



**Request For Proposal For
“Empanelment
OF
Event Management Companies”**

**Directorate of Information and Publicity,
Government of NCT of Delhi**

**Block No.- IX, Old Sectt.
Delhi-110054.**

Telefax: 011-23814081, 011-23814616

Directorate of Information and Publicity, Government of NCT of Delhi

Preamble

The Directorate of Information & Publicity (DIP), located at Block IX. Old Secretariat, Delhi-110054, INDIA, is entrusted with the job of informing and publicizing the programmes, policies and activities of the Government of NCT of Delhi for citizens' welfare, particularly for weaker section of society. Its objectives are:

1. To provide information to the public about its policies, programs and services that is accurate, complete, objective, timely, relevant and understandable.
2. To take into account the concerns and views of the public in establishing priorities, developing policies and implementing programs.
3. To ensure that the government is visible, accessible and answerable to the public that it serves.

The Directorate has been performing its tasks through 8 units by engaging mass media such as print, TV, radio and internet among others. For all its brand campaign, advertising and functional publicity, the DIP engages the services of empanelled advertising agencies of Delhi Government and for services which are not qualitatively covered by the empanelled advertising agencies. It resorts to the media, production houses and creative enterprises in the market by following codal formalities.

The Directorate is headed by the Director, who functions under the overall supervision of the Principal Secretary, Information and Publicity, Government of NCT of Delhi. The Director is assisted by the Deputy Directors, Information Officers, Assistant Information Officers, Field Publicity Officer and Publicity Assistants in carrying out the work entrusted to the Directorate. The officers of the Directorate look after the publicity work of the different departments of the Government of Delhi. To carry out these responsibilities the Information officers and Assistant Information Officers are attached with various dignitaries including Lieutenant Governor, Speaker, Deputy Speaker, Chief Minister and other Ministers for the publicity of the respective departments. On the Administrative side, the Director is assisted by an Administrative Officer, Section Officer, Account Officer and other staff members.

The Directorate accomplishes the information dissemination and publicity functions through its 8 units namely, Press Unit, Hospitality Unit, Publication Unit, Research and Reference Unit, Advertisement Unit, Field Publicity Unit, Film & Video Publicity Unit and Photo Unit.

Bidding Schedule

S. No	Activity	Date & Time
1.	Date of Publishing and Downloading of E-tender	28.10.2021
2.	Pre-bid Meeting	10.11.2021 at 2:30 PM
3.	Last Date receipt of Pre-Bid Queries	15.11.2021
4.	Date of publication of response to the queries raised during pre-bid meeting	19.11.2021
5.	Last Date of submission of Bids	24.11.2021 till 5:00 PM
6.	Last Date of Submission of EMD	24.11.2021 till 5:00 PM
7.	Opening of Technical Bid	26.11.2021
8.	Date of Presentation	To be intimated later

Contact Details:

Ms. Parveen, Administrative Officer (DIP)

Mr. Krishna Kumar P.V., Accounts Officer (DIP)

**Directorate of Information and Publicity, Government of NCT of Delhi
Block No IX, Old Secctt.
Delhi-110054**

Telefax: 011-23814081, 011-23814616

Email: dirip@nic.in

Scope of Work

The brief scope of work is as follows:-

- 1.** Conceptualization, designing and planning of events/festivals on behalf of DIP, GNCTD and to provide other related ancillary services in these events/festivals like Republic Day, Independence Day, Martyr's Day Diwali etc.
- 2.** To create & Manage ambience in the various events organized by DIP
- 3.** To set up Informative Marts/Road Shows on behalf of DIP.
- 4.** To set up pavilions/counters on behalf of DIP for various National/International Informative fairs/Conclaves/Conferences and clean up.
- 5.** To promote the various initiatives of Government of NCT of Delhi and sensitize the citizens regarding the citizen centric and citizens' welfare schemes of Government of NCT of Delhi.
- 6.** Any other work related to events in r/o welfare schemes/initiatives taken by the Government of NCT of Delhi.

List of documents to be submitted online.

