



**Rural Electrification Corporation Limited**

A Government of India Enterprise

Core-4, SCOPE Complex, 7 Lodi Road, New Delhi-110 003,

Tel. : 24365161, Fax: 24360644, E-mail: reccorp@recl.nic.in. Website: www.recindia.nic.in

**e-TENDER FOR SELECTION OF EVENT MANAGER FOR MANAGING THE EVENT OF 44<sup>th</sup> REC's FOUNDATION DAY SCHEDULED FOR 29<sup>th</sup> NOV, 2013 AT "SIRI FORT AUDITORIUM"**

**Tender No. REC/Admin/REC DAY/2013/**

**27.09. 2013**

**Time schedule of various e-tender related events:**

Date of Issue of bids	: 27.09.2013
Last Date & Time for bid Submission	: 15.10.2013 upto 15:00 Hrs
Eligibility & Technical bids Opening Date & Time	: 15.10.2013 at 16:00 Hrs
EMD	: Rs. 100,000/- (Rs. One Lakh only)

The submission and opening of bids will be through e-tendering process. Tender document can be downloaded from the website [www.tenderwizard.com/REC](http://www.tenderwizard.com/REC) or from e-tender link given in REC Website, viz, <http://www.recindia.gov.in>

Note: To participate in the E-Bid submission, it is mandatory for the bidders to have user ID & password. For this purpose, the bidder has to register itself with REC through Tenderwizard website given above. Please also note that the bidder has to obtain digital signature token for applying in the tender. In this connection, vendor may also obtain the same from Tenderwizard. The steps to be followed for the registration process are given below:

1. Go to website <http://www.tenderwizard.com/REC>
2. Click the link ' Register Me'
3. Enter the detail about the bidder as per format.
4. Click 'Create Profile'
5. Bidder will get confirmation with Login-id and Password .....

Steps for application for Digital Signature from TenderWizard are given below:

1. Download the Application Form from the website <http://www.tenderwizard.com/REC>. Follow the instructions as provided.
2. In case of assistance please contact the person under contact us

NOTE: 1. The Bidders are advised to obtain digital signature (Level 3) and register themselves at [www.tenderwizard.com/REC](http://www.tenderwizard.com/REC) in advance. Please note that RECL in no way held responsible if the bidder fails to apply due to non-possession of Digital Signature & non registration.

2. The Bids are to be submitted online mode only. Bidders are advised to practice bidding online in advance to avoid last minute confusion and slip.
3. If required, Bidders may take the help of representatives of REC deputed for submission of e-bids in REC office at 3:00PM on 14.10.2013 on request at least two before this date.

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**TENDER DOCUMENT**

Rural Electrification Corporation Limited (REC), a Government of India Enterprise, invites open 'e-Bids' for selection of Event Manager for managing the event of 44<sup>th</sup> REC's FOUNDATION Day scheduled for 29<sup>th</sup> Nov, 2013. The bidders are required to submit their proposal as per Scope of work indicated in Annexure-I. Format for techno commercial bid, brief details of the proposal and financial bid are given in Annexure-II, Annexure-III & Annexure-IV respectively.

