Tender document for Selection of a Creative & Execution Company for Planning, Conceptualizing and Organizing activities commemorating 550th Birth Anniversary of Guru Nanak Dev Ji

Reference Number - PR(S&D)-2019/21

Department of Information and Public Relations (DIPR),
Government of Punjab
Room No 7, Fifth Floor, Punjab Civil Secretariat,
Chandigarh – 160001
Disclaimer

The information contained in this RFP or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of Department of Information and Public Relations (DIPR), Government of Punjab ("Purchaser") is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP document is not an agreement and is not an offer or invitation by Purchaser to any parties other than the applicants who are qualified to submit the bids ("Bidders"). The purpose of this document is to provide the Bidder(s) with information to assist the formulation of their proposals. This document does not claim to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for Purchaser and its employees or advisors to consider the investment objectives, financial situation and particular needs of each Bidder. Certain Bidders may have a better knowledge of the proposed Project than others. Each recipient must conduct its own analysis of the information contained in this RFP document or to correct any inaccuracies therein that may appear in this RFP document and is advised to carry out its own investigation into the proposed Project, the legislative and regulatory regimes which applies thereto and by and all matters pertinent to the proposed Project and to seek its own professional advice on the legal, financial, regulatory and taxation consequences of entering into any contract or arrangement relating to the proposed Project.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon Interpretation of law. The information given is not intended to be on exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Purchaser accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. The possession or use of this RFP in any manner contrary to any applicable law is expressly prohibited. The Bidders shall inform themselves concerning, and shall observe any applicable legal requirements. The information does not purport to be comprehensive or to have been independently verified. Nothing in this RFP shall be
construed as legal, financial, regulatory or tax advice.

The Purchaser, its employees, advisors or consultants make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage. Neither the information in this RFP nor any other written or oral information in relation to the Bidding Process for implementing the Project or otherwise is intended to form the basis of or the inducement for any investment activity or any decision to enter into any contract or arrangement in relation to the Project and should not be relied as such.

The Purchaser and also its advisors/ consultants/ representatives/ employees accept no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Bidder upon the statements contained in this RFP. The Purchaser and also its advisors may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, data, statements, assessment or assumptions contained in this RFP or change the evaluation or eligibility criteria at any time or annul the entire Bidding Process.

The issue of this RFP does not imply that the Purchaser is bound to select a Bidder or to appoint the Selected Bidder hereinafter defined, as the case may be, for the Project and the Purchaser reserves the right to reject all or any of the Bidders or Bids at any stage of the Bidding Process without assigning any reason whatsoever including the right to close the selection process or annul the bidding process at any time, without incurring any liability or being accountable to any person(s) in any manner whatsoever. The decision of Purchaser shall be final, conclusive and binding on all the parties.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be
required by the Purchaser or any other costs incurred in connection with or relating to its Bid including costs relating to submission and maintenance of various fees, undertakings and guarantees required pursuant to this RFP and also any cost relating to updating, modifying or re-submitting its Bid pursuant to the RFP being updated, supplemented or amended by the Purchaser. All such costs and expenses will be incurred and borne by the Bidder and the Purchaser shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

The Bidders are prohibited from any form of collusion or arrangement in an attempt to influence the Selection and award process of the Bid. Giving or offering of any gift, bribe or inducement or any attempt to any such act on behalf of the Bidder towards any officer/employee/ advisor/ representative of Purchaser or to any other person in a position to influence the decision of the DIPR for showing any favor in relation to this RFP or any other contract, shall render the Bidder to such liability/penalty as the Purchaser may deem proper, including but not limited to rejection of the Bid of the Bidder and forfeiture of its Proposal Security. Laws of the Republic of India are applicable to this RFP.

This RFP document and the information contained herein are confidential and for use only by the person to whom it is issued. It may not be copied or distributed by the recipient to third parties (other than in confidence to the recipient's professional advisor). In the event that the recipient does not continue with the involvement in the Project in accordance with RFP, the information contained in the RFP document shall not be divulged to any other party. The information contained in the RFP document must be kept confidential. Mere submission of a responsive Bid/ Proposal does not ensure selection of the Bidder.

The information contained in this document is selective and is subjected to updation, expansion, revision and amendment. Purchaser reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this document and/or the bidding process, without assigning any reasons whatsoever.
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Section 1: Notice Inviting Tender

Government of Punjab

RFP Reference Number: PR(S&D)-2019/21

Department of Information and Public Relations, Govt. of Punjab invites online bids for the Selection of a Creative & Execution Company for Planning, Conceptualizing and Organizing activities commemorating 550th Birth Anniversary of Guru Nanak Dev Ji.

Closing date and time is 03.09.2019 at 03.00 PM.

For details log on to www.eproc.punjab.gov.in or http://www.diprpunjab.gov.in/
Section 2: Abbreviations and Definitions

2.1 Abbreviations

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<th>Abbreviation</th>
<th>Definition</th>
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<tr>
<td>1</td>
<td>EMD</td>
<td>Earnest Money Deposit</td>
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<tr>
<td>2</td>
<td>INR</td>
<td>Indian Rupee</td>
</tr>
<tr>
<td>3</td>
<td>IA</td>
<td>Implementing Agency</td>
</tr>
<tr>
<td>4</td>
<td>SLA</td>
<td>Service Level Agreement</td>
</tr>
<tr>
<td>5</td>
<td>TCV</td>
<td>Total Contract Value</td>
</tr>
<tr>
<td>6</td>
<td>T</td>
<td>Date of Signing of Contract</td>
</tr>
<tr>
<td>7</td>
<td>RFP</td>
<td>Request for Proposal</td>
</tr>
<tr>
<td>8</td>
<td>DIPR</td>
<td>Department of Public Relations</td>
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<tr>
<td>9</td>
<td>QCBS</td>
<td>Quality and Cost Based Selection</td>
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<tr>
<td>10</td>
<td>CA</td>
<td>Chartered Account</td>
</tr>
<tr>
<td>11</td>
<td>PAN</td>
<td>Permanent Account Number</td>
</tr>
<tr>
<td>12</td>
<td>GSTN</td>
<td>Goods and Service Tax Number</td>
</tr>
<tr>
<td>13</td>
<td>PSU</td>
<td>Public Sector Undertaking</td>
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<tr>
<td>14</td>
<td>FY</td>
<td>Financial Year</td>
</tr>
<tr>
<td>15</td>
<td>PBG</td>
<td>Performance Bank Guarantee</td>
</tr>
<tr>
<td>16</td>
<td>UX</td>
<td>User Experience</td>
</tr>
<tr>
<td>17</td>
<td>CV</td>
<td>Curriculum Vitae</td>
</tr>
<tr>
<td>18</td>
<td>LOI</td>
<td>Letter of Intent</td>
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<tr>
<td>19</td>
<td>DEC</td>
<td>Digital Electronic Control</td>
</tr>
<tr>
<td>20</td>
<td>PID</td>
<td>Proportional Integral Derivative</td>
</tr>
<tr>
<td>21</td>
<td>LED</td>
<td>Light Emitting Diode</td>
</tr>
<tr>
<td>22</td>
<td>KVA</td>
<td>Kilo volt ampere</td>
</tr>
<tr>
<td>23</td>
<td>UPS</td>
<td>Uninterruptible Power Supply</td>
</tr>
<tr>
<td>24</td>
<td>SMPTE</td>
<td>Society of Motion Picture and Television Engineers</td>
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<td>25</td>
<td>IS</td>
<td>Indian Standards</td>
</tr>
<tr>
<td>26</td>
<td>SSD</td>
<td>Solid State Drive</td>
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<tr>
<td>27</td>
<td>DVI</td>
<td>Digital Visual Interface</td>
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</tbody>
</table>
## 2.2 Definitions

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td><strong>Bidder</strong> An individual/company that quotes a particular price, while competing with</td>
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<td>others, for providing services with respect to specific requirements in this Tender</td>
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<tr>
<td></td>
<td>Document</td>
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<tr>
<td>2.</td>
<td><strong>Purchaser</strong> Department of Information and Public Relations (DIPR), Govt. of Punjab</td>
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<tr>
<td>3.</td>
<td><strong>Successful Bidder</strong> The Bidder to whom contract is awarded and is fully responsible</td>
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<td>towards Purchaser for providing Services as per the requirements and terms and</td>
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<td></td>
<td>conditions specified in this Contract. The term shall be deemed to include the</td>
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<td></td>
<td>Bidder's successors, representatives (approved by the Department), heirs, executors</td>
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<td></td>
<td>and administrators, as the case may be, unless excluded by the terms of the contract.</td>
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<td>4.</td>
<td><strong>Week</strong> Designated timeframe consisting of five days excluding any Public Holiday</td>
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<td>(as declared by Government of Punjab), Saturday and Sunday.</td>
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<td>5.</td>
<td><strong>Day</strong> Any day which is not a Saturday or Sunday or a public holiday (As declared</td>
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<td></td>
<td>by Government of Punjab).</td>
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<td>6.</td>
<td><strong>Total Contract Value</strong> This is the maximum value payable to the successful Bidder</td>
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<td>which is agreed between the Purchaser and the successful Bidder for the Project.</td>
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<td>7.</td>
<td><strong>Project</strong> This means Planning, Conceptualizing and Organizing activities</td>
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<td></td>
<td>commemorating 550th Birth Anniversary of Guru Nanak Dev Ji.</td>
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<td>8.</td>
<td><strong>Designated Authority</strong> Departmental Official/ Committee who will approve all the</td>
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<td>deliverables submitted by the bidder.</td>
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<td>9.</td>
<td><strong>Similar Work</strong> Large scale Light and Sound and State shows, multi city travelling</td>
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<tr>
<td></td>
<td>shows, floating light and sound show.</td>
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<tr>
<td>10.</td>
<td><strong>Eligible event</strong> Event related to Sikh history and significance.</td>
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</tbody>
</table>
11. Central/State Government Organization
   Centre or state-run PSUs, Statutory bodies and co-operative societies.

12. Successful Event
   Event for which work order and completion certificate of the event is available with the bidder
Section 3: Introduction

Government of Punjab has decided to commemorate 550th birth anniversary of Shri Guru Nanak Dev Ji by organizing a series of events at Sultanpur Lodhi and various places of Punjab, befitting the occasion and celebrate Sikhism. The year-long celebration will include a number of commemorative as well as constructive activities which will be taken up during the commemoration period. The planned events include seminars on the philosophy and teachings of Guru Nanak Ji in prestigious venues, musical concerts and interfaith events etc. to spread Guru Nanak’s message of universal brotherhood.

In this regard, Purchaser intends to select a Creative & Execution Company for Planning, Conceptualizing and Organizing activities commemorating 550th Birth Anniversary of Guru Nanak Dev Ji.

The Bidders are invited to submit the Proposals to provide services for "Creative & Execution Company for Planning, Conceptualizing and Organizing activities commemorating 550th Birth Anniversary of Guru Nanak Dev Ji."
Section 4: Document Control Sheet

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td>Tender Inviting Authority Designation and Address</td>
</tr>
<tr>
<td></td>
<td>Department of Information and Public Relations (DIPR), Government of Punjab. Room No 7, Fifth Floor, Punjab Civil Secretariat, Chandigarh – 160001</td>
</tr>
<tr>
<td>2.</td>
<td>a) Name of the Work</td>
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<tr>
<td></td>
<td>Selection of a Creative &amp; Execution Company for Planning, Conceptualizing and Organizing activities commemorating 550th Birth Anniversary of Guru Nanak Dev Ji</td>
</tr>
<tr>
<td></td>
<td>b) e-Tender Reference number</td>
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<tr>
<td></td>
<td>PR(S&amp;D)-2019/21</td>
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<tr>
<td>3.</td>
<td>a) Tender document availability</td>
</tr>
<tr>
<td></td>
<td>Can be downloaded from <a href="https://eproc.punjab.gov.in">https://eproc.punjab.gov.in</a></td>
</tr>
<tr>
<td></td>
<td>b) Cost of Tender Document (Form Fee)</td>
</tr>
<tr>
<td></td>
<td>INR 10,000/- (Ten Thousand only) is to be paid through online mode available on e-tendering portal <a href="https://eproc.punjab.gov.in">https://eproc.punjab.gov.in</a>. In case of any processing fees, it has to be borne by the bidder.</td>
</tr>
<tr>
<td>4.</td>
<td>Publication of E-Tender</td>
</tr>
<tr>
<td></td>
<td>14/08/2019</td>
</tr>
<tr>
<td>5.</td>
<td>Date, Time &amp; Venue for Pre Bid meeting</td>
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<tr>
<td></td>
<td>20/08/2019 at 11am in office of the Director, Department of Tourism and Cultural Affairs, Govt. of Punjab, Plot Number 3, Sector 38-A, Chandigarh – 160036</td>
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<tr>
<td>6.</td>
<td>Release of corrigendum (if required)</td>
</tr>
<tr>
<td></td>
<td>22/08/2019 by 5pm</td>
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<td>7.</td>
<td>Earnest Money Deposit (EMD)</td>
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<td>INR 30,00,000/- (30 Lakh) through online mode only available on e-tendering portal.</td>
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<td>8.</td>
<td>Performance Bank Guarantee</td>
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<td>10% of the contract Value</td>
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</tbody>
</table>
9. Last date for submission, Time and Place of submission of Bid: 03/09/2019 by 3pm on the e-tendering portal [https://eproc.punjab.gov.in](https://eproc.punjab.gov.in)

10. Date & Time for Opening of Qualification Bids: 04/09/2019 at 11am on the e-tendering portal [https://eproc.punjab.gov.in](https://eproc.punjab.gov.in)

11. Date & Time for the Technical Evaluation and Presentation: 06/09/2019 at 11am in the office of Director, Department of Tourism and Cultural Affairs, Govt. of Punjab, Plot Number 3, Sector 38-A, Chandigarh – 160036

12. Date & Time for Opening of Commercial Bids: 10/09/2019 at 10am via e-tendering portal [https://eproc.punjab.gov.in](https://eproc.punjab.gov.in)

13. Method of Selection: Quality and Cost Based Selection (QCBS) 70:30


Note: All corrigendum /addendums /clarifications regarding this RFP shall be posted on the above mentioned websites only. No other communication or advertisement will be given.

Authority will not be responsible in case any bidder fails to upload the bid in stipulated time for any reasons.
Section 5: Eligibility Criteria

Tender is available on the State e-tender portal i.e. [https://eproc.punjab.gov.in](https://eproc.punjab.gov.in). This Invitation to Bid is open to all entities meeting or exceeding all of the following minimum Qualification criteria. Any Bidder not meeting even one of the qualification criteria as mentioned below shall be summarily rejected.

**Note:** For participating in the above RFP/e-tender, the bidders/ vendors shall have to get themselves registered with [https://eproc.punjab.gov.in](https://eproc.punjab.gov.in) and get user ID & password. Class 2 or 3 Digital Signature Certificate (DSC) is mandatory to participate in the e-tendering process. For any clarification/difficulty regarding e-tendering Process flow please contact on helpdesk numbers 0172-2970263, 0172-2970284 (Punjab Government working days from 9am to 5pm)

The Bidder must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements as described in this Document. The Bidder must also possess the administrative capability, technical know-how and the financial wherewithal that would be required to successfully undertake the Project for the entire period of the Contract. The Bids must be complete in all respects and should cover the entire Scope of Work as stipulated in this Tender document.

Only agencies/ firms who meet the given minimum qualifying criteria of this document, as on the actual date are eligible to apply and agencies/ firms which does not meet the necessary eligibility criteria will not be considered for further evaluations.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Clause</th>
<th>Documents Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Form fee for Tender Document should have been submitted. (There is no exemption on this for any category)</td>
<td>INR 10,000/- (Rupees Ten Thousand Only) through online mode available on e-tendering portal <a href="https://eproc.punjab.gov.in">https://eproc.punjab.gov.in</a>. In case of any processing fees, it has to be borne by the bidder.</td>
</tr>
<tr>
<td>2.</td>
<td>EMD should have been submitted. (There is no exemption on this for any category)</td>
<td>INR 30,000,000/- (Rupees Thirty Lakh Only) through online mode available on e-tendering portal <a href="https://eproc.punjab.gov.in">https://eproc.punjab.gov.in</a></td>
</tr>
</tbody>
</table>
### S. No. 3.
The Bidder should be registered under the Companies Act, 1956 or Companies Act, 2013 or a partnership firm registered under Indian Partnership Act, 1932 or Limited Liability Partnership registered under Indian Limited Liability Partnership Act, 2008 or a Joint Venture governed by Indian Partnership Act, 1932. (Joint venture with maximum of 2 partners is allowed)

- Copy of Certificate of Incorporation/Partnership deed/ Registration self-certified by the Authorized Signatory of the company. **In case of Joint venture, copy of Memorandum of Understanding (MOU) executed by the Joint Venture members shall also be submitted by the JV firm. The complete details of the members of the JV firm, their share and responsibility in the JV firm etc. particularly with reference to financial, technical and other obligations shall be furnished in the MOU.**

### S. No. 4.
The Bidder should have been in the business of providing creative and execution services for activities i.e. large scale light and sound stage shows, multi city travelling shows and floating light and sound shows for at least last 5 (five) Financial years i.e. from 2014-15 to 2018-2019 with a minimum completion project value of .50 crore separately for all of the three type of works i.e. large scale light and sound stage shows, multi city travelling shows and floating light and sound shows.

- Copies of the work order along with the completion certificates.
- In case of Joint Venture, experience in the case of different events will be considered.
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<th>S. No.</th>
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<th>Documents Required</th>
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<tr>
<td>5.</td>
<td>The Bidder should have conducted at least two successful events (out of which at least one should be for Central Government, State Government, PSU or Centre/State Government Organization) of value not less than Rs. 4 Crore in last 3 (three) financial years FY 16-17, FY 17-18, FY 18-19 for any of the three types of work i.e. large scale light and sound stage shows, multi city travelling shows and floating light and sound shows.</td>
<td>Copies of work orders mentioning the exact amount of the contract and satisfactory work completion certificate. In case of Joint Venture, experience in the case of different events will be considered.</td>
</tr>
<tr>
<td>6.</td>
<td>The Signatory signing the Bid on behalf of the Bidder should be duly authorized by the Board of Directors/Partners of the Bidder to sign the Bid on their behalf.</td>
<td>Power of Attorney/ Board Resolution executed by the bidder in favor of authorized signatory</td>
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<tr>
<td>7.</td>
<td>The Bidder must have an average annual turnover of at least Rupees 25 Crores for last three audited financial years FY 16-17, FY 17-18, FY 18-19 which should be from event management activities only; however, for FY 18-19, CA certificate would also be acceptable.</td>
<td>• Audited Balance sheet and Profit &amp; Loss account statement of the Bidder for each of the last 3 audited financial years FY 16-17, FY 17-18, FY 18-19.</td>
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<td>• Certificate duly signed by Statutory Auditor/ CA/ Company Secretary of the Bidder mentioning the turnover from event management activities in each of the 3 given financial years.</td>
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<td>• In the case of a Joint Venture, the annual turnover of a lead partner would be considered.</td>
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<tr>
<td>S. No.</td>
<td>Clause</td>
<td>Documents Required</td>
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<td>8.</td>
<td>The Bidder should have positive net worth and should be a profit making company for each of the last three audited financial years FY 16-17, FY 17-18 and FY 18-19</td>
<td>Certificate duly signed by Statutory Auditor/ CA of the Bidder confirming the net-worth and profit after Tax paid for each of the specified years. For FY 18-19, CA certificate/ Statutory Auditor certificate is allowed.</td>
</tr>
<tr>
<td>9.</td>
<td>Bidder should not have been black listed by any Government or quasi-Government entity in India (Centre / State / Local Bodies, PSU or any State Organization etc.) for breach of any applicable law or violation of regulatory prescriptions or breach of agreement as on date of submission of Bid.</td>
<td>A self-certified letter as per the Annexure 15.1</td>
</tr>
<tr>
<td>10.</td>
<td>The bidder must possess a valid GSTIN and PAN No.</td>
<td>Copy of the GST Certificate and PAN; however, payment will be made on using GSTN of Punjab only</td>
</tr>
</tbody>
</table>
## Tender document for Selection of a Creative & Execution Company for Planning, Conceptualizing and Organizing activities commemorating 550th Birth Anniversary of Guru Nanak Dev Ji

### Minimum Manpower required

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Clause</th>
<th>Documents Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>Minimum Manpower required</td>
<td>• Show Director with relevant experience of minimum 10 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Script Writer with relevant experience of minimum 10 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Voice Over Artist with the relevant experience of minimum 10 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Event Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Lead Choreographer</td>
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<tr>
<td></td>
<td></td>
<td>• Lead Anchor</td>
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<tr>
<td></td>
<td></td>
<td>• Technical Crew Stage Manager</td>
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<tr>
<td></td>
<td></td>
<td>• Production Manager</td>
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<tr>
<td></td>
<td></td>
<td>• Back Stage Crew Leader</td>
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<tr>
<td></td>
<td></td>
<td>• Lighting Desk Operator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Master Electrician</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Copy of their CVs to be uploaded as per format mentioned in Annexure 15.2.</td>
</tr>
</tbody>
</table>

### Bidder should have neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or agreement or have had any agreement terminated for breach.

- A self-certified letter as per the Annexure 15.7

Any Bid failing to meet the above stated Qualification criteria shall be summarily rejected and will not be considered for further Evaluation.

**Note:** All documents needs to be scanned and uploaded. No Physical copies are required.
Section 6: Terms of Reference

In Commemoration of 550th birth anniversary of Guru Nanak Dev Ji, the Purchaser intends to hold multiple events commencing from September 2019 in Punjab till December 2019 and other places. In this regard, Purchaser wants to select a Bidder for planning, organizing and conducting events commemorating 550th birth anniversary befitting the occasion.

The objective of the Event Management Agency would be to organize multimedia light & sounds shows both on water (Sutlej River & Beas River) and on land to cover maximum number of audience in the state of Punjab and in locations that are significant to Guru Nanak Dev Ji’s life.

**Note:** The selected Bidder shall also have the option to place before the Authority any new technology/ new concept/ new idea w.r.t the arrangements, infrastructure requirements etc. as part of the Concept Presentation. The Authority reserves the right to approve/ disapprove the same and no change in the stated infrastructure requirements or event capacity as mentioned in this RFP shall be allowed without prior written approval of the Purchaser. Authority reserves the right to increase/ decrease the number of events in any of the Lots 1, 2 and 3 mentioned below in the scope of work without assigning any reason and no compensation will be given for it.

6.1 Schedule of events

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Event</th>
<th>Duration (Days)</th>
<th>Start/ End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lot 1 - Floating Light and Sound show on River Sutlej (Total Locations - 8)</td>
<td>16 (8 Events of 2 days each) + 21 days transit and installation time Total = 37 days</td>
<td>5/10/19 - 12/11/19</td>
</tr>
<tr>
<td>2</td>
<td>Lot 1 - Floating Light and Sound show on River Beas (Total Locations - 8)</td>
<td>16 (8 Events of 2 days each) + 21 days transit and installation time Total = 37 days</td>
<td>3/10/19 - 10/11/19</td>
</tr>
</tbody>
</table>
Lot 2 - Vehicle Mounted Mobile Digital Museum in each District + One each in Batala, Sultanpur Lodhi and Dera Baba Nanak (Total Locations - 25)

75 (3 shows per location) + 24 days transit time between locations

Total = 99 days

21/09/19 - 25/12/19

Lot 2 - Static Light and Sound Show in each district + one each in Batala, Sultanpur Lodhi and Dera Baba Nanak (Total Locations - 25)

50 (2 days per location) + 48 days transit time between locations

Total = 99 days

21/09/19 - 25/12/19

Lot 3 - Light and Sound show in Sultanpur Lodhi (Total Locations - 1)

(15 shows; One show daily from 1/11/19 to 9/11/19 and 2 shows daily from 10/11/19 to 12/11/19)

Total = 12 days

1/11/19 to 12/11/19

Note: Successful bidder has to take prior approval from the Purchaser with respect to location and timing for setting up and perform at the event.

