

**Tender No. – NG - 30**  
**Invitation of Request For Proposal for Event Management**

The Indian Olympic Association (IOA) has allotted 34<sup>th</sup> National Games to the state of Jharkhand. The NGOC is empowered for all activities in connection with the preparation, organizing and conduct of the 34<sup>th</sup> National Games.

The event will comprise of Cultural events from 22<sup>nd</sup> Nov till 4<sup>th</sup> Dec 2009 at Ranchi.

NGOC has been mandated to identify an organization to conduct 11 (Eleven) events between 22<sup>nd</sup> Nov to 4<sup>th</sup> Dec. 2009.

**Scope of Work:-**

**1. Temporary Venue Constructions**

- (a) Stage minimum 32' x 48'
- (b) Backdrop 12' x 40'
- (c) Side Wings 4- 12' x 4'
- (d) Green Rooms \_\_ no. & Toilets
- (e) Theme according to the day of Function.
- (f) Flex printing and fixing
- (g) Carpeting, Barricading & Masking
- (h) Chairs & Sofas
- (i) Fireworks & Pyros
- (j) Fire Extinguisher
- (k) Artist's Refreshments

**2. Sound & Light**

- (a) Professional Sound & light with Back truss & Front tower to cover up to 10,000 Pax as per the requirement & Technical Rider of the Artist.

**3. Power Backup**

- (a) Sufficient Power Backup for light & sound (Genesis) to be provided by Event Manager.

**4. Security** for the Main Artist inside & backstage.

**5. Permissions**

(a) All Permissions regarding the Music, PPL/ IRPL will be the responsibility of an Event Manager.

**6. Performance & Entertainment Acts**

(a) Main Artist for each day (to be suggested by Event Management Company).

(b) Dance Troupe as per the requirement.

(c) Master of Ceremony.

(d) Local talent of Jharkhand.

(e) Emcee / Anchor

**7. Overall supervision on behalf of NGOC.**

**Responsibilities & Obligations**

The interested parties shall submit the proposal as per conceptualization, planning, designing, production, direction & execution of the event on a turn-key basis. Any modification in the scope of work shall be included in the proposal. The proposal shall include the proofs of qualifications outlined below.

The concerned parties, who shall qualify in the technical criteria, shall be invited to present the entire activities or concept plan in hard copy and also through CD to the tender committee. The date, time and place of presentation shall be communicated to the concerned parties accordingly. Such CDs shall be the property of NGOC. The selected party shall have to abide by the concept plan submitted by him. The tenderers shall have to present their activities and work plan before the tender committee.

The selected company shall act in a transparent manner for the Event and shall not in any way act in the manner that is detrimental to the interest and reputation of the NGOC.

The Selected Company shall undertake to abide sincerely by all rules, regulations and laws of land for their responsibilities to manage the events and shall agree to keep itself liable and responsible for any such violation directly or indirectly related to their responsibilities for the event.

## **Consequences of default**

In the event of any material default which result in shabby presentation or any failure on any account shall be treated as breach of faith and accordingly be liable for penal provisions as set by the NGOC or Director, NGOC.

## **Conditions on different rights**

All publicity, advertising and promotional rights with respect to or arising from the event hereunder shall vest solely and exclusively with NGOC or Director, NGOC.

NGOC shall have the right, at its solely discretion, to deal with, dispose of or transfer all or any of the publicity rights to the sponsors who agree to fund the event.

All Indian & global intellectual property rights with respect to the event shall vest solely and exclusively with NGOC.

All broadcasting rights/ merchandising rights shall be vested on NGOC.

## **Qualification**

1. The tenderer shall have Annual financial turnover of minimum 4.00 crores in any year in the preceding 3 years.
2. The tenderer must have experience of organizing such mega events Joint ventures shall not be allowed to participate in the tender.
3. The company should be India based & be in existence for at least five years in India.
- 4. Tender process:-**
  - i) The Bid shall be submitted in two envelope system. Technical Bid in one envelope and Financial Bid in other envelope. Both envelopes shall be sealed and put in a separate envelope super scribed "Bid for Event Management". The individual envelopes shall be marked Technical Bid & Financial Bid.
  - ii) In addition to the technical criteria the presentation before the Tender Committee shall also be taken into account while evaluating the bidder technically.
  - iii) The Financial Bid of such tenderers shall be opened who shall quality in the Technical Bid.

- iv) The EMD of Rs. 1,00,000/- (One Lakh Only) as Demand Draft in favour of Director, NGOC alongwith tender has to be submitted. The EMD of unsuccessful tenderer shall be returned without any interest.
- v) The successful Tenderer shall have to deposit 10 percent of the Bid value as security deposit. The EMD of successful tenderer shall be adjusted against the security deposit.

Within 10 days of communication the successful bidder shall have to deposit the security amount failing which his tender may be cancelled and in such case L2 may be invited. Work order shall be placed after receipt of security deposit.

- vi) The successful bidder shall have to enter in to an agreement with the Director, NGOC.
- vii) In the event of bad performance in addition to forfeiture of security deposit other financial penalties may be involved.
- viii) In case of any dispute the matter can be challenged in the appropriate Court of Jharkhand.
- ix) A Bank Draft for Rs. 2000/- in favour of Director, NGOC, in any Scheduled/ Nationalized Bank, payable at Ranchi shall be submitted with Technical Bid as non refundable bid cost. The tender documents can be downloaded from our website [www.34thnationalgamesjharkhand.in](http://www.34thnationalgamesjharkhand.in)

### **Dateline**

The proposal shall be received in the office of the Director, NGOC Secretariat, Morabadi, Ranchi by 3 P.M. or before on 5-10-2009. On the same day at 4 P.M. the technical Bids shall be opened. The technically qualified tenderers shall be invited to present their activities and proposed work plan through LCD projector at 5 PM on the same day. A maximum period of 20 minutes shall be given to each tenderer for presentation. Regarding opening of financial Bids the successful tenderers shall be informed about the date later on.

**Note:** The selected bidder shall have to enter into an appropriate contract with Director, NGOC.

## **Tender Evaluation Criteria**

The tender shall be evaluated in three stage marking system.

Technical Qualification	-	20 marks
Presentation	-	50 marks
Financial	-	30 marks
Total	-	100 marks

The tenderer after being evaluated for technical qualifications those who shall succeed shall be invited for presentation. Finally the bidder shall be evaluated on quality cum cost basis.

**(P. C. Mishra)**  
Director,  
NGOC