



**"SELECTION OF EVENT MANAGEMENT AGENCY TO MAKE
ARRANGEMENTS FOR THE SPECIAL GUESTS OF
DEPARTMENT FISHERIES ATTENDING REPUBLIC DAY
PARADE AT KARTAVYAPATH
(26th JANUARY 2024)**

Tender Reference No: NFDB/PMMSY/RDP/2023-24

Dated. 29/12/2023



National Fisheries Development Board (NFDB), Hyderabad

Table of Contents

1. INTRODUCTION	5
2. REQUIREMENT FOR EVENT MANAGEMENT CONSULTANT	5
2.2 Use of Event Documents and Information	6
3. BID INVITATION	7
4. ESSENTIAL ELIGIBILITY CRITERIA	7
4.1 ESSENTIAL DOCUMENTS FOR ELIGIBILITY	7
4.2 DUE DILIGENCE BY THE APPLICANT	8
5. TERMS AND CONDITIONS	9
6. PERFORMANCE SECURITY DEPOSIT (PSD)	10
7. INSTRUCTIONS TO BIDDERS	11
8. TAXES	11
9. BID PROCESS	12
10. SUBMISSION/ UPLOADING OF BID	12
ii. Bid shall be prepared as per the prescribed formats provided.	12
11. SELECTION PROCESS	12
12. EVALUATION OF TECHNICAL BID	13
12.2 OPENING OF FINANCIAL BID	14
TS = $100 \times (\text{Technical marks of Bidder} / \text{Highest Technical mark})$	14
12.4 COMPUTATION OF COMPOSITE SCORE (CS) as per QCBS	14
13. RANKING OF BIDDERS, FINALISATION AND AWARD	15
14. GENERAL CONDITIONS	15
15. SCHEDULE OF TENDERING PROCESS	18
ANNEXURE – 1 TECHNICAL BID	19
Signature of authorized signatory	22
FORMAT OF FINANCIAL BID	23
Note:	24



**National Fisheries Development Board (NFDB),
Hyderabad**

NATIONAL FISHERIES DEVELOPMENT BOARD HYDERABAD

NO.

Date: -12-2023

TENDER NOTIFICATION THROUGH e- Procurement

Sub: Inviting e-tender for "Selection of Event Management Agency to Make Arrangements for The Special Guests of Department Fisheries Attending Republic Day Parade at Kartavyapath on 26th January, 2024"

& & &

The Department of Fisheries, Ministry of Fisheries, Animal Husbandry & Dairying, Government of India is inviting a total of 500 fishers and fish farmers along with their spouses as special guests to witness the Republic Day Parade (RDP) 2024 at Kartavyapath, New Delhi. The event is conducted by Ministry of Defence, Government of India where in Department of Fisheries is invited to participate along with 500 special guests of fishing community to witness the RDP 2024. Department of fisheries has designated National Fisheries development Board as Nodal agency to make necessary arrangements of travel, transportation, boarding and reception at Delhi.

The Tender shall be uploaded in two parts namely, Technical Bid and Financial Bid. Tender Forms may be downloaded from NFDB website: www.nfdb.gov.in or www.eproc.gov.in from: **29-12-2023**. The event conduct and management agency can access the application forms on the website, fill them with all relevant information, and submit the completed application forms along with the relevant hard copies of requisite documents and drop them into a tender box placed at NFDB, Hyderabad.

An Earnest Money Deposit (EMD) of **Rs 3,00,000/- (Rupees three lakh only)** is payable in the form of e-payments, using any of the following payment modes i.e. Credit Card, Direct Debit, National Electronic Fund Transfer (NEFT) to NFDB account A/c No. **923010001417017, IFSC Code: UTIB0004826, Branch Details: Axis Bank Ltd, Opp: Pillar No. 209, Attapur, Hyderabad, TS** or

Demand Draft drawn in favour of Chief Executive, NFDB, Hyderabad.
Application without EMD (except firms having valid MSME registration for EMD exemption) shall be summarily rejected.

The last date for submitting the Tender is 05-01-2024 upto 03.00 PM. The opening of Tender for Technical scrutiny will be on **06-01-2024** commencing from 03.00 PM and Financial bid will be opened after completion of the technical evaluation at office of the NFDB, Hyderabad

Chief Executive

TENDER DOCUMENT

INVITING E-TENDER FOR "SELECTION OF EVENT MANAGEMENT AGENCY TO MAKE ARRANGEMENTS FOR THE SPECIAL GUESTS OF DEPARTMENT FISHERIES ATTENDING REPUBLIC DAY PARADE AT KARTAVYAPATH ON 26TH JANUARY, 2024"

1. INTRODUCTION

The Department of Fisheries, Ministry of Fisheries, Animal Husbandry & Dairying, Government of India is inviting a total of 500 fishers and fish farmers along with their spouses as special guests to witness the Republic Day Parade (RDP) 2024 at Kartavyapath, New Delhi. Upon approval, Ministry of Defence, Government of India will issue invitations to the identified special guests to witness the RDP 2024.