**Submission of Bid:**

1. Bidders are hereby requested to submit their bids in the following format:-
  - a. **EARNEST MONEY** to be sealed in a separate envelope subscribing "Earnest Money" for "Selection of Event Manager For Managing The Event of 44<sup>th</sup> REC's Foundation Day Scheduled For 29<sup>th</sup> Nov, 2013 at Siri Fort Auditorium".
  - b. **TECHNICAL BIDS & FINANCIAL BID are to be submitted through online mode only on website** [www.tenderwizard.com/REC](http://www.tenderwizard.com/REC). No other mode of submission of bid shall be accepted under any circumstances.
2. The Earnest Money envelope also subscribing due date, addressed to AGM(Admin), Rural Electrification Corporation Ltd, Core-4, SCOPE Complex, 7 Lodi Road, New Delhi -110003 shall be delivered in to the tender box marked with name of work and placed at the main reception counter, ground floor of REC Limited on or before due date & time specified in the bid.
3. Opening of Earnest Money & Technical Bids, Part(I) and Part(II) would take place simultaneously on the date & time of bid opening in the presence of the intending bidders or their Authorized Representatives who may wish to be present
4. The 'Technical Bids' shall then be evaluated by the Evaluation Committee of REC as per the Qualification Criteria as mentioned under clause 9.0 of terms & conditions.
5. REC at an appointed place and time will open the 'Financial Bids' of all the technically qualified Bidders. The intimation of date, time and venue of the opening of 'Financial Bid' shall be informed separately through e-mail or fax to such bidders.
6. REC Ltd. does not own any liability if the bids are not submitted within due date and time as per requirement.
7. EMD Envelope received after the due date and time or if submitted to any other place other than that mentioned above, shall not be considered and would be liable to be rejected without assigning any reason whatsoever. REC shall not be responsible for late receipt of the EMD Envelope submitted by any Bidder. The bidders may depute their authorized representatives at the time of opening of the bid.
8. REC reserves the right to extend the deadline for submission of bids by issuing an amendment in which case all rights and obligation of the REC and the bidders previously subject to the original deadline will then be subject to the new deadline.
9. Withdrawal or modification of a bid between the deadline for submission of bids and the expiration of the original period of bid validity may result in the forfeiture of the EMD.

10. Documents to be enclosed offline & online:

- a. **Earnest Money** of Rs. 100,000/- : **(Though offline mode)** Demand Draft/pay order of required amount of Earnest Money issued in favour of “Rural Electrification Corporation Limited” payable at Delhi required to be placed. Following information should be marked on the face of the sealed envelope:

Name of Party.....

Tender No.....

Earnest Money Amount.....Issuing Bank..... Date.....

- b. **Technical Bid (online mode only)**: The following Documents scanned images (preferably in pdf format) signed by the Authorized Signatory to be uploaded with the on-line Technical Bid (these documents need not be digitally signed):

- i. Pre-Qualification Form (as per format given in Annexure-II)
- ii. Complete bid document as a token of acceptance of Terms & Conditions & scope of services etc (Page No. 1-12 of bid document)
- iii. Average annual financial turnover last four year required as per eligibility criteria para 3 of clause no. 8 of bid document.
- iv. Documents required as Per “Pre-Qualification Criteria” and as mentioned in Annexure-II.
- v. Brief Details of The Proposal (as per format given in Annexure-III)

- c. **Financial Bid (online mode only)**: Financial bid as per enclosed Format in Annexure – IV.

**Terms & Conditions:**

1. The e-bids will be received up to 15:00 hrs on last date of receipt of bids. e-Technical bids of bidders who have submitted the valid & requisite EMD will be opened on the same date at 15:30 hrs in the presence of the representatives of the bidders present followed by presentations by bidders as may be required in terms of Clause 9 of this bid document.
2. The EMD shall be forfeited if the bidder withdraws his bid during the period of bid validity or does not submit the financial quote after being technically qualified.
3. The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after successful completion of event. The EMD of unsuccessful bidders will returned after completion of bidding process.
4. The Bidder should inspect the programme venue before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.
5. The bid shall remain valid for a period of two months from the date of receipt of the bid.

6. **RATES AND PRICES**

Price Bids shall be invited separately from amongst the bidders who meet the techno commercial parameters as given in Clause 8 as per annexure-III & IV.

7. **TERMS OF PAYMENT**

1. 30% payment of contract value on submission of drawings, verification of prints and signages with complete layout and confirmation of availability of the artistes.
2. 40% payment of contract value on 27<sup>th</sup> Nov, 2013, if required against bank guarantee of 10% of the contract value. Bank guarantee shall be released after successful completion of event and settlement of the bill.
3. Balance within a fortnight of satisfactory completion of event and submission of bills.

## **8. QUALIFICATION CRITERIA**

Bidders are to submit the online `Techno Commercial Bids in Two Parts (Part-I & Part-II)" in the format at Annexure-II & Annexure-III.

### **Techno Commercial Bids (Part-I)**

- a) Bidder must either be exclusively an Event Management Company or a company having exclusively defined Event Management Division within the company.
- b) Bidder should have valid Pan No. & applicable VAT/Service Tax No.
- c) Bidder should have average annual turnover of at least Rs. 42 lakh for the last four years ending March 2013
- d) Bidder must have organised at least one events of similar nature of minimum value of Rs. 48 lakhs each or two events of similar nature of minimum value of Rs. 30 lakhs each during preceding 4 (four) years ending March 2013.
- e) Brief details of the proposal as per

Similar work means organising foundation day/ annual day of any Government/ any Governmental Organisation/ government Institutes, Central/ State Public Sector Undertakings/Enterprises or any Public Limited Company.

