

**National Backward Classes Finance & Development Corporation  
(A Govt. of India Undertaking, Ministry of Social Justice and Empowerment)**

No : NBCFDC/Admn/Event//2025

Date : 20 March, 2025

**NOTICE INVITING TENDER**

Ministry of Social Justice & Empowerment(MoSJE), Government of India is organising “Chintan Shivir” at Dehradun, Utrakhand from 7-8 April, 2025. National Backward Classes Finance and Development Corporation (NBCFDC) on behalf of MoSJE is inviting offers from Programme Implementing Agencies(PIA) to organize the event in which Designing & Fabrication of stage, green rooms, entrance gate, VIP area, media room, office room, standees/hoardings etc. are required.

The Tender document and details of the tender are available on our website at, <http://nbcfdc.gov.in> Interested Bidders need to apply online on [GeM Portal](#). The last date of submission of tender is 31.03.2025 (19:00 Hrs).

**General Manager (HR & Admn)**

**NATIONAL BACKWARD CLASSES FINANCE AND DEVELOPMENT CORPORATION**  
(A Govt of India Undertaking, Ministry of Social Justice and Empowerment,)

Tender for Selection of Programme Implementing Agency (PIA) to Organize:

Designing & Fabrication of stage, green rooms, entrance gate, VIP area, media room, office room, standees/hoardings(its installation) etc for the period from 07-08, April 2025

**Published on 20.03.2025**

**Last Date of Submission December of Bid: 31.03.2025 upto 19:00 Hrs.**

Name of Bid Publishing Organization	National Backward Classes Finance and Development Corporation (NBCFDC)
Address & Contact Number	GM (HR & Admn), National Backward Classes Finance and Development Corporation (NBCFDC) 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110 016.Tel. 011-45854400
Name of Work	Engagement of Programme Implementing Agency (PIA) for Designing & Fabrication of stage, green rooms, entrance gate, VIP area, media room, office room, standees/hoardings(its installation) etc. for Chintan Shivir at Dehradun, Utrakhnad on 7-8 <sup>th</sup> April, 2025 under Ministry of Social Justice & Empowerment, Government of India.
Tender Fee	Bidders shall submit non-refundable Tender fee of Rs. (10,000+1800(GST@18%))= Rs. 11800/- (Rupees Eleven Thousand Eight Hundred Only) via RTGS/NEFT/electronic mode to NBCFDC Account No. 1445101026928 Branch Hauz Khas Market, New Delhi – 110016, Branch Code 1445 with IFSC Code CNRB0001445. The Cost of Tender shall not be entertained in any other form and shall be denominated in Indian Rupees only. Proof of payment/UTR shall be submitted as part of the bid.

Earnest Money Deposit (EMD)	Rs.10,00,000/- (Rupees Ten Lakhs only) (5% of estimated work cost) by way of DD/Pay Order in favour of “National Backward Classes Finance and Development Corporation (NBCFDC)” or through NEFT in following account:  National Backward Classes Finance and Development Corporation (NBCFDC) <b>SB A/c No- 1445101026928</b> <b>IFSC Code- CNRB0001445</b> <b>Canara Bank , A-27, Hauz Khas Market</b> <b>Branch New Delhi-110016.</b>
Estimated Cost of the Work:	Rs 2.00 Cr. (Two Crores only) (Inclusive GST)
Bid Published Dates	20.03.2025
Bid Document Download Start Date	20.03.2025
Bid Document Download End Date	29.03.2025 (19:00 Hrs.)
Pre Bid meeting	25.03.2025 (1430 Hrs.) National Backward Classes Finance and Development Corporation 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110 016
Last Date & Time for Submission of Technical Bid & Financial Bid.	31.03.2025 at 19:00 Hrs.
Date of opening of Technical Bid / Pre-qualification/ eligibility qualification	31.03.2025 at 19:30 Hrs.
Presentation on proposed concept and design development	01.04.2025 at 1500 Hrs.
Date of opening of Financial Bid	02.04.2025
Bid validity period	180 days from opening of Financial Bid
Bid Addressed to:	GM(Hr/Admn) National Backward Classes Finance and Development Corporation 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110 016.
Bid Component	1. Technical Bid - with all the Annexures and Supporting Documents 2. Financial Bid – as per the prescribed format. 3. Proof of Earnest Money Deposit 4. Proof of Tender fee

## 1. SUBMISSION OF BIDS

- Bids are invited in two Bid System, (1) Technical and (2) Financial and shall be submitted for undertaking the work as mentioned above and as per the scope of work attached.
- Bids shall be uploaded on GeM Portal on or before due date.
- EMD of Rs. 10,00,000/- (Rupees Ten Lakhs only) in form of a Bank Draft/ Banker's Cheque issued by any commercial Bank or online submission by electronic means i.e. RTGS/NEFT in favour of National Backward Classes Finance Development Corporation, payable at Delhi and receipts of same should also be uploaded by the Bidder along with Technical Bid before the last date and time of submission. The bids will be considered only for Bidders those who have submitted EMD or proof of exemption of payment of EMD, on or before the scheduled date and time in prescribed form. Technical Bids of all the received tenders will be opened on pre scheduled date, time. **The benefits provision of Public Procurement Policy-2012/GFR of M/o Finance will be applicable to the desired Bidder as per norms.**

## 2. INSTRUCTION TO BIDDERS

- i. The tenders received, will be opened by the committee constituted for the purpose.
- ii. The Bidder shall quote the bid amount in Indian Rupees. This bid amount shall be entered in figures as well as in words. In case of difference in bid amount between words and figures, amount mentioned in words shall be treated as valid.
- iii. After conclusion of award of contract process, NBCFDC reserves the right to add or delete any part of scope of work, if situation demands and the amount shall be re-calculated accordingly, as per the price quoted for individual items in financial bid.
- iv. If the Bidder deliberately gives wrong information in his tender, NBCFDC reserves the right to reject such tender at any stage or to cancel the contract, if already awarded and shall forfeit the amount.
- v. The successful Bidder shall not sub-contract any part or complete work as detailed in the tender specifications without written permission of NBCFDC.
- vi. No deviations to the tender conditions shall be accepted whatsoever.
- vii. The court of competent jurisdiction at Delhi, shall have exclusive jurisdiction in regard to all disputes in respect of this tenders.
- viii. Timely completion of the work is essence of the contract. For any failures on timelines, penal clauses as per tender shall be applicable.
- ix. The work as detailed in this tender shall be executed and completed in all respects in accordance with the tender document and to the complete satisfaction of NBCFDC.
- x. All the materials and left out consumables shall be taken back by the successful Bidders after the completion of the Event. Successful Bidder shall be responsible for any demurrages/left out materials.
- xi. The quoted rates shall include all prices including transportation of men & materials to and from the site as and when required and other incidental charges. The amount of work is inclusive of execution, , handling, loading, unloading, supervising, overheads, services, housekeeping etc. taxes including GST. The successful Bidder shall coordinate with concerned authorities for all statutory compliances/clearances, etc.
- xii. The Service Provider shall ensure the regular supervision and control by the Bidders himself AND/OR by

his authorized representatives on the personnel deployed by him for NBCFDC work and necessary direction should flow from the Bidders to his workforce for undertaking the tender obligations.

- xiii. The Bidder shall submit for verification all relevant records/ documents to NBCFDC as asked for.
- xiv. The Bidder shall indemnify NBCFDC/MOSJ&E against all losses or damages, if any, caused to it on account of acts of the personnel, if any, deployed by him.
- xv. All Statutory taxes/TDS at the prevailing rates as applicable from time - to- time shall be deducted from Bidder's bills as per rules.
- xvi. In Bidder fails to execute the work with due diligence or expedition or shall refuse or neglect to comply with any orders given to him in writing by the NBCFDC or on behalf of the NBCFDC within the scope of the contract, or shall contravene the provisions of the contract, the NBCFDC may give notice in writing to the Bidder for termination of the contract. Bidder shall be responsible for all losses due to this. Further, the tender shall be executed at risk and cost of Bidder. In case the Bidder fails to complete the work within time, the Performance Guarantee shall be forfeited.
- xvii. NBCFDC reserves the right to modify or cancel the whole tender process.
- xviii. NBCFDC reserves the right to accept or reject any bids and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders for rejection grounds taken by NBCFDC.
- xix. EMD of Successful Bidder will be refunded without any interest at the award contract period. EMD of unsuccessful Bidders will be refunded within Thirty days from award of contract.
- xx. Before Tendering, the Bidders are advised to carefully go through the terms and conditions.
- xxi. All the bills for payments due to successful Bidders as per the rates and terms of the Contract agreed by Service Provider shall be submitted within 15 days. The payment will be released only after completion of due approval process. NBCFDC reserves the right to hold the payment up to the amount for the works which are observed to be not complying with the tender terms & conditions.
- xxii. The shortlisted agencies shall be asked to make a presentation before the Committee of NBCFDC/MOSJ&E officials at NBCFDC Head Office located at 5th Floor, NCUI Building, August Kranti Marg, New Delhi- 110016. The date and time of the presentation shall be conveyed accordingly. For this presentation, a marking scheme shall be adopted for technical fulfilment.
- xxiii. NBCFDC reserves the right to modify or change any of the terms & conditions applicable to the tender before bid opening through corrigendum/ addendum.
- xxiv. The Tender shall be awarded on a Quality and Cost Based System (QCBS) with weightage for Technical and Financial in the ratio of 70:30 respectively. The NBCFDC does not bind itself to accept the lowest offer. Tender highly responsive to the terms and conditions meeting work timelines considering whole part of tender may be accepted by NBCFDC and Bidder shall be bound to perform the same at the prices offered in Bid.
- xxv. Canvassing in connection with tenders is illegal & strictly prohibited and the tenders submitted by the Bidders, who resort to canvassing, will be rejected.
- xxvi. The NBCFDC reserves the right to increase/decrease the order value depending on the needs and requirement.

- xxvii. All the requisite arrangements enlisted in the Scope of Work are required to be of standard quality.
- xxviii. As the items are interlinked to each other therefore comparison of the financial bid shall be on the basis of Total Price (inclusive of all taxes etc.) quoted by the Bidder. As all items are interlinked to each other, no comparison of individual items will be made. The individual item charge is only for reference purpose of this office and may be used in case any item is increased/ decreased during the period of contract.
- xxix. Financial bids of technically qualified Bidder found meeting all terms & conditions and presentation with minimum 70% score, shall be opened with prior intimation to all technically qualified Bidders. Successful Bidders will be decided based on the lowest offer.
- xxx. Any additional information should be enclosed separately and referred to in the relevant column of the bid form.
- xxxi. Bidder shall submit an undertaking on letter head that his Bidding Company has never been black listed by any Ministry of Government of India and its Departments & Other Govt. Organizations. Scanned copy should be uploaded online along with bid documents and original should be submitted at NBCFDC office.
- xxxii. Non-submission of eligibility documents as evidence of eligibility shall lead to disqualification.
- xxxiii. The successful bidder shall submit Performance Guarantee in favour of National Backward Classes Finance Development Corporation (NBCFDC) @ 5% of tender cost having validity of 90 days.
- xxxiv. No mobilization advance shall be paid to the successful Bidder.
- xxxv. The entire work shall be executed as per the direction of In-charge nominated by the NBCFDC.
- xxxvi. MD, NBCFDC or his authorized representative is the Competent Authority.
- xxxvii. The basis of points calculation for the purpose of selection of successful bidder is mentioned below:
  - a) Bids shall be evaluated both in terms of 'Quality' as well as 'Quoted Price' i.e. Quality & Cost Based Selection (QCBS) methodology.
  - b) The weightage for the 'Quality' is 70 (seventy) and the weightage for the 'Quoted' price is 30 (thirty).
  - c) Minimum qualifying marks in the Technical Bid is 70.
  - d) The weightage of Technical bid and Financial bid shall be 70:30.
  - e) The marks shall be allocated by the committee.
  - f) Contract shall be awarded to the bidder with the highest Evaluated Bid Score (B)
  - g) In the event of two or more bids having the same highest Evaluated Bid Score(B), the bid scoring the highest marks against 'Quality' criteria will be recommended for award of contract.

### **3. PRE-QUALIFICATION CRITERIA FOR TECHNICAL BID:-**

The Bidder has to submit the documentary evidences along with technical bid only for the following:

- i. The Bidder shall have minimum Five years of experience in the field of organizing Conferences/Exhibition/Melas etc. and event management and handling delegates stay and food arrangements in national events, exhibition and trade fairs etc.
- ii. The bidder should have successfully completed at least minimum 3 events of value more than Rs. 1.0 Cr in the past 3 years.
- iii. The Bidder shall have minimum average turnover of last three years as Rs. 50.00 Lakh. The firm shall enclose necessary supporting documents for aforesaid turnover. Audited Financial Statements (Balance sheet and P&L) for the last three years i.e. 2021-22, 2022-23 and 2023-24 to be furnished.

- iv. Copy of GST registration Certificate as per Govt norms.
- v. Proof of EMD for Rs. 10,00,000/- (Rupees Ten Lakhs only) in form of a Bank Draft/ Banker's Cheque issued by any commercial Bank or online submission by electronic means in favour of National Backward Classes Finance and Development Corporation, payable at Delhi.  

Or

Proof for exemption from EMD and Tender Fee under Public Procurement Policy.
- vi. The Bidder should be a registered entity.
- vii. The Bidder should have a manpower of at least 50 people.
- viii. The Bidder should have worked with at least 5 different Government Departments / Ministries / Central or State Government.
- ix. Authorization letter in favour of authorized signatory.
- x. An undertaking that bidder have not been blacklisted during last three years by Central/ State Govt. and their associated departments.

#### **4. Tentative Schedule:**

Day 1 (7.4.2025) – Inauguration of Conference, Technical Sessions, Running tea and lunch.  
Day 1(7.4.2025) – Cultural evening programme followed by Dinner for guests (Invite the local folk Troupe with other arrangements)  
Day 2 (8.4.2025) – Technical sessions/discussions, running tea, lunch and dinner for guests  
Day 3(9.4.2025) – Check out of participants/guests

#### **5. SCOPE OF WORK AND FINANCIAL SPECIFICATION OF ITEMS of e-BID**

##### **A. General scope of service for Conference**

- 120 standard/executive rooms and 30 suit rooms in five star hotel, 50 standard/executive rooms in four star hotel.
- 50 rooms in normal hotels for supporting staff (costing not more than 5000 excluding GST).
- Lunch minimum guarantee 250, gala dinner 300 (first day). 250 lunch and 200 dinner (second day).
- Running tea for participants/guests during conference (both days).
- Vehicles for pickup/drop from airport/railway station/bus stand to hotels and hotels to meeting venue and back to hotels (6-9 April,2025). Innova and mini buses (for around 200-250 participants/guests).
- 10 Nos. Innova standby (Main hotel) and 5 Nos. Innova standby (other every hotel) for three days.
- Light, Sound & AV Equipment - Line array speakers, Base, Stage Monitor, Side fill line array, Corded Mics, Cordless Mic, Headset Mic, Dynamic wired mics of different sizes, Digital Console Channels. Central PA System for entire venue. Centre LED Wall, Side Wings, Watch out Servers, Plasma TV 52 inch (2 nos.) for stage monitoring.

- Big digital screen(backdrop-as per size of stage) and two screens inside hall for audiences.
- Designing & Fabrication of conclave/conference stage, entrance gate, green rooms, VIP area, media room, office rooms etc.
- Sofas for front 2 rows (20 Nos).
- Wooden Chairs (20 Nos.) and Tables (10 Nos.) for Dais/Stage
- Providing chairs and tables for 05 open stalls(in the lobby area)
- Installation of gates(2 nos.) for welcome
- Installation of one(1) digital selfie point at the venue
- Installation of two big digital screens(size 6ft x 8ft) outside conference hall for live streaming of sessions/event
- Arranging of Media kits (50 Nos. of minimum value Rs. 500/- each)
- Arrangement of all stationary items etc. during conference
- ID cards(lanyards)/badges-300 nos.
- Name Plates for dias/round tables
- Arrangement of lamp lighting and Saraswati/Ganesh bandana. Also arrangement for playing National Anthem
- Floral decoration on stage / podium / gates and other required areas for both days
- Proper lighting with truss during conference and cultural program for both days
- Proper decoration of the venue with required props/cloths etc.
- Photography & Videography (multi camera set-up with switchers & recorders) - Still & Video Photography of entire event and its various activities, requisite number of photographers and videographers should be available at the venue. Softcopy of photo shoot and video recording to be handed over on daily basis/as and when required basis of entire event including photo Album/s, DVD/s/HDD/s of the event. Camera Riser may also be arranged.
- Videographer with complete set-up for bytes [(Lapel Mic/Collar Mic-3 Nos, Hand Mic(wireless) – 1, Boom Mic (Good sound quality)gimbal-1 No, Video Editor, Make up person, Helper, Camera and light with Team]
- Checkered Backdrop for Media Byte
- Tall boys stand/signages
- Support for Felicitation of VIPs/Speakers and Volunteers for registration/food catering etc.



- Agency has to hire and bring event management crew (10 nos.), female hostesses (5 nos.), professional anchor (1 no.) who will take care of all events in terms of overall event co-ordination, artist performance management, Time management etc. Co-coordinating VIP movement etc. Agency should nominate 2 people from their team who would work as the nodal officers and Partner Agencies for all coordination purposes, pre-event, during event and post-event, from the date of award of contract.
- Electrical Design, supply, installation, testing and commissioning of electrical distribution, wiring & cabling, Distribution boards, Socket & Switches etc. Appropriate combination of gensets of adequate capacity with fuel to be arranged for 100% power backup.
- Coordination, facilitation and liaising with the participants/guests.
- Ensure proper Internet connectivity at Venue

**B. Cultural Program:**

Agency has to propose all the Activities/Performances with min. 10-15 artists. The theme of the performances shall be shared and approved by the organizers.

- The Agency has to manage remuneration, travel, lodging and boarding of artists, food & beverage, local transport,
- The make-up/ change room/ green room with necessary arrangements, for the artists should be ensured.
- The performance would be presented on stages with sound and light effects. Performance will be enacted on recorded sound tracks and may also include moving images, visual effects on projection screens behind/near the stages. The crew should be big and diverse enough to represent the occasion and the event.
- The duration of the cultural event shall be around 60-90 minutes on first day.

**C. Event Branding:**

- Design, Printing & Fabrication of Backdrop, Standees(50-60 nos.), Pole Branding (200 nos.), banners, directional signage for venue branding etc. on star flex material with solvent / eco-solvent printing (Including printing, pasting and installation)
- Hoardings(20 nos.) at the prominent places to be installed in the city area. The agency shall identify prominent locations in and around the city for hoardings. Quote should include on printing, mounting & rentals of hoardings.
- The Agency is required to develop the creative and carry out the production & installation of pole banners on existing light poles near by the event venue.
- Contents of all branding material including hoardings, banners, other branding, etc. shall have to be vetted by the Organiser before publishing in any form.
- Arrangement for press meet including refreshment on 7.3.2025/8.3.2025

**D. Designing and Printing:**

- Designing and Printing of event brochure / booklet, Program schedule etc.
- Designing and Printing of Back Drop, Banners, Signage, Standees, Invitation Cards (Conference lunch & Dinner), ID cards, Table Tops and Folders.
- Media Kit and brief, Press release.

## 6. Special Terms and Conditions

- The Bidders should submit a detailed proposal as per the Scope of work which should include details of deliverable and overall execution of work.
- All bidders should submit the relevant documents only as specified in qualifying criteria as well as in other terms and conditions. In case of the bullock documents submitted by the bidders only first three documents shall be considered at the time of technical evaluations.
- All statutory clearances including the NOCs/clearances from concerned authorities are to be obtained by the selected bidder before execution of work.

## 7. PAYMENT

100% payment shall be released on successful completion of the work and on receipt of invoice/bills.

## 8. **TECHNICAL & FINANCIAL BID OPENING AND EVALUATION**

### 5.1 **EVALUATION PROCEDURE**

- i. The bids received shall be assessed and evaluated based on the qualification & experience criteria specified elsewhere in the tender.
- ii. An evaluation committee will undertake the evaluation of all the tenders based on the eligibility/qualification criteria for technical bid.
- iii. The Bidders must meet all eligibility/qualifying criteria. Any Bidder not meeting any of the requirements for technical bid will not be short-listed for the opening of Financial Bid.
- iv. After opening of technical bids, the Bidders meeting all the eligibility/qualification criteria have to make presentation about the arrangements to the committee. The committee will evaluate the Bidder's presentation and will award the marks/ score based on the defined parameters.
- v. The calculation method for awarding the contract is mentioned in Clause 2 (xxxvii)- Instruction to Bidders.

5.2 Evaluation committee will have the discretion of defining it's own criteria for marking

## 9. **APPLICABLE LAW**

The Contract shall be interpreted in accordance with the laws of the Union of India and will be under the jurisdiction of court in Delhi.

## 10. **TAXES AND DUTIES**

Bidder shall be entirely responsible for all taxes, duties, license fees, etc. incurred of the Contracted Goods & services to the NBCFDC. No tax or duty will be payable by the NBCFDC.

## 11. **Earnest Money Deposit (EMD):**

- a. The Bidder shall furnish, EMD of **Rs.10,00,000 (Rupees Ten Lakhs Only)** in form of Demand Drafts drawn in favour of "NBCFDC" payable at Delhi or Bank Guarantee in prescribed format with validity of 180 days of opening of bid.(EMD 5% of Estimated cost of work)
- b. No interest shall be paid on EMD.

- c. The bidder should submit his Complete Bank Account detail for refund of EMD.
- d. As per Government of India Guidelines for Startup/Micro & Small Enterprises, the bidders may claim exemption from deposit of EMD should furnish documentary proof / certificate in support of the claim for EMD exemption issued by the appropriate authority of Government of India.
- e. EMD of unsuccessful bidders will be refunded within 30 days from the date of finalization of Bidder.
- f. The Successful Bidder's EMD will be discharged upon the Bidder signing the LOI/Agreement, and furnishing Performance Bank Guarantee.
- g. The EMD may be forfeited either in full or in a part, at the discretion of NBCFDC, on account of one or more of the following:
  - i. The Bidder withdraws their Bid during the period of Bid Validity of 180 days.
  - ii. Bidder does not respond to request for clarification of their Bid.
  - iii. Bidder fails to co-operate in the Bid evaluation process, and
  - iv. In case of a successful Bidder, the said Bidder fails: to sign the Agreement in time; or fails to furnish Performance Guarantee.

## **12. Performance Bank Guarantee**

- a. The successful bidder will be required to submit a Performance Bank Guarantee issued by any scheduled commercial bank for 5% of the contract value valid for a period of 6 months after the completion date of event.
- b. The Bank Guarantee may be invoked by NBCFDC in case of failure of vendor to adhere to the terms & conditions of the contract.
- c. In case of delays in execution of project, NBCFDC may seek extension of the Performance Bank Guarantee for common rate period which will require to be acceded to by the vendor.

## **13. Liquidated Damages:**

The time schedule is required to be strictly adhered to and followed as per Scope of Work. Liquidated Damage will be applicable, on the entire value of the contract. In case of delay in completion of a specific job beyond the date/time of completion as indicated, penalty would be applicable at the rate of 0.5% of the contract value for delay of each day, subject to maximum of 50% of the contract value. The penalty shall be recoverable from the Performance Bank Guarantee provided by the PIA and to be deducted from the bill/invoice per week or past of work value of equal and damages being not higher than 10% of the value of the contract. Refer Annexure-A.

Further, in case of delay to deliver the work within stipulated schedule, NBCFDC reserves the right to terminate the contract and get all the jobs or the delayed job completed through another agency of its choice. Any extra expenditure that NBCFDC incurs for completion of the balance job/s through another agency on account of higher rates quoted by the new agency, will be recovered from the selected bidder's account of Performance Bank Guarantee. Moreover, NBCFDC shall also be entitled to all other legal proceedings as may be required for shortfalls in recovery.

#### 14. ARBITRATION

- a) If a dispute of any kind whatsoever arises between the NBCFDC and the bidder in connection with, or arising out of, the Contract or the execution of the works or after their completion and whether before or after the repudiation or other termination of the contract, including any disagreement by either party with any action, in action, opinion, instruction, determination, the matter in dispute shall be settled by arbitration in accordance with the Indian Arbitration and Conciliation Act, 1996 or any statutory amendment thereof.
- b) The reference to arbitration may proceed notwithstanding that the works shall not then or be alleged to be completed, provide always that the obligations of the NBCFDC and the bidder shall not be altered by reason of the arbitration being conducted during the progress of the works. Neither party shall be entitled to suspend the works, payments to the bidder shall be continued to be made as provided by the contract.
- c) Arbitration proceeding shall be held at Delhi and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English. The jurisdiction of the court will be Delhi.
- d) The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrator shall be shared equally by the NBCFDC and the bidder. However, the expenses incurred by each party in connection with the preparation, presentation, etc., of its case prior to, during and after the arbitration proceedings shall be borne by each party itself.
- e) All arbitration awards shall be in writing and shall state the reasons for the award.
- f) Penalty/Liquidated Damages shall not fall under the Arbitration clause.

#### 15. Force Majeure:

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligations under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions quarantine restrictions, of any such eventually is given by party to the other within 21 days from the date of occurrence thereof, neither party shall be reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance, or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the NBCFDC will be final and conclusive.

- NOTE :**
- (i) All the bidders require to submit the price break-up in attached Excel Sheet (BOQ)**
  - (ii) NBCFDC reserves the right to increase/decrease the Scope of Work at its discretion and amount will be calculated proportionately**
  - (iii) NBCFDC reserves the right to cancel the tender process at its sole discretion**
  - (iv) Further announcements if any, will be updated at NBCFDC Website**

**ANNEXURE - 1****Criteria for Evaluation of Technical bids**

The evaluation of technical bids will be on the following parameters:

<b>Sl.</b>	<b>Details</b>	<b>Max Marks</b>	<b>Mark Scored</b>
1.	Number of similar nature of events organized for Government of India / PSUs / Autonomous Bodies / Public Listed Company etc. during the past 5 years.  The firm should provide credible evidence of the same.	<b>30</b>	
	<i>01 - 03 events :</i>	<i>05</i>	
	<i>04 - 05 events :</i>	<i>10</i>	
	<i>2 marks for each additional event more than 05 events :</i>	<i>20</i>	
2.	Total Turnover of the agency: (Average annual turnover during last three financial years)	<b>10</b>	
	<i>Average Annual Turnover between 0.50 Crore and below 10.0 Crore</i>	<i>05</i>	
	<i>Average Annual Turnover more than 10.00 Crore</i>	<i>10</i>	
3.	Qualifications and Experience and numbers of Core team of Technical/Professional Manpower that will be Deployed.	<b>20</b>	
4.	Conceptual plan for an event Overall theme and layout of the event; particularly optimum utilization of the allocated space (without compromising with norms of quality & safety), maximization of visibility, proposed theme.  Concept design (for whole and various parts) for the event. Concept design for VVIP lounge, Media, Lounge, Meeting Rooms and Green Rooms Concept design for Entry Arch and emergency exit plan, Power backup & environment compliance plan, Media Plan & Sample Creatives, Overall Branding by Flex / Digital Prints (Interior and exterior) or any other material  Menu for High Tea, Lunch and Dinner for VIPs/Delegates. Beautification of periphery area  Any other innovation, quality improvement and aesthetic upgradation brought out in the bid	<b>40</b>	
	<b>Total Marks</b>	<b>100</b>	

**Note:** The Core team of Technical/Professional Manpower indicated in the bids should not be changed during the programme/event

**Bill of Quantities (BoQ) - Chintan Shivir, Dehradun(7-8 Apr, 2025)**

<b>Sl. No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Days</b>	<b>Unit rates</b>	<b>Amount (Rs./Lakh)</b>
1	<b>Conference Hall Arrangements</b>					
1.1	Designing & Fabrication of conclave/conference stage, entrance gate, green rooms, VIP area, media room, office rooms etc. Installation of gates(2 nos.) for welcome. Floral decoration on stage / podium / gates and other required areas for both days. Proper decoration of the venue with required props/cloths etc. • Proper lighting with truss during conference and cultural program for both days					
1.2	Arrangement of lamp lighting and Saraswati/Ganesh bandana. Also arrangement for playing National Anthem.					
1.3	Light, Sound & AV Equipment - Line array speakers, Base, Stage Monitor, Side fill line array, Corded Mics, Cordless Mic, Headset Mic, Dynamic wired mics of different sizes, Digital Console Channels. Central PA System for entire venue. Centre LED Wall, Side Wings, Watch out Servers, Plasma TV 52 inch (2 nos.) for stage monitoring. Big digital screen(backdrop-as per size of stage) and two screens inside hall for audiences. Installation of two big digital screens(size 6ft x 8ft) outside conference hall for live streaming of sessions/event					
1.4	Sofas for front 2 rows (20 Nos), Wooden Chairs (20 Nos.) and Tables (10 Nos.) for Dais/Stage. Providing chairs and tables for 05 open stalls(in the lobby area)					
1.5	Arranging of Media kits (50 Nos. of approx.value of Rs. 500/- each)					
1.6	ID cards(lanyards)/badges-300 nos..Arrangement of all stationary items etc. during conference.Name Plates for dias/round tables					
1.7	Photography & Videography (multi camera set-up with switchers & recorders) - Still & Video Photography of entire event and its various activities, requisite number of photographers and videographers should be available at the venue. Softcopy of photo shoot and video recording to be handed over on daily basis/as and when required basis of entire event including photo Album/s, DVD/s/HDD/s of the event. Camera Riser may also be arranged					
1.8	Videographer with complete set-up for bytes [(Lapel Mic/Collar Mic-3 Nos, Hand Mic(wireless) – 1, Boom Mic (Good sound quality)gimbal-1 No, Video Editor, Make up person, Helper, Camera and light with Team] Checkered Backdrop for Media Byte. Tall boys stand/signages					
1.9	Installation of one(1) digital selfie point at the venue					
1.1	Support for Felicitation of VIPs/Speakers and Volunteers for registration/food catering etc. Coordination, facilitation and liaising with the participants/guests					
1.10	Agency has to hire and bring event management crew (10 nos.), female hostesses (5 nos.), professional Anchor (1 no.) who will take care of all events in terms of overall event co-ordination, artist performance management, Time management etc. Co-coordinating VIP movement etc. Agency should nominate 2 people from their team who would work as the nodal officers and Partner Agencies for all coordination purposes, pre-event, during event and post-event, from the date of award of contract					
1.11	Electrical Design, supply, installation, testing and commissioning of electrical distribution, wiring & cabling, Distribution boards, Socket & Switches etc. Appropriate combination of gensets of adequate capacity with fuel to be arranged for 100% power backup. Internet connectivity at Venue					

1.12	Designing and Printing of event brochure / booklet, Program schedule etc					
1.13	Designing and Printing of Back Drop, Banners, Signage, Standees, Invitation Cards (Conference lunch & Dinner), ID cards, Table Tops and Folders					
2	<b>Acommodation</b>					
2.1	120 standard/executive rooms and 30 suit rooms in five star hotel, 50 standard/executive rooms in four star hotel.					
2.3	50 rooms in normal hotels for supporting staff (costing not more than 5000 excluding GST).					
3	<b>Food</b>					
3.1	Lunch minimum guarantee 250, gala dinner 300 (first day). 250 lunch and 200 dinner (second day)					
3.2	Running tea for participants/guests during conference (both days)					
4	<b>Transportation</b>					
4.1	Vehicles for pickup/drop from airport/railway station/bus stand to hotels and hotels to meeting venue and back to hotels (6-9 April,2025). Innova and mini buses (for around 200-250 participants/guests)					
4.2	10 Nos. Innova standby (Main hotel) and 5 Nos. Innova standby (other every hotel) for three days					
5	<b>Cultural Programme</b>					
5.1	Agency has to propose all the Activities/Performances with min. 10-15 artists. The theme of the performances shall be shared and approved by the organizers					
5.2	The Agency has to manage remuneration, travel, lodging and boarding of artists, food & beverage, local transport					
5.3	The make-up/ change room/ green room with necessary arrangements, for the artists should be ensured					
5.4	The performance would be presented on stages with sound and light effects. Performance will be enacted on recorded sound tracks and may also include moving images, visual effects on projection screens behind/near the stages. The crew should be big and diverse enough to represent the occasion and the event					
5.5	The duration of the cultural event shall be around 60-90 minutes on first day					
6	<b>Event Branding</b>					
6.1	Design, Printing & Fabrication of Backdrop, Standees(50-60 nos.), Pole Branding (200 nos.), banners, directional signage for venue branding etc. on star flex material with solvent / eco-solvent printing (Including printing, pasting and installation)					
6.2	Hoardings(20 nos.) at the prominent places to be installed in the city area. The agency shall identify prominent locations in and around the city for hoardings. Quote should include on printing, mounting & rentals of hoardings					
6.3	The Agency is required to develop the creative and carry out the production & installation of pole banners on existing light poles near by the event venue					
6.4	Contents of all branding material including hoardings, banners, other branding, etc. shall have to be vetted by the Organiser before publishing in any form					
6.5	Arrangement for press meet including refreshment on 7.3.2025/8.3.2025					
	<b>TOTAL</b>					