

**REQUEST FOR PROPOSAL
(RFP) FOR
SELECTION OF AGENCY FOR PROVIDING SERVICES UNDER
THREE DIFFERENT CATEGORIES NEMELY FOR EVENT
MANAGEMENT, CATERING AND TRAVELS SERVICES**

eBid Reference : 5/356/2017-5/82/2016-SBM(G)
dated 19th July,2017
eTender Portal : <https://etender.up.nic.in>

Tabel 1

S N	Particulars	Date	Time
1	Date of Publishing	22/07/2017	11.00 hrs.
2	Bid Submission Start Date	22/07/2017	11.00 hrs. on wards
3	Date of receiving of Pre-Bid Queries	26/07/2017	17.00 hrs.
4	Bid Submission End Date	29/07/2017	15.00 hrs.
5	Opening of Technical eBid	29/07/2017	15.30 hrs.
6	Opening of Financial eBids	02/08/2017	17.00 hrs.

Place of Opening eBids : E-6 , Lohia Bhawan, Aliganj, Lucknow-226024

e-Bid Processing Fee: NIL

Short Term eBID NOTICE

**“REQUEST FOR PROPOSAL (RFP)
FOR**

**SELECTION OF AGENCY FOR PROVIDING SERVICES UNDER THREE DIFFERENT
CATEGORIES NAMELY- EVENT MANAGEMENT, CATERING AND TRAVEL SERVICES**

Online eBids are invited (vide eBid Reference no.5/356/2017-5/82/2016-SBM(G) dated 19th July,2017 for providing services for the **“SELECTION OF AGENCY FOR PROVIDING SERVICES UNDER THREE DIFFERENT CATEGORIES NAMELY EVENT MANAGEMENT, CATERING AND TRAVEL SERVICES “** from 11:00 Hours of 22 July 2017 up to 1500 Hours of 29 July 2017. .The last date for submission of eBID are 29 July, 2017 by 15:00 hrs. The Technical eBids shall be opened on 29 July 2017 at 15.30 Hours or afterwards.The details of submission of eBids are available in the RFP document uploaded on the eTender Portal <https://etender.up.nic.in> and the Department website www.panhayatiraj.up.nic.in. The SBM(G), UP reserves the right to cancel any or all the eBids or annul the Bidding process without assigning any reason thereof.

Mission Director,
SBM (G), Uttar Pradesh

SECTION I: LETTER OF INVITATION

1. Through this Request for Proposal (RFP), it is intended to invite e-Bids for “SELECTION OF AGENCY FOR PROVIDING SERVICES UNDER THREE DIFFERENT CATEGORIES NAMELY EVENT MANAGEMENT, CATERING AND TRAVELS SERVICES”.
2. Bidders are advised to study the eBid document carefully.
3. Submission of eBids against this tender shall be deemed to have been done after careful study and examination of the procedures, terms and conditions of the eBid document with full understanding and its implications.
4. The SBM (G) , UP may, at its own discretion, extend the date for submission of eBids. In such case all the rights and obligations of the client and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
6. The eBid document is available on eTender portal <https://etender.up.nic.in> and also on Department website www.panchayatiraj.up.nic.in. Interested Bidders may view, download the eBid document, seek clarification and submit their eBids online only on eTender portal <https://etender.up.nic.in>, up to the date and time mentioned in the table below:

Table-2

eBid Reference No.	5/356/2017-5/82/2016-SBM(G) dated 19th July,2017
Date of Publication on e-Bid Notice and Request For Proposal (RFP)	22/07/2017 time 11.00 hrs
Last Date for Submission of eBids on eTender portal	29/07/2017 time 15.00 hrs
Site for Submission of eBids	etender.up.nic.in
eBid Inviting Officer	MD, SBM (G)
Date of Opening of Technical eBids	29/07/2017 time 15.30 hrs
Date of Opening of Financial eBids	02/07/2017 time 17.00 hrs
Venue of Opening of eBids	Lohia Bhawan, Aliganj, Lucknow, Uttar Pradesh-226024
Website address	www.panchayatiraj.up.nic.in
email addresses	Sbmgup2017@gmail.com
Contact Person	Mr. Yogendra Katiyar, Deputy Director, SBM(G)
Contact numbers	0522-2322924, Mobile No.:- 9917053801
Fax number	0522-2322923
EMD for Category 1	Rs 4 lac through RTGS /NEFT
EMD for Category 2	Rs 2 lac through RTGS /NEFT
EMD for Category 3	Rs 2 lac through RTGS /NEFT
Account no for RTGS/NEFT	U,P State Sanitation Mission (S.S.M) A/C No. 521302010060034 IFSC code: UBIM0552135 Union Bank of India Branch , Gomti Nagar, Lucknow, UP

7. SBM (G), UP reserves the right to cancel any or all the eBids or annul the eBid process without assigning any reason thereof.

8. The Bidders must upload all the required documents electronically in the PDF format only on eTender portal <https://etender.up.nic.in>. It is suggested that the PDF Files should be made in gray scale using the minimum readable appropriate resolution so that the size of the files is minimized for fast uploading on the eTender portal <https://etender.up.nic.in>. The required electronic documents for each document label of Technical (Fee details, Annexure etc) schedules/packets can be clubbed together to make single different files for each label. The size of Single label file should not exceed 20-25 MB size.

SECTION II: INSTRUCTIONS TO BIDDERS (ITB)

1. DEFINITIONS

In this Contract, the following terms shall be interpreted:

- a. “eBid” means the Technical proposal and the financial proposal.
- b. “Instructions to Bidders” means the document which provides interested Bidders with all information needed to prepare their Bids..
- c. “The Contract” means the agreement entered into between DoPR,GoUP. and the Agency, as recorded in the Contract Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;
- d. “The Contract rates” mean the charges for the various services payable to the agency under the Contract for the full and proper performance of its contractual obligations;
- e. “Day” means a calendar day.
- f. DoPR, GoUP ; Means SBM(G), Department of Panchayati Raj, GoUP.
- g. SBM(G), UP: Swacha Bharat Mission Cell, Panchayati Raj Department, Uttar Pradesh.

