

**ADMINISTRATION OF
DADRA & NAGAR HAVELI, U.T.
SOCIETY FOR PROMOTION OF TOURISM ART & CULTURE
TOURISM DEPARTMENT, SILVASSA
PHONE: 0260-2641399
Email : dnhtourism@gmail.com**

NO.DNH/TOUR/SPOTAC/ADVT/2018/53/726

DATE: 08/09/2018

**SHORT TERM TENDER
SELECTION OF EVENT MANAGEMENT COMPANY/AGENCY FOR ORGANIZING
CYCLOTHON 2018 IN DADRA AND NAGAR HAVELI**

The Member Secretary (SPOTAC), Dadra & Nagar Haveli invites sealed tenders on behalf of the President of India from any interested Event Management Company/Agencies as per the detail below:

Sr. No.	Particulars	Tender fees	Estimated Cost	EMD
1.	Selection of event management company/agency for organizing Cyclothon 2018 in Dadra and Nagar Haveli	Rs. 500/-	3,38,000/-	Rs. 8,500/-

Tender document for ***Selection of Event Management Company/Agency for organizing Cyclothon 2018 in Dadra and Nagar Haveli*** will be available in the office of the Member Secretary (SPOTAC)/Deputy Director (Tourism), Near Tribal Museum, Silvassa on all working days from 10/09/2018 to 17/09/2018 at the cost of Rs. 500/- only.

The complete tender form along with EMD in the form of FDR/Demand Draft of any Nationalized Bank only in favour of Member Secretary (SPOTAC), Dadra & Nagar Haveli, Silvassa should be properly covered sealed and super scribed "***Selection of Event Management Company/Agency for organizing Cyclothon 2018 in Dadra and Nagar Haveli***" on envelop and send it by RPAD or hand it cover in person so as to reach in the office of the Member Secretary (SPOTAC)/Deputy Director of Tourism on or before 3.00 PM on 17/09/2018.

The tender will be opened on the same day in presence of the tenderer if possible. Tender without 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)
Tourism Deptt., D&NH
Silvassa

Copy fd.w.cs to ;

1. All Head of Offices D,N.H, Silvassa for wide publicity
2. Joint Director (IT), Silvassa for publication on Website www.dnh.gov.in

LAST DATE OF ISSUE OF TENDER: 16/09/2018

LAST DATE OF RECEIPT OF TENDER: 17/09/2018

E.M.D. Rs, 8,500/-

TENDER FORM

This tender is issued to Shri./M.s. _____ of village _____ tender fees Rs. 500/- received vide receipt/cheque/dd No. _____ dated: _____.

Silvassa.

Date: 08/09/2018

**Sd/-
MEMBER SECRETARY (SPOTAC)
TOURISM DEPARTMENT
D & NH, SILVASSA**

To,
Member Secretary (SPOTAC)
Tourism Department
D & NH, Silvassa

I, the undersigned Shri/M/s _____ hereby enclose the offer for ***Selection of Event Management Company/Agency for organizing Cyclothon 2018 in Dadra and Nagar Haveli*** as per “Annexure-I” and also agree with the terms and conditions attached with this tender document as attached.

Place:
Date: 08/09/2018.

Signature of the tenderer
alongwith the rubber stamp

Note: Strike out whatever is not applicable.

THE EVENTS RELATED TO CYCLOTHON SHALL BE AS UNDER:

1. This cycling event shall be opened for males /females above the age of 15 years and who are domicile of Dadra & Nagar Haveli, Daman & Diu and Vapi only.
2. It will be the duty of the Event Management Company/Agency to see that the participants who are participating in the Cyclothon should produce a medical fitness certificate along with the Entry form which will be collected by the representative of the Event Management Company sitting in the office of the undersigned.
3. It will be the duty of the Event Management Company/Agency to see that the participants will bring their own cycle with helmet and wear the T-Shirt with the BIB which will be provided by the Event Management Company/Tourism Department.
4. The Event Management Company/Agency will see that the Winners of I, II and III position Boys & Girls will be awarded with cash prizes, trophies and certificates while all others participant will be awarded with a participation certificate.
5. It will be the duty of the Event Management Company/Agency to see that the Prizes/Certificate /Medals will be distributed during the Concluding of the Race, The Starting Point & Finish Line will be near Collectorate Office, Silvassa.
6. It will be the duty of the Event Management Company/Agency to see that the BIB's are distributed to all the participants of the race from Tourism Department, Opp. Tribal Museum, Shaheed Chowk, Dadra & Nagar Haveli, Silvassa a day before the event in the afternoon from 3:00 PM to 06:00 PM.
7. It will be the duty of the Event Management Company/Agency to see that Flagging off will start at 6:30 AM Sharp for 30Km Cyclothon race.
8. It will be the duty of the Event Management Company/Agency to see that all the Creative Design for all the advertising materials like Hoarding, Banners, Invitation Cards, Certificate, Sinages, Backdrops etc or any other required material pertaining to advertising are prepared by the branding agency to whom the department has given the work, see it in advance and also see that the branding agency has completed and installed with the approval of the undersigned.
9. It will also be the duty of the Event Management Company/Agency for providing Stage, Sound System, Distribution of Snacks, Videographer and Photography etc. and all the items as mention in Annexure – I.
10. It will also be the duty of the Event Management Company/Agency for providing security and Medical Assistant to all the participants during the race day.

