

TENDER DOCUMENT FOR SHEHRI SAMRIDHI UTSAV, 2021

1.0 About the Event

Event Name : Shehri Samridhi Utsav, 2021

The Ministry of Housing & Urban Affairs (MoHUA), Govt of India is going to organise 'Shehri Samridhi Utsav' 2021 at national level, state level and city level. The aim of the Shehri Samridhi Utsav, 2021 is to extend the outreach of Deendayal Antyodaya Yojana – National Urban Livelihoods Mission (DAY-NULM), to the most vulnerable and showcase its initiatives.

As a part of the Shehri Samridhi Utsav, 2021, a state level event will be organized at Guwahati during **29th to 31st October, 2021** which includes State level Exhibition cum Sale of SHG products & Street Food, Loan Mela, Job Fair, ceremonial distribution of fund to beneficiaries, Cultural events, Sensitization meeting etc.

2.0 Eligibility Criteria

2.1 The Bidder must be a registered company/firm and should be operational in Assam for the last 5 (five) years.

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

2.3 Experience of organising/ managing/conducting at least 3 (three) numbers of state/ district events during the past 5 (three) years.

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

2.5 Joint ventures or consortium will not be allowed to participate in the tender process.

2.6 Proof of annual average turnover of Rs.50,00,000/- (Rupees Fifty Lakhs Only) in the last 3 (three) Financial Years.

2.7 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 registration of 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 at least 3 (three) numbers of state/ district events during the past 5 (five) years;
- i. Proof of registered office/establishment within Assam with year of establishment mentioned clearly.

2.8 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.

APPENDIX-I

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 2021**” 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 2.7 of this bid document in Technical Bid duly signed and stamped by the bidder or his/her authorized agent. Fill up **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.

Note: Price Bid of the bidder who does not provide rate of all the items will be rejected as the organization will evaluate lowest bid on the total of amount of all the items and not piecemeal or item wise assessment.

3.5 General:

- a. Any cut marks/ over-writing or erasure in the documents will be treated as cancelled.
- b. All pages of the tender documents should be signed and stamped by the tenderer.
- c. If the tender date falls on holiday, bandh, etc. for any reason, the subsequent working day will be the tender date.
- d. Work order will be issued before execution of the work.
- e. The Bidder should be responsible for the work from the date of issue of the work order till completion of the event.
- f. 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.
- g. The State Mission Director, Assam State Urban Livelihoods Mission Society shall have right to cancel/ modify the tender at any point of time.
- h.** Interested Agencies may download the complete Request for Proposal (RFP) document from the website <https://www.nulmassam.in>.

- i. **The gross total of the financial quote by the parties cannot exceed Rs. 20.00 Lacs**
- j. Last date for submission of bid 19-10-2021 till 5 PM
- k. Prebid Meeting : 16-10-2021 at 11.30 AM
- l. Technical bid opening Date 21-10-2021 at 11.00 AM
- m. Financial bid opening date 21-10-2021 at 3.30 PM
- n. Corrigendum/ addendum if any, shall be uploaded only in the official website as mentioned above.
- o. Work to be carried out maintaining COVID protocol as per latest Govt. SOP.

4.0 Evaluation of the Bids:

First Technical bid will be opened and evaluated. A Bidder has to score minimum 50 marks out of 100 in Technical Bid for qualifying. Responsible Bidder will be selected on the basis of marks. Those getting 50 Marks will be declared responsive. Financial Bids of Responsive Bidders will be opened then.

Responsive Bidders Bids will be opened and L1, L2, etc. will be determined on the basis of total cost of Financial Bids. There shall be no marking formula. All qualified Bidder in Technical Bid will be assessed as regards total Price Quoted for the complete event.

While determining Responsive bidder, grand total cost will be taken in account in Financial Bid. If more than one bidder quote the same rate then the bidder having higher technical score will be considered as L1.

No conditional Financial Bid will be accepted. Condition includes such terms as for example, discount will be given if payment is received within 10 days, etc. Such conditional bid will be rejected.

