

Technical Bid Document

Name of the Project:

C. DOCUMENT FOR EMPANELMENT OF EVENT MANAGEMENT AGENCIES / FIRMS / COMPANIES FOR EXECUTING VARIOUS EVENTS / EXHIBITIONS DURING THE YEAR 2024-2025 and 2025-2026

Eoi Invitation No. **PR-22/2/2024-PR-PCBA**
Guwahati the 24th December, 2024

COST OF TENDER DOCUMENT - RS. 1000/- (Non-refundable)

Sd/-

Kanteswar kalita

Sr. Planning and Research Officer

Guwahati - 21

E-mail: membersecretary@pcbassam.org / pr@pcbassam.org

To
The Member Secretary
Pollution Control Board, Assam
Bamunimaidam, Guwahati-21

Date:

Sub: Technical Bid Submission- Reg.

Ref: EoI Invitation No.....

Dtd.

Sir,

With reference to the above-mentioned EoI Invitation, I hereby submit the Technical Bid for Empanelment to carry out management of various events/ exhibitions for PCBA along with the following documents:

1. Bank Draft No..... for Rs..... (in words) as the cost of the document.
2. Bank Draft No. for Rs..... (in words) as the Earnest Money Deposit (EMD).
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Thank you.

Yours sincerely,

[Name]

[Designation]

[Company Name]

[Contact Information]

Technical Bid Document for Empanelment of Event Management Agencies/ Firms/Companies

1. INSTRUCTION RELATING TO CATERING ARRANGEMENTS

1.1 The caterer shall have to make the arrangement of catering of all items as mentioned below and shall not be paid separately –

- Hightea/Lunch/Dinner shall be served in buffet system generally. However in special cases high tea may be required to be served inside the meeting hall.
- Tables with table cloth and other utensils for serving and crockery shall be provided by the caterer without any additional charges.
- The caterer shall arrange tandoor and other heating arrangement at the site of lunch/dinner.
- The caterer shall provide sufficient no. of waiters in proper uniform to serve to guests.
- Drinking water (only mineral water) and tissue paper / napkins shall be provided by the caterer.

1.2 The quality of the meal shall be of high class. It should not cause any health problem to the guests.

1.3 Electricity supply and running tap water at the venue of the programme shall be arranged by PCBA.

2. TERMS OF PAYMENT

The bills raised by the caterer shall clearly mention the billing components (standard menu plus additional items per person) plus taxes etc. The bill should be accompanied with the signatures of the officer in-charge of the programme and booking order duly issued by authorized signatory from Pollution Control Board, Assam.

The Caterer shall submit the bills to Member Secretary of the Board within 15 days from the event/ programme.

3. TENURE OF CONTRACT

Bidder selected for job will be engaged initially for the remaining period of financial year 2024-2025 and the financial year 2025-2026. However, the competent authority in PCBA, may at the discretion, allow extension of the tenure of contract up to two (2) spells of one (1) year each subject to satisfactory performance of the party / firm.

4. ELIGIBILITY CRITERIA

1. The Bidder must be a registered agency/company/firm under the Indian Companies Act/Societies Registration Act/Trust Act/ any other Act in India and should be operational for the last 5 years continuously.
2. The Bidder must have its own office/establishment in Guwahati City, Assam with state-of-art infrastructure and qualified personals.

3. Experience of organizing/managing/conducting at least 3 numbers of state level events during the last three years in Assam.
4. The Bidder must enclose copies of appropriate documents to establish their Technical Qualification.
5. The bidder must have annual turnover of minimum Rs. 1 Crore for event management of any State governments /PSU/Central Governments in last 03 (three) financial years. .

5. EARNEST MONEY DEPOSIT (EMD)/SECURITY DEPOSIT

An Earnest Money Deposit (EMD) amounting to Rs.10,000/- (Rupees ten Thousand) only in the form of Demand Draft or Banker's Cheque drawn in favour of **Member Secretary, PCBA payable at Guwahati** is required to be submitted in a separate envelope super scribed as **"EARNEST MONEY" FOR EMPANELMENT OF AGENCY / FIRM / COMPANY FOR UNDERTAKING VARIOUS EVENT MANAGEMENT JOBS**. The EMD is liable to be refunded to the unsuccessful bidders after conclusion of the tendering process. No claim in regard to interest or liability will be entertained against EMD. EMD of successful bidder shall be kept as security deposit till the end of contract period.

