



Tender Document
for
Selection of Agency
for
Event Management Activities
for
DOCTOR'S DAY CELEBRATION FUNCTION
(July 1, 2023)

At
Police DAV School Auditorium,
Ambala City, Haryana

Organized by

**Haryana Medical Council, SCO -410,
Second Floor, Panchkula, 134112.**

Important Dates:

Tender document Start Date	30.05.2023
Tender document End Date & Submission Date	05.06.2023 up to 12:00 PM
Tender Opening Date	05.06.2023 at 03:00 PM

Background & Objective: Haryana Medical Council an autonomous body of Health Department Government of Haryana will host the Doctor's Day Celebration Function. This event will be organized at Police DAV School, Ambala City Haryana. Around 400 delegates are expected to attend this function.

Objective: In order to provide and ensure proper arrangements to conduct the function, Haryana Medical Council intends to engage an event management agency to manage the entire function with the scope mentioned in this tender document.

Notice Inviting Proposal and Necessary Instructions :

Name Of Work	Tender to engage an Event Management Agency for Doctor's Day Celebration Function to be held on 01.07.2023
Tender Document Fees	Not Applicable
EMD	Rs. 100000/- (One Lakh only) by Demand Draft in favor of Registrar, Haryana Medical Council, Panchkula and it will be released to the unsuccessful bidder after signing the contract with successful bidder. EMD of successful bidder will be released after signing the contract and submission of Security Deposit (10% of Contract Amount) in the form of Demand Draft
<u>Tender Dates:</u>	
Bid Document Start Date	30.05.2023 (from HMC office or Email – regisrtarhmc@gmail.com)
Last Date of Submission of the bid	05.06.2023 till 12:00 PM.
Contract Period	The rate provided by the selected agency will be valid up to next 6 months.
Submission of Documents	Submission of Tender Document, Security Fee, Technical Proposal, Financial Proposal with all other relevant documents at Haryana Medical Council, SCO-410, 2 nd Floor, Sector -20, Panchkula, 134116.
Opening of Tender	Tenders will be opened on 05.06.2023 at 03:00 PM Representatives of the bidders are invited to attend the bid opening meeting. The technical proposal will be opened and scrutinized with regard to eligibility criteria and Tender Document & EMD submission. Only those bidders who fulfill these criteria and approved by HMC will be shortlisted for next stage. Bidder who got shortlisted will be invited for

	<p>making technical presentation on 05.06.2023 at 03.00 PM before committee at HMC office.</p> <p>Thereafter, their financial proposal will be opened on 05.06.2023 at 4:00 PM. Representatives of such technically eligible bidders will be invited to attend the Financial proposal opening meeting.</p> <p>The selection will be based on two stages Quality cum Cost Based Selection (QCBS) method and the work will be awarded to bidder with the highest score.</p>
Contact person (for clarifications)	<p>Registrar Haryana Medical Council, SCO-410, 2nd Floor, Sector -20, Panchkula, 134112, 0172- 2520165</p>
Remarks	<p>Bidder has to submit hard bound document duly numbered. Loose documents shall be rejected.</p> <p>The Tender should be submitted in the following manner:-</p> <p>The First Envelope (duly sealed) should contain the EMD of Rs. 100000/- (One Lakh only) in the form of Demand Draft drawn in favor of Registrar, Haryana Medical Council Panchkula and clearly marked as “EMD Fee” for selection of event management agency. The Technical Proposal complete with all relevant documents mentioned in eligibility criteria section, Annexure – 2, 3 and 4 ” and clearly marked as “Technical Proposal” for selection of event management agency with Tender No.</p> <p>There should be no mention of the prices in the Technical Bid Document. Filling up prices in this document will disqualify the Bidder. Original printed document with signature & seal of the submitting company shall be considered as authentic.</p> <p>The Second Envelope (duly sealed) should contain the Financial Proposal only and clearly marked as “Financial Proposal” for selection of eventmanagement agency.</p> <p>The first & second envelopes (duly sealed) should be enclosed in a large envelope duly sealed and clearly marked as for selection of event management agency.</p> <p>All pages of the offer must be signed, sealed & numbered. The bids complete in all respect must be submitted through Speed Post/Courier or in person at HMC.</p>

Scope of Work : As per technical specification (Annexure-5)

Eligibility Criteria

1. The bidder should have experience of managing at least ONE conference/ scientific seminar/symposium consisting of 500 or more international & national delegates in

- Govt. Sector/Semi Govt. /PSU sector/Corporate sector in last 36 months from the last date of tender submission. (Enclose work order copy & completion certificate/supporting document from the client.)
2. The bidder should submit an affidavit on appropriate stamp paper that the vendor hasnot been black listed by any Government Sector/Semi Government/ PSU Sector in India. (Enclose affidavit)
 3. The bidder should have experience in liaison with various state government departments, i.e., police department, health department, fire department, labor department, industry department, electricity department, etc. for necessary approvals to organize the such type of events. (Enclose self-declaration on company letterhead with office seal)
 4. The Bidder must have registration certificate, valid GSTIN registration certificate and Income Tax Permanent Account Number (PAN). (Enclose copy of above documents)
 5. The bidder must have local office in Panchkula/Chandigarh/Mohali. (Enclose the contact details consisting of local office address, e-mail, mobile number, office phone number, fax etc. from authorized person on company letterhead with officeseal)

Submission of Technical & Financial Proposal

Technical Proposal:

- a) The required documents to be submitted with the “Technical Proposal” are as per Annexure-1. Other Annexure - 2, 3 & 4 are also to be submitted as per a part of technical proposal. There should be no mention of the prices in the Technical Proposal Document. Filling up prices in this document will disqualify the Bidder. Original printed document with signature & seal ofthe submitting company shall be considered as authentic.
- b) All contents of the Proposal should be clearly numbered, indexed and arranged in a sequenceand shall be bound firmly.
- c) The Original Proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the official of Agency themselves. The person who signs the proposal must put initial against such corrections.
- d) The proposals shall be signed and submitted by the Authorized Signatory of the Agency. The authorization shall be attached in the Technical Proposal and shall be in the form of a written power of attorney/ board resolution or in any other form demonstrating that the representativehas been duly authorized to sign.
- e) Any proposal received after the deadline for submission shall be rejected. HMC shall not be responsible for any postal or courier delays.

Instructions to the Bidder :

- a) Execute the work with due respect to aesthetics, safety, and with best of industry practices within given time and approved budget. The quality of design, workmanship and service shall be the best for consistent with a National Event. Defective, cracked materials shall not be used.

- b) Manage the event in Police DAV School Auditorium, Ambala City, water supply for other works, electricity supply, cleanliness, garbage disposal, security arrangements, air conditioning up keeping of the structures etc.
- c) Modify the Conceptual design incorporating required changes as may be suggested by the HMC.
- d) Preparing drawing necessary for submission to statutory bodies for sanction. The Bidder shall arrange/liaison for all necessary approvals like for electricity, firefighting, police department, labor department, health department, etc. and shall abide by all statutory rules and regulations as may be applicable, however HMC shall assist the Bidder for obtaining statutory and other approvals. In case any fees are to be paid in connection with the said approval, the same shall be borne by the Bidder. Use of fire retardant materials in making all structures is mandatory.
- e) Bidder shall finalize and arrange for necessary agencies independently with sufficient manpower so as to complete the work as per schedule.
- f) Bidder shall depute adequate staff for supervision of the work under execution. Bidder shall depute one 'Works Manager' and one 'Coordinator' for the efficient handling of the event and to ensure that the event proceeds in accordance with conditions of contract and time schedule. Daily report should be submitted to HMC at the end of the day.
- g) The supervision work at site will be done constantly by the qualified staff employed by Bidder and no extra payment on such recruitment of staff will be charged or payable by the HMC. Volunteers, staff members shall bear proper identity cards issued by the contractor and shall produce the same whenever demanded by the security deputed in the venue any time during construction, exhibition and demolition period.
- h) Bidder will provide regular supervision and inspection as may be necessary to ensure that works are being executed in accordance with the designed concept, working drawing and specification.
- i) Bidder should comply and obtain all statutory approvals, licensed electrical Contractor, clearances & License from Labor department as required by Law.
- j) The selection would be on the Quality Cum Cost Based Selection (QCBS) based on the final weighted score, subject to fulfilling the requirements of the eligibility criteria. The Proposal will form part of the contract with the selected agency.
- k) Bidder shall bear all costs associated with the preparation and submission of their proposals. HMC is not bound to accept any or all proposals, and reserves the right to annul the selection process at any time prior to award of contract, without any liability to HMC.
- l) The Technical and Financial Proposal to be submitted by the agency should be firm and valid for a period of 6 months from the last date of submission of the proposal.

- m) HMC will select the agency who has scored the highest as per the evaluation criteria - combined score of technical proposal and financial proposal.
- n) The selected agency may be invited for negotiations, if felt necessary by HMC.
- o) Any request for clarification must be sent in writing on or before meeting 05.06.2023 by fax/mail/physically to HMC.
- p) At any time before the submission of Proposals, HMC may amend this document by issuing an addendum, which shall be binding on the agencies. The agencies shall acknowledge all amendments and submit along with their proposals duly signed.
- q) If the selected agency is not able to carry out the work as per requirements, HMC will arrange to do the work and cost for the same will be deducted.
- r) HMC reserves all the rights related to the opening, evaluation and cancellation of Bids without assigning any reasons thereof. HMC can accept or reject the financial proposal without assigning any reason and decision of the HMC will be final & binding in this regard. In case of any ambiguity while comparing the rates offered by the bidders, HMC reserves all the rights to decide on the issue of identifying selected bidder.

Responsibilities of The Bidder :

- a) The bidder shall be fully responsible for site review and event of the works conforming to relevant Indian standards as per scope of work and base specifications furnished in this Bid Document. The Bidder shall be responsible for design, execution of the event including procurement, construction, complete management, coordination, testing and commissioning.
- b) Information sought, material borrowed, etc. from the client by the bidder, if any, shall remain the property of the client. All such borrowed material shall be returned to client.
- c) The bidder has to bear in mind that if selected for the award of contract he shall have to ensure that in any case no damage is caused to the environment while executing the Event.
- d) Necessary safety railings/nets shall be provided throughout the site and necessary safety measures shall be taken to ensure the safe working conditions during the installation and subsequent to installation during Event. Necessary barricading and other necessary safety measures shall be the responsibility of the Bidder. Any loss of human/cattle or damages or so, shall be the responsibility of the Bidder including any liability and/or compensation to be paid towards the life lost damages so caused.

- e) Cutting of trees shall not be permitted.
- f) The workmanship shall be of high order and quality so as to prevent accidents and damaging the environment and surroundings.
- g) No Damage in case shall be caused to the existing structure. The selected contractor shall be held responsible in occurrence of any such incident and will be responsible for the cost of required rectifications.
- h) Site shall be returned to the Client as it was in the original condition and completely free of any garbage and temporary structures.
 - o The bidder shall bear all costs associated with the preparation and submission of its bid, and the Client in no case is responsible or liable for these costs, regardless of the outcome of the bidding.
 - o The successful bidder shall make his own arrangements for all the materials, power and water required for all purposes in connection with the construction and implementation of the Event. If possible the client shall help for obtaining such facilities at an appropriate cost, which will be recovered, from the Bidder in a suitable way.

Technical Presentation:

Technical presentation of the agencies is scheduled as per following details. Date: 05.06.2023 at 3:00 PM

Venue: Haryana Medical Council, SCO-410, 2nd Floor, Sector-20, Panchkula.

The content for the technical presentation upon which the final technical score will be awarded should cover the following:

- a) Overall concept of entire venue arrangement.
- b) Design of Venue gates.
- c) Seating arrangements at Main hall as per scope of work
- d) Flower decoration where ever is proposed as per scope of work.
- e) Setup of the counters for Dinner at Food Court.
- f) Waterproof Tent with proper lighting and chair tables for minimum 250 persons
- g) Setup of the counters/stages.
- h) Beautification of venue with flowers & potted plants.
- i) Quality and detailing of works with deployment of technical and event management manpower for project designing and execution of all works.

NOTE: All bidders are requested to propose concept and design as per Scope of Work. The agencies are further requested to visit the venue before submitting a layout plan. For any further assistance & clarification may contacted Mr. Rohit Sharma O/o Haryana Medical Council on 9459797678.

Event Implementation Period:

The Bidder can start utilizing his resources immediately after awarding the contract for

timely implementation of event. However, if due to any unforeseen reasons if the site is not available, Bidder shall be capable to execute the work in a shorter period. No additional payment shall be made on this account.

Proposal Evaluation:

The respective weightage for the Composite Technical Score and the Composite FinancialScore are set out in the table below:

Sr. No.	Description of Parameter for composite evaluation score
1.	Composite Technical Score – 60%- Weightage
2.	Composite Financial Score – 40%- Weightage

The evaluation of proposals shall be on the principle of **Quality Cum Cost Based Selection (QCBS)** based on the final weighted score. The assignment shall be awarded to the bidder scoring the highest final weighted score as evaluated by the committee.

Technical Evaluation

The Evaluation Committee appointed will carry out the evaluation of Proposals on the basis of the following evaluation criteria and points system. Each evaluated Proposal will be given a technical score as detailed below. The maximum points/ marks to be given under each of the evaluation criteria are:

Sr. No.	Criteria	Documentary Evidence	Max. Marks
1.	The bidder should have experience of managing at least ONE conference/ scientific seminar/ symposium consisting of 800 or more international & national delegates in Govt. Sector/Semi Govt./PSU Sector/Corporate sector in last 36 months from the last date of tender submission.	Enclose work order copy & completion certificate/ supporting document from the client.	10 marks if managed only one conference/scientific seminar/ symposium in Govt. Sector/Semi Govt./ PSU sector/ Corporate sector 2 marks will be added for each additional conference/scientific seminar /symposium managed in Govt. Sector/Semi Govt./PSU sector/ Corporate sector Maximum marks will be 20.
2.	The bidder should have experience of managing at least ONE event with 400 or more participants in last 12 months from the last date of tender submission.	Enclose work order copy & completion certificate/ supporting document from the client.	5 marks if managed only one event at Ambala city during last 12 months. 1 mark will be added for each additional event managed at Police DAV School Auditorium, Ambala City, Haryana Maximum marks will be 10.
3.	Technical Presentation (Max. 30 marks)		
3.1	Overall layout with design proposed for entire venue	Presentation to be made to technical evaluation committee covering aspects mentioned in Section-8.	
3.2	Concepts in the form of a presentation elaborating execution details for the event to be assessed on resource deployment, work quality, content, photographs of previous projects, relevance of presentation, creative approach, visual appeal etc.		
3.3	Creatives for Welcome gates, Stage, Invitation card, Hoardings, Static banner, Dynamic Banner, signage's, flags, etc.		

3.4	Seating arrangement at main convention Centre along with adjacent hall, Dias decoration and other activities as per scope of work	
Total Maximum technical marks		60

Agency has to score at-least of 30 marks (out of 60 marks) from technical evaluation to qualify for opening of financial proposal.

The Technical Score (TS) obtained and the Financial Score (FS) obtained would be analyzed as under to get Composite Technical Score (CTS) and Composite Financial Score (CFS) as under:

Composite Technical Score (CTS) parameter:

Composite Technical Score (CTS) will be analyzed and assigned to each bid

as below: $CTS = [TS / TS_{(high)}] \times 100$

CTS is Composite Technical Score for each bidder

TS – Means Technical Score obtained by respective bidder

TS_(high) – Means highest Technical Score (among the all qualified bidders)

Composite Financial Score (CFS) parameters:

$CFS = [FS_{(low)} / FS] \times 100$

FS_(low) – is the lowest Financial Bid (among all qualified

bidders) FS – is the Financial Bid by the bidder

Composite Evaluation Score (CES)

$CES = CTS \times 0.6 + CFS \times 0.4$

The party with the maximum CES would be selected as successful bidder.

Note: If two vendor get same CES, then the selection will be based on higher CTS.

Section-11 Opening of Financial Proposal

- HMC would endeavor to open the financial proposals after the technical presentations.
- HMC would subsequently examine and review the Proposal in accordance with the criteria set out in the tender document.
- If there is discrepancy between total bid amount and summary of total cost of all components/parts, then the following will be procedure,
 - a) Where there is discrepancy between the rates in figures and in words, amount written in words shall prevail.

b) Where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

However, the decision of HMC in this regard shall be final and binding.

Section-12 Payment Schedule:

Demand Draft of 10 % of tender bid in favor of registrar, Haryana medical council, Panchkula. On completion of the event the balance amount, if any, shall be released after detail cost & quality report, after duly considering actual services rendered by Bidder and subject to timely availability of such services with desired quality.

The stages of payment shall be as under;

Sr. No.	Release Mile stone	Remarks
1.	Submission and approval of overall layout & plan, detail specifications & detailed construction schedules and scheme for deployment of manpower etc. as per Requirements of tender and mobilization of requisites items at site of event/function.	20%
3.	On completion of all/entire structures and other necessary Arrangements as per tender requirements for commencing the event.	30%
4.	Final completion and approval of committee	Balance

The final completion balance payment will be made within 30 working days after submission of the error free bills along with all required supporting documents. A brief report of the work carried out during the billing period should be submitted along with the bills.

The final bill will be paid after submission of all the relevant documents, files, photographs, report and any other material in hard/electronic format.

Applicable Tax Deducted at Source (TDS) as per Income Tax Act at the prevailing rate will be deducted from the payment.

No reimbursements would be made with regard to any domestic and foreign travel, any other out of pocket undertaken by the agency and or its representatives without prior approval by the authorities.

The out of pocket expenses are pure reimbursements and not to be treated as part of the fees.

General Conditions of Contract:

Contract Agreement: This contract shall come in full force and effect from the date of issue of Letter of Acceptance by the client. The costs of stamp duties and similar charges (if any) imposed by law in connection with entry into the Contract Agreement shall be borne by the Bidder.

Details to Be Confidential: “The Bidder shall treat the details of the Contract as private and confidential, except to the extent necessary to carry out his obligations under it. The Bidder shall not publish, permit to be published, or disclose any particulars of the Contract in any trade or technical paper or elsewhere without the previous consent in writing of the Client and at the Client’s sole discretion.”

Staff and Labor: A reasonable proportion of the Bidder's superintending staff shall have a working knowledge of Hindi, English and/or Punjabi language, or the Bidder shall have sufficient competent interpreters available on Site during all working hours.

Alcoholic Liquor or Drugs : The Bidder shall not, otherwise than in accordance with the statutes, ordinances and government regulations or orders for the time being in force, impart, sell, give, barter or otherwise dispose of any alcoholic liquor or drugs, or permit or suffer any such importation, sale, gift, barter or disposal by his Subcontractors, agents, staff or labor.

Arms and Ammunition: The Bidder shall not have, barter or otherwise dispose of to any person or persons, any arms or ammunition of any kind or permit or suffer the same as aforesaid.

Right to Vary: The HMC will make any variation of the form, quality or quantity of the works relating to any item of a component according to site conditions or any part thereof that may, in his opinion, be necessary and for that purpose, or if for any other reason it shall, in his opinion, be appropriate, he shall have the authority to instruct the Bidder to do and the Bidder shall do any of the following:

- a) Increase or decrease the quantity of any work included in the Contract.
- b) Omit any such work (but not if the omitted work is to be carried out by the Client or by another Bidder), before the end of stipulated time limit of the contract.
- c) Change the character or quality or kind of any such work.
- d) Change the levels, lines, position and dimensions of any part of the works,
- e) Execute additional work of any kind necessary for the completion of the works,
or
- f) Change any specified sequence or timing of execution/construction of any part of the works.

No such variation shall in any way vitiate or invalidate the contract, provided that where the issue of an instruction to vary the works is necessitated by some

default of or breach of contract by the Bidder or for which he is responsible, any additional cost attributable to such default shall be borne by the Bidder. The Bidder shall not make any such variation without informing the Owner and HMC. Provided that no instruction shall be required for increase or decrease in the quantity of any work where such increase or decrease is not the result of an instruction given under this clause, but is the result of the quantities exceeding or being less than those stated in the Bill of Quantities. The payment to such variations, modifications and deletions shall be governed according to the payment modality as outlined in the mode of payment schedule as deemed decide by the owner and no objection either in written or oral shall be accepted.

Variations, Modifications Etc.

1) Quantity of items may vary according to requirements of the event; bidder shall accommodate all such changes without prejudice to the condition of this contract and within time frame. In case of increase or decrease in items pertaining to stipulated scope of worksto an extent of +10% or – 10%, quoted rates shall be applied.

2) If the additional or altered work includes any class of work for which no rate is specified in the schedule contract, then such class of work shall be carried out:

(a) At the rate derived from the item within the contract which is comparable to the one involving additional or altered class of work; where there are more than one comparable items, the item of the contract which is nearest in comparison with regard to class or classes of the work involved shall be selected and the decision of the Client as to the nearest comparable item shall be final and binding on the Bidder.

(b) If the rate cannot be derived in accordance with (a) above, such class of works shall be carried out at the market rate. The detail cost break up shall be provided by the Bidder for such items. The contracting authority will decide the rate in consultation with HMC based on rate analysis to be submitted by Bidder.

(c) If it is not possible to arrive at the rate from (a) and (b) above, such class of work shall be carried out at the rate decided by the competent authorities on the basis of detailed rate analysis after hearing the Bidder before a Committee formed by HMC stationed at the same place or the nearest place, as may be appointed by HMC.

(d) Contractor shall not execute the extra/additional work without prior written approval of the HMC (Client /Committee Member of the Event). Any extra item if executed must have written consent of the concerned decision maker and to be submitted with detail costanalysis.

(e) The Contractor shall keep all the joint records of measurement duly signed by the Client/Committee Member with proper justification as and when require. No extra cost or rate shall be considered if Contractor is unable to justify the extra or additional work. If

Required the measurements shall be supported by Total Station Survey. Necessary photo documentation will be availed by Client if required.

Contract interpretation and disputes settlement: The Amicable Settlement of Disputes of the General Conditions of Contract shall apply.

Assignment: The Bidder will not be entitled to sub-contract any part of his obligation to any third party without prior approval of the Client.

Completion of the Contract : On the date of Contract Completion or if the Contract is terminated, all the installations, works and equipment placed under the Bidder's responsibility shall be handed over to the Client, at no cost, in good working order, except for normal wear and tear. The Client may perform any inspections, tests or expert appraisals he shall consider necessary with a view to checking that the property is in good working order.

Security Deposit : Within three days from the date of issuance of Contract, the Contractor shall submit demand draft as security (Bank Guarantee) amounting 10 % of tender bid in favor of registrar, Haryana medical council, Panchkula as "Security Deposit" towards satisfactory execution and performance of the Contract.

- a) If the Contractor fails to provide the Security Deposit (SD), within the period as specified in clause no. 13.22.1 such failure shall constitute a breach of Contract and the Client shall be entitled to cancel the Contract and make alternate arrangements for the event from other sources at the risk and expenses of the Contractor and recover from the Contractor the damages arising from such cancellation.
- b) In the event, the Contractor fails to fulfil any of the obligations under the Contract; the Client shall have the right to encash the Security Deposit.
- c) Upon satisfactory execution of the Contract, the original Bank Guarantee (s) shall be returned to the Contractor on receipt of a request from the Contractor.
- d) No interest shall be payable on security deposit amount till it is retained by Client in terms of Contract.

Liquidated Damages:

The completion period of the entire work shall be as per the dates specified for the Event; this shall be deemed to be the essence of the contract. The time limit specified above and as approved in writing by HMC, shall be strictly adhered to and followed. Liquidated Damages will be applicable, on the entire value of the contract. In case of delay in completion of a specific job beyond the date of completion given by the Bidder and accepted by HMC, unless extended by HMC in writing, penalty would be applicable at the rate of 25% of the contract value for delay of each day taken by the Bidder, subject to maximum of 50% of the contract value.

In case of delay to deliver the work within stipulated program, HMC reserves the right to terminate the contract and get all the jobs or the delayed job completed through another Bidder of its choice. Any extra expenditure that HMC will have to

incur for completion of the balance job/s through another Bidder on account of higher rates quoted by the Bidder will be recovered from the Bidder's account, Security deposit. Moreover, HMC shall be entitled to all other legal proceedings as may be required for shortfalls in recovery.

Governing Law: The Contractor shall be construed and shall be governed by the laws of India and the Contractor shall be required to comply with all the applicable laws with regard to performance of the Contract.

Jurisdiction: The Court in Panchkula (Haryana State, India) shall have exclusive jurisdiction to deal with and decide all disputes arising out of this Contract.

Special Conditions of Contract :

1. Bidder shall do all necessary concept planning, layout, designs for structures, plumbing, electrical, interiors, working drawings etc. for execution of project and for structural soundness of the works.
2. The proposal developed shall be consistent with proposed design of structures and ambience of the Police DAV School Auditorium.
3. Looking at the nature of work, in order to bring in innovation in to the Event, Bidder is permitted to propose additional work or enlarge the existing specifications. For all the works conceived by the Bidder shall have to get approved by HMC and detailed specifications for the same shall have to be provided by the Bidder.
4. Bidder shall not, without the written sanction of HMC, make any deviation in the approved plans, details, specifications, etc.
5. HMC shall communicate all changes, decisions, etc. in writing at the earliest possible.
6. Bidder shall not assign sub-let or transfer their interest in this agreement without written consent of HMC. Though he may outsource the particular task.
7. The bidder shall submit a soft copy of the technical presentation to HMC.
8. The successful bidder has to submit hard and soft copy of all drawings and specifications in a software version as specified by HMC /Client. Any deviation from the specifications as indicated by the bidder/consultant shall be liable for deductions from the value of item of work.
9. Drawing, plans and specification are the property and ownership of HMC, irrespective of whether the work for which they are made has been executed or not.

10. If the Bidder fails to deliver required work as per agreed schedule or quality, HMC can appoint other Agencies, Contractors and actual payment made to these agencies shall be debited to the Bidder.
11. The event services are considered as on hire basis and any services charged as full supply basis shall become property of HMC, and Bidder shall quote for such items accordingly.
12. The Bidder shall have to do liaison, bear the cost of liaising Fire Fighters through concern authorities, actual cost shall be reimbursed based on receipt of payments made.
13. All transportation charges including loading and unloading charges for Consumables, cleaning/Washing Reagents, Materials, Tools, Machinery/Plants and throwing of garbage outside of site premises to disposal yards / scrap yard shall be borne by the Contractor.
14. Cost of all the works necessary to carry out or successful organization of event including deploying necessary manpower, equipment, facilities, structures, services etc. but not exclusively mentioned in bills of quantity and specifications, shall have to be carried out by the Bidder and the cost of same deemed to be inclusive in the rate of items quoted by Bidder. No reimbursement or extra item in this regard shall be permitted.
15. Bidder shall take necessary safety measures to work where required. Bidder shall maintain first aid kit for emergency.
16. If there is any ambiguity or contradictory found/observed in the tender document between technical bid and financial bid, the bidder shall bring it to the notice of the HMC/Client appointed by the Client prior to pre-bid meeting.
17. Necessary water supply and other services if required for the event will have to be arranged by Bidder.
18. Quality and finishing of all structures will be reviewed after final execution of work. Any deviations or non-compliance from approved designs are bound for deductions.
19. Stipulated time frame for completion of necessary structures is to be implemented. In case of any deviations a penalty will be imposed upon as per the directions of Committee members/ HMC /Consultants.
20. Necessary arrangements for fabrication yard, godowns, and storage space for required installation works will be managed by the bidder at no additional cost within or outside the venue.
21. Necessary changes/suggestions suggested by the committee members during selection process or during execution of the works are to be incorporated at no

additional/extra cost. Any change of work/deviation in case of quantity/area increase shall be as per the directions of Committee members/ HMC.

ANNEXURE
-1 TECHNICAL
PROPOSAL

Sr. no.	Particular	Remarks
1.	Name of the agency Contact Person Contact detail (Phone no. Fax, and Email id) Address	
2.	Name of the Owner/Partner/ Director	Details to be submitted
3.	Constitution of agency (Proprietorship firm, Partnership firm, Company etc.)	Supporting document to be enclosed (Memorandum and Articles of Association/ Shareholders' Agreement in case of Limited Company)
4.	Authorized Signatory	Declaration letter on the agency letter head to be submitted
5.	Security (10% of contract)	DD no. and date
7.	Organization Profile	To be attached
8.	Bidder must submit all pages duly signed and stamped of technical and financial proposal as acceptance to reflect that the Terms and Conditions indicated in the Tender r are Acceptable to them.	

Signature of bidder with seal

ANNEXURE – 2

PROFILE OF THE BIDDER

All individual firms and each partner are requested to complete the information in this form. Information should be provided for all owners or applicants that are partnerships or individually owned firms.

Sr. No.	Particular	Remarks
1	Name of bidder	
2	Type of firm: Proprietary/ Partnership/ Pvt Ltd, Public Ltd Company/Other(pl. specify)	
3	Year of incorporation/registration	
4	Communication detail Head office address, if any Local office address	
5	Contact detail Landline: Fax: Mobile: Email:	
6	Nature of Business	

No disclosure or wrong information /non-acceptance any shall result the disqualification of the firm. Change of the name of company or firm shall be supported by legal resolution as per applicable norms.

Signature of the bidder with seal

ANNEXURE – 3

LIST OF SIMILAR WORK EXECUTED IN LAST THREE YEARS

Sr. No.	Name of client	Location	Description of work	Value of work/contract in INR	Work Duration

NOTES:

- Each of the listed works shall be supported with the copy of work order & work completion certificate / supporting documents. Work completion certificate shall mention the nature of work, value of work completed.
- At least 5 Photographs of the work executed shall be attached.

ANNEXURE - 4
INDEMNITY UNDERTAKING

I, on behalf of M/s hereby agree and undertake that I have understood entire scope of work including the instruction and responsibilities and all staff Technical & Non-Technical working on behalf of M/s will abide by all safety norms.

I declare that I, on behalf of M/s will be responsible for any safety violations/accident etc. HMC will not be responsible in case of any accident/ incident and will not compensate financially or otherwise. I assure HMC that enlisted Manpower deployment will be done at Venue from Mobilization to Completion of Event at

I hereby declare that I am sole responsible on behalf of M/sfor Giving such declaration.

Name of Indemnifier

Signature of Indemnifier

ANNEXURE – 5

PRINTING JOB DETAILS AND SPECIFICATIONS

Work given to Event Management Company / Item Description	Remarks/Specifications
1. Arrangement of Photographer & Videographer	For both outdoor & Indoor (minimum 2 of each category)
2. Waterproof Tentage & Chairs	Tent arrangement along with chairs, carpets, tables & coolers for Dinner for minimum 250 delegates/participants
3. Snacks & Dinner (Minimum 400 delegates)	Snacks : Tea, Coffee, Cold Drinks, Paneer Pakora, Sandwich, Mix Pakora, Butter Masala Dosa Lunch : Dal Makhni, Shahi Paneer, Mix Veg, Butter Naan, Butter Chapatti, Basmati Rice (long grain), Salad, Raita, Pickle, Water Sweet Dish : Gulabjamun, Ice Cream
4. All stage arrangements like Mic., Speakers, and Podium etc.	Minimum 5 person required
5. Stage, Backdrop, Reception Decoration	LED screen on Stage as per Requirement of the stage. Flowers decoration, backdrop decoration, Reception decoration along with red carpet on entrance of VVIP & VIP
6. Welcome the chief guest, guest of honours and doctors at opening and closing ceremonies.	1) Bouquet for Chief Guest and Guest of Honour along with flower garland 2) Bouquets for VVIP and VIP Guests (Minimum 20) 3) Rose Buds for awardees (minimum 60)
7. To maintain reception and record/register of every person who is invited to attend the function.	Minimum 2 receptionists required at reception counter
8. Arrangement of Flex, decoration at entrance and reception area.	a) 4 Flex banners (star flex material min. size – 45X5 Feet each) b) 4 Standees (star flex material min. size – 6X3 Feet each) c) Stage Backdrop – 01 (star flex material as per actual size of Police DAV School Auditorium Stage.) d) Reception Backdrop - 01 (star flex material min. size – 10X4 Feet) (All Above Full Color) (Dimension may be vary & Per Sq

	Rate to be mentioned in Tender)
9. To Print Invitation Cards and Certificates	Print Invitation Cards – Minimum 100 (letter size) and preferably full coloured Certificates- Minimum 100 (A-4 size) and full coloured
10. Sitting Arrangements	As per the list provided by HMC office. (minimum 5 persons required to maintain the same)
11. Arrangement of wheel chairs as the invited doctors who are unable to walk	Minimum 2 no.
12. To maintain security & parking	Minimum 10 persons required
13. Identity Cards with Suitable transparent pouch and lace	Id card 30 no. Size: 6in x 4in; Paper: 170 GSM or more, Glossy; full-color printing; with lace

****The quantity and specifications are indicative, final requirements may vary.***