

# **TENDER DOCUMENT FOR SELECTION OF AN EVENT MANAGEMENT AGENCY**

**FOR CONCEPTUALISING, DESIGNING, FABRICATION AND BRANDING OF PAVILION &  
STALLS OF NMDFC/MINISTRY OF MINORITY AFFAIRS ON TURN KEY BASIS FOR  
HUNAR HAAT WITH THEME '*Craft Aur Cuisine Ka Sangam*'**

**LOCATED IN AREA OPPOSITE TO STATE EMPORIA COMPLEX,  
BABA KHARAK SINGH MARG, NEW DELHI**

**ORGANISED FROM 11<sup>th</sup> TO 26<sup>th</sup> FEBRUARY, 2017**



**NATIONAL MINORITIES DEVELOPMENT & FINANCE CORPORATION  
1<sup>ST</sup> FLOOR, CORE-1, SCOPE MINAR, LAXMI NAGAR, DELHI.  
[www.nmdfc.org](http://www.nmdfc.org)**

**Uploaded on Website of NMDFC 9<sup>th</sup> JANUARY, 2017  
Last Date for Submission of Bids up to 12.00 Hrs on 24.01.2017**

## Details about Tender: Tender Notice No. \_\_\_\_\_ of 2017

Department Name	:	National Minorities Development & Finance Corporation (NMDFC)
Address	:	The Assistant General Manager (H&A), NMDFC, 1st Floor, Core-1, Scope Minar, Laxmi Nagar, Delhi-110092. Phone: 91-11-22441438, 22441453.
Name of Work	:	Engaging EMA for Fabrication, Designing & Branding <b>on Turnkey Basis</b> of Pavilion & Stalls of NMDFC located in Area outside State Emporia Complex, Baba Kharak Singh Marg, New Delhi.
Period of Contract	:	<b>From 11<sup>th</sup> to 26<sup>th</sup> February, 2017</b>
Tender Currency Type	:	Single
Tender Currency Settings	:	Indian Rupee (INR)
Joint Venture \ Consortium	:	Not Applicable
<i>Amount Details</i>		
Bid Processing Fee	:	<b>Rs. 2,500/-</b> in form of Demand Draft (Non Refundable)
Bid Processing Fee Payable to	:	Non-refundable by Demand Draft in favour of <b>“National Minorities Development &amp; Finance Corporation”</b>
EMD (INR)	:	<b>Rs. 2,00,000/- (Rupees Two Lacs Only)</b>
EMD in favour of	:	By DD or Bank Guarantee in favour of <b>“National Minorities Development &amp; Finance Corporation”</b> from any Nationalised Bank. Bank Guarantee should be valid for a period of 180 days from the date of opening of Bid.
Expected Cost of the Work	:	<b><u>Rs. 80.00 lacs (Rupees Eighty Lacs approx)</u></b>
<i>Tender Dates</i>		
Bid Downloading Start Date	:	09/01/17 at 11.00 hrs.
Bid Downloading End Date	:	22/01/17 at 17.00 hrs
Last Date & Time for Submission of Technical Bid & Financial Bid.	:	24/01/17 at 12.00 hrs
Pre-Bid Meeting	:	20.01.2017, if required
Date of Tender opening	:	24/01/17 at 14.00 hrs
Bid Validity Period	:	90 days from opening of price bid
Submission of certain documents, etc.	:	Submission of EMD, Bid Processing Fees, Technical Bid and Financial Bid along with other Documents from 10/01/17 at 11.00 hrs. upto 24/01/2017 at 12.00 hrs in the office of NMDFC, 1st Floor, Core-1, Scope Minar, Laxmi Nagar, Delhi - 110092.
Remarks	:	Tenders will be opened on 24 <sup>th</sup> January, 2017. Representatives of the bidders are invited to attend the bid opening meeting. The technical bids will be opened and scrutinised with regard to the eligibility criteria as mentioned in the Tender Document under the heading “Instructions to Bidders”. The results will be uploaded on to the website of NMDFC ( <a href="http://www.nmdfc.org">www.nmdfc.org</a> ) and also on the Notice Board of Corporate office of NMDFC at 1st Floor, Core-1, Scope Minar, Laxmi Nagar, Delhi-110092 on 25.01.2017 at 11.00 Hrs. Bidders who meet the qualification criteria will be called “Technically Eligible bidder” and they will be invited for making presentation on 27.01.2017 before Tender Evaluation Committee/Expert. Thereafter, their Financial Bids will be opened on 30.01.2017 at 12.00 Hrs. Representatives of such Technically Eligible bidders will be invited to attend the Financial Bid opening meeting. The selection will be based on Two Stage CQCBS method and the work will be awarded to bidder with the Highest Score.

