

NOTICE INVITING ONLINE REQUEST FOR THE RATE CONTRACT AND EMPANELMENT OF AGENCIES FOR SERVICES RELATED TO EVENT MANAGEMENT WORK ON RENTAL BASIS

RFP No. 301

NAVA RAIPUR, DATED – 08/05/2023

Tender Fees: Rs. 5,900/-

EMD : Rs. 5,00,000/-

(1) Date of Pre-bid Meeting:	24/05/2023 from 12:00 am
(2) Last date of online submission of tender documents:	19/06/2023 before 03:00 pm
(3) Date of Opening of Technicals Bids :	19/06/2023 from 04:00 pm
(4) Date of Technical Presentations :	Would be Communicated to the PQ qualified bidders
(5) Date of Opening of Financial Bids :	Would be Communicated to the shortlisted bidders



CHHATTISGARH SAMVAD

(An Associate organization of Department of Public Relation, Govt. of Chhattisgarh)

North Block, Sector-19, Nava Raipur-Atal Nagar,

District- Raipur (C.G.)

Web :- <https://samvad.cg.nic.in/> , Email :- cgsamvadadv@gmail.com

Ph: 0771-2512536, 2512539



CHHATTISGARH SAMVAD

(An Associate organization of Department of Public Relation, Govt. of Chhattisgarh)

North Block, Sector-19, Nava Raipur-Atal Nagar, District- Raipur (C.G.)

Web :- <https://samvad.cg.nic.in/>, Email :- cgsamvadadvtdt@gmail.com

Ph: 0771-2512536, 39

NOTICE INVITING ONLINE REQUEST FOR THE RATE CONTRACT AND EMPANELMENT OF AGENCIES FOR SERVICES RELATED TO EVENT MANAGEMENT WORK ON RENTAL BASIS

NIT no. : **301/C.G. Samvad/2023**

Nava Raipur, Dated **-08/05/2023**

Chhattisgarh Samvad invites online tenders from reputed event management agencies for empanelment and rate contract on rental basis for complete event management work for a period of 2 years. The registered firm having proven track record of expertise in above field may submit their online proposal.

Tender document can be downloaded from website <https://samvad.cg.nic.in/> cost of tender document of Rs. 5,900/- (non refundable). Modifications/Amendments/Corrigendum, if any shall not be advertised in the news papers but shall be published in the above website only. The CEO, Chhattisgarh Samvad reserves the right to relax, change the terms and conditions, select/reject any application without assigning any reason thereof.

(1) Date of Pre-Bid meeting:	24/05/2023 from 12:00 am
(2) Last date of online submission of tender documents:	19/06/2023 before 03:00 pm
(3) Date of Opening of Technicals Bids :	19/06/2023 from 04:00 pm
(4) Date of Technical Presentations :	Would be Communicated to the PQ qualified bidders
(5) Date of Opening of Financial Bids :	Would be Communicated to the shortlisted bidders

**Chief Executive Officer
Chhattisgarh Samvad
Nava Raipur Atal Nagar**

Terms and conditions

NOTICE INVITING ONLINE REQUEST FOR THE RATE CONTRACT AND EMPANELMENT OF AGENCIES FOR SERVICES RELATED TO EVENT MANAGEMENT WORK ON RENTAL BASIS

1. The bidder must have deposited tender document cost of Rs. 5,900/- (None Refundable) and EMD of Rs. 5,00,000/- (Refundable without interest) through online/rtps in Bank Account details given below and UTR No. be provided in online technical bid.

