



**DOCUMENT FOR EMPANELMENT OF
EVENT MANAGEMENT AGENCIES FOR
EXECUTING VARIOUS EVENTS/FAIR AND
FUNCTIONS DURING THE YEAR 2018-19**

**UNDER THE SCHEME : ORGANIZATION OF EVENTS/
FAIR AND FUNCTIONS**

Tender reference No. DTGW/DEV/27/2018/3,
dated Guwahati the 9th November, 2018

COST OF TENDER DOCUMENT – RS. 2000/-

Sd/-
Director
Welfare of Tea & Ex-Tea Garden Tribes,
Assam, Rupnagar, Guwahati-32

E-mail : directoratetgtooffice00@gmail.com

**GOVERNMENT OF ASSAM
DIRECTORATE FOR WELFARE OF TEA & EX-TEA GARDEN TRIBES
RUP NAGAR, GUWAHATI – 32
(E-mail : directoratetgttooffice00@gmail.com)**

No. DTGW/DEV/27/2018

Dated the Guwahati the 9th November, 2018

SHORT QUOTATION NOTICE FOR EMPANELMENT

Sealed quotations affixing Court Fee Stamp of Rs 8.25 (Rupees eight and twenty five paisa) only are invited from reputed registered Event Management Companies/ Firms for fixing rates towards different services required for Events and other Programmes under Tea Tribes Welfare Department, Government of Assam for the financial year, 2018-19 as per specifications mentioned in the quotation papers. The quotations will be received up to 2.00 PM on 20-11-2018 and will be opened on the same day at 3.00 PM in presence of the quotationers or their authorized representatives. Rates quoted should be inclusive of all taxes. Quotation papers are not transferable and the original quotation papers should be enclosed along with the bid. The tender papers may be purchased on payment of Rs. 2000/- (Rupees two thousand) only in Cash (non-refundable) from the Office of The Director, Welfare of tea & Ex-Tea Garden Tribes, Rupnagar, Guwahati-32 during the office hours from 11.00 AM to 4.00 PM w.e.f. 08-11-2018 to 19-11-2018 and upto 12.00 Noon of 20-11-2018 and submitted in the Office in sealed cover super scribing by the name of **“Empanelment Event Management Companies/Firms for Organization of Events/Fair and Functions”** upto 2.00 PM on 20-11-2018. The Quotation Notice will be open on 20-11-2018 at 03.00 PM. Money receipt of the cost of tender paper should be enclosed at the time of submission of the tender papers. Rates quoted should be inclusive of GST and other Taxes applicable. The tender specifications may be downloaded from the website of Directorate : <https://ttwd.assam.gov.in>

The undersigned reserves the right to reject any or all tenders without assigning any reason thereof.

Sd/-
Director
Welfare of tea & Ex-Tea
Garden Tribes, Assam, Guwahati-32

1) ELIGIBILITY CRITERIA

1. The Bidder must be registered company / firm and should be operational for the last 5 years continuously.
2. The Bidder must have their own office/establishment within the state of Assam.
3. Experience of organizing/managing/conducting at least 3 numbers of state level events during the last three years in Assam.
4. The Bidder must enclose copies of appropriate documents to establish their Technical Qualification.
5. Proof of annual average turnover of Rs. 50.00 lakh (Rupees Fifty Lakh) only in the last three years.
6. The Bidder must furnish a copy of following documents along with their tender.
 - (a) Court fees Stamp of Rs. 8.25
 - (b) Proof of Registered Company/Firm.
 - (c) Up-to-date Trade License issued by the competent Authorities.
 - (d) Up-to-date income tax return of last 3 years along with copies of Balance Sheet.
 - (e) Proof of Annual Turnover.
 - (f) PAN Card.
 - (g) GST Registration Certificate. Proof of submission of up-to-date return.
 - (h) Experience of organizing/managing/conducting at least 3 numbers of state level events during the last three years in Assam.
 - (i) Proof of their own office/establishment within the state of Assam.
 - (j) Up to date ESIC and EPF Registration Certificate.
 - (k) Up to date Labour License.
7. Bidder shall submit an Affidavit that his/her firm is not under a declaration of Ineligibility/ Blacklisting for corrupt and fraudulent practices or for any other causes by any Govt. Authority/PSU.

2) Evaluation of Technical Specifications of the Bidder :

The Technical Bid marks shall be assigned to each bidder as per following evaluation matrix for empanelment on the basis of supporting documents.

Bid Component	Weightage in Technical Score
1. Average Turnover during last 3 years (a) Annual Turnover of 50.00 lakhs -10 marks (b) Annual Turnover of 2 crores or more - 15 marks (c) Annual Turnover of 4 crores or more -20 marks	20 Marks
2. Experience of organizing/ managing/conducting various State level events in last 3 years. (a) If executed 3 projects - 10 marks (b) If executed 5 or more projects -20 marks (c) If executed 8 or more projects- 50 marks	50 Marks
3. Technical & Legal documents a) Trade license, Registration certificate as a Company/Firm, Proof of registered office in Assam - 10 Marks b) PAN Card,ESIC,EPF registration, Labour license – 10 Marks c) IT returns of last 3 years and GST up-to-date return -10 Marks	30 Marks
Total Scores	100 Marks

Minimum marks to be obtained for a bidder to qualify for opening of financial proposal is 50 Marks.

3. FINANCIAL PROPOSAL:
RATES OF ITEMS

Sl. No.	Particulars	Rate (Inclusive of all taxes)
(A)	<i>Food and Refreshment</i>	
1	Tea and Biscuit (Per person)	Rs
2	Breakfast (General) (Bread with Butter/ Jam, Egg, Ripe Banana) (Per person)	Rs
3	Breakfast (VIP) (Bread with Butter/Jam, Egg, Apple) (Per person)	Rs
4	Vegetarian Lunch / Dinner (General) (Rice, Dal, Mixed Vegetable, Paneer Item, Salad, Pickle, Curd/Sweet) (Per person)	Rs
5	Vegetarian Lunch / Dinner (VIP) (Roti, Rice, Dal, Mixed Vegetable, Dry Vegetable, Paneer Item, Salad, Pickle, Curd/Ice-Cream/ Sweet) (Per person)	Rs
6	Non-Vegetarian Lunch / Dinner (General) Rice, Dal, Mixed Vegetable, Salad, Pickle, Curd/Sweet with (i) Mutton (ii) Chicken (iii) Fish (Per person)	Rs Rs..... Rs
7	Non-Vegetarian Lunch / Dinner (VIP) Roti, Rice, Dal, Mixed Vegetable, Salad, Pickle, Curd/Ice-Cream/Sweet) with (i) Mutton (ii) Chicken (iii) Fish (Per person)	Rs Rs..... Rs
(B)	<i>Tent House Materials</i>	
8	Bamboo Pandal (Per square feet)	Rs
9	Plastic Chair (Each per day)	Rs
10	Plastic Table (Each per day)	Rs
11	VIP Chair (Each per day)	Rs
12	VIP Table (Each per day)	Rs
13	Pedestal Fan (Each per day)	Rs
14	PA System for general function (Per set per day)	Rs
15	PA System for VIP function (Per set per day)	Rs
16	Generator Set of different capacities excluding fuel (Per set per day)	Rs

17	Platform (per square feet)	Rs
18	Hanger with carpet (per square feet)	Rs
19	Backdrop (per square feet)	Rs
20	Stage (per square feet)	Rs
21	Side Wings (per square feet)	Rs
22	Masking (per square feet)	Rs
23	Flower Decoration (L/S)	Rs
24	Lamp light with all elements (Each per day)	Rs
25	Podium (Each per day)	Rs
26	Low glass table (Each per day)	Rs
27	Sofa (Each per day)	Rs
28	Dustbins (Each per day)	Rs
29	Toilet (Each)	Rs
(C)	Branding & Publicity	
30	Installation of Hoardings of different sizes (Per square feet)	Rs
31	Installation of Standee of different sizes (Per square feet)	Rs
32	Installation of Kiosk of different sizes (Per square feet)	Rs
33	Cost of Back Drop with installation (Per square feet)	Rs
34	Cost of Banner (Per square feet)	Rs
35	Cost of Videography along with editing and production (Per day)	Rs
36	Cost of Photography (Per day)	Rs
37	Cost of Photograph (Each different sizes)	Rs
38	Cost of Gamocha (General) (Each)	Rs
39	Cost of Gamocha (Guest) (Each)	Rs
40	Cost of Flower Bouquet (Each)	Rs
41	Cost of Tray (Each)	Rs
42	Cost of Table Cloth (Each)	Rs
(D)	Printing and Stationeries	
43	Printing of Invitation Letter (Each)	Rs
44	Printing of Identity Card (Each)	Rs
45	Cost of Identity Card Jacket (Each)	Rs
46	Plastic Folder (Each)	Rs
(E)	Anchoring of the programme	
47	Remuneration of the Anchor per day	Rs.

4) EVALUATION OF BID:

Quality (80%) cum cost 20 % based selection QCBS – 80: 20

The technical specifications of the proposal will be given weightage of 80 % and the financial specifications i.e. rates of the items will be given 20% weightage. The agencies who qualify technically (minimum qualifying marks 70 %) will be opened. In the financial proposal lowest cost may be given a financial score of 100 and the other proposals will be given financial score that are inversely proportional to their prices. For working out the combined score, DWTT will use the following formula:

Total points= T (w) x T(s) + F (w) x F (s), where

F(s) = {(LEC/EC) x 100}

T (w) = weight of technical score which is 0.8

T(s) =technical score obtained by the bidder

F (w) =weight of financial proposal i.e. 0.2

F(s) = financial score of the financial proposal obtained by the bidder.

LEC= Lowest evaluated cost of the financial proposal.

EC= Evaluated cost of the financial proposal.

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of contract and will be called for negotiations, if required. In the event of a tie, the bids with the highest technical score will be rated as the best bid. Beyond that, Authority will decide the matter in its full discretion. The Director, Welfare of Tea Tribes Assam, is not bound to accept the lowest rates. The Director, Welfare of Tea Tribes Assam may reject any or all tenders without assigning any reason thereof. The decision of the Bid Evaluation Committee (BEC) will be final and binding to all in this regard.

The Authority reserves the right to modify the evaluation process at any time during the bid process, through a pre-bid meeting discussion. At any time during the process of evaluation, the Authority may seek specific clarifications from any or all bidder.

It is mandatory for the bidder to obtain minimum technical marks as decided by the Technical Evaluation Committee to be technically qualified and for being considered for opening of their Financial Bid and evaluation thereof. However, the bidders who do not meet the eligibility criteria, their technical specifications shall not be opened. In case of the bidder who does not qualify technical specifications, their financial proposal shall not be opened.

The Authority shall award the contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the best bid, provided further that bidder is determined to be qualified to perform the contract satisfactorily. The Authority shall however not bind itself to accept the best bid or any bid and reserves the right to accept any bid, wholly or in part.

5) TERMS AND CONDITIONS

- (a) Quotation will be received up to 2.00 PM on 20-11-2018 and will be opened at 3.00 PM on the same day in presence of intending quotationers. In case the quotations can not be received and opened in scheduled time due to some unavoidable reasons or holiday etc, the quotation will be received and opened on the next working day at the same time.
- (b) The period of validity of rates quoted will be valid for the financial year, 2018-19 only.
- (c) Rate should be quoted inclusive of all taxes and transportation cost.
- (d) Rate should be quoted in words and figures against each item and any correction should be attested.

- (e) Documents are not transferable and the original papers should be enclosed along with the bid.
- (f) The empanelled Event Management Agency shall have to deposit @ Rs. 2% as earnest money against the allotted work in the Form of FDR/KVP/NSC or Bank Guarantee in favour of Director, Welfare of Tea & Ex-Tea Garden Tribes, Assam, Guwahati-32.
- (g) Taxes & Duties like Income Tax etc will be deducted at source at the time of making payment.
- (h) The Authority reserves the right to accept or reject any order/quotation(s) without assigning any reason thereof and is not bound to accept the lowest rate.
- (i) The Director, Welfare of Tea & Ex-Tea Garden Tribes, if deems fit, reserves the right to invite any bidder for negotiation on the basis of minimum fixed rates.
- (j) In case of any dispute/litigation, the matter will be heard in the jurisdiction of Gauhati.
- (k) No quotation will be treated as valid unless it is submitted as per conditions laid.

6) AWARD CRITERIA :

- (a) The responsive empanelled bidder quoting the lowest evaluated rate against the work shall be given the award.

7) PERFORMANCE SECURITY :

Within the 7 days of receipt of the award the empanelled agency shall have to provide performance security @ Rs. 5% of the contract value in the Form of bank Guarantee to the satisfaction of the Director/purchaser valid upto 180 days after the date of completion date performance obligations .

8) DIRECTOR/PURCHASER'S RIGHT TO VARY QUANTITIES :

The Director/purchaser reserves the right to at any time of contract award to increase 25% or reduced the quantity of goods and services originally specified in the requirements (rounded off to next hold number) under the terms and conditions.

9) SUB CONTRACT :

The Event Management Agency empanelled shall not sub-contract the award under any circumstances which is not acceptable.

10) DELAYS IN THE SUPPLIER'S PERFORMANCE:

- 10.1 Delivery of the performance of the Services shall be made by the empanelled agency in accordance with the provisions stipulated in the terms and conditions.
- 10.2 If at any time during performance of the Contract, the empanelled agency or its representative should encounter conditions impeding timely delivery of the performance of Services, the Agency shall promptly notify the / Director/Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Agencies notice, the Director/Purchaser shall evaluate the situation and may, at its discretion, extend the Agency time for performance with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract

Agreement. Notwithstanding anything contain in the bidding document, if the delay is beyond the recommended sowing time, then no extension shall be made.

- 10.3 Except due to Force Majeure event, a delay by the Agency in the performance of its delivery obligations shall render the Agency liable to the imposition of liquidated damages unless an extension of time is agreed upon.

10.3.1 Liquidated Damages

If the Agency fails to perform the Services within the period (s), specified in the Contract, the Director/purchaser shall, without prejudice to its other remedies under the contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.02% per day, of the delivered Price of the delayed Goods or unperformed Services for each day or part thereof of delay until actual delivery or performance, up to a maximum delay period of 15 (fifteen) days. Once the maximum is reached, the Director/Purchaser may consider termination of the Contract.

10.3.2 Force Majeure

The empanelled agency shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that is delay in performance or other failure to perform its obligation under the Contract is the result of an event of Force Majeure. For purpose of this Clause, "Force Majeure" means an event beyond the control of the Agency and not involving the agencies fault or negligence and not foreseeable. Such event may include, but are not limited to, acts of the Director/Purchaser either is sovereign or the Contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restriction and freight embargoes.

If a "Force Majeure" situation arises, the Agency shall promptly notify the Director/Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Director/Purchaser in writing, the Agency 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.

11) TERMINATION FOR DEFAULT

- 11.1 The Director/Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the empanelled agency, terminate the Contract **in whole or part**:
- a. If the Agency fails to deliver any or all of the services within the period(s) specified in the Contract/ Work Order , or within any extension thereof granted by the Director/Purchaser; **OR**
 - b. If the Agency fails to perform any other obligation(s) under the Contract.
 - c. If the Agency, in the judgment of the Director/Purchaser has engaged in fraud and corruption.

- 11.2 In the event the Director/Purchaser terminates the Contract in whole or in part, the Director/Purchaser may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and the Agency shall be liable to the Director/Purchaser for any excess costs for such similar services. However, the empanelled agency shall continue the performance of the Contract to the extent not terminated.

12) TERMINATION FOR INSOLVENCY:

The Director/Purchaser may at any time terminate the Contract by giving written notice to the Agency, if the Agency becomes bankrupt or otherwise insolvent. In this event, termination shall be without any compensation to the Agency.

13) TERMINATION FOR CONVENIENCE:

- 13.1 The Director/Purchaser, by written notice sent to the empanelled agency, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Director/Purchaser's convenience, the extent to which performance of the Agency under the Contract is terminated, and the date upon which such termination becomes effective.

- 13.2 In such event, payment for the services that are already made and accepted by the Director/Purchaser shall be made at the Contract terms and prices.

14) SETTLEMENT OF DISPUTES

- 14.1 The Director/Purchaser and the empanelled agency shall make every effort to amicably resolve any disagreement or dispute arising between them under or in connection with the Contract.
- 14.2 If, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Director/Purchaser or the empanelled agency may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given in writing.
- 14.3 Arbitration proceedings shall be conducted in accordance with the Acts and rules of procedure interpreted in accordance with the laws of the Union of India, including the Arbitration and Conciliation Act as amended till date and within the Jurisdiction of Guwahati.
- 14.4 Arbitration proceedings shall be held at Guwahati, Assam, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

Sd/-
Director
Welfare of tea & Ex-Tea
Garden Tribes, Assam, Guwahati-32