# INVITATION FOR OPEN TENDER

National Minorities Development & Finance Corporation (NMDFC) under Administrative control of Ministry of Minority Affairs, GOI incorporated u/s 25 of Companies Act, 1956 (now section 8 under companies Act, 2013) is organising **HUNAR HAAT** exhibition with theme of '***Craft Aur Cuisine Ka Sangam***' under the USTTAD scheme of the Ministry of Minority Affairs from 11th to 26th February, 2017. The exhibition is to be put up in the open space outside State Emporium Complex, Baba Kharak Singh Marg, New Delhi by putting up **100 number of Stalls** for Artisans for showcasing Handloom/Handicraft items and **30 nos. of Food stalls of Pagodas Style** with water proofing. The **Size of Pagoda Style Food Stalls will be 3 metre x 3 metre**, while the **stalls for Artisans would measure 2 metre x 2 metre** with front counter. Each stall should be covered from the top and three sides and must consist of the required tables, chairs, electrical power points, lights, two display racks for each artisan stalls, etc. and eating area in front of food stalls with round table / chairs.

NMDFC wishes to appoint an **Event Management Agency (EMA) on Turn-Key Basis** through **Open Tender** for organizing **HUNAR HAAT** with theme of '***Craft Aur Cuisine Ka Sangam***' under the USTTAD scheme of the Ministry of Minority Affairs from 11<sup>th</sup> to 26<sup>th</sup> February, 2017 in Space outside State Emporia Complex & adjoining Parking Space at Baba Kharak Singh Marg, N Delhi. The **HUNAR HAAT** with theme of '***Craft Aur Cuisine Ka Sangam***' would consist of Showcasing of Handloom/Handicraft Items by Artisans from Minority Communities and Ethnic Traditional Cuisines practiced by Minorities from across the country. The entry to the event would be free and would be open to the general public from **11.00 am to 10.00 pm** every day. The Event Management Agency (EMA) shall be required to develop concept, design, fabricate, branding & manage the entire exhibition area including Stalls & Pavilion **ON TURN KEY BASIS** in the space outside State Emporia Complex & adjoining Parking Area at Baba Kharak Singh Marg, New Delhi. The EMA is required to give Ethnic Look to the Decoration matching theme of '***Craft Aur Cuisine Ka Sangam***'. The scope of work is enclosed as **Annexure I**. The estimated cost is **Rs. 80.00 lacs** (Rupees Eighty Lacs approx.) inclusive of all applicable taxes. Detailed terms and conditions are prescribed in the Tender Document, which can be downloaded from the website "<http://www.nmdfc.org>". The bidder can approach NMDFC for any clarification with regard to submitting its bid up to 20.01.17.

**Bidder has to submit hard bound document duly numbered. Loose documents shall be outrightly rejected. The Tender should be submitted in the following manner:-**

The **First Envelope** should contain the Bid Processing Fee of **Rs.2,500/-(Non Refundable)** & EMD of **Rs. 2,00,000/- (Rupees Two Lacs only)** in form of Demand Drafts drawn in favour of "**National Minorities Development & Finance Corporation**" payable at Delhi or Bank Guarantee in prescribed format with validity of 180 days from the date of opening of bid.

The **Second Envelope** should contain the Technical Bid in sealed envelope complete with Concept & Design of the proposed Exhibition Site with Stalls, Proposed Design of the Pavilion of Ministry of Minority Affairs/NMDFC for approval by competent authority, Branding & Design of all material to be put up as per the scope of work, Copy of Work Orders bringing out their Relevant Experience of the Agency in organising similar Events, Experience of working with at least One PSU/Govt. during last 3 years, CA Certificate/Financial Statements for Annual Turnover, Photographs of the Events organised by them as proof, etc for bringing out the fact that they meet

the Eligibility Criteria as mentioned in the Tender Document. There should be **no mention of the prices in the Technical Bid Document**. Original printed document with signature & seal of the submitting company shall be considered as authentic. **Filling up prices in Part II will disqualify the Bidder.**

The **Third Envelope** should contain the **Financial Bid only**. Services offered should be strictly as per specifications mentioned in this Tender Document.

The first, second & third envelopes should be enclosed in a larger envelope duly sealed. All pages of the offer must be signed & sealed. The bids complete in all respect must be submitted through Speed Post/Courier or by hand by depositing in the Tender Box kept at the reception in the corporate office of NMDFC. A Pre-bid meeting will be organised on 20<sup>th</sup> January, 2017, if required.

Tenders will be opened on 24th January, 2017. Duly Authorized representatives of the bidders are invited to attend the bid opening meeting. The technical bids will be opened and scrutinised with regard to the eligibility criteria as mentioned in the Tender Document under the heading "Instructions to Bidders". The results will be up-loaded on to the website of NMDFC (www.nmdfc.org) and also on the Notice Board of Corporate office of NMDFC at 1st Floor, Core-1, Scope Minar, Laxmi Nagar, Delhi-110092 on 25.01.2017 at 11.00 Hrs. Bidders who meet the qualification criteria will be called "Technically Eligible bidder" and they will be invited for making presentation on 27.01.2017 before Tender Evaluation Committee/Expert. Thereafter, their Financial Bids will be opened on 30.01.2017 at 12.00 Hrs. Duly Authorized representatives of such Technically Eligible bidders will be invited to attend Financial Bid opening meeting. Selection will be based on Two Stage CQCBS method and work will be awarded to bidder with Highest Score.

**OBLIGATIONS OF NMDFC**

1. NMDFC shall appoint a team of NMDFC officers to evaluate the execution of work as per tender at the exhibition venue.
2. All material for creatives will be provided by the NMDFC while in soft & hard format creatives will be developed by the EMA.

**SELECTION CRITERIA**

The selection of EMA will be through Composite Quality cum Cost Based System (CQCBS). The weightage for Technical Criteria will be 70 while Financial Criteria will be 30. The agency who quotes lowest in the financial bid shall be given 30 marks. The financial quotes of other bidders shall be computed as follows

$(L-1 \text{ divided by } Lx) \text{ multiplied by } 100 \text{ wherein } X \text{ is the bid quoted by } L 2, L3, L 4.$

**1. Composite Score of the Bidders:-**

Composite Score of the Bidders shall be worked out as under:

Bidder's Scores		Weightage	Weighted Score
(A)	Technical Score	70	
(B)	Financial score	30	
<b>Composite Weighted Score of the Bidder (A+B)</b>			

The Bidders who could secure the highest Composite Score shall be declared the most Preferred Bidder.

**2. The Technical Selection shall be evaluated as per the following evaluation criteria:-**

- a) Experience of working with PSU's/Govt. sector during last 3 years.
- b) Relevant experience of organizing at least two similar Festival/Entertainment/IEC Projects during last 2 years (with Govt./PSU's/Private). Duly certified copies to be enclosed.
- c) At least 2 similar assignments executed with value of more than Rs. 50.00 lakh in similar projects for PSU/Govt. bodies during last three years.
- d) Financial turnover of the company should not be less than 1.00 crores each during last three financial years. CA Certificate along with complete financial statements to be submitted.
- e) Proposed approach, Themes, Concepts in the form of a presentation elaborating execution details for the project to be assessed on resource deployment, quality, content, photographs of previous projects, relevance of presentation, creative approach, visual appeal etc.
- f) Bidder has to submit details of 5 Nos. of their best projects managed with details such as countersigned & sealed work order, invoices, completion certificate, photographs, etc.
- g) For less number of works of similar nature submitted by the Bidder, the maximum marks shall be prorated and bid shall be evaluated out of that prorated maximum marks.
- h) Based on the details / documents submitted and the presentation given by the Bidder(s), Marks will be assigned to the Bidder(s) for each criteria based on the qualitative analysis.

The prospective event management agencies are hereby requested to develop concept and design as per Scope of Work. The agencies are further requested to inspect the venue before submitting a layout plan. For any further assistance & clarification, Sh. Kumar Sudesh, Manager (Fin), NMDFC may be contacted on 011-22441438 / 9868710999.

The Design and Concept shall be selected as per the following criteria:-

**Technical Score is Maximum 70 Marks.**

<b>Sr Nos</b>	<b>Particulars</b>	<b>Documentary Evidence Enclosed</b>	<b>Marks Assigned</b>
1	Experience of working with PSU's/Govt. sector during last 3 years	Copy of Work Order	<b>5</b>
2	Relevant experience of organizing at least two similar Festival/ Entertainment/IEC Projects during last 2 years (with Govt./PSU's/Private).	Copy of Work Order & Work Completion Certificate.	<b>5</b>
3	At least 2 similar assignments executed with value of more than Rs.50 lakh including projects like foundation day/jubilee celebration, functions for PSU/Govt. bodies, Award function, Product launches and other entertainment Project in last three years.	Copy of Work Order & Work Completion Certificate with photographs, etc.	<b>10</b>
4	Financial turnover of the company should not be less than 1.00 crores each during last three F.Y s.	CA Certificate along with complete financial statements to be submitted.	<b>10</b>
5	Proposed approach, Themes, Concepts giving Ethnic look to the exhibition area matching theme of ' <b>Craft Aur Cuisine Ka Sangam</b> ' through presentation elaborating execution details for the project to be assessed on resource deployment, quality, content, photographs of previous projects, relevance of presentation, creative approach, visual appeal etc.	Presentation Made to Tender Evaluation Committee/Experts.	<b>30</b>
6	Proposed design/branding of the Pavilion of Ministry/ NMDFC, Stalls Layout, etc.	Copy of design	<b>10</b>
	<b>TOTAL</b>		<b>70</b>

The quantity and details of various components may also be indicated during presentation. The hard copy as well as the soft copy of the presentation may also be given to NMDFC after the presentation

### **3. Financial Score**

**30 Marks**

The financial bid is to be quoted in the prescribed format as at **Annexure-2**.

4. NMDFC reserves all the rights related to the opening, evaluation and cancellation of Bids without assigning any reasons thereof. NMDFC can accept OR reject the financial bids without assigning any reason and decision of the NMDFC will be final in this regard. In case of any ambiguity while comparing the rates offered by the bidders, NMDFC reserves all the rights to decide on the issue of identifying prospective EMA.

### **5. Special Conditions for Evaluation**

The Preferred Bidder would be selected as per criteria mentioned. However, in the event that two or more Bidders secure exactly the same Composite Score, then NMDFC reserves the right to declare as Preferred Bidder whose Presentation Score is highest among such Bidders who have secured exactly the same Composite Score.