3. Pre-Bid Queries/Clarifications of eTender Documents

A prospective Bidder requiring any Pre-bid queries/clarifications of the eTender document, may raise his queries/points of clarification to sbmgup2017@gmail.com upto the date and time given in the RFP (Tender) document.

4. Amendment of eTender Document

At any time prior to the deadline for submission of eBids, the SBG(G) , UP may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the eTender document by amendments. Such amendments shall be posted/uploaded on the eTender portal <https://etender.up.nic.in> through corrigendum and shall form an integral part of the eBid documents. The relevant clauses of the eTender documents shall be treated as amended accordingly, in terms of corrigendum(s).

It shall be the sole responsibility of the prospective Bidders to check the eTender portal <https://etender.up.nic.in> from time to time for any amendment in the eBid document. In case of failure to get the amendments, if any, the DoPR, GoUP shall not be responsible for any negligence on part of the Bidder.

In order to allow prospective Bidders a reasonable time to take the amendment into account in preparing their eBids, DoPR, GoUP at its discretion, may extend the deadline for the submission of eBids. Such extensions shall be posted/up-loaded on the eTender portal <https://etender.up.nic.in>.

3. PREPARATION & SUBMISSION OF eBIDS

1 Documents Constituting the eBid

The eBids prepared by the Bidder shall comprise the following components: category wise ebids will comprise of

Category -1 : Event Management Services

- a) Technical Proposal Form
- b) Financial Proposal Submission Form

Category -2 : Catering Services

- a) Technical Proposal Form
- b) Financial Proposal Submission Form

Category -3 : Transportation Services

- a) Technical Proposal Form
- b) Financial Proposal Submission Form

- 2. A Company/ Firm can apply for for more than one category but Bids, EMD and Performance bank Guarantee need to be submitted separately.

3 Period of Validity of eBids

eBids shall remain valid for 180 days after the date of opening of eBids prescribed by the SBG(G) , UP. An eBid with validity of a shorter period than specified shall be rejected and would be treated as non-responsive.

4 Format and Signing of eBids

The Bidder shall prepare the electronic copy for the eBids (in pdf format) and upload the eBids on eTender Portal <https://etender.up.nic.in> through the bidder's Digital Signature Certificate (DSC).

5 Submission of eBids

The Bidders should submit their bids online only in the Submission module of eTender Portal <https://etender.up.nic.in>. The Bids shall be submitted only from the Bid Submission Start Date till the Bid Submission End Date and time given in the eTender Portal <https://etender.up.nic.in>. Therefore, Bidders are advised to submit the eBids well advance in time.

The procedure for submission of eBids by the bidders on eTender Portal <https://etender.up.nic.in> is already available on the eTender Portal <https://etender.up.nic.in>.

6 Deadline for Submission of eBids

eBids must be submitted by the Bidders on eTender portal <https://etender.up.nic.in>, not later than the date and time specified in this eTender document.

The SBG(G) , UP may extend this deadline for submission of eBids (i.e. Bid Submission End Date and Time) by amending the eTender document..

7 Late eBids

The server time indicated in the Bid Management window on the eTender portal <https://etender.up.nic.in> will be the time by which the eBids submission activity will be allowed till the permissible date and time scheduled in the eTender. Once the eBids submission date and time is over, the Bidder cannot submit his/her Bid. Bidder has to start the eBid Submission well in advance so that the submission process passes off smoothly. The Bidder only, will be held responsible if his/her eBids are not submitted in time due to any reasons.

9 Receipt and Opening of eBids

Bidders are advised to submit their eBids in `Two-Bid` system with Technical and Financial bids separately on eTender portal.

Please note that prices should not be quoted in the Technical Bid. The Prices should be quoted in the Financial Bid only. On receipt on eTender portal, the technical proposals will be opened by Tender Committee members in the office of U.P. SBM (G),UP

SBM(G), UP will open all eBids, in the presence of bidder's authorized representatives who choose to attend at E-6 Lohia Bhawan, Aliganj, Lucknow -226024 on date and time mentioned in Section I. The bidder's representatives who are present shall record their attendance on the attendance sheet. In the event of the specified date of eBid opening being declared a holiday for the SBM(G), the eBids shall be opened at the appointed time and place on the next working day.

After evaluation of technical eBids, SBB (G), UP shall notify those bidders whose eBids were considered non-responsive to the Conditions of the Contract and not meeting the Qualification Requirements indicating that they did not technically qualify for selection as services.S B M (G) , U P will simultaneously notify on the eTender portal <https://etender.up.nic.in>, whose technical eBids were considered acceptable and have been shortlisted for opening of their financial eBids.

11 Notification of Award Notification to Bidder

Prior to the expiry of the Bid validity period, SBG(G) , UP will notify the successful Bidder in writing or by Fax or email, to be confirmed in writing by letter (LoI), that its proposal has been accepted. The notification of award will constitute the formation of the Agreement.

12 Signing of Agreement

At the same time as SBM (G), UP notifies the successful Bidder that its proposal has been accepted and SBM (G), UP shall enter into an Agreement with the successful Bidder.

13 Failure to abide by the Agreement

Failure of the successful Bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, SBM (G), UP in which event may forfeit the EMD/ Performance Bank Guarantee. The contract may be then awarded to the next L2 Bidder.

14 Bank Guarantee for Performance

The successful Bidder shall at his own expense will deposit with SBM (G), UP, within 07(Seven) days after the receipt of notification of award of the Contract (Letter of Intent) from SBM (G), UP, an unconditional and irrevocable Performance Bank Guarantee (PBG) amounting to 10% of Agreement value from a Scheduled Bank acceptable to SBM (G), UP payable on demand, for the due performance and fulfillment of the Agreement by the Bidder.

This Performance Guarantee shall be for an amount equivalent to 10% of Agreement value. All incidental charges whatsoever such as premium, commission etc. with respect to the Performance Guarantee shall be borne by the Bidder. The Performance Guarantee shall be valid for one year completion of the Agreement period. Subject to the terms and conditions in the Performance Bank Guarantee, at the end of one year, the Performance Bank Guarantee may be discharged/returned by SBM (G), UP upon being satisfied that there has been due performance of obligations of the Bidder under the Agreement. However, no interest shall be payable on Performance Guarantee.

