

**District Sports Council, Gurgaon, Haryana for Swarna Jayanti  
Celebrations Authority of Haryana**

invites

**Request for Proposal (RFP)**

for

**CONCEPTUALISE, PLAN AND EXECUTE THE LAUNCH OF THE LOGO FOR HARYANA  
SWARNA JAYANTI CELEBRATIONS  
SHORT TERM TENDER NOTICE**

- 1. The District Sports Council, Gurgaon, Haryana** invites sealed bids, in a two cover system, regarding "Conceptualise, Plan and Execute the Launch of the Logo for HARYANA SWARNA JAYANTI CELEBRATIONS". The launching of Logo will take place on 17.09.2016 at 12:00 noon at Hotel Taj Vivanta, Gurgaon.
- 2. Schedule for the Tender Process is as under :-**

1.	Last Date of Submission of Bids	14.09.2016 at 1000 hrs
2.	Date and Time of opening of Technical Bid	14.09.2016 at 1200 hrs
3.	Presentation by the Short listed Agencies	14.09.2016 at 1400 hrs
4.	Opening of Financial Bid	14.09.2016 after Technical Presentation
5.	EMD (Earnest Money Deposit)/ Bid Security	Rs. 50,000/-

- 3. The Bids are to be submitted in two bid system i.e. the Technical and Financial bid. The Technical and Financial bid should be in separate envelopes and should be clearly marked. The Tender Evaluation Committee will open the technical bid first and evaluate the technical bid as per the evaluation criteria given under **Clause 19 of Section 2 of the Tender Document.****
- 4. The detailed term of reference, scope of work etc. can be seen in the Tender Document and the EMD (Earnest Money Deposit)/ Bid Security shall be paid in the form of bank demand draft drawn in favour of "District Sports Council, Gurgaon". For any clarification, please contact the Nodal Officer, **Shri Vinay Pratap Singh, IAS, ADC, Gurgaon**, Mobile No. +91-9711505215.**
- 5. Brief Scope of Work includes main gate decoration, stage (40'x16'x2.5'), stage skirting (40'x2.5'), LED (48'x14'), system for compositing, content for LED, intelligent lights with trussing, sound, podium, branding on podium (2'x4'), sofa chair, coffee tables, 3D hologram projector, 3D content for**

projector, bouquets, registration desk, registration desk branding (10'x2.5'), backdrop registration (8'x8') promoters, hostesses, accreditation cards, security guards, signages (3'x6'), branding panels (3'x8'), branding panel (8'x8'), photo shoot, video shoot, media platform (20'x8'), operating console, console masking (16'x2.5'), backdrop for press interaction (10'x10'), sofa chair for press interaction, black masking, genset, teleprompter, emcee, transportation and labour, management fee etc.

6. Evaluation Committee, District Sports Council, Gurgaon reserves the right to accept or reject any/ whole Tender without assigning any reason.
7. For any other clarification and details (RFP) log on to [www.gurgaon.gov.in](http://www.gurgaon.gov.in) and or contact **O/o ADC Gurgaon, Vikas Sadan, Opposite Mini Secretariat, Sector-32, Gurgaon Contact No. 0124-2322211, 0124-2332363**

# **TENDER DOCUMENT**

**REGARDING**

**CONCEPTUALISE, PLAN AND EXECUTE THE LAUNCH  
OF THE LOGO FOR HARYANA SWARNA JAYANTI  
CELEBRATIONS**

**DATE OF ISSUE 10<sup>th</sup> AUGUST, 2016**

Tender Document No. SJC/Spl./0002

**OFFICE OF THE  
DISTRICT SPORTS COUNCIL, GURGAON**

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## SECTION 1 - INVITATION FOR BIDS

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1. This Short Term Tender is regarding “Conceptualise, Plan and Execute the Launch of the logo for HARYANA SWARNA JAYANTI CELEBRATIONS”.
2. Accordingly, the **District Sports Council, Gurgaon, Haryana** invites Bids from reputed technically & financially sound, resourceful and experienced event management companies/ firms/ agencies for overall Scope of Work, as per the terms and conditions described in this tender document, as per details enclosed in the tender document.
3. Bidders are advised to study the Tender Document carefully. Submission of Bids shall be deemed to have been done after careful study and examination of the Tender Document with full understanding of its implications. Sealed offers prepared in accordance with the procedures enumerated in **Clause 1 of Section 2** should be submitted to the **District Sports Council, Gurgaon, Haryana** not later than the date and time laid down, at the address given in the Schedule for Invitation to Tender under **Clause 5**.
4. The Bidder must **enclose with its Technical Bid, the Earnest Money Deposit (EMD)/ Bid Security**, in the form of a Bank Demand Draft/ Pay Order drawn in favour of “**District Sports Council, Gurgaon**” issued by a Nationalized/ Scheduled Bank, for an amount of **Rs. 50,000/- (Rupees Fifty thousand Lakh only)** and the same must be valid for 15 days beyond the validity of the Bid.
5. **Schedule of Invitation for Bids**
  - a) Name of the Office inviting the Bids:  
**District Sports Council, Gurgaon**
  - b) Addressee and Address at which Tenders to be submitted:  
**President, District Sports Council, Gurgaon**
  - c) Last date for receipt of tender  
**On or before 14 August, 2016 at 1000 hrs**
  - d) Place, Time and Date of opening of Technical and Financial Bids:  
**O/o ADC Gurgaon, Vikas Sadan, Opposite Mini Secretariat, Sector-32, Gurgaon Contact No. 0124-2322211, 0124-2332363**
  - e) Name of the contact person for any clarification:  
**Nodal Officer, Shri Vinay Pratap Singh, IAS, ADC, Gurgaon, Mobile No. +91-9711505215.**

**Important dates:**

The following table provides information regarding the important dates of the Tender process:

1.	Last Date of Submission of Bids	14.09.2016 at 1000 hrs
2.	Date and Time of opening of Technical Bid	14.09.2016 at 1200 hrs
3.	Presentation by the Short listed Agencies	14.09.2016 at 1400 hrs
4.	Opening of Financial Bid	14.09.2016 after Technical Presentation
5.	EMD (Earnest Money Deposit)/ Bid Security	Rs. 50,000/-

f) Date of Commencement and Completion of Work:

**From 14 September, 2016 to 16 September, 2016**

6. Interested prospective Bidders may obtain the Tender document from the Office O/o ADC Gurgaon, Vikas Sadan, Opposite Mini Secretariat, Sector-32, Gurgaon during working hours on all working days from Monday to Friday between 10:00 hrs to 17:00 Hours from **10.09.2016 to 13.09.2016**. the Tender Document can also be downloaded from the website "[www.gurgaon.gov.in](http://www.gurgaon.gov.in)".

**Note: The District Sports Council, Gurgaon, Haryana shall not be responsible for non-receipt/ no-delivery of the Bids due to any reason whatsoever.**

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## SECTION 2 - INSTRUCTIONS TO BIDDERS

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### 1. Procedure for Submission of Bids

1.1. It is proposed to have a **Two Cover System** for this Bid process as under:

- a) **Technical Bid** in one cover
- b) **Financial Bid** in one cover

The packing, sealing and marking of the Bids should be done in envelopes as per the instructions given below.

1.2. The Technical Bid and Financial Bid of the Bidder should be put in separate sealed covers super scribing the wordings

- (a) **Technical Bid**
- (b) **Financial Bid**

Both the sealed covers, containing "**Technical Bid**" and "**Financial Bid**", should be **put in a third single sealed cover** super scribing the wordings "**Technical Bid and Financial Bid**". This third envelope should be clearly marked "**Conceptualise, Plan and Execute the Launch of the logo for HARYANA SWARNA JAYANTI CELEBRATIONS**"

1.3. "**This third envelope should also be super scribed with "Tender Number, Due Date, and the wordings "DO NOT OPEN BEFORE 15.00 hours on 14 August, 2016".**"

#### **Important:**

**Note 1: Please Note that Prices should not be indicated in the Technical Bid failing which the Bid of the Bidder shall be rejected outright**

**Note 2: Prices should only be indicated in the Financial Bid.**

The third envelope thus prepared **should also indicate clearly the name, address and telephone number of the Bidder**, to enable the Bid to be returned unopened in case it is declared "**Late**".

1.4. Each Bid should be a complete document and **should be bound** as a volume. **The document should be page numbered and appropriately flagged and contain the list of contents with page numbers. Different copies must be bound separately.** The deficiency in documentation **may result in the rejection of the Bid.**

### 2. Tender Document

2.1. The Bidder shall bear all costs associated with the preparation and submission of its Bids, including cost of presentation for the purposes of clarification of the Bids if so desired by the **District Sports Council, Gurgaon, Haryana**, execution of any demonstrations, simulation equipment or laboratory service or for any work performed prior to the execution of a formal contract, The **District Sports Council, Gurgaon, Haryana** will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tender Process. **All materials submitted during the Tender Process shall become the property of the District Sports Council, Gurgaon, Haryana and may be returned at its sole discretion. The content of each Bidder's Bid will be**

held in strict confidence during the evaluation process, and details of any Bids will not be discussed outside the tender evaluation process.

### **3. Contents of the Tender Document**

- 3.1. The Scope of Work, bid procedures and contract terms are prescribed in the Tender Document. The Tender Document includes:
  - a) **Section 2** - Instructions to Bidders;
  - b) **Section 3** - General Conditions of Contract;
  - c) **Section 4** - Contents of the Bid
    - I. **Technical Bid**
    - II. **Financial Bid**
    - III. **Format for Power of Attorney for Signing of the Bid**
  - d) **Section 5** - Scope of Work
- 3.2. The Bidder is expected to examine all instructions, forms, general terms & conditions, and Scope of Work & Schedule of requirements in the Tender Document. **Failure to furnish all information required by the Tender Document or submission of a Bid not substantially responsive to the Tender Document in every respect will be at the Bidder's risk and may result in the rejection of the Bid.**

### **4. Language of Bids**

- 4.1. The Bids prepared by the Bidder and all correspondence and documents relating to the Bids exchanged by the Bidder and the **District Sports Council, Gurgaon, Haryana**, shall be written in the **English language**, provided that any printed literature furnished by the Bidder may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the Bid, the **English translation** shall govern.