- 1.** Audited Financial Statement for the last five years (i.e. 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21), duly certified by the Chartered Accountant with proper seal and signatures.
- 2.** Certificate of Incorporation firm/Pvt./LLP.
- 3.** Copy of Goods Service Tax Registration Certificate.
- 4.** The list of technically qualified and competent professionals on rolls with Agency's Delhi Office along with their qualification and work experience.
- 5.** List of important clients along with performance report from at least two clients – supporting documents with reference to the experience clause i.e. job order and final performance report to be attached.
- 6.** Details of ownership and organization structure of the agency. All the statutory documents are to be attached.
- 7.** The tenderer would be required to submit his /her proof in support that which is an income tax payee along with PAN Card copy.
- 8.** The tenderer should submit an undertaking cum affidavit with the technical bid that the firm has not been blacklisted by any of the organization / government department as on the date of submission of the bid.
- 9.** All the Annexure Duly filled, signed & stamped.
- 10.** Bank Account Details and cancelled cheque.
- 11.** The bidder should/will have registered office in Delhi/NCR.
- 12.** If company empanelled with Event and Entertainment Management Association copy of the same must be attached.

Eligibility Criteria

1. The company should have a minimum average turnover of Rs. 25 Crore each in last five financial years (i.e. 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21).
2. Company/organizations of international presence who have been in the field of organizing event management of large scale and mega events for a minimum period of last 05 years.
3. Five years' experience in the field of Event Management. The firm should have successfully executed at least 03 mega International events of stature like IPL, Femina Miss India, and GQ Awards etc. in last 05 years relevant documents to be attached.
4. The Company should have empanelment with Event and Entertainment Management Association.
5. The tenderer / firm / agency / company would be required to submit the proof in support that which is an income tax payee along with PAN.
6. The tenderer / firm / agency / company should have valid GST registration and attach a copy of the same with the technical bid.
7. The tenderer should submit an undertaking cum affidavit with the technical bid that he or his firm has not been blacklisted by any of the organization / government department as on the date of submission of the bid.
8. The bidder should have organized events of similar nature and scale for a Govt. of India Ministry/Department/PSU/State Government in last five years.
9. Sub-contracted or sublet job on their name will not be considered towards eligibility. The agency which has the work order shall only be considered for this purpose.
10. Application fee is non refundable of Rs. 1,00,000/- in form of Demand Draft payable in favor of "DDO, DIP, GNCTD."

Evaluation criteria of the Technical bid	60 Marks
<p>Average turnover for the last Five years i.e. 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21.</p> <p>Rs. 25 crores (minimum criteria) Rs. 25.01 crores to 50 crores : 05 Marks Rs. 50.01 crores to 75 crores : 15 Marks Above 75 crores : 20 Marks</p>	<p>Maximum Marks 20</p>
<p>The details of National and International events organized by the firm with complete project report</p> <p>The following marks (maximum) are assigned:-</p> <ol style="list-style-type: none"> 1. National Events- in last 05 years. (01 event 01 mark) :05 Marks (maximum marks) 2. Mega International and prestigious events- in last 05 years (01 event 03 marks): 15 Marks (maximum marks) 	<p>Maximum Marks 20</p>
<p>International connectivity in terms of global presence in major foreign countries having substantial population of Indian Diaspora in order to reflect network connectivity and event management capacity with international flavor :10 Marks</p> <p>The firms having or in collaboration with a reputed PR agency for indulging celebrities of different fields like famous Sports personalities, Movie stars, Influential speakers and other renowned personalities : 10 Marks</p> <p>(Proof of work done is to be submitted)</p>	<p>Maximum Marks 20</p>
Total Maximum Marks	60
Minimum Qualification Marks is 35 Marks	

Selection of Empanelment

Presentation (Maximum Marks 40)

An evaluation committee would assess the presentation on the following para-meters:-

Presentation on various International and National Events Organized by the applicant (Preferably for prestigious institutions e.g. UNO/ IPL/Femina Miss India, GQ Awards/IIFA Awards etc. and National Governments/State Governments/UTs	Maximum Marks 10
Presentation on innovative ideas by way of events/ festivals/ Informative Marts /Road Shows for promoting “ Initiatives taken by Government of NCT of Delhi for the welfare of the citizens ”	Maximum Marks 10
Suggestions for promotion of various policies of Government of NCT of Delhi	Maximum Marks 20
Total Maximum Marks	40

Minimum qualifying marks in presentation is 25. The bidders securing composite score of 60 or more marks in technical bid and presentation would be considered for empanelment with DIP, Government of NCT of Delhi.

Selection Process

- 1. Composite score consisting of marks obtained in the technical bid and presentation would be the basis for empanelment of the bidders.**
2. Presentation on the various works undertaken by company along with a presentation on innovative ideas for promoting initiatives of Government of NCT of Delhi by way of festivals/events/marts/road shows.
3. Technical evaluation would be given a weightage of 60 marks and presentation would be given a weightage of 40 marks.
4. After finalizing of Empanelment process of the agencies, a limited tender will be invited through e-procurement website for specific events/festivals/marts/road shows etc. of this Directorate to select the **lowest one (L1)** from Empanelled agencies through Financial Bid from the Bills of Quantity (BoQ).

