

I/55534/2024

GOVERNMENT OF TRIPURA
DIRECTORATE OF INFORMATION & CULTURAL AFFAIRS
AGARTALA, TRIPURA WEST

No.F.76(63)/ICA/2023/Cul
~~2023~~.

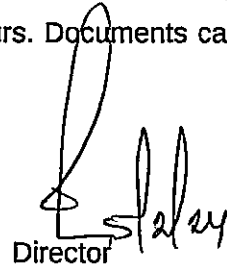
Dated, Agartala, 5th February, 24

Short Notice Inviting Quotation for "RATE CONTRACT AND EMPANELMENT OF AGENCIES FOR SERVICES RELATED TO EVENT MANAGEMENT WORK ON RENTAL BASIS"

On behalf of the Government of Tripura, the undersigned is pleased to invite **Short Notice Inviting Quotation (SNIQ)** in sealed cover from bonafide, resourceful, reputed and experienced firms/agencies capable of complete Event Management for "RATE CONTRACT AND EMPANELMENT OF AGENCIES FOR SERVICES RELATED TO EVENT MANAGEMENT WORK ON RENTAL BASIS" under the Information and Cultural Affairs Department, Govt. of Tripura.

Qualification of the bidder: The bidder must possess the requisite experience, strength and capability necessary to meet the requirements as described in the tender documents.

Bids can be submitted only by an individual registered company/partnership firm/proprietorship firm (Joint venture or consortium are not allowed) in the Directorate of ICA at Gandhighat, Agartala from 9th February, 2024 to 26th February, 2024 during office hours. Documents can be download from the website www.ica.tripura.gov.in.



Director
Information & Cultural Affairs
Government of Tripura

1. **Scope:** The Directorate of Information & Cultural Affairs, Tripura is entrusted to conduct programmes to propagate the Culture which includes programme as per the Annual cultural Calendar throughout the year along with specific programme pertaining to the Scheme, campaign, initiative of the Government etc Purpose of this instant **Short Notice Inviting Quotation is to ascertain** rate contract and empanelment of agencies for services related to event management work on rental basis.

2. Time line and allied features pertaining to instant **Short Notice Inviting Quotation**

- **PNIQ No.** : No.F.76(63)/ICA/2023/Cul , dated, 5th February , 2024.
- **SNIQ No.** : No.F.76(63)/ICA/2023/Cul dated, 5th February , 2024.
- **Earnest Money:** Rs.30,000/- (Rupees Thirty Thousand)only in the form of Demand Draft (**Refundable without interest**). Its non- payment will lead to disqualification of the bidder.
- **Collection of documents** : Directorate of ICA or www.ica.tripura.gov.in
- **Last date of bidding/dropping** : 26th February , 2024 before 5.00 PM
- **Website for downloading bid document** : www.ica.tripura.gov.in
- **SNIQ Opening date(Probable)** : 28th February , 2024 at 3.00 PM
- **Date of Pre-bid meeting** : 8th February , 2024 at 12.00 Noon

3. **Procedure for Preparation and Submission of Bids:**

- a. The Bidders will be required to submit their Bids in two parts namely (i) Technical Bid and Financial Bid in two separately sealed envelopes clearly indicating the name of bids i.e. "Technical bid" and "Financial Bid". Both the Bids will be placed in a bigger sealed envelope clearly indicating name of the work and name and address of the bidder.
- b. The Technical Bid will contain all supporting documents/papers etc. along with Annexure-I & Annexure-II and filled-up Format-A. The Financial Bid will contain only the rate quoted for execution of the work as per Format-B. In other words, the envelope containing the Financial Bid shall not contain any document other than the Format-B duly filled in. The Bidder will be required to quote price as per Format-B .
- c. The Technical Bids will be opened first and evaluated by a Bid evaluation Committee notified by Director (I&CA), Agartala. Bidders having all the requisite qualifications supported by valid documents will be treated as qualified in the Technical bid and only their Financial Bids will be opened. The bids will be evaluated on the basis of amount quoted in the Financial Bid. The Bidder quoting lowest amount for executing the work will be selected for awarding of the work.
- d. The procedure for submission of Expression of Interest, general terms & condition etc. in hard copy can be collected from the office of the Directorate of Information and Cultural Affairs Department, Govt. of Tripura, Agartala on or before 26th February, 2024 during office hours on all working up to 4.00PM. The same may be downloaded from the website of ica.tripura.gov.in. Last date and time of submission of the offer is on **26th February,**



2024 before 5.00 PM and will be received at the Directorate of Information and Cultural Affairs Department, Govt. of Tripura, Agartala. The bid will be opened first in the Directorate of Information and Cultural Affairs Department, Govt. of Tripura on **28th February , 2024 at 3.00 PM**, if possible, wherein the participant or their authorized representative may also remain present. If the office happen to be closed on the date of receipt/opening, the offer will be received/opened on the next working day at the same time & same venue. Any offer received after the specified time and date of submission of offer will be summarily rejected.

4. Pre-bid meeting with the prospective bidders

Pre-bid meeting will be held on prescribed date and time as per details given in the document.

5. Evaluation and comparison of proposals

- a) After opening of Technical Bid on the scheduled date, time and venue, the Evaluation committee shall examine the contents of the tenders received.
- b) The Evaluation committee shall scrutinize the documents mentioned for its eligibility, validity, applicability, compliance and substantiation including post qualification criteria stipulated in tender document.
- c) The technical bids will be evaluated on the basis of its responsiveness to the requirements to be fulfilled at the technical stage.
- d) The Evaluation committee shall also analyze that there is no collusive or fraudulent practice involved in the entire tendering process amongst all the tenders received.
- e) After finalization / scrutiny of technical bids comparative statement (Annexure, if required) to be submitted subsequently, financial bid of technically valid bidders will be opened.

6. Applicable law

The contract shall be interpreted in accordance with the laws of Union of India/ State Government. For judicial adjudication, the disputes, if any, arising out of the Contract shall be subject to the jurisdiction of the Courts in Tripura only and will be settled accordingly.

7. Disputes & Arbitration

- (i) All disputes arising out of execution of the contract shall be settled through arbitration. Both the parties shall first try to resolve the disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 30 days, then, depending upon the position of the case, either of the party shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.
- (ii) Sole Arbitrator shall be appointed by Secretary, ICA Department, Government of Tripura within 30 days of notice regarding appointment of Arbitrator.
- (iii) The arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act 1996.



- (iv) Notwithstanding any dispute between the parties, the agency shall not be entitled to withhold, delay or defer his obligation under the contract and the same shall be carried out strictly in accordance with the terms & conditions of the contract.

8. Penalty Clause

The firm has to complete the job assigned / as listed in the work order, within the joint agreement time and if the job is not completed within the stipulated time, a penalty @ 10% of the Work Order value.

9. Payment Terms:

- (i) Payment shall be made as per availability of fund.
- (ii) Tax Deduction at Source (TDS): TDS shall be deducted from each bill/invoice (as applicable) of the firm/agency under the statutory rules of Union Govt. in respect of Income Tax & other Taxes etc.
- (iii) The documents required for processing of payments are:-
- a) Invoice/Bill.
 - b) Certificate of completed work, for which the invoice has been raised, from the authority designated to oversee the progress/execution of the contract duly certified by the authorized officer from the ICA Department, Government of Tripura.

10. Clause related to protection of ICA's interests:

- a) In case the bidder withdraws the bid before opening the financial bid-Forfeiture of EMD- Nil.
- b) In Case the bidder withdraws the bid after opening of financial bid but before finalization, if any: Forfeiture of EMD - 25% of EMD.
- c) In case the bidder withdraws the bid after opening of financial bid/finalization but before award of contract (AOC): Forfeiture of EMD - 50% of EMD.
- d) In case the bidder fails to sign award of contract (AOC) depositing security money within stipulated period: Forfeiture of EMD - 100% of EMD.
- e) The bidder shall ensure to deploy a quick response team to resolve any issue related to the event assigned.

11. Performance Security:

As it is an agency empanelment hence performance security will not be provisioned.

12. Award of contract:

Empanelment and rates will be valid for a period of two years. The contract may be extended for a further period of one year subject to satisfactory performance of the agency.

13. Contract Agreement

- (i) The successful bidder shall sign a contract /agreement with ICA, Government of Tripura as per terms conditions specified in SNIQ. The format of agreement will be

provided after finalization of successful bidder. The contract also shall include non-disclosure agreement.

- (ii) The total period of the contract will be Two year from the date of commencement of contract. However, contractor has to comply with the time schedule given for deliverables.
- (iii) This period can be extended/ shortened at the discretion of the Department. There shall be an option to renew the engagement for a further additional period of 1 year based on satisfactory Performance and with the existing Terms and conditions.
- (iv) The Department will have the right to drop the agency from the said assignment without assigning any reason what so ever. ICA Departmental so reserve the right to modify the terms and conditions.

14. Terms & Conditions:

- a) Bids from local Firms/Agencies with reputation in the state will be accepted.
- b) Defective or incomplete applications of SNIQ for empanelment in any respect shall not be considered.
- c) Earnest money will have to deposit at the shape of demand draft of any Commercial/Nationalized bank. Amount of Rs.30,000/- (Thirty Thousand) only have to be deposited at the time of submission of quotation in favour of Director, Information and Cultural Affairs, Government of Tripura. Earnest money will be released to all unsuccessful bidders after making a decision on the matter. EMD of the successful bidders may be converted to Performance Security after written confirmation submitted by the bidder addressed to Director, ICA.
- d) Lowest 5 bidders will be selected for empanelment but in-case the requisite criteria are not met than firm/firms with all the matching criteria shall be selected and in that case the lowest bidder may be less than 5 or as per availability.
- e) The bidder should have Office/Branch Office at Agartala.
- f) The bidder should be capable of complete arrangement and organisation of the event as and when asked in Agartala and any part of West Tripura District.
- g) Application has to submit a synopsis describing previous experience and capability for doing the events in about 500 words.
- h) **Bid Evaluation Committee:** The bids submitted to the Directorate shall be screened by a Bid Evaluation Committee as constituted by the Director, ICA comprising Officers from ICA department as well as other State/Central Government departments to be notified separately. The recommendation of the committee with financial rate as quoted against the selected bidders will be sent to the Government for approval.
- i) GST Registration and copies of Trade License and PAN/TAN Card should be enclosed along with the bid.
- j) Bidder should quote rate in each item as mentioned in the Financial Bid (PROFORMA-B) may be sought for and it will be mandatory for the party to give analysis of the rate.



- k) Bid should be submitted in 2(two) separate sealed cover and on the cover of the first envelop must be written-"RATECONTRACT AND EMPANELMENT OF AGENCIES FOR SERVICES RELATED TO EVENT MANAGEMENTWORK ON RENTALBASIS"-**Technical Bid**" and over the cover of second envelope must be written-"RATE CONTRACT AND EMPANELMENT OF AGENCIES FOR SERVICES RELATED TO EVENT MANAGEMENTWORK ON RENTALBASIS"-**Financial Bid**".
- l) Other Conditions:**
- m) Before execution of any event the empanelled bidder must submit a detail plan to the department for organization of the event. Further if the plan does not satisfy the undersigned/competent authority, shall be rejected forthwith and the other empanelled agency shall be invited to execute the unfinished job.
- n) The assigned event management firm must have to complete the work within a specified period positively. If any assignment remains/delay after the specified period, no charge/payment will be given for the unfinished work.
- o) The bidding amount must be written in figure as well as in words.
- p) The bidder shall have to submit updated and clear documents.
- q) Before execution of any event the firm shall have to obtain written confirmation from the department.
- r) The empanelled agency/firm will be invited for event as and when necessary. And in case of any violation of the contract and provision of the guidelines by the selected firms, the ICA Department shall have the full rights to debar the agency/firm.
- s) Based on lowest price bids, item wise L1 rates shall be decided. All Eligible bidders shall then be offered to match their rates with the L1 item wise rates, bidders agreeing to work at L1 rates shall then be empanelled for a period of 2 years which can be extended as per the need & mutual agreement.
- t) Based on lowest price bids, item wise L1 rates shall be decided for event management work.
- u) Empanelment and rates will be valid for a period of two years. The contract may be extended for a further period of one year. Subject to satisfactory performance of the agency.
- v) No advance payment will be made to the Agency. Payment will be made to the agency after receipt of payment from the concern ICA department/Office.
- w) As per available annual budget work will be allocated to the eligible empanelled agencies proportionately and it may be varied depending upon their satisfactory performance.
- x) Notwithstanding any of the provisions mentioned above for empanelment of agencies and their rates and other terms and conditions, in case of any disagreement etc., decision of Director, ICA will be final and binding.



Director
Information & Cultural Affairs
Government of Tripura

TECHNICAL BID

Title of SNIQ: "RATECONTRACT AND EMPANELMENT OF AGENCIES FOR SERVICES RELATED TO EVENT MANAGEMENT WORK ON RENTAL BASIS" under the Information and Cultural Affairs Department, Govt. of Tripura.

PROFORMA-A

Sl. No	Basic Requirements	Description	Documents Required
1	Legal Entity	The bidder must be a Registered company/ Partnership Firm / Proprietorship firm (Joint venture or consortium are not allowed) with minimum 3 years of existence.	Certificates in corporation /Registration Certificates.

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2	Turnover	The bidder must have the average Turnover of Rs.10 Lakh in each in each of 2021 -2022 & 2022-23)	CA certified turn over certificate with valid UDIN.
3	PastExperience	The bidder must have relevant experience of executing event management project at least 5 nos, work order in preceding year	Completion certificate and photographs of such works
4	Statutory Registrations	The bidder must have registered with Tripura state GST and PAN Card in India	Copy of valid certificate & Copy of GST Return of last three months.
5	Income Tax Return	IT Returns for Assessment Year 2021-22& 2022-23	Copy of Acknowledgement of IT Returns.
6	State GST registration certificate	The bidder must have the Tripura State GST Certificate.	Copy of State GST registration certificate
7	Blacklisting/ Terminations	The bidder should not have been blacklisted by any Central or State Government department or Corporation or Board/PSU/Semi-Government Organization on the date of submission of RFP.	A signed undertaking to this effect should be submitted on stamp paper.
8	Office Address (with mail Id, contact nos.)	The bidder should have Office/Branch Office at Agartala	A self declaration by the bidder having Office /Branch Office at Agartala.
9	Other	Trade License, PAN/TAN	Valid copies of Trade License, PAN/TAN

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Full name and signature of the Applicant/bidder
Director of I& CA

FINANCIAL BID

Title of SNIQ : "RATE CONTRACT AND EMPANELMENT OF AGENCIES FOR SERVICES RELATED TO EVENT MANAGEMENT WORK ON RENTAL BASIS" under the Information and Cultural Affairs Department, Govt. of Tripura.

PROFORMA-B

- 1) Name of the Bidder/Firm:
- 2) Address of the Bidder/Firm

EVENTMANAGEMENTWORK

Sl.	PARTICULARS	Unit	1(one)DayRate	3(three)DaysRate(7 DaysRate(e
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No.			(excluding GST)	excluding GST)	xcludingGS T)
A	Tenting Work				
1	Road Crossing Gate with bamboo structure and Normal Flex	Sq.Ft.			
2	Box gate Wooden frame structure with Flex	Sq.Ft.			
3	Temporary Stage decoration with Ply (Minimum 3ft height above the ground)	Sq.Ft.			
4	Temporary Stage decoration with Ply (Minimum 2ft height above the ground)	Sq.Ft.			
5	Temporary Stage decoration with Ply (Minimum 1ft height above the ground)	Sq.Ft.			
6	Stage(Permanent) decoration with wood and Flex	Sq.Ft.			
7	GCI Barricading on permanent shed with GI Sheet and Balli	Sq.Ft.			
8	Temporary shed making and barricading with GCI sheet	Sq.Ft.			
9	Wooden Platform for LED/Sound Box (upto 4ft)	Sq.Ft.			
10	Cloth masking /View cutter (dhoom cloth)	Sq.Ft.			
11	FloorCarpet (new)	Sq.Ft.			
12	Floor Carpet(old)	Sq.Ft.			
13	RoundTable Glass top	Nos.			
14	Executive Chairs for stalls	Nos.			
15	Table with cover and frill (2'x 5')	Nos			
16	TeaTable with Glass in centre	nos			
17	VIP tea table	nos			
18	Fibre Chairs	nos			
19	FibreChairs with arm	nos			
20	FibreChairswithcover	nos			
21	VIPChairswithcover	nos			
22	VIPStageChair	nos			
23	Rubber wood Sofa 2 seater	nos			
24	Rubber wood Sofa 3 seater	nos			
25	Rubber wood Sofa1seater	nos			
26	Deep dan (Brass)	nos			
27	Dust Bin (vinyal printed Swach Bharat Abhiyan)	nos			
28	Multi-Coloured Cloth Flag with pole	nos			
29	Podium with Flower decoration	nos			
30	VIP Podium with Flower decoration	nos			
31	Queue manager Brass	nos			
32	Queue manager Stainless steel	nos			
33	Cloth fascia	Run.Ft.			
34	(Gazibo) 6mtr.X6mtr	nos.			
35	Toilet Unit (temporary)	PerUnit			
36	VIP Toilet unit (temporary)	PerUnit			
B	Lighting Work				
37	Metal halide fitting(2x400 Watt) 800Watts	nos			

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38	Metal halide fitting(1x400 Watt)400 Watts	nos			
39	LED Bulb 400 watts	nos			
40	LED Bulb 200 watts	nos			
41	LED Bulb1500 watts	nos			
42	Halogen fitting1000 Watts	nos			
43	Halogen fitting 500Watts,150Watts	nos			
44	Mercury Vapor Lamp 250Watt	nos			
45	CFL Lamp 85Watt	nos			
46	Force Light/SpotLight75Watt	nos			
47	LED Par Light(3WRGB)	nos			
48	Sharpy (200Watt)	nos			
49	Sheild Beam Park(1000Watt)	nos			
50	Follow Light(1000Watt)	nos			
51	Jhalar Light (Series)500	nos/Run.Ft.			
52	Jhalar Light(Patta)500	nos/Run.Ft.			
53	Jhalar Light(Series)1000	nos/Run.Ft.			
54	Jhalar Light(Patta)1000	nos/ Run.Ft.			
55	Tube Light 40 Watt	nos			
56	Smoke Machine (1000 Watt)	nos			
57	Complete System Power Pack + Mixer	Sq. Ft.			
58	Truss Aluminum	Sq. Ft.			
59	Truss MS	Run.Ft.			
60	Power Plug Board 15 Amp.	nos			
61	Ceiling Fans with all fittings	nos			
62	Pedestal Fans with all fittings	nos			
63	Jumbo Coolers with all fittings	nos			
64	Wall Mounted Fan	nos			
65	Generator (15 KVA) 8 Hours running with Diesel	nos			
66	Generator (30 KVA) 8 Hours running with Diesel	nos			
67	Generator (65 KVA) 8 Hours running with Diesel	nos			
68	Generator (125 KVA) 8 Hours running with Diesel	nos			
69.	Generator (80 KVA) 8 Hours running with Diesel	nos			
70	Split AC (2 ton) with all fittings	nos			
71	Tower AC (4 ton)	nos			
	Providing & laying temporary wiring with 1.5 sqmmisi marked of approved make copper wire in light ,fan& plug etc .	Per Mtr.			
C	Sound Systems				
72	ColumnsSpeaker400Watt.	nos			
73	BWCSpeaker600Watt.	nos			
74	MidSpeaker8Way400Watt.	nos			
75	Tweeter Boxes Sound - 200 Watt.	nos			
76	Monitor Speaker 200 Watt. Per speaker.	nos			
77	High Power Amplifier 2000 Watt.	nos			
78	Shure Microphone – Handheld	nos			
79	Shure Microphone – Collar	nos			
80	Audio Mixer (Mixing Enclose)	nos			



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81	Pitch Control	nos			
82	DJ Mixture	nos			
83	Cordless Microphones SH-58	nos			
84	Trumped Horns including all necessary equipments for P.A. System	nos			
85	Line Arrey	nos			
86	Column speaker dual 12 " full range each contain 2 lowmid + 1 tweeter	nos			
87	Loud speaker 1200 wt. 2x 15" tweeter	nos			
88	Subwoofer 18" (each contain 1 woofer	nos			
89	Micro phone corded	nos			
90	Goose neck	nos.			
D	Flower Work				
91	Flower bouquet	nos			
92	VVIP Flower bouquet	nos			
93	Natural Flower Decoration	Rng Sq.Ft.			
94	Artificial Flower Decoration	Rng Sq.Ft			
95	Indoor Outdoor Decorative Plants with flower pot	nos			
96	Table top flower bouquet	nos			
97	Ethnic Traditional Handmade Risha	nos.			
98	Traditional Risha (Machine Made)	nos.			
E	Branding and Promotion				
99	LED Video Wall including wiring, electrification	Per Sqft			
100	Plasma TV with all associated equipments and stands(Size42 inch)	nos			
101	40"LEDTV	pcs.			
102	42"SmartLEDTV	pcs.			
103	Vinyl Printing	Sq.ft.			
104	Flex printing with Fitting, Fixing (Wooden Structure) and display within West Tripura District	Sq.ft			
105	Flex printing with Fitting, Fixing (Wooden Structure) and display other Seven Districts except West Tripura	Sq.ft			
106	Flex Pyramid Kiosk(Iron Structure) with minimum 8ft	Sq. ft			
107	Flex made 4 sided box Kiosk (wooden Structure) with minimum 2 ft base and total 8ft height from Ground.	Sq. ft			
F.	Video graphy & Photography				
108	Real time Video recording(with latest high definition camera)withCD/DVD per hour	Hr			
109	Photography(with latest high definition camera)with photo album	Nos.			
G.	Security				
110	SecurityGuard24x7	nos			
111	CCTV Camera(HD Cameras with night vision) with all fittings	nos			
H	Manpower				

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112	Stage Assistant(Male)	nos			
113	Housekeeping staff(upto 6Hrs.)	nos			
I	Refreshments				
114	Water Dispenser	nos			
115	Packaged drinking Water Bottle 500ml of ISI make	nos			
116	Packaged drinking Water Bottle250ml of ISI make	nos			
117	Refreshment Packet(Two Sweet item, One Salted item)	Per Person			
118	200 ml fruit juice (Frooti, Tropicana, Real etc.)	Nos.			

Full name and signature of the Applicant/bidder



DECLARATION IN FORM OF AFFIDAVIT BY THE JUDICIAL MAGISTRATE (1st CLASS)/NOTARY IN NON-JUDICIAL STAMP PAPER@Rs.100/-

I/We.....S/O/D/O/W/I

O.....Occupation..... having my/our office at.....do declare that I /We have carefully read all the terms & conditions of tender of the, Information & Cultural Affairs Department, Govt. of Tripura for the work ofI will abide with all the terms & condition set forth in the tender Reference no.

I/We do hereby declare I/We have not been convicted by any court of Law nor I/We are derecognized /black listed by any State Govt. /Union Territory/ Govt. of India/Govt. organization for supply of Not of Standard Quality (NSQ) items/part-supply/non-supply. I/We also declare that all documents submitted by us are valid.

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit and blacklist me/ us for a period of 2 years, if any information furnished by us proved to be false at the time of inspection/verification and not complying with the Tender terms & condition.

I/We further declare that I/We possess valid license / bearing no.Valid up to.....I/We do hereby declare that I / we will supply the as per the terms & condition& specifications of the tender document.

Signature of the bidder:

Seal:

Date

ANNEXURE-II**CHECK LIST**

(CHECK LIST TO BE FILLED UP BY THE BENEFICIARY AT THE TIME OF
SUBMISSION OF EO)

Sl. No	Particulars	Remarks of the Bidder	Remarks of the officer scrutinized the bid
1	All the pages of the bidding document sign by the bidder after going through	YES/NO	
2	EMD in proper shape and for requisite amount attached with the bid	YES/NO	
3	The name of the beneficiary should be written clearly indicating detail address, contact no.	YES/NO	
4	Whether the bidder is defaulter in the Directorate or any other Directorate in Tripura and any Court case pending with him	YES/NO	
5	PROFORMA-A for Technical bid	YES/NO	
6	PROFORMA-B for Financial bid	YES/NO	

Date:

Place:

(_____)
Full name and signature of the Applicant/bidder