

**Bid Document for Engaging an Event  
Management Agency (EMA) for  
Organizing**

**‘Mushaira’**

**Under overall Concept of ‘Hamari  
Dharohar’ scheme of Ministry of  
Minority Affairs, Govt. of India to be  
held on 26<sup>th</sup> October, 2018 in  
‘Mumbai’**



**Maulana Azad Education Foundation (MAEF)**  
Maulana Azad Campus, Chelmsford Road,  
Opposite New Delhi Railway Station,  
New Delhi – 110055

## Details about Tender No. --- dated 10<sup>th</sup> October, 2018

Department Name	<b>Maulana Azad Education Foundation (MAEF)</b>
Address	Maulana Azad Campus, Chelmsford Road, Opposite New Delhi Railway Station, New Delhi – 110055. Phone: +91-11- 23583788, 23583789.
Name of Work	Engaging Event Management Agency (EMA) for Organizing, Designing of Cultural Event i.e. ‘Mushaira’ in Mumbai.
Event Date	20 <sup>th</sup> October, 2018
Tender Currency Settings	Indian Rupee (INR)
Joint Venture \ Consortium	Not Applicable
<b>Tender Fees/EMD Details</b>	
Bid Processing Fee	<b>Rs.2,500/-</b> in form of Demand Draft (Non Refundable)
Bid Processing Fee Payable to	Non-refundable by Demand Draft in favour of “Maulana Azad Education Foundation” payable at New Delhi.
EMD	<b>Rs.1,00,000/- (Rupees One Lakh Only)</b>
EMD in favour of	By Bank Guarantee in favour of “ <b>Maulana Azad Education Foundation</b> ” from any Nationalized Bank. Bank Guarantee should be valid for a period of 180 days from the date of opening of Bid.
Expected Cost of the Work	<b>Rs.20,00,000/- (Rupees Twenty Lakhs)</b>
Bid Date	<b>10<sup>th</sup> October, 2018</b>
Last Date & Time for Submission of Technical Bid & Financial Bid.	<b>15<sup>th</sup> October, 2018 at 12:30PM</b>
Date of Tender opening	<b>15<sup>th</sup> October, 2018 at 01:30PM</b>
Bid Validity Period	<b>90 days</b> from opening of price bid
Remarks	Tenders will be opened on <b>15<sup>th</sup> October, 2018 at 01:30PM</b> . Representatives of the bidders are invited to attend the bid opening meeting. The technical bids will be opened and scrutinized with regard to the eligibility criteria as mentioned in the Tender Document under the heading “Instructions to Bidders”. The results will be placed on the Notice Board of MAEF at Maulana Azad Campus, Chelmsford Road, New Delhi – 110055 on <b>15<sup>th</sup> October, 2018</b> . Bidders who meet the qualification criteria will be called “Technically Eligible bidder” and they will be invited for making presentation on 16 <sup>th</sup> October, 2018 before Tender Evaluation Committee. Thereafter, their Financial Bids will be opened on subsequent date. Representatives of such Technically Eligible bidders will be invited to attend the Financial Bid opening meeting.

## **Tender for EMA**

Maulana Azad Education Foundation, an organization under administrative control of Ministry of Minority Affairs, Govt. of India (MOMA) is planning to organize Mushaira under the overall concept of 'Hamari Dharohar' scheme of Ministry of Minority Affairs. The event shall be held **on 26<sup>th</sup> October, 2018 in Mumbai**. This would be followed by three other events in Lucknow, Chandigarh and Bengaluru/ Ahmedabad. The objective of such event is to curate exhibitions including iconic exhibitions/ performing art for showcasing and preserving heritage.

MAEF would engage an EMA for Organizing and Designing of Cultural Event 'Mushaira' under the overall concept of 'Hamari Dharohar' Scheme. The scope of the work is indicated in tender document. The estimated cost would be **Rs.20 Lakh (Rupees Twenty Lakh approx.)** inclusive of all applicable taxes. Detailed terms and conditions are prescribed in the Tender Document, which can be downloaded from the website [www.maef.nic.in](http://www.maef.nic.in). The bidder can approach MAEF for any clarification with regard to submitting its bid up to 15<sup>th</sup> October, 2018.

Bidder has to submit hard bound document duly numbered. Loose documents shall be outrightly rejected. The Tender should be submitted in the following manner:-

The **1<sup>st</sup> sealed Envelope** should contain the **Bid Processing Fee of Rs.2,500/- (Non Refundable)** and **EMD of Rs.1,00,000/- (Rupees One Lakh only)** in form of Demand Draft drawn in favour of 'Maulana Azad Education Foundation' payable at New Delhi and Bank Guarantee in prescribed format with validity of 180 days from the date of opening of bid.

The **2<sup>nd</sup> sealed Envelope** should contain the **Technical Bid** along with complete supporting documents like copy of work orders bringing out the relevant experience of the EMA in organizing similar cultural programme/event, Experience of working with at least One PSU/Govt. during last 3 years, CA Certificate/financial statements for annual turnover, photographs of the events organized by them as proof, etc. for bringing out the fact that they meet the eligibility criteria as mentioned in the Tender Document. There should be no mention of the prices in the Technical Bid Document. Original printed document with signature & seal of the submitting company shall be considered as authentic. **Filling up the prices with Technical Bid will disqualify the Bidder.**

The **3<sup>rd</sup> sealed Envelope** should contain the Financial Bid only. Services offered should be strictly as per specifications mentioned in this Tender Document.

The first, second & third sealed envelopes should be enclosed in a larger envelope duly sealed. All pages of the offer must be signed & stamped. The bids complete in all respect must be submitted through **Speed Post/Courier or by hand** by depositing in the Tender

Box kept at the reception in the office of MAEF.

Tenders would be opened on **15<sup>th</sup> October, 2018 at 01:30PM**. Only Authorized Representatives of the bidders are invited to attend the bid opening meeting. The technical bids will be opened and scrutinized with regard to the eligibility criteria as mentioned in the Tender Document. The results will be placed on the Notice Board of MAEF at Maulana Azad Campus, Chelmsford Road, New Delhi – 110055 on 15<sup>th</sup> October, 2018. Bidders who meet the qualification criteria will be called **“Technically Eligible bidder”** and they will be invited for making **presentation on 16<sup>th</sup> October, 2018 before Tender Evaluation Committee**. Thereafter, their **Financial Bids** would be opened on subsequent date. Representatives of such Technically Eligible bidders would be invited to attend the Financial Bid opening meeting.

### **1. Eligibility Criteria (Technical Bid) for Event Management Agency (EMA) –**

- a. The EMA should have experience/ expertise in organizing cultural events, advertising, during last three years.
- b. At least 2 similar assignments executed with value of more than Rs.50 lakh in similar projects for PSU/Govt. and its bodies during last three years.
- c. The EMA should have minimum turnover of Rs. 1 Crore each during last three financial years. Turnover Certificate obtained from Chartered Accountant along with audited Financial Statements should also be submitted.
- d. The EMA should have GST Number besides registration with ESI Corporation.
- e. MSME / NSIC registered Agencies are exempted from paying EMD and the cost of tender fee.
- f. Bids received after the stipulated date & time will be rejected.
- g. Bids received without bid processing fees of **Rs.2,500/- &/or EMD of Rs.1,00,000/- shall be considered Null & Void**.
- h. **Open Financial Bids** submitted in the envelope of Technical Bid.
- i. If it is found that the bidder is black listed/delisted by any PSU/Govt. dept. in the past.
- j. MAEF reserves all the rights related to the opening, evaluation and cancellation of Bids without assigning any reasons thereof. MAEF can accept OR reject the financial bids without assigning any reason and decision of the MAEF will be final in this regard. In case of any ambiguity while comparing the rates offered by the bidders, MAEF reserves all the rights to decide on the issue of identifying prospective EMA.

## 2. Scope of work –

- a. Develop the Event plan, execute and manage, resources and scope of the project to enable the successful implementation of the 'Mushaira'.
- b. Coordinate with MAEF/MOMA authorities/representative and artists with approval of MAEF from all over India for performing in Mumbai.
- c. Identify and secure appropriate venues and resources (including walk route, road closures and start/end locations, parking, security, stage, booths, AV, etc.) and negotiate fees, ensuring that everything is in place and set-up appropriately, and vendors and contractors are paid for their participation in the event of 'Mushaira' under 'Hamari Dharohar' scheme with approval of MAEF/ the Ministry.
- d. Ensure that the Stage, Entrance and the nearby approaches are constructed in such a way so that there is ample movement of space for the public and in case of any untoward incident the visitors can be evacuated as early as possible.
- e. Tie up with the Local Police, Traffic Police, Fire Services etc., so that the work of the event is executed smoothly. All the permission/Licenses along with the expenditure involved in getting these Permissions from electricity, civil authorities etc.
- f. Responsible to provide branding / publicity for the event in each location.
- g. Ensure that the whole complex is properly lit and ensure that there is sufficient electricity and power points.
- h. Proper and adequate arrangement of power backup for the event.
- i. Provide adequate and trained Security staff at the venue with metal detectors and baggage checking machines, if required.
- j. Arrangement of Tea/Coffee, cookies etc. are required and approved by MAEF.
- k. Ensuring separate arrangements for High Tea, snacks, packed food etc. for VIP guests.
- l. Ensure proper and comfortable travelling (local and outstation) and stay arrangement of guests/artists with approval of MAEF/MOMA.
- m. Support the team with additional duties as required from time to time for smooth conduct of event.

