

**MINISTRY OF HEALTH & FAMILY WELFARE
National AIDS Control Organisation**



National HIV/AIDS Control Programme

BID DOCUMENT

For

**Hiring of agency for managing World AIDS Day function
at Kedarnath Sahni Auditorium,
Municipal Corporation of Delhi, Civic Center, Delhi -110002
on
1st December, 2019**

**National AIDS Control Organisation
Chanderlok Building, 9th Floor, 36, Janpath, New Delhi-110001**

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1. Invitation for Proposal

National AIDS Control Organisation (NACO), Department of Health & Family Welfare, Ministry of Health & Family Welfare invites bids for Hiring of agency for managing World AIDS Day function at Kedarnath Sahni Auditorium, Municipal Corporation of Delhi Civic Center, New Delhi on 1st December, 2019.

2. Background

World AIDS Day, designated on 1 December every year since 1988, is an international day dedicated to raising awareness of the AIDS pandemic caused by the spread of HIV infection. National AIDS Control Organisation under Ministry of Health & Family Welfare, observes the day to celebrate the voices within the community.

3. Bid Details

S. No.	Description	Detailed Information
1	Name of Project	Hiring of an Event Management Agency for managing World AIDS Day function at Kedarnath Sahni Auditorium, Municipal Corporation of Delhi Civic Center, New Delhi on 1st December, 2019
2	Tender Reference Number	X-19017/05/2019-NACO(IEC)
3	Tender Start Date • Document can be downloaded from website of NACO: naco.gov.in and https://eprocure.gov.in/cppp/	Publishing on 7th November, 2019
4	Date and Time for Pre Bid Meeting & visit to the venue. Address & Location for Pre Bid Meeting	11 th November, 2019 , 2:30 Pm National AIDS Control Organisation Chandralok Building, 9th Floor,36, Janpath, New Delhi-110001
5	Bid Submission Date & Time up to	20th November, 2019 , 2:00 Pm
6	Bid Opening Date & Time	20th November, 2019 , 3:00 Pm
7	Venue	National AIDS Control Organisation Chanderlok Building, 9th Floor, 36, Janpath, New Delhi-110001
8	Name and Address for Communication	Dr Naresh Goel, DDG (IEC), National AIDS Control Organisation Chanderlok Building, , 9th Floor,36, Janpath, New Delhi-110001
9	Bid Related Queries	Nidhi Rawat Consultant (IEC & Mainstreaming) Email: nidhirawat.naco@gmail.com Phone: 011-43509922

4. Scope of Work for the logistic arrangement at Kedarnath Sahni Auditorium, Municipal Corporation of Delhi Civic Center, New Delhi on 1st December, 2019

Sl. No.	Details of Activities/items
Dais	
1.	10 VVIP chairs to be placed on Dais (with clothing/proper accessories). With sufficient number of tables to make a dais.
2.	Super quality Floral decorations on dais and outside the auditorium in the hall.
3.	Lighting Lamp – 1 (with necessities like wick, oil, camphor and matchbox/big candle).
4.	Name Plate – 10 (could be increased in number, depending upon the guest list). A complete set of 10 more has to be kept ready for standby.
5.	Backdrop designing with overall necessities. LED screen 30ft X 20ft
6.	Podium with branding and laptop.
7.	25 high quality folders (Handloom/Jute). The folder will have, writing pads with branding, min-to-min programme, pen with branding.
8.	Green welcome – 20 (Bonsai in pot/plate) (2 sample to be submitted with proposal)
9.	10 welcome bouquets
10.	Mementos with shawl- 20 (maximum 3 samples to be submitted with proposal)
Exhibition	
11.	Stalls – 15 Fixing and setting up of an exhibition space (15 kiosks/stall, size 10' X 12') i.e. 15 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
12.	Arrangements for Ribbon cutting ceremony (plate, ribbon, scissor).
13.	30 Standees with 6ft X 3ft, foldable.(will be retained by NACO after the programme)
Publicity about the event	
14.	200 Hoardings of flex (same content as back drop with Direction mark) (8ft X 3ft feet) with installation at prominent locations of Delhi and the Venue.
15.	Iron mounted flex panels – 30 (to be placed inside the hall)
16.	50 cloth buntings with installations
17.	Red Ribbon Shape Size – 8ft X 6ft of sun board - 100 in number with installation at prominent locations of Delhi
18.	Invitation Cards – 500 No. as per design, multi color, on glossy specialty paper 250 GSM with envelope on glossy 160 GSM
19.	Red Ribbon – 2000, Plastic/fiber/metallic 15 mm cloth strip size
20.	400 certificates and mementoes for Red Ribbon Clubs
Refreshment	
21.	VVIP High tea as per protocol - 300 person
22.	1000 Refreshment (Samosa/patties, dry cake, wafers & Mango/orange/mixed-fruit juice)
23.	3000 packed water bottles (1/2 ltr) branded.
Documentation	
24.	Still Photography & Videography with live coverage (with developed photographs 6"X8" and Video on CD/DVD). Along with 6 albums with minimum 20 pages. Karizma style album. The bytes of the dignitaries needs to be edited immediately after the event and to be handed over to NACO in DVD.

Activities	
25.	Comparer – 1 - Female/Male, English/Hindi
26.	20 ushers (15 males & 5 females).
27.	Designing, printing and individual packaging of NACO's annual Calendar. (Quantity: 2000). The calendar is to be launched during the event.
28.	Conceptualization and production of short film for NACO
Miscellaneous	
39.	Cleaning, sanitation and hygiene of entire event premises has to be maintained by the Event Management Agency.
30.	Security Guards (20 in number) from reputed registered security agency

5. Bidding will be conducted under GFR 2017 of Ministry of Finance, GOI, as applicable.

6. Eligibility

- Profile of the agency showcasing the capacity of managing such events in past.
- The Agency should have the experience of at least three similar events. Relevant document / orders should be attached.
- Agency should have proof to showcase in-house capability for videography, designing, and production of AV materials.
- Financial turnover of the company should not be less than Rs. 50.00 Lakh each during last three financial years. CA Certificate along with complete financial statements to be submitted.

7. Bid Security:

- a) The interested bidder is required to submit along with its bid, bid security of Rs. 1,00,000/- (Rupees One lakh only) in form of Term Deposit Receipt / Bank Draft / banker's Cheque, Bank Guarantee in favor of **Senior Accounts Officer, Ministry of Health & Family Welfare**, payable at New Delhi valid up to 90 days. The Bid Security will be returned after the award of Contract.
- b) Any bid not accompanied by an acceptable bid security shall be rejected by the Purchaser as non-responsive.
- c) The bid securities of unsuccessful Bidders will be returned as promptly as possible.
- d) The bid security of the successful Bidder will be returned when the Bidder has signed the Agreement and subsequently completion of work.
- e) The bidders who are registered with NSIC for the items to be procured under this tender are exempted from submission of bid security (EMD). Necessary Certificate should be enclosed. The firms registered as Micro, Small & Medium Enterprises (MSME's) should enclose a copy of registration certificate to avail exemption for remitting EMD & cost of Bid Document.

8. **Submission of Tender:** The tender should be submitted in Two bid system as described below. Following is to be submitted in separately sealed envelopes Super-scribed as follows:

A) Technical Bid (Envelop-1) along with EMD

B) Financial bid (Envelop-2)

C) The samples as mentioned in point number 4 of scope of work needs to be submitted with tag of the Agency in the technical bid.

Both the above envelopes must be placed in a big envelope (Envelop-3), addressed and super scribed as under

- Dr Naresh Goel, DDG (IEC)
National AIDS Control Organisation
9th Floor , Chanderlok Building ,
36 Janpath , New Delhi -110001

- Tender No. :

Name of Work for which tender is submitted: **“Tender for Hiring an Event Management Agency for managing World AIDS Day function Kedarnath Sahni Auditorium, Municipal Corporation of Delhi Civic Center, New Delhi on 1st December, 2019.**

Last date & Time of submission of tender:

The tender shall be submitted by dropping the Envelope -3 in the tender box placed at 9th Floor, Chanderlok Building, 36 Janpath , New Delhi-110001. NACO for the purpose on or before due date and time of opening of the tender as prescribed in the tender documents. Late bids will be rejected.

Non submission of requisite document(s) or providing of incomplete technical details by the bidder is liable to bid cancellation during the technical evaluation stage itself without any further reference, whatsoever.

In event of the specified date for the submission of bids being declared a holiday for the purchases, the Bids will be received up to the appointed time on the next working day.

9. Any bid received after the deadline for submission of bids prescribed by the Purchaser will be rejected.

10. **Validity of Tender:** Tender shall remain valid for a period not less than 90 days after the deadline date specified for submission.

11. **Bid Opening:** The Purchaser will open all bids, including withdrawal notices and modifications, in public, in the presence of Bidders’ representatives who choose to attend, **at 14.15 hrs**, on the date, and at the place specified below:

Time, date, and place for bid opening are at the following address:

National AIDS Control Organisation,
6th Floor, Committee Room, Chanderlok Building,
36 Janpath, New Delhi- 110001

12. **Clarification of bids:** During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted, except to correct arithmetic errors identified by the Purchaser in the evaluation of the bids.

13. Rejection of Bids

The Bid will be considered Non Responsive & summarily rejected in case it does not fulfill any one or more of the following conditions:-

- a) If EMD is not provided by the bidder.
- b) If the bidder tries to put any influence.
- c) If the bidder furnished false information.
- d) If the Authorized Signatory has not signed with official seal on all pages of the bid document.
- e) If the bid document has been submitted in unbound & un-numbered sheets loose sheets.
- f) Any bid received by NACO after the bid due date/time prescribed in the Tender Document shall be rejected.
- g) Any bid indicating conditions beyond those indicated in this Tender Document i.e. conditional bid shall be rejected.
- h) Bids shall remain valid for 90 days after the date of Bid opening prescribed by NACO. A Bid valid for a shorter period shall be rejected as non-responsive.
- i) Agency submitting hand written quotation for each item and without total amount.

14. Confidentiality:

- a) Information relating to the examination, clarification, evaluation, and comparison of bids, and recommendations for the award of a Contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the notification of Contract award is made to all Bidders.
- b) Any effort by the bidder to influence the Purchaser in the Purchaser's bid evaluation, bid comparison, or contract award decisions may result in the rejection of the Bidder's bid.
- c) From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to its bid, it should do so in writing.

15. Examination of Bids and Determination of Responsiveness: The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order

16. Process

- Technical Evaluation
- Presentation (Only technically qualified agencies will be called for presentation)
- Financial Evaluation

17. Criteria for Technical Evaluation/Screening Stage:

- Profile of the agency showcasing the capacity of managing such events in past.
- The Agency should have the experience of at least three similar events.
- The agency should have in house capability of designing, video-graphy and production of short films.
- Financial turnover of the company should not be less than Rs. 50.00 Lakh each during last three financial years. CA Certificate along with complete financial statements to be submitted.
- The agency need to submit the concept for overall set-up plan for Exhibition, Branding options for Overall theme of event (Communities make the difference).

- The agency need to submit samples as per scope of work mentioned at point 4 for Bonsai Plants with plate and Red-ribbons as mentioned in the scope of the work.

18. Criteria for Presentation:

The theme of World AIDS day 2019 is **“Communities make the difference”**. The event needs to be planned around the same theme.

- Methodology- 20 (How the agency will execute the event)
- Creative/designs- 20 (overall branding of the event)
- Concept for film- 20(agency need to suggest the draft idea for the film which need to screened during the event)
- Innovative idea- 20 (agency may suggest innovative idea for the engagement of the youth during the event)
- Work plan- 20 (Timeline)

The agency scoring minimum 80% or more will be considered for opening of Financial Bid only.

19. Evaluation and Comparison of Bids:

- a) The Purchaser will evaluate and compare the bids that have been determined to be substantially responsive.
- b) The Technical proposals will be evaluated on the criteria mentioned to shortlist the responsive agencies.

20. 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.

21. Payment: Payment shall be paid within 90 days after completion of work.

22. Liquidated damages: In case, the event are not completed within the period by 1st December, 2019 for any reason thereon, liquidated damages equal to complete bid security will be forfeited.

23. Duration of the Contract: The contract will be awarded for this event only.

24. Termination for default:

- a) The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part
 - if the agency fails to deliver scope of work with in the stipulated time or within any extension thereof granted by the Purchaser; or/and
 - if the scope of work do not meet the Technical Specifications stated in the Contract;

or/and

- if the agency, in the judgment of the Purchaser, has engaged in corrupt or fraudulent or collusive or coercive practices in competing for or in executing the Contract.

For the purpose of this clause:

“corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in Contract execution.

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract to the detriment of the Purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

- b) if the agency fails to perform any other obligation(s) under the Contract.

25. Termination for Non-Performance:

NACO reserves its right to terminate the contract in the event of contractors repeated failures to provide the services as per tender document.

26. Force Majeure

- a) The contractor shall not be liable for penalty, liquidated damages or termination for default, if and to the extent that, his delay in performance or other failure to perform his obligations under the contract is the result of an event of Force Majeure.
- b) For purposes of this clause, “Force Majeure” means an event beyond the control of the contractor and not involving the contractor and not involving the Bidders fault or negligence and not foreseeable. Such events may include, but are not restricted to, instances of wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes which would have an impact on NACO.
- c) If a Force Majeure situation arises, the Supplier shall promptly notify NACO in writing of such conditions and the cause thereof. Unless otherwise directed by NACO, the Supplier shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

27. Resolution of Conflicts

- a) NACO and the Supplier shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute, arising between them under or in connection with the contract.
- b) If the dispute can't be resolved amicably by direct informal negotiation between NACO and the Supplier, then the same shall be referred to a Sole Arbitrator to be appointed by the Secretary (Health). The Arbitration and Conciliation Act, 1996 and the rules there under and any

statutory modification or re-enactments thereof made till the date of signing of contract, shall apply to the arbitration proceedings.

28. **Laws:** The terms of this Tender and the contract shall be governed by the Indian laws under the exclusive jurisdiction of the competent courts in NCT of New Delhi.
29. **Notices:** Any notice by one party to the other pursuant to the contract shall be sent in writing by registered post only to the addresses as defined under this contract.
30. **Terms of Supply:** The bidder must supply the goods within delivery period as per entire order quantity at a time no part supply will be accepted.



Financial Bid Format

Sl. No.	Details of Activities/items	Cost
Dais		
1.	10 VVIP chairs to be placed on Dais (with clothing/proper accessories). With sufficient number of tables to make a dais.	
2.	Super quality Floral decorations on dais and outside the auditorium in the hall.	
3.	Lighting Lamp – 1 (with necessities like wick, oil, camphor and matchbox/big candle).	
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15.	Iron mounted flex panels – 30 (to be placed inside the hall)	
16.	50 cloth buntings with installations	
17.	2000 T-shirts with overall branding (maximum 3 samples to be submitted with proposal), 2,000 hand bands (maximum 3 samples to be submitted with proposal).	
18.	Red Ribbon Shape Size – 8ft X 6ft of sun board - 100 in number with installation at prominent locations of Delhi	

19.	Invitation Cards – 500 No. as per design, multi color, on glossy specialty paper 250 GSM with envelope on glossy 160 GSM	
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29.	Conceptualization and production of short film for NACO	
Miscellaneous		
30.	Cleaning, sanitation and hygiene of entire event premises has to be maintained by the Event Management Agency.	
31.	Security Guards (20 in number) from reputed registered security agency	
Total		
All Taxes		
Grand Total (in Figure & in word)		

The project will be awarded on the basis of LI in Grand total.