



**Request for Proposal (RFP) for Selection of
Service Provider Agency to Organize a Program to
Celebrate Cultural Program /Event
Management/Various Conference**

Issued By
The Commissioner
Tribal Research & Training Institute, Pune
Government of Maharashtra

Tender Notification No.: TRTI/2024/MUSEUM/2544

Dated 30/08/2024



email: trti-mah@nic.in



Tribal Research & Training Institute, Pune

Government of Maharashtra
28, Queen's Garden, Pune - 411 001
Tel - 020-26362772 Fax 020-2636 0026
Website-trti.maharashtra.gov.in



E-TENDER No. TRTI/2024/MUSEUM/2544

Date: 30/08/2024

Invitation of Request for Proposal (RFP) for Selection of Service Provider Agency to Organize **“Cultural Program /Event Management/Various Conference & etc”** held under TRTI. TRTI is Inviting Request for Proposal (in two Bid systems - Technical Bid & Commercial Bid) to Organize **“Cultural Program /Event Management/Various Conference & etc”**. Interested bidder can submit their Technical Bid & Commercial Bid online on website <https://gem.gov.in>

Name of the Service	Earnest Money Deposit (EMD) (in Rs)
Selection of Service Provider Agency to Organize “Cultural Program /Event Management/ Various Conference & etc”	Rs. 2,00,000/-

1. The Institute shall be selected based on the L1 selection criteria decided by TRTI as mentioned in the Bid Document.
2. Joint Venture Consortium is not permitted.
3. The Bid Documents are available on Government e-Marketplace website i.e. <https://gem.gov.in>
4. The interested Bidders will have to register and enroll on website <https://gem.gov.in>
5. The interested Bidders will have to submit all the required documents through online.
6. The EMD of Rs.2,00,000/-is required to be deposited Online through Net Banking / NEFT.
7. The detailed Bid Document can be download from the website <https://gem.gov.in>
8. Interested Institutes / Bidders shall submit their Bid on or before **20/09/2024, 13.00 PM.**
9. The advertisement is also available on office website <https://trti.maharashtra.gov.in> for information only.
10. Right to reject any or all the Bids is reserved by the Commissioner, TRTI, Pune

Notice:

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-Sd-
(Dr. Rajendra Bharud, I.A.S.)
Commissioner, TRTI, Pune

DISCLAIMER

1. The information contained in this Request for Proposal document (the “RFP”) or subsequently provided to Applicant(s), whether verbally or in documentary or any other form, by or on behalf of Tribal Research and Training Institute, Pune, (TRTI) or any of its employees or advisors, is provided to Applicant(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
2. This RFP is not an agreement and is neither an offer nor invitation by Tribal Research and Training Institute, Pune, (TRTI) to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their application for qualification and thus selection pursuant to this RFP (the “Application”). This RFP includes statements, which reflect various assumptions and assessments arrived at by TRTI in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for TRTI, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Applicant should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document and obtain independent advice from appropriate sources.
3. Information provided in this RFP to the Applicant(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. TRTI accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
4. TRTI, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way with selection of Applicants for participation in the Bidding Process.
5. TRTI also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the statements contained in this RFP.
6. TRTI may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained

in this RFP.

7. The issue of this RFP does not imply that TRTI is bound to select and shortlist Applications and reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever. The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by TRTI or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and TRTI shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation for submission of the Application, regardless of the conduct or outcome of the Bidding Process.

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I. INSTRUCTIONS TO BIDDERS

1. **Cost of Bid:** The bidder shall bear all costs associated with the preparation and submission of bid and no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
2. The bidder is expected to examine all instructions, forms, terms and conditions in the RFP document. Failure to furnish all information required by the RFP document or submission of a tender not substantially responsive to the RFP document in every respect will be at the bidder's risk and may result in rejection of the bid.
3. The bidder shall not make or cause to be made by any alternation, erasure or obliteration to the text of the RFP document.
4. The bidder shall be a Single Entity a Joint Venture/ Consortium of entities is not allowed.

5. Preparation of Bids

- 5.1 **Language:** Bids and all accompanying document shall be in English language. In case any accompanying documents are in other languages, it shall be accompanied by an English Translation. The English version shall prevail in matters of interpretation.
- 5.2 **Form of Bid:** The form of bid shall be completed in all respects and duly signed and stamped by an authorized representative of the Bidder. Relevant power of attorney for signing the bid should be attached if required.
- 5.3 **Currencies of Bid and Payment:** The bidder shall submit his financial bid in Indian Rupees and payment under this contract will be made in Indian Rupees.

6. Clarifications by Bidders

- 6.1 Bidders requiring any clarification on the RFP document may contact Procurement Division of the TRTI in writing by e-mail/ post/ courier within such date as specified in the Schedule of Bidding Process set out in Clause 15- Schedule of Bidding Process.
- 6.2 All correspondence for clarifications should be submitted as per the format attached '**Annexure-IX**' to email: it.trti-mh@nic.in before the pre-Bid Meeting date & Time ONLY. Any query received after the pre bid meeting date & time will not entertain & not liable to answer.
- 6.3 TRTI shall endeavor to respond to the queries raised or clarifications sought by the Bidders. However, TRTI reserves the right not to respond to any query or provide any clarification, in its sole discretion, and nothing in this clause shall be

Construed, taken or read as compelling or requiring TRTI to respond to any query or to provide any clarification.

6.4 At any time prior to the Bid Due Date, TRTI may, for any reason, whether at its own initiative or in response to clarifications requested by Bidder(s), modify the RFP document by way of issue of Addendum/Corrigendum/Clarifications. Any Addendum/ Corrigendum/Clarifications thus issued shall be shared with all bidders by uploading on the website of TRTI (<https://trti.maharashtra.gov.in/>) and Government e- Marketplace portal (<https://gem.gov.in/>) and shall be binding on Bidders and shall form part of the RFP document.

6.5 **Pre-Bid Meeting**

To clarify and discuss issues with respect to the Project and the RFP Document, a Pre-Bid meeting /Pre-Proposal Meeting will be held as per the details provided in Clause 15- Schedule of Bidding Process at below address.

Venue of the Pre-Proposal / Pre-Bid Meeting –

Commissioner
Tribal Research & Training
Institute, Pune, 28 Queen's Garden,
Pune - 411001, Maharashtra
Email: it.trti-mh@nic.in

6.6 Prior to the Pre-Proposal /pre-Bid meeting, the Bidders may submit a list of queries and proposed suggestions in the format as per '**Annexure-IX**', if any, to the RFP requirements.

6.7 Bidders may note that TRTI will not entertain any deviations to the RFP Document at the time of submission of the Proposal or thereafter. The Proposal to be submitted by the Bidders will be unconditional and unqualified and the Bidders would be deemed to have accepted the terms and conditions of the RFP Document with all its contents. Any conditional Proposal shall be regarded as non-responsive and would be liable for rejection.

6.8 Bidders' representatives attending the pre bid meeting shall bring an authorization letter from the Bidder.

6.9 In case of any change in the schedule of Pre-Proposal Meeting, the same will be communicated to Bidders by posting on the website of TRTI (<https://trti.maharashtra.gov.in/>) and Government e- Marketplace portal (<https://gem.gov.in/>).

6.10 Attendance of the Bidders at the Pre-Proposal Meeting is not mandatory. TRTI will endeavor to respond to all queries received by the scheduled date as per clause 15 from all Bidders, irrespective of attendance of the Bidder in the Pre- Proposal Meeting.

6.11 No interpretation, revision, or other communication from TRTI regarding this solicitation is valid unless in writing. TRTI may choose to send to all Bidders whose Proposals are under consideration, in writing or by any standard electronic means such as Mail or by uploading on website(s) of responses, including a description of the enquiry but without identifying its source to all the Bidders.

7. **Format and Signing of Bid**

- 7.1 The documents comprising the bid shall be typed and all pages of the bid shall be signed by a person duly authorized to sign on behalf of the bidder.
- 7.2 The bid shall contain no alternations, omissions or additions except those to comply with instruction issued by TRTI, or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/singed by the person signing the bid.
- 7.3 The bids should be properly typed, numbered, signed and scanned so that they are clear. Any unclear/illegible pages/evidences if found would not be considered or scored.

8. **Submission of Bids**

- 8.1 The bidder shall submit their offer under two bid basis i.e. Technical and Financial Bid, complete in all respect in separate online file/envelopes. EMD of **INR 2 Lakhs** in the form online at portal should be submitted along with the Technical Bid. Bids without Online **EMD in Technical Bid Envelope** will be disqualified.
- 8.2 The **Technical Bid** should be uploaded online at Government e- Marketplace portal (<https://gem.gov.in/>) and should not contain any financial information. If any financial information is found in the Technical Bid, the bidder would be disqualified.
- 8.3 The **Financial Bid** should be uploaded online at Government e- Marketplace portal (<https://gem.gov.in/>).
- 8.4 **Validity of Bid:** The bid must remain valid and open for acceptance for a period of **120 days** from the date of opening of Bid.

9. **Late and Delayed Bids:**

- 9.1 Bids must be received not later than the date and time stipulated in the RFP document. TRTI may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of TRTI and the bidder will be the same.

10. **Opening and Evaluation of Technical Bid**

- 10.1 Technical Bids will be opened online from the Government e- Marketplace portal (<https://gem.gov.in/>).
- 10.2 The Technical Bid of the bidder would be evaluated as per the eligibility criteria set out in the RFP document. Bids will be evaluated based on the information submitted by the bidders. However, TRTI reserves the right to seek clarification/documents from the bidders, if TRTI considers it necessary for proper assessment of the bid.
- 10.3 The Technical Bids will be evaluated based on eligibility criteria and only those Bidders will be qualified who are fulfill the Technical Parameters.
- 10.4 At any time during the bid evaluation process, the committee may seek verbal / written clarifications from the bidders. The committee may seek inputs from their professional experts in the evaluation process
- 10.5 The committee reserves the right to do a reference check of the past experience stated by the bidder. Any feedback received during the reference check shall be taken into account during the technical evaluation process

11. Opening of Financial Bid and Final Evaluation

11.1 The Financial Bids of the technically qualified bidders shall be opened online.

11.2 The selection of the bidder shall be based on L1 Methodology.

Award of contract

Bid Evaluation Committee formed by Commissioner, TRTI will evaluate the Commercial Bid and Technical Bid as stated above, and submit its recommendation to Commissioner, TRTI. TRTI may empanel eligible Bidder or cancel the Bid on the basis of their recommendation of the Bid Evaluation Committee. Decision of the Commissioner, TRTI would be final and binding upon all the Bidders. TRTI will notify the acceptance of Bid to the successful Bidder.

- a. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- b. The bid price will exclude all taxes and levies and shall be in Indian Rupees and mentioned separately.
- c. Any conditional bid would be rejected.
- d. Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".

Signing of Contract

Once TRTI notifies the successful Bidder that its Bid / proposal has been accepted, TRTI shall enter into a separate Agreement, incorporating the conditions of the Bid / RFP and its amendments and any special conditions during negotiations between the TRTI and the successful Bidder. In case the successful Bidder is unable to execute contract within 10 days, TRTI shall forfeit the Earnest Money Deposit (EMD) and cancel its Bid.

12. Right to accept any Bid and to reject any or all Bids

- 12.1 TRTI is not bound to accept the lowest bid or any bid and may at any time by giving notice in writing terminate the tendering process.
- 12.2 TRTI may cancel the LOA or terminate the contract/Work Order/Empanelment if it is found that the bidder is blacklisted on previous occasions by any of the Central/State Government Ministry/Department/Institutions/Local Bodies/Municipalities / PSUs &
- 12.3 TRTI may also cancel the LOA or terminate the contract/Work Order/Empanelment in the event ~~the~~ Successful Bidder fails to furnish the performance security or fails to executethe agreement.

13. Award of Work Order / Empanelment

- 13.1 TRTI will award the **Work Order/Empanelment Order** to the Successful Bidder to perform the services satisfactorily as per the terms and conditions incorporated in the RFP document/ Work Order/Empanelment Order.
- 13.2 TRTI will communicate the Successful Bidder by email that their bid has been accepted. This email (hereinafter and in the condition of Work Order/Empanelment Order will be considered as the “*Letter of Award*”). The Work/Empanelment Order shall prescribe the BOQ amount which TRTI will pay to the Successful Bidder in consideration of the execution of work/services by them as required.
- 13.3 The Successful Bidder will be required to commence the assignment as and when required or as communicated by TRTI in this regard.
- 13.4 The Successful Bidder will be required to execute the contract for the services within a period of Seven (7) days from the date of issue of Letter of Award / Work Order.
- 13.5 **Rates mentioned in Commercial Bid will remains VALID for next 3 years duration from the AOC (Award of Contract) / Empanelment Order.**
- 13.6 **The rates offered must be valid for entire 3 years contract/project duration.** No cost escalation in these quoted rates shall be allowed during this period.
- 13.7 Based on requirements, Department may purchase additional quantities of items as per agreed rate in the contracting/Financial Bid ONLY.

