

F. No. 25-1/2024-GSS
NATIONAL COMMISSION FOR MINORITIES
Block -14, 1st Floor, C.G.O. Complex,
Lodhi Road, New Delhi-110003

Dated 03.10.2024

**TENDER NOTICE FOR SELECTION OF EVENT MANAGEMENT AGENCY FOR CELEBRATION OF
556TH BIRTH ANNIVERSARY OF SHRI GURU NANAK DEV JI**

TENDERS are invited in two bid system (Technical Bid and Financial Bid) from reputed firms located in New Delhi/Delhi for celebration of 556th Birth Anniversary of first Sikh Guru Shri Guru Nanak Dev ji on 15th November, 2024 in New Delhi. The interested firms/agencies may submit the tender complete in all respects. Last date of submission of tender/bid is 21.10.2024 upto 02.00pm. Pre-bid will be held on 10.10.2024.

2. All supporting documents as per eligibility criteria etc. and Earnest Money Deposit (EMD) of Rs.1,25,000/- in favour of the DDO, National Commission for Minorities is also to be submitted alongwith the technical bid. Any bid not accompanied with the EMD will be rejected. The Earnest money will be returned to all the unsuccessful tenderers without interest after finalization of the contract. No tender document will be accepted after expiry of stipulated date and time for the purpose under any circumstances whatsoever. Eligibility Criteria with terms and conditions are attached and details of scope of work are at **Annexure -I**

3. The Bid formats in which the bids to be submitted are at **Annexure II**. Rates are to be quoted in Indian Rupees. The bids will be opened on 10.10.2024 at 04.00p.m. before a duly constituted Tendering Committee. Documents to be attached are given overleaf.



Documents to be supported for the bid

The following documents should be submitted with the technical bid failing which the bid shall be rejected:

Copy of registration certificate under the Central/State Goods and Sales Tax Department;

-) PAN/VAT Registration Certificate along with TIN/ TAN Number.
- i) Latest GST Clearance Certificate.
- r) Demand Draft of Earnest Money Deposit of Rs. 1.25 lakhs
-) Mandate of the Bank account for NEFT along with a cancelled cheque.
- i) An undertaking stating that the documents submitted along with the bids are genuine.
- ii) CA certificate of Annual turnover of at least 6 lakhs during the preceding three financial years.
- iii) A list of owner/partners of the firm and their contact telephone number along with a certificate to the effect that the firm is neither blacklisted by any Government Department nor any criminal case is registered against the firm or its owner/partners anywhere in India.
- x) The firm must have previous experience in providing event management services for at least 5 years in Govt. organization/PSUs including experience of at least one event which has been presided by highest dignitary. Performance certificates from the existing Govt. Clients (organizations) must be attached.
-) Duly filled bid form as per **Annexure 'II'**.
- ci) List of the Ministries/Government Departments to whom the event management services were provided.
- cii) Copy of terms and conditions duly signed with seal of the firm, in token of acceptance of terms and conditions.
- ciii) Any other relevant important information/documents.



Eligibility Criteria:

1. The tendering firm must quote the rates in figure of all the items in the enclosed list marked as **Annexure-I**. GST/other charges etc., if any, should be mentioned specifically separately, failing which no claim will be entertained at a later stage.
2. The firm should enclose copies of PAN, GST, TAN numbers and mandate of their Bank Account for NEFT along with cancelled cheque.
3. All the firms participating in the Tender must submit a list of their owner/partners etc. along with their contact telephone number and a Certificate/Undertaking to the effect that the firm is neither blacklisted by any Government Department nor is any criminal case registered against the firm.
4. The offer of the firm should be in commercially clear terms including acceptance of all terms & conditions of the tender by the offering firm.
5. The agency/ firm should have experience of successfully managing similar events in Delhi in the past. The scope of work of these events should include complying to all requirements and managing all clearances that may be required for such events including presence of the highest dignitaries of the country.
6. The agency/firm should be registered under Companies Act or any other Association. The copy of certificate of incorporation with registration number should be enclosed.
7. The agency/firm should submit a demand draft of Rs. 1.25 Lakhs (One Lakh twenty five thousand only) in favour of DDO, NCM payable at New Delhi as EMD along with technical bid. MSME are exempted for depositing EMD subject to submission of valid MSME certificate.
8. The agency/bidder should have completed a minimum of 03 (Three) Events/Conferences of similar nature for Government of India/PSUs/Autonomous Bodies/Federations of Industries etc. during the past 08 (Eight) years. Details of events organized along with documentary proof to be enclosed in proforma given at **Annexure-IX**.
9. The firm/agency should have a minimum average annual turnover of **Rs. 6 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 as per **Annexure-X**.
10. 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.
11. The firm should have at least one office in the Delhi/NCR region. Documentary proof must be enclosed.
12. The firm should have a minimum manpower of 50 to 60 persons with experience of handling/organizing VVIP functions.



13. The bidders will have to make a presentation before the Commission in order to evaluate their understanding of the event and the work plan.

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

Erection, Scope of Work

1. The event management agency will have to undertake all the work related to (a) Installations at the location, (b) catering services, (c) liaisoning with all other agencies for water, security, fire and health/civic and police authorities. NCM will facilitate for writing to police for security and Traffic arrangements and Fire Department. Agency will make adequate provisions for fire safety equipment as per norms and protocol for such events. Agency will also provide requisite water supply or execution of the event.
2. The work at the location site will include floral decoration, providing chandeliers, furnitures, decoration, rangoli, setting up of pandal, carpeting and wall masking of various areas, lighting, providing genset with diesel, sound equipment and their set up, CCTV equipment, providing and set up of Led wall, videography and photography, valet parking, handwash services, Transportation etc. **Details of work are attached at Annexure-I may be followed strictly.**
3. The event management agency will undertake and execute all works for successful celebration of the event i.e. 556th birth anniversary of Shri Guru Nanak Dev ji at the location.

Technical Evaluation (100 marks):

1. The technical proposals of the Bidders who fulfill the eligibility criteria will be evaluated as per the parameter indicated below. The agencies scoring 70 marks and above will be declared as technically qualified.
2. The financial bid of only those agencies will be considered, who have qualified technically.
3. Technical and commercial scores obtained by all the bidders would be summed and the vendor with highest score would be awarded the bid.
4. Total scores of the vendors would be calculated as per the following formulas:



Technical Bid & Financial Bid

1. $(T1/Tmax)*0.7 + (Lmin/L1*0.3)$
2. $(T2/Tmax)*0.7 + (Lmin/L2*0.3)$
3. $(T3/Tmax)*0.7 + (Lmin/L3*0.3)$

Note: (1) Tmax – is maximum marks for technical bid & T1, T2 & T3 are the marks scored by the individual bidders.

(2) Lmin is lowest financial bid and L1, L2 & L3 are the financial bids quoted by the bidders.

5. Bidder with the highest marks computed above on cost and quality basis will be awarded the bid.
6. The criteria for evaluation of technical bids is given in **Annexure III**.
7. The decision of NCM with regard to selection will be final and no communication in this regard will be entertained. It may be noted that NCM reserves the right to reject any or all the bids without assigning any reason whatsoever.
8. **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.** NCM reserves the right to assess bidder capacity to perform the contract should the circumstances warrant such assessment.
9. Party should not be in dispute with NCM, either directly or indirectly or through any other agency.

Financial Score: 30 Marks

1. The financial bid is to be quoted for each of the items alongwith total cost involved given in **Annexure-I**. The rates for catering services and invitation cards may be quoted separately.
2. NCM reserves all the rights related to the opening, evaluation and cancellation of Bids without assigning any reasons thereof. NCM can accept OR reject the financial bids without assigning any reason and decision of the NCM will be final & binding in this regard. In case of any ambiguity while comparing the rates offered by the bidders, NCM reserves all the rights to decide on the issue of identifying selected bidder.



Special Conditions for Evaluation

The Preferred Bidder would be selected as per criteria mentioned. However, in the event that two or more Bidders secure exactly the same Composite Score, then NCM reserves the right to declare as Preferred Bidder whose, Presentation Score is highest among such Bidders who have secured exactly the same Composite Score.

Location of the Event

95, Lodhi Estate, New Delhi

A. OTHER CONDITIONS:-

a). Liquidated Damages:- The entire work as listed in the scope of work is to be completed by 11.00 A.M on 15th November, 2024. The bare space will be handed over to the agency in the morning of 14th November, 2024 and the entire work as per the work order is to be completed accordingly by 11.00 A.M on 15th November, 2024. The above time schedule is required to be strictly adhered to and followed. Liquidated Damages 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 each hour of delay, subject to maximum of 50% of the contract value. The penalty shall be recoverable from the Performance Guarantee provided by the agency.

Further, in case of delay to deliver the work within stipulated program, NCM 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 NCM 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 or Performance Guarantee. Moreover, NCM shall also be entitled to all other legal proceedings as may be required for shortfalls in recovery.

b). Earnest Money Deposit (EMD) (i). The Bidder shall furnish, EMD of Rs.1.25 Lakhs (Rupees One Lakh twenty five thousand only) in form of Demand Draft drawn in favour of " DDO NCM" payable at New Delhi or Bank Guarantee in prescribed format with validity of 180 days from date of opening of bid. MSME are exempted for depositing EMD.

(ii). No interest shall be paid on EMD.

(iii) EMD of Bidders not short-listed will be refunded within 30 days from the date of declaration of Short-listed Bidders.

(iv). The successful Bidder's EMD will be discharged upon the Bidder signing the LOI/Agreement, and furnishing the Performance Bank Guarantee.



(v) The EMD may be forfeited either in full or in part, at the discretion of NCM, on account of one or more of the following reasons:-

- a) The Bidder withdraws their Bid during the period of Bid validity of 90 days.
- b) Bidder does not respond to requests for clarification of their Bid.
- c) Bidder fails to co-operate in the Bid evaluation process, and
- d) In case of a successful Bidder, the said Bidder fails: to sign the Agreement in time; or fails to furnish Performance Guarantee.

c). Performance Guarantee

(i) The selected bidder shall submit Performance Guarantee / Demand Draft equal to 10% of the contract price or as mentioned in the LOI to the NCM at the time of signing of Agreement, in the given format, issued from any Scheduled Bank.

(ii) The security deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the service provider. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by this office or non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on the part of manpower supplied by the Agency. Performance Security would be returned only after successful completion of work assigned and after adjusting/ recovering any dues recoverable/ payable from/ by the Agency on any account under the contract.

(iii). If the selected bidder fails to remit the performance guarantee, the EMD remitted by him will be forfeited and his bid will be held void.

(iv) Format of Performance Guarantee will be provided to the shortlisted bidder along with the LOI.



Annexure-I

1. The event management agency will have to undertake all the work related to (a) Installations at the location, (b) catering services, (c) liaisoning with all other agencies for water, security, fire and health/civic and police authorities. NCM will facilitate for writing to police for security and Traffic arrangements and Fire Department. Agency will make adequate provisions for fire safety equipment as per norms and protocol for such events. Agency will also provide requisite water supply or execution of the event.

2. The work at the location site will include floral decoration, providing chandeliers, furnitures, decoration, rangoli, setting up of pandal, carpeting and wall masking of various areas, lighting, providing genset with diesel, sound equipment and their set up, CCTV equipment, providing and set up of Led wall, videography and photography, valet parking, handwash services, Transportation etc.

Work Scope with Detailing & Sizing

A	Fresh Flower Work	Approximate area (in sq. ft.)	Quantity
1	Passage truss covered with traditional chandeliers and flowers	69x12x12	1
2	Main Entrance, gate covered with fabric, florals & chandeliers	12x12x12	1
2(a)	Entry Gate (specification) Flex box Arch Gate Arch top roof Dom with paint finish	Size-4, Sqft. 35 Size-4, Sqft. 35 ---- , Sqft. 3	1 1 1
3	Trees Décor wrapped with fresh flowers, chandeliers and glass samadhans	-	1
4	Rangoli		As per requirement
5	View Blocker Fresh Flower wall will be created	120	1
6	Darbar Sahib box truss with hanging props	30x20x12	1
7	Khalsa logo	120	1
8	Center aisle décor on both hand with fresh flowers and few clay matki	-	1
B	Fabrication		
1	Inner Passage Truss	69x12x12	1
2	Main Lawn Truss	12x12x12	1

3	Darbar Sahib Overhead truss	30x20x12	1
4	Langar Kitchen	1050	1
5	Darbar Sahib Backdrop wall	120	1
6	Wall Masking of kitchen area	1300	1
7	Wall Masking of Parking area	600	1
8	Wall Masking of passage truss	830	1
9	Wall Masking of Jodaghar	400	1
10	Wall Masking of Turban Area	400	1
11	Wall Masking of Langar Area	900	1
12	Wall Masking at Genset Area	400	1
13	Wall Masking at Driver Food Area	800	1
C	Furniture (Platforming and Carpet)		
1	Passage Carpeting	1080	1
2	JodaGhar Carpeting	240	1
3	Turban area Carpeting	160	1
4	Platform and Carpeting in main lawn area	10000	
5	Platform and Carpeting in Front lawn area	2200	
6	Carpeting in Kitchen area	1000	
7	Suede upholstery chairs	50-60	
8	Platforming with carpeting and covered	12x9x1	1
9	Sofas 2 seater		12
10	Buffet, 5 round table in front of house tile with 40 tiffany chairs, 6 round table in front of lawn area with 48 tiffany chairs		1
D	Lighting		
1	Lighting for venue including lawn entrance, front lawn and main lawn area		1
1(a)	Led wall 60x12 Led Screen for the main stage	Size- 1, Sqft. 1	-
	Led wall 12x10 For using in event	Size- 2, Sqft. 1	-
2	Warm lighting for highlighting of trees, props, florals and Darbar sahib truss		1
3	Parking area		1
4	Chandeliers from trees and passage truss		1
E	Waterproof tent overhead Darbar Sahib and Main Lawn sitting area		
F	Miscellaneous		



1	Signages Wash room/medical room/kitchen/VIP Launge/Joda ghar	Size - 1.5 ft x 2 ft. saqt.3	16
2	Pole branding	Size - 2 ft x 2 ft. saqt.6	55
3	Riser Media riser with carpet finish	Size - 12 x 4 saqt.1	1 Size - 2 ft x 2 ft. saqt.6
4	Guruji cutout Digital print on 5mm sunboard with raised cover lights	Size - 8 x 6.5 ft. saqt.52	1
5	Guruji cutout Digital print on 5mm sunboard	Size - 5.5 x 4 ft. saqt.22	2
6	Watch out process (For using in event)	Size - 1 ft. saqt.1	-
7	Seamless switcher (For using in event)	Size - 1 ft. saqt.1	-
8	Q commander (For using in event)	Size - 1 ft. saqt.1	-
9	Spilter (For using in event)	Size - 1 ft. saqt.1	-
10	Q Managers from Entrance till main stage	-	20
11	Portable handwash machine	-	4
12	Shoes rack & team	-	1
13	Fire extinguisher 6 nos. with 2 operators	-	12
14	Carpet road 900 ft. - put on road for entry from 94 to 95	-	1
15	Plasma 55 inches	-	1
16	Khalsa flag with pole 30 Nos.	-	1
17	Photographer & video edit	-	3
18	Valet parking	-	1
19	CCTV camera from 26 th 27 th	-	12
20	Genset	-	4
21	Mattress (Gudda)	-	400

Sound equipments - As required for organizing the event

Catering Services

(A) Menu for langar/dinner for 500 people.

- (i) Mutter paneer
- (ii) Dal Makhani
- (iii) Aloo gobi
- (iv) Raitabooni
- (v) Salad, Achar



- (vi) Jeera Rice
- (vii) Kesari Kheer
- (viii) Chapatti

(B) Packed Lunch for security persons (100 persons):

- (i) Dal Makhani
- (ii) Aloo gobi
- (iii) Jeera Rice
- (iv) Kesari Kheer
- (v) Chapatti

(C) Water bottle 250 ml (200 Box)

(D) Water Jar 20 ltrs (40 Jar)



TECHNICAL BID FORM

1. Name and address of the Bidding Firm:
2. Name and Designation of the person signing the bid:
3. Mobile/landline Tel No. :
4. EMD Details
5. GST No. :
(copy enclosed)
6. PAN Number :
(Copy enclosed)
7. Annual Turnover of Last Three Financial Years :
2021-22 :.....
2022-23:.....
2023-24:.....
8. Terms and conditions as mentioned in Annexure I of the tender
Is acceptable /not acceptable:
9. Capacity in which bid is signed by the bidder
(Prop./Partner/Director)

Date:

Signature of the Bidder

Place:

Name in Block Letters:



Criteria for Evaluation of Technical bids

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

S.No.	Details	Max Marks	Mark Scored
1.	Number of similar nature of events organized for Government of India / PSUs / Autonomous Bodies/Federations of Industries etc. during the past 8 years. The firm should provide credible evidence of the same.	20	
	03 - 05 events :	15	
	More than 05 events :	20	
2.	Total Turnover of the agency: (Average annual turnover during last three financial years)	10	
	Average Annual Turnover of 6lakhs	05	
	Average Annual Turnover of more than 6 lakhs	10	
3.	Familiarity with the venue	10	
	No. of events done in the proximity of the Venue during last 8 years: 3	05	
	No. of events done in the proximity of the Venue during last 8 years: more than 3	10	
4.	Qualifications and Experience and numbers of Core team of Technical/Professional Manpower that will be deployed.	15	
5.	The technical capacity to prepare the brochures for events managed.	05	
6.	Methodology and Approach. Bidders to share their Methodology and Approach based on the requirements of the RFP. The Presentation should include emphasizing the following: *Detailed plan from inception to closure of assignment; * Role of each deployed staff and backend leadership and support staff inputs; * Component wise plan and outputs (Clearances, Media and Outreach, Branding and related outputs, Security etc. * Insurance covers and other risk mitigation plan. *Presentation of layout needs to be with 3-D drawings. * The presentation should substantiate a complete understanding of the event, its profile, requirements, execution strategy, imperatives for ensuring a safe &	40	



	secure event exercising economy etc. * (A complete power point presentation of 10 minutes to be made before the evaluation Committee)		
	Total Marks	100	

Note: The Core team of Technical/Professional Manpower indicated in the bids should not be changed during the event.



OBLIGATION / COMPLIANCE TO BE ENSURED BY BIDDER

Sr.	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)		
5.	PF registration number with detail of deployed staff		

Signature of the Bidder with seal



INDEMNITY UNDERTAKING

I on behalf of M/s hereby agree and undertake that I have understood all the procedures and all staff Technical & Non-Technical working on behalf of M/s will abide by them. I declare that I M/s will be responsible for any safety violations/ accident etc. NCM will not be responsible in case of any accident / incident and will not compensate financially or otherwise. I assure NCM that enlisted Manpower deployment will be done at Venue from Mobilization to Completion of Event at **95 Lodhi Estate, New Delhi**.

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

A handwritten signature in blue ink, appearing to read 'Anubhav', with a long horizontal stroke extending to the right.

PROFORMA FOR PERFORMANCE BANK GUARANTEE

(On stamp paper of appropriate value from any Nationalized Bank)

To,

National Commission for Minorities,
Block-14, CGO Complex,
New Delhi.

Dear Sir,

In consideration of National Commission for Minorities (hereinafter called as NCM which expression shall include his successor and assigns) having awarded to
(hereinafter referred to as the Agency or Agencies when expression shall wherever the subject of context so permits include its successors and assigns) a contract no. in terms inter-alia, of the NCM's letter no. dated. and the General Conditions of Contract and upon the condition of the Agency's furnishing security for the performance of the Agency's obligations and discharge of the Agency's liability thereunder in connection with the said contract up to a sum of Rs..... (Rupees..... only) amounting to 10 % (Ten) percent of the total contract value.

1. We. (hereinafter called the Bank which expression shall include its successors and assigns) hereby jointly and severally undertake to guarantee the payment to NCM in Rupees forthwith on demand in writing and without protest or demur or any and all moneys anywise payable by the Agency to NCM in respect of or in connection with the said contract inclusive of all NCM's losses and damages and costs (inclusive between attorney and client) charges and expenses and other moneys anywise payable in respect of the above to this guarantee up to an aggregate limit of Rs. (Rupees.....only).

2. We the Bank further agree that NCM shall be the sole judge of and as to whether the said Agency has committed any breach or breaches of any of the terms and conditions of the said contract and the extent of loss, damage, cost, charges and expenses caused to or suffered by or that may be caused to or suffered by NCM on account thereof and the decisions of NCM that the said Agency has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by NCM from time to time shall be final and binding on us.



3. NCM shall be at liberty without reference to the Bank and without affecting the full liability of the Bank hereunder to take any other security in respect of the Agency's obligations and liabilities hereunder or to vary the contract or the work to be done there under vis-à-vis the Agency or to grant time or indulgence to the Agency or to reduce or to increase or otherwise vary the prices of the total contract value or to release or to forbear from enforcement of all or any of the security and/ or any other security(ies) now or hereafter held by NCM and no such dealing(s), reduction(s), increase(s) or other indulgence(s) or arrangement(s) with the Agency or release or forbearance whatsoever shall absolve the Bank of the failed liability to NCM hereunder or prejudice the rights of the NCM against the Bank.

4. This guarantee shall not be determined or affected by the liquidation or winding up, dissolution, or change of constitution or insolvency of the Agency but shall in all respects and for all purposes be binding and operative until payment of all monies payable to NCM in terms thereof.

5. The Bank hereby waives all rights at any time inconsistent with the terms of this guarantee and the obligations of the Bank in terms hereof shall not be anywise affected or suspended by reason of any dispute or dispute having been raised by the Agency stopping or preventing or purporting to stop or prevent any payment by the Bank to NCM in terms hereof.

6. The amount stated in any notice of demand addressed by NCM to the Bank as liable to be paid to NCM by the Agency or as suffered or incurred by NCM on account of any losses or damages of cost, costs, charges and / or expenses shall be conclusive evidence of the amount so liable to be paid to NCM of suffered or incurred by NCM as the case may be and shall be payable by the Bank to NCM in terms hereof.

7. This guarantee shall be a continuing guarantee and shall remain valid and irrevocable for all claims of NCM and liabilities of the Agency arising up to and until midnight of.....

8. This guarantee shall be in addition to any other guarantee or security whatsoever that NCM may now or at any time anywise may have in relation to the Agency's obligations or liabilities there under and/or in connection with the said contract and NCM shall have full authority to have recourse to or enforce this security in preference to any other guarantee or security which NCM may have or obtain and no forbearance on the part of NCM in enforcing or requiring enforcement of any other security shall have the effect of releasing the Bank from its full liability hereunder.

9. It shall not be necessary for NCM to proceed against the said Agency before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank notwithstanding that any security which NCM may have obtained or obtain from the Agency



shall at the time when proceedings are taken against the said Bank hereunder be outstanding or unrealized.

10. We the said Bank undertake not to revoke this guarantee during its currency except with the consent of NCM in writing and agree that any change in the constitution of the said Agency or the said Bank shall not discharge our liability hereunder.

11. We.the said Bank further state that we shall pay forthwith the amount stated in the notice of demand notwithstanding any dispute/ difference pending between the parties before the arbitrator and/ or that any dispute is being referred to arbitration.

12. Notwithstanding anything contained herein above, our liability under this guarantee shall be restricted to Rs..... (Rupees.....) and this guarantee shall remain in force tilland unless a claim is made on us within three months from that date, that is before all the claims under this guarantee shall be forfeited and we shall be relieved of and discharged from our liabilities thereunder.

Datedday of2024.

For and on behalf of Bank. Issued Under Seal



TECHNICAL PROPOSAL SUBMISSION LETTER

To: [Location, Date]

The Under Secretary (Admn.)
National Commission for Minorities (NCM)
Block-14, 1st Floor,
CGO Complex,
New Delhi-110003

Dear Sir

We/I, the undersigned, offer to provide the services for celebration of 556th birth anniversary of Shri Guru Nanak Devji on 15th November, 2024, at 95, Lodhi Estate, New Delhi as per the Guidelines, Terms & Conditions mentioned in this Tender document. We/I/are/am hereby submitting our Proposal, which includes the Technical Proposal & Financial Bid. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it would lead to our disqualification.

Thanking You,

Yours Sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Contact No:

* Proposal should be submitted on the official letter head of the company



FINANCIAL BID FORMAT

Tender Document No. :

To:

The Under Secretary (Admn.)
National Commission for Minorities (NCM)
Block-14, 1st Floor,
CGO Complex,
New Delhi-110003

Dear Sir:

We / I, the undersigned, offer to provide the services for celebration of 556th birth anniversary of Shri Guru Nanak Devji on 15th November, 2024 at 95, Lodhi Estate, New Delhi as per the Terms of Reference given in this Tender Document within the time specified and in accordance with the specifications, design and instructions as per General Terms and Conditions. The detailed price bid is enclosed herewith.

Thanking you.

Yours faithfully,

Signature of the Bidder with Seal

A handwritten signature in blue ink, appearing to read 'Amalra', with a horizontal line underneath it.

DETAILS OF COMPLETED WORKS OF SIMILAR NATURE
(During last eight financial years ending March 31st 2024)

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.)

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)



ANNUAL TURN OVER

The firm/agency should have a minimum average annual turnover of Rs. 6.00 lakhs during the last three financial years

FINANCIAL YEAR	ANNUAL TURNOVER AS PER AUDITED BALANCE SHEET (in Rupees)
2021-22	
2022-23	
2023-24	
Total	

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)



TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender/Work:- Event Management for celebration of 556th birth anniversary of Shri Guru Nanak Devji on 15th November, 2024 at 95, Lodhi Estate, New Delhi.

Dear Sir,

1. I/We have downloaded /obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s)namely:

As per your advertisement, given in the above mentioned website(s).

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

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

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

5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

6. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.



7. We are not blacklisted by any Central/State Government/Autonomous Body/Public Sector Undertaking/Corporate in India.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

(Name and Designation of the authorized signatory)



ANNEXURE-XII

Details of the Firm/Agency

1.	Name of the firm/agency	:	
2.	Address	:	
3.	Telephone No(s).	:	
4.	Fax No(s).	:	
5.	Email and Website	:	
6.	Name, Address, Phone number and e-mail id of the Proprietor/Partners	:	
7.	Date of Registration of the Firm/Agency and Registration No.	:	
8.	Sales Tax No. (Please attach necessary documents)	:	
9.	Service Tax No.(Please attach necessary documents)	:	
10.	PAN No. of the firm/agency	:	
11.	Bank accounts number with branch name and IFSC code of the Bank	:	
12.	RTGS/NEFT No. of the Bank	:	
13.	Copies of the Income Tax Returns of the firm for the last three financial years (Please attach necessary documents)	:	
14.	Demand Draft of Rs.1.25Lakh (Rupees One lakh twenty five thousand only) in favour of DDO, NCM payable at New Delhi, from any of the Commercial Bank, as Earnest Deposit(EMD)[Please provide the details]	:	
15.	Work Experience	:	
16.	Annual Turnover	:	



17.	Insurance and Risk Cover related to event management i.e.: <ul style="list-style-type: none"> • Material Damage • Personal Accident • Publicliability • Third Party Claim <ul style="list-style-type: none"> • Any related Insurance cover for such Events with adequate risk cover. 		
18.	Numbers of Core team of Technical/Professional Manpower trained in event management with their Qualifications and experiences. The firm should provide the details of the same.		
19.	Address of office of the Firm in the NCR region. Documentary proof must be enclosed.		

Note: Please provide the details and enclose the relevant formats, annexures and mention page numbers.

