



India Tourism Development Corporation Limited
(A Government of India Undertaking)

Notice Inviting E- Tender

Tender No. ITDC/AE/MoT/Event/Red Fort-2020 Dated 22.12.2019

Notice Inviting E-Tender

For

**Appointment of an Event Management Agency
on turnkey basis**

For

**Designing, Execution and Management/ Supervision of arrangements, activities and
ancillary services for an Event being organized in conjunction
With Republic Day Celebrations 2020**

At

**At areas in front of Red Fort, Delhi
(Gyan Path and two (2) adjoining lawns)
(Event Dates 26th to 31st January, 2020)**

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INDIA TOURISM DEVELOPMENT CORPORATION LTD

Ashok Events

SUMMARY OF E-TENDER DETAILS

Appointment of an Event Management Agency having set up in Delhi/NCR on turnkey basis for Designing, Execution, Supervision/ Management of arrangements, activities and ancillary services for an Event being organized in conjunction with Republic Day Celebrations 2020 at areas in front of Red Fort, Delhi (Gyan Path and adjoining two lawns etc.)

(Event Dates 26th to 31st January, 2020)

Earnest Money Deposit	Rs.5,00,000/- (Rupees Five lakh only)
Performance Security Deposit Amount	15% of Contract Value
Start date & time of submission	25/12/2019 10.00 Hrs onwards
Last Date and Time of submission	31/12/2019 at 18.00 hrs.
Place of submission of Tender	E-Tender (Online)
Date and Time of Opening of Tender	02/01/2020 at 11:00 hrs
Place of Opening of Tender	Electronically
Pre- Bid /Clarification Meeting	24/12/2019 at 11.30AM to 12.30 PM at Ashok Events Division 3rd Floor, Annexe Wing, The Ashok Hotel 50-B, Chanakyapuri, New Delhi-110 021.
Contact Person	Deputy General Manager, ITDC– Ashok Events India Tourism Development Corporation Ltd. Ashok Events Division 3rd Floor, Annexe Wing, The Ashok Hotel 50-B, Chanakyapuri, New Delhi-110 021 Tel No. 011–26872616, Fax No. 011- 26873167

In case of insufficient response to the e-tender, the extension will be given as per ITDC guidelines. The Corrigendum / extension regarding the tender, if any, shall be uploaded on <https://etenders.gov.in/eprocure/app> or through link <E-Tenders> on the home page of our website www.itdc.co.in

E-TENDER NOTICE
INDIA TOURISM DEVELOPMENT CORPORATION LIMITED
ASHOK EVENTS DIVISION

TENDER NO. ITDC/AE/MoT/Event/Red Fort -2020 dated 22.12.2019

Appointment of an Event Management Agency having set up in Delhi/ NCR for execution on turnkey basis for Designing, Execution and Supervision/management of arrangements/ activities and ancillary services for an event being organized in conjunction with Republic Day Celebrations 2020 at areas in front of Red Fort, Delhi (Gyan Path and adjoining two lawns etc.) from 26th to 31st January, 2020.

ITDC Ltd. on behalf of Ministry of Tourism, Government of India, invites E-tender from well established, experienced, reputed, professional Indian Agencies/Agencies of Indian origin having set up in Delhi/NCR for execution on turnkey basis with experience of minimum 05 years as on 31st March, 2019 in Designing, Execution and Supervision/Management of arrangements / activities and ancillary services, on turnkey basis at areas in front of Red Fort, Delhi including Gyan Path and adjoining two lawns etc. from 26th to 31st January, 2020 in conjunction with the Republic Day Celebrations 2020.

(The Event timings are likely to be 9 hours per day in the evenings for the event days)

Only Agencies/ Parties having **Average Annual Turnover of Rs 5.00 Crore** in the **relevant Event Management** Field during the **3 financial years i.e.2016-17, 2017-18 & 2018-19** need only apply.

The tendered items should strictly comply with requirements /specifications given in the tender document. Incomplete/conditional offers shall be rejected out rightly.

For other Terms &Conditions please refer to the NIT/ Tender document.

The required documents complete in all respects are to be uploaded on e-portal only i.e. <https://etenders.gov.in/eprocure/app>

Interested/prospective bidders are requested to submit their responses to the “Tender/Bid” through online portal only i.e. <https://etenders.gov.in/eprocure/app> till 31.12.2020 upto 18.00 hrs.

For any clarifications contact: Dy. General Manager, ITDC – Ashok Events, India

Tourism Development Corporation Ltd, Ashok Events Division, 3rd Floor, Annex Wing,
The Ashok, 50-B, Chanakyapuri, New Delhi-110 021, Tel No. 011-26872616.

Instructions/Guidelines for NIC E-Tendering Portal

URL - <https://etenders.gov.in/eprocure/app>

For Registration of Bidders - Click "Online Bidder Enrolment" link + Bidders registration manual

For Bidders – Class 3 DSCs are required **System Requirement** – Windows 7 or onward plus internet connection + Java 8 Version 151 (Available at Sl.No. 5, "Download" Tab of NIC E-Tendering Portal)

For EMD payment – EMD submission process is RTGS/NEFT/DD. For RTGS/NEFT, IFSC code and Account Number of the Bank is required where Tender Inviting Authority wants to deposit the EMD. Gap of 24 hours is advised between tender closing date & time and tender opening date & time. Every bidder can participate from their own location.

Tab "Help For Contractors"

Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this e Procurement Portal

1. Bidder should do Online Enrolment in this Portal using the option Click Here to Enrol available in the Home Page. Then the Digital Signature enrolment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/GNFC/IDRBT/Mtnl trustline/SafeScript/TCS.

2. Bidder then logs into the portal giving user id / password chosen during enrolment.

3. The e-token that is registered should be used by the bidder and should not be misused by others.

4. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.

5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.

6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.

7. The BOQ template must not be modified /replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.

8. If there are any clarifications, this may be obtained online through the e Procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.

9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.

10. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
11. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids
12. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
13. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
14. It is important to note that, the bidder has to click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
15. In case of Offline payments, the details of the Earnest Money Deposit (EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected
16. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
18. At the time of freezing the bid, the e Procurement system will give a successful bid updating message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
20. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
21. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
22. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.

23. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.

24. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.

25. The bidders are requested to submit the bids through online e Procurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

Frequently Asked Questions on Digital Signature Certificate

1. What is a Digital Signature Certificate?

Digital Signature Certificates (DSC) are the digital equivalent (that is electronic format) of physical or paper certificates. Examples of physical certificates are drivers' licenses, passports or membership cards. Certificates serve as a proof of identity of an individual for a certain purpose; for example, a driver's license identifies someone who can legally drive in a particular country. Likewise, a digital certificate can be presented electronically to prove your identity, to access information or services on the Internet or to sign certain documents digitally.

2. Why is Digital Signature Certificate (DSC) required?

Like physical documents are signed manually, electronic documents, for example e-forms are required to be signed digitally using a Digital Signature Certificate. Transactions that are done using Internet if signed using a Digital Signature certificate becomes legally valid.

3. Who issues the Digital Signature Certificate?

A licensed Certifying Authority (CA) issues the digital signature. Certifying Authority (CA) means a person who has been granted a license to issue a digital signature certificate under Section 24 of the Indian IT-Act 2000.

4. What are the different types of Digital Signature Certificates valid for e Tendering programme?

The different types of Digital Signature Certificates are: Class 2: Here, the identity of a person is verified against a trusted, pre-verified database. Class 3: This is the highest level where the person needs to present himself or herself in front of a Registration Authority (RA) and prove his/ her identity. 5. What type of Digital Signature Certificate (DSC) is to be obtained for e Filing on the e-tendering Portal? DSC of Class 2 and Class 3 category issued by a licensed Certifying Authority(CA) needs to be obtained for e filing on the e Tendering Portal.

5. What is the cost of obtaining a Digital Signature Certificate?

The cost of obtaining a digital signature certificate may vary as there are many entities issuing DSCs and their charges may differ. The approximate cost could vary between ₹ 2000 to ₹ 3000 depending on the number of years for which it is issued.

6. How to obtain DSC for dept users?

The Department Officers shall get the DSCs or e-Tokens from any of the authorized vendors of CA, India. For convenience, the vendor addresses are given here: To View click here The Vendor list is not exhaustive. The Department users may ensure that they get two pairs of Keys (One for Signing and One for Encryption).

7. How to obtain DSC for contractors/bidders

Bidders can obtain the e Tokens from the following address To View click here

8. How much time do CAs take to issue a DSC?

The time taken by Certifying Authorities to issue a DSC may vary from three to seven days.

9. What is the validity period of a Digital Signature Certificate?

The Certifying Authorities are authorized to issue a Digital Signature Certificate with a validity of one or two years. The maximum period for which the DSC is issued is only two years. On the expiry of the term, the Digital Signature Certificate can be revalidated by paying the fees again.

10. What is the legal status of a Digital Signature?

Digital Signatures are legally admissible in a Court of Law, as provided under the provisions of IT.

11. Is a company required to obtain a Digital Signature Certificate in its own name for e

Tendering

Digital Signature Certificate (DSC) is not required by Companies but by individuals. For example the Director or the Authorized signatory signing on behalf of the Company requires a DSC.

12. Can I do e-filing of documents if I do not possess a DSC?

No. It is mandatory to have a valid digital signature certificate for e-filing the forms on e Tendering portal. For further guidance please refer "Bidders Manual Kit" on the NIC E-Tendering Website <https://etenders.gov.in/eprocure/app>.

24 Hour Support details

For any technical related queries please call at 24 x 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005,0120-6277787.

International Bidders are requested to prefix 91 as country code

Note- Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details. For any issues/clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority.

Tel : 01126872616

E-Mail : support-eproc[at]nic[dot]in

For any Policy related matter / Clarifications

Please contact Dept of Expenditure, Ministry of Finance.

E-Mail: cPPP-doe[at]nic[dot]in

E-TENDER DOCUMENT
(Ashok Events Division)

Appointment of an Event Management Agency having set up in Delhi/NCR for execution on turnkey basis for Designing, Execution and Supervision/management of arrangements/activities and ancillary services for an event being organized in conjunction with Republic Day Celebrations -2020 at areas in front of Red Fort, Delhi including Gyan Path and adjoining two lawns etc. from 26th to 31st January, 2020.

1. E-tender (online bids) are invited by I.T.D.C. Ltd (A Government of India Undertaking) on behalf of Ministry of Tourism, Govt. of India, for Appointment of an Event Management Agency is having set up in Delhi/NCR on turnkey basis for Designing, Execution, Supervision/ Management of arrangements, activities and ancillary services for an Event being organized in conjunction with Republic Day Celebrations -2020 at areas in front of Red Fort, Delhi including Gyan Path and adjoining two lawns etc. from 26th to 31st January, 2020 as per terms and conditions indicated in the tender document.
2. The event related preparations & requirements are to be positively completed in all respects as per requirements of ITDC Ltd. and Ministry of Tourism in consultation with other Govt. departments/agencies etc., latest by 24th January, 2020. **However, the State Theme Pavilions area should be ready latest by 23rd January, 2020.**
3. The tender document is available on online portal <https://etenders.gov.in/eprocure/app>, or through link <E-Tenders> on the home page of our website www.itdc.co.in from 22.12.2019. The online bids will be received till 31.12.2019 up to 18:00 Hrs. The online technical bids will be opened on 02.01.2020 at 11:00 Hrs. electronically.
4. The bidders who are desirous of participating in e-tender shall upload their technical and financial bids in the prescribed formats. The bidder shall upload all bid documents with Digital Signature Certificate (DSC) of Class-3 (Signing & Encryption both) owning the responsibility for their correctness/ authenticity.
5. The bids are required to be uploaded strictly as per the guidelines indicated as given in online portal i.e.- <https://etenders.gov.in/eprocure/app>.
6. **Instructions for Online Bid Submission**
The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given

below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

7. More information useful for submitting online bids on the CPP Portal may be obtained at <https://etenders.gov.in/eprocure/app>

8. REGISTRATION

- a) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- b) As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify /nCode / eMudhra etc.), with their profile.
- e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- f) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

9. SEARCHING FOR TENDER DOCUMENTS

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID,
- b) Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- c) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- d) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

10. PREPARATION OF BIDS

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR /DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- d) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.
- e) **Note:** My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

11. SUBMISSION OF BIDS

- a) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidder has to select the payment option as “offline” to pay the EMD as applicable and enter details of the instrument.
- d) The EMD amount of Rs 5,00,000/- (Rupees Five lakh only) refundable without interest to unsuccessful parties on finalization of contract, is to be deposited electronically by NEFT/RTGS payment in the Account of ITDC-Ashok Events as per the details given below:

Bank: Central Bank: of India, The Ashok Hotel, Chanakyapuri Branch, New Delhi 110021

IFSC Code: CBIN0280298

Bank Account No.: 3723595824

- e) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- f) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- g) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- h) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- i) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- j) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

12. ASSISTANCE TO BIDDERS

- a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

- b) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.
- c) The bidders are required to have class -3 digital certificate with both signing and encryption from the authorized digital signature Issuance Company. Please refer online portal i.e - <https://etenders.gov.in/eprocure/app> for more details.
13. The EMD of Rs.5,00,000 /- (Rupees Five lakh only) (refundable after award of tender without interest) is to be paid in favour of 'ITDC Ashok Events" payable at New Delhi and to be deposited through RTGS/NEFT in the account no.3723595824, IFSC Code-CBIN0280298, Central Bank of India, The Ashok Hotel, Chanakyapuri, New Delhi - 21. The cost of money transfer (including commission and taxes etc.) has to be borne by the bidder. It is therefore, advised that the bidder should consider the time required to process the payment electronically (i.e. NEFT/RTGS) to ITDC Ashok Events, into consideration before submitting / uploading the bid. The ITDC will not be liable (in any case) for any delay / non-payment in this regard.
14. Bidders should mention the UTR No. of EMD in their technical bid failing which their tender would be rejected.
15. The financial / price bid is to be uploaded on online portal and only on website <https://etenders.gov.in/eprocure/app> as per website/NIT guidelines.
16. Agencies/ Parties registered as Micro and Small Enterprises under MSME Act are exempted from payment of EMD deposit on submission of requisite documents issued by concerned authorities, during submission of bid. Such exemptions will be allowed strictly as per the M.S.M.E. guidelines in force.
17. The prospective bidders should read and understand carefully the clauses mentioned as here under before submitting their bid. The required clarifications, if any, may be sought prior to the uploading of bid. It is desirable in bidders own interest to attend the Pre-Bid Meeting so as to understand and clarify any issues related to tender. No request for clarification will be entertained, post the pre-bid meeting.
18. The financial/price bid is to be submitted online only on website <https://etenders.gov.in/eprocure/app> as per website/NIT guidelines
19. Proof of having successfully managed at least one (1) outdoor event for a Central/State Government client i.e., Ministry/ Department/ PSU (Public Sector

Undertaking), Govt. Autonomous Body/Authority and CII, FICCI and ASSOCHAM where the end user/ ultimate client is the government, during the financial years 2016-17 to 2018-19 for a billed amount not less than Rs.75.00 Lakh excluding all taxes & levies etc. (Rupee seventy-five lakh only). Self-attested Copies of (i) work orders issued by the client, (ii) copy of the bill raised and (iii) document indicating satisfactory completion of the event issued by the client or proof of receipt of full payment for the event duly certified by the Chartered Accountant is to be submitted. Refer Annexure-I (A)

20. Copies of valid PAN No. PF, ESI, Goods & Service Tax Registration (GST) should be uploaded as a proof as per the document requirement of e-tender bid submission.
21. Agencies/Parties registered under MSME Act are exempted from payment of EMD deposit on submission of requisite documents during submission of bid. However, such exemptions will be given strictly as per the MSME Act/guidelines.
22. Bank Solvency Certificate from a scheduled bank is required for a value not less than Rs.1.25 Crore. The certificate should not be issued prior to 12 months from the last day of receipt of the online bids.
23. The prospective bidder is required to upload copy of duly audited Balance Sheet and statement of profit and loss and audit Report from a firm of Chartered Accountants for the Years i.e.: -

Agencies following Financial year
Accounting year

Agencies following Calendar year as
as Accounting year

- (a) For the F.Y 2016-17
- (b) For the F.Y 2017-18
- (c) For the F.Y 2018-19

- (a) Calendar year 2016
- (b) Calendar year 2017
- (c) Calendar year 2018

24. Proof of minimum average annual financial turnover amounting to Rs 5.00 crore in the relevant Event Management Field certified from Chartered Accountants during 3 financial years ending 31st March of following financial years- 2016-17, 2017-18 & 2018-19 to be uploaded. The agencies following the calendar year as accounting year must upload the Proof of minimum average annual financial turnover amounting to Rs.5.00 crore in the relevant Event Management Field, from the firm of Chartered accountants during 3 calendar years ending 31stDecember of following financial years- 2016, 2017 & 2018 only .

25. Structure of firm, Sister concerns, branch offices, Name of Director(s)/ Partner(s)/ Proprietor with technical staff & others related details (Refer Annexure-II) to be submitted.
26. Original documents, if required, may be asked from the bidders for verification of documents uploaded along with the bid.
27. Bidders are advised to inspect and examine the site(s) and its surroundings and satisfy themselves before submitting their bids so as to understand the nature of the ground and sub soil, the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all information as to the risk, contingencies and other circumstances which may influence or effect their bid. A Bidder shall be deemed to have full knowledge of the site, whether he inspects it or not and no extra charges shall be allowed.
28. Submission of a e-tender by a bidder implies that he has read and understood this notice and all other contract documents/ NIT and has made himself aware of the scope and specifications of the work to be awarded to him by this Corporation (ITDC) and local conditions and other factors bearing on the execution of the work.
29. All rates shall be quoted in online e-tender form and shall include –
 - (a) All rates shall be quoted on the tender form and shall include all material, labour, transportation, applicable fees, all taxes (except Goods & Services Tax (GST), duties, testing, commissioning, supervision, tools and plants, wastage, sundries, scaffoldings, permissions, NOCs etc as required in mobilization up to de-mobilization etc., and nothing shall be payable on this account. However, the same shall not include the GST & GST Cess (if applicable) hereinafter termed as GST.
 - (b) Supplier shall submit to ITDC the GST compliant tax invoice/debit note/revised tax invoice. GST charged in the tax invoice/debit note/revised tax invoice by the supplier shall be released separately to the supplier only after supplier files the outward supply details in GSTR-1 on GSTN portal and Reconciliation of Inward supply is done by ITDC with corresponding details of outward supply of supplier and supplier accept the changes made by ITDC and has paid the GST at the time of filling the monthly return.
 - (c) The contractor shall be solely responsible for complying with all the provisions of EPF, Miscellaneous Provisions Act 1952 and ESI Act relating to manpower engaged for this contract and in the event of any liability on ITDC by virtue of its being the principle employer due to failure of the contractor to

comply with the said acts, the contractor shall indemnify and reimburse the amount payable by ITDC on this account.

- (d) As per law of land, Statutory deductions like income tax / TDS under GST (as & when applicable) etc. shall be made from the contractor's bill as applicable.
 - (e) The bidder must quote the rates in the bid for all the items listed in the scope of work/ financial bid format. In the absence of rates for all the items, the bid will be rejected out rightly.
30. On acceptance of tender, the Earnest Money deposited will be treated as part of the Security Deposit as Performance Guarantee on the written request of the successful bidder. The balance security amount shall be deposited by the party immediately within three working day from the date of acceptance of Letter of Intent/Award of Work (LoI) by submitting Bank Guarantee from any Scheduled Bank or by way of depositing of such amount by way of Demand Draft/ pay order in favour of ITDC Ltd-Ashok Events or through RTGS/ NEFT.
 31. The India Tourism Development Corporation Ltd. will return the Earnest money without interest to unsuccessful bidders after finalisation of Contract.
 32. For the services required in the tender, the prices shall be quoted in Indian Rupees (INR) and payment for such services as specified in the agreement shall be made in Indian Rupees only.
 33. The General Terms & Conditions of the Contract or any special condition of the contracts attached with tender will form integral part of the contract. The bidders are required to sign complete tender document and also digitally sign as token of acceptance and upload the same on e-portal.
 34. A bidder shall submit the bid which satisfies each and every condition laid down in this notice, failing which the bid is liable to be rejected.
 35. The India Tourism Development Corporation Ltd. does not bind itself to accept the lowest or any bid or to give any reasons for their decisions which shall be final and binding on the bidders.
 36. The India Tourism Development Corporation Ltd. reserves the right of accepting the whole or any part of the tender including cancellation of tender without assigning any reasons and bidder shall be bound to perform the same at his quoted rates.

37. The validity of the tender(s) shall be up to **90 (Ninety)** days from the date of opening of tender.
38. In case, it is found during the evaluation or at any time before signing of the contract or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the bidder or the applicant has made material misrepresentation or has given any materially incorrect or false information, appropriate legal/penal etc., action shall be taken by ITDC Ltd. including but not limited to forfeiture of EMD, Security Deposit , black listing etc., as deemed fit by ITDC/MoT.
39. Conditional bids and bids not uploaded with appropriate/ desired documents may be rejected outrightly and decision of I.T.D.C Ltd. in this regard shall be final and binding.
40. The agency shall be solely responsible for complying with the provisions of Provident Fund and ESI Acts etc., (in force and as amended from time to time) relating to manpower engaged to this contract. In the event of any liability on ITDC Ltd. due to failure of contract to comply the said Acts, the agency shall indemnify and reimburse the amount payable to ITDC Ltd. on this Account. However, it must be clearly understood that the agency/bidder will comply to all statutory obligation in force and amended from time to time and ITDC Ltd. will not be held responsible in any manner whatsoever for any non-compliance of statutory obligations.
41. Check list of Tender Submission to be uploaded with tender duly filled up, signed and stamped by the tenderer. (Annexure – VIII).
42. Integrity Pact-

The prospective bidders are required to upload the duly filled, stamped and signed Integrity pact as per the format given in Annexure-III along with their Technical Bid on Non- Judicial Stamp Paper of Rs 100/- or the amount as may be applicable in the respective state whichever is higher. The cost of stamp paper is to be borne by the bidder.

In case the bidder wants an original copy of Integrity pact for reference/record, they will have to submit two sets of integrity pact on Non- Judicial Stamp Paper of Rs 100/- or the amount as may be applicable in the respective state from where the bidder's registered office /headquarter operates –whichever is higher. The cost of stamp paper is to be borne by the bidder.

The details of Independent External Monitors (IEMs) appointed by ITDC is given below-

Dr Bhushan Chander Gupta IAS (Retd)
3297, Sector 19-D, Chandigarh-160019
Mobile No- 9971199729
Email- bcgupta2000@yahoo.com.

Shri Jagmohan Garg (Ex-Vigilance Commissioner CVC)
Flat No-604, ASPIRE-2, Emerald Court, Supertech
Sector-93 A, Noida Expressway, Noida-201301 (UP)
Mobile No- 8800889956
Email-jagmohan.garg@gmail.com

43. This Notice of Tender (NIT) shall form part of the Contract Document.
44. Any amendment in tender conditions, corrigendum would be notified on Website only namely- <https://etenders.gov.in/eprocure/app> and www.itdc.co.in. The prospective bidders are advised to visit website regularly.
45. Bids from Consortiums are not allowed.
46. The technical bids should be uploaded as per the requirements of NIT and should not contain price information otherwise the bid will be rejected.
47. ITDC Ltd. reserves the right to verify the claims made by the bidders and to carry out the capability assessment of the bidders and the ITDCs decision shall be final in this regard.
48. The Pre-bid meeting shall be convened on 24.12.2019 between 11.30 AM to 12.30 PM at Ashok Events Division, 3rd Floor, Annexe Wing, The Ashok Hotel, 50-B, Chanakyapuri, New Delhi-110021. It is desirable for the Bidders to attend the Pre-Bid Meeting so as to understand and clarify issues if any, related to Event/Tender.
49. The bidder should provide information on any history of litigation or arbitration resulting from contracts in last five years and currently under execution.
 - Year Award for/ or against bidder-----
 - Name of Client Litigation & Dispute-----
 - Matter Disputed-----
 - Amount in Rs-----
50. The bidder shall comply with the provisions/requirements of the Goods and Services Tax Act in force and as amended from time to time. The successful

bidder shall indemnify the ITDC from any direct or indirect losses suffered by ITDC due to non-compliance.

51. The Vendor shall ensure to pass the benefits accrued due to the GST to the ITDC which ultimately is to be passed to the final consumer. In contingency of any legal proceedings / action taken by the tax authorities for non-compliance of anti - profiteering clause by the Vendor. The Vendor indemnifies the ITDC from any losses monetary or otherwise suffered on account of non -compliance of anti - profiteering clause by the Vendor.
52. The Vendor shall indemnify the ITDC from any direct or indirect losses suffered by the ITDC due to non - compliance on part of vendor under GST Act, which adversely affects the GSTN rating of ITDC.
53. In case of any non-compliance by the vendor which results into loss of input tax credit under GST Law to ITDC, the vendor shall pay ITDC an amount equal to lost input tax credit along with interest/penalties or any other monetary loss suffered because of such non-compliance under GST Act.
54. Vendor indemnifies the ITDC against any loss monetary or otherwise arising due to legal proceedings initiated by the tax authorities as a result of non-compliance/default in paying tax by ITDC. Vendor shall indemnify ITDC in respect of the recourse action in case of "BLACK LISTING" under the "Compliance Rating Score" mechanism due to non- compliance/ default by Vendor.
55. In case of any new tax/levy/duty etc. becomes applicable after the date of Bidder's offer but before opening of the price bid, the Bidder/Contractor must convey its impact on his price duly substantiated by documentary evidence in support of the same before opening of Price bid. Claim for any such impact after opening the Price Bid will not be considered by ITDC for reimbursement of tax or reassessment of offer.

EVALUATION CRITERIA FOR BIDDERS

The bidder shall be evaluated under QCBS (Quality Cost Basis System) and marks allocated for stage-wise evaluation is detailed below-

S.No.	STAGES	Maximum. Marks
Stage 1	Pre-Qualification stage	0
Stage 2	(a) Technical Evaluation of Proposal	50
	(b) Evaluation of Power Point Presentation– as per Stage 2(b) refer page no. 14	20

Stage 3	Financial bid	30
	TOTAL SCORE	100

Stage –1:-
Pre-qualification Criteria for bidders:-

The bidder should be fulfilling the following preconditions and must also upload/submit documentary evidence in support of fulfilment of these conditions while submitting the bid.

Sr. No	Pre -Qualification Documents	Documentary Evidence
1	Tender Documents digitally signed & Stamped	Tender document digitally signed and stamped to be uploaded.
2	Earnest Money Deposit amount (EMD) Rs 5,00,000/- deposit details	Deposit Details <ul style="list-style-type: none"> • Transaction ID No..... • Date: • Issued from Bank:-..... • UTR No -----dated-----
3	The bidder has to upload self-certified letter indicating that they have not been blacklisted by any Government Department, Organisation, Corporation, Authorities/ Bodies etc.	Please upload self-certified letter – As per format given in Annexure-IV
4	Copy of PAN No.	Please upload copy of PAN Card
5	Proof of Registration with Goods and Services Tax (GST) Law	Please upload copy of Registration under Goods and Services Tax (GST) Law
6	Proof of Registration with ESIC	Please upload copy of ESIC Registration
7	Proof of Registration with Employee Provident Fund	Please upload copy of Provident Fund Registration

8	Organizational Structure of Firm, Sister concerns, List of branch office details including office details at Delhi / NCR, Name of Directors/ Proprietor/ Partners with technical staff & others related details needs to be provided.	Please upload information as per Annexure –II
9	Bank Solvency Certificate from a scheduled bank of value not less than Rs.1.25 crore. The certificate should not be issued prior to 12 months from the last day of receipt of the online bids.	Bank Solvency Certificate to be uploaded as per requirement indicated.
10	Audited Balance Sheets, Statement of Profit and Loss and audit report from a firm of Chartered Accountants for the 3 financial Years: - For the year 2016-17 For the year 2017-18 For the year 2018-19	Please upload copies of audited balance sheets, statement of Profit and Loss Account and audit report for three financial years as indicated along with all Notes & Annexures
11	In case the companies following calendar year as accounting year: - Audited Balance Sheets, Statement of Profit and Loss and audit report from a firm of Chartered Accountants for the 3 calendar years i.e:- For the Calendar year 2016 For the calendar year 2017 For the calendar year 2018	Please upload copies of audited balance sheets, statement of Profit and Loss Account and audit report for three calendar years as indicated along with all Notes & Annexures
12	Proof of minimum average annual financial turnover amounting to Rs.5.00 crore in the relevant event management field duly certified from the firm of Chartered Accountants during 3 financial years ending 31st March each of following years- 2016-17, 2017-18 & 2018-19.	Copy of certificate from Chartered Accountants indicating (a) The Average Annual turnover specifically from the Event Management field for the respective years to be uploaded. (b) Self Attested Form 26 AS for the respective years.

13	Proof of minimum average annual financial turnover amounting to Rs. 5.00 crore in the relevant event management field duly certified from the firm of Chartered Accountants during 3 Calendar years ending 31st December each of following calendar years 2016, 2017 & 2018.	Copy of certificate from Chartered Accountants indicating:- (c) The Turnover specifically from the Event Management field to be uploaded. (d) Self Attested Form 26 AS for the respective years
14	One single Outdoor Event for a Central/State Government client i.e., Ministry/ Department/ PSU (Public Sector Undertaking), Govt. Autonomous Body/Authority and CII, FICCI and ASSOCHAM where the end user/ ultimate client is the Government in the 3 years from 2016-17 to 2018-19 for a billed amount of not less than Rs.75.00 Lakh (Rupees Seventy Five Lakh) (excluding all taxes & levies etc)	Self-attested copies duly certified by Chartered Accountants Refer Annexure I(A) 1. Work Order issued by the client, 2. Copy of the bill raised and 3. Document indicating satisfactory completion of the event issued by the client or proof of receipt of full Payment against the bill.
15	Copy of the ITR for the financial years, 2016-17, 2017-18 & 2018-19 (Assessment years 2017-18, 2018-19 and 2019-20).	Copy of ITR for the required financial years/ Assessment years to be uploaded.
16	The bidder shall submit a power of attorney; duly notarised authorizing the Signatory of the bid to sign and execute the contract in case the bid is signed by a person other than proprietor/partner/director.	Power of Attorney as per the format given in Annexure V
17	The prospective bidder must have at least 5 (five) years working experience in the event management field up to 31.03.2019	Memorandum & Articles of Association including Certificate of Incorporation/ Partnership Deed etc., and duly supplemented with copies of work orders/ supporting documents citing experience for each completed year.

Stage-2

(a) TECHNICAL EVALUATION & MARKING CRITERIA UNDER QUALITY COST BASIS SYSTEM (QCBS) - Marking System for Technical evaluation.

The technical bid will be evaluated on a scale of 70 marks, and the breakup for each criterion (Submit documentary evidence as per NIT requirements) would be as follows:

S.No.	Evaluation Criteria Stage 2 (a)	Marking Criteria	Marks	Maximum Marks
01.	Outdoor Events for a Central/State Government client i.e. Ministry/ Department/ PSU (Public Sector Undertaking), Govt. Autonomous Body, Authority and CII, FICCI and ASSOCHAM where the end user/ ultimate client is the Government in the 3 financial years 2016-17 to 2018-19 for a billed amount of Rs.75.00 lakh and above (excluding all taxes & levies etc) Refer Annexure I(A)	Single event valuing Rs. 75.00 lakh and above	5 Marks	10 Marks
		For every additional similar event	1 mark For each event (subject to max. of 5 marks)	
02.	Events valuing Rs. 30.00 lakh each and above executed during the last three financial years ending 31.03.2019 excluding the events considered at Sl.No.1 of Stage-2 of Technical Evaluation (billed amount excluding taxes, levies etc.) Refer Annexure I (B)	3 (Three) Events of Rs. 30.00 lakh each and above	5 marks	10 Marks
		for every additional similar event	1 mark For each event of Rs.30.00 lakh and above (Subject to max. of 5 marks)	
03.	Cumulative turnover in the relevant event management field during 3	Cumulative Turnover above Rs. 15 crores but less than 16 crore	5 marks	15 Marks

	financial years ending 31st March of following financial years- <u>2016-2017</u> <u>2017-2018</u> <u>2018-2019</u>			
		For every additional turnover of Rs. 1.00 crore above Rs.15.00 crore.	1 mark For each additional turnover of Rs.1.00 crore (subject to max. of 10 marks)	
04.	Total Experience in the field of Event Management as on year ending 31.03.2019	<u>Five Years Experience</u> For every additional completed experience of 1 year above 5 year	5 marks 1 mark For each year (subject of max. of 10 Marks)	15 Marks
S. No	Evaluation Criteria – STAGE-2 (B)	Marking Criteria	Marks	Maximum Marks
01.	POWER POINT PRESENTATION The presentation should substantiate a complete understanding of the event, its profile, requirements, execution strategy, imperatives for ensuring a safe & secure event exercising economy etc. The maximum marks for the Power Point Presentation are 20. The presentation will be evaluated by the Evaluation Committee on parameters that include:-	The bidder has to make Power Point presentation in front of evaluation committee of ITDC		20 Marks

	<ul style="list-style-type: none"> ➤ Understanding of the event, its profile, requirements, work plan, execution strategy etc. 		7	
	<ul style="list-style-type: none"> ➤ Execution plan & strategy that addresses imperatives of safety, security, success while exercising economy etc 		7	
	<ul style="list-style-type: none"> ➤ Suggestions, improvements as to creation and enhancement of ambience to give a colorful, festive and patriotic look to the event etc. 		6	

The Bidder is expected to upload the required documents in their own interest as mentioned in the NIT and the checklist as per Annexure-VIII to facilitate bid evaluation.

- Only those bidders who fulfil the pre-qualification criteria (stage-1) shall be shortlisted for Technical evaluation (Stage-2). Total marks allocated at stage-2 i.e. Technical evaluation is 50 marks and presentations comprises of 20 marks making Total Marks allocated at technical evaluation stage as **70 marks**. The bidder scoring minimum 49 marks (70% of 70 marks) will qualify for opening of the financial bid in the stage 3.
- The financial bid at stage – 3 will be opened only after completion of stage 2 and the date of opening of financial bid will be intimated to the technically qualified bidders separately.
- The total marks allocated at technical and financial stages i.e. stages- 2 & 3 is 100 marks.
- Marks will be awarded on the basis of Quality Cost Basis Systems (QCBS) at stage-2 i.e. technical evaluation stage including presentation before evaluation committee of ITDC in order to arrive at total marks at technical stage. The schedule of presentation will be intimated separately.

Stage-3

Financial Bid

- The financial bid should include:-
 - (a) All rates shall be quoted on the tender form and shall include all material, labour, transportation, applicable fees, all taxes {except Goods & Services Tax(GST), duties, testing, commissioning, supervision, tools and plants, wastage, sundries, scaffoldings, permissions, NOCs etc as required in mobilization up to de-mobilization etc., and nothing shall be payable on this account. However, the same shall not include the GST & GST Cess (if applicable) hereinafter termed as GST.
 - (b) Supplier shall submit to ITDC the GST compliant tax invoice/debit note/revised tax invoice. GST charged in the tax invoice/debit note/revised tax invoice by the supplier shall be released separately to the supplier only after supplier files the outward supply details in GSTR-1 on GSTN portal and Reconciliation of Inward supply is done by ITDC with corresponding details of outward supply of supplier and supplier accept the changes made by ITDC and has paid the GST at the time of filling the monthly return.
 - (c) The rates quoted by the bidders shall be exclusive of Goods & Services Tax (GST)}, which shall be indicated separately in the bid format (where ever applicable).
 - (d) The rates quoted will be firm and fixed for the duration of performance of the contract. At no point of time will any deviation from the quoted rate be entertained by ITDC Ltd.
 - (e) The Financial Bid shall not include any conditions attached to it and if any such condition is found, the financial proposal shall be rejected summarily. For Financial Evaluation, the total overall price for the event period will be considered. This Fixed Event Price will cover all costs/expenses of the Agency for undertaking the work as detailed in the Scope of Work.
- Bidder shall fill up entire price bid online. This final amount shall be considered for further evaluation in QCBS formula.
- ITDC Ltd. reserves the right, at any time and in its absolute discretion, accept or reject Proposals, to pursue negotiations with any number of bidders, to withdraw from negotiations with any bidder at any time and to suspend, discontinue, modify and/or terminate the Tender process at any time.

- ITDC Ltd. will evaluate and compare only the bids determined to be substantially responsive in accordance with NIT terms.
- If the price bid received is not realistic the bid is liable to be rejected.
- In preparing the Financial Proposal, the prospective event management agencies are expected to take into account the requirements and conditions outlined in the tender document.

Price Bid and Overall Evaluation

- Maximum Marks of **30 marks** is allocated for financial bid evaluation.
- Final score for an applicant would be marks of technical bid and weighted score of financial bids. The scoring system of this 'Quality and Cost Based Selection' to be used for obtaining final scores is detailed below:
 - The lowest financial price (L_1) will be given a financial score of 30. The second lowest financial price (L_2) will be given a financial score = $\{(L_1 \times 30)/L_2\}$ so nth lowest financial price (L_n) will give a financial score (F_n) = $\{(L_1 \times 30)/L_n\}$ (where F_n is the financial score, L_1 is the lowest price and L_n is the price of the bidder).
 - Finally, both scores i.e. technical evaluation committee awarded marks (T_t) of the bidders & Financial score (F_t) of the financial proposal of the respective bidders will be summed to get the final score (T_{score}). So $T_{score} = (T_t + F_t)$ (where T_t is the technical score, F_t is the financial score of the bidder). The bidder who gets the highest final score i.e. (T_{score}) will be ranked no. 1 (R_1).
 - The contract will be awarded to bidder with highest total score Highest (T_{score}). In case of tie of highest total score, then technical evaluations score (T_n) would be given preference among the tie bidders. In case of same technical evaluation score of tie bidders, then agency having more no. of years of relevant experience in Event Management Field would be the deciding factor.

PAYMENT TERMS

1. No Advance payment will be made.
2. Successful bidder shall submit to ITDC the GST compliant tax invoice/debit note/revised tax invoice. GST charged in the tax invoice/debit note /revised tax invoice by the bidder shall be released separately to the bidder only after bidder files the onward supply details in GSTR-1 on GSTN portal and Reconciliation of inward supply is done by ITDC with corresponding details of outward supply of bidder and bidder accept the changes made by ITDC and has paid the GST at the time of filling the monthly return.
3. The bill to be submitted to ITDC-Ashok Events Division within 15 days of successful completion of event. The bill should be supported by the Certificate for

clearance of the Event area/lawn from the concerned authorities or self-certificate supported by indemnity bond

4. All payments will be made after successful completion of the event to the entire satisfaction of ITDC Ltd. and Principal Organizers i.e. Ministry of Tourism (MOT) and after receipt of payment by ITDC Ltd. from MOT.
5. Penalty Clause-For delay in delivery of the goods/services or deficient services as per the requirements indicated by ITDC-Ashok Events, ITDC-Ashok Events reserves the right to impose penalty on the supplier as deemed appropriate.
6. As per law of land, statutory deduction like income tax / tax deduction at Source (TDS) under GST (as & when applicable) etc shall be made from the bidder bill as applicable.

FRAUDULENT & CORRUPT PRACTICE

- Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial on-competitive levels and to deprive the ITDC Ltd. of the benefits of free and open competition.
- Authority will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, contract(s).
- The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this tender document, the ITDC Ltd. will reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the Prohibited Practice) in the Selection Process. In such an event, the ITDC Ltd. will, without prejudice to its any other rights or remedies, forfeit and appropriate the Earnest Money Deposit, as mutually agreed genuine pre-estimated compensation and damages payable to the ITDC Ltd. for, inter alia, time, cost and effort of the ITDC Ltd., in regard to the tender document, including consideration and evaluation of such Bidder's Proposal.
- Without prejudice to the rights of the ITDC Ltd. under this Clause, hereinabove and the rights and remedies which the ITDC Ltd. may have under the work order or the Agreement, if an Bidder or Agency, as the case may be, is found by the ITDC Ltd. to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable

practice or restrictive practice during the Selection Process, or after the issue of the work order or the execution of the Agreement, such Bidder or Agency shall not be eligible to participate/ blacklisted in any tender issued by the ITDC Ltd. for a period as decided by ITDC Ltd. if the bidder is found by the ITDC Ltd. to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be. For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:

“corrupt practice” means(i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the ITDC Ltd. who is or has been associated in any manner, directly or indirectly with the Selection Process or the work order or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the ITDC Ltd., shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the work order or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the work order or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of the ITDC Ltd. in relation to any matter concerning the Project;

- “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;
- “undesirable practice “means(i)establishing contact with any person connected with or employed or engaged by the ITDC Ltd. with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or having a Conflict of Interest; and

“Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

LACK OF INFORMATION TO BIDDER

- The bidder shall be deemed to have carefully examined all NIT/contracts documents to his entire satisfaction. Any lack of information shall not in any way relieve the bidder of his responsibility to fulfil his obligation under the document.

CONTRACT OBLIGATIONS

- (a) If after the award of the contract the bidder does not sign the agreement or fails to furnish the performance guarantee immediately within the prescribed time limit, the ITDC reserves the right to cancel the contract and apply all remedies available under the terms and conditions of this document.
- (b) The selected bidder shall submit Performance Security Deposit equal to **15%** of the contract price (inclusive of all taxes etc) to the ITDC Ltd. at the time of signing of Agreement. Such amount may be deposited by way of Demand Draft/ RTGS or through Bank Guarantee as per the given format and shall be issued from any Scheduled Bank. (Refer Annexure VI)
- (c) This Bank Guarantee shall be irrevocable and remain in full force for a period of 90 (ninety) days from the Proposal Due Date or for such extended period as may be mutually agreed between the Authority and the Bidder, and agreed to by the Bank, and shall continue to be enforceable until all amounts under this Guarantee have been paid. Any request in respect of foreclosure of bank Guarantee will not be entertained.
- (d) If the selected bidder fails to submit the performance guarantee, the EMD remitted by him will be forfeited by the ITDC Ltd. and his bid will be held void.
- (e) Upon the selected bidder's furnishing of performance security/guarantee and signing of contractual documents, the ITDC Ltd. will refund their EMD amount if the same has not been partly adjusted in performance security amount.
- (f) In case of successful bidder does not perform the work at all, or he shuts down the services of event before the duration, as agreed upon, the amount of performance guarantee shall be forfeited and the agency shall be blacklisted. It may also result into heavy penalty as may be decided by ITDC Ltd./authorities. Further, ITDC Ltd. reserves the right to hire the services from other party and get the work at the risk and cost of the successful bidder.
- (g) The successful bidder is required to enter into an agreement with ITDC Ltd. (refer Annexure-IX) immediately within one day of after issue of Letter of Intent/award of work.

FORFEITING OF SECURITY DEPOSIT/BANK GUARANTEE

- a) If bidder fails to sign the contract /agreement immediately within the prescribed time shall empower ITDC to cancel the LOI and take appropriate action against the bidder including forfeiture of the EMD /Security Deposit and black listing of the bidder.
- b) The successful bidder shall be required to give satisfactory assurance of its ability and intention to complete the works pursuant to give the Contract, within the time set forth therein and according to the terms, conditions and specifications of contract. Failing to which, shall lead to forfeit of performance security deposit.
- c) The security deposit maybe fortified in case of but not limited to :

- (1) In case of complaints in regards to poor performance or non- performance of Facilities as mentioned in tender documents.
- (2) In case of damage to ITDC/National property.
- (3) In case of Termination of Contract by ITDC for any breach of contract mentioned in this document/agreement.
- (4) In case, if bidder does not perform the said work at all, or delays in handing over of site complete in all respect (ready for event) or bidder shuts down the services before the duration as agreed upon, the amount of security deposit/bank guarantee shall be forfeited and the bidder shall be blacklisted. It may also result into heavy penalty as decided by ITDC.

INDEMNIFICATION

The bidder will protect the interest of ITDC Ltd. / MoT and indemnify for any liability towards third party on account of any claim thereof arising out of any eventuality.

The successful bidder shall indemnify the ITDC from any direct or indirect losses suffered by ITDC due to non-compliance of the provisions/requirement of Goods and Services Tax Act in force and amended from time to time.

The vendor shall ensure the compliance of the following also:

- (a) The bidder shall ensure to pass the benefits accrued due to the GST to the ITDC which ultimately is to be passed to the final consumer. In contingency of any legal proceedings/action taken by the tax authorities for non -compliance of anti-profiteering clause by the bidder. The bidder indemnifies the ITDC from any losses monetary or otherwise suffered on account of non -compliance of anti-profiteering clause by the bidder.
- (b) The bidder shall indemnify the ITDC from any direct or indirect losses suffered by the ITDC due to non- compliance on part of bidder under GST Act, which adversely affects the GSTN rating of ITDC.
- (c) In case of any non-compliance by the bidder which results into loss of the input tax credit under GST Law to ITDC, the bidder shall pay ITDC an amount equal to lost input tax credit along with interest /penalties of any other monetary loss suffered because of such non -compliance under GST Act.
- (d) Bidder indemnifies the ITDC against any loss monetary of otherwise arising due to legal proceedings initiated by the tax authorities as a result of non-compliance/default in paying tax by ITDC. Bidder shall indemnify ITDC in respect of the recourse action in case of “BLACK LISTING” under the “Compliance Rating Score” mechanism due to non- compliance/default by bidder.

- (e) In case of any new tax/levy/duty etc becomes applicable after the date of bidder's offer but before opening of the price bid, the bidder/contractor must convey its impact on his price duly substantiated by documentary evidence in support of the same before opening of price bid. Claim for any such impact after opening the Price Bid will not be considered by ITDC for reimbursement of tax or reassessment of offer.
- (f) If, after the date of this Contract, there is any change in the Applicable Laws of India with respect to taxes and duties, which are directly payable by bidder for providing the services i.e. Goods & Services Tax (GST) or any such Applicable Law/ Tax etc, from time to time, which increases or decrease the cost incurred by the bidder in performing the services, then the remuneration otherwise payable to the Bidder under this contract shall be increased or decreased accordingly by agreement between the Parties hereto.

BIDDER AS SUB-CONTRACTOR

- The bidder shall not be sub-contractor of another bidder at the bidding stage.

DISCLAIMER

1. The tender document is neither an agreement nor an offer by India Tourism Development Corporation Ltd (herein referred to as ITDC Ltd.) to the prospective bidders. The purpose of this document is to provide information to the interested parties that may be useful to them in the formulation of their proposal pursuant to this document.
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Brief of the Event: The Government of India intends to organize the referred event with the prime objective to create Patriotic mood, ensure wider participation of the general public and to promote the cuisine and rich cultural diversity of our country with special emphasis on the main theme “**150th BIRTH ANNIVERSARY CELEBRATIONS OF MAHATMA GANDHI**” and Govt. of India’s initiatives in respect of ‘**Ek Bharat Shreshtha Bharat**’, ‘Swachhta Abhiyan’, ‘Dekho Apna Desh’, ‘Tourism for All’, ‘Tourism and Governance’.

The proposed event is on behalf of Ministry of Tourism, Government of India, ITDC-Ashok Events requires on a turnkey basis the services of a well-established, experienced, reputed and professional Indian agency/agency of Indian Origin having set up in Delhi/NCR for execution on turnkey basis with previous experience of Event Execution and Supervision/ Management etc. of arrangements, activities and ancillary services for the Execution and Management etc at the areas in front of the Red Fort, Delhi including Gyan Path and adjoining two lawns etc.(Event dates 26.01.2020 to 31.01.2020) in conjunction with the Republic Day Celebrations – 2020.

The event venue essentially includes the Gyan Path area and two (2) lawns i.e. August 15 Park and Madhavdas Park in front of Red Fort, Delhi. The intending tenderers may

kindly inspect the premises and obtain/ ascertain the dimensions/ layout etc. on their own.

Availability of the area in front of the Red Fort, Delhi (including Gyan Path and two (2) lawns) for commencement of execution of the project: is at least seven (07) days prior to the inauguration of the event. The area/s designated for the various activities, arrangements and services is to be segregated into three (3) main blocks – comprising of the two Nos. For entire event shall also require arrangements, services etc.

Essentially the venue shall encompass 5 main activities – display of some 20-25 numbers Republic Day Tableaux, Cultural and musical areas, State Theme Pavilions, DAVP, ASI (Ministry of Culture) Food Court and Handicraft areas and interactive activities as listed in scope of work.

While the tableaux coming in from the Rajpath shall be parked in the left (while facing Chandni Chowk) lawn and the other areas of the event venue can be used for the various other activities/ arrangements. It is also proposed to earmark the centre area in front of the ramparts of the Red Fort, Delhi as the centre stage of the cultural activities with a main stage area.

Military Bands, Cultural Performances, cuisines, Handicraft and Handloom Artisans are being arranged by respective Government Departments.

The scope of work includes the segregation/ appropriation of the areas to ensure that the various aspects of the event are depicted and seen in both a user friendly manner while addressing the security, operational, technical etc requirements.

All the material provided shall be of a quality befitting the status of the event – a National Event. If it is found that sub-standard material is used, payment for the same will not be released. No compromise on safety standards shall be accepted. Safe material shall be used with adequate and requisite provisions for covering exigencies etc. The material used should be sturdy and safe in all respects to avoid any untoward incident. All necessary steps to ensure a quality, safe and secure event are the responsibility of the bidder. It is the responsibility of the bidder that all factors have been properly investigated and considered while submitting the bid.

A proposed Arena Plan is to be included in the bid document by all bidders.

The event venue is to be essentially ready by 24th January; 2020 and needs to take into account security restrictions, rehearsal schedules and all other restrictions / requirements that may be imposed before, during and after the event dates. The event venues should be handed back in a state to the respective authority / agency to the

complete satisfaction of the said authority / agency. The State Theme Pavilion area should be ready latest by 23rd January, 2020.

The event venue through the activities envisaged should essentially reflect a décor and ambience that is commensurate to the profile of the event which is likely to be attended and witnessed by the general public in large numbers. Creating a suitable and pleasing ambience in and around the event venue is a part of the scope of work. The event venue must be visually appealing both from an exterior as well as interior perspective.

Agencies with previous experience of a minimum of 5 (Five) years as on 31.03.2019 in making and relating to arrangements of/ in Event Conceptualization and Execution; supervision/ Management of various event activities and rendering services in events only may upload their Technical and Financial Bids as per the Scope of Work which includes but is not limited to :-

The requirement/scope of work may increase/decrease as per actual requirements. In case of increase/decrease in items from the scope of work, the same shall be billed for the actual and the pro-rata payment will be released accordingly. In case the Event is extended; the payments will be released on pro-rata basis. For extra item/ work, if any, outside the scope of work, best market rates will be payable. Bill should be raised for the actual services/items provided.

- The event venue through the activities envisaged should essentially reflect a décor and ambience that is commensurate to the profile of the event – an important national event which is likely to be attended and witnessed by the general public.
- There should be regulated yet easy accessibility into and out of the event venues and adjacent areas; with separate entry and exit points into the various areas including for the general public, VIP's etc.
- Proper sign boards for entry and exit points along with signages for parking areas, facilities, etc.
- Summarized layout plan of the venue at various vantage points.
- All the event related preparations at the designated venue are to be ready and in place before the event dates (latest by 24th January, 2020) and needs to take into account security restrictions. The State Theme Pavilions area should be ready latest by 23rd January, 2020.
- All material used should be in consonance to fire safety norms & adhere to fire safety standards.

SCOPE OF WORK

S.No	Scope of Work	Qty	Unit
1.	Entrance Arches made of metal frame with flex print 11mtr (W) x 4.5 mtr (H) duly finished as per design approved by ITDC/ Principal Organizer.	2 Nos	For entire event
2.	Entrance Arches made of metal frame with flex print 6 mtr (W) x 4.5 mtr (H) duly finished as per design approved by ITDC/ Principal Organizer.	4 Nos	For entire event
3.	Help desk: Delhi Police, CCTV, Medical Room , Fire Control Room, Traffic police etc Waterproof Pagodas measuring 5 mtr x 5 mtr , Covered from all sides and top with lockable door for entry and exit having wooden platform base of 10 cm with new carpet (colour as per our requirement)	16 Nos	For entire event
4.	H/Desk - Octonorm Tables 3 ft x 1 .5ft	32 Nos	For entire event
5.	H/Desk - Banquet chairs with chair covers	48 Nos	For entire event
6.	H/Desk - Power points	64 Nos	For entire event
7.	H/Desk - Dust bin	16 Nos	For entire event
8.	H/Desk - Facia	16 Nos	For entire event
9.	H/Desk - Adequate lighting(comprising of 3 light fittings of 40 Watt each or compatible LED Light Fittings in each pagoda)	16 Nos	For entire event
10.	Office set up of Concerned Ministries (Ministry of Tourism, Culture, Defence, ASI, Textile, Delhi Police, CPWD, ITDC etc.) Waterproof Pagodas measuring 5 mtr x 5 mtr , Covered from all sides and top with lockable door for entry and exit having wooden platform base of 10 cm. with new carpet (colour as per our requirement)	10 Nos	for entire Event
11.	Office setup - Octonorm Tables 3ft x 1.5ft	20 Nos	For entire

			Event
12.	Office setup - Banquet chairs with chair covers	40 Nos	For entire Event
13.	Office setup - Power points	40 Nos	For entire Event
14.	Office setup - Dust bin	10 Nos	For entire Event
15.	Office setup - Fascia	10 Nos	For entire Event
16.	Office setup - Adequate lighting(comprising of 3 light fittings of 40 Watt each or compatible LED Light Fittings in each pagoda)	10 Nos	For entire Event
17.	Security Items / services - Baggage Scanning Machines (as per requirements of security agencies)	4 Nos	For entire Event
18.	Security Items / services – Door Frame Metal Detector at entry points (as per requirements of security agencies)	40 Nos	For entire Event
19.	Security Items / services - Manpower for Frisking, detection, security etc. arrangements by trained and uniformed, presentable security personnel (on shift basis of 12 Hours per day) at identified points and as required:- Male - 70 Nos. per day of event on shift basis in (Day/Night)	70 men per day	For entire event
20.	Security Items / services - Manpower for Frisking, detection, security etc. arrangements by trained and uniformed, presentable security personnel (on shift basis of 12 Hours per day) at identified points and as required:- Female - 30 Nos per day of event in Day Shift only	30 women per day	For entire event
21.	Security Items / services - Queue managers (ribbonised steel barricading) (as per requirements of security agencies)	75 Nos	For entire Event
22.	Security Items / services - Security Tower (Machaan) (as per requirements of security agencies)	10 Nos	For entire Event
23.	CULTURE AREA INCLUDING– Main Stage (60 ft. x 40 ft.) for Cultural performance 3 level stage with adequate load bearing capacity (300Pax at a time) with flooring foam and new carpet (Grey Color). 4 Feet height of stage at	1 Nos	For entire Event

	first level. Broadside steps and ramp on both sides of the stage. Frontal steps all along the width. Red Carpet covering the front of the stage up to Sofa sets seating rows.		
24.	CULTURE AREA INCLUDING Well Ventilated Green rooms of size of 625 sq. ft. each separate for male and female interconnected with cultural stage. The green rooms to accommodate 70 to 80 artists in each at a time in vicinity of stage area, with wooden platform of 10cm with carpet, 20 banquet chairs with covers each, Garments hanger stand- 5 Nos each, 6 mirrors each, 2 shelves each. Green Rooms to be well lit with 6 nos each light fitting of 40 watt each or compatible LED light fittings.	2 Nos	For entire Event
25.	CULTURE AREA INCLUDING - Holding areas of 10 mtrs x 5mtrs each for cultural artists at an area in the vicinity of the cultural stage with wooden platform of 10 cm, carpet, Banquet chairs with covers- 20 nos. each and light fittings of 40 watt- 4 nos. each or compatible LED light fittings.	2 Nos	For entire Event
26.	CULTURE AREA INCLUDING – VIP Executive High Back Chair for Dais	12 Nos.	For entire Event
27.	CULTURE AREA INCLUDING – Centre Table for Dais	4 Nos.	For entire Event
28.	CULTURE AREA INCLUDING – Podium with Podium Boards	2 Nos.	For entire Event
29.	CULTURE AREA INCLUDING - Seating for audience:- Sofa Double Seaters	36 Nos	For entire Event
30.	CULTURE AREA INCLUDING - Seating for audience:- Centre Tables(Coffee Table size)	6 Nos	For entire Event
31.	CULTURE AREA INCLUDING - Seating for audience:- Banquet chairs with chair covers and bands	750 Nos	For entire Event
32.	CULTURE AREA INCLUDING - Stage Lighting:- Box Truss 70 ft x 54 ft	1 Nos	For entire Event
33.	CULTURE AREA INCLUDING - Stage Lighting:- Centre beam 70 ft	1 Nos	For entire Event
34.	CULTURE AREA INCLUDING - Stage Lighting:- Side Cuts Section – 16 ft	2 Nos	For entire Event
35.	CULTURE AREA INCLUDING - Stage	80 Nos	For entire

	Lighting:- LED PAR LIGHTS 54 x 3 Watt		Event
36.	CULTURE AREA INCLUDING - Stage Lighting:- Par 64 sealed beam	60 Nos	For entire Event
37.	CULTURE AREA INCLUDING - Stage Lighting:- Laser light	3 Nos	For entire Event
38.	CULTURE AREA INCLUDING - Stage Lighting:- Sharpy	40 Nos	For entire Event
39.	CULTURE AREA INCLUDING - Stage Lighting:- Pointy	24 Nos	For entire Event
40.	CULTURE AREA INCLUDING - Stage Lighting:- Aura	24 Nos	For entire Event
41.	CULTURE AREA INCLUDING - Stage Lighting:- Profile	12 Nos	For entire Event
42.	CULTURE AREA INCLUDING - Stage Lighting:- Follow Spot	2 Nos	For entire Event
43.	CULTURE AREA INCLUDING - Stage Lighting:- Mole fays	8 Nos	For entire Event
44.	CULTURE AREA INCLUDING - Stage Lighting:- Haze Machine	4 Nos	For entire Event
45.	CULTURE AREA INCLUDING - Stage Lighting: - Grand MA Lighting CONTROL Panel with NPU.	1 Nos	For entire Event
46.	PC LED Warm-400 watts	32 Nos	For entire Event
47.	LED Fresnel warm	32 Nos	For entire Event
48.	Dimmer Par 500 KW Electronic	1 Nos	For entire Event
49.	Avolite Board	2 Nos	For entire Event
50.	Cultural Area -Video - LED WALL - Centre 40ft x 16ft	1 Nos	For entire Event
51.	Cultural Area - Video - Side Wings – LED Wall 3.5 ft x16ft	6 Nos	For entire Event
52.	Cultural Area - Video - Watch out Servers	3 Nos	For entire Event
53.	Cultural Area - Video - Plasma TV 52 inch on stand for backstage	4 Nos	For entire Event
54.	Cultural Area - Multi Camera HD Set up with 04 cameras with editing table, Jimmy Jip with crane and adequate manpower to operate	1 Nos	For entire Event
55.	Cultural Area - Sound Requirements - line array D and B	9 Nos	For entire Event

56.	Cultural Area - Sound Requirements - Base D and B	5 Nos	For entire Event
57.	Cultural Area -Sound Requirements - Stage Monitor	16 Nos	For entire Event
58.	Cultural Area - Sound Requirements - Side Fill Line array approx. 800 Watt each	4 Nos	Pairs for entire Event
59.	Cultural Area - Sound Requirements - Corded Mikes	40 Nos	For entire Event
60.	Cultural Area - Sound Requirements - Cordless Mikes	12 Nos	For entire Event
61.	Cultural Area - Sound Requirements - Headset mike	8 Nos	For entire Event
62.	Cultural Area - Sound Requirements - Foot Mike	10 Nos	For entire Event
63.	Dynamic wired mikes of different sizes	40 Nos	For entire Event
64.	Digital Console 96 Channels (sound engineers and adequate number of technicians to be available at all times during the event.)	2 Nos	For entire Event
65.	VIP Lounge: To cater requirements for VIPs as per security agencies.-Construction of Space Frame Pillar less, Water Proof, Fire Retardant Aluminum hanger Structure 20m x 15m with fabric false ceiling with top and covered from all sides with wooden platform base of 10 cm with new carpet, Double Door Entrance and Exit, Well Lit befitting the Ambiance as per our requirement- using fittings, cables etc of ISI standards, well ventilated, with colorful fabric and befitting interiors.10 Nos. for entire Event Flower Bouquets and 8 Nos. for entire Event table top flower arrangements on daily basis. All material used should be in consonance to fire safety norms and adhere to fire safety standards.	300 sqmtr.	For entire Event
66.	VIP Lounge: 10 nos. round table of 8 pax seating capacity each and 100 banquet chairs with covers	1 Nos	For entire Event
67.	VIP Lounge: Sound system with adequate speakers, amplifier etc. with 8 number table mikes; 2 podium mikes and 4 number	1 Nos	For entire Event

	cordless mikes		
68.	VIP Lounge: Sofa set (Double Seaters)	16 Nos	For entire Event
69.	VIP Lounge: Centre Tables	10 Nos	For entire Event
70.	VIP Lounge: Side Tables	10 Nos	For entire Event
71.	VIP Lounge: Air Circulators	4 Nos	For entire Event
72.	VIP Lounge: Air-conditioned portable Toilets in vicinity of VIP Hanger with dedicated staff deployment with toiletries, amenities and adequate water supply at all time of event.	2 Nos	For entire Event
73.	Hangar for DAVP Exhibition - Construction of 01 Nos. for entire Event of Space Frame pillar less, Water Proof, Fire Retardant, Safe Aluminum Hanger Structure (20mx20m) with fabric false ceiling 10cm wooden platform base with carpet and covered from three sides plus top and well lit. 20 number octonorm tables, 30 banquet chairs with cover. 05 Nos. air circulators and 8 Nos pedestal fans. The average electrical load should be 10KW including load required from 23rd January 2020 for fabrication of exhibition area. All material used should be in consonance to fire safety norms and adhere to fire safety standards	400 sqmtr.	For entire Event
74.	Hangar for Ministry of Culture Exhibition - Construction of 01 Nos. of Space Frame pillar less, Water Proof, Fire Retardant, Safe Aluminum Hanger Structure (15mx20m) with fabric false ceiling 10cm wooden platform base with carpet and Covered from three sides plus top and well lit. 04 Nos. air circulators. Octonorm stalls 10 to 12 number of 3mtr.x3 mtr. inside the hangar. The average electrical load should be 10KW including load required on 23rd January 2020 for fabrication of exhibition area. All material used should be in consonance to fire safety norms and adhere to fire safety standards	300 sqmtr.	For entire Event
75.	Food Court: Gazebo: Water proof, Specialized	5 Nos	For entire

	covered structure on truss for all over the venue at food court. Flat roof structure size 10mx10m with 10cm wooden flooring with carpet and thematic colorful decoration to give a festive look		Event
76.	Food Court - Water Proof Pagodas(5mx5m) with wooden platform base of 10 cm, carpet and each pagoda consisting of 3 light fittings of 40 watt each or compatible LED light fittings, Furniture- 4 Nos. working table of 6' x 3' with white disposable laminated sheets (to be changed regularly) 4 Nos. Plastic chairs, 5 Nos. power points, 1 nos. Dustbin, and 1 No. Fascia. The average Electricity load should be 5 KW in each pagoda.	60 Nos	For entire Event
77.	Food Court – 5 Kitchen Areas of 250 SQM each in tin Sheds and stone / brick surface with each kitchen areas consisting working tables of 6' x 3' (30 No's in each kitchen area) with facility of water for cooking and dish washing. Kitchen area to be adjoining food court area. All kitchen areas to have adequate fire safety measures like ABC fire extinguishers, sand bags, sand buckets, fire Marshalls etc., as per the fire safety guidelines	1250 sqmtr	For entire Event
78.	Food Court - Dustbin with Garbage bags with clearance at regular interval and timely cleaning to maintain hygiene during the entire period of event. Theme of Swachh Bharat to be adhered. Large size with covers(Government guidelines with regard to single use plastic to be adhered)	100 Nos	For entire Event
79.	Food Court - Outdoor LED Wall 20ft x 12ft, with flex Branding, Platform and sound system.	2 Nos	For entire Event
80.	Food Court – Banquet (Plastic Tables) Tables Round with approx. 1.5 mtr. Dia (25 nos) with Umbrella and Rectangular/Square Dining Tables (25 Nos) with umbrella to accommodate 4/6 chairs each. Table covers for all tables.	50 Nos	For entire Event
81.	Food Court – Banquet/ Plastic chairs with chair covers and bands/ Wooden chairs	250 Nos	For entire Event

82.	Food Court - Bistro Tables with covers	40 Nos	For entire Event
83.	Food Court - Stage for Performance of Nukkad natak, size 50sq mtrs with 2 Ft height and steps on two side with sound system – 4 speakers, 10- standing mikes, 2 cordless mikes and 2 collar mikes.	1 Nos	For entire Event
84.	Handicraft Area- Water Proof Pagodas (5m x 5m) Structure with wooden platform base of 10 cm, carpet and each pagoda to have 3 light fittings of 40 watt each or compatible LED light fittings, Spot Lights (9 nos), Furniture- 2 Nos. Octonorm Table 3'x 1.5', Banquet/Plastic chairs with covers 2 nos., 3 Nos. Power Points, 1 No. Dustbin etc with Modular structure inside. Each Modular structure within each pagoda to have 9 shelves/slabs (3 on each wall) for display their products, Presentable Almirah (all equal size) with lockable facility to be placed in each handicraft and handloom pagoda and 1 No. fascia.	80 Nos	For entire Event
85.	Handicraft Craft Area- Including: Dustbin with Garbage bags with clearance at regular interval and timely Cleaning to maintain hygiene during the entire period of event. Theme of Swachh Bharat to be adhered.	30 Nos	For entire Event
86.	Handicraft Craft Area- Including: Outdoor LED Wall 20'x 12' with flex Branding with platform and sound system.	3 Nos	For entire Event
87.	Handicraft Area: Internet lease line 20Mbps for creating Wi-Fi zone with complete set up /infrastructure	1 Nos	For entire Event
88.	Handicraft Craft Area- Including State theme Pavilion: Water Proof Pagodas (10m x 5m) Structure each with wooden platform base of 10 cm, carpet with each to have 6 light fittings of 40 watt each or compatible LED light fittings, Furniture- Octonorm Table 3'x 1.5' - 04 Nos, Banquet chairs with chair covers 4 nos, Power Points 08 Nos, Spot lights -15 Nos, Dustbin -01 No, etc. with Modular structure inside. Each Modular structure within	30 Nos	For entire Event

	each theme Pavilion to have Presentable Almirah (all equal size) with lockable facility to be placed in each Theme Pavilion pagoda and 1 No. facia. Each theme Pavilion (10mx5m) to have additional average Electricity load of 4 KW for each pavilion including Electric load required from 23 rd January, 2020 for fabrication of stalls)		
89.	Barricading and Fencing: Strong, proper, effective, presentable and complete barricading and fencing (using good material) of each tableau. (Total Tableaux expected to be 20 to 25) in parv area without disturbing the décor of the tableaux and inconvenience to the visitors	1 Nos	For entire Event
90.	Military Band Stage -4 side open and covered from top (Water Proof), multi level stage (4ft, 5ft & 6ft) for Military Bands of 12m x 8.5m size with flex branding on four sides with two side steps, carpet, with stage lighting (20 par /LED lights) from the front side of the stage	2 Nos	For entire Event
91.	Military Band Stage -Sound system for Military Bands (48-piece band), 20 Micro phone, Cordless mikes -2nos and collar mikes- 2 nos, Jacks and wires for Guitar, keyboard and Octopad, Speakers -12 nos, Monitor speaker- 4 nos, Woofers and Tweeters, Mixer Channel, amplifier etc.	2 Nos	For entire Event
92.	Military Band Stage - Banquet chairs with chair covers and bands with covers on band stages - 30 each stage	2 Nos	For entire Event
93.	AYUSH Stage (Yoga Performance) 4 side open and covered on top with waterproof, stage for Yoga Performance of 12m x 8.5m size with 4ft. height with flex branding on four sides with two side steps, carpet, with stage lighting (20 par /LED lights) from the front side of the stage. Sound System with Speakers, amplifiers, 04 Cordless/Collar Mike	1 Nos	For entire Event
94.	Revolving / Rotating CCTV Cameras with wiring – (in entire event area including periphery, surrounding areas and parking), Installation and operation during entire event	300 Nos	For entire Event

	with Night vision capacity, monitoring and recording and including deployment of technically trained manpower to monitor CCTV Operation. At the end of the event complete recording of all the days to be submitted in hard disk.		
95.	Fire Fighting - Provision (in entire event area including parking and surrounding areas) with firefighting equipment and manpower including Fire Tenders- 4, ABC Type fire extinguishers (10 Kg) – 150 Nos., Sand Buckets 100 and Sand Bags – 200 Nos., Fire Marshalls– 10 Nos. and Fireman – 20 Nos. duly trained as per prevailing fire safety norms in uniform as per requirements of Authorities.	1 Nos	For entire Event
96.	Conservancy and housekeeping - Provision of 130 Nos. cleaning Staff each day for conservancy and maintenance of the entire event areas including back areas, surrounding areas including surrounding toilet areas etc. Staff should be in proper uniform with cleaning equipments like vaccum cleaner, brooms, garbage bags etc.	130 Nos	For entire Event
97.	Ceremonial Gas Filled balloons of Tri-colors (Saffron, White , Green) and medium size- On the Inaugural Day only	300 Nos	For Inaugural day of the Event
98.	Catering Arrangements at VIP Lounge for 350 Pax–(Each Day Menu to be changed on daily basis) Variety of Tea, coffee, cold beverages to be available on daily basis alongwith savory, sweet items like samosa, pakora, mini patties, dry Indian sweet, cookies and biscuits and 2 nos. water dispensing machines with 4 nos. drinking water jars of reputed brands approved by FSSAI with glass and disposable eco-friendly paper glasses. Well groomed and uniformed staff to cater in VIP Lounge. Menu to be change on daily basis	350 pax per day	For entire Event
99.	Office equipments: Computer with UPS	3 Nos	For entire Event
100.	Office equipments : Printers along with paper for printing	3 Nos	For entire Event

101.	Office equipments : Photocopier Machine with photocopier paper	1 Nos	For entire Event
102.	Office equipments : Data cards for internet connectivity (4 GB)	3 Nos	For entire Event
103.	Creative Branding: Creative and graphic designing of symbol of event with options, designing of view cutter, signage, backdrop, gates, 3D Cut out at various locations and direction indicator panels (as per input from principal organizer) in and around the entire Parv Area and periphery. In addition, Interactive wall using good material- fabric, wood crafted jaalis, flex prints using 3-D effects, selfie points; Graffiti walls, masks; Dance Postures with Special Emphasis on concepts like “150th Birth Anniversary Celebrations of Mahatma Gandhi and Ek Bharat Shreshtha Bharat.” Also with emphasis on "Places associated with Mahatma Gandhi", "Quotes of Mahatma Gandhi" with respect to travel and tourism, "Tourism for All; "Tourism and Governance", "SwachhtaAbhiyaan" ", DekhoapnaDesh", display various art forms of India etc. to create and enhance the ambiance to give patriotic, festive and colourful look as well as for more public participation.	65000 sqft.	For entire Event
104.	Cloth masking on frame of entire Boundary wall with 09 Feet height as per site requirement.	40000 Square Feet	For entire Event
105.	Creative Zone: for activities like short quiz competition, face painting/ tattoos, Karaoke activities with sound systems for public participation with activity co-coordinators and any other participative concepts with adequate coordinators etc.	1	For entire Event
106.	30 Nos. of Drinking water dispensers equipped with 20 Ltr. Packaged Drinking water jar of reputed brand, replenish able CAN/JAR with sufficient disposable eco-friendly cups (CAN/JAR to be replaced at regular interval for un-interrupted supply) on daily basis for entire event. 550 jar of 20 ltr per	30 nos of drinking water dispensers and 550 jars of 20 Liters per day	For entire Event

	day		
107.	Still and Video Photography of entire Event – comprising of two single Camera Setup with live projection in Food Court and Handicraft area and at least 4 still photographers. Softcopy of photo shoot and video recording to be handed over on daily basis/as and when required basis to ITDC for entire event including photo Album/s, DVD's and teasers(short clippings of 3 to 5 minutes duration for the event as per the requirements of Ministry). 500 nos. of photos (5"x7") with presentable album. All data pertaining to Bharat Parv to be delivered in a separate hard disk.	1 Nos	For entire Event
108.	Toilets for General Public (Male and Females) with hand washers with liquid soap, proper water facility and their cleanliness at regular intervals and to maintain proper hygiene. All the toilets in the parv area to have provision of light inside.	60 Nos	For entire Event
109.	Drinking water Tanker - 5000 Ltr. in Food Court area for kitchen purpose - on Daily basis. 10 Water tankers of 5000 liter each per day	6 nos tankers each day	For entire Event
110.	Central PA System for entire venue (Help desk and control rooms)	1 Nos	For entire Event
111.	Battery Operated Golf Cart with driver for VIPs (5 +1) seating capacity each	3 Nos	For entire Event
112.	Wheel Chairs for Differently abled persons	5 Nos	For entire Event
113.	Walkie-Talkies Communication Devices with System	20 Nos	For entire Event
114.	Kitchen Apron of size 42"x24" with strap and good quality fabric with Incredible India branding	500 Nos	For entire Event
115.	Umbrella large size	100 Nos	For entire Event
116.	Media Hanger structure in Food Court Area: To cater requirements for Media Personnel: Construction of Space Frame Pillar less, Water Proof, Fire Retardant Aluminum hanger Structure with fabric false ceiling of size 15m x 15m with top and covered from all sides with	225 sqmtr	For entire Event

	fabric false ceiling wooden platform base of 10 cm with new carpet, Double Door Entrance and Exit, Well Lit befitting the Ambience as per our requirement- using fittings, cables etc of ISI standards, well ventilated, with colorful fabric and befitting interiors, 8 nos. table top flower arrangements on daily basis. All material used should be in consonance to fire safety norms & adhere to fire safety standards.		
117.	Media Lounge: Sofa set (Double Seaters)	6 Nos	For entire Event
118.	Media Lounge: Centre Tables	6 Nos	For entire Event
119.	Media Lounge: Side Tables	6 Nos	For entire Event
120.	Media Lounge: Office set –up: Computers with UPS	5 Nos	For entire Event
121.	Media Lounge: Office set –up Black and White Printers with printing paper	3 Nos	For entire Event
122.	Media Lounge: Office set –up Colour Printers with printing paper	2 Nos	For entire Event
123.	Media Lounge :Internet leaseline 20Mbps for creating Wi-Fi zone with complete set up /infrastructure	1 Nos	For entire Event
124.	Media Lounge: Output Box with 20 Points for Media	5 Nos	For entire Event
125.	Media Lounge: Office set –up Photocopy Machine with adequate photocopy paper and stationery.	1 Nos	For entire Event
126.	Media Lounge: Office setup - Octonorm Tables 3ft x 1.5ft	10 Nos	For entire Event
127.	Media Lounge: Office setup - Banquet chairs with chair covers	20Nos	For entire Event
128.	Media Lounge: Office setup - Power points	10 Nos	For entire Event
129.	Media Lounge: Office setup - Dust bin	2 Nos	For entire Event
130.	Media Lounge: Arrangements for press briefing for 75-100 pax with banquet chairs and head table for 5 pax. Audio Visual arrangements with 5 mikes for head table and 4 cordless mikes for Q and A. Podium with	1 Nos	For entire Event

	Podium Board and 2 mikes. Flower arrangements for head table.		
131.	Catering Arrangements for 250 Pax per day at Media Lounge – (Each Day; Menu to be changed on daily basis). Variety of Tea, coffee, cold beverages to be available on daily basis alongwith savory, sweet items like samosa, pakora, mini patties, French fries, Dry Indian sweet, cookies and biscuits and 2 nos. water dispensing machines with 4 nos. drinking water jars of reputed brands approved by FSSAI with glasses and disposable eco-friendly paper glasses. Well groomed and uniformed staff to cater in Media Lounge.	250 pax per day	For entire Event
132.	Media Lounge: Enclosure with 4 tables and chairs for dedicated catering	1 Nos	For entire Event
133.	Lamp Lighting- With accessories viz oil, wicks, candle, floral decoration etc	1 Nos	For entire Event
134.	Air-conditioned portable toilets in vicinity of Media Lounge with dedicated staff deployment with toiletries, amenities and adequate power supply, water supply at all time of event.	2 Nos	For entire Event
135.	Air Circulators for Media Hangar	2 Nos	For entire Event
136.	Studio Kitchen Stage built on 18” inches raised wooden platform with 240 degree open, one entry and exit , size 12' x 8' with running water , attached mise en place area size 6' x 12' with running water facility and wash up area size 6'x12' with sink and running water facility for Washing utensils, Size of Studio kitchen tent should be 20' x 40' with roof and barricading of 3 feet height with one entry and exit	1 Nos	For entire Event
137.	Studio Kitchen: Theatre seating with 50 banquet chairs with covers in front of the studio kitchen.	50Nos chairs	For entire Event
138.	Studio Kitchen Sofa set for VIP (Single Seater)	2 Nos	For entire Event
139.	Studio Kitchen Power Point 15Amp	6 Nos	For entire Event

140.	Studio Kitchen Electrical Load	20 KV, daily basis	For entire Event
141.	Studio Kitchen: Video Camera placed on the working area and both sides with complete recording of entire event	3 Nos	For entire Event
142.	Studio Kitchen LED Screen size 12'x8'	2 Nos	For entire Event
143.	Studio Kitchen Collar Mike	4 Nos	For entire Event
144.	Studio Kitchen Sound System with four Speaker	1 Nos	For entire Event
145.	Studio Kitchen Fire Extinguishers –ABC Type 10 Kg, Sand Buckets and Sand Bags	4 Nos	For entire Event
146.	Studio Kitchen Chef Caps with Incredible India Print	100 Nos	For entire Event
147.	Studio Kitchen: 04 Utility workers for the studio kitchen per day	4 Nos	For entire Event
148.	Pathway: Wooden platform of 10cm with carpet throughout the Parv area to access the food court stalls, stage, Handicrafts and Handlooms stalls, State Theme Pavilion, VIP Lounge, Media Lounge, DAVP Hangar, ASI Hangar, offices of ministries, ITDC and Public Conveniences etc. The entire pathway to be with carpet and approx. of size 8 ft. in front and 4 ft. in back of all the areas. The pathway to also be disabled friendly with interconnected pathway facility with platforms at various places including connectivity from Gyan path to both the lawns	1,00,000sqft.	For entire Event
149.	Office Equipment: Comprising of: Computers with UPS and skilled manpower for Registration (preparation of badges etc.) with printers for colored and black and white printing along with stationery and paper.	3 Nos	For entire Event
150.	Office Equipment: Heavy Duty Photocopier machine along with stationery and photocopy paper	1 Nos	For entire Event
151.	Office Equipment: Lamination Machine: for Lamination of badges i.e. I- cards of 5"x3.5". The badges to have lanyards.	2 Nos	For entire Event
152.	Badges: Category wise in color. Color Badges of size 5"x3.5" with photo and good quality	5000 Nos	For entire Event

	laneyards - 5000 in number (the product should conform to the prevailing Government guidelines with regard to single use plastic) (no plastic to be used in preparation of Badges)		
153.	Manpower: Ushering Staff per day (Female).12Hrs Shift Presentable, soft – spoken duly uniformed as per our requirement. Uniform to be provided by the bidder.	6 nos. per day	For entire Event
154.	Manpower: Assistants (Male) per day 12 Hrs. shift. Presentable, soft – spoken duly uniformed as per our requirement. Uniform to be provided by the bidder.	15 Nos	For entire Event
155.	Augmentation of lights over and above normal lighting for a well lit Parv Area and surrounding area with 250 nos. LED meta lights of 80-120 watt each light .	1 Nos (250 Nos lights)	For entire Event
156.	Divider Railing: To regulate smooth entry and exit of visitors to the food court area and the tableaux/ handicraft area. As per our requirement.	2 Nos	For entire Event
157.	Security Items or Services: Tensil Canopies of water proof stretchable fabric with MS Frame to cover 40ftx13 ft to cover 10 No's DFMD at entry points	4 Nos	For entire Event
158.	Tableaux Lighting: LED Parcan up lighters for Tableaux area	200 Nos	For entire Event
159.	Water for cultural Artists: 4 nos. water dispensing machines with 20 nos. drinking water jars of reputed brands approved by FSSAI for the cultural artists each day with eco friendly disposable paper glasses	1 Nos	For entire Event
160.	Collared Tee Shirts polyster/cotton 30/70 in assorted sizes having Incredible India Logo (size , colour, quality as per Ministry of Tourism requirements)	2000 Nos	For entire Event
161.	Brochures as per following specifications- Bharat Parv brochures of Open Size, 10.5 inch x 8.5 inch, folded twice, vertically to a finished size of 3.5 inches x 8.5 inches with 4 colour printing using 130 GSM imported Art paper. (The work is to be executed with	25000 Nos	For entire Event

	design, colour and final printing as per Ministry of Tourism requirements)		
162.	Copies of Mahatma Gandhi package folder in open size A-3 folded once vertically to a finished size of A-4 with print in 4 colours using 130 GSM imported Art paper. (The work is to be executed with design, colour and final printing as per Ministry of Tourism requirements)	11000 Nos.	For entire Event

NOTE:-

1. Parties are required to make their own arrangement for setting up the consoles at various locations and protecting/covering their consoles/equipment/LED Walls etc. at their own cost.
2. The successful bidder will be required to ensure power backup for entire event area in case of power failure from primary Distribution Company in tune with prevailing government guidelines.
3. The party to maintain details/record of manpower deployed at site for the event with details consisting of a Government issued identity proof with photo viz Aadhar Card, Voter I Card, Driving License. The party to also maintain daily deployment register with their attendance.
4. All electrical wirings and fittings inside pagodas, all structures (in all areas in food court, handicraft area, all structures) to be properly covered and to be safe and secure.
5. It is clarified that general illumination of area/ lawns is not being provided by bidder. The electricity power for the duration of event shall be sourced by the successful bidder directly from the authorized Power Distribution Company of the area. All necessary permissions /clearances in this regard shall be taken by successful bidder. The aspect of electrical wiring as per statutory norms, including safety & security, from the power source identified by power distribution company upto the electric consumption point(s) (including hanger structures, pagodas. cultural areas, VIP Lounge, Media Lounge, DAVP Hangar, ASI Hangar (Min. of Culture), all sound & audio visual equipment, Stage lighting equipments, Air-circulators, etc.) will be the responsibility of the successful bidder. The successful bidder shall ensure uninterrupted power supply from parv mobilization period upto demobilization/dismantling of the entire structure at the parv area. All costs of laying the infrastructure like power sourcing including wiring etc should be included in the bidder's quote. However, the cost in respect of power units consumed and billed by the power distribution company should not be included in the bid as the payment for electricity consumption as per actual billed amount shall be directly paid /settled by Ministry of Tourism. The successful bidder is

required to ensure power backup for entire event area in case of power failure from primary Distribution Company in tune with prevailing government guidelines in force.