Details of Bank Account:-

Account Name	:	Chhattisgarh Samvad
Bank Name	:	Axis Bank Ltd.
Branch Name	:	Pandri, Raipur (C.G.)
Saving Account No.	:	139010100021669
IFSC Code No.	:	UTIB0000139

2. **SCOPE OF WORK FOR EVENT MANAGEMENT: -**

The scope of work shall include planning and execution of complete event setup and other related arrangements on turnkey basis as under-

- 2.1 Providing, Cutouts, Signages, Standees, display board with flags, colourful branding posts flags, stage banners, gate banners and road side banners etc.
- 2.2 Flooring and carpeting in the event area as required.
- 2.3 Complete stage arrangements.
- 2.4 Light and sound arrangements as required.
- 2.5 Decoration of premises including flower decoration as required.
- 2.6 Providing the furniture, ceiling, curtain, barricading, Swagat Dwar VIP gate, temporary toilets, Backdrop Flex, LED screens etc. as required.
- 2.7 Power backup arrangements as required.
- 2.8 CCTV Camera Surveillance.
- 2.9 Tent arrangement including MS Hangers, German Hangers (Alluminium), Pipe pandal, Waterproof pandal and others as required.
- 2.10 Hospitality such as providing refreshment and snacks, Packed drinking waters and temporary VVIP Green room/toilets and housekeeping, security services etc as required.
- 2.11 All electrical works.

3. **MINIMUM ELIGIBILITY CRITERIA :**

The bidder must possess the requisite experience, strength and capability necessary to meet the requirements as described in the tender documents.

Bids can be submitted only by an Individual registered company/partnership firm/proprietorship firm (Joint venture or consortium are not allowed), the invitation to proposal is open to all bidders who qualify the eligibility criteria as given below:

Sr. No.	Basic Requirements	Description	Documents Required
1.	Legal Entity	The bidder must be a registered company/partnership firm/ proprietorship firm (Joint venture or consortium are not allowed) with minimum 3 years of existence	Certificates of incorporation / Registration Certificates.

2.	Turnover	The bidder must have the average Turnover of Rs. 5 crores during the last 3 financial year (FY 2020-21, 2021-22 & 2022-23)	CA certified turnover Certificate with valid UDIN
3.	Past Experience	The bidder must have relevant experience of executing event management project as per scope of work mentioned earlier. At least 1 work Order of State Govt./ Central Govt./ PSU or undertaking Corporation with minimum value of Rs. 25 lakhs each works.	Completion certificate and photographs of such works.
4.	Statutory Registrations	The bidder must have registered with chhattisgarh state GST and PAN Card in India	Copy of valid certificate & Copy of GSTR 3B for the month of the last three months.
5.	Income Tax Return	IT Returns for Assessment Year 2020-21, 2021-22 & 2022-23	Copy of Acknowledgement of IT Returns
6.	State GST registration certificate	The bidder must have Chhattisgarh State GST Certificate.	Copy of State GST registration certificate.
7.	Black listing/ Terminations	The bidder should not have been blacklisted by any Central or State Government department or Corporation or Board/PSU/ Semi- Government organization as on the date of submission of RFP.	A signed undertaking to this effect should be submitted on stamp paper.

3.1 EVALUATION OF BIDS:

A committee shall evaluate the tender documents. Tenderer fulfilling the minimum eligibility criteria shall be eligible for further evaluation process. The Applicant's competency and capability is proposed to be evaluated on the basis the following criteria:

Event management work

S No.	Criteria	Maximum Points
1	Tenderer must have in Average Turnover of rupees 5 crore or above during the financial year 2020-21 & 2021-22 & 2022-23	15 Marks
	Scoring Criteria	
	Average Turnover From Rs. 5.00 Crs to 10.00 Crs. - 5 Marks	
	Above Rs. 10.00 Crs. to 15.00 Crs. - 10 Marks	
	Above Rs. 15.00 Crs. - 15 Marks	
2	The bidder must have relevant experience of executing projects of any state/central govt/PSU/undertaking. On turnkey basis as per scope of work as above. Scoring Criteria (for each Work Order)	15 Marks
	Value above Rs.25 Lacs to 50 lacs : - 05 Marks (2.5 marks for each work)	
	Value above Rs.50 lacs to 1 Crores : - 10 Marks (5 marks for each work)	
	Above Rs.1 Crores : - 15 Marks (5 marks for each work)	
	(The valuation is to be done on the basis of work completion certificate/ CA certificate verifying payment received for the works quoted for experience will be considered for evaluation - up to maximum 15 marks)	

3	Presentation to be submitted for organising a program in presence of honorable Chief Minister or central cabinet ministers consisting of crowd more than 15000 persons in an open ground and involving scope of work as specified above, with layout designs and videos (Duration-not more then 5 minutes) .	20 Marks
	TOTAL	50 Marks

The eligible tenderers shall make a presentation before the evaluation committee. Based on presentation the committee shall give marks.

