

PRASAR BHARATI
(India's Public Service Broadcaster)
Doordarshan Kendra Lucknow

Tender No. TV (LKO)/2(23)/DD Conclave/21-22

Date:-27.12.2021

Request for Proposal for Selection of Event Management Agency for DD Conclave on 7th and 8th of January 2022 at Lucknow.

On behalf of Prasar Bharati Deputy Director General (E) DDK Lucknow is inviting Bids from Event Management agencies to manage the activities for **DD Conclave** on 7th and 8th January 2022 at Lucknow. The Bid is to be submitted under **single stage two bid system**.

The details are as follows:-

01	Tender Inviting Authority	Deputy Director General (E) Doordarshan Kendra Lucknow
02	Tender Reference No.	TV(LKO)/2(23)/DD Conclave/21-22
03	Availability of Tender Documents	https://prasarbharati.gov.in
04	Description of Supply	Selection of Event Management Agency for "DD Conclave" on 7th and 8th of January 2022 at Lucknow. (Detailed Scope of work in section-III)
05	Estimated Cost of Tender	Rupees 800000/- (Eight Lakhs Rupees Only)
06	Earnest Money Deposit (EMD)	Exempted as per order No. PB/K1(011)(33)/2015-IFD(Pt.IV) dated 25.11.2020 of PB Secretariat subjected to submission of duly Signed Bid Securing Declaration Form..
07	BID validity Date	180 Days from the date of opening of Bid.
08	Last Date & Time for BID Submission	03.01.2022 at 1000 Hrs.
09	Address of Submitting Quotation/BID	The technical Bid, and the Price Bid should be submitted in two different sealed envelope and put in another envelope properly sealed to be submitted. Deputy Director General (E) (By Name Shri K. K. Gupta DE) Room No.113 Doordarshan Kendra Lucknow 24 Ashok Marg Lucknow-226001
10	Technical Bid Opening Date	03.01.2022 at 1100 Hrs.
11	Price Bid Opening Date	03.01.2022 at 1600Hrs.

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Section-II

Eligibility Criteria

Sr.No.	Criteria	Supporting Documents
1	The Bidder Should be a company registered under Companies Act,1956/Companies Act 2013 or a partnership registered under the Indian partnership Act. 1932 or sole proprietorship firm in existence and in business for the last 4 Years	Self-Attested copies of the certificates of Incorporation /Registration.
2.	The Bidder should have a minimum turnover of Rs 2 Crores from event Management Business in each year of the last 3 years i.e 2017-18,2018-19, 2019-20	Copy of Audited profit and Loss account, Balance sheet, Annual report and income tax return of the last three financial Years. Namely 2017-18,2018-19,2019-20
3	Experience of Work as per the scope of work given. The bidder should have executed at least 10 events of similar nature during last three years namely 2017-18, 2018-19, and 2019-20 with minimum value of 10 lakhs each.	Documents supporting the claim like work orders/completion certificates should be submitted. Projects under progress would not be considered for evaluation.
4	The Bidder should not have been blacklisted or debarred by Doordarshan/Central/State Government/or any other government Body as on the last date of submission of BID.	An under taking to this effect will have to be submitted with the technical Bid by the authorized signatory of the bidder on the letter head of the bidder with signature and stamp.

Section-III

SCOPE of Work:-

Doordarshan is organizing DD Conclave on 7th and 8th of January 2022 at Hotel Taj Lucknow which include interviews and Panel discussions with Politicians and other dignitaries in presence of invited guests. The Conclave will begin on 7th January at 10:00 Hrs. and will continue up to 21:00 Hrs. Next day i.e. on 8th January it will start on 10:00 Hrs. and conclude by 15:00 Hrs. The agency will be responsible for designing floor plan, erection of stage, lighting the venue, Audio System, setting and managing reception/Registration desk, publicity at Venue (Venue Branding) and other works.

The details are listed below:-

1. Stage with Carpet Flooring (45 ftX30 Ft.) with stage skirting on front and side and steps to stage along with podium.-1Job
2. LED Wall P2 type flat (40ftX 10Ft.) mounted on frame along with watch out server and operator for entire duration of event-1Job.
3. Side Back drop with star Matt Flex print (5ft.X10Ft) 02 N0s
4. **Furnitures for entire duration of the event.**
 - A. Premium Chairs on stage 05 N0s.
 - B. Side Table with branding on Stage 04 Nos.
 - C. Coffee Table 02 Nos.
5. **Audio System for entire duration of the event.**
 - A. PA System for 200 Persons (Professional quality)
 - B. Unit of at least 16 channels Audio Mixer
 - C. Cordless Microphone 08 Nos.
 - D. Lapel Microphone 04 Nos
 - E. Podium Microphone 02 Nos.
 - F. Stand Microphones for cultural Program 06 Nos.
 - G. Sound Engineer/Technicians for operation
6. **Lighting for entire event.**
 - A. PAR 64 lights (adequate to illuminate the stage and venue)
 - B. LED PAR Lights (adequate to illuminate the stage and venue)
 - C. Moving Head (one No.)
 - D. Dimmer Board and Programming board
 - E. Truss for lighting as required for mounting of lights.
 - F. All necessary cabling
 - G. Technicians
7. LED TV 86 inches or LED Wall (02 Nos.) mounted on frame (to be installed Midway of the hall both on left and right side) for entire duration of the event.
8. Reception/Registration Desk (Standard Size) with back drop.
9. Venue Branding (Quantity may vary as per actual requirement)
 - a. Bill board Hoardings with matt flex on top 8ft.X4ft. 06 Nos
 - b. Hoardings on matt flex on top. 16ftX 4 ft. 04 Nos
 - c. Standees with matt flex on top 12 Nos.
10. Generator set of at least 62.5 KVA capacity along with operator and fuel for entire duration of the event.-1Job.
11. Camera Risers 6ft.X4ft. 04 Nos.
12. Ushers 06 persons (4 female and 02 male) for entire duration of the event.
13. Lanyards (Minimum 400 Nos) actual usage may vary.
14. Sanitizer dispenser (Hands Free) 06nos.

The scope of work is for the entire duration of conclave "DD conclave". The installation and dismantling process is not included in the scope of work and it is sole responsibility of the agency to execute it in this shortest possible time.

Section-IV

- **Technical and Financial BID evaluation Methodology**

The technical proposal along with the requisite documents will be opened in the presence of the authorized representatives of the agencies, who wish to be present.

1. Documents to be required to be submitted along with technical bid.

- A. Copy of certificate of incorporation /Certificate of registration/Any other documents establishing the credentials of the agency.
- B. **Annexure- IV** Statutory auditors certificate certifying the annual turnover in the event management of live show in the last 3 financial years 2017-18, 2018-19, 2019-20.
- C. **Annexure-III** Past Experience as per the scope of work as per eligibility criterion. Self-attested copies of work orders and completion certificates to be submitted.
- D. **Annexure- V** Past Experience Performa in Govt./PSU along with work orders and contracts.
- E. Detailed approach and Methodology for carrying out the task and requisite floor plan to be submitted.
- F. Duly filled Bidders General information form as per **Annexure-I** with copies of GSTIN registration and PAN'
- G. Duly filled Bid Securing Declaration Form **Annexure-II**
- H. Signed and stamped copy of all the pages of the BID document it will be assumed that bidder is accepting all the clauses of the bid document.
- I. Presentation of the bidder and offered Design of sets and floor plan to be submitted by the bidder in a pen drive.

- **Opening of Technical Bid**

- A. Bids duly submitted will be opened on the scheduled date and time. The bidders or their authorized representative may, if they so desire, be present at the time of opening of the bids.
- B. If due date of receipt of tenders and/or that of opening of tender happens to be a closed holiday the bids would be opened on the next working day but the time of receipt and of opening will remain the same.
- C. Doordarshan reserves the right to postpone and /or extend the date of submission/opening of tenders or to withdraw the tender notice, without assigning any reason thereof. In such a case the bidders shall not be entitled to any form of compensation from Doordarshan.

- **Financial BID**

- A. Financial Bid is to be submitted in the prescribed format (Annexure-VII) in a separate envelope.
- B. The prices shall remain Fixed and Firm till entire Contract period /Completion of the assignment.
- C. The cost components and the applicable taxes should be shown separately in the Financial bid Performa.
- D. In case the prices quoted by the bidders are with any deviations or any pre condition, the offer is liable to rejection.

Financial BID of only technically qualified bidders securing 60 or above marks during the technical evaluation will be opened in presence of the authorised representatives of the bidders, who wish to be present. Financial proposals of other bidders not eligible will not be opened.

Procedure for Technical evaluation of the Bids

- A. Doordarshan will assign marks to the response of each agency based on marks assigned to each of the criteria in the Proposal. The details of marking scheme for technical evaluation are given in the Annexure-VI
- B. The technical proposal will be evaluated on the basis of the bidder's experience, its understanding of the scope of work, proposed methodology and work plan and the qualification and experience of managing similar events.
- C. A minimum 60 marks should be scored in the proposal for the bid to be declared qualified. Bids securing less than 60 marks in the technical bid evaluation shall be rejected.
- D. Only those bids will be evaluated which will fulfill the eligibility criteria. Non compliance to eligibility criteria will result in the rejection of Bids.
- E. Weightage to technical and financial bid: 50%-50%. The final proposal would be evaluated as per the combined quality cum cost-based system (CQCCBS) of bid evaluation.
- F. For presentation Bidders will have to submit their presentation in USB drive for evaluation.

• Methodology for evaluation of Bids and selection of the winning bidder

All the technical bids received in response to this Tender would be evaluated on the basis of the criteria given in annexure III and marks will be awarded to the eligible bidders as per the parameters given in annexure III, for the purpose of obtaining the technical scores of the bidders. Only those bidders who obtain a technical score of 60 and above would be shortlisted for the purpose of technical score of 60 and above would be short listed for the purpose opening the financial bids. The financial bids of the shortlisted bidders would be opened on the date mentioned in this document, by a committee constituted by DG:DD for this purpose in presence of the bidders or their authorized representative on the date of bid opening at the following venue.

Conference Hall
Doordarshan Kendra
24 Ashok Marg
Lucknow-226001

Under the Combined quality cum cost-based System (CQCCBS), the evaluation of the eligible bids will be done in the following manner.

1. The technical bid will be allotted weightage of 50% while the financial bid/proposals will be allotted weightage of 50%
2. Financial proposal with the lowest cost will be given a financial score of 100 and the other proposals will be given financial scores that are inversely proportional to their prices.
3. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up.
4. On the basis of the combined weighted score for quality and costs, the bidders shall be ranked in terms of the total score obtained. The proposal obtaining the highest total score in evaluation of quality and costs will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 would be recommended for award of the contract.
5. An example to explain the methodology is given for information to bidders
 - I. Suppose 3 bids are received from bidders A, B & C respectively, they would first given marks for evaluation of their technical bids as per the criteria given in annexure III. Suppose the bidders A, B & C are allotted 75, 80 and 90 marks respectively, they would all become eligible for opening of their financial bids.

- II. Suppose The price evaluation committee examined the financial proposals and evaluated the quoted price as as under.

Proposal	Evaluated Cost
A	Rs. 120
B	Rs. 90
C	Rs. 110

Using the formula LEC/EC where LEC stands for lowest evaluated cost and EC stands for Evaluated cost. The financial bids will be given the following points for financial proposals.

$$A: (90/120) \times 100 = 75 \text{ points}$$

$$B: (90/90) \times 100 = 100 \text{ points}$$

$$C: (90/110) \times 100 = 82 \text{ points.}$$

The combined score for Technical and Financial Bid will be

$$\text{Proposal A: } 75 \times 0.5 + 75 \times 0.5 = 75 \text{ points} \quad H3$$

$$\text{Proposal B: } 80 \times 0.5 + 100 \times 0.5 = 90 \text{ points} \quad H1$$

$$\text{Proposal C: } 90 \times 0.5 + 82 \times 0.5 = 86 \text{ points} \quad H2$$

Hence proposal B which has the combined score may be declared the winner and recommended for the approval and award of work.

6. Deviation: the bidder must comply with the scope of work, all terms and conditions of work as per bid document. No deviation on the lower side in this regard shall be accepted. In case of any deviation bids shall be summarily rejected.
7. Doordarshan reserves the right to reject any offer in full or in part & award the work to the one or more than one bidder, without any reason there of and without incurring any liability to the affected bidders for the action of Doordarshan.

Section-V.

• General Instruction to bidders:-

The bidder should submit the documents through post or by hand at the following Address

Deputy Director General Doordarshan
(By Name Shri. K.K.Gupta DE)
Room No.113
Doordarshan Kendra Lucknow
24 Ashok Marg Lucknow-226001

The bid should reach before bid submission date and time.

1. Bidders are advised to study all instructions, forms, terms, and requirements and other information in the bid document carefully. Submission of bid will be deemed to have been done after careful study and examination of the bid document with full understanding of its implications.
2. The response of this Bid shall be full and complete in all respects. Failure to furnish all information required by the bid document or submission of a proposal not substantially responsive to the Bid documents in every respect will be at the bidder's risk and may result in rejection of its proposal.
3. All communications to Doordarshan including this Bid document will be signed on each page by the authorized representative of the bidder.
4. The Bidder general information (Annexure I) should be duly filled along with copy of GST registration and PAN.
5. Bid Securing declaration form shall be duly filled.
6. Doordarshan reserves the right to ask to submit any document if desired so at any stage and also the right to verify/confirm all original documents. Failure to produce the same within the period as and when required and notified in writing by Doordarshan shall result in summarily rejection of the bid.
7. Doordarshan reserves the sole right to accept or reject or all requests for engagement/bids without assigning any reason for the same and/or to accept in parts and engage more than one agency at its sole discretion.
8. Acceptance of bid constitutes no form of commitment on the part of Doordarshan. Further, this acceptance of the application/bid confers neither the right nor an exception of minimum order within the proposed project.
9. Doordarshan reserves the right to call for fresh tenders/financial bid invitation at any stage and /time as per the present and/or envisaged DD requirements even if the tender is in evaluation or in any stage.
10. At any time prior to the last date for receipt of bids, DD may for any reason, requested by a prospective bidder, modify the bid document by an amendment. DD may at its sole discretion, also extend the deadline for submission of proposals by issuing a corrigendum.
11. The responder shall bear all costs associated with the preparation and submission of its response /bids, Doordarshan will in no case vbe responsible or liable for the costs, regardless of the conduct or outcome of the tender process.
12. All corrigendum/Amendment/Corrections, if any will be published <https://prasarbharati.gov.in>. Bidders are advised to check up the portal for updates.
13. The agency bidding for the contract that they shall not be allowed to use the Doordarshan resources for carrying out the assigned job unless specified in the bid document.
14. The bidder should undertake to return to DD all infrastructure items if any storage media etc. or any other device/data/material etc. received during the process of execution of this contract.
15. The agency shall deploy professionally qualified and trained personnel at work place.

16. The services rendered by the agency under the contract shall be under close coordination with Doordarshan for instruction and guidance. Agency shall frame appropriate procedure for taking immediate action as may be advised by the DD from time to time in writing.
17. The agency shall be responsible for safety of all its property and equipments. Doordarshan will not be liable for damages.
18. The agency shall also be responsible for the safety and security of all its personnel deployed for the event. Doordarshan will not be responsible for that.
19. It shall be agency's responsibility to ensure compliance of all the central and state Government Rules and regulations with regard to the provisions of the services under this agreement. The agency indemnifies and shall always keep DD indemnified against all losses, damages, claims/actions taken against DD by any Authority/office in this regard.
20. Time is the essence of the contract. Completion of assignment in time is most important element of the contract. The progress of work shall be evaluated on weekly basis.

- **Performance Bank Guarantee**

- i. A performance Bank Guarantee security deposit equating 10% of the contract value for 180 days should be submitted by successful bidders in form of Bank Guarantee with signing of the contract.
- ii. The performance bank guarantee shall be returned to the agency without any interest upon completion of all items of work as defined in scope of work, submission of final report and acceptance of the same by Doordarshan. In case of any failure/non-performance of the contract as per the terms and conditions PBG shall be forfeited /encashed.

- **Liquidated Damages for delay in timely completion/Non-Completion of assigned work and penalties.**

If the Bidder does not deploy the resources, as per the agreed scope of services with Doordarshan in accordance with Bid, or within the authorized extension of delivery period as may be permitted in writing by Doordarshan, Doordarshan shall impose a penalty as given below:

- a. Non deployments of resources as above at the venue by the due date this. If the delivery of the whole or in part is delayed as given in the contract, Doordarshan will have to cancel the purchase order and to forfeit the security deposit of the agency.
- b. In case of unsatisfactory performance of the contract by not keeping the work deadlines as required in contract, Doordarshan will have the right to withdraw the work and get the work completed at the risk and cost of the agency. Further the vendor is deemed to have agreed and accepted Doordarshan's right to forfeit the PBG apart from imposing other liquidated damages as decided by Doordarshan at its sole discretion. Apart from this the vendor may be blacklisted for a period of as decided by Doordarshan at its sole discretion and/or participating in any of the tenders as invited by Doordarshan in future.
- c. If there is any defect arising from failure of equipments to meet the specification within the period of the contract, the bidder shall replace/repair the defective equipment immediately. The breakdown period should be minimum in that case as VVIPs and other dignitaries are invited in the conclave. No payment will be made if the equipment is not used.

- **Duration of the contract**

The contract period will be for the period till completion of the work as certified by Doordarshan

- **Termination of contract**

In case, in the opinion of Doordarshan if the agency is not performing satisfactorily, indicating poor work, the agency is acting in anyway prejudicial to the completion of the project, on adoption of unethical practices etc. the contract may be terminated by giving notice and the balance work shall be executed by Doordarshan at the risk and cost of the agency.

- **Terms of Payment.**

- a. A designated committee constituted by DG:DD shall keep a watch on the performance of the agency and will assess the performance regularly.
- b. Any penalty imposed by Doordarshan under the terms and conditions of the contract shall be acceptable to the agency and shall be deducted from the payment.
- c. All Payments to be made in INR only and subject to liquidated damages and taxes duties, penalties as applicable, if any.

- **Force Majeure**

In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them the contract, if any concluded, the relative obligation of the party affected by such force majeure lasts. The term "Force Majeure" as implied herein shall mean acts of God ,War, Civil riots, fire directly affecting the performance of the contract, floods and Acts and Regulations of respective Government of the two parties, namely the Organization and the contractor. Both upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid shall within seventy two hours of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of its claim. If deliveries are suspended by force majeure conditions lasting for more than 2 (two) months, the Organization shall have the option of cancelling this contract in whole or partat its discretion without any liability on its part.

- **Disputes Redressal and arbitration**

If any dispute, difference, question or disagreement shall at any time, hereafter arise, between the parties hereto or the respective representatives or assignees in connection with or arising out of the contract or in respect of meaning of specifications, design, drawings, estimates, schedules, annexure, orders, instructions the construction, interpretation of this agreement, application of provisions thereof or anything here under contained or arising here under or as to the rights, liabilities or duties of the said parties here under or any matter whatsoever incident alto his contract or otherwise concerning the works of execution or failure to execute the same, whether during the progress or work of stipulated/extended period or before or after the completion or abandonment thereof, it shall be referred to the sole arbitration of the person appointed by the Deputy Director General (E) Doordarshan Kendra Lucknow. There will be no objection to any such appointment that the arbitrator so appointed is an employee of this Organization or that he had to deal with the matter to which contract relates and that in the course of his duties as this Organization

“employees he had _____ expressed views of all or any of the matters in dispute and difference. If an arbitrator to whom the matter is referred dies or refuse to act or resigns for any reason from the position of arbitrator, it shall be lawful for the Deputy Director General (E) (Doordarshan, Kendra Lucknow to appoint another person to act as arbitrator in the manner aforesaid. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor if both the parties consent to Deputy Director General (E) Doordarshan Kendra Lucknow to this effect failing which the arbitrator will be entitled to precede de-nova. It is a further term of this contract that no person other than the person appointed by the Deputy Director General(E),Doordarshan Kendra Lucknow as aforesaid shall act as arbitrator and that, if for any reason that is not possible, the matter is not to be referred to the arbitration at all. The arbitrator(s) may from time to time with the written consent of all the parties to the contract enlarge the time for making and publishing the award. It is a term of the contract that the party invoking arbitration shall specify the disputes to be referred to arbitration under the clause. It not. The law. The Arbitration Act, 1996 and any statutory modifications or re-enactments thereof and rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

- **Sub Contracting**

1. The successful bidder shall not assign the contract to a third party without obtaining the written permission of Prasar Bharati. If any such assignment is made without obtaining the written consent of Prasar Bharati. If any such assignment is made without obtaining the written consent of Prasar Bharati the agreement shall be liable to be terminated and the Performance Guarantee shall be forfeited.
2. It will be imperative on each bidder to fully acquaint itself of all factors/activities which would have effect on the performance of the work and its cost.

- **Confidentiality**

Information relating to the examination, clarification comparison and evaluation of the process submitted shall not be disclosed to any of the responding agencies or their representatives or to any other person not officially concerned with such process until the selection process is over.


Kamlesh Kumar Gupta
Director(E)
DDK Lucknow
For DDG(E)

ANNEXURE-I**Bidder's General Information**

01	Bidder's Name	
02	Address of Registered Office	
03	Bidder's address where order/contract is to be placed	
04	Address from where Goods are to be dispatched provided along with GST No.(if it differs with registered address of Bidder)	
05	Telephone No.	
06	E-mail Address	
07	Status of the Firm Proprietorship Firm/Partnership firm/Limited/Others (If others specify)	
08	PAN No.	
08	GST No.	

Place:
Bidder
Date:

Signature of Authorised Signatory of

Name
Seal of Firm

ANNEXURE- II

BID SECURING DECLARATION FORM

Date:

T ender No XXXXXXXXXXXX

To
Dy Director General (E)
Doordarshan Kendra
24, Ashok Marg
Lucknow- 226001

We, the undersigned, declare that:

We understand that according to your conditions, Bids must be supported by a Bid-Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for the period of time that may determine by the Procurement Policy Office under Section 35 of the Public Procurement Act, if I am/we are in breach of any obligation under the bid conditions.

Because I/We

have modified or withdrawn my/our Bid after the deadline for submission of bids during the period of bid validity specified by the Bidder in the Bid Submission Sheet:

Or

have refused to accept a correction of an error appearing on the face of the Bid: or having been notified of the acceptance our Bid by the (insert name of public body) during the period of bid validity. (i) have failed or refused to execute the Contract if required. Or (ii) have failed or refused to furnish the Performance Security in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid (a) in case I/We am/are the successful bidder, upon our receipt of copies of the contract signed by you and the Performance Security issued to you by me/us: or

(b) If I am/we are not the successful Bidder. Upon the earlier of (i) the receipt of your notification of the name of the successful Bidder: or (ii) thirty days after the expiration of the validity of my/own Bid.

Signature of the Bidder/Tenderer

Name :-

Seal of the Company

Annexure-III

Bidder's Experience Performa

(For FY 2017-18,2018-19,2019-20)

Total No of project Executed in three years (Value not less than 10 Lakhs Each Project)

SL. No.	Name and Address of the Client	FY	Description of Works in details	Total Cost of contract awarded

Copy of Contracts to be enclosed along.

Date:-

Authorised Signatory

Name:-

Seal:-

ANNEXURE IV

Annual Turn Over performa

Sr.No.	Financial Year	Annual Turnover in Lakhs (Rs.)
01	FY 2017-18	
02	FY 2018-19	
03	FY 2019-20	

Audited copies from Chattered Accountant to be enclosed.

Date:-

Authorised Signatory

Name:-

Seal:-

Annexure-V

Past Experience Performa in Govt/PSU

Sr. No.	Financial Year	Number of Events	Estimated Value of project.
01	FY 2017-18		
02	FY 2018-19		
03	FY2019-20		

Copy of Work order /Contract to be attached (Subjected to verification)

Date:-

Authorised Signatory

Name:-

Seal:-

ANNEXURE VI

Marking Scheme for technical Evaluation

Sr. No	Evaluation Criteria	Sub Criteria	Scoring	Maximum Marks
01	Relevant Experience	Experience in executing large scale Projects International/National/ State level (Minimum value of 10 lakhs each) during last 3 years FY 2017-18,2018-19,2019-20	10-15 Projects 10 Marks 16-20 Projects 15 Marks 21 and above 20 Marks	20
02	Average Turnover	Average Turn over during last three years in event Management Business FY 2017-18,2018-19,2019-20	2-5 crores 5 Marks 6-10 Crores 10 Marks 11 crores and above 15 Marks	15
03	Past Experience in Government PSU	Total Worth of project completed in last three Financial years for Govt./PSU FY 2017-18,2018-19,2019-20	10-50 Lakhs 5 Marks 50 -100 Lakhs 10 Marks 100 lakhs and above 15 Marks	15
04	Presentation	Presentation		20
05	Design	Design of set and Venue Including Floor Plan		30
			TOTAL	100 Marks

APPENDIX-I

Check List

Sr. No	Annexures/Documents	Check Box
01	Duly signed Bid Document	
02	Duly Filled Annexure-I	
03	Certificate of GST Registration	
04	Copy of PAN	
05	Certificate of Company Registration under companies act. /Partnership act.	
06	Duly Filled Annexure-II	
07	Duly Filled Annexure-III	
08	Work Orders/Contracts as supporting document to Annexure-III	
09	Duly filled Annexure-IV	
10	Audited Balance sheet certified by Chattered Accountant as proof of Turnover/IT returns for AY 2018-19,2019-20,2020-21,	
11	Duly filled Annexure-V	
12	Work orders/Contracts from Govt./PSUs	
13	Presentation pen drive	
14	Design of sets and Floor plan in pen drive	
15	Price Bid (in separate Envelope)	

Annexure VII**PRICE BID for Selection of Event Management Agency for DD Conclave on 7th and 8th of January 2022 at Lucknow.**

Tender No:-

TV(LKO)/2(23)/DD Conclave/21-22

Sr.No	Description of Items	HSN/SAC code	Applicable GST Rate (in % age)	Rate	Quantity	COST	Total GST	Total Cost
1	Stage with Carpet Flooring (45 ftX30 Ft.) with stage skirting on front and side and steps to stage along with podium for entire event				1 job			
2	LED Wall P2 type 40ftX10ft Flat Mounted on frame along with watch out server and operator For the entire duration of event.				1 Job			
3	Side Back drop with star Matt Flex print (5ft.X10Ft) for the entire event				2 Nos.			
4	Hiring of Furnitures for entire duration of event.							
	Premium Chairs				5 Nos.			
	Side Table				4 Nos.			
	Coffee Table				4 Nos.			
5	Audio System for entire duration of event.							
	PA system for 200 persons (Professional Quality)							
	Unit of at least 16 channel Audio Mixer				01 No.			
	Cordless Microphones .				8 Nos.			
	Lapel microphones				5 Nos.			
	Podium Microphones .				2 Nos.			
	Stand Microphones for cultural Programme				6 Nos.			
	Sound engineer/Technician							
	Lighting for event							

6	PAR 64 Lights							
	LED PAR Lights							
	Moving Head							
	Dimmer Board and Programming Board							
	Truss for Lighting							
	Cabling							
	Technician							
7	LED TV 86" Mounted on Frame for entire duration of Event.				2 Nos.			
8	Reception/registration Desk with back drop for the event.				1 Job			
9	Venue Branding							
	Bill board Hoardings with matt flex on top 8ft.X4ft.				6 Nos.			
	Bill board Hoardings with matt flex on top 16ft.X4ft.				4 Nos.			
	Standees with Matt Flex on top.				12 Nos.			
10	Generator set of at least 62.5 KVA capacity along with operator and fuel for the entire duration of the event							
11	Camera Risers 6ftX4ft				4 Nos.			
12	Ushers 06 persons (4 female and 02 male) for entire duration of event				6 Nos.			
13	Lanyards (Minimum 400 Nos)				400 Nos.			
14	Sanitizer dispenser (Hands Free)				6 Nos.			

Other charges (if any)