15 One Bid per Category per Bidder

Each bidder shall submit only one bid for one Category. A bidder who submit or participate in more than one bid in single category will cause all the proposals with the Bidder's participation to be disqualified.

16 Earnest Money Deposit (EMD):

EMD for category 1 services could be Rs. 4 Lac and for category 2 and 3 services Rs. 2 Lac each to be deposited to the given A/C No. in the RFP before submitting the proposal. The UTR No /Receipt of the same should be made part of the Technical Proposal.

SECTION III: TERMS OF REFERENCE (TOR) AND SCOPE OF WORK (SOW)

1. Background:

SBM (G) , UP is a Scheme running in the State with a objective of making the whole rural area of the State Open Defecation. The Department of Panchayati Raj ,Uttar Pradesh is the nodal Department for implementation of this scheme. The Programme is led by the Mission Director.The office of Mission Director is situated at Lohia Bhawan , Aliganj, Lucknow. There are various Conferences, Programmes, Training; Workshops etc are being organized by the Mission time to time throughout the year for running of the scheme. The gathering in these type of programmes start from few participants to thousands participants. SBM (G), UP wishes to engage Agency in three different categories as given in the Tender document for smooth functioning of these events. The engagement period would be **one year** from the date of signing of the Contract on the basis of rate contract finalized after the bid management Process. The Agency has to provide their services time to time for organizing these events on the basis of defined Rate contract throughout the Year.

2. Scope of Work

2.1 The bidder has to provide services for any of the below categories:

I. Category -1 : Event Management Services

- a. Assist in preparation of event specific collaterals, invitation letters, event flyer and other publicity material
- b. Assisting in planning the sessions, seminars, scheduling the topics, preparation of background papers, identification of speakers, inviting and approaching the speakers etc.
- c. Provide services as per BOQ (Category -1 , Annexure-3 Financial Proposal Form) given in the RFP for this category.

II. Category -2: Catering Services

- ✓ Provide services as per BOQ (Category -2 , Annexure-4 Financial Proposal Form) given in the RFP for this category.

III. Category-3: Transportation / Travel services

- a. Arranging transport and logistics for delegates with provision of cars, mini bus and buses, as the case may be. The quality of vehicles and staff should be commensurate with the National and State level event.
- b. Services as per BOQ (Category -3 , Annexure-5 Financial Proposal Form) given in the RFP for this category.

2.2: The services for above 3 categories has to be provided across any city of the UP State.

3. Work Duration

The selection of Agency firm shall be for a period of 01 (one) year with a provision of its extension up to 01 (one) year, if required by SBM (G), UP, on the existing terms & conditions

5. Payment Terms will be as Under:

The payment would be done on the basis of item wise Rate Contract for service taken after the Completion of the event /Programme with due submission of Bills.

SECTION IV: BIDDER'S ELIGIBILITY CRITERIA & METHOD OF SELECTION, EVALUATION PROCESS

Eligibility Criteria/ Technical Evaluation Criteria: The Criteria is as follows:

Technical evaluation Criteria of bidder

- a) The bidder must be registered under Companies Act, 1956/Partnership firm registered under Partnership Act 1932.
- b) The bidder must have annual turnover for Event management Category services Rs 5 Cr averaged over the last three financial years for Catering services Rs 1 Cr and transport related services of Rs 1 Cr averaged in last 2 FY . .CA Certificate of this effect and audited balance sheets/ profit and loss accounts/ annual reports of last two financial years up to 31-03-2017 should be enclosed.
- c) The Bidder should have minimum 2 year relevant work experience in their respective categories. Attach relevant proof like work order etc.
- d) The bidder must have provided services in last 2 years for a Central / State level big events. Copy of work order should be produced for this effect.
- e) The bidder should not have been Black listed by any State or Central Government in India. An undertaking must be submitted duly attested by the notary, by the bidder.
- f) The bidder must have office in Lucknow or should be ready to open the office within one week of signing of agreement.
- g) The bidder should present its GSTN certificate Department and carry a valid PAN number from the Income Tax Department.
- h) In Category -3 , Transport related services , the bidder Vehicles must be registered by Transport department and their driver should have valid Driving license.
- i) A Company /Firm should have labor registration, EPF and ESIC Registration Certificate.
- j) The bidder has to submitted EMD for Category -1 Rs 4 lac, Category -1 Rs 2 lac and Category -3 Rs 2 lac in favor of MD, SBM (G) , Uttar Pradesh through RTGS/NEFT.

1. Evaluation of Technical Bids

- BY Tender Committee (TEC) :
 - The evaluation of the eBids shall be carried out by Tender Committee (TC), which is constituted by SBM (G) , UP . The TC will evaluate the tenders in two stages i.e. Technical & Financial.
- Technical bids should be analyzed and evaluated by the Tender Committee (TC). Technical bids in the following conditions will be summarily rejected as being non responsive:
 - ✓ Technical Bids of those bidders, who do not meet the **eligibility criteria**
 - ✓ Technical bids unsigned and incomplete, not responding to the TOR fully and properly and those with lesser validity than that prescribed in the RFP.
- 100% compliance to technical criteria mentioned in the RFP would be treated as technically qualified bidders.

2. Evaluation of Financial eBids

- he financial eBids shall be opened by TC of the bidders which of qualified Technical bidders. The Bids shall be opened in presence of representative of the technically qualified Bidders who chooses to attend. The names of the Bidders and the proposed prices shall be read and recorded when the financial proposals are opened.
- The Bidders shall upload the Financials in the Commercial bid section of the eTender portal. It is mandatory to furnish the cost against all the particulars failing which the proposal shall be liable to be rejected. A separate excel sheet of Commercial bid format has also been published along with the RFP. The same is to be used to submitting commercial bid. Completely filled commercial bid in xls format shall have to be submitted on the eTender portal.
- If there are conditions attached to any financial eBids, which shall have bearing on the total cost, the Tender Committee, will reject any such eBids as non- responsive financial proposal. However, if the TC feels it necessary to seek clarifications on any financial proposals regarding Taxes, duties or any such matter, the TC may do so by inviting responses in writing.

3. Negotiations

- The Negotiation can be done from L1 bidder and in case L1 don't agree L2 can be called for negotiation.

4. Award of Contract

The Contract would be awarded to L1 bidder quoting least value for the services in their respective categories. TC reserves the right to negotiate with L1 Bidder.

5. Contract Agreement

T

The Successful Bidder shall execute a Agreement (Format of Agreement is given in Annexure-VII) on Rs 100/- Non-Judicial stamp paper in the name of the Bidder bought in Uttar Pradesh only, within three days from the date of Letter of Acceptance issued by SBM /(G), UP

6 Applicable Law

Applicable Law means the laws and any other instrument having the force of law in India as may be issued and in force from time to time. The Contract shall be interpreted in accordance with the laws of the Union of India and the State of Uttar Pradesh.

7 . Termination of Contract

The Consultant's association with the SBM(G) , UP will terminate in case of following conditions:

- a) The term of Contract expires.
- b) Performance is below expected level
- c) Non-adherence to the timelines of the project.
- d) Quality of work is not satisfactory and not acceptable.

SECTION VI - TECHNICAL PROPOSAL SUBMISSION FORM

**AGENCY GENERAL INFORMATION TO BE
SUBMITTED SEPARATELY FOR ALL
THREE CATEGORY (Technical proposal
Format is same for all three category)**

S. No	Particulars	Description/Details	Reference Documents	Page No.
A	Name of Bidding Company/Firm			
B	Contact Details			
	a. Address			
	b. Mobile/Telephone			
	c. Fax			
	d. email			
	e. Website			
C	Name of Managing Director / CEO/Partner			
D	Name, Designation & email of Authorized signatory			

S.No	Criteria	Reference Documents	Compliance
1	The bidder must be registered under Companies Act, 1956/Partnership firm registered under Partnership Act 1932. The Bidder should produce MoA, Article of Association of Company/In case of firm Partnership deed.		
2	The bidder must have annual turnover for Event management Category services Rs 5 Cr averaged over the last three financial years for Catering		

	services Rs 1 Cr and transport related services 3of Rs 1 Cr averaged in last 2 FY . .CA Certificate of this effect and audited balance sheets/ profit and loss accounts/ annual reports of last two financial years up to 31-03-2017 should be enclosed.		
3	The Bidder should have minimum 2 year relevant work experience in their respective categories. Attach relevant proof like work order etc.		
4	The bidder must have provided services in last 32years for a Central / State level Big events. Copy of work order should be produced for this effect.		
5	The bidder should not have been Black listed by any State or Central Government in India. An undertaking must be submitted duly attested by the notary, by the bidder.		
6	The bidder must have office in Lucknow or should be ready to open the office within one week of signing of agreement.		
7	The bidder should present its GSTN certificate Department and carry a valid PAN number from the Income Tax Department.		
8	A Company /Firm should have labor registration, EPF and ESIC Registration Certificate.		
0	For Category -3 , Transport related services , the bidder Vehicles must be registered by Transport department and their driver should have valid Driving license.		

Note :1. A separate sheet can be added to provide any other information.

2, Reference Documents must be made part of the Technical bid.

Signature

In the capacity of

Duly authorized to sign proposal for and on behalf of

Date.....

Place.....

SECTION VI - PROPOSAL SUBMISSION FORM (Annexure -2)

To,
The Mission Director,
SBM (G), UP
E,6, Lohia Bhawan, Lucknow, UP-
226024

Ref: Submission of Proposal against your Tender Reference No: : 5/356/2017-5/82/2016-SBM(G) dated 19th July,2017

Dear Sir,

Having examined the RFP document, we, the undersigned, herewith submit our response to your RFP reference No. : 5/356/2017-5/82/2016-SBM(G) dated 19th July,2017 for “ **SELECTION OF AGENCY FOR PROVIDING SERVICES UNDER THREE DIFFERENT CATEGORIES NEMELY FOR EVENT MANAGEMENT, CATERING AND TRAVELS SERVICES**” by the SBM (G), UP ”, in full conformity with the said Tender document and our Technical proposal (Bid).

1. Our proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal.
2. We hereby declare that we have not been blacklisted by any State/Central/UT Government Deptt/Organization/Institution any State designated agency/PSU of Central/State Government.
3. We declare that we have not been charged with any fraudulent activities by any Central/State/UT Government Deptt /Organization/Institution.
4. We understand that SBM (G) , UP is not bound to accept any or all bids received in response to this Tender.
5. We agree to abide by all the terms and conditions mentioned in the Request for Proposal against this tender.
- 6 We agree to abide by all the terms and conditions of the Tender and also all the terms and conditions of the Contract that will be issued by SBM (G), UP in case we are selected as Service provider against this tender by the SBM (G), UP.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Seal of Bidder
Company/Firm

CATEGORY-1 (Annexure -3)**Financial Proposal Form For Event Management Services**

Sr.No.	Item Of Work	Unit	Unite Rate in Rs
A	Tentage Work	-	
1	Providing & Erecting of Water proof covered Aluminium German Hangar Span 30 mtr with white german make mehlar black out PVC fabric, Flame retardant for Top and side covering including all T & P, labour for proper fixing of it as per direction of Engineer-In-charge.	<u>Sqft</u>	
2	Providing & Erecting of Water proof covered Aluminium German Hangar Span 25 mtr with white german make mehlar black out PVC fabric, Flame retardant for Top and side covering including all T & P, labour for proper fixing of it as per direction of Engineer-In-charge.	<u>Sqft</u>	
3	Providing & Erecting of Water proof covered Aluminium German Hangar Span 15 mtr with white german make mehlar black out PVC fabric, Flame retardant for Top and side covering including all T & P, labour for proper fixing of it as per direction of Engineer-In-charge.	<u>Sqft</u>	
4	Providing & Fixing of Water proof Pandal with ceiling (MS Pipe) with clear span of 36ft and 20ft centre height including all T & P, labour for proper fixing of it as per direction of Engineer-In-charge.	<u>Sqft</u>	
5	Providing & Fixing of Pandal with ceiling (MS Pipe) with clear span of 36ft and 20ft centre height including all T & P, labour for proper fixing of it as per direction of Engineer-In-charge.	<u>Sqft</u>	
6	Providing & Fixing of Water proof Pandal with ceiling (Dome Structure) MS Pipe with clear span of 70ft and 20ft centre height including all T & P, labour for proper fixing of it as per direction of Engineer-In-charge.	<u>Sqft</u>	
7	Providing & Fixing of Pandal with ceiling (MS Pipe) with clear span of 36ft and 20ft centre height including all T & P, labour for proper fixing of it as per direction of Engineer-In-charge.	<u>Sqft</u>	
8	Providing & Fixing of Pandal with ceiling (Dome Structure) MS Pipe with clear span of 70ft and 20ft centre height including all T & P, labour for proper fixing of it as per direction of Engineer-In-charge.	<u>Sqft</u>	
9	Supply & Fixing of New Non Woven Synthetic carpet along with PVC covering including all T & P, labour for proper fixing of it as per direction of Engineer-In-charge.	<u>Sqft</u>	
10	Supply & Fixing of Old (One time used) non woven Synthetic Carpet including all T & P, labour for proper fixing of it as per direction of Engineer-In-charge.	<u>Sqft</u>	
11	Supply & Fixing of Kaleen as per approved color of Engineer-In-Charge.	<u>Sqft</u>	
12	Supply & Fixing Leatherite finished VVIP Chair with new white towels for dias as per approved by Engineer-in-charge.	<u>Nos</u>	
13	Supply & Fixing Glass Centre Table of size 5 ft x 2.5 ft approximately as per approved by engineer-in-charge.	<u>Nos</u>	