Terms and Conditions:-

General:

1. The technical presentation should include the complete plan of execution of the event including branding, ambience, activity plan etc. for the venue separately.
2. The hard and soft copy of the presentation should be made available to DIP at the time of presentation.
3. Directorate of Information and Publicity, Government of NCT of Delhi reserves the right not to accept/reject bid(s) from agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government investigating Agencies/Vigilance Cell.
4. Each service provider considered, acceptable on evaluation of their credentials and who fulfill the requisite criteria as stated above and on the basis of the presentation made by the companies before the screening committee. The decision of Director, DIP shall be final and no correspondence on rejection will be entertained.
5. The service provider who responds to this bid notice will only be included in the presentation for procuring services for the informative campaigns by DIP.
6. Other terms & conditions for the supply of service for informative services would be as per the tender/quotation/enquiry issued from time to time which would be event specific.
7. DIP reserves the right to withdraw/cancel the bid document at any stage.
8. DIP reserves the right to reduce/increase the design/design elements or alter the design/design elements and decision of Director DIP in respect of this shall be final and binding on the selected bidder.

9. Approved rate of Govt. of NCT of Delhi for any specific events/items etc. will be applicable as per rules and regulation of GNCTD. (If any)
10. The Application should be submitted in scan copy neatly typed (preferably in English language computer generated) and free from over writing/cutting) in the prescribed tender form and after going through the terms and conditions, which may be downloaded from the Delhi Government Website <https://govtprocurement.delhi.gov.in>.
11. Correcting fluid should not be used in any case. Alterations unless legibly attested by the tenderer, shall disqualify the tender.
12. All the documents should be serially numbered and signed by the tenderer as per RFP.
13. The tenderer / firm / agency / company interested in participating in e-Tender should have registered on e-procurement portal of Delhi Govt. with class II B Digital Certificate / signatures. For registration on e-procurement site, vendors may contact e-procurement help desk at **6th Floor, C- Wing, Vikas Bhavan-II, (Near Metcalfe House), Civil Lines, Delhi-110054. Phone No. 011- 23813523 (Monday- Friday 9.30 am to 6.00 pm)**
14. Application must clarify whether the vendor is Company/Partnership/Proprietorship/LLP etc. and also submit supporting documents such as Articles & Memorandum of Association or Partnership Deed etc.
15. Proof of satisfactory supply of services in Government/Semi Government/PSUs /corporate houses and related experience during the last 05 years with proof of completion, if any, be enclosed.
16. If the service provider is registered or on the panel of other Government organizations/non Government Organization, it should be clearly mentioned and supported by certificates/letters.
17. A presentation has to be made by all the shortlisted companies before an evaluation committee as per details

given in the “Selection Process”. The details of the date and venue will be intimated to the companies shortlisted after evaluation of eligibility criteria documents.

18. At any time prior to the deadline for submission of bids, DIP for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bid documents by amendment. The amendments will be binding on bidders. In order to allow prospective bidders reasonable time to take consideration the amendments while preparing their bids the Tendering Authority, at its discretion, it may extend the deadline for the submission of bids. Any modification in submitted proposals will not be considered.
19. An evaluation criteria has been included in the Application Form and Event Management Companies scoring at least 35 marks in the technical bid would be eligible for presentation.
20. The Bid/Tender process validity for a period of 180 days from the date of publishing/submission of the RFP at e-procurement or department website. This tender is only single cover.
21. The Initial contract period will be one year extendable further on satisfactory performance. The contract shall come into effect on the date of signing the contract or work order (whichever is earlier) herein after referred to as effective date.

Financial:

22. DIP has the right to negotiate/deduct the price for additional/short items used in variation to the tender accepted and final bidding to the tenderer.
23. Service Provider shall submit documents supporting its financials and other relevant registrations like GST, PAN No. etc.
24. In case of deficiency in service, DIP reserves its right to make deduction from the security deposit or running bills besides blacklisting the Company
25. The Event Management Agencies are required to submit an EMD of Rs. 10,00,000/- (Rupees Ten Lakh only) in form of a DD/ Pay

order drawn in favour of “**DDO DIP.**”. The interest free EMD of the unsuccessful bidder(s) would be returned by the Directorate and EMD of the successful bidder shall be retained as interest free security deposit till the completion of the Event.

