

**TENDER DOCUMENT**

F.No. CCRT/27015/13/2024-25/

Dated : 22<sup>nd</sup> October, 2024

**Guidelines and  
Tender Document  
For  
Tent, Light & Sound Arrangements at  
Centre for Cultural Resources & Training,  
Plot No 15-A, Sector 7, Dwarka,  
New Delhi-110075  
(Under the aegis of Ministry of Culture,  
Government of India)**

**File No. CCRT/27015/04/2022**

**Dated: 03/03/2025**

**Guidelines and Tender Document  
For Tent, Sound & Light Arrangements at  
Centre for Cultural Resources & Training,  
Plot No 15-A, Sector 7, Dwarka,  
New Delhi-110075**

**For organizing**

**KAVERI MEETS GANGA – BRINGING MARGAZHI FESTIVAL**

<b>Estimated Cost</b>	<b>As per actual</b>
<b>Period of Contract</b>	<b>2<sup>ND</sup> NOVEMBER TO 5<sup>TH</sup> NOVEMBER 2024</b>
<b>Dated of Publishing Tender</b>	<b>22 OCTOBER, 2024</b>
<b>Clarification Start Date &amp; Time</b>	<b>24 OCTOBER, 2024 (1130 Hrs)</b>
<b>Clarification End Date &amp; Time</b>	<b>25 OCTOBER, 2024 (1630 Hrs)</b>
<b>Last Date &amp; Time of BID receipt</b>	<b>28 OCTOBER, 2024 (1500 Hrs)</b>
<b>Date &amp; Time of Short listing of Technical BID</b>	<b>29 OCTOBER, 2024 (1000 Hrs)</b>
<b>Presentation before committee</b>	<b>29 OCTOBER, 2024 (1400 Hrs)</b>
<b>Tender Box for hard copy placed in the office at CCRT, Plot No 15-A, Sector 7, Dwarka, New Delhi 110075.</b>	
<b>NOTE : IF THERE IS DIFFERENCE IN DATE AND TIME MENTIONED ABOVE AND MENTIONED ANYWHERE IN TENDER DOCUMENT, THE ABOVE DATES SHOULD BE TREATED AS FINAL.</b>	
<b>The Tender Envelop should be super scribed as “Tender Document for KAVERI MEETS GANGA”</b>	

**Ph No. 011-25088638; Web Site: [www.ccertindia.gov.in](http://www.ccertindia.gov.in)**

**Centre for Cultural Resources & Training,  
Plot No 15-A, Sector 7, Dwarka,  
New Delhi-110075**

**NOTICE INVITING TENDER**

Tenders are invited for “Tent, Sound & Light Arrangements” at CCRT, Plot No 15-A, Sector 7, Dwarka, New Delhi 110075 for a period of 04 Days from 2<sup>nd</sup> November, 2025 to 05<sup>th</sup> November, 2025 to organize “KAVERI MEETS GANGA – BRINGING MARGAZHI FESTIVAL)”. The tender document with terms & conditions is available with Deputy Director (Administration), CCRT, Plot No 15-A, Sector 7, Dwarka, New Delhi 110075 or may be downloaded from [www.ccertindia.gov.in](http://www.ccertindia.gov.in), web portal of CCRT, Delhi.

Corrigendum if any will appear only at [www.ccertindia.gov.in](http://www.ccertindia.gov.in)

**Deputy Director (Administration)**

**Centre for Cultural Resources & Training,  
Plot No 15-A, Sector 7, Dwarka,  
New Delhi-110075**

**Tender Form**

**Sub: Tender for Tent, Sound & Light Arrangements for a festival is being organized at Centre for Cultural Resources & Training, Plot No 15-A, Sector 7, Dwarka, New Delhi-110075 including setting up of Temporary stalls stage and other allied works and supply of Tent, Sound and Light items to stall operators on casual basis.**

1. I /We/M/s ..... Proprietary/ Business Partnership Firm/company registered under the companies Act 1956. Through Shri ..... sole proprietor/ partner or authorized representative of the Tenderer (hereinafter called the Tenderer mentioned in the tender notice no ..... Hereby make the tender for supply of the tent and light items as mentioned in the annexure on rental basis for function to be organized at lawns of Centre for Cultural Resources & Training, Plot No 15-A, Sector 7, Dwarka, New Delhi-110075.

2. Bank Draft / Pay Orders no. (s)..... dated ..... Drawn on (name of the bank) ..... for Rs. 3,00,000/- (Rs. Three lakh only) in favour of Earnest Money A/c, CCRT, New Delhi is enclosed towards earnest money. Micro and Small Enterprises (MSEs), as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME), or those registered with the Central Purchase Organisation of the concerned Ministry/Department are exempted from submitting EMD along with their bid documents.

3. I / We understand that I/We am/are being permitted to submit the tender in consideration of the stipulation on my/our part that after submitting my/our tender, is I/we fail to observe and comply with the foregoing stipulation, the earnest money deposit shall be liable to be forfeited by CCRT. I/We agree that in the event of any dispute or difference the decision of the Director, CCRT, New Delhi shall be final and binding on me/us.

4. Whether proprietor/ partner / company/ agency is defaulter with any other Corporation of Delhi Government/ Central Government? .....

5. Whether any final show cause notice has been issued to such agencies/ corporation pertaining to any dispute and its status at the time of submitting Tender/ RFP/ RFQ? .....

6. Disclosure of projects earlier taken by the Proprietor / or in pool/ Corporation with Central government/Autonomous Bodies and any other related organization of the Government?  
.....

7. Whether execution of the project has been fulfilled in time and unable to explain its conduct? -----  
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8. Whether proceedings are pending before any forum/ tribunal/ courts/ commission. If so, nature and detailed of such dispute be stated specifically? -----

9. Duration from which dispute is pending and present status. -----  
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10. Non-disclosure of the information and withholding of such information shall amount to disqualification in participation in the bid or tender of the CCRT.

11. As per the terms and conditions of CCRT the participation/ approval of such tenders shall be liable to be cancel at any stage at the sole discretion of CCRT.

12. Annual turn Over of last three years are as under: -

2021-22 .....  
2022-23 .....  
2023-24 .....

13. GST Number of the party .....

14. Work Experience of the party in years;-

15. Name of the tenderer with complete address .....

.....  
.....  
.....

16. Work Execution Site Plan:.....

Signature of tenderer  
Through Prop. /Authorized Representative

## **DOCUMENTS TO BE SUBMITTED**

1. *EMD of Rs. One Lakh only in favor of " Earnest Money A/c CCRT, New Delhi" payable at New Delhi in the form of Demand Draft or Micro and Small Enterprises (MSEs), as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME), or those registered with the Central Purchase Organisation of the concerned Ministry/Department are exempted from submitting EMD along with their bid documents..*

2. *Goods & Service Tax No*

3. *Duly filled, signed & stamped "Tender Form" (Annexure – 1) and Annexure 2 of the tender document.*

4. *Work experience*

5. *Annual Turn Over*

6. *Financial Bid*

7. *Work execution site Plan*

## **Terms and Conditions**

1. The tender document with terms & conditions is available at [www.ccertindia.gov.in](http://www.ccertindia.gov.in), web portal of CCRT of Delhi.
2. The tent houses having their registered office and godown in Delhi are eligible to submit the tender. The rates should be all inclusive like setting charges, cartage and delivery etc. at any place within CCRT.
3. The items supplied should be neat and clean and in perfect condition to the satisfaction of CCRT. Torn or shabby and dirty items, even if delivered, will not be paid by CCRT.
4. CCRT will not be responsible for any damage to the items on account fire, theft, riots or otherwise.
5. The tender in the prescribed proforma and accompanied with an earnest money of Rs 1,00,000/- (Rupees one lakh only) in the shape of bank draft in favour of Earnest Money A/c, CCRT, New Delhi shall be entertained. Micro and Small Enterprises (MSEs), as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME), or those registered with the Central Purchase Organisation of the concerned Ministry/Department are exempted from submitting EMD along with their bid documents. The agency/contractor whose tender/quotation is accepted, shall execute an agreement on Rs. 100/- non judicial stamp paper reiterating his acceptance of the execution of the work on the rates, terms and conditions set in the contract/quotation/documents.
6. In the case of selected tenderer, the earnest money deposited by the successful bidder shall be converted into the caution money, which will remain with CCRT without interest upto three months from completion of work.
7. The rates quoted shall remain valid for a period of Three months starting from the date of award of tender which may be extendable by another three months with mutual consent. The tenderer shall not demand any increase in rates whatsoever from CCRT. After awarding the job work, payment shall be released as per actual work done at the CCRT and physical verification report.
8. The minimum turnover of the tenderer should be Rs.3 crore per annum for last three years. The proof of turn over duly certified by the chartered accountant during the last three years.
9. The minimum business length of the bidder should be not less than 5 years and have Art background. In this regard a copy of proof may be attached.
10. CCRT reserves the right to reject or accept any part of tender or tender without assigning any reason whatsoever. In case of single tender is received, CCRT reserves the right to except/reject the same.
11. The rates are to be quoted in the prescribed proforma only. Unresponsive and incomplete tender document shall be summarily rejected.
12. That all the correspondence will be addressed to the DIRECTOR, CCRT, New Delhi

13. That the persons employed by the selected tenderer shall at all times and for all purpose shall be the employees of the selected tenderer who shall alone be liable and responsible for payment all kind of wages, salaries, PF, ESI, insurance, remuneration, claims, compensations and other benefits etc. to them without any claim or reimbursement from CCRT.

14. That it is responsibility of the selected tenderer to ensure that all the persons deployed by it will be efficient, skilled, honest and conversant with nature of work.

15. That the selected tenderer will provide uniform and also issue identity cards to each of its staff, supervisor for entry into CCRT Premises at its HQ New Delhi. The uniform and identity cards be provided by the selected tenderer at its own cost. Security staff of CCRT shall be liberty to exercise check on any of the staff of the selected tenderer while entering the premises during the work and while leaving from the premises on completion of work.

16. That it shall be the responsibility of the selected tenderer that the character antecedents of such personnel deployed for work have been duly verified by the police authorities and shall produce such police verification on demand to CCRT.

17. That the selected tenderer shall not employ persons below the age of 18 years.

18. That this contract can be terminated by either party by giving onemonths notice without assigning any reason thereof. whereas case of any unforeseen circumstances CCRT may suspend/terminate the contract without any advance notice.

19. If the successful bidder/contractor fails to provide the Service to CCRT and/or if the services are not found satisfactory enough, the CCRT shall have the right to terminate the contract, without any notice.

20. If the successful bidder/contractor at any time defaults in executing contract job with due diligence and care and continues to do so, and / or the successful bidder/contractor commits default in complying with any of the terms and conditions of agreement and does not remedy it or take effective steps / measures to remedy it, or fails to complete the work as per the terms and conditions and does not complete them within the period specified in the notice given to him in writing, the CCRT may without prejudice to any other right or remedy, which shall have accrued or shall accrue thereafter to the contractor, shall cancel the contract / agreement after one month notice and caution money/ security deposit / contract performance guarantee will also liable to be forfeited to the CCRT. The CCRT on such cancellation shall have powers to carry out / execute the work through other agencies by any means at the risk and cost of the successful bidder/contractor.

21. The CCRT reserves the right to terminate the contract, without assigning any reason, by giving to the successful bidder/contractor one month notice of its intention to do so and on the expiry of the said period of notice, the contract / agreement shall come to an end without prejudice to any right or remedy that may be accrued to the contractor.

22. If any information furnished by successful bidder/contractor is found to be incorrect or false at any time, the tender / contract / agreement is liable to be terminated immediately, without notice, and the caution money/security deposit will also liable to be forfeited to the CCRT.

23. In case the successful bidder/contractor wants to terminate the tender/contract /agreement, it shall have to give one months' written notice in advance to this effect to the CCRT.
24. That in case the selected tenderer failed to provide the services on any day CCRT shall be free to engage/ hire services from the open market and the expenditure incurred would be recovered from the bills of the selected tenderer.
25. That it the responsibility of the selected tenderer to follow all the statutes/ laws/byelaws, labour laws regulations of all statutory and Govt. agencies applicable from time to time and the selected tenderer will also be liable to pay all duties/fees/fines/statutory taxes including Goods & Service Tax etc. levied by any statutory authority.
26. That the selected tenderer shall keep CCRT totally indemnified and harmless against all claims, fines, duties, dues, payments, penalties, compensations, liabilities and other losses etc. which may incur on account of non-compliance or violation of any statutory provisions or on account of any accident, injury, full or partly loss of property or life or damage etc.
27. That the income tax, surcharge, labour welfare cess as applicable shall be recovered from the bills of the selected tenderer.
28. That the selected tenderer shall not use CCRT premises as godown for storing items and immediately remove its goods from the site on completion of job/work with in two days failing to do so CCRT will charge an amount of Rs. 2,000 per day till such time the goods are actually removed by the tenderer.
29. That in case of any dispute or differences of any kind arises between the parties, decision of Director, CCRT shall be final and binding on both the parties. Further, Director, CCRT will have the power to appoint arbitrator and the decision of the arbitrator shall be final and binding on both the parties.
30. That the both the parties to this contract are subject to the jurisdiction of the courts of Delhi only.
31. The successful bidder shall not make any demand for increase of rates during the period of contract.
32. The tenderer shall not transfer sublet or assign the tender/contract or any part thereof, in any circumstances.
33. Any breach of this condition, entitle CCRT to rescind the contract. Further In case of any breach of agreement on part of successful bidder/ contractor, then the security deposit/earnest money deposited with CCRT by the successful bidder/ contractor shall stand forfeited without any further reference to successful bidder/ contractor who will have no claim of any kind in this regard.
34. The tender would be valid for a period of three months. Extendable by another three months by mutual consent on same rates.
35. For all the Tent, Sound & Light arrangements made at CCRT, the selected bidder will raise the bill to CCRT at the approved rates along with the physical verification report and payment would be released by e payment/RTGS normally within a period 15 days after the receipt of the bill.

36. The rates should be inclusive of all statutory taxes / duties, cartage and labour.
37. It may be noted that no digging of any kind would be allowed within CCRT premises for erection of Tent, Sound & Light items.
38. In case of breakdown of tentage or lighting items for any reasons whatsoever, the successful bidder/ contractor shall make an alternative arrangement at the earliest and make sure that the work should not suffer for such reason. In case of breakdown or due to any reason such breakdown leads to injuries to any person including third party then the contractor shall be liable for the same.
39. If the material/services supplied is found to be sub-standard, the successful bidder/ contractor shall be bound to replace the same with the standard material at his own cost, risk and responsibility. The necessary penalty will be imposed as per decision of CCRT.
40. All wirings have to be provided by the successful bidder/ contractor from the source to be specified by CCRT and all safety parameters must be followed, proper electrical connection to be made so as to avoid any hazard due to the work entrusted with the contractor. All electrical joints must be properly insulated so as to avoid short circuiting and fire, at any point of time.
41. All precautionary/safety measures should be adopted by the successful bidder/ contractor in erecting tents, fixing lights including carrying out all contractual work entrusted by CCRT. CCRT will not be responsible for any accident, mis-happening and loss caused due to agency's negligence. The sole responsibility for any legal or financial implication would vest with the agency/contractor. CCRT shall have no liability what so ever.
42. The successful bidder/contractor must ensure installing high quality material/fixtures to ensure beautiful/decorated site besides preventing any untoward incident/mishap on account of inferior quality of material installed.
43. The successful bidder/contractor must ensure all standby material/equipment ready at site prior to any event in order to avoid any embarrassing situation during the event due to shortage of material.
44. In case the successful bidder/ contractor fails to complete the job within stipulated time frame, a penalty 10% of tendered cost per day will be charged from the agency/contractor.
45. All the terms and conditions contained in these tender documents will be a part and parcel of Agreement/Contract to be executed by the contracting agency with the CCRT.
46. Canvassing of any information in connection with the tender is strictly prohibited which may disqualify the tender. The tender must be unconditional.
47. Any bids/ tenders of such person, bodies, corporation and agencies may not be considered in case it is found that :-
  - a) such agencies are in violation of departments earlier projects.
  - b) Have failed to comply the request and demands made by the Corporation in spite of final show cause notice issued to them.

- c) Those agencies or its constituents whose assignment / lease/ sublease had been terminated for default of contract or violations of terms and conditions agreed with CCRT terminated by CCRT in past.
- d) Those agencies should not have been blacklisted or debarred by any State Government organization/ PSU etc.

#### **48. Applicable Laws:**

The contract shall be governed by the laws of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing. All the disputes pertaining to the present contract shall be subject to Delhi Jurisdiction.

**49. Force Majeure:** Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act.

50. Upon Verification, evaluation/assessment, if in, any case information furnished by the bidder is found to be false/incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained.

51. The agency/contractor must ensure installing high quality material/fixtures to ensure beautiful/decorated site besides preventing any untoward incident/mishap on account of inferior quality of material installed.

52. Agency/contractor must ensure all standby material/equipment ready at site prior to any event in order to avoid any embarrassing situation during the event due to shortage of material.

53. In case the agency/contractor fails to complete the job within stipulated time frame, a penalty 10% of tendered cost per day will be charged from the agency/contractor.

54. The quality of the tentage and lights arrangement etc. should be in good/new condition.

55. The agency will provide the tentage, sound and lights etc. well in time before the function.

56. If the material/services supplied is found to be sub-standard, the agency/contractor shall be bound to replace the same with the standard material at his own cost, risk and responsibility. The necessary penalty will be imposed as per decision of CCRT.

57. Only the technical bids will be opened on the date of tender opening. Financial bids of only those bidders will be considered for opening whose offer is complete and technically acceptable in all respect. The date and time for financial bid opening will be intimated to the successful bidders subsequently.

58. In case of breakdown of tentage/ light items for any reasons whatsoever, the agency/ contractor shall make an alternative arrangement at the earliest and make sure that the work should not suffer for such reason. CCRT is not liable to compensate any loss due to break down or for any other reason.

59. All wirings have to be provided by the agency/ contractor from the source to be specified by CCRT and all safety parameters must be followed, proper electrical connection to be made so as to avoid any hazard due to the work entrusted with the contractor. All electrical joints must be properly insulated so as to avoid short circuiting, fire and shocks.

60. All precautionary safety measures should be adopted by the agency/ contractor in erecting tents, fixing lights etc. CCRT will not be responsible for any accident, mishappening and loss caused due to agency's negligence. The sole responsibility for any legal or financial implication would vest with the agency/ contractor. CCRT shall have no liability whatsoever.

61. In case of any breach of agreement on part of agency/contractor, agency's/contractor's security deposit/earnest money deposited with CCRT shall stand forfeited without any further reference to agency/contractor who will have no claim of any kind in this regard.

62. If for any reason CCRT is dissatisfied in any way with the standard of the services or felt deficiency in service during the hire period, it will be reported to the Agency/ Contractor in writing.

63. If the agency/ Contractor fails to provide the Service to CCRT and/or if the services is not found satisfactory enough, the CCRT shall have the right to terminate the contract.

64. In case successful bidder fails to undertake contract, his EMD will be forfeited.

65. Selected L-1 bidder will have to give his consent to provide/supply any other additional item (if required) within its quoted rate.

Signature.....

Name of the Tenderer & Address

.....  
.....

## **Event Concept & Specifics**

Venue– CCRT Campus, Dwarka, New Delhi

Date – 02 November, 2024

### Event Format

5:30 pm: Invocation – Nagar Sankirtan  
6:00 pm: Radhakrishnan ji and group  
6:30 pm: Kuchipudi by Vasant Kiran (AP/TL)  
7:00 - 8:30 pm: Ranjani Gayatri-Vocals (Chennai)

Date- 03 November, 2024

6:00 pm: Symphony of Kalakshetra Chennai  
7:00 pm: Classical Dance Ensemble from CCRT by Shri Rahul Varshney, Team Soch.  
7:30 - 8:30 pm: BHANJAN by Surya Gayatri

Date 04 November, 2024

6:00 pm: Sudha Raghuraman – Vocals (Delhi)  
7:00 - 7:30 pm: Jayatheerth Mevundi (Karnataka)  
7:30 - 8:30 pm: Folk performance from Kerala Folklore and Theyyam

Date 05 November, 2024

6:00 pm: Kathak Kendra Performance & Smriti Khurana-Kalari Contemporary and Chhau (Delhi)  
6:45 pm: Sandhya Manoj ( Odissi in Southern Kruthis) Chennai  
7:30 - 8:30 pm: Rakesh Chaurasiya ( Flute)

### **Scope of Work:**

The selected agency will be required to make the complete arrangements to undertake following indicative tasks, but not limited to, under the supervision and guidance of designated officers for successful completion of the cited event.

1. To design, conceptualize, plan and end to end execution of the “ **Kaveri Meets Ganga**” Bringing Margazhi to Delhi.
2. Creation of overall ambience and organizing the event at CCRT Campus, Dwarka, New Delhi including elements such as thematic launch stage (One stage at Ashwaghosh Muktaakash Kala Manch and one separate stage), thematic Art area, greenrooms, ambience & stage lights, silent DG Sets, LED Screens, chairs as per the requirement during event programme, tables, Sound requirements, venue decorations,

security, housekeeping, portable toilets with proper manpower etc. as per the requirement.

3. The entire area of the event at CCRT Campus, Dwarka, New Delhi to be decorated and branding elements.

4. **Requirement of Event :**

a. Creation of two thematic main stages (One stage at Ashwaghosh Muktaakash Kala Manch and one separate stage) with wooden platform, carpet along with general lighting on stage.

b. Sound & Light

c. Seating to be arranged for 500 persons and sofas for VIP guests along with mattress for seating of childrens. Sufficient carpets as per requirement of site.

d. A master of ceremony to host the event.

e. VIP lounge with all amenities for the VIP guests.

f. Managing cultural performances for the opening and closing acts and technical requirement of the performers.

g. Three Large size (10 x 20) LED screens at the periphery of the launch event to showcase the digital audience.

h. Decor, Artistic Installation, Entry gate & Branding - General Branding, Two Banners (12 x 15) for CCRT Campus and Hordings.

j. LED risers, media risers.

k. JBL Sound system, light & genset- Electrical Equipment as per requirement Genset 62 KV , Genset 125 KV ,UPS Power Backup,general lighting, Sound for 500 Pax.

l. Two Green Rooms one each for Male and Female along with bio-toilets.

m. Buses for 3 days for conveyance of approximately 1000-1500 school children from their school location to CCRT and back.

n. Erection of Ten Stalls for demonstration of cultural material, Experience area zone and Four food stalls.

o. 1500 refreshment boxes for the children and participants for three days

- p. Sound Console.
  - q. Videography & photography with 1 drone, 3 Video Camera and 2 still camera.
  - r. Other amenities such as ambulance, (15-20) numbers of CCTV with Monitoring Room), Fire Extinguisher in sufficient number as per requirement of site.
  - s. Dustbins (Big sizes) with Swachh Bharat Mission Logo.
  - t. Media highlights/promotion to be shared throughout the country.
  - u. Advertisements in all major media outlets.
  - v. Candid Media interviews of the participants through the three days.
5. Apart from the above, proper security and ease of movement arrangements needs to be undertaken.
  6. Installation of Bio toilets for Artists, Venue management and hygiene needs to be managed at all times.
  7. Successful Bidder have to Procure all Licenses required for the event from concerned authorities.
  8. Successful Bidder Should Monitor and run the entire event and exhibition in a smooth flow and timelines of operations to be taken care of.
  9. Ensuring adherence to all the policies for Risk Management (installation of CCTV and firefighting system), Manpower Management, Security Guards, Housekeeping, Cleanliness etc.
  10. Liaison with concerned authorities for effective venue management planning, coordination and execution.
  11. Provide event reports and relevant documents duly spiral bind within 10 days from completion of the event.
  12. The Lawns must be hand over in the perfect conditions as was given before the start of the work.

**Other Miscellaneous activities/tasks**

The above list is a tentative list and the bidder would be required to undertake any other relevant activity as required by the tendering authority and statutory body and client

department for smooth and successful completion of the overall event on prevailing market rates which are not part of initial scope of work.

**Technical Evaluation Process:**

The Evaluation shall be done out of 100 marks.

(A)

S.No.	Item	Marks	Total Marks
1	Relevant Experience in Past years : The agency must be in operation in India for past 3 years in the same line of business to be eligible.  Experience in Years -3 Years to 5 Years  > 5 Years	5  10	10
2	<b>Prior experience of the bidder in event management for any Government department</b>  1 to 5  6 to 7  >5	5  7  10	10
3.	<b>Average turn over of last 3 years</b>  Rs.3 Crore to 4 Crore  Rs 4 Crore to 5 Crore  >Rs.5 Crore	5  7  10	10

**(B)PRESENTATION**

	The presentation should include Understanding of current assignment Bidder shall submit a Power Point Presentation on planning and organizing “ <b>11<sup>th</sup> Virasat Kamladevi Cultural Festival (“Azadi Ke Gunnam Nayakon Ki Gatha”</b> at CCRT Campus, Dwarka, New Delhi from 20 to 22 March, 2025.  . The concept which shall cover the scope of work mentioned in the RFP. <b>Approach &amp; Methodology</b> Approach & Methodology used in the project <b>InnovativeIdeas:</b> New ideas/ innovation which can be integrated with the existing Scope of Work.	70	70
	<b>Total</b>		<b>100</b>

### **Technical Presentation Evaluation Process:**

- The presentation with the highest technical marks (as allotted by the Evaluation Committee) shall be given a score of 100 (Hundred) and other proposals be given technical score that are proportional to their marks w.r.t. the highest technical marks.
- The bidders **securing a minimum of 70% marks** will qualify in the technical evaluation round.

### **Financial Evaluation Process:**

- After the technical evaluation is completed, financial bid of the qualified bidders shall be opened.
- Financial proposals of only those bidders will be evaluated, who secure a minimum of 70% marks in the technical evaluation. The proposal with the lowest total bid value as given in FORM FINANCIAL shall be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their total bid value.

### **Combined Evaluation Process : Combined Evaluation**

- The combined score shall be obtained by weighing the technical and financial scores in the ratio of 70:30 and adding them up. On the basis of combined weighted score for technical and financial, the bidders shall be ranked in terms of total score obtained.
- The proposal obtaining the highest combined score in evaluation will be ranked as H-1 followed by the proposals securing lesser marks as H2, H3, etc. The bidder securing the highest Combined marks will be considered for award of the contract.

### **Example:**

As an example, the following procedure will be followed. The minimum qualifying marks for technical qualifications are 70 and the weightage of the technical bids and financial bids is kept as 70:30. Assuming that in response to the RFP, 3 proposals, A, B & C are received. The Technical Evaluation Committee awards them 75, 80, and 90 marks respectively. The proposal with the highest technical marks (as allotted by the Evaluation Committee) shall be given a score of 100 (Hundred) and other proposals be given technical score that are proportional to their marks w.r.t. the highest technical marks. Bidders securing 70% marks in this process will be deemed as technically suitable and their financial proposals will be opened after notifying the date and time of bid opening to the successful participants. Assuming that the Evaluation Committee examines the financial proposals and the quoted total bid values are as under:

Proposal Total Bid Value

A: Rs.120

B:Rs.100

C :Rs.110

Using the formula  $LTV / TBV$ , where LTV stands for Lowest Total Bid Value and TBV stands for Total Bid Value, the Committee will give them the following points for financial proposals:

A:  $100/120=83$  points

B:  $100/100=100$  points

C:  $100/110=91$  points

In the combined evaluation, thereafter, the Evaluation Committee will calculate the combined technical and financial score as under:

Proposal A:  $75 \times 0.70 + 83 \times 0.30 = 77.4$  points.

Proposal B :  $80 \times 0.70 + 100 \times 0.30 = 86$  points

Proposal C:  $90 \times 0.70 + 91 \times 0.30 = 90.3$  points.

The three proposals in the combined technical and financial evaluation will be ranked as under:

Proposal A: 77.4 points: H3

Proposal B: 86 points: H2

Proposal C: 90.3 points: H1

Proposal C at the total bid value of Rs.110 will, therefore, be declared as winner and recommended for approval, to the competent authority.

In the event of a tie in the final scores, the agency having the lower financial quote amongst the two would be given preference.

## PRE-BID QUALIFYING CRITERIA AND TECHNICAL PROPOSAL

CCRT shall evaluate the capabilities of the Event Management Agencies based on their profile and also keeping in view of the following criteria. **Agencies not fulfilling the below mentioned pre-bid criteria will not be considered for technical and financial evaluation.**

### Minimum Eligibility Criteria

a) A Bidder can be a company/ partnership firm/ Joint ventures/ other legal entity incorporated/ established as per the applicable laws in India.

b) The agency must be in operation in India for the last 3 (three) years in the same line of business\*. As a proof the agency may submit copy of Work orders with Completion Certificate/ Certificate from the Client of any assignment executed 3 years before the tender due date

c) The agency must have attained average annual turnover of Rs.3 crores during of the

last three financial years from the same line of business. A CA certificate in this regard must be submitted as proof.

d)The net worth of the bidder, as on 31.03.2024 should be positive.

### **Performance Security**

The successful bidder shall be required to deposit Performance Security equivalent to 2% of the award amount and should remain valid for 6 months beyond the date of completion of all contractual obligations. Performance Security shall be submitted in the form of Demand Draft/ BG/ FDR in favor of Earnest Money A/c, CCRT, New Delhi or in the form of Bank Guarantee issued by a scheduled/nationalized bank. Performance Security will be discharged after completion of contractor's performance obligations under the contract. The above security deposit will be liable to be forfeited during the period of contract, in case breach of any terms and conditions of the contracting contractor or failure to provide any services under the contractor loss results from contractor's failure and breach of obligation under the contract.

## ANNEXURE-II

### FINANCIAL BID

<b>PARTICULARS</b>	<b>AMOUNT (IN FIGURE)</b>	<b>AMOUNT (IN WORDS)</b>
Light, Sound, Display & other Misc. Arrangements at Centre for Cultural Resources & Training, Plot No. 15-A, Sector 7, Dwarka, New Delhi 110075 to organizing "Kaveri Meets Ganga- Bringing Margazhi Festival"		

(All Taxes/Charges inclusive)

Signature of the authorized signatory with seal>

<Name>

<Designation>

<Name of the Organization>

<Phone & E-mail>

Place:

Date :