



BOBP/ADMN/2024-25

Date: 30.12.2024

Sub: Inviting quotations from various event management firms for providing logistics and related services in organising the Workshops/Training & Meetings - Reg.

The Bay of Bengal Programme Inter-Governmental Organisation (BOBP-IGO) invites online/offline quotations in the form of commercial bids for providing logistics and related services in arranging and organizing various workshops, training sessions, meetings and conferences. The scope of work and other terms and conditions are detailed below.

1. PURPOSE OF THE TENDER

- a) To engage a professional event management firm to assist in organising workshops, training sessions, and meetings.
- b) The selected agency will coordinate all tasks as per the scope of work outlined in Section 4 of this tender document under the supervision of BOBP-IGO. They will execute assigned tasks, provide ancillary services, and supply required items.
- c) The tender aims to select a suitable agency for the seamless conduct of events.

2. PROCEDURE FOR SUBMISSION

The tender shall be submitted in two parts, namely,

- a) Technical Bid** : To be submitted as per Annexures I.
- b) Financial Bid** : To be submitted as per the Bill of Quantities (BOQ) in Annexure IV.

Submission Guidelines:

- a) Proprietors must sign tenders for proprietary concerns. Supporting documents (ownership affidavit and registration certificate) must be submitted.
- b) For partnerships, a partner or authorized representative must sign. A copy of the partnership deed is required.
- c) For companies, the Chief Executive or an authorized person must sign. Supporting documents (Memorandum and Articles of Association and an authorization letter) must be submitted.\
- d) All tender-related communications, including corrigenda, will be published on the BOBP website.

3. ELIGIBILITY CRITERIA

- a) The bidder must have prior experience of at least 2 years organising similar events for Government, PSUs, Autonomous Bodies, or MNCs.
- b) A list of major clients and supporting work orders/testimonials from the past three years must be provided.
- c) Valid PAN/TAN and GST registrations are mandatory. [Attach photocopies of the same. Aadhar card copy to be submitted in case of proprietary concern].
- d) Bidders must have an average annual turnover of ₹25 lakh for the last three years (2021–2024) or ₹1 crore in any of the last five years.
- e) The bidder must have a registered office in India.
- f) The bidder should not have been blacklisted in the past five years. A self-declaration is required.
- g) Income tax returns and GST returns for the last three years (2021–2024) must be submitted.

4. SCOPE OF THE WORK

Details are provided in Annexure II. Tenderers must review Annexure II thoroughly and submit it signed along with the technical bid.

5. VALIDITY OF TENDER

- a) Tender rates will remain valid for one year from the date of financial bid opening or as extended by BOBP-IGO.
- b) No price revisions will be entertained during the validity period.
- c) False information in bids will result in rejection and penalties.
- d) Tenders may be rejected for incomplete documentation, disqualifications, prior defaults, or incomplete bid submissions.
- e) If any tenderer is found blacklisted by any State Government or GOI, such Tenderer is liable for rejection at any time during the validity of the tender period.
 - Incomplete / non-submission of any of the documents sought for.
 - For any disqualification made by the State Govt / GOI
 - Default in the previous transaction.
 - Incomplete technical and commercial bids submissions
 - No documents or queries will be accepted after opening of the tender

6. TENDERED RATES

- a) The rates quoted by the tenderer shall be most competitive and subject to further negotiations if found suitable. The rates quoted should be inclusive of all applicable

taxes & duties, cess, insurance, freight, including loading and unloading up to the supply point etc.,

- b) The rates quoted shall be valid for a period of one year from the award of the contract.
- c) The rates shall be quoted separately for: Metropolitan City (Chennai, Mumbai, Kolkata, Delhi); Tier II City (Kochi; Hyderabad) and for any other Tier III cities.

If the rates would be same for more than one category, the same may be indicated accordingly.

- d) After the Commercial Bid opens, the eligible and qualified tenderer will be selected. The tenderer shall execute an ANNUAL RATE CONTRACT (ARC) as per the existing procedure at his cost with the Director, BOBP-IGO, Chennai.

7. OPENING OF TENDER & TENDERS SCRUTINY

- a) Technical Bids will be evaluated by the Tender Scrutinizing Committee (TSC) appointed by the Director, BOBP-IGO. Technical bids will be evaluated only for those vendors who possess the eligibility criteria.
- b) The Commercial Bids, with respect to those Tenderers whose technical bids are qualified, will be opened by the Tender Scrutinizing Committee in the presence of the tenderers who choose to be present. The date of such opening shall be noted on the BOBP website, and the tenderers are required to keep them updated.
- c) The Financial and technical capacity/experience of the applicant's parent/subsidiary associate company(ies)/Joint venture partner will not be considered for technical evaluation.
- d) The bidder with the lowest evaluated price will be awarded the contract.

8. PAYMENT PROCEDURE

- a) The payment will be made directly to the event manager Firm's Bank Account (as mentioned in Annexure-I).
- b) The general payment terms shall be as under, however, there could be variations with respect to specific events, which will be mutually agreed between the parties, on case-to-case basis.

First instalment: 30% of the contract value after submission of Bank Guarantee from a Scheduled Bank valid for the period of contract and on execution of contract agreement.

Final Payment: The balance amount will be paid within 14 working days after successfully completion of event, clearing the site and submitting all the necessary bills and documents.

- c) The final payment will be released based on the satisfactory report duly authorised by the Director, BOBP-IGO or his authorized person.
- d) The Director, BOBP, has the right to change the quantity of items mentioned in the BOQ, and the vendor/service provider is liable to provide the required quantity at the same price quoted.
- e) The Invoice amount should include all applicable taxes.
- f) Payments are subject to Statutory Deductions applicable to this type of contract and other contractual deductions mentioned in the contract.

9. PENALTIES FOR NON-COMPLIANCE, VIOLATIONS AND NON-PERFORMANCE

- (a) On approval of the tender, if the tenderer does not perform his obligations as per the tender's terms and conditions and as per the agreement executed by the tenderer, such tenderer shall be blacklisted, and the BOBP-IGO shall reserve all rights to cancel the contract/ work order and to make alternative arrangements.
- (b) Violation of any of the terms and conditions of the Tender or the agreement executed by the tenderer is liable for stringent actions like forfeiting of performance guarantee amount and disqualification for three years or any other punishment as deemed fit in the opinion and judgment of the Tender Accepting Authority, depending on the nature of the violation.

10. OTHER TERMS AND COMPLIANCES:

- (a) The successful tenderer shall execute CONTRACT covering the Terms and Conditions of Tender as per the existing procedure at his cost with the Director, BOBP-IGO, Chennai.
- (b) With respect to any dispute arising out of the implementation of this tender, the decision of the Director, BOBP-IGO, shall be final.

11. RIGHTS RESERVED

The Tender Accepting Authority reserves the right to reject the tender even after opening the Commercial Bid without assigning any reason.

Director

FINANCIAL BID PARAMETERS

1. Based on the financial parameters of the Bay of Bengal Programme, the Inter-Governmental Organisation may, at its discretion, prepare a panel containing up to three agencies to obtain service.
2. **TENURE OF CONTRACT:** The tenure of the contract shall ordinarily be ONE YEAR. However, the competent authority in the Bay of Bengal Programme, Inter-Governmental Organisation may, at his/her discretion, allow an extension of the tenure of the contract.
3. **SATISFACTORY SERVICES**—The decisions of the Director, the Bay of Bengal Programme, Inter-Governmental Organisation, or any other officer authorised by the Director, the Bay of Bengal Programme, Inter-Governmental Organisation, shall be final and binding on the agency for the purpose of determining satisfactory services.
4. **RESOLUTION OF DISPUTE**—In case of dispute, the decisions of the Director, the Bay of Bengal Programme, Inter-Governmental Organisation, shall be final.
5. **PAYMENT**—Payment will be released upon submission of invoices by cheque or online payment. The agency shall allow the maximum credit period.
6. **SUBMISSION OF QUOTATION**— The quotations must be submitted as mentioned in Annexure – V.
7. The contractor shall send their quotation online or offline. If offline, it should be an envelope along with the address of the bidder and addressed to “**The Director, Bay of Bengal Programme, IGO, 91, Saint Mary's Road, Abhiramapuram, Chennai - 600 018, Tamil Nadu**”. The envelope will also bear the following identification: -
“Quotation for organising the Workshops/Training & Meetings”
8. The last date for submitting the quotation: Quotations will be accepted by post/courier/hand at the reception of the Bay of Bengal Programme, Inter-Governmental Organisation, until 6.00 PM 22.01.2025.
9. **Opening of Quotation**—The bids will be opened on 25/01/2025 at 11:00 AM.
10. The Bay of Bengal Programme, Inter-Governmental Organisation reserves the right to reject any or all of the quotations without assigning any reason.

Director

Annexure – 1 Technical Bid for Empanelment of Agency for organising the events

PART 1: SUPPLIER INFORMATION		
No.	Particulars	Details of the Company/Firm
1.1	Registered Company Name	
1.2	Company Owner	
1.3	Registered Place of Business/Address	
1.4	Name of the contact person	
1.5	Phone Numbers	
1.6	E-Mail Address	
1.7	Detail of PAN No. (Company/Proprietor)	
1.8	Details of GST No. / Aadhar card for proprietary concern. (Please enclose photocopies of Registration certificate)	
1.9	GST returns filed for the previous 3 years i.e., 2021-22, 2022- 23, 2023-24	
1.10	Attested copies of income tax returns filed for the previous 3 years i.e., 2021-22, 2022- 23, 2023-24	
1.11	Annual Turnover (in Rupees) for five years (2019-24), duly certified by a Chartered Accountant.	
1.12	No. of events/scientific conferences organised/ managed in the last 3 years (Work orders/experience certificates to be furnished)	

Place :

Date :

Authorized signatory

(Name & Designation of the person signing)

DETAILS OF THE SCOPE OF WORK OF THE EVENT MANAGER IN CONNECTION WITH ORGANISING THE EVENTS:

Prepare total event plan, creative concept, and design layout for the workshop / conference and other events, as per the requirement of BOBP-IGO. Any queries related to the event requirements may be discussed with the Secretariat during office hours.

The specific tasks would include:

1. **Coordination or local transport of delegates:** Arrange to receive and transport the delegates from the airport/railway station/bus station to the identified places of stay and back, Field visits and other local transport.
2. **Venue Arrangement:** Make arrangements in the conference halls in the hotel identified by BOBP-IGO for presentations, such as audiovisual aids, stage decoration, stage seating arrangements, a welcome arch, a registration desk, and a help desk at the venue's entrance, a uninterrupted power supply, internet, etc
3. **Design, printing and setting up** the stage backdrops, banners, standees, posters, and signages. and erect them in appropriate place in the venue.
4. **Exhibition stalls:** Erection of exhibition stalls of required size along with carpeting and other essentials like chairs, table, socket, arranging for inauguration of exhibition pavilion with required facilities (Ribbon cutting, Tray with scissor, lamp-lighting on stage etc.,
5. **Cultural programs:** Coordinate with the artists and make all arrangements for the same, in consultation with the Organizer.
6. **Media Promotion** Coordination for event promotion and marketing including publicity, launching publications of brochures, souvenirs during the event and all other creative works directed by BOBP-IGO.
7. **Any other service** related to the conference, as and when required by the Organizers
8. **Videography** - Recording of all events in DVD/Pen drive format, submission of all edited DVDs/Pen drive, editing, mixing and preparing a one-hour duration DVD/Pen drive covering essential events of the entire programme as decided by the BOBP-IGO, Chennai.
9. **Photography:** Photographers with the necessary equipment to be arranged (two photographers on the day of the inauguration and one photographer for the rest of the days of the event).
10. **Coordination with the Hotel/Workshop Venue:**
 - (a) Assist BOBP-IGO in identifying suitable properties, venue based on the requirements defined by the specific event; Facilitate in securing competitive quotes from the potential vendors/properties. BOBP-IGO shall identify the Venue based on suitability and competitive price.
 - (b) Execute an agreement with the hotel/property on behalf of BOBP-IGO for arrangements related to boarding, lodging, and venue setup for the event.
 - (c) Oversee catering and refreshment services at the conference venue, including coordination with the hotel on menu selection and participant numbers; Supervision of

general upkeep, sanitation, and cleanliness of the meeting hall and exhibition areas during the event.

- (d) The vendor shall submit invoices, inclusive of applicable taxes, for the above services, supported by actual bills from the hotel.
- (e) Payment for these services will be made to the vendor by BOBP-IGO after the event's completion. The vendor, in turn, shall settle all dues directly with the hotel/property.
- (f) Arranging for any other services required by BOBP-IGO in the successful conduct of the Workshop.

I/we agree to execute all the above-mentioned activities and accordingly quoted our price.

Date:

Signature of the Tenderer

Place:

Seal

DECLARATION BY THE TENDERER

- ☐ I have read and understood the relevant Terms and Conditions of Tender Notification No. _____ dated _____ and I have submitted the Technical Bid in accordance with the Terms and Conditions of the above notification and tender document.
- ☐ The information furnished in the Technical Bid is true and factual, and I clearly understand that our tenders are liable for rejection if any information furnished is found to be false or untrue at any point in time.
- ☐ I have gone through the scope of work as detailed in Annexure-III and the specifications mentioned in the tender document, and the commercial Bid is submitted separately in accordance with the Terms and Conditions of the above notification and tender document.
- ☐ I have gone through the Terms and Conditions governing this tender, and rates have been quoted without any ambiguity in my mind and would abide by the terms and conditions governing this tender.

Place:

Seal & Signature of the tenderer

Date:

ANNEXURE IV

FINANCIAL BID

Bill of Quantities (BoQ) for the event arrangements

Component 1: Charges for coordination with the identified Hotel/Venue/Property

No	Particulars	Rate (INR)	Remarks in any
1	The amount chargeable, if any, by the vendor for extending the services listed in Annexure II, Point 10 (a-f) <i>(may be quoted as lumpsum or percentage or as the case may be; If no charges are applicable over the actuals, mention accordingly).</i>		

Component 2: Venue decoration, banners, posters, hiring of projectors/screen, video wall
(rates to be quoted in Indian Rupees per day per unit quantity)

No	Particulars	Unit	Rate (INR)	Amount
1	Arrange stage with carpet (32x12x2 ft)	Sq. ft		
2	LED Wall P3 or higher 18 x 10 ft with all supporting accessories like scaler switcher, processor and technical support	Sq ft		
3	LED Raiser with branding 18 x 4 ft	Sq ft		
4	LED TV 43 inch	1 No.		
5	Sound system with mixers, cable accessories and speakers,	1 No.		
6	Cordless mike	1 No.		
7	Head mike	1 No.		
8	Collar mike	1 No.		
9	Podium mike	1 No.		
10	Laptop	1 No.		
11	Laser Printer with cartridge	1 No.		
12	Projector (3500L or higher) with screen	1 No.		
13	LED par lights / face lights with light board and technical support	1 No.		

No	Particulars	Unit	Rate (INR)	Amount
14	Flower arrangement in front of the stage	Sq. ft		
15	Red carpet (Entrance to stage and Lobby area etc)	Sq. ft		
16	Console Masking	Sq. ft		
17	Stage Backdrop 18 x 8 ft	Sq. ft		
18	Stage Bottom Branding 28 x 2	Sq. ft		
19	LED Wall Side Panel 7.5 x 10 ft	Sq. ft		
20	Podium Branding	1 No.		
21	Fabric printing, mounting and fixing for display boards (10 x 10 ft)	Sq. ft		
22	Poster display board 6 x 6 ft	1 No.		
23	Standee 3 x 6 ft	1 No.		
24	Q Manager	1 No.		
25	Stall for Exhibition 3 x 2 x 2.5 mtr	1 No.		
26	Badges 4 x 6 inches	1 No.		
27	Name Panel 2 x 12 inches	1 No.		
28	Light Lamping arrangements	1 No.		
29	Generator 62KVA	1 No.		
30	Hall entrance Box arch 3 x 3 x 12 ft	1 No.		
31	Arch Side panel 5 x 7 ft	Sq. ft		
32	Generator Fuel charges			AS PER ACTUALS
33	Transport charges			AS PER ACTUALS
	Total			

Note

Dimensions given are only indicative. There could be variations as per requirements in every event. Rates to be quoted on 'per unit basis' only.

Component 3: Local travel

No	Items	Unit	Qty	Days	Rate (Rs)	Amount (Rs)
1	Premium SUV Vehicles (INNOVA CRYSTA or equivalent)					
1.1	Local Daily package of 80 kms with 8 hours duty	nos	1	1		
1.2	Extra mileage charges beyond 80 kms	Rs/km	as per actual			
1.3	Extra duty hours beyond 8 hours	Rs/hr	as per actual			
2	Sedan vehicle (Swift Dezire /Etios or equivalent)					
2.1	Local Daily package of 80 kms with 8 hours duty	nos	1	1		
2.2	Extra mileage charges beyond 80 kms	Rs/km	as per actual			
2.3	Extra duty hours beyond 8 hours	Rs/hr	as per actual			
3	Tempo Traveller of 15-seater capacity					
3.1	Local Daily package of 80 kms with 8 hours duty	nos	1	1		
3.2	Extra mileage charges beyond 80 kms	Rs/km	as per actual			
3.3	Extra duty hours beyond 8 hours	Rs/hr	as per actual			
4	Super Luxury bus of 36 seating capacity					
4.1	Local Daily package of 80 kms with 8 hours duty	nos	1	1		
4.2	Extra mileage charges beyond 80 kms	Rs/km	as per actual			
4.3	Extra duty hours beyond 8 hours	Rs/hr	as per actual			
Sub Total						
GST @18%						
Grand Total						

Authorised Signature with stamp