National Fisheries Development Board (NFDB) on behalf of Department of Fisheries, Ministry of Fisheries, Animal Husbandry & Dairying, Government of India is coordinating the arrangements for the RPD 2024.

2. REQUIREMENT FOR EVENT MANAGEMENT CONSULTANT

The authority intends to have Event Management Consultant (EMC) / Consultant Firm (CF) to make arrangements for travel, food & accommodation and other ancillary services for the 500 special guests identified by DoF, GOI. It is felt essential to engage EMC/CF for undertaking such activities as listed in the scope of work. Selected EMC/CF will be required to work on a turn-key basis from date of signing of the agreement till the conclusion of RDP 2024.

The Event Management Consultant/ Consulting Firms will assist in all matters including but not limited to obtaining licenses/permissions from various authorities and supply the materials/services to the satisfaction of DoF, GoI.

Scope of Work

The EMC/CF will be responsible for arranging/facilitating the following arrangements for 500 special guests of DoF, GoI

- i. Booking of to and fro air tickets.
- ii. Booking of accommodation for the stay of special guest in New Delhi for two days
- iii. Pick up and drop off arrangements from the place of residence to the nearest airport and vice versa. Similarly, pick up and drop off arrangements to be from airport to the identified accommodation facility in Delhi and vice versa.
- iv. Local transport arrangements.
- v. Deployment of volunteers to assist the special guests.
- vi. Supply of badges and jackets as per the design/model approved by Ministry of Defence.

- vii. Arranging refreshments, breakfast, lunch and dinner during the stay of special guests at the place of accommodation
- viii. Complete Photography, Videography, AV Production, and related activities for all the events/programme included in the event.
- ix. Printing and fixing of flex banners at appropriate places.
- x. Supply of gifts/memento of approved design.
- xi. Providing qualified nurse to render first aid services if required
- xii. Supply of branded first aid kits
- xiii. The security of the guests should be taken care and a facilitator conversant with regional languages should be put in place.
- xiv. There should not be any breach/lapse in security to the RDP event /event place and the EMC should abide the Ministry of Defence/Fisheries protocol, guidelines at all times and educate the guests well in advance.
- xv. Facilitation of visits to various monuments of Delhi like India Gate, National War Memorial, Pradhan Manthri Sangrahalaya etc.
- xvi. The Work might entail setting up of a camp office inside the office of DoF which will require deputation of EMC/CF staff in advance as well as during the event.
- xvii. All necessary permission /from different authorities for the movement and entry/exit of the special guests to be obtained prior to the event and the costs and rents to be borne by Event Management Consultant/Consulting Firm.
- xviii. The Scope of Services specified in this document are not exhaustive or all-inclusive and the Event Management consultant/ Consulting Firm shall undertake such other tasks as may be necessary for seamless facilitation of special guests with the approval/consent of DoF. GoI/NFDB.

2.2 Use of Event Documents and Information

- i. The EMC shall not, without prior written consent from NFDB, disclose the Contract, or any provision thereof, or any plan or information furnished by or on behalf of the NFDB in connection therewith, to any person/ Event Management Consultants/ Consulting Firms during the bid process and contract period.
- ii. All project related documents issued by NFDB, other than the Contract itself, shall be the property of NFDB and shall be returned (in all copies) to NFDB on completion of the work.
- iii. Copyright of all the plans lies with the NFDB and EMC cannot exercise any rights on the documents. No information should be made public either directly or indirectly nor allowed to be accessed by an unauthorized person.
- iv. In any circumstances, for any breach of conditions, EMC will be fully responsible for the same and if required, NFDB may levy penalty for the same and / or any legal or administrative action will be taken.

- v. EMC should ensure that no unauthorized distribution of audio / video recording of the event should be shared to anyone.

3. BID INVITATION

- i. Tenders in prescribed format are invited from reputed Event Management Consultant/Group to make arrangements for the special guests of Department of Fisheries attending Republic Day Parade at Kartavyapath on 26th January, 2024" (hereinafter referred as 'Event')
- ii. The last date for submission of tenders is 05-**01-2024** at **15.00 Hrs**. The bids shall be opened on **06-01-2024** at **15.00 Hrs** in the presence of authorized bidder's representatives who choose to be present at the office of the undersigned on the specified date and time. The Technical bid and Financial bid should be uploaded through the e- procurement **<https://eprocure.gov.in>** as per the prescribed format. Only the technically qualified bids shall be eligible for Financial bid opening.
- iii. The Event Management Consultant/Group who are meeting the eligibility criteria and who are interested to organize the event subject to the terms and conditions of this bid may furnish their quotes in the prescribed form enclosed herewith along with copies of other required documents indicated in the tender document.

