



U.T Administration of Daman & Diu and Dadra & Nagar Haveli
Tourism Department,
Paryatan Bhavan, Shaheed Chowk, Near Tribal Museum, Silvassa – 396230
Tel: 0260 – 2641399
Email: dnhtourism@gmail.com

TENDER NOTICE

No: DNH/TOUR/E/120/376

Date: 08/07/2015

Empanelment of Event Management & PR Agencies for UT Administration of Daman & Diu and Dadra & Nagar Haveli Tourism

On behalf of the President of India the UT Administration of Daman & Diu and Dadra & Nagar Haveli Tourism wishes to engage the services of eligible competent event management agencies for organizing and managing events from conception to completion stage. An indicative scope of work is mentioned in the document and should be deliverable by the agency in its entirety.

Offers are invited from reputed and experienced Event Management firms for empanelment with UT Administration of Daman & Diu and Dadra & Nagar Haveli Tourism for a period of three years.

Details, terms and conditions for the above work can be collected from the Office of the undersigned during office hours from **08/07/2015 to 23/07/2015** or downloaded from website www.dnh.nic.in www.daman.nic.in and submitted to the office of the undersigned on or before **23/07/2015** upto 15.00 hours by hand or Post or Courier.

Bid Processing Fee: Bids shall be accompanied by a non-refundable bid processing fee of **Rs. 5,000/- (Rupees Five Thousand Only)**, without which bid will not be considered.

Earnest Money Deposit (EMD): Bids shall be accompanied by an earnest money deposit of **Rs. 1,00,000/- (Rupees One Lakh Only)** without which bid will not be considered.

Right to accept or reject any or all the tenders without assigning any reason thereof is reserved with the Tender Inviting Officer/undersigned.


**Deputy Director of Tourism,
Department of Tourism,
UT Administration of Daman & Diu
and Dadra & Nagar Haveli.**

Empanelment of Event Management and PR Agencies for UT Administration of Daman & Diu and Dadra & Nagar Haveli Tourism

A. Broad Scope of Work and Pre-qualification Criteria

1. Applications are invited from experienced and reputed agencies for being empanelled as —Event Management and PR Agencies for UT Administration of Daman & Diu and Dadra & Nagar Haveli Tourism
2. The agency will be required to conceptualize the design, supervise its execution at site and manage the conduct of events for promotion of UT Administration of Daman & Diu and Dadra & Nagar Haveli Tourism.
3. The agency's services shall be broadly classified as under:
The job will involve design, printing (off-set and digital) of brochures, booklets, photography, videography, event collaterals etc., based on the creative and visuals finalized by the Class "A" consultant.
4. Pre Qualification Criteria :
 - (i) The company must either be exclusively an event management company or a company having exclusively defined event management division within the company.
 - (ii) The company should have worked for min. 4 tourism states/boards
 - (iii) The minimum average turnover of the company in regard to event management should be Rs. 3.00 Crores for the last three financial years. The turnover of the agency from event management activities should be clearly reflected in balance sheet. A certificate from the chartered accountant specifically mentioning the turnover of the agency from event management activities should be enclosed.
 - (iv) The company must have been in existence for at least three years (as on last date of submission of proposal).
 - (v) The company must have managed 7 exclusive domestic mega events (with contract value of minimum Rs. 20.00 Lakh) and 5-7 International events (with contract value of minimum Rs. 50.00 Lakh) in last three years and . Preference shall be given to those event management companies who have managed tourism related events and have organized events for Government Sector.
 - (vi) The criteria for evaluation of the firms is presented at Annexure-III

- (vii) Note: The firms who score minimum 75 or more marks will only be considered for evaluation
- (viii) **Presentation:** The agencies that clear the pre-qualification norms will be required to make an A/V presentation at the Tourism Office before the selection committee (on the date so intimated separately to agencies that clear the pre-qualification norms). The presentation shall cover the following points.
- A. Experience of event management
 - (i) No. of significant events organized
 - (ii) Experience of organizing special events
 - (iii) Special events that were telecast on TV
 - B. Tourism/Culture related event management experience(no. of events, clients, photographs, etc.)
 - C. Infrastructure of Firm
 - (i) Manpower (specific to event management)
 - (ii) Network of Offices
 - D. Minimum Average Turnover—at least Rs. 3.00 Crores from event management activities for the last three financial years

Note - The maximum time for presentation shall be 15 minutes. Hard copy along with a soft copy of presentation has to be provided to UT Administration of Daman & Diu and Dadra & Nagar Haveli Tourism at the time of presentation.

5. Tender shall be accompanied by an Earnest Money Deposit (EMD) Rs. 1,00,000/- (Rs. One Lakhs) made in favour of The Deputy Director Tourism payable at Silvassa; and should be valid for a period of 12 months from the last date of bid submission
6. Tender shall be accompanied by a non-refundable Bid Processing Fee of Rs. 5,000/- (Rupees Five Thousand Only) without which tenders will not be considered. Bid processing fee should be in form of a Demand Draft, made in favour of The Deputy Director Tourism, Silvassa

7. The agencies that clear the pre-qualification norms and are considered by the selection committee after presentation; shall be selected for empanelment with UT Administration of Daman & Diu and Dadra & Nagar Haveli Tourism.
8. All costs incurred by the agency in respect of submission of offer and presentation shall be borne by the agency concerned.
9. UT Administration of Daman & Diu and Dadra & Nagar Haveli Tourism reserves the right to accept or reject any application or its part without assigning any reasons thereof.

B. Key Terms and Conditions and Instructions

Note: Bidders should read these conditions carefully and comply strictly while submitting their Bids for empanelment.

1. Empanelment of event management agencies shall be done on the basis of criteria enumerated in the tender and different terms and conditions stated as below.
2. Rate for various jobs shall be called as and when required which shall be on turn-key basis including all expenses on event particular.
3. Bidders shall furnish their bids as per the formats provided at Annexure-I and II of this document.
4. Any Change in the constitution of the firm, etc. shall be notified forth with by the contractor/ firm in writing to the purchase officer/ department and such change shall not relieve any former member of the firm, etc. from any liability under the contract.
5. No new partner/partners shall be accepted in the firm by the firm in respect of the contract unless he/they agreed to abide by all its terms, conditions and deposit with the purchase officer/ department with a written agreement of this effect. The contractor/ firms receipt for acknowledgment or that of any partners subsequently accepted as above shall bind all of them and shall be sufficient discharge for any of the purpose of the contract.
6. Copies of Service Tax Registration should be enclosed with the bid.
7. Bid form shall be filled in ink or typed. Bids filled in pencil shall not be considered. The bidder shall sign the tender form at each page.
8. All the quotes (when called for after empanelment) must be FOR destination and should include all incidental charges, Octroi, State Sales Tax, Service tax etc., if applicable. Central/State Sales-Tax, if applicable should also be shown separately as a remark. In case of local supplies the rates should include all taxes etc. And no cartage or transportation charges will be paid by the Government. The delivery of the Goods/ Services shall be given at the premises of Purchase officer/ department or elsewhere mentioned in purchase order. Goods/ Services to be purchased are for the purpose of official use, hence Octroi is not payable. The rates therefore, Should be exclusive of Octroi, and local

tax. In such case a certificate in the prescribed form will be furnished along with the supply order.

9. Validity: Empanelment shall be valid for a period of (3) three year from the date of issue of letter of empanelment.
10. Inspection : The UT Administration of Daman & Diu and Dadra & Nagar Haveli Tourism or his its authorized representative shall at all reasonable time have access to the bidders premises and shall have the power at all reasonable time to inspect and examine the infrastructure, manpower, services, etc. during the evaluation process or afterwards as may be decided.
11. Direct or indirect canvassing on the part of the bidder or his representative will be a disqualification.
12. Bid Processing Fee: Bids shall be accompanied by a non-refundable bid processing fee of Rs. 5,000/- (Rupees Five Thousand Only), without which bid will not be considered. Bid processing fee should be in form of a Demand Draft made in favour of The Deputy Director Tourism, Silvassa
13. Earnest Money Deposit (EMD): Bids shall be accompanied by an earnest money deposit of Rs. 1,00,000/- (Rupees One Lakh Only) without which bid will not be considered.
 - (i) The amount should be in the form of a Demand Draft made in favour of The Deputy Director Tourism payable at Silvassa.
 - (ii) The Bank Guarantee should be valid for a period of 12 months from the last date of bid submission
 - (iii) Refund of earnest Money: The earnest money of unsuccessful bidders shall be refunded soon after empanelment of all qualified firms.
 - (iv) The earnest money/security deposit lying with the UT Administration of Daman & Diu and Dadra & Nagar Haveli Tourism in respect of other tenders awaiting approval or rejection or on account of contracts being completed will not be adjusted towards earnest money/security money for this bid. The earnest money may however, be taken into consideration in case tenders are re-invited.
 - (v) No interest shall be payable on earnest money deposited with the UT Administration of Daman & Diu and Dadra & Nagar Haveli Tourism

14. Forfeiture of Earnest Money Deposit (EMD): The earnest money will be forfeited in the following cases:
 - (i) When bidder withdraws or modifies the offer after opening of tender but before acceptance of bidder.
 - (ii) When bidder does not execute the agreement if any, prescribed within the specified time.
 - (iii) When the bidder does not deposit the security money after the supply order is given.
 - (iv) When bidder fails to commence the supply of the items as per supply order within the time prescribed.
15. If a bidder imposes conditions which are in addition to or in conflict with the conditions mentioned herein, his bid is liable to summary rejection. In any case, none of such conditions shall be deemed to have been accepted unless specifically mentioned in the Letter of Empanelment issued by the UT Administration of Daman & Diu and Dadra & Nagar Haveli Tourism .
16. All legal proceedings, if necessary arise to institute by any of the parties shall have to be lodged in courts situated in Dadra & Nagar Haveli or Daman and Diu and no elsewhere.
17. Period of empanelment may be extended for one year or reduced or terminated any time at the discretion of The Deputy Director Tourism, UT Administration of Daman & Diu and Dadra & Nagar Haveli. All the terms & Conditions laid down in General Finance and Accounts Rules of Government of UT Administration of Daman & Diu and Dadra & Nagar Haveli shall be binding and acceptable to the Bidder.
18. Bid Submission Date and Address: The bids complete in all respect and clearly super-scribed —Bid for Empanelment as Event Management Agency shall be submitted by 3:00 pm on or before 23rd July, 2015 at the below mentioned address—

Deputy Director,
Department of Tourism,
UT Administration of Daman & Diu and Dadra & Nagar Haveli.
Paryatan Bhavan, Shaheed Chowk,
Near Tribal Museum, Silvassa – 396230
Tel: 0260 – 2641399

Annexure-I
PRE-QUALIFICATION APPLICATION FORM
Sub.: Application for "Empanelment of Event Management Agencies for
UT Administration of Daman & Diu and Dadra & Nagar Haveli Tourism"

1.	Name & Address of the firm,	
2.	Date of Establishment (enclose evidence)	
3.	Type of firm: Proprietorship / Partnership or registered under the Companies Act. Please give details & enclose Certificate	
4.	Nature of Company whether exclusive Event Management Company or Separate Event Management division. (enclose details)	
5.	Branches (Enclose details with address & telephone no.)	
6.	Details of Income Tax Registration. Enclose PAN details Enclose IT Certificate of last financial Year	
9.	Service-Tax Registration details	
10.	Total Work experience in the Event management (in years)	
11.	Annual Turnover in last 3 financial years (enclose balance sheet and CA Certificate)	

12.	List and brief details of exclusive events managed in last three years Enclose separate sheet for events for promotion of culture / tourism Enclose work orders (mentioning contract value) for all assignments	
13.	Professional set up (Event Management Specific-Complete details of Staff, Designers & other) Enclose list (separate sheet for technically qualified staff)	
14.	List of present clients & sample of recently done works (list no. of present clients and enclose copies)	
15.	Any other information	

This is to certify that I/we have read and understood the enclosed brief and other Terms & conditions. I/we have enclosed all the supporting documents required for the bid, and the information given by me/us in the bid is true to the best of my/our knowledge.

**Signature of the Bidder with
Name, Designation and Seal.**

Date:
Place:

Annexure-II
DECLARATION BY BIDDERS

I/we declare that I am/we are eligible and authorized to provide the goods/services/equipments for which I/we have submitted my/our bid.

We also declare that I/our agency has not been blacklisted by any Government agency anywhere in India and neither is any case registered against us in any Court of India.

If this declaration is found to be incorrect then with prejudice to any other action that may be taken, my/our security deposit may be forfeited in full and the tender to any extent accepted may be cancelled.

Signature of the Bidder
with Name, Designation and Seal.

Date:

Place: