

No. DNH/ TOUR/ ADVT/ 16/ 2019/ SPOTAC/ 176

Date: 06/ 12/ 2019

**SHORT TERM TENDER NOTICE  
FOR SELECTION OF AN AGENCY FOR ORGANISING AN EVENT  
IN THE UT OF DADRA & NAGAR HAVELI**

The Member Secretary (SPOTAC), Society for Promotion of Tourism, Art and Culture, Dadra & Nagar Haveli invites sealed tenders on behalf of the President of India from interested agencies/firms/companies as per the details mentioned below:

Sr. No.	Particulars	Tender fees	Work completion period	EMD	Estimated cost of this tender
1.	Selection of an agency for organizing an event in the UT of Dadra & Nagar Haveli	Rs. 1000/- (non-refundable in any case)	3 days	Rs. 12,500/-	Rs. 5,00,000/-

Tender document for Selection of an agency for organizing an event in the UT of Dadra & Nagar Haveli will be available in the office of the Member Secretary (SPOTAC), Near Tribal Museum, Silvassa on all working days from **06/12/2019 to 11/12/2019** at the cost of **Rs. 1000/-** only. The tender notice can be seen on website [www.dnh.nic.in](http://www.dnh.nic.in). Also, the tender document can be collected from the undersigned office and rate can be offered by interested agencies/firm in a sealed envelope.

The complete sealed tender form along with tender fees and EMD in the form of Demand Draft only of any Nationalized Bank in favor of **Member Secretary (SPOTAC)**, Dadra & Nagar Haveli should be super scribed as ***“Selection of an agency for organizing an event in the UT of Dadra & Nagar Haveli”*** and has to be deliver it in person or post/courier so as to reach in the office of the Member Secretary (SPOTAC) on or before **12.00 hours on 11/12/2019**.

The tender will be opened on the date finalized by the competent authority, and in presence of the tenderer if possible. Tender without Tender fees, EMD and valid tender document shall not be entertained.

The right to reject any or all tender without giving reason is reserved. The validity of the tender shall be for one year from the date of opening of the tender form.

Sd/-  
**MEMBER SECRETARY (SPOTAC)  
DADRA AND NAGAR HAVELI  
SILVASSA**

LAST DATE OF ISSUE OF TENDER: 11/12/2019 11:00 hrs

LAST DATE OF RECEIPT OF TENDER: 11/12/2019 12:00 hrs

EMD Rs: 12,500/-

TENDER FORM

This tender is issued to Shri/ M/s. \_\_\_\_\_  
residing at (address) \_\_\_\_\_.

Tender fees Rs. 1000/- received vide receipt no. \_\_\_\_\_  
dated \_\_\_\_\_.

Silvassa.

Date: 06/12/2019

Sd/-  
Member Secretary (SPOTAC)  
Tourism Department  
Dadra & Nagar Haveli, Silvassa.

To,  
The Member Secretary (SPOTAC),  
Tourism Department,  
Dadra & Nagar Haveli,  
Silvassa.

I/We undersigned Shri. /M/s \_\_\_\_\_ hereby offer my/our rates as under/as enclosed. I/We agree with the terms and conditions attached with this tender and promise to pay the rates shown against the item in the financial bid.

Place:  
Date: /12/ 2019

Signature of the tenderer  
along with the rubber stamp

Note: Strike out whatever is not applicable.

**A- GENERAL TERMS AND CONDITIONS TO CARRY OUT THE WORK**  
**AS PER TENDER DOCUMENT**

1. The rates quoted per item should be exclusive of all taxes. The applicable taxes should be mentioned in the separate row of the financial bid. The bill shall be paid after deducting TDS & GST TDS amount.
2. The rates should be quoted only for the items specified in list of requirements. The successful bidder must deliver the items as specified in this document, no delivery charges will be paid to the bidder by the department.
3. The EMD of unsuccessful bidders will be returned to them within 2 weeks by the Tender Inviting Officer and the EMD of successful bidder will be returned after completion of work.
4. Security Deposit for an amount equivalent to 5% of the Tender Value rounded off to the next rupee shall be furnished before signing of the contract in form of FDR

For the successful bidder, the Security Deposit shall be retained by the Tender Inviting Authority until the completion of the Event and be released within 90 days after the completion of the Event.

The Security deposit shall be forfeited in the following cases:-

- a) If a Bidder engages in any of the Prohibited Practices specified in this tender
  - b) If the Bidder is found to have a Conflict of Interest as specified in this tender
  - c) If the Selected Bidder commits a breach of the terms and conditions prescribed in this tender.
5. No extension of time shall be granted to the successful bidder for completing the work by the tender inviting officer.
  6. All bills should be in DUPLICATE and should invariably mention the number and date of supply order.
  7. If possible, the tenders will be opened in presence of Tenderer or their representative if any present, in the office of the tender inviting officer.
  8. The right to accept or reject any or all tenders without assigning any reason in part or whole is reserved with the tender inviting officer and his decision(s) on this matter will be final and binding to all.
  9. The tender offer received which do not confirm with the terms and conditions of this office will be summarily rejected. **All the pages of this tender shall be duly signed, stamped and submitted with the technical bid documents compulsorily.**
  10. If the tenderer whose tender is accepted, fails to execute the mentioned work within stipulated time the security deposit of such tender will be forfeited, and the work order shall be terminated with no further liabilities on either party of the contract.
  11. The successful tenderer shall have to undertake all the work required for organizing a successful event as per the mentioned Scope of Work and as per the directions and satisfaction of the tender inviting authority.

