



राष्ट्रीय बहुदिव्यांगताजन सशक्तिकरण संस्थान (दिव्यांगजन)  
National Institute for Empowerment of Persons with Multiple Disabilities (Divyangj)

Dept. of Empowerment of Persons with Disabilities, MSJ&E, Govt. of India  
ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamil Nadu  
Fax: 044-27472389 Tel: 044-27472104, 27472113, 27472046  
Website: [www.niepmd.tn.nic.in](http://www.niepmd.tn.nic.in) E-mail: [niepmd@gmail.com](mailto:niepmd@gmail.com)



NIEPMD/Pur4 (78)/DKS/2023-24

22<sup>nd</sup> Dec 2023

**SHORT TENDER NOTICE: FOR HIRING OF SERVICES TO ORGANIZE "DIVYA KALA SHAKTHI EVENT" AT BENGALURU, KARNATAKA 03<sup>RD</sup> JAN 2024 TO 06<sup>TH</sup> JAN 2024**

Sealed tenders are invited in two bid system i.e. (i) Technical bid and (ii) Financial bid from reputed agencies & service providers having proven track record with an annual turnover of not less than **25 lakhs**. The tender document can be downloaded from our website [www.niepmd.tn.nic.in](http://www.niepmd.tn.nic.in).

Last Date, time & place for submission of tender document	<b>03.30 PM. on 26-12-2023 Speed Post / Courier or Person drop in Tender Box at NIEPMD 3<sup>rd</sup> floor.</b>
EMD (To be attached with tech Bid by way of DD in favour of Director NIEPMD, payable at Chennai or Paid online through NEFT/RTGS as per details mentioned in tender. (EMD Exemptions as per Govt. norms)	<b>Rs.50,000/-</b>
Date & Time of Opening of Tender Documents	<b>04.00 PM. On 26-12-2023 .</b>
Tele: 044-27472046/27472113 Tele fax: 044-27472389 E-mail: <a href="mailto:niepmd@gmail.com">niepmd@gmail.com</a>	

Sd/-  
Deputy Registrar (Admin) Offg.  
22 Dec 2023

Sd/-  
Director I/C  
22 Dec 2023



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NIEPMD/Pur4 (78)/DKS/2023-24

22<sup>nd</sup> Dec 2023

Inviting Tender for hiring of services to Organize “Divya Kala Shakthi Event” at Bengaluru,  
Karnataka 03<sup>rd</sup> Jan 2024 to 06<sup>th</sup> Jan 2024

Name of Bid Publishing Organization	National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD)
Address & Contact Number	NIEPMD, East Coast Road (ECR), Muttukadu, Kovalam (Post), Chennai – 603112 Tamilnadu Tel: 044-27472113, 8072273602
Name of Work	As per Document
Earnest Money Deposit (EMD)	Rs. 50,000/- (Rupees Fifty Thousand only) by way of Demand draft or NEFT/RTGS in favour of “Director, NIEPMD” in following account: Account Number : 761297290 A/C Holder Name : Director, NIEPMD Type of Account : Saving Bank Name of Bank : Indian Bank Branch : Kovalam IFS Code : IDIB000K122 Branch Code : 01176 NIEPMD PAN No . : AABTN4536B NIEPMD GSTIN : 33AABTN4536B1Z1

**Bid Summary**

**Introduction:**

National Institute for Empowerment of Persons with Multiple Disabilities (Divyangjan) established in the year 2005, on East Coast Road, Muttukadu, Chennai, Tamil Nadu, (about 30 km from Chennai Central railway station, Mofussil bus terminus and airport) Under Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Govt. of India, to serve as a national resource center for empowerment of persons with Multiple Disabilities. The institute is organising “Divya Kala Shakthi Event” from 03<sup>rd</sup> Jan 2024 to 06<sup>th</sup> Jan 2024 at “**Ravindra Kala Kshethra**” Bengaluru, Karnataka. During the event appx. 75 to 100 participants will be participating in different cultural event. The practice session of cultural event will be conducted from 03<sup>rd</sup> Jan 2024 to 05<sup>th</sup> Jan 2024. Final programme will be conducted on 06<sup>th</sup> Jan 2024. Each participant will be with one or more escort.

