

## **Request for Proposal**

**“Making arrangements for *Visit of Hon’ble Prime Minister*’ on 12-02-2019 or on  
date as intimated by the Authority” to be held at  
Mela Ground, KDB, Kurukshetra.**

## SECTION – I

### LETTER OF INVITATION

**“Making arrangements for *Visit of Hon’ble Prime Minister*’ on 12-02-2019 or on date as intimated by the Authority” to be held at Mela Ground, KDB, Kurukshetra.**

1. District Administration, Kurukshetra invites bids through e-tendering mode from reputed agencies for **Making arrangements for *Visit of Hon’ble Prime Minister*’ on 12-02-2019 or on date as intimated by the Authority” to be held at Mela Ground, KDB, Kurukshetra.**
2. All interested firms/companies/agencies excluding those who have been declared as non-performing by any Govt. agency/Boards/Corporations etc. or those who are blacklisted/debarred for specified period by any Govt. agency/Boards/Corporations etc. and against whom action is under process by any Govt. agency/Boards/Corporations etc., can apply.
3. The complete document containing details of Scope of work etc. can be downloaded from website <https://etenders.hry.nic.in>
4. District Administration reserves the right to reject any/ all bids without assigning any reason.
5. Schedule of the RFP

|   |   |                             |
|---|---|-----------------------------|
| a | Tender uploaded on the <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a> e- tender portal | 30/01/2019                  |
| b | Last date/time of downloading the e-bid RFP document  | 04/02/2019 upto 17:00 hours |
| c | Last date/time for submission of e-Bids   | 04/02/2019 upto 17:00 hours |
| c | Last date/time for submission of hard copies  | 05/02/2019 upto 10:00 hours |
| d | Online opening of e-bids  | 05/02/2019 at 11:00 hours   |

6. Amendments/Corrigendum, if any, would be hosted on mail [kdbkkr@gmail.com](mailto:kdbkkr@gmail.com) only.

**7. Address for communication:**

**Chief Executive Officer, Kurukshetra Development Board Kurukshetra**

## SECTION - II

### 1. Submission of Proposal

It is mandatory for all the agencies to have Class-III digital signature certificate (with both Signing and Encryption certificate)(in the name of person who will sign the bid) from any of the licensed certifying agency (“CA”) [List of licensed CAs can be seen from the link [[www.cca.gov.in](http://www.cca.gov.in)] to participate in e- tendering of “ Making arrangements for Visit of Hon’ble Prime Minister of India”. The authorized signatory holding Power of Attorney shall only be the Digital signatory. In case authorized signatory holding Power of Attorney and Digital Signatory are not the same, the bid shall be considered non- responsive.

To participate in the submission of the bid against the RFP, it is mandatory for the agencies to get them registered with e-tendering portal <https://etenders.hry.nic.in> to have user ID and password. If the agency has already registered with the e-tendering portal and validity of registration has not expired, then such agency does not require fresh registration.

RFP can be viewed/downloaded, w.e.f. 30/01/2019 till 04/02/2019 up to 17:00 hours. The amendments/clarifications to the RFP, if any, shall be posted on the <https://etenders.hry.nic.in> only.

### 2. Preparation and Submission of Bids

Detailed RFP may be downloaded from <https://etenders.hry.nic.in> and the Bid may be submitted online following the instructions appearing on the screen. The Bid will be submitted in the following format.

- A. Technical Bid:** Online and a Hard copy to be submitted before the bid closing date and time.
- B. Financial Bid :** Financial bid should be uploaded online only

The agencies shall submit the original documents specified in para 4 and seal them in an envelope addressed to the following. The envelope should be super scribed as **“Making arrangements for Visit of Hon’ble Prime Minister’ on 12/02/2019 or on date as intimated by the Authority” to be held at Mela Ground KDB Kurukshetra** and name and address of the agency. The original documents should be submitted before 10:00 hours Indian Standard Time on the bid due date i.e. on 05/02/2019 at the below mentioned address in the manner and form as detailed in the RFP.

|               |  |
|---------------|--|
| Designation   | Chief Executive Officer                                |
| Address       | Kurukshetra Development Board Kurukshetra              |
| PhoneNo.:     | 01744-270187   |
| E-mailaddress | <a href="mailto:kdbkkr@gmail.com">kdbkkr@gmail.com</a> |

The agency shall upload scanned copies of the documents as specified in tender documents

above on the 04/02/2019 before 17:00 hours Indian Standard Time on the bid due date i.e. 04/02/2019. In the event of any discrepancy between the original and the copy (in electronic form), the original shall prevail.

It may be noted that the scanned copies can be prepared in file format i.e. PDF and/or ZIP only. The Applicants can upload a single file of size of 10 MB only but can upload multiple files. **No hard copy of Financial Proposal is required to be submitted.**

### **3. Opening of Bids:**

Opening of Proposals will be done through online for Financial Proposal and both on-line and manually for Technical Proposal.