14. The bids will be evaluated by the Evaluation Committee duly approved which will decide the lowest bidder (L-1) on basis of financials quoted.
15. In case, the L-1 (lowest bidder) fails to comply with the requirements/execute the work as directed by the department, then the tender inviting authority may select the successive lowest bidder for this work.
16. Received tenders of all applicants would be opened on the 11/12/2019 at 12.00 hrs.
17. The tender inviting authority reserves the right to accept the tender in full or in part. Conditional bids would be rejected outright.
18. The tender inviting authority reserves the right to place an order for the full or part quantities under any items of work indicated in the Scope of Work.

The above conditions are accepted and are binding to me and my assignee.

Date:

Signature and stamp of the bidder

**B. TECHNICAL ELIGIBILITY CRITERIA:**

- 1) Tender fees (non-refundable) and EMD in form of Demand Draft only.
- 2) The Bidder can be a sole Proprietorship firm / a Partnership firm/ limited liability partnership/a Company incorporated under the Companies Act 1956 / 2013/ any other legal person.
- 3) The bidder should have an experience of having successfully completed the work of organizing an event/festival/function/program during last seven years ending on the last day of the month previous to the one in which the following works are invited.
  - Three similar completed works costing not less than the amount equal to 40% of the estimated cost of the tender.

OR
  - Two similar completed works costing not less than the amount equal to 60% of the estimated cost of the tender.

OR
  - One similar completed work of aggregate cost not less than the amount equal to 80% of the estimated cost of the tender.

**\* Similar works of organizing event/festival/function/program only shall be considered.**

Work Order from Central Government/State Government/Semi-Government/PSUs/ Private Companies/ Individual persons shall be considered.

- 4) Average annual financial turnover of the agency shall be at-least 50% of the estimated cost during the last 3 consecutive financial years. (Chartered account certificate).
- 5) Income tax return of last three years.
- 6) Proof of Goods and service tax registration certificate.
- 7) Copy of PAN.
- 8) Copy of Company registration certificate, in case of company.
- 9) An undertaking that the firm/agency is not blacklisted/debarred from any Government organization/Department on the firm/agency's letter head.

All the supporting documents in this regard to be submitted along with the physical bid document.

### **C. SCOPE OF WORK**

The tentative date for organizing the event is **15<sup>th</sup> December 2019 from 18:30 hrs. onwards at Daman Ganga River Front**. Expected Crowd: 500- 600 people. The event is to be organized for celebrating the merger of Union Territories of Dadra & Nagar Haveli and Daman & Diu.

#### **1. Advertising & Publicity Materials : -**

- b) Total 20 nos. of temporary hoardings of size 20 ft X 10 ft are to be installed at various places in DNH (15 nos.) And Daman (05 nos.) areas as informed by the representatives of the Department.
- c) The successful agency will have to provide few Creative's/ Designs on the theme of Celebration of the Merger of both the UT's as discussed by the representatives of the department within a day of issue of the work order.
- d) The design may be changed as many times until finalised by the Tender Inviting Authority.
- e) The Stage backdrop is to be placed in advance for any inconvenience to be caused.
- f) Direction signage boards to be placed at various entries and at main venue on Daman Ganga River Front.
- g) The bidder shall ensure that in no circumstances any hoarding shall fall /break. It is the responsibility of successful tenderer to replace torn or damaged hoardings/ banners and has to remove hoardings and temporary structure after completion of event. The structure of hoarding, put by the bidder, shall remain under ownership of the bidder and can be removed after the event.
- h) A Single Ms. Box Gate will be installed at the entry gate of Main venue. The Location for the same will be finalized and informed by the representatives of the Department.
- i) The agency must submit all photos of the hoardings, box gates, etc. attached with the invoice/ bill for successful payment.
- j) The hoardings should be removed after the completion of the event and should be placed at any of the Tourism Department property for permanent use as informed by the officials of the Department.

## **2. Production work, Sound & Lights: -**

- a) The successful agency will have to provide all the following items as mentioned below: -
- The mentioned production work is to be kept ready by 04 PM on 15<sup>th</sup> Dec 2019 at Daman Ganga River Front as per the dates finalized by the officials of the department.
  - Diesel Generator with operator (125 KVA).
  - 16 nos. Sofa & 400 nos. Chairs to be kept cleaned and positioned as informed by the officials of the Department.
  - Green Room with black masking to be made behind the stage at River Front of size 15 x 10 ft.
  - Red Carpet to be placed and covered on the stage and at the aisle.
  - LED white lights 10 nos. to be installed at main venue.
  - LED Par Lights, Sharpies, Fog Machine to be installed for stage decoration.
  - **A fully equipped JBL Sound system with operator is already provided by the department at the River Front. However, the successful agency will have to only supply 06 nos. hi-fidelity mics and live mixer with operator.**
  - **No sound disturbance should occur in mics during the event or else the payment for the same shall not be made.**
  - Podium.
  - 02 nos. water station with frilled tables and 10 water jars & 400 nos. paper cups to be kept on each station.
  - The entire building of Tourism Department at Shaheed Chowk, Char Rasta is to be decorated with lightings consisting of 300 Mtr. Rice Lights & 5 nos. Green Halogens.
  - The Daman Ganga River Front is to be decorated with lightings consisting of 500 Mtr Rice Lights & 10 Green Halogens.
  - Children play equipment such as Trampoline and micky mouse jumping balloon is to be placed at the main venue as informed.
  - The successful agency will have to submit all the softcopy of the photos and videos of the event in a pen drive.

### **3. Selection of Artist & Fess: -**

- **The agency has to pay fixed fees to the anchor which will be arranged by the Department of Tourism at the total cost of Rs. 5,000/-**
- 04 Local Tribal Dance performances such as Tarpa Dance, Dhol Dance, Macchi Dance & Portuguese Dance for minimum 05 mins each should be organized to mark the celebration.
- 04 fusion Bollywood dance performances of minimum 05 mins each to be organized.
- All the dance performances should have proper make-up, costume and props if any.
- A green room will be installed and provided for the artists.
- A Minimum 4 Set Live Band Performance should be made available with prior approval on selection by the department. The band should perform for at least 40 to 50 mins.
- The band performance shall be held at the end of the program.
- B- Category Comedian/ Mimicry artist should be made available with prior approval on selection by the department. The artist should perform for at least 30 to 40 mins.

Signature of the Supplier

Date: / /2019

Sd/-  
Tender Inviting Officer



**FINANCIAL BID FOR SELECTION OF AN AGENCY FOR ORGANIZING AN  
EVENT IN THE UT OF DADRA & NAGAR HAVELI**

Sr No	Particulars	per nos. sq feet	Unit	QTY	Rate per sq. ft (in Rs)	Amount (in Rs)
<b>I</b>	<b>Advertising &amp; Publicity</b>					
1	Temporary hoardings in DNH & Daman - 20 x 10 ft.	200	Sq. ft.	20		
2	Stage Backdrop 30 x 10 ft.	300	Sq. ft.	1		
3	Venue MS. Box Gate -21 x 30 ft	735	Sq. ft.	1		
4	Banners - 05 x 06 ft.	30	Sq. ft.	2		
5	Signages on Foam Sheet - 1.5 x 1 ft.	1.5	Sq. ft	10		
6	Sticker for Podium - 03 x 06 ft.	18	Sq. ft.	1		
	<b>Total I</b>					

**II Production Work,Sound,Light**

1	Diesel Generator with Operator - 125 KVA	1	Nos	1		
2	Chairs - without handle	1	Nos	400		
3	Sofa - 03-seater	1	Nos	16		
4	Green Room - 15 x 10 ft.	150	sq. ft	1		
5	Red Carpet for Stage - 30 x 20 ft.	600	sq. ft	2		
6	LED White Lights - 100 watts	1	Nos	10		
7	LED Par Lights – Multi color	1	Nos	10		
8	Sharpie Lights – Multi color	1	Nos	2		
9	Hi Fidelity Mics,	1	Nos	6		
10	Live Mixer with Operator.	1	Nos	1		
11	Podium with mic	1	Nos	1		
12	Water Station Counter with Frills (3 Table ) - 3 X 6 ft	1	Nos	2		
13	Water Jars - 18 liters	1	Nos	20		
14	Paper Cups - 100 ml	1	Nos	800		
15	Decoration at Tourism Department (Rice Lights - 10 Mtr long)	1	Mtr	300		
16	Green Halogen - 400 watts	1	Nos	5		
17	Decoration at Daman Ganga River Front (Rice Lights on Walkway Plants) - 10 Mtr long)	1	Mtr	500		
18	Green Halogens - 400 watts	1	Nos	10		
19	Trampoline	1	Nos	1		
20	Micky Mouse Jumping Balloon	1	Nos	1		
21	Photography & Videography	1	Nos	1		
	<b>Total II</b>					

<b>III</b>	<b>Artist Fees</b>					
1	Anchor for Hosting Program.	1	Day	1		
2	Local Artists from Daman	1	Day	2		
3	Local Artists from D.N.H.	1	Day	2		
4	Fusion Dance Performances (Pvt. Academy)	1	Day	4		
5	Live Band Performance (Minimum 4 Set)	1	Day	1		
6	Mimicry Artist- C Category Artist	1	Day	1		
	<b>Total III</b>					
	<b>Sub Total (I + II + III )</b>					
	<b>GST (18 %)</b>					
	<b>Total</b>					
	<b>Grand Total</b>					

**Sign & Signature of the Bidder**

**Date:**

**Place:**