NIEPMD is inviting sealed tenders from reputed service providers & agencies with proven track record and an annual turnover of not less than Rupees **25 Lakhs** to offer the services mentioned in tender document.



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## Submission of Bid:

The sealed tender be submitted to NIEPMD office at Muttukadu, Kovalam post, Chennai 603112 up to 03.30 PM on 26th Dec 2023. The Technical Bid should accompany a Demand Draft of Rs. 500,000/- (Rupees Fifty Thousand Only) drawn on any nationalized Bank in the Name of "Director, NIEPMD Chennai" payable at Chennai towards Earnest Money Deposit (EMD) or online EMD payment receipt. In case EMD exemption claimed it should be supported by proper documents. Tender received without EMD lesser amounts will be summarily rejected. No further correspondence will be accepted on the subject. No alteration or amendments shall be allowed after submission and opening of the tenders.

The "Technical Bid" and "Financial Bid" should be put in different envelopes duly marked as such on the top of the both envelopes shall be put in one big envelop. The big envelop should be addressed to the Director, NIEPMD, Chennai and must reach NIEPMD, Chennai either by speed post / Courier / Person drop in tender box on or before 3.30 PM. on 26<sup>th</sup> Dec 2023. Bid submitted in single envelope or not as directed in tender document will be summarily rejected. Technical Bid should be complete with Concept and Design of the Proposed programme with as per Scope of Work. The agency will ensure that there is no Cost component mentioned in the Technical Bid.

The Proposed venue would be handed over to the agency 02 days before start of the preparation & installation, Decoration, etc. The agency will furnish the **Undertaking for completion** of the work latest by **05:00 Hrs. of the previous day from the start of the programme** and hand over the venue to NIEPMD.

## I. Scope of Work:

The Scope of work for organizing the "Divya Kala Shakthi Event" would showcase the cultural performances by the PWDs Divya Kala Shakthi event, Bengaluru, Karnataka. The Participants will start arriving from 02<sup>nd</sup> Jan 2024. Practice sessions will be conducted at Ravindra Kala kshetra auditorium from 03<sup>rd</sup> Jan 2024 to 05<sup>th</sup> Jan 2024. The final event will be held on 06<sup>th</sup> Jan 2024. Details for services required are as follows: -

Sl. No.	Particulars	Details
1.	Welcome Gate Theme Based	<ul style="list-style-type: none"><li>➤ Theme Based wooden/MDF Gates with Size of 28 Ft width X 02 Ft. Height - 4 Nos . 1Box Gate with 08Ft Height X 02 Ft width - 8 Nos. Flex Cut-out of Divya Kala Shakthi Logo and Logo of Nodal organization and Dept. of Empowerment of PwDs, Ministry of SJ&amp;E, Government of India, 75th year Logo, swavlamban etc. also to be placed properly on each gate.</li><li>➤ Required on 06<sup>th</sup> Jan 2024 only.</li></ul>



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NIEPMD/Pur4 (78)/DKS/2023-24

