



**Request for Proposal (RFP) for Selection of Service  
Provider Agency to Organize a Program to celebrate  
Janjati Gaurav Din (15/11/2022 to 18/11/2022) at  
Nashik**

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

Tender Notification No.: TRTI/2022/MUSEUM/DESK-05/3709

Dated 21/10/2022

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स्वातंत्र्याचा अमृत महोत्सव

E-TENDER No. TRTI/2022/MUSEUM/DESK-05/3709

Date: 21/10/2022

Invitation of Request for Proposal (RFP) for Selection of Service Provider Agency to Organize "Janjati Gaurav Din" (15/11/2022 to 18/11/2022) at Nashik. TRTI is Inviting Request for Proposal (in two Bid systems - Technical Bid & Commercial Bid) for to Organize "Janjati Gaurav Din". Interested bidder can submit their Technical Bid & Commercial Bid Offline on website <https://mahatenders.gov.in>

Name of the Service	Estimated cost (in Rs)	Tender Fee (in Rs)	Earnest Money Deposit (EMD) (in Rs)
Selection of Service Provider Agency to Organize " <u>Janjati Gaurav Din</u> " (15/11/2022 to 18/11/2022) at Nashik	Aprox. 125 Lakhs	Rs. 20,000/-	Rs. 2,00,000/-

1. The Institute shall be selected based on the 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 website <https://mahatenders.gov.in>
4. The interested Bidders will have to register and enroll on website <https://mahatenders.gov.in>.
5. The interested Bidders will have to submit all the required documents through online.
6. The Tender Fee of Rs. 20,000/-is required to be deposited Offline/Online through Net Banking / NEFT.
7. The EMD of Rs.2,00,000/-is required to be deposited Offline/Online through Net Banking / NEFT.
8. The detailed Bid Document can be download from the website <https://mahatenders.gov.in>
9. Interested Institutes / Bidders shall submit their Bid on or before 7/11/2022, 17.00 PM.
10. The advertisement is also available on office website <https://trti.maharashtra.gov.in> for information only.
11. Right to reject any or all the Bids is reserved by the Commissioner, TRTI, Pune

**Notice:**

*This document is the property of TRTI, Pune. It may not be copied, distributed or recorded on any medium, electronic or otherwise, without TRTI's written permission, even by the authorized personnel / company / agency for any purpose other than the purpose specified herein and it is strictly prohibited as it shall amount to copyright violation and thus shall be punishable under the Indian Law.*

(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.

*A. Masani*

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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.
- 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 16- Schedule of Bidding Process.
- 6.2 All correspondence for clarifications should be submitted as per the format attached at '**Annexure-IX**' by email: [it.trti-mh@nic.in](mailto:it.trti-mh@nic.in)
- 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

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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 email and/or uploaded on the website of TRTI (<https://trti.maharashtra.gov.in/>) and Maharashtra Government Tenders Information System (MahaTender) portal (<https://mahatenders.gov.in>) and shall be binding on Bidders and shall form part of the RFP document.

6.5 **Pre-Proposal Meeting**

To clarify and discuss issues with respect to the Project and the RFP Document, a Pre-Proposal meeting ("Pre-Proposal Meeting") will be held as per the details provided in Clause 16- Schedule of Bidding Process. This will be via a VC, details of which would be shared nearer the time of the VC with the bidders that inform TRTI regarding their interest to participate by writing an email to [it.trti-mh@nic.in](mailto:it.trti-mh@nic.in) at least 1 working days in advance of the pre- proposal meeting.

6.6 Prior to the Pre-Proposal meeting, the Bidders may submit a list of queries and proposed suggestions in the word 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 Proposal opening 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 through email and/or by posting on the websites website of TRTI (<https://trti.maharashtra.gov.in/>) and Maharashtra Government Tenders Information System (MahaTender) portal (<https://mahatenders.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 16 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 authorised 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 sealed 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 <https://mahatenders.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 <https://mahatenders.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 portal <https://mahatenders.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 whose Technical Bids get a score of **80 (Eighty) marks** or more out of 100 (one hundred) shall qualify for further consideration and shall be ranked from highest to the lowest on the basis of their technical score (St).

## 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 QCBS method in which weightage of Technical score shall be 80% and weightage of financial score shall be 20%.

**Selection Method: Quality Cost Based System (QCBS)**

The Bidder criteria for awarding the contract will be calculated based on the QCBS methodology. The weightage of Technical Score to Financial Score would be in the ratio of 80: 20. Kindly refer the illustration below for understanding of the evaluation process.

**ILLUSTRATION**

The following is the procedure for evaluation for the award of tender: The technical and financial scores secured by each bidder will be added with weight of 80:20 respectively and a Cumulative Bid Score arrived at, using the formula:

$$CS = (TS * 0.8) + (FS * 0.2)$$

Where

CTFS is Combined Technical and Financial Score;

TS = Technical bid Score;

FS = Financial bid Score

The bidder with highest Combined Technical and Financial Score (CTFS) will be the successful bidder and be eligible to become the service provider

**Stage 1: Technical Bid Evaluation (TS)**

Bidder Details	Technical Marks obtained	Technical Score (X) = [ Technical Marks gained by Respective Bidder / Higher Technical Marks secured by Bidder] X 100	Applying weightage of 80% to the TS (X)
Bidder 1	95	$X = [95/95] \times 100 = 100.00$	$100 * 0.8 = 76.00$
Bidder 2	87	$X = [87/95] \times 100 = 91.58$	$91.58 * 0.8 = 73.26$
Bidder 3	68	$X = [68/95] \times 100 = 71.58$	Will not be assessed
Bidder 4	79	$X = [79/95] \times 100 = 83.16$	$83.16 * 0.8 = 66.53$

\* Since the eligible Technical Score should be 70 and above Bidder 3 is rejected

**Stage 2: Conversion of Financial Bid Amount to Score (FS)**

Bidder Details	Financial Bid Amount	Financial Score= (LFB/F*100)	Financial Score after applying 20% weightage (FS * 0.2)
Bidder 1	150000	$110000/150000 * 100 = 73.33$	$73.33 * 0.20 = 14.66$
Bidder 2	130000	$110000/130000 * 100 = 84.61$	$84.61 * 0.20 = 16.92$
Bidder 4	110000	$110000/110000 * 100 = 100$	$100 * 0.20 = 20.00$

LFB – Lowest Financial Bid

F – Quoted Amount

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Stage 3: Combined Technical and Financial Score (CTFS) with weightage of TS:FS as 80:20

Bidder Details	Technical Score after applying 80% weightage	Financial Score after applying 20% weightage	CTFS = TS+FS
Bidder 1	76.00	14.66	94.66 (H1)
Bidder 2	73.26	16.92	90.18 (H2)
Bidder 4	66.53	20.00	86.53 (H3)

**\*Contract would be awarded to Bidder 1**

C. Composite Score of the Bidders

Composite score of the Bidders for the Bid shall be worked out as under:

Bidder	Technical Score (X)	Financial Score (Y)	Weighted Technical Score (80% of X)	Weighted Financial Score (20% of Y)	Composite Score (F=D+E)
A	B	C	D	E	F
1					
2					
3					
4					

The Bidder having the highest combined score shall be the successful Bidder.

**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 one or more eligible Bidder or cancel the Bid on the basis of their composite score and 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".

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**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.

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## 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 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, etc.
- 12.3 TRTI may also cancel the LOA or terminate the contract/Work Order in the event the Successful Bidder fails to furnish the performance security or fails to execute the agreement.

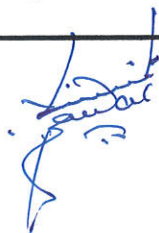
## 13. Award of Work Order

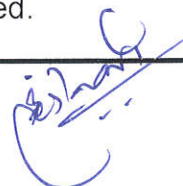
- 13.1 TRTI will award the **Work Order** to the Successful Bidder to perform the services satisfactorily as per the terms and conditions incorporated in the RFP document/ Work Order.
- 13.2 TRTI will communicate the Successful Bidder by email that their bid has been accepted. This email (hereinafter and in the condition of Work Order will be considered as the "*Letter of Award*"). The Work Order shall prescribe the 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 at the earliest 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 fifteen (15) days from the date of issue of Letter of Award.

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

- 15.1. 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.
- 15.2. 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 XI**') 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 endeavour to adhere to the following schedule:

### 1. Key Events and Dates

Sr. No.	Event	Date & Time
1	Publish Date	21/10/2022, 16:00 PM
2	Document Download / Sale Start Date	21/10/2022, 16:00 PM
3	Bid Submission Start Date	21/10/2022, 16:00 PM
4	Clarification Start Date	21/10/2022, 16:00 PM
5	Clarification End Date	27/10/2022, 17:00 PM
6	Pre Bid Meeting Date	28/10/2022, 16:00 PM
7	Bid Submission End Date	07/11/2022, 17.00 PM
8	Technical Bid Opening	09/11/2022, 11.00 PM
9	Commercial Bid Opening	To be intimated later

### \* Venue of the Pre-Proposal Meeting –

Commissioner  
Tribal Research & Training  
Institute, Pune28, Queen's  
Garden,Pune - 411001,  
Email: it.trti-mh@nic.in

## II. SCOPE OF WORK (SOW)

### 1. Introduction

Tribal Development Department organizing "**Janjati Gaurav Din**" at Nashik and sale of Tribal Artist arts and craft products at Pragati Maidan, Nashik from 15 to 18 November 2022. The thrust of the exhibition cum sale will be to provide a platform to showcase arts and crafts products made by the Tribal Artist / Self Help Groups (SHGs) members. As per the enclosed layout plan – Annexure XII.

### 2. Theme

The pavilion will be called the "Janjati Gaurav Din" 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

As per the enclosed layout plan (approx. 74,000 sq.ft.) – refer to layout plan at **Annexure XII**. The foyer and outside area will be calculated subject to availability. Increase or decrease in area shall be subject to the availability of space.

The scope of the work of the event management for “Janjati Gaurav Din”, (15/11/2022 to 18/11/2022) at Nashik 2022 through setting up of the area with the requirements as provided in the BOQ (**Annexure IV**)

### 4. Handcraft Stall

Agency shall make arrangement approx. 150 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 approx. 60 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 admeasuring approx. 20 Ft X 30 Ft = 600 Sq ft for the inauguration of the Iconic Festival would be created. The Stage must be equipped with complete necessary audio & visual equipment, special effects equipment, 3 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 10x10 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

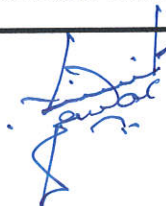
### 9. Barricading and Security measures

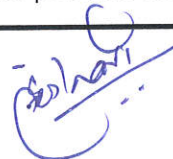
If required, all necessary barricading, tin-bordering, masking, security measures as per the requirements of Maharashtra Police, Fire Department, Electricity Department, Municipal Corporation and/ other agencies/departments etc. The entire area *shall* be well secured from all angles.

### 10. Local transportation and Logistics

Local transportation and logistical support for participants & officials/team leaders to &fro from the Nashik Airport/ Nashik 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 Janjati Gaurav Din 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 Janjati Gaurav Din would be created and maintained by the agency that would provide all the relevant and necessary information as per the requirement of the Janjati Gaurav Din.

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 Janjati Gaurav Din 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 Janjati Gaurav Din 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 Janjati Gaurav Din 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).

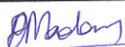
The agencies should inspect the venue before submitting their Technical Proposals.

## 17. Award and Completion of Job

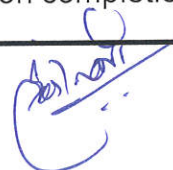
The work shall be carried out on the basis of specific items of works and quantities mentioned in the work orders issued by TRTI to the agency selected. The billings and payments shall only be as per the actual works carried out as per the work orders issued. Time is of essence in this event and the 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 14/11/2022 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 14/11/2022.

## 18. Terms of Payment for Janjati Gaurav Din.

- **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 Janjati Gaurav Din (between 15/11/2022 to 18/11/2022)

- The balance 50% will be released within one month after completion of the Janjati Gaurav Din and submission of the bills and necessary documents, 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 Janjati Gaurav Din & 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 allowances to 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. on 14<sup>th</sup> November 2022**. 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

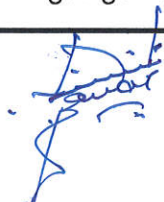
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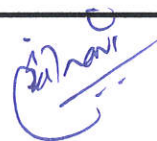
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- responsibility in case of fire, theft or burglary of goods etc.
- v. The Event Management Agency has to comply all the directions given by the relevant authority and TRTI during the fair.
  - vi. The Event Management Agency shall clear site and leave it in the most befitting condition after the completion of Fair.
  - vii. **Sub-Contracting:** The Consultant 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

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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.

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### III. LIST OF KEY EXPERTS REQUIRED

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

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

**A: DETAILS OF COMPLETED WORKS OF SIMILAR NATURE**

(During last five financial years ending March 31st 2022)

Criteria: Number of similar nature\* of events organized For Government of India/ PSUs/Autonomous Bodies/Federations of Industries/Corporates etc. during the past **05 (five)** financial years.

(\*Similar nature of events would mean managing melas, large scale events that include provision of Hangars/Pagodas/Stalls with minimum area of 2000 Sq Meter).

**B: CORE TEAM'S QUALIFICATIONS AND EXPERIENCE:**

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

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

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V. ELIGIBILITY AND EVALUATION CRITERIA  
A. ELIGIBILITY CRITERIA

The following are the essential requirements for the technical bid. If the bidder does not 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"> <li>• Average Annual Turnover in last Five financial years – FY 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22: Rs 5.00 Crores.</li> <li>• Should have experience of not less than 05 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)</li> </ul>	<ul style="list-style-type: none"> <li>• Audit Report &amp; CA Certificate - FY 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22: Rs 5.00 Crores.</li> <li>• Relevance Work Order/ Experience / Appreciation Certificate for similar nature assignment</li> </ul>
2	The bidder should have office in Maharashtra, Maharashtra Documentary proof must be enclosed.	Shop Act License
3	The Bidder Should Have ISO Certificate of QMS 9001:2015	ISO Certificate
4	Bidder Registered with DIPP should be given preference	DIPP Certificate
5	<p>The bidder must have a dedicated manpower size of at least 50 people for undertaking organizing and executing, as well as a proven track record in conducting related events in India (Self-certification required)</p> <p>The bidder should have a dedicated Core Team with experience required to be deployed for the assignment (if successful).</p>	Details are to be provided in (Section V Part B).
6	The bidder must have successfully completed at least 3 similar projects over the last 5 years having a minimum order value of INR 1 Crore (attested Copies of work orders, Contract for each of the mentioned	Relevance Work Order/ Experience / Appreciation Certificate for similar nature assignment

Sl. No.	Eligibility Criteria	Document (to be submitted with technical proposal)
	assignments required, Recommendation letters, Awards/Appreciation letters)	
7	The bidder should be a profit (profit after tax) making company in any one of the last three financial years (FY 2019-2020, 2020-21, 2021-22)	Financial Audited balance sheets & Profit /loss statement, Statutory Auditor's Report, Notes to Accounts and Schedules forming part of accounts to be submitted  Certificate duly signed by Statutory Auditor of the Bidder or Certified Chartered Accountant
8	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 <b>Annexure VI</b> of this RFP
9	Empanelment must be with Directorate General of Information and Public Relations Government of Maharashtra as per GR dated 7 Sep 2022 & 16 March 2020	Empanelment must be with Directorate General of Information and Public Relations Government of Maharashtra as per GR dated 7 Sep 2022 & 16 March 2020
10	Tender Fee of INR 20,000/-	Copy of Tender Fee of INR 20,000/-
11	EMD of INR 2 Lakhs	Copy of EMD of INR 2 Lakhs

### B. EVALUATION CRITERIA

SN	Criteria	Marks	Supporting Documents Required
1	Total Turnover of the agency/ firm: (Average Annual Turnover* of last five financial years i.e. 2017-18, 2018-19, 2019-20, 2020-2021 & 2021-22)  *Average Annual Turnover of at least INR 5 Crore required. <ul style="list-style-type: none"> <li>▪ Average Annual Turnover of INR 5 Crore – <b>5 marks</b></li> <li>▪ Additional <b>5 marks</b> for each additional INR 5 Crore up to a maximum of <b>20 marks</b>.</li> </ul>	<b>20</b>	CA Certificate/ Annual Audited Statements of Accounts.

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2	<p>Number of similar nature* of events organized For Government of India/ PSUs/Autonomous Bodies/Federations of Industries/Corporates etc. during the past <b>05 (Five)</b> financial years.</p> <ul style="list-style-type: none"> <li>▪ Experience of managing Two (02) similar* melas/ events – <b>10 marks</b></li> <li>▪ Additional <b>5 marks</b> for each additional similar* mela/ events organized – up to a maximum of <b>30 marks</b>.</li> </ul> <p>(*Similar nature of events would mean managing melas, large scale events that include provision of hangars /stalls with <u>minimum area of 2000 Sq Meters</u>).</p>	30	Work orders, Completion Certificate, Contracts, any other documentation that provides all the evidence as required in the Criterion.
3	The Bidder Should Have ISO Certificate of QMS 9001:2015	10	QMS 9001:2015 Certification
3	<p><b>Methodology and Approach</b></p> <p>Bidders to share their Methodology and Approach based on the requirements of the RFP through a Presentation.</p> <p>The presentation should substantiate a complete understanding of the event by the bidder and should include the following:</p> <p>Detailed plan from inception to closure of assignment.</p> <p>Role of proposed Core Team in the mela. Component wise plan and outputs (Security, Health &amp; Safety, Media and Outreach, Branding and related outputs, Digital &amp; social media planning etc.). Layout design with 3D drawings.</p> <p>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).</p> <p><b><i>Presentations which do not cover all the above requirements will be marked low.</i></b></p> <p><b>Excellent understanding</b> of the assignment and presentation covering all the aspects of the Mela ..... <b>40 marks</b></p> <p><b>Good understanding</b> of the assignment and covering major aspects of the Mela ..... <b>30 marks</b></p>	40	Documented format in the Technical Bid and PPT during presentation stage.

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	<ul style="list-style-type: none"> <li>▪ <b>Low understanding</b> of the assignment and not covering all the major aspects of the Mela</li> <li>• ..... <b>10 marks</b></li> </ul>		
	<b>Total Marks</b>	<b>100</b>	
	<b>Passing Marks required to be eligible for Financial Bid Opening: 80 Marks</b>		

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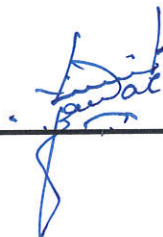
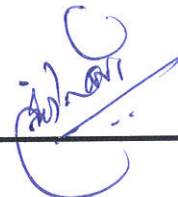
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## ANNEXURE I: CHECKLIST

S N	Tender Requirement	Yes/No	Page No. where documentation is inserted
1	Tender Fee of INR 20000		
2	Online EMD for INR 2 Lakhs		
3	The bidder should be registered under Companies Act 1956/2013.  <i>The copy of certificate of incorporation with registration number should be enclosed.</i>		
4	The bidder should have experience of managing at least 02 (Two) Melas*/ Similar nature of events* for Government of India/ Government of State/PSUs/Autonomous Bodies/Federations of Industries etc. during the past 05 (Five) financial years.  <u>(*Managing Melas/ Large scale events that include provision of Hangars/ Pagodas /Stalls with minimum area of 2000 Sq Meters.)</u>		
5	The bidder should have a minimum <u>average</u> annual turnover of Rs.5 Crore in the last five financial years (FY 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22).		
6	The bidder must have GST registration. GSTN and PAN must be enclosed.		
7	The bidder should have office in Maharashtra region. Documentary proof must be enclosed.		
8	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		
9	Bidders are required to submit designs for brochures for similar events in their Technical Bid (high resolution, clear pictures). <i>No hardcopies are required.</i>		

## ANNEXURE II: TENDER SUBMISSION LETTER

To

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

Sub: *Event Management Services for "Janjati Gaurav Din" in Nashik during 15/11/2022 to 18/11/2022*

Tender Ref:

Tender ID :

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

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,

Authorised Signatory  
(with Name, Designation, Contact no. and Seal)

*Note: On the Letterhead of the Bidder.*







## ANNEXURE III: TECHNICAL BID

*There is no specific template. Please insert copy of your PPT as per Evaluation Criteria no. 3 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.
- 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).

***Presentations which do not cover all the above requirements will be marked low.***

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## ANNEXURE IV: FINANCIAL BID

To be submitted Online in BOQ Format.

NUMBER #	TEXT #	NUMBER.#	TEXT #
Sl. No.	Item Description	Quantity	Units
1	2	3	4
1	Exhibition Pandal - Handicraft Exhibition & Sale 120 feet X 620 Feet = 74400 Sq. feet Rate for 5 days Per Sq / ft	74400.000	Sq Ft
2	Food Stall 60 Feet X 250 Feet =15000 Sq Feet Rate for 5 days Per Sq / ft	15000.000	Sq Ft
3	Handcraft Stall - 150 Stall Ranbhaji Stall - 60 Stall Total Stall will be 210 Size of Stall will 10 Feet X 10 Feet = 100 Sq Ft Total Sq Ft = 21000 Sq Ft For 4 Days - 4 days X 21000 Sq Ft = 84000 Sq ft	84000.000	Sq Ft
4	Construction of Stage 20 Ft X 30 Ft = 600 Sq ft 600 Sq ft X 5 Days = 3000 Sq ft	3000.000	Sq Ft
5	Stage Decoration for 4 Days	4.000	Nos
6	Entrance with decoration - 2 Entrance for 4 days	8.000	Nos
7	100000 Sq Ft Mat for 4 days or as per requirement	400000.000	Sq Ft
8	Sound System - 10 Cordless Mic, Podium Mic set etc 25 Bass 25 Top for 4 Days or as per requirement	4.000	Set
9	Halogen bulb for 4 Days or as per requirement 400 Qty X 4 Days = 1600 Halogen Bulb	1600.000	Nos
10	Tube Lights for 4 Days or as per requirement 500 Qty X 4 Days = 2000	2000.000	Nos
11	Wooden Table for Stall 6 Feet X 2 Feet Table with Cloth (1200 X 4) 1200 Table X 4 Days = 4800 Table	4800.000	Nos
12	Patra Table with Cover 300 Table X 4 Days = 1200 Table	1200.000	Nos
13	Light Mala 106 X 100 X 3 200 Light Mala for 4 Days	800.000	Nos
14	Decorative Kundi Set 250 Decorative Kundi Set for 4 Days	1000.000	Nos
15	Commercial Cooler / Fan Commercial Cooler / Fan 5 Qty for 4 Days	20.000	Nos
16	125 KW Diesel Genertor Back up as per requirement for 4 days	4.000	Nos

NUMBER #	TEXT #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units
1	2	3	4
17	3000 Plastic Chair for 4 Days	12000.000	Nos
18	VIP Leather Sofa set 10 Qty for 4 Days	40.000	Nos
19	VIP Cushion Chairs 500 Qty for 2 Days	1000.000	Nos
20	Teapoy - 10 Qty for 4 Days	40.000	Nos
21	Podium 2 Qty for 4 Days	8.000	Nos
22	Experience Professional 2 Speaker for 4 Days	8.000	Nos
23	Inauguration Arrangement with "Deep Prajwalan", Samai, Gifts, flower buke, Rangoli etc	1.000	Nos
24	10 Security Gaurds for 5 Days for 12 Hour Shift (2 Shifts)	50.000	Nos
25	50 Safai Kamgar for 5 Days for 12 Hour shift (2 Shifts)	250.000	Nos
26	25 Temporary Toilet for 5 Days	100.000	Nos
27	3 Digital LED Wall (8 Ft X 12 Ft) for 4 Days	12.000	Nos
28	Local Transportation Arrangement for Chief Guest & Artist for 4 Days	4.000	Nos
29	Innova (4) / Bus (2) (Package) - 8 Hrs day shift	1.000	Nos
30	Fire Brigade Team for 4 Days1 Vehicle Per Shift of 8 Hours for 4 Days (24 Hrs)	1.000	Nos
31	Accommodation , Food & Local Transportation for 500 participants per day for 5 days	2500.000	Nos
32	Drinking water jar (20 ltr)	800.000	Nos
33	2 Water Tanker of 6000 Lit Capacity for 4 Days (24 Hrs)	4.000	Nos
34	Banner - For Publicity - Hoarding ( Stage, Gate, Street, etc.) Estimated Cost with print & installation	1.000	Nos
35	Invitation card with four color design & printing	500.000	Nos
36	Mahotsav Leaflet - Four Color Design & Printing	5000.000	Nos
37	Certificate Printing - Approx 2500	2500.000	Nos

NUMBER #	TEXT #	NUMBER #	TEXT #
SI. No.	Item Description	Quantity	Units
1	2	3	4
38	Mahotsav Brochure - 5000 Nos printing	5000.000	Nos
39	Advertisement and Publicity Audio Video - Estimated Cost	1.000	Nos
40	Press conference	1.000	Nos

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To

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

Sub: *Event Management Services for Janjati Gaurav Din in Nashik during 15/11/2022 to 18/11/2022*

Tender Ref:

Tender ID -

Dear Madam,

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorised to sign relevant documents on behalf of the company/ firm in dealing with tender Ref \_\_\_\_\_ & Tender ID \_\_\_\_\_. He/ She is also authorised 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: -

Authorised Signatory:-

Verified Signature:-

Seal of the Organisation:-

Date:-

Place:-

Note: Please attach the valid power of attorney in favour of person signing this authorisation letter.



**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 three years reckoned from the date of invitation of Bid.

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 Authorised Signatory

.....  
Name of the Authorised Signatory

Place: \_\_\_\_\_

Date: \_\_\_\_\_

*AMashur*

*[Handwritten signature]*

*[Handwritten signature]*

**ANNEXURE VII: INFORMATION ON BIDDER'S ORGANISATION**

<b>S N</b>	<b>Particulars</b>	<b>Details</b>
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 Authorised Signatory

.....  
Name of the Authorised Signatory

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

*AModans*

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ANNEXURE VIII: ANNUAL TURN OVER

*The firm/agency should have a minimum average annual turnover of Rs. 5 Crore in the past five financial years.*

FINANCIAL YEAR	ANNUAL TURNOVER AS PER AUDITED BALANCE SHEET (in INR)
2017-2018	
2018-2019	
2019-2020	
2020-2021	
2021-2022	
<b>Total</b>	
<b>Average Annual Turnover of five Financial Years</b>	

**Note:** *The above data is to be supported by copies of the CA Certificate.*

Seal and Signature of bidder  
(Name and Designation of the authorized signatory)

AMadani





## ANNEXURE IX: FORMAT OF PRE-PROPOSAL QUERIES

To

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

Sub: *Event Management Services for Janjati Gaurav Din at Nashik during  
15/11/2022 to 18/11/2022*

Tender Ref:

Tender ID -

Dear ...

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)

Note:  
*On the Letterhead of the Bidder.*

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## ANNEXURE X: SAMPLE WORK ORDER

No.: .....

Dated: .....

To,

{Name and Address of the Agency}

**Sub: Work-Order to Organize Janjati Gaurav Din (15/11/2022 to 18/11/2022) at Nashik.....**

Tender ref –

Tender ID –

Sir/Madam,

I am directed to convey the approval of the Ministry of Tribal Development Department for assignment of Event Management to Organize Janjati Gaurav Din (15/11/2022 to 18/11/2022) at Nashik to **M/s.** ....., for organizing Janjati Gaurav Din scheduled to be held from {date} to {date} at {address}. The estimated value of the assignment is **Rs.** ...../- (**Rupees** .....) plus GST, as applicable. The item-wise applicable rates are as under:-

S. N.	Details of Items	Quantity	Units	Rate per unit (without tax) in (Rs.)	Total Amount (without tax) in (Rs.)
1.					
2.					
3.					
	<b>TOTAL AMOUNT (Rs.)</b>				.....

# GST will be paid as applicable.

The sanction is subject to the following terms and conditions:

1. The Payment will be made to the agency on actual quantity / Nos. / Services carried out against the work-order and as verified by the verification team of TRTI. In case of the area of construction of stalls / stage / VIP lounge / registration counter / help desk / carpet / staff members / branding etc. increases or decreases, the payment would be made proportionately (actual basis), as per the actual work order/work done and physical verification report of TRTIteam.
2. The payment will be made to the agency on actual quantity and quality used for each item during the fair and as verified by the physical verification team of TRTI.
3. **The terms and Conditions for release of payment:**
  - Advance payment of 20% of the total contract value will be released, after award of the work

*PMoban*

*[Signature]*

*[Signature]*

- and acceptance of Terms and Conditions by the agency and submission of Bank Guarantee.
- **Bank Guarantee:** Bidder is required to submit a Bank Guarantee for an equivalent amount paid as advance i.e. 20%.
  - 30% of the total estimated contract value will be released after installation of all the fixers and before completion of the Fair.
  - The balance 50% of the estimated contract value will be released within one month after completion of event and submission of the bills and other necessary required documents.
4. General Terms & Conditions mentioned in the RFP will remain unchanged. The agency will be responsible for necessary risk cover such as Insurance etc., under no circumstances will the Ministry be liable to claims or challenges by the bidder before, during or after the event in relation to any mishappening associated with the Mela arrangements.
  5. TRTI reserves the right to terminate the contract at any time or stage during the period of contract without assigning any reason and without any financial consideration/ implication.
  6. In case of any delay, liquidated damages at the rate of 2% of the relevant component of BOQ for each day of delay upto a maximum of 10% of the contract value.
  7. **Applicable Law:** This Work Order, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law of India.
  8. **Arbitration & Dispute resolution:** The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the following:

Parties may agree to appoint a sole arbitrator or, failing agreement on the identity of such sole arbitrator within thirty (30) days after receipt by the other Party of the proposal of a name for such an appointment by the Party who initiated the proceedings, either Party may apply to The Indian Council of Arbitration , New Delhi for a list of not fewer than five nominees and, on receipt of such list, the Parties shall alternately strike names therefrom, and the last remaining nominee on the list shall be the sole arbitrator for the matter in dispute. If the last remaining nominee has not been determined in this manner within sixty (60) days of the date of the list, The Indian Council of Arbitration, New Delhi shall appoint, upon the request of either Party and from such list or otherwise, a sole arbitrator for the matter in dispute.

Kindly communicate your acceptance of the above terms and conditions and forward duly signed and stamped copy of the work order.

Receipt of this letter may kindly be acknowledged.

**This issues with the approval of Competent Authority.**

Yours faithfully,

**Copy for information to:**

1. ...
2. ....

**ANNEXURE XI: FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY**

To

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.

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"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 is restricted 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)

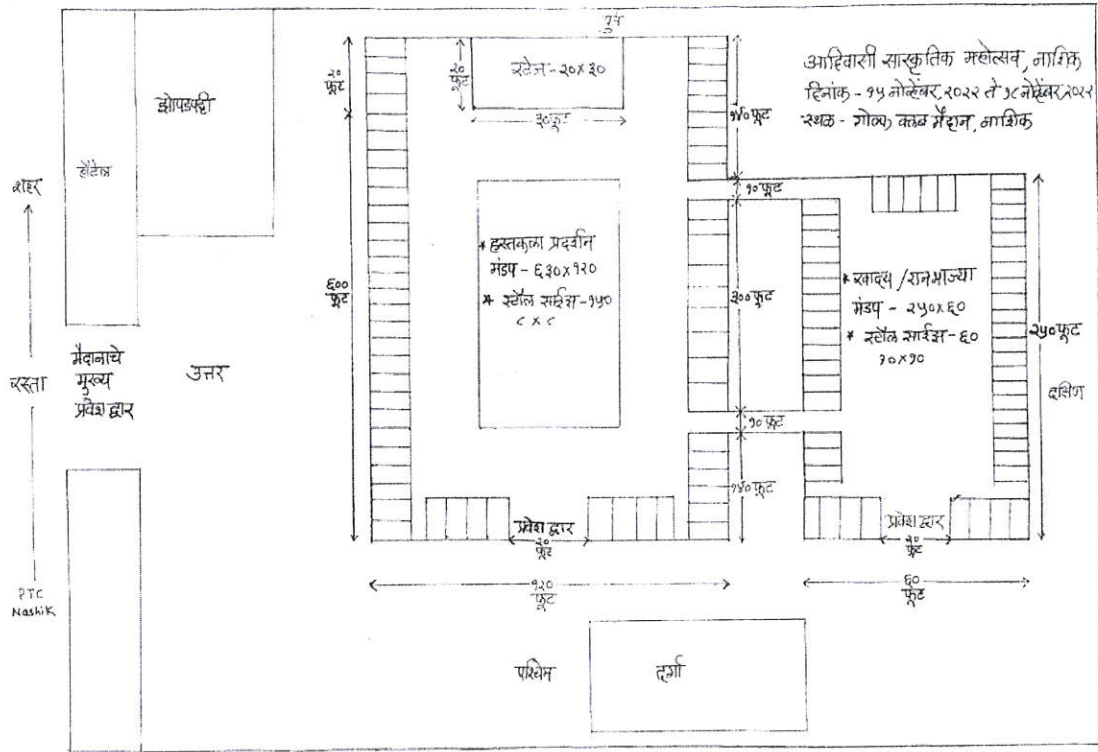
Date

*AMedani*

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# ANNEXURE XII: LAYOUT PLAN



आदिवारी सारकृतिक मधोल्याव, नाशिक  
 दिनांक - १५ नोवेंबर, २०२२ ते १८ नोवेंबर, २०२२  
 स्थळ - गोळा कळव मंडप, नाशिक

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