### **5. Documents Comprising the Bids**

- 5.1. The Bids prepared by the Bidder shall comprise of the following components:
  - I. Technical Bid
  - II. Financial Bid
  - III. Format for Power of Attorney for Signing of the Bid

### **6. Bid Costs**

- 6.1 The Bidder shall furnish the Financial Bid, in the proforma prescribed, indicating the total lump sum cost of the Services it has to provide for the Scope of Work under this Tender. **Transparent Cellophane Tape should be pasted over the Total Amount quoted, in figures and words, failing which the Financial Bid may be treated as non-responsive.**
- 6.2 In absence of the above information, as requested in **Clause 6.1**, a Bid may be considered **incomplete and summarily rejected.**



- 6.3 The package cost quoted should be based on services charge on the total cost of the event. The rate of service charge will be quoted in percentage which is the decisive factor of the proposal and which is inclusive of all statutory duties and taxes e.g. Service Tax VAT, etc.
- 6.4 No additional freight or any other charges, etc., shall be payable by the **District Sports Council, Gurgaon, Haryana**. The package cost shall also include the salvage value, if any.
- 6.5 Arrangements for personnel of the selected Bidder including their logistics e.g. stay, boarding, lodging and transport will be made by the selected Bidder within the given package cost.
- 6.6 Incomplete or conditional bids will summarily be rejected. The package cost quoted shall be valid till the total completion of the job.
- 6.7 The bidder shall be solely responsible for payment of wages/ salaries and allowances to his personnel that might become applicable under the prevailing acts or order of Government.
- 6.8 The rates and prices offered shall be for the package as per scope of work given in **Section 5** and prices would be final and binding on the bidder.

## **7. Bidder Qualification**

- 7.1 The "Bidder" as used in the Tender Document shall mean the one who has signed the Bids. The Bidder may be either the Constituted attorney of the Company/ Firm/ Organization or the Principal Officer or his duly **Authorized Representative**, in which case he/she shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, be furnished and signed by the Bidder.
- 7.2 **The Bidder shall submit the power of authorization in the form of a Power of Attorney, as per format prescribed in Section 6, on behalf of the Company/ Firm/ Organization.**
- 7.3 **The Power of Attorney, as per format prescribed in Section 6, as a proof of the ability of the signatory to bind the Bidder shall be enclosed with the Technical Bid. District Sports Council, Gurgaon, Haryana may outrightly reject any Bid not supported by a Power of Attorney as per format prescribed in Section 6.**

## **8. Earnest Money Deposit (EMD)/ Bid Security**

- 8.1 The EMD/ Bid Security is required to protect the **District Sports Council, Gurgaon, Haryana** against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to **Clause 9**.
- 8.2 **Any Bid without EMD/ Bid Security will be rejected by the District Sports Council, Gurgaon, Haryana as non-responsive.**
- 8.3 Unsuccessful Bidder's EMD/ Bid Security will be discharged/ returned as promptly as possible, but not later than 3 days after the expiration of the period of Bid validity prescribed by the **District Sports Council, Gurgaon, Haryana**.
- 8.4 **The EMD/ Bid Security of the successful bidder will be shall be retained as contract performance security and shall only be discharged after successful completion of event.**
9. The EMD/ Bid Security may be forfeited if a Bidder withdraws its Bid during the Period of Validity of Bids specified by the Bidder in the Bid; or is unable to discharge any of the services assigned for successful completion of the event.

- 9.1 Bids shall remain valid for **3 days from the date of opening of Technical Bids** prescribed by the **District Sports Council, Gurgaon, Haryana. A Bid valid for a shorter period may be rejected by the District Sports Council, Gurgaon, Haryana as non-responsive.**

## **10. Format and Signing of Bid**

- 10.1 The Technical Bid and Financial Bid shall be typed or written in indelible ink and shall be signed by the person or persons duly authorized to bind the Bidder to the Contract in accordance with **Clause 7**. All pages of the Technical Bid (except for un-amended printed literature) and Financial Bid, shall be initialled and stamped by the authorized signatory of the Bidder.
- 10.2 The Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Bid.

## **11. Revelation of Prices**

- 11.1 Prices in any form or by any reason before opening the Financial Bid **should not be revealed, failing which the Financial Bid shall be liable to be rejected.**

## **12. Local Conditions**

- 12.1 It will be imperative on each Bidder to fully acquaint himself with the local conditions and factors, which would have any effect on the performance of the contract and/ or the cost.
- 12.2 The Bidder is expected to visit and examine the Event Management Site, and its surroundings and obtain for themselves on their own responsibility all information that may be necessary for preparing the Bid and entering into contract. The cost for visiting the site shall be at Bidder's own cost.
- 12.3 It is the responsibility of the Bidder that such factors have properly been investigated and considered while submitting the Bids and that no claim whatsoever including those for financial adjustment to the contract awarded under the bidding documents will be entertained by the **District Sports Council, Gurgaon, Haryana** and that neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the **District Sports Council, Gurgaon, Haryana** on account of failure of the Bidder to appraise themselves of local laws / conditions.

## **13. Conditions of Eligibility for Technical Qualification**

- 13.1 For participation in the Tender process and submitting Bids, Bidders may be a private, public or government-owned legal entity. The term "Bidder" used in the Tender would therefore apply to a single entity only.
- 13.2 **The Bidder** must have a registered office in India.
- 13.3 The Bidder must have been in existence for at least ten years (as on the last date of submission of proposal).
- 13.4 **The Bidder must have** minimum Annual Turnover of Rs. 1,00,00,000/- (Rupees One Crores only) in each of the last three financial years **i.e. 2013-14, 2014-15 and 2015 -16.**
- 13.5 **The Bidder must have** expertise in managing large conferences/events involving Indian/

Foreign Government organisations in India/ Abroad.