### **6. REJECTION OF PROPOSALS**

- a). Bids received after the stipulated date & time will be rejected.
- b). Bids received without bid processing fees of Rs.2,500/- &/or EMD of Rs.2.00 lacs shall be considered Null & Void.
- c). Technical Bids received without design of the proposed exhibition area with design of Pavilion of Ministry/NMDFC.
- d). Open Financial Bids submitted in the envelope of Technical Bid.
- e). If it is found that the bidder is black listed/delisted by any PSU/Govt. dept. in the past.

# Scope of work

1. The selected bidder would use ethnic elements and items for ambience creation. The EMA would be required to give Ethnic look to the ambience inside the exhibition area matching the theme of '*Craft Aur Cuisine Ka Sangam*'. These elements of ambience would be purchased by selected bidder and would be used for ambience creation and should be the property of selected bidder after the event. Only new/fresh items to be used.
2. The selected bidder would be responsible for designing and creation of theme based ambience during the **HUNAR HAAT** with theme of '*Craft Aur Cuisine Ka Sangam*' at Baba Kharak Singh Marg, at platforms outside State Emporia Building.
3. The lay out plan and design including welcome gate and material to be used will have to be approved by NMDFC/Ministry of Minority Affairs beforehand.
4. It shall be the responsibility of the selected bidder to arrange for man power, material and necessary expertise for executing the work so that the **HUNAR HAAT** with theme of '*Craft Aur Cuisine Ka Sangam*' is fully set up by 2.00 P.M on 10<sup>th</sup> February, 2017. The bidder would be handed over the site latest by 8<sup>th</sup> February, 2017.
5. The selected bidder would be responsible to hand over the site thoroughly neat and clean to the land owning agency i.e. NDMC by the last evening of the event.
6. The selected bidder has to ensure that the stalls are constructed in such a way so that there is ample movement space for the public and in case of any untoward incident the visitors can be evacuated as early as possible.
7. The selected bidder would be required to coordinate with the Managers of the various Emporia's at Baba Kharak Singh Marg and take their permission while setting up stalls in front of their Emporia. So that there should be no interruption in smooth running of the show.
8. The selected bidder would be required to tie up with the NDMC, Local Police, Traffic Police etc, so that the work of **HUNAR HAAT** with theme of '*Craft Aur Cuisine Ka Sangam*' is executed smoothly. All the permission/Licenses along with the expenditure involved in getting these Permissions/Licenses from Delhi Fire Service, Excise Department, ET, FSSAI, Taxation department (VAT), Labor Department, Licensing Branch, Delhi Police, Delhi Traffic Police, Health Department, NDMC like horticulture, Enforcement, electricity, civil etc. would be the responsibility of selected bidder.
9. It would be the responsibility of the selected bidder to arrange for sufficient number of dustbins, fire extinguishers, chair, tables, canopies, public address system and sound system for cultural items during the event, control rooms with adequate support staff, traffic volunteers & supervisors, water proofing of stalls, round the clock fool proof security with required gadgets, cleanliness, etc.
10. Provision for cooking area behind every food stall has to be created with water facility/ dustbin etc.
11. The bidder will have to facilitate the culinary experts (if required and requested by them) coming from different parts of the country to get cooking & serving wares, cooking gas, etc.
12. The selected bidder has to ensure that the whole complex is properly lit and all food stalls have sufficient electricity and power points.
13. All the electrical cables and wires should be properly insulated. There should not be any loose wires. Gen set installation for the event would be the responsibility of the selected bidder with the required permission of the Ministry of environment.
14. All electrical installations must be in accordance with the provision of the Regulations for Licensing and Controlling places of Public Amusement (other than Cinemas) and the performances of Public Amusement, 1980.

15. Removal of garbage from the site and its disposal to the nearest NDMC dustbin is the responsibility of selected bidder.
16. The selected bidder will also organize small puppet show.
17. Publicity panel/standees, hoardings, continuous flex panels on the outside of tin barricade with white cloth masking on the inside of tin barricades/partitions would be put up at the entrance gates, behind stages and at other prominent places in the venue giving due publicity to Ministry of Minority Affairs & NMDFC at the cost of selected bidder with specific quantity to be determined in consultation with NMDFC. The design & content for the same would be provided by NMDFC. For **masking only brand new clean cloth should be used by the EMA**. The Standees and small hoarding on schemes of Ministry/NMDFC, drop downs, signages, banners, etc will be required to be put inside the exhibition area. Further, the buntings/hoardings about the **HUNAR HAAT** with theme of '*Craft Aur Cuisine Ka Sangam*' would also be required to be put up onto the electric poles/roundabouts in the Cannanught Place Area, Baba Kharak Singh Marg, Gurudwara Rakabganj roundabout, etc. The design & number would need prior approval of NMDFC.
18. It shall be the responsibility of the selected bidder to set up temporary work station/office for executing the work of **HUNAR HAAT** with theme of '*Craft Aur Cuisine Ka Sangam*'.
19. The total stalls to be constructed by the selected bidder should be minimum 100 Nos. for artisans and Handicraft and 30 nos. of Food stalls of Pagodas with water proofing should be as follows :-  
**Size 3 metre x 3 metre Pagodas 2 metre x 2 metre of Handicraft stalls with front counter (minimum size)** Each stall should be covered from the top and three sides and must consist of the required tables, chairs, electrical power points, lights etc. and eating area in front of food stalls with tables / chairs. Only new material/clean is to be used for Pagodas with adequate spacing between two Food Stalls to ensure that sufficient space for movement of visitors. The prospective EMA has also to ensure that there is absolute hygiene & cleanliness maintained in the food stall area.

**NMDFC shall provide the name of artisans and food vendors/cuisine experts. The Event Manager shall** not entertain any artisan/food vendor at all. The entire venue allotted by NDMC would be in the custody of NMDFC and shall be used by Artisans & Culinary Experts selected & appointed by NMDFC to participate in the **HUNAR HAAT**.

20. The venue has to be covered by Tin Sheet Barricading with white sheet masking from inside in areas which are open from the outside, for security reason. Only new & clean material is to be used.
21. The selected bidder shall be responsible for providing the following infrastructure at the venue.
  - Erecting 100 Nos of Artisan Octonom Stalls of size 2 mtrs x 2 mtrs & 30 Food stalls of Pagodas Style of size 3 mtrs x 3 mtrs Each stall should be covered from the top and three sides and must consist of the required tables, chairs, electrical power points, lights etc. and eating area in front of food stalls with tables / chairs. Only new & clean material to be used for making the stall & pagodas. Each artisan stall is to be provided with 3 rows of Glass shelve each along the octonom inside wall on all 3 sides of the stall.
  - Creation of ambience & Branding inside the exhibition area matching the theme of '*Craft Aur Cuisine Ka Sangam*' throughout the length of the venue along with two welcome gates. Adequate decoration with chunni cloth, cutouts, traditional scene, drop down lanterns/umbrellas, mirchi lights on small bush/hedge along the emporium side pathway, lighting on the trees, etc. The entries of visitors would be restricted through entry gates.



Complete barricading as per requirement of Delhi Police at Baba Kharak Singh Marg to regulate the entry of visitors.

- Sound & light system in the exhibition area.
- Other technical equipment/personnel
- Hoardings, Flex Banners on the outside of the Tin Sheet Barricade put up on the outer wall. Buntings/Hoarding on the poles & roundabouts in Cannought Place area, Baba Kharak Singh Marg, Rakabganj Gurudwara, etc. The Standees and small hoarding on schemes of Ministry/NMDFC, drop downs, signages, banners, etc will be required to be put inside the exhibition area & at the welcome gate. Two welcome gates are to be put up at both the ends of the venue with hoardings.
- Sufficient lighting
- Sanitation facilities with round the clock housekeeping staff, total cleaning services along with material to be used & Garbage pickup arrangements.
- 4 Portable toilets (2 male, 1 female & 1 for specially abled persons)
- Electricity supply (through silent generators) with Standby generators
- Regular Water facilities for cooking & cleaning purpose.
- Medical Exigencies to be met by the EMA during the course of the event.
- Security arrangements including door metal detectors, hand held detectors and X-ray machines.
- Fire Fighting Equipment at every stall.
- Close circuit cameras at all entry points and strategic locations with control room. Video footage to be retained for entire event. Issuance of photo identity card to all participants.
- Uniform Front Facia indicating the name of all stalls operator with their products.
- Provision of cooking area behind food stalls
- LED walls placed for the display & live feed of day to day activities.
- Putting up Pavilion of 100 sqr mtrs area for publicity of scheme of Ministry/NMDFC, VIP Seating area, Reception, Two Racks to display schemes of Ministry/NMDFC, Good Quality Visitor Book, etc.
- To facilitate the culinary experts (if required and requested by them) coming from different parts of the country to get cooking & serving wares, cooking gas, etc.
- Any other item as required.

22. The selected bidder shall have to comply with all the directions received from local police, traffic police, Delhi Fire Service, Electrical Department and NDMC and other concern department.

23. The items/facilities with numbers to be provided at the venue should clearly be mentioned in the presentation.

# Other Terms & Conditions

1. NMDFC reserves the right not to accept bid(s) from agency (ies) resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government investigating Agencies/Vigilance Cell.
2. The NMDFC is not bound to accept the lowest bidder or to assign any reason for non-acceptance. The NMDFC reserves its right to accept the bid in part or in full. Conditional bids will be rejected outright.
3. The NMDFC reserves the right to summarily reject an offer received from any agency (ies), without any intimation to the bidder(s).
4. The NMDFC reserves the right to withdraw/cancel the Bid Document/Tender at any stage.
5. NMDFC reserves the right to reduce/increase the design/design elements or alter the design/design elements and decision of NMDFC in respect of this would be final and binding on the selected bidder. **As the work is on Turn Key basis thus NO EXTRA PAYMENT will be made for additional items required during the course of the event.**
6. NMDFC has the right to deduct the price for short items used in variation to the scope of work of the tender and final bidding to the tenderer.
7. **Termination by default**  
NMDFC reserves the right to accept or reject any proposal, and to annul the bidding process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for NMDFC's action.
8. **Arbitration**  
In case of any dispute CMD, NMDFC may appoint an arbitrator, which would be accepted by the agency/firm. The decision of the arbitrator would be final and binding on both the parties. The jurisdiction of the court would be New Delhi.
9. **Indemnification Clause**  
"That the selected agency shall keep NMDFC indemnified and harmless against all claims, damages, dues, payments, fines, penalties, compensations, liabilities other losses etc. which may incur on account of non-compliance or violation by the selected agency or otherwise.
10. **Jurisdiction**  
The contract shall be governed by laws of India and all Government rules.
11. **Insurance**  
The successful tenderer will get the whole event insured against terrorist attack, fire or other natural calamities including third party insurance and will submit the insurance cover to NMDFC before commencement of the event.
12. **PERFORMANCE SECURITY**  
The successful agency shall have to deposit an amount of **8.00 lakhs (Rs. Eight lacs only)** as performance security in the form of Demand Draft in favor of NMDFC and the same shall be refundable after successful completion of the event.
13. **Terms of payment**
  - a. Bid amount is total Cost inclusive of applicable taxes.
  - b. 30% of the bid amount along with work order on submission of bank guarantee of the equal amount.
  - c. 30% of the bid amount when material is brought at the site and 100% work is complete at the time of inauguration subject to bank guarantee of equal amount.
  - d. 40% of the bid amount after the event on submission of bills and its scrutiny by Finance Division of NMDFC.

#### **14 FORCE MAJEURE**

- (a) **Definition:** For the purpose of this contract “Force Majeure” means an event which is beyond the reasonable control of a party, and which makes a party’s performance of its obligations under the contract impossible or so impractical as to be considered impossible under the circumstances.
- (b) **Breach of Contract:** The failure of the agency to fulfill any of its obligations under the contract shall not be considered to be a breach of or default under this Contract in so far as such inability arises from an event of Force Majeure, provided that the agency affected by such an event (a) has taken all precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of the contract, and (b) has informed the other party as soon as possible about the occurrence of such an event.

#### **15. Submission of bills**

Within 15 days of the completion of the event.

**ANNEXURE-3**  
**TECHNICAL PROPOSAL SUBMISSION LETTER**

To:

[Location, Date]

Assistant General Manager (H&A)  
National Minorities Development & Finance Corporation  
1<sup>st</sup> Floor, Core-1, Scope Minar,  
Laxmi Nagar, Delhi – 110 092.

Dear Sir:

We / I, the undersigned, offer to provide the services to conceptualize, design, fabricate & branding of the Pavilion & stalls of NMDFC **ON TURN KEY BASIS** for organising **HUNAR HAAT** with theme of '**Craft Aur Cuisine Ka Sangam**' being organised under USTTAD Scheme of Ministry of Minority Affairs, GOI from 11<sup>th</sup> to 26<sup>th</sup> February, 2017 at Open Space Opposite to Emporium Complex, Baba Kharak Singh Marg, New Delhi as per the Guidelines, terms & conditions mentioned in this Tender document. We / I are/am here by submitting our Proposal, which includes the Technical Proposal & Financial Bid.

The enclosed technical proposal includes the authority document in partners of the Authorized Signatory and Consent letters, in Original and Copy.

We confirm that we are qualified as per the Qualification Criteria specified in your document. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it would lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the services related to the assignment immediately from the date of issue of letter of award.

Thanking You,

Yours Sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

\* Proposal should be submitted on the official letter head of the company

**ANNEXURE -2**  
**FINANCIAL BID FORMAT**

**Tender Document No. :** \_\_\_\_\_

To  
Assistant General Manager (H&A)  
National Minorities Development & Finance Corporation  
1<sup>st</sup> Floor, Core-1, Scope Minar,  
Laxmi Nagar, Delhi – 110 092.

Dear Sir:

I/We hereby bid to provide the services to conceptualize, design, fabricate & branding of the Pavilion & stalls of NMDFC **ON TURN KEY BASIS** for organising **HUNAR HAAT** with theme of **‘Craft Aur Cuisine Ka Sangam’** being organised under USTTAD Scheme of Ministry of Minority Affairs, GOI from 11<sup>th</sup> to 26<sup>th</sup> February, 2017 at Open Space Opposite to Emporium Complex, Baba Kharak Singh Marg, New Delhi, as per the Terms of Reference given in this Tender Document of the NMDFC, Delhi within the time specified and in accordance with the specifications, design and instructions as per General Terms and Conditions. **The detail price bid in prescribed format is enclosed herewith.**

Thanking you.

Yours faithfully,

Signature of the Bidder with Seal

**FINANCIAL BID IN RESPECT OF SCOPE OF WORK FOR AGENCY BEING HIRED FOR CONCEPTUALISING, DESIGNING, FABRICATING & BRANDING FOR ORGANISING HUNAR HAAT EXHIBITION ON TURN KEY BASIS FROM 11<sup>TH</sup> TO 26<sup>TH</sup> FEB, 17**

S.No	Particulars	Amount in Rs & Words
01	<p>Ambiance creation with detail components and its number are to be mentioned/enclosed.</p> <ol style="list-style-type: none"> <li>1 Welcome theme pillar gates on two ends of space outside State Emporia Complex lane (size 20ft width x 16ft height).</li> <li>2 Whole venue to be lit up properly including complete tree lighting and horticulture lanes.</li> <li>3 Flower decoration.</li> <li>4 Entire Exhibition area from Start to end will be decorated to provide ethnic look in line with the theme of the Hunar Haat with buntings, Chunni work, dropdowns lanterns/umbrellas, signages, etc.</li> <li>5 6 Artistic theme corners to be created.</li> <li>6 Graffiti walls, Exhibition MAP with Stall Names etc</li> <li>7 Misc. like Dhol wala during inauguration, puppetry shows, etc</li> <li>8 PA system with speakers in entire Venue for public announcement's</li> </ol>	
02	<p>30 Food stalls of size 3 mtr x 3 mtr with water proof Pagodas with required tables, chairs, electrical power points, lights etc. and eating area in front of food stalls with round table / chairs, cooking facility at the back of each stall, etc. Adequate space between stalls for free movement of visitors. Only new and clean material to be used for construction of Pagodas. Facia on each stall indicating name/art/place of the culinary artist.</p>	
03	<p>Octonom Stall minimum 100 numbers (size 2 mtr x 2 mtr) with overall water proofing of all stalls, tables, chairs, light, Glass Display Racks in 3 rows on each side of octomom walls on the inside, carpet, Fascia with name/art/place of vendor with front cover. Facia on each stall indicating name/art/place of the artisan.</p>	
04	<p>25 No of persons Housekeeping M/F (supervisors and housekeeping/sweepers from 8.00 AM to 11.00 PM and Sweepers in night for cleaning and washing) with House-keeping Material &amp; adequate Garbage pickup arrangement.</p>	
05	<p>Security arrangements</p> <ol style="list-style-type: none"> <li>a. 10 No of Security Guards (6 Male, 6 Female), 2 Security supervisors in each shift (3 Shifts = 24 Hrs)</li> <li>b. 10No of Door Metal Detectors–(Minimum three).</li> <li>c. 8 No of Hand held metal detector – (Minimum six).</li> <li>d. 3 No of Baggage X-Ray machines – (Minimum Two)</li> <li>e. 2 No of Frisking cabins for females</li> <li>f. 10 Nos of Walky Talky</li> </ol>	
06	<p>Complete Tin Sheet Barricading for boundary of Entire Exhibition Area open to road &amp; other side of emporia complex for Security purpose, and entire Tine Sheets both sides will be cover with fabric masking on the inside. (Approx. 10800sqft). Only New &amp; Clean material to be used.</p>	

07	Publicity panels on entire road side lane of Baba Kharak Singh Marg and other leading roads to be covered with Branding Material such as Hoarding/Flex on steel frame publicity panels (approx 7500 sqft). Publicity frames, Standees, Signages, Banners, etc inside the venue (approx 2000 sqft). 50 Number of Hoarding/Flex Buntings to be put up on poles in the Cannought Place area, Baba Kharak Singh Marg, Rakab Ganj Guradwara roundabout, etc.	
08	32 nos CCTV HD Head Moving with complete monitoring system and recording backup. (with control room setup and responsible Monitoring team)	
09	4. No. of silent Generators with capacity 125 KV each with operator and diesel.	
10	5 no's Traffic wardens/volunteers	
11	2 LED-P1 walls (Size16x12ft) running live feed of coverage of day's activities/schemes of Ministry/NMDFC, etc.	
12	No of specific items 1. 50 Fire extinguishers, 10 Water Drums, 40 Sand Buckets on stands etc. 2. Electrical work and installations, 3. Power points - 80 4. Electrical points - 350 5. Tent items, - 6. Dustbins, - 40 drums with Bin	
13	4 nos -Chemical toilets (2 Gents, 1 Ladies & 1 especially abled)	
14	2 water tankers for each day to facilitate vendors for cooking & cleaning.	
15	Pavilion set up - Designing and fabrication of NMDFC/Ministry 3 side open Pavilion of 100 sqr mtrs. The Agency shall provide one 10 fts x 8 fts LED TV wall, 15 LED Sand witched Display of 5 fts x 3 fts, Two 4 fts x 6 fts steel racks for placing brochures, Reception area with table & two chairs, 8 seater Sofa sets for seating of VIP Guests, 10 LED Metal Lights, Live Demonstration Area for Artisans, Floor Carpet/Wooden Floor, etc.	
16	Coordinators - 8 Supervisors/Volunteers -M/F.	
	Bid Amount	
	Service Tax/any other Tax	

The above cost is inclusive of all applicable taxes. Payment to the Agency will be released after deduction of Tax as applicable.

Signature of the Bidder with Seal

**ANNEXURE – 4**  
**PROFILE OF THE BIDDER**

All individual firms and each partner are requested to complete the information in this form. Information should be provided for all owners or applicants that are partnerships or individually owned firms.

Where the Applicant proposes to use sub-contractors for critical components of the works or for work contents in excess of 10 percent of the value of the whole works, the following information should also be supplied for the specialist subcontractors.

Sr.	Particular	
1	Name of bidder	
2	Type of firm: Proprietary/ Partnership/ Pvt Ltd, Public Ltd Company/ Society/NGO	Partnership deed/MoA-AoA/Society as applicable
a	Year of Incorporation/ Registration number	Incorporation certificate as applicable
3	Communication Detail	
a	Head Office address /Local Office address (if any)	
b	Head Office address	
4	Contact detail	
a	Mobile Number	
b	Landline Number	
c	Fax Number	
d	Email detail	
5	Nature of Business	
	1. Since _____	
	2. Since _____	

No disclosure or wrong information /non-acceptance any shall result the disqualification of the firm. Change of the name of company or firm shall be supported by legal resolution as per applicable norms.

Signature of the bidder with seal



**ANNEXURE -5**  
**OVERALL ORGANISATION STRUCTURE**

- Overall organization chart of the company.
- Give list of employees: technical and non-technical (Ensure availability of minimum nos. as enlisted in bid). Submit their CVs and list indicating their Roles & Responsibilities at site during entire event.

<b>Format for Project Team Members' Resume</b>				
<b>Sr</b>	<b>Item</b>	<b>Details</b>		
1	Name			
2	Specify role to be played in the project & whether 'prime' or 'alternate'			
3	Current job title			
4	Experience in yrs. (provide details regarding name of organizations worked for, Designation, Responsibilities, Tenure etc.)			
5	Name of Organization	From	To	Designation/ Responsibilities
6	Number of years with the Current Organization			
7	Current job responsibilities			
8	Summary of Professional/domain Experience			
9	Skill sets			
10	Highlights of assignments handled			
11	Educational Background, Training/Certification including institutions, % of marks, specialization areas etc.			
12	Degree (including subjects)	Year of Award of Degree	University	% of marks

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes qualifications and experience mentioned above and proposed staff member is a permanent employee of our organization. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature of Staff Member

Date :

Signature of Authorized Signatory

Date :

Company Seal :

**ANNEXURE -6**

**OBLIGATION / COMPLIANCE TO BE ENSURED BY BIDDER**

Sr.	Particular	To be complied by bidder	
		Yes	No
1	Service Tax registration		
2	Compliance of Provision of child labour act, workman compensation act		
3	To ensure treatment in case of accident injuries suffered in performance of work including wages and compensation under WC Act		
4	Send accident report to Regional Labour Commissioner (RLC)		
5	PF registration number with detail of deployed staff		

Signature of Authorised Signatory of Bidder

Dated

Official Seal

## ANNEXURE -7

### LIST OF SIMILAR WORK EXECUTED IN LAST THREE YEARS

Sr.	Name of Client	Location	Description of work	Value of Contract/Work in Rs.	Duration (Start dt.–Completion dt.)

#### NOTES:

- Each of the listed works shall be supported with the copy of work order & Work completion certificate. **Work completion certificate shall mention the nature of work, value of work completed.**
- At least 5 Photographs of the work executed shall be attached.
- Non disclosures of any information in the schedule will result in disqualification of the firm.

#### List of works on hand shall be attached as under.

Sr.	Name of Client	Location	Description of work	Value of Contract/Work in Rs.	Duration (Start dt. –Completion dtd)

If the company or Firm is divided among partners, the experience of the individual or new firm set up by the partner/s shall be considered provided past experience is subject to legal consent of individuals, partner/s or new firm set up by the partner/s.

Signature of Authorised Signatory of Bidder

Dated

Official Seal

**ANNEXURE -8**

**HISTORY OF LITIGATION**

Application should provide information on any history of litigation or arbitration resulting from contracts in last five year or currently under execution.

<b>Year</b>	<b>Award for/ or against bidder</b>	<b>Name of Client</b>	<b>Litigation &amp; Dispute Matter</b>	<b>Disputed Amount in Rs.</b>

**NOTE**

If the information to be furnished in this schedule will not be given and come to the subsequently will result in disqualification of the bidder.

Signature of Authorised Signatory of Bidder

Dated

Official Seal

**ANNEXURE -9**

**INDEMNITY UNDERTAKING**

I on behalf of M/s ..... hereby agree and undertake that I have understood all the safety rules and procedures and all staff Technical & Non-Technical working on behalf of M/s ..... will abide by all safety rules and procedures. I declare that I M/s ..... will be responsible for any safety violations/ accident etc. The AGM (HRM&A), NMDFC will not be responsible in case of any accident / incident and will not compensate financially or otherwise. I ensure The AGM (HRM&A), NMDFC that enlisted Manpower deployment will be done at Venue from Mobilization to Completion of Event at .....

I hereby declare that I am sole responsible on behalf of M/s.. ..... for giving such declaration.

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Name of Indemnifier    Signature of Indemnifier

Stamp/Seal of the Indemnifier /Contractor

**ANNEXURE -10  
UNDERTAKING**

To  
Assistant General Manager (H&A)  
National Minorities Development & Finance Corporation  
1<sup>st</sup> Floor, Core-1, Scope Minar,  
Laxmi Nagar, Delhi – 110 092.

Dear Sir:

I/We hereby certify that the firm has a good reputation and there is no complaint against it and we have not been black listed / delisted from any department in the past.

In case it is found that this company/organisation is found to be black listed/delisted, our bid shall be rejected, forth with.

Thanking you.

Yours faithfully,

Authorised Signatory of the Bidder with Seal