



Endless energy. Infinite possibilities.

**Rural Electrification Corporation Limited**

A Government of India Enterprise

Core-4, SCOPE Complex, 7 Lodi Road, New Delhi-110 003,

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**NOTICE INVITING TENDERS (NIT) FOR APPOINTMENT OF EVENT MANAGER FOR MANAGING THE EVENT OF 41<sup>ST</sup> REC'S RAISING DAY SCHEDULED FOR 24<sup>TH</sup> JULY, 2010**

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**TENDER DOCUMENT**

Rural Electrification Corporation Limited (REC), a Government of India Enterprise, invites '**Sealed Proposal**' on 'limited tender basis' for appointment of Event Manager for managing the event of 41<sup>st</sup> REC's Raising Day scheduled for 24<sup>th</sup> July, 2010. The bidders are required to submit their proposal as per Scope of work and Bill of Quantity indicated in Annexure-1. Price bids are to be submitted in the format given at Annexure-II.

The sealed bids superscribed as '**BID FOR APPOINTMENT OF EVENT MANGER FOR 41<sup>ST</sup> REC'S RAISING DAY**' shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to :-

Shri A.K. Arora,  
DGM (Administration),  
Rural Electrification Corporation Limited,  
Core-4, SCOPE Complex,  
**NEW DELHI – 110 003**

2. The sealed bids will be received by REC up to 10.30 AM of 9<sup>th</sup> July, 2010. Any bid received after the prescribed deadline shall not be considered. The bids will be opened on the same date i.e. 9<sup>th</sup> July, 2010 at 11.00 AM in the presence of the representatives of the bidders present followed by presentations by shortlisted bidders as per details given in the 'Scope of Work and Bill of Quantity'.
3. Earnest Money (EMD) of Rs.25000 (Rupees twenty five thousand) should accompany the bid. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a Nationalized bank/Scheduled commercial bank in favour of Rural Electrification Corporation Limited payable at New Delhi. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected by REC.
4. The EMD shall be forfeited if the bidder withdraws his bid during the period of bid validity.
5. The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after successful completion of event.
6. The Bidder should inspect the programme venue before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.
7. The bid shall remain valid for a period of one month from the date of receipt of the bid.

## 8. RATES AND PRICES

- 8.1. The package cost quoted should be inclusive of all statutory duties and taxes e.g. Service Tax VAT, etc.
- 8.2. No additional freight or any other charges, etc, would be payable by REC. The package cost shall also include the salvage value, if any
- 8.3. Incomplete or conditional bids will summarily be rejected. The package cost quoted shall be valid till the total completion of the job.
- 8.4. The bidder shall be solely responsible for payment of wages/salaries and allowances to his personnel that might become applicable under any new act or order of Government.
- 8.5. In exceptional circumstances if the change of artists becomes inevitable, the bidder shall present the case with alternatives before REC senior level committee whose decision with regard to such modified artists and rates and prices would be final and binding on the bidder.

## 9. TERMS OF PAYMENT

- 9.1 40% payment of contract value on submission of drawings, verification of prints and signages with complete layout and confirmation of availability of the artistes.
- 9.2 40% payment of contract value on 24th July, 2010 before start of the event
- 9.3 Balance 20% within 15 days of satisfactory completion of event and submission of bills.

## 10. LIQUIDATED DAMAGES FOR DELAY IN SUPPLY

Time is essence of the contract. The successful bidder must adhere to the time limit and ensure delivery/services. Failure to supply all or part of the delivery/services on or before the stipulated date will entail a pre-estimated pre-determined liquidated damages equal to 10% of the value of total contract price.

## 11. EVALUATION CRITERIA

Keeping in view the qualitative aspect of the cultural programme, the responsive bids will be evaluated on the basis of best package of cultural programme offered, judged and selected by a Senior Level Evaluation Committee of the Corporation based on the bids and presentations.

## 12. CONCILIATION/ ARBITRATION

12.1 If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by CMD, REC.

12.2 In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by CMD, REC.

12.3 Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.

12.4 The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.

12.5 The venue of the arbitration shall be New Delhi, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.

12.6 The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendente-lite interest during arbitration proceedings.

13. FORCE MAJEURE

13.1 In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.

13.2 The term “Force Majeure” as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely REC and the Contractor.

13.3 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 24 hours of the ending of the cause respectively.

14. APPLICABLE LAW AND JURISDICTION

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

15. No alternative offer shall be considered.

16. REC reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of REC’s action.

17. REC reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.

18. Any clarification on the documents may be obtained from:-

Shri A.K. Arora DGM (Administration), Rural Electrification Corporation Limited, Core-4, SCOPE Complex, <b><u>NEW DELHI – 110 003.</u></b> Telephone No: 24366921	Shri J.S. Pal, Chief Manager (Admn.) Rural Electrification Corporation Limited, Core-4, SCOPE Complex, <b><u>NEW DELHI – 110 003.</u></b> Telephone No: 24365373
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**SCOPE OF WORK AND BILL OF QUANTITY**

**A) CULTURAL PROGRAMME**

The cultural programme would be of about 3 hrs. duration, to start at 6.00 P.M. on 24<sup>th</sup> July, 2010 at Air Force Auditorium, Subroto Park, New Delhi. The Event Manager would organize a variety of entertainment show and arrange for following Artists :

- i) One main prominent playback singer who should have performed in Bollywood films / TV Reality shows e.g. Shaan, Sunidhi Chauhan;
- ii) Dance troupe (Male/Female)
- iii) Comedy Artist
- iv) Stage comperer and back stage help
- v) Any other performance

**B) CREW**

- i) Bouncer (Male) - 4 Nos.
- ii) Ushers/Welcome girls at VIP entrance and stage - 6 Nos.

**C) Auditorium**

- i) **Stage set up** : Stage back drop(24'x12'), podium, VIP zone barricading, projector screens for live performance (3 Nos. – two on stage and one in the Foer area) outside the Auditorium, lights, Gobos, etc.
- ii) **Light and Sound** : Light and sound arrangements matching the cultural programme and the requirements of the Artist.
- iii) Generator arrangements as per requirements
- iv) Digital photography and Video coverage
- v) Light Lamp arrangements

**D) Flower Arrangements**

- i) Flower decoration in the entry gates and inside the Auditorium at suitable locations
- ii) Bouquets for VIPs - 10 Nos.

**E) Back Drops and Directional Panels**

- i) Two main back drops (12'x8') – one at the VVIP Entrance Gate and one at the main entrance
- ii) Directional panels/standees (4'x2') as per site requirements

**F) Licenses**

All statutory licenses including public performance license, performance license would be the responsibility of the bidder.

**G) Package Cost**

The bidder is required to offer three packages as per above scope of work within the package cost-range of Rs. 12 to 15 lakhs (all inclusive) in the format at Annexure-II together with a soft copy of the presentation (in CD) of not more than 15 minutes.

The presentation should include credentials and profile of the bidder, their past experience, commendations if any and complete details of the cultural programme packages offered with names of artists.

**H) Evaluation Criteria**

Keeping in view the qualitative aspect of the cultural programme, the bids and presentations will be evaluated and judged by a senior level committee of officers of the Corporation. Shortlisted bidders may be required to make their presentations before the Committee. The bidder offering such best-judged package would be considered for award of work

**I) Artists**

Arrangement of Artists including their logistics e.g. stay, boarding, lodging and transport will be made by the Event Agency within the given package cost.

It shall be the responsibility of the bidder to ensure availability of the artists as no change in the artists would be permitted.



**ANNEXURE – II**

**PRICE BID**

Sl. No.	Particulars	OPTION- I		OPTION-2		OPTION-3	
		Name of Artist	Cost <sup>@</sup>	Name of Artist	Cost <sup>@</sup>	Name of Artist	Cost <sup>@</sup>
1.	Main/Prominent Singer						
2.	Dance troupe						
3.	Comedy Artist						
4.	Stage Comperer						
5.	Any other performance						
6.	Other Misc. Expenses						
6.	TOTAL PACKAGE COST (all inclusive as per scope of work in Annexure-I) Rs. In figures						
	Rs. In words						

@: All inclusive price in Rupees

Note: Please attach separate sheet/s for further details

The terms and conditions contained in the Tender Document are acceptable to us.

Signature of the authorized officer with seal