



## **Grameen Sneh Foundation**

**2B-21, Ground Floor, Sector2, Sadhna, Vaishali,  
Ghaziabad,U.P. Pin-201012**

### **TENDER NOTICE FOR EMPANELMENT OF EVENT MANAGEMENT AGENCIES**

Offers are invited from Event Management firms for empanelment with Grameen Sneh Foundation for a period of three years. The tender document may be downloaded from [www.grameensnehfoundation.org](http://www.grameensnehfoundation.org)

Last date of submission of tender is 31.12.2017

President,  
Grameen Sneh Foundation

# **Grameen Sneh Foundation**

**2B-21, Ground Floor, Sector 2, Sadhna, Vaishali, Ghaziabad,U.P. Pin-201012**

## **EMPANELMENT OF EVENT MANAGEMENT AGENCIES**

**I. Type of work:**-Empanelment of Event Management Companies with Grameen Sneh Foundation

For a period of three years.

**II. Last date for submission of tender:** - 31.12.2017 at 3PM

**III. . Pre Bid meeting:** 11.12.2017 at 3:00 PM at **2B-21, Sector2, Sadhna, Vaishali, Ghaziabad,U.P. Pin-201012**

**IV. Date of Opening Technical Bid:** 31.12.2017 at 3.30 PM

**IV. Date of Opening Financial Bid:** 31.12.2017 at 4.30 PM

## INTRODUCTION:

Grameen Sneh Foundation ([www.grameensnehfoundation.org](http://www.grameensnehfoundation.org)) wishes to engage the services of eligible & competent 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. Some of the events to be organized by the Corporation are as below:

1. Film Festivals
2. Haulsa.
3. Cyclothon.
- 4 Health related programme.
5. Art & Cultural activities.
6. Any other activities as per requirement.

These events are just indicative and the numbers may vary as per requirement of the organization.

## DATA SHEET:

1	Name of assignment	Empanelment of event management agencies for 3 years w.e.f date of acceptance of offer letter
2	Communication Person & Address	President, Grameen Sneh Foundation 2B-21, Ground Floor, Sector2, Sadhna, Vaishali, Ghaziabad, U.P. Pin-201012
3	Place of issue of documents and Bid document fees	Rs.500/- (Rupees Five hundred only) in form of DD/Cheque/Cash in favour of Grameen Sneh Foundation ( non-refundable )
4	Bid Validity	One hundred and Twenty (120) days from due date for submission of bid
5	Issue of Bid documents	To be downloaded from Website
6	Pre-briefing meeting	11.12.2017 at 3:00 PM in the Grameen Sneh Foundation, 2B-21, Ground Floor, Sector2, Sadhna, Vaishali, Ghaziabad, U.P. Pin-201012
7	Submission of technical bid	Hard copy submission at :Grameen Sneh Foundation
8	Opening of the Technical Bids (Date & time)	31.12.2017 at 3:30 PM
9	Place of Opening of Bids	Grameen Sneh Foundation, 2B-21, Ground Floor, Sector2, Sadhna, Vaishali, Ghaziabad, U.P. Pin-201012
10	Presentation by shortlisted bidders only	Pre-qualified bidders may be intimated either in writing or on phone to make presentation for further evaluation
11	Authority for appointing Arbitrator.	President, Grameen Sneh Foundation 2B-21, Ground Floor, Sector2, Sadhna, Vaishali, Ghaziabad, U.P. Pin-201012
12	Contact person for queries	Name: ( Mr. Shipu Kumar Sinha, Programme Manager) E mail: <a href="mailto:gfdelhichapter@gmail.com">gfdelhichapter@gmail.com</a>

## **SCOPE OF WORK:**

### **I. Event Management:**

They shall be responsible for organizing and managing events from conception stage to completion stage ensuring that everything runs smoothly, to the world-class standards and in full compliance with the government directions and regulations, to manage the ceremony, including dais management, background management, support staff, emergency provisions, lights and sound fixtures along with the entire set of equipment, decoration, complete venue preparation, etc.

#### **1. Temporary Infrastructure**

- Halls, shamianas, dais, welcome gates, Poll Paigams / Buntings, Banners, utilities, conveniences, etc.
- Multi layered performance stages with appropriate lighting for cultural events.
- Theme pavilions on various subjects as required by Grameen Sneh Foundation through its HQ and different state chapters.
- Provision of tables & chairs.
- Construction of stalls of given sizes erected with octonorm panels, open stall on raised platform with fascia for depicting the stalls theme on vinyl stickers, with provision of Floor carpeting with different colour carpets.
- Providing spot lights,
- Providing power plug point
- Fixing of posters on the panel or stand-alone panel
- Providing flowers decoration or providing green areas round about and flower decorated round about in the centre of the exhibited areas.
- General flower decoration in the exhibition grounds and on the gate.
- Designing
- Fabrication

#### **2. Dais Management-**

- Audio, computer and video arrangements for presentations and speeches.
- Power arrangements including backup power.
- Furniture-tables/chairs, floral arrangement, elegant flower arrangements and beautification of plaque area with florals, flags, etc.
- Mementos for VVIPs/VIPs

#### **3. Hospitality-**

- Catering at the venue, for the delegates, VIPs etc.
- Drinking water at pavilion- Dispensers with disposable glasses.
- Purchase of consumables.

#### 4. Promotion and publicity of the event-

- Including presser, curtain raiser, hoardings, print and electronic ads, souvenirs, brochures, kit bags, stationary items, flyers and other publicity and incidental materials.
- Printing and issuing invitation cards, tickets etc.
- Photography, videography and documentation

#### 5. Manpower:

- Providing of temporary manpower like bearers, waiters, cooks, anchors, hosts and hostesses, guides, mc's, technicians, security, cleaning personnel, etc.

## II. Road Shows

Grameen Sneh Foundation organizes road shows different Location of Delhi, Delhi-NCR, Bihar, Odisha and other States/UTs to showcase it various events of the Upcoming events. Hence the scope of work involves:

- Selection of the venue for the road show
- Selection of the cultural troupe, who will be a part of the road show.
- Full Dias Arrangement with all facilities like audio-visual facilities, floral decoration, podium, etc.
- Photography, Videography and documentation of the road show and timely submission of the same to the management.
- Follow-up with the road show participants for their feedback and suggestions is a very important part of the scope of work.
- Photography & videography of all above scope of work the above-mentioned works are indicative and the exact requirements will be defined by the Corporation sufficient in advance.

### PROCEDURE FOR APPLICATION:

#### FOR EMPANELMENT OF EVENT MANAGEMENT AGENCIES FOR Grameen Sneh Foundation FOR THREE YEARS

##### Tender Fee:

Rs. 500/- (Rs five hundred only) Non-Refundable in the form of Demand Draft in favour of Grameen Sneh Foundation, Vasundhara, Ghaziabad, UP

Tender Documents submitted without the requisite tender fee shall not be considered for evaluation and will be rejected out rightly.

##### EMD / SECURITY DEPOSIT:

An EMD for **Rs. 10,000/- (Rs Ten Thousand only)** in the form of a Demand Draft from any Nationalized Bank in favour of Grameen Sneh Foundation, Vasundhara, Ghaziabad, UP should be enclosed along with the Technical bid. Failure to do so will automatically disqualify the agency. Five successful agency shall be empanelled for GSF to undertake such work. The EMD of the successful agencies shall be converted as Security Deposit. No interest shall be payable on this amount.

## Method of physical submission of Tender Documents:-

1. **Cover No.1** Unconditional acceptance of Grameen Sneh Foundation tender conditions in its entirety duly signed by the applicant as given in tender document. This acceptance letter shall be submitted in this sealed cover.
2. **Cover No.2** Technical bid will be put in this envelope, super scribed as Technical Bid (duly signed and stamped on each page by the applicant). **In this sealed cover along with Tender Fee and EMD in the form of Demand Draft in favour of** Grameen Sneh Foundation, Vasundhara, Ghaziabad, UP. **Should be enclosed.**
3. **Cover No.3** All the above envelopes should be put in the third larger envelope which should be super scribed with “**EMPANELMENT OF EVENT MANAGEMENT AGENCIES FOR** Grameen Sneh Foundation, 2B-21, Ground Floor, Sector2, Sadhna, Vaishali, Ghaziabad,U.P. Pin-201012” along with the name, contact numbers and address of the agencies. It should be sent through **speed Post/ Courier/ Hand delivery and reach to GSF-HQ office by 31/12/2017 by 3:00 PM** Address: Grameen Sneh Foundation, 2B-21, Ground Floor, Sector2, Sadhna, Vaishali, Ghaziabad,U.P. Pin-201012.

## ELIGIBILITY CRITERIA

The Event management firm should be in the business of organizing significant National events and should have work experience to organize atleast 1 programme in the field. The Event management firm should be in the business of providing all the mentioned activities as scope of works, in significant events of similar nature for atleast 1 work with respect to the following:

1. The firm should have **experience of providing turnkey solutions in infrastructure, management and other services** for events and ceremonies of similar nature completed successfully for any Govt./ Semi-Govt/ Public Sector Organizations/Reputed organisation in their own.
2. A self-declaration Certificate to be enclosed that the firm should not have been **black listed** by any Central Govt/State Govt/ PSU.
3. The company must either be **exclusively** an event management company or a company having exclusively defined event management division within the company.
4. Preference shall be given to those event management companies who have **managed events** and have organized events for Government Sector.
5. **No consortium / joint venture shall be considered.**

## SELECTION CRITERIA:

### 1. Pre-qualification:

The details given by the applicants in the Application form will be evaluated as per tender terms & conditions and requirement at pre-qualification stage. Grameen Sneh Foundation reserves the right to restrict the list of firms to be enlisted to any number deemed suitable by it. Total 5 agencies will be empanelled. Decision of the President of GSF shall be final and binding to all.

## **2. Technical Evaluation/Financial Evaluation:**

After pre-bid meeting, technical evaluation of the bidders shall be done. Financial bid of technically successful Bidder will be open and accordingly decision will be taken.

### **OTHER TERMS AND CONDITIONS**

1. Grameen Sneh Foundation reserves the right to accept or reject any application or its part without assigning any reasons thereof.
2. An agreement would be signed between Grameen Sneh Foundation and the empanelled firms.
3. Other terms and conditions (enclosed) including tender notice shall also be a part of this tender and binding upon the tenderer.
4. Tenders must be submitted in properly sealed envelope according to the directions given in the Tender-Notice.
5. Tenders must be submitted Copies of service tax registration, VAT registration (if any), labour registration (if any), PAN Card etc.
6. Tender form shall be filled in ink or typed. No. Tender filled in pencil shall be considered. The tender shall sign the tender form at each page and at the end in token of acceptance of all the terms & conditions of the tender.
7. Empanelment shall be valid for a period of three year from the date of acceptance of the tender.
8. After the pre-bid meeting Changes/suggestions if any in the tender will be notified in the website: [www.grameensnehfoundation.org](http://www.grameensnehfoundation.org)

## TECHNICAL BID FORM

### Sub: APPLICATION FOR EMPANELMENT OF EVENT MANAGEMENT AGENCIES

1	Name & Address of the firm, Tel/ Fax/Email Details	
2	Date of Establishment of Company (enclose evidence)	
3	Total no. of works done	
4	Office in Delhi, UP and Bihar (State). Details if any	
6	Is your firm a Proprietorship / Partnership or registered under the Companies Act. Please give details & enclose Certificate	
7	Branches (Enclose details with address & Telephone No.)	
8	Details of Income Tax Registration: (Enclose PAN Details and latest income tax clearance certificate.)	
9	Service Tax Registration Details and enclose copy of latest service tax clearance certificate	
10	Is your Agency currently listed in the panel for national/international events of Government of India by the concerned Administrative Ministry? If yes, enclose copy of letter.	
11	Experience of providing turnkey solutions in infrastructure, management and other services for events and ceremonies of similar nature completed successfully for any Govt., Semi-Govt, and Public Sector Organizations in their own. (Copies of work order to be enclosed)	
12	Nature of Company whether exclusive Company or Separate Division (enclose details)	
13	Any other information	

This is to certify that I have read and understood the enclosed brief and other Terms & Conditions and all the supporting documents have been enclosed, and the information given by me is true to the best of my knowledge.

Date:

Signature of Tenderer  
(With Seal)



**Financial BID FORM**

**Sub: APPLICATION FOR EMPANELMENT OF EVENT MANAGEMENT AGENCIES**

<b>Sl.no.</b>	<b>Temporary Infrastructure Items</b>	<b>Rate</b>	<b>Remarks</b>
1	Flex with Iron framing & fitting for standee (per sq.ft)		
2	Flex with Iron framing & fitting for gate top (per sq.ft)		
3	Flex with Iron framing & fitting for gate pillars (per sq.ft)		
4	Flex with Iron framing & fitting for film names (per sq.ft)		
5	Flex with Iron framing & fitting for drop downs (per sq.ft)		
6	Flex with Iron framing & fitting for help desk (per sq.ft)		
7	Stall inner wall (per sq.ft)		
8	Stall outer wall (per sq.ft)		
9	Flex with Iron framing & fitting for stall top (per sq.ft)		
10	Flex with Iron framing & fitting for stall pillar (per sq.ft)		
11	Flex with fitting for stall table (per sq. ft)		
12	Semi fabricated stalls (Each)		
13	Deep stand (per day)		
14	Double box gate (per sq. ft)		
15	VIP dais chair (per piece per day)		
16	VIP high cushion chair (per piece per day)		
17	Flower decorations		
18	Bouque (per piece)		
19	podium (per day)		
20	Venial sheet pasting for podium (per sq. ft)		

<b>Sl.no.</b>	<b>Dais/ Sound Items</b>	<b>Rate</b>	<b>Remarks</b>
1	Mixture machine, Speakers, woofers etc. full set with two operators (Rate per day)		
2	Projector with operator (rate per day)		
3	Sound proof Generator (rate per day inclusive operator)		

<b>Sl.no.</b>	<b>Promotion, publicity and design Items</b>	<b>Rate</b>	<b>Remarks</b>
1	Designing		
2	Still photography		
3	Videography (rate for normal quality per day)		
4	Documentation (per day)		
5	Invitation card (rate for plastic quoted per hundred)		
6	ID cards (rate for plastic quoted per hundred)		
7	Flex hoardings (per sq. ft)		
8	Pocketing of flexes		
9	Mementos for VIP (per pieces)		

<b>Sl.no.</b>	<b>Manpower Items</b>	<b>Rate</b>	<b>Remarks</b>
1	Anchor (rate per person per day)		
2	Bouncers (rate per person per day)		
3	Hostesses (rate per person per day)		
4	Security (rate per person per day)		

<b>Sl.no.</b>	<b>Road Show</b>	<b>Rate</b>	<b>Remarks</b>
1	Arrangement of road show i.e. cultural troupe, full dais arrangement with all facilities like audio visual facilities, floral Decoration, podium , photography, video graphy, Documentation, feedback and suggestions etc. (consolidated rate to be quoted)		

Note: Rate of other items (which has not been included in above Tables) shall be decided mutually.

## **DECLARATION BY TENDERERS**

I/ We declare that I am / We are bonafide / Manufacturers / Whole Sellers / Sole distributor / Authorized dealer / dealers / sole selling / Marketing agent in the goods / Services / Stores / equipment's for which I / We have tendered. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my / our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Date:

Signature of the Tenderer  
(With seal)