14	Supply & Fixing Wooden Centre Table of size 5 ft x 2.5 ft approximately as per approved by engineer-in-charge.	<u>Nos</u>	
15	Supply of Tent Table 6 ft x 3 ft size as approved by Engineer-in-charge.	<u>Nos</u>	
16	Providing & Making of Executive Lounge for VVIP (Swiss Cottage) with wooden flooring, side walls of Ply, concealed ceiling light and drapery curtain sofa sets, coffee table, entrance gate as required inside lounge. Approximately size 15 x15 ft with attached separate bathroom of size 5 ft x 2.5 ft approximately as per approved by engineer-in-charge.	<u>Job</u>	
17	Providing & Fixing of View Cutter wall with the help of good quality cloth and wooden frame as requirement of stage with multi color clothes of size 5 ft x 2.5 ft approximately as per approved by engineer-in-charge.	<u>Sqft</u>	
18	Providing & Fixing of VVIP Leatherite sofa set of SS Frame & legs including proper cleaning and positioning (Two Seater)	<u>Nos</u>	
19	Providing & Fixing of Normal sofa set (Two Seater) including proper cleaning and positioning.	<u>Nos</u>	
20	Providing & Fixing of Banquet chair with cover & Bow including proper cleaning and positioning.	<u>Nos</u>	
21	Providing & Fixing of PVC Chair including proper cleaning and positioning.	<u>Nos</u>	
22	Providing & Fixing of Complete Mujo Barricating inside & Outside as per arrangements of security & seating plan, height of barricating must be approximately 4 ft. fitted by as per direction of Engineer-in-charge.	<u>Rft</u>	
23	Providing & Fixing of Complete Balli Barricating inside & Outside as per arrangements of security & seating plan, height of barricating must be approximately 4 ft.	<u>Rft</u>	
24	Providing & Fixing of Complete iron Barricating inside & Outside as per arrangements of security & seating plan, height of barricating must be approximately 4 ft.	<u>Rft</u>	
25	Providing & Fixing of Centre Table with glass top of size approximately 5 ft x1.5 ft.	<u>Nos</u>	
26	Providing & Fixing Pre Fabricated Coffee table of 2 ft x 2 ft size.	<u>Nos</u>	
27	Providing & Fixing of High Long Multi color flag with 2.5 inch pole height 15ft. It should be good quality satin/silk/ cloth with proper painted poles in align with theme décor with various location in the venue. Approach road and main road connected with venue minimum 30 ft distance between two flags.	<u>Nos</u>	
28	Stickers for seating arrangement of different sections on vinyl sheet	<u>Nos</u>	
29	Providing & Fixing of Side Wall with the help of MS Pipe structure & good quality Cloth of approved color as per direction-In-Charge at 12ft height including all T & P, labour for proper fixing of it as per direction of Engineer-In-charge.	<u>Rft</u>	
30	Providing & Fixing of Supply and fixing of Pre fabricated fabric panel with 2.5mtr height.	<u>Nos</u>	
31	Providing and fixing of levelled rigid stage setup with the help of Scaffold structure to be erected on iron structure. At 6 ft height including all T & P, labour for proper fixing of it as per direction of Engineer-In-charge.	<u>Sqft</u>	

32	Providing and fixing of levelled rigid stage setup with the help of Scaffold structure to be erected on iron structure. At 4 ft height including all T & P, labour for proper fixing of it as per direction of Engineer-In-charge.	<u>Sqft</u>	
33	Providing and fixing of levelled rigid stage setup with the help of Scaffold structure to be erected on iron structure. At 2.5 ft height including all T & P, labour for proper fixing of it as per direction of Engineer-In-charge.	<u>Sqft</u>	
34	Providing and fixing of levelled stairs to be erected on both side of stage on iron & wooden structure. At 2.5 ft height including all T & P, labour for proper fixing of it as per direction of Engineer-In-charge.	<u>Sqft</u>	
35	Providing and fixing of levelled stairs to be erected on both side of stage on iron & wooden structure. At 4 ft height including all T & P, labour for proper fixing of it as per direction of Engineer-In-charge.	<u>Sqft</u>	
36	Providing and fixing of levelled stairs to be erected on both side of stage on iron & wooden structure. At 6 ft height including all T & P, labour for proper fixing of it as per direction of Engineer-In-charge.	<u>Sqft</u>	
37	Preparation of Barrier for parking protection of field, for roads with the help of Bamboo Balli and Ropes as required as per direction of Engineer-in-charge.	<u>Rft</u>	
38	Providing and fixing of demarcation for services, facilities routes etc. with the help of flex including all T & P, labour for proper fixing of it as per direction of Engineer-In-charge.	<u>Nos</u>	
39	Levelling & dressing of ground before the programme for well levelled surface as per direction of Engineer-in-charge.	<u>Sqm</u>	
		-	
B	Flower Decoration	-	
1	Exotic Fresh Flower Decoration on Main Stage with floral garden on LED, Podium, Garden décor on dias and stage front area	<u>Per Kg</u>	
2	Flower Bouquet assorted of carnation/ roses wrapped in paper/ crepe packing VIP/VVIP	<u>Nos</u>	
3	Flower Bunch assorted of carnation/ roses wrapped in paper/ crepe packing VIP/VVIP	<u>Nos</u>	
4	Flower Basket assorted of carnation/ roses wrapped in paper/ crepe packing VIP/VVIP	<u>Nos</u>	
5	Flower Bouquet assorted of mixed flowers wrapped in paper/ crepe packing VIP/VVIP	<u>Nos</u>	
6	Flower Bunch assorted of mixed flowers wrapped in paper/ crepe packing VIP/VVIP	<u>Nos</u>	
7	Flower Basket assorted of mixed flowers wrapped in paper/ crepe packing VIP/VVIP	<u>Nos</u>	
8	Garland of Marigold Kolkatta Genda	<u>Nos</u>	
9	Garland of Marigold Desi Genda	<u>Nos</u>	
10	Mixed Plant with Planters	<u>Nos</u>	
11	Decoration with Marigold Kolkatta Genda	<u>Per Kg</u>	
12	Decoration with Marigold Desi Genda	<u>Per Kg</u>	
13	Rose Bud wrapped in Sheet/ Crepe Packing	<u>Nos</u>	
14	Table Top flower including container	<u>Nos</u>	

