

**Request for Proposal
(Bidding Terms & Scope of Work)**

For

**SELECTION OF AN AGENCY FOR THE DESIGN AND EXECUTION
OF 'KASHI TAMIL SANGAMAM' AT VARANASI.**

(17th November to 16th December 2022)

Dated: 04/11/2022

The Director, NCZCC

14, C.S.P. Singh Marg, Prayagraj-211001

Tel: 0532 - 2421855

E-MAIL: nczcc@rediffmail.com, directornczcc@gmail.com

Website: www.nczcc.in

DISCLAIMER

The information contained in this tender or subsequently provided to the bidder, whether verbally or in documentary or in any other form by or on behalf of **North Central Zone Cultural Centre (NCZCC)** under Ministry of Culture, Government of India. (herein after referred as the **NCZCC** or any of its employees, is provided to the bidder on the terms and conditions set out in this tender and such other terms and conditions subject to which such information is provided.

This tender is not an agreement or an offer by the **NCZCC** to the prospective bidder or any other person. The purpose of this tender is to provide bidders with information that may be useful to them in the formulation & submission of their bids pursuant to this tender.

This tender may not be appropriate for all persons, and it is not possible for the **NCZCC** and its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this tender. The assumptions, assessments, statements and information contained in this tender, may not be complete, accurate, adequate or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this tender and obtain independent advice from appropriate sources. Information provided in this tender to the bidders may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The **NCZCC** accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The **NCZCC** and its employees/advisors make no representation or warranty and shall have no liability to any person including any bidder under any law, statutory rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this tender or otherwise, including accuracy, adequacy, correctness, reliability or completeness of the tender and any assessment, assumption, statement or information contained therein or deemed to form part of this tender or arising in any way in this selection process.

The **NCZCC** also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any bidder upon the statements contained in this tender. The **NCZCC** may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this tender.

The issue of this tender does not imply that the **NCZCC** is bound to select a bidder or appoint the selected bidder as the case may be, for the job and the **NCZCC** reserves the right to reject all or any of the applications/bids without assigning any reasons whatsoever.

Submission of Bid:

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

The First Envelope should contain the Bid Processing Fee of INR 5000 + 18% GST (Rupees Five Thousand, plus GST, only) for the tender fee (non-refundable) in favour of – DIRECTOR, NCZCC, PRAYAGRAJ payable at Prayagraj issued by any scheduled bank in India.

The Second Envelope should contain the Technical Bid in sealed envelope complete with Concept and Design as stated in RFP & should also contain documents confirming the eligibility of the bidder and Evaluation criteria mentioned in the RFP.

The Third Envelope should contain the Financial Bid only alongwith head-wise/ item-wise rates. Services offered should be strictly as per specification mentioned in this Tender Document.

The first, second and third envelopes should be enclosed in a larger envelope duly sealed. All pages of the offer must be signed, sealed and numbered. The bids complete in all respect must be submitted through Speed Post/Courier or by hand in the office of **NCZCC, 3rd Floor (Middle Wing), Janpath Bhavan, Delhi-110001** as mentioned in this tender document.

Technical Bid will be opened on **9th November, 2022 at 04:00 PM** Hours at NCZCC office, the representative(s) of the bidders are invited to attend the bid opening meeting.

Each bidder shall have to make a Presentation on proposed concept and design development by them before the bid evaluation committee (BEC). The final date and time for presentation will be intimated by NCZCC on their website separately.

NOTICE INVITING TENDER

NCZCC invites sealed, technical and financial proposals for Selection of an Agency for the Design and Execution of Kashi Tamil Sangamam at Varanasi.

S. NO.	DESCRIPTION	DATE/DETAILS
1	ISSUE OF THE TENDER DOCUMENT ON THE WEBSITE – https://www.nczcc.in	4 rd November, 2022
2	ESTIMATED TENDER VALUE	₹ 2 Cr (exclusive of GST)
3	BID PROCESSING FEE	₹ 5000/- + GST
4	PRE-BID MEETING	6 th November, 2022 at 12:30 pm
5	BID SUBMISSION START DATE	4 rd November, 2022
6	BID SUBMISSION CLOSING DATE	9 th November, 2022 at 12:00 pm
7	OPENING OF TECHNICAL BID	9 th November, 2022 at 04:00 pm
8	DATE FOR PRESENTATIONS	10 th November, 2022 at 11:00 am
9	FINANCIAL BID OPENING	10 th November, 2022 at 04:00 pm

POINT OF CONTACT:

Prof. Suresh Sharma
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PROJECT BACKGROUND

In order to realise Prime Minister Narendra Modi's vision of 'Ek Bharat Shreshtha Bharat' and to celebrate Azadi ka Amrit Mahotsav, Government of India is taking various initiatives to instil a sense of pride and patriotism in the hearts of the youth of our country.

The objective of this event is based on the principle of 'Unity in Diversity'. There will be an exchange of cultural, religious, industrial, food, education, medical, agriculture and other fields between Uttar Pradesh and Tamil Nadu.

Residents of Tamil Nadu will be brought from Tamil Nadu in groups of 200-250 at an interval of two days. The groups will be divided into 12 categories like students, artisans, literature, spiritual, business, teacher, heritage, entrepreneurs, professional, temples, rural and cultural, including music and art. The students and teachers will come under education and spiritual groups, while the artisans of various handloom and handicraft products will come under the ODOP group. The farmers will come under the agriculture group, and the traders will come under the industry and trade group. A group of people related to historical heritage will come to Kashi under the heritage group.

The interaction will be held between the local groups and visiting groups of the same categories. In order to further strengthen the relationship between Tamil Nadu and Uttar Pradesh, The cultural programs, folk art and food of both places will also be organized simultaneously.

A. Event Details

In the same series of events, **NCZCC**, under Ministry of Culture, Government of India is organizing Cultural Performances in Kashi Tamil Sangamam at Varanasi, Uttar Pradesh.

B. Event Name: Kashi Tamil Sangamam at Varanasi, Uttar Pradesh

C. Event Duration: 17th November to 16th December, 2022

D. Event Venue: Sant Ravidas Ghat, Kashi, Varanasi

PROJECT DURATION

The duration of the project would start from the date of issue of the work order and would include the time period preceding the event, duration of the events, neat dismantling of the site, and submission of the post-event report.

INSTRUCTION TO BIDDERS

The selected bidder shall function as the agency for the design and execution of Kashi Tamil Sangamam at Varanasi, and its scope would be extended to items listed in the scope of work.

The proposal will be evaluated on the basis of the evaluation criteria set out in this tender document in order to identify the 'successful bidder'. The successful bidder will be issued a work order by the **NCZCC**. The **NCZCC** intends to adopt a single stage-three envelope bidding process for the selection of the agency for the assignment. Hence, the Tender fee, technical proposal and financial proposal shall be submitted in three separate envelopes at **NCZCC**, 3rd Floor (Middle Wing), Janpath Bhavan, Delhi-110001. A demand draft of INR 5,000 + 18 % GST (rupees five thousand, plus 18 % GST, only) for the tender fee (nonrefundable) in favour of **DIRECTOR, NCZCC** payable at **PRAYAGRAJ** issued by any scheduled bank in India has to be submitted for the acceptance of the bid.

Each bidder shall submit a maximum of one (1) proposal for the assignment in response to this tender document. Any bidder who submits more than one proposal for the assignment shall be disqualified. Any joint venture/consortium is not allowed for this tendering process. The proposal shall remain valid for a period of not less than 90 Days from the proposal due date (proposal validity period). The **NCZCC** reserves the right to reject any proposal which does not meet this requirement.

EARNEST MONEY DEPOSIT (EMD)

No EMD will be required. A Bid Security Declaration to be signed on Agency's (EMA) Letter Head would be required to submit instead of EMD.

RECEIPT AND OPENING OF BIDS

Bidders are required to submit their bids in a ‘three-packet’ system with the Tender fee, technical proposal and financial bids separately at NCZCC, 3rd Floor (Middle Wing), Janpath Bhavan, Delhi-110001. Please note that the financial bid must not be shared or quoted in the technical bid. The prices should be quoted in the financial bid only and should not be mentioned in the technical bid. Any default in the instructions of submission of tender bids shall lead to disqualification of the agency. The decision of **NCZCC** in such a case shall be final and binding.

On receipt of the tender along, the technical proposals will be opened by the bid evaluation committee (BEC) members in the office of the NCZCC. The **NCZCC** will open all bids, in the presence of bidder’s authorized representatives who choose to attend at address on the date and time mentioned in the ‘notice inviting tender’. The bidder’s representatives who are present shall record their attendance on the attendance sheet. In the event of the specified date of bid opening being declared a Holiday for the purchaser, the bids shall be opened at the appointed time and place on the next working Day.

The bidder’s names & the presence and other details as the purchaser at its discretion may consider appropriate, will be announced at the opening of the bids. The names of such bidders not meeting the qualification requirement shall be notified subsequently.

After the evaluation of the technical bids, the **NCZCC** shall notify those bidders whose bids were considered non-responsive to the conditions as mentioned in this tender document and not meeting the qualification requirements indicating that they did not technically qualify for selection as the agency for this project. The **NCZCC** will simultaneously notify the bidders whose technical bids were considered acceptable and have been shortlisted for the presentation and opening of their financial bids.

The **NCZCC** reserves the right to reject any proposal not submitted on time and which does not contain the information/documents as set out in this tender document. To facilitate evaluation of proposals, the **NCZCC** may, at its sole discretion, seek clarifications in writing from any bidder regarding its proposal.