- 13.6 **The bidder** should have, **in the last three financial years i.e. 2013-14, 2014-15 and 2015 -16**, managed at least 5 exclusive mega events **of National or International stature. Each of such events must be of value not less than Rs. 25,00,000/- (Rupees Twenty-Five Lacs only).**
- 13.7 A Bidder that is under a declaration of ineligibility by the **District Sports Council, Gurgaon, Haryana** or any other Central/ State Government/ Municipal Corporation authority in India on the date of submission of the Bid or thereafter shall be disqualified.
- 13.8 The agency should have worked with various Central/ State Government Departments. Supporting document must be submitted by the Bidder.
- 13.9 Any agency which is currently empanelled with Central/ State Government Departments would be given preference. Supporting document must be submitted by the Bidder.
- 13.10 **Documents to be Submitted by Bidders for Technical Qualification**
1. Bank Draft/ Pay Order towards EMD/ Bid Security of **Rs. 50,000/- (Rupees Fifty Thousand only).**
  2. **The Bidder shall submit a Power of Attorney**, authorizing the signatory of the Bid and to commit the Bidder, along with submission of Bid in the format prescribed in **Section 6.**
  3. Documents relating to registration as event management company/ firm in India
  4. Documents relating to past experience
  5. Supporting documents in respect of **Clauses 13.8, 13.9, 13.10 and 13.11**
  6. Proof of Annual Turnover for last three financial years
  7. Proof of Trade License
  8. Proof of Pan card.
  9. Proof of Service Tax Registration.

#### **14. Late Bids**

- 14.1 Any Bid received by the **District Sports Council, Gurgaon, Haryana** after the last date and time for receipt of Bids prescribed by the **District Sports Council, Gurgaon, Haryana**, pursuant to **Clause 5 (c) of Section 1, will be rejected and/or returned unopened to the Bidder.**

#### **15. Withdrawal of Bids**

- 15.1 No Bid may be withdrawn in the interval between the last date for receipt of Bids and the expiry of the Bid validity period specified by the Bidder in the Bid. **Withdrawal of a Bid during this interval shall result in the Bidder's forfeiture of its EMD/ Bid Security.**

#### **16. Opening of Bids by the District Sports Council, Gurgaon, Haryana**

- 16.1 The **Tender Evaluation Committee (TEC)**, constituted by the Competent Authority of the **District Sports Council, Gurgaon, Haryana**, will open the Bids, in the presence of the representatives of the Bidders who choose to attend, at the time, date and place, as mentioned in **Clause 5 of**

**Section 1** of this Document. The TEC will open the technical bids first and evaluate the technical bids as per the evaluation criteria indicated in **Clause 19**.

- 16.2 The Bidders' names, modifications, Bid withdrawals and the presence or absence of the requisite EMD/ Bid Security and such other details as the **District Sports Council, Gurgaon, Haryana**, at its discretion, may consider appropriate will be announced at the Bid opening.
- 16.3 The **District Sports Council, Gurgaon, Haryana** will prepare minutes of the Bid opening.

## **17. Clarifications**

- 17.1 When deemed necessary, the **District Sports Council, Gurgaon, Haryana** may seek clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the Bid submitted or price quoted.

## **18. Preliminary Examination**

- 18.1 The **District Sports Council, Gurgaon, Haryana** will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required EMD/ Bid Security have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.
- 18.2 A Bid determined as not substantially responsive will be rejected by the **District Sports Council, Gurgaon, Haryana** and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
- 18.3 The **District Sports Council, Gurgaon, Haryana** may waive any minor informality or nonconformity or irregularity in a Bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

## **19. Criteria for Evaluation of Bids**

- 19.1 **Evaluation Methodology:** The Evaluation Methodology proposed to be adopted by the **District Sports Council, Gurgaon, Haryana** will be **Quality cum Cost Based System (QCBS)** method of evaluation where Technical Bid Score will get a weightage (**TW**) of **70%** and Financial Bid Score a weightage (**FW**) of **30%**. Agency shall be selected on the basis of combined evaluation of technical and financial proposal submitted. The Bid, that obtains the highest Total Score (**TS**) value, will be rated as the **Best Evaluated Bid**.
- 19.2 **Evaluation Process:** The evaluation process of the Bid proposed to be adopted by the **District Sports Council, Gurgaon, Haryana** is indicated in **Clauses 19.2 to 19.7**. The purpose of **Clause 19** is only to provide the Bidders an idea of the evaluation process that the **District Sports Council, Gurgaon, Haryana** may adopt. **The District Sports Council, Gurgaon, Haryana reserves the right to modify the evaluation process at any time during the Bid process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidders of any such change.** When deemed necessary, during the Evaluation Process, the **District Sports Council, Gurgaon, Haryana** may seek specific clarifications from any or all Bidders or ask the Bidder (s) to make Technical presentations on any aspect (s) from any or all the Bidders. However, that would not entitle the Bidder(s) to change or cause any change in the substance of the Technical Bid submitted or the Financial Bid.

The evaluation process shall comprise of the following stages.

- (i) **Stage 1: Evaluation of Technical Bids** comprising of Technical Bid Evaluation, Technical Presentation and Discussions with the key personnel proposed for the **District Sports Council, Gurgaon, Haryana** Project in the Technical Bid.

**Note:**

- (i) The bidders who clear the pre-qualification norms will be required to make an Audio-Visual presentation on the date so intimated separately to the bidders that clear pre-qualification norms.
- (ii) **Presentation:** The presentation shall cover the following points and selection would be based on exclusiveness and originality of the Bids.
  - (a) Conferences/events related experience.
  - (b) Experience of event management
  - (c) Novelty in concepts and event specific attractive proposals.
  - (d) proper presentation with complete solution to each aspect of the event

**Hard copy along with a soft copy of presentation(s) has to be provided to the District Sports Council, Gurgaon at the time of presentation.**

- (ii) **Stage 2: Evaluation of Financial Bids**

- (iii) **Stage 3: QCBS Evaluation**

The details of evaluation procedure, under each of the above mentioned 3 (Three) stages, are given below.

### 19.3 **Stage 1: Evaluation of Technical Bids**

- (i) The **District Sports Council, Gurgaon, Haryana** will evaluate Bidders on the basis of the Technical Bid submitted by them, Technical Presentation and Discussions with the key personnel proposed for the Services of **District Sports Council, Gurgaon, Haryana** in the Technical Bid. The objective of this step is to give bidders the opportunity to explain their proposal and enable the **District Sports Council, Gurgaon, Haryana** to gain more information about the Bidder, their proposed methodology and ascertain their manpower capabilities constituting the team. In this Stage, the Bidders will be Technically Qualified for further evaluation in subsequent stages, namely, Stage 2 and Stage 3 of the evaluation process. Only those Bidders will be technically qualified who meet the following conditions:
  - a) Achieve minimum qualifying technical score prescribed for each Evaluation Criteria under the Table “**Technical Evaluation Matrix**” given in **Clause 19.3 (iv)**; and
  - b) **Minimum Overall Technical Score of 70%** (70% of **Maximum Technical Score** of 100).
- (ii) Technical Bids will be opened in the presence of representatives of the Bidders who choose to be present as per the date indicated by the **District Sports Council, Gurgaon, Haryana**. A detailed analysis will be subsequently carried out by the **District Sports Council, Gurgaon,**

**Haryana.**

(iii) In this phase, the Technical Bids will be reviewed for compliance of the Tender requirements with reference to the responses to the requirements given in “**Section 4 - Technical Bid**” and “**Section 5 – Scope of Work**” of this Tender Document.

(iv) **Technical Evaluation Matrix**

S. No.	Evaluation Criteria	Parameter	Weightage		Max Score	Min. Qualifying Score
1	Bidder’s Experience and Turnover  <b>Note: Scores will be awarded on Pro-rata basis</b>	The Bidder must have expertise in managing large conferences/ events for Indian/ Foreign Government organisations in India/ Abroad.	Yes - 5 No - 0	<b>100 %</b>	<b>5</b>	
		The bidder should have, in the last three financial years i.e. 2013-14, 2014-15 and 2015 -16, managed at least 5 exclusive mega events of National or International stature. Each of such events must be of value not less than Rs. 25,00,000/- (Rupees Twenty-Five Lacs only).	<b>5 Events</b>	<b>70 %</b>	<b>10</b>	
			<b>6 to 7 Events</b>	<b>85 %</b>		
			<b>&gt; 7 Events</b>	<b>100 %</b>		
The Bidder must have minimum Annual Turnover of Rs. 1,00,00,000/- (Rupees One Crores only) in each of the last three financial years i.e. 2013-14, 2014-15 and 2015 -16.	<b>= Rs. 7.50 crores</b>	<b>70 %</b>	<b>10</b>			
	<b>&gt; Rs. 7.50 crores to Rs. 10 crores</b>	<b>85 %</b>				
	<b>&gt; Rs. 10 crores</b>	<b>100 %</b>				

		<b>Sub-Total (1)</b>		<b>25</b>		
2	Presentation	Quality of Submissions of Bid		5		
		Exclusiveness & originality of concept including work plan		20		
		Complete solution to the various aspects of the event- designing, lay out, performance, ambience & Sitting plans		20		
		Quality of Presentation		20		
		<b>Sub-Total (2)</b>		<b>65</b>		
3	Resources	Event Director's Profile and Experience	<b>General Qualification</b>	<b>20 %</b>	10	
			<b>Relevant Experience</b>	<b>40 %</b>		
			<b>Experience in Government sector</b>	<b>40 %</b>		
			<b>Sub-Total (3)</b>		<b>10</b>	
4	<b>Grand Total [Sub-Total (1) + Sub-Total (2) + Sub-Total (3)]</b>		<b>100</b>	<b>70</b>		

- (v) If required, the **District Sports Council, Gurgaon, Haryana** may seek specific clarifications from any or all Bidder(s) at this stage. The **District Sports Council, Gurgaon, Haryana** shall determine the Bidders that qualify for the next phase after reviewing the clarifications provided by the Bidder(s).

#### 19.4 Stage 2: Evaluation of Financial Bids

- (i) The Financial Bid of only the Technically Qualified Bidders of **Stage 1** shall be opened and considered for further evaluation.
- (ii) For evaluation of Financial Bid, the total cost indicated in the Financial Bid, will be considered. **District Sports Council, Gurgaon, Haryana** shall determine whether the Financial Bids are complete, unqualified and unconditional. The cost indicated in the Financial Bid shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the Bidder to be compensated and the liability to fulfil its obligations as per the Terms of Reference (ToR) within the total quoted price shall be that of the Agency. The lowest Financial Bid (**FM**) will be given a Financial Score (**SF**) of 100 points. The Financial Score (**SF**) of other Bids will be computed as follows:

$$SF = 100 \times FM/F$$

where F = total cost indicated by a Bidder, in the Financial Bid.

#### 19.5 Stage 3: QCBS Evaluation

(i) The Technical and Financial scores of the shortlisted Bidders shall be taken into consideration for the QCBS Evaluation.

(ii) **Determination of Best Evaluated Bid**

Bids will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

$$S = ST \times TW + SF \times FW$$

where S is the combined score, and TW and FW are weights assigned to Technical Bid and Financial Bid that shall be 0.70 and 0.30 respectively

(iii) The Selected Bidder shall be the first ranked Bidder (having the highest combined score). The second ranked Bidder shall be kept in reserve and may be invited for negotiations in case the first ranked Bidder withdraws, or fails to comply with the requirements specified in **Clauses 35 and 36**, as the case may be.

(iv) In case of a tie in the QCBS evaluation, award will be made to the Bidder whose offer provides the greatest value in the view of the **District Sports Council, Gurgaon, Haryana** from the standpoint of suitability to purpose, quality, service, previous experience, ability to deliver, or for any other reason in the best interest of the **District Sports Council, Gurgaon, Haryana**. The decision shall be based on the recommendation of the Committee constituted by Commissioner, **District Sports Council, Gurgaon, Haryana** in this regard and the decision of **District Sports Council, Gurgaon, Haryana** in this matter shall be final and binding on the Bidders.

19.6 The **District Sports Council, Gurgaon, Haryana** will award the Contract to the successful Bidder whose Bid has been determined to be technically qualified and has been determined as the "**Best Evaluated Bid**", provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. The **District Sports Council, Gurgaon, Haryana** will however not bind itself to accept the "**Best Evaluated Bid**" or any Bid and reserves the right to accept any Bid, wholly or in part. The Tender will be evaluated as a Lump-sum cost indicated by the Bidders in the format prescribed in **Section 4.2 - Financial Bid**,

19.7 In case the no. of Bids qualifying the technical evaluation is less than three, the same will be processed only if the competent authority in **District Sports Council, Gurgaon, Haryana** decides to do so for the reasons to be recorded in writing; otherwise fresh Bids will be invited.

## 20. District Sports Council, Gurgaon, Haryana's Right to Accept Any Bid and to Reject Any or All Bids

20.1 The **District Sports Council, Gurgaon, Haryana** reserves the right to accept any Bid, and to annul the Bid process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the **District Sports Council, Gurgaon, Haryana**'s action.



## 21. Notification of Award

- 21.1 Prior to the expiration of the period of Bid validity, the **District Sports Council, Gurgaon, Haryana** will notify the award of work to the successful Bidder in writing by registered letter or by fax, to be confirmed in writing by registered letter.
- 21.2 The notification of award will constitute the formation of the Contract.

## 22. Rejection Criteria

### 22.1 Technical Bid Rejection Criteria

The following vital technical conditions should be strictly complied with failing which the Bid will be rejected:

- (i) Only the Bidders who quote for the complete Services as indicated in **Section 5 – Scope of Work** of this Tender Document and any subsequent information given to the Bidder shall be considered. **Incomplete Bids will be rejected outright.** Evaluation will be carried out for the total Scope of Work covered in this Tender document.
- (ii) If the information provided by the Bidder is found to be incorrect/ misleading at any stage/ time during the Tender Process.

### 22.2 Financial Bid Rejection Criteria

The following vital commercial conditions should be strictly complied with failing with the Bid will be rejected.

- (i) Bid should be submitted in Two Bid systems in two separate sealed envelopes. **The Technical Bid shall contain no prices or Financial Bid details. Offers with Technical Bid containing prices shall be rejected outright.**

### 22.3 Offers of following kinds will be rejected:

- (i) Bids submitted without EMD/ Bid Security with the Technical Bid
- (ii) Bids received through Fax/Email
- (iii) Bids which do not confirm **unconditional validity of the Bid for 3 days from the date of opening of Technical Bids.**
- (iv) Bids where prices are not firm during the entire duration of the contract and /or with any qualifications.
- (v) Bids which do not conform to **District Sports Council, Gurgaon, Haryana** 's Financial Bid format.
- (vi) Bids which do not confirm to the completion period indicated in the Tender Document.

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## SECTION 3 – GENERAL TERMS AND CONDITIONS

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### 1. Time for Completion of Work

The entire Scope of Work must be completed **within 2 days** from the date of Notification of Award of Work.

### 2. Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall:

- (a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the tender process;
- (b) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) not indulge in any collusion, bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of tender process;
- (d) not misuse any information shared between the **District Sports Council, Gurgaon, Haryana** and the Bidders with an intent to gain unfair advantage in the tender process;
- (e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the tender process;
- (f) not obstruct any investigation or audit of a tender process;
- (g) disclose conflict of interest, if any; and
- (h) disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

### 3. Conflict of Interest

- (a) The Bidder participating in a bidding process must not have a Conflict of Interest. A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.
- (b) A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:
  - (i) have controlling partners/ shareholders in common; or
  - (ii) receive or have received any direct or indirect subsidy from any of them; or

- (iii) have the same legal representative for purposes of the Bid; or
- (iv) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the **District Sports Council, Gurgaon, Haryana** regarding the tender process; or
- (v) the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
- (vi) the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
- (vii) the Bidder or any of its affiliates has been hired (or is proposed to be hired) by the **District Sports Council, Gurgaon, Haryana** as Incharge/ Consultant for this Work/ Contract.

#### 4. Terms of Payment

The agreed fee/ lump sum amount (Contract Price) shall be released as mentioned below, subject to acceptance of reports/proposals by the Client:

- **Mobilization Fee:** 30% (thirty percent) of the amount quoted at the time of signing of Agreement (bump-in). However, the Event Management Agency shall be required to submit a Bank Guarantee (or) a corporate guarantee for an amount equivalent to 30% of the lump sum amount quoted by the Event Management Agency
- **Milestone 1:** 30% (twenty percent) of the amount quoted by the Event Management Agency on commencement of work on site. Agency will have to submit documented proof of this work being carried out on site for the payment to be processed
- **Milestone 2:** 30% (twenty percent) of the amount quoted by the Event Management Agency on commencement of rehearsals off site
- The **balance** 10% payment will be paid on completion of the project and successful handover. This will be paid within 15 days of the completion of the event and receipt of the invoice for the agency.

**District Sports Council, Gurgaon, Haryana reserves the right to deduct portion of the agreed fee to the successful Bidder, in case of any deficiency in the services rendered.**

#### 5. Liquidated Damages for Delay in Services

Time is the essence of this work and the selected Bidder has to ensure that the entire scope of work is completed well within the stipulated time schedule failing **which penalty at the rate 30% of the total cost of work per day shall be levied on the the selected Bidder.**

## 6. Force Majeure

- (a) In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.
- (b) The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely, the **District Sports Council, Gurgaon, Haryana** and the selected Agency.
- (c) Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 24 hours of the ending of the cause respectively.

## 7. Applicable Law and Jurisdiction

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Gurgaon courts

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## SECTION 4- CONTENTS OF THE BID

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### Section 4.1 - Technical Bid

#### I. Structure & Organisation of the Bidder

1	Name & Address of the applicant	
2	Telephone No./Telex No./Fax No.	
3	The selected agency must have average annual turnover of min. Rs. _____ in the last three financial years (Attach Balance sheets and Profit & Loss A/c page only duly certified by a Chartered Accountant).	
4	VAT Registration. (Photo copy attached)	
5	Pan Card, Photo copy & copy of submitted return.	
6	Service Tax No. & Copy of Submitted Return.	
7	Details of E.M.D.	
8	Legal status of the applicant in India (Attach copies of original document defining the legal status)	
	a) An individual	
	b) A proprietary firm	
	c) A firm in partnership	
	d) A limited company or Corporation	
	Authorised Representative	
9	Has the applicant or any constituent partner in case of partnership firm /JV, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.	
10	Has the applicant, or any constituent partner in case of partnership firm /JV, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.	
11	Has the applicant, or any constituent partner in case of partnership firm /JV, ever been convicted by a court of law	

	? If so, give details.	
12	Any other information considered necessary but not included above.	

**II. Experience in Managing Mega Events During the Last Three Financial Years**

Sl. No.	Name of Work and location	Financial Year of Event/ Project	Cost of Event/ Project	Has the Event/ Project been successfully implemented
(1)	(2)	(3)	(4)	(5)

**Note:** The bidder must enclose copies of concerned work orders/ copies of successful completion certificates of such mega events including Audio-Visual evidence in support thereof. The bidder must submit documentary evidence in support of experience detailed above, to the satisfaction of the **District Sports Council, Gurgaon, Haryana.**

**Details of Technical Personnel for Proposed Work**

S. No.	Designation	Name	Qualification	Professional experience and details of work carried out	How they would be involved in this work	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

<b>Witness :</b>		<b>Bidder:</b>	
Signature		Signature	
Name		Name	
Address		Designation	
Date		Date	

Company/ Firm Seal

Section 4.1 (contd)

IV. Annual Financial Turnover of Last Three Financial Years

S. No.	Financial Year	Financial Turnover
(1)	(2)	(3)
1	2013 - 14	
2	2014 - 15	
3	2015 - 16	

V. Concept and Design

{Please give a write-up on the Concept and Design}

<b>Witness :</b>		<b>Bidder:</b>	
Signature		Signature	
Name		Name	
Address		Designation	
Company		Company	
Date		Date	

Company/ Firm Seal

## Section 4.2 - Financial Bid

(To be submitted on the Letter Head of the Bidder)

To,

**HARYANA**

**Subject : Tender No.: \_\_\_\_\_ dated \_\_ July, 2016  
regarding "Conceptualise, Plan and Execute the Launch of the  
logo for HARYANA SWARNA JAYANTI CELEBRATIONS"**

**Dear Sir/ Madam,**

1. With reference to the above mentioned Tender, having examined all relevant documents and understood their contents, we hereby submit our Financial Bid regarding "Conceptualise, Plan and Execute the Launch of the logo for HARYANA SWARNA JAYANTI CELEBRATIONS"
2. We, the undersigned, declare that we have examined the Scope of Work stipulated in the Tender Document and do hereby confirm that all the terms and conditions contained in the Bidding Document are acceptable to us.
3. We offer to execute in conformity with this Bidding Documents and offer a total price of our bid for the subject project to Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) (inclusive of all applicable taxes and duties).
4. Our Bid shall be valid for a period of 3 days from the date of opening of Technical and Financial Bids.
5. We do hereby undertake that, in the event of acceptance of our Bid, the services shall be provided to **District Sports Council, Gurgaon, Haryana** in accordance with the Scope of Work and the Terms & Conditions prescribed in the Tender Document and that we shall perform all the incidental services.
6. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.



Dated this day of , 2016	<b>Signature of Bidder:</b>
	<b>Name :</b>
	<b>Full Address :</b>
	<b>Telephone No. :</b>
	<b>Mail Id. :</b>

**Company/ Firm/ Organization Seal**

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## SECTION 5 – SCOPE OF WORK

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### 1. Introduction

Govt. of Haryana has decided to celebrate Swarna Jayanti of State of Haryana from 1<sup>st</sup> November 2016 to 31<sup>st</sup> October 2017. Swarna Jayanti Celebrations would be organized continuously for one year i.e. from 1<sup>st</sup> November 2016 to 31<sup>st</sup> October 2017 by holding various cultural activities, sports, tournaments speech competitions etc.

### 2. Scope of Work

The selected bidder (Event Management Agency) shall be responsible to Conceptualise, Plan and Execute the Launch of the logo for HARYANA SWARNA JAYANTI CELEBRATIONS for **District Sports Council, Gurgaon, Haryana**, including but not limited to the following:

- a. The event should have Suitable lighting, sound, performers / artists, seating arrangement, security and all other necessary arrangements required for events of this scale.
- b. Venue's booking and arrangements at the venue site will form part of event responsibilities.
- c. Monitoring the minute to minute operations for the event.
- d. Logistics and production planning for the event.
- e. Ensuring adherence to all the policies for Risk Management, Manpower Management, etc.
- f. Liaison with concerned authorities for effective venue management planning, coordination and execution.
- g. All activities / link licenses /all statutory permissions etc. required in relation to the event are to be obtained, created, planned and managed as part of the event responsibilities, included but not limited to VIP welcome, interact with the cultural departments, coordinating time for arrival, departure and marshalling the artists and officials for the entire event.
- h. The successful bidder shall ensure through high-quality communication and reporting, that Event organizing Committee, is fully aware of any issues as they arise and any changes in scope, variation, or delays.
- i. Necessary arrangements and support to media to be provided by the agency.
- j. Designing & printing of standees, signages at the venue.
- k. Proper arrangement of lunch for guests – 350-400 pax.
- l. The agency will have to provide an established Anchor for the ceremony.
- m. Brief Scope of Work includes main gate decoration, stage (40'x16'x2.5'), stage skirting (40'x2.5'), LED (48'x14'), system for compositing, content for LED, intelligent lights with trussing, sound, podium, branding on podium (2'x4'),

sofa chair, coffee tables, 3D hologram projector, 3D content for projector, bouquets, registration desk, registration desk branding (10'x2.5'), backdrop registration (8'x8') promoters, hostesses, accreditation cards, security guards, signages (3'x6'), branding panels (3'x8'), branding panel (8'x8'), photo shoot, video shoot, media platform (20'x8'), operating console, console masking (16'x2.5'), backdrop for press interaction (10'x10'), sofa chair for press interaction, black masking, genset, teleprompter, emcee, transportation and labour, management fee etc.

- n. The selected Bidder would be required to coordinate and co-operate with the **District Sports Council, Gurgaon, Haryana.**

## **Section 6 - Format for Power of Attorney for Signing of the Bid**

Know all men by these presents, We, \_\_\_\_\_(name of the Company/ Firm/ Organization and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./ Ms \_\_\_\_\_, son/ daughter/ wife of \_\_\_\_\_and presently residing at \_\_\_\_\_, who is presently employed with us and holding the position of \_\_\_\_\_, as our true and lawful attorney (hereinafter referred to as the “**Attorney**”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid against the **Tender No.:** \_\_\_\_\_ **dated** \_\_ **July, 2016** regarding “**CONCEPTUALISE, PLAN AND EXECUTE THE LAUNCH OF THE LOGO FOR HARYANA SWARNA JAYANTI CELEBRATIONS** ” including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders' and other conferences and providing information/ responses to the **District Sports Council, Gurgaon, Haryana**, representing us in all matters before the **District Sports Council, Gurgaon, Haryana**, signing and execution of all contracts and undertakings consequent to acceptance of our bid, and generally dealing with the **District Sports Council, Gurgaon, Haryana** in all matters in connection with or relating to or arising out of our bid for the said Services and/or upon award thereof to us.

**AND** we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

**IN WITNESS WHEREOF** We, \_\_\_\_\_, the above named Principal have executed this Power of Attorney on this \_\_\_ day of \_\_\_\_\_, 2016

For \_\_\_\_\_

(Signature)

(Name, Title and Address)