15	Spring Promises Flower Bouquet. (All imported / hybrid Flower) Orchid, Blue orchid, Iris, Dahlia, Carnation, Gerbera, Lilies, tulip, Dafodil, Calendula, Glaiols, Sunflower, Orange tulip, Enthorium, Bird of Paradise	<u>Nos</u>	
16	Spring Promises Flower Decoration on stage Garden (All imported / hybrid Flower) Orchid, Blue orchid, Iris, Dahlia, Carnation, Gerbera, Lilies, tulip, Dafodil, Calendula, Glaiols, Sunflower, Orange tulip, Enthorium, Bird of Paradise	<u>Per Kg</u>	
17	Rangoli with rose marigold, rajnigandha petals	<u>Per Kg</u>	
18	Marigold Toran	<u>Per Kg</u>	
19	Rajnigandha Toran	<u>Per Kg</u>	
20	Rose/ petals	<u>Per Kg</u>	
21	Deepdaan	<u>Nos</u>	
		-	
C	<u>Branding</u>	-	
1	Prviding & Fixing of Flex of required size as cut-out on Iron Frame tubular member.	<u>Sqft</u>	
2	Prviding & Fixing of Flex of required size as cut-out on Wooden Frame	<u>Sqft</u>	
3	Prviding & Fixing of Hoarding on Flex on iron Frame and erection with the help of girder	<u>Sqft</u>	
4	Podium on stage for announcement.	<u>Nos</u>	
5	Printing & Installation of Ecosolvent Venyl 120 micron	<u>Sqft</u>	
6	Printing & Installation of Ecosolvent Venyl with sunboard 120 micron	<u>Sqft</u>	
7	Printing & Installation of Solvent Venyl 120 micron	<u>Sqft</u>	
8	Printing & Installation of Solvent Venyl with sunboard 120 micron	<u>Sqft</u>	
9	Printing & Installation of Inkjet Venyl 120 micron	<u>Sqft</u>	
10	Printing & Installation of Inkjet Venyl with sunboard 120 micron	<u>Sqft</u>	
		-	
D	<u>Offset Printing</u>	-	
1	Off Set Printing Glossy Paper 300gsm Multicolored	<u>Nos</u>	
2	ITC Matt 300 gsm Multicolored	<u>Nos</u>	
3	Executive Bond Paper 75 gsm	<u>Nos</u>	
		-	
E	<u>Digital Printing</u>	-	
1	Glossy Paper 300gsm Multicolored	<u>Nos</u>	
2	ITC Matt 300 gsm Multicolored	<u>Nos</u>	
3	Executive Bond Paper 75 gsm	<u>Nos</u>	
4	A2	<u>Nos</u>	
5	A3	<u>Nos</u>	
6	A4	<u>Nos</u>	
7	A5	<u>Nos</u>	
8	Envelope Matt Finished	<u>Nos</u>	
9	Envelope Glossy Finished	<u>Nos</u>	
		-	

F	<u>Photography & Videography</u>	-	
1	Digital Photography - Agency to Arrange the digitl photo shoot for entir event agency to shoot and compose the photo albuof event date wise. Agency to submit soft copy by way of DVD in duplicate printed date on DVD and karisma/Offset album of size 12"x15" with 200 nos of photo Per day for six hrs.	<u>Job</u>	
2	HD Videogrphy - Agency to Arrange HD Video Shoot for the entire event, agency to shoot & edit the video to submit the DVD of edited videos. 5 copies of DVD to be submitted.Per day for six hrs.	<u>Job</u>	
3	Arrangement for audio video recording of the event . AV recording for the entire venue including manpower, equipment with all necessary equipments such as trolleys, over head crane including setting of control room for editing including power supply as per their requirement in a fixed & movable location to cover the entire event with sufficient manpower & cameras & submission of the edited recording as per the requirement. Per day for six hrs.	<u>Job</u>	
		-	
G	<u>Power Backup</u>	-	
1	Genset-Providong Genset of various capacities at different locations as per layout with 75% generation capacity including diesel, cartage, electrical for maintenance, spare capacity will be on KW load per hour basis. Cabling - To draw cabling for the individual genset with distribution board, earthing upto the source of supply to the individual location as per site requirement. Power back up has to be double i.e. if one power back up fails the second one should take over. (Per day for six hrs.)	-	
a	25 KVA	<u>Nos</u>	
b	63 KVA	<u>Nos</u>	
c	82 KVA	<u>Nos</u>	
d	125 KVA	<u>Nos</u>	
e	150 KVA	<u>Nos</u>	
f	250 KVA	<u>Nos</u>	
g	500 KVA	<u>Nos</u>	
H	<u>Hiring & Fixing of LED Screens</u>	-	
1	Digital projection screens , LED having brilliance for outdoor/Indoor use. LED screen . with all electrical cabling including fibre optics cabling with data voice connecting from control room to all LED in a loop including trail run, testing 1 days before the event and removing the same after the event is over.	<u>One Job</u>	
a	P7 Physical Resolution 96X96	<u>Sqft</u>	
b	P6 Physical Resolution 96X96	<u>Sqft</u>	
d	P4 Physical Resolution156X156	<u>Sqft</u>	
e	P3 Physical Resolution 196X196	<u>Sqft</u>	
		-	
I	<u>Hiring & Fixing of Plasma TV</u>	-	
a	Plasma 24 inch	<u>Nos</u>	
b	Plasma 32 inch	<u>Nos</u>	
c	Plasma 42 inch	<u>Nos</u>	