14. Earnest Money Deposit (EMD) and Performance Security:

14.1 The bidder should enclose bid security (Online EMD) of **INR 2,00,000 (Two lakhs only)** only. The tenders without EMD shall be summarily rejected. No exemption for EMD will be entertained.

14.2 A Performance Security of an amount equivalent to 10% of the total value of the contract amount, in the form of Bank Guarantee (as per 'Annexure X') valid for a period more than two months beyond the expiry of contract period, from a Nationalized Bank, should be furnished by the successful bidder with TRTI's account towards Performance Guarantee, which shall be refunded within two months of date of expiry/completion of the contract without any interest payable thereon. In the event of the agency failing to comply with any provision of the contract, Performance Guarantee shall stand forfeited.

15. Schedule of Bidding Process

TRTI would endeavor to adhere to the following schedule:

1. Key Events and Dates

Sr. No.	Event	Date & Time
1	Publish Date	30/08/2024, 14:00 PM
2	Document Download / Sale Start Date	30/08/2024, 14:00 PM
3	Bid Submission Start Date	30/08/2024, 14:00 PM
4	Clarification Start Date	30/08/2024, 14:00 PM
5	Clarification End Date	06/09/2024, 14:00 PM
6	Pre-Bid Meeting Date	06/09/2024, 16:00 PM
7	Bid Submission End Date	20/09/2024, 13.00 PM
8	Technical Bid Opening	20/09/2024, 13.30 PM
9	Commercial Bid Opening	To be intimated later

II. SCOPE OF WORK (SOW)

1. Introduction

Tribal Research and Training Institute, Pune (TRTI, Pune) is an Autonomous Institute of Tribal Development Department, Government of Maharashtra Registered under Bombay Public Trust Act, 1950. The Tribal Research & Training Institute (TRTI) was established in May, 1962 to undertake research studies on various aspects of tribal and to assess the impact of developmental programs/ schemes on the life of the tribal people.

The main objectives of the institute

- ✓ To conduct basic as well as applied research on tribal related issues.
- ✓ To take up evaluation of various schemes aimed at Tribal development and welfare as well as tribal youth.
- ✓ To impart relevant training to different levels of personnel in the tribal department.
- ✓ To provide competence building opportunities to the Tribal.
- ✓ To develop and maintain knowledge base related to the tribes and Tribal development.
- ✓ To preserve and propagate the culture, heritage and traditions of Tribes.
- ✓ To disseminate information about the Tribes and their indigenous knowledge and skills.

The Institute is an Autonomous body which also conducts Youth Leadership Training Programme for tribal youths in Tribal Sub Plan Areas all over the State. It also has a Tribal Cultural Museum consisting of 5 galleries of various tribal art, art crafts etc. It has a well-equipped library cum study hall consisting of books on various subjects like Anthropology, Sociology, Economics, Law, Computer Science, general Encyclopedia etc. The library cum study hall has books required for competitive examinations also and subscribes to periodicals relevant in the areas of tribal development. In all there are about 20,000 books available in the library cum study hall

Tribal Development Department organizes “Cultural Program /Event Management/Various Conference & etc” at any location within State of Maharashtra. Also, TRTI, Pune organizes to sale Tribal Artist arts and craft products by arranging the exhibition cum sale event will be to provide a platform to showcase arts and crafts products made by the Tribal Artist / Self Help Groups (SHGs) members.

2. Theme

The pavilion will be called the “Cultural Program /Event Management/Various Conference & etc” Pavilion and will display a wide variety of products produced by ST Community from all over the Maharashtra. Almost all the districts from Maharashtra are expected to participate in the exhibition cum sale fair. Each participating District will be provided stalls in the exhibition area.

3. Area Available

Increase or decrease in area shall be subject to the availability of space. The scope of the work of the event management for “Cultural Program /Event Management/Various Conference & etc”, at any location within state of Maharashtra through setting up of the area with the requirements as provided in the BOQ (**Annexure IV**)

4. Handcraft Stall

Agency shall make arrangement of stalls having a minimum size of 10x10 = 100 Sq Feet each to Exhibit and Promote Various arts and crafts products made by the Tribal Artist / Self Help Groups (SHGs) members.

5. Ranbhaji Stall

Agency shall make arrangement of stalls having a minimum size of 10x10 = 100 Sq Feet each to Exhibit and Promote Tribal Delicacies and special ingredients of Maharashtra. The Stalls will be finalized as Approved by TRTI Authority.

6. Media Management

Media Management includes mainline newspapers, magazines, TV channels, online platforms and Web news Channels

7. Stage Arrangement

A theme-based stage for the inauguration of the Iconic Festival would be created. The Stage must be equipped with complete necessary audio & visual equipment, special effects equipment, large LED screens on both sides of stage, podiums, sitting arrangements, carpets on passage, inauguration lamp etc. The Stage shall have adequate load bearing capacity. Theatre style seating arrangements for approximately 1000 visitors with seating arrangement of approximately 50 seats with sofa sets for VIPs with coffee tables/flower vase, are required to be arranged.

8. First Aid Facility-

A first-aid counter of approximately 10 x 10 sq. ft having accessibility at the venue manned throughout the event including rehearsals period, by experienced, qualified professionals having complete first-aid facilities, fan, lightings and amenities as per the directive and in compliance with concerned authorities

9. Barricading and Security measures

If required, all necessary barricading, tin-bordering, masking, security measures as per the requirements of Maharashtra Police, Fire Department, Electricity Department, Municipal Corporation and/ other agencies/departments etc. The entire area *shall* be well secured from all angles.

10. Local transportation and Logistics

Local transportation and logistical support for participants & officials/team leaders to & fro from the Airport/Railway station/bus depots to the place of stay at the time of arrival/departure and to & fro movement from place of stay to the venue during

pre-event, post-event and during the event as per the schedule of their participation / stalls timings are to be provided.

11. Meals for Participants & Officials/ Team Leaders

All 3 Indian meals i.e. Breakfast, Lunch and Dinner for all the participants & team leaders are required to be provided either at the place of their stay and/ or at venue as per the schedule of their stall or participation starting from their arrival in venue to Departure from venue by reputed licensed vendor taking due care of food safety & hazards measures as per the industry's quality norms

12. License/ Permissions/ NOCs

It shall be the responsibility of the Event Management Agency to liaison and coordinate with all respective authorities like Maharashtra Police, Maharashtra Traffic Police, Fire Department, Electricity Department, Municipal Corporation, Councils, Jal Board, Commercial Tax, Excise/Entertainment Department, etc. and/or any other Authority to obtain necessary NOC's, permissions, licenses on behalf of TRTI to organize Iconic Tourism Festival.

13. Digital Marketing, Advertisement and Promotion

The agency shall be responsible for following activities:

a) The Event Management Agency shall support the entire advertisement and publicity measures for the Iconic Cultural Program including designing, issuing, printing, installation, supply etc. Wherever applicable, the Event Management Agency must get the entire publicity measures like Newspaper ads, FM Radio jingles, hoardings through the reputed advertising agency(s).

b) Creation and Maintenance of a microsite – a microsite specially designed for the Cultural Program would be created and maintained by the agency that would provide all the relevant and necessary information as per the requirement of the Cultural Program.

c) Social Media Promotion – the agency would create social media handles for the festival on various popular platforms like Facebook, Twitter, and Instagram etc. to promote the Cultural Program and to disseminate the information to the Targeted Audience.

e) Content Creation – The agency would be solely responsible for the creation of all the content required for digital marketing and promotion of the event. The content would be uploaded after approval from Authority.

f) Arrangement for Influencers - The agency would be responsible for on-boarding of influencers as per the requirement of festival. These influencers will be deployed after approval from the Authority. The influencer costing would not be a part of BoQ.

14. Post event Content & Report

a) Submit summary of the event to department through a post event report along with good pictures of the event.

b) 10-minute-high quality film covering the event.

- c) It is mandatory for the agency to submit 25 high resolution images for each activity of festival along with all the aspects of festival shall be submitted to TRTI.
- d) Post event details of media coverage of Cultural Program by hosted Media and others in both hard and soft copies within 15 days from the close of the event.

15. Cleaning & Waste Management

- a) The Event Management Agency has to keep the entire venue including Pavilions/stalls, Food court, VIP Lounges, Stage, Green Rooms, Public seating areas/arrangements, VIP seating areas/arrangement, Pathways, Pavements, Refreshment stations, help desk, registration counters, first-aid counter, back areas as well as any other areas within the venue properly cleaned all the time during the event including rehearsals.
- b) The Event Management Agency has to deploy sufficient number of staff for regular emptying of all the garbage bins within the venue during the event. It shall be the responsibility of the Event Management Agency to keep the entire venue clean at all times.
- c) The Event Management Agency shall deploy exclusive staff for cleaning and maintenance of all toilets regularly during the event.
- d) The Event Management Agency shall also deploy staffs for cleaning and maintenance of designated public toilets assigned by venue owner for the Festival.
- e) The Event Management Agency shall remove all “back of house wastes” to the designated waste compound of respective Municipal Corporation or the venue.
- f) The Event Management Agency shall handover the cleaned venue to the venue owner to their satisfaction after completion of the event and removal of entire setup and materials.

16. Risk Management

The Event Management Agency must identify all risks associated with the planning and delivery of the services for the Iconic visitor of Cultural Program and shall have ready strategies to mitigate such risks.

For detailed requirement, please refer to the Bill of Quantities (BOQ) placed at Annexure IV (Financial Bid).

The agencies should inspect the venue before executing the event.

17. Award and Completion of Job

The work shall be carried out on the basis of specific items of works and quantities mentioned in the work orders issued by TRTI to the agency selected. The billings and payments shall only be as per the actual works carried out as per the work orders issued. Time is of essence in this event and the selected agency is required to ensure adherence to the stipulated time lines. The agency selected for the execution of the job is required to complete the arrangements by latest and one day before for other events, to enable TRTI to fine-tune the arrangements. However, the TRTI will have the right to make necessary modifications/alterations till the last moment and even after arrangement made.

18. Terms of Payment for Cultural Program.

- ✓ Advance payment of 20% of the total contract value after award of the work and acceptance of Terms and Conditions by the agency against the submission of security deposit in the form of Bank guarantee for an equivalent amount paid as advance.
- ✓ 30% of the total contract value will be released based on completion of the various deliverables during Cultural Program.
- ✓ The balance 50% will be released within one month after completion of the Cultural Program and submission of the bills and necessary documents, Reports, Soft Copies etc.

The payment will be made to the agency on actual quantity/service carried out against the work-order and as verified by the verification team/Committee of TRTI. In case of the area of construction of stalls/stage/VIP lounge/Conference/meeting room/Registration Counter/Help Desk/Stage size / carpet/staff member/branding etc. increases or decreases the payment would be made proportionately (actual basis). The Event Management Agency will have to take written approval with justification of TRTI.

19. GENERAL TERMS AND CONDITIONS GOVERNING THE ASSIGNMENT

(a) DEFINITION OF TERMS

- i. Party shall mean the bidder whose bid will be accepted by the TRTI for the award of the work specified and shall include such successful bidder's legal Representatives, successors and premised assigns.
- ii. Within the Cultural Program & other events the Party's personnel shall not carry out any private work not connected with TRTI.
- iii. Party shall be directly responsible for any/all disputes arising between him and his personnel/workers and shall keep TRTI indemnified against all losses, damages and claims arising thereof.
- iv. Party shall be solely responsible for payment of wages/salaries and allowancesto his personnel that are applicable under the law in force including any new Act or Order of the Government that may become applicable. TRTI shall have no liability whatsoever in this regard.
- v. Party shall be fully responsible for theft, burglary, fire, any mischievous deeds by his staff.
- vi. All consumable items and materials used by the Party shall be of standard make and approval of officer-in-charge of TRTI shall be taken for the same by the Party
- vii. The Party should monitor the upkeep of the works carried out by them TRTI

- will not be responsible for any damages/losses.
- viii. The Party shall be fully responsible for any casualty in case of fire due to any fault in fire planning and will have to submit an Affidavit in this regard.

(b) OTHER TERMS AND CONDITIONS

- i. Successful bidder shall complete the entire setup as described in the BOQ by 6.00 p.m. of the earlier day of the event/conference. Therefore, the bidder shall stipulate clearly the dates for completion of work.
- ii. In case of any delay, liquidated damages 2% of the relevant component of BOQ for each day of delay up to a maximum of 10% of the contract value.
- iii. The Event Management Agency will make its own arrangement for watch and ward till the completion of the work.
- iv. Insurance of goods during the execution of the contract will be the responsibility of the Event Management Agency and TRTI will have no responsibility in case of fire, theft or burglary of goods etc.
- v. The Event Management Agency has to comply all the directions given by the relevant authority and TRTI during the fair.
- vi. The Event Management Agency shall clear site and leave it in the most befitting condition after the completion of Fair.
- vii. **Sub-Contracting:** The selected bidder shall not subcontract the whole of the Services.
- viii. **Conflict of Interest:** The Event Management Agency shall not engage, and shall cause their Personnel as well as their Sub-Consultants and their Personnel not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.
- ix. **Insurance** to be taken out by the Event Management Agency: The agency (i) shall take out and maintain, and shall cause any Sub-Consultants to take out and maintain insurance, at their (or the Sub-Consultants', as the case may be) own cost , insurance against the risks, and for the coverages pertaining to the event (life insurance, professional liability, all the components of the event such as fixtures, etc and (ii) at the "Ministry's request, shall provide evidence showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid.
- x. **Settlement of Disputes: Amicable Settlement:** Performance of the contract is governed by the terms & conditions of the contract, in case of dispute arises between the parties regarding any matter under the contract, either Party of the contract may send a written Notice of Dispute to the other party. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, following will be applicable:

- a. **Arbitration:** In the case of dispute arising upon or in relation to or in connection with the contract between the Ministry and the Agency, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. Such disputes shall be referred to an Arbitral Tribunal consisting of 3 (three) arbitrators, one each to be appointed by the TRTI and the Agency, the third arbitrator shall be chosen by the two arbitrators so appointed by the parties and shall act as Presiding Arbitrator. In case of failure of the two arbitrators, appointed by the parties to reach a consensus regarding the appointment of the third arbitrator within a period of 30 days from the date of appointment of the two arbitrators, the Presiding arbitrator shall be appointed by the Secretary of Tribal Development Department. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings.
 - b. Arbitration proceedings shall be held in India at the place indicated in SC and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
 - c. The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrators as determined by the arbitrators shall be shared equally by the Employer and the Consultant. However, the expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself. All arbitration awards shall be in writing and shall state the reasons for the award.
- xi. **Taxes and Duties:** The Tax shall be deducted (TDS) as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this office. All other taxes, duties and levies shall be deducted in compliance to the applicable laws at the time of payments.

III. LIST OF KEY EXPERTS REQUIRED

S N	Key Experts
1	<p>Event Manager</p> <p><u>Key responsibilities for this role will include:</u></p> <ul style="list-style-type: none"> • Be the point of contact for the agency for overall responsibility of the cultural event • Lead on implementing event plans and concepts. • Handling budgeting and invoicing. • Liaising and negotiating with vendors. • Obtaining permits and clearances as required. • Preparing and submitting event related reports as required by the TRTI. • Supervise and manage the entire Core Team.
2	<p>Manager - Client Services</p> <p><i>Will report to the Event Manager</i></p> <p><u>Key responsibilities for this role include:</u></p> <ul style="list-style-type: none"> • Manage services related to all VIP's, and Special Guests. • Coordinate pre-arrival requests and amenities for incoming guests, ensuring all requests are honored and the VIP room is ready prior to arrival. • Ensure VIP room is well maintained and all executives are engaged efficiently.
3	<p>Manager - Operations & Outreach</p> <p><i>Will report to the Event Manager</i></p> <p><u>Key responsibilities for this role include:</u></p> <ul style="list-style-type: none"> • To be actively supervise the mela operations (from inception to closure of the cultural event); • To plan, implement, optimize and execute the cultural event requirements both pre planned and agreed last minute. • To supervise and conduct regular and rigorous quality checks of all the other staff engaged for the cultural event (Security, Health & Safety, Medical staff, etc.). • Overall responsibility for all the activities related to outreach of the event through various mediums.
4	<p>Senior Security Advisor</p> <p><u>Key responsibilities for this role include:</u></p> <ul style="list-style-type: none"> • To oversee and implement the Security set up for the cultural event (in and around the premises) • Manage entire security personnel engaged in the cultural event (including both shifts) • Constantly look out for possible security risks and ensure risks are mitigated immediately. • Oversee and supervise the CCTV set up and monitoring during the cultural event.
5	<p>Senior Fire Safety Advisor</p> <p><u>Key responsibilities for this role include:</u></p> <ul style="list-style-type: none"> • To oversee and implement the entire fire safety set up for the cultural event (in and around the premises) • Oversee the fire safety office and ensure all fire safety equipment are placed in an optimum manner and are in fully functional area. • Manage entire fire safety personnel engaged in the cultural event • Constantly look out for possible fire risks and ensure risks are mitigated immediately.

IV. RELEVANT QUALIFICATION & EXPERIENCE OF THE FIRM AND KEY EXPERTS

A: CORE TEAM'S QUALIFICATIONS AND EXPERIENCE:

S N	Designation	Key Responsibilities	Experience Requirement
1	Event Manager	<p><u>Key responsibilities for this role will include:</u></p> <ul style="list-style-type: none"> • Be the point of contact for the agency for overall responsibility of the cultural event • Lead on implementing event plans and concepts. • Handling budgeting and invoicing. • Liaising and negotiating with vendors. • Obtaining permits and clearances as required. • Preparing and submitting event related reports as required by the Ministry. • Supervise and manage the entire Core Team. 	<ul style="list-style-type: none"> • 4 years of similar work experience in various large-scale events. • Experience of playing similar role/ responsibility in at least 2 similar melas, cultural event.
2	Manager - Client Services	<p><i>Will report to the Event Manager</i></p> <p><u>Key responsibilities for this role include:</u></p> <ul style="list-style-type: none"> • Manage services related to all VIP's, and Special Guests. • Coordinate pre-arrival requests and amenities for incoming guests, ensuring all requests are honored and the VIP room is ready prior to arrival. • Ensure VIP room is well maintained and all executives are engaged efficiently. 	<ul style="list-style-type: none"> • 2 years of similar work experience in various large-scale events. • Experience of playing similar role in at least 2 similar melas, cultural event.
3	Manager- Operations & Outreach	<p><i>Will report to the Event Manager</i></p> <p><u>Key responsibilities for this role include:</u></p> <ul style="list-style-type: none"> • To be actively supervise the mela operations (from inception to closure of the cultural event); • To plan, implement, optimise and execute the mela/ cultural event requirements both pre planned and agreed last minute. • To supervise and conduct regular and rigorous quality checks of all the other staff engaged for the mela/ cultural event (Security, Health & Safety, Medical staff, etc.). • Overall responsibility for all the activities related to outreach of the event through various mediums. 	<ul style="list-style-type: none"> • 2 years of similar work experience in various large-scale events. • Experience of playing similar role in at least 2 similar melas, cultural event.

4	Senior Security Advisor	<p><u>Key responsibilities for this role include:</u></p> <ul style="list-style-type: none"> • To oversee and implement the Security set up for the cultural event (in and around the premises) • Manage entire security personnel engaged in the cultural event (including both shifts) • Constantly look out for possible security risks and ensure risks are mitigated immediately. • Oversee and supervise the CCTV set up and monitoring during the cultural event. 	<ul style="list-style-type: none"> • Retired officer from Police/ Para Military/Army. • Experience of playing similar role in at least 2 similar cultural event.
5	Senior Fire Safety Advisor	<p><u>Key responsibilities for this role include:</u></p> <ul style="list-style-type: none"> • To oversee and implement the entire fire safety set up for the cultural event (in and around the premises) • Oversee the fire safety office and ensure all fire safety equipment are placed in an optimum manner and are in fully functional area. • Manage entire fire safety personnel engaged in the cultural event • Constantly look out for possible fire risks and ensure risks are mitigated immediately. 	<ul style="list-style-type: none"> • Retired Fire Officer • Experience of playing similar role in at least 2 similar cultural events.

V. ELIGIBILITY AND EVALUATION CRITERIA
A. ELIGIBILITY CRITERIA

The following are the essential requirements for the technical bid. If the bidder doesnot meet the following eligibility criteria, their bid will not be considered for technical evaluation.

Sl. No.	Eligibility Criteria	Document (to be submitted with technical proposal)
1.	<p>It is proposed to consider agencies which are registered entities in India and having proven relevant experience in the projects of similar nature in Nationally /Internationally, with a permanent office and key resources on their regular payroll in India.</p> <ul style="list-style-type: none"> • Minimum Average Annual Turnover in last three financial years – FY 2021-22, FY 2022-23 and FY 2023-24 should be Rs 1 Crore. • Should have experience of not less than 5 years in event management/press events/public relations/ social media management and project communications (including at least 5 years' experience in organizing in-person/ online//hybrid events) 	<ul style="list-style-type: none"> • Audit Report & CA Certificate - FY 2021-22, FY 2022-23 and FY 2023-24: Rs 1 Crore. • Relevance Work Order/ Experience / Appreciation Certificate for similar nature assignment/GST Certificate/ Shop Act License
2	The bidder should have office in Maharashtra	Shop Act License / GST Certificate
3	The Bidder Should Have ISO Certificate of QMS 9001:2015	ISO Certificate
4	The bidder should be a profit (profit after tax) making company in last three financial years (FY 2021-22, FY 2022-23 and FY 2023-24)	<p>Financial Audited balance sheets & Profit /loss statement with Positive Net Worth certificate, Statutory Auditor's Report, Notes to Accounts and Schedules forming part of accounts to be submitted</p> <p>Certificate duly signed by Statutory Auditor of the Bidder or Certified Chartered Accountant</p>
5	The bidder should not be blacklisted by Central or State Government or under liquidation, court receivership or similar proceedings and should not be Bankrupt.	Bidder must furnish undertaking to this effect with the bid document as per Annexure VI of this RFP
6	EMD of INR 2 Lakhs	Copy of EMD of INR 2 Lakhs

ANNEXURE I: CHECKLIST

S N	Tender Requirement	Supporting Document	Yes/No Page No. where documentation is inserted
1	Online EMD for INR 2 Lakhs	Online EMD for INR 2 Lakhs or Original Demand Draft in Favor of Commissioner, Tribal Research & Training Institute, Pune	
2	The bidder shall be a company in India registered under the Companies Act 1956/2013, Proprietorship or a registered Partnership firm or a registered Limited Liability Partnership/Proprietorship / registered societies under Co-operative Societies Act, 1960 or trust and having experience of <u>minimum last 5 Years from the date of registration.</u> Note - Period before the date of registration of the institute will not be considered.	Certificate of Incorporation/ Registration /Partnership Deed/Shop act etc	
3	Minimum Average Annual Turnover in last three financial years – FY 2021-22, FY 2022-23 and FY 2023-24 should be Rs 1 Crore.	Copy of the Audited Balance Sheet and Profit & Loss Statement of the company duly certified by statutory auditor/chartered accountant & CA Certificate clearly citing the Average turnover from any 3 financial years from last three years i.e. FY 2021-22, FY 2022-23 and FY 2023-24 & Income Tax Return for the year for which the turnover certificate is submitted to certify the criteria of minimum average annual turnover requirement. As per Annexure VIII.	
4	The bidder must have GST registration	GST Certificate & PAN must be enclosed.	
5	The bidder should have office in Maharashtra State.	Certificate of Incorporation/ Registration /Partnership Deed/Shop act	

S N	Tender Requirement	Supporting Document	Yes/No Page No. where documentation is inserted
6	The bidder should not be blacklisted by Central or State Government or under liquidation, court receivership or similar proceedings and should not be Bankrupt. Bidder must furnish undertaking to this effect with the bid Document	Attach Annexure VI	
7	The Bidder Should Have ISO Certificate of QMS 9001:2015	Attach ISO Certificate of QMS 9001:2015	
8	The bidder should be a profit (profit after tax) making company in any one of the last three financial years (FY 2020-21, 2021-22 and 2022-23)	Attach CA Certified_Positive Net worth certificate	
9	TENDER SUBMISSION LETTER	Attach Annexure II	
10	PRESENTATION	Attach Annexure III	
11	BIDDER'S AUTHORIZATION CERTIFICATE (If required)	Attach Annexure V	
12	PERFORMA FOR AFFIDAVIT	Attach Annexure VI	
13	INFORMATION ON BIDDER'S ORGANISATION	Attach Annexure VII	

ANNEXURE II: TENDER SUBMISSION LETTER

(On the Letterhead of the Bidder)

To

Hon'ble Commissioner,
Tribal Research & Training Institute,
Pune 28, Queen's Garden, Pune - 411001,
Email: it.trti-mh@nic.in

Sub: *Event Management Services for "Cultural Program"*

Tender Ref:

Tender ID:

I/ We, the undersigned, offer to provide above services to TRTI. We are hereby submitting our bid,

I/We, hereby declare that:

- (a) We are enclosing and submitting herewith our Bid, with the details as per the requirements of the tender, for your evaluation and consideration.
- (b) I/We have read carefully the terms and conditions of tender document attached hereto and hereby agree to abide by the said terms and conditions.
- (c) The bid is unconditional.
- (d) I/We undertake that documents submitted are genuine/authentic and nothing material has been concealed. I/We understand that the contract is liable to be cancelled, if it is found to be having obtained, through fraudulent means/concealment of information.
- (e) We shall make available to the TRTI any additional information it may find necessary or require to clarify, supplement or authenticate the Bid.
- (f) Until a formal agreement is prepared and executed, acceptance of this tender document shall constitute a binding contract between TRTI and us subject to the modifications, as may be mutually agreed to, between TRTI and us.
- (g) We agree to keep this bid valid for acceptance for a period of one hundred twenty (120) days from the date of opening the bid.

We understand that the TRTI is not bound to accept any tender that the TRTI receives.

Yours faithfully,

Authorized Signatory
(Name, Designation, Contact no. and Seal)

ANNEXURE III: PRESENTATION

There is no specific template. Please insert copy of your PPT as per illustrated below:

Methodology and Approach

Bidders to share their Methodology and Approach based on the requirements of the RFP through a Presentation.

The presentation should substantiate a complete understanding of the event by the bidder and should include the following:

- Detailed plan from inception to closure of assignment.
- Role of proposed Core Team in the mela/ Cultural Program.
- Component wise plan and outputs (Security, Health & Safety, Media and Outreach, Branding and related outputs, Digital & social media planning etc.).
- Layout design with 3D drawings.

The presentation should also include key evidence of all the criteria of the RFP (i.e Average Annual Turnover and experience of similar events submitted in the Technical Bid clearly stating the page number where the evidence is provided in the Technical Bid).

ANNEXURE IV: FINANCIAL BID

To be submitted Online in BOQ Format.

NUMBER #	TEXT #	NUMBER #	TEXT #
Sr. No.	Item Description	Quantity	Units
1	2	3	4
1	Water proof Exhibition Pandal - Handicraft Exhibition & Sale Per Sq/ft Per Day	1	Sq Ft
2	Water proof Food Stall Rate for Per Sq/ft Per Day	1	Sq Ft
3	Handicraft Stall & Ranbhaji Stall - Size of Stall will be 10 Feet X 10 Feet = 100 Sq Ft Rate for Per Sq / ft Per Day	1	Sq Ft
4	Construction of Stage - Rate Per Sq / ft Per Day	1	Sq Ft
5	Stage Decoration which includes Flower Decorations, Backdrop Decorations Rate per Day	1	Sq Ft
6	Full digital Backdrop LED wall rate per day	1	Sq Ft
7	Stage Lighting with spot Light rate per day	1	Nos
8	Entrance decoration	1	Nos
9	Ground Tent Mat per day as per requirement	1	Sq Ft
10	Sound System - Cordless Mic, Podium Mic set etc, Bass, Top per day	1	Set
11	Audio, Video Photography recording with crane & drone per day	1	No
	i. With Crane	1	No
	ii. With Drone	1	No
	iii. Photography camera HD Size	1	No
12	Halogen / LED Flood Lights 200 Watts Per day	1	Nos
13	Single polycarbonate led batten Tube Light 20 Watts per day	1	Nos
14	Wooden / MS Table for Stall 6 Feet X 2 Feet Table with Cloth Per day	1	Nos
15	Patra Table with Cover Per day	1	Nos
16	Multicolor LIGHT MALA, 230v (30 Feet) Ac Per day	1	Nos

NUMBER #	TEXT #	NUMBER #	TEXT #
Sr. No.	Item Description	Quantity	Units
1	2	3	4
17	Decorative Flower Kundi Set Per Day	1	Nos
18	Commercial Cooler / Fan Per Day	1	Nos
19	125 KVA Diesel Generator Back up as per requirement per Shift (8 Hours)	1	Nos
20	Plastic Chair per day	1	Nos
21	VVIP Leather Sofa set per day	1	Nos
22	VIP Cushion Sofa set Per day	1	Nos
23	Teapoy – per day	1	Nos
24	Podium per day	1	Nos
25	Professional Anchor per day	1	Nos
26	Inauguration Arrangement with "Deep Prajwalan", Samai, momento, flower bouquet, Rangoli etc	1	Nos
	i. Samai 4 ft	1	Ft
	ii. Momento/ Frame	1	Sq Ft
	iii. flower bouquet	1	Sq Ft
	iv. Rangoli with color	1	Sq Ft
	v. Shawl	1	meter
	vi. Garland of flowers for Photo	1	Inch
27	Security Guards per 12 Hour Shift	1	Nos
28	Safai Kamgar per 12 Hour Shift	1	Nos
29	Temporary Toilet per day	1	Nos
30	Digital LED Wall (8 Ft X 12 Ft) per day	1	Nos

NUMBER #	TEXT #	NUMBER #	TEXT #
Sr. No.	Item Description	Quantity	Units
1	2	3	4
31	Local Transportation Arrangement for Chief Guest Rate per KM	1	Nos
32	Innova Per Day Rate (12 Hours Shift)	1	Nos
33	50-Seater Bus Per Day Rate (12 Hours Shift)	1	Nos
34	Fire Brigade Team per day Vehicle Per Shift of 8 Hours	1	Nos
35	Accommodation Per person per day	1	Nos
36	Food - Break Fast with tea per person	1	Nos
37	Food - Lunch per person	1	Nos
38	Food - Dinner per person	1	Nos
39	Drinking Water jar (20 Liter)	1	Nos
40	Water Tanker of 10,000 Liter Capacity	1	Nos
41	Banner For Publicity - Hoarding (Stage, Gate, Street, etc.) Cost with print & installation Note - Bidder need to take prior permission from the competent authority.	1	Sq Ft
	i. Auto Riksha sticker (Per day)	1	Sq Ft
	ii. Audio Van (Per day)	1	Nos
42	Invitation card with four color design & printing	1	Nos
43	Cultural Event Leaflet - Four Color Design & Printing	1	Nos
44	Certificate Printing	1	Nos
45	Cultural Event Brochure Printing	1	Nos
46	Advertisement and Publicity Audio Video	1	Nos
47	Advertising Balloon – Size 10 Feet	1	Nos

NUMBER #	TEXT #	NUMBER #	TEXT #
Sr. No.	Item Description	Quantity	Units
1	2	3	4
48	Press conference	1	Nos
49	Mineral Water Bottle 200 ml	1	Nos
50	Tin side wall covering	1	Nos
51	Mojo Barricading	1	Nos
52	VVIP Green Room	1	Nos
53	Tower AC	1	Nos

Note -

- 1) Enter the basic cost of individual item wise without any taxes.
- 2) This basic cost includes transportation & loading unloading charges and in case of any permission required from local competent Authority to arrange said program.

ANNEXURE V: BIDDER'S AUTHORIZATION CERTIFICATE

To

Hon'ble Commissioner,
Tribal Research & Training Institute,
Pune 28, Queen's Garden, Pune - 411001,
Email: it.trti-mh@nic.in

Sub: Authorization Letter for Event Management Services for Cultural Program

Tender Ref:

Tender ID:

Dear Madam,

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with tender Ref & GEM ID / Tender ID _____. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization:

Date:-

Place:-

Note: Please attach the valid power of attorney in favor of person signing this authorization letter with Aadhaar Card

ANNEXURE VI: PERFORMA FOR AFFIDAVIT

(On non-judicial stamp paper of Rs. 100/-)

I _____ Proprietor/Director/Partner of the firm M/s.____ do hereby solemnly affirm that our firm M/s. _____ has never been blacklisted/debarred by any Government of India (Centre or State), and there has not been any work cancelled against for poor performance in the last five years reckoned from the date of invitation of Bid.

We are not involved in any minor / major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.

We “(Name of Bidder)” not blacklisted by any Central/ State Government/ agency of Central/ State Government of India/ Autonomous Institute or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

It is also certified that our agency is not bankrupt, or under liquidation, court receivership or similar proceedings.

.....Name of the Bidder
.....Signature of the Authorized Signatory
.....Name of the Authorized Signatory

Place: _____
Date: _____

ANNEXURE VII: INFORMATION ON BIDDER'S ORGANISATION

S N	Particulars	Details
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Incorporation status of the Bidder (Company or Firm) (Relevant Certificate to be submitted in Technical Bid)	
4.	Year of Establishment	
5.	Valid GST registration No. (Copy of certificate to be submitted)	
6.	Permanent Account No. (PAN) (Copy of PAN Card to be submitted)	
7.	Name and Designation of the contact person to whom all references shall be made regarding this Bid	
8.	Telephone No. (with STD Code)	
9.	E-mail id of the Contact Person	
10.	Fax No. (with STD Code)	
11.	Website (if any)	

.....Name of the Bidder

.....Signature of the Authorized Signatory

.....Name of the Authorized Signatory

Place: _____

Date: _____

ANNEXURE VIII: ANNUAL TURN OVER

Financial Turnover Certificate

(Need to submit on CA Letter head)

This is to certify that, we have verified the annual financial turnover of the Company/firm/Agency named.....having head office at (Address).....from the **Event Management/Cultural Program/Various Conference** and it is as mentioned below:

Particulars	Annual Financial Turnover from the coaching of Event Management/Cultural Program/ Various Conference
FY 2021-22 Amount (Rs) in both figures and words	
FY 2022-23 Amount (Rs) in both figures and words	
FY 2023-24 Amount (Rs) in both figures and words	
Total Financial Turnover	
Average Financial Turnover	

Name of CA Firm:

Name of Signing Partner:

Membership Number:

Unique Document Identification Number (UDIN)

Signature:

Office Seal:

Date:

ANNEXURE IX: FORMAT OF PRE-PROPOSAL QUERIES
(On the Letterhead of the Bidder)

To

Hon'ble Commissioner,
Tribal Research & Training Institute, Pune
28, Queen's Garden, Pune - 411001,
Email: it.trti-mh@nic.in

Sub: Pre-Proposal Query about *Event Management Services for Cultural Program*

Tender Ref:

Tender ID -

Dear Sir / Madam,

Following are the Clarifications and Comments from the Terms and Conditions and Scope of Work for the subject RFP. These Clarifications are exhaustive.

S N	Clause No. and Page reference	RFP text	Query
1			
2			
...			

Yours faithfully,

Authorized Signatory
(With Name, Designation, Contact no. and Seal)

ANNEXURE X: FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY

To

Hon'ble Commissioner
Tribal Research & Training Institute, Pune
28, Queen's Garden, Pune - 411001,
Email: it.trti-mh@nic.in

WHEREAS _____ [Name and address of the Service Provider] (hereinafter called "the Agency") has undertaken, in pursuance of Work Order No. _____ Dated _____ to provide the services on terms and conditions set forth in the Work Order and the Request for Proposal (RFP) _____ [Name of assignment] (hereinafter called the "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Agency shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Agency such a Bank Guarantee;

NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Agency up to a total of _____ [amount of Guarantee] _____ [in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of _____ [amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Agency before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the services to be performed there under or of any of the Contract documents which may be made between you and the Agency shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the Agency or of the Bank.

"This guarantee shall also be operatable at our..... Branch at Pune, from whom, confirmation regarding the issue of this guarantee or extension / renewal thereof shall be made available on demand. In the contingency of this guarantee being invoked and payment there under claimed, the said branch shall accept such invocation letter and make payment of amounts so demanded under the said invocation."

Notwithstanding anything contained herein before, our liability under this guarantee isrestricted to Rs._____ (Rs._____) and the guarantee shall remain valid till _____. Unless a claim or a demand in writing is made upon us on or before _____all our liability under this guarantee shall cease.

Notwithstanding anything contained hereinabove”

- A. Our liability under this guarantee shall not exceed Rs. _____(Rupees _____).
- B. This bank guarantee shall be valid up to _____.
- C. We are liable to pay the guarantee amount or any part thereof under this bank guarantee only and only if you serve upon us, a written claim or demand on or before_____.

Signature and Seal of the Guarantor _____

In presence of

Name and Designation

1. _____
(Name, Signature & Occupation)

Name of the Bank

Address

2. _____
(Name & Occupation)

Date