



Rural Electrification Corporation Limited

A Government of India Enterprise

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

Tel. : 24365161, Fax: 24360644, E-mail: reccorp@recl.nic.in Website: www.recindia.nic.in

No REC/AGM/0211/Admn/13329 7013366 24.08.2011

Sub: Appointment of Event Manager for managing the event of 42nd Annual General Meeting Scheduled for 17th September, 2011.

Sir,

The Corporation has invited bid for appointment of Event Manager for managing 42 Annual General Meeting of shareholders scheduled for 17th September, 2011. A copy of tender document containing the details is enclosed and the same is also available on our website 'recindia.nic.in'. The last date for submission of bids is 5th September 2011 up to 3.00 PM. The techno commercial bids will be opened on the same day 4.00 PM.

You are invited to participate in the bidding process.

Yours faithfully,

Vinay Kumar Kesarwani,
Manager (Admn.)



Endless energy. Infinite possibilities.

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NOTICE INVITING TENDERS (NIT) FOR APPOINTMENT OF EVENT MANAGER FOR MANAGING THE EVENT OF 42nd ANNUAL GENERAL BODY MEETING SCHEDULED TO BE HELD ON 17th SEPTEMBER, 2011 AT AIR FORCE AUDITORIUM, SUBROTO PARK, DUAULA KUAN, NEW DELHI – 110 020

TENDER DOCUMENT

Rural Electrification Corporation Limited (REC), a Government of India Enterprise, invites '**Sealed Bids**' for appointment of Event Manager for managing the event of 42nd AGM scheduled to be held on 17th September, 2011. The bidders are required to quote rates as per Scope of work and Bill of Quantity indicated in Annexure-1 and Annexure-2. The format for Techno-commercial Bid is placed at Annexure – 3 and that of Financial Bid at Annexure- 4.

The bids are to be sent in two parts – one sealed enveloped superscribed as '**Techno-commercial Bid**' giving details in the format as per Annexure-3 and the second sealed envelope superscribed as '**Financial Bid**' in the format at Annexure-4. The two sealed envelopes as above will be placed in another sealed envelope superscribed as '**BID FOR APPOINTMENT OF EVENT MANGER FOR 42nd AGM**' and '**NOT TO BE OPENED BEFORE 5th September, 2011.**' The bids 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 3.00 PM on 5th September, 2011. Any bid received after the prescribed deadline shall not be considered irrespective of rates. The Techno-Commercial bids will be opened on the same date i.e. on 5th September, 2011 at 4.00 PM in the presence of the representatives of the bidders present. Date of opening of financial bids of such firms which meet the prescribed techno-commercial criteria will be notified separately.

3. Earnest Money (EMD) of Rs.50,000/- (Rupees fifty thousand only) should accompany the **Techno-commercial bid document**. 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 site 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 3 months from the date of receipt of the bid.

8. QUALIFICATION CRITERIA

Bidders are to submit the 'Techno Commercial' details in the format at Annexure-II. Besides valid Pan No., TIN NO., VAT/SERVICE TAX NO. , the bidder should have average annual turnover of at least Rs. 15 lakh for the last three years and experience of managing event of at least 2 AGMs of PSEs / listed Public Ltd Companies in NCR having shareholder base of 1 lakh or more, during the last 3 years. Documents required to be submitted : (i) PAN & VAT No.; (ii) Balance Sheet, P&L A/C for last three years; (iii) Copy of relevant work orders executed etc or Job completion certificates from 2 PSEs / Public Ltd. Companies depicting inter-alia the numbers of shareholder of the Company.

9. RATES AND PRICES

9.1 Bidders should quote the rates in the format given at Annexure-4. Incomplete bids will summarily be rejected. The rates quoted by the bidder shall be valid till the total completion of the job.

9.2 The rates quoted should be inclusive of all statutory duties and taxes (including excise and customs) VAT and other charges. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.

9.3 No additional freight or any other charges, etc, would be payable by REC. The rates quoted shall also include the salvage value.

9.4 Contractor 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.

10. TERMS OF PAYMENT

10.1 20% payment of contract value on submission of drawing and verification of prints and signages with complete layout etc.

10.2 30% payment of contract value after booking of security agency, required licences and erection of stalls on 16.9.11 evening.

10.3 Balance 50% payment of contract value within 10 days of satisfactory completion of event and submission of bills.

11. 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 / deficiency in service will entail a pre-estimated pre-determined liquidated damages equal to 10% of the value of total contract price.

2. EVALUATION CRITERIA

The responsive bid/s will be first evaluated on the basis of Techno-commercial parameters listed in Annexure-3. Financial bid/s of such bidders who meet the techno-commercial parameters will thereafter be opened and the bidder quoting lowest amount will be awarded the contract. Even one responsive valid bid will qualify for award of contract.

13. CONCILIATION/ ARBITRATION

- 13.1 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.
- 13.2 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.
- 13.3 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.
- 13.4 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.
- 13.5 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.
- 13.6 The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendente-lite interest during arbitration proceedings.

14. FORCE MAJEURE

- 14.1 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.
- 14.2 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.
- 14.3 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 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, REC shall have the option of canceling this contract in whole or part at his discretion without any liability at his part.
- 14.4 Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

15. 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.

16. No alternative offer shall be considered.

17. 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.

18.. 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.

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

Shri A.K. Arora DGM (Administration), Rural Electrification Corporation Limited, Core-4, SCOPE Complex, <u>NEW DELHI – 110 003.</u> Telephone No: 24366921	Shri Vinay Kumar Kesarwani, Manager (Admn.) Rural Electrification Corporation Limited, Core-4, SCOPE Complex, <u>NEW DELHI – 110 003.</u> Telephone No: 43091537
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Annexure-I

Scope of Work

Event Manager's scope shall be managing the event of REC's 42nd AGM at the Air Force Auditorium, Subroto Park, Dhaula Kuan New Delhi on 17th September, 2011. The job shall include but not be limited to be following activities.

1. Providing a waterproof tent of an appropriate size within the Complex to house/ accommodate approx. 30 nos. stalls with necessary barricading for various service counters like Registration, Distribution of Admission Slips/snacks/ Refreshments etc.(Refer BOQ). The waterproof tent should also cover the queuing area at different counters, sitting arrangement for about 100 persons accompanying the Shareholders.

2. Registration

- Facilitate the setting up of adequate registration stalls for Shareholders and Proxy holders.
- The Registration stalls to be operational at 5:00 p.m. on 16th September, 2011 for trial run by share transfer agent and handed over by 7:00 a.m. on the day of the AGM i.e. 17th September, 2011 after taking necessary corrective action as suggested by authorised representative/s of REC/Share Transfer Agent i.e. M/s Karvy Computerware Pvt. Ltd.. The Registration counters to be adequately manned by volunteers/ security staff in consultation with REC.

3. Signages

- Designing, fabrication, supply and installation of proper and sufficient no. of signages inside and outside the auditorium to facilitate smooth movement of shareholders. The text/ design can be finalized in consultation with REC (refer B.O.Q for details).
- The printing of the signages on Flex material shall have to be completed by 15th September, 2011.

4. Seating Arrangement

- The seating arrangement in the Auditorium to be carried out in consultation with REC.
- Distributions of copy of Chairman's Letter to Shareholders and other publications on the seats.
- Separate sitting arrangement for VIPs in the first four rows in the auditorium.

5. Arrangement on the Dais

- Arrangement of stationery folder, note pad and pen on the dais, name plates, flower pots etc. A backdrop will have to be prepared in consultation with REC. (see B.O.Q).

- Seating arrangement on the dais in consultation with REC. Decoration on the dais required in consultation with REC.

6. Safety/ Security/ Other facilities

- Comprehensive security arrangements through reputed security agency i.e Group 4, 24 Security, Eagle Hunters, Swift, Red fox etc are required to be put in place both inside the hall as well as in registration area outside, snacks, tea and water distribution area in consultation with REC.
- The security personnel to manage traffic movement, vehicles parking, entry of designated vehicles inside the premises, assisting participants for sitting inside the premises for the shareholders and proxy holders. The security personnel to act on the direction of REC (Ref. BOQ)
- Ambulance with Doctor and medical staff for first aid facility.
- Wheel Chair for aged and Physically Challenged persons (2 nos.) along with attendant.
- Fire Brigade for any emergencies.
- Provision for Chemical Toilets, separate for Ladies & Gents.
- Carpeting for VIP entry/area.

7. Providing volunteers (about 40 nos.) in appropriate categories, according to the nature of duties with proper mix of male and female. Safai Karamcharis -10 nos. in proper uniform.

**8. Power Back up for Electrical connection in the stalls and – in the auditorium (Refer B.O.Q.)
Three number Generators (each 80 KV silent generator)**

9. Audio Visual Equipment

- PA System will have to be arranged besides the facility already existing in the Air Force Auditorium. Corded mikes to be provided for dais, podium and two standing mikes to be provided for shareholders during the question-answer session.
- Arrangement for two screens of appropriate size for live projection.
- One plasma for viewing from the dais of appropriate size.
- Photography and videography to be arranged for event on 17.09.2011 and the event photographs to reach REC office by 18.09.2011.
- Dual projector plus dual camera coverage with on line editing and mixing with one extra output on 1 plasma in front of dais and complete wiring for 2 display units.
- Sufficient number of copies of the particular photographs to be provided to REC for release to Press & Media.
- One sets of photo albums (approx. 50 photograph) covering important event and environment to be provided to REC.
- Video recording to be done in digital format. An edited version in CD/DVD is to be made available to REC within two days of the event.
- One CD/DVD digital video coverage of complete proceedings including the location photography to be supplied before the final bill.

10. Arrangements for serving water, cold drinks, tea and snacks for breakfast to the shareholders outside the auditorium.
11. Distribution of snacks Packet
12. Cleaning of the relevant area inside and outside the Air Force Auditorium before and after the conclusion of the AGM.
13. Decoration at the foyer and VIP room as required.
14. Printing of Attendance snacks Coupons Qty. 10000

The quality and quantity for Material and Manpower shall be as per the BOQ.

Special conditions of contracts :

- Event Manager has to obtain all kinds of Licences, Permits, Electric Supply, Water Supply, any other permit/ licence, as may be required.
- Manpower for attending shareholders / securities within the auditorium and outside to be in proper dress for branding of REC.
- The Scope of Work may vary as per the requirement of the situation.
- Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
- The personnel engaged by the Contractor shall be subject to security check by the REC Security staff while entering/leaving the premises.

BILL OF QUANTITY

- 1) **Manpower**
 - a) Total 70 (seventy) Personnel to be deployed at appropriate locations including but not limited to Entry Gate, each registration counters, tea/cold drink/ water distribution area, refreshment counters, inside the auditorium, parking area etc. The security personnel must include one overall in charge, 10 Lady Guards and at least 10 supervisory staff, specifically identified and responsible for security coordination for Entry Gate, Registration Stalls, refreshment counters, inside the auditorium, parking area etc. Security to be tied up with security Service Agency.
 - b) Total 40 nos. of personnel for misc. coordination. These personnel should be appropriate mix of males/ females and should have good communication skills and pleasing personality including one overall in-charge and at least 5 supervisory staff for coordination. The support staff should be placed in the area where counters are put up, area for guiding shareholders, distribution of Chairman’s Statement, inside the auditorium for misc. coordination and duty assigned at site.
 - c) Cleaning Staff – 10 persons identified for cleaning of the area as well toilets including one supervisory staff for coordination.
- 2) **Signages** – Horizontal and Vertical (Super quality flex material with printing in 2 colour) – Text, size design, colour scheme to be finalized in consultation with REC.

Backdrop (Bilingual) Size : (w)28 ft x (H) 12 ft	Quantity	1	(336 sq. ft.)
Board outside main entrance Size : (w)12 ft x (H) 10 ft	Quantity	2	(240 sq. ft.)
Welcome scrolls at shareholders entrance Size : (w)4 ft x (H) 8 ft	Quantity	6	(192 sq. ft.)
Information Board at Registration area & auditorium entrance Size : (w)4 ft x (H) 8 ft Direction Signages Size : (w) 4 ft x (H) 8 ft with Rollup stands	Quantity	2	(64 sq. ft.)
	Quantity		
Shareholders registration	2		(48sq. ft)
Shareholders Parking	2		(48sq. ft.)
VIP Parking	1		(24sq. ft.)
Seats for Proxy holders	1		(24sq. ft.)
Medical facilities	1		(24sq. ft.)
Exit	1		(24sq. ft.)
Warning Signages Size : (w) 4 ft. x (H) 6 ft.	3		(72sq. ft.)

- Signages of the appropriate size on the table on the dais.

- Signage of appropriate size on the podium in and around the auditorium as per requirement.

Other Signages (approx. 25 in no.) Size : (w) 4 ft. x (h) 6 ft.

Help Desk
 Ladies Registration Stall
 Senior Citizen Registration Stall
 Proxy Registration Stall /Corporate Registration Stall
 Counters for Physically Challenged persons
 Refreshment Stall
 Water Counter
 Cold drink counter
 Toilets etc.

3) Stalls for Registration etc.

30 no. stalls for various purposes, **equipped with one computer each**, 2 chairs/ 2 tables (with clean white table covers) each/ electrical fittings/ connection for computer (in registration counters), 30 pedestal fans, 10 mist fans, dustbins, drinking water, control room etc. The total area in the pandal and outside pandal should be barricaded properly in consultation with REC.

4) Cold drink, Drinking water, Tea, Coffee, Snacks

Satisfactory arrangements for serving adequate shareholders present in the AGM (about 8000) with Cold drink/ tea, snacks for breakfast (costing upto Rs.100 each) and packaged drinking water 20 ltrs. Mineral Drinking water jars of ISI make in disposable glasses to be served. Cold drinks, Tea and Coffee to be served from vending machines to be served in disposable glasses. The menu for snacks for breakfast (within an amount of about Rs.100 each) from reputed supplier i.e. Haldiram, Bikaner, Nathu shall be got pre-approved from REC. The counters should be provided with dustbins which should be emptied periodically. Serving of cold drinks / tea / water should start on 17th Sept. 2011 from 08.30 AM onwards and shall continue only till commencement of the AGM.

Arrangement for serving 200 snacks for breakfast as above for staff at 8.00 AM with tea/coffee.

It will be ensured by the Event Manager that there is no distribution of snacks, tea, coffee etc. to the shareholders after commencement of proceedings of the AGM.

5) Structures for registration counters and other regular counters

- Proxy
- Help Desk/ [Physically Challenged persons]
- Ladies
- Senior Citizens
- Express (one person per folio)

- More than one folio
 - Snacks distribution counters
 - Cold drink and water distribution
 - Enclosure for storage of snack packets
 - Each compartment to be barricaded
 - Electrical points (15 Amp.) for Computers, pedestal fans etc.
- 6) **PA System (Sound System BOSE 802 or DAS)**
- 10 corded Goose mikes with PA System on the dais and podium with PA System. One PA System for control of crowd outside the Auditorium for registration with control room. One standing mike in the auditorium for the shareholders for question answer session.
- 7) **Photography & Videography of the event : Digital Video Recording (DVD)**
- 8) **General Lighting in addition to the lights available in the Air Force Auditorium with Prcam, House Lights etc.**
- 9) **Three number of Generators (each 80 KV silent generator).**
- One for inside the auditorium for sound and light system
 - One for the lighting and fans in the registration and distribution counters
 - One exclusively for the computers in the registration counters in consultation with the agency providing computers for registration.
- 10) **Miscellaneous**
- a) 10 Walkie-Talkie sets
 - b) Dais making in flex with design
 - c) Flower arrangements on the dais
 - d) Designing of VIP lounge available at the venue
 - e) Dais name plats bi-lingual – 14 nos.
 - f) Folders and stationery items for the dais – 14 sets
 - g) Sitting arrangement for 100 people in the Snacks Distribution area
 - h) Dustbins – 50 nos.
 - i) Pedestal Fans – 30 nos. + 10 Mist Fans
 - j) Floral decoration of foyer and foreground of dais.
 - k) Two screens in the auditorium for live screening with all technical facilities.
 - l) One Plasma in front of the dais with simultaneous screening with all facilities
 - m) Appropriate barricading in front of the well before the dais.
- 11) **Badges**
- a) Support staff – 50 nos.
 - b) Organizers – 100 nos.
 - c) Safai Karamcharis – 10 nos.
- 12) **Any other relevant item/ service, you may include and quote the rate.**

APPOINTMENT OF EVENT MANGER FOR 42nd AGM
OF REC TO BE HELD ON 17TH SEPT., 2011

- TECHNO-COMMERCIAL BID

1. THE FIRM

a) Name _____

b) Regd. Address _____

c) Address of Office at Delhi/NCR _____

d) Contact Person's

i) Name & Design. _____

ii) Address _____

iii) Tel No. Landline _____ Mobile _____

iv) Email ID _____

2. Type of Firm : Proprietary/Partnership/Pvt. Ltd./PublicLtd./
Cooperative/ NGO/PSU

(Please enclose copy of documentary evidence)

_____ enclosed.
(Pl. specify)

3. PAN No. : _____
(Please enclose photocopy)

4. VAT No. : _____
(Please enclose photocopy)

5. Bank A/c Details

A/c No. _____

Bank _____

(Please enclose one cancelled cheque)

ANNEXURE-4

(IN A SEPARATE SEALED ENVELOPE SUPERSCRIBED AS 'FINANCIAL BID')

**Format for financial bid – Appointment of Event Manager for
42nd AGM of REC to be held on 17th Septeber, 2011**

Sl. No	Details of Scope of Work	Amount (lump sum inclusive of all)
1	Event Management of 42 nd AGM as per Scope of work given in Annexure-1 and BOQ in Annexure-2 of the bid document	Rs. _____
2	Any other charges (if any) Please specify	
Total		Rs. _____
In words (Rupees _____ _____)		

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

**Signatures of Authorized
Signatory Name _____
Designation _____
Seal:**