6.2 Scope of Work

The scope of the Bidder includes but not limited to:

- Concept preparation
- Development of the creative content and production
- Design, supply, installation and management of activities
- Implementation of all production & management, artistic direction, choreography, costume design, light and sound facilities and event management as necessary
- Arrangement of performers
- Seating arrangements for the audience and other logistics including access/lighting/barricading/VIP seating and branding.
The successful bidder is expected to undertake activities as divided into following tasks related to:

6.2.1 Light and Sound show in Sultanpur Lodhi

The successful bidder will have to organize the light and sound show at Sultanpur Lodhi. Technical Specifications for this activity is mentioned below:

6.2.1.1 Scope of Work

- To experience a touching narrative of the life of Guru ji, a larger than life Multimedia depiction of Guru Nanak Dev ji’s life & teachings will be showcased at Sultanpur Lodhi.
- A mega event with multi-media depiction through projection mapping, revolving LED panels, floor projection, water curtain, laser show and hydraulic stage to depict the life journey of Guru Nanak Dev Ji will be organised.
- This grand setup with immersive technologies & beautiful use of laser lights will be a treat to the eyes of attendees & shall leave an unforgettable impact.
- Headline event showcasing various aspects of the rich history and teachings of Guru Nanak Ji featuring a prominent Punjabi actor or a drama troupe of national or international repute, using a sutra Dhar to narrate the story.
- Choreographed Formation Dance / Medley/ Musical featuring items intrinsic to Punjab like heritage / traditions / festivals, martial arts / Gatka, warriors of Punjab, etc. with minimum 500 dancers & performers
- Multimedia Sound & Light Show should be of State-of-the-Art Multimedia show showcasing Life & history of Guru Nanak Ji accompanied by vibrant music specially composed for the show.
- The Light & Sound show will be organized for a period of 12 days from 01.11.2019 to 12.11.2019. The duration of light & sound show will be of minimum 45 minutes per show at Sultanpur Lodhi. From 1st November, 2019 to 9th November, 2019 there will be one show per day and from 10th November, 2019 to 12th November, 2019, there will be two shows per day.
- Shows to be watched by audience while being seated on daris/ carpets
- Seating arrangements will be made for 5000 people with separate seating enclosures for VIPs and General public
• Barricading & other logistics arrangements include lighting, sound arrangements, drinking water arrangements will be made to ensure seamless experience of the event.

6.2.1.2 Minimum Infrastructure required
• Multi level Stage size of 200ft x 80ft with combination of elevated and ground level design, fitting with pre-programmable moving platforms with minimum of three levels.
• Necessary equipment/ instruments for suitable lighting effects. Stage Lighting should be of suitable rating & of reputed brand as per the requirement of the event and stage
• Projectors with brightness capability of min 14000 lumens (min 24 nos.) including hot backup or dynamic backup and should be used and have suitable rating & of reputed brand as per requirement of the event and stage and the concept.
• The stage design should allow experience of immersive technology with 3D projection mapping
• Sound design must be at least in 5.1. Digital surround sound format with balanced sound stage created for operational performance to the intended gathering.
• Loud speaker housing protection cover of suitable size with locking arrangement, pole mounting accessories etc.
• Weather Resistant Subwoofer & Sub-Woofer housing protection cover of suitable size with locking arrangement, pole mounting accessories etc.
• Surround Speaker housing protection cover of suitable size with locking arrangement, pole mounting accessories etc.
• Projection housing enclosure with DEC Control Interface for setup and monitoring of temperature, humidity and status indicators, Power control circuit with PID Management system compatible with the projection housing unit and display unit
• Necessary lighting arrangements for live telecast of the event
• Suitable LED installation with minimum 4 LED screens of panel size of 24x16 ft
• Supply, installation testing and commissioning of 250 KVA, true on- line UPS 3 Ph double Conversion with all safeties and protection and suitable capacity sealed maintenance free 12 V batteries, with a 30 mins backup time on full load with MS open MS Battery rack and cable
• Silent diesel power generator sets of desired capacity along with necessary earthing arrangements as per IS code.

6.2.1.3 Indicative Events

• Choreographed Live Performance / theme song by a leading Punjabi Singer/s. Bidder has to recommend names

Please Note:

The selected Event Management Agency shall also have the option to place before the Authority any new technology/ new concept/ new idea w.r.t the arrangements.

6.2.2 Vehicle Mounted Mobile Digital Museum & Static Light and Sound show in each district

The successful bidder has to provide a Vehicle Mounted Mobile Digital Museum and Static Light and Sound show in each district. Technical Specifications for this activity is mentioned below:

6.2.2.1 Scope of work

• Digital Museum will travel across all the district headquarters of the state of Punjab to spread the life history and teachings of Guru Nanak Dev Ji.
• The Digital museum should be a 360-degree immersive experience for audience with state-of-art technologies to be used to engage the audience
• At least 3 Unique and Latest interactive digital media technologies should be used in the digital museum to narrate the experiences , of the life and time of Guru Nanak ji
• The Digital Museum will be an immersive zone with walls and ceiling projections depicting Guru Nanak Dev Ji’s life journey and teachings through immersive technology.
• Digital museum will cover all the Districts in Punjab through the period which will provide firsthand experience to the devotees showcasing teachings of Guru Nanak Dev Ji
• Appropriate location to install the Digital Museum in each district should be a part of the plan
• Digital Museum will be accompanied by a Light and Sound show to be organised in each district headquarters
• The Light and Sound show should have Large façade, surround sound with Lasers and Projection mapping.
• The Technologies used to create the Light & Sound Show have to be International standard with Live performers.
• The components can include Laser & 3D projection mapping and creation of light effects on surface, special effects, mist, wind, animation, smoke, holographics etc. are desirable components of the show.
• The static light & sound show will be for 30-minute duration and 2 light & sound shows will be held at 06.30pm & 08.30 pm at each identified location; however, Successful Bidder has to sort final approval from the Purchaser on the timings.
• Total of 50 light & sound shows will be conducted at the 22 district headquarters along with Batala, Sultanpur Lodhi and Dera Baba Nanak (2 shows per location) during the activity duration of 2.5 months.
• The Digital museum will be stationed for 2 days per location.
• These static light & sound shows will be organized in those catchment area, which are easily accessible by people and can accommodate 1500-2000 people at any given point of time.
• Seating arrangements will be made for 1500 people with separate seating enclosures for VIPs and General public will be made for the Static Light & Sound show.
• Shows to be watched by audience while being seated on daris/ carpets.
• Barricading & other logistics arrangements include lighting, sound arrangements, drinking water arrangements will be made to ensure seamless experience of the event.
• Total duration of the campaign will be for 2.5 months.

6.2.2.2 Structural Requirements
• The mobile digital museum should be erected on 4 structures each of size not less than 40 ft X 20ft.
• The walls and ceiling of the museum should be digital using state-of-art technology.
• The proposed Digital Museum must be fully mobile (“Museum on Wheels”) and should not stationed in any particular location for more than 3 days.
• Facade size of minimum 100ft x 20ft for the Static light & Sound show and minimum of three scenographic Props to be created to narrate the story.
• Necessary equipment/ instruments for suitable lighting effects. Stage Lighting should be of suitable rating & of reputed brand as per the requirement of the event and stage
• Projectors with brightness capability of min 14000 lumens (min 6 nos.) along with back-up should be used and be of suitable rating & of reputed brand as per requirement of the event and stage and the concept .
• The Facade design should allow experience of immersive technology with 3D projection mapping achieving a minimum contrast ratio of 1200:1.
• All the digital technology should have enough built-in redundancy
• Adequate arrangements should be made by the agency for light, sound & power
• The authority will not provide any electricity supply. It is the duty of the agency to identify the requirements and plan for these elements accordingly

6.2.2.3 Event Requirements
• Adequate backup arrangements should be made by the bidder for light, sound & gensets along with necessary earthing arrangements as per IS code.
• The authority will not provide any electricity supply. It is the duty of the bidder to identify the requirements and plan for these elements accordingly.
• The Operation of the light & Sound show shall be in Punjabi only with Hindi as a secondary language. In case the medium of expression used is voice over and/or text, otherwise the operation of show should be strictly in Punjabi only
• All multimedia effects should be controlled with a digital controller that can be synchronized to music, lasers and video using a synchronization signal as SMPTE Time Code or Midi Time Code for spectacular entertainment that should keep visitors mesmerized.

6.2.2.4 Hardware Requirements
The hardware equipment’s to be used for the light & sound show should necessarily comply with following makes (All materials used should conform to relevant IS codes)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Description of items</th>
<th>Makes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Audio/Dimmer Racks</td>
<td>President, Dinamic, Rittal or equivalent</td>
</tr>
<tr>
<td></td>
<td>Equipment</td>
<td>Equivalent Brands</td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>2</td>
<td>Digital Signal Processor</td>
<td>BIAMP, BSS, Mediamatrix or equivalent</td>
</tr>
<tr>
<td>3</td>
<td>Audio power Amplifier</td>
<td>Labgruppen, Crown, Heinrich, Bosch, Quad or equivalent</td>
</tr>
<tr>
<td>4</td>
<td>Sound Reproduction Unit</td>
<td>Fostex, Tascam, Alesis or equivalent</td>
</tr>
<tr>
<td>5</td>
<td>Main Loud speaker, Subwoofer, surround speaker</td>
<td>Tannoy, JBL, Heinrich, Bosch, Turbo sound or equivalent</td>
</tr>
<tr>
<td>6</td>
<td>UPS</td>
<td>Liebert Emerson, Microtek, Eaton, APC or equivalent</td>
</tr>
<tr>
<td>7</td>
<td>Moving head, Gobo Lights</td>
<td>DTS, SGM, Martin or equivalent</td>
</tr>
<tr>
<td>8</td>
<td>Par Lights, Up lighters</td>
<td>DTS, Griven, Sholite, Phillips or equivalent</td>
</tr>
<tr>
<td>9</td>
<td>LED lights, Flood Lights</td>
<td>DTS, Griven, Sholite, Phillips or approved equivalent</td>
</tr>
<tr>
<td>10</td>
<td>DMX Strobe and Fog Machine</td>
<td>DTS, SGM, Antari or approved equivalent</td>
</tr>
<tr>
<td>11</td>
<td>Any other Lights</td>
<td>DTS, Griven, Sholite, Phillips or approved equivalent</td>
</tr>
<tr>
<td>12</td>
<td>Show Control Computers</td>
<td>Showcad, DEL, HP, or approved equivalent</td>
</tr>
<tr>
<td>13</td>
<td>Show Control Software's</td>
<td>Showcad, Dataton, MA Lighting, AV Stumpfl, Pangolin or equivalent</td>
</tr>
<tr>
<td>14</td>
<td>Show control Servers</td>
<td>Medialon, Coolux, Dataton or equivalent</td>
</tr>
<tr>
<td>15</td>
<td>DMX Splitter</td>
<td>Liteputter, DTS, Griven or equivalent</td>
</tr>
<tr>
<td>16</td>
<td>Dimmers</td>
<td>Zero 88, Anytronics, DTS or or equivalent</td>
</tr>
<tr>
<td>17</td>
<td>Speaker cables, DMX Cables, Power/ control cables</td>
<td>ISI Approved make</td>
</tr>
</tbody>
</table>
18. HD/DLP/laser Projectors
   Christie, BARCO, Panasonic or equivalent

19. Lasers, laser beam array
   Laser world, HB Laser, LPS or equivalent

20. Moving Head/ Laser/ Projector Enclosure
   Tempest, Clay Paky or equivalent

### 6.2.2.5 Video System

The video Systems used by the bidder have to comply with the following display benchmarks

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Display Benchmarks</th>
<th>Panel Resolution &amp; Refresh Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Technology</td>
<td>1 DPL</td>
</tr>
<tr>
<td>2</td>
<td>Pixel Format (H x V square pixels)</td>
<td>1920 x 1080</td>
</tr>
<tr>
<td>3</td>
<td>Brightness</td>
<td>Centre-minimum 14,000 Lumens</td>
</tr>
<tr>
<td>4</td>
<td>Achievable Contrast Ratio</td>
<td>1200:1</td>
</tr>
<tr>
<td>5</td>
<td>Type</td>
<td>Combination of 2D &amp; 3D projection technology</td>
</tr>
<tr>
<td>6</td>
<td>Illumination</td>
<td>Laser photo phosphor bold colour technology. Life 20000 Hrs to 50%</td>
</tr>
<tr>
<td>7</td>
<td>Environmental Protection</td>
<td>All the projectors shall be protected with an environmental protection system</td>
</tr>
</tbody>
</table>

### 6.2.2.6 Sound System

The Sound Systems used by the bidder have to comply with the following display benchmarks
1. The Bidders shall provide speakers having high sensitivity and high continuous SPL capability along with low distortion, extended bandwidth and improved phase coherence.

2. The speakers shall provide clear intelligible high frequency projection.

3. The speakers shall provide consistent pattern control, low distortion at high SPL levels and smooth frequency response.

4. The speakers shall allow horizontal or vertical cabinet orientation.

5. The speakers shall have sophisticated steep slop passive mid-high crossover network with tri-amp/bi-amp crossover modes.

6. The speakers shall be backed with compatible woofers and subwoofers.

7. The speakers shall be amplified through a compatible amplifying system.

8. The Sound system shall have environmental/weather protection as per IEC 529.

### 6.2.2.7 Other Technical Requirements
The following technical requirements should be compulsorily met by the bidder (All materials used should conform to relevant IS codes).

- Sound design must be at least in 5.1. Digital surround sound format with balanced sound stage created for operational performance to the intended gathering.
- Loud speaker housing protection cover of suitable size with locking arrangement, pole mounting accessories etc.
- Weather Resistant Subwoofer & Sub-Woofer housing protection cover of suitable size with locking arrangement, pole mounting accessories etc.
- Two-way, full-range loudspeaker.
- Surround Speaker housing protection cover of suitable size with locking arrangement, pole mounting accessories etc.
- Projection housing enclosure with DEC control interface for setup and monitoring of temperature, humidity and status indicators, Power control circuit with PID Management system compatible with the projection housing unit and display unit.
- Assembly and mounting of projectors as per site plan with cables, mounting brackets and tilt/pan arrangement systems for projection layout
- Laser housing protection cover of suitable size with locking arrangement, pole mounting frame and others accessories etc.
- Program server with interfaces
- Light Console with software
- Media player & Programming server with DMX Splitter
- Supply, installation testing and commissioning of PC 2U intel i7 based PC, with 4 GB Ram, 250 GB SSD/SATA hard drive compatible graphics card, sound card, intel® Q87 Express Chipset.
- Supply, installation testing and commissioning of 60 KVA, true on-line UPS 3 Ph double Conversion with all safeties and protection and suitable capacity sealed maintenance free 12 V batteries, with a 30 mins backup time on full load with MS open MS Battery rack and Nyvin cable
- Supply, laying and termination of DVI D copper cables with ends duly terminated.
- DVI Extender Transmitter & Receiver
- EDID Emulator with EDID Minder for DVI Provides continuous EDID management with DVI sources

6.2.3 Floating Light and Sound Show on River Sutlej and River Beas
The successful bidder has to organize the Floating Light and Sound show on River Sutlej and River Beas. Technical Specifications for this activity is mentioned below:

6.2.3.1 Scope of Work
- A floating multimedia sound & light show, depicting the life journey and teachings of Guru Nanak Dev ji will travel across major waterbodies Sutlej & Beas rivers.
- The Floating Light and Sound will Travel across Waterbodies of Punjab i.e. Sutlej & beas, where devotees can witness the Float and revel in the technological depiction of Guru ji’s teachings.
• 2 Floats each have to be deployed by the bidder at the Sutlej & Beas river to cover maximum catchment areas
• The story will be narrated using technologies such as projection mapping & laser illuminations and other special effects
• The components will include Laser & 3D projection mapping and creation of light effects on surface, pyro effects, mist, wind, animation, smoke, etc. are desirable components of the show.
• The light & sound show duration will be for 30-minute duration and 2 light & sound shows per location will be held at 06.30pm & 08.30 pm at each location for the benefit of audience; however, timing might change and approval has to be taken from the Purchaser for this.
• 16 locations will be covered along the banks of the rivers Sutlej & Beas.
• These light & sound shows will be organized in those bank catchment area, which are easily accessible by people and can accommodate 1500-2000 people at any given point of time.
• During the Grand mega event at Sultanpur Lodi, one float (out of these 2 floats) will be stationed in Kali Ben River from 1st November to 12th November. Light & sound show will be organized at this float stationed at Kali Ben River every day at 06:30 pm & 0830pm for the dignitaries and devotees (Final timings will be decided by the Purchaser at the time of the event)
• Shows to be watched by audience while being seated on daris/ carpets
• Seating arrangements will be made for 1500 people with separate seating enclosures for VIPs and General public
• Barricading & other logistics arrangements include lighting, sound arrangements, drinking water arrangements and proper well-lit access to the venue will be made to ensure seamless experience of the event.
• Total duration of the campaign will be for 2.5 months

6.2.3.2 Structural Requirements
• The size of the Floating structure on water should not be less than 80 ft x 30 ft.
• The floating platform has to have structural stability certificate by a certified Maritime expert recognized by the Indian Register of Shipping with the anchor being able to withstand water currents of strength up to 5 knots.
• All floating Platforms used should comply with IRS rules.
• The projection area on the floating platform should not be less than 16ft in height and 40 ft in width and should be clearly visible from a minimum distance of 200 m and there should be min of three screens to project on.
• Load density of the floating platform should be minimum 4.0 t/sq.m
• Adequate number of boats / tugs needs to be provided for safe manoeuvring of the floating platform and each of these boats / tugs should have bollard pull capacity of minimum 4.0 T
• The floating platform should be all-weather compatible and stable
• The floating platform should cover a minimum of 250 kms in Sutlej & Beas River

6.2.3.3 Event Requirements
• The effects of projection mapping should be clear to the audience forming attractive patterns and not dilated.
• Multimedia Show should create a seamless story line with various multi directional patterns including but not limited to 3D effect
• Adequate backup arrangements should be made by the bidder for light, sound & gensets along with necessary earthing arrangements as per IS code.
• The authority will not provide any electricity supply. It is the duty of the bidder to identify the requirements and plan for these elements accordingly.
• The medium of expression, of the show shall be in Punjabi only with Hindi as a secondary language. In case the medium of expression used is voice over and/or text, otherwise the operation of show should be strictly in Punjabi only
• The successful Bidder shall also keep a provision for projecting important news feed at any given point of time.
• The audio system for the viewers should be surround sound system & should also have a provision for public address.
• All multimedia effects should be controlled with a digital controller that can be synchronized to music, lasers and video using a synchronization signal as SMPTE Time Code or Midi Time Code for spectacular entertainment that should keep visitors mesmerized.

6.2.3.4 Hardware Requirements
The hardware equipment to be used for the light & sound show should necessarily comply with following makes (All materials used should conform to relevant IS codes)
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<td>15</td>
<td>DMX Splitter</td>
<td>Liteputter, DTS, Griven or equivalent</td>
</tr>
<tr>
<td>16</td>
<td>Dimmers</td>
<td>Zero 88, Anytronics, DTS or equivalent</td>
</tr>
<tr>
<td>17</td>
<td>Speaker cables, DMX Cables</td>
<td>ISI approved make</td>
</tr>
<tr>
<td></td>
<td>Power/control cables</td>
<td></td>
</tr>
</tbody>
</table>
6.2.3.5 Video System

The video systems used by the bidder have to comply with the following display benchmarks:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Display Benchmarks</th>
<th>Panel Resolution &amp; Refresh Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Technology</td>
<td>1 DPL</td>
</tr>
<tr>
<td>2</td>
<td>Pixel Format (H x V square pixels)</td>
<td>1920 x 1080</td>
</tr>
<tr>
<td>3</td>
<td>Brightness</td>
<td>Centre-minimum 14,000 Lumens</td>
</tr>
<tr>
<td>4</td>
<td>Achievable Contrast Ratio</td>
<td>1200:1</td>
</tr>
<tr>
<td>5</td>
<td>Type</td>
<td>Combination of 2D &amp; 3D projection technology</td>
</tr>
<tr>
<td>6</td>
<td>Illumination</td>
<td>Laser photophosphor bold colour technology. Life 20000 Hrs to 50%</td>
</tr>
<tr>
<td>7</td>
<td>Environmental Protection</td>
<td>All the projectors shall be protected with an environmental protection system</td>
</tr>
</tbody>
</table>

6.2.3.6 Sound System

The Sound Systems used by the bidder have to comply with the following display benchmarks:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Requirement</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>The Bidders shall provide speakers having high sensitivity and high continuous SPL capability along with low distortion, extended bandwidth and improved phase coherence.</td>
</tr>
<tr>
<td>2</td>
<td>The speakers shall provide clear intelligible high frequency projection.</td>
</tr>
<tr>
<td>3</td>
<td>The speakers shall provide consistent pattern control, low distortion at high SPL levels and smooth frequency response</td>
</tr>
<tr>
<td>4</td>
<td>The speakers shall allow horizontal or vertical cabinet orientation</td>
</tr>
<tr>
<td>5</td>
<td>The speakers shall have sophisticated steep slop passive mid-high crossover network with tri-amp/bi-amp crossover modes</td>
</tr>
<tr>
<td>6</td>
<td>The speakers shall be backed with compatible woofers and sub woofers</td>
</tr>
<tr>
<td>7</td>
<td>The speakers shall be amplifies through a compatible amplifying system.</td>
</tr>
<tr>
<td>8</td>
<td>The Sound system shall have environmental/weather protection as per IEC 529</td>
</tr>
</tbody>
</table>

### 6.2.3.7 Other Technical Requirements

The following technical requirements should be compulsorily met by the bidder (All materials used should conform to relevant IS codes).

- Sound design must be at least in 5.1. Digital surround sound format with balanced sound stage created for operational performance to the intended gathering.
- Loud speaker housing protection cover of suitable size with locking arrangement, pole mounting accessories etc.
- Weather Resistant Subwoofer & Sub-Woofe housing protection cover of suitable size with locking arrangement, pole mounting accessories etc.
- Surround Speaker housing protection cover of suitable size with locking arrangement, pole mounting accessories etc.
- Projection housing enclosure with DEC Control Interface for setup and monitoring of temperature, humidity and status indicators, Power control circuit with PID Management system compatible with the projection housing unit and display unit.
• Assembly and mounting of projector as per site plan with cables, mounting brackets and tilt/pan arrangement systems for projection layout
• Laser housing protection cover of suitable size with locking arrangement, pole mounting frame and other accessories etc.
• Program Server with interfaces, with adequate back up servers
• Light Console with software
• Media Player & Programming server with DMX Splitter
• Supply, installation testing and commissioning of PC 2U Intel i7 based PC, with 4 GB Ram, 250GB SSD/SATA hard drive compatible graphics card, sound card, Intel® Q87 Express Chipset.
• Supply, installation testing and commissioning of 60 KVA, true on-line UPS 3 Ph double Conversion with all safeties and protection and suitable capacity sealed maintenance free 12 V batteries, with a 30 mins backup time on full load with MS open MS Battery rack.
• Supply, laying and termination of DVI D copper cables with ends duly terminated.
• DVI Extender Transmitter & Receiver
• EDID Emulator with EDID Minder for DVI Provides continuous EDID management with DVI sources

**Note:** The Authority shall support the Bidder to take all statutory clearances as required for the Project, from time to time.
Section 7: Payment Schedule and Deliverables

Payment to successful bidder shall be released as per the below milestones:

### 7.1 Milestone 1

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Milestones</th>
<th>Payment (% of total cost of Project value of lot 1 and 2)</th>
<th>Indicative Timelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Submission of detailed activity and on ground logistics plan along with the creative designs.</td>
<td>15%</td>
<td>T + 7 days (T1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>T= Date of signing of contract</td>
</tr>
<tr>
<td>2.</td>
<td>Completion of September month activity as per the schedule of events - this payment will be released post submission of activity photographs and satisfaction certificate by the Purchaser.</td>
<td>15%</td>
<td>30\textsuperscript{th} Sept 2019</td>
</tr>
<tr>
<td>3.</td>
<td>Completion of October month activity as per the schedule of events - this payment will be released post submission of activity photographs and satisfaction certificate by the Purchaser.</td>
<td>15%</td>
<td>31\textsuperscript{st} Oct 2019</td>
</tr>
<tr>
<td>4.</td>
<td>Completion of next November Month activity as per the schedule of events - this payment will be released post submission of activity photographs and satisfaction certificate by the Purchaser.</td>
<td>15%</td>
<td>30\textsuperscript{th} Nov 2019</td>
</tr>
<tr>
<td>5.</td>
<td>Completion of December month activity as per the schedule of events - this</td>
<td>20%</td>
<td>25\textsuperscript{th} Dec 2019</td>
</tr>
</tbody>
</table>
6.  End of the Contract – Completion Certificate by the Purchaser and by receiving all the material used or created by the Implementing agency during the project.  