d	Plasma 50 inch	<u>Nos</u>	
J	Hiring & Fixing of LED TV	-	
a	HD 24 inch	<u>Nos</u>	
b	HD 32 inch	<u>Nos</u>	
c	HD 42 inch	<u>Nos</u>	
d	HD 50 inch	<u>Nos</u>	
		-	
K	<u>Sound</u>	-	
	Temporary providing installing & testing of sound system as per along with below mention details	-	
1	Full range box type speaker 1 HZ to 240 KHZ	<u>Nos</u>	
2	Mice Table goose neck schinizer 20 inch	<u>Nos</u>	
3	Microphone 38 make.	<u>Nos</u>	
4	Monitor Speaker nexo 450	<u>Nos</u>	
5	Stand By Amplifier 48 volt DC Back up	<u>Nos</u>	
6	Speech Recording System tescum 310	<u>Nos</u>	
7	Column Speaker full range 1 Hz to 240 KHZ	<u>Nos</u>	
8	Nexo GOD Ten 20 KHz -40 Khz, 135/Mtr. SPI level 3600 w	<u>Nos</u>	
9	Nexo base GOD Ten A 100 KHz -40 Khz, 145/Mtr. SPI level 4000 w	<u>Nos</u>	
10	Panel Board 3 Phase Line Board & Extra Electricity security board.	<u>Nos</u>	
11	Amplifier Mixture SE 48 91 Channel Hybrid Signal.	<u>Nos</u>	
12	Side Frill KB 2, 2000/Each Specially designed for stage.	<u>Nos</u>	
13	Recording Deck techisom 310.	<u>Nos</u>	
14	DVD Player techisom blue ray	<u>Nos</u>	
15	Stage monitor 415 Nexo 25 degree angle 1500 w.	<u>Nos</u>	
16	Cable 6 mm sealed twin core	<u>mtr</u>	
17	Snake Cable bill bird 32 channel 80 ohm.	<u>Sqft</u>	
18	Goal Post Truss 400 mm polycrain make.	<u>Sqft</u>	
19	Four Square Truss 400 mm polycrain make.	<u>Sqft</u>	
20	Battery operated Public Address System with speakers and Mic setup. Item will be operated in absence of DG Faliure of ohm make with special changer board high defination back-up set.1000 watt per speaker. (48 V DC back up with amplifier)	<u>1 Job</u>	
21	Providing & arranging of announcer well dressed and well fluent in both Hindi & English Language.	<u>day</u>	
		-	
L	<u>Electricfication</u>	-	
1	Temporary Providing & erecting various types of light fixture, fan , power plug, lights etc including various fixtures controlled from sub distribution, board/ panel including wire/DB/SB to fixtures, including wire pipes, necessary hardware materials & labour as per direction of engineer incharge. The agency must ensure safety and security by protecting covering all the pannel/ distribution boards, wire, etc from the general public without fail		

a	Wiring 1.5 sqmtr for light and fan points	Rmt	
b	2.5 Sqmm flexiwire should be used for AC metalite and Halogen	Rmt	
c	Minimum 4 sqmm flexible wire should be used	Rmt	
d	Circuit of 1.5 sqmm includes 2 run of 1.5sqmm and 1 run of 1.0sqmm copper of 2.5 sqmm copper flexible wire	Rmt	
M	Lighting		
1	LED Light parcan 10 watts 360 degree ultra high beam PR water proof. Shock proof	<u>Nos</u>	
2	Flood Led 400 w Blender with Dmax PR water proof shock proof.	<u>Nos</u>	
3	Beam Parcans	<u>Nos</u>	
4	Sharpee Avolite piolt operated	<u>Nos</u>	
5	Moving head Avolite piolt operated	<u>Nos</u>	
6	250 watt Flood/MH	<u>Nos</u>	
7	500 Watt Flod/MF	<u>Nos</u>	
8	1000Watt Flood/MH	<u>Nos</u>	
9	Halogen 500 Watt	<u>Nos</u>	
10	Halogen 1000 Watt	<u>Nos</u>	
11	5 Amp Plug	<u>Nos</u>	
12	15 Amp Plug	<u>Nos</u>	
13	25 Amp Plug	<u>Nos</u>	
14	Pathway Light along with Poles, fixture, lamps, Junction etc	<u>Nos</u>	
		-	
N	Fans, Coolers, AC, Ductable, Tower AC	-	
1	AC Plant on Stage 5 Ton Capacity	<u>Nos</u>	
2	AC Plant on Stage 7.5 Ton Capacity	<u>Nos</u>	
3	Tower AC of 2 ton capacity	<u>Nos</u>	
4	Mist Fans	<u>Nos</u>	
5	Pedestal Fans (Farrata)	<u>Nos</u>	
6	Ceiling Fan 48 inch.	<u>Nos</u>	
7	Silent Coolers	<u>Nos</u>	
8	Silent Pedestal Plastic Fans for Stage	<u>Nos</u>	
9	Wall mounted swining fan	<u>Nos</u>	
10	Exhaust fan	<u>Nos</u>	
		-	
O	Services	-	
1	House Keeping (with tools, equipments consumables etc) Event contractor shall have to consider all the service staff from mobilisation to demobilisation from site, consumable equipment tool etc. suitable person from serving water. Providing sweeper for general cleaning of the entire venue, Garbage disposal, cleaning of food stall area and toilet cleaning withtwo teams operating in each block in uniform. House keeping manpower deployment list should be provided to officials before the event	<u>Job</u>	

