



AN INSTITUTION OF NATIONAL IMPORTANCE &
AUTONOMOUS BODY UNDER THE MINISTRY OF CULTURE, GOVT. OF INDIA
Thiruvannamipur, Chennai-600041

Short Tender Notice

Kalakshetra Foundation (KF) invites sealed tender from eligible bidders for
Event Management of International Festival of Dance and Music
“Amritam gamaya” at Ahmedabad

1	Tender No. & Date	File No. KF/Amritam gamaya/2022-23 /02 Dated 12.07.2022
2	Name of the work/Services	Event Management of International Festival of Dance and Music-“Amritam gamaya” at Ahmedabad on 29 th July 2022
3	Date & Time of tender publication	12.07.2022 12:00 hours
4	Last Date and Time of submission of tender	19.07.2022 Up to 13:00 hrs.
5	Date and Time of opening of Technical Bid	19.07.2022 15.00 hours
6	Date and Time of opening of Financial Bid	Will be intimated later
7	**Cost of Tender Document	Nil
8	**Earnest Money Deposit(EMD)	Rs 80,000 (Mode of payment -Online)

Note: **Payments: All Payments are to be done through e-payment in the account of Kalakshetra Foundation. The details of the Bank account are given in the detailed notification.

Details can be viewed on KF website www.kalakshetra.in OR on Central Public Procurement Portal i.e. <https://eprocure.gov.in/epublish/app>.

The bids may be sent by post to **Kalakshetra Foundation, Thiruvannamipur, Chennai 600041** or may be dropped in the tender box kept at the Central office of the KF. The Kalakshetra Foundation reserves the right to accept or reject, wholly or partly, any or all the applications without assigning any reason whatsoever. Kalakshetra Foundation decision in this regard will be final and binding on all applicants.

**Director
Kalakshetra Foundation**



AN INSTITUTION OF NATIONAL IMPORTANCE &
AUTONOMOUS BODY UNDER THE MINISTRY OF CULTURE, GOVT. OF INDIA
Tiruvanmiyur, Chennai-600041

File No. KF/Amritam gamaya/2022-23/02 Dated: 11.07.2021

**NOTICE INVITING TENDER FOR “EVENT MANAGEMENT OF
INTERNATIONAL FESTIVAL OF DANCE AND MUSIC “AMRITAM GAMAYA”
AT AHMEDABAD ON 29TH JULY 2022**

1. Kalakshetra Foundation (KF) Chennai, an institution of national importance functioning as an autonomous institution under the Ministry of Culture, Govt. of India invites tenders from eligible bidders as per details given in the tender document.
2. To celebrate Azadi Ka Amrit Mahotsav (AKAM) commemorating 75 years of India's Independence, the Kalakshetra Foundation, Chennai on behalf of Ministry of Culture, Government of India will be presenting a special event, **Amritam Gamaya** - The International Festival of Performing Arts. A celebration that will bring Indian culture alive in a truly spectacular manner, and also instill pride in our rich heritage, especially among the youth. It will present the diversity of our performing arts as well as art forms from around the world in a grand display traversing multiple cities in India. Best of the carriers of varied living traditions from across India i.e. tribal, folk, semi classical, classical, innovative contemporary fusions, as well as artists from other countries will be all presented on one single platform.
3. Tenders are invited from eligible and reputed event management agencies/companies for **EVENT MANAGEMENT OF INTERNATIONAL FESTIVAL OF DANCE AND MUSIC “AMRITAM GAMAYA” AT AHMEDABAD ON 29TH JULY 2022.** The Companies/Agencies shall have relevant experience of having provided similar services to Govt., Public Sector Undertakings, Autonomous bodies/Societies and Ministries.
4. The event will be held at Pandit Dindayal Upadhyay Auditorium 1, Rajpath Rangoli Rd, PRL Colony, Bodakdev, Ahmedabad, Gujarat 380054. The event will showcase Kerala Panchavathyam, Gujarati Bhajan, Signature dance drama “Ramayan” by Kalakshetra troupe, duet performance of Flamenco Spanish dancers and “Kadamb” Kathak troupe, performance by Egyptian Tannoura dancers and the arrangements for the event should be spectacular in every aspect so that the citizens of Ahmedabad can start celebrating 75th year of Indian Independence in their own way.
5. The tender/bids are to be submitted in two parts, i.e., Qualifying/Technical Bid and Financial Bid the Qualifying/Technical Bid should be consisting of all technical details along with commercial terms and conditions as per the proforma at **Annexure-I**. The financial bid in proforma at **Annexure-II**.
6. The Technical Bid and Financial Bid in the prescribed format shall be submitted in two separate envelopes superscribed as **“Technical Bid / Financial Bid “for event management of Amritamgamaya at Ahmedabad on or before 19.07.2022 till 13.00hrs.** Bids received late will not be considered.
7. The financial bid shall be considered, only if the technical bid qualifies.