6. List of documents to be submitted in the Technical Bid without which the bidder shall be disqualified -
 - I. Court fees Stamp of Rs. 8.25
 - II. Proof of Registered Company/Firm.
 - III. Up-to-date Trade License issued by the competent Authorities.
 - IV. Up-to-date income tax return of last 3 years along with copies of Balance Sheet.
 - V. Proof of Annual Turnover.
 - VI. PAN Card.
 - VII. GST Registration Certificate. Proof of submission of up-to-date return.
 - VIII. Experience of organizing/managing/conducting at least 3 numbers of state level events during the last three years in Assam.
 - IX. Proof of their own office/establishment in Guwahati City, Assam.
 - X. Up to date ESIC and EPF Registration Certificate along with EPF payment Challan (ECR) for last three months of their manpower in payroll.
 - XI. Up to date Labour License.
 - XII. Bidder shall submit an Affidavit that his/her firm is not under a declaration of Ineligibility/ Blacklisting for corrupt and fraudulent practices or for any other causes by any Govt. Authority/PSU.

7. TECHNICAL BID EVALUATION MATRIX:

The Technical Bid marks shall be assigned to each bidder as per following evaluation matrix for empanelment on the basis of experience and supporting documents.

Evaluation Matrix

Technical Bid Component	Weightage in Technical Score
1. Number of years of experience (a) 5 - 10 years - 05 marks (b) More than 10 years - 10 marks	10 Marks
2. Average Turnover during last 3 years (a) Annual Turnover Rs.1 crore to Rs. 5 crores - 05 marks (b) Annual Turnover above Rs. 5 crores - 10 marks	10 Marks
3. Experience of organizing/managing/conducting various State level events in last 3 years. (a) If executed 3 projects - 05 marks (b) If executed 5 projects -10 marks (c) If executed 10 or more projects - 20 marks	20 Marks
4. Value of single largest outdoor event management assignment completed in last 3 years. (a) 10 to 20 lakhs - 05 marks (d) 20 to 50lakhs -10 marks	10 Marks
5. Presentation (a) Presentation on past relevant work done with photos, testimonials etc.: - 25 marks (b) Presentation detailing the proposed comprehensive Event Management Strategy including approach, methodology and work plan samples (photos, drawings, animation, videos) and ideas of proposed Decorative Designs, Furniture, items etc including ideas: - 25 marks	50 Marks
Total Scores	100 Marks

****Minimum marks to be secured in Technical Bidding part by a bidder to qualify for opening of Financial Proposal is - 70**

To
The Member Secretary
Pollution Control Board, Assam
Bamunimaidam, Guwahati-21

Date:

Sub: Financial Bid Submission- Reg.

Ref: EoI Invitation No.

Dtd.

Sir,

With reference to the above-mentioned EoI Invitation, I hereby submit the Financial Bid for Empanelment for Management of various Events / Exhibitions of PCBA.

Thank you.

Yours sincerely,

[Name]

[Designation]

[Company Name]

[Contact Information]

FINANCIAL PROPOSAL: RATE OF ITEMS TO BE SUBMITTED IN THE FOLLOWING

FORMAT

Sl. No.	Particulars	Rate (Inclusive of all taxes)
(A)	Food and Refreshment	
1	Tea and Biscuit (Per person)	Rs
2	Breakfast (General) (Bread with Butter/Jam, Egg, Ripe Banana) (Per person)	Rs
3	Breakfast (VIP) (Bread with Butter/Jam, Egg, Apple) (Per person)	Rs
4	Vegetarian Lunch/Dinner (General) (Rice, Dal, Mixed Vegetable, Paneer Item, Salad, Pickle, Curd/Sweet) (Per person)	Rs
5	Vegetarian Lunch/Dinner (VIP) (Roti, Rice, Dal, Mixed Vegetable, Dry Vegetable, Paneer Item, Salad, Pickle, Curd/Ice-Cream/Sweet) (Per person)	Rs
6	Non-Vegetarian Lunch/Dinner (General) Rice, Dal, Mixed Vegetable, Salad, Pickle, Curd/Sweet with (i) Mutton (ii) Chicken (iii) Fish (Per person)	Rs Rs..... Rs
7	Non-Vegetarian Lunch/Dinner (VIP) Roti, Rice, Dal, Mixed Vegetable, Salad, Pickle, Curd/Ice-Cream/Sweet) with (i) Mutton (ii) Chicken (iii) Fish (Per person)	Rs Rs..... Rs
(A)	Sub-total:	