11.It will be the duty of the Event Management Company/Agency to see that The VIP snack shall consists of *a) Cookies 4 nos b) Muffin 1 nos c) Assorted Dry Fruits 1 pkt d) Small Tetra Pack Real Juice 1 nos e) Veg Sandwich 1 nos and f) Small Water Bottle 1 nos.*

12.It will also be the duty of the Event Management Company/Agency to see that the participant's snacks shall consists of *a) Banana 2 nos b) Small Tetra Pack Real Juice 1 nos c) Veg Sandwich 1 nos d) Small Dry Kachori 2 nos e) Parle-G Biscuits 1 nos and f) Small Water Bottle 1 nos.*

TECHNICAL QUALIFICATION:

- 1) The Event Management Company should preferably have requisite minimum two years experience in organizing Cyclothon.
- 2) Confirmation to be given by Event Management Company for technical inputs to be provided in terms of mapping/vetting out the route of Cyclothon.
- 3) Identification of water Station/Drink station on the basis of the distance and the number of participants.
- 4) To co-ordinate for the Cyclothon for operational purpose like instructions, route of Cyclothon, Medical/safety precautions and also for registration for participants and handing over the race bibs as per the direction of the Tourism Department and its officials.
- 5) To arrange requisite Medals, Certificate, T-Shirts, Bibs, etc. for all the participants and all the items as mention in Annexure – I.

FINANCIAL BID:

- 1) All the Expenditure for organizing Cyclothon 2018 shall be borne by the Event Management Company in terms of amount of Rs. 50,000/- Fifty Thousand for prize money for Cyclothon and other expenditure shall be borne by Event Management Company including all expenditure on arrangement related to Cyclothon 2018 viz, stage, sound system, en-route arrangement, snacks for VIP & participants etc. and items as mention in Annexure – I.
- 2) Events Management Company/Agency shall give EMD of of Rs. 8,500/- and if required will have to give a bank guarantee as directed by the officials, which shall be required to carry out all activities related to Cyclothon – 2018 a
- 3) The Member Secretary (SPOTAC) Dadra & Nagar Haveli, Silvassa shall have the right to accept/reject any or all offers without assigning any reasons whatsoever.

GENERAL TERMS AND CONDITION:

1. The rate(s) quoted should be strictly for Silvassa and operative for supply orders issued by the Member Secretary (SPOTAC).
2. Any other taxes, etc. payable will be the responsibility of the event management company/agency and will be deducted from the bill by the department.
3. GST as applicable has to be paid by the event management company/agency. However, Form-D will be issued as per the provision of Sales Tax Regulation applicable in the UT.
4. All the Taxes/duties/royalties charges payable on the sale/ transport etc. within and/or outside the State/UT, the event management company/agency shall be responsible for the same.
5. No extra charge for packing, forwarding and insurance etc. will be paid on the rates quoted.
- 6. The rates should be quoted only for the items specified in list of requirements and should be for the items of given specifications confirming to the standard(s) requirements of the given specification/ mark/ manufactures.**
7. Rates quoted for items other than the specification mark/manufactures will not be considered. However, indigenous manufactures may quote their own makes providing specific/ mark/manufacturers.
8. Where specifications/ mark/manufacture are not specified by this office the rates should be quoted only for the standard quality showing the specification in tender.
9. The decision of the Tender Inviting Officer for acceptance rejection of any item mention including the decision for equivalent specification, standard and quality etc. of articles shall be final.
10. The event management company/agency should enclose E.M.D. of **Rs. 8,500/-** with tender as Earnest Money Deposit by drawing a Demand Draft of any scheduled Bank at Silvassa in favour of Member Secretary (SPOTAC) payable at Silvassa. Tenders received without Earnest Money will be summarily rejected.
11. The amount of Earnest Money paid by the event management company/agency in form of EMD and whose tenders are not accepted, the Cheque or Demand Draft will be refunded to them by the Tender Inviting Officer.
12. Only on satisfactory completion of the supply order, the amount of Security Deposit or Earnest Money deposit will be refunded after expiry of guarantee period, if any or any such date/ period as may be mutually agreed upon.