Bid Components	Marks
(i) Functioning as Event Management Agency in Govt. sector:	
a. Up-to 3 years	10
b. Up-to 5 years	20
c. More Than 5 years	30
	} Out of 30
(ii) Average Annual Turnover of the Firm (as per audited reports) for last 2 (two) Financial Years:	
a. Up-to Rs. 1.0 Crore	10
b. More than Rs. 1.00 Crore to Rs. 1.75 crore	15
c. More than Rs. 1.75 crore	20
	} Out of 20
(iii) Experience in organizing similar events in Govt./ Pvt. Sectors/ Reputed Institutions	
a. 2-3 events	10
b. 4-5 events	20
c. More than 5 events	30
	} Out of 30
(iv) FSSAI certification for all catering services	10
(V) Necessary Labour License from competent authority	10
MAXIMUM TOTAL MARKS	100

5.0 Schedule of Requirement /Schedule of Work

Shehri Samridhi Utsav 2021, Guwahati (29th – 31st Nov, 2021)		
Item No.	Event Category	Item of work
1	2	3
1	Installation of Hall for Job Fair & Loan Mela	<p>One large Hall for holding Job Fair and Loan Mela - of the size 50 ft (length) x 50 Feet (width) at least 12 feet height with carpet, lighting, 8 nos. of Octonorm stalls inside the Hall for 1 day (one day), 3 chairs and 1 table for each Octonorm stall, sound system with four cordless microphone, naming of Octonorm stalls as per provided by organiser.</p> <p>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.</p> <p>50 Chairs and one table (8 ft length x 3 ft width) for loan mela inside the hall</p>
2	Installation of Stalls, VIP Lounge, Green Room adjacent to Stage, Information Center at Venue	<p>60 nos. of stalls for SHG Product Display/Sale, Street Food Stalls: 10 ft x 10 ft.</p> <p>VIP Lounge: 15 ft x 15 ft Office cum Information Centre : 15 ft x 15 ft Green Room : 15 ft x 15 ft</p> <p>All the stalls, VIP Lounge, Information Centre and Green Room to be carpeted inside.</p>
2	Lightings	<p>35 KVA of lights all over the Venue, Stalls, Information Centre, VIP Lounge, Gate, parking area and at the stage for cultural event at minimum heights of 20 feet. Decorative lights in the arena wherever necessary. One electrician and one lighting technician to be deployed for general and stage for the entire events</p>
4	Stage preparation for Cultural Events	<p>Well covered, carpeted and sufficiently strong to hold min 30 persons wooden stage with area 30 ft x 20 ft. at a height of 4 ft. Wooden staircase on both side of the stage.</p>
5	Furnitures	<p>a) 3 desks and 4 chairs in each stalls (60 nos. of Stalls). The desks to be covered with cloths on top and front side. The cloths should be uniform for all stalls.</p> <p>b)VIP Sofa set (8 sofa chair and 4 centre tables) for VIP Lounge</p> <p>c)10 wooden executive chair for Stage</p> <p>d)10 no. Iron table (4 ft x 3 ft) for street vendors (food) stalls</p> <p>e)Additional 200 nos. of Plastic Chairs</p>
6	Housekeeping & Cleaning Services	<p>a) 6 nos. bio toilets to be installed.</p> <p>b) Dry & Wet Disposal Service</p> <p>c) Cleanup crew</p> <p>d) Cleaning to be undertaken all the time between 8 .00 AM to 10.00 PM.</p>

7	Designing, Printing & Installation of Flex Banner, Welcome Gate, Signage, Venue Branding and Banner at prominent locations before the event.	<p>Flex Banner designing, printing & installation at the venue.</p> <p>a) 1 nos. 40 ft x 10 ft back drop for stage b) 2 nos. 15 ft x 10 ft Banner at entrance of the venue. c) 10 nos. 10 ft x 10 ft Banner at the venue. d) 12 nos. 8 ft x 4 ft Standy at the venue e) Banners inside VIP Lounge, Office/ Information Centres (3 nos.) and hall for Job/ Loan Mela : 1200 sq. feet. f) 60 nos. of 10 ft x 3 ft flexes for 60 nos. of stall with name of District/Town/ name of organisation and logos of SonChiraya and DAY-NULM logo. g) 20 nos. signages with arrow marks (⇒) leading to various venues/halls, written standees as may be provided by the organizers (1.5 ft x 1ft) h) Welcome Gates with box of size 2ft x 2ft and width 20ft, at the entrance of the venue. Properly decorated as per size of the passage, printed with logo of Shehri Samridhi Utsav 2021 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. i) Designing and printing of 10 nos. symbolic cheque. j) 200 nos. designing & printing of Invitation card with envelope</p>
8	Photography/Videography	Photography /Videography of the event/ documentation/ providing clippings to the Media Cell/ Still Photography of all the event.
9	Catering Service	<p><u>a) For 150 participants/3 day/3 times (Breakfast,Lunch & Evening Tea):</u> For Breakfast Tea: Tea and Biscuit For Lunch: Rice, Dal Fry, Mixed Vegetables, Papad Fry, Green Salad/ Pickle. For Evening Tea: Tea and Biscuit</p> <p>b) High Tea for VIPs during inauguration of the event and light refreshment for participants on 29-10-2021 for 30 persons.</p>
10	Generator	35 KVA Generator required
11	Supply of Water for Street Vendors	<p>a) 5000 Litres of water supply for each day. b) Water Reservoir of 3000 Litres with tap connection c) Washing area to be prepared for catering service and street vendors</p>
12	Accommodation for 40 nos. of women SHG members	<p>Lodging, fooding and transportation from place of accomodation of 40 nos. of women SHG members (outside Guwahati) from 28th Nov to 1st Dec, 2021</p> <p>The accommodation of the patricians should be hygenic, well secure and adequate wash room facilities should be provided, maintaining strict COVID protocol.</p>
13	Security services	5 nos. of Night security Person from 28 th Nov to 1 st Dec, 2021
14	Installation of CCTV Camera	10 nos. of cameras to be installed in the venue, 32" LED for display at Information Centre.