(B)	Tent House Materials	
8	Bamboo Pandal (Per square feet)	Rs
9	Plastic Chair with cover (Each per day)	Rs
10	Steel / Aluminum Chair with cover (Each per day)	Rs
11	Plastic Table (Each per day)	Rs
12	VIP Chair (Each per day)	Rs
13	VIP Table (Each per day)	Rs
14	VIP name plate (each per day)	Rs
15	Pedestal Fan (Each per day)	Rs
16	PA System for general function (Per set per day)	Rs
17	PA System for VIP function (Per set per day)	Rs
18	Generator Set of different capacities excluding fuel (Per set per day)	Rs
19	Platform (per square feet)	Rs
20	Stage TV minimum 46 or 56 inches (per unit)	Rs
21	LED display with riser (per square feet)	Rs
22	Hanger with carpet (per square feet)	Rs
23	Designing, Printing and Fixing of Backdrop (a) Printing on Cloth (Rate per square feet) (b) Printing on Flax with 250 GSM thickness (Rate per square feet)	(a) Rs (b) Rs.....
24	Backdrop including designing etc.(per square feet)	Rs
25	Stage (per square feet)	Rs

26	Side Wings (per square feet)	Rs
27	Masking (per square feet)	Rs
28	Flower Decoration (L/S)	Rs
29	Lamp light with all elements (Each per day)	Rs
30	Podium with branding (Each per day)	Rs
31	Low glass table (Each per day)	Rs
32	Sofa (Each per day)	Rs
33	Dustbins (Each per day)	Rs
34	Make- shift Toilet (Each)	Rs
(B)	Sub-total	

(C)	Branding & Publicity	
35	Installation of Hoardings of different sizes (Per square feet)	Rs
36	Installation of Standee of different sizes (Per square feet)	Rs
37	Installation of Kiosk of different sizes (Per square feet)	Rs
38	Cost of Back Drop with installation (Per square feet)	Rs
39	Cost of Banner (Per square feet)	Rs
40	Cost of Videography along with editing and production (Per day)	Rs
41	Cost of Photography (Per day)	Rs
42	Cost of Photograph (Each different sizes)	Rs
43	Cost of Gamocha (General) (Each)	Rs
44	Cost of Gamocha (Guest) (Each)	Rs
45	Cost of Flower Bouquet (Each)	Rs
46	Cost of Tray (Each)	Rs
47	Cost of Table Cloth (Each)	Rs
(C)	Sub-total	

(D)	Printing and Stationeries	
48	Printing of Invitation Letter with envelope (rate per 100 pieces) (a) Rate with printed envelop (b) Rate with plain envelop	Rs Rs.....
49	Printing of Identity Card (Each)	Rs
50	Cost of Identity Card Jacket (Each)	Rs
51	Customized Jute /Cloth/Jute-Cloth-Cane mixed Folder (per 10 pieces basis)	Rs
52	General Jute /Cloth/Jute-Cloth-Cane mixed Folder (per 10 pieces basis)	Rs
53	Note book with pen (a) Customized Note book and pen (Rate per 50 basis) (b) General Note book and pen (Rate per 50 basis)	Rs
(D)	Sub-total	

(E)	Anchoring of the programme	
54	Remuneration of the Anchor per day basis	Rs.
(E)	Sub-total	

(F)	Exhibition Stall Branding / Outdoor Branding	Rate (in Rs)
------------	-----------------------------------------------------	---------------------

(a) Fully-customized Exhibition Stall: Rate per square/feet basis or item wise		
55	Plywood wall with spot lights	Rs.....
56	Floor carpeting	Rs.....
57	Vinyl blowup	Rs.....
58	customized facia – Vinyl printing with wooden frame and spot lights	Rs.....
59	Digital display – 72 inch and 42 inch TV	Rs.....
60	Acrylic display board	Rs.....
61	Standees with vinyl printing and iron frame	Rs.....
62	Table branded with vinyl printing and cloth	Rs.....
63	Desk branded with vinyl printing and cloth	Rs.....
64	Steel Chairs with cover	Rs.....
65	Indoor Flower pots (10 nos.)	Rs.....
66	Single sofa	Rs.....
67	Double sofa	Rs.....
68	Name plate printing on acrylic sheet	Rs.....
(F) (a)	Sub-total	Rs.....
(b) Semi-customized Exhibition Stall: Rate per square/feet basis or item wise		
69	Flax wall with wooden frame spot lights	Rs.....
70	Floor carpeting	Rs.....
71	Flaxl blowup	Rs.....
72	facia – Flax printing with wooden frame and spot lights	Rs.....
73	Digital display – 72 inch and 42 inch TV	Rs.....
74	Flax blowup	Rs.....
75	Standees with flax printing and iron frame	Rs.....
76	Table branded with flax printing and cloth	Rs.....
77	Desk branded with flax printing and cloth	Rs.....
78	Steel Chairs with cover	Rs.....
79	Indoor Flower pots (10 nos.)	Rs.....
80	Single sofa	Rs.....
81	Double sofa	Rs.....
82	Name plate with vinyl printing	Rs.....
(F) (b)	Sub-total	Rs.

Grand Total = A+B+C+D+E+F(a)+F(b) =

8. EVALUATION OF BID

Selection Criteria: Quality (70%) cum Cost (30 %) based selection (QCBS @ 70: 30)

For the selection of party for the purpose, the technical specifications of the proposal submitted will be given weightage of 70 % and the financial specifications i.e. rates of the items will be given 30% weightage. The agencies who qualify technically (minimum qualifying marks 70 %) their financial proposals will only be opened and the agencies obtained less than 70% marks in technical bidding part shall be rejected as disqualified. In the financial proposal, the lowest cost/bid may be given a financial score of 100 and the other proposals will be given financial score that are inversely proportional to their prices. For working out the combined score, PCBA will use the following formula:

Total points= T (w) x T(s) + F (w) x F (s), where

$$F(s) = \{(LEC/EC) \times 100\}$$

T (w) = weight of technical score which is 0.7

T(s) = technical score obtained by the bidder

F (w) = weight of financial proposal i.e. 0.3

F(s) = financial score of the financial proposal obtained by the bidder.

LEC = Lowest evaluated cost of the financial proposal.

EC = Evaluated cost of the financial proposal.

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of contract and will be called for negotiations, if required.

In the event of a tie, the bids with the highest technical score will be rated as the best bid. Beyond that, Authority will decide the matter in its full discretion. The Board is not bound to accept the lowest rates and may reject any or all tenders without assigning any reason thereof. The decision of the Bid Evaluation Committee (BEC)/Central Tender Committee (CTC) will be final and binding to all in this regard.

The Authority reserves the right to modify the evaluation process at any time during the bid process, through a pre-bid meeting discussion. At any time during the process of evaluation, the Authority may seek specific clarifications from any or all bidders.

However, the bidders who do not meet the eligibility criteria, their technical specifications shall not be opened. In case of the bidder who does not qualify technical specifications, their financial proposal shall not be opened.

The Authority shall award the contract to the successful bidder, whose bid has been determined to be substantially responsive and has been determined as the best bid, provided further that bidder is determined to be qualified to perform the contract satisfactorily. The Authority shall however not bind itself to accept the best bid or any bid and reserves the right to accept any bid, wholly or in part.

9. OTHER TERMS AND CONDITIONS

- i. Rate should be quoted inclusive of all taxes and logistic expenses.
- ii. Rate should be quoted both in words and figures against each item and any correction should be attested.
- iii. Documents are not transferable and the original papers should be enclosed along with the bid.
- iv. Taxes & Duties, as applicable, will be deducted at source at the time of making payment.
- v. The Authority reserves the right to accept or reject any order/quotation(s) without assigning any reason thereof and is not bound to accept the lowest rate.
- vi. The Pollution Control Board, Assam, if deems fit, reserves the right to invite any bidder for negotiation on the basis of minimum fixed rates.
- vii. It is mandatory to put signature of authorized signatory with seal at the end of each pages of the bid document.
- viii. In case of any dispute/litigation, the matter will be heard in the jurisdiction of Gauhati.
- ix. No quotation will be treated as valid unless it is submitted as per conditions laid.

10. AWARD CRITERIA

- a. The responsive empanelled bidder being the lowest as per evaluation against the work shall be awarded the work.

11. SUB CONTRACT

The Event Management Agency empanelled shall not sub-contract the award or any part of it under any circumstances, which is not acceptable.

12. DELAYS IN THE SUPPLIER'S PERFORMANCE

Delivery of the performance of the Services shall be made by the empanelled agency in accordance with the provisions stipulated in the terms and conditions.

If at any time during performance of the Contract, the empanelled agency or its representative should encounter conditions impeding timely delivery of the performance of Services, the Agency shall promptly notify the PCBA in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Agencies notice, the PCBA shall evaluate the situation and may, at its discretion, extend the Agency time for performance with or without liquidated damages, in which case, the extension shall be ratified by the parties by amendment of the Contract Agreement notwithstanding anything contains in the bidding document, if the delay is beyond the recommended sowing time, then no extension shall be made.

Except due to Force Majeure event, a delay by the Agency in the performance of its delivery obligations shall render the Agency liable to the imposition of liquidated damages unless an extension of time is agreed upon.

13. LIQUIDATED DAMAGES

If the Agency fails to perform the Services within the period (s), specified in the Contract, the PCBA/purchaser shall, without prejudice to its other remedies under the contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.02% per day, of the delivered Price of the delayed Goods or unperformed Services for each day or part thereof of delay until actual delivery or performance, up to a maximum delay period of 15 (fifteen) days. Once the maximum is reached, the PCBA may consider termination of the Contract.

14. FORCE MAJEURE

The empanelled agency shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent, that is delay in performance or other failure to perform its obligation under the Contract is the result of an event of Force Majeure. For purpose of this Clause, "Force Majeure" means an event beyond the control of the Agency and not involving the agencies fault or negligence and not foreseeable. Such event may include, but are not limited to, acts of the PCBA either is sovereign or the Contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restriction and freight embargoes.

If a "Force Majeure" situation arises, the Agency shall promptly notify the PCBA in writing of such conditions and the causes thereof. Unless otherwise directed by the PCBA in writing, the Agency shall continue to perform its obligations under the Contract as far as is reasonably

practical, and shall seek all reasonable alternative means for performance not prevented by the “Force Majeure” event.

15. TERMINATION FOR DEFAULT

The PCBA may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the empanelled agency, terminate the Contract in whole or part of it:

a. If the Agency fails to deliver any or all of the services within the period(s) specified in the Contract/Work Order , or within any extension thereof granted by the PCBA;

OR

b. If the Agency fails to perform any other obligation(s) under the Contract.

c. If the Agency, in the judgment of the PCBA has engaged in fraud and corruption.

In the event the PCBA terminates the Contract in whole or in part, the PCBA may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and the Agency shall be liable to the PCBA for any excess costs for such similar services. However, the empanelled agency shall continue the performance of the Contract to the extent not terminated.

16. TERMINATION FOR INSOLVENCY

The PCBA may at any time terminate the Contract by giving written notice to the Agency, if the Agency becomes bankrupt or otherwise insolvent. In this event, termination shall be without any compensation to the Agency.

17. TERMINATION FOR CONVENIENCE

The PCBA, by written notice sent to the empanelled agency, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the PCBA's convenience, the extent to which performance of the Agency under the Contract is terminated, and the date upon which such termination becomes effective.

In such event, payment for the services that are already made and accepted by the PCBA/ Purchaser shall be made at the Contract terms and prices.

18. SETTLEMENT OF DISPUTES

The PCBA and the empanelled agency shall make every effort to amicably resolve any disagreement or dispute arising between them under or in connection with the Contract.

If, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the PCBA or the empanelled agency may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given in writing.

Arbitration proceedings shall be conducted in accordance with the Acts and rules of procedure interpreted in accordance with the laws of the Union of India, including the Arbitration and Conciliation Act as amended till date and within the Jurisdiction of Guwahati.

Arbitration proceedings shall be held at Guwahati, Assam, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

Sd/

Kanteswar kalita
Sr. Planning and Research Officer
Bamunimaidam, Guwahati - 21