

On behalf of the Ministry of Social Justice & Empowerment, Government of India, Proposals are invited from the DAVP empanelled Multimedia agencies, which are further empanelled by Ministry of Social Justice and Empowerment for organizing Exhibition-cum Sale (SHILPOTSAV – 2022 at Dilli Haat, Opp. INA market from 01/11/2022 to 15/11/2022) of products made by Artisans of Scheduled Castes, Backward Classes and Safai Karamcharies persons benefited under the schemes of the Ministry of Social Justice & Empowerment through Apex Corporations. The Nodal Agency (NBCFDC) invites Tenders in sealed cover for overall Event Management/Services for the proposed Exhibition-cum-Sale along with a Bank Demand Draft of Rs. 50,000/- towards EMD.

Eligibility Criteria:

- (i) Five year experience for holding such events in the past five years (please give year wise details of major events). (2017-18 to 2021-22)
- (ii) The average turnover should be at least Rs.50 lakh in the three financial years of the last 5 years. (The relaxation being given due to COVID pandemic).
- (iii) ITR/Audited Balance sheets of last 5 assessment years with CA Certificate stating the net worth and Turn Over of the organization for each year.

Payment Terms

1. 50% payment will be released after completion of event and submission of lumpsum bill.
2. Balance 50% payment will be released within 30 days of submission of final bill.

Other Terms & Conditions

1. **The Sealed Bids should be addressed to the Nodal Officer for Shilpotsav 2022, NBCFDC, 5th Floor, NCUI Building, August Kranti Marg, New Delhi 110016 Quoting “Bids for Shilpotsav 2022 Dilli Haat”**
2. Only Sealed Bids will be accepted till **12.00 noon on 13/10/2022**
3. All the pages of document should be signed by the bidder or its authorized person with Seal
4. Bids will be opened in the Office of NBCFDC **at 3.00 PM on 14.10.2022** before the authorized representative of the bidders who are present at that time & carrying authority letter.
5. Any other terms & conditions written or printed on the tender document by the bidder, or otherwise sent along with tender, will not be accepted and will not binding on NBCFDC.
6. NBCFDC reserves the right to accept/reject any/all the quotations received without assigning any reasons whatsoever.
7. For settlement of any disputes only courts in Delhi shall be jurisdiction.
8. Earnest Money Deposit: Rs.50,000/- (Rupees Fifty thousand Only) by demand draft/pay order of Nationalized Bank in favour of NBCFDC, New Delhi should be deposited and the same will be refunded after 45 days of the event at the time of settlement of final payment. Such EMD SHALL not carry any interest for whatsoever longer period it may rest with NBCFDC. EMD shall be forfeited if bidder withdraws his/her bid during the validity of the bid or any discrepancy in delivery of the services.
9. Separate discount for each service may please be indicated for doing the job in Social Sector.
10. Any bid without accompanying of bid amount/incomplete/not in sealed cover would be rejected.
11. The bidder should inspect the site before quoting rates so as to make an assessment of the requirement. Later on, no request to change or misunderstanding shall be entertained.

12. All the bids should be typed and not handwritten.
13. Rates should be inclusive of all taxes. No revision of rates shall be allowed under any circumstances whatsoever.
14. The successful bidder who have been awarded the work shall liable to pay penalty for any omission(s) during the exhibition
15. The Bidder shall themselves be responsible for payment of wages and other statutory benefits to the staff deployed by them for the work. They shall also through a bond indemnify NBCFDC and all its participating agencies, and Govt. of India from any claim which arises on the bidder in future or during the celebration days in connection with organization of this exhibition.
- 16 The decision of the Managing Director, NBCFDC will be final and binding. .
- 17 All the bidders will be required to give presentation of 5 minutes on the Event Management and venue décor.
- 18 If any assigned work/job is withdrawn proportionate amount would be deducted for the same.
- 19 Bills should be in duplicate giving specification, amount and enclosed text of the flex prints.
- 20 Extra work if any would be same rate for same work basis
- 21 For Insurance cover of the exhibitors Actual bill/receipt of nationalized insurance company should be submitted with the Bill at the time of settlement of bill.
22. The bidder would have to sign on each of the pages of the tender as a token of acceptance of the term and conditions mentioned herein.

Tender Document

NBCFDC/Shilpotsav-DH/2022						Date : 29.09.2022
S No.	Services	Description	Period	Quantity	Rate Rs.	
1	Venue Décor	Decor includes entry gate (12 x 8 ft.), displaying Items depicting Ministry's/Corporations activities etc. bandhini cloth (tied aesthetically on wooden poles) inside exhibition area and open area in front of entrance	All 15 Days	Specify Number or Quantity for each item		
		Ceremonial Brass Lamp, Ribbon, Scissors, refined oil cotton and candle	2 Days (Inauguration & Closing)			
		30 bouquets on Inauguration and Closing days				
		big diameter rangoli arrangement near the entrance, ribbons, balloons etc.	2 Days (Inauguration & Closing)			
		basic floral arrangement near stage area	2 Days (Inauguration & Closing)			
2	Sound & Lights	Good quality sound & light indicating type of system of JBL at the stage venue on day of Cultural Programme	2 Days (Inauguration & Closing)	<u>Sound</u>		
				2 pair top, 1 pair base,		
				1 pair foot monitors,		
				twin CD changer, with USB port 4 Mics with stands		
				2 cordless mics,		
				amplifiers for speakers.		
				4 Lapel/Handfree Mics		
				Hanging or other mics for better Audio coverage of the stage		
				<u>Lights</u>		
				12 parkens, 2 parkens stand, 1 smoke machine		
3	Video &	Digital photography and videography of the cultural day only. Products displayed are to be photographed. Photo size 5" x 7"	2 Days (Inauguration & Closing)	Complete Data in 3 Nos. Pen Drives and 200 print photos high resolution (max.) as per selection of photos		
	Print					
	Photography					
4	Chairs,	Neat & Clean Cushion chairs,	2 Days (Inauguration & Closing)	300 chairs		
5	Extra lighting	Halogens and decorative running LED lights	2 Days (Inauguration & Closing)	20 nos.		
6	Cultural Troupe	Cultural Troupe to be arranged for Inauguration and Closing day.	2 Days (Inauguration & Closing)			
7	Flex Print	Star Flex includes creative designing, flex prints & framing, proper fixing & display on strategic location in and outside of Dilli Haat Name plates of Beneficiaries Eco solvent Printing on Star Flex All Facias, panels backdrop, bunting etc should be displayed by 9 am of 1 st November 2014.	During entire event	20' x 8' = 2 pcs. For outside walls , Entry gate branding 10' x 4' = 2 pc., backdrop 20' x 12' = 1 pc., /on iron frame = 160 pc. Name of participating organization 8' x 8' = 4 pc on Iron frame Branding of poles inside and outside Dilli Haat 4'x2.5' = 40 pc		
				Total around 9000 sqft		
8	Covering of Stage and open area	Covering of Stage and open area Eight Sofa, four Centre tables Eight pedestal fans	2 Days (Inauguration & Closing)	Waterproof Covering of Stage and open area 30 ft x 120 ft Eight Sofa, four Centre tables Eight pedestal fans		
9	Sunboard	Digital prints on 3mm sunboard	During entire event	1.5'x2'.size name plates 216 nos		
				1' x 8' size names of Corporations 115 no.		
				Details of the Corpn on 8' x 3' = 6 pc		
				Logos of Corporations 3 ft x 2 ft (4 Pcs.)		
10	High Tea and Cold Drinks	Sandwich, Cheese Pakora, Samosa, , Gulab Jamun, dry fruits, Tea, Nimbu pani/Cold Drinks, biseri Water Bottles/Glasses to be served in Bone Chinaware Crockery including VIP Serving Arrangement	on 2 days of Cultural Programmes (Inauguration & Closing)	For 300 persons on Inauguration day and Closing day		
11	Prize Distribution	Prizes to beneficiaries for best sale and displays brass plate on wooden stands	10 Nos (required on closing)			
12	Generator	Sound less/Eco friendly generator for standby power supply (please indicate name Honda/Vijaya/sudheer etc.) (pl. quote rates inclusive all charges i.e. cartridge, supply, fixation, fuel, removal etc.)	2 days (Inauguration & Closing)	02 (two) 62 KVA		
13	Ramp for stage	Disable friendly ramp on both sides of the stage	2 days (Inauguration & Closing)			
14	Tube light	Tube light in the corridor on the Dilli Haat	2 days (Inauguration & Closing)	55 tube lights		
15	Fire Insurance	Insurance of Beneficiaries with their stalls for Rs. 1 lakh each from Nationalized Insurance company at Dilli Haat	Through out the exhibition	Total coverage for Rs. 1.0 crore of beneficiaries and their products.		
16	Interaction with local Authorities	Arrangement for Fire Brigade Tender on the necessary permission from police and licensing authorities etc. , NDMC etc.	Through out the exhibition	Permissions to be arranged within four days of issue of Workorder		
17	Event Management Company's details	Indicate Sale Tax/GST/ Service Tax No., PAN No., Bank A/c details for RTGS payment.		Attach with the Tender document		
18	Facilities in information center	Water, tea coffee and soup dispensing machines with the regular replenishment	Through out the exhibition			

19	Setting up of information Centre	An stall of 3 mtr x 3 mtr of octonorm system with water proof ceiling for setting up office, Three tables and 4 chairs	Through out the exhibition		
		Total above			
		GST @			
		discount for Social Sector if any			
		Grand Total			

Note :

The Cost would be all inclusive

Rates must be filled in the Format only

The Format should be completely filled.

Where cost has been mentioned as "As per actual" the cost would be considered already included. No payment will be made for that service although the party has to provide those services on their own cost. No payment will be made by the Corporation.

Corporation reserves the right to allot different work to different parties.

(Rates, wherever required, may be quoted on per day proportionate rate will be taken on in case of increasing in number of day.)