

**Special Limited Tender for Selection of a Bidder for  
“EdCIL - Foundation Day 2018” on 22<sup>nd</sup> June 2018 at Air Force  
Auditorium, Near R&R hospital, NH48, Subroto Park, New Delhi**

**04<sup>th</sup> June, 2018**

**NIT No. Admin/Event-Foundation Day/2018-19**

**EdCIL (India) Limited  
(A “MINI RATNA Category – I” CPSE, Govt. of India)  
EdCIL House,  
Plot No.18A, Sector–16A  
NOIDA – 201301 (UP), INDIA  
Tel: 0120 – 4516001-02, 4514003, 2512004 – 06  
Fax: 0120 – 2515372**

## **Chapter - 1**

### **NOTICE INVITING TENDER**

NIT No. Admin/Event-Foundation Day/2018-19

Date: 04/06/2018

EdCIL (India) Limited intends to invite Special Limited Tender for the Event Management Services in relation to organise EdCIL Foundation Day – 2018 on 22<sup>nd</sup> June, 2018 as per details given below:

Sl.No.	Description	Details
1	Name of Work: Organising Event with all preparations and protocols for organising EdCIL Foundation Day	Place: Air Force Auditorium, Near R&R Hospital, NH48, Subroto Park, New Delhi Date: 22 <sup>nd</sup> June 2018
2	Date of availability of Tender Document	4 <sup>th</sup> June 2018 to 11 <sup>th</sup> June 2018
3	Mode of Selection	Special Limited Tender (QCBS)
4	Last date and time for submission of bids	11 <sup>th</sup> June 2018 at 11.00 AM
5	Opening of Technical Bid	11 <sup>th</sup> June 2018 at 11.30 AM
6	Technical Presentation	11 <sup>th</sup> June 2018 at 2 PM
7	Opening of Financial Bid	11 <sup>th</sup> June 2018 at 5 PM
8	Earnest Money Deposit (EMD)	Demand Draft of Rs. 50,000/-
9	Cost of Bid Document	NIL

### **1.1 Earnest Money (EMD)**

The bidder shall furnish along with the bid an Earnest Money Deposit (EMD) amounting to Rs. 50,000/- (Rs. Fifty Thousand only) in the form of Demand Draft in favour of EdCIL (India) Limited payable at Noida. Bids received without EMD shall be summarily rejected. Bidders registered with NSIC/MSME are exempted from payment of EMD. However, the bidders are required to provide relevant document.

The Earnest Money of unsuccessful bidders shall be refunded without interest within 15 days from the date of finalisation of the successful bidder. The Earnest Money of the successful bidder shall be refunded without interest only after 20 days of the successful completion of the event.

-sd-

(Vivek Srivastava)  
Manager (HR & Admin)

## **Chapter 2**

### **1. Scope of work**

The Bidder is required to visit the site Air Force Auditorium, Near R&R Hospital, New Delhi and familiarize with the requirements before submitting the bid. In case of any doubt, he is advised to contact Manager (HR & Admin), EdCIL for clarification.

#### ***1.1 Identification and sanitisation of the Venue***

The aim of this section is to help bidder to formulate a comprehensive map or plan of the site. Bidder will need to consider potential hazards, access and egress of emergency services, and other needs such as pedestrians, traffic and shelter.

Some considerations to get audience on the right track include:

- Where are the designated evacuation points?
- Take note of where the fire extinguishers are located – take note also of their tags and when they were last tested and all the fire extinguishers should be working condition.
- A site plan is a map of the event and is essential for event planning and management.
- Schedule rain plan, if applicable.

#### ***2.2 Event Management***

The bidder should provide essential Temporary Structures wherever required which includes - a stage or platform a tent, marquee or booth a seating stand a prefabricated building. Event organizers should consult with their local government authority when temporary structures are required.

**Note: The bidder should visit the venue before finalising the quote.**

##### **a. Lighting and Power**

- Even in venues darkened for the performance, lighting should always be adequate to identify exits as well as corridors and aisles leading to them.
- Auxiliary battery power or generators should be installed to provide light in a power outage and to power the public address system.
- As many concerts are performed with only stage lighting, access to the main lighting or house lights is essential in case of an emergency.
- The location of the controls for these lights, and the operation of the controls, must be known to those on-site responsible for emergencies.
- The name and contact number of the controllers of light and DG set to be made available before the start of the event to the control room.
- Bidder should have emergency light and power arrangement for the venue of event. The bidder should clearly describe about the

arrangements of emergency power and lighting systems proposed for the event at the designated place. It is recommended that an electrician with his team of support staffs to be available during the entire event.