15	Sound System	Installation of JBL sound system and Speaker along with all necessary accessories for stage. 3 cordless microphones 1 nos. dedicated sound arranger and 2 helper to deployed during programs at the stage.
16	Design and printing of Coffee Table Book	A coffee table book of 8 nos. of pages to be design on success stories of DAY-NULM, Assam and to be printed.
17	Volunteer Service	6 nos. of volunteers to be provided at the venue for 3 days.
18	Sanitization chamber	Installation of Sanitization chamber at the entrance of the venue.

6.0 Settlement of Disputes

6.1 Amicable Settlement

6.1.1 The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof.

6.2 Dispute Settlement

6.2.1 Any dispute between the Parties as to matters arising pursuant to this Agreement, which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement, may be submitted by either Party for settlement. If the dispute(s) is not resolved amicably then it shall be referred to arbitration and shall be dealt as per the provisions of the Arbitration Conciliation Act 1996. For all purposes, the Civil Court, Guwahati, shall have jurisdiction only in exclusion to any other jurisdiction specified under any other Act.

6.2.2 The place of Arbitration shall be at Guwahati only.

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 for Shehri Samridhi Utsav 2021 at
Guwahati

Sir,

I,/We Shri/Smt.....being
the Manager/Partner/Owner of the Firmhaving
Registered Office atsubmit
the Bid for Shehri Samridhi Utsav 2021 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)

Bid Components	Marks
(i) Functioning as Event Management Agency in Govt. sector: (a) Up-to 3 years (b) Up-to 5 years (c) More Than 5 years	
(ii) Average Annual Turnover of the Firm (as per audited reports) for last 2 (two) Financial Years: (a) Up-to Rs. 1.0 Crore (b) More than Rs. 1.00 Crore to Rs. 1.75 crore (c) More than Rs. 1.75 crore	
(iii) Experience in organizing similar events in Govt./ Pvt. Sectors/ Reputed Institutions (a) 2-3 events (b) 4-5 events (c) More than 5 events	
(iv) FSSAI certification for all catering services	
(V) Necessary Labour License from competent authority	
TOTAL MARKS	

(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. 50,000/- 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	Minimum 3 years' Experience in similar field in Govt Pvt. Sector	
12	List of last three events conducted by the firm	
13	Proof of experience of organising/ managing/ conducting at least 3 (three) numbers of national/ international 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**

Item No.	Event Category	Price Quoted
1	Installation of Hall for Job Fair & Loan Mela	
2	Installation of Stalls, VIP Lounge, Green Room adjacent to Stage, Information Center at Venue	
3	Lightings	
4	Stage preparation for Cultural Events	
5	Furnitures	
6	Housekeeping & Cleaning Services	
7	Designing, Printing & Installation of Flex Banner, Welcome Gate, Signage, Venue Branding	
8	Photography/Videography	
9	Catering Service	
10	Generator	
11	Supply of Water for Street Vendors	
12	Accommodation for 120 nos. of women SHG members	
13	Security services	
14	Installation of CCTV Camera	
15	Sound System	
16	Design and printing of Coffee Table Book	
17	Volunteer Service	
18	Sanitization chamber	
Grand Total		

PLACE:
DATE:

SIGNATURE AND
OFFICE SEAL: