

Ref. No. 42-22/63/2024-AKAM

REQUEST FOR PROPOSAL

**HIRING OF EVENT MANAGEMENT AGENCY
FOR**

TIRANGA RUN ON 12.08.2024

Date of Release of RFP: 05 August 2024

Last date of Submission of Proposal: 08.08. 2024

**AKAM Secretariat
Ministry of Culture**
IGNCA, Janpath Hotel, Janpath, New Delhi-110001

DISCLAIMER

1. The information contained in this Request for Proposal Document (hereinafter known as “RFP Document”) or subsequently provided to Bidder/s in documentary form by or on behalf of Ministry of Culture (“MOC”) or any of their representatives, employees or advisors (collectively referred to as “Representatives”), is provided to Bidder(s) on the terms and conditions set out in this RFP Document and any other terms and conditions subject to which such information is provided.
2. This RFP Document is not an agreement and is not an offer or invitation by MOC and/or its Representative(s) to any party other than the entities, who are qualified to submit their Proposal (“Bid”). The purpose of this RFP Document is to provide the Bidder with information to assist the formulation of their Proposal. This RFP Document does not purport to contain all the information each Bidder may require. This RFP Document may not be appropriate for all persons, and it is not possible for MOC and/or its Representatives to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP Document. Each Bidder should conduct their own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP Document and wherever necessary, obtain independent advice from appropriate sources.
3. MOC and/or its Representatives make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP Document.
4. MOC and/or its Representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP Document.

TIRANGA RUN 2024

1. BRIEF OF EVENT

Under the aegis of the Azadi Ka Amrit Mahotsav, the Government of India initiated the 'Har Ghar Tiranga' (HGT) event in 2022 and 2023. This nationwide celebration saw the Indian National Flag, the Tiranga, being proudly hoisted at every house, office, organization, institution, and company on 15th August 2022, and again on 15th August 2023.

Continuing this patriotic tradition, the Har Ghar Tiranga event will once again be celebrated in 2024, with the National Flag to be hoisted on 15th August. In alignment with this, the Ministry of Culture is organizing a Run/Tiranga Run on **12.08.2024** to further amplify the spirit of unity and national pride as part of the Har Ghar Tiranga 2024 celebrations. This will be part of multiple Runs the Ministry propose to conduct across various States. The Delhi Run will be the start of this movement.

2. SCOPE OF WORK

2.1 Organizing a run in the following 12 States/Cities :

Delhi

Mumbai

Chennai

Bengaluru

Kolkata

Lucknow

Ahmedabad

Hyderabad

Jodhpur

Patna

Indore

Guwahati

2.2 Planning and Coordination:

- Coordinate with local authorities for permissions and support.
- Develop a detailed event plan, including route mapping, logistics, and contingency plans.

2.3 Marketing and Promotion:

- Develop a marketing strategy to promote the Run.
- Design and Develop promotional materials (flyers, banners, social media posts).
- Engage media partners and influencers to maximize reach.

2.4 Registration and Participation:

- Set up an online registration system and integrate it with the MOC website/MyGOV.
- Determine participant categories.
- Manage participant data and ensure effective communication.

2.5 Logistics and Operations:

- Arrange for necessary equipment and supplies (water stations, medical support, first aid stations and Ambulances)
- Recruit and train volunteers for various roles.
- Ensure safety and security measures are in place.

2.6 Event Day Management:

- Coordinate start/finish line activities – **Stage setup** and arrangement of live streaming for social media.
- Monitor the Run Route and manage checkpoints.
- Handle any emergencies or unexpected issues.
- Arrange kits (Kits – T shirts, Caps etc)
- Arrange Refreshments (Packed Boxes) and fruits.

2.7 Post-Event Activities:

- Organize closing ceremony.

3. Participant Categories

- Professional Runners
- Amateur Runners
- Senior Citizens
- School Students (ages 12-18)
- Corporate Teams
- Charity Participants
- Families

4. BID SCHEDULE;

i.	Date of uploading of RFP	-	05.08.2024	05.00 PM
ii.	Pre-bid queries	-	07.08.2024	04.00 PM
iii.	Last date of submission of bid	-	08.08.2024	05.30 PM
iv.	Date of opening of bid	-	09.08.2024	11.00 AM
v.	Presentation before Committee	-	09.08.2024	12.30 PM
vi.	Declaration of Result	-	09.08.2024	03.00 PM

5. Pre – Qualification Criteria and Experience

- Minimum 5 cr average turnover during the last 3 years ending FY 2023-24
- At least 2 Runs Experience at National Level
- At least 5 Runs Experience at State Level
- Participant numbers in Runs – 5000 or more

6. Evaluation Criteria

Evaluation of Bids shall be done out of 100 marks, The evaluation process will be of two stages. On the first stage Technical Evaluation will be done and those qualifying it (with 70% marks) will qualify for opening of their Financial Bid. Details are as under:

Technical bid evaluation criteria

Particulars	Marks
1) Experience (No. of Runs) Private, Sponsored, Non Govt, NGO/PSU 2 National or 5 States – 5 Marks 3-4 National or 6-10 States – 7.5 Marks More than 4 National or More than 10 States – 10 Marks	10
2) Experience of Organizing Central/State Govt. Runs 2 National or 5 States – 5 Marks 3-4 National or 6-10 States – 7.5 Marks More than 4 National or More than 10 States – 10 Marks	10
3) Financial Average turnover of last 3 years 5 Crore 5 Marks 5 – 10 Crore 7.5 Marks 10 Crore 10 Marks	10
4) Presentation (70 Marks) Detailed approach and methodology for executing the scope of work. Event plan and timeline. Marketing strategy. Safety and contingency plans.	70
Total	100

7. Evaluation Process

- The Technical Bids will be considered based on the Presentation made by the bidder and its experience in the field and financial status (As detailed in the above table).
- Only those bidders who will secure at least 70 marks out of 100 in the Technical Bids will be considered for the Financial Bid.

The detailed process for the technical evaluation and financial evaluation is given below.

A. Technical Evaluation Process:

- The Presentation with the highest technical marks (as allotted by the Evaluation Committee) shall be given a score of 100 (Hundred) and other proposals be given technical score that are proportional to their marks w.r.t. the highest technical marks.
- The bidders securing a minimum of 70% marks will qualify in the technical evaluation round.

B. Financial Evaluation Process:

- After the Technical Evaluation is completed, Financial Bid of the qualified bidders shall be opened.
- Financial proposals of only those bidders will be evaluated, who secure a minimum of 70% marks in the Technical Evaluation. The proposal with the lowest total bid value as given in FORM FINANCIAL shall be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their total bid value.

C. Combined Evaluation Process: Combined Evaluation

- The combined score shall be obtained by weighing the technical and financial scores in the ratio of 70:30 and adding them up. On the basis of combined weighted score for technical and financial, the bidder shall be ranked in terms of total score obtained.
- The proposal obtaining the highest combined score in evaluation will be ranked as H-1 followed by the proposals securing lesser marks as H2, H3, etc. The bidder securing the highest Combined marks will be considered for award of the contract.

Example:

As an example, the following procedure will be followed. The minimum qualifying marks for technical qualifications are 70 and the weight age of the technical bids and financial bids is kept as 70:30. Assuming that in response to the RFP, 3 proposals, A, B & C are received. The Technical Evaluation Committee awards them 75, 80, and 90 marks respectively. The proposal with the highest technical marks (as allotted by the Evaluation Committee) shall be given a score of 100 (Hundred) and other proposals be given technical score that are proportional to their marks w.r.t. the highest technical marks. Bidders securing 70% marks in this process will be deemed as technically suitable and their financial proposals will be opened after notifying the date and time of bid opening

to the successful participants. Assuming that the Evaluation Committee examines the financial proposals and the quoted total bid values are as under:

Proposal Total Bid Value A : Rs.120

B :Rs.100

C: Rs.110

Using the formula $LTBV / TBV$, where $LTBV$ stands for Lowest Total Bid Value and TBV stands for Total Bid Value, the Committee will give them the following points for financial proposals:

A : $100 / 120 = 83$ points

B : $100 / 100 = 100$ points

C : $100 / 110 = 91$ points

In the combined evaluation, thereafter, the Evaluation Committee will calculate the combined technical and financial score as under:

Proposal A : $75 \times 0.70 + 83 \times 0.30 = 77.4$ points.

Proposal B : $80 \times 0.70 + 100 \times 0.30 = 86$ points

Proposal C : $90 \times 0.70 + 91 \times 0.30 = 90.3$ points.

The three proposals in the combined technical and financial evaluation will be ranked as under:

Proposal A: 77.4 points: H3

Proposal B: 86 points:H2

Proposal C: 90.3 points: H1

Proposal C at the total bid value of Rs.110 will, therefore, be declared as winner and recommended for approval, to the competent authority.

In the event of a tie in the final scores, the agency having the lower financial quote amongst the two would be given preference.

8. PERIOD OF CONTRACT

The period of contract shall be until successful completion of event and upon satisfactory completion of all obligations of the bidder.

9. BID VALIDITY

9.1 The Bid shall remain valid for acceptance for a period of 60 days from the Bid Due date and Time as prescribed in the Bidding Document. Any Bid valid for a shorter period shall be treated as unresponsive and rejected.

9.2 In exceptional cases, the Bidders may be requested by MOC to extend the validity of their Bids up to a specified period. The Bidders, who agree to extend

the Bid validity, are to extend the same without any change or modification of their original Bid.

- 9.3 In case the day up to which the Bids are to remain valid falls on or subsequently declared a holiday or closed day for MOC, the Bid validity shall automatically be extended up to the next working day.

10. SIGNING OF BID

10.1 Bid shall be typed and the same shall be signed by the bidder or by a person(s) who has been duly authorized to bind the Bidder to the contract.

10.2 The bid shall be duly signed at the appropriate place as indicated in the Bidding Documents and all other pages of the Bid. The Bid shall not contain any erasure or overwriting.

11. CLARIFICATION OF BID

11.1 Bidders requiring any clarification or elucidation on any issue in respect of the bid document may take up the same with during the physical/virtual Pre bid meeting **on 7.8.2024** or Director, AKAM Secretariat, MOC, at azadiamrit@gmail.com. MOC will respond through mail to such request provided the same is received by MOC latest by 1.00 PM 7.8.2024. No query/clarifications will be considered after aforementioned date and time.

11.2 Any clarification issued by MOC in response to query(ies) raised by the prospective bidders shall form an integral part of bid document and it may amount to an amendment of the relevant clauses(s) of the bid document.

12. SUBMISSION OF BIDS

12.1 The Bids from the Applicant should be in English and should consist of the requisite documents and are to be submitted in folders (Technical and Financial bids separately) in the office of Ministry of Culture (AKAM Secretariat) at 3rd Floor, IGNSA.

13. Documents to be submitted along with Technical Bid:

- Letter of proposal as per the prescribed format in **Annexure I** (Bid Submission Form)
- A declaration regarding acceptance of all terms and conditions of this RFP and subsequent amendments/corrigendum duly signed as in **Annexure-III**.
- Detailed approach and activity plan for the execution, sample promotional exhibits, Manpower details and deployment plan
- Particulars of the Bidder as per **Form-I**.
- Documents required for Technical Bid evaluation

14. Documents to be submitted alongwith Financial Bid:

Proposal consisting of bidder's financial offer for the project in the price bid format set out in **Annexure II** of this RFP duly signed by the bidder. The financial proposal shall be quoted as lump sum inclusive of all taxes, levies, charges etc. excluding GST

The financial proposal shall be inclusive of all out of pocket expenses incurred towards Local site office, site visits, travel, documentation and communication etc., taxes, royalties, fees, taxes and charges, as applicable except those as prescribed in this RFP.

Financial Capacity of Bidder in **Form-II**.

The Authority reserves the right to reject any Financial Proposal which is conditional and non-responsive.

15. BID OPENING

- 15.1 MOC will open the Bids at the specified date and time and at the specified place as indicated in the Bid Schedule. Bid opening may also take place virtually as may be decided by MOC
- 15.2 In case the specified date of Bid opening falls on or is subsequently declared a holiday or closed day for MOC, the Bids will be opened at the appointed time and place on the next working day.
- 15.3 Authorized representatives of the Bidders, who have submitted Bids on time may attend the Bid opening provided they bring with them Letters of Authority from the corresponding Bidders.

16. RIGHT TO VARY SCOPE OF WORK

MOC may at any time of RFP process or even after award of the contract, by a written order given to the bidder, make changes/additions/deletions within the general scope of the Work. The Bid shall accordingly be amended.

17. AWARD OF CONTRACT

- 17.1 MOC reserves the right to accept/reject a bid, to cancel/abort the RFP process and/or reject all bids at any time prior to award of contract, without thereby incurring any liability to the empaneled agencies on the grounds of such actions taken by MOC.
- 17.2 MOC shall award Contract to the highest scoring bidder for providing services of conceptualizing, planning, designing, coordinating and managing the Event in accordance with the scope of work mentioned in the RFP.

18. PERFORMANCE BANK GUARANTEE

18.1 The selected Bidder to whom the Work Order (WO) is issued shall give Performance Bank Guarantee (“**PBG**”) for the amount equivalent to 3% of the PO value inclusive of tax. PBG will be in the form of Bank Guarantee(BG) of any Commercial Bank drawn in the name of “**P&AO, Ministry of Culture**” payable at New Delhi to be deposited in the office of AKAM Secretariat, 3rd Floor, IGNSA, Janpath Hotel, Janpath, New Delhi-110001.

18.2 MOC will have the right to invoke the PBG without assigning any reasons if the selected Bidder defaults or deemed to have defaulted or in the case of non-acceptance of the purchase orders/work order/scope of work and/or default in any terms and condition of the tender documents and empanelment will be cancelled.

a. Successful bidder shall be required to give PBG within two days of issuance of WO by MOC. In the event of default in submission of PBG within the stipulated time, the Bidder shall be liable for a penalty amounting to 0.1% (Zero Point One Percent) of the WO value per day of delay subject to a maximum delay of 7 days. If delay continues beyond 7 days, MOC shall have the right to cancel empanelment with the right to other legal remedies that may be available under law.

b. The PBG shall be immediately replenished by the Bidder in the event PBG is invoked by MOC.

c. The PBG should remain valid for an additional period of 30 days beyond the timelines mentioned in the WO.

d. In the event wherein a WO is released by MOC for event/project renewal or a fresh WO is released, the bidder shall ensure extension/submission of PBG within 7 Days of issuance of the WO. Penalty as per clause 18.2 (a) shall be applicable in the event of default in timely submission of PBG.

19. ADVANCE PAYMENT

Advance Payment amounting to 30% of the contract value can be made after signing of the contract against submission of Bank Guarantee of the equivalent amount.

20. INTELLECTUAL PROPERTY RIGHTS

The EMA/Successful Bidder must ensure that all intellectual property including but not limited to MoC logo, creatives any work, brand name, trade name, service mark, trademark etc., related to MoC shall belong to MOC. In no event, the EMA shall, either directly or indirectly, register, file or attempt to register or file any

intellectual property in its own name. Any work created and/or developed pursuant to the scope of work by the Bidder shall stand vested in MoC for all purposes whatsoever. Any work created by the EMA/Successful Bidder in pursuance of the Tender Documents shall stand vested in MOC for all purposes in perpetuity and the EMA shall have no claim over the same. The EMA shall be solely responsible for any violation or infringement of any Intellectual Property Rights including trademark, trade name, copyright, patent of any person, firm or company, personal right of privacy, religious beliefs and/or any other right of any other person including for adherence of regulations, administrative and judicial orders etc.

All exploitation rights including without limitation promotion / sponsorships / distribution / marketing / telecast etc. shall vest with MOC in perpetuity for global territory and EMA shall not claim or have rights including any right to sell/market the MoC event to any party.

The relationship between the parties hereto shall be on a Principal to Principal basis and shall not be deemed to be a joint venture, partnership or agency of any nature whatsoever between them.

EMA undertakes and confirms that it shall comply with all requisites, laws and regulations, necessary insurances, that are required to be complied with for conducting the event and the creation, as well as exclusive assignment of all rights in favour of MOC, EMA shall keep MOC indemnified and hold MOC harmless from any and all claims including claims for infringement of Intellectual property rights/third party claims, losses, demands, damages, costs, charges, expenses that may prejudice MOC's interests and benefits, in any way whatsoever.

MOC shall not be responsible in any way for any unfulfilled obligations and/or liabilities of EMA its Affiliates/Associations etc. and/or its agents towards any person, party, company, organization in connection with pending obligations, the finance, employment of other contractual and non-contractual.

Agreements/arrangements of whatsoever nature, whether or not in relation to the event and EMA shall continue to be solely responsible for the same

21. PENALTY CLAUSE

21.1 During the term of the Contract, MOC, at its sole discretion, will assess the EMA's performance periodically regarding fulfilment of its obligations. It is contemplated that this assessment of the EMA's performance shall be based on the following factors:

- i. Timely delivery of the Services;
- ii. Standard of quality of Services;
- iii. Quantity of the services as per the RFP.

21.2 If, upon assessment by MOC, performance of the Agency is not found satisfactory on above mentioned factors, the following penalty shall be levied upon the EMA.

i. If the EMA, having been notified, fails to timely deliver goods/services in accordance with the delivery schedule, MOC may proceed to take such remedial action(s) including award of work to any other Agency, as deemed fit by MOC, at the risk and expense of the EMA and without prejudice to other contractual rights and remedies which MOC may have against the EMA. Any delay by the bidder in the performance of its obligation, shall attract penalty at the rate of 3% of the value of particular work per day to a maximum of 30% of the value of relevant portion of Work Order. In case maximum penalty is levied, the firm may be blacklisted for a period of three years.

ii. In case the default in quality of goods/services is found, the designated committee of MOC will assess the actual value of the goods/services supplied and payments will be made based on this assessment. Over and above, MOC reserves the right to levy penalty ranging from 10% to 30% of relevant portion of Work Order for the particular work, as decided by the designated committee of MOC. In case maximum penalty is levied, the firm may be blacklisted for a period of three years.

iii. If quantity of promised goods/services is found less than specified in Work Order, payments will be made on actual basis. Over and above, MOC reserves the right to levy penalty ranging from 10% to 30% of relevant portion of Work Order for the particular work, as decided by the designated committee of MOC. In case maximum penalty is levied, the firm may be blacklisted for a period of three years.

21.3 Any failure by EMA in maintaining its contractual obligations shall render EMA liable to any or all of the following sanctions:

- i. Imposition of Penalty as per Clause 21.2 above,
- ii. Forfeiture of its Performance Security
- iii. Termination of the Contract for default and
- iv. Termination of Empanelment

21.4 MOC shall be entitled to terminate this contract immediately upon a written notice, in case EMA is in breach and/or fail to fulfill its obligations as promised under this agreement provided EMA fails to remedy such breach immediately upon notification of the breach and /or if services of EMA are not upto the mark

21.5 In case the event is cancelled, terminated or postponed due to default, breach and/or reasons owing to the EMA. MOC shall be entitled to seek immediate refund of the total amount paid to EMA till the date of termination with reasonable interest thereupon besides damages.

21.6 Any dispute or difference arising between EMA and MOC shall be mutually resolved through amicable discussions failing which a sole arbitrator as mutually appointed by both the parties, arbitration proceedings would be held under the provisions of Arbitration and Conciliation Act, 1996 as amended. The procedure and fee of the Arbitrator shall be in accordance with prevailing policies and procedures of MOC. Any dispute/differences not being the subject matter of such arbitration shall be subject to the jurisdiction of the Courts of Law at Delhi only, as per governing laws.

22. CONFIDENTIALITY

22.1 The Bidder agrees and acknowledges that nothing contained in this RFP shall be disclosed in any manner whatsoever, except to the financial and legal advisors of such Bidder. The undue use by any Bidder of confidential information related to the Bid process may, at the sole discretion of MOC, result in the rejection of its Bid. The Bidder shall further ensure that such financial and legal advisors or any other employees, representatives of the Bidder maintain confidentiality of the RFP, and any information disclosed to them in relation thereto.

22.2 The Bidder is not authorized to waive or release any privileged information obtained from or on behalf of MOC. The Bidder is required to maintain the confidentiality of all privileged information. This requirement is perpetual i.e., it will continue even after the termination of the relationship between the Bidder and MOC. This requirement is also intended to prohibit the Bidder from using information obtained from or on behalf of MOC or its successors or assignees, including work product prepared at MOC's expense, for other clients of the Bidder without the prior written approval of MOC. The Bidder is not authorized to identify MOC as a client for the purposes of marketing or for advertising, without the prior written approval of MOC. Upon termination of the relationship, the Bidder agrees to return promptly all information obtained from or on behalf of MOC or any copies thereof to MOC. The Bidder is not authorized to communicate with the public, including the press, about any matter in relation to its relationship with MOC without the prior written approval of MOC.

22.3 All information and documents that are furnished by the Bidder will be treated as strictly confidential by MOC and shall not be disclosed by MOC to any other party, or otherwise used by itself, other than (a) for evaluating the Bids submitted; or (b) as required by Applicable Law.

22.4 Timely performance of obligations shall be of essence of the contract.

BID SUBMISSION FORM

To,

The Director AKAM
Ministry of Culture ,
IGNCA,
IGNCA Building,
Janpath, New Delhi -
110001

Subject: Proposal by EMA for conduct of Har Ghar Tiranga 2024 Run-RFP

Dear Sir,

1. With reference to the RFP dated _____ for the above captioned project, and clarification issued by Ministry of Culture, New Delhi thereof, I _____, having examined all relevant documents and understood their contents, hereby submit our Proposal by EMA for conduct of Har Ghar Tiranga 2024 Run as per terms mentioned in this RFP.
2. I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders
3. If our bid is accepted, we commit to obtain a performance security in accordance with terms defined in RFP Clause 18.
4. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
5. This statement is made for the express purpose of this RFP and for associating with MOC for the aforesaid Project.
6. I shall make available to MOC, New Delhi any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
7. I acknowledge the right of the MOC, New Delhi to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
8. I agree to keep our Bid valid for acceptance for (.....) days from the Bid Due date/time or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this Bid up to the aforesaid period and this Bid may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a

formal contract is executed, this Bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

9. I certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

10. I understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Bidders. The undersigned is authorized to sign the documents being submitted through this RFP.

11. The information provided herewith is true and correct to our best knowledge. If any discrepancies are found in the information provided or if the information provided is not correct, our firm would be fully responsible for that. We understand in such cases our bids are liable to be rejected.

I declare that:

a. I have examined and have no reservations to the RFP Documents, including any Addendum issued by MOC, New Delhi;

b. I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with MOC or any other public sector enterprise or any government, Central or State; and

c. I hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

d. None of our full-time Directors is engaged in providing services or is directly related to any employee of Ministry of Culture.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Bidder)

FORM I

Particulars of the Bidder

1. Name of the Company
2. Registered Office:
3. Date of Incorporation:
4. Constitution of Bidder Company:
5. GSTIN (Copy to be enclosed):
6. PAN (Copy to be enclosed)
7. Experience in Event Management services (years) with proof:
8. Date of first assignment:
9. Presence in India:
10. Total no. of employees:
11. No. of employees in Event Management services:
12. Details of contact persons:
13. Any other details:

Name: Designation: Contact No.:

Mobile no.:

Email id:

Postal address:

(Signature of Authorized Representative)

Financial Capacity of the Bidder

Particulars	Rupees in Crores		
	2023-2024	2022-23	2021-22
Annual turnover			
Average Turnover for 3years			

(Signature of Authorized signatory with official seal)

This is to certify that the above information has been examined by us on the basis of relevant documents & other relevant information and the information submitted above is as per record and as per details annexed.

Signature, Address, Seal & Membership No. of Chartered Accountant

FINANCIAL PROPOSAL SUBMISSION FORM

Submission of Proposal against your RFP :

Our detailed State-wise financial proposal is as follows:

Sl. No.	Total Cost of providing services as per the ToR and SoW mentioned in the RFP	Basic price	GST as applicable (presently 18%)	Total cost for the event/ project (C+D)
(A)	(B)	(C)	(D)	(E)
1	Delhi			
2	Mumbai			
3	Chennai			
4	Bengaluru			
5	Kolkata			
6	Lucknow			
7	Ahemdabad			

8	Hyderabad			
9	Jodhpur			
10	Patna			
11	Indore			
12	Tripura			
Total cost in figure and words:				

1. The prices stated in the bid shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other intellectual property rights.
2. For the purpose of evaluation for Selection of Bidder, the total cost inclusive of taxes of all the above will be considered.
3. No out-of-pocket expenses shall be paid separately unless prior approval for the same has been received from MoC representative in writing.
4. Bidder must submit their financial bid for the total scope of work.
5. The lump sum rates provided hereunder shall remain the same for the entire duration of the contract.

Signature of the Authorized Signatory with official seal

BID SECURING DECLARATION FORM

Date: _____
Tender No. _____

To
Director AKAM
Ministry of Culture,
IGNCA
IGNCA Building,
Janpath, New Delhi - 110001

I/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 a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions as below:

- a. withdraws/modifies/amendsthesubmittedbidagainststhistender,impairsorderogates from the tender, during the period of bid validity specified in this tender.; or
- b. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
 - i. fail or refuse to execute the contract, or
 - ii. fail or refuse to furnish the Performance Security, in accordance with the terms of this tender document.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder or upon

- i. the receipt of your notification of the name of the successful Bidder and submission of required Performance Security, in accordance with the terms of this tender document; or
- ii.days after the expiration of the validity of my/our Bid.

Signed:
(insert signature of person whose name and capacity are shown)
in the capacity of: (insert legal capacity of person
signing the Bid Securing Declaration)

Dated on _____ day of (insert date of signing)

Corporate Seal(where appropriate)