***b. Signage/Facia***

- Overall Concept of entire venue, theme proposed for the event and areas of Installations.
- Clear appropriate signage is essential.
- When and where signage can be placed.
- Additional facia as per the design and concept with the consultation of EdCIL official shall be arranged by the event manager.

***c. A/V Capabilities***

- Microphones – wired and wireless,
- Video cameras
- Arrangement for Photography of the event
- Portable sound systems, Mixer boards
- Desktop / laptop as per requirement
- Projectors as per requirement
- Screens
- Lecterns- With / without microphone
- Supplemental lighting, Specialty lighting – trusses – rigging – spots, Lighting placement for presenters & speakers
- Electrical supply OK or additional needed
- Staging built-in or rental of risers if needed
- Hand rails and steps to order Background music – Sound effects
- Speaker-ready rooms (Green room)
- Speaker's live screen review monitor

***d. High Tea and Dinner***

The bidder shall make arrangements for High Tea and Dinner for VVIPs / VIPs/ Guests

- High Tea for VVIPs/VIPs will be served after the arrival of guests at foyer area.
- The High Tea for other guests shall be arranged at other suitable area to be proposed by the event management bidder.
- Setup of the counters for dinner shall be at garden area for around 600 people (VVIPs/VIPs/Guests).

**Suitable arrangements should be made for unforeseen circumstances like rain, thunderstorm, etc.**

**e. VIP Lounge**

The bidder shall arrange a VIP lounge at a suitable location with proper seating arrangement.

**f. Selection of Artist/Comedian/cultural team / Band:**

The bidder shall propose a combination of 2 quality performers for a duration of around 90 minutes. The performers may be a mix of artists/singer/comedian/cultural team etc. which will be evaluated during the technical presentation.

The Performance Fees of the artists and their troupe shall be made by Event Manager and arrangement of Sound / Light & other equipment shall also be done by Event Manager through verified or authorized vendors/suppliers of the office of artist.

The Event Manager shall make all the arrangements for artist and his/her troupe for their Boarding and lodging, local travel, etc. as per their requirements and specifications. Further, catering/refreshment/beverages (if any) for the artists and troupe to be arranged throughout the event by the Event Manager. The Event Manager shall be responsible for artists' arrival on time at venue/hotel etc. with proper care of their safety and privacy during the program and back to hotel.

**g. Creative's, Invitation Cards & Design of Welcome gates**

- Creative's proposed for hoardings at proper location & Invitation Cards (size A5) has to be arranged by the bidder.
- Design of Welcome gates to be proposed and arranged by the bidder.

**h. Arrangement on Dias and Flower Decorations**

- (a) Arrangement of podium at dais, arrangement of flower pots etc.
- (b) Preparation of backdrop on dais in consultation with EdCIL.

- i. The Event Manager shall ensure deployment of adequate supervision personnel for co-ordinating and supervising all the activities at the venue. He will be responsible for deployment of adequate manpower, security personnel, housekeeping staff, etc. as per requirement within the auditorium / venue and outside in proper dress. The quality and quantity for material and manpower shall be as specified by EdCIL in the BOQ for the jobs.

**j. Seating Arrangements**

- (a) The seating arrangement in the auditorium to be carried out in consultation with EdCIL.
- (b) Separate sitting arrangements for VVIPs/VIPs in the Auditorium as per requirement and final consultation with the EdCIL official has to be done.

**k. Safety / Security / Other Facilities**

- (a) Comprehensive Security Arrangements are required to be put in place both inside the Auditorium as well as in Registration, Snacks / Refreshments / Tea / Coffee / Mineral Water / Cold Drinks Distribution and Parking Areas, etc. in consultation with EdCIL.
- (b) The traffic personnel to manage traffic movements, vehicle parking, entry of designated vehicles inside the premises, assisting participants for sitting inside the premises for the shareholder / proxy holders / audience. Providing Volunteers in appropriate categories according to the nature of duties and Safai Karamcharies in proper uniform with proper mix of male & female.
- (c) **Refreshments:** Special catering and snacks arrangements for VVIPs/Board of Directors in the Green Rooms / VIP Rooms and Mineral Water Bottles and Glasses on the dais.
- (d) Cleaning of the relevant areas inside and outside the Auditorium / Venue before commencement and after conclusion of the Event.
- (e) Manning of cloak room for safe custody of articles.
- (f) Entry Passes: Designing, printing and supply of Entry Passes, if required.