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Milestones</th>
<th>Payment (% of total cost of Project value of lot 3)</th>
<th>Indicative Timelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Submission of detailed activity and on ground logistics plan along with the creative designs.</td>
<td>15%</td>
<td>On or before 15&lt;sup&gt;th&lt;/sup&gt; Oct 2019</td>
</tr>
<tr>
<td>2.</td>
<td>Arrival of material at site - this payment will be released post submission of photographs by the successful bidder along with physical inspection and sign off certificate by the Purchaser.</td>
<td>15%</td>
<td>On or before 25&lt;sup&gt;th&lt;/sup&gt; Oct 2019</td>
</tr>
<tr>
<td>3.</td>
<td>Completion of first 5 shows as per the schedule of events - this payment will be released post submission of activity photographs and satisfaction certificate by the Purchaser.</td>
<td>20%</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Nov 2019 – 5&lt;sup&gt;th&lt;/sup&gt; Nov 2019</td>
</tr>
<tr>
<td>4.</td>
<td>Completion of all the pending shows as per the schedule of events - this payment will be released post submission of activity photographs and</td>
<td>25%</td>
<td>6&lt;sup&gt;th&lt;/sup&gt; Nov 2019 – 12&lt;sup&gt;th&lt;/sup&gt; Nov 2019</td>
</tr>
<tr>
<td>5.</td>
<td>End of the Contract – Completion Certificate by the Purchaser and by receiving all the material used or created by the Implementing agency during the project.</td>
<td>25%</td>
<td></td>
</tr>
</tbody>
</table>

Note:

1. Payment for any of the milestones will only and only be released post submission of the Performance Bank Guarantee to the Purchaser.
2. The Purchaser reserves the right to deduct portion of the agreed fee of the successful Bidder, in case of any deficiency in the services rendered as per the Section 14 of this document.
3. Successful Bidder has to submit the complete breakup of the commercials (Lot wise) after the award of the contract to the Purchaser and before signing of the agreement.
Section 8: Technical Bid Evaluation

Bidders should score minimum of 65% and submit all the relevant documents to be shortlisted for the commercial bid opening.

**Purchaser reserves the right to cross verify the documents/ credentials with the bidder. The Documents submitted by the Bidder should clearly depict the credential/criteria as required, failing which the document shall not be considered for evaluation.**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Marks</th>
<th>Max. Marks</th>
<th>Supporting Document</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bidder who scores a minimum of 65% of the total marks will proceed for commercial bid evaluation</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>A. Organizational Experience/Projects Experience</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Bidder should have conducted at least two successful events (out of which at least one should be for any Central Government, State Government, PSU or Centre/State Government Organization) of value not less than Rs. 4 Crore in last 3 (three) financial years FY 16-17, FY 17-18, FY 18-19 for any of the three types of work i.e. 1) Large scale light and sound stage shows, 2) Multi city travelling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 2 events - 9 Marks</td>
<td></td>
<td></td>
<td>Documentary evidence, along with client contact details, in the form of Work Order/purchase order along with satisfactory work completion certificate</td>
</tr>
<tr>
<td>Note: 3 additional marks for each additional such kind of successful event</td>
<td>15</td>
<td></td>
<td>Format for the same is attached as Annexure 15.4</td>
</tr>
<tr>
<td>Criteria</td>
<td>Marks</td>
<td>Max. Marks</td>
<td>Supporting Document</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-------</td>
<td>------------</td>
<td>-------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>shows, 3) Floating light and sound shows</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bidder’s experience of organizing eligible event in last 3 (three) financial years FY 16-17, FY 17-18, FY 18-19 of value &gt;1 Crore. Eligible events considered will be those related to Sikh History and significance</td>
<td></td>
<td>4</td>
<td>Documentary evidence, along with client contact details, in the form of Work Order/purchase order along with satisfactory work completion certificate. Format for the same is attached as Annexure 15.3</td>
</tr>
<tr>
<td>The Bidder should have organized at least one floating Light &amp; Sound show on water of value greater than .50 Crore in the last 3 (three) financial years FY 16-17, FY 17-18, FY 18-19.</td>
<td>1 or any number of events of value greater than .50 but less than 1 Crore - 4 Marks</td>
<td>7</td>
<td>Documentary evidence, along with client contact details, in the form of Work Order/purchase order along with satisfactory work completion certificate. Format for the same is attached as Annexure 15.3</td>
</tr>
<tr>
<td>Criteria</td>
<td>Marks</td>
<td>Max. Marks</td>
<td>Supporting Document</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>------------</td>
<td>------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Average Annual turnover from event management business in the last 3</td>
<td>Average Turnover:</td>
<td></td>
<td>attached as Annexure 15.5</td>
</tr>
<tr>
<td></td>
<td>In case of average turnover more than Rs. 25.0 crore, then additional</td>
<td></td>
<td>2) Statutory Auditor Certificate or Certificate from the Company Secretary/Chartered</td>
</tr>
<tr>
<td></td>
<td>marks will be given as follows:</td>
<td></td>
<td>Accountant of the Bidder clearly specifying the turnover from the event management</td>
</tr>
<tr>
<td></td>
<td>• 25 to 30 Crore - 1 Marks</td>
<td>15</td>
<td>business for the specified years.</td>
</tr>
<tr>
<td></td>
<td>• 30 to 35 Crore – 2 Marks</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 35 to 40 Crore – 3 Marks</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 40 to 45 Crore – 4 Marks</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 45 Crore or More – 5 Marks</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Experience of Key Professionals

<table>
<thead>
<tr>
<th>Experience of Key professionals</th>
<th>• Show Director (Relevant experience of 10 – 12 years – 2 marks, 12 years or more – 3 marks)</th>
<th>• Script Writer (Relevant experience of 10 – 12 years – 2 marks,</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>• CV as per format mentioned in Annexure 15.2 signed by individual, counter signed by Authorized</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Signatory of the Bidder</td>
</tr>
<tr>
<td>Criteria</td>
<td>Marks</td>
<td>Max. Marks</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>12 years or more – 3 marks)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Voice Over Artist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Relevant experience of 10 – 12 years – 2 marks, 12 years or more – 3 marks)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Technical Presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Presentation</td>
<td>• Understanding of the work domain – 12.5 Marks</td>
<td>12.5</td>
</tr>
<tr>
<td></td>
<td>• Concept and Presentation with Detailed Designs – 12.5 Marks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Approach with demonstration – 12.5 Marks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Best Creative Idea for the events beyond the Mandatory Events – 12.5 Marks</td>
<td></td>
</tr>
</tbody>
</table>

Note: Only those bidders whose absolute technical score is 65 or more shall be considered by Purchaser for further evaluation. In addition, Evaluations will be based on documentary evidence submitted by the Bidders/Applicants and presentation before the Purchaser.
Section 9: Financial Bid Evaluation

The bids will be evaluated on Quality and Cost Based Selection method (QCBS) basis with 70% weightage on technical score and 30% weightage on financial score.

FINANCIAL SCORE = 100 X FINANCIAL PROPOSAL OF LOWEST BIDDER / FINANCIAL PROPOSAL OF BIDDER UNDER CONSIDERATION

THE COMPOSITE SCORE SHALL BE COMPUTED AS FOLLOWS:

COMPOSITE SCORE = (TECHNICAL SCORE X 0.70) + (FINANCIAL SCORE X 0.30)

Note: Technical score is the technical marks scored by the bidder in the technical bid.
Section 10: Instructions to Bidders

10.1 General
- All information supplied by bidders shall be treated as contractually binding on the bidders on successful award of the assignment by Purchaser on the basis of this tender.
- No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the Purchaser. Purchaser may cancel this RFP at any time prior to a formal written contract being executed by or on behalf of Purchaser.
- This RFP does not constitute an offer by Purchaser. The bidder’s participation in this process may result in Purchaser selecting the bidder to engage towards execution of the contract.

10.2 Validity of the bids
- Bids shall remain valid till Dec 2019 from the date of submission of bids. Purchaser reserves the right to reject a proposal valid for a shorter period as non-responsive.
- In exceptional circumstances, Purchaser may solicit the bidder’s consent to extend the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the bidder should be unconditional. A bidder may refuse the request without forfeiting the Earnest Money Deposit. A bidder granting the request will not be permitted to modify its Bid.
- Purchaser reserves the right to annul the tender process, or to accept or reject any or all the bids in whole or part at any time without assigning any reasons and without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

10.3 Tender Document Fees
The bidder may download the tender document from the website as mentioned in document control sheet. The bidder shall furnish tender document fees, as part of the Eligibility Criteria, as per detail provided in the Document Control sheet. Any processing fees associated with the tender document fees needs to be borne by the bidder. This fees in non-refundable.
10.4 Amendment to the Tender document

- Amendments necessitated due to any reasons, shall be made available on the website only as provided in the document control sheet. It shall be the responsibility of the bidders to keep on visiting the website to amend their bids incorporating the amendments so communicated through the website. Purchaser shall not be responsible for any oversight or negligence on part of the bidders on the amendments to the terms and conditions of the tender document and notified through the website.

- The corrigendum (if any) & any other related communication regarding this tender shall be posted only on the website and no separate communication either in writing or through email will be made to any interested/participating bidders.

- Any such corrigendum(s) or addendum(s) or clarification(s) shall be deemed to be incorporated into the tender document.

- Purchaser, at its discretion and at any moment of time, may extend the last date for the receipt of Bids.

10.5 Clarifications on Submitted bids

During process of evaluation of the Bids, Purchaser may, at its discretion, ask Bidders for clarifications on their bids. The Bidders are required to respond within the prescribed time frame given for submission of such clarification.

10.6 Earnest Money Deposit (EMD)

- The bidder shall furnish EMD, as part of the Eligibility Criteria, as per detail provided in the Document Control sheet.

- The EMD shall be in Indian Rupees and bidder has to pay through online mode.

- EMD of the successful bidder will be released after the successful bidder signs the final agreement and furnishes the Performance Bank Guarantee (PBG) as performance security.

- EMD of all unsuccessful bidders would be refunded by Purchaser as promptly as possible after signing of the agreement with the successful bidder.

- The EMD submitted shall be interest free and will be refundable to the bidders without any accrued interest on it.

- The Earnest Money will be forfeited on account of one or more of the following reasons:-
Bidder withdraws its bid during the validity period specified in the RFP.

Bidder does not respond to requests for clarification of its bid.

Bidder fails to provide required information during the evaluation process or is found to be non-responsive.

In case of a successful bidder, the said bidder fails to sign the contract in time; or furnish Performance Bank Guarantee in time.

10.7 Preparation of Bid

The Bidder must comply with the following instructions during the preparation of Bid:

- The Bidder is expected & deemed to have carefully examined all the instructions, guidelines, forms, requirements, appendices and other information along with all terms and conditions and other formats of the bid. Failure to furnish all the necessary information as required by the bid or submission of a proposal not substantially responsive to all the requirements of the bid shall be at Bidder’s own risk and may be liable for rejection.

- The Bid and all associated correspondence shall be written in English and shall conform to prescribed formats. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. Any interlineations, erasures or over writings shall be valid only if they are authenticated by the authorized person signing the Bid.

- The bid shall only be uploaded on the www.eproc.punjab.gov.in website by the Bidder or duly authorized person(s) to bind the Bidder to the contract. The bids submitted by fax/e-mail etc. shall not be accepted. No correspondence will be entertained on this matter.

- All payments / deposits / fees with respect to this tender shall be in Indian Rupee only.

- No bidder shall be allowed to modify, substitute, or withdraw the Bid after last date of its submission.

- The bidder shall be responsible for all costs incurred in connection with participation in the Bid process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of bid, in providing any additional information required by Purchaser to facilitate the evaluation process,
in negotiating definitive “Successful bidders” and all such activities related to the bid process. Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

- Every page of the documents submitted by the bidder must be duly signed by the authorized signatory of the bidder along with the Organization seal.
- Failure to comply with the below requirements shall lead to the Bid rejection:-
  - ✓ Comply with all requirements as set out within this RFP.
  - ✓ Submission of the forms and other particulars as specified in this RFP and respond to each element in the order as set out in this tender.
  - ✓ Non-submission of all supporting documentations specified in this RFP, corrigendum or any addendum issued.

10.8 Disqualifications
Purchaser may at its sole discretion and at any time during the evaluation of Bids, disqualify any Bidder, if the Bidder has:

- Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years.
- Failed to provide clarifications related thereto, when sought;
- Submitted more than one Bid (directly/in-directly);
- Declared ineligible by the Government of India/State/UT Government for corrupt or fraudulent practices or blacklisted.
- Submitted a bid with price adjustment/variation provision.
- Documents are not submitted as specified in the RFP document.
- Suppressed any details related to bid.
- Submitted incomplete information, subjective, conditional offers and partial offers submitted or Not submitted documents as requested in this document
- Submitted bid with lesser validity period
- Any non-adherence/non-compliance to applicable RFP content
10.9 Deviations

Bids submitted with any deviations to the contents of the Tender Document will be considered as non-responsive. No deviation(s) / assumption(s) / recommendation(s) shall be allowed with the bid. Bidders must ensure that pre-bid meeting is attended by their authorized representatives so that all clarifications and assumptions are resolved before bid submission.

10.10 Clarification on Tender Document

The bidders requiring any clarification on the bid/ RFP document may submit its queries on or before the pre bid meeting as mentioned in the Document Control Sheet in the following format in a MS Excel file:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Page No.</th>
<th>RFP Clause No.</th>
<th>Clarification Sought</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10.11 Bid Opening

- Purchaser will constitute a committee to evaluate the Bids submitted by Bidders. A three stage process, as explained hereinafter, will be adopted for evaluation of Bids. No correspondence will be entertained outside the process of evaluation defined by the Purchaser.
- The Bids submitted will be opened at time & date as specified in the document control sheet by Purchaser or any other officer authorized by Purchaser, in the presence of bidders or their representatives who may wish to be present at the time of bid opening.
- Only two persons for each participating bidder’s shall be allowed to attend the Bid opening meetings.
- The representatives of the bidders are advised to carry the identity card or a letter of authority from the bidders to establish their identity for attending the bid opening and pre bid meetings.
- Purchaser may, at its discretion, call for additional information from the bidder(s) through email/fax/telephone/meeting or any other mode of communication.
Such information has to be supplied within the set out time frame as asked by Purchaser, otherwise Purchaser shall make its own reasonable assumptions at the total risk and cost of the bidder and the bid may lead to rejection. Seeking clarifications cannot be treated as acceptance of the bid. For verification of information submitted by the bidders, the Purchaser may visit bidder’s offices at its own cost. The bidders shall provide all the necessary documents, samples and reference information as desired by the Purchaser.

10.12 Bid Evaluation
The bid evaluation will be carried out in a three stage process as under:

- Pre-qualification / eligibility evaluation.
- Technical evaluation.
- Commercial bids evaluation.

10.13 Pre-Qualification/ Eligibility Evaluation
- The evaluation of the bidders will be carried out by the Purchaser as per the pre-qualification / eligibility criteria defined in this tender document.
- Only the bidders who fulfill the given pre-qualification / eligibility Criteria shall be eligible for next round of evaluation i.e. Technical evaluation.
- Non-conforming bids will be rejected and will not be eligible for any further processing.
- The eligibility criteria is mentioned in the Section 5 of this document.

10.14 Technical Evaluation
- The evaluation of the bidders will be carried out by the Purchaser as per the Technical Evaluation criteria defined in the RFP document. Bidders who qualify in the technical evaluation round shall only be eligible for next round of evaluation i.e. Commercial Bid Opening. Bids of the bidders, who do not qualify in the technical evaluation stage, will be rejected and will not be eligible for any further processing.
- The technical evaluation of the bidders shall be done based on the parameters defined in Section 8 of this document.
- Only those bidders whose absolute technical score is 65 or more shall be considered by Tender Committee for further evaluation.
10.15 Commercial Bid Evaluation

- Commercial bids would be opened only for those Bidders, who secure the qualifying 65 marks in the Technical Evaluation as explained above, on the prescribed date in the presence of bidder’s representatives.
- The Bidders shall quote price as per commercial Bid format mentioned in the eproc.punjab.gov.in only
- A contract will be signed with “Successful bidder” which will be based highest composite score
- Failure to abide the RFP conditions may result into forfeiture of EMD & PBG.
- Any conditional commercial bid will lead to disqualification of the entire bid and forfeiture of the EMD.
- Bidder quoting negative rates will be treated as non-responsive and will result in forfeiture of the EMD.
- Errors & Rectification:
  - If there is a discrepancy between words and figures in the financial bid, the amount in figures will prevail.
  - If the bidder doesn’t accept the correction of error(s) as specified, its bid will be rejected and EMD will be forfeited.

10.16 Notification of Award of Contract

Purchaser will notify the Successful Bidder in writing about acceptance of their bid. The notification of award will constitute the formation of the contract after submission of performance bank guarantee.

10.17 Performance Bank Guarantee

Performance Bank Guarantee equivalent to 10% of the total contract value rounded off to the nearest thousand Indian Rupees from a Scheduled Commercial Bank in India in favour of Department of Information and Public Relations, Punjab. It should be in the form of an unconditional, irrevocable and continuing Bank Guarantee as per the Annexure 15.6 and would remain valid until March 2020 from the day contract is signed. The claim period and other details of the Performance Bank Guarantee are as per Section 15.6 of this document. The Performance Bank Guarantee shall be submitted
within 7 (Seven) days from the day contract is signed. Performance Bank Guarantee would be returned only after adjusting/recovering any dues recoverable/payable from/by the Bidder on any account under the contract. EMD of successful bidder will be returned on the submission of performance bank guarantee.

10.18 Signing of the Contract

- The Successful Bidder will sign the contract with Purchaser within 7 working days of the release of notification and submission of Performance Bank Guarantee.
- After signing of the contract, no variation in or modification of the terms of the contract shall be made except by mutual written amendment signed by both the parties.

10.19 Fraud and Corrupt Malpractices

All the Bidders must observe the highest standards of ethics during the process of selection of “Successful Bidder” and during the performance and execution of contract.

- For this purpose, definitions of the terms are set forth as follows:
- "**Corrupt practice**" means the offering, giving, receiving or soliciting of anything of value to influence the action of the Purchaser or its personnel in contract executions.
- "**Fraudulent practice**" means misrepresentation of facts, in order to influence a selection process or the execution of a contract, and includes collusive practice among bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or noncompetitive levels and to deprive Purchaser - of the benefits of free and open competition.
- “**Unfair trade practice**” means supply of services different from what is ordered on, or change in the Scope of Work.
- “**Coercive practice**” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or execution of contract.
- Purchaser will reject a proposal for award, if it determines that the Bidder recommended for award, has been determined to having been engaged in corrupt, fraudulent, unfair trade or Coercive practices.
• Purchaser will declare a bidder ineligible, either indefinitely or for a stated period of time, for award of contract, if bidder is found to be engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract at any point of time.

10.20 Waivers
Purchaser may waive any minor informality or nonconformity or irregularity in a bid, which does not constitute a material deviation, provided. Such waiver does not prejudice or affect the relative ranking of any Bidder.

10.21 Confidentiality
The Successful Bidder and their personnel shall not, either during the term or after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract or the Purchaser or operations without the prior written consent of the Department.

10.22 Duties, Taxes and Statutory Levies
1) The Bidder shall bear all personal taxes levied or imposed on account of payment received under this Contract.
2) The Bidder shall bear all corporate taxes, levied or imposed on account of payments received from Purchaser for the work done under this Contract.
3) Bidder shall bear all taxes and duties etc. levied or imposed under the Contract including but not limited to GST, Sales Tax, Customs duty, Excise duty, Octrois, Service Tax, VAT, Works Contracts Tax and Income Tax levied under Indian Income Tax Act – 1961 or any amendment thereof up to the date for submission of final price bid, i.e., on account of payments received by him for the work done under the Contract. It shall be the responsibility of the Bidder to submit to the concerned tax authorities the returns and all other connected documents required for this purpose. The Bidder shall also provide such information to the Purchaser from time to time, as it may be required in regard to the Bidder’s details of payment made by the Purchaser under the Contract for proper assessment of taxes and duties. The amount of tax withheld by Purchaser shall at all times be in accordance with Indian Tax Law and will furnish to the Bidder original certificates (Challans) for tax deduction at source and paid to
the Tax Authorities.

4) If, after the date of this Agreement, there is any change of rate of levy under the existing applicable laws of India with respect to taxes and duties, which are directly payable by the Purchaser for providing the goods and services i.e. service tax or any such other applicable tax from time to time, which increase or decreases the cost incurred by the Successful Bidder in performing the Services, then the remuneration and reimbursable expense otherwise payable to the Successful Bidder under this Agreement shall be increased or decreased accordingly by correspondence between the Parties hereto, and corresponding adjustments shall be made. However, in case of any new or fresh tax or levy imposed after submission of the proposal, the Successful bidder shall be entitled to reimbursement on submission of proof of payment of such tax or levy.

5) The Bidder shall be solely responsible for the payment /fulfillment of its tax liabilities and obligations under the Income Tax Act and other such laws in force and Purchaser shall not bear responsibility for the same.

Note: Bidder has to ensure that only those personal will be allowed to perform in all the three lots for whom CV’s were submitted. In case the assigned resource (CV for whom is shared during the bid) resigns during the project, it becomes a responsibility of the successful bidder to take approval from the Purchaser before the replacement of the resource. In case it is found that other resource is working on any of the events, selected bidder will be subjected to Penalty as per the Penalty Clause section 14 of this document.

10.23 Joint Ventures

1) Joint Venture with maximum of 2 partners will only be allowed
2) The annual turnover of the lead partner would be considered for the technical evaluation
3) Experience in the case of different events will be considered for Joint Venture Partners for technical evaluation
4) All members of the Joint Venture should be registered legal entity in India
5) None of the members of the Joint Venture should be blacklisted entity.
6) The roles and responsibilities of each member in the Joint Venture needs to be defined and submitted to Purchaser.
Section 11: Award of Contract

11.1 Notification to Bidder
Purchaser will notify the successful Bidder online that its proposal has been accepted. The notification of award, termed as Letter of Intent or LOI in sections to follow, will lead to signing of the Contract. Upon the successful Bidder's furnishing of performance bank guarantee, Purchaser will promptly notify each unsuccessful Bidder online and EMD will be returned as per the RFP.

11.2 Signing of the Contract
Purchaser shall enter into a Contract, incorporating all Agreements, as specified in this document, with the successful Bidder. Successful bidder shall sign the agreement within 7 business days of award of contract.

11.3 Validity of the Contract
The Contract / Agreement will be valid till December 2019, with the provision for extension based on requirement. The contract may be extended for a further period at the same terms and conditions subject to mutual consent.

11.4 Expenses for the Contract
The incidental expenses of execution of Contract shall be borne by the successful Bidder.

11.5 Failure to abide by the terms of Contract
Failure of the successful Bidder to agree with the Terms & Conditions of the Contract shall constitute sufficient reason for the annulment of the award, in which Purchaser may forfeit the EMD, Performance Bank Guarantee or both. In this case, an offer will be made to second bidder with the highest composite score, else, re-tendering will be done.

11.6 Invoicing
1) The Successful bidder needs to obtain Approval from Purchaser after every deliverable. Following this, the Successful bidder shall submit invoice to Purchaser along with successful certificate.
2) The invoices shall be raised using GST No. of Punjab only.
Section 12: General Contract Conditions

12.1 Standards of Performance
The Successful Bidder shall deliver the services and carry out their obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The Successful Bidder shall always act in respect of any matter relating to this contract as faithful Successful bidder to the Purchaser. The Successful bidder shall always support and safeguard the legitimate interests of the Purchaser, in any dealings with the third party. The Successful bidder shall conform to the standards laid down in the RFP in totality.

12.2 Contract Period
The contract signed with “Successful Bidder” shall be valid Dec 2019 from the date of signing of contract. If the services of the Successful Bidder are found satisfactory, contract may be extended by mutual consent on the same terms & conditions.

12.3 Prices
- The service charges quoted in the commercial bid shall be inclusive of all statutory duties & taxes.
- The prices shall remain valid for the complete contractual period. No upward revision in prices will be accepted after opening of the bids and during the validity of the contract. However, the “Successful Bidder” will pass on the benefit of any downward revision in the prices to the Purchaser. Such downward revision in prices (or a better price offer by the Successful bidder) must be intimated to the Purchaser in writing. Such downward revision in prices shall be in proportion (or higher) to decrease in the publicly declared rates of the Successful Bidder or its sub-contractors/ partners/ vendors. Purchaser will validate the downward revision of prices and notify the new prices to the successful bidder. The revised prices, once notified by Purchaser, shall apply for all in-force and subsequent work orders. All invoices of in-force work orders too shall make immediate reference to the revised rates from the date on which the Successful bidder intimates the Purchaser.
- In case it comes to the notice of the Purchaser that there has been a significant decrease in prices in the market, the Purchaser may request the concerned “Successful Bidder”, to revise the prices accordingly.
- Once the contract is awarded, successful bidder will have to provide the complete break up of the prices separately for all three lots as defined in section 6 of this document.

12.4 Applicable Law

Applicable Law means the laws and any other instruments having the force of law in India as may be issued and in force from time to time. The Contract shall be interpreted in accordance with the laws of the Union of India and the State of Punjab.

12.5 Termination of Contract or Work Orders

12.5.1 Termination of Contract for default:

- The Purchaser without prejudice to any other remedy for breach of Contract, by a written notice of not less than 7 (Seven) days sent to the Successful Bidder may terminate the Contract/ blacklist in whole or in part for any of the following reasons:
  - If the Successful Bidder fails to deliver and perform any or all the Services within the period(s) specified in the Contract, or within any extension thereof granted by the Purchaser; or
  - If the Successful Bidder fails to bid or respond for three consecutive bid given by the Purchaser without assigning any satisfactory reason to Purchaser in writing or on email; or
  - If the Successful Bidder fails to perform any other obligation(s) under the contract; or
  - Laxity in adherence to standards laid down by the Purchaser; or
  - Discrepancies/deviations in the agreed processes and/or Services; or
  - Violations of terms and conditions stipulated in this RFP.

- In the event the Purchaser terminates the Contract in whole or in part for the breaches attributable to the Successful Bidder, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and the Successful Bidder shall be liable to the Purchaser for any increase in cost for such similar Services. However, the Successful Bidder shall continue performance of the Contract to the extent not terminated.

- If the contract is terminated under any termination clause, the Successful Bidder shall handover all documents/ executable/ Purchaser data or any other relevant
information to the Purchaser in timely manner and in proper format as per scope of this RFP and shall also support the orderly transition to another vendor or to the Purchaser.

- During the transition, the Successful bidder shall also support the Purchaser on technical queries/support on process implementation or in case of any provision for future upgrades.
- The Purchaser right to terminate the Contract will be in addition to the penalties / liquidated damages and other actions as deemed fit.
- In the event of failure of the Successful Bidder to render the Services or in the event of termination of agreement or expiry of term or otherwise, without prejudice to any other right, the Purchaser at its sole discretion may make alternate arrangement for getting the Services contracted with another vendor. In such case, the Purchaser shall give prior notice to the existing Successful Bidder. The existing Successful Bidder shall continue to provide services as per the terms of contract until a ‘New Service Provider’ completely takes over the work. During the transition phase, the existing Successful Bidder shall render all reasonable assistance to the new Service Provider within such period prescribed by the Purchaser, at no extra cost, for ensuring smooth switch over and continuity of services. If existing Successful bidder is breach of this obligation, they shall be liable for paying a penalty of as provided in Penalty Section of this document, which may be settled from the payment of invoices or Performance Bank Guarantee for the contracted period or by invocation of Performance Bank Guarantee. Purchaser or the “Successful Bidder” can terminate the contract in the event of default of terms and conditions of this RFP or the contract by the other party by giving 1 month written notice.

12.5.2 Termination of contract for Convenience:

Purchaser or the “Successful bidder” reserves the right to terminate, by prior written 1 months’ notice, the whole or part of the contract, at any time for its convenience. The notice of termination shall specify that termination is for the concerned party’s convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.
12.5.3 Termination of contract for Insolvency, Dissolution, etc.:

Purchaser may at any time terminate the Contract by giving written notice to the Successful bidder, if the concerned “Successful bidder” becomes bankrupt or otherwise insolvent or in case of dissolution of firm/company or winding up of firm/company. In this event termination will be without compensation to the “Successful bidder” provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to Purchaser.

12.6 Exit Management

- The duration of Exit Management will normally be of 1 month from date of termination or one month prior to expiry of contract / work order. In case of providing services post termination or post expiry of the work order, the Purchaser will pay for the services consumed during the exit management period.
- During the exit management period and for 30 days post expiry of the work order / contract, the Successful bidder will not take action to stop the work as mentioned in this RFP as a result of the termination or expiry of contract / work order. In addition, during such period, the Successful Bidder will permit the Purchaser or its nominated agency to assess the existing services being delivered as per RFP.
- During the exit management period, the Successful Bidder shall ensure supply of all services as per the work order/ RFP so that the business of the Purchaser is not affected.
- The Successful Bidder shall provide all such information as may reasonably be necessary to affect as seamless a handover as practicable in the circumstances to Purchaser / replacement Agency and which the Successful Bidder has in its possession or control at any time during the exit management period.
- All information (including but not limited to documents, records and agreements) in digital and/ or paper form relating to the services reasonably necessary to enable Purchaser and its nominated agencies to carry out due diligence in order to transition the provision of the Services to Purchaser or its nominated agencies, must be maintained by the Successful Bidder from commencement of the services.
- The Purchaser will issue a written sign-off after the successful transition from the Successful Bidder. Successful Bidder shall not delete any content till such a written signoff is provided by the Purchaser along with an explicit request to delete/ remove the content.
• The Successful Bidder will be paid only for the services rendered until the services are being rendered by the Successful Bidder. If the sign-off is provided before the exit management period is over, the applicable charges will only be paid until the sign-off.

• The payment for the final month invoice along with any applicable exit management service costs will be paid only on the written sign-off from the Client.

12.7 Loss of Property and/or Life

• Any loss of property and/or life during preparations of the event and the event itself would be borne entirely by the Successful Bidder and Purchaser shall not be held liable for any claims. The Successful Bidder shall be responsible for the payments arising out of any Third Party claims. The Successful Bidder shall procure insurance for meeting such liabilities at his own expense.

• The Successful bidder shall maintain the ecological balance by preventing deforestation, water pollution and defacing of natural landscape.

• The Successful bidder shall abide by all the acts/laws prevalent in the country.

12.8 Representations and Warranties

The Successful Bidder represents and warrants that all services performed under this Agreement shall be of professional quality conforming to generally accepted industry practices. If in the opinion of the purchaser, any work done or supply made or service rendered by the successful bidder is deficient in any manner in comparison to the prescribed standards, purchaser shall be at liberty to impose penalty on the successful bidder.

12.9 Rights of use of Site

Purchaser shall hand over the sites of the event to the Successful Bidder, 10 (Ten) days prior to the date of the events for their preparation and management. Accordingly, the Successful Bidder shall be required to handover the site back to the Purchaser within 2 (two) days, after the completion of the event. In case of change of site of event, the Successful Bidder shall be informed at least 7 days prior to the date of the event. Cost for the movement of the material has to be borne by the successful bidder.

It is the obligation of the Bidder to maintain the horticulture and fixtures already present in the sites during their term of use. In case of damages caused at the sites due to fault
of Bidder, the Purchaser has right to claim for compensation. The Successful bidder shall not sublicense, transfer or assign the use of the site to any person or entity without the prior consent of the Purchaser.

12.10 Force Majeure

- The Successful Bidder shall not be liable for forfeiture of its PBG or termination of contract for default if and to the extent that delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- “Force Majeure” means an event beyond the control of the Successful Bidder and not involving his fault or negligence, and unforeseeable. Such events may include, but are not restricted to, acts of wars or revolutions, riot or commotion, earthquake, fire, floods, epidemics, and quarantine restrictions.

- If a Force Majeure situation arises, the Successful Bidder shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Successful Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

12.11 Resolution of Disputes

If any dispute arises between parties, then these would be resolved in following ways:

- **Amicable Settlement:** Performance of the Contract is governed by the terms and conditions of the Contract, however at times dispute may arise about any interpretation of any term or condition of Contract including the scope of work, the clauses of payments etc. In such a situation either party of the contract may send a written notice of dispute to the other party. The party receiving the notice of dispute will consider the Notice and respond to it in writing within 7 days after receipt. If that party fails to respond within 7 days, or the dispute cannot be amicably settled within 10 days following the response of that party, then the second Sub clause of resolution of disputes shall become applicable.

- **Arbitration:** In case dispute arising between the parties, which has not been settled amicably, the “Successful bidder” can request Purchaser to refer the dispute for Arbitration under Arbitration and Conciliation Act, 1996. Such disputes
shall be referred to the Arbitrator which shall be decided by the Purchaser. The Indian Arbitration and Conciliation Act, 1996 and any statutory modification or reenactment thereof, shall apply to these arbitration proceedings.

- Arbitration proceedings will be held at Chandigarh. The decision of the arbitrator shall be final and binding upon both the parties. All arbitration awards shall be in writing and shall state the reasons for the award. The expenses of the arbitration as determined by the arbitrator shall be borne equally by Purchaser and the “Successful bidder”. However, the expenses incurred by each party in connection with the preparation, presentation and litigation shall be borne by the party itself.

12.12 Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in Chandigarh, India only.

12.13 Other Information

- The successful bidder needs to ensure that blueprint of the event is approved by the purchaser. Post approval of the blue print, successful bidder need to showcase the trial run of the event which has to be verified and approved by the Purchaser before making it live.
- The successful bidder will have to get all the creatives, scripts, videos or any material going live for the event, approved from the Purchaser; failure to which will lead to Penalty.
- The ownership of any creative content / props / material etc such as print / outdoor / on-line creative, TV commercials, radio jingles/spots, event set up material for which Purchaser has paid and any publicity material produced or designed through the Successful Bidder will at all-time rest with Purchaser and the Agency/copy writer/photographer/ producer, etc. will have no proprietary or other rights in respect of the same. This would include full copyright for all time use of the images used in the creative and publicity material.
- The Successful Bidder will provide all creative and publicity & promotional material in necessary formats as would be required and conveyed by the Purchaser.
- Raw Stock / unmixed versions/ unused footage and photographs of the TV commercials / creative will be the property of Purchaser and the same are required to be handed over to the Purchaser.
- The Successful Bidder will be responsible for copyright issues concerning usage of images, footage, text material, etc. obtained through various sources. Purchaser will not be a party to any disputes arising out of copyright violation by the Successful Bidder.
- The Successful Bidder will be responsible for obtaining any permission that may be required for undertaking work as detailed in this RFP document. Purchaser may assist the Successful Bidder in this regard, wherever possible.
- The Successful Bidder will at no time resort to plagiarism. Purchaser will not be a party to any dispute arising on account of plagiarism resorted to by the Successful Bidder. The Successful Bidder will indemnify Purchaser against any claim, laws, damages, etc. arising out of the Successful Bidder having resorted to plagiarism or violation & IPR of any third party.
- The Successful Bidder has to ensure that place of the event should not be littered and it should be handed over to the Purchaser in a neat and clean manner.
Section 13: Reporting of Issues

The successful Bidder needs to provide the contact numbers of the Helpdesk support, email ID, contact number and addresses of at least 3 representatives of successful bidders. Any issue encountered with respect to any event mentioned as per the scope of work will be reported to the respective Helpdesk/ bidder representative by Purchaser or its officials via email or phone. It is the responsibility of successful Bidder to track the incident and ensure resolution within the prescribed SLA timelines specified in Section 14. Once incident has been resolved, confirmation email needs to be sent back to the person who reported the issue originally with a copy to Purchaser and Director, Tourism and Culture, Govt. of Punjab.

In case there is a change in the process for reporting issues, it will be appropriately communicated to successful Bidder. The Helpdesk or the representatives should be available during the normal business hours i.e. 10 am to 6 pm during all working days of the week. For October and November, availability of the helpdesk/ bidder representatives will need to be increased for which timings will be confirmed by the department at the time of event. The Helpdesk operators/ Bidder representatives would have to perform various activities including:

1) Understanding the query/issue in the reported request. Query could be related to the following:

- Technical Issue
- Mismanagement
- Non availability of the material
- Required Representatives not available on the field at the time of the event etc.

2) Providing information/clarification on the spot in case of an informational query or providing necessary troubleshooting assistance in case of a logged issue.

3) Forwarding the case to concerned representative of the successful bidder if the issue cannot be instantly resolved on the call and is related to something else which needs discussion.
4) In case of technical issues for which a resolution is not possible instantly, the operator will submit the request into the system for escalation and further action by the successful bidder’s team.
Section 14: Service Level Agreement

The purpose of this Service Level Agreement (hereinafter referred to as SLA) is to clearly define the levels of service, which shall be provided by the Selected Bidder to Purchaser for the duration of this Contract. Purchaser may regularly review the performance of the services being provided by the Selected Bidder and the effectiveness of this SLA.

14.1 Penalties

1. Any damage caused to the reputation of the Purchaser or the Government of Punjab due to any mismanagement in the event handling or execution of the event by the Successful Bidder or its representatives, it will be liable to pay 5 times the cost of the event in the respective lots as defined in the scope of work section of this document to the Purchaser within 15 days or else Purchaser will take legal action against the Successful Bidder.

2. If the Successful Bidder uses the brand/name of the Purchaser for any other commercial purpose without its permission, Successful bidder will be liable to pay the penalties imposed by the Purchaser. Penalty will be decided by the Purchaser in this case.

3. If the Successful bidder after taking up the work for an event, leaves it incomplete/delayed due to any reason, the successful bidder would have to pay 5 times the cost of the event in that lot as per the scope of work to the Purchaser.

4. In case any pre-approved resource/personnel is changed during the course of engagement, prior approval of the Purchaser is required before his deployment in the project. Additionally, a penalty amounting to Rs. 5 lakh will be imposed for each such instance.

5. If in the opinion of the purchaser, any work done or supply made or service rendered by the successful bidder is deficient in any manner in comparison to the prescribed standards, purchaser shall be at liberty to impose penalty on the successful bidder. The Purchaser shall decide on the penalty to be imposed on the violation/non-adherence to the service levels.

6. The successful bidder will have to get all the creatives, scripts, videos, project plans, logistics plan or any material going live etc. for the event, approved from the Purchaser; failure to which will lead to Penalty. Penalty will be decided by the Purchaser in this case.
Section 15: Annexures

15.1 Self-Declaration on not being blacklisted (To be scanned and uploaded)

On company Letter head

Date: XX/XX/XXXX

To,
The Director,
Department of Information and Public Relations, Punjab
Room No 7, Fifth Floor, Punjab Civil Secretariat,
Chandigarh – 160001

Subject: Declaration on not being blacklisted by any State/Central Government department, agency, corporation, urban local body, or Quasi Government agencies of PSU

Dear Sir,
I/We hereby declare that as of date, (Name of the firm/company) is not blacklisted by any state/central /Local Government or quasi-government entity, department, agency, corporation, body, or PSU in India for breach of any applicable law or violation of regulatory prescriptions or breach of Agreement/Contract.

Sincerely Yours,

(Signature of Authorized Signatory)
Name:
Title:
15.2 CV’s of Key Personnel

Proposed Position: ________________ (Show Director, Event Manager, Script Writer, Voice over Artist etc.)

Name of Firm:

Name of Staff [Insert full name]:

(Copy of his consent to be enclosed)
Date of Birth:
Nationality:

Education:
[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

Membership of Professional Associations:
Training Certificates (If any):
Work Experience:
[List countries where staff has worked in the last ten years]:

Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

Employment Record:
[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

Detailed Tasks Assigned
[List all tasks to be performed under this Assignment / job]

Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned [Assignment / jobs in which the staff has been involved, indicate the following]
information for those Assignment / jobs that best illustrate staff capability to handle the tasks listed in this RFP]

• Name of Assignment / job or project:
• Year:
• Location:
• Employer:
• Main project features:
• Positions held:
• Activities performed:

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience, and myself. I understand that any willful mis-statement described herein may lead to my or firm disqualification/dismissal, if engaged.

Date:

[Signature of staff member or authorized representative of the staff] Place:
15.3 Experience Details with respect to Eligible Event (On Company Letter head)

Date: XX/XX/XXXX

To,

The Director,
Department of Information and Public Relations, Punjab
Room No 7, Fifth Floor, Punjab Civil Secretariat,
Chandigarh – 160001

Subject: Experience of organizing eligible event and clientele along with the work order and completion certificate

Dear Sir,

This is to certify that I/We have worked and successfully completed the below mentioned projects. Work order and completion certificate for these projects is attached for your ready reference.

**Project 1:**

<table>
<thead>
<tr>
<th>Name of Client</th>
<th>Approx. Value of Services (INR)</th>
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<th>Address:</th>
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<td>Start date (Month/Year):</td>
<td>Completion Date (Month/Year):</td>
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</table>

Sincerely Yours,

(Signature of Authorized Signatory)

Name:

Title:
15.4 Experience Details (On Company Letter head)

Date: XX/XX/XXXX

To,

The Director,
Department of Information and Public Relations, Punjab
Room No 7, Fifth Floor, Punjab Civil Secretariat,
Chandigarh – 160001

Subject: Experience of organizing Light & Sound show / Multi City show / Floating Light and Sound show of value > Rs. 4 Crore in the last 3 (three) financial years FY 16-17, FY 17-18, FY 18-19

Dear Sir,

This is to certify that I/We have worked and successfully completed the below mentioned projects. Work order and completion certificate for these projects is attached for your ready reference.

Project 1:

<table>
<thead>
<tr>
<th>Name of Client</th>
<th>Approx. Value of Services (INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Name:</td>
<td>Assignment Ref No:</td>
</tr>
<tr>
<td>Address:</td>
<td>Job Awarding Authority</td>
</tr>
</tbody>
</table>
Start date (Month/Year): | Completion Date (Month/Year): | Job Completion Certificate Ref No:

Sincerely Yours,

(Signature of Authorized Signatory)

Name:

Title:
15.5 Experience Details (On Company Letter head)

Date: XX/XX/XXXX

To,

The Director,
Department of Information and Public Relations, Punjab
Room No 7, Fifth Floor, Punjab Civil Secretariat, Chandigarh – 160001

Subject: Experience in organizing floating light and sound show in the last 3 (three) financial years FY 16-17, FY 17-18, FY 18-19

Dear Sir,

This is to certify that I/We have worked and successfully completed the below mentioned projects. Work order and completion certificate for these projects is attached for your ready reference.

Project 1:

<table>
<thead>
<tr>
<th>Name of Client</th>
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<th>Completion Date (Month/Year):</th>
<th>Job Completion Certificate Ref No:</th>
</tr>
</thead>
</table>

Sincerely Yours,

(Signature of Authorized Signatory)

Name:

Title:
15.6 Format for Performance Bank Guarantee (Hard copy required post contract is awarded)

Performance Bank Guarantee (Draft Format)

Ref: ___________________________  Date: ___________________________

Bank Guarantee No.: ___________________________

To,

The Director,
Department of Information and Public Relations (DIPR), Government of Punjab.
Room No 7, Fifth Floor, Punjab Civil Secretariat,
Chandigarh – 160001

Dear Sir,

PERFORMANCE BANK GUARANTEE – For Selection of a Creative & Execution Company for Planning, Conceptualizing and Organizing activities commemorating 550th Birth Anniversary of Guru Nanak Dev Ji

WHEREAS

M/s. (name of Successful Bidder), a company registered under the Companies Act, 1956, having its registered and corporate office at (address of the Bidder), (hereinafter referred to as “our constituent”, which expression, unless excluded or repugnant to the context or meaning thereof, includes its successors and assigns), agreed to enter into a Contract dated .......... (herein after, referred to as “Contract”) with you for Selection of a Creative & Execution Company for Planning, Conceptualizing and Organizing activities commemorating 550th Birth Anniversary of Guru Nanak Dev Ji in the said Contract.

We are aware of the fact that as per the terms of the Contract, M/s. (name of Successful Bidder) is required to furnish an unconditional and irrevocable Bank Guarantee in your favor for an amount of 10% of the Total Contract Value, and guarantee the due performance by our constituent as per the Contract and do hereby agree and undertake
to pay any and all amount due and payable under this bank guarantee, as security against breach/ default of the said Contract by our Constituent.

In consideration of the fact that our constituent is our valued customer and the fact that he has entered into the said Contract with you, we, (name and address of the bank), have agreed to issue this Performance Bank Guarantee.

Therefore, we (name and address of the bank) hereby unconditionally and irrevocably guarantee you as under:

In the event of our constituent committing any breach / default of the said Contract, and which has not been rectified by him, we hereby agree to pay you forthwith on demand such sum/s not exceeding the sum of 10% of the Total Contract Value i.e.,.............<in words> without any demur.

Notwithstanding anything to the contrary, as contained in the said Contract, we agree that your decision as to whether our constituent has made any such default(s) / breach(es), as aforesaid and the amount or amounts to which you are entitled by reasons thereof, subject to the terms and conditions of the said Contract, will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Performance Bank Guarantee, but will pay the same forthwith on your demand without any protest or demur.

This Performance Bank Guarantee shall continue and hold good till March 2020 from the date of signing of Contract, subject to the terms and conditions in the said Contract.

We bind ourselves to pay the above said amount at any point of time commencing from the date of the said Contract until March 2020 from the date of signing of Contract.

We further agree that the termination of the said Agreement, for reasons solely attributable to our constituent, virtually empowers you to demand for the payment of the above said amount under this guarantee and we would honor the same without demur.

We hereby expressly waive all our rights:

i. Requiring to pursue legal remedies against the Department; and
ii. For notice of acceptance hereof any action taken or omitted in reliance hereon, of any defaults under the Contract and any resentment, demand, protest or any notice of any kind.

We the Guarantor, as primary obligor and not merely Surety or Guarantor of collection, do hereby irrevocably and unconditionally give our guarantee and undertake to pay any amount you may claim (by one or more claims) up to but not exceeding the amount mentioned aforesaid during the period from and including the date of issue of this guarantee through the period.

We specifically confirm that no proof of any amount due to you under the Contract is required to be provided to us in connection with any demand by you for payment under this guarantee other than your written demand.

Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax, registered post or other electronic media to our address, as aforesaid and if sent by post, it shall be deemed to have been given to us after the expiry of 48 hours when the same has been posted.

If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request of our constituent under intimation to you.

This Performance Bank Guarantee shall not be affected by any change in the constitution of our constituent nor shall it be affected by any change in our constitution or by any amalgamation or absorption thereof or therewith or reconstruction or winding up, but will ensure to the benefit of you and be available to and be enforceable by you during the period from and including the date of issue of this guarantee through the period.

Notwithstanding anything contained hereinaabove, our liability under this Performance Guarantee is restricted to 10% of the Contract Value, and shall continue to exist, subject to the terms and conditions contained herein, unless a written claim is lodged on us on or before the aforesaid date of expiry of this guarantee.
We hereby confirm that we have the power/s to issue this Guarantee in your favor under the Memorandum and Articles of Association / Constitution of our bank and the undersigned is / are the recipient of authority by express delegation of power/s and has / have full power/s to execute this guarantee under the Power of Attorney issued by the bank in your favor.

We further agree that the exercise of any of your rights against our constituent to enforce or forbear to enforce or any other indulgence or facility, extended to our constituent to carry out the contractual obligations as per the said Contract, would not release our liability under this guarantee and that your right against us shall remain in full force and effect, notwithstanding any arrangement that may be entered into between you and our constituent, during the entire currency of this guarantee.

Notwithstanding anything contained herein:

This Performance Bank Guarantee shall be valid only till March 2020 from the date of signing of Contract.

We are liable to pay the guaranteed amount or part thereof under this Performance Bank Guarantee only and only if we receive a written claim or demand on or before March 2020.

Any payment made hereunder shall be free and clear of and without deduction for or on account of taxes, levies, imports, charges, duties, fees, deductions or withholding of any nature imposts.

This Performance Bank Guarantee must be returned to the bank upon its expiry. If the bank does not receive the Performance Bank Guarantee within the above-mentioned period, subject to the terms and conditions contained herein, it shall be deemed to be automatically cancelled.

This guarantee shall be governed by and construed in accordance with the Indian Laws and we hereby submit to the exclusive jurisdiction of courts of Justice in India for the purpose of any suit or action or other proceedings arising out of this guarantee or the subject matter hereof brought by you may not be enforced in or by such count.
Dated ........................ this .......... day ............. 2019.

Yours faithfully,

For and on behalf of the ............... Bank,

(Signature)

Designation

(Address of the Bank)

Note:

This guarantee will attract stamp duty as a security bond.

A duly certified copy of the requisite authority conferred on the official/s to execute the guarantee on behalf of the bank should be annexed to this guarantee for verification and retention thereof as documentary evidence in the matter.

**Note: In case of additional order, separate 10% Performance Bank Guarantee of the total value of raised quantity will have to be submitted/deposited by the selected bidder.**
15.7 Self-Declaration

On company Letter head

Date: XX/XX/XXXX

To,
The Director,
Department of Information and Public Relations, Punjab
Room No 7, Fifth Floor, Punjab Civil Secretariat,
Chandigarh – 160001

Subject: Declaration on neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or agreement or have had any agreement terminated for breach.

Dear Sir,
I/We hereby declare that as of date, (Name of the firm/company) is neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or agreement or have had any agreement terminated for breach.

Sincerely Yours,

(Signature of Authorized Signatory)
Name:
Title: