



MORARJI DESAI NATIONAL INSTITUTE OF YOGA
(An autonomous organization under Ministry of AYUSH, Govt. of India)

68, Ashok Road, Near Gole Dak Khana, New Delhi – 110 001

Phone: 23730417-18, 23721472, 23351099, Telefax – 23711657, 23718301

E-Mail: mdniy@yahoo.co.in Website: www.yogamdniy.nic.in

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Dated: 23rd Feb., 2017

Notice Inviting Tender (NIT) for engagement of Event Management

Agency for MDNIY at Talkatora Indoor Stadium, New Delhi

Sealed Tenders are invited by the Morarji Desai National Institute of Yoga (MDNIY) from reputed and experienced Event Management Agencies/Companies/Firms, registered under Indian Laws/Acts, with a proven track record having more than **03 years experience** engaged in organising Govt. of India/State Govt. of NCR Delhi, Other States, PSUs, Medium & large Business Houses and otherwise organising State, National and International level events, in **Two Bid System i.e. Technical Bid & Financial Bid for providing services for organising International Yoga Fest-2017 (IYF-2017) for (02) two days from 08th to 09th March, 2017 at Talkatora Indoor Stadium, New Delhi-110004.**

2. The event is likely to be attended by about 3000 participants in all (2500 General participants and 500 VIPs).
3. The Venue duly booked and paid in the Talkatora Indoor Stadium, New Delhi shall be provided by MDNIY. All other arrangements shall be made by the Event Management Agency itself and at their own cost etc.
4. Digging of ground within the premises of Talkatora Indoor Stadium, New Delhi is not permitted for any purpose. This may please be noted while submitting the quotation.

A. Schedule of Invitation of bid:

Date of Issuance of NIT	23.02.2017
Last date and time of submission of bid document	02.03.2017 up to 3.00 PM
Pre Bid clarification is any to be submitted to	No pre-bid meeting shall be held. However, for any clarification, the agency may contact Director, MDNIY or Officer(s) authorized by the Director, MDNIY taking prior appointment.
Bid document to be submitted to	Director, Morarji Desai National Institute of Yoga, 68, Ashok Road, New Delhi-110001
Date and time of opening of Technical bid document	02.03.2017 at 3.30 PM
Presentation	The Technically qualified agencies shall make the presentation before the committee on 03.03.2017 at 11.00 am without fail.
Date and time of opening of Financial Bid	Shall be opened on 03.03.2017 only of those bidders who qualify in the Technical bid as per criteria laid down and successful presentation of the company profile event strategy etc. and as may be decided by the Competent Authority of MDNIY.

NOTE

1. Please address all the correspondence to: **Director, Morarji Desai National Institute of Yoga, 68, Ashok Road, New Delhi-110001**
2. If the Office of Authority happens to be closed on the day of receipt of the bids as specified, the bids will be received and opened on the next working day on opening of the Office at the same time and venue.
3. Please quote Bid Ref. Number and date in all your correspondence.

B. GENERAL INSTRUCTIONS

1. Interested Agencies who wish to submit the proposal will have to submit the proposal document as per the prescribed guidelines in the bid document.
2. **Technical document and Financial document:** Applicants shall submit their **Technical Bid with EMD** and **Financial documents** signed and stamped in separate sealed envelopes super-scribed with due date, time, project and nature of document. Both the bids to be put in one big envelop. The envelope of demand draft for Bid Security must be kept with Technical bid document. The Financial bid of those bidders will be opened who are declared qualified in the technical bid as well in the presentation made before the committee constituted for this purpose by MDNIY.
3. Once quoted, the bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.
4. The Price/rates/quotes by the bidder shall be valid for a period of 180 days and shall be applicable for the entire contract period.

C. EXPECTED SERVICE DELIVERABLES BY THE SELECTED AGENCY:

The selected agency shall install required infrastructure and provide required services for successful conduct of International Yoga Fest-2017 (IYF-2017) for 02 days from 08th to 09th March, 2017. Following are the major deliverables:

1. Provide all the equipment/items mentioned in respective Annexures enclosed of the document for successful conducting of the IYF-2017.
2. Manage the IYF-2017 as an Event Management Agency.
3. Support the MDNIY in execution of the event.
4. Provide all necessary support to the MDNIY in erection and installation of sale and exhibitions counters, food pandals, etc. as per Tender Document.