**2.3 Programme and Event Flow**

The bidder shall draft a sequence of event activities to be listed in the order that they occurred.

They go in time order from the beginning to the middle to the end without jumping around in time.

**2.4 Other Requirements:**

- (a) It shall be the responsibility of the Event Manager and the workmen to ensure that all necessary safety & of precautions are taken to achieve total safety of personal and equipment at all times including venue property.
- (b) The Event Manager shall have to ensure that the hall / venue is vacated by the stipulated time after the conclusion of the programme as per the requirement of the venue. Any additional charges on account of late clearance of hall shall be borne by the Event Manager or shall be deducted from their bill. In this regard, the Event Manager shall have to submit an undertaking along with bill that there are "NO DUES" towards the venue.
- (c) Red Carpeting for VVIPs/VIPs Entry Area

## **Chapter 3**

### **Instructions to Bidders**

#### **3.1 Initial Eligibility Criteria**

- a. The Bidder should not have been blacklisted by any Central Government / Public Sector Undertaking as on the date of bid submission. Copy of undertaking signed by authorized signatory should be submitted with the financial bid.
- b. Apart from above, the following shall also include in the eligibility / pre-qualification criteria for event:
  - (i) Permanent Account Number.
  - (ii) GST Registration Number
  - (iii) Certificate of Incorporation

3.2 Technical & financial bids to be sealed in a separate envelop.

#### **4 Evaluation of Bids**

##### **4.1 Evaluation of Technical Bid**

Bidder will be required to submit the Technical and Financial bid, in a sealed envelope; and the sealed envelope to be submitted addressed to Manager (HR & Admin), EdCIL (India) Limited, EdCIL House, 18A, Sector 16A, Noida – 201301 (U.P). The Evaluation Committee intends to evaluate the Technical Bids, by applying the evaluation criteria as detailed below. Each responsive Bid shall be given a technical score under QCBS selection criteria.

##### **4.2 Evaluation Criteria**

- (a) The technically qualified Bidders shall make a detailed presentation to the Techno-Commercial Evaluation Committee in a Power Point Format (PPT) (duration of presentation is 20 minutes) for evaluation purposes. This presentation shall be made by eligible Bidders only at EdCIL (India) Limited, EdCIL House, 18A, Sector 16A, Noida – 201 301 (U.P).
- (b) The Technical Bids of the qualified Bidders shall be analysed and evaluated and the Technical Bid Marks (TPM) shall be assigned to the Bid of each Bidder. Details of evaluation parameters are as shown below:

Bid Component	Technical Marks	Bid Marks								
1. Prior experience of the Bidder	45									
<p><b>1a)</b> The Bidder should have at least three years' experience of similar work i.e. organising Foundation Day/Annual Day/ Seminars/ Conferences / Cultural Programmes as on 31.03.2018 for Government of India or any Central Ministry or any CPSE.</p> <p>Self-certified copies of relevant work orders and/or job completion certificate in the name of the bidding bidder for such projects handled in last 3 completed financial years should be submitted along with the technical bid.</p> <table><tr><th>Years</th><th>Marks</th></tr><tr><td>4-5 years</td><td>30</td></tr><tr><td>3 years</td><td>20</td></tr></table>	Years	Marks	4-5 years	30	3 years	20	30			
Years	Marks									
4-5 years	30									
3 years	20									
<p><b>1b)</b> The Bidder should have successfully organised Foundation Day/Annual Day/ Seminars/ Conferences / Cultural Programmes for Government of India or any Central Ministry or any CPSE for the last 3 completed financial years as under:</p> <ul style="list-style-type: none"><li>- More than one such work of value not less than <b>Rs.40.00 Lakh (10 Marks)</b></li><li>- Two such works of value not less than <b>Rs.30.00 Lakh (7 Marks)</b></li><li>- Three such works of value not less than <b>Rs.20.00 Lakh (5 Marks)</b></li></ul> <p>Self-certified copies of relevant work orders and/or corresponding successful job completion certificate in the name of the bidding bidder for such projects handled in last 3 completed financial years should be submitted along with the technical bid.</p>	10									
<p><b>1c)</b> The bidder should have average Annual Turnover of Rs. 2 Crore and above for the last three completed financial years (FY 2015-16, 16-17, 17-18).</p> <p>CA-certified copies of relevant documents (Annual accounts, P&amp;L, Balance sheet) in the name of the bidding bidder for the last 3 completed financial years should be submitted along with the technical bid.</p> <table><tr><th>Turnover</th><th>Marks</th></tr><tr><td>Greater than 5 cr.</td><td>5</td></tr><tr><td>4-5 cr.</td><td>4</td></tr><tr><td>2-4 cr.</td><td>3</td></tr></table>	Turnover	Marks	Greater than 5 cr.	5	4-5 cr.	4	2-4 cr.	3	5	
Turnover	Marks									
Greater than 5 cr.	5									
4-5 cr.	4									
2-4 cr.	3									
2. Project team and experience key personnel	20									
<p><b>2a)</b> The Bidder should have at least 5 regular professional manpower having relevant experience in organizing outdoor events involving Government of India or any Central Ministry or any CPSE</p>	10									

CVs of 10 such professionals to be submitted with technical bid.										
<table><tr><th>Description</th><th>Marks</th></tr><tr><td>More than 10 CVs</td><td>10</td></tr><tr><td>7-9 CVs</td><td>7</td></tr><tr><td>5-7 CVs</td><td>5</td></tr></table>	Description	Marks	More than 10 CVs	10	7-9 CVs	7	5-7 CVs	5		
Description	Marks									
More than 10 CVs	10									
7-9 CVs	7									
5-7 CVs	5									
<b>2b)</b> An Event Manager with experience of more than 7(seven) years in organizing minimum three large scale event/s of similar nature. CVs of such professional to be submitted with technical bid.		5								
<table><tr><th>Experience</th><th>Marks</th></tr><tr><td>More than 7-5 years</td><td>5</td></tr><tr><td>5-7 years</td><td>3</td></tr><tr><td>Less than 5 years</td><td>1</td></tr></table>	Experience	Marks	More than 7-5 years	5	5-7 years	3	Less than 5 years	1		
Experience	Marks									
More than 7-5 years	5									
5-7 years	3									
Less than 5 years	1									
<b>2c)</b> Technical Crew with all lead members as specified here with more than 5 years of experience of working in eligible events. (Stage manager, Production Manager, Crew Leader, Lighting Desk operator, Master Electrician). CV of such professionals to be submitted with technical bid.		5								
<table><tr><th>Experience</th><th>Marks</th></tr><tr><td>More than 5 years</td><td>5</td></tr><tr><td>3-5 years</td><td>3</td></tr></table>	Experience	Marks	More than 5 years	5	3-5 years	3				
Experience	Marks									
More than 5 years	5									
3-5 years	3									
<b>3. Event Bids</b>										
(Presentation to be made on event ‘concept and flow’ (maximum duration of 20 minutes) to evaluation committee of EdCIL).  The bidder shall submit a copy of such presentation in PPT [containing the concepts on proposed video/audio profile, visual designs, layout details, creative, etc.] which will be kept as record.		<b>35</b>								
<b>3a)</b> Understanding the requirements of the Event and concept / theme for the project		5								
<b>3b)</b> Proposed artist / comedian / cultural team / Band etc.		10								
<b>3c)</b> Proposed concept & plan of the events <ul style="list-style-type: none"><li>- Technological Innovation</li><li>- Performances and performers</li><li>- End-to-end management</li><li>- Lighting &amp; Sound effects</li><li>- Seating plan, access management</li><li>- Stage Design</li><li>- Organogram of proposed project team</li></ul>		20								
<b>TOTAL</b>		<b>100</b>								

The Evaluation Committee shall evaluate and rank each Technical Bid on the basis of the Bid's responsiveness to the scope using the evaluation criteria and score system specified above. Each Technical Bid shall receive a technical score as:-

Technical Bid Marks (TPM) =  $100 \times \text{Technical Bid under consideration} / \text{Highest Technical bid}$ . The Bid shall be rejected if it does not achieve the minimum technical marks of 65 (sixty-five) out of maximum of 100 (one hundred) marks.

## 5 Evaluation of Financial Bids

Financial Bids of the technically qualified Bidders as evaluated according to the abovementioned evaluation matrix (i.e. the Bidders scoring more than 65 marks) shall be opened by the Techno-Commercial Evaluation Committee in the presence of the representative of the Bidders, who chose to attend the opening of bids. The quoted fee shall be read out and recorded.