Documents required to be uploaded on line: (i) PAN & applicable VAT/Service Tax No.; (ii) Balance Sheet, Statement of Profit & Loss or certificate from CA certifying the turnover for last four years; (iii) Copy of work orders/ completion certificates of similar work in support of their claims of executing similar work.

### **Techno Commercial Bids (Part-II)**

Bidders are to submit the name of the main singer and Hasya Kavi as per specification given in A (i) & A(ii) of Annexure-I in Format as per Annexure-II, if available. Otherwise bidder may offer alternate main singer of equal status, Hasya Kavi as per specification/alternate Hasya Kavi of the equal status. Alternate singer shall be considered only if none of bidder offer the main singer as per specification given in A(i) of Annexure-I and if approved by committee after presentation( ref. clause 9 hereunder).

## **9. EVALUATION / SELECTION CRITERIA OF EVENT MANAGER**

Keeping in view the qualitative aspect of the cultural programme, the responsive bids will be evaluated on the following basis:-

- (a) If the bidders offer the Main Singer and Hasya Kavi as per specification given in A (i) & A(ii) of Annexure-I then their bids shall be eligible of opening of financial bids even it is single bid. If none of the bidders offers the Main Singer and Hasya Kavi of our choice then option as per (b) below shall be considered for opening of financial bid.
- (b) If the bidders offer the Main Singer as per specification given in A (i) of Annexure-I and offer alternate Hasya Kavi their bids shall be eligible of opening of financial bids even it is single bid. If none of the bidders offers the Main Singer of our choice then option as per (c) below shall be considered for opening of financial bid.
- (c) If the bidders offer the alternate Main Singer and Hasya Kavi of our choice/alternate offer of equal status bidders would be required to give a presentation of the artists and programme offered before a Committee of Sr. Officers of REC. The financial bid(s) of only such bidder, whose presentation is approved by the Committee, shall be opened and the lowest bidder considered for award of work.

10. The successful bidder is required to furnish documentary evidence in terms of acceptance and availability of the main Singer on the day of event within 4 days of receipt of LOI issued by REC. In case of non-receipt of documentary evidence within 4 days, the bid of the bidder would be cancelled, EMD forfeited and such bidder shall be debarred from participation in bidding process of the corporation for next three years. The process of selection of the bidder would be initiated again from within the remaining other available bidders as per clause (1), (2) & (3) above.

**11. LIQUIDATED DAMAGES FOR DELAY IN SUPPLY**

Time is essence of the contract. The successful bidder must adhere to the time limit and ensure delivery/services. Failure to supply all or part of the delivery/services on or before the stipulated date or deficiency in services will entail a pre-estimated pre-determined liquidated damages equal to 20% of the value of total contract price.

**12. CONCILIATION/ ARBITRATION**

1. If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by CMD, REC.
2. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by CMD, REC.
3. Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.
4. The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.
5. The venue of the arbitration shall be New Delhi, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.
6. The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendente-lite interest during arbitration proceedings.

**13. FORCE AJEURE**

1. In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.
2. The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely REC and the Contractor.
3. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 24 hours of the ending of the cause respectively.

**14. APPLICABLE LAW AND JURISDICTION**

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

15. REC reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of REC's action.
16. If selected event manager does not submitted their acceptance of letter of award or availability of the Main Singer within 4 days of receipt of LOI issued by REC, that event manager shall be debarred from participating in the bidding process for further three years beside forfeiting their EMD.
17. REC reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.
18. Any clarification on the documents may be obtained from:-

Shri P K Singhal AGM (Administration), Rural Electrification Corporation Limited, Core-4, SCOPE Complex, <b><u>NEW DELHI – 110 003.</u></b> Telephone No: 24363613	Ms Renu Mittal, DGM (Admn.) Rural Electrification Corporation Limited, Core-4, SCOPE Complex, <b><u>NEW DELHI – 110 003.</u></b> Telephone No: 24366819
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**SCOPE OF WORK**

**A) CULTURAL PROGRAMME**

The cultural programme would be of about 3 hrs duration, to start at 6.00 P.M. on 29<sup>th</sup> Nov, 2013 at Siri Fort Auditorium, New Delhi. The Event Manager would organize a variety of entertainment show and arrange for following:

- i) Ms Sunidhi Chauhan, Playback singer supported by singer (if required) of the choice of main singer.
- ii) Jamini Haryanvi- Hasya Kavi
- iii) Stage lady comparer /Mater of Ceremony (MC) having experience of conducting similar events of PSEs
- iv) Creative Dance troupe for invocation

**B) CREW**

- i) Bouncer (Male) - 12 Nos.
- ii) Ushers/Welcome girls at VIP entrance and stage - 8Nos.
- iii) Security Guards- 24 no.

**C) Auditorium**

- i) **Stage set up:** Stage shall be designed in 3D manner with acrylics and MDF board, and shall have prior approval of REC. The minimum specification of stage shall be as under:

Stage back drop shall be covered through full length star wall.

Arrangement shall also be made for Podium, VIP zone barricading, laser and other light effects, Gobos, etc.

- ii) **Audio Visuals:** One LED Wall of size 40'x14' at the centre of the backdrop and two LED wall panels of size 12'x6' on each side of the stage for live audio visual coverage. All LED setup should be controlled by audio visual team separately. All LED panels shall be of maximum 5 mm resolution.
- iii) **Lights & Sound:** High-tech Light and sound arrangements for the stage matching with the cultural programme and the requirement of the Artist.
- iv) **Digital photography and Video coverage:**
  - a. 3 camera setup with live editing table
  - b. Two still digital photographers
- v) **Light Lamp arrangements**

**D) Flower Arrangements**

- i) Flower decoration in the entry gates, VIP Corridor / Lounge and inside the Auditorium at suitable locations in discussion with REC
- ii) Bouquets for VIPs - 15 Nos.

**E) Entry Gate, Back Drops and Directional Panels**

- i) Entry Gates: Both the main gates shall be properly decorated with flowers & branding panels.
- ii) Back Drop: Four main back drops (20 x 12') – one each at VVIP main Entrance Gate, common main entrance gate and two at hall entrance in discussion with REC.
- iii) Directional panels/standees (4'x6') as per site requirements

**F) Licenses/Permissions**

All statutory licenses including DCP, PPL and IPRS or any other permission/licence required for celebrating annual day would be the responsibility of the selected event manager.

**G) CATERING**

- 1. Snacks Boxes of Rs.100 /- each - 2000 (Assured Nos.)
- 2. ISI Mark Sealed Water Glasses - 5000

Snacks box shall be from reputed agencies e.g. Haldiram and the Menu shall be got approved from REC in advance. Adequate arrangements for distribution of snacks boxes against exchange of coupons issued by REC would be made by the Event Manager starting from 7.00 PM till 10.00 PM. Arrangements for at least 10 Nos. of round tables would also be made in the Foyer Area of Auditorium with suitable tentage partition for eating the dinner boxes together with counters for sealed water glasses. Arrangements for keeping the Foyer Area clean and disposal of waste will also be made by the Event Manager.

**H) VIP Catering**

Arrangements for serving the snacks, mocktail, dinner, etc. for about 250 VVIP in the VIP Lounge / Corridor with required round tables & food counters shall also be made by the Event Manager (Snacks etc. 6.30 PM – 8.00 PM, Dinner 8.30 PM onwards). The menu will be decided in consultation with REC.