5. Make necessary decoration in the Talkatora Indoor Stadium e.g. setting up of Stage for main event, stage for performing cultural events, services of a good and experienced compeer, sound and light systems, audio-visual arrangements, LEDs (as per requirement), full size video screen, catering for VIPs and general participants for about 3000 to 4000, erection of welcome gates and their decoration, assist in putting up of flex banners/banners at the respective places, maintaining sanitation and cleaning of the entire area of the event, Chairs, furnitures, sofas, trass pandals, for sales, exhibitions, arranging video and still photography coverage, CCTV Camera with Security Guards, **Transport** etc. as per Tender Document, each item with all accessories and equipments.

6. Any other support required in conduct of the event.

D. Bidding Process

D.1 Eligibility Criteria for engagement of Agencies:

The Bidder should be fulfilling the following preconditions and must also submit documentary evidence in support of fulfilment of these conditions while submitting the technical bid. **Claims without documentary evidence will not be considered.**

Sl. No.	Eligibility Criteria	Documents to be submitted for verification	Remarks
1.	The agency/firm should be registered as firm/company/ Individual Proprietorship/ Joint Venture/ Partnership/ Consortium under the concerned Indian Laws/Acts.	Registration certificate of the agency under concerned Indian Laws.	
2.	The agency/firm should have an experience of more than 03 years in implementation of similar kind of minimum five such events.	As per format at Annexure-I, Part-B. Satisfactory Service Certificates shall be enclosed.	
3.	The agency/firm should have minimum turnover of Rs.1.00 Crore during the last three financial years.	Audited Balance Sheet of last three years.	

D.2 Procedure of Application:

A presentation before the Selection Committee of MDNIY is to be made by the Event Management Agency of the Company Profile with its related activities, infrastructure, manpower clearly reflecting their technical and other qualifications, capabilities, competence, financial backup of the agency and events managed/covered during last about 3 years. They are also to make presentation about how they will plan and organize this event with proper Power Point Presentations (PPT)/Diagrams etc.

Eligible organization/agency has to submit its Technical and Financial Bids under sealed covers to the Director, Morarji Desai National institute of Yoga, 68, Ashok Road, New Delhi-110001 in the prescribed format.

Technical bid should be accompanied with proof of annual turnover, detailed experience in conducting similar assignments and other documents as described in the eligibility criteria above.

The bid must be accompanied by a letter on the organization's original letterhead showing the full registered office address and other particulars of the organization/agency. It should be signed by an authorized person of suitable authority with seal/stamp of the company to commit the organization with relevant experience to a binding contract. The organization must submit the bid as per format at **Annexure-I and Annexure-II**.

No applicant or its associate(s) shall submit more than one application for the consultancy for this event. An applicant applying in an individual capacity or as an associate shall not be entitled to submit another application with other individual or a member of any consortium etc. as the case may be.

The successful bidder/agency who is selected for the above event, shall be responsible for obtaining all requisite licences, as may be applicable, for the agency itself or by those affiliates themselves executing services like catering, erection of stage and tents, sound and lights, CCTV Cameras, etc. and provide a self attested copy of each clearance to MDNIY and to the Manager, Venue, Talkatora Indoor Stadium, New Delhi well before the commencement of the event. **However, the clearance from DCP, Traffic Police, Local Police, Electricity, Fire Fighting and Ambulance will be arranged by the MDNIY.**

The firm/agency/company should not be blacklisted – Self certification on the original letter head of the firm is to be furnished by the Authorized person.

D.3 Packaging and Submission of Proposals: The proposal is to be submitted with all necessary details in sealed envelope, which will include the followings:

1. Security Deposit of Rs.60,000/- (Rupees sixty thousand only) in the envelope (Placed in the envelope containing Technical Bid), drawn in favour of “Morarji Desai National Institute of Yoga” by way of DD/FDR/Bank Guarantee from a Nationalized/Commercial Bank in the acceptable form, without which the Tender shall not be accepted and rejected out-rightly. Bid Security shall be refunded to the successful bidder on receipt of Performance Security which shall be 10% of the estimated/calculated value of the contract. The Performance Security shall be deposited by the Successful Bidder in the form of DD/FDR/Bank Guarantee from a Nationalized/Commercial Bank in the acceptable form, well before the commencement of the event alongwith the other documents, valid for a period of 60 days beyond the date of completion of all obligations of the bidder. In case of remaining bidders, it shall be refunded soon after completion of all formalities related to declaration of successful bidder.
2. Original copy of Technical Bid with EMD and Financial Bid in two separate envelopes.

D.4 Evaluation and selection of the proposal

A committee constituted by the MDNIY will evaluate both the Technical and Financial bids. Technical Bids will be evaluated first. Only the bidders scoring 70% or more marks in the Technical Bid evaluation shall be considered as Technically Qualified and their financial bids may be opened, as may be decided by the Committee.

Preference may be given to the company having experience in organizing event(s) in Talkatora Indoor Stadium, New Delhi who may be well acquainted with the topography of the stadium to arrange items with speed and systematic manner within time bound schedule due to paucity of time, however, subject to financial bid competition with other bidders.

E. Payment mechanism

The total project cost is to be finalized on the basis of the amount quoted in the financial bid read with para D.3(1) above.

The payment to the agency shall be made in Indian Rupees through RTGS after completion of the event and satisfactory performance certificate issued by the authorized Officer(s) of MDNIY attached with the bill(s).

F. Performance Security:

The Performance Security should remain valid for a period of 60 days beyond the date of completion of all obligations of the bidder.

G. Penalty

- Authority will levy penalty in case the Bidder fails to provide the services specified by the Authority in the deliverables of this bid document or falls short of requirement. The amount of penalty shall be commensurate with the nature of the breach/defect/deviation/fault and as decided by Authority. Such an amount payable by the agency shall be final and binding. The recoverable amount shall be deducted from the Performance Security.

- If the firm fails to execute the contract fully or partially, the firm shall be black listed and Performance Security will be forfeited without prejudice to any other legal action by MDNIY.
- If any items/ quantity not supplied in time – Rs.1000/- per hr.
- Supply of dirty or not in good condition of Carpet – Rs.5000/- per day.
- Supply of dirty or not in good condition of tables, chairs and table clothes – Rs.5000/- per day.
- Not obeying the instructions of the authorized person – as per bid condition – Rs.1000/- per occasion.
- The booking at Talkatora Stadium is upto 10.00 PM on 09.03.2017. Accordingly, the tent and all other material is to be removed from the premises of Talkatora Indoor Stadium by 09.03.2017 (night), failing which entail Penalty of Rs.50,000/- per day upto 10.03.2017 and thereafter penalty will be Rs.1,00,000/- per day.
- **The venue will be made available on 07th March, 2017 (early morning). The entire arrangements shall be completed before 5.30 PM on 07.03.2017.**

H. Authority's right to vary scope at time of award

The MDNIY authority reserves the right to vary scope of contract if needed.

I. Authority's right to accept and to reject any/all bids

The MDNIY authority reserves the right to reject any Bid and to annual the bidding process and reject all bids at any time prior to award of Contract without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

General Terms & Conditions

1. Eligibility Criteria:

- a) The Firm should be well versed in organizing Event Management for the last 03 years. The copies of orders/testimonials showing experience at least 03 years in handling jobs in Government offices/reputed organizations or otherwise providing services etc. should be enclosed. The Agency may also enclose documents in support of their competency for Event Management work justifying the award of contract to them.
- b) The Firm should have Permanent Account Number.
- c) The Firm should have Service Tax Account Number.
- d) The Firm should possess the requisite Licenses, as applicable, for undertaking Event Management work issued by the local FSSAI/Municipality/Competent Authority. A copy of the License may be provided to MDNIY and Manager Talkatora Indoor Stadium, New Delhi on obtaining the same & well before the commencement of the event.
- e) The Firm should submit the EMD for Rs.60,000/- in favour of Morarji Desai National Institute of Yoga in the form of Demand Draft/FDR/Bank Guarantee only.

2. The rates should be including of all items/services with taxes, as applicable.

3. Scope of work and responsibility:

- a) The Agency will provide the sufficient manpower for all items of work at their own expense.
- b) The raw materials, cooking oil and fruits etc. and other items supplied should be of good quality and as per MDNIY's specification & requirements.
- c) All the preparations and surrounding areas should be clean and hygienic with special care of cleanliness.
- d) All the damaged goods/items due to any reasons, if any, from the showrooms/godown to Venue and back during the event will be responsibility of the Agency.
- e) Interested Agencies who wish to submit the proposal will have to submit the proposal document as per the prescribed guidelines in the bid document.
- f) Once quoted, the bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.
- g) The Price/rates/quotes by the bidder shall be valid for a period of 180 days and shall be applicable for the entire contract period.
- h) Provide all the equipment/items mentioned in Annexures of the document for successful conducting of the IYF-2017.
- i) Manage the IYF-2017 as an event management agency.

- j) Support the MDNIY in execution of the event.
- k) The MDNIY authority reserves the right to vary scope of contract if needed.
- l) The MDNIY authority reserves the right to reject any Bid and to annual the bidding process and reject all bids at any time prior to award of Contract without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.
- m) The Agency shall follow the instructions and coordinate in consultation with the Authorized officers of MDNIY from time to time.

4. Staff:

- a) The Agency shall comply with all the legal requirements and for obtaining licenses and operating contract items etc. under the relevant laws. No person below the age of 18 years shall be deployed.
- b) The manpower provided by the Agency should be fully trained and experienced and should have proper knowledge with regard to the respective areas of Award of contract.
- c) The Agency's staff shall be in proper neat and clean uniform so as to make them distinct from general public.
- d) The Agency will ensure that the manpower deployed by them observe a high standard of conduct and behavior and do not indulge in any anti-social activities during the course of such deployment and also that in no case there will be breach of contract.
- e) The MDNIY shall not be responsible for any physical damage or harm to any manpower deployed by the Agency during the course of execution of the contract.
- f) The Agency's manpower shall work under the overall supervision and directions of the Director of the MDNIY or any other officers authorized by him.

5. General Conditions:

- a) No advance payment in any condition will be made.
- b) The Agency shall not engage any sub-contractor or transfer the contract for organizing Event Management IYF-2017 to any other person/firm/company etc.
- c) The Performance Security @ 10% of the total estimated value calculated of the contract will be deposited by the Agency before execution of the work and the same will be kept for 60 days beyond the settlement of the bills. If, the Agency fails to provide satisfactory services or does not supply the required/sufficient items or abandons/leaves the event management services in the mid of the event or is asked to leave by the competent authority on account of any reason, whatsoever, in these circumstances, in addition to forfeiting of the amount of Performance Security and the penalties that may be imposed, as may be decided by the competent authority of MDNIY, the difference in the amount paid by MDNIY to the new contractor for providing event management services for the remaining period till the completion of the event shall be recovered from the defaulting outgoing Agency and the Agency agrees to this clause/condition. The decision of the competent authority of MDNIY will be final.

- d) The Security deposit shall be forfeited in case (i) the contractor withdraws or amend its tender or increases its rates after opening the tender but before the validity of the quotation expire. (ii) Or refusal to enter into contract after award of contract.
- e) The security deposit will be refunded on successful completion of the contract. No interest is payable on the security deposit.
- f) **Morarji Desai National Institute of Yoga (MDNIY) shall not be bound to accept the lowest bid or any tender and reserves to itself the right to accept or reject any bid or to accept whole or a portion of tender as it may deem fit without assigning any reason therefore and without incurring any liability to the affected for the action of MDNIY.**
- g) The Agency should quote the rate for all the items mentioned in the Financial bid as per their competent. No over written quotations will be accepted. Bids received after the specified date and time will not be entertained.
- h) **Any item(s)/quantity ordered and subsequently increased/decreased shall be paid as per approved rates/on pro-rata basis.**
- i) Incomplete, unsigned or unsealed tender is liable to be rejected.
- j) The Event Management Agency should be in a position to cater any change in requirement and proposal should be worked out accordingly.
- k) The Director, MDNIY may also terminate the contract at any time, if the services/items rendered/supplied by the Agency are found unsatisfactory.
- l) All the legal matters arising out of the agreement shall be subject to Delhi jurisdiction only.

Authorized Signatory
With Company Seal

Part-A

Format for submission of Technical Bid

A. General Details of the Organization/Institution:		
Sl. No.	Particulars	Remarks/documents to be attached
1.	Name of the Agency (As mentioned in the Registration Certificate)	
2.	Address of Head Offices: Telephone: E-Mail Fax Number (if any): Name(s) of the contact person(s):	
3.	Correspondence office Address (if different from the above address) Telephone No. Name(s) of the contact person(s) along with the mobile number and e-mail id.	
4.	Year of establishment of the organization (mentioned the date of registration and enclose the certificate of registration) as individual proprietorship/joint venture/partnership/consortium	
5.	Three Years of work experience in executing projects/programmes as mentioned in eligibility criteria (2013-14 to 2015-16)	
6.	Annual turnover of the organization for the last three years (Please mention the amount and attach document). [2013-14 to 2015-16]	
7.	Annual Audited Statement for the last three years duly certified by CA. [2013-14 to 2015-16]	
7.	Income Tax – PAN No. (PAN No. to be mentioned and photocopy of PAN to be attached)	
8.	Tax Payer Identification Number (TIN) (TIN No. to be mentioned and photocopy of TIN to be attached)	
9.	Service Tax Registration No. (No. to be mentioned and photocopy to be attached)	
10.	VAT Registration No. (No. to be mentioned and photocopy to be attached)	

Contd.....

Sl. No.	Particulars	Remarks/documents to be attached
11.	Details of clients for whom similar projects are under taken, along with value of orders executed (Annexure-I, Part-B)	
12.	Details of Bid Security Fee: (Rs.60,000/-): DD/FDR/Bank Guarantee in favour of Morarji Desai National Institute of Yoga, New Delhi	
13.	Enclosed terms and conditions duly signed and stamped by the agency, if accepted.	

PART-B

Details of similar kind of projects undertaken by the Agency
Minimum 05 such events
(Refer Sl. No.2 of the table D.1)

Sl. No.	Year	Name of Event	Name of Client/ Organization	Value of the order in INR	Documentary evidence
1.					
2.					
3.					
4.					
5.					

(Authorized Signatory)

Annexure-II

Financial Bid

The Financial Bid amount quoted includes all applicable costs for carrying out the activities outlined as scope of work for the agency. The (Full name of Agency) will not claim any cost over and above the bid amount quoted.

I/We hereby submit the financial quote as mentioned in the following table. Tender document, each page duly signed & stamped with seal of the Company.

(Authorized Signatory)

PART-C

(ON NON-JUDICIAL STAMP PAPE OF RS. 10/- AFFIDAVIT)

I/We.....
.....

Partner(s) Legal Attorney/proprietor(s) Accredited Representative(s) of

M/s.....
.....solemnly declare that:

2. I/We are submitting tender for the work.....
.....against Tender Notice No.....

3. Myself or out partners do not have any relative working in MDNIY or in any office of Ministry of AYUSH including all its National Institutes/Councils etc. situated outside or at New Delhi.

4. All information furnished by me/us in respect of fulfilment of eligibility criteria and information given in this tender is complete, correct and true.

5. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.

6. The Price-bid submitted by me/us is "WITHOUT ANY CONDITION"

7. I/We have not been banned/de-listed by any government or quasi-government agencies or PSUs.

If any information or document submitted is found to be false/incorrect, department may cancel my/our Tender can take any action deemed fit including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my/our firm and initiating criminal Proceedings against all partners of the firm etc.

(Signature of the Tenderer with Seal)

Seal of Notary

Date.....