The Authority shall open Envelope containing Technical Proposal received as mentioned in para 4 & 5 of section II above at 10:00 hours Indian Standard Time on 05/02/2019 in the presence of the Applicants who choose to attend. This Authority will subsequently open the Technical Proposal as mentioned in 4 & 5 of section II above and evaluate the bids in accordance with the provisions set out in the RFP.

The Financial Proposal as per Section VI will be opened of the short listed applicants who qualify for financial opening as per RFP. The date of opening of Financial Proposal will be notified later on.

### **4. Qualifying Criteria:**

- i. The bidder should be a company registered under Indian Companies Act 1956, or a partnership firm registered under Indian Partnership Act 1932, or a similar Act of any other State / Union or Limited Liability Partnership Act (LLP). The company should be in existence minimum 10 years.
- ii. Average Annual Turnover of the bidder during the last three financial years i.e. 2015-16, 2016-17 & 2017-18 should be at least Rs. 20 Crore. (Copy of CA certificate/ITR shall be attached).
- iii. The net worth of the bidder, as on 31.03.2018 should be positive. Certificate from CA should be attached.
- iv. The bidder must have successfully executed/ completed at least two such assignments for Hon'ble PM/Hon'ble President event of value minimum 3 Cr in the calendar year starting from January 2016 to the date of publishing this RFP for central Govt. / State Govt. / PSU / Corporates/Chambers or council etc. Copy of work order/work completion certificate/ shall be attached as proof of experience with the photographs.
- v. The Bidder must have experience of handling at least two large scale national / international Level events of value of 5 Crore more than 5 Crore in the calendar year starting from January 2016 to the date of publishing this RFP for central Govt. / State Govt. / PSU / Corporates/Chambers or council etc.
- vi. The bidder must have atleast 50 key personnel on company payroll to execute the job.
- vii. The bidder should have GST Registration Number and Income Tax / PAN number.

- viii. The bidder should have a minimum experience of Five years for organizing exhibitions/events or works of similar nature prior to the date of submission of quotation.
- ix. Cost of bid documents of Rs. 10,000/- and Bid Security of Rs. 10.00 Lacs shall be submitted by the bidders alongwith their Bid in the form of demand draft in favour of "CEO KDB Kurukshetra" payable at Kurukshetra. Scanned copy of the same should be uploaded online with the bid and the hard copy of the same should be submitted to O/o CEO KDB Kurukshetra on or before bid submission end date. The bid security of unsuccessful quotationer shall be released after deposit of performance security by the successful bidder within one day of issuance of work order. In case, the successful bidder fails to comply with the conditions of the quotation, the next lowest bidder may be considered for the award of work. Failure to provide performance security and commence the work at site within one day of award of work, the award shall be cancelled and bid security shall be forfeited. The work shall be awarded to 2nd lowest bidder.
- x. The agency must not be disqualified/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, in the last five (5) years

#### 5. Evaluation of Technical Bids:

The criteria for pre-qualification, technical evaluation and selection of bidders are set out under section- II. 4. As part of the evaluation, the part I – technical submission shall be checked for responsiveness with the requirements of the tender document and evaluation shall be done as per the following marking system.

| TECHNICAL EVALUATION |   | Marks                  | Max Marks |
|----------------------|---|------------------------|-----------|
| i                    | <b>Turnover:</b> Minimum Annual Turnover INR 20 Crore during last three financial years (i.e.. 2015-16, 2016-17 and 2017-18).<br><br>Minimum 20 Cr.<br>More than 25 Cr up to 30 Cr<br>More than 30 Cr up to 35 Cr<br>(CA certificate should enclosed with Balance sheets of Each year)  | <br><br>05<br>10<br>15 | 15        |
| ii                   | <b>Experience of Handling Hon'ble PM/Hon'ble President event:</b><br>The bidder must have successfully executed/ completed at least two such assignments for Hon'ble PM/Hon'ble President event in the calendar years starting from <b>January 2016 to the date of publishing this RFP</b> of value minimum 3 Cr. of value minimum value of 3 Cr for central Govt. / State Govt. / PSU / Corporates/Chambers or council etc<br><br>2-3 Events Value minimum 3 Cr.<br>3-5 Events of value minimum 3 Cr.<br>More than 5 Events of value minimum 3 Cr. | <br><br>10<br>15<br>20 | 20        |

|     |  |              |            |
|-----|--|--------------|------------|
|     | Work Orders / completion certificates along with photographs should be submitted   |              |            |
| iii | <b>Experience of End to End Event Management: -</b><br>The Bidder must have experience of handling atleast Three large scale national / international Level events of value more than 5 crore in the calendar years starting from <b>January 2016 to the date of publishing this RFP</b> for central Govt. / State Govt. / PSU / Corporates/ Chambers or council etc<br><br>2-5 similar events of 5 Crore and above<br>More than 5 Events of value 5 crore and above   | 05<br>10     | 10         |
| iv  | <b>Manpower</b><br>The bidder must have atleast 50 key personnel on company payroll to execute the job.<br><br>Up to 50 Key personnel<br>More than 50 up to 100 Key personnel<br><br>(Bidder should submit an undertaking from the HOD human resource department dully certifying the number of employees on company payroll)  | 03<br>05     | 05         |
| V   | The Bidder should have own temporary structures, German Hanger, Stage platforms, truss, furniture etc  | 10           | 10         |
| Vi  | <b>Conceptual Presentation:</b><br><br>A Microsoft power point presentation by company/ Firm which includes understanding of requirements, VVIP stage design & theme proposed, relevant experience and proposed plan to execute the event, concepts etc, Samples of signage, boards, banners, direction pointers, entry and exit theme gates and other crowd control arrangements including ability to meet eventuality of heavy rush, stampede and emergency situations, etc<br><br><b>Evaluation will be based concepts, technology, Quality of material etc</b> |              | 40         |
|     |  | <b>TOTAL</b> | <b>100</b> |

The technical score 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. The Financial Proposals of the bidders that who have achieved the Benchmark Score will be opened only for further evaluation.**

## 6. Evaluation of Financial Proposals

The Bidder has to upload the financial proposal online on e-tendering portal. Financial

Proposals shall be opened only the technically qualified Bidders who will score 70 marks in technical stage. Financial evaluation shall be according to Least Cost Based System. The Financial Bid shall be opened in the presence of the bidder's representatives who choose to present in the financial bid opening. Financial bid grand total value shall be read out for the information of the participating bidders as the price of all qualified bidders can be verified in the etender portal by all bidders.

**The Lowest bidder shall be awarded the contract.**

**SECTION III**  
**(SCOPE OF WORK)**

**1. Broad Scope of Work:** Making arrangements for *Visit of Hon'ble Prime Minister'* on 12/02/2019 or on date as intimated by the Authority” to be held at Mela Ground KDB Kurukshetra. The work comprises, but not limited to, construction of Dome/Pandal for a gathering of approximately 25000 persons including stage for dignitaries, media persons, live broadcast on LED TV's, lighting arrangements, infrastructure for security, temporary PM office, toilets, display on hoardings, parking arrangements. The details mentioned above are only illustrative, agency shall have to carry out all ancillary work which are necessary for successful conclusion of the function, but may not have been detailed in the description of BOQ items, within the rates quoted by them.

| S. No.   | ELEMENT  | QTY.  | UNIT       |
|----------|--|-------|------------|
| <b>1</b> | <b>INAUGURATION AREA</b>   |       |            |
| 1.1      | Aluminum Hanger 30 X 50 m with fire retardant roof and side covers & Internal Lighting with roof covering  | 1500  | sq-mtr     |
| 1.2      | Pipe pandal 12 to 14 ft ht , with white ceiling ,  | 15000 | sqm        |
| 1.3      | Stage setup: 60 'x 40' x 8ft high MS structure (scaffolding) with Double ply on top, carpet flooring, both side 8ft wide steps with railing, skirting of the stage, Ramp Head table setup with sitting arrangement of 25 PAX - AC & lecture podium, designer wooden backdrop with theme , aircon for stage | 1     | Job        |
| 1.4      | High quality Flower Decoration on Stage , decoration on passages of vvip , decoration in all the lounges , décor in all vip areas  | 1     | Job        |
| 1.5      | Sound System line array Speakers 8 pair array, 4 pair Sub, etc. with amplifier, mixer, podium mic, cordless mic, etc.  | 1     | Job        |
| 1.6      | Sound System line array Speakers 8 pair array, 4 pair Sub for Delay  | 1     | Job        |
| 1.7      | <b><u>LIGHTS:</u></b><br>PAR 64 CP-61 (side light) = 16 Nos.<br>LED Par RGBW (side light) = 12 Nos.<br>PAR 64 CP-61 FOH = 12 Nos.<br>LED Par RGBW (back light) = 10 Nos.   | 1     | Job        |
| 1.8      | LED Wall 40 ft x 12 ft for stage backdrop , p3 outdoor quality   | 480   | sq-feet    |
| 1.9      | Delay LED screens with platform inside and outside hangar structure for the general public 12 X 8 with Truss Hanging   | 12    | Nos.       |
| 1.10     | Hiring of show running Team , content creation including av on relevant themes   | 1     | Job        |
| 1.11     | Floor covering / carpetting  | 200   | sq-mtr     |
| 1.12     | Chairs banquet chairs with covers  | 15000 | Nos        |
| 1.13     | Sofa sets  | 200   | Two Seater |
| 1.14     | Mozo barricading   | 5000  | run-feet   |
| 1.15     | High platform for media, console and camera etc.   | 2000  | Sq.ft      |

|          |  |       |        |
|----------|--|-------|--------|
| 1.16     | Green room for artist Minister loung   | 1     | Job    |
| 1.17     | Minister loung   | 1     | job    |
| 1.18     | PM lounge with high quality interiors - 100 sqm with VIP Toilet van  | 1     | Job    |
| 1.19     | PMO office with high quality interiors - 100 sqm with VIP Toilet van   | 1     | job    |
| 1.20     | Lounges of size 6m x 6m with wooden flooring , high quality ceiling , side walls , carpettng , sofa sets , centre table , flower deccor and attached toilet vans for cm and other dignitaries  | 6     | Nos    |
| 1.21     | Secretariate in an area of 100 sqm with hanger , high quality interiors ,wooden floorng , carpetting , electirfication and illumination , sofas and furniture , workstations , 4 to 5 computers with printers , photocopiers , stationery etc  | 2     | Nos    |
| 1.22     | Setting up of exhibition area using aluminium hanger in an area of 15m x 30 mtr , including curation and contnt designing of exhibiton flex around 5000 sq ft on iron frames , carpetting , welcome gate , led screens , 48 inches tv and Swachata Rath (5 No. Small & 1 No. Big size) | 1     | Job    |
| 1.23     | Pagodas of 5m x 5m for various needswith wooden flooring , carpetting , side panelling , furniture , electrification and illumination , branding etc. (1 No. for Dispensary, 2 No. for Creche & 2 No. For Misc. Purpose.)  | 5     | job    |
| <b>2</b> | <b>MEDIA LOUNGE</b>  |       |        |
| 2.1      | 6 X 6 ( 3 Pcs) Pagoda and platform and carpeting and general lighting  | 108   | sq-mtr |
| 2.2      | Maxima wall paneling for side walls  | 108   | R-mtr  |
| 2.3      | Refreshment for media (Juice, Snacks, Sweets, Tea Coffee etc.)   | 100   | Pax    |
| 2.4      | workstations , furniture , 5 computers with printers , phoociopiers etc  | 1     | Job    |
| <b>3</b> | <b>TOILETS</b>   |       |        |
| 3.1      | Portable chemical toilets on event day and a required on day prior to the event for public   | 150   | Nos.   |
| 3.2      | Sanitary pad vending machines and incilators etc   | 4     | Nos    |
| 3.3      | Sanitation Personnel for Cleanliness activities, 4 No. Supervisor, 40 Nos. Safai Karmachari Prior, During and Post event for 10 days.  | 44    | Nos.   |
| <b>4</b> | <b>ELECTRICALS &amp; GENSETS</b>   |       |        |
| 4.1      | Lighting Poles with 8 Nos Halogen Lights for Entire Venue for  | 20    | Nos    |
| 4.2      | Metal lights for all over the venue  | 100   | Nos    |
| 4.3      | PA SOUND System for Entire Venue and Parking for appx. 20000 people  | 2     | Days   |
| 4.4      | Gen set as per actual need for the vent day and rehearsal one day before the event ,mantling and dismantling   | 1     | job    |
| 4.5      | Electrical cabling in the entire venue   | 1     | Job    |
| <b>5</b> | <b>BRANDING AND SIGNAGES</b>   |       |        |
| 5.1      | Branding of the entire venue including facades of the hanger structures  | 30000 | Sq.ft  |

|          |  |            |             |
|----------|--|------------|-------------|
| 5.2      | Black cloth Masking for venue  | 10000      | Sq ft       |
| 5.3      | Tin shade barricading of 7.5 ft height   | 1000       | R-mtr       |
| <b>6</b> | <b>CATERING</b>  |            |             |
| 6.1      | VVIP   | <b>200</b> | <b>Nos.</b> |
| 6.2      | Food for participants in Swatchhta Shakti -2019 on 12.02.2019<br>(2 Vegetables, Dal, Raita, Sweet, Salad)                        | 16000      | Nos.        |
| 6.3      | Water Stations (3x3 mtr) pagoda structure with tables with 5 dispensers and 100 jars each  | 20         | nos         |
| <b>7</b> | <b>SECURITY, CCTV &amp; FIRE SERVICES</b>  |            |             |
| 7.1      | Security Personal round the clock- 5 supervisors, 40 male Guards & 10 female Guards one day prior to the event ,and event period | 1          | Job         |
| 7.2      | DFMD machines  | 20         | Nos.        |
| 7.3      | HHMD Machine   | 20         | Nos.        |
| 7.4      | Baggage Scanning Machines  | 4          | Nos.        |
| 7.5      | Fire Safety Personal round the clock- 10 nos Fire Marshals & 25 nos Fire man   | 1          | Job         |
| 7.6      | Providing of Fire extinguishers in exhibition area 10 kg abc type cylinders with sand buckets                                    | 200        | Nos.        |
| 7.7      | CCTV Cameras set up all over the venue the cameras shall have night vision with control rooms                                    | 100        | Nos.        |
| <b>8</b> | <b>MISC. Items</b>   |            |             |
| 8.1      | Police control room: 5Mx5M pagoda with platform, carpet, general light, AC and basic furniture                                   | 5          | No          |
| 8.2      | Entry gates for all over the venue   | 5          | Nos.        |
| 8.3      | Photographer along with Videographer for Entire duration of the event  | 1          | Job         |
| 8.4      | Conservancy for entire venue including 2 days Prior to Event for Entire Exhibition Area  | 1          | Job         |
| 8.5      | Landscaping and planters   | 1          | Job         |
| 8.6      | Rangoli on an area of 5000 sq ft on swacch bharat scheme   | 1          | job         |
| 8.7      | Wifi connectivity for various location   | 1          | Job         |
| 8.8      | Local permission/licences from concerned authority   | 1          | Job         |
| 8.9      | Dustbins 80 ltrs   | 200        | Nos.        |

## 2. Validity of Bid – 30 days

## 3. Estimated Cost: Rs.1.50 Crores

**4. Time For Completion: As per approved schedule of completion of different items and completion of all arrangements at least 1 day before the function of Hon'ble Prime Minister or as per the requirement of SPG.**

**5. Site:** Mela Ground KDB Kurukshetra

**6. Rate :** Lump sum rate shall be quoted for item of the attached BOQ.

**7.** The BOQ for the work can be downloaded from website of <https://etenders.hry.nic.in>

**8. Payment:** Payment shall be made after successful completion of event/programme.

**9. Term / Contract period:**

The period of the contract shall be 30 days. The work shall be commenced immediately on issue of work order by the Authority. The time of completion shall be 1 day before function of Hon'ble Prime Minister or as per the requirement of SPG or earlier depending upon the date finalized by Govt. for the function of the Hon'ble Prime Minister.

**10. Conditional quotations would be rejected, without any correspondence.**

**11. Right to accept or reject any or all quotations :**

District Administration Kurukshetra reserves the right to accept/reject any or all the quotations without assigning any reasons thereof.

## SECTION IV

### TENDER ACCEPTANCE LETTER

To,

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**Sub:** Acceptance of Terms & Conditions of Tender.

**Tender Reference No:**

**Name of Tender/Work:-** Making arrangements for visit of Hon'ble Prime Minister on 12/02/2019 or on date as intimated by the Authority.

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely: ----- as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No..... to .....(including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken in to consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

## **SECTION V (GENERAL TERMS AND CONDITIONS)**

### **1. Permissions/ NoCs / Clearances:**

Obtaining all necessary permissions and clearances including statutory permissions for activities listed in this document and / or related activities shall be the responsibility of the agency entrusted with task of execution. These include permission from Civic Authorities, Fire Authorities, Security Authorities etc. and any other authorities/ agencies. These shall be obtained by agency well in time before the event. The agency entrusted with the task of execution shall ensure that the requirements of the authorities are duly complied with in all respects. Submission of the bid is taken as an acceptance by the bidder to the same.

The agency will ensure the presence of their liaison teams, electricians, technical teams, etc. throughout the duration of the process of installation, course of the actual event duration and the subsequent dismantling of the logistics in the event area. Provision of all protective accessories/equipment to the manpower deployed for ensuring safe construction, erection dismantling etc. of the entire event area/ venue is the sole responsibility of the bidder. District Administration or its officials shall not be held responsible for any untoward incident etc. whatsoever.

### **2. Safety management and responsibilities:**

The bidder shall be responsible for ensuring the fitness and safety of all persons employed at work. In this regard a responsible representative of bidder must be present on site at all times of work to carryout safety audit checks to ensure that safety requirements are properly adhered to. Smoking & Consumption of Liquor in any form is not allowed on site.

The Agency is responsible to ensure that necessary and adequate personal protective equipments are available all the time for the service of personnel working. The carrying and consumption of intoxicating liquor, drugs or other substances that may affect the proper performance is strictly prohibited in the depots.

### **3. Safety / fire rules at work :**

The bidder's supervisor is responsible for ensuring that the workers comply with the Safety Rules at work.

### **4. Force Majeure**

Neither party will be liable in respect of failure to fulfil its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. Force Majeure shall not include;

(i) any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor

(ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost persistent

effort in the carrying out of its obligations hereunder. A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible. No Breach of Work order:

The failure of a party to fulfil any of its obligations under the Work order shall not be considered to be a breach of, or default under this Work order insofar as such inability arises from an event of Force Majeure, provided that the Party 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 this Work order, and

b. has informed the other party as soon as possible about the occurrence of such an event.

c. the dates of commencement and estimated cessation of such event of Force Majeure; and

d. the manner in which the Force Majeure event(s) affects the Party 's obligation(s) under the Work order.

Neither Party shall be able to suspend nor excuse the non- performance of its obligations hereunder unless such Party has given the notice specified above. Payments: During the period of their inability to perform the Services as a result of an event of Force Majeure, the Agency shall be entitled to continue to be paid under the terms of this Work order, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the services and in reactivating the services after the end of such period.

## **5. Obligations of the Agency**

General: The Agency shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods.

The Agency shall always act, in respect of any matter relating to this Work order or to the Services, as faithful advisers to the District Administration and shall at all times support and safeguard the District Administration legitimate interests in any dealings with Sub- consultants or third parties.

## **6. Conflict of Interest:**

Prohibition of Conflicting Activities: Neither the Agency nor their Sub-consultants nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

a. during the term of this Work order, any business or professional activities which would conflict with the activities assigned to them under this Work order; and

b. after the termination of this work order, such other activities as may be specified.

## **7. Liability of the Agency**

Subject to additional provisions, if any, in this work order the Agency's liability under this

Work order shall be as provided by the Applicable Law

## **8. Arbitration**

In the event of any dispute or difference arising out or touching to this agreement / contract and/ or in relation to the implementation or interpretation hereof, the same shall be resolved initially by mutual discussion and conciliation but in the event of failure thereof the same shall be referred to as per Arbitration & Conciliation Act 1996 (as amended from time to time). The venue of arbitration shall be at New Delhi

## **9. 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. Not with standing anything to the contrary contained herein, or in the LoA, the District Administration Kurukshetra may reject a bid, withdraw the LoA, or terminate the as 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 District Administration under the bidding documents and/or the LoA, or otherwise.

Without prejudice to the rights of the District Administration under clause herein above and the rights and remedies which the District Administration may have under the LoA, or otherwise if a bidder, is found by the District Administration 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 RFP issued by the District Administration 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, the following terms shall have the meaning hereinafter 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 District Administration 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 District Administration shall be deemed to constitute influencing the actions of a person connected with the bidding process) 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 DIRECTOR, NII 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. **‘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;

D. **‘undesirable practice’** means (i) establishing contact with any person connected with or employed or engaged by the District Administration 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;

E. **‘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.

**ANNEXURE -I**

**FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF PROPOSAL**

(On a Stamp Paper of Rs.100/=)

**POWER OF ATTORNEY**

Know all men by these presents, We, ..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms (Name), son/daughter/wife of

..... and presently residing at ....., who is presently employed with us/ the Lead Member of our Consortium and holding the position of ....., as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for ..... including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders' and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Contract Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Contract Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ....., THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ,2018.

For .....

(Signature, name, designation  
and address)

Witnesses:

1.

2.

Notarised

Accepted

(Signature, name, designation and address of the Attorney)

**ANNEXURE 'II'****PARTICULARS OF THE BIDDER**

| <b>S No</b> | <b>Particulars</b>  | <b>Remarks/ Details</b> |
|-------------|---|-------------------------|
| <b>1</b>    | Name of Agency/ Applicant   |                         |
| <b>2</b>    | Details about office of agency :  |                         |
|             | Address :   |                         |
|             | Phone No  |                         |
|             | Fax   |                         |
|             | E-Mail ID :   |                         |
|             | Website :   |                         |
|             | Contact person:   |                         |
|             | Mobile No. and contact person:  |                         |
| <b>3</b>    | Details about registered office of Applicant and Contact No.                          |                         |
| <b>4</b>    | Status of Applicant [partnership firm/ Pvt. Ltd. Co. / Public Ltd Co.]                |                         |
| <b>5</b>    | Details about Director/Partners List to be attached                                   |                         |
| <b>6</b>    | Copy of Memorandum to be attached   |                         |
| <b>7</b>    | Total experience of applicant [No. of years]  |                         |
| <b>8</b>    | Certified copy of the Turnover of Agency/ Applicant during last financial three years |                         |
| <b>9</b>    | P.A.N. No. (Copy to be attached)  |                         |
| <b>10</b>   | GST No.(Copy of certificate to be attached)   |                         |
| <b>11</b>   | Credentials   |                         |
| <b>12</b>   | Details of RFP Fees attached  |                         |
| <b>13</b>   | Details of EMD attached   |                         |

Signature of Bidder

## ANNEXURE 'III'

### Financial details of the bidder

| FINANCIAL YEAR | IN RUPEES | Average of 3 years |
|----------------|-----------|--------------------|
| 2015-16        |           |                    |
| 2016-17        |           |                    |
| 2017-18        |           |                    |

Bidder: instructions: the bidder shall submit a chartered accountant certificate only. The certificate should mention:

1. Ca certification regarding annual turnover for the last three financial years (2015-16, 2016-17 and 2017-18).

Name of the company

Signature of authorized signatory

Date

Place

**ANNEXURE 'IV'**

**TO WHOMSOEVER IT MAY CONCERN**

**(DECLARATION FOR MANPOWER)**

**This is to certify that M/S ..... having registered office  
.....herewith declare that we have total .....number of  
employees ..... on permanent rolls for executing the work.**

Signature of Head Human Resource Manager

Name of the company

Signature of authorized signatory

Date

Place

## ANNEXURE V

## FINANCIAL BID FORMAT

**Name of Work : “Making arrangements for *Visit of Hon’ble Prime Minister*’ on 12/02/2019 or on date as intimated by the Authority” to be held at Mela Ground KDB Kurukshetra**

| S. No.   | ELEMENT  | QTY.  | UNIT       | Total Amount<br>(in Rs.) |
|----------|--|-------|------------|--------------------------|
| <b>1</b> | <b>INAUGURATION AREA</b>   |       |            |                          |
| 1.1      | Aluminum Hanger 30 X 50 m with fire retardant roof and side covers & Internal Lighting with roof covering  | 1500  | sq-mtr     |                          |
| 1.2      | Pipe pandal 12 to 14 ft ht , with white ceiling ,  | 15000 | sqm        |                          |
| 1.3      | Stage setup: 60 'x 40' x 8ft high MS structure (scaffolding) with Double ply on top, carpet flooring, both side 8ft wide steps with railing, skirting of the stage, Ramp Head table setup with sitting arrangement of 25 PAX - AC & lecture podium, designer wooden backdrop with theme , aircon for stage | 1     | Job        |                          |
| 1.4      | High quality Flower Decoration on Stage , decoration on passages of vvip , decoration in all the lounges , décor in all vip areas  | 1     | Job        |                          |
| 1.5      | Sound System line array Speakers 8 pair array, 4 pair Sub, etc. with amplifier, mixer, podium mic, cordless mic, etc.  | 1     | Job        |                          |
| 1.6      | Sound System line array Speakers 8 pair array, 4 pair Sub for Delay  | 1     | Job        |                          |
| 1.7      | <b>LIGHTS:</b><br>PAR 64 CP-61 (side light) = 16 Nos.<br>LED Par RGBW (side light) = 12 Nos.<br>PAR 64 CP-61 FOH = 12 Nos.<br>LED Par RGBW (back light) = 10 Nos.  | 1     | Job        |                          |
| 1.8      | LED Wall 40 ft x 12 ft for stage backdrop , p3 outdoor quality   | 480   | sq-feet    |                          |
| 1.9      | Delay LED screens with platform inside and outside hangar structure for the general public 12 X 8 with Truss Hanging   | 12    | Nos.       |                          |
| 1.10     | Hiring of show running Team , content creation including av on relevant themes   | 1     | Job        |                          |
| 1.11     | Floor covering / carpetting  | 200   | sq-mtr     |                          |
| 1.12     | Chairs banquet chairs with covers  | 15000 | Nos        |                          |
| 1.13     | Sofa sets  | 200   | Two Seater |                          |
| 1.14     | Mozo barricading   | 5000  | run-feet   |                          |
| 1.15     | High platform for media, console and camera etc.   | 2000  | Sq.ft      |                          |
| 1.16     | Green room for artist Minister loung   | 1     | Job        |                          |
| 1.17     | Minister loung   | 1     | job        |                          |
| 1.18     | PM lounge with high quality interiors - 100 sqm with VIP Toilet van  | 1     | Job        |                          |
| 1.19     | PMO office with high quality interiors - 100 sqm with VIP Toilet van   | 1     | job        |                          |