2	Instecicides- (During entire venue) Providing and spraying (Fogging) insecticides to all area for making venue non- allergic, odourless, non toxic VOC free, non carcinogenic and earth friendly clear on regular basis for everyday and whenever required right from begining of mobilisation to last minute of event. Agency need to do fogging minimum three to four time daily during evening period. Agency need to keep minimum two fogging machine in working condition onsite is a part of scope of work	<u>Job</u>	
3	Pre fabricated bio toilets and/or chemical toilets:- Providing on rental , toilet maintenance i.e, cleaning, manpower house keeping items such as soap, towels, napkins, for VVIP, General Public, ladies & gents toilets seperately, including enclosure & privacy maintained.	<u>job</u>	
a	VVIP chemical Portable Toilet	<u>seat</u>	
b	VIP Chemical Portable Toilets	<u>seat</u>	
c	General public Ladies and gents toilet separately	<u>seat</u>	
4	Drinking water facility of bisleri, aquafina or equivalent make as approved by Engineer-In-charge.	-	
a	200 ml bottle size	<u>Nos</u>	
b	500 ml bottle size	<u>Nos</u>	
c	1000 ml bottle size	<u>Nos</u>	
d	Mayur Jugs water counters	<u>Nos</u>	
		-	
P	Manpower Services	-	
a	Male Ushers	<u>Nos</u>	
b	Female Usher	<u>Nos</u>	
		-	
	Total Cost in Rs	-	
	Conditions:	-	
1	Agency Shall Propose theme decoration for entire event. Generating & Creating overall ambience around all structure and public movement area with making cretives, designing and Execution they for said event.		
2	Post Event Report- (In soft copy and hard bounded copy) Consisting all event related detail photographs and data of visitors and participants etc. Complete for entire event period.		
3	Quantities are tentative may vary any extent or deleted as per level of programme.		
4	All the rates includes labour, material, T&P charge complete.		
5	All the tax liability shall be borne by contractor/firm as per applicable rule.		
6	Aboves artes include GST and other charges		

Category – 2 Catering SERVICES (Annexure- 4)			
Financial Proposal for Catering Services			
Item No	Specification	Unit	Unit Rate (In Figure) Rs.
1	Fruit Basket – The fruit basket shall contain atleast 3-4 types of fresh fruits with of good quality, such as Pear / Apples / grapes (Green or Black) / bananas / oranges or other seasonal fruits (total wt. 400 gm.). The fruit basket shall be properly wrapped with gelatin film and contain a small knife & Fork and will be placed in the rooms as per the instructions before the arrival of the guest.	No	
2	BED TEA / COFFEE		
2.01	Bed tea / coffee will termed as readymade tea / tea bags / lemon tea / ginger tea, with or without milk, served in flask with cup and saucer. Tea / coffee may also served as pot tea / coffee with separate milk, boiled water, tea bags, sugar cube / pouch. The sugar free tab will be the part of tea, as and when required. The Bed tea / coffee will be served in rooms.	Cup	
2.02	1st -Working tea (forenoon) - Tea / coffee with assorted biscuits, or Cookies of good quality.	Cup	
2.03	2nd -Working tea (afternoon)- Tea / coffee with any one of hot snacks such as assorted pakora / samosa / kachori / assorted cookies/cocktail pizzas, /cheese cherry Pineapple sticks/ mithi mathari / pan pizza with chutny or Sauce etc. as per instructions.	Cup	
2.04	High tea- Tea, Coffee, soft drink / Dhokla, Poha fresh juice or Canned Juice, along with two Types dishes of snacks including One Indian, one dish of good quality of sweet and Dry fruit etc. as per instructions.	Plate	
3	BREAK FAST		
3.01	Breakfast Contains: Tea / Coffee / Dhokla, Poha Assorted cut Fruits type (apple and banana May be served in whole size).	Plate	
4	LUNCH Full Manu as per Stature of State/ National Level	Plate	
5	DINNER Full Manu as per Stature of State/ National Level	Plate	
6	PACKED FOOD	Packet	
7	MISC ITEMS		
7.01	Package drinking Water (ISI certified) Aquafina / bisleri / kinley /Kingfisher or equivalent.		
(a)	One litter package drinking water bottle confirming Indian Standard, to be placed in rooms, conference table as per instructions.	No.	

(b)	Approximate 500 ml drinking water bottle conforming Indian standard, to be placed in room, conference table as per instructions.	No.	
7.02	Fresh fruit Juice – 240 ml of glass as per the instruction.	No.	
7.03	Milk per glass (240 ml) with/without sugar etc,as per the instruction	No.	
7.04	Water Dispenser 20 ltr. Portable packaged drinking Water (ISI certified) Aquafina / bisleri / kinley /Kingfisher or equivalent. Including counter & glass arrangement as per Instruction.	No.	
7.05	A La Carte Menu for the on demand (not the part of Financial Bid). To be served on demand on chargeable basis, not be part of approved daily menu, including room service.		
	1. Tea/Coffee per cup	No.	
	2. Lassi (240ml)	No.	
	3. Fresh Lime Water (240ml)	No.	
	4. Milk (240 ml)	No.	
	5. Appy / Fruity Tetra Pack	No.	
	6. Vegetable Noodles (225 gm)	No.	
	7. Veg. sandwich (Three Slice Two Layers).	No.	
	8. Veg. Pakoda(200 gm)	No.	
	9. Mineral Water 1ltr.	No.	
	10. Bread Jam Toast Slice	No.	
	Total Cost in Rs.(In figures)		
	Total Cost in Rs.(In words)		
	Note : All above rates includes GST and other charges		

CATEGORY-3 (Annexure -2)**Financial Proposal Form For Travel Services**

Sr .	Description of work	UNIT RATE per day (In Rs)	UNIT RATE PER MONTH (in Rs)
1	Cars (Swift Desire or Equivalent)		
2	Cars (Honda City or Equivalent)		
3	Mini Bus AC (TATA force or Equivalent)		
4	SUVs (INNOVA or Equivalent)		
5	Ordinary Buses 9/ Non AC)		
6	Volvo		
7	Bolero or Equivalent		
	Total in Rs (Fig)		
	Total in Rs (words)		

* Above rates are inclusive of taxes and charges