***Financial Bid Marks (FPM) =  $100 \times \text{Lowest Financial Bid} / \text{Financial Bid under consideration}$ .***

The lowest evaluated Financial Bid will receive a maximum of 100 marks.

## 6 Final Evaluation

The final evaluation will be made on the basis of the following:

Weightage for the Technical Bid: 0.7

Weightage for the Financial Bid: 0.3

Combined Technical and Financial score, **(HPM) =  $\text{TPM} \times 0.7 + \text{FPM} \times 0.3$**

## 7 Award of Work

The Bidder with the highest aggregate score (HPM) on the merit of QCBS evaluation shall be awarded the work.

## 8. Minimum Infrastructure required

- Stage size with combination of elevated and ground level design
- Necessary equipment/ instruments for suitable lighting effects. Stage Lighting should be of suitable rating & of reputed brand as per the requirement of the event and stage. Necessary lighting arrangements for live telecast of the event.
- Suitable LED installation with Suitable number of rated projectors for projection system. Professional sound system of reputed brand of required capacity as per event including Public Address Services.

**Please Note:** The Event Manager shall also have the option to place before the Client any new technology/ new concept/ new idea w.r.t the arrangements, infrastructure requirements etc. as part of the Concept Presentation. The Client reserves the right to approve / disapprove the same and no change in the above stated infrastructure requirements or event capacity shall be allowed without prior written approval of the Client.

## **9. Time Line**

- a) After selection of the bidder, the bidder will be issued a work order. On acceptance of the work order, the bidder will immediately start the process of roll out of activities. The agency should prepare an action plan and other details before the commencement of the work after the approval of EdCIL.
- b) The agency completes the job with full satisfaction of EdCIL and organize all the activities as per the scope of work and successfully complete the event on 22/06/2018.

### **Note:**

Agencies suggestions:

- Any other factor incidental for the function
- ***The scope of work is not restricted and the suggestions from the agencies are welcome***

## **10. Obligations of The Bidder**

- (a) The Event Manager will be responsible for obtaining necessary licences, permissions, No Objection Certificates from concerned authorities for organizing the event / celebration at the specified venue, such as, DCP Licensing, DCP Traffic, DCP Delhi Police, Delhi Fire Service, ET Deptt. (if ticketed), District Disaster Management Authority, Govt. of NCT, Delhi.
- (b) To obtain Public Liability Insurance of the venue for the day of Event.
- (c) To deploy Fire Tender Van to ensure safety on the day of Event.
- (d) To arrange Ambulance with para medical staff for providing First Aid facility and to meet emergent requirement.

Note: However, EdCIL shall provide support for clearances, if any.

- 11. Terms of Payment:** EdCIL representative shall certify all the activity/items provided by the Agency. The agency to raise invoices/bills based on the certification of EdCIL. Payment will be made through NEFT / RTGS within 15 days after successful completion of assigned work to the satisfaction of EdCIL and receipt of the required invoice/bills. Taxes etc. shall be deducted as per Govt. Norms.

## **12. Loss of Property and/or Life**

Any loss of property and / or life during preparations of the event and the event itself would be borne entirely by the Event Manager and EdCIL shall not be held liable for any claims. The Event Manager shall be responsible for the payments arising out of any Third Party claims. The Event Manager is advised to procure insurance for meeting such liabilities at his own expense.

## **13. Modifications in program schedule**

The Event Manager shall have to submit the video of the rehearsals of the program before the event and the Client has the right to make any

modifications in the program as per its requirements and the same shall have to be incorporated by the Event Manager.

In case, venue of the said programme is changed, due to any circumstances, the Event Manager shall arrange all jobs at new venue on the same terms & conditions, without any additional financial cost or implication. However, new venue shall be decided and arranged by EdCIL.

#### **14. Settlement of Disputes**

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with the agreement or its interpretation.

Any dispute between the parties, which cannot be settled amicably within 30 days of receipt, by one party of the other party's request for such amicable settlement, shall be submitted to arbitration by the sole Arbitrator to be appointed by EdCIL. The arbitration proceedings shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The arbitration proceedings shall be held at New Delhi and the Courts at New Delhi shall have the jurisdiction.

Either party's performance under this agreement is subject to acts of God, war, epidemics, government regulation, strikes, or any other occurrence of event(s) or emergency beyond the party's control (except for rains), making it impossible, illegal, or commercially impracticable for either party to perform its obligations under this agreement, in whole or in part.

#### **15. Representations and Warranties**

The Event Manager represents and warrants that all services performed under this Agreement shall be of professional quality conforming to generally accepted industry practices. Services performed by the Event Manager which are determined by the EdCIL to be of less than professional quality shall, at the EdCIL's option, be corrected by Event Manager, at the Event Manager's expense.

#### **16. Right of Use of Site**

EdCIL shall allow the event manager to use the site for the fabrication and maintaining the fixtures.

It is the obligation of the Event Manager to maintain the horticulture and fixtures already present in the sites during their term of use. In case of damages caused at the sites due to fault of Event Manager, the EdCIL has right to claim for compensation. The Event Manager shall not sublicense, transfer or assign the use of the site to any person or entity without the prior consent of the EdCIL.

## **17. Licenses and Rights for use of Names and Song**

EdCIL does hereby grant to the Event Manager a limited non-exclusive license to use the Event name and EdCIL name solely in connection with the preparations, programmes and management of the events, provided the Event Manager complies with the terms and conditions contained in this Agreement.

The event manager shall not use the name of their own company in any official communication or promotional material pertaining to the event either before, during or after the event without prior approval of EdCIL.

The Event Manager shall not use the names and the song for any event or purpose other than the said event.

The authority of the Event Manager to use the names and the song commences upon the effective date of this Agreement and terminates upon the expiration of the term of this Agreement or upon termination of this Agreement, whichever shall occur first.

The Event Manager shall not sublicense, transfer or assign the use of the names and song to any person or entity without the prior consent of the EdCIL.

## **18. Intellectual Property Rights**

The selected Bidder shall not use any material with intellectual property right without prior permission. The Bidder shall have to take any and all permissions and clearance related to intellectual property used during the event. EdCIL shall not be held liable for any default.

## **19. Terms of Contract**

The contract shall be effective on the date of its signing and shall continue until the date of the successful completion of the event unless terminated sooner by either of the parties.

## **20. Termination**

The contract shall stand terminated for following reasons:

- a) Successful completion of the event.
- b) In case of non-performance of work due
  - Due to Force Majeure
  - Due to non-performance of contract by either of the parties

***Note: EdCIL (India) Limited reserves the right to terminate/ withdraw the tender at any point of time.***

## **21. In case of Termination due to Force Majeure**

Force Majeure shall mean occurrence in India of any act of God, such as rain, fire, flood, earthquake or other natural calamity causing the cancellation of the event. In such a case, the Event Manager shall be paid only for the time actually spent planning the event. In case of any material and equipment cost, the same shall be paid on actual basis.

## **22. In case of Termination by Event Manager**

If the Event Manager terminates this agreement, then the Client shall forfeit the Performance Security paid by the Event Manager and the client can also forfeit the bank guarantee submitted against the mobilization advance paid to the Event Manager. The Client shall also claim compensation for damages incurred due to termination of contract on actual basis.

## **23. Liquidated Damage & Penalty**

It may kindly be noted that in the event the service provider fails to comply with any one or more terms and conditions mentioned in the RFP document and corrigendum thereto subsequently, EdCIL would reserve its right to recover liquidated damage & Penalty up to 10% of the value of contract in addition to other rights and remedies available to the company shall be at absolute liberty and freedom to treat the Bid as rejected.

Similarly, for any delay, EdCIL would have right to levy liquidated damage @ 3% per day of delay up to 10% of the contract value.

**SELF-DECLARATION – NON BLACKLISTING**

(On Non-Judicial Stamp Paper of Rs. 100/- duly attested by the Notary Public)

To,

Manager (HR & Admin)

EdCIL (India) Limited  
(A Mini Ratna CPSE of Government of India)  
EdCIL House, 18 A, Sector-16 A  
NOIDA – 201301 (U.P.), India

Sir,

In response to the Tender EdCIL/..... dated....., I/We hereby declare that presently our organization is not declared ineligible/black listed/debarred for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body on the date of bid submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD may be forfeited in full and the tender if any, to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Name of the Bidder  
Authorized Signatory with stamp

Date:

Place:

Scope cum format for financial Bid

To

Manager (HR & Admin)  
EdCIL (India) Limited  
EdCIL House,  
18A, Sector 16A, Noida. (U.P)

**Subject:** Organising Event with end to end preparations and Protocols for EdCIL Foundation Day - 2018 event at Air Force Auditorium, Delhi.

Sir/Madam,

We, the undersigned, offer to provide the event management services for EdCIL event in accordance with your detailed terms of reference dated **01/06/2018**. Our attached financial Bid is attached in a sealed cover. This amount is excluding of all the taxes. Details of taxes are provided in the financial bid format.

**1. PRICE AND VALIDITY**

All the rates mentioned in our bid are in accordance with the terms as specified in the detailed terms of reference documents. All the rates and other terms and conditions of this Bid are valid for the entire duration of the contract.

We hereby confirm that we understand that all the applicable taxes shall be over and above the prices mentioned in the Financial Bid.

**2. QUALIFYING DATA**

We confirm having submitted the information as required by the detailed terms of reference document. We are not submitting any assumptions or conditions with our financial Bid as it is all inclusive Bid. EdCIL reserves the right to reject our Bid in case of any discrepancy or conditions found with our Bid.

**3. BID PRICE**

We declare that our Bid Price is for the entire 'Scope of the Work' as specified in the detailed terms of reference document. Our bid prices are mentioned in the submitted Financial Bid.

Our Financial Bid shall be binding upon us subject up to expiration of the validity period of the Bid.

We understand you are not bound to accept any Bid you receive. We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

Thanking you,

(Authorised Signatory with name, designation & stamp)

**Financial Bid (To be sealed in a separate envelop)**

S.No	Particular	Qty.	Unit Cost (Rs.)	Total Cost (Rs.)
<b>1</b>	<b>Fabrication:</b>			
	LED Backdrop - befitting the venue	1 No.		
	LED Side panel	2 Nos.		
	Podium with Branding and Flower Decorations	1 No.		
	Standees with creatives	25 Nos.		
	Directional Signages	15 Nos.		
	Arch Gate with Flex Branding	4 Nos.		
	Head Table	1 No.		
	Chairs on Head Table	6 Nos.		
	Red Carpet			
	Teleprompter	1 No.		
	Tent age for Food display			
	Tables for food display			
	Round table for seating with chairs	200 PAX		
<b>2</b>	<b>Audio Visual:</b>			
	LED Screen 3mm Pixel raised platform	1 No.		
	HD Switcher	1 No.		
	Extron Splitter	1 No.		
	Slide Changer	1 No.		
	LED TV 42" with Stands	3 Nos.		
	PA System with 6top and 2 bass	1 No.		
	Cordless Mics	6 Nos.		
	Mics on the podium	2 Nos.		
	Collar mics	4 Nos.		
	Stage Monitors	4 Nos.		
	Parcans	10 Nos.		
	LED Par 64	20 Nos.		
	Sharpees	4 Nos.		
	Haze Machine/ Smoke Machine	2 Nos.		
	Truss	2 Nos.		
	Console (For operating)	1 Nos.		
	Light Engineer	1 Nos.		
<b>3</b>	<b>Designing and Printing of Invitation Cards with envelops</b>	500 Nos.		
<b>4</b>	<b>Photographer &amp; Videographer:</b>			
	Still Photographer	2 Nos.		
	Videographer for live feed	2 Nos.		

<b>5</b>	<b>Manpower:</b>			
	Master of ceremony	1 No.		
	Female Ushers	4 Nos.		
<b>6</b>	<b>Power Requirements with Backup</b>	Lumpsum		
<b>7</b>	<b>Performers/Artists (Including Logistics)</b>			
<b>8</b>	<b>Flowering Costs</b>			
	Floral Bouquets	8 Nos.		
	Floral Arrangements (lumpsum)	Befitting the venue		
	Rose Buds	500 Nos.		
<b>9</b>	<b>High Tea</b>	400 Nos.		
<b>10</b>	<b>Dinner</b>	700 Nos.		
<b>11</b>	<b>Miscellaneous</b>			
	Lamp Lighting for inauguration	1 No.		
	Name Plates	6 Nos.		
	Mementoes	6 Nos.		
<b>12</b>	<b>Other Requirements related to function, if any (Please Specify)</b>			
	<b>Total Amount (Rs.)</b>			
	<b>GST as applicable</b>			
	<b>Grand Total</b>			
	<b>Amount in figure</b>			

Signature of Authorised Person with date and stamp