22<sup>nd</sup> Dec 2023

2.	Flower Decoration	<ul style="list-style-type: none"><li>➤ All Entrance and Exit Gates to be decorated with props and flowers on the day of the event.</li><li>➤ 10 No. of Bouquet of Fresh Flowers on Inauguration day. i.e. on 06<sup>th</sup> Jan 2024.</li></ul>
3.	Venue Decoration	<ul style="list-style-type: none"><li>➤ A theme based Decoration for entire stage by using fresh flowers.</li><li>➤ Lightning of Lamp, lamp stand, Decorative Plants.</li><li>➤ Multi-Colour Flags front area of the auditorium etc.</li><li>➤ Before 08.00AM on 06<sup>th</sup> Jan 2024.</li></ul>
4.	Attraction Points and Visitors engagement Area & Registration Counters	<ul style="list-style-type: none"><li>➤ 2 Selfie Points with different themes. Standard size (3 X 6 Ft.) flex.</li><li>➤ 10 Standees (3 X 6 Ft.) with Flex.</li><li>➤ Registration Counters - 4 counter with table, chair. Each counter should have One table and 04 Chairs minimum with banner in front of counter.</li><li>➤ Tray with flowers, sandal powder, tilaka etc. on each counter.</li><li>➤ From 04<sup>th</sup> Jan 2024 to 06<sup>th</sup> Jan 2024.</li></ul>
5.	Floor Decoration	<ul style="list-style-type: none"><li>➤ 600 Sq. Ft carpet required at entry gate.</li></ul>
6.	Stage	<ul style="list-style-type: none"><li>➤ A LED Backdrop size of 20ft. X 10ft. at the back stage.</li><li>➤ Masking of both side of Stage &amp; wherever required.</li><li>➤ Two Podiums with proper branding of Divya Kala Shakthi &amp; fresh Flower Decorations.</li><li>➤ Sign Language Interpreter - 2 Nos.</li></ul>
7.	Ushers	<ul style="list-style-type: none"><li>➤ 2 Ushers (Girls in Saree) for entire duration of the Inaugural Function having good communication Skills.</li><li>➤ On 06<sup>th</sup> Jan 2024.</li></ul>
8.	Id & Uniform	<ul style="list-style-type: none"><li>➤ 250 Nos. of Photo I-Cards with Logo string printing of Divya Kala Shakthi, Name of Artisan, Address, Unique ID, etc. with Lanyard and String. [Artisan's I D Card].</li><li>➤ 20 Nos. of ID Card with logo of Divya Kala Shakthi Event, Name of Officials etc. for the Officials with Lanyard and String. I-Card for Officials would be different from Artisan's in terms of size and colour. [Official's ID Card].</li><li>➤ 20 Nos, of Badges for VIP (Colour Ribbon badge)</li><li>➤ 10 Nos. of Aprons &amp; 10 Nos. of Hand gloves for the culinary experts. The Caps, T- Shirts &amp; Aprons will have Logo of Divya Kala Shakthi. The design and material of</li></ul>



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NIEPMD/Pur4 (78)/DKS/2023-24

22<sup>nd</sup> Dec 2023

		<p>the T-shirt, Cap and Aprons would be finalized with Nodal Organization.</p> <ul style="list-style-type: none"><li>➤ From 03<sup>rd</sup> Jan 2024 to 06<sup>th</sup> Jan 2024.</li><li>➤ This may increase and decrease. Billing will be as actuals.</li></ul>
9.	Support Staff	<ul style="list-style-type: none"><li>➤ At any point of time 4 Sanitation Staff (2 Male &amp; 2 Female) would be present for cleaning of Washroom/ Restrooms/ Toilets. The Washrooms have to be cleaned properly every half an hour from 8:00AM to 03:00PM.</li><li>➤ All the washroom would be cleaned after day closing. PIA will ensure that all the Toilets/ Washroom are neat &amp; clean all the time during the event.</li><li>➤ 03<sup>rd</sup> Jan 2024 to 06<sup>th</sup> Jan 2024.</li></ul>
10	Photography & Videography	<ul style="list-style-type: none"><li>➤ 01 Photographers Coverage on 05<sup>th</sup> Jan 2024 from 08.00AM to 03.00PM.</li><li>➤ Video and photo coverage with livestreaming on YouTube &amp; Facebook with 02 Photographer &amp; 02 Videographer on 06<sup>th</sup> Jan 2024 from 08.00AM to 03.00PM</li><li>➤ Soft copy of video/photos to be given in Hard Disc on daily basis to Nodal Organization.</li><li>➤ Promo videos/ photographs will be created by the PIA and handed over to Nodal Organization in Hard Disc.</li><li>➤ The PIA will submit all the photographs, videos, teasers etc. to Nodal organization in a hard disc at the end of the event.</li></ul>
11	Publicity & Awareness	<ul style="list-style-type: none"><li>➤ Guide Map of the entire Pavilion at the Main Entry Gate of the Divya Kala Shakthi Event. 4x3 Feet size Flex Standee.</li><li>➤ 10 number of Publicity Panels of size 6ft. x 8 ft. Flex with Wooden frames.</li><li>➤ Event book publication 20 copies with hard binding (130 GSM cover and 90 GSM inner pages. Glossy paper.</li><li>➤ Direction Panels (10 Nos of size 3ft. x 2ft.). Flex with Frame</li><li>➤ 200 coloured Certificate with Divya kala Shakthi branding and Printing of Name and other details.</li><li>➤ 100 Invitation Card printed as per design for the programme.</li></ul>
12	Light & Sound	<ul style="list-style-type: none"><li>➤ As per requirements (As actuals)</li></ul>



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22<sup>nd</sup> Dec 2023

13	Ramps	➤ Ramp for accessible friendly venue. Per Sq. feet rate to be quoted. Billing as actuals.
14	Other arrangements	Flash Mob activities during the event: ➤ 10 Shawls for Welcome of Hon'ble Guests and VIP Guests visiting the exhibition. ➤ All necessary arrangements and required items for Inaugural function like decorative tray, scissor etc. ➤ 100 Helium Gas Divya Kala Shakthi Event Printed Balloons at the time of inauguration including NOC from Govt. Dept. ➤ On 06 <sup>th</sup> Jan 2024 09.30 AM onward.
15	Food Court With Tent & Side Walls	➤ One cultural Themes based Food Court are to be created with sitting arrangements (Decorative Mudda, Table & Chairs, stools, etc.) for Minimum of 75-100 person at a time. ➤ Tables of the Food Court should be covered on top with changeable sheets and frills are to be provided in front of food stalls. ➤ Arrangements of Fans, dustbins, drinking water, housekeeping, serving staff, food, clearance of plates and full food court area management. ➤ From 03 <sup>rd</sup> Jan 2024 to 06 <sup>th</sup> Jan 2024.

## II. Rejection of Bids

The bid will be considered Non Responsive & Summarily Rejected in case it does not fulfill any one or more of the following conditions: -

- If EMD is not provided by the bidder.
- If the bidder tries to put any influence.
- If the bidder furnished false information.
- If the Authorised Signatory has not signed with official seal on all pages of the bid document.
- Any bid received by NIEPMD after the stipulated time and date in the Tender Document.
- Any bid indicating conditions beyond those indicated in this Tender Document i.e. conditional bid shall be rejected.
- A Bid valid for a shorter period shall be rejected as non-responsive, Bid shall remain valid for 30 days after the date of Bid opening.

## III. Obligations of NIEPMD

All material for creatives will be provided by the NIEPMD while creatives will be





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NIEPMD/Pur4 (78)/DKS/2023-24  
developed by the Agency.

22<sup>nd</sup> Dec 2023

## IV.Criteria for Selection of Bidders

### Eligibility Criteria (To form part of the Technical Bid):

**The following are the essential requirements for the technical bid. If the bidder does not meet the following eligibility criteria, their bid will not be considered for technical evaluation.**

1. The agency/ firm should have experience of successfully managing similar type of events in India in the past 5 years. However, the scope of work of these events should include complying to all requirements and managing all clearances that may be required for successful arrangement of events (signed and stamped work order to be taken as documentary & credible proof).
2. The agency must have its operational office in Bengaluru. Proof in this regard must submitted.
3. The agency/firm / company (Private) should be registered under Companies Act or any other Association. The copy of certificate of incorporation with registration number should be enclosed.
4. The agency/firm should remit the EMD as per NIT terms. Agencies which fall under the purview of MSME/NSIC exemption are required to submit the relevant documents/ proofs of exemption for waivers in Tender Fee & EMD.
5. The agency/bidder should have completed a minimum of **03 (Three)** Events / Similar nature of events for Government of India/PSUs/Autonomous Bodies/Federations of Industries/ Public Listed Company etc. during the past **05 (Five)** financial years. Details of events organized along with documentary proof to be enclosed in proforma given at **Annexure-F**.
6. The firm/agency should have a **minimum average annual turnover of Rs.25 lakhs during the last three financial years**. Copies of the audited Balance Sheet, Income & Expenditure accounts/Profit & Loss and Receipts & Payments of last three financial years and Income Tax Returns of the same period or the Certification from Chartered Accountant be attached in support of this qualification. Details may be enclosed and furnished along with documentary proof for the same.  
**Agencies having any national level event/ earlier experience will be preferred. Higher turnover will be preferred for special quality reason.**
7. The agency/firm must be registered with Trade and Taxes/Sales Tax and Service Tax Department. Copies of certificates of Incorporation, VAT/Sales Tax, Service Tax/GSTN and PAN must be enclosed.



