

**NOTICE INVITING TENDER**

**for Selection of Event Management Agency for organizing Cultural Events**

**At**

**Trade Facilitation Centre & Crafts Museum, Varanasi, Uttar Pradesh**



December 2016

**MINISTRY OF TEXTILES**

**UDYOG BHAWAN**

**NEW DELHI – 110 011**

## INVITATION TO SUBMIT TENDERS AND INSTRUCTION TO APPLICANTS

### INTRODUCTION

For promoting and showcasing the crafts of Varanasi region Ministry of Textiles, Govt. of India is developing Trade Facilitation Centre and Crafts Museum at Varanasi (TFC&CM) as centre of excellence, which is spread over a contiguous land measuring 7.931 acres at Bada Lalpur, Varanasi.

### AUTHORITY

National Handlooms Development Corporation Ltd. (NHDC) is an implementation agency under Ministry of Textiles, Govt. of India, New Delhi (“**The Authority**”).

### NOTICE INVITING TENDER (NIT)

The Authority invites sealed tenders in prescribed formats from an event management agency for organizing cultural events for 4 weeks (on both Saturday and Sunday) at Trade Facilitation Centre & Crafts Museum, Varanasi, Uttar Pradesh in the month of January 2017. Submitted tender shall be valid for a period of 90 days.

Applicants if, require any clarification on the tender may send their queries not later than 28<sup>th</sup> December 2017 to Authority by writing an email at [tfccmvaranasi@gmail.com](mailto:tfccmvaranasi@gmail.com) and [mahesh.gupta@nic.in](mailto:mahesh.gupta@nic.in).

Applicants need to submit sealed tenders by **30<sup>th</sup> December 2016 by 17:00 hours (05:00 Pm)** at the bellow address:

Managing Director,  
National Handloom Development Corporation Ltd. (NHDC)  
S 12/36, Sri Ram Market, Teli Bagh, Varanasi

Priced bids of shortlisted participants shall be opened by the Authority on **31<sup>st</sup> December at 16:00 hours (04:00 Pm)**. Selected agency shall be informed through Letter of Intent (LoI).

### Scope of Work as per the NIT

1. Organize Cultural Events during 4 weekends (both Saturday and Sunday) in the month of January 2017. Duration of each event shall be from 5:00 Pm to 8:00 Pm.
2. Agency requires to provide a detailed list of 16 proposed Indian cultural events along with name of Artists. Agency shall provide schedule of events proposed for all the 4 weekends (i.e. 8 days).
3. Authority will have the right to shortlist and finalize these events.

4. Only required ground space will be provided by the authority, all other arrangements required shall be in the scope of selected agency.
5. Procurement of all required musicians and musical instruments, sound system equipment, provision of adequate lighting shall be in the scope of the selected agency.
6. Submitted bids should be all inclusive.

**Pre-Qualification Criteria**

The agency has successfully managed at least one (1) cultural event with minimum three (3) reputed artists from Varanasi in last one (1) year.

**Eligibility Criteria**

- i. Bidder should have a valid TIN/PAN/Service Tax number. Bidders shall require to submit valid copies as supporting along with the RFP submission.

**PAYMENT TERMS:**

- i. No payment shall be made in advance.
- ii. Payments shall be made on weekly basis on successful completion of respective week event.
- iii. All payments shall be made by the electronic transfer only.
- iv. Authority shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties, if any.
- v. The term ‘payment’ mentioned in this para includes all types of payment due to the service provider arising on account of this contract.

**INSTRUCTIONS FOR PREPARATION OF THE TENDER**

The tender shall be in English language, Applicant’s tender (the tender) shall consist of following 2 (Two) separate sealed envelopes –

<b>Envelope-1</b>	The envelop shall be enclosed with documents as required in <b>Prequalification and Eligibility Criteria</b>
Description of applicant along with eligibility documents.	
<b>Envelope-2</b>	The envelop shall be enclosed with <b>TENDER FORM</b> only.
Financial Bid	

**SELECTION PROCESS:**

A Selection Committee shall be constituted by the Authority. The Selection Committee in its sole discretion may decide the best suited Agency for executing the scope of work as briefed in the NIT.

## TENDER FORM

The Managing Director,

National Handloom Development Corporation  
Wegmans Business Park, Tower 1,  
Sector Knowledge Park -3, Greater Noida – 201306  
Uttar Pradesh

**Sub:** Selection of event management agency for organizing cultural events for 4 weeks (on both Saturday and Sunday) at Trade Facilitation Centre & Crafts Museum, Varanasi, Uttar Pradesh in the month of January 2017.

Dear Sir,

In reference to the bids invited for organizing cultural events for 4 weeks (on both Saturday and Sunday) at Trade Facilitation Centre & Crafts Museum, Varanasi, Uttar Pradesh in the month of January 2017. We are interested to participate in the exhibition and submitting our proposal along with 16 proposed Indian cultural events along with names of the Artists. The details are indicated below: -

1. Name : \_\_\_\_\_

2. Address : \_\_\_\_\_  
\_\_\_\_\_

4. Contact No. : \_\_\_\_\_

5. Proposed Indian cultural events

Event	Event description	Details of artist for the event
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		

14		
15		
16		

I/We hereby quote the rate \_\_\_\_\_ /- (In figures) \_\_\_\_\_ (In words) for organizing cultural events for 4 weeks (on both Saturday and Sunday) at Trade Facilitation Centre & Crafts Museum, Varanasi, Uttar Pradesh in the month of January 2017.

I/We hereby certify that we have fully understood and comprehend the terms and conditions related to managing cultural festivals during month of January (Jan 1- Jan 31) exhibition and hereby unequivocally confirm and agree to abide by the same.

Thanking you,

Yours faithfully,

Signature: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Date:

Address: \_\_\_\_\_