EVALUATION

The criteria for pre-qualification, technical evaluation and selection of bidders are set out under section eligibility criteria and evaluation methodology. As part of the evaluation, the part (I) – technical submission shall be checked for responsiveness with the requirements of the tender document and only those proposals which are found to be responsive would be further invited to give a presentation in accordance with the criteria set out in this tender document.

Part I – submission would be considered to be responsive if it meets the following conditions:

- A. The amount towards the tender fee (Demand Draft) has been received on or before the proposal due date including any extension thereof.
- B. It is signed and marked & contains all the information and documents including original demand draft for the tender fee document as requested in the tender document.
- C. It contains information only in formats specified in this tender document.
- D. It confirms to the bid validity period as set out in the tender.

- E. It provides information in reasonable detail. (“reasonable detail” means that, but for minor deviations, the information can be reviewed and evaluated by the **NCZCC** without communication with the bidder). The **NCZCC** reserves the right to determine whether the information has been provided in reasonable detail.
- F. There are no inconsistencies between the proposal and the supporting documents.
- G. The bid document should be properly indexed with page numbers.

A proposal that is substantially responsive is one that confirms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one:

- A. Which affects in any substantial way, the scope, quality, or performance of the assignment, or Which limits in any substantial way, inconsistent with the tender document, the **NCZCC** rights or the bidder’s obligations under the work order, or
- B. Which would affect unfairly the competitive position of other bidders presenting substantially responsive proposals.

The responsive proposals shall be evaluated as per the criteria set out in section eligibility criteria and evaluation methodology.

Quality cum cost based selection (QCBS) method shall be adopted for selection of the agency, which has been fully described in section eligibility criteria and evaluation methodology of this tender document. The bidder achieving the highest combined technical and financial score as described in section eligibility criteria and evaluation methodology will be considered to be the successful applicant and be awarded the tender.

The decision of the authority pertaining to the scoring, evaluation and selection of the agency shall be considered to be final.

In case there are two or more bidders with the same combined score, an evaluation committee may in such case be called upon to carry the final selection. The selection in such cases shall be at the sole discretion of the **NCZCC**.

THE NCZCC RESERVES THE RIGHT TO REJECT ANY PROPOSAL, IF:

- A. At any time, a material misrepresentation is made or discovered; or
- B. The bidder does not respond promptly and diligently to requests for supplemental information required for the evaluation of the proposal.

In the event of acceptance of the proposal of the preferred bidder, the **NCZCC** will notify the successful bidder through a letter of intent (LOI) that its proposal has been accepted.

The successful bidder(s) shall be issued the work order at the earliest.

Performance Security

The successful bidder shall at his own expense deposit with the **NCZCC** within 2 (two) Days after the receipt of notification of award of the work order (letter of award) from the **NCZCC**, an unconditional and irrevocable performance bank guarantee (PBG) amounting to 3% of the agreement value from a scheduled bank acceptable to the **NCZCC**, payable on demand, for the due performance and fulfillment of the agreement by the bidder. All incidental charges whatsoever such as premium, commission, etc., with respect to the performance guarantee shall be borne by the bidder. The performance guarantee shall be valid until 30 Days after the validity period of the tender. Subject to the terms and conditions in the performance bank guarantee, at the end of 06 (six) months, the performance bank guarantee may be discharged/returned by the **NCZCC** upon being satisfied that there has been due performance of obligations of the bidder under the agreement. However, no interest shall be payable on the performance guarantee.

Failure of the successful bidder to comply with the requirements of clause performance security shall constitute sufficient grounds for the annulment of the Work Order/LOA (letter of acceptance). In such an event, the **NCZCC** reserves the right to:

- A. Either invite the next best bidder to match with the financial proposal of the successful bidder, or;
- B. Take any such measures as may be deemed fit in the sole discretion of the **NCZCC** including annulment of the bidding process and blacklisting of the firm from the **NCZCC** for any future work.

Notwithstanding anything contained in this tender document, the **NCZCC** reserves the right to accept or reject any proposal, or to annul the bidding process or reject all proposals, at any time without any liability or any obligation for such rejection or annulment.

Penalty Clause

In case of delay in execution of the assigned work and unsatisfactory performance by the selected agency/ bidder, **NCZCC** may impose a penalty of 10% of the service fee or part there of (subject to a maximum of 20% of the service fee.)

Eligibility Criteria and Evaluation Methodology

Qualitative comparative evaluation of work credentials amongst the participating bidders and with the scope of work will be applied work credentials will be considered as on last date of submission of bids.

Important: Since the characteristic of the job is special in nature and is being desired for such kind of an event, the competent authority will perform sufficient analysis & checks on the technical capability/credentials of the bidders and comparison for each of the projects suggested by the bidder. Evaluation will be finally based on the decision of the competent authority.

Pre-Qualification Criteria

S. No.	Criteria	Documentary evidence
1	The agency should be a registered entity with minimum 5 years of existence on the Day of the submission of bid.	<ul style="list-style-type: none"> • Company profile • Certificate of incorporation under Company's Act 1956/2013. • Pan number • TAN number • GST registration
2	The agency should have a minimum turnover of INR 2 crore during any of the last 3 financial years out of the last 10 Financial years	<p>CA certificate Audited balance sheets any 3 years of last 10 financial</p>
3	<p>The agency must have successfully conceptualized & executed at least one similar/cultural project of minimum value of Rs. 1 crore with multiple artist performing at the same time.</p> <p>(Which must include creative setup similar/cultural to the scope of work of the tender), in the last 10 years with the state or Central Government / PSU's.</p> <p>(The agency must clearly specify the execution and creative setup/work done with multiple artists performing at the same time).</p>	<p>Letter of award agreement contract/work order, completion certificate, duly certified by the authorized signatory of the bidding company.</p> <p>Event pictures & other supporting literature</p>
4	The agency must not be blacklisted/terminated/debarred by any state or central government or their agencies and should not have been found guilty of any criminal offence by any court of law.	Affidavit on stamp paper by the authorized signatory

The agency who fulfil the above pre-qualification criteria will be considered eligible bidder. Failure to comply with pre-qualifications criteria shall render the bidder ineligible. The technical and financial proposal of in-eligible bidder shall not be considered.

NOTE: SUBMISSION OF FORGED DOCUMENTS WILL RESULT IN SUMMARY REJECTION OF THE BID.

TECHNICAL EVALUATION CRITERIA

Sr. No.	Evaluation Criteria	Maximum Marks
1	TECHNICAL CAPACITY OF THE BIDDER	
	Number of cultural events in last 10 Years shall be awarded marks as under: (minimum one assignment required to be eligible)	
1.1	Number of Additional Projects	Marks
	1 - 2 projects	5
	More than 2 projects	10
		10
1.2	Average turnover of last 5 years	Marks
	5 Crore to 10 Crore	5
	More than 10 Crore	10
		10
	Relevant experience in the field related to cultural event conceptualization, management.	
1.3	Cultural Events (physical events only)	Marks
	One cultural event done at multiple locations.	5
	Two cultural events done at multiple locations	7
	Three or more cultural events done at multiple locations	10
		10
2	Conceptual plan for an event: Total execution plan for Conceptualise, Plan, Design, Organise, Produce, Coordinate, Direct, Manage, Publish, Execute and Deliver the event.	
2.1	Concept and creative theme, exclusiveness and originality of Proposal: Design and execution plan of the event.	30
		70
2.2	Methodology and understanding of the event and addressing all issues pertaining to an event of this stature.	10
2.3	Use of Technology and, Innovative ideas and outreach campaign	20
2.4	Credentials of the event team and experience in handling similar large format national events	10
	TOTAL MARKS (1+2)	100

The technical score (pe) for the technical proposal will be the arithmetic sum of the marks assigned to the bidders under each of the parameters listed above. The bidder is required to achieve a minimum technical score of 70 marks (benchmark score) for opening of financial bids.

EVALUATION METHODOLOGY

The financial proposals shall be given scores as follows:

- Financial score (pf) = $100 \times (\text{financial proposal of lowest bidder} / \text{financial proposal of bidder under consideration})$

The composite score shall be computed as follows:

- Composite score = $(pe \times 0.80) + (pf \times 0.20)$

The evaluation methodology will be based on quality and cost based selection method (QCBS), with 80% weightage on technical score and 20% weightage on financial score.

The bidder obtaining the highest composite score would be declared as the preferred bidder.

Payment Terms: -

- 50% of the Approved Cost as advance, post successful selection.
- Remaining 50% of the Approved Cost after 15 days of completion of the event.

The Agency will be responsible to deposit GST and any other statutory taxes with the appropriate authorities.

FRAUD AND CORRUPT PRACTICES

The bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process and subsequent to the issue of the LOA and during the entire project duration.

Notwithstanding anything to the contrary contained herein, or in the LOA, the competent authority may reject a bid, withdraw the LOA, or terminate the association with the selected bidder, as the case may be, without being liable in any manner whatsoever to the bidder, if it determines that the bidder, has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the bidding process. In such an event, the authority shall be entitled to forfeit and appropriate performance security, as damages, without prejudice to any other right or remedy that may be available to the competent authority under the bidding documents and/or the LOA, or otherwise.

Without prejudice to the rights of the Director, NCZCC under the clause 'fraud and corrupt practices' herein above and the rights and remedies which the competent authority may have under the LOA, or otherwise if a bidder, is found by the competent authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the bidding process, or after

the issue of the LOA or the project duration, such bidder shall not be eligible to participate in any tender or RFP issued by the **NCZCC** for a period of 2 (two) years from the date such bidder, is found by the authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices, as the case may be.

FOR THE PURPOSES OF THIS CLAUSE ‘FRAUD AND CORRUPT PRACTICES’, THE FOLLOWING TERMS SHALL HAVE THE MEANING HERE-IN-AFTER RESPECTIVELY ASSIGNED TO THEM:

A. **‘Corrupt Practice’** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the bidding process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the **NCZCC** who is or has been associated in any manner, directly or indirectly, with the bidding process or the LOA or has dealt with matters concerning or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the **NCZCC**, shall be deemed to constitute influencing the actions of a person connected with the bidding process); or (ii) save and except as permitted under the clause ‘performance security’ (b) of this tender, engaging in any manner whatsoever, whether during the bidding process or after the issue of the LOA or during the project duration, as the case may be, any person in respect of any matter relating to the project or the LOA, who at any time has been or is a legal, financial or technical adviser of the **NCZCC** in relation to any matter concerning the project;

B. **‘Fraudulent Practice’** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the bidding process;

C. Arbitration

In case of any dispute **NCZCC** may appoint an arbitrator, which would be accepted by the agency/firm. The decision of the arbitrator would be final and binding on both the parties. The jurisdiction of the court would be Prayagraj.

D. Indemnification Clause

“That the selected agency shall keep **NCZCC** indemnified and harmless against all claims, damages, dues, payments, fines, penalties, compensations, liabilities other losses etc. which may incur on account of non-compliance or violation by the selected agency or otherwise.

E. Jurisdiction

The contract shall be governed by laws of India and all Government rules on purchase matter issued from time and in focus for the time being are applicable for this contract.

F. Forfeiture of Security Deposit

In case of any default by the agency after the award of work, **NCZCC** reserves the right to

forfeit the security deposit submitted with NCZCC at the time of empanelment.

FORCE MAJEURE

(i) Definition: For the purpose of this contract “Force Majeure” means an event which is beyond the reasonable control of a party, and which makes a party’s performance of its obligations under the contract impossible or so impractical as to be considered impossible under the circumstances.

(ii) Breach of Contract: The failure of the agency to fulfill any of its obligations under the contract shall not be considered to be a breach of or default under this Contract in so far as such inability arises from an event of Force Majeure, provided that the agency affected by such an event (a) has taken all precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of the contract, and (b) has informed the other party as soon as possible about the occurrence of such an event.

(iii) Force Majeure

In this Clause, "Force Majeure" means an exceptional event or circumstance:

- (a) which is beyond a Party's control,
- (b) which such Party could not reasonably have provided against before entering into the Contract.
- (c) which, having arisen, such Party could not reasonably have avoided or overcome, and
- (d) which is not substantially attributable to the other Party.

Notice of Force Majeure

If a Party is or will be prevented from performing any of its obligations under the Contract by Force Majeure, then it shall give notice to the other Party of the event or circumstances constituting the Force Majeure and shall specify the obligations, the performance of which is or will be prevented. The notice shall be given within 14 days after the Party became aware, or should have become aware, of the relevant event or circumstance constituting Force Majeure.

The Party shall, having given notice, be excused performance of such obligations for so long as such Force Majeure prevents it from performing them.

Notwithstanding any other provision of this Clause, Force Majeure shall not apply to obligations of either Party to make payments to the other Party under the Contract.

Duty to Minimise Delay

Each Party shall at all time use all reasonable endeavours to minimise any delay in the performance of the Contract as a result of Force Majeure.

A Party shall give notice to the other Party when it ceases to be affected by the Force Majeure.

G. ‘Coercive Practice’ means impairing or harming, or threatening to impair or harm, directly

or indirectly, any person or property to influence any person's participation or action in the bidding process;

H. 'Undesirable Practice' means (i) establishing contact with any person connected with or employed or engaged by the **NCZCC** with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the bidding process; or (ii) having a conflict of interest; and;

I. 'Restrictive Practice' means forming a cartel or arriving at any understanding or arrangement among bidders with the objective of restricting or manipulating a full and fair competition in the bidding process.

SCOPE OF WORK

- a. Conceptualise, Plan, Design, Organise, Produce, Coordinate, Direct, Manage, Publish, Execute and deliver the Kashi Tamil Sangamam event at Varanasi.
- b. Managing the performers and other creative elements of the ceremonies in tandem with Event Organising Committee appointed to monitor the day to day operations for the event.
- c. The event should be suitably promoted through Digital Media & Hoardings around the city.
- d. Adequate number of Green Rooms required for artist/performers.
- e. The event communication will also have to display prominently with the official logo of Ministry of Culture, other Nodal Agencies along with Azadi Ka Amrit Mahotsav.
- f. A stunning thematic decor to be done, by the event company for design & execution.
- g. The event should have Suitable lighting, sound, performers/artists, seating arrangement, security and all other necessary arrangements required for the outdoor events.
- h. Proposed themes for the event are be folk, tribal, classical and fusion.
- i. Ensuring adherence to all the policies for Risk Management with proper emphasis on Manpower Management, Power Management , crowd management etc.
- j. Liaison with concerned authorities for effective venue management planning, coordination and execution.
- k. All necessary licenses and Permissions etc. from the concerned statutory bodies/agencies like Local Police, Traffic Police, Fire Service, Electricity, Excise, Labor and Local Police Licensing Branch are to be obtained by the agency before the commencement of the event. However, the **NCZCC** will support the agency as necessary.
- l. All responsibilities, including but not limited to VIP welcome, interact with the cultural departments, coordinating time for arrival, departure and marshalling the artists and officials for the entire event.
- m. Throughout the execution of the event, the agency shall maintain proper communication and reporting to keep the **NCZCC** abreast of the status of the process of execution of the event.
- n. All firefighting equipment's to be stationed at each event as per requirement of Fire Service department and local Police.
- o. Paramedical facility all days of the event.
- p. The Financial quote has to be submitted in the enclosed financial bid format.
- q. **Provide reports and documents during and at the end of the contract.**

Miscellaneous Work:

- I. Directional signages mentioning the areas, First Aid, public utility services etc as per the requirement
- II. Silent backup Generators of the required capacity.

APPENDIX A

**COVERING LETTER
(ON THE LETTER HEAD OF THE BIDDER)**

To:

REF: 'SELECTION OF AN AGENCY FOR THE DESIGN AND EXECUTION OF KASHI TAMIL SANGAMAM AT VARANASI'.

BEING DULY AUTHORISED TO REPRESENT AND ACT ON BEHALF OF..... (HEREINAFTER REFERRED TO AS 'THE BIDDER'), AND HAVING REVIEWED AND FULLY UNDERSTOOD ALL OF THE PROPOSAL REQUIREMENTS AND INFORMATION PROVIDED AND COLLECTED, THE UNDERSIGNED HEREBY SUBMITS THE PROPOSAL ON BEHALF OF (NAME OF BIDDER) FOR THE CAPTIONED PROJECT IN ONE (1) ORIGINAL, WITH THE DETAILS AS PER THE REQUIREMENTS OF THE TENDER DOCUMENT, FOR YOUR EVALUATION.WE CONFIRM THAT OUR PROPOSAL IS VALID FOR A PERIOD OF 60 Days FROM (INSERT PROPOSAL DUE DATE).

WE ALSO HEREBY AGREE AND UNDERTAKE AS UNDER:

NOTWITHSTANDING ANY QUALIFICATIONS OR CONDITIONS, WHETHER IMPLIED OR OTHERWISE, CONTAINED IN OUR PROPOSAL WE HEREBY REPRESENT AND CONFIRM THAT OUR PROPOSAL IS UNQUALIFIED AND UNCONDITIONAL IN ALL RESPECTS AND WE AGREE TO THE TERMS OF THE PROPOSED SCOPE OF WORK, WHICH FORMS A PART OF THE TENDER DOCUMENT PROVIDED TO US. WE HEREBY CERTIFY AND CONFIRM THAT IN THE PREPARATION AND SUBMISSION OF OUR PROPOSAL, WE HAVE NOT ACTED IN CONCERT OR IN COLLUSION WITH ANY OTHER BIDDER OR OTHER PERSON(S) AND ALSO NOT DONE ANY ACT, DEED OR THING WHICH IS OR COULD BE REGARDED AS ANTICOMPETITIVE.

YOURS FAITHFULLY,
FOR AND ON BEHALF OF
(NAME OF BIDDER)

DULY SIGNED BY THE AUTHORIZED
SIGNATORY OF THE BIDDER
(NAME, TITLE AND ADDRESS OF
THE AUTHORIZED SIGNATORY)

FORMAT AND SIGNING OF BIDS

The bidder shall provide all the information as per this tender document. The **NCZCC** will evaluate only those proposals that are received in the required format and are complete in all respects. The bidder shall prepare an electronic copy of the technical proposal (in PDF format) and submit in a pen drive with submission of the bid. Each proposal shall comprise the following:

TENDER FEE SUBMISSION

A. Title: “TENDER FEE DEMAND DRAFT”

B. Original DD in favour of the tendering authority as mentioned in this tender document

PART I SUBMISSION

A. Title: “PART 1 - TECHNICAL PROPOSAL”

B. Scanned copy of the DD for the tender fee;

C. Covering letter in the format set out in appendix a;

D. Details of the bidder in the format set out in Appendix B. The bidder has to declare the company profile such as memorandum & article of association of the company, etc. The documents to be submitted should also include the following:

i) Self-attested copy of registration;

ii) Self-attested copy of pan card;

iii) Self-attested copy of the GST in number;

iv) Self-attested copy of the company profile, along with the list of significant clients;

v) CA certificate (original) specifying the annual turnover for the last years in the format set out in Appendix E.

E. Power of attorney as per Appendix C, authorizing the signatory of the proposal to commit the bidder;

F. Technical proposal comprising:

i) Project data sheets & technical capacity of the bidder in the format set out in Appendix D, with supporting proofs as indicated in clause ‘eligibility criteria and evaluation methodology’;

ii) Affidavit regarding the non-debarment by any state/central government or their agencies, in the last five years;

iii) Affidavit, as enclosed in Appendix F;

iv) Technical presentation as per Appendix G.

v) Technical proposal in a pen drive.

PART II SUBMISSION

- A. Financial proposal will be separately submitted as per appendix H and marked as “PART 2 - FINANCIAL BID”
- B. The amount quoted in the financial bid must be exclusive of GST.

SUBMISSION OF BIDS

The bids shall be submitted only from the bid submission start date till the bid submission end date and time given in the tender document. Therefore, bidders are advised to submit the bid well in time.

The proposal, all correspondence and documents shall be written in English. In case of accompanying literature or brochures, etc. Being in a language other than English, a certified translation should accompany the documents as part of the tender. All proposals and accompanying documentation will become the property of the **NCZCC** and will not be returned.

LATE BIDS

The bidder only, will be held responsible if his/her bids are not submitted in time due to any reasons.

It shall be deemed that prior to the submission of the proposal, the bidder has:

- A. Made a complete and careful examination of terms and conditions/requirements, and other information as set forth in this tender document;
- B. Received all such relevant information as it has requested from the **NCZCC** and;
- C. Made a complete and careful examination of the various aspects of the project.

The **NCZCC** shall not be liable for any mistake or error or neglect by the bidder in respect of the above.

**APPENDIX B
DETAILS OF BIDDER**

(TO BE PROVIDED ON 'COMPANY LETTER HEAD')

1.	Name of the Project	
2.	Name of the Bidder Firm	
3.	Registered office	Address (with pin code)
		TELEPHONE NOS.(WITH STD CODE)
		FAX NOS. (WITH STD CODE)
		E-MAIL ID
		WEBSITE
4.	GST No. (copy to be enclosed)	
5.	Pan card no (copy to be enclosed)	
6 A.	Name and designation of the chief executive of the firm	
6 B.	Address	
7 A.	Name and designation of the authority that is authorised to Sign the bid document	
7 B.	Address	
8.	Tender fee (details of the DD)	
9.	Other eligibility documents attached:	
9 A.	Documents in evidence of past experience	
9 A I.	List of important clients	
9 A II	Proof of such association like accreditations, memberships and certificates from Important past clients	

APPENDIX C

POWER OF ATTORNEY

(ON STAMP PAPER OF INR 100/-)

KNOW ALL MEN BY THESE PRESENTS, WE..... (NAME AND ADDRESS OF THE REGISTERED OFFICE) DO HEREBY CONSTITUTE, APPOINT AND AUTHORISE MR. / MS. _____ (NAME AND RESIDENTIAL ADDRESS) WHO IS PRESENTLY EMPLOYED WITH US AND HOLDING THE POSITION OF. AS OUR ATTORNEY, TO DO IN OUR NAME AND ON OUR BEHALF, ALL SUCH ACTS, DEEDS AND THINGS NECESSARY IN CONNECTION WITH OR INCIDENTAL TO OUR PROPOSAL FOR 'SELECTION OF AN AGENCY FOR THE DESIGN AND EXECUTION OF KASHI TAMIL SANGAMAM AT VARANASI'. INCLUDING SIGNING AND SUBMISSION OF ALL DOCUMENTS AND PROVIDING INFORMATION/ RESPONSES TO THE IN ALL MATTERS IN CONNECTION WITH OUR PROPOSAL FOR THE SAID ASSIGNMENT. WE HEREBY AGREE TO RATIFY ALL ACTS, DEEDS AND THINGS LAWFULLY DONE BY OUR SAID ATTORNEY PURSUANT TO THIS POWER OF ATTORNEY AND THAT ALL ACTS, DEEDS AND THINGS DONE BY OUR AFORESAID ATTORNEY SHALL AND SHALL ALWAYS BE DEEMED TO HAVE BEEN DONE BY US.

DATED THIS THE _____ DAY OF _____ 2022

WITNESSES:

Name 1:

Name 2:

FOR.....

ATTESTED

ACCEPTED

Name:
Designation:
Address:

Name:
Designation:
Address:

Note:

1. To be executed only if the bidder is a company, agency or firm.
2. The mode of execution of the power of attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Copy of such document should be submitted along with the power of attorney.
3. Also, wherever required, the bidder should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favour of the person executing this power of attorney for the delegation of power hereunder on behalf of the bidder.

APPENDIX D

FORMAT FOR PROJECT DATA SHEET

NAME OF THE FIRM:

PROJECT NAME:		COUNTRY
PROJECT LOCATION WITHIN COUNTRY:		PROFESSIONAL STAFF PROVIDED BY THE FIRM:
NATURE OF CLIENT		NO. OF STAFF: NO. OF PERSONS
START DATE (MONTH/ YEAR)	COMPLETION DATE(MONTH / YEAR)	APPROX. VALUE OF SERVICES(IN INR):
NAME OF SENIOR STAFF INVOLVED AND FUNCTIONS PERFORMED:		
DESCRIPTION OF THE PROJECT:		
DESCRIPTION OF ACTUAL SERVICES PROVIDED:		

APPENDIX E

**FINANCIAL CAPACITY OF THE BIDDER
(CHARTERED ACCOUNTANT CERTIFICATE)**

BIDDER	ANNUAL TURNOVER of last 5 years					
	2017-18	2018-19	2019-20	2020-21	2021-22	AVERAGE ANNUAL TURNOVER

NAME & ADDRESS OF BIDDER:

INSTRUCTIONS:

THE BIDDER SHALL SUBMIT A CHARTERED ACCOUNTANT CERTIFICATE ONLY. THE CERTIFICATE SHOULD MENTION:

1. CA CERTIFICATION REGARDING ANNUAL TURNOVER FOR The FINANCIAL YEARS (2017-18, 2018-19, 2019-20, 2020-21, 2021-22)

APPENDIX F

AFFIDAVIT

(ON STAMP PAPER OF INR 100/-)

DATE:

TO:

REF: 'SELECTION OF AN AGENCY FOR THE DESIGN AND EXECUTION OF KASHI TAMIL SANGAMAM AT VARANASI'.

DEAR SIR,

I/WE HEREBY DECLARE THAT STATEMENTS, PROJECT DOCUMENTS, CREDENTIALS, DOCUMENTARY EVIDENCES, FINANCIAL STATEMENTS AND OTHER TENDER DOCUMENTS IN THE PROPOSAL ARE TRUE, AUTHENTIC TO THE BEST OF MY/OUR KNOWLEDGE. I/WE HAVE NOT INCORPORATED ANY INFORMATION NOT UNDERTAKEN BY US, IN THE PROPOSAL. I/WE, FOR THE PURPOSE OF THE SAID TENDER, HAVE NOT FORGED, MISREPRESENTED & MISLED ANY INFORMATION THAT HAS NOT BEEN UNDERTAKEN BY US. FOR THE PURPOSE OF THE EVALUATION, THE NCZCC, HAS THE RIGHT TO VERIFY THE AUTHENTICITY OF THE PROPOSAL SUBMITTED BY US.

I/WE FULLY UNDERSTAND THAT IN CASE OF FURNISHING ANY FALSE DOCUMENTS OR STATEMENTS, FORGING, MISREPRESENTATION & PRODUCING MISLEADING INFORMATION IN THE PROPOSAL, AND FAILURE TO ABIDE BY THE TERMS AND CONDITIONS OF THE TENDER, I/WE ARE LIABLE TO ANY ACTIONS THAT MAY BE TAKEN AGAINST US BY THE NCZCC

YOURS FAITHFULLY,
FOR AND ON BEHALF OF
(NAME OF BIDDER)

DULY SIGNED BY THE AUTHORISED
SIGNATORY OF THE BIDDER

(NAME, TITLE AND ADDRESS OF THE AUTHORISED SIGNATORY)

APPENDIX G

GUIDELINES FOR TECHNICAL PRESENTATION

DETAILED PRESENTATION MUST INCLUDE BUT NOT LIMITED TO:

- COMPANY PROFILE & PAST SIMILAR/CULTURAL PROJECTS & CLIENTS;
- DESIGNS OF PROJECTS DONE SPECIFICALLY FOR THE ACTIVATIONS OF THIS SCALE IN THE PAST;
- DESIGN AND EXECUTION PLAN AS PER THE SPECIFICATIONS LISTED IN THE SCOPE OF WORK;
- ON-GROUND EXECUTION STRATEGY, ANY CHALLENGES/CONCERNS W.R.T TO THE EXECUTION;
- DETAILS ON THE SAFETY STANDARDS TO BE FOLLOWED, TO EN SURE ABSOLUTELY NO DAMAGE TO THE PUBLIC PROPERTY.
- ANY ADDITIONAL INFORMATION RELEVANT TO THE SCOPE OF WORK.

APPENDIX H

FINANCIAL PROPOSAL SUBMISSION FORM

NOTE: FINANCIAL PROPOSAL (QUOTE) SHALL HAVE TO BE GIVEN IN THE EXCEL FORMAT

S. NO.	PARTICULARS	AMOUNT (RS)
1.	ORGANIZING OF "NAME OF THE EVENT" ON TURN KEY BASIS. (THE HEADWISE/ITEMWISE RATES MUST BE ENCLOSED.)	
2	GST	
	TOTAL COST	

Amount (in words)

.....

Sign. With stamp

Name.....

Address.....

.....

Phone No./E-Mail.....

-----END OF DOCUMENT-----