All the bidders will be given marks out of total 50 marks as per marking criteria mentioned above. The bidders securing minimum 30 out of total 50 marks shall be eligible for opening of financial bid.

3.2 Bid Evaluation :

The bid evaluation process comprises of the following two steps:

Step I - Technical bid evaluation

Step II - Price bid evaluation

Step- I (Technical bid evaluation)

Bidders, whose bids are responsive, based on eligibility on minimum qualification criteria and score least 35 marks in the Technical Evaluation Criteria, would be considered as technically qualified.

*Schedule for technical presentation will be communicated to bidders who qualify minimum eligibility criteria. It is mandatory for bidders who qualify criteria to appear for Technical Evaluation Round else the bid would not be considered for further evaluation. Bidder need to submit the soft copy and hard copy of the technical presentation at the time of technical presentation.

Step- II (Price Bid evaluation)

a. The financial Bids of technically qualified Bidders will be opened on the prescribed date in the presence of Bidder representatives.

b. Based on lowest price bids, item wise L1 rates shall be decided. All Eligible bidders shall then be offered to match their rates with the L1 item wise rates, bidders agreeing to work at L1 rates shall then be empanelled for a period of 2 years which can be extended as per the need & mutual agreement.

Based on lowest price bids, item wise L1 rates shall be decided for event management work. All Eligible tenderers shall then be offered to work on these L1 Rates, tenderers agreeing to work at L1 rates shall then be empanelled for a period of 2 years.

4. Terms and Conditions :

4.1 The bidder/agency shall bear all costs associated with the preparation and submission of its bid we will in no way be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process. It is also clarified that no binding relationship will exist between any of the respondents until execution of an agreement.

4.2 The bidder/agency is expected to examine all instructions, statements, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not responsive to the bidding documents in every respect will be at the bidders' risk and may result in rejection of the bid.

4.3 No consideration will be given to a bid received after the date and time. However, Samvad reserves the right to extend the last date and time for submission of the bids at its own discretion.

4.4 No price/rate variation/adjustment or any other escalation will be entertained.

4.5 If at any point of time it is found that the bidder has made a statement which is factually incorrect or if the bidder does not fulfill any of the contractual obligations, Samvad may debar the bidder from bidding prospectively for a period to be decided by Samvad and take any other action as deemed necessary.

4.6 Participation in this bid will imply that the bidder has accepted all the terms and conditions and subsequent modifications, if any, of this bid document.

5. Other Conditions :

- 5.1** Agency applying for empanelment will submit a certificate that the information submitted by them is correct and they will abide by the decision of Chhattisgarh Samvad regarding empanelment. In case the information submitted by the bidder is found to be false and/or incorrect in any manner, the Agency can be suspended and/ or debarred from empanelment.
- 5.2** Empanelment and rates will be valid for a period of two years. The contract may be extended for a further period of one year. Subject to satisfactory performance of the agency.
- 5.3** No advance payment will be made to the Agency. Payment will be made to the agency after receipt of payment from the concern department/Office by Chhattisgarh Samvad.
- 5.4** Notwithstanding any of the provisions mentioned above for empanelment of agencies and their rates and other terms and conditions, in case of any disagreement etc., decision of Samvad will be final and binding.
- 5.5** Decision of the C.E.O Samvad in all matters with regard to this tender will be final and binding on all bidders participating in this bid.
- 5.6** All Rights will be reserved with C.E.O Chhattisgarh Samvad.
- 5.7** The signing of the tender by the bidder shall be deemed an acceptance of all stipulations and provisions of these conditions and associated documents as an integral part of the contract.
- 5.8** The Court having jurisdiction under the provision of the arbitration and conciliation act 1996, to determined all matters with the court is entitled to determine under the Act, shall exclusively be the court at Raipur.