|          |   |            |             |  |
|----------|---|------------|-------------|--|
| 1.20     | Lounges of size 6m x 6m with wooden flooring , high quality ceiling , side walls , carpeting , sofa sets , centre table , flower decor and attached toilet vans for cm and other dignitaries  | 6          | Nos         |  |
| 1.21     | Secretariate in an area of 100 sqm with hanger , high quality interiors , wooden flooring , carpeting , electrification and illumination , sofas and furniture , workstations , 4 to 5 computers with printers , photocopiers , stationery etc  | 2          | Nos         |  |
| 1.22     | Setting up of exhibition area using aluminium hanger in an area of 15m x 30 mtr , including curation and content designing of exhibition flex around 5000 sq ft on iron frames , carpeting , welcome gate , led screens , 48 inches tv and Swachata Rath (5 No. Small & 1 No. Big size) | 1          | Job         |  |
| 1.23     | Pagodas of 5m x 5m for various needs with wooden flooring , carpeting , side panelling , furniture , electrification and illumination , branding etc. (1 No. for Dispensary, 2 No. for Creche & 2 No. For Misc. Purpose.)   | 5          | job         |  |
| <b>2</b> | <b>MEDIA LOUNGE</b>   |            |             |  |
| 2.1      | 6 X 6 ( 3 Pcs) Pagoda and platform and carpeting and general lighting   | 108        | sq-mtr      |  |
| 2.2      | Maxima wall paneling for side walls   | 108        | R-mtr       |  |
| 2.3      | Refreshment for media (Juice, Snacks, Sweets, Tea Coffee etc.)  | 100        | Pax         |  |
| 2.4      | workstations , furniture , 5 computers with printers , photocopyers etc   | 1          | Job         |  |
| <b>3</b> | <b>TOILETS</b>  |            |             |  |
| 3.1      | Portable chemical toilets on event day and a required on day prior to the event for public  | 150        | Nos.        |  |
| 3.2      | Sanitary pad vending machines and incinerators etc  | 4          | Nos         |  |
| 3.3      | Sanitation Personnel for Cleanliness activities, 4 No. Supervisor, 40 Nos. Safai Karmachari Prior, During and Post event for 10 days.   | 44         | Nos.        |  |
| <b>4</b> | <b>ELECTRICALS &amp; GENSETS</b>  |            |             |  |
| 4.1      | Lighting Poles with 8 Nos Halogen Lights for Entire Venue for   | 20         | Nos         |  |
| 4.2      | Metal lights for all over the venue   | 100        | Nos         |  |
| 4.3      | PA SOUND System for Entire Venue and Parking for appx 20000 people  | 2          | Days        |  |
| 4.4      | Genset as per actual need for the event day and rehearsal one day before the event ,mantling and dismantling  | 1          | job         |  |
| 4.5      | Electrical cabling in the entire venue  | 1          | Job         |  |
| <b>5</b> | <b>BRANDING AND SIGNAGES</b>  |            |             |  |
| 5.1      | Branding of the entire venue including facades of the hanger structures   | 30000      | Sq.ft       |  |
| 5.2      | Black cloth Masking for venue   | 10000      | Sq ft       |  |
| 5.3      | Tin shade barricading of 7.5 ft height  | 1000       | R-mtr       |  |
| <b>6</b> | <b>CATERING</b>   |            |             |  |
| 6.1      | VVIP  | <b>200</b> | <b>Nos.</b> |  |

|          |  |       |      |  |
|----------|--|-------|------|--|
| 6.2      | Food for participants in Swatchhta Shakti -2019 on 12.02.2019<br>(2 Vegetables, Dal, Raita, Sweet, Salad)                        | 16000 | Nos. |  |
| 6.3      | Water Stations (3x3 mtr) pagoda structure with tables with 5 dispensers and 100jars each   | 20    | nos  |  |
| <b>7</b> | <b>SECURITY, CCTV &amp; FIRE SERVICES</b>  |       |      |  |
| 7.1      | Security Personal round the clock- 5 supervisors, 40 male Guards & 10 female Guards one day prior to the event ,and event period | 1     | Job  |  |
| 7.2      | DFMD machines  | 20    | Nos. |  |
| 7.3      | HHMD Machine   | 20    | Nos. |  |
| 7.4      | Baggage Scanning Machines  | 4     | Nos. |  |
| 7.5      | Fire Safety Personal round the clock- 10 nos Fire Marshals & 25 nos Fire man   | 1     | Job  |  |
| 7.6      | Providing of Fire extinguishers in exhibition area 10 kg abc type cylinders with sand buckets                                    | 200   | Nos. |  |
| 7.7      | CCTV Cameras set up all over the venue the cameras shall have night vision with control rooms                                    | 100   | Nos. |  |
| <b>8</b> | <b>MISC. Items</b>   |       |      |  |
| 8.1      | Police control room: 5Mx5M pagoda with platform, carpet, general light, AC and basic furniture                                   | 5     | No   |  |
| 8.2      | Entry gates for all over the venue   | 5     | Nos. |  |
| 8.3      | Photographer along with Videographer for Entire duration of the event  | 1     | Job  |  |
| 8.4      | Conservancy for entire venue including 2 days Prior to Event for Entire Exhibition Area  | 1     | Job  |  |
| 8.5      | Landscaping and planters   | 1     | Job  |  |
| 8.6      | Rangoli on an area of 5000 sq ft on swacch bharat scheme   | 1     | job  |  |
| 8.7      | Wifi connectivity for various location   | 1     | Job  |  |
| 8.8      | Local permission/licences from concerned authority   | 1     | Job  |  |
| 8.9      | Dustbins 80 ltrs   | 200   | Nos. |  |
|          | <b>Total</b>   |       |      |  |
|          | <b>GST as Applicable</b>   |       |      |  |
|          | <b>Grand Total</b>   |       |      |  |

**Note- The financial bid should be uploaded online only using digital signature.**

