

MINISTRY OF HEALTH & FAMILY WELFARE  
National AIDS Control Organization



BID DOCUMENT

For

Hiring of Event Management Agency for World AIDS Day i.e 1st  
Dec 2017

National AIDS Control Organization  
9<sup>th</sup> Floor, Chanderlok Building, 36 Janpath, New Delhi-110001

## 1. Invitation for Proposal

National AIDS Control Organization (NACO), Department of Health & Family Welfare, Ministry of Health & Family Welfare, invites bids for Hiring of Event Management Agency for World AIDS Day i.e 1st Dec 2017

## 2. Bid Schedule and Address

S. No.	Description	Detailed Information
1	Name of Project	Hiring of Event Management Agency for World AIDS Day on 1st Dec 2017
2	Tender Reference Number	NACO/Proc./IEC/01/2017
3	Tender Start Date <ul style="list-style-type: none"><li>Document can be downloaded from website of NACO: <a href="http://naco.gov.in">naco.gov.in</a></li></ul>	<b>14/11/2017</b>
4	Date and Time for Pre Bid Meeting  Address & Location for Pre Bid Meeting	<b>16/11/2017 at 14:15 Hrs</b> National AIDS Control Organization 9th Floor, Chanderlok Building, 36 Janpath, New Delhi-110001
5	Bid Submission Date & Time  Bid Opening Date & Time  Venue	<b>27/11/2017 at 13:00 Hrs</b>  <b>27/11/2017 at 14:00 Hrs</b>  National AIDS Control Organization 9th Floor, Chanderlok Building, 36 Janpath, New Delhi-110001
6	Name and Address for Communication	DDG (IEC), NACO 9 <sup>th</sup> Floor, Chanderlok Building, 36 Janpath, New Delhi- 110001
7	Bid Related Queries	Ms. Nidhi Rawat, Consultant (IEC/Mainstreaming) Email : <a href="mailto:nidhirawat.naco@gmail.com">nidhirawat.naco@gmail.com</a>

## I. Background

National AIDS Control Organisation (NACO) is organizing an event on 1<sup>st</sup> December, 2017 for observing World AIDS Day, 2017 at Weightlifting hall, Jawahar Lal Nehru Stadium, New Delhi.

## II. Scope of Work for the logistic arrangement at Weightlifting hall, Jawahar Lal Nehru Stadium, New Delhi on World AIDS Day i.e. 1<sup>st</sup> December, 2017.

Sl. No.	Details of Activities/items
1	Audio Visual Line array sound system for approx. 3000 audience with sufficient number of mikes arrangement.
2	Preparation of 2 Stages for performances (Height 2.5', Size 28' X 40', scaffolding for performance), Carpeting inside the hall and outside hall, cloth masking wherever necessary. Two Podiums with electronic screen fitted for name display, mikes, two laptops
3	12 VVIP chairs for stage with clothing, tables for dais with proper clothing
4	Super quality Floral decorations – stage, lobby, stalls, 20 potted plants
5	Lighting Lamp – 1 with oil, 10 candles, wick, match sticks and camphor etc.
6	Name Plate – 12 big size
7	Fixing and setting up of an exhibition space (10 kiosks/stall, size 10' X 12') i.e. 10 cabins. (Octonum panel with roof) with light arrangements , one table and 2 chairs per cabin and material (double sided tape etc.) required for pasting /sticking of IEC material/ poster etc
8	Two LED Screens 55 inches
9	Refreshment for 2700 person (Samosa/patties, wafers, GulabJamun& Fruity)
10	VVIP High tea as per protocol - 300 person
11	4000 No. packed water glasses (250 ml)
12	Still Photography & Videography with live coverage (with developed photographs 6''X8'' and Video on CD/DVD)with 5 albums with minimum 60 leafs . The photos along with albums to be provided within 3 days after the event.
13	LED wall 3 mm size 10'X 30' & 8'X 12' and in sync with the backdrop.
14	30 Standees(designing and printing to be done by agency)
15	Generator for electric back up 2 No. sufficient power during the event
16	One Back drop of the Stage (Size 15X30 ft) flex with digital multicolor printing installed at the venue.
17	Complete masking of the stage with LED Screens on both the sides
18	100 Small Hoardings (same content as back drop with Direction mark) (4X6 feet) with installation at prominent locations of Delhi and the Venue.
19	Bunting 20 – Bunting to decorate venue size (as per venue) with installation
20	Branding on Iron Frame on major roundabouts of 6 ft. x 12 ft. towards the route of venue at least – 100 Nos
21	Red Ribbon – 3000 No. (1000 No. Plastic/fibreand 2000 No. in cloths make, 15 mm cloth strip size)
22	Momentoes 20 Nos through sublimation process, made of crystal with base

	printing (5 samples to be provided for selection
23	Comparer – 1 English/Hindi
24	Red Ribbon Shape Size – 8’X6’ of sun board - 100 Nos with installation at prominent locations of Delhi
25	Arrangement of a cultural event at the venue to engage audience.
26	20 Dais folders(Jute/handmade) with pen, note pad
27	5 Walkie –Talkie for coordination among the team members
28	4 ushers for felicitation and welcome of dignatries

### **III. Eligibility**

- (i) The agency should have minimum experience of organizing 3 similar events at the National/International level. They should submit supporting documents in this regard.
- (ii) The agency should have core team of developers and fabricators, the details of which may be submitted.

### **IV. Terms & Conditions:**

#### **1. General Instruction**

- a. Each bidder shall submit only one quotation
  - b. Corrections, if any shall be made by crossing out, initialing, dating and rewriting.
  - c. All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
  - d. The prices shall be quoted in Indian Rupees only.
2. Only single rate should be quoted and should be quoted in words as well as in figures. Taxes should be clearly mentioned separately; otherwise it will be presumed that it is included in the quoted price.
  3. The tender should be free from over writing, erasing, cutting or use of whitener otherwise tender will be rejected.
  4. The Sealed quotation should be sent to DDG (IEC) ,NACO, 9<sup>th</sup> Floor Chandralok Building, 36 Janpath, New Delhi 110001 by 27/11/2017 at 13.00 Hrs.
  5. The quotations will be opened on 27/11/2017 at 14:00 Hrs in the presence of bidders, who may like to present on that day.
  6. Agency quoting lowest rate for the entire work subject to fulfillment of above term & conditions will be selected.

7. The agency selected for the job will have to give a written communication that work has been completed as per specifications of the tender, mentioning the date of completion the work. The work shall be inspected by IEC division of NACO.
8. The stalls and all the event management activity for the day is the responsibility of the agency.
9. Entire work has to be completed by the agency selected by 30<sup>th</sup> November 2017 up to 10:00 PM. If the firm fails to comply with the time line, firm may be debarred for participation in tender process for similar type of works in future.
10. Bidding will be conducted under GFR 2017 of Ministry of Finance, GOI, as applicable.

**V. Award of Contract:**

- a) The Purchaser will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the Contract satisfactorily.
- b) The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- c) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- d) The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period.

**VI. Law:** All disputes and differences arising during the supply of the material shall be mutually settled or subject to Delhi Jurisdiction only.