**Chief Executive Officer
Chhattisgarh Samvad
Nava Raipur Atal Nagar**

FORMAT OF FINANCIAL BID

Name of Organisation	
Address	
Contact Person details	
GST No.	

EVENT MANAGEMENT WORK

S No.	PARTICULARS	Unit	1 Day Rate (excluding GST)	3 Days Rate (excluding GST)	7 Days Rate (excluding GST)
A	Tenting Work				
1	Gate 4 feet depth with structure of Ply Iron and Wood, Thermocol work, painting, display elements and Focus Light	Sq. Ft.			
2	MS Hanger (Dome) span upto 90 feet with ceiling and SRF/Tirpal	Sq. Ft.			
3	Alluminium Hanger (Dome) span 30 Mtr and SRF/Tirpal	Sq. Ft.			
4	Alluminium Hanger (Dome) span 40 Mtr and SRF/Tirpal	Sq. Ft.			
5	Plywood platform upto 6 inch height with 18 mm plywood	Sq. Ft.			
6	Plywood wall structure with putty finish and painting/wall paper/Flex Cloth finished	Sq. Ft.			
7	Tin Barricading of GI Sheet and Balli (height upto 10 ft.).	Run Ft			
8	Cloth masking on MS Pipe /View cutter upto 12 ft. height	Run Ft			
9	Mozo Barricading	Run Ft			
10	Bamboo Balli Barricading upto 5ft height	Run Ft			
11	Octonum Structure stall	Sq. Mtr			
12	Stage of 18 mm ply with iron frame on MS skyfold with stairs on 2 sides (height upto 1.5 ft.)	Sq. Ft.			
13	Stage of 18 mm ply with iron frame on MS skyfold with stairs on 2 sides (height upto 3-4 ft.)	Sq. Ft.			
14	Stage of 18 mm ply with iron frame on MS skyfold with stairs on 2 sides (height upto 6-8 ft.)	Sq. Ft.			
15	Floor Carpet (new)	Sq. Ft.			
16	Floor Carpet (old)	Sq. Ft.			
17	PVC Matt Chatai carpet	Sq. Ft.			
18	Synthetic net	Sq. Ft.			
19	Pipe pandal with ceiling	Sq. Ft.			
20	Waterproof Pipe pandal with ceiling	Sq. Ft.			
21	Pipe pandal with side curtains	Sq. Ft.			
22	Fire resistant treatment with certification	Sq. Ft.			
23	Truss Pandal with ceiling and side curtain	Sq. Ft.			
24	Water proof truss pandal with ceiling and side curtain	Sq. Ft.			
25	Stainless Steel Barricading	Run Ft.			
26	Round Table Glass top	Nos.			
27	Executive Chairs for stalls	Nos.			
28	Box type gate of Bans Balli Structure with cloth	Sq. ft.			
29	Table with cover and frill (2' x 5')	nos			

30	Tea Table Glass	nos			
31	VIP Table with flower vass	nos			
32	Fibre Chairs	nos			
33	Fibre Chairs with cover	nos			
34	VIP Chairs with cover	nos			
35	VIP Stage Chair	nos			
36	Sofa 2 seater	nos			
37	Sofa 3 seater	nos			
38	Sofa 1 seater	nos			
39	Matress 6 feet x 3 feet of high density with bed sheet	nos			
40	Pillow with Cover	nos			
41	Blanket	nos			
42	Deepdan	nos			
43	Dust Bin (vinyal printed Swach Bharat Abhiyan)	nos			
44	Cloth Flag with pole	nos			
45	Podium with logo of event	nos			
46	Queue manager Brass	nos			
47	Queue manager Stainless steel	nos			
48	Sand Bucket on Iron Stand for fire fighting	nos			
49	Cloth drapping	Run. Ft.			
50	Designer cloth ladi for decoration	Run. Ft.			
51	Pagoda Structure (Gazibo) 6 mtr. X 6 mtr	Nos.			
52	Toilet Unit	Per Unit			
53	VIP Toilet unit	Per Unit			
54	Water proof Talpatri	Run. Ft.			
55	Dari	Run. Ft.			
B	Lighting Work				
56	Metal halide fitting (2 x 400 Watt) 800 Watts	nos			
57	Metal halide fitting (1 x 400 Watt) 400 Watts	nos			
58	LED Bulb 400 watts	nos			
59	LED Bulb 200 watts	nos			
60	LED Bulb 1500 watts	nos			
61	Halogen fitting 1000 Watts	nos			
62	Halogen fitting 500 Watts, 150 Watts	nos			
63	Mercury Vapor Lamp 250 Watt	nos			
64	CFL Lamp 85 Watt	nos			
65	Force Light / Spot Light 75 Watt	nos			
66	LED Par Light (3W RGB)	nos			
67	Sharpy (200 Watt)	nos			
68	Sheild Beam Park (1000 Watt)	nos			
69	Follow Light (1000 Watt)	nos			
70	Jhalar Light (Series) 500	nos / Run.Ft.			
71	Jhalar Light (Patta) 500	nos / Run.Ft.			
72	Jhalar Light (Series) 1000	nos / Run.Ft.			
73	Jhalar Light (Patta) 1000	nos /			

		Run.Ft.			
74	Tube Light 40 Watt	nos			
75	Smoke Machine (1000 Watt)	nos			
76	Complete System Power Pack + Mixer	Sq. Ft.			
77	Truss Aluminium	Sq. Ft.			
78	Truss MS	Run. Ft.			
79	Power Plug Board 15 Amp.	nos			
80	Ceiling Fans with all fittings	nos			
81	Pedestal Fans with all fittings	nos			
82	Jumbo Coolers with all fittings	nos			
83	Desert Cooler	nos			
84	Wall Mounted Fan	nos			
85	Mist Fans	nos			
86	Generator (65 KVA) 8 Hours running with Diesel	nos			
87	Generator (125 KVA) 8 Hours running with Diesel	nos			
88	Window AC (2 ton) with all fittings	nos			
89	Split AC (2 ton) with all fittings	nos			
90	Tower AC (4 ton)	nos			
91	Airconditioning for dome	Per Sqft			
92	Providing and laying 35 Sq. mm x 3.5 core one number PVC insulated, PVC sheathed, Steel armored aluminium conductor power cable of 1.1 KV grade direct in the ground including excavation, sand cushioning, protective covering and refilling the trench etc. as required from Electric Pole to Main and Sub Main L.T. Panels.	Per Mtr.			
93	Providing and laying 10 Sq. mm x 2 core one number PVC insulated, PVC sheathed, Steel armored aluminium conductor power cable of 1.1 KV grade direct in the ground including excavation, sand cushioning, protective covering and refilling the trench etc. as required for circuit wiring.	Per Mtr.			
94	providing & laying temporary wiring with 1.5 sqmm isi marked of approved make copper wire in light ,fan & plug etc .	Per Mtr.			
95	Providing & Fixing Flood Light tower Of Size 12'x12' to 30 height with required bamboo frame	Nos			
96	Providing & Fixing Flood Light tower Of Size 6'x6' to 30 height with required bamboo frame	Nos			
97	Providing Installation of L.T. panel Board Having 400 Amp/200 Amp TPN Main Switch and 60 No. outgoing including Earthing of panels and termination work of cables- (A) 400 Amps TPN panel (B) 200 Amps TPN panel	nos			
		nos			
98	Providing and fixing double armed flood light poles including 2 No HP MH lamp 400 watt fitting and underground wiring and arrangement for connection of generator.	nos			
C	Sound Systems				
99	Columns Speaker 400 Watt.	nos			
100	BWC Speaker 600 Watt.	nos			
101	Mid Speaker 8 Way 400 Watt.	nos			