13. The Member Secretary (SPOTAC) will consider extension of item for remitting the Security Deposit as demanded. However, in case of denial to consider such extension the supplier is bound to abide by the limit given and liable to make good any loss to the Government on account of his failure to abide by the limit.
14. The work of ***Organizing Cyclothon in Dadra Nagar Haveli*** as per tender document if found of inferior quality/ standard or of different specifications after then that ordered/ specified and / or incompletes or torn articles will not be accepted. The work will have to replace the same at his own cost and risk. However, if no communication is done then the Tender inviting officer will not be responsible for any damage, loss etc. of such rejected articles.
15. In case of failure to replace the accepted and rejected work from event management company/agency made, as mentioned in the conditions, the loss undergone by the Govt. will be recovered from the event management company/agency from security deposit/ earnest money or payment due of any bill (s) to the extend required.
16. In case of failure to do the work of ***Organizing Cyclothon in Dadra Nagar Haveli*** ordered for as per conditions and within the stipulated time limit, the same articles will be obtained if required from the event management company/agency who offered next higher rates or from any other sources, as may be decided by the Tender Inviting Officer and the loss to the Govt. on account of such purchases shall be recovered from the former supplier from security deposit/ earnest money deposit or bill (s) payable. The event management company/agency shall have no any right to dispute with such procedure.
17. If at any time after the order for the work of ***Organizing Cyclothon in Dadra Nagar Haveli*** the tender Inviting Officer shall for any reason what so ever not require the whole or part of the quantity as per specification in the order the Tender Inviting Officer shall give notice in writing to the supplier who shall have no claim to any payment of compensation whatsoever on account of any profit or advantage which the supplier might have deprived from the supply of article in full quantity of articles not having been purchased not shall have any claim for compensation by reason of any alteration having been done in the original instructions which shall involved any curtailment of the supply original contemplated.
18. The Earnest Money/ Security Deposit(s) paid by the event management company/agency earlier against any tender(s) or supply order(s) is/are not adjustable with EMD or Security Deposit required by these conditions.
19. All bills should be in DUPLICATE and should invariably be mention the number and date of supply order.

20. Each bill in which GST is charged must contain the following certificates on the body of the bill. 'CERTIFIED' that the goods on which GST has been charged have not been exempted under the GST Act or the Rules made there under and the amount charges on account of the S.T. on these goods is not more than what is payable under the provisions of relevant Act or the Rules made there under.
21. If possible the tenders will be opened in presence of event management company/agency or their representative if any present in the office of the Tender Inviting Officer.
22. The right to accept or reject without assignment any reason any or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
25. The tender offer received which do not confirm with the terms and conditions of this office will be summarily rejected. However, if any firm desire to consider exempted from payment of Earnest Money Deposit certified copies of its Registration with DGS&D should be attached with their tender.
26. If the event management company/agency whose tender is accepted and he fails to execute the work order within stipulated time the EMD of such tender will stand forfeited to the Govt. and for that the supply shall stand terminated with no further liabilities on either party to the contract.
27. No. Separate agreement will be required to be signed by the successful event management company/agency for the work of the contract for supply. Rates tendered/offered in response to the concerned tender/quotation notice shall be considered as acceptance of all legal purpose.
28. The tender Notice is also available on Website www.dnh.gov.in which can be viewed and the copy of the Tender can be collected from the Office of the undersigned and rate can be offered by interested agencies/supplier/manufacturere.

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

Signature of the Supplier

Date: 08/09/2018

Sd/-

Tender Inviting Officer,

NOTE: Please return the copy of the conditions duly signed along with your tender/quotation.

ANNEXURE - I

Name of the Work : Organizing Cyclothon - 2018 in Dadra Nagar Haveli

Sr. No.	Particulars	Quantity	Unit	Rate per unit	Amount
1	Preparation of stage : Stage using wooden planks or similar material 3ft above ground level of size 15'X 10' with full masking and carpeting as per direction of officials	1	no.		
2	Providing Tables with masking along with frills at various check points as directed by officials	10	no.		
3	Providing decent chairs at inaugural venue and various check points	25	no.		
4	Providing of Sound System at the inaugural venue along with Technician/Operator a) Amplifier (1 nos.) b) Cordless mikes (2 nos.) c) Wired mike (2 nos.) d) Music System (1 nos.) e) Speakers (4 nos.) f) Halogen Lights (6 nos)	1	set		
5	Providing Glucose Powder, Energy Drinks and water bottles at the every check points - a) Water Bottle	1500	nos.		
	b) Glucose vita Tablets	400	nos.		
6	Supply of Snacks for Officers and participants (as mentioned in tender document) a) VIP snacks	25	nos.		
	b) Participants snacks	500	nos.		
7	Supply of sweat free T-shirt of standard size with Tourism Logo along with event Logo	500	no.		
8	Preparation of trophies for the winners (I, II and III Winners) in acrylic for boys and girls as per direction of officials	6	nos.		
9	Work of Videographer and Photography for the event	1	day		
10	Cash Prizes to the Winners (I, II and III Winners) Boys and Girls		Lumpsum		50,000.00
11	Execution of the entire event of Cyclothon as per the direction of Tourism Department		Lumpsum		

Stamp and signature of
Event Management Company/Agency