**ANNEXURE-II**

**e-TENDER FOR SELECTION OF EVENT MANAGER FOR MANAGING THE EVENT OF 44th  
REC's FOUNDATION DAY SCHEDULED FOR 29<sup>th</sup> NOV, 2013 AT "SIRI FORT  
AUDITORIUM"**

**TECHNO-COMMERCIAL BID (PART-I)**

(To be submitted on-line mode only)

1.	<b><u>Details of Bidder</u></b>	
	Name	
	Address	
	Address of Office at Delhi/NCR	
	Contact Person's	
	i. Name & Design. ii. Address  iii. Tel No.  iv. Email ID	Landline -----  Mobile -----
2	Status of the Bidder:  1. Event Management Company or  2. Company having exclusively defined Event Management Division within the company.  (Please upload copy of documentary evidence)	
3	PAN No. (Please upload copy)	
4	Applicable VAT/Service Tax (Please upload copy)	

5	Bank A/c Details	A/c No. Bank (Please upload one cancelled cheque)										
6	Average Annual Turnover for the last 4 years: (Should be more than Rs.42 lakh)	<table border="1" data-bbox="922 386 1442 617"> <thead> <tr> <th data-bbox="922 386 1179 457">FY</th> <th data-bbox="1179 386 1442 457">Annual turnover in lakh Rs.</th> </tr> </thead> <tbody> <tr> <td data-bbox="922 457 1179 499">2009-10</td> <td data-bbox="1179 457 1442 499"></td> </tr> <tr> <td data-bbox="922 499 1179 541">2010-11</td> <td data-bbox="1179 499 1442 541"></td> </tr> <tr> <td data-bbox="922 541 1179 583">2011-12</td> <td data-bbox="1179 541 1442 583"></td> </tr> <tr> <td data-bbox="922 583 1179 617">2012-13</td> <td data-bbox="1179 583 1442 617"></td> </tr> </tbody> </table> <p data-bbox="922 617 1442 772">(Please upload copies of documentary evidence i.e. audited balance sheets or statement of Profit &amp; Loss or certificate from CA certifying the turnover for last four years)</p>	FY	Annual turnover in lakh Rs.	2009-10		2010-11		2011-12		2012-13	
FY	Annual turnover in lakh Rs.											
2009-10												
2010-11												
2011-12												
2012-13												
7	<p data-bbox="347 781 881 869">Details of executing similar works during preceding 4 (four) years ending March 2013 from the last date of submission of bid:</p> <ol data-bbox="396 898 881 1058" style="list-style-type: none"> <li data-bbox="396 898 881 991">1. One events of similar nature of minimum value of Rs. 48 lakhs or</li> <li data-bbox="396 999 881 1058">2. Two events of similar nature of minimum value of Rs. 30 lakhs</li> </ol> <p data-bbox="347 1100 881 1285">Similar work means organising foundation day/ annual day of any Governments/ Governmental Organisations/ Institutes, Central/ State Public Sector Undertakings/Enterprises or any Public Limited Companies.</p> <p data-bbox="347 1310 881 1436">Please upload copies of work order of executing similar works/completion certificates issued by client in support of their claims of executing similar works.</p>											
9	EMD details Please upload copy of DD/BC	Amount: Rs.100,000/- DD/BC No.: Dated : Drawn on										

(Signatures of authorized signatory)

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal

**TECHNO-COMMERCIAL BID (PART-II)**

(To be submitted on-line mode only)

**BRIEF DETAIL OF THE OFFER**

Sl. No.	Particulars	(Please specify. In case of change from the specifications given, please mention the change)
1	Main Artist (a) Main Singer  (b) Support male/female singer (if required by main singer)	_____ _____
2	Hasya Kavi	_____
3	Stage Comparer/Master of Ceremony(MC)	_____
4	Creative Dance Troupe	_____
5	Any other programme	----- -----

(Please tick one of the following)

- I. The offer of main singer is as per the specification given by REC
- II. The offer of main singer is as per the specification given by REC but change in other programme
- III. The offer is different from the specification of Main Singer as specified by REC.

Signature of authorised officer with  
Seal of the agency

**FORMAT FOR FINANCIAL BID**

Sl. No	Details of Scope of Work	Amount in Rs. (lump sum inclusive of all taxes etc)	
		In figures	In words
1	Event Management of 44 <sup>th</sup> foundation day of Rural Electrification Corporation Limited, New Delhi scheduled for 29 <sup>th</sup> Nov, 2013 at "Siri Fort Auditorium", New Delhi as per Scope of work given in Annexure-I and Brief Details of Proposal in Annexure-III of the Bid document.		

2. CATERING CHARGES (in case of any additions) - Rs. \_\_\_\_\_ per pax inclusive of all taxes etc

The terms and conditions contained in the Tender Document are acceptable to us

(Signatures of Authorized Signatory)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal: