

**BAY OF BENGAL PROGRAMME, INTER-GOVERNMENTAL
ORGANISATION, CHENNAI**

Date: 29.02.2024

SHORT TENDER NOTICE

**Sub: Inviting tender to provide services of Event Manager for organizing the three (03) days program on National Consultative Workshop on Implementation of the BOBLME-II Project in India” (INCW-BOBLME) in Chennai during Mar’24 –
Reg: -**

The Bay of Bengal Programme is organizing the 3 days program on National Consultative Workshop on Implementation of the BOBLME-II Project in India” (INCW-BOBLME) in Chennai from 21st to 23rd Mar’24. The Workshop is being organized by the BOBP-IGO.

The tender is governed by the following terms and conditions. The rate quoted shall be valid up to **15 Mar 2024**. The tender shall be sent in two parts namely, Technical Bid and Commercial Bid. Interested service providers may submit the completed application forms and send it to the BOBP-IGO Office, Chennai.

The last date for submitting the tender is 16 Mar 2024 from the date of uploading in the website and Tenders will be opened on the same day at office of the BOBP, Chennai.

Director

BAY OF BENGAL PROGRAMME – INTER GOVERNMENTAL ORGANISATION, CHENNAI

Date: 13.02.2024

SHORT TENDER NOTIFICATION

Sub: Inviting tender to provide services of Event Manager for organizing the “3 days program on National Consultative Workshop on Implementation of the BOBLME-II Project in India” (INCW-BOBLME) in Chennai during Mar’24 - Reg

Preamble:

The Bay of Bengal Programme is organizing the “3 days program on National Consultative Workshop on Implementation of the BOBLME-II Project in India” (INCW-BOBLME) in Chennai during Mar’24. The Workshop is being organized by the BOBP-IGO.

1. PURPOSE OF THE TENDER

It is proposed to engage an agency hiring services to assist in the organization of the consultation scheduled to be organized in the hotel Ambassador Pallava, Chennai from 21st to 23rd Mar 2024.

The selected agency will be responsible for coordinating all the tasks as per the Scope of Work provided in Section 5 of this tender document, under the control and supervision of BOBP-IGO (Organizer). They shall execute various works assigned to them, provide ancillary services and supply various items indented by the Organizer.

This Tender is called for the selection of a suitable agency for the smooth conduct of the Stakeholder Consultation for the Finalization of the “3 days program on the National Consultative Workshop on Implementation of the BOBLME-II Project in India” (INCW-BOBLME) in Chennai during Mar’24 from firms/organizations/institutes, for works/services to be carried out in connection of the event.

2. CALENDAR OF EVENTS

Tender forms may be downloaded from the BOBP-IGO website (www.bobp-igo.org), under the section Opportunities (Tender/EoI).

The last date for submitting the Tender is **16 Mar 2024 up to 4 pm**. The tenders will be opened on **the same day at 5 pm**, at the BOBP Secretariat, Chennai.

3. **PROCEDURE FOR SUBMISSION**

The tender shall be submitted in two parts namely;

- a) **Technical Bid:** The Technical bid shall be submitted as per Annexure – I and II.
- b) **Commercial Bid:** The Commercial Bid shall be quoted BoQ as per Annexure V.
 - (i) The tenders shall be signed only by Proprietor if it is a Proprietary concern. In support of which an affidavit of ownership, a copy of certificate of registration has to be submitted.
 - (ii) One of the Partner or a person authorized by the partners shall sign the tender if it is a Partnership firm. Copy of the Partnership deed shall be submitted to know the person authorized to sign the documents.
 - (iii) The Chief Executive of the company or a person authorized shall sign the tender, if it is a public or private limited company, in support of which necessary authorization letter with seal and signature shall be submitted. (Enclose copy of the Memorandum and Articles of Association and authorization letter)
 - (iv) All further communications relating to this tender including but not limited to corrigendum/modifications/corrections, bid opening, evaluation etc will be published in BOBP website only.
- c) The Tenderer shall submit a blueprint of his proposal for the event and / event management, giving all aspects e.g., concept, creativity and design for the international workshop, layout of the exhibition, specification, description of the materials to be used etc.

4. **ELIGIBILITY CRITERIA**

- a) The bidder should have experience of having undertaken similar nature of work hosted by (Government/PSUs/Central or State Autonomous Societies, and/or MNCs), in a single or multiple contracts.
- b) Bidder should submit a list of major clients to whom they are providing / have provided such services in the last 3 years, supported by work orders and / or testimonials from competent authorities as evidence.

BOBP, Chennai would be free to make enquiries from such clients about the work, conduct, performance, quality of service and such other related general enquires about the event manager (except the confidential commercial details like bid rates, etc).

- c) Bidders should hold valid PAN/TAN number, GST Registration as applicable.
- d) Bidders should have an average annual turnover of over 25 lakhs (Rupees Twenty lakhs) for the last three years (2020-23) in the business and/or an annual turnover of over Rs. 1.00 crore in any one of the past five years (2018-23).

Copies of relevant account statements/audited accounts/other documents need to be submitted in support of the claim.

- e) The bidder must have registered address in India.
- f) The bidder should not have been 'blacklisted' by any client of any Government Department/organization, in the last 5 years for defective/deficient service.

The tenderer shall submit a declaration to this aspect along with Technical Bid.

- g) Enclose income tax returns for three years (2020-23).
- h) Enclose GST registration and GST returns for the three years (2020-23).

5. SCOPE OF THE WORK

The Scope and responsibilities of event Manager is detailed in Annexure-3. The tenderers are expected to carefully study Annexure-3 and submit along with the technical bid with their seal and signature. The tenders submitted without duly signed **Annexure-III** shall be rejected.

6. VALIDITY OF TENDER

- a) The rates quoted or tendered would be valid up to 45 days from the date of opening of Financial Bid or for extended period as decided by the BOBP-IGO.
- b) The Board will not entertain any price revision during the validity period of tender or extended thereof. Any request for the same, shall be liable for rejection of tender and forfeiture of EMD.
- c) If any information provided by the Tenderer in Commercial/Financial Bids are found to be factually false or misleading, such Tenders will be summarily rejected at any time during the validity of the tender and liable for penalties as applicable.
- d) The Tenders are liable for rejection due to the following reasons:
 - Incomplete / non-submission of any of the documents sought for
 - For any disqualification made by the Department / GOI
 - Default in the previous transactions.
 - Incomplete Commercial/Financial bid submissions
- e) No document or queries will be accepted after opening of the tender.

7. 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) After opening of the Commercial Bid, the eligible and qualified tenderer will be selected and tenderer shall execute a CONTRACT as per the existing procedure at his cost with Director, BOBP-IGO, Chennai.
- c) **Performance guarantee:** The selected (successful) agency shall deposit 5% of the contract value in favour of Director, Bay of Bengal Programme, Chennai in the form of demand draft or through any online payment methods, as the Performance Security Deposit. This amount shall be forfeited in case, if the selected agency fails to execute the work to the full satisfaction of the IGO.

8. OPENING OF TENDER & TENDERS SCRUTINY

- (i) The tenders will be opened on **16 Mar 2024 at 5 pm**, at the BOBP Secretariat, Chennai.

- (ii) Technical Bids will be evaluated by the Tender Scrutinizing Committee (TSC) appointed by Director, BOBP. Technical bids will be evaluated only of those Vendors who possess the eligibility criteria (*vide* section 4).

Technical evaluation will be based on the following matrix. Experience in organizing scientific events will attract higher score across categories.

- i. Fulfilling all the eligibility criteria : Essential
- ii. Past experience (No. of Events managed) : Max. 50 marks
 - National level events : 10 marks/event
 - International events : 20 marks/event
- iii. Plan for the Event : Max. 50 marks
 - Creativity and Concept: 30 marks
 - Managerial ability : 20 marks

The minimum eligibility for qualifying in the technical bid is 70%.

- b) The Commercial Bids in respect of 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 notified in the website of BOBP and the tenderers are required to keep them updated.
- c) Financial and technical capacity/experience of parent/subsidiary associate company (ies)/Joint venture partner of the applicant will not be considered for the purpose of technical evaluation.
- d) The bidder having lowest evaluated price will be awarded the contract.

9. PAYMENTS PROCEDURE

- a) The payment will be made directly to the Firm's Bank Account (as mentioned in Annexure-I).

First instalment: 30% of the contract value, after submission of PG and execution of contract agreement.

Final Payment: The balance amount after clearing the site and submitting all necessary documents for completion of the event.

The event manager may request an additional amount after the first instalment on production of evidence of expenditure incurred/payments to third parties, in connection with the event, subject to not exceeding 50% of the total Contract value.

- b) The final payment will be released on the basis of the satisfactory report duly authorized by the authorized committee.
- c) The Director BOBP has the right to make changes in 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.
- d) The Invoice amount should include all applicable taxes. Payments are subject to Statutory Deductions applicable on this type of contract and other contractual deductions mentioned in the contract.

10. PENALTIES FOR NON-COMPLIANCE, VIOLATIONS AND NONPERFORMANCE

- 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 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 a period of three years or any other punishment as deemed fit in the opinion and judgement of the Tender Accepting Authority, depending on the nature of the violation.

11. OTHER TERMS AND COMPLIANCES:

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

12. RIGHTS RESERVED

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

Director
BOBP-IGO

Annexure – I

TECHNICAL BID TENDERER'S PROFILE

No	Particulars	Details
1	Name and address of the tenderer	
2	Tender reference	
3	Status of Firm a) Registered Firm b) Sole Proprietorship firm c) Partnership firm d) Private Limited Company e) Public limited company	Please tick the appropriate and furnish documentary proof as shown against each (Registration Certificate) (Name and Address of proprietor with document) (Partnership agreement and letter of consent and authorization by other partner to bid for this tender) (Certificate of Incorporation & authorization from CEO, if not represented by CEO) & relevant document)
4	GST No. (Please enclose photo copies of Registration certificate)	
5	Service tax returns filed for previous 3 years i.e. , 2021-22, 2022- 23, 2023-24	
6	Attested copies of income tax returns filed for previous 3 years i.e. 2021-22, 2022- 23, 2023-24	
7	Annual Turnover (in Rupees) for five years (2018-23), duly certified by Chartered Accountant	
9	No. of events/scientific conferences organized/ managed in the last 3 years (work orders/experience certificates to be furnished)	

Place :

Date :

Authorized signatory
(Name & Designation of the person signing)

Annexure – II

**TECHNICAL BID
CHECKLIST**

No.	Eligibilities specified	Have you uploaded the necessary documents?
1	Annual Turnover (in Rupees)* 2021-22, 2022- 23, 2023-24 *To be certified by Chartered Accountant	
2	List of major clients (Government and/or private) to whom you have provided such services in the last 3 years	
3	Past Experience : Number of Events managed National Level : International Level: (Work order/certificate to be enclosed)	
4	Concept paper on blue print of event management proposal	
5	Proof of registration of firm in India (attach certificate of registration)	
6	Duly filled Annexure I: Tenderer Profile along with required document	
7	Duly Signed Annexure III	
8	Annexure IV: Declaration of Tenderer (Duly Signed)	

Place:

Date:

Seal and Signature of the Tenderer

Annexure – III

DETAILS SCOPE OF WORK OF THE 3 DAYS PROGRAM ON NATIONAL CONSULTATIVE WORKSHOP ON IMPLEMENTATION OF THE BOBLME-II PROJECT IN INDIA” (INCW-BOBLME) IN CHENNAI DURING MAR’24.

Prepare the total event plan, creative concept, and design layout for the workshop, 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:

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.
2. **Venue Arrangement:** Make arrangements in the conference halls in the identified hotel for presentations like audio-visual aids, ensuring uninterrupted power supply; Affix Necessary signage at the venue.
3. **Design, printing and setting up:** Banners, standees and posters and erect them in appropriate places in the venue.
4. **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.
5. **Any other service** related to the conference, as and when required by the Organizers
6. **Videography** - Recording of all events in DVD format, submission of all edited DVDs, editing, mixing and preparing a one-hour duration DVDs covering important events of the entire programme as decided by the BOBP-IGO, Chennai
7. **Photography:** Photographers with the necessary equipment to be arranged (on the day of the inauguration and one photographer for the rest of the day of the event).
8. **Coordination with the Hotel/Workshop Venue:** The Organizer will identify the property where the event will be held and the selected bidder shall execute an agreement with the property authority on behalf of the organizer for making arrangements for boarding, lodging and other venue arrangements for the conduct of the event. The vendor shall oversee the catering/food and refreshment arrangements at the conference venue during the event, in close coordination with the Organizer, with respect to menu, number of participants, and supervision of general upkeep and sanitation of the meeting hall. The selected vendor shall submit the invoices including all applicable taxes for the above services duly supported with the actual bills from the hotel, without any additional service charges, and the payment will be made to the vendor by the Organizer, after the completion of the event, who in turn shall settle the payments with the property.
9. 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.

Seal & Signature of the Tenderer

Date:

Place:

Annexure - IV

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 are true and factual and I clearly understand that our tenders are liable for rejection if any information furnished is found to be not true and not factual at any point of time.
- ☐ I have gone through the scope of work as detailed in Annexure-III and 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 – V

FINANCIAL BID

Summary

No	Price schedule	Amount in figures (Rs)	Quoted amount (Rs) in words
1	<u>Component 1:</u> Venue & Meeting arrangements (Banner, Dais, photography and videography, Coordination with media for one day on the Workshop)		
2	<u>Component 2:</u> Local travel and one day field trip		
Grand Total (Rs)			

*The item-wise rates need to be filled up separately in each schedule and total amount of each price schedule need to be mentioned here

Place:

Date:

Signature

Bill of Quantities (BoQ) for the event arrangements

Component 1: Venue & Meeting arrangements (Banner, sound system, photography and videography)

No	Particulars	No of days	Qty	Rate	Amount
1	Stage with red carpet size 18 x 10 x 1 ft	03	01		
2	LED Wall 18 x 10 ft	03	01		
3	Welcome Board 6 x 8 ft	03	01		
4	Console Masking	03	01		
5	Generator with fuel	03	01		
6	Mementos	01	45		
7	Podium branding with mike	03	01		
8	Cordless mike	03	08		
9	Flower Bouquets	01	03		
10	Badges 4 x 6 inches	01	45		
11	Standee 3 x 6ft	03	03		
12	Name Panel 2 x 12 inches	01	45		
13	Light Lamping arrangements	01	01		
14	TV in fornt of the stage	03	01		
15	Head Table Banding size 13 x 2.5	03	01		
16	Sound system mixer with 2 speakers	03	01		
17	Head table mike	03	03		
18	Splitter and switcher	03	01		
19	Flower bed on stage	03	01		
20	Flower bouquet (Rose bunch)	01	05		
21	Shawl	01	05		
22	Photography	03	01		
23	Videography	01	01		
24	Glass Teepoy	03	03		
25	Power Junction box	03	10		
26	Collar mic	03	01		
27	Stage backdrop 18 x 10 ft	03	01		
28	Stage backdrop & face light	03	20		
29	Backdrop side panel 19 x 3 ft	03	02		
30	Projection screen 18 x 10 ft	03	02		
31	Projector	03	02		
32	Transportation to & from	01	02		

Component 2: Local travel and one day field trip

No	Items	Unit	Qty	Days	Rate (Rs)	Amount (Rs)
1	Premium SUV Vehicles (INNOVA C RYSTA or equivalent)					
1.1	Local Daily package of 80 kms with 8 hours duty	nos	3	03		
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 equivalen t)					
2.1	Local Daily package of 80 kms with 8 hours duty	nos	5	03		
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			
5	Airport Pick up/drop					
5.1	Premium SUV Vehicles (INNOVA CRYSTA or equivalent)	nos	10	2		
5.2	Sedan vehicle (Swift Dezire /Etios or equivalent)	nos	30	2		

#Qty indicated is estimated; and may vary based on the actual requirement, however, the quoted rate will remain constant.

Place:

Date:

Seal and Signature of the Tenderer