
5	Necessary Cabling and equipment for live video telecasting	job	
6.	monitors	No.	
7.	Mic with stand	No.	
	Cordless mic / collor mic	Nos	
F	Technical - Video Equipment		
1	LED wall P-2 (2.5)	Sq.ft.	
2	Videography-Multi Video Camera Setup HD (3 Video Camera with Mixer and online editing table, Splitter HDMI for Live Streaming	job	

3	Video Recording and promo making	job	
4	Two way Display	job	
5	Photo album	Per photo	
6	Switcher	job	
7	Integrated networking cabeling as per need	job	
8	Lease line 100mbps	job	
G	Cultural Programme		
1	Dance/music/acting/other performance by Artist	Per artist	
2	Classical/Western/Bollywood Music Performance (National Level Artist)	Per artist	
3	Other group cultural events	Per group	
H	Catering Services*		
1	High Tea#	Per person	
2	Lunch#	Per plate	
3	Session Tea#	Per person	
4	Dinner#	Per plate	
	Grand Total		

Rate quoted by the bidders should be inclusive of GST and other charges, if any.

**Catering charges should not be more than the prescribed rate as provide in Department of expenditure, ministry of Finance, Govt. of India OM no. 7(3)/E-coord/2013 dt. 06 may 2015. CATERING SERVICE PROVIDER WILL ENSURE TO PROVIDE ALL THE FOOD ITEMS AS MENU DECIDED BY AIIA. HOWEVER THE RATE QUOTATED BY THE BIDDER WILL REMAIN UNCHANGED IN ANY CIRCUMSTANCES. THE QUALITY OF FOOD ITEMS WILL BE INSPECTED BY THE AIIA AND SHOULD BE PREPARED AS PER THE SATISFACTION OF AIIA.*

#High Tea, Buffet Lunch and Buffet Dinner (including welcome drink and millet-based recipes)

