

GOVERNMENT OF ASSAM
ASSAM STATE URBAN LIVELIHOODS MISSION SOCIETY
DAY-NULM ::: ASSAM ::: GUWAHATI-06

Phone No.: 0361-2235166 E-mail: nulmassam@gmail.com Website: www.nulmassam.in

No. ASULMS(SMMU)/Admin-07/182/2019/

Dated Guwahati, the 4th February, 2019

Short Tender Notice for Shehri Samridhi Utsav 2019

Sealed Tenders affixing court fee stamp of Rs. 8.25/- (Rupees Eight and Paise Twenty Five) are invited from reputed and authorized eligible companies/ firms/ parties for “Shehri Samridhi Utsav 2019” scheduled to be held from 11th-15th February 2019 at Guwahati for following items:

- i. Installation of Stalls, VIP Lounge, Information Center at venue;
- ii. Installation of Hall for Job Fair and Loan Mela at venue;
- iii. Venue lighting arrangement;
- iv. Designing, Printing & Installation of Flex Banners, Welcome Gate, signage, venue branding;
- v. Photography and Videography of the event;
- vi. Catering Services;
- vii. Housekeeping/Cleaning services;

Tenders will be received upto 2.00 P.M. on 07.02.2019 and opened at 3 P.M. on same day at the office of State Mission Director, ASULMS, Dispur, Guwahati-6. Details of the bid and its terms & conditions can be downloaded online from the official website- www.nulmassam.in

Sd/-
State Mission Director,
ASULMS, Dispur,
Guwahati-06.

TENDER DOCUMENT

1.0 Scope of work

Assam State Urban Livelihoods Mission Society is going to organise an event named “Shehri Samridhi Utsav 2019” from 11th-15th February 2019 under Deendayal Antyodaya Yojana-National Urban Livelihoods Mission (DAY-NULM) wherein Self Help Groups registered under the Mission will get an opportunity to showcase and sell their products, street vendors will be selling street food as part of the Street Food Festival, youth trained under various skills development courses under the Mission will participate in a Job Fair and prospective loan applicants under Self Employment Programme of the Mission will participate in a Loan Mela. The event will be a first of its kind in the state of Assam under the aegis of Ministry of Housing & Urban Affairs, Govt of India.

2.0 Eligibility Criteria

2.1 The Bidder must be a registered company/firm and should be operational in Assam for the last 3 (three) years.

2.2 The Bidder must have their own office/establishment within the state of Assam.

2.3 Experience of organising/ managing/conducting events during the past 3 (three) years.

2.4 The Bidder must enclose copies of appropriate documents to establish their Technical Qualification.

2.5 Proof of annual average turnover of at least Rs.10,00,000/- (Rupees Ten Lakhs) in the last 3 (three) Financial Years.

2.6 The Bidder must furnish attested copies of the following documents along with their tender:

- a. Court fees stamp of Rs. 8.25;
- b. Proof of registered firm/company;
- c. Up-to-date trade license issued by competent authority;
- d. Up-to-date income tax return of last 3 (three) years along with copies of Balance Sheet;
- e. Proof of annual turnover;
- f. PAN Card copy;
- g. GST registration certificate and proof of submission of up-to-date return;
- h. Proof of experience of organising/ managing/ conducting events during the past 3 (three) years;
- i. Proof of registered office/establishment within Assam with year of establishment mentioned clearly.

2.7 Bidder shall submit an affidavit that that his/her company/ firm is not under a declaration of ineligibility/ blacklisting for corrupt and fraudulent practices or for any other causes by Govt. of Assam and/or Govt. of India or any other State Govt.

3.0 Terms and conditions

3.1 The Bidder must submit Bids in two bid system i.e. Technical Bid and Financial Bid. Both the Technical Bid and Commercial Bid will have to be submitted separately in two sealed cover super-scribed as “Technical Bid” and “Financial Bid”. Both the bid should be put in another sealed envelope super-scribed as “**Bid for Hiring of Event Management Services for Shehri Samridhi Utsav 2019**” on top of the envelope. The name, address with telephone or mobile number of the Bidder should also be written legibly in all three sealed envelopes.

3.2 **Technical Bid:** Bidders have to submit the supporting documents as per mentioned in clause 2.6 of this bid document in Technical Bid duly signed and stamped by the bidder or his/her authorized agent. Fillup **Format A** and **B** for Technical Bid and envelope.

3.3 The Bidder has to submit the entire set of tender papers duly signed while dropping the tender.

3.4 **Financial Bid:** Price schedule as per format given in **Format C** must be used by Bidder to quote his/her rate against each item of work.

3.5 **EMD:** Bids shall be accompanied with an **EMD of Rs. 20,000/-** (Twenty Thousand) in the form of a demand draft/Banker’s cheque favouring “Assam State Urban Livelihoods Mission Society” and payable at Guwahati and will be valid for 90 (ninety) days. The EMD will be refunded without any interest to the unsuccessful bidders after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. Bids without EMD will be summarily rejected.

3.6 General:


- a. All pages of the tender documents should be signed and stamped by the tenderer.
- b. Work order will be issued before execution of the work.
- c. The Bidder should be responsible for the work from the date of issue of the work order till completion of the event.
- d. The State Mission Director, Assam State Urban Livelihoods Mission Society shall have right to issue addendum to tendered document to clarify, amend, modify supplement or delete any of the condition, clause or items stated therein. Each addendum shall form a part of the original invitation to Tender.
- e. In case of any query the bidder must communicate with the under signed through e-mail (nulmassam@gmail.com) on or before 06/02/2019.

4.0 Evaluation of the Bids:

First Technical bid will be opened and evaluated. On qualifying with the eligibility criteria the bid will be considered as responsive.

Responsive Bidders Bids will be opened and L1, L2, etc will be determined on the basis of Price Bids. No conditional Price Bid will be accepted. Conditions includes such terms as for example, discount will be given if payment is received within 10 days, etc. Such conditional bid will be rejected.

5.0 Schedule of Requirement /Schedule of Work

Shehri Samridhi Utsav 2019, Guwahati (11th – 15th February)		
Item No.	Event Category	Item of work
1	2	3
1	Installation of Stalls, VIP Lounge, Information Center at Venue	Stalls for SHG Product Display/Sale, Street Food Stalls: 8 ft x 8 ft VIP Lounge: 10 ft x 10 ft Information Center: 10 ft x 10 ft (Establishing Information Centre near the main entrance where the vendor will distribute session plans – events for the day)
2	Lightings	Halogen lights on the gates, entrance of the venue, in the vicinity, lights of 1000 watts all over the venue, total lighting on all the passages, near stalls, poll mounted at minimum heights of 20 feet, proper illumination in the arena. Providing decorative lights in the arena wherever necessary.
3	Installation of Hall for Job Fair & Loan Mela	Halls numbering one for holding Job Fair - of the size 10ft (length) x16 Feet (width) at least 1.5 feet height with fresh/one time use carpet, lighting, 8 nos. of Octonorm stalls inside the Hall, 3 chairs and 1 table for each Octonorm stall, sound system with four cordless microphone, naming of Octonorm stalls as per provided by organiser. One sound technician to be dedicated for the hall during the sessions, and one staff for providing drinking water bottles, meals at the Octonorm stalls.
4	Housekeeping & Cleaning Services	Water Hookup Restrooms/e-toilets/ Bio toilets Receptacles/ Dumpsters/trash service Disposal Service Cleanup crew Cleaning to be undertaken all the time between 8 .00 AM to 9.00 PM. Toilets numbering – 4
5	Designing, Printing & Installation of Flex Banner, Welcome Gate, Signage, Venue Branding	Flex Banner designing, printing & installation at the venue. Proper signages with arrow marks () leading to various venues/halls, written standees as may be provided by the organizers. Welcome Gates at the entrance of the venue. Properly decorated as per size of the passage, printed with logo of Shehri Samridhi Utsav 2019 as may be provided by the organizers. Proper lighting on the gates. The gates at the venue to conform to design as given by the organizer.
6	Photography/Video graphy	Photography /Videography of the event/ documentation/ providing clippings to the Media Cell/ Still Photography of all the event
7	Catering Service	<i>For Breakfast:</i> Sandwich, Fruit Drink, Water Bottle <i>For Lunch:</i> Rice, Dal Fry, Mixed Vegetables, Shahi Paneer, Papad Fry, Green Salad, Sweet Dish <i>For Evening Tea:</i> Tea, Biscuit

FORMAT – A

(To be printed on Official Letter Head of Bidder)
TECHNICAL BID

(Tender Form ::: Please submit in Technical Bid)
(Paste Court Fee Stamp of Rs.8.25 here)

To : The State Mission Director,
Assam State Urban Livelihoods
Mission Society, Dispur,
Guwahati- 781006

Ref : Your Notice Inviting Tender No.

Sub : Submission of Bid for Hiring of Event Management Services for
Shehri Samridhi Utsav 2019 at Guwahati

Sir,

I,/We Shri/Smt.....being
the Manager/Partner/Owner of the Firmhaving
Registered Office atsubmit
the Bid for Hiring of Event Management Services for Shehri Samridhi Utsav
2019 at Guwahati.

I/We have gone through the terms and condition and also schedule of
items as enlisted by you in your NIT for subject under reference.

I/We therefore confirm that I/We have understood all the terms and
conditions and conform my/our commitment to abide by them.

I/We also confirm my/our commitment to provide the services as
enlisted in the schedule of item with your Tender Notice under reference.

I/We am/are acquainted with all the tasks required to be carried out,
before making this offer.

The rate quoted will be valid for 3 (three) months from the date of
approval of rate, and I/we shall not demand any advance.

I/We hereby signed this document as token of our acceptance of
various conditions mentioned in the Tender document.

Declaration: - I/We agree for the terms & conditions prescribed by ASULMS in this
regard. I / We have signed and handed over a copy of the Terms & Conditions in
token of having agreed to the same.

Name, Address and
Mobile no. of the Bidder:

Signature of Partners/Proprietor
/Authorized Representative: _____

PLACE:
DATE:

OFFICE SEAL:

FORMAT - B

(To be printed on Official Letter Head of Bidder)
(Please Submit along with the Technical Bid)

(A)

Technical Bid Components	Tick whichever is applicable
(i) Functioning as Event Management Agency in Govt. sector: (a) Up-to 3 years (b) Between 3 to 5 years (c) More than 5 years	(a) (b) (c)
(ii) Average Annual Turnover of the Firm (as per audited reports) for last 3 (three) Financial Years: (a) Up-to Rs 10 lakh (b) Between Rs 10 lakh to 50 lakh (c) More than Rs 50 lakh	(a) (b) (c)
(iii) Experience in organizing similar events in Govt./ Pvt. Sectors: (a) No experience (b) 1-3 events (c) 4-5 events (d) More than 5 events	(a) (b) (c) (d)

(B)

Sl. No.	Item	Whether Enclosed or Not?
1	Court fee Stamp of Rs. 8.25	
2	Earnest Money Deposit and Document Fee of Rs. 20,000/- by DD/ Banker's Cheque	
3	Proof of registered firm/company	
4	Up-to-date trade license issued by competent authority	
5	Up- to- date Trade License	
6	Up-to-date income tax return of last 3 (three) years along with copies of Balance Sheet	
7	PAN Card copy	
8	Proof of annual turnover	
9	Financial Soundness Certificate from Commercial Bank	
10	GST registration certificate and proof of submission of up-to-date return	
11	Experience in similar field in GovtPvt. Sector	
12	List of last three events conducted by the firm	
13	Proof of experience of organising/ managing/ conducting 1 events during the past 3 (three) years	
14	Proof of registered office/establishment within Assam with year of establishment mentioned clearly	

Name, Address and

Mobile no. of the Bidder:

Signature of Partners/Proprietor

/Authorized Representative: _____

PLACE:

DATE:

OFFICE SEAL:

FORMAT - C**(To be printed on Official Letter Head of Bidder)
Financial Bid**

FOR EVENT MANAGEMENT SERVICES for SHEHRI SAMRIDHI UTSAV 2019 TO ASSAM STATE URBAN LIVELIHOODS MISSION SOCIETY (DAY-NULM, ASSAM), O/O THE DIRECTORATE OF MUNICIPAL ADMINISTRATION, GANESHGURI, DISPUR, GUWAHATI- 781006 FOR THE USE BY OFFICIALS OF ASULMS.

Sl. No.	Particulars of Vehicle	Rate Quoted
1.	a. Installation of Stalls,	Rs. _____ per stall of 8ft x 8ft
	b. Installation of VIP Lounge,	Rs. _____ per lounge of 10ft x 10ft
	c. Installation of Information Center at Venue	Rs. _____ per stall of 10ft x 10ft
2.	Lightings	Rs. _____ during event.
3.	Installation of Hall for Job Fair & Loan Mela	Rs. _____ per hall of 10 ft x 16 ft
4.	Housekeeping & Cleaning Services	Rs. _____ during event
5.	Designing, Printing & Installation of:	
	a. Flex Banner	Rs. _____ per sq ft
	b. Welcome Gate	Rs. _____ per sq ft
	c. Signage	Rs. _____ per sq ft
	d. Venue Branding	Rs. _____ per sq ft
6.	a. Photography	Price Rs. _____ during event
	b. Videography	Price Rs. _____ during event
7.	a. Catering Service: Breakfast (Sandwich, Fruit Drink, Water Bottle)	Price Rs. _____ per plate
	b. Catering Service: Lunch (Rice, Dal Fry, Mixed Vegetables, Shahi Paneer, Papad Fry, Green Salad, Sweet Dish)	Price Rs. _____ per plate
	c. Catering Service: Evening Tea (Tea, Biscuit)	Price Rs. _____ per plate

All the above the rates are inclusive of all taxes including GST.

Name, Address and
Mobile no. of the Agency:

Signature of Partners/Proprietor
/Authorized Representative:

PLACE:

DATE:

OFFICE SEAL: