

INDIATOURISM, MUMBAI

MINISTRY OF TOURISM, GOVERNMENT OF INDIA

TENDER DOCUMENT

No: ITM/PUB/PP/22-23

3.9.2022

Selection of Event Management agency for Organizing "Paryatan Parv"-2022 during Nagpur on Friday 30th September, Saturday 1st October and Sunday 2nd October, 2022

Indiatourism, Mumbai (Regional office of Ministry of Tourism, Government of India) proposes to organize **"Paryatan Parv"-2022 at SCZCC Nagpur on Friday 30th September, Saturday 1st October and Sunday 2nd October, 2022**. The proposed event is being organised to showcase India's diverse Culture, Art, crafts and Cuisine and also to bring about a better understanding of India's heritage and culture. The event is promoted with the aim of creating awareness about varied Tourism Product, Cuisine, Heritage and Culture of India,

- (i) The venue of the Paryatan Parv in South Central zone Cultural Centre (SCZCC) premises Nagpur.
- (ii) The scope of the work is as follows:

Sr.No	Activity
1.	Setting up of facilities on existing stage at SCZCC with LED of size 15 Feet (W) 10 ft (H) Sofas to seat VIPs, seating arrangements 450 audience , tables & chairs with proper light arrangements and electrical fittings
2.	Setting up the different cuisine food stalls with tables & chairs, total 10 number, 15 handicraft stalls with proper light arrangements, fan and electrical fittings.
3.	Setting up of Information counter for state tourisms and travel trade (Total 15 in number) with pagoda structures to distribute their information brochures, leaflets, maps etc to the public visiting the venue
4.	Setting up of the attractive entrance gate with Incredible India branding, decorating the venue with Indian properties, cut-outs of Indian Art & Culture,etc.
5.	Setting up of minimum two Innovative selfie points at the venue.
6.	Open file of designs will be given to the agency and the agency has to adopt to the size necessary for different publicity materials.
7.	Arrangements towards comparing / anchoring in English, Hindi and also in regional language i.e. Marathi
8.	seating arrangement at the F&B area.
9.	Arranging refreshments, meals, water bottles for VIPS, dignitaries during the event.

10.	One AC VIP lounge cum control room (10 ftX 10 ft) with sofas and chairs for seating of 10 people. The room will have one water dispenser, paper cups and 2 low tables.
11.	Agency needs to make drinking water facility and two mobile tilets, one male and one for female with six booths each.

2. GUIDELINES FOR SUBMITTING TENDER

1. The Tender for organizing "**Paryatan Parv**"-2022 during **AKAM Iconic week** event should be submitted IN HARD COPY as per the following:

A. Part 1- “Technical Bid”– Signed, stamped and to include the following documents:

(i) Details of the Tenders

- (a) Registration Certificate / License
- (b) Aadhar Card
- (c) Pan Card of the Firm / Proprietor
- (d) GST Number

(ii) Details pertaining to the Event –

- (a) Concept conveying theme of the event
- (b) Proposed overall layout Plan of the Event/ Design/Signage
- (c) Dimension of the stage and displays
- (d) Material to be used for the stage/decorations/display etc
- (e) Suggestions of Value addition to the event

B. Part 2 – “Financial Bid” – Digitally signed and to include the following documents:

- (i) Financial Bid, duly dated, should clearly indicate the cost and simultaneously also provide break- up of the total actual cost, major head-wise, with the tax component Indicated separately against the following:

- (a) Setting up of the stage and Dismantling of the stage
- (b) Decoration and display within the area
- (c) Transportation of material to the site and back
- (d) Expenditure on all the other activities as listed in the Scope of Work as given above

- (ii) The Financial Bid Should be in Indian Rupees

- (iii) Earnest Money Deposit of Rs.50,000/- only should be made and enclosed in the bid in name of Pay & Accounts Officer, Ministry of Tourism, Government of India

5. Last date of Submission of Bids

The last date of submission of bids is at 12:00 Hrs on 10.09.22 and will be opened at 11:00 Hrs on 12.09.22. Link to join the opening of bids is <https://us06web.zoom.us/j/87103093249?pwd=M0w1S2dCaXNjWDQ3WkhiazVwR0VzUT09>

Meeting ID: 871 0309 3249

Passcode: 473892

6. Timeline for setting up the events are as follows:

Activity	Timeline
Set up for the Event	Setting up from Afternoon of 29th September 2022 till dismantling from midnight of 2nd October 2022

7 Selection Procedure

Nominated Committee will evaluate the Technical Bids received for the event.

Technical evaluation will be on an aggregate of 70 marks. Minimum qualifying marks for opening the financial bid would be 49 and above.

The Technical Bid will be evaluated on the basis of the following parameters.

- (i) Profile & Track Record of the Tenderer
- (ii) Concept and Design
- (iii) User friendliness of the Design
- (iv) Effective branding
- (v) Effective utilization of the space
- (vi) Value additions for the event

On the basis of the Technical assessment, three agencies will be selected for the event and the financial Bids of only the eligible agencies will be opened on **12.09.22** in the presence of the authorized representatives of the selected agencies physically or online through zoom. Financial evaluation will carry a weightage of 30 marks.

The agency which scores the highest aggregate marks for the event after adding the scores from the technical and financial evaluations will be awarded the contract for organising the event.

6 Terms of Payment: No advance payment will be considered Payment for work awarded will be made to agency after completion of work to the satisfaction of Indiatourism Mumbai. The agency awarded the job, will submit pre-receipted bills in triplicate for settlement.

7 Penalty: Any delays from the stipulated delivery schedule and scope of work would invite a suitable financial penalty up to Rs. 5 lakhs in respect of work also be involved in undue delays in performance by the agency, besides other action, including blacklisting of the agency as may be deemed fit by Indiatourism, Mumbai (Ministry of Tourism, Govt. of India).

8 Other Important Information

- a. The Bids should be complete in all respect. Conditional bids will be rejected outright.
- b. Indiatourism Mumbai has the right to withdraw/cancel the bid document at any stage.
- c. The Indiatourism Mumbai reserves its right to summarily reject offer received from any agency on national security considerations, without any intimation to the bidder.
- d. The Indiatourism Mumbai reserves its right not to accept bids from agencies resorting to unethical practices or on whom investigation/enquiry proceedings has been initiated by Government Investing Agencies.

9 Termination by Default: The Indiatourism Mumbai reserves the right to terminate the contract of any agency/agencies in case of change in the Government procedures or unsatisfactory services.

10. 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.

The party affected by an event of force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act.

11. Arbitration: Venue of arbitration will be Mumbai and will be governed by provision of the Indian Arbitration & Reconciliation Act.

12. Jurisdiction: The contract shall be governed by Laws of India.

Terms and Conditions:

1. The Bidder should have prior experience in similar fields and should have undertaken identical work in any Govt. Department offices / PSUs/ Private Events/ Autonomous bodies etc.
2. The Work Order placed by this office shall be carried out strictly as per terms and conditions.
3. In the event of any loss incurred to the Indlatourism, Mumbai on account of the negligence of supplier, the loss shall be compensated either by replacement or by payment of adequate compensation.

4. The Agency shall be responsible for the conduct and behaviour of its employees deputed for the work.
5. The supplier shall also not appoint any close relative of any employee of India tourism office for carrying out the work in any manner whatsoever.
6. The order placed by Indiatourism Mumbai shall be carried out strictly as per terms and conditions of contract and any delay/non delivery non-performance may attract suitable penalty for non c compliance. the bid without any prior notice.
7. Indiatourism Mumbai reserves the right to terminate and without assigning any reasons thereof.

Instructions for Bid Submission:

The bidders are required to submit hard copies to Assistant Director (Publicity), Air India Building, Ground Floor, Nariman Point, Mumbai 400021.

Bidders are required to send the bids directly by speed post addressed to Assistant Director (Publicity) , Ground Floor, Air India Building, Nariman Point, Mumbai: 400021.

For any Query contact Satarupa Datta, Assistant Director , Indiatourism Mumbai in the number of 7738379360 and email ID satarupa.datta@gov.in

A pre bid meeting has been arranged where the bidders can join with their queries on 6th September 2022 at 11.30 am. The link for joining is <https://us06web.zoom.us/j/84824145976?pwd=anByUzBOeGNmMExCcFR1RiB2bG9yZz09>

Meeting ID: 848 2414 5976

Passcode: 6jckkt

Assistant Director (Publicity)
INDIATOURISM, MUMBAI

**INDIA TOURISM, MUMBAI
GOVERNMENT OF INDIA, MINISTRY OF TOURISM**

**Selection of Event Management agency for Organizing "Paryatan Parv"-2022 during Nagpur on Friday 30th September,
Saturday 1st October and Sunday 2nd October, 2022**

Financial Bid

	Company / Firm Name	
Sr No	Item Name	Rate
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6	Open file of designs will be given to the agency and the agency has to adopt to the size necessary for different publicity materials	
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8	seating arrangement at the F&B area.	
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11	Agency needs to make drinking water facility and two mobile toilets, one male and one for female with six booths each.	
Total		0.00