4. ESSENTIAL ELIGIBILITY CRITERIA

- i. The bidder shall be a sole Proprietorship firm / a Partnership firm/ a Company incorporated under the Companies Act 1956 / 2013. Academic and voluntary organization are not eligible to participate.
- ii. The bidder shall have undertaken a minimum of 1 (one) Event Management & Exhibition assignments of minimum **Rs.1 crore** value within last Five (3) Years.
- iii. The bidder shall have professional experience of minimum 3 years in the field / line of event management and exhibitions in successfully conducting at least one National event in the last 3 years.
- iv. Sub-contracted or sublet job on their name will not be considered towards eligibility. The bidder/Company which has the work order and work completion certificate shall only be considered for this purpose.
- v. Experience with proof of arranging the programs of Union/State Government /PSUs/ Private Enterprises etc. on various social / service and business meet.

4.1 ESSENTIAL DOCUMENTS FOR ELIGIBILITY

- i. Bidders should submit the following essential documents. Bids without the documents shall be summarily rejected and not be

- evaluated.
- ii. Company Registration Certificate with year of incorporation.
 - iii. Power of Attorney
 - iv. Income Tax Returns (ITR) acknowledgement of last 3 financial years.
 - v. Audited Financial Statements (Balance Sheets, Profit & Loss and Cash flow) of last 3 financial years.
 - vi. Certificate from a chartered accountant to be submitted failing which the application will be rejected.
 - vii. Turnover for the last three years (Rs. in crores)
 - (a) 2020-2021 _____
 - (b) 2021-2022 _____
 - (c) 2022-2023 _____

(Attach certificate from Chartered Accountant)
 - viii. Proof of continuous & regular existence for the last five years.
 - ix. Details of Clients (Proof and reference of minimum 01 client is required. Attach photocopy of work order and work completion certificate)
 - x. GST Registration No. (Attach photocopy of latest tax filing).
 - xi. PAN number of the applicant is compulsory.
 - xii. A Corporate Profile of the Event Management Consultants/ Consulting Firms.
 - xiii. ESI Registration Certificate
 - xiv. EPF Registration Certificate
 - xv. Solvency certificate from Bank.
 - xvi. Micro and Small Scale Enterprises (MSME) Registration Certificate (if applicable).
 - xvii. Photos/ videos any other support documents of work undertaken
 - xviii. NFDB at its discretion may also ask for the submission of any additional/missing/incomplete documents(s) within a stipulated time period.
 - xix. In such case(s), the party shall have to comply the NFDB requirement within the specified time.
 - xx. In case of non-compliance to such queries, the offer will be outrightly rejected without entertaining further correspondence in this regard.
 - xxi. NFDB at its discretion may call for any clarification regarding the document.
 - xxii. Undertaking of not been blacklisted by any Government Department / PSU during last 3 Years.
 - xxiii. Any other relevant document

Supporting documents in respect of all above mentioned Eligibility Criteria should also be provided.

4.2 DUE DILIGENCE BY THE APPLICANT

It is the duty of the Bidders to familiarize themselves with the local conditions, venue of the event ie., **Kartavyapath, New Delhi** while submitting the bid.

Bidders shall bear all costs associated with the preparation and submission of their bids and contract negotiation.

5. TERMS AND CONDITIONS

5.1. Earnest Money Deposit (EMD)

The bidders will have to submit an interest free, refundable Earnest Money Deposit (EMD) of **Rs. 3 lakhs (Rupees Three lakhs only)** in the form of a Bank Draft / Pay Order of Scheduled Financial Bank drawn in favor of **"Chief Executive, NFDB", payable at Hyderabad**. The DD should be taken after the notification of this tender and should reach the address mentioned below on or before the closing date & time for online tender submission super scribed as **"EMD for Event Management RDP-2024"**.

The Chief Executive,
National Fisheries Development Board
Department of Fisheries,
Ministry of Fisheries, Animal Husbandry & Dairying,
Government of India
Pillar No: 235, PVNR Expressway, SVP-NPA
Post, Hyderabad-500 052

- 5.1 The selected bidder shall execute, comply and organize the event, in accordance with the contract to the complete satisfaction of the Authority.
- 5.2 In case of default on the part of the selected bidder in carrying out any order, Authority shall be entitled to get the work done by any other persons and all expenses consequent thereon or incidental thereto borne by the Authority and such expenses will be deducted by the Authority from any money due or it may become due to the agency (EMC/CF).
- 5.3 The decision of the Authority in the matter arising out of this contract shall be final and binding in regard to all matters relating to the contract.
- 5.4 All cases/ proceedings relating to any dispute or claim arising out of or any case of performance of this contract shall be falling in a court having jurisdiction in Hyderabad, Telangana.
- 5.5 In the event of the selected bidder committing breach of any of the above terms and conditions or the services of the selected bidder being

found to be unsatisfactory, the contract can be terminated by the Authority even before the expiry of the period of agreement by giving a short notice to the selected bidder.

- 5.6 The Authority shall have right to issue addendum to tendered documents to clarify, amend, modify supplement or delete any of the condition, clause or items stated therein. Each addendum shall form a part of the original invitation to tender.
- 5.7 The successful bidder/ contractor/ agency will have to sign a contract agreement with the authorized official of the Authority on a Rs. 100/- non-judicial stamp paper. All the terms and conditions, scope of work etc. contained in the tender documents, all documents annexed by bidder, addendum, corrigendum, all communications to the bidder shall form part of and shall be taken as if they were included in contract agreement to be executed by the selected bidder.
- 5.8 Tender document should be signed on all the pages by the Authorized signatory along with seal of the agency.
- 5.9 Resolution of the Company (if the Tenderer is a Company) authorizing the person signing the Tender, to sign the Tender on behalf of the Company should be provided.
- 5.10 In the event of the selected bidder committing a breach of the contract, the Authority is entitled to receive from the selected bidder compensation to the extent of loss incurred as determined by the Authority for any loss or damage caused to the Authority.
- 5.11 Bidders are advised to fully understand the magnitude of the job involved before submitting the bids.
- 5.12 Falsification / Suppression of information shall lead to the disqualification and blacklisting of the agency from bidding for the tenders floated by NFDB/GoI in future.
- 5.13 The selected bidder is liable to provide the services / items over and above the quantity mentioned in the tender by the Authority at the rates quoted in the tender.
- 5.14 The Authority reserves the right to accept or reject tender at any stage without assigning any reason thereof. No claim or complaint in this regard will be entertained by the Authority.

6. PERFORMANCE SECURITY DEPOSIT (PSD)

- i. Within three (3) working days of the date of notice of award of the contract, the successful bidder shall deposit with Chief Executive, NFDB

an unconditional and irrevocable Performance Security Deposit (PSD) of 10% of the total contract value from a nationalized or scheduled bank acceptable to NFDB, payable on demand, for the due performance and fulfillment of the contract by the bidder. If the bidder delays the submission of Performance Security Deposit (PSD) beyond 3 working days, NFDB will penalize the bidder by charging 1% of the quoted value per week of delay. PSD shall be in the form of Bank Guarantee favouring NFDB

- ii. All charges and expenses whatsoever such as premium; commission etc. with respect to the performance security deposit shall be borne by the successful bidder. The performance security deposit shall be kept valid till completion of the event, that is till January 2024. The performance security deposit may be discharged/ returned by NFDB upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the performance security deposit.
- iii. In the event of the bidder being unable to service the contract for whatever reason, NFDB shall revoke the PSD. Notwithstanding and without prejudice to any rights whatsoever of NFDB under the contract in the matter, the proceeds of the PSD shall be payable to NFDB as compensation for the pre-estimated, pre-determined and pre-agreed loss resulting from the bidder's failure to perform/comply its obligations under the contract. NFDB shall notify the bidder in writing of the exercise of its right to receive such compensation within a reasonable time. NFDB shall also be entitled to make deductions from the bidder's bills, performance security deposit, or from any other amount due to it, an equivalent value of any payment made to it due to inadvertence, error, collusion, misconstruction or misstatement.

7. INSTRUCTIONS TO BIDDERS

- i. Bidders are advised to study the Bid document carefully. Online submission of bids shall be done after careful study and examination of the bid document with full understanding of its implications.
- ii. Bidders are requested to submit their bids as per the terms and conditions specified herein. Only application of those agencies that fulfill the criteria would be considered by the Authority.

8. TAXES

The Bidder shall familiarize themselves fully on the prevailing applicable domestic duties and taxes on amounts payable by the Authority under the contract. All such duties and taxes must be included by the Bidder in the financial bid and indicated separately.

9. BID PROCESS

The bid process is a two cover system viz., 1. Technical bid and 2. Financial bid. The bidders should upload their bids in two bid system through the **e-procurement system of Government of India on Central Public Procurement Portal (eprocure.gov.in)**.

10. SUBMISSION/ UPLOADING OF BID

- i. The bidders are required to submit soft copies of their bids electronically on the CPP portal **<https://eprocure.gov.in>** in Two Bid System not later than the time and date indicated in the Bid Data Sheet/ any specified date and time issued as extension to this bid, in accordance with the corrigendum, if issued. Any bid received by the Authority other than through CPP portal or any incomplete Bid document or bid received within the stipulated deadline in CPP Portal shall be summarily rejected.
- ii. Bid shall be prepared as per the prescribed formats provided.
- iii. All the files mentioned should be in PDF format except for the BOQ which should be in .xls format.
- iv. The details of Form/s to be uploaded online in CPP Portal under Two Bid System are described below:

(a) Technical Bid

Scanned copies of EMD shall be uploaded on CPP portal, Technical Bid including all the desired documents, forms and formats should be scanned and uploaded.

(b) Financial Bid

Cost to be provided in Indian Rupees in the prescribed formats.

11. SELECTION PROCESS

- i. Two Bid selection process based on Quality and Cost Based Selection (QCBS) will be adopted for evaluating the bids for selection of Event Management Consultant comprising the following:
- ii. Pre Bid meeting: A pre bid meeting will be conducted with the prospective bidders as per the date specified in Sl.No 15/or as notified in NFDB website/CPP portal.
- iii. Technical Bid evaluation: In the first stage, Technical Bid will be opened and evaluated by the committee as per the evaluation criteria.
- iv. Financial Bid Evaluation. In the second stage, Financial Bid will be opened at a time and date to be informed later only of those bidders who are found to be technically qualified as per the mentioned technical

qualification criteria

12. EVALUATION OF TECHNICAL BID

- i. All the bids received will be scrutinized to assess the eligibility based on the qualifying criteria.
- ii. Those bids which do not meet the qualifying criteria will be rejected, forthwith or at any stage of detection.
- iii. Bids not fulfilling the qualifying criteria are therefore advised not to apply.
- iv. Those bidders, who fulfill the terms and conditions prescribed in this document and based on the responsiveness to the bid, NFDB will shortlist the bidders.
- v. The Technical Bid of the eligible bidders shall be evaluated based on their past experience and work plan for execution.

The following aspects will also be the criteria for evaluation

- Clients handled-List of existing and retained clients and work undertaken for these clients in the past three years.
 - Recent posters/brochures on products designed by them.
 - Availability of infrastructure facilities.
- vi. The Tender Scrutiny Evaluation Committee (TSEC) appointed for this purpose shall evaluate each Technical Bid by awarding marks as per the following criteria which includes Bid- Presentation.

S. No	Evaluation	Scoring Methodology			Maximum marks
1.	Technical Capacity of the Applicant (self-attested documentary proof under each component to be attached)				60
1.1	No. of Projects and additional Projects undertaken	Number of projects including additional projects (in the same line of business) of minimum Rs. 1 crore undertaken by the applicant shall be awarded marks as under			30
		i.	One project	10	
		ii.	Two projects	20	
		iii.	Three projects & more	30	
1.2	Relevant Experience	i.	3 yrs – 5 yrs of experience	10	30
		ii.	6 yrs – 8 yrs of experience	20	
		iii.	Above 8 years of experience	30	

1.3	Annual turnover of Company	i.	Turnover of Rs. 1 Cr – 2 cr	10	30
		ii.	Turnover of Rs. 3 Cr – 5 Cr	20	
		iii.	Turnover More than 5 Cr	30	
1.4	Awards: National / International Awards / Other awards (to be specified separately).	i.	One	5	10
		ii.	Two	8	
		iii.	Three or more	10	
Total Score (1+2+3)					100
Note: In case if bidder fails to submit the documentary proof in respect of above, proportionate marks will not be allotted in respect of the unavailable documentary					

12.1. Qualifying Technical Marks:

A bidder should obtain a minimum Technical Score (TS) of 50 to qualify in the Technical evaluation and to become eligible for opening of financial bid. Bidders with TS of less than 60 will not be eligible for further selection process and its financial bid will not be opened.

12.2 OPENING OF FINANCIAL BID

The Financial bid of only the technically qualified bidders with a TS of 50 and above alone shall be opened on the specified date and time which will be informed to the bidders through CPP portal/Electronic media. The financial bid will be opened in the presence of the authorized representatives of such successful bidders, who choose to attend the bid opening at their own cost. NFDB will not provide any remuneration towards travel and other related costs.

12.3 Calculation of TS and FS

TS = $100 \times (\text{Technical marks of Bidder} / \text{Highest Technical mark})$

FS = $100 \times (\text{Lowest Financial Bid value} / \text{Financial Bid value of the Bidder})$

TS = Technical Score of Bidder

FS = Financial Score of Bidder

12.4 COMPUTATION OF COMPOSITE SCORE (CS) as per QCBS

Composite Score (CS) of the technically qualified bidders will be calculated as the sum of weightage assigned to 80% of Technical Score (TS) and 20% of Financial Score (FS), which is as follows,

$$\mathbf{CS} = (80\% * \mathbf{TS}) + (20\% * \mathbf{FS})$$

13. RANKING OF BIDDERS, FINALISATION AND AWARD

- 13.1 The Bidders will be ranked according to the composite score obtained by them. Bidder obtaining the highest **Composite Score (CS)** will be selected as the **Successful Bidder**. In case of a tie, event manager with higher Technical Score (**TS**) shall be declared the **Successful Bidder**.
- 13.2 The bid of **Successful Bidder** shall be recommended for award of contract.
- 13.3 The successful bidder/contractor/agency will have to sign a contract agreement with the authorized official of the Authority on a Rs. 100/- non-judicial stamp paper. All the terms and conditions, scope of work etc. contained in the tender documents shall form part of and shall be taken as if they were included in contract agreement to be executed with the selected bidder.

14. GENERAL CONDITIONS

The following conditions will be applicable for the applicant/selected bidder

- i. The bidder will have to abide by the guidelines and the standards laid down by NFDB/ Govt regulations and shall not create anything on behalf of NFDB that will violate any moral standards, legal framework, and Government guidelines. In case, the selected bidder fails to meet these guidelines then NFDB will terminate the work order/agreement and forfeit the Performance Security Deposit.
- ii. In case there are any allegations from any third-party regarding plagiarism and infringement of any copyright, then the sole responsibility and the consequent legal proceedings for the same shall be that of the selected EMC and the selected EMC will have to indemnify NFDB against the same. The selected EMC will have to indemnify and keep NFDB indemnified against any or all claims arising out of any or all actions of the selected EMC.
- iii. **The bid (Technical & Financial) shall be clear and without any condition. Conditional bid shall be summarily rejected.**
- iv. The selected bidder should provide their services on a 24 hours basis on award of work order for the event.
- v. All bills pertaining to the awarded event should be accompanied by the all supporting documents.
- vi. Separate security deposit in the form of bank guarantee for each awarded event will have to be paid during the time of award of work. The bank guarantee will be forfeited by NFDB in case the Event Management Consultants/ Consulting Firms violates any terms and conditions of the.
- vii. TDS/ Income Tax etc. will be deducted at source, from the bills of the selected bidder as admissible under the rules. GST is payable as

admissible under the rules.

- viii. If any dispute arises out of the contract regarding the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to by the parties to sole Arbitrator decided by NFDB with jurisdiction at Hyderabad and whose decision shall be final.
- ix. Provision of the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the Arbitration proceeding under this clause.
- x. In case of any delay in any of the works, NFDB has the right to fix penalty on a case-to-case basis depending on the effect of delay and monetary aspects involved.
- xi. Non-execution of order beyond one week, the contract shall be liable to be terminated. Fine will be imposed as deemed fit by the NFDB for non-completion of work in time.
- xii. The selected EMC shall not enter illicit cartel arrangements with other Event Management Consultants/ Consulting Firms failing which the work order /agreement will be terminated immediately
- xiii. All the documents furnished should be in English. Wherever document in any other language is attached, self-attested translated English version certifying "The document is translated without any omission or addition and certified for correctness".
- xiv. All the pages of this document to be signed and submitted on line in CPP portal.
- xv. All the documents annexed with the application should be self-attested by the authorized signatory and will form part of the bid and agreement.
- xvi. The applicants fulfilling the above requirements should submit their application in the format enclosed as Annexure -I along with the requisite & supporting documents and uploaded in CPP portal only.
- xvii. All pages of the application & supporting documents submitted must be signed and sequentially numbered by the applicant / firm irrespective of the nature of content of the documents. Unsigned and unstamped application will not be accepted and such documents will be treated as not submitted and will be rejected.
- xviii. The hard copies (only for reference) of all the documents should be serially numbered, self-attested by authorized staff/bidder and submitted in a sealed cover super scribed as

"Documents for Event Management Consultant of RDP 2024"

Tender reference No: date

All the documents to be submitted to the following address on or before **05.01.2024** at 03:00 PM. NFDB is not responsible for postal delays unannounced Government /local holidays.

**The Chief Executive,
NFDB, Department of Fisheries,
Ministry of Fisheries, Animal Husbandry and Dairying,
Government of India "Fish Building" Pillar No.235,
PVNR Expressway Rajendra Nagar,
Hyderabad-500 052.**

- xix. If the date of opening of bid is declared as a sudden Government /Local holiday then the bids will be opened on the next working day.
- xx. Bids in hard copy only; mail or soft copy will not be accepted and will be summarily rejected.
- xxi. Bids received after the due date and time will not be accepted.
- xxii. The Bids are liable to be cancelled, if any of the above conditions are not complied with. Bidders participating in this bid process shall be deemed to have accepted all the terms and conditions of the process, unconditionally and an undertaking to this effect shall have to be given by the bidder on its letterhead as prescribed in this document under Annexure-I.
- xxiii. The applicant should submit online payment details along with the application. In case of payment through demand draft drawn after the date of this notification, the original DD should be submitted along with application before the due date and time.
- xxiv. Incomplete applications / not complying with the requirements shall not be considered and will be rejected.
- xxv. All clarifications/corrigendum and any information related to this notification will be published only in the official website of NFDB (<http://nfdb.gov.in>)/CPP portal.
- xxvi. Queries, if any, may be sent in writing before the Pre-bid meeting to the NFDB official address above by post or at e-mail: info.nfdb@nic.in.
- xxvii. The Authority will endeavor to provide timely response to all queries. However, the Authority makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does the Authority undertake to answer all the queries that have been posed by the Applicants.
- xxviii. EMC selected by NFDB is not an offer for direct service to NFDB for being engaged for any future events but restricted to this bid alone within the agreement period.
- xxix. The complete accuracy and integrity of data submitted in respect of the consultant/firm and in respect of services offered and compliance with the applicable laws is sole responsibility of the bidder.
- xxx. The bidder would be solely and responsible for the information provided about their organization, business, products, materials and prices on their portal.

- xxxi. NFDB shall reserve the right to cancel the work order/Agreement provided/executed with EMC at any point of time if found fraudulent / involved in legal issues/ misappropriations/ poor service delivery, etc.
- xxxii. The selected bidder should not withdraw at any point of time during the contract period.
- xxxiii. Acceptance of the bid will be vested with the NFDB, who reserves the right to reject or partially accept any or reject or cancel any or all the bids received without assigning any reasons thereof in the best interests of the Government and decision of NFDB will be final and binding and no further correspondence will be entertained.
- xxxiv. Any dispute or claim arising out of or relating to this Notice, its validity, breach or termination with regard to the selected bidder and NFDB thereof, shall be settled by Arbitration in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996, by referring to an Arbitrator, appointed by NFDB, on mutual consent.
- xxxv. The place of Arbitration shall be at Hyderabad and the language will be in English. The award of arbitration shall be final and conclusive and binding upon both the parties. The parties are entitled to contest the arbitration award only in the Hon'ble High Court of Judicature, Hyderabad.

15. SCHEDULE OF TENDERING PROCESS

The Schedule for the process for selection of event manager is as follows:

Sl. No.	Milestone	Date
1	Issuance of Tender notice	29-12-2023, 11.00 onwards
2	Pre Bid meeting/ Last Date for receipt of queries	03-01-2024, 11.00 hrs
3	Last Date for Online Submission of Bid	05-01-2024, 15.00 hrs
4	Date for Opening of Technical Bid	06-01-2024, 15.00 hrs
5	Opening of Financial Bid	Shall be intimated through mail to the qualified bidders

ANNEXURE – 1 TECHNICAL BID

Last date of bid submission up to 05-01-2024 at 15.00 hrs

From

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To

National Fisheries Development Board
Department of Fisheries,
Ministry of Fisheries, Animal Husbandry & Dairying,
Government of India
Pillar No: 235, PVNR Expressway,
SVP-NPA Post, Hyderabad-500 052

Sl. No	Particulars	To be filled by the bidder
1	Name of the Firm/Agency	
2	Registered office/business address of the agency with telephone, cell, Website, E-mail and fax number	
3	Name & Designation of Contact Person(s)	
4	Address with telephone, Fax numbers, Email and name(s) of the contact person (s)	
5	Year of Incorporation & Constitution	
6	Income Tax – PAN No. (Attach copy of PAN)	
7	GST No. (Attach copy of GST registration)	
8	TIN No. (Attach copy)	
9	Turnover during last three years (copy of audited Balance sheet to be enclosed)	
	Year	Turnover in Rupees lakh (in words and figures)
i		
ii		
iii		
10	Whether registered with Registrar of Companies? If yes, Date of Registration (Attach copy of Registration)	
11	Customer Profile (Attach copy of work orders/proof & Work completion certificate)	
12	<u>Infrastructure details</u> a. Details of network/branches of agency in	

	Delhi and other states in India. b. Whether the agency have adequate professionally trained manpower. c. Whether the agency is providing services to Union Govt. / Public sector undertakings, Financial institutions, banks/private sector companies, etc. in past five years.	
13	Details of Previous experience as per format below. (Copies of experience certificates, work orders, Work completion certificate and proof of Work order value to be attached)	
14	Whether the agency is an income tax assessee with valid PAN number and having filed its Income tax return for the last three assessment years i.e. 2020-21, 2021-22 and 2022-23. (Attach copy of Income Tax returns for all the above mentioned years).	
15	Details of EMD/EMD Exception attached	
16	Any other relevant information	

Verification by the bidder

- a. **Technical bids should not have Financial bid/quotes or should not indicate any prices /rates (not be enclosed or written in any form in the technical bid). Such bid documents will be disqualified and rejected.**
- b. *The bid document with all annexures should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of application besides initiation of penal proceedings by the Authority.*

17. Details of key personnel of the agency

Sl. No.	Name of key personnel	Designation	Qualification	Years of working with the Agency	Contact number	Any other information

18. Past Experience of the Bidder:

Experience of successfully organizing Workshop/ Conference/ Congress/ Convention/Symposia within last 3 years (Give best 5 Events and at least one should be national event)

Sl. No.	Name of Events	Period of Events (From-To & Year)	Name of Client & address	Value of Work (Rs in Crores)	Venue of Event	Foot fall for the event	Number of Registered Participants (National International separately)	Awards/ Recognitions & received
1								
2								
3								
4								
5								

19. Litigations

- Whether there are any litigations/ Departmental enquiries/Recoveries of Govt., funds, etc. (Yes or No).
- If Yes, details to be furnished.

20. Certificate of the Bidder (in letterhead)

CERTIFICATE

I/we _____ S/D/W/o _____ hereby certify that all the particulars given above are correct and true to the best of my knowledge.

I/We have read and examined the documents relating to the RDP 2024 to be held Kartavyapath, New Delhi on 26th January 2024 and to all the terms and Conditions of NFDB.

I/we hereby state that I/we accept and agree to all the terms and conditions of this bid process and I/we shall not raise dispute about these conditions at a later date.

Certified that no part/word(s) of this document has been deleted or inserted in part or full and all documents submitted will be part of this Application.

If the Tender is accepted, I/We agree to keep the Tender valid till the completion of the event. I/We shall not withdraw the Tender during the validity period and NFDB shall be at liberty to forfeit the EMD, PSD and take appropriate action and make alternate arrangements at my/our risk and cost in case of withdrawal of Tender during the validity period.

Seal of the Bidder/Company:

Signature of authorized signatory

Date:

Full Name:

Designation:

Address:

FORMAT OF FINANCIAL BID

Sl. No	Items	unit	Quantity	Days	Unit Rate (Rs)	Amount (Rs)
(1)	(2)	(3)	(4)	(5)	(6)	(7)=(4)*(5)*(6)
1	Booking of flight tickets for onward journey from the place of residence to New Delhi	No.s	500	1		
2	Booking of flight tickets for return journey from New Delhi to the place of residence	No.s	500	1		
3	Booking of rooms for the stay of guests in New Delhi	No.s	250	2		
4	Pick up and drop off arrangements from the place of residence to the nearest airport/railway station/bus station and vice versa.	No.s	250	2		
5	Pick up and drop off arrangements from the New Delhi airport to the identified accommodation facility and vice versa.	No.s	250	2		
6	Local transport arrangements through a 45 seater AC bus	No.s	12	1		
7	Deployment of volunteers to assist the special guests	No.s	25	1		
8	Supply of badges as per the design/model approved by Department of Fisheries	No.s	500	1		
9	Supply of jackets as per the design/model approved by Department of Fisheries.	No.s	500	1		
10	Supply of high tea and refreshments (Tea / Coffee / Mineral Water with all related arrangements. (Managing, up keeping, providing, arranging of mineral bottled water, tea-coffee, light snacks and beverages, serving and other services) (Menu and details of food provider to be shared with the DoF for finalization	No.s	500	1		
11	Supply of breakfast, lunch and dinner for the guest at the place of stay in Delhi – VEG/N.VEG. (Managing, up keeping, providing, serving food with all necessary accessories, storage, refrigeration, utensils, crockery as well as serving staff in uniform and necessary manpower - Menu and details of food to be served shall be shared with the DoF for finalization)	No.s	500	2		
12	Photography and videography services	No.s	3	1		
13	Design, artwork and printing, erection and dismantling of flex banners (Creative designs to be shown and got it approved by the DoF)	No.s	1152	1		

14	Supply of gift and memento for each family of the guest participating in RPD 2024. (Memento shall be specially designed for the event made either of brass / silver / acrylic - rates to be quoted for any one of the model by mentioning the name)	No.s	250	1		
15	Providing the services of qualified nurse	No.s	1	2		
16	Supply of first aid kits	No.s	5	1		
17	Event Management Agency service charges on the travel ticket bookings	No.s				
18	Event Management Agency service charges for overall services provided (minus the flight ticket bookings done)	No.s				
Subtotal (Rs)						
GST 18%						
Grand Total (Rs)						

Note:

1. Prices has to be quoted in Indian Rupees only.
2. Taxes (if any) has to be mentioned clearly
3. All-inclusive prices have to be quoted. The applicable TDS shall be deducted from the payments made by Authority.
4. In case of a mismatch in the amount mentioned in Figures and Words, the amount mentioned in words shall be considered as final.
5. The Bidder has to agree that the above price have been quoted after reading and understanding the complete tender documents
6. If in case the Competent Authority directs the special guests to arrange the visit to various monuments of Delhi like India Gate, National War Memorial, Pradhan Manthri Sangrahalaya etc, the EMC/CF has to facilitate such visits and actual entry fees if any shall be reimbursable.