

**TEHRI SPECIAL AREA TOURISM DEVELOPMENT AUTHORITY (TADA)**

Camp office, SDM office, Tehsil building,  
**New Tehri - 249001**

No- /TLF 2020/Tender/2019-2020 New Tehri.

Dated Jan 2020

**Subject: Invitation for submission of bids for Selection of Event Manager for Tehri lake festival 2020 at Koti colony, Tehri following Uttarakhand Procurement Rules, 2017.**

**Tender Schedule**

<b>Tender Reference:</b>	
<b>Date of Publishing in www.tehri.nic.in tender document</b>	From 24-01-2020
<b>Last date and time to submit Bid</b>	Up to 12:30 PM on 07.02.2020
<b>Time and date of opening of Technical Bids</b>	At 01:00 PM on 07.02.2020
<b>Time and date of opening of Financial Bids</b>	At 02:00 PM on 07.02.2020
<b>Place of Opening of bids and Address for communication</b>	Tehri Special Area Tourism Development Authority (TADA) Camp office, SDM Office, Tehsil building, New Tehri -249001

**Instruction to Bidder (ITB)**

1. Tehri Special Area Tourism Development Authority (TADA) invites bids for Selection of Event Manager for Tehri lake festival 2020 at Koti colony as per details given in this tender.

2. Detailed Scope of Work / Services are given in the tender document here with.

**3. Availability of Tender Document**

The Tender Documents are available at the Tehri Special Area Tourism Development Authority **Camp Office, SDM office Tehsil building New Tehri** from the date of advertisement of tender or the bidder forms also can be downloaded from web site. <https://tehri.nic.in/>

**4. TENDERING PROCEDURE**

Two-bid system of i.e. Technical Bid and Financial Bid will be followed in tendering.

**a. Technical Bid**

The first part shall comprise the covering letter cum work undertaking in the prescribed format (**Annexure 1**), the bid security deposit (EMD), tender fee, copy of PAN card and technical documents with details.

**b. Financial Bid**

The second part will be the financial bid specifying the price offer in the prescribed format. (BOQ) (**Annexure 6**). The 'Commercial Proposal/ Financial Bid' covers shall not be opened until the evaluation of the pre-qualification and technical evaluation is complete. After evaluation of pre-qualification and technical proposals, the commercial proposals of only those bidders, who qualify in pre-qualification and technical evaluation, will be opened.

**5. submission of tender**

Sealed Tenders of prescribed work shall be submitted in one-sealed big envelopes, which have two separate envelopes a- technical, b- financial. **The tender document must be submitted by**

**Self/registered post only by 07/02/2020 by 12:30 PM of in the office of Tehri Special Area Tourism Development Authority (TADA) camp office SDM Office Tehsil building New Tehri. If the due date of receipt of Tenders as aforesaid is declared holiday/strike/ bundh/ on any account, tenders would be received on the next working day at the same time.** Tenders received late on account of any reason whatsoever and telegraphic/fax Tenders & incomplete tenders will not be entertained.

**6. Selection Criteria:**

**A- Qualification of Bidders:**

- i) Should be a legal entity (any individual, company, firm etc.) as per Indian Law.
- ii) Should be graduate from recognized university or equivalent institute in case of individual.
- iii) Should have experience of organizing at least One major events with PSU's/Govt. Sector.
- iv) Should have executed successfully one contract of Rs. 50000/- in any one financial year from 2016-17 to 2019-20 for the event management services.
- v) Should have good command in writing and speaking English and Hindi languages.
- vi) Should be Expert in using social media platforms (Facebook, Instagram, Twitter and YouTube etc.).
- vii) Preference will be given to those entity having knowledge of Film making and Documentary production.
- viii) Should have valid Pan Card and copy of three year (2016-17, 2017-18 and 2018-19) . Annexure – 7
- ix) GST registration if applicable.

**7. Power Point Presentation:**

The bidders should submit along with the bid, a 10 to 15 slides of Power point presentation in soft and hard copy of the planning and execution of the event, which will be considered for Technical evaluation. **This power point presentation, if required, shall be presented by the Service provider to the Technical Evaluation Committee immediately after opening of the technical bids.**

**8. Tender Fee:** Rs.200/- . The Tender fee should be in form of Demand Draft or Banker's cheque in favors of CEO, TADA and payable at New Tehri. The Tender fee is non-refundable. Non-submission of Tender fee shall result in rejection of the bid. Tender fee must enclosed in Technical envelope.

**9. Bid Security:**

- a) Bid Security for the bid will be Rs. 1000/- (One thousands only). Bid security must be enclosed in Technical envelope.
- b) Bid Security can be in the form of either a Bank draft or a Banker's cheque issued by a Scheduled Bank in India in favors of "CEO Tehri Special Area Tourism Development Authority (TADA)" payable at New Tehri and having a validity period of minimum 60 days from the last date for bid submission and may be extended as may be mutually agreed between TADA and the bidder from time to time.
- c) The Bid Security shall be returned to unsuccessful Bidders within a period of thirty (30) days from the date of announcement of the successful bidder. The Bid security submitted by the successful bidder shall be released upon furnishing of the performance security.

**10. Clarifications:**

Bidders requiring any clarification on the tender document may upload the queries by email to [tadatehri@gmail.com](mailto:tadatehri@gmail.com) With CC. to [dtdotehri@gmail.com](mailto:dtdotehri@gmail.com) prior to the time and date given in the Tender Schedule (Page – 1).

**11. Amendment of Bid Document:**

At any time prior to the Bid Due Date, TADA may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the bid document through Addendum / Corrigendum which will be posted on the website: <https://tehri.nic.in/> only.

**12. Validity of Bid:**

The Bid shall be valid for not less than 90 (Ninety) days from the last date for bid submission (but excluding the day of bid submission). Bids of lesser validity shall be summarily rejected as non-responsive.

**13. No interpretation, revision, or other communication from TADA regarding this solicitation is valid unless posted on website: <https://tehri.nic.in/>**

**14. Format and Submission of Bid:**

- i) Bidders would provide all the information as per this BID Document and in the specified formats. TADA reserves the right to reject any Bid that is not in the specified formats.
- ii) The Bid should be submitted in two Folders as provided in tender document – Technical and Financial Folders.
- iii) Technical bid folder should include :
  - a) Covering letter cum work undertaking as per **Annexure 1**.
  - b) Bid security deposit as in prescribed format as mentioned in this document.
  - c) Eligibility qualification and documents in support of experience of the bidder as per specific schedules (**Annexure 2 -3**)
  - d) Copy of Pan Card.
  - e) Copy of GST registration if applicable.
  - f) Power of Attorney for signing of bid needs to be furnished in favors of the authorized signatory as per format provided in **Annexure - 6**.
  - g) Affidavit as per format provided in **Annexure – 4**.
  - h) Copy of three year (2016-17, 2017-18 and 2018-19) CA certified ITR in **Annexure – 7**.
  - i) **No financial information like price should be given in the Technical bid.**
  - j) Financial bid folder: As per format set out in **Annexure -5**.
  - k) All the documents should be signed, numbered and stapled/ bound in sealed envelope.
  - l) TADA, at its sole discretion, may extend the last date for bid submission bid submission by issuing an Addendum on the website: <https://tehri.nic.in/> only.

**15. TADA reserves the right to reject any bid which in its opinion is non-responsive and no request for modification or withdrawal shall be entertained by TADA in respect of such bids.**

**16. Conditional bid shall not be considered. Any bid found to contain conditions attached, shall be rejected.**

**17. Bid Opening:**

- 17.1 Bidders' representatives who choose to be present may attend the bid opening.
- 17.2 If the office happens to be closed on the date of receipt of the quotations as specified, the quotations will be opened on the next working day at the same time and venue.

**18. Confidentiality:**

Information relating to the examination, clarification, evaluation and recommendation shall not be disclosed to any person not officially concerned with the process. TADA will treat all information submitted as part of bid in confidence and will ensure that all who have access to such material treat it in confidence. TADA will not divulge any such information unless it is ordered to do so by any Government authority that has the power under law to require its disclosure.

**19. Bid Evaluation:**

19.1 Evaluation of bids will be done in two stages – first the Technical bid will be opened as per evaluation criteria. There after, the Financial bid of all those bidders, who qualified in the technical bid, shall be opened.

19.2 In case more than one bidder has quoted same amount, the bidder having higher / highest

experience and have effective execution plan, will be declared as successful bidder.

- 19.3 With regard to interpretation of provisions in this document and bidders' responsiveness, the interpretation and decision of the evaluation committee shall be final and binding on all bidders.

**20. TADA's Right to Accept or Reject Bid:**

- a) TADA reserves the right to accept any technical document at the time of technical bidding if bidder fail to submit it at due time of bidding.
- b) TADA reserves the right to accept or reject any or all of the bids without assigning any reason and to take any measure as it may deem fit, including annulment of the bidding process, at any time prior to award of work, without liability or any obligation for such acceptance, rejection or annulment.
- c) TADA reserves the right to reject any bid including that of the preferred bidder if:
  - i) At any time, a misrepresentation of services is made or uncovered; If a fraud or fraudulent practice adopted by any bidder is established, the bidder may be blacklisted and /or appropriate legal proceedings may be initiated against such bidder as per the prevailing laws, OR
  - ii) The bidder does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the bid.
- d) If such disqualification/ rejection occur after the financial bids have been opened and the highest ranked bidder gets disqualified / rejected, then TADA reserves the right to:
  - i) Either invite the next highest ranked Bidder to match the financial bid submitted by the highest ranked bidder; OR
  - ii) Take any such measure as may be deemed fit in the sole discretion of TADA, including annulment of the bidding process.

**21. Notifications:**

- a) Upon acceptance of the financial bid of the preferred bidder with or without negotiations, TADA shall declare the preferred bidder as successful bidder.
- b) TADA will notify the successful bidder by facsimile or e-mail and by a letter (Speed Post / Registered Post) that its bid has been accepted.
- c) The Notification of Award will constitute the formation of the contract.

**22. Negotiation**

Ordinarily no negotiation shall be done. However in exceptional case where price negotiation is necessary due to some unavoidable circumstances, the same shall be resorted with the lowest evaluated responsive bidder.

**23. Acknowledgement of Notification of Award (NOA):**

Within three (3) days from the date of issue of the NOA, the successful bidder shall acknowledge the receipt of NOA.

**24. Execution of Contract:**

- a) The successful bidder shall execute the contract within one (1) week of the issue of LOA or such time as indicated by TADA. Successful bidder will be associated with TADA from date of contract up to 10 days after completion of festival.

**25. Period of Contract:**

**Period of contract will be from the award of work order to 10 days after the event.**

**26. Payment :**

Payments shall be made promptly after the completion of satisfactory work.

**27. Assignment:**

The contractor shall not assign, in whole or in part, its obligations to perform under the contract, except with the TADA's prior written consent.

28. Bids shall be deemed to be under consideration immediately after they are opened and until such time TADA makes official intimation of award/ rejection to the Bidders. While the bids are under consideration, Bidders and / or their representatives or other interested parties are advised to refrain from contacting TADA and or their employees/ representatives on matters related to the bids under consideration by any means.
29. District Administration and TADA shall not entertain any correspondence with any bidder in relation to acceptance or rejection of any Bid
30. Settlement of Disputes
- i) The TADA and the contractor shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract
  - ii) If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the TADA or the service provider may give notice to the other party of its intention to commence arbitration, as to the matter in dispute, specifically, defined therein, and no arbitration in respect of this matter, shall be commenced unless such notice is given and served. The arbitration proceedings shall be commenced by a sole arbitrator to be agreed by both the parties, on failure the parties either party may invite three names from the President, Indian council of Arbitration, and parties may agree to any of the name mentioned in the list, on failure it will be open for the parties to approach, as per the provision of section 11 of the Arbitration and Conciliation Act 1996 (as amended by Act No. 03 of 2016). The service provider shall initially bear the cost of the Arbitral Tribunal, unless it is decided by the Arbitral Tribunal under section 31(8) read with section 31A of the Act.
  - iii) All disputes shall be subject to jurisdiction of courts in New Tehri.
31. Other conditions:
- a) TADA may retain any information and/ or evidence submitted to TADA by, on behalf of, and/ or in relation to any Bidder;
  - b) TADA shall be entitled to make recoveries from the bidder's bills, Security Deposit, or from any other amount due to him, the equivalent value of any payment made to him due to inadvertence, error, collusion, misconception or misstatement.
  - c) The bidding documents and all attached documents are and shall remain the property of TADA and are transmitted to the Bidders solely for the purpose of preparation and the submission of a bid in accordance herewith. Bidders are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their Bid. TADA will not return any bid or any information provided along there with.
  - d) The contract between successful bidder and TADA for the execution of work shall be executed on a non-judicial stamp paper as required by the law. Cost of judicial stamp paper of appropriate value shall be borne by the successful bidder.
  - e) In case of any contradiction in the terms mentioned in this document, the Financial Handbook Rules and Uttarakhand procurement rules 2017 will be applicable.
  - f) As per income Tax rules TADA shall deduct income Tax at source from the bills payable to the successful bidder.
  - g) GST will be deposited by firm itself. Firm has to register itself in Uttarakhand State for this purpose, if not registered earlier before completion of work.

**32. Scope of Works / Services:**

TADA intends to empanel capable Event Manager who shall be responsible for organizing and managing Tehri Lake Festival from conception to completion stage. The scope of activities would include the following:-

1. The selected bidder should be responsible conceptualization of the complete Event

2. The selected bidder should be responsible to complete solution to the various aspects of the event such as obtaining various permissions/approvals from various Govt. Departments, etc.
3. The selected bidder should be responsible for Designing & layout of the Main Hanger, Stage, Stalls, Ganga Aarti Venue etc. Designing & Developing Theme Areas.
4. The selected bidder should be responsible for Assessment of requirement of various logistics and arranging the same.
5. The selected bidder should be responsible for Audio-Video coordination of cultural programs, Ganga Aarti etc.
6. The selected bidder should be responsible for Designing, Printing & dispatching of invitations, brochures, flyers etc to addresses as provided by TADA/UTDB.
7. The selected bidder should be responsible for maintaining public relations
8. Designing creative for advertising and promotional activities
9. Execution of 360-degree mass media campaigns through Social Media, Facebook Instagram, Twitter & YouTube etc for the promotion and publicity of the event.
10. Co-ordination with Organizing committee, all selected vendors, Artists, Cultural Team, Invitees, Guest, etc.
11. Any other relevant work / task allotted by CEO TADA.

**Chief Executive Officer,  
TADA**

**Covering Letter cum Work Undertaking**

To,

CEO  
TEHRI SPECIAL AREA TOURISM  
DEVELOPMENT AUTHORITY  
(TADA) TEHRI GARHWAL

**Ref.: SELECTION OF AN EVENT MANAGER FOR TEHRI LAKE FESTIVAL 2020**

Dear Sir,

Having examined the Technical Bid Documents, we hereby submit all the necessary information and relevant documents for pre-qualifying us for consideration of financial bids for the subject mentioned above.

The application is made by us on behalf of \_\_\_\_\_  
\_\_\_\_\_ (Groups of firms) in the capacity of \_\_\_\_\_ duly  
authorized to submit the offer.

The necessary evidence admissible in law in respect of authority assigned to us on behalf of the group of firms for applying and for completion of the contract document is attached herewith.

We are also submitting our Financial Bids for the works indicated above. We understand that Corporation reserves the right to reject any application without assigning any reason.

Dated the \_\_\_\_\_

Signature of the Applicant

(Including Title and Capacity in which application is made)

Enclosures:

**ORGANIZATION SET UP**

1. Name of applicant :  
Applicant Father's name :  
Residence Address :  
Telephone No. :
2. Email :
3. Head Office Address :  
Telephone No. :  
Email :  
Web site : www.
4. Regional Office Address :  
(If any).
5. Local Office Address :  
In Uttarakhand . (If any)  
Telephone No. : :
6. PAN Card No :
7. GST Registration no. :

(Signed by an Authorized Officer of the firm)

\_\_\_\_\_  
(Date)



**References of Similar Works or Past Work Experience***(RUPEES IN LACS)*

SL.	Name of the firm/ organization for which the work was executed	Year of execution of Work	Amount of work order	Copy of P/o or any other document in support of proof
1				
2				
3				

(Signed by an Authorized Officer of the firm)

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 (Title of the Officer)
 

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(Date)

**AFFIDAVIT**

**To be given on valid stamp paper duly notarised**

1. I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned hereby authorise(s) and request(s) any bank, person, firm or corporation to furnish required information deemed necessary and requested by the department to verify this statement or regarding by (our) competence and general reputation.
3. The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the department/ project-implementing agency.
4. The undersigned has currently not blacklisted or banned by any Govt./ Govt. Department / Govt. Agency/ PSU in India for corrupt or fraudulent practices or non delivery or non performance in last 5 years.

\_\_\_\_\_  
(Signed by an Authorized Officer of the firm)

\_\_\_\_\_  
(Date)

**Financial Bid (Bill of quantity)**

<b>S.No.</b>	<b>Name of work</b>	<b>Amount in figures</b> (inclusive of GST and all other taxes)	<b>Amount in Word</b> (inclusive of GST and all other taxes)
01	<b>SELECTION OF AN EVENT MANAGER FOR TEHRI LAKE FESTIVAL 2020 AS PER SCOPE OF WORK</b>		

\_\_\_\_\_  
(Signed by an Authorized Officer of the firm)

\_\_\_\_\_  
(Date)

**{ Note:**

- 1. To be given on Stamp paper of value not less than Rs. 100, and also should be Notarized.**
- 2. Only in case of Proprietary firms and if signed by proprietor himself / herself, this Power of Attorney is not required. }**

**Power of Attorney for signing of Application**

Know all men by these presents, We..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr/ Ms (name), ..... son/daughter/wife of ..... and presently residing at ....., who is presently employed with us and holding the position of ....., as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for selection of event manager to Tehri lake festival 2020 at Koti colony, Tehri. Work proposed by Uttarakhand Tourism Development Board, (the “TADA”) including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Applications and other conferences and providing information/ responses to TADA, representing us in all matters before TADA, signing and execution of all contracts including the Contract and undertakings consequent to acceptance of our bid, and generally dealing with TADA in all matters in connection with or relating to or arising out of our bid for the said Work and/ or upon award thereof to us and/or till the entering into of the Contract with TADA.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ....., THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF .....2.....

For .....  
(Signature, name, designation and address)

**(Notarized)**

Witnesses:

1. ....

2. ....

Accepted

.....

(Signature)

(Name, Title and Address of the Attorney)

**Format for ITR**

<b>Financial Year</b>	<b>Rs. In lakhs</b>
<b>2016-17</b>	
<b>2017-18</b>	
<b>2018-19</b>	

## CHECKLIST

Sl. No.	Particulars of document	To be submitted physically	Reference	Tick the item
<b>Technical Envelop</b>				
1	Tender fee			
2	Bid Security (EMD)			
3	Covering Letter cum Work Undertaking		Annexure-1	
4	Organization Set up		Annexure-2	
5	Reference of Similar Works		Annexure- 3	
6	PAN		Photocopy of PAN Card	
7	GST registration, if applicable.		Photocopy of GST registration	
8	Affidavit		Annexure-4	
9	Power of Attorney for signing of Application		Annexure-6	
10	Format for ITR		Annexure-7	
11	PPT & Any Other Document.			
<b>Financial Envelop</b>				
1	Financial bid (Bill of Quantity)		Annexure-5	