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22<sup>nd</sup> Dec 2023

**8. Selection of bidder will be based on the Combined Quality-cum-Cost Based System with 70:30 weight age i.e. 70% weightage to the Technical proposal and 30% weight age to the Financial proposal.**

**9. Technical Evaluation (100 marks):**

The technical proposals of the Bidders who fulfill the eligibility criteria will be evaluated as per the parameter indicated at **Annexure-H**. The agencies scoring 70 marks and above will be declared as technically qualified.

The financial bid of only those agencies will be considered, who have qualified technically.

Technical and Financial scores obtained by all the bidders would be summed and the vendor with highest score would be awarded the bid as per score.

**Technical Bid and Financial Bid**

Technical and commercial scores obtained by all the bidders would be summed and the vendor with highest score would be awarded the bid.

- (a) Technical bid is having weightage of 70%. The technical weightage will be calculated based on technical marks obtained divided by the weightage percentage: for example, bidder "X" obtained 75 technical marks then the weightage will be  $75 \times 0.7 = 52.50$
- (b) Financial bid will be having 30% weightage. The weightage of financial bid will be calculated as below:  
(Lowest Price quote/price quote of bidder) x financial bid weightage.

Example: Bidder "A" Quote: 58M

Bidder "B" Quote: 30M

Bidder "C" Quote: 62M

Here bidder "B" is the lowest bidder.

Financial weightage for Bidder "A": (Lowest Price quote/price quote of bidder) x financial bid weightage

$$(30 / 58) * 30 = 15.52$$

For Bidder "B"  $(30/30) * 30 = 30.00$

For Bidder "C"  $(30/62) * 30 = 14.52$

Final score will be calculated based on Technical score + Financial score.

Bidder with the highest marks computed above on cost and quality basis will be awarded the bid, as per the score. 8





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22<sup>nd</sup> Dec 2023

The decision of NIEPMD with regard to selection will be final and no communication in this regard will be entertained. It may be noted that NIEPMD reserves the right to reject any or all the bids without assigning any reason whatsoever.

- 10. The bidders are required to understand the scope of work properly, before quoting the rates. Submission of tender by the agency will imply that it has read all the documents and has made itself fully aware about the work. NIEPMD reserves the right to assess bidder capacity to perform the contract should the circumstances warrant such assessment.**

Party should not be in dispute with NIEPMD, either directly or indirectly through any other agency.

**11. Financial Score: 30 Marks**

The financial bid is to be quoted in the prescribed format as at **Annexure-C**.

NIEPMD reserves all the rights related to the opening, evaluation and cancellation of Bids without assigning any reasons thereof. NIEPMD can accept OR reject the financial bids without assigning any reason and decision of the NIEPMD will be final & binding in this regard. In case of any ambiguity while comparing the rates offered by the bidders, NIEPMD reserves all the rights to decide on the issue of identifying selected bidder.

- 12. Special Conditions for Evaluation:** The Bidder would be selected as per criteria mentioned above. However, in the event of two or more Bidders secure exactly the same Composite Score, then NIEPMD reserves the right to declare as Preferred Bidder based on committee decision.

**V. Other Conditions:**

**a. Liquidated Damages:**

The entire work as listed in the scope of work is to be completed by **05.00 Noon** on 05<sup>th</sup> Jan 2024. However fresh flower decoration to be completed by 07.00 AM on 06<sup>th</sup> Jan 2024

The above time schedule is required to be strictly adhered to and followed. Liquidated Damage will be applicable, on the entire value of the contract. In case of delay in completion of a specific job beyond the date/time of completion as indicated above. Penalty would be applicable at the rate of 25% of the contract value for delay of each day, subject to maximum of 50% of the contract value. The penalty shall be recoverable from the Performance Bank Guarantee provided by the AGENCY and or bill.

Further, in case of delay to deliver the work within stipulated schedule, NIEPMD



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22<sup>nd</sup> Dec 2023

reserves the right to terminate the contract and get all the jobs or the delayed job completed through another agency of its choice. Any extra expenditure that NIEPMD incurs for completion of the balance job/s through another agency on account of higher rates quoted by the new agency, will be recovered from the selected bidder's account of Performance Bank Guarantee. Moreover, NIEPMD shall also be entitled to take all other legal proceedings as may be required for shortfalls in recovery.

**b. Earnest Money Deposit (EMD):**

- i. No interest shall be paid on EMD.
- ii. EMD of unsuccessful bidders will be refunded within 30 days from the date of finalization of Bidder to undertake the Divya Kala Shakthi Event work.
- iii. The Successful Bidder's EMD will be discharged upon the Bidder signing the LOI/Agreement, and furnishing Performance Bank Guarantee.
- iv. The EMD may be forfeited either in full or in a part, at the discretion of NIEPMD, on account of one or more of the following:
  1. The Bidder withdraws their Bid during the period of Bid Validity of 30 days.
  2. Bidder does not respond to request for clarification of their Bid.
  3. Bidder fails to co-operate in the Bid evaluation process, and
  4. In case of a successful Bidder, the said Bidder fails: to sign the Agreement in time; or fails to furnish Performance Guarantee.

**c. Payment Terms:**

The Fund would be released to the AGENCY in Three following instalments:

Instalment	Deliverables	Percentage
1 <sup>st</sup>	On issue of work order and based on rough estimate agreed by the institute in consultation with AGENCY.	30%
3 <sup>rd</sup>	After Successful Completion of the Event and Submission of final bills	70%

- a) NIEPMD reserves the right to reject any or all the Bids without assigning any reason whatsoever.
- b) The bidder must comply with the terms and conditions of contract. No deviations shall be entertained.
- c) In case of any dispute, decision of competent authority of NIEPMD will be final and binding on each Bidder.

**VI. Force Majeure:**

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligations under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions quarantine



# राष्ट्रीय बहुदिव्यांगताजन सशक्तिकरण संस्थान (दिव्यांगजन) National Institute for Empowerment of Persons with Multiple Disabilities (Divyangj)

Dept. of Empowerment of Persons with Disabilities, MSJ&E, Govt. of India  
ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamil Nadu  
Fax: 044-27472389 Tel: 044-27472104, 27472113, 27472046  
Website: [www.niepmd.tn.nic.in](http://www.niepmd.tn.nic.in) E-mail: [niepmd@gmail.com](mailto:niepmd@gmail.com)



NIEPMD/Pur4 (78)/DKS/2023-24

22<sup>nd</sup> Dec 2023

restrictions, of any such eventually is given by party to the other within 21 days from the date of occurrence thereof, neither party shall be reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance, or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the NIEPMD will be final and conclusive.

## VII. Arbitration

- a) If a dispute of any kind whatsoever arises between the NIEPMD and the bidder in connection with, or arising out of, the Contract or the execution of the works or after their completion and whether before or after the repudiation or other termination of the contract, including any disagreement by either party with any action, in action, opinion, instruction, determination, the matter in dispute shall be settled by arbitration in accordance with the Indian Arbitration and Conciliation Act, 1996 or any statutory amendment thereof.
- b) The reference to arbitration may proceed notwithstanding that the works shall not then or be alleged to be completed, provide always that the obligations of the NIEPMD and the bidder shall not be altered by reason of the arbitration being conducted during the progress of the works. Neither party shall be entitled to suspend the works, payments to the bidder shall be continued to be made as provided by the contract.
- c) Arbitration proceeding shall be held at Chennai and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English. The jurisdiction of the court will be Chennai.
- d) The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrator shall be shared equally by the NIEPMD and the bidder. However, the expenses incurred by each party in connection with the preparation, presentation, etc., of its case prior to, during and after the arbitration proceedings shall be borne by each party itself.
- e) All arbitration awards shall be in writing and shall state the reasons for the award.
- f) Penalty/Liquidated Damages shall not fall under the Arbitration clause.

## VIII. Cancellation / Postponement of Programme:

In case the organising of the Divya Kala Shakthi Event is cancelled or postponed due to any reason, no claims shall be made by the bidder on NIEPMD except actual utilizations.



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NIEPMD/Pur4 (78)/DKS/2023-24

22<sup>nd</sup> Dec 2023

**Annexure – C Financial Bid Format (To kept in separate Envelope)**

Sl. No.	Description of Service	Unit Rate (₹)	Applicable Taxes
1.	Welcome Gate Theme Based (As per NIT)		
2.	Flower Decoration (As per NIT)		
3.	Venue Decoration (As per NIT)		
4.	Floor Decoration (Carpet rate Per Sq. feet)		
5.	Shawl (Per Shawl Rate)		
6.	All necessary arrangements and required items for Inaugural function like decorative tray, scissor etc		
7.	Food Court With Tent & Side Walls (Other Details as per NIT)		
8.	Photo I-Cards with Logo string printing of Divya Kala Shakthi, Name of Artisan, Address, Unique ID, etc. with Lanyard and String. [Artisan's I D Card].		
9.	Badges for VIP (Colour Ribbon badge)		
10.	LED Backdrop size of 20ft. X 10ft. at the back stage		
11.	Masking of both side of Stage & wherever required		
12.	Podiums with proper branding of Divya Kala Shakthi & fresh Flower Decorations		
13.	Sign Language Interpreter		
14.	Ushers (Girls in Saree) for entire duration of the Inaugural Function having good communication Skills		
15.	Sanitation Staff		
16.	Photographer with Camera (As per NIT)		
17.	Videographer with Camera (As per NIT)		
18.	Charges for livestreaming on YouTube & Facebook (As per NIT)		
19.	Charges for Pen Drives required for providing Photo/Videos/Promos		
20.	Guide Map of the entire Pavilion at the Main Entry Gate of the Divya Kala Shakthi Event. 4x3feet size Flex Standee.		
21.	Publicity Panels of size 6ft. x 8 ft. Flex with Wooden frames		
22.	Event book publication with hard binding (130 GSM cover and 90 GSM inner pages. Glossy paper) As per NIT		
23.	Direction Panels of size 3ft. x 2ft. Flex with Frame		
24.	Colour Certificate with Divya Kala Shakthi Branding and Printing of Name and other details		
25.	Inviting Cards printed as per programme Design		



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NIEPMD/Pur4 (78)/DKS/2023-24

22<sup>nd</sup> Dec 2023

26.	Ramp (Inclusive Man & material) Per Sqf Feet rates to be quoted.		
27.	Selfie Points with different themes. Standard size (3 X 6 Ft.) flex & Stand.		
28.	Registration Counters - 4 counter with table, chair. Each counter should have One table and 04 Chairs minimum with banner & Tray with flowers, sandal power, tilaka		
29.	10 Standees (3 X 6 Ft.) with Flex		
30.	100 Helium Gas Divya Kala Shakthi Event Printed Balloons at the time of inauguration including NOC from Govt. Dept.		
31.	Hand Gloves (as per NIT)		
32.	Caps (as per NIT)		
33.	T-Shirt (as per NIT)		
34.	Apron (as per NIT)		

Yours sincerely,

Signature Name of Authorized Person  
Designation Date & Seal



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NIEPMD/Pur4 (78)/DKS/2023-24

22<sup>nd</sup> Dec 2023

**Annexure – D Obligation/Compliance to be ensured by Bidder**

S. No.	Particular	To be complied by bidder	
		Yes	No
1	GST Registration Nos		
2	Compliance of Provision of child labour act, workman compensation act		
3	To ensure treatment in case of accident injuries suffered in performance of work including wages and compensation under WC Act		
4	Send accident report to Regional Labour Commissioner (RLC)		

Yours sincerely,

Signature Name of Authorized Person  
Designation Date & Seal





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NIEPMD/Pur4 (78)/DKS/2023-24

22<sup>nd</sup> Dec 2023

**Annexure – E**

**Indemnity Undertaking**

I on behalf of M/s..... hereby agree and undertake that I have understood all the safety rules and procedures and all staff Technical & No-Technical working on ..... behalf of M/s ..... will abide by all safety rules and procedures. I declare that I M/s..... will be responsible for any safety violations/accident etc. The ....., NIEPMD will not be responsible in case of any accident/incident and will not compensate financially or otherwise. I assure the....., NIEPMD that enlisted Manpower deployment will be done at Venue from Mobilization to Completion of Event at.....

I hereby declare that I am sole responsible on behalf of M/s. .... for giving such declaration.

Name of Indemnifier

Signature of Indemnifier

Stamp/Seal of the Indemnifier/Contractor



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NIEPMD/Pur4 (78)/DKS/2023-24

22<sup>nd</sup> Dec 2023

**ANNEXURE -F**

**DETAILS OF COMPLETED WORKS OF SIMILAR NATURE**

(During last five financial years ending March 31<sup>st</sup> 2023)

S. No.	Name of the Event	Name of the Client	Brief Description of The Event including area/number of participants	Date/Duration of Event	Value (Rs.)	Credible proof/ work order/ work completion certificate

**Note:** Please attach supporting documents with work-order, photographs for the above furnished information.

Seal and Signature of bidder (Name and Designation of the authorized signatory)



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NIEPMD/Pur4 (78)/DKS/2023-24

22<sup>nd</sup> Dec 2023

**ANNEXURE –G.**

**ANNUAL TURN OVER**

*The firm/agency should have a minimum average annual turnover of Rs.0. 19 Crore during the last three financial years*

FINANCIAL YEAR	ANNUAL TURNOVER AS PER AUDITED BALANCE SHEET (in Rupees)
2020-2021	
2021-2022	
2022-2023	
<b>Total</b>	

**Note:** The above data is to be supported by copies of the audited balance sheet, income & expenditure accounts and receipts and payments accounts of last three financial years.

Seal and Signature of bidder (Name and Designation of the authorized signatory)



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NIEPMD/Pur4 (78)/DKS/2023-24

22<sup>nd</sup> Dec 2023

**ANNEXURE - H**

**Criteria for Evaluation of Technical bids**

The evaluation of technical bids will be on the following parameters:

Sl. No.	Details	Max Marks	Marks Obtained
01	Number of similar nature of events organized for Government of India / PSUs / Autonomous Bodies / Public Listed Company etc. during the past 5 years. The firm should provide credible evidence of the same.	20	
(a)	01-02 Events	05	
(b)	03-04 Events	10	
(c)	2 marks for each additional event more than 04 events :	10+X (max 20 Marks)	
02	Total Turnover of the agency: (Average annual turnover during last three financial years)	20	
(a)	Average Annual Turnover between 25 Lakhs & above	20	
(b)	Average Annual Turnover between More than 20 Lakhs & below 25 Lakhs	10	
03	Qualifications and Experience and numbers of Core team of Technical/Professional Manpower that will be Deployed.	15	
04	Technical capability to carry out the project	10	
05	Agency to be a PWD persons (PWD Certificate to be attached with technical bid)	20	
06	<b><u>Methodology and Approach.</u></b> Bidders to share their Methodology and Approach based on the requirements of the RFP. The bidder should include emphasizing the following: <ul style="list-style-type: none"><li>Detailed plan from inception to closure of assignment;</li><li>Role of each deployed staff and backend leadership and support staff inputs;</li><li>Component wise plan and outputs (Clearances, Media and Outreach, Branding and related outputs, Security, Food Management, etc.</li><li>Risk mitigation plan.</li><li>The document should substantiate a complete understanding of the event, its profile, requirements, execution strategy, imperatives for ensuring a safe &amp; secure event exercising economy etc.</li></ul>	30	
	Total Marks	100	