



RURAL ELECTRIFICATION CORPORATION LIMITED  
(A Government of India Enterprise)

Regd Office: Core-4, SCOPE Complex, 7, Lodi Road, New Delhi -  
110003 Tele. 24365161 Fax 24360644 Email reccorp@recl.nic.in

No.7/04/11-12/Admn/

Date: 10<sup>th</sup> June 2011

M/s Wonder smith Event RTC,  
207, IInd Neel Kanth Place,  
Sant Nager,  
**New Delhi-110065.**

List enclosed.

**Sub: Invitation of bids for appointment of Event Manager for  
42<sup>nd</sup> REC's Raising Day scheduled for 23<sup>rd</sup> July, 2011**

Sir,

The Corporation invites bids for appointment of Event Manager to manage the event of 42<sup>nd</sup> REC's Raising Day scheduled for 23<sup>rd</sup> July, 2011 at Tal Katora Stadium, New Delhi. A copy of the Tender Document is enclosed.

The bids will be received up to 11.00 AM of 27 June, 2011 and will be opened on the same day at 11.30 AM. You are requested to participate.

Yours faithfully,

  
(A K Arora)  
DGM(Admn.)  
Tel: 24366921

Encl: Tender Document  
Copy to AGM (IT) – with request to upload the tender document of REC website

As per list enclosed  
(Limited tender to agencies as per list enclosed)

### **List of Event Management agencies**

1. M/s WonderSmith Event ETC., 207, 11th Neel Kanth Place, Sant Nagar, East of Kailash, New Delhi 110065
2. M/s Celebrations, 27/75, Navkranti Apts., I.P. Extension, Patpat Ganj, Delhi-110092
3. M/s Sur Aradhana, 204 Kale Ram Chamber, East Guru Angad Nagar, Laxmi Nagar District Centre, New Delhi
4. M/s Solutions Integrated Marketing Services Pvt. Ltd., 3<sup>rd</sup> Floor, Chandra Bhawan, 67-68, Nehru Place, New Delhi 110019
5. Neelam Craft, 522 Sector A Pocket C, Vasant Kunj, New Delhi-110070
6. M/s 360 Experience, 4<sup>th</sup> Floor, 9-10 Express Building, Bahadurshah Zafar Marg, New Delhi 110002
7. M/s R.W. Promotions Pvt. Ltd., P 838, Sector 40, Gurgaon
8. M/s Trip and Events, 9713, Gaushala Road, Krishan Ganj, Delhi-110006
9. M/s Big 92.7 F.M., A-32, Zesis Building, 11th Floor Mathura Road, New Delhi
10. Event India Company, 29/92, 11th Floor, West Patel Nager, New Delhi-110008



Endless energy. Infinite possibilities.

**Rural Electrification Corporation Limited**

A Government of India Enterprise

Core-4, SCOPE Complex, 7 Lodi Road, New Delhi-110 003,

Tel. : 24365161, Fax: 24360644, E-mail: recorp@recl.nic.in. Website: www.recindia.nic.in

---

TENDER DOCUMENT FOR APPOINTMENT OF EVENT MANAGER FOR MANAGING THE  
EVENT OF 42<sup>nd</sup> REC's FOUNDATION DAY SCHEDULED FOR 23<sup>RD</sup> JULY, 2011

---

## TENDER DOCUMENT

Rural Electrification Corporation Limited (REC), a Government of India Enterprise, invites '**Sealed Bids**' on 'Limited Tender Basis' for appointment of Event Manager for managing the event of 42<sup>nd</sup> REC's FOUNDATION Day scheduled for 23<sup>rd</sup> July, 2011. The bidders are required to submit their proposal as per Scope of work indicated in Annexure-1. Brief details of the offer are required to be furnished in the format given in Annexure-II. Price bids are to be submitted in the format given at Annexure-III.

The sealed bid in Main Envelope superscribed as '**BID FOR APPOINTMENT OF EVENT MANGER FOR 42<sup>nd</sup> REC's FOUNDATION DAY**' shall contain TWO sealed envelopes – **one superscribed as 'BRIEF DETAILS OF CULTURAL SHOW'** containing (i) the Bid Document duly signed by authorised officer on each page with agency seal; (ii) brief details in the format at Annexure-I; and (iii) the EMD - **AND second envelope superscribed as "PRICE BID"** containing price bid and shall be sent to :-

Shri A.K. Arora,  
DGM (Administration),  
Rural Electrification Corporation Limited,  
Core-4, SCOPE Complex,  
**NEW DELHI – 110 003**

2. The sealed bids will be received by REC up to 11.00 AM of 27<sup>th</sup> June, 2011. Any bid received after the prescribed deadline shall not be considered. The bids will be opened on the same date i.e. 27<sup>th</sup> June, 2011 at 11.30 AM in the presence of the representatives of the bidders present followed by presentations by bidders as may be required in terms of Clause 11 of this bid document.

3. Earnest Money (EMD) of Rs.50,000 (Rupees fifty thousand only) should accompany the bid. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a Nationalized bank/Scheduled commercial bank in favour of Rural Electrification Corporation Limited payable at New Delhi. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected by REC.

4. The EMD shall be forfeited if the bidder withdraws his bid during the period of bid validity or is unable to furnish the confirmation document from the Main Artist as per Clause 11(4) of this tender document.

5. The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after successful completion of event. The EMD of unsuccessful bidders will returned after completion of bidding process.

6. The Bidder should inspect the programme venue before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.

7. The bid shall remain valid for a period of two months from the date of receipt of the bid.

8. RATES AND PRICES

- 8.1. The package cost quoted should be inclusive of all statutory duties and taxes e.g. Service Tax VAT, etc.
- 8.2. No additional freight or any other charges, etc, would be payable by REC. The package cost shall also include the salvage value, if any
- 8.3 Arrangement of Artists including their logistics e.g. stay, boarding, lodging and transport will be made by the Event Agency within the given package cost.
- 8.4. Incomplete or conditional bids will summarily be rejected. The package cost quoted shall be valid till the total completion of the job.
- 8.5. The bidder shall be solely responsible for payment of wages/salaries and allowances to his personnel that might become applicable under any new act or order of Government.
- 8.6 The rates and prices offered shall be for the package as per scope of work given in Annexure-I including the artists and no change in artists shall normally be considered. In exceptional circumstances, however, if the change of artists becomes inevitable because of circumstances beyond the control of bidder, the bidder shall present the case with alternatives before REC in writing. REC in the first instance may explore the possibility of mobilising the artist/s through alternative means at the cost and expense of the bidder. In case the same is not possible, REC shall consider the change in artist/s as proposed by the bidder but the decision of REC with regard to such modified artists and rates and prices would be final and binding on the bidder.

9. TERMS OF PAYMENT

- 9.1 30% payment of contract value on submission of drawings, verification of prints and signages with complete layout and confirmation of availability of the artistes.
- 9.2 40% payment of contract value on 23rd July, 2011 before start of the event
- 9.3 Balance 30% within a fortnight of satisfactory completion of event and submission of bills.

10. LIQUIDATED DAMAGES FOR DELAY IN SUPPLY

Time is essence of the contract. The successful bidder must adhere to the time limit and ensure delivery/services. Failure to supply all or part of the delivery/services on or before the stipulated date will entail a pre-estimated pre-determined liquidated damages equal to 10% of the value of total contract price.

11. EVALUATION / SELECTION CRITERIA

A minimum number of three bids shall be required for start of bid evaluation. Keeping in view the qualitative aspect of the cultural programme, the responsive bids will be evaluated on the following basis:-

- 1) The bids of such bidders offering the availability, rates and prices for all the artists and programme as specified in Annexure-I (A (i) to (v)) without any modification shall only be considered for opening of financial bids. Even a single bid meeting this criteria shall be considered for opening of financial bid.
- 2) In case none of the bidders offer the artists and programme as per specification given in Annexure-I (A (i) to (v)), the bids (even if it is only single) of such bidder/s offering the Main Artist as per specification but changes in the other programme shall be considered for opening of financial bid/s.
- 3) In case none of the bidders offer the Main Artist as per selection, the bidders would be required to give a presentation of the artists and programme offered before a Committee of Sr.

Officers of REC. The financial bid/s of only such bidder/s whose presentation is approved by the Committee, shall be opened and the lowest bidder considered for award of work.

- 4) The successful bidder is required to furnish a documentary evidence in terms of acceptance and availability of the Main Singer within 4 working days of receipt of LOI issued by REC. In case of non-receipt of documentary evidence within 4 days, the bid of the bidder would be cancelled, EMD forfeited and the process of selection of the bidder would be initiated again from within the remaining other available bidders as per clause (1), (2) & (3) above.

## 12. CONCILIATION/ ARBITRATION

12.1 If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by CMD, REC.

12.2 In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by CMD, REC.

12.3 Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.

12.4 The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.

12.5 The venue of the arbitration shall be New Delhi, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.

12.6 The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendente-lite interest during arbitration proceedings.

## 13. FORCE MAJEURE

13.1 In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.

13.2 The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely REC and the Contractor.

13.3 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 24 hours of the ending of the cause respectively.

## 14. APPLICABLE LAW AND JURISDICTION

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

15. All the arrangements to be ready by 2.00 PM on 23.07.2011 and sound quality tested.

16. REC reserves the right to annul the bidding process at any time prior to award of contract including

rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of REC's action.

17. REC reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.

18. Any clarification on the documents may be obtained from:-

Shri A.K. Arora DGM (Administration), Rural Electrification Corporation Limited, Core-4, SCOPE Complex, <b><u>NEW DELHI – 110 003.</u></b> Telephone No: 24366921	Shri Vinay Kumar Kesarwani, Manager (Admn.) Rural Electrification Corporation Limited, Core-4, SCOPE Complex, <b><u>NEW DELHI – 110 003.</u></b> Telephone No: 43091537
--	--

## **SCOPE OF WORK**

### **A) CULTURAL PROGRAMME**

The cultural programme would be of about 3 hrs. duration, to start at 6.00 P.M. on 23<sup>rd</sup> July, 2011 at Talkatora Stadium,, New Delhi. The Event Manager would organize a variety of entertainment show and arrange for following Artists :

- i) One Main Prominent playback singer - Sunidhi Chauhan or Shreya Ghoshal with a male singer
- ii) Laser Light Show
  - a) Dancing Girl - 5-8 minutes
  - b) Laser Theme Show - 5-8 minutes
  - c) Laser Light effects - Throughout the show
- iii) Dance troupe
  - a) In coordination with the Main Artists – As per requirement of Main Artist
  - b) Independent Dance Performances - Two of 5-8 minutes duration each
- iv) Stand up Comedian – Mumbai based with background of TV reality shows
- v) Stage lady comperer /MC having experience of conducting similar events of PSEs
- vi) Back stage help

**NOTE: IN CASE OF NON-AVAILABILITY OF THE MAIN ARTIST OR CHANGE IN OTHER PROGRAMME, OTHER PROPOSALS BY THE BIDDERS COULD BE CONSIDERED IN TERMS OF CLAUSE 11(1-3) OF THE TENDER DOCUMENT. FOR THIS, THE BIDDERS ARE REQUIRED TO SEND A DETAILED PROPOSAL WITH A PRESENTATION C.D.**

### **B) CREW**

- i) Bouncer (Male) - 4 Nos.
- ii) Ushers/Welcome girls at VIP entrance and stage - 6 Nos.

### **C) Auditorium**

- i) **Stage set up** : Stage back drop(40'x32'), podium, VIP zone barricading, laser and other light effects, Gobos, etc.
- ii) **Light and Sound** : Light and sound arrangements matching the cultural programme and the requirements of the Artist.
- iii) Generator arrangements as per requirements
- iv) Digital photography and Video coverage
- v) Light Lamp arrangements

### **D) Flower Arrangements**

- i) Flower decoration in the entry gates and inside the Auditorium at suitable locations
- ii) Bouquets for VIPs - 10 Nos.

**E) Back Drops and Directional Panels**

- i) Three main back drops (20 x 12') – one at the VVIP Entrance Gate and one at the main entrance
- ii) Directional panels/standees (4'x2') as per site requirements

**F) Licenses**

All statutory licenses e.g. public performance license, Delhi Police, Fire, Traffic, etc. would be the responsibility of the bidder.

**G) CATERING**

Catering arrangements for 1500 participants as per following details from an experienced caterer who should have provided catering services in atleast 5 similar events during the last 3 years:-

**I. MOCKTAIL (4.30 pm – 7.00 pm)**

- a) Strawberry crush
- b) Pineapple shake
- c) Mango shake
- d) Ambipana
- e) Fruit Punch
- f) Assorted soft drinks
- g) Tea/Coffee

**II SNACKS (4.30 pm – 7.00 pm)**

**1 VEG**

- a) Veg. spring roll
- b) Honey chilly cauliflower
- c) Tandoori bharwan aloo
- d) Cheese balls
- e) Veg. Munchurian

**2 NON-VEG**

- a) Murg aijwaini tikka
- b) Fish Amritsari
- c) Mutton tikka

**3) CHAAT COUNTER (7.00 pm onwards)**

- a) Golegappa with 3 types of water
- b) Bhalla Papri
- c) Stuffed Alu Tikki

- d) Matar Kulcha
- e) Chilla wirth paneer filling

### **III MAIN COURSE (8.30 pm onwards)**

#### **1. SOUP & SALAD**

- a) Soups (1 non-veg. + 1 veg.)
- b) Full variety of Indian and Russian salad
- c) Dahi bhalla saunth
- d) Assorted pickle
- e) Papad

#### **2. DINNER**

- a) Combination of Indian (2 non veg. + 7 veg.), Rajasthani (two dishes) and Chinese (4 dishes)
- b) Jeera Rice & Peas Pulao,
- c) Naan, Roti, Prantha, Missi Roti,

#### **3. DESSERTS**

- a) Kesari Rabri Jalebi
- b) Moong Dal Halwa
- c) Assorted branded Ice Cream
- d) Rasmalai
- e) Tilla Kulfi

#### **4. TEA, COFFEE & Aqua Fina/Bisleri WATER Glasses**

#### **5. PACKED DINNER BOXES**

70 dinner boxes (vegetarian) for drivers etc by 8.00 PM

#### **6. VIP ENCLOSURE**

Arrangements for serving the snacks, mocktail, dinner, etc. for about 100 VIP persons (out of total 1500) in a separate enclosure.

### **E. TENTAGE**

- a) Stage Fabrication – at Talkatora Stadium of about 40'x32' as per requirement
- b) Sofaset seats with iron white covers for about 100 VVIPs
- c) About 600 cushion chairs with covers
- d) Other misc. requirements e.g. curtains, carpet inside floor area, central tables with cover for the front row, etc.
- e) Catering counter arrangements for VVIPs at Foyar area with about 8 round tables
- f) Tentage arrangements outside the stadium for catering of snacks and dinner for about 1500 participants alongwith feasible roundtables with suitable water proofing
- g) Main Gate and other lighting, mist fans etc. as per requirement

## **F) SELECTION PROCESS**

Keeping in view the qualitative aspect of the cultural programme, the selection of agency would be finalised in the following process:-

- a) The bidders are required to furnish brief details of the cultural programme in the format given at Annexure-II.
- b) The bids of such bidders offering the availability rates and prices for all the artists and programme as specified in Clause A (i) to (v) above without any modification shall only be considered for opening of Price Bids. Even a single bid meeting this criteria shall be considered for opening of Price Bid.
- c) In case none of the bidders offer the artists and programme as per specification given in Clause (A (i) to (v) above, the bids (even if it is only single) of such bidder/s offering the Main Artist as per specification but changes in the other programme shall be considered for opening of financial bid/s.
- d) In case none of the bidders offer the Main Artist as per selection, the bidders would be required to give a presentation of the artists and programme offered before a Committee of Sr. Officers of REC. The financial bid/s of only such bidder/s whose presentation is approved by the Committee, shall be opened and the lowest bidder considered for award of work.
- e) The successful bidder is required to furnish a documentary evidence in terms of acceptance and availability of the Main Singer within 4 working days of receipt LOI by REC. In case of non-receipt of documentary evidence, the bid of the bidder would be cancelled, EMD forfeited and the process of selection of the bidder would be initiated again from within the remaining other available bidders as per clause (b),(c) & (d) above..

**ANNEXURE – II**

**BRIEF DETAILS OF THE PROPOSAL**

Sl. No.	Particulars	(Please specify. In case of change from the specifications given in Annexure-I, please mention the change)
1.	Main Artist (a) Main Singer (b) Support male/female singer	_____ _____ Remarks, if any:
2	Laser Show	_____ _____ _____ _____ Remarks if any _____
3	Dance Troupe	_____ Remarks if any
4	Stand Up Comedian	_____ Remarks if any
5	Stage Comperer/MC	_____ Remarks if any
6.	Catering Services	Agency Name _____

(Please tick one of the following)

- I. The offer of main singer is as per the specification given by REC in the Scope of work
- II. The offer of main singer is as per the specification given by REC but change in other programme
- III. The offer is different from the specification of Main Singer as specified by REC.

Signature of authorised officer with  
Seal of the agency

**PRICE BID**

(Amount in Rs.)

Sl. No.	Particulars	Charges (inclusive of taxes. etc.)
1	Main Artist	
2	Laser Show / other programme as per bidder	
3	Dance Troupe	
4	Stand up comedian	
5	Other Misc. Charges for cultural show as per Scope of work	
6	Tentage charges	
7	Catering charges (lump sum as per Scope of work)	
<b>8.</b>	<b>Total</b>	In figures: Rs. _____ In words _____ _____

CATERING CHARGES (in case of any additions) - Rs. \_\_\_\_\_ per pax inclusive of taxes

The terms and conditions contained in the Tender Document are acceptable to us.

Signature of the authorized  
officer with seal