8. The Director, Kalakshetra Foundation, Tiruvanmiyur, Chennai-600041 reserves the right to accept or reject any & all tender(s)/bid(s) without assigning any reason(s) thereof. No bidder shall have any cause of action or claim against the Kalakshetra Foundation for rejection of his tender/bids.

9. SCOPE OF WORK & DELIVERABLES

The event manager has to work as per the requirements/instructions of Kalakshetra foundation from time to time and in close coordination with the knowledge partner M/s Banyan Tree.

The general scope of work and other deliverables by the event manager are as follows:

1. Planning (pre-event)

➤ **LED / Cyclorama Backdrop:**

Create & Manage visuals / designs of backdrop for execution in consultation with Kalakshetra Foundation and M/s Banyan Tree

➤ **Stage Setup:**

For all the events, Plan & coordinate technical arrangements like backline, Audio-visuals like sound for events, and lighting (Stage/Intelligent Lights) as per requirement of Kalakshetra Foundation.

➤ **Branding:**

Planning & execution of branding for the following:

On-stage branding | Venue premises branding, Ground Floor & First Floor | Entrance Arch at the main gate and Entrance Arch at the auditorium building entrance. Approvals have to be taken for the designs before execution.

➤ **Floor Plan:**

Designate areas – VIP Refreshment Area | Canteen | Drinking water arrangements | Entry & Exits | Crew Badges | Red Carpet | Green Rooms in conference hall 1 & 2 (7nos – 30 x 20ft. Approx) & Restrooms (mark the space on the blue print if it exists OR create space) | Parking arrangements

➤ **Designing:**

Design event collaterals – Branding Panels | Backdrop | Entrance Arch. Approvals have to be taken for the designs before execution.

- Providing required furniture, lighting and partitions for Kalakshetra pavilion exhibiting Information about Kalakshetra Foundation at the foyer area of the auditorium. Assisting in setting up CERC stall in the foyer area with required furniture, partitions and lighting.

2. Execution (on the day of event)

- Printing: Coordination of flex printing.
- Event Team: Coordinate and supervise the support staff, mentioned below:

S.No	Job Responsibility	Required no. of ppl Approx
1	Housekeeping	10
2	Bouncers & Security	15
3	Compere (Regional, Hindi & English)	03
4	Volunteers	15
5	Hostesses	08
6	Valet	10

- Technical: Arrange the following required on the day of the event – 8 Plasma TV | LED screen outside auditorium | Gensets (if required) or required standby arrangement.
- Permissions: Arrange & ensure that the necessary required permissions & licenses are procured.
- Safety Protocols: Planning and arranging safety / disaster Management requirement, Covid19 Protocols & Precautions | Ambulance with Doctor | Fire Brigade at the site of the event.

3. Event Curation:

- Registration:

Set up booth & coordinate registrations for free entry. Ensure proper data is collected by the registration team.
- Activities:

Set up pre-function engagements like Twitter Wall, Instagram Photo Booth, and Color the Wall as planned for the Guests.
- Audience Seating:

Categorization & finalization of seating arrangements at the show (i.e. VIP Guests | Invitee Guests | Public | Press block) in consultation with KF.
- Others:

To take proper details of the dignitaries for honoring the dignitaries

➤ Show Flow:

Prepare show flow as per received tech rider to ensure the event is executed smoothly

- I. Dignitary's speeches are prepared (if required) and placed on their seats on stage.
- II. Lamp is placed for lighting ceremony
- III. Ensure the compere are ready for announcement
- IV. Arrangement of Bouquets are done.
- V. Make a separate arrangement on either side of the stage for keeping Lord Nataraja Idol and Smt. Rukmini Devi Photo – flower arrangements for the same.
- VI. Required provision for seating of the artists on the stage in consultation with Kalakshetra Foundation and M/s Banyan Tree.

Stage / Sound / Lights / Branding across the venue / Visual for LED – Dry run on 28 July 2022 by 12 Noon. In case the contractor is required to undertake any work outside the scope of this contract, the amount payable shall be as may be mutually agreed upon.

10. Eligibility conditions

1. Tenderer/Bidder should have similar experience in arranging event management for such functions at the National level and have arranged such events earlier for major Government / organizations PSUs in the last five calendar years **(Please attach the details/documents supporting your claim)**

2. Relevant experience for executing similar work for private parties:

Values of such work done/ services rendered should be as under:

- a) Value of one job = Rs. 50 Lakhs or above, or
- b) Value of two jobs = Rs. 25 Lakhs or above each, or
- c) Value of three jobs = Rs. 15 Lakhs or above each

Kindly provide list of documents of projects executed within the last five years (i.e - details of work / work order, execution done for whom, dates / year, Cost Value, etc).

3. The Tenderer shall be financially sound and should have achieved an average annual turnover of minimum Rs. 1 Crore for over three consecutive financial years.

Please submit the average annual turnover with attested copies of audited balance sheet) for the last five years. (Pandemic-related lows will be considered)

4. Tenderer should also possess and enclose documents pertaining to the following:

Tenderer should provide solutions on a Single window service/ one-stop solution / turnkey basis.

Tenderer should also be acquainted with VVIP security forces.

Tenderer should have offices/ branch offices in the vicinity of 100 Kms or less from the programme venue or an office in Ahmedabad.

4. The bidder should not have been declared blacklisted by PSUs/Govt. Organizations. (**An undertaking has to be furnished in this regard**)
5. Should have PAN and GST registration. (**Enclose photocopies**)
6. The Agency must have a fully functional & well-staffed office in Ahmedabad. It would be desirable if the agency has pan India presence. (**Authentic address proof, Proof of incorporation/registration of the Agency** / company (Articles of Association) duly attested by the Chartered Accountant / Director / Chairman of the Agency to be enclosed)

11. EARNEST MONEY DEPOSIT: -

1. Proof of online Payment (transaction slip) of Earnest Money Deposit of Rs. **80,000/-** (Rupees Eighty Thousand only) shall be kept in the envelope containing the tender documents which is to be attached with tender at the time of submitting.
2. The EMD shall remain deposited with the KALAKSHETRA FOUNDATION during the period of validity of the offer, i.e., maximum period of 90 calendar days from the date of opening of tender.
3. No interest shall be paid by KALAKSHETRA FOUNDATION on the EMD for the above said period.

12. PERFORMANCE SECURITY: -

1. The successful bidders/tenderers will have to submit performance security to ensure due performance of Contract for 10% of bid value in the form of an Account Payee Demand Draft / Fixed Deposit Receipt from a commercial bank / Bank Guarantee from a commercial bank in the name of the Kalakshetra Foundation, Thiruvannamiyur, Chennai-600041, Chennai.
2. The performance security should be valid for a period of 30 days beyond the date of completion of the Contract obligation.
3. If the successful tenderer/bidder fails to furnish the performance guarantee on the terms and conditions laid down by the Kalakshetra Foundation, the tender will be rejected and the EMD shall be forfeited by Kalakshetra Foundation without any reasons.

13. EVALUATION OF TENDER: -

1. The Kalakshetra Foundation reserves the right to select the bidder/tender based on best possible bids received. The decision of the Evaluation Committee arrived at as above shall be final and representation of any kind shall not be entertained on the above. Any attempt by any bidder to bring pressure of any kind may disqualify the bidder for the present quotation and the bidder may be liable to be debarred from bidding for quotations in future for a period of three years.
2. The evaluation of the technical bid will be done by the committee based on the documents furnished by the bidder/tenderer.
3. The financial bids of those bidders whose technical bids were qualified, will be opened and evaluated by the evaluation committee and the best possible quote will be selected for the contract.

14. SCHEDULE OF SUBMISSION OF TENDER DOCUMENTS

1. Time and last date of submission of Tender documents: **19.07.2022 till 13.00 hrs**
2. Procedure for submitting the bids: Two bid system (Technical & Financial) separately in sealed cover addressed to Kalakshetra Foundation, Thiruvannamiyur, Chennai, Tamil Nadu 600041. The covers may be superscribed as “Technical Bid for event management of Amritamgamaya at Ahmedabad” and “financial bid for event management of Amritamgamaya at Ahmedabad”.

15. GENERAL CONDITIONS OF THE CONTRACT

- i. Kalakshetra Foundation, Thiruvannamiyur, Chennai-600041 does not bind itself to accept the lowest or any other tender and reserves the right to reject any or all the tender quotes. Tenders in which any of the prescribed conditions are not fulfilled, shall be summarily rejected.
- ii. Canvassing whether directly or indirectly, in connection with the tender/bid is strictly prohibited and the tender/bid submitted by the Contractors who resort to canvassing will be liable to rejection.
- iii. Kalakshetra Foundation will have no liability whatsoever concerning the persons deployed by the bidder for the publicity and marketing of the event.
- iv. The bidder/tenderer shall be responsible for payment of any compensation/settlement of any liability arising out of any death or injury caused to the persons employed by him during rendering the services under the agreement. No claim will be entertained by Kalakshetra Foundation.
- v. The Bidder/tenderer shall at their cost take necessary insurance cover in respect of his employee(s) and other persons employed or engaged in connection with the process of rendering the services job.
- vi. Bidder /tenderers shall not sub-let or sub-contract any part of this contract/job without the expressed written consent of the Kalakshetra Foundation. The Contractor shall also be responsible for any act of omission or commission on the part of his supervisors/workers. Any damage done/caused to the existing structure/ furniture/ fitting/ equipment by the workers of the Contractor shall be got rectified by the Contractor at his own risk or will be deducted from contractor's bill.
- vii. Kalakshetra Foundation is an Institution of National Importance, therefore, the works/services are to be carried out as per norms/standards
- viii. The rates should be inclusive of all charges except GST which should be quoted extra.
- ix. For any accident occurred during the period of engagement for Kalakshetra Foundation, the Kalakshetra Foundation will not hold any responsibility.
- x. Payment will be made after the completion of the event for which the tender is invited. The contractor shall have to submit the complete profile of advertising and marketing made covering all the aspects mentioned in the scope of work. For any deficiencies, the deduction will be made as per cost of the item quoted bears to be total cost in the financial bid.

- xi. In case, the service is not found satisfactory, the Contract may be terminated without assigning any reason at any stage.
- xii. Kalakshetra Foundation takes no responsibility for any delay/loss of documents or correspondences sent by courier/ post.
- xiii. The agency shall also undertake to carry out its activities in a just manner and which does not bring disrepute to Kalakshetra Foundation. If the contracted agency be found using corrupt or fraudulent means in any work of the Kalakshetra Foundation, its contract shall be terminated immediately without making any payment and Security Deposit / Bank Guarantee shall be forfeited. The agency shall also be blacklisted, and notification issued in such a case.
- xiv. The tenderers shall closely peruse all the clauses, specifications and drawings indicated in the Tender Documents before quoting. Should the tenderer have any doubt about the meaning of any portion of the Tender Specifications he shall at once contact the authority inviting the tender for clarification before the submission of the tender.
- xv. Before tendering, the tenderers are advised to inspect the site of work and the environments and be acquainted with the actual working and other prevalent conditions, facilities available, position of material and labour. No claim will be entertained later on grounds of lack of knowledge.
- xvi. All entries in the tender shall either be typed or be written in ink. Erasure and over writings are not permitted and may render such tenders liable to summary rejection. All cancellations and insertions shall be duly attested by the tenderer.
- xvii. The successful tender should not sub-contract the part or complete work detailed in the tender specification without written permission of KALAKSHETRA FOUNDATION. The tenderer is solely responsible to KALAKSHETRA FOUNDATION for the work awarded to him.

16. DISPUTE WITH 3rd PARTY

Kalakshetra Foundation shall not be responsible for any dispute between the Event manager and third parties in connection with the work. It shall be solely the responsibility of the event management agency to clear its dues with vendors

17. Submission of Bid /tender and Rejection criteria

1. Bidder/tenderer is required to forward the documents required in Technical bid duly self-certified, stamped and paginated, incomplete documents liable to be rejected without assigning any reason.
2. The bidder/tenderer should sign and stamp each page of quotation document as a token of acceptance of the terms & conditions contained therein and submit the same along with the bid.
3. Bids of firms not conforming to the eligibility criteria listed above will be rejected.
4. Submission of forged / fake documents will also result in rejection of the bid.
5. Incomplete bids that do not quote for the complete scope of work as indicated in the bidding documents, addendum (if any) and any subsequent information given to the Bidder
6. Bids providing information that are found to be incorrect/misleading at any stage/time during the evaluation process

7. Bids in which the total price quoted by the Bidder is not inclusive of all taxes (except GST), duties, fees, levies, works contract tax and other charges
 8. Bids where prices are not firm during the entire duration of the contract and/ or with any qualifications
 9. Bids that do not confirm unconditional acceptance of full responsibility of executing the Scope of Work''
 10. Bidder shall not make any alteration / changes in the bid after the closing time and date. Unsolicited correspondences from Bidder will not be considered.
 11. Conditional Bids will be rejected outright.
 12. After issue of the Work Order the Performance Guarantee will be forfeited in case of undue delays in performance by the agency.
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18. The contractor shall commence the work within the time indicated in the Letter of Intent and shall proceed with the same with due expedition without delay. The responsibility of successful Tenderer under this Contract commences from the date of issue of the Letter of Intent.
 19. To get the work done through another agency at the risk and cost of the contractor, in the event of poor progress or the contractor's inability to progress the work for completion as stipulated in the contract, poor quality of work, persistent disregard of instructions of KALAKSHETRA FOUNDATION, assignment, transfer, subletting of the contracted work without written permission of KALAKSHETRA FOUNDATION, non-fulfillment of any contractual obligations etc. and to claim / recover compensation for such losses from the contractor including KALAKSHETRA FOUNDATION's supervision charges and overheads from Security Deposit/ other dues.
 20. Kalakshetra Foundation reserves the right to withdraw any portion of work and / or to restrict / alter quantum of work as indicated in the contract during the progress of work and get it done through another agency and/ or by the departmental labour to suit KALAKSHETRA FOUNDATION's commitments or in case KALAKSHETRA FOUNDATION decides to advance the completion due to other emergent reasons.
 21. The Contractor shall comply with all State and Central Laws, Statutory Rules, Regulations, etc., such as The payment of wages Act, The Minimum Wages Act, The workmen's Compensation Act, The Employer's Liability Act, The industrial Disputes Act, The Employees' Provident Fund Act, Employees' State Insurance Scheme, the Contract Labour (Regulations and Abolition Act, 1970) and other Acts, Rules and Regulations for labour as may be enacted by the Government during the tenure of the Contract and having force or jurisdiction at site. The contractor shall give to the local Governing Body, Police and other concerned Authorities all such notice as may be required under law.
 22. The contractor shall pay all taxes, fees, license charges, deposits, duties, tolls, royalty, commissions or other charges which may be leviable on account of any of his operations connected with this contract. In case KALAKSHETRA FOUNDATION is forced to make any such payment, KALAKSHETRA FOUNDATION shall recover the same from the contractor either from moneys due to him or otherwise as deemed fit.

23. The contractor shall be responsible for the proper behavior and observance of all regulations by the staff employed by him
24. The contractor shall ensure that no damage is caused to any person / property of other parties working at site. If any such damage is caused, it shall be the responsibility of the contractor to make good the losses and compensate them. The contractor shall fully indemnify and keep indemnified KALAKSHETRA FOUNDATION against all claims of whatever nature arising during the course of execution of this contract.
25. Contractor shall not stop work or abandon the site for whatsoever reason or dispute, excepting for Force Majeure conditions. All problems / disputes shall be separately discussed and settled without effecting the progress of work. Stoppage or abandonment of work, other than under force Majeure conditions, shall be treated as breach of Contract and dealt with accordingly.
26. In the event of postponement / cancellation of the scheduled programme, the amount agreed between KALAKSHETRA FOUNDATION and the service provider shall be worked out based upon the claim against customized / perishable items as examined and agreed by KALAKSHETRA FOUNDATION and shall become payable on verification and approval of actual supplies and expenditure incurred by the party.
27. The event manager shall not use the name of their own company in any official communication or promotional material pertaining to the event, either before, during or after the event.
28. All material used should be in consonance to fire safety norms & adhere to fire safety standards.
29. 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 safety requirements are properly observed. Smoking & Consumption of Liquor in any form is not allowed on site. The Agency is responsible to ensure that necessary and adequate personal protective equipment's are all the times available for the service personnel working. The carrying and consumption of intoxicating liquor, drugs or other substances that may affect the proper performance is strictly prohibited.
30. The bidder's supervisor is responsible for ensuring that the workers comply with the Safety rules at work.
31. The security personnel meant for security and scanning should be well trained in security related aspects, presentable and in proper uniform; Adequate security and Crowd control arrangements including both male and female security staff in adequate numbers to provide with Hand Held metal detectors/ Door frame metal detectors; Security checks to be done at all the car parking areas. Checking of all vehicles entering parking areas to be done; Walky –Talkie for communication amongst key personnel within the entire event area; Contingency plan including special contingency exit routes.
32. All COVID protocols prescribed by the State Government/Local Authority should be followed strictly and adequate equipment have to be provided at the venue.

33. Adequate firefighting arrangements, fire tenders & all mandatory/ necessary clearances from local fire service.
34. Cleanliness in totality to be maintained with stress on 'Swachh Bharat Abhiyan' Adequate covered dust bins & other cleanliness arrangements including adequate number of housekeeping staff to maintain the venue in clean and hygienic conditions at all times. The scope of work will also cover regular cleaning / maintenance of the venue pre, during and after the entire course of execution of main function and dismantling; Removal / disposal of garbage; provision of garbage bins etc. Standard operating procedure to be adopted by the agency to upkeep and provide utmost hygienic environment during the entire duration of event in and around the venue.
35. Provision has to be made for adequate plants, flowers, floral arrangements and other decorations, electrical fittings in and around the areas as per standard requirement.

36. DISPUTE RESOLUTION

In case of any dispute with regard to the interpretation of any clause(s) of this agreement, decision of the Director, Kalakshetra Foundation will be final and binding on both parties.

37. VALIDITY

The bid/tender shall be valid for a period of 30 days. However, the work/period may be extended re-scheduled depending on the requirements of Kalakshetra Foundation.

38. INTELLECTUAL PROPERTY RIGHT:

Kalakshetra Foundation will hold the Copyright, Trade Rights and Intellectual Property rights and it may be used for further research and teaching purpose, publicity, marketing, branding, product positioning.

39. INDEMNITY CLAUSE

The Agency shall indemnify the Kalakshetra Foundation for any injury or loss or damage caused to Kalakshetra Foundation on account of any infringement of copyright of another person or persons or on account of any defamatory or otherwise injurious matter contained in the produced video.

40. BANK ACCOUNT DETAILS:

KF's Bank account details for remittance of EMD amount are as under,

Name of the Bank: INDIAN BANK (Thiruvananthapuram Branch)

Account No.: 443596609, IFSC: IDIB000T044

ANNEXURE I
(To be kept duly signed in Envelope 1 - Qualifying/Technical Bid)

QUALIFYING/TECHNICAL BID

BIDDER IS REQUIRED TO FORWARD THE FOLLOWING DOCUMENTS DULY SELF-CERTIFIED, STAMPED:-

S. No.	Description of item	
1.	Page Index (Serialized Bid Pages)	
2.	Name, address and Introduction of the firm	
3.	Name, contact number & email address of the representative of the firm	
4.	Work experience of the bidder i.e. similar experience (work order) of in event management for such functions at the National level and have arranged such events earlier for major Government / organizations PSUs in the last five calendar years (Please attach the details/documents supporting your claim) . (Refer Annexure A)	
5.	Relevant experience for executing similar work for private parties: Values of such work done/ services rendered should be as under: a) Value of one job = Rs. 50 Lakhs or above, or b) Value of two jobs = Rs. 25 Lakhs or above each, or c) Value of three jobs = Rs. 15 Lakhs or above each Kindly provide list of documents of projects executed within the last five years (i.e - details of work / work order, execution done for whom, dates / year, Cost Value, etc).	
6.	Earnest Money Deposit receipt (or) EMD Exemption Sought (valid certificate)	
7.	Details of average annual turnover of minimum Rs. 1 Crore for over three consecutive financial years. Please submit the average annual turnover with attested copies of audited balance sheet) for the last five years. (Pandemic-related lows will be considered)	
8.	Authorized Person of the Company (Refer Annexure C)	

9.	Authentic address proof, Proof of incorporation/registration of the Agency / company (Articles of Association) duly attested by the Chartered Accountant / Director / Chairman of the Agency to be enclosed)	
10.	GST Number & copy of registration certificate to be attached	
11.	PAN no., copy to be attached	
12.	Bank Account Details i) Name of the Bank ii) Name of the Account Holder iii) Account Number iv) IFSC code of the Bank	
13.	Undertaking/certificate on letter head that the firm has not been declared blacklisted by PSUs/Govt. Organizations. (Refer Annexure D)	

Date:.....

Place:.....

Signature of the Bidder with date

(Name of the Firm/Agency and stamp)

Annexure II

(To be kept duly signed in Envelope 2 - Financial Bid)

FINANCIAL BID

BIDDER IS REQUIRED TO FORWARD THE FOLLOWING DOCUMENTS DULY SELF-CERTIFIED, STAMPED.:-

S. No.	Description/Particulars	
	Name, address, contact number & email address of the firm	
	(cost for each item may be given)	Amount (Rs.)
1.	Planning (pre-event) as per scope of work/deliverables <ul style="list-style-type: none">➤ LED/ Cyclorama Backdrop:➤ Stage set up➤ Branding:➤ Floor Plan:➤ Designing:	
2.	Execution on the day of the event as per scope of work/deliverables <ul style="list-style-type: none">➤ Printing➤ Event➤ Technical arrangements➤ Permissions and safety protocols	
3.	Event Curation as per scope of work/deliverables Registration, activities, audience seating, show flow	
	Total	

Note: GST breakup to be given

Signature of the Bidder /tenderer with date

Date:.....

Place:.....

(Name of the Firm/Agency and stamp)

Annexure-A

SECTION II: PROFORMA FOR PERFORMANCE STATEMENT

S. No.	Orders placed by (Full address of Organization)	Order No. and Date	Description	Value of Order	Date of completion of work	Remarks
1.	1	2	3	4	5	6
2.						
3.						
4.						
5.						
6.						
7.						

Signature of authorized person with date

Full Name:

Date:

Place:

(Name of the Firm/Agency and stamp)

Annexure-B

Format for submitting Annual Turnover information

Total turnover of the bidder during the last 5 years

Financial year	Turnover (Rs. in Lakhs)
2017-18	
2018-19	
2019-20	
2020-21	
2021-22	

Signature of authorized person with date

Full Name:

Date:

Place:

(Name of the Firm/Agency and stamp)

**Annexure- C
DECLARATION**

I, _____ Son/ Daughter/ Wife of Shri.
_____ Proprietor/ Director of _____

authorized signatory of the Company, mentioned above, is competent to sign this declaration and execute this tender document;

I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them;

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides prosecution under existing laws.

Signature of authorized person with date

Full Name:

Date:

Place:

(Name of the Firm/Agency and stamp)

Annexure- D
LETTER OF UNDERTAKING

(in the letterhead of the company)

TO WHOMSOEVER IT MAY CONCERN

This is to confirm neither our company nor any of our firms have been blacklisted by any Govt. Organization/PSUs, or have ever defaulted in payment of any statutory dues and compliances and have not been involved in any legal case, either in past and at present.

This is further to confirm that there are no pending investigations, litigations or proceedings affecting our firm/company that may have a material adverse effect on our business condition (financial or otherwise) or our ability to perform the obligations proposed to be contemplated.

Signature of authorized person with date

Full Name:

Date:

Place:

(Name of the Firm/Agency and stamp)

DISCLAIMER

The information contained in this Notice Inviting Tender (NIT) document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this NIT and such other terms and conditions subject to which such information is provided.

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The Applicant shall bear all the costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation for submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

Director
Kalakshetra Foundation