



Uttarakhand Tourism Development Board (UTDB)

Pandit Deendayal Upadhyay Paryatan Bhawan
Ganhi Canal (Near O.N.G.C Helipad), Dehradun - 248001 (Uttarakhand)
Tel:- 0135-2559887, 2559888 Fax:- 0135-2559888

Letter No. - 3591/2-8-184/2014-15

Dehradun: Dated 03.01.2015

Tender Notice for Empanelment of Event Management Agencies

Uttarakhand Tourism Development Board (UTDB) the nodal agency for development of tourism in Uttarakhand is interested to empanel the Event Management Agencies. Interested Event Management Agencies with proven experience and credential of Event Management and other quality of events works at National and International level can participate in the tender process.

The tender document can be collected from the board office on or before 24th Jan.2015 on payment of ₹10000.00 + 1350.00 = ₹11350.00 (Rs. Eleven Thousand Three hundred Fifty only) by cash / DD in favor of CEO, UTDB Payable at Dehradun. The tender document can also be downloaded from website: www.uttarakhandtourism.gov.in, in which case the document fee in form of Demand draft as above is to be enclosed with the tender. Sealed Envelope super scribed "**Proposal for Empanelment of Event Management Agencies**" must be submitted to the above address either by hand or post on or before **27th Jan 2015 (1500 hrs)** which will be opened the same day at 1530hrs.

CEO, UTDB reserve the right to annul the process or reject any or all bids at any time.

Chief Executive Officer



उत्तराखण्ड पर्यटन विकास परिषद

पं० दीनदयाल उपाध्याय पर्यटन भवन, निकट-ओ एन.जी.सी. हेलीपैड,
गढ़ी कैंट, देहरादून, फोन: 0135 - 2559899 फैक्स: 2559988

पत्रांक- 3591/2-8-184/2014-15

देहरादून: दिनांक 03.01.2015

इवेंट मैनेजमेंट एजेन्सियों के इम्पैनलमेंट हेतु खुली निविदा आमंत्रण

उत्तराखण्ड पर्यटन विकास परिषद द्वारा ऐसे इच्छुक इवेंट मैनेजमेंट एजेंसियां जो देश-विदेश में इवेंट मैनेजमेंट संबंधी कार्य करने का अनुभव रखती हों से "इवेंट मैनेजमेंट एजेन्सियों के इम्पैनलमेंट" हेतु टेंडर आमंत्रित किये जाते हैं।

विस्तृत निविदा प्रपत्र किसी भी कार्य दिवस में दिनांक 24.01.2015 तक रू०-11350/- (रू० ग्यारह हजार तीन सौ पचास मात्र) का भुगतान नकद अथवा डिमांड ड्राफ्ट जो कि मुख्य कार्यकारी अधिकारी, उत्तराखण्ड पर्यटन विकास परिषद के पक्ष में देहरादून में देय होगा के माध्यम से किया जा सकता है। निविदा प्रपत्र को विभागीय वेबसाइट www.uttarakhandtourism.gov.in से भी डाउनलोड किया जा सकता है। ऐसी दशा में टेंडर डाक्यूमेंट फीस का भुगतान डिमांड ड्राफ्ट के माध्यम से करना होगा। सील बन्द निविदा के लिफाफे, जिसके अग्र भाग में "इवेंट मैनेजमेंट एजेन्सियों के इम्पैनलमेंट" हेतु निविदा लिखना आवश्यक है, को उपरोक्त कार्यालय में दिनांक-27.01.2015 (3.00 बजे अपराहन) अथवा उससे पूर्व व्यक्तिगत अथवा डाक द्वारा जमा कराया जा सकता है। निविदा को उसी दिन अपराहन 03:30 बजे खोला जायेगा।

मुख्य कार्यकारी अधिकारी के पास निविदा प्रक्रिया अथवा किसी एक या सभी निविदाओं को किसी भी समय निरस्त करने का अधिकार होगा।

मुख्य कार्यकारी अधिकारी



**Uttarakhand Tourism Development Board
Pt. Deendayal Upadhaya Paryatan Bhawan
Near ONGC Helipad, Garhi Cantt.
Dehradun-248001, Uttarakhand (India)
Phone: 0135- 2559898, Fax: 0135- 2559988**

Letter No. - 3591 /2-8-184/2014-15

Dehradun: Dated 3-01- 2015

Notice for Empanelment of Event Management Agencies

Uttarakhand Tourism Development Board (UTDB) wishes to engage the services of eligible competent event management agencies for organizing and managing events from conception to completion stage. An indicative scope of work is mentioned in the document and should be deliverable by the agency in its entirety.

Offers are invited from reputed and experienced Event Management firms for empanelment with Uttarakhand Tourism Development Board (UTDB) for a period of two years.

Details, terms and conditions for the above work can be downloaded from website of UTDB:
<http://www.uttarakhandtourism.gov.in>

Bid Processing Fee: Bids shall be accompanied by a non-refundable bid processing fee of Rs. 10,000/- (Rupees Ten Thousand Only) + 13.5% VAT, without which bid will not be considered.

Earnest Money Deposit (EMD): Bids shall be accompanied by an earnest money deposit of Rs. 2,00,000/- (Rupees Two Lakh Only) without which bid will not be considered.

Last date of submission of bids is 27th January, 2015 up to 1500 hours.

**(Dr. Umakant Panwar)
Chief Executive Officer**

"Empanelment of Event Management Agencies for Uttarakhand Tourism Development Board (UTDB)"

A. Broad Scope of Work and Pre-qualification Criteria

1. Applications are invited from experienced and reputed agencies for being empanelled as "Event Management Agencies for Uttarakhand Tourism Development Board".
2. The agency will be required to conceptualize the design, supervise its execution at site and manage the conduct of events for promotion of Uttarakhand Tourism.
3. The agency's services shall be broadly classified as under:
 - I. Conceptualization of Event.
 - II. Complete solution to the various aspects of the event.
 - III. Designing, Lay out, performance & Sitting plans.
 - IV. Assessment of requirement of various logistics.
 - V. Booking of Venue.
 - VI. Outsourcing of various services required for the event
 - VII. Hire of Equipment, Purchase of consumables, etc. required for the event
 - VIII. Engaging Celebrities.
 - IX. Designing, printing and distribution of Invitations
 - X. Designing, printing and installation/erection/putting-up of Hoardings, Banners, Cut-outs for the event
 - XI. Public Relations.
 - XII. Any other related services on mutually agreed terms.
 - XIII. For any specific event, the agency may be asked to perform all or part of above services.
4. **Pre Qualification Criteria :**
 - (i) The company must either be exclusively an event management company or a company having exclusively defined event management division within the company.
 - (ii) The minimum average turnover of the company in regard to event management should be Rs. 3.00 Crores for the last three financial years. The turnover of the agency from event management activities should be clearly reflected in balance sheet. A certificate from the chartered accountant specifically mentioning the turnover of the agency from event management activities should be enclosed.
 - (iii) The company must have been in existence for at least three years (as on last date of submission of proposal).
 - (iv) The company must have managed 10 exclusive mega events (with contract value of minimum Rs. 25.00 Lakh) in last three years. Preference shall be given to those event

management companies who have managed tourism related events and have organized events for Government Sector.

- (v) The criteria for evaluation of the firms is presented at Annexure-III
- (vi) Note: The firms who score minimum 75 or more marks will only be considered for evaluation
- (vii) **Presentation:** The agencies that clear the pre-qualification norms will be required to make an A/V presentation at UTDB-Dehradun Office before the selection committee (on the date so intimated separately to agencies that clear the pre-qualification norms). The presentation shall cover the following points.
 - A. Experience of event management
 - (i) No. of significant events organized
 - (ii) Experience of organizing special events
 - (iii) Special events that were telecast on TV
 - B. Tourism/Culture related event management experience(no. of events, clients, photographs, etc.)
 - C. Infrastructure of Firm
 - (i) Manpower (specific to event management)
 - (ii) Network of Offices (in Uttarakhand and other states)
 - D. Minimum Average Turnover—at least Rs. 3.00 Crores from event management activities for the last three financial years

Note - The maximum time for presentation shall be 15 minutes. Hard copy along with a soft copy of presentation has to be provided to UTDB at the time of presentation.

- 5. Tender shall be accompanied by an Earnest Money Deposit (EMD) Rs. 2,00,000/- (Rs. Two Lakhs) made in favour of The Chief Executive Officer, Uttarakhand Tourism Development Board (UTDB); and should be valid for a period of 12 months from the last date of bid submission
- 6. Tender shall be accompanied by a non-refundable Bid Processing Fee of Rs. 10,000/- (Rupees Ten Thousand Only) + 13.5% VAT; without which tenders will not be considered. Bid processing fee should be in form of a Demand Draft, payable at Dehradun and made in favour of The Chief Executive Officer, Uttarakhand Tourism Development Board (UTDB)
- 7. The agencies that clear the pre-qualification norms and are considered by the selection committee after presentation; shall be selected for empanelment with UTDB.
- 8. All costs incurred by the agency in respect of submission of offer and presentation shall be borne by the agency concerned.
- 9. UTDB reserves the right to accept or reject any application or its part without assigning any reasons thereof.

B. Key Terms and Conditions and Instructions

Note : Bidders should read these conditions carefully and comply strictly while submitting their Bids for empanelment.

1. Empanelment of event management agencies shall be done on the basis of criteria enumerated in the tender and different terms and conditions stated as below.
2. Rate for various jobs shall be called as and when required which shall be on turn-key basis including all expenses on event particular.
3. Bidders shall furnish their bids as per the formats provided at Annexure-I and II of this document.
4. Any Change in the constitution of the firm, etc. shall be notified forth with by the contractor/ firm in writing to the purchase officer/ department and such change shall not relieve any former member of the firm, etc. from any liability under the contract.
5. No new partner/partners shall be accepted in the firm by the firm in respect of the contract unless he/they agreed to abide by all its terms, conditions and deposit with the purchase officer/ department with a written agreement of this effect. The contractor/ firms receipt for acknowledgment or that of any partners subsequently accepted as above shall bind all of them and shall be sufficient discharge for any of the purpose of the contract.
6. ***Sales Tax Registration and Clearance Certificate:*** Any bidder, who is not registered under the Sales Tax Act prevalent in the State, if applicable where his business is located, shall not be eligible for submitting the bid.
7. The Sales Tax Registration No. Should be quoted and a sales tax clearance certificate from the Commercial Taxes Officer of the Circle concerned shall be submitted without which the bid would be rejected.
8. ***Copies of Service Tax Registration & latest Clearance Certificate*** should be enclosed with the bid.
9. Bid form shall be filled in ink or typed. Bids filled in pencil shall not be considered. The bidder shall sign the tender form at each page.
10. All the quotes (when called for after empanelment) must be FOR destination and should include all incidental charges, Octroi, State Sales Tax, Service tax etc., if applicable. Central/State Sales-Tax, if applicable should also be shown separately as a remark. In case of local supplies the rates should include all taxes etc. And no cartage or transportation charges will be paid by the Government. The delivery of the Goods/ Services shall be given at the premises of Purchase officer/ department or elsewhere mentioned in purchase order. Goods/ Services to be purchased are for the purpose of official use, hence Octroi is not payable. The rates therefore, Should be exclusive of Octroi, and local tax. In such case a certificate in the prescribed form will be furnished along with the supply order.
11. Validity: Empanelment shall be valid for a period of two year from the date of issue of letter of empanelment.

12. **Inspection** : The UTDB or his its authorized representative shall at all reasonable time have access to the bidders premises and shall have the power at all reasonable time to inspect and examine the infrastructure, manpower, services, etc. during the evaluation process or afterwards as may be decided.
13. Direct or indirect canvassing on the part of the bidder or his representative will be a disqualification.
14. Bid Processing Fee: Bids shall be accompanied by a non-refundable bid processing fee of Rs. 10,000/- (Rupees Ten Thousand Only) + 13.5% VAT, without which bid will not be considered. Bid processing fee should be in form of a Demand Draft, payable at Dehradun and made in favour of The Chief Executive Officer, Uttarakhand Tourism Development Board (UTDB)/
15. Earnest Money Deposit (EMD): Bids shall be accompanied by an earnest money deposit of Rs. 2,00,000/- (Rupees Two Lakh Only) without which bid will not be considered.
 - (i). The amount should be deposited in the following form of a Bank Guarantee, in favour of The Chief Executive Officer (CEO), Uttarakhand Tourism Development Board
 - (ii). The Bank Guarantee should be valid for a period of 12 months from the last date of bid submission
 - (iii). **Refund of earnest Money**: The earnest money of unsuccessful bidders shall be refunded soon after empanelment of all qualified firms.
 - (iv). The earnest money/security deposit lying with the UTDB in respect of other tenders awaiting approval or rejection or on account of contracts being completed will not be adjusted towards earnest money/security money for this bid. The earnest money may however, be taken into consideration in case tenders are re-invited.
 - (v). No interest shall be payable on earnest money deposited with the UTDB
26. **Forfeiture of Earnest Money Deposit (EMD)**: The earnest money will be forfeited in the following cases:
 - (I) When bidder withdraws or modifies the offer after opening of tender but before acceptance of bidder.
 - (II) When bidder does not execute the agreement if any, prescribed within the specified time.
 - (III) When the bidder does not deposit the security money after the supply order is given.
 - (IV) When bidder fails to commence the supply of the items as per supply order within the time prescribed.
27. If a bidder imposes conditions which are in addition to or in conflict with the conditions mentioned herein, his bid is liable to summary rejection. In any case, none of such conditions shall be deemed to have been accepted unless specifically mentioned in the Letter of Empanelment issued by the UTDB.

28. All legal proceedings, if necessary arise to institute by any of the parties (UTDB or Bidder) shall have to be lodged in courts situated in Dehradun and no elsewhere.
29. Period of empanelment may be extended for one year or reduced or terminated any time at the discretion of Chief Executive Officer (CEO), Uttarakhand Tourism Development Board, Government of Uttarakhand.
30. All the terms & Conditions laid down in General Finance and Accounts Rules of Government of Uttarakhand shall be binding and acceptable to the Bidder.
31. Bid Submission Date and Address: The bids complete in all respect and clearly super-scribed "Bid for Empanelment as Event Management Agency" shall be submitted by 3:00 pm on 27th January, 2014 at the below mentioned address—

The Chief Executive Officer (CEO),
Uttarakhand Tourism Development Board,
Pt. Deendayal Upadhaya Paryatan Bhawan
Near ONGC Helipad, Garhi Cantt.
Dehradun-248001, Uttarakhand (India)
Phone: 0135- 2559898, Fax: 0135- 2559988

PRE-QUALIFICATION APPLICATION FORM

Sub.: Application for "Empanelment of Event Management Agencies for Uttarakhand Tourism Development Board (UTDB)"

1.	Name & Address of the firm, Tel /Fax/email details	:	
2.	Date of Establishment of Company (enclose copy of registration certificate)	:	
3.	Type of firm: Proprietorship / Partnership or registered under the Companies Act Please give details & enclose copy of Registration Certificate	:	
4.	Nature of Company whether exclusive Event Management Company or Separate Event Management division. (enclose details)	:	
5.	Branches (Enclose details with address & telephone no.)	:	
6.	Office in Uttarakhand, details if any	:	
7.	Details of Income Tax Registration; Enclose PAN details, Enclose IT Certificate of Last Financial Year	:	
8.	Service – Tax Registration details Enclose copy of latest service tax clearance certificate of Last Financial Year.	:	
9.	Total work experience in the event Management (In years)	:	
10.	Annual turnover in last three financial years (enclose balance sheet and CA's Certificate)	:	
11.	List and brief details of exclusive events managed in last three years Enclose separate sheet for events for promotion of culture / tourism Enclose work orders (mentioning contract value) for all assignments	:	<i>Details with name of event, sponsoring agency, contract amount and details of works undertaken under the contract. Please attach work orders/completion certificate for all assignments (mentioning the assignment details and contract</i>

			<i>vale); without which the assignment will not be considered for evaluation</i>
12.	Professional set up (Event Management Specific-Complete details of Staff, Designers & other) Enclose list (separate sheet for technically qualified staff)	:	<i>Staff details along with their education, experience, expertise, and designation</i>
13.	List of present clients & sample of recently done works (enclose details)	:	
14.	Any other information (relevant to assignment)	:	

This is to certify that I/we have read and understood the enclosed brief and other Terms & conditions. I/we have enclosed all the supporting documents required for the bid, and the information given by me/us in the bid is true to the best of my/our knowledge.

Signature of the Bidder with Name, Designation and Seal.

Date:

Place:

DECLARATION BY BIDDERS

I/we declare that I am/we are eligible and authorized to provide the goods/services/equipments for which I/we have submitted my/our bid.

We also declare that I/our agency has not been blacklisted by any Government agency anywhere in India and neither is any case registered against us in any Court of India.

If this declaration is found to be incorrect then with prejudice to any other action that may be taken, my/our security deposit may be forfeited in full and the tender to any extent accepted may be cancelled.

**Signature of the Bidder with
Name, Designation and Seal.**

Date:

Place:

Annexure-III

CRITERIA FOR EVALUATION OF FIRMS

Sl.	Parameter	Details	Marks	Maximum Marks
1	Registration of the Organization	More than 10 Years	5	5
		7-9 Years	4	
		3-6 Years	3	
		< 3 Years	0	
2	Turnover of the Organization from Event Management Activities	> 20Crore	10	10
		>15-20 Crore	8	
		>10-15 Crore	6	
		>5-10 Crore	4	
		3-5 Crore	2	
		< 3 Crore	0	
3	Network of Offices	In more than 5 States	5	5
		3-4 States	4	
		1-2 States	3	
4	Office in Uttarakhand		5	5
5	Experience of the Organization in Event Management (in last three FY, with contact value of minimum Rs. 25 Lakh)	More than 20 Assignments	20	20
		15-20 Assignments	15	
		10-14 Assignments	10	
		Less than 10 assignments	5	
6	Experience of the Organization in Event Management in Tourism/Culture Sector (in last three FY, with contact value of minimum Rs. 25 Lakh)	More than 5 Assignments	10	10
		4-5 Assignments	7	
		3-4 Assignments	4	
		1-2 Assignments	2	
7	Manpower (Event Management Specific)	More than 10	15	15
		7-10	12	
		4-6	9	
		2-3	6	
		1-2	3	
8	Quality of the presentation		30	30
TOTAL				100