## 3. Payment Terms –

- a. The project cost would be paid in **two installment** subject to achievement of following mile stones
  - i. **1<sup>st</sup> installment 30% of total project cost** would be paid to the EMA on the issuance of work order from MAEF and against irrevocable bank guarantee of 10% of total project cost against the payment under consideration from scheduled bank.

- ii. **2<sup>nd</sup> Installment 70% of total project cost** would be paid to the EMA on successful conduct of the event and submission of documents pertaining to the venue like photographs of stage, details of flower arrangements, backdrop, photographs of banners and billboards/ hoardings displayed in and around the venue, photographs / videos of event bills and other related documents.

## **Technical Bid Format (on Letter Head of the EMA)**

Date\_\_\_\_\_

To,  
**The Secretary & CEO,**  
Maulana Azad Education Foundation,  
Maulana Azad Campus,  
Chelmsford Road, Opposite New Delhi Railway Station  
**New Delhi - 110055.**

**Subject: Technical Bid for organizing Cultural Event 'Mushaira' under Hamari Dharohar scheme.**

Sir,  
Please find enclosed Technical Bid in response to Bid Documents issued by Maulana Azad Education Foundation for organizing cultural event '**Mushaira**' under '**Hamari Dharohar**' Scheme.

We agree and undertake to abide by all these terms and conditions stipulated in the Bid Document issued by MAEF. The information/ documents submitted along with the Proposal are complete/ true to the best of our knowledge.

We acknowledge that MAEF reserves the right to accept or reject the proposal without assigning any reason or otherwise.

Thanking you,

For and on behalf of:

Signature of Authorized Representative/ Signatory:

Name:

Designation:

Seal

## Details of Event Management Agency

<b>S. No.</b>	<b>Particular</b>	<b>Details</b>
1	Name of EMA	<i>Enclose Registration Certificate</i>
2	Type of firm: Proprietorship Firm / Partnership Firm/ Pvt. Ltd. /Public Ltd. Company/ Society/Trust	<i>Enclose Registration Certificate</i>
3	Registration No. & Date of Registration of Agency	<i>Enclose Registration Certificate</i>
4	Name of Director(s)/CEO/President/Head	
5	Contact Details of Director(s)/CEO/President/Head	<i>Contact No./ Email id</i>
6	Registered Head Office Address	<i>As per Registration Certificate</i>
7	Correspondence Address	
8	Name of Authorized Representative	
9	Mobile No. of Authorized Representative	
10	Email id of Authorized Representative	
11	Fax No.	
12	Website Address of the Agency (if available)	
13	PAN Card Number	<i>Enclose copy of PAN card</i>
14	GST No.	<i>Enclose GST Certificate</i>



## Prior Exposure of the Agency

### Details of similar work executed in last three years

S. No.	Financial Year	Name of Funding Agency	Description of Work	Location of Event	Value of Contract in Rs.
1					
2					
3					

- Each of the listed works shall be supported with the copy of work order & work completion certificate. **Work completion certificate shall mention the nature of work, value of work completed.**
- At least 5 Photographs of the work executed shall be attached.
- Non disclosure of any information in the schedule will result in disqualification of the firm.

## **Financial Details of the Agency**

(On the Letter head of Chartered Accountant with date, Signature, Registration No. & Seal)

This is to certify that the (Name of Agency) having its registered office at (Address) has an average turnover of ₹1 Crore or more in the last three consecutive years (FY1, FY2, FY3). The annual turnover of the agency is as under –

<b>S. No.</b>	<b>Financial Year</b>	<b>Annual Turnover (INR)</b>
1		
2		
3		

(Audited Financial Statements of the agency for last three consecutive years are to be enclosed)

For and on behalf of:

Chartered Accountant Signature:

Name:

Registration No.:

Seal:

Date:

(An affidavit on a non-judicial stamp paper of Rs.100/- by Agency)

**AFFIDAVIT for NON BLACKLISTED / NON BANNED PARTY**

(Name of Agency) having its registered office at (Office address) hereby confirm that we have not been blacklisted/banned/ debarred by any Central Government/State Government/ Semi Govt. Organizations/PSUs or any other Agency.

It is also certified that we have not directly/indirectly engaged or indulged in any kind of fraudulent, corrupt or undesirable practices.

The information/ documents submitted along with the Proposal are complete/ true to the best of our knowledge.

For and on behalf of:

Signature of Authorized Representative/ Signatory:

Name:

Designation:

(Company Seal)

Date

**Financial Bid Format**  
**(on Letter Head of the EMA)**

Date\_\_\_\_\_

To,  
**The Secretary & CEO,**  
Maulana Azad Education Foundation,  
Maulana Azad Campus,  
Chelmsford Road, Opposite New Delhi Railway Station  
**New Delhi - 110055.**

**Subject: Financial Bid for organizing 'Mushaira' under Hamari Dharohar scheme of the Ministry.**

Sir,

Please find enclosed **Financial Bid** as per the Terms of Reference given in this Tender Document of MAEF, within the time specified and in accordance with the specifications, themes/ designs and instructions as per general terms and conditions. The detailed price bid in prescribed format is enclosed herewith.

Thanking you,

For and on behalf of:

Signature of Authorized Representative/ Signatory:

Name:

Designation:

Seal

## Financial Bid Format

S. No.	Particulars	Quantity/ Details	Amount in Rs.
1	Theme based Stage for Mushaira for indoor venue (Photograph for Stage Theme is enclosed for reference).		
2	Flower Décor (inside & outside of auditorium) <ul style="list-style-type: none"> <li>• Décor Aesthetics to be Improved</li> <li>• Indian &amp; International of Flowers will be used to Enhance the Look of the whole event</li> <li>• Various Locations Inside &amp; Outside the Auditorium to be Decorated with Flowers and Additional Props relating to the Theme of the whole Event</li> <li>• Bouquets for the VIPs</li> <li>• Arrangements on tables</li> </ul>		
3	Sound <ul style="list-style-type: none"> <li>• Sound System (Tops &amp; Bass)</li> <li>• Monitors (Foot &amp; Side Fills)</li> <li>• Amplifiers/ Mixers/ DJ Pitch</li> <li>• Podium/ Collar/ Cordless Mic</li> <li>• PA System</li> </ul>		
4	Light <ul style="list-style-type: none"> <li>• LED Screens</li> <li>• Pars</li> <li>• Led ParCans</li> <li>• Moving Heads Wash</li> <li>• Profile</li> <li>• Follow Spot</li> <li>• Sharpy</li> <li>• Blenders</li> <li>• Trussing (Goal Post &amp; T-Stands)</li> </ul>	LED screen to be quoted per Sq. Ft. basis	
5	Photographer for 4 Hours <ul style="list-style-type: none"> <li>• All Data Handover</li> <li>• Editing of Photos</li> <li>• 5D Camera Full HD</li> </ul>	1 Photographer	
6	Videographer for 4 Hours <ul style="list-style-type: none"> <li>• Three Camera Setup</li> <li>• Live Feed Arrangement</li> <li>• Full HD Quality</li> <li>• Full Video of Event – DVD</li> <li>• Short Videos (Like an After-movie of the event)</li> </ul>	1 Videographer	
7	Security Guard (15 Male & 10 Female Guards)	25 Guards	
8.1	High Tea and Snacks for general people (Tea & coffee, cookies, mix pakora, 250ml branded water bottle)	To be quoted per person basis	
8.2	High Tea/Snacks for VIP guests (Tea & Coffee, Cookies, Chips, Cutlet, Sweet, 250ml branded water bottle)	To be quoted per person basis	
9	Service Charges for Event Management Agency		
	<b>Total Amount (in words)</b>		

Notes:

1. Expenditure of Artists like professional fees, accommodation, travelling etc. would be paid on actual basis by MAEF to Artist. EMA would coordinate with all the artists including anchor for the programme and make all necessary arrangements in coordination with MAEF/Ministry.
2. It is understood that the above amount quoted is inclusive of all applicable taxes.
3. It is understood that in case of discrepancy, the amount quoted in words will prevail.
4. This proposal and all other details furnished by us shall constitute a part of our Bid. I / we understand that MAEF is not bound to accept the lowest or any Bid received.
5. I/ we agree that my / our Bid shall remain valid for a period of 2 months from the Bid submission date.
6. I / we confirm that our Financial Proposal is unconditional and that we accept all the terms and conditions specified in the tender document. I/ we agree to abide by this offer if we are declared as the Successful Bidder.
7. We declare that we have read and understood the scope of work along with the human resource requirements. Our financial quote has been submitted with complete understanding of the same.

Signature of Authorized Representative/ Signatory:

Name:  
Designation:  
(Company Seal)  
Date