6. The pagodas in Food court, Handicraft area and State Theme Pavilion to have theme based fascia taking into account the presence of pan India Cuisine & Handicraft.
7. Entire area to reflect a patriotic and festive atmosphere with the main theme “150th BIRTH ANNIVERSARY OF MAHATMA GANDHI”

PERMISSIONS/ NOCs / Clearances:

Obtaining of all necessary permissions and clearances including statutory permissions for activities listed in this document and / or related activities shall be the responsibility of the agency entrusted with task of execution. These include permission from Civic Authorities, Fire Authorities, Security Authorities etc. and any other authorities/ agencies. These shall be obtained by agency well in time before the event. The agency entrusted with the task of execution shall ensure that the requirements of the authorities are duly complied within all respects. Submission of the bid is taken as an acceptance by the bidder to the same.

The agency will ensure the presence of their liaison teams, electricians, technical teams, etc. throughout the duration of the process of installation, course of the actual event duration and the subsequent dismantling of the logistics in the event area. Provision of all protective accessories/equipment to the manpower deployed for ensuring safe construction, erection dismantling etc. of the entire event area/ venue is the sole responsibility of the bidder. ITDC or its officials shall not be held responsible for any untoward incident etc. whatsoever.

ECOLOGICAL BALANCE

- The bidder shall maintain ecological balance by preventing deforestation, water pollution and defacing of natural landscape. The bidder shall also conduct his cleaning operations such as to prevent any avoidable destruction, scarring or defacing of natural surroundings in the vicinity of work. In respect of ecological balance, where destruction, scarring, damage or defacing may occur as a result of operations relating to the bidder's activities, the same shall be repaired, replanted or otherwise corrected at bidder's expense. All work areas shall be smoothed and graded in a manner to confirm to natural appearance of the landscape as directed by the concerned authorities.
- All trees and shrubbery, which are not specifically required to be cleared or removed for cleaning purposes, shall be preserved and shall be protected from any damage that may

be caused by bidder's cleaning operations and equipment. The removal of trees or shrubs will be permitted only after prior approval by the authorised officials. Trees shall not be used for anchorage. The bidder shall be responsible for injuries to trees and shrubs caused by his operations. The term "injury" shall include, without limitation, bruising, scarring, tearing and breaking of roots, trunks or branches. All injured trees and shrubs shall be restored as nearly as practicable, without delay, to their original condition at bidder's expenses.

a) In the conduct of cleaning activities and operation of equipment, the bidder shall utilize such practicable methods and devices as are reasonably available to control, portent facility and otherwise minimize air/noise pollution.

b) Separate payment shall not be made for complying with provisions of this clause and all cost shall be deemed to have been included in the price in the Bill of Quantities.

c) Bidder shall use Environmental friendly chemical / detergents /reagents, for the purpose of Cleaning of structures.

SAFETY MANAGEMENT AND RESPONSIBILITIES

The bidder shall be responsible for ensuring the fitness and safety of all persons employed at work. In this regard a responsible representative of bidder must be present on site at all times of work to carryout safety audit checks to ensure safety requirements are properly observed. Smoking &Consumption of Liquor in any form is not allowed on site. The Agency is responsible to ensure that necessary and adequate personal protective equipment's are all the times available for the service personnel working. The carrying and consumption of intoxicating liquor, drugs or other substances that may affect the proper performance is strictly prohibited.

SAFETY / FIRE RULES AT WORK

The bidder's supervisor is responsible for ensuring that the workers comply with the Safety rules at work.

ACCIDENTS

It shall be the sole responsibility of the bidder to adopt all the safety measures & deploy personnel who are adequately trained in safety.

a) If any accident occurs due to operations or due to negligence on the part of the bidders personnel, it shall be the full responsibility of the bidder.

b) If any damage occurs to the structures/ material & equipment as well as rolling stock due to erection operations, the cost of damage will be recovered from the bidder's bill.

STAFF AND LABOUR

The bidder will get due diligence of staff and labour employed at event venue and adherence to security and safety norms are to be followed strictly. The manpower deployed in connection with the event should carry at all times during the currency of the of entire period a valid Photo Identity Card issued by the successful agency along with a supporting Photo ID proof like Aadhaar Card, Voter Identity Card etc. The agency will maintain proper attendance records on daily basis for the manpower deployed for the event. Such records should be enclosed along with the bill.

Security Arrangements & Crowd Control

- The security personnel meant for security and scanning should be well trained in security related aspects, presentable and in proper uniform as per the requirement of ITDC Ltd.; Adequate security and Crowd control arrangements including both male and female security staff in adequate numbers in addition to x-ray check of packages and Hand Held metal detectors/ Door frame metal detectors; Security checks to be done at all the car parking areas. Checking of all vehicles entering parking areas to be done; Walky –Talkie for communication amongst key personnel within the entire event area; Contingency plan including special contingency exit routes.

Arrangement of CCTV surveillance system

- Installing CCTV system, Managing CCTVs, CCTV Monitoring Room, Direct Feed from CCTVs to CCTV monitoring room, display of live feed and recordings as per requirement of security authority in and around the event area; the same must be undertaken by expert professionals.
- The recording of the CCTV shall be given to the ITDC and principal organizer i.e. Ministry of Tourism on need/day to day basis.

Arrangement of Fire Fighting System

- Adequate fire fighting arrangements, fire tenders & all mandatory/ necessary clearances from Delhi Fire Service.

Arrangement of Central PA System

- Central PA system for entire venue and a PA system for help desks.

Important/General/Allied Arrangements

- Branding of Events at Venue & in Delhi's prominent locations with special emphasis on "150th BIRTH ANNIVERSARY CELEBRATIONS OF MAHATMA GANDHI" and "Ek Bharat Shrestha Bharat" Also with emphasis on "Tourism For

All, “Dekho Apna Desh”, “Tourism and Governance”, “Incredible India” and “Swacch Bharat Abhiyan”.

- Food Court: Food stalls of suitable size will be set up as part of the food court with the arrangements of cooking facility, water, Plug points for electrical equipment & table chairs for guests. These stalls are to cater various states cuisines of India.
- Appropriate seating arrangements, free drinking water facility with disposable glasses and adequate number of dustbins will be provided adjacent to the food stalls. Dedicated housekeeping staff will be earmarked for the food stalls to ensure cleanliness of the area and surroundings.
- The successful bidder is expected to use fire retardant materials in making /erecting the structures.
- Cleanliness in totality with stress on ‘Swachh Bharat Abhiyan’ Adequate covered dust bins & other cleanliness arrangements including adequate number of housekeeping staff to maintain the venue in clean and hygienic conditions at all times from 26th -31st January 2020 or the extended period, if any. The scope of work will also cover regular cleaning / maintenance of the arena pre, during and after the entire course of execution of main function and dismantling; Removal / disposal of garbage; provision of garbage bins etc. Standard operating procedure to be adopted by the agency to upkeep and provide utmost hygienic environment during the entire duration of event in an around the venue.
- Provision of adequate plants, flowers, floral arrangements and other decorations, electrical fittings in and around the areas.
- The agency will ensure the presence of their liaison teams, electricians, technical teams, designers etc. throughout the duration of the process of installation, course of the actual event duration and the subsequent dismantling of the logistics in the event area. Provision of all protective accessories/equipment to the manpower deployed for ensuring safe construction, erection dismantling etc. of the entire event area/ venue is the sole responsibility of the bidder. ITDC Ltd. or its officials shall not be held responsible for any untoward incident etc. whatsoever.
- Items are on rental basis. It may be ensured that each and every item and service provided is of excellent quality and conforms to the best standards/specifications/practices of industry - failing which they are liable for rejection – at no cost there on. All items and services are also to conform to safety standards as laid down by the authorities.

- In addition, the activities and requirements not defined in the Requirement list mentioned above but required for successful conduct of events will be undertaken by selected Vendor.
- In case of extension of event after 31st January 2020 the entire set-up will remain functional. Payment will be made on per day pro-rata basis for the extended period.

FORCE MAJEURE

Neither party will be liable in respect of failure to fulfil its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder.

A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

No Breach of Work order: The failure of a party to fulfil any of its obligations under the Work order shall not be considered to be a breach of, or default under this Work order insofar as such inability arises from an event of Force Majeure, provided that the Party 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 this Work order, and
- b. has informed the other party as soon as possible about the occurrence of such an event.
- c. the dates of commencement and estimated cessation of such event of Force Majeure; and
- d. the manner in which the Force Majeure event(s) affects the Party 's obligation(s) under the Work order.

Neither Party shall be able to suspend nor excuse the non- performance of its obligations hereunder unless such Party has given the notice specified above.

Payments: During the period of their inability to perform the Services as a result of an event of Force Majeure, the Agency shall be entitled to continue to be paid under the terms of this Work order, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the services and in reactivating the services after the end of such period.

Termination

By the ITDC Ltd.: The ITDC Ltd may terminate this Work order, written notice of termination to the Agency, to be given after the occurrence of any of the events specified in this clause:

- a. If the Agency do not remedy a failure in the performance of their obligations under the Work order on immediate basis.
- b. If the Agency become insolvent or bankrupt;
- c. If, as the result of Force Majeure, the Agency are unable to perform a material portion of the Services for a reasonable period in view of the nature of event.
- d. If the Agency submits to the ITDC Ltd. a false statement which has a material effect on the rights, obligations or interests of the ITDC Ltd.
- e. If the Agency places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the ITDC Ltd;
- f. if the Agency, in the judgment of the ITDC Ltd. has engaged in Corrupt or Fraudulent Practices in competing for or in executing the Work order.

Obligations of the Agency

General: The Agency shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Agency shall always act, in respect of any matter relating to this Work order or to the Services, as faithful advisers to the ITDC Ltd., and shall at all times support and safeguard the ITDC's legitimate interests in any dealings with Sub- consultants or third parties.

Conflict of interest

Prohibition of Conflicting Activities: Neither the Agency nor their Sub-consultants nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- a. during the term of this Work order, any business or professional activities which would conflict with the activities assigned to them under this Work order; and
- b. after the termination of this work order, such other activities as may be specified.

Documents Prepared by the Agency to be the Property of the ITDC Ltd.: All designs, reports, other documents and software submitted by the Agency pursuant to this work order shall become and remain the property of the ITDC Ltd., and the Agency shall, not later than upon termination or expiration of this Work order, deliver all such documents and software to the ITDC Ltd., together with a detailed inventory thereof. The Agency may retain a copy of such documents and software. Restrictions about the future use of these documents and software, if any, shall be specified in this work order.

Liability of the Agency: Subject to additional provisions, if any, in this work order the Agency's liability under this Work order shall be as provided by the Applicable Law.

Obligations of the ITDC

Assistance and Exemptions: the ITDC will use its best efforts to ensure that the Government will provide the Agency with work permits and such other documents as necessary to enable the Agency to perform the Services:

Issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services;

Settlement of disputes

Amicable Settlement: The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Work order or its interpretation.

Responsibility for accuracy of Tender documents

General

The Agency shall be responsible for accuracy of the estimate and all other details prepared by him as part of these services. He shall indemnify the ITDC against any inaccuracy in the work, which might surface during implementation of the project.

Confidentiality

Information relating to evaluation of proposals and recommendations concerning grant of the work order shall not be disclosed to the Bidders who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been given the work order.

Governing Laws and Jurisdiction

The Agreement shall be governed by the laws in force in India. Any dispute arising in relation to the agreement shall be subject to the jurisdiction of courts at Delhi.

ARBITRATION

In the event of any dispute or difference arising out or touching to this agreement / contract and/ or in relation to the implementation or interpretation hereof, the same shall be resolved initially by mutual discussion and conciliation but in the event of failure thereof the same shall be referred to the Chairman & Managing Director of the India Tourism Development Corporation Ltd (ITDC Ltd) as per the provisions of the Arbitration & Conciliation Act 1996 (as amended from time to time) for appointment of Sole Arbitrator. The sole arbitrator so appointed shall not have any direct / indirect of any past/ present relationship or interest with any of the parties. The venue of arbitration shall be at Delhi.

Dy. General Manager, ITDC – Ashok Events
India Tourism Development Corporation Ltd
Ashok Events Division
3rd Floor, Annexe Wing
The Ashok Hotel
50-B, Chanakyapuri
New Delhi-110 021
Tel No. 011-26872616
Fax No. 011- 26873167

ANNEXURES

ANNEXURE – I (A)

List of work/ purchase order along with supporting bills for events amounting to Billed amount of Rs 75.00 Lakh each (excluding taxes, levies) executed during the last three years ending 31.03.2019 including the event executed at Stage 1 (Serial No. 14) of Technical Evaluation along with satisfactory performance certificates duly certified by a firm of Chartered Accountants.

S. No	Name of client	Location of client/project	Description of work	Value of contract/ work in (Rs) excluding taxes	Duration (start date with completion date)	Performance certificates mentioning nature and value of work executed to be uploaded/enclosed

NOTES:

- Each of the listed works shall be supported with the (a) copy of work/ Purchase order, (b) Bill raised and (c) Satisfactory completion certificate from client (mentioning the nature of work, value of work completed) **OR** Proof of receipt of full payment for each of the event duly certified by a firm of Chartered Accountants.

Signature of the Bidder with seal

ANNEXURE – I (B)

List of work/ purchase order along with supporting bills for at least three or more events amounting to Billed amount of Rs 30.00 Lakh each (excluding taxes, levies) executed during the last three years ending 31.03.2019 excluding the event executed at SI No. 1 Stage 2 of Technical Evaluation along with satisfactory performance certificates duly certified by a firm of Chartered Accountants.

S. No	Name of client	Location of client/project	Description of work	Value of contract/ work in (Rs) excluding taxes	Duration (start date with completion date)	Performance certificates mentioning nature and value of work executed to be uploaded/enclosed

NOTES:

- Each of the listed works shall be supported with the copy of work/ Purchase order, Bill, Satisfactory completion certificate from client (mentioning the nature of work, value of work completed) **OR** Proof of receipt of full payment for each of the event duly certified by a firm of Chartered Accountants.

Signature of the Bidder with seal

OVERALL ORGANISATION STRUCTURE

- Overall organization chart of the company showing position of Managing Directors and Head office of the organization
- Give list of permanent employees: technical and non-technical employees submit their CVs and list indicating their Roles & Responsibilities at site during entire event.
- Give list of Sister concerns, Branch Offices including office details at Delhi/NCR.

Format for Project / Event Team Members' Resume

- 1) Name ---
- 2) Specify role to be played in the project/event. ---
- 3) Current job title ---
- 4) Experience in yrs. (provide details regarding name of organizations Worked for Designation, responsibilities Tenure etc.) ---
- 5) Name of Organization and tenure served ---
- 6) Number of years with the Current Organization. ---
- 7) Current job responsibilities ---
- 8) Summary of Professional/domain Experience ---
- 9) Assignments handled ---
- 10) Educational Background, Training/ Certification including institutions, Specialization areas etc. ---

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 undertake full responsibility for any concealment / wilful misstatement described above.

Date :

Signature of Staff Member

INTEGRITY PACT

(To be executed on a non-judicial stamp paper of Rs. 100/- or as may be applicable in the respective state whichever is higher)

This Integrity Pact (hereinafter referred to as the Agreement) is made on this ____ day of the month of _____ 20____

Between

India Tourism Development Corporation Ltd (hereinafter referred to as ITDC is a Government of India Undertaking) a company duly incorporated and existing under the provisions of the Companies Act, 1956, having its registered office at having its Registered Office at SCOPE Complex, Core 8, 7 Lodi Road, New Delhi-110003 (hereinafter referred to as the Principal, which expression shall unless repugnant to the meaning of context hereof include its successors and permitted assigns).

And

M/s. _____ (name and address of the Individual/firm/company/consortium members) through _____ [mention details of the duly authorized signatory] (hereinafter referred to as the Bidder/Contractor which expression shall unless repugnant to the meaning of context hereof include its successors and permitted assigns).

Preamble

Whereas, the Principal has floated a Tender _____ [Tender No.] (hereinafter referred to as Tender) and intends to award under laid down procedures, contract(s)/purchase order/work order/ for _____ [name of the contract/order] or items covered under the tender (hereinafter referred to as the Contract).

Whereas, the Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relations with its Bidder(s) and /or Contractor(s).

Whereas, in order to achieve these goals, the Principal has appointed competent and credible Independent External Monitors (IEM's) for this Pact after approval of Central Vigilance Commission.

Whereas to meet the aforesaid purpose both parties have agreed to enter into this Integrity Pact (hereinafter referred to as the Agreement), the terms and conditions of which, shall be read as an integral part of the tender document and contract between the parties.

Now, Therefore, in consideration of the mutual covenants contained in this Pact, both parties hereby agree as follows:-

Section 1- Commitments of the Principal

1. The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

b. The Principal will during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the process or the contract execution.

c. The Principal will exclude from the process all known prejudiced persons.

2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there is a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2- Commitments of the Bidder(s)/Contractor(s)

The Bidder(s)/Contractor(s) commit them self to take all measures necessary to prevent corruption.

1. The bidder(s)/Contractors(s) commit them self to observe the following principles during participation in the tender process and during the contract execution: -

a. The Bidder(s) / contractor(s) will not, directly or through any other persons or firm, offer promise or give to any of the Principal's employees involved in the tender process

or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) /Contractors will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the bidder(s)/contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. And the details as mentioned in the 'Guidelines on Indian Agents of Foreign suppliers' shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupee only.

In a tender, either the Indian Agent on behalf of the Principal/OEM or the Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender. If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.

e. The Bidder(s)/Contractor(s) will, when presenting their bid, disclose any and all payment made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

f. Bidder(s)/Contractors who have signed the integrity pact shall not approach the courts while representing the matter to IEM's and shall wait for their decision in the matter.

2. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3: Disqualification from tender process and exclusion from future contracts

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or terminate the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of the transgression and action will be taken as per the procedure prescribed in the "Guidelines on banning of business dealings" of the Principal.

Section 4: Compensation for Damages

Without prejudice to any rights that may be available to the Principal under law or Contract or its established policies and laid down procedures, the Principal shall have the following rights in case of breach of this Agreement by the Bidder(s)/Contractor(s).

1. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to the Earnest Money Deposit / Bid Security Amount of the Bidder/Contractor.
2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5: Previous Transgression

1. The Bidder declares that no previous transgressions occurred in the last three years with any other company in any country conforming to the anti-corruption approach or with any other public sector enterprise in India that could justify his exclusion from the tender process.
2. If the bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the as per the procedure mentioned in the "Guidelines on Banning of business dealings" of the Principal.

Section 6: Equal treatment of all Bidders/Contractors.

1. In case of sub-contracting, the principal contractor shall take the responsibility of the adoption of Integrity Pact by the sub-contractor(s).
2. The Principal will enter into Agreements with identical conditions as this one with all bidders, contractors.

3. The Principal will disqualify from the tender process all bidders who do not sign and submit this Integrity Pact along with their Technical Bid for this Tender or violate its provisions at any stage of the tender process.

Section 7: Violations of the Integrity Pact

If the Principal obtains knowledge of conduct of a Bidder, Contractor, or of an employee or a representative or an associate of a Bidder, Contractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8: Independent External Monitor/Monitors (IEM)

1. The Principal will appoint competent and credible Independent External Monitor for this Pact after approval of Central Vigilance Commission.

The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement

2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. The monitor would have access to all contract documents whenever required. It will be obligatory for him/her to treat the information and documents of the bidders/contractors as confidential. He/she reports to the C&MD, ITDC.

3. The Bidder/Contractor accepts that the Monitor has the right to access without restriction to all project documentation of the principal including that provided by the contractor. The contractor will also grant the monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to sub-contractors (if any).

4. The Monitor is under contractual obligation to treat the information and documents of the Bidders(s)/ contractor(s)/ sub-contractors(s) with confidentiality. The monitor has also signed declarations on 'Non- Disclosure of Confidential Information' and of 'Absence of conflict of interest'. In case of any conflict of interest arising at a later date, the IEM shall inform C&MD (ITDC) and recuse himself/herself from that case.

5. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

6. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit nonbinding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

7. The Monitor will submit a written report to the C&MD, ITDC within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.

8. If the Monitor has reported to the C&MD, ITDC, a substantiated suspicion of an offence under relevant IPC/PC Act, and the C&MD, ITDC has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

9. The word 'Monitor' would include both singular and plural.

Section 9 - Pact Duration

1. This pact begins when both parties have signed this Agreement. It expires for the Contractor 12 months after the last payment under the contract and for all other bidders 6 months after the contract has been awarded.

2. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

3. If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this Agreement as specified above, unless it is discharged / determined by C&MD of ITDC.

Section 10 - Other provisions

1. This Agreement is subject to Indian Law, the place of performance and jurisdiction is the Registered Office of the Principal i.e. New Delhi.

2. Changes and supplements, as well as termination notices need to be made in writing. Side agreements have not been made.

3. This agreement must be signed by the duly authorized signatory only. If the Contractor is a partnership or a consortium, this agreement must be signed by all

partners or consortium members. In case of any change in partnership/consortium the new partner or member will have to sign this document.

4. Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

5. Issues like Warranty / Guarantee etc. shall be outside the purview of IEMs.

6. In the event of any contradiction between this Agreement and its annexure, the clause of the Agreement will prevail.

For the sake of brevity, both the parties agree that this Agreement will have precedence over the Tender/Contract documents with regard to any of the provisions covered in this Agreement.

(For & on behalf of the Principal)(For & on behalf of the Bidder)
(Office Seal) (Office Seal)

Place: _____

Date: _____

Witness-1

Signature:

Name:

Address

Witness-2

Signature:

Name:

Address

SELF DECLARATION OF NOT-BLACKLISTED

(On Company Letter Head)

To

Date:

Deputy General Manager
ITDC – Ashok Events
India Tourism Development Corporation Ltd,
Ashok Events Division
3rd Floor, Annexe Wing,
The Ashok Hotel
50-B, Chanakyapuri,
New Delhi-110 021

Dear Sir,

This is to declare that our company _____ is not blacklisted by any Central/State Government client i.e., Ministry/ Department/ PSU (Public Sector Undertaking), Govt. Autonomous Body/Authority and CII, FICCI and ASSOCHAM etc.

Name of Bidder:

Signature of the Bidder with seal

PROFORMA OF GENERAL POWER OF ATTORNEY

(To be signed and executed in non-judicial stamp paper of Rs. 100/-and to be duly notarised)

GENERAL POWER OF ATTORNEY

Be it known all to whom it concerns that:

I/We all the Partners/Directors/Board members/ trustees/ Executive council members/proprietors/ Leaders of M/s _____having its registered office at _____hereby appoint Sri _____ S/o _____residing at _____ as my/our attorney to act my/our name and on behalf and sign and execute all Documents/ Agreements binding the firm for all contractual obligations (including reference of cases to arbitrators) arising out of contracts to be entered into by the company/ Corporation/ society/ trust/ firm with the ITDC in connection with its tender No. _____ Dated _____for the Appointment of Event Management Company _____ due for opening on _____. In short, he is fully authorized to do all, each and everything requisite for the above purpose concerning M/s _____ and I/We hereby agree to confirm and ratify his all and every act of this or any documents executed by my/ our said Attorney within the scope of the authority hereby conferred on him including references of cases to arbitration and the same shall be binding on me/ us and my/ our company/ Corporation/ society/ trust/ firm as if the same were executed by me/ us individually or jointly.

Witness (with address) Signature of the Partners/Directors/Board members/
Trustees/ Executive council members/ proprietors/
Leaders

- 1.
- 2.
- 3.

ATTESTED ACCEPTED

Signature: (Seal and Signature of Signatory of Tender offer of the company/ Corporation/
Society/ trust/ firm)

Format of Bank Guarantee

BG No.

Date:

1. In consideration of you, ITDC - Ashok Events, The Ashok, 50-B Chanakyapuri, New Delhi – 110021 on behalf of Ministry of Tourism, Government of India. (hereinafter referred to as the “Authority” which expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors and assigns) having agreed to receive the proposal of **[Name of company]**, (hereinafter referred to as the “Bidder” which expression shall unless it be repugnant to the subject or context thereof include its successors and assigns), for appointment as Agency for [name of assignment] pursuant to the tender document dated [date] issued in respect of the Assignment and other related documents including without limitation the draft work order for services (hereinafter collectively referred to as “tender document”), we [Name of the Bank] having our registered office at [registered address] and one of its branches at [branch address] (hereinafter referred to as the “Bank”), at the request of the Bidder, do hereby in terms of relevant clause of the tender document, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfilment and compliance of the terms and conditions of the tender document by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to the Authority an amount of Rs. [in figures] ([in words]) (hereinafter referred to as the “Guarantee”) as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder if the Bidder shall fail to fulfil or comply with all or any of the terms and conditions contained in the said tender document.

2. Any such written demand made by the Authority stating that the Bidder is in default of the due and faithful fulfilment and compliance with the terms and conditions contained in the tender document shall be final, conclusive and binding on the Bank. We, the Bank, further agree that the Authority shall be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfilment and compliance with the terms and conditions contained in the tender document including, Document including without limitation, failure of the said Bidder to keep its Proposal valid during the validity period of the Proposal as set forth in the said tender document, and the decision of the Authority that the Bidder is in default as aforesaid shall be final and binding on us, notwithstanding any differences between the Authority and the Bidder or any dispute pending before any court, tribunal, arbitrator or any other authority.

3. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or

protest and without any reference to the Bidder or any other person and irrespective of whether the claim of the Authority is disputed by the Bidder or not, merely on the first demand from the Authority stating that the amount claimed is due to the Authority by reason of failure of the Bidder to fulfil and comply with the terms and conditions contained in the tender document including without limitation, failure of the said Bidder to keep its Proposal valid during the validity period of the Proposal as set forth in the said tender document for any reason whatsoever. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. [in figures] ([in words]).

4. This Guarantee shall be irrevocable and remain in full force for a period of 90 (ninety) days from the Proposal Due Date or for such extended period as may be mutually agreed between the Authority and the Bidder, and agreed to by the Bank, and shall continue to be enforceable until all amounts under this Guarantee have been paid.

5. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.

6. In order to give full effect to this Guarantee, the Authority shall be entitled to treat the Bank as the principal debtor. The Authority shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said tender document to extend time for submission of the Proposals or the Proposal validity period or the period for conveying of Letter of Acceptance to the Bidder or the period for fulfilment and compliance with all or any of the terms and conditions contained in the said tender document by the said Bidder or to postpone for any time and from time to time any of the powers exercisable by it against the said Bidder and either to enforce or forbear from enforcing any of the terms and conditions contained in the said tender document or the securities available to the Authority, and the Bank shall not be released from its liability under these presents by any exercise by the Authority of the liberty with reference to the matters aforesaid or by reason of time being given to the said Bidder or any other forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Bidder or by any change in the constitution of the Authority or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.

7. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.

8. We undertake to make the payment on receipt of your notice of claim on us addressed to [Name of bank along with branch address] and delivered at our above branch which shall be deemed to have been duly authorized to receive the said notice of claim.

9. It shall not be necessary for the Authority to proceed against the said Bidder before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which the Authority may have obtained from the said Bidder or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealized.

10. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of the Authority in writing.

11. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorized and has full power to execute this Guarantee for and on behalf of the Bank.

12. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. [in figures] ([in words]). The Bank shall be liable to pay the said amount or any part thereof only if the Authority serves a written claim on the Bank in accordance with paragraph 8 hereof, on or before [date].

Signed and Delivered by [name of bank]

By the hand of Mr. /Ms. [name], it's [designation] and authorized official.

(Signature of the Authorized Signatory)

(Official Seal)

Notes:

- The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee.
- The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.

ANNEXURE - VII

UNDERTAKING

(duly notarised on stamp paper of Rs.100/- non judicial)

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 and ITDC will not be responsible in case of any accident/ incident and will not compensate financially or otherwise.

We declare that all the services will be performed strictly in accordance with the bid documents irrespective of whatever has been stated to the contrary anywhere in our bid

In case any ambiguity noticed in the documents submitted at any stage, we shall be entirely responsible and liable for any action as deemed fit under law apart from forfeiture of of EMD and security deposit.

I/We hereby assure ITDC that enlisted Manpower and equipment deployment will be done at Venue from Mobilization to Completion of Event as per schedule i.e. by 24-01-2020 at Red Fort, Delhi. I/we hereby declare that I/we am sole responsible on behalf of M/s.....for giving such declaration.

Signature of Indemnifier/Agency

Check List of documents and details to be uploaded in response to the bid.**NAME OF THE AGENCY:-**

Sr. No	Pre- Qualification Documents	Uploaded/Attached	Not Uploaded/ Not Attached
1	Tender Documents	Tender document to be uploaded.	
2	Earnest Money deposit amount (EMD) Rs5,00,000/- deposit details (refundable without Interest)	Deposit Details Transaction ID No. Date: Issued from Bank:.....	
3	The bidder has to submit self-certified letter indicating that they have not been blacklisted by any Government Department, Organisation, Corporation, Authorities/Bodies etc.	Please upload self-certified letter – As per format given in Annexure IV	
4	Copy of PAN No.	Please upload copy of PAN Card	
5	Proof of Registration with Goods and Services tax (GST) Law	Please upload copy of registration under Goods and Services Tax (GST) Law.	
6	Proof of Registration with ESI	Please upload copy of ESIC registration	
7	Proof of Registration with Provident fund	Please upload copy of Provident fund registration	
8	Organizational Structure of Firm, Sister concerns, List of branch office details including office details at Delhi / NCR, Name of	Please upload information as per Annexure –II	

	Directors/Proprietor/Partners with technical staff & others related details needs to be provided.		
9	Latest Bank Solvency Certificate from a scheduled bank of value not less than Rs. 1.25 Crore. The certificate should not be issued prior to 12 months from the last day of receipt of the online bids.	Bank Solvency certificate to be uploaded as per requirement indicated.	
10	Audited Balance Sheets, Statement of Profit & Loss and audit report from a firm of chartered accountants for 3 financial Years: - For the year 2016-17 For the year 2017-18 For the year 2018-19	Please upload copies of audited balance sheets, statement of Profit & Loss Account and audited report for three financial years as indicated along with all Notes and Annexures.	
11	In case the companies following calendar year as accounting year: - Audited Balance Sheets, Statement of Profit and Loss and audit report from a Firm of Chartered Accountant for the 3 calendar years i.e. For the calendar year 2016 For the calendar year 2017 For the calendar year 2018	Please upload copies of audited balance sheets, statement of Profit & Loss Account and audited reports for three calendar years as indicated along with all Notes and Annexures.	
12	Proof of minimum average annual financial turnover amounting to Rs 5.00 crore in the relevant event management field, from the firm of Chartered Accountants during 3 financial years ending 31st March of following financial years- 2016-17 2017-18 2018-19	(a) Copy of certificate from a firm of Chartered Accountants indicating the turnover specifically from the event management field to be uploaded (b) Self attested Form 26 AS for the respective years	

13	Proof of minimum average annual financial turnover amounting to Rs 5.00 crore in the relevant event management field, from the firm of Chartered Accountants during 3 Calendar years ending 31st December of following Calendar years- 2016 2017 2018	a) Copy of certificate from a firm of Chartered Accountants indicating the turnover specifically from the event management field to be uploaded b) Self attested Form 26 AS for the respective years	
14	An undertaking duly notarized on stamp paper of Rs. 100/- (non judicial)	Please upload undertaking refer Annexure VII for details	
15	Duly filled up, signed with stamp pre contract Integrity Pact on non-judicial stamp paper of Rs. 100.00 or the amount as may be applicable in the respective state from where the bidders registered office / head quarters operates-whichever is higher. The cost of stamp paper is to be borne by the bidder.	Please upload pre-contract integrity pact Refer Annexure III	
16	Copy of the ITR for the financial years 2016-17 and 2017-18, 2018-19 (Assessment years (2017-18, 2018-19, 2019-20))	Copy of ITR for the required financial/assessment years to be uploaded.	
17	The bidder shall submit a power of attorney, duly notarised, authorizing the Signatory of the bid to sign and execute the contract.	Power of Attorney, duly notarised as per the format given in Annexure V	
18	The bidder should provide information on any history of litigation or arbitration resulting from contracts in last five year currently under execution. <ul style="list-style-type: none"> • Year Award for/ or 	The required information is to be provided to this clause. If the information to be furnished in this schedule is not given and come to the subsequently knowledge of ITDC, the same will result in disqualification of the bidder	

	<p>against bidder</p> <ul style="list-style-type: none"> • Name of Client • Litigation & Dispute • Matter Disputed • Amount in Rs. 		
19	<p>Proof of having successfully managed at least one (1) outdoor event for a Central/State Government client i.e., Ministry/ Department/ PSU (Public Sector Undertaking), Govt. Autonomous Body/Authority, CII, FICCI and ASSOCHAM where the end user/ ultimate client is the Government in the years 2016-17 to 2018-19 for a billed amount of not less than <u>Rs.75.00 Lakh excluding all taxes & levies etc. (Rupees seventy five lakh only)</u></p>	<p>Self-attested Copies duly certified by firm of Chartered Accountants: Refer Annexure I (A)</p> <ol style="list-style-type: none"> 1. Work Order issued by the client, 2. Copy of the bill raised and 3. Document indicating satisfactory completion of the event issued by the client OR the proof of receipt of full payment against the bill. 	
20	<p>Copies of work/ purchase order along with supporting bills for at least three events amounting to Rs 30.00 Lakhs each (excluding taxes, levies) executed during the last three years ending 31.03.2019 excluding the event executed at Sl No. 1 Stage 2 of Technical Evaluation along with performance certificates</p>	<p>Please upload required details as per Annexure-I(B) along with Performance certificates to be uploaded</p>	
21	<p>In order to substantiate the complete understanding/ clarity in respect of event concept, proposal originality, innovative ideas and suggestions, Creativity and proposed concept plan to manage this event (event strategy), the bidder is</p>	<ul style="list-style-type: none"> • Please upload the hardcopy of the presentation on e-portal. The party is also required to submit a soft copy of presentation in the form of CD/DVD, to DGM (Ashok Events) before the closing date of online Bid. • A proposed Arena Plan is to be included in the bid document by all 	

	<p>required to submit the hard copy and upload the soft copy of proposal/ presentation.</p> <p>Note-If required, the bidder has to make multiple Audio video/ power point presentations in front of appropriate authorities as informed by ITDC. All such presentations if any shall be at bidders' risk, cost and responsibility.</p>	<p>bidders</p>	
22	<p>The prospective bidder must have at least 5 (Five) years working experience in the event management field up to 31st March, 2019.</p>	<p>Please upload Memorandum & Articles of Association, Certificate of Incorporation/ Partnership Deed etc. And duly supplemented with work orders/ supporting documents citing experience.</p>	

Date: `

Place:

Agency signature with seal:

On stamp paper of Rs.100/-

ANNEXTURE-IX

DRAFT AGREEMENT

“This Agreement is made at New Delhi on this the _____ day of _____ 2019 between ITDC Ltd a Govt. of India Undertaking having its Registered Office at Scope Complex, Core-8, Lodi Road New Delhi – 1100 03) through Mr/Mrs _____ General Manager (Ashok Events) (hereinafter referred to as the First Party or Corporation) which expression shall unless the context otherwise required shall mean and include its successors and assignees of the one part.”

And

M/s _____, a Company duly incorporated under the Indian Companies Act/Proprietor/Partnership, through Shri _____ its (designation), who is duly authorized to sign this Agreement, having its registered office at _____. (Hereinafter referred to as the Second Party or the Agency) which expression shall unless the context otherwise required shall mean and include its successors and assignees of the other part:

Whereas the Corporation has floated tender for engagement of event management company for an event at front of Red Fort, Delhi (Gyan Path and the two(2) adjoining Lawns) from 26th – 31st January, 2020 as per the scope of work and specifications given in the tender document. And whereas pursuant to the said tender, the Agency has uploaded it's tender.

And whereas based on the representations made by the Agency and being found eligible, the ITDC has agreed to award the contract to the Agency. And whereas the parties wish to adduce the terms and conditions for the said supply in writing as under: -”

1. That the Agency shall manage the quantity and quality of manpower and equipment before services are rendered. The quality/quantity/services rendered should match with the given scope of work and specification all the time.

2. That the Corporation reserves the right to reject any services for not confirming to the approved scope of work /specification at its discretion and such a decision shall be final and binding on the Agency. The Agency shall have to adhere to all the NIT conditions and if the Agency fails to abide by the same, the ITDC reserves the right to hire the services from any other source at contactors risk and cost and recover the cost from the Agency.

3. That in the event of transpiring that the services rendered material delivered is not in accordance with the approved scope of work/specifications, the services will be rejected and the Agency will be responsible for making alternate arrangements for the required services conforming to defined and agreed scope of work / specification and/ or reimbursing the Corporation for loss sustained on this account. The delivery shall be in tune with the laid down standards / international standards.
4. That timely rendering of services will be the essence of the contract. Now it is hereby agreed between the parties as follows: -
 - a) The services will be made strictly as per given and agreed schedule/scope of work. The Corporation also reserves the right to terminate the contract at any time and without assigning any reason thereof about its intention to do so in writing to the Agency and the Agency shall not be entitled to any compensation by reasons of such earlier termination or event being cancelled.
 - b) The Agency shall be responsible for performing all or any of the services detailed in and arising out of the contract during the day and also at night without any additional remuneration when so directed by the corporation or by any officer authorized in this behalf
 - c). The Corporation reserves the right of placing the contract simultaneously or any time during this period with one or more articles or quantity does not by itself confer a right on the Agency on demand that the supply/services of all or of any item thereof, should necessarily be exclusively entrusted to him.
 - d). The Agency shall install all the setup/equipments at the event venue latest by 24thJanuary, 2020 as per the ordered scope of work hereto annexed and subject to the conditions contained in the said schedule which shall be taken as part of this contract, in such number and quantity as may from time to time be required for and on behalf of the corporation by any officer duly authorized in this behalf at the rates and prices mentioned in the said schedule.
 - e). The equipment/items shall be of the best quality and of the exact brand , quality and description demanded and shall be liable to be rejected by the company or any officer authorized in this behalf by the corporation to inspect or reject goods supplied by the Agency, if any items be not up to the standard required.
5. In case any of the services/items/equipments is so rejected, the approving officer shall not be required to assign or give any reason for such rejection and decision shall be final conclusive and binding upon the Agency. In case of any of the said services/articles being rejected or not being supplied/services rendered as aforesaid the corporation shall be at liberty to hire the services/procure the items

as may be required in that behalf, at the cost and expense of the Agency and the Agency shall, upon demand pay to the corporation all such costs charges and expenses and interests as shall upon demand pay to the corporation all such cost charges and expenses and interests as shall or may be incurred or sustained in hiring the services/procuring of items, the Agency shall be liable to pay in addition, to the corporation the amount incurred extra at the option of the corporation as liquidated damages for each and every such default or for any such breach of the contract, as often as the same shall happen, the corporation being at liberty to retain the said sums from the amount of any bills that may or shall become due to the Agency or from EMD/Security amount/performance bank guarantee deposited by him for the due performance of this contract.

6. The agency shall indemnify the ITDC from any direct or indirect losses suffered by ITDC due to non-compliance of the provisions/requirements of the Goods & Services Tax Act. Further in contingency of any non-compliance which result into loss of input credit to ITDC, the agency shall pay ITDC an amount equal to lost input credit along with interest/penalties or any other monetary loss suffered because of such non-compliance under GST Act including any monetary loss or otherwise arising due to legal proceedings initiated by the tax authorities as a result of non-compliance/default in paying tax by ITDC.
7. In event of any rectification of defective services/items or replacement of any defective item/services during event period, the same will be rectified /replaced immediately.
8. Timely and quality execution of an event from 26th to 31st January, 2020, including extension thereof, if any, as per NIT, is the essence of this agreement. In case of delay in services rendered, liquidated damages, as deemed fit, may be charged from the defaulting Agency. The Corporation further reserves the right to cancel the contract in the event of delayed services, and to issue a contract on any other source at the risk and cost of the Agency. After the acceptance of services, in case of any complaint received from the guests/users at the time of event / use of the items, the Corporation reserves the right to deduct the complete cost of the services rendered/material supplied and if complaints continue to persist and if there is no remedial action to the satisfaction, then receipts/acceptance of services will be stopped forthwith. The Corporation reserves the right to reject defective services/ items. Services / defective supplies not meeting the scope of work/ items specifications, or deficient in any other respect, shall be rejected at the Agency/s risk and cost. Such supplies should be replaced free of charge immediately. In the event the services rendered/product supplied is found to be unacceptable due to services lapses of product deficiencies, the Corporation reserves the right at its sole discretion to cancel the contract and to withhold the payments. The Corporation reserves the right to cancel the contract in case of

complaints, if any, received regarding quality, quantity, etc. subsequent to receipt of the items or services rendered against the scope of work against the contract which have been established as due to defaults on the part of the Agency.

9. In case of breach of any of the conditions of this agreement and the terms and conditions of the contract which shall form part of this agreement, the corporation shall be at liberty to terminate this contract forthwith without prejudice to the right of the corporation to claim damages on account of antecedent breaches thereof.
10. The Agency shall not be directly concerned or in any way deal with the officer or other persons employed by or under the authority corporation in making the services/items supplied hereby contracted for, nor shall the Agency either directly give or promise to pay or give or permit to be given to any person in any department under the corporation, money, or gratuity fee or reward for any matter or thing in any way relating to the performance of the contract.
11. The Agency shall be personally responsible for the quality and standards of equipments/items/services and shall be liable for civil and criminal actions warranted for any deviation under any applicable law of land. The Agency shall be solely responsible for the compliance of provisions of the relevant Acts.” Services and supplies must be accompanied by a proper dated challan / advice mentioning therein separately the quantity ordered and quantity supplied vis-à-vis the ordered scope of work for this event.
12. The Agency shall not assign the present contract or in any manner allow any other person or persons to interfere in without the special permission in writing of the said officer on behalf of the corporation.
13. The Agency shall be entirely responsible for compliance of all the applicable statutory obligations including all taxes, duties, fees, levies etc incurred in conducting the event to the corporation.
14. The bills for the articles supplied/services rendered may be submitted along with the actual delivery of the articles /services rendered. Any other payment of the Agency’s bills for the supplies made under these terms and conditions shall be recovered from the Agency/s from his bills subsequently submitted for payment and if such over payments or any portion thereof is thereafter remitted by the Agency, the corporation shall give the right to recover the overcharges from the security deposit as well. The bills shall be made on proper printed bill from serially numbered and not on letterheads.
15. Any difference or dispute arising out of or related to this agreement will be referred to the sole arbitrator duly appointed by the Chairman and Managing

Director of ITDC having its registered office at SCOPE Complex, Core-8, 7- Lodhi Road, New Delhi-3 as per the provisions of the Arbitration & Conciliation Act 1996 (amended from time to time)

Save as above, the jurisdiction shall be of Delhi Courts only.

16. The performance security deposit by way of bank guarantee from the scheduled bank shall be submitted or the equivalent amount shall be deposited with the Corporation, immediately within three working days of the receipt of acceptance of Letter of Intent (LoI) from the corporation. This amount shall be retained by the corporation and shall be refundable to the extent not appropriated or adjusted by the corporation in terms of this agreement, after due performance of the contract and on obtaining the satisfactory completion certificate from the principal organizer and clearance of the site. Any request for foreclosure of Bank Guarantee/ refund of Performance Security Deposit will not be considered by the Corporation.
17. In the event of, Event being extended, the ITDC reserves the right to call upon the Agency/s to continue the supplies for the extended period excess of the contracted period at the pro-rata rates of the contract. Similarly, the management reserves the right to defer the commencement of the services as per the requirement of ITDC.
18. Subject to clause above DELHI COURTS alone will have jurisdiction. Cost of stamp paper shall be borne by the Agency.
19. That the terms of the NIT shall be read as a part and parcel of this Agreement.
20. IN WITNESS TO THIS parties above mentioned have signed the contract on the date and year first stated above.
21. That Successful bidder shall indemnify and hold harmless ITDC Ashok Events from any loss, liability, damage or expense arising from or in connection with:
 - i. any claim that the personnel provided by successful bidder, or any other assignees of successful bidder are employees of ITDC for any purpose;
 - ii. Any claim that successful bidder or its associate/ sub vendor has failed to compensate its employees, including the payment of prevailing wages in accordance with the applicable law;
 - iii. Any claim that successful bidder has not complied with any wage and/or employment laws, rules regulations or common law;
 - iv. The Vendor shall ensure to pass the benefits accrued due to the GST to the ITDC which ultimately is to be passed to the final consumer. In contingency of any legal proceedings/action taken by the tax authorities for non-compliance of anti-profiteering clause by the Vendor. The Vendor

- indemnifies the ITDC from any losses monetary or otherwise suffered on account of non-compliance of anti-profiteering clause by the Vendor.
- v The Vendor shall indemnify the ITDC from any direct or indirect losses suffered by the ITDC due to non-compliance on part of vendor under GST Act, which adversely effects the GSTN rating of ITDC.
 - vi. In case of any non-compliance by the vendor which results into loss of input tax credit under GST Law to ITDC, the vendor shall pay ITDC an amount equal to lost input tax credit along with interest/penalties or any other monetary loss suffered because of such noncompliance under GST Act.
 - vii. Vendor indemnifies the ITDC against any loss monetary or otherwise arising due to legal proceedings initiated by the tax authorities as a result of non-compliance/default in paying tax by ITDC. Vendor shall indemnify ITDC in respect of the recourse action in case of “BLACK LISTING” under the “Compliance Rating Score” mechanism due to non-compliance/ default by Vendor.

PAYMENT TERMS

1. No Advance payment will be made.
2. Successful bidder shall submit to ITDC the GST compliant tax invoice/debit note/revised tax invoice. GST charged in the tax invoice/debit note /revised tax invoice by the bidder shall be released separately to the bidder only after bidder files the onward supply details in GSTR-1 on GSTN portal and Reconciliation of inward supply is done by ITDC with corresponding details of outward supply of bidder and bidder accept the changes made by ITDC and has paid the GST at the time of filling the monthly return.
3. The bill to be submitted to ITDC-Ashok Events Division within 15 days after successful completion of the event. The bill should be supported by the Certificate for clearance of the Event area/lawn from the concerned authorities or self-certificate supported by indemnity bond.
4. All payments will be made after successful completion of the event to the entire satisfaction of ITDC Ltd. and Principal Organizers i.e. Ministry of Tourism (MOT) and after receipt of payment by ITDC Ltd. from MOT.
5. Penalty Clause-For delay in delivery of the goods/services or deficient services as per the requirements indicated by ITDC-Ashok Events, ITDC-Ashok Events reserves the right to impose penalty on the supplier as deemed appropriate.

6. As per law of land, statutory deduction like income tax / tax deduction at Source (TDS) under GST (as & when applicable) etc. shall be made from the bidder bill as applicable.

LIQUIDATED DAMAGES

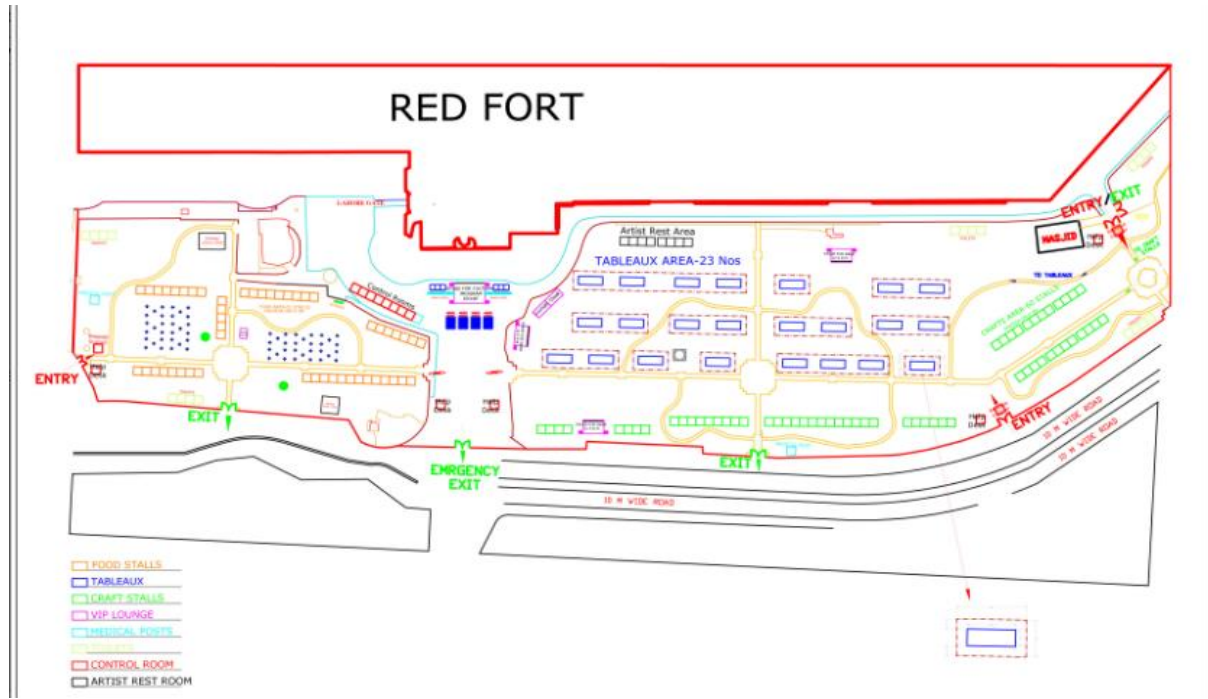
In the event of the agency's failure to complete the work within the specified time, ITDC-Ashok Events may without prejudice to his any other rights recover from the successful bidder the entire amount of penalty imposed by the client for the event or an amount deemed appropriate as liquidated damages.

IN PRESENCE OF Signed and delivered by the above named Agency

SIGNATURES OF PARTY WITH SEAL SIGNATURES OF BUYER SEAL

WITNESS

LAYOUT DRAWING/PLAN /SITE OF PROPOSED EVENT



The above lay out is for indicative purpose only.

FINANCIAL BID

SNO.	Scope of Work	Quantity	Unit	Rate	Amount
1.	Entrance Arches made of metal frame with flex print 11mtr (W) x 4.5 mtr (H) duly finished as per design approved by ITDC/ Principal Organizer.	2 Nos	For entire event		
2.	Entrance Arches made of metal frame with flex print 6 mtr (W) x 4.5 mtr (H) duly finished as per design approved by ITDC/ Principal Organizer.	4 Nos	For entire event		
3.	Help desk: Delhi Police, CCTV, Medical Room , Fire Control Room, Traffic police etc Waterproof Pagodas measuring 5 mtr x 5 mtr , Covered from all sides and top with lockable door for entry and exit having wooden platform base of 10 cm with new carpet (colour as per our requirement)	16 Nos	For entire event		
4.	H/Desk - Octonorm Tables 3 ft x 1.5ft	32 Nos	For entire event		
5.	H/Desk - Banquet chairs with chair covers	48 Nos	For entire event		
6.	H/Desk - Power points	64 Nos	For entire event		
7.	H/Desk - Dust bin	16 Nos	For entire event		
8.	H/Desk - Facia	16 Nos	For entire event		
9.	H/Desk - Adequate lighting(comprising of 3 light fittings of 40 Watt each or compatible LED Light Fittings in each pagoda)	16 Nos	For entire event		
10.	Office set up of Concerned Ministries (Ministry of Tourism, Culture, Defence, ASI, Textile, Delhi Police, CPWD, ITDC etc.) Waterproof Pagodas measuring 5 mtr x 5 mtr , Covered from all sides and top with lockable door for entry and exit having wooden platform base of 10 cm. with new	10 Nos	for entire Event		

	carpet (colour as per our requirement)				
11.	Office setup - Octonorm Tables 3ft x 1.5ft	20 Nos	For entire Event		
12.	Office setup - Banquet chairs with chair covers	40 Nos	For entire Event		
13.	Office setup - Power points	40 Nos	For entire Event		
14.	Office setup - Dust bin	10 Nos	For entire Event		
15.	Office setup - Fascia	10 Nos	For entire Event		
16.	Office setup - Adequate lighting (comprising of 3 light fittings of 40 Watt each or compatible LED Light Fittings in each pagoda)	10 Nos	For entire Event		
17.	Security Items / services - Baggage Scanning Machines (as per requirements of security agencies)	4 Nos	For entire Event		
18.	Security Items / services – Door Frame Metal Detector at entry points (as per requirements of security agencies)	40 Nos	For entire Event		
19.	Security Items / services - Manpower for Frisking, detection, security etc. arrangements by trained and uniformed, presentable security personnel (on shift basis of 12 Hours per day) at identified points and as required:- Male - 70 Nos. per day of event on shift basis in (Day/Night)	70 men per day	For entire event		
20.	Security Items / services - Manpower for Frisking, detection, security etc. arrangements by trained and uniformed, presentable security personnel (on shift basis of 12 Hours per day) at identified points and as required:- Female - 30 Nos per day of event in Day Shift only	30 women per day	For entire event		

21.	Security Items / services - Queue managers (ribbonised steel barricading) (as per requirements of security agencies)	75 Nos	For entire Event		
22.	Security Items / services - Security Tower (Machaan) (as per requirements of security agencies)	10 Nos	For entire Event		
23.	CULTURE AREA INCLUDING– Main Stage (60 ft. x 40 ft.) for Cultural performance 3 level stage with adequate load bearing capacity (300Pax at a time) with flooring foam and new carpet (Grey Color). 4 Feet height of stage at first level. Broadside steps and ramp on both sides of the stage. Frontal steps all along the width. Red Carpet covering the front of the stage up to Sofa sets seating rows.	1 Nos	For entire Event		
24.	CULTURE AREA INCLUDING Well Ventilated Green rooms of size of 625 sq. ft. each separate for male and female interconnected with cultural stage. The green rooms to accommodate 70 to 80 artists in each at a time in vicinity of stage area, with wooden platform of 10cm with carpet, 20 banquet chairs with covers each, Garments hanger stand- 5 Nos each, 6 mirrors each, 2 shelves each. Green Rooms to be well lit with 6 nos each light fitting of 40 watt each or compatible LED light fittings.	2 Nos	For entire Event		
25.	CULTURE AREA INCLUDING - Holding areas of 10 mtrs x 5mtrs each for cultural artists at an area in the vicinity of the cultural stage with wooden platform of 10 cm, carpet, Banquet chairs with covers- 20 nos. each and light fittings of 40 watt- 4 nos. each or compatible LED light fittings.	2 Nos	For entire Event		

26.	CULTURE AREA INCLUDING – VIP Executive High Back Chair for Dais	12 Nos.	For entire Event		
27.	CULTURE AREA INCLUDING – Centre Table for Dais	4 Nos.	For entire Event		
28.	CULTURE AREA INCLUDING – Podium with Podium Boards	2 Nos.	For entire Event		
29.	CULTURE AREA INCLUDING - Seating for audience:- Sofa Double Seaters	36 Nos	For entire Event		
30.	CULTURE AREA INCLUDING - Seating for audience:- Centre Tables(Coffee Table size)	6 Nos	For entire Event		
31.	CULTURE AREA INCLUDING - Seating for audience:- Banquet chairs with chair covers and bands	750 Nos	For entire Event		
32.	CULTURE AREA INCLUDING - Stage Lighting:- Box Truss 70 ft x 54 ft	1 Nos	For entire Event		
33.	CULTURE AREA INCLUDING - Stage Lighting:- Centre beam 70 ft	1 Nos	For entire Event		
34.	CULTURE AREA INCLUDING - Stage Lighting:- Side Cuts Section – 16 ft	2 Nos	For entire Event		
35.	CULTURE AREA INCLUDING - Stage Lighting:- LED PAR LIGHTS 54 x 3 Watt	80 Nos	For entire Event		
36.	CULTURE AREA INCLUDING - Stage Lighting:- Par 64 sealed beam	60 Nos	For entire Event		
37.	CULTURE AREA INCLUDING - Stage Lighting:- Laser light	3 Nos	For entire Event		
38.	CULTURE AREA INCLUDING - Stage Lighting:- Sharpy	40 Nos	For entire Event		
39.	CULTURE AREA INCLUDING - Stage Lighting:- Pointy	24 Nos	For entire Event		
40.	CULTURE AREA INCLUDING - Stage Lighting:- Aura	24 Nos	For entire Event		
41.	CULTURE AREA INCLUDING - Stage Lighting:- Profile	12 Nos	For entire Event		
42.	CULTURE AREA INCLUDING - Stage Lighting:- Follow Spot	2 Nos	For entire Event		
43.	CULTURE AREA INCLUDING - Stage Lighting:- Mole fays	8 Nos	For entire Event		
44.	CULTURE AREA INCLUDING - Stage Lighting:- Haze Machine	4 Nos	For entire Event		

45.	CULTURE AREA INCLUDING - Stage Lighting: - Grand MA Lighting CONTROL Panel with NPU.	1 Nos	For entire Event		
46.	PC LED Warm-400 watts	32 Nos	For entire Event		
47.	LED Fresnel warm	32 Nos	For entire Event		
48.	Dimmer Par 500 KW Electronic	1 Nos	For entire Event		
49.	Avolite Board	2 Nos	For entire Event		
50.	Cultural Area -Video - LED WALL - Centre 40ft x 16ft	1 Nos	For entire Event		
51.	Cultural Area - Video - Side Wings – LED Wall 3.5 ft x16ft	6 Nos	For entire Event		
52.	Cultural Area - Video - Watch out Servers	3 Nos	For entire Event		
53.	Cultural Area - Video - Plasma TV 52 inch on stand for backstage	4 Nos	For entire Event		
54.	Cultural Area - Multi Camera HD Set up with 04 cameras with editing table, Jimmy Jip with crane and adequate manpower to operate	1 Nos	For entire Event		
55.	Cultural Area - Sound Requirements - line array D and B	9 Nos	For entire Event		
56.	Cultural Area - Sound Requirements - Base D and B	5 Nos	For entire Event		
57.	Cultural Area -Sound Requirements - Stage Monitor	16 Nos	For entire Event		
58.	Cultural Area - Sound Requirements - Side Fill Line array approx. 800 Watt each	4 Nos	Pairs for entire Event		
59.	Cultural Area - Sound Requirements - Corded Mikes	40 Nos	For entire Event		
60.	Cultural Area - Sound Requirements - Cordless Mikes	12 Nos	For entire Event		
61.	Cultural Area - Sound Requirements - Headset mike	8 Nos	For entire Event		
62.	Cultural Area - Sound Requirements - Foot Mike	10 Nos	For entire Event		
63.	Dynamic wired mikes of different sizes	40 Nos	For entire Event		

64.	Digital Console 96 Channels (sound engineers and adequate number of technicians to be available at all times during the event.)	2 Nos	For entire Event		
65.	VIP Lounge: To cater requirements for VIPs as per security agencies.- Construction of Space Frame Pillar less, Water Proof, Fire Retardant Aluminum hanger Structure 20m x 15m with fabric false ceiling with top and covered from all sides with wooden platform base of 10 cm with new carpet, Double Door Entrance and Exit, Well Lit befitting the Ambiance as per our requirement- using fittings, cables etc of ISI standards, well ventilated, with colorful fabric and befitting interiors.10 Nos. for entire Event Flower Bouquets and 8 Nos. for entire Event table top flower arrangements on daily basis. All material used should be in consonance to fire safety norms and adhere to fire safety standards.	300 sqmtr.	For entire Event		
66.	VIP Lounge: 10 nos. round table of 8 pax seating capacity each and 100 banquet chairs with covers	1 Nos	For entire Event		
67.	VIP Lounge: Sound system with adequate speakers, amplifier etc. with 8 number table mikes; 2 podium mikes and 4 number cordless mikes	1 Nos	For entire Event		
68.	VIP Lounge: Sofa set (Double Seaters)	16 Nos	For entire Event		
69.	VIP Lounge: Centre Tables	10 Nos	For entire Event		
70.	VIP Lounge: Side Tables	10 Nos	For entire Event		
71.	VIP Lounge: Air Circulators	4 Nos	For entire Event		
72.	VIP Lounge: Air-conditioned portable Toilets in vicinity of VIP Hanger with dedicated staff deployment with toiletries, amenities and adequate	2 Nos	For entire Event		

	water supply at all time of event.				
73.	Hangar for DAVP Exhibition - Construction of 01 Nos. for entire Event of Space Frame pillar less, Water Proof, Fire Retardant, Safe Aluminum Hanger Structure (20mx20m) with fabric false ceiling 10cm wooden platform base with carpet and covered from three sides plus top and well lit. 20 number octonorm tables, 30 banquet chairs with cover. 05 Nos. air circulators and 8 Nos pedestal fans. The average electrical load should be 10KW ncluding load required from 23rd January 2020 for fabrication of exhibition area. All material used should be in consonance to fire safety norms and adhere to fire safety standards	400 sqmtr.	For entire Event		
74.	Hangar for Ministry of Culture Exhibition - Construction of 01 Nos. of Space Frame pillar less, Water Proof, Fire Retardant, Safe Aluminum Hanger Structure (15mx20m) with fabric false ceiling 10cm wooden platform base with carpet and Covered from three sides plus top and well lit. 04 Nos. air circulators. Octonorm stalls 10 to 12 number of 3mtr.x3 mtr. inside the hangar. The average electrical load should be 10KW including load required on 23rd January 2020 for fabrication of exhibition area. All material used should be in consonance to fire safety norms and adhere to fire safety standards	300 sqmtr.	For entire Event		

75.	Food Court: Gazebo: Water proof, Specialized covered structure on truss for all over the venue at food court. Flat roof structure size 10mx10m with 10cm wooden flooring with carpet and thematic colorful decoration to give a festive look	5 Nos	For entire Event		
76.	Food Court - Water Proof Pagodas(5mx5m) with wooden platform base of 10 cm, carpet and each pagoda consisting of 3 light fittings of 40 watt each or compatible LED light fittings, Furniture- 4 Nos. working table of 6' x 3' with white disposable laminated sheets (to be changed regularly) 4 Nos. Plastic chairs, 5 Nos. power points, 1 nos. Dustbin, and 1 No. Fascia. The average Electricity load should be 5 KW in each pagoda.	60 Nos	For entire Event		
77.	Food Court – 5 Kitchen Areas of 250 SQM each in tin Sheds and stone / brick surface with each kitchen areas consisting working tables of 6' x 3' (30 No's in each kitchen area) with facility of water for cooking and dish washing. Kitchen area to be adjoining food court area. All kitchen areas to have adequate fire safety measures like ABC fire extinguishers, sand bags, sand buckets, fire Marshalls etc., as per the fire safety guidelines	1250 sqmtr	For entire Event		
78.	Food Court - Dustbin with Garbage bags with clearance at regular interval and timely cleaning to maintain hygiene during the entire period of event. Theme of Swachh Bharat to be adhered. Large size with covers.	100 Nos	For entire Event		
79.	Food Court - Outdoor LED Wall 20ft x 12ft, with flex Branding, Platform and sound system.	2 Nos	For entire Event		

80.	Food Court – Banquet (Plastic Tables) Tables Round with approx. 1.5 mtr. Dia (25 nos) with Umbrella and Rectangular/Square Dining Tables (25 Nos) with umbrella to accommodate 4/6 chairs each. Table covers for all tables.	50 Nos	For entire Event		
81.	Food Court – Banquet/ Plastic chairs with chair covers and bands/ Wooden chairs	250 Nos	For entire Event		
82.	Food Court - Bistro Tables with covers	40 Nos	For entire Event		
83.	Food Court - Stage for Performance of Nukkad nataks, size 50sq mtrs with 2 Ft height and steps on two side with sound system – 4 speakers, 10-standing mikes, 2 cordless mikes and 2 collar mikes.	1 Nos	For entire Event		
84.	Handicraft Area- Water Proof Pagodas (5m x 5m) Structure with wooden platform base of 10 cm, carpet and each pagoda to have 3 light fittings of 40 watt each or compatible LED light fittings, Spot Lights (9 nos), Furniture- 2 Nos. Octonorm Table 3'x 1.5', Banquet/Plastic chairs with covers 2 nos., 3 Nos. Power Points, 1 No. Dustbin etc with Modular structure inside. Each Modular structure within each pagoda to have 9 shelves/slabs (3 on each wall) for display their products, Presentable Almirah (all equal size) with lockable facility to be placed in each handicraft and handloom pagoda and 1 No. fascia.	80 Nos	For entire Event		
85.	Handicraft Craft Area- Including: Dustbin with Garbage bags with clearance at regular interval and timely Cleaning to maintain hygiene during the entire period of event. Theme of Swachh Bharat to be adhered.	30 Nos	For entire Event		
86.	Handicraft Craft Area- Including: Outdoor LED Wall 20'x 12' with flex	3 Nos	For entire Event		

	Branding with platform and sound system.				
87.	Handicraft Area: Internet lease line 20Mbps for creating Wi-Fi zone with complete set up /infrastructure	1 Nos	For entire Event		
88.	Handicraft Craft Area- Including State theme Pavilion: Water Proof Pagodas (10m x 5m) Structure each with wooden platform base of 10 cm, carpet with each to have 6 light fittings of 40 watt each or compatible LED light fittings, Furniture- Octonorm Table 3'x 1.5' - 04 Nos, Banquet chairs with chair covers 4 nos, Power Points 08 Nos, Spot lights -15 Nos, Dustbin -01 No, etc. with Modular structure inside. Each Modular structure within each theme Pavilion to have Presentable Almira (all equal size) with lockable facility to be placed in each Theme Pavilion pagoda and 1 No. facia. Each theme Pavilion (10mx5m) to have additional average Electricity load of 4 KW for each pavilion including Electric load required from 23 rd January,2020 for fabrication of stalls)	30 Nos	For entire Event		
89.	Barricading and Fencing: Strong, proper, effective, presentable and complete barricading and fencing (using good material) of each tableau. (Total Tableaux expected to be 20 to 25) in parv area without disturbing the décor of the tableaux and inconvenience to the visitors	1 Nos	For entire Event		
90.	Military Band Stage -4 side open and covered from top (Water Proof), multi level stage (4ft, 5ft & 6ft) for Military Bands of 12m x 8.5m size with flex branding on four sides with two side steps, carpet, with stage lighting (20 par /LED lights) from the front side of the stage	2 Nos	For entire Event		

91.	Military Band Stage -Sound system for Military Bands (48-piece band), 20 Micro phone, Cordless mikes -2nos and collar mikes- 2 nos, Jacks and wires for Guitar, keyboard and Octopad, Speakers -12 nos, Monitor speaker- 4 nos, Woofers and Tweeters, Mixer Channel, amplifier etc.	2 Nos	For entire Event		
92.	Military Band Stage - Banquet chairs with chair covers and bands with covers on band stages - 30 each stage	2 Nos	For entire Event		
93.	AYUSH Stage (Yoga Performance) 4 side open and covered on top with waterproof, stage for Yoga Performance of 12m x 8.5m size with 4ft. height with flex branding on four sides with two side steps, carpet, with stage lighting (20 par /LED lights) from the front side of the stage. Sound System with Speakers, amplifiers, 04 Cordless/Collar Mike	1 Nos	For entire Event		
94.	Revolving / Rotating CCTV Cameras with wiring – (in entire event area including periphery, surrounding areas and parking), Installation and operation during entire event with Night vision capacity, monitoring and recording and including deployment of technically trained manpower to monitor CCTV Operation. At the end of the event complete recording of all the days to be submitted in hard disk.	300 Nos	For entire Event		
95.	Fire Fighting - Provision (in entire event area including parking and surrounding areas) with firefighting equipment and manpower including Fire Tenders- 4, ABC Type fire extinguishers (10 Kg) – 150 Nos., Sand Buckets 100 and Sand Bags – 200 Nos., Fire Marshalls– 10 Nos. and Fireman – 20 Nos. duly trained as per	1 Nos	For entire Event		

	prevailing fire safety norms in uniform as per requirements of Authorities.				
96.	Conservancy and housekeeping - Provision of 130 Nos. cleaning Staff each day for conservancy and maintenance of the entire event areas including back areas, surrounding areas including surrounding toilet areas etc. Staff should be in proper uniform with cleaning equipments like vaccum cleaner, brooms, garbage bags etc.	130 Nos	For entire Event		
97.	Ceremonial Gas Filled balloons of Tri-colors (Saffron, White , Green)and medium size- On the Inaugural Day only	300 Nos	For Inaugural day of the Event		
98.	Catering Arrangements at VIP Lounge for 350 Pax--(Each Day Menu to be changed on daily basis) Variety of Tea, coffee, cold beverages to be available on daily basis alongwith savory, sweet items like samosa, pakora, mini patties, dry Indian sweet, cookies and biscuits and 2 nos. water dispensing machines with 4 nos. drinking water jars of reputed brands approved by FSSAI with glass and disposable eco-friendly paper glasses. Well groomed and uniformed staff to cater in VIP Lounge. Menu to be change on daily basis	350 pax per day	For entire Event		
99.	Office equipments: Computer with UPS	3 Nos	For entire Event		
100.	Office equipments : Printers along with paper for printing	3 Nos	For entire Event		
101.	Office equipments : Photocopier Machine with photocopier paper	1 Nos	For entire Event		

102.	Office equipments : Data cards for internet connectivity (4 GB)	3 Nos	For entire Event		
103.	Creative Branding: Creative and graphic designing of symbol of event with options, designing of view cutter, signage, backdrop, gates, 3D Cut out at various locations and direction indicator panels (as per input from principal organizer) in and around the entire Parv Area and periphery. In addition, Interactive wall using good material- fabric, wood crafted jaalis, flex prints using 3-D effects, selfie points; Graffiti walls, masks; Dance Postures with Special Emphasis on concepts like “150th Birth Anniversary Celebrations of Mahatma Gandhi and Ek Bharat Shreshtha Bharat. “ Also with emphasis on "Places associated with Mahatma Gandhi", "Quotes of Mahatma Gandhi" with respect to travel and tourism, "Tourism for All; "Tourism and Governance", "Swachhta Abhiyaan" ", DekhoapnaDesh", display various art forms of India etc. to create and enhance the ambiance to give patriotic, festive and colourful look as well as for more public participation.	65000 sqft.	For entire Event		
104.	Cloth masking on frame of entire Boundary wall with 09 Feet height as per site requirement.	40000 Square Feet	For entire Event		
105.	Creative Zone: for activities like short quiz competition, face painting/ tattoos, Karaoke activities with sound systems for public participation with activity co-coordinators and any other participative concepts with adequate coordinators etc.	1	For entire Event		

106.	30 Nos. of Drinking water dispensers equipped with 20 Ltr. Packaged Drinking water jar of reputed brand, replenish able CAN/JAR with sufficient disposable eco-friendly cups (CAN/JAR to be replaced at regular interval for un-interrupted supply) on daily basis for entire event. 550 jar of 20 ltr per day	30 nos of drinking water dispenser s and 550 jars of 20 Liters per day	For entire Event		
107.	Still and Video Photography of entire Event – comprising of two single Camera Setup with live projection in Food Court and Handicraft area and at least 4 still photographers. Softcopy of photo shoot and video recording to be handed over on daily basis/as and when required basis to ITDC for entire event including photo Album/s, DVD's and teasers(short clippings of 3 to 5 minutes duration for the event as per the requirements of Ministry). 500 nos. of photos (5"x7") with presentable album. All data pertaining to Bharat Parv to be delivered in a separate hard disk.	1 Nos	For entire Event		
108.	Toilets for General Public (Male and Females) with hand washers with liquid soap, proper water facility and their cleanliness at regular intervals and to maintain proper hygiene. All the toilets in the parv area to have provision of light inside.	60 Nos	For entire Event		
109.	Drinking water Tanker - 5000 Ltr. in Food Court area for kitchen purpose - on Daily basis. 10 Water tankers of 5000 liter each per day	6 nos tankers each day	For entire Event		
110.	Central PA System for entire venue (Help desk and control rooms)	1 Nos	For entire Event		
111.	Battery Operated Golf Cart with driver for VIPs (5 +1) seating capacity each	3 Nos	For entire Event		
112.	Wheel Chairs for Differently abled persons	5 Nos	For entire Event		

113.	Walkie-Talkies Communication Devices with System	20 Nos	For entire Event		
114.	Kitchen Apron of size 42"x24" with strap and good quality fabric with Incredible India branding	500 Nos	For entire Event		
115.	Umbrella large size	100 Nos	For entire Event		
116.	Media Hanger structure in Food Court Area: To cater requirements for Media Personnel: Construction of Space Frame Pillar less, Water Proof, Fire Retardant Aluminum hanger Structure with fabric false ceiling of size 15m x 15m with top and covered from all sides with wooden platform base of 10 cm with new carpet, Double Door Entrance and Exit, Well Lit befitting the Ambience as per our requirement- using fittings, cables etc of ISI standards, well ventilated, with colorful fabric and befitting interiors, 8 nos. table top flower arrangements on daily basis. All material used should be in consonance to fire safety norms & adhere to fire safety standards.	225 sqmtr	For entire Event		
117.	Media Lounge: Sofa set (Double Seaters)	6 Nos	For entire Event		
118.	Media Lounge: Centre Tables	6 Nos	For entire Event		
119.	Media Lounge: Side Tables	6 Nos	For entire Event		
120.	Media Lounge: Office set –up: Computers with UPS	5 Nos	For entire Event		
121.	Media Lounge: Office set –up Black and White Printers with printing paper	3 Nos	For entire Event		
122.	Media Lounge: Office set –up Colour Printers with printing paper	2 Nos	For entire Event		
123.	Media Lounge :Internet leaseline 20Mbps for creating Wi-Fi zone with complete set up /infrastructure	1 Nos	For entire Event		
124.	Media Lounge: Output Box with 20 Points for Media	5 Nos	For entire Event		

125.	Media Lounge: Office set –up Photocopy Machine with adequate photocopy paper and stationery.	1 Nos	For entire Event		
126.	Media Lounge: Office setup - Octonorm Tables 3ft x 1.5ft	10 Nos	For entire Event		
127.	Media Lounge: Office setup - Banquet chairs with chair covers	20Nos	For entire Event		
128.	Media Lounge: Office setup - Power points	10 Nos	For entire Event		
129.	Media Lounge: Office setup - Dust bin	2 Nos	For entire Event		
130.	Media Lounge: Arrangements for press briefing for 75-100 pax with banquet chairs and head table for 5 pax. Audio Visual arrangements with 5 mikes for head table and 4 cordless mikes for Q and A. Podium with Podium Board and 2 mikes. Flower arrangements for head table.	1 Nos	For entire Event		
131.	Catering Arrangements for 250 Pax per day at Media Lounge – (Each Day; Menu to be changed on daily basis). Variety of Tea, coffee, cold beverages to be available on daily basis alongwith savory, sweet items like samosa, pakora, mini patties, French fries, Dry Indian sweet, cookies and biscuits and 2 nos. water dispensing machines with 4 nos. drinking water jars of reputed brands approved by FSSAI with glasses and disposable eco-friendly paper glasses. Well groomed and uniformed staff to cater in Media Lounge.	250 pax per day	For entire Event		
132.	Media Lounge: Enclosure with 4 tables and chairs for dedicated catering	1 Nos	For entire Event		
133.	Lamp Lighting- With accessories viz oil, wicks, candle, floral decoration etc	1 Nos	For entire Event		
134.	Air-conditioned portable toilets in vicinity of Media Lounge with dedicated staff deployment with toiletries, amenities and adequate power supply, water supply at all time	2 Nos	For entire Event		

	of event.				
135.	Air Circulators for Media Hangar	2 Nos	For entire Event		
136.	Studio Kitchen Stage built on 18" inches raised wooden platform with 240 degree open, one entry and exit, size 12' x 8' with running water, attached mise en place area size 6' x 12' with running water facility and wash up area size 6'x12' with sink and running water facility for Washing utensils, Size of Studio kitchen tent should be 20' x 40' with roof and barricading of 3 feet height with one entry and exit	1 Nos	For entire Event		
137.	Studio Kitchen: Theatre seating with 50 banquet chairs with covers in front of the studio kitchen.	50Nos chairs	For entire Event		
138.	Studio Kitchen Sofa set for VIP (Single Seater)	2 Nos	For entire Event		
139.	Studio Kitchen Power Point 15Amp	6 Nos	For entire Event		
140.	Studio Kitchen Electrical Load	20 KV, daily basis	For entire Event		
141.	Studio Kitchen: Video Camera placed on the working area and both sides with complete recording of entire event	3 Nos	For entire Event		
142.	Studio Kitchen LED Screen size 12'x8'	2 Nos	For entire Event		
143.	Studio Kitchen Collar Mike	4 Nos	For entire Event		
144.	Studio Kitchen Sound System with four Speaker	1 Nos	For entire Event		
145.	Studio Kitchen Fire Extinguishers – ABC Type 10 Kg, Sand Buckets and Sand Bags	4 Nos	For entire Event		
146.	Studio Kitchen Chef Caps with Incredible India Print	100 Nos	For entire Event		

147.	Studio Kitchen: 04 Utility workers for the studio kitchen per day	4 Nos	For entire Event		
148.	Pathway: Wooden platform of 10cm with carpet throughout the Parv area to access the food court stalls, stage, Handicrafts and Handlooms stalls, State Theme Pavilion, VIP Lounge, Media Lounge, DAVP Hangar, ASI Hangar, offices of ministries, ITDC and Public Conveniences etc. The entire pathway to be with carpet and approx. of size 8 ft. in front and 4 ft. in back of all the areas. The pathway to also be disabled friendly with interconnected pathway facility with platforms at various places including connectivity from Gyan path to both the lawns	1,00,000s qft.	For entire Event		
149.	Office Equipment: Comprising of: Computers with UPS and skilled manpower for Registration (preparation of badges etc.) with printers for colored and black and white printing along with stationery and paper.	3 Nos	For entire Event		
150.	Office Equipment: Heavy Duty Photocopier machine along with stationery and photocopy paper	1 Nos	For entire Event		
151.	Office Equipment: Lamination Machine: for Lamination of badges i.e. I- cards of 5"x3.5". The badges to have lanyards.	2 Nos	For entire Event		
152.	Badges: Category wise in color. Color Badges of size 5"x3.5" with photo and good quality lanyards - 5000 in number (no plastic to be used in preparation of Badges)	5000 Nos	For entire Event		
153.	Manpower: Ushering Staff per day (Female). 12Hrs Shift Presentable, soft – spoken duly uniformed as per our requirement. Uniform to be provided by the bidder.	6 nos. per day	For entire Event		

154.	Manpower: Assistants (Male) per day 12 Hrs. shift. Presentable, soft – spoken duly uniformed as per our requirement. Uniform to be provided by the bidder.	15 Nos	For entire Event		
155.	Augmentation of lights over and above normal lighting for a well lit Parv Area and surrounding area with 250 nos. LED metal lights.	1 Nos	For entire Event		
156.	Divider Railing: To regulate smooth entry and exit of visitors to the food court area and the tableaux/ handicraft area. As per our requirement.	2 Nos	For entire Event		
157.	Security Items or Services: Tensil Canopies of water proof stretchable fabric with MS Frame to cover 40ftx13 ft to cover 10 No's DFMD at entry points	4 Nos	For entire Event		
158.	Tableaux Lighting: LED Parcan up lighters for Tableaux area	200 Nos	For entire Event		
159.	Water for cultural Artists: 4 nos. water dispensing machines with 20 nos. drinking water jars of reputed brands approved by FSSAI for the cultural artists each day with eco friendly disposable paper glasses	1 Nos	For entire Event		
160.	Promotional Tee Shirts with assorted sizes having incredible India Logo (as per size requirements)	2000 Nos	For entire Event		
161.	Brochures as per following specifications- Bharat Parv brochures of Open Size, 10.5 inch x 8.5 inch, folded twice, vertically to a finished size of 3.5 inches x 8.5 inches with 4 colour printing using 130 GSM imported Art paper. (The work is to be executed with design and final printing as per Ministry of Tourism requirements)	25000 Nos	For entire Event		

162.	Copies of Mahatma Gandhi package folder in open size A-3 folded once vertically to a finished size of A-4 with print in 4 colours using 130 GSM imported Art paper. (The work is to be executed with design and final printing as per Ministry of Tourism requirements)	11000 Nos.	For entire Event		
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INSTRUCTIONS FOR FILLING THE FINANCIAL BID

TENDER NO. ITDC/AE/MOT/Red Fort -2020 dated 22.12.2019

Appointment of an Event Management Agency having set up in Delhi/NCR on turnkey basis for Designing, Execution, Supervision/ Management of arrangements, activities and ancillary services for an Event being organized in conjunction with Republic Day Celebrations 2019 at areas in front of Red Fort, Delhi (Gyan Path and adjoining two lawns etc.) from 26th to 31st January 2020.

- THE FINANCIAL BID IS REQUIRED TO BE FILLED AT ONLINE PORTAL ONLY.
- IT IS MANDATORY FOR THE BIDDERS TO QUOTE FOR ALL THE ITEMS.