102	Tweeter Boxes Sound - 200 Watt.	nos			
103	Monitor Speaker 200 Watt. Per speaker.	nos			
104	High Power Amplifier 2000 Watt.	nos			
105	Shure Microphone – Handheld	nos			
106	Shure Microphone – Collar	nos			
107	Audio Mixer (Mixing Enclose)	nos			
108	Pitch Control	nos			
109	DJ Mixture	nos			
110	Cordless Microphones SH-58	nos			
111	Trumped Horns including all necessary equipments for P.A. System	nos			
112	Line Arrey	nos			
113	Coloumn speaker dual 12 " full range each contain 2 low mid + 1 tweeter	nos			
114	loud speaker 1200 wt. 2x 15" tweeter	nos			
115	Subwoofer 18" (each contain 1 woofer	nos			
116	micro phone corded	nos			
D	Flower Work				
117	Flower bouquet	nos			
118	VVIP Flower bouquet	nos			
119	Natural Flower Decoration	Rng Ft.			
120	Indoor Outdoor Decorative Plants with flower pot	nos			
E	Branding and Promtion				
121	LED Video Wall including wiring, electrification	Per Sqft			
122	Plasma TV with all associated equipment's and stands (Size 42 inch)	Nos			
123	40" LED TV	pcs.			
124	42" Smart LED TV with WiFi	pcs.			
125	Box type gate of MS Square pipe with four sided star flex	Sq. ft.			
126	Branding on 16 guage MS square pipe 1.25" with star flex with 4 pass printing	Sq.ft.			
127	Digital Print on Sunboard with edge to edge cutting	Sq.ft.			
128	Edge to edge vinyle cutout on ply with Iron and wooden frame	Sq.ft.			
129	Vinyal Printing	Sq.ft.			
130	Acrylic Sinage (letter cutting)	Sq. inch			
131	Customised moulding frame	Sq.ft.			
132	Exhibition Panel of stainless steel with vinyl printing and acrylic sheet cover 8 feet x 4 feet	Nos.			
133	Exhibition Panel of stainless steel with vinyl printing and acrylic sheet cover 6 feet x 4 feet	Nos.			
134	Customized designer gate of MS pipe with star flex	Sq. ft.			
135	Scroller 12 x 5 (4 Images Per Board)	Per Image			
136	Scroller 6 x 4 (6 Images Per Board)	Per Image			
137	Digital Standee 45", 55"	30 Sec Ad			
138	Stainless Steel Pole with Fabric Flag (10 Ft Pole to 16 Ft Pole Height , 4 x 2 Brading Size	Per Pole			
139	Flex Boards with wooden Frame	Sq.ft.			
F	Vidography & Photography				

140	videographer (with latest high definition camera) with CD/DVD	nos			
141	Photograper (with latest high definition camera) with photo album	nos			
142	Drone Camera shoot	Lumsum			
G	Security				
143	Security Guard 24 x 7	nos			
144	PC with Internet access + printer+ scanner	nos			
145	Fire Extinguisher	nos			
146	Desktop computer along with 3G Data Card and printer	nos			
147	CCTV Camera(HD Cameras with night vision) with all fittings	nos			
H	Manpower				
148	Anchor for cutural and other activities	nos			
149	Promoters (Male or Female)	nos			
150	Housekeeping staff (8-10 Hrs.)	nos			
I	Refreshments				
151	Water Dispenser	nos			
152	Packaged drinking Water Bottle 1000 ml of ISI make	nos			
153	Packaged drinking Water Bottle 500 ml of ISI make	nos			
154	Packaged drinking Water Bottle 250 ml of ISI make	nos			
155	Water Pouch 200 ml of ISI make	nos			
156	VVIP Refreshment	Per Person			
157	VVIP Lunch or dinner	Per Person			
158	Lunch Packet	nos			
159	Breakfast Packet	nos			

Signature of the Tenderer with Seal