Penalty:

26. The DIP reserves the rights to suspend the tender/ reject any application, if found incomplete or if information provided by the agency/firm is inconsistent and inaccurate. The date of declaration of qualified service providers will be at the discretion of the **Director, DIP.**
27. In the event of any lapses in the application form or any incidents, fraudulent information the Competent Authority may black list the service provider by appointing a committee. The Committee shall examine the issue in depth and give its recommendation to the Competent Authority with specific period of Two Years of black listing.
28. The service provider shall be intimated after giving due opportunity of the lapses and its reasons affecting interests of company.
29. Empanelled agencies are required to appear and participate in all the limited tenders and their presentation, called by DIP, as and when required. If any agency fails to appear regularly in 03 consecutive limited tender's up to the stage of Power Point Presentation (PPT), the said agency will be blacklisted/ debarred for 02 years and their security deposit will be for forfeited.

Legal:

30. Service Provider shall submit an undertaking along with application that it shall abide by all the laws of India including Copyright, Trademark etc. during the event and shall also take applicable permissions e.g. pollution, Fire, Police etc. and shall always keep DIP indemnified in all circumstances.
31. All the disputes shall be subject to the Jurisdiction of Delhi Courts.

32. The Director, DIP reserves the right to accept / reject any or all the e-tender/s in part or full without assigning any reason.

33. Forfeiture: Security deposit shall be forfeited in following cases:

31.1 Vendor withdraws or modifies the offer after opening of tender but before acceptance of tender.

31.2 Vendor does not execute the agreement after acceptance of tender, within the specified time.

31.3 Vendor fails to appear regularly in 03 consecutive limited tenders up to the tender's stage of Power Point Presentation (PPT), when called by DIP.

32 Corrupt, fraudulent and unethical practices: DIP will reject a proposal for award and also may debar the bidder for future tenders in DIP, if it is found that the bidder is engaged in corrupt, fraudulent or unethical practices in competing. Here: "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the process of contract evaluation, finalization and or execution and "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non- competitive levels and to deprive the Purchaser of the benefits of free and open competition, "Unethical practice" means any activity on the part of bidder by which bidder tries to circumvent Empanelment process in any manner. Unsolicited offering of discounts, reduction in financial bid amount, upward revision of quality of goods etc after opening of first bid will be treated as unethical practice.

32.1 CONFIDENTIALITY: Bidder/contractor shall keep all the knowledge and information (which is not within the public domain), which may be acquired during the carrying out of this assignment, strictly confidential for all times and purposes. All

documents or software submitted by the bidder in the performance of the services shall become and remain the property of DIP.

32.2 SETTLEMENT OF DISPUTE AND ARBITRATION: Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, in connection with construction, meaning, operation, effect, interpretation of the contract or breach thereof which parties are unable to settle mutually, the same shall be referred to Arbitration as provided hereunder. A party wishing to commence arbitration shall specify all the points of disputes with details of the amount claimed to be referred to arbitration at the time of invocation of arbitration and not thereafter. The dispute shall be referred to arbitration by a Sole Arbitrator to be appointed by **DIRECTOR, DIP**.

32.2.1 The cost of arbitration shall be borne by the respective parties. The cost shall inter-alia include the fees of the arbitration(s) as per the rates fixed by the arbitrator from time to time.

32.2.2 The Arbitration shall be held at Delhi, the place from where the contract has been awarded. The Arbitrator(s) shall give reasoned and speaking award and it shall be final and binding on the parties. Subject to aforesaid, provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment thereof shall apply to the arbitration proceedings under this clause.

32.3 INDEMNIFICATION: The Event Management Companies agrees to indemnify and hold the DIP harmless from and against any and all costs, losses or expenses, including reasonable attorneys' fees, that the DIP may incur by reason of any third-party claim or suit arising out of or in connection with company's failure to perform pursuant to this contract , as well as the negligence, gross negligence, or intentional misconduct of Organizer, its employees, agents and representatives, contractors or subcontractors, including the employees and representatives of said contractors or subcontractors.

32.4 GOVERNING LAWS AND JURISDICTION OF CONTRACT:

The laws applicable to the contract shall be the laws in force in India. The courts of New Delhi shall have exclusive jurisdiction in all matters arising out of or relating to the contract.

32.5 Force majeure.

32.5.1 Force Majeure is herein defined as any cause which is beyond the control of the Agency or Company as the case may be, which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affects the performance of the Contract, such as:

32.5.1.1 Natural phenomena, including but not limited to floods, droughts, earthquakes and epidemics;

32.5.1.2 Acts of any Government, domestic or foreign, including but not limited to war, declared or undeclared, priorities, guarantees, and embargoes.

32.5.1.3 Provided either party shall within 15 (fifteen) days from the occurrence of such a cause notify the other in writing of such causes, along with proof of such occurrences.

32.5.1.4 The Agency or DIP shall not be liable for delays in performing its obligations resulting from any force majeure cause as referred to and/or defined above. The date of completion will, subject to hereinafter provided, be extended by a reasonable time at the sole discretion of DIP.

Bid Form

(To be submitted on letterhead of the Bidder)

To,

Dated -----, 2021

The Director

Directorate of Information and Publicity, GNCTD (DIP)

Govt. of NCT of Delhi

Block No IX, Old Sectt.,

Delhi-110054

Ref: “Request for Proposal for Empanelment of Event Management”

Dear Sir,

Having examined the tender document of Request for Proposal for **“Empanelment of Event Management”** as detailed in the tender document, Terms & Conditions and scope of procurement, Specifications etc., and having understood the provisions and requirements relating to the procurement and all other factors governing the tender, We hereby submit our offer for the tender document of Request for Proposal for Empanelment of Event Management.

We accept the RFP document and if we fail to complete the delivery as per the order, we agree that, DIP shall have full authority to forfeit the earnest money/Performance Security and cancel our order with no obligation on their part.

We confirm having deposited earnest money of **INR 10,00,000/- (INR Ten Lakhs only)** as required.

Signature of the Bidder

With stamp and date

To be filled in by the Applicant
Application form for “Empanelment of Event Management”

1. Name of the Company.....
.....
2. Address
.....
.....
3. Telephone No.(s).....
4. E. Mail
5. Fax No.
6. Type of Company
Multinational
 - Partnership
 - Ltd. Company
 - Franchisee
 - Other (Please specify)
7. Contact Executive(s)
 - Name (Office)
 - Designation
 - Telephone No(s) (Mobile).....
 - E-Mail
8. Name of the Promoter/Proprietor
9. Parent Company, if any
Please attach document(s)
10. Details of the major Events
undertaken in last Five Years

11. Details of the Major Govt. events
Undertaken in last Five years.....
12. Details of the International
Events
13. Are you on the panel of any.....
Govt. Agency or non Govt. agency),
if yes, submit
Evidence)
14. Date of establishment of the.....
Applicant Business
15. Whether Income Tax Payee/ Yes/No
if so, Income Tax Authority
with whom assessed and the
Income Tax No./PAN
16. Goods & Services Tax
Registration/VAT/Service Tax No.
Certificate, details
(Please attach a copy)
17. Name of bankers with A/c
No. Including details of credit
Worthiness/credit limit
18. Details of the Annual Accounts for last Five years
(Enclose balance sheet)
19. Any other information

(Attach documentary evidence pertaining to all the points above)

I/We, hereby declare that:

- a) I/We have read and understood the system of empanelment.
- b) I/We have read and understood the terms & conditions governing the empanelment; and
- c) I/We agree to be bound by the same
- d) That I/We understand that in case of any of the above information is found to be incorrect, DIP, GNCTD may reject the application or revoke the empanelment at any time, without giving any notice.

.....
(Signature)

Name

Address

.....

.....

Company

.....

Telephone no.

Mobile No.

Fax No.

Dated:-

Place:

I/We hereby declare that I/We understand that:

- a. The submission of the application does not guarantee automatic empanelment.

The address given below is the postal/communication address in which all the messages/documents, which may be addressed/ sent to us.

.....
(Signature)

Name

Address

.....

.....

Company

.....

Telephone no.

Mobile No.

Fax No.

Dated:

Place:

Project/Event Experience

(To be submitted on letterhead of customer separately for every similar kind of project)

S.no	Item	Details
General Information		
1.	Customer Name	
2.	Government Department	
Brief Description of Scope of Project		
3.	Contract Value of the Project	
4.	Total cost of the services provided (by the bidder)	
Project Details		
5.	Name of the Project	
6.	Start/End Date	
7.	Date of Go-Live	
8.	Current Status (work in progress completed)	
9.	Contract Tenure	
10.	Brief Scope of Work	
11.	Number of Agents	

Authorized Signature of the Customer:

Name of the Customer:

Seal of the Customer: