

GREATER VISAKHAPATNAM MUNICIPAL CORPORATION

TENDER DOCUMENT

**ORGANISATION OF EVENT MANAGEMENT FOR
3rd BRICS URBAN FORUM MEETING AT
VISAKHAPATNAM**

Issue date: 08-07.2016

**ORGANISATION OF EVENT MANAGEMENT FOR
3rd BRICS URBAN FORUM MEETING AT VISAKHAPATNAM**

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GREATER VISAKHAPATNAM MUNICIPAL CORPORATION

ORGANISATION OF EVENT MANAGEMENT FOR 3rd BRICS URBAN FORUM MEETING AT VISAKHAPATNAM

1. Background:

Government of India introduced the India Smart Cities challenge, a competition for Municipal leaders and their partners to promote economic opportunity, improve governance and produce better results for residents. The 20 winning cities announced at the end of 1st cycle (2015-16) of the mission are looking to upgrade the physical, social, economic infrastructure and polity of life of citizens by harnessing technology in 100 cities over 3 years.

The Government of India has decided to conduct 3rd BRICS Urban Forum meeting in Visakhapatnam and Greater Visakhapatnam Municipal Corporation was directed by Government the India to organize the meeting at Visakhapatnam.

- The 3rd BRICS Urbanization Forum meeting will be for three days from Sept 14 to 16, 2016 to be held in Hotel Novotel, Visakhapatnam.
- Food and meeting arrangements inside the hotel will be provided by the Hotel management
- There will be a cultural event showcasing the social and cultural glory of all the five BRICS countries in the evening of Sept 14th in Kailasagiri Hills, Vizag followed by dinner.
- There will be a cultural event for about 90 minutes showcasing the cultural diversity and unity of India in the evening of Sept 15th in Hotel Novotel, followed by dinner

2. PROJECT DETAILS:

The Greater Visakhapatnam Municipal Corporation intends to invite Event Management agencies to conceptualize, Plan, Coordinate and Execute the event.

2.1 VENUE OF THE EVENT:

It is proposed to conduct Novotel Hotel in V-Convention and other Halls.

3.0 Scope of the Work:

The scope of work to be organized by the event manager will include the following items:

- Publicity for the event, including hoardings, banners, announcements in radio and TV.
- Creation of website for the event and its dynamic maintenance
- Providing Translation system in the five official languages of BRICS nations (providing translators, equipment, head sets, etc) for the benefit of all delegates
- Recording of the events
- Receiving of the delegates from airport, railway station and seeing them off during departure
- Reception arrangements at the meeting venue
- Providing personnel for the reception and receiving of delegates
- Designing concept for the cultural events on Sept 14th and 15th and their conduct from end to end, including stage erection, engaging cultural artistes and their boarding and lodging arrangements, audio and lighting, recording of the events.
- Arches and Stage Backdrop for the meetings in the Hotel
- Anchoring for the meetings and cultural events
- Printing of brochures, ID cards and distribution in the reception counters
- Media management, including setting up the media counter at the meeting venue

4.0 Tender Document:

The Tender documents can be downloaded from the website, <https://www.gvmc.gov.in/gvmc/> from 11.00 A.M. on 11.07.2016 to 14.00 Hrs on 20.07.2016.

5.0 Cost of Tender Document:

The intending Tenderers can download the forms shall enclose, DD for Rs.10,000/- obtained in favour of “Commissioner, GVMC”, on any Nationalised/Scheduled bank (Excluding Co-operative banks) payable at Visakhapatnam.

6.0 Earnest Money Deposit(EMD):

- 6.1 The intending Tenderers shall pay an amount of Rs.5.00 lakhs/- towards the Earnest Money Deposit.
- 6.2 The EMD shall be paid by way of Demand Draft along with the Tenders drawn in favour of “Commissioner, GVMC” obtained from any Nationalized/Scheduled bank, other than Co-operative banks, payable at Visakhapatnam.
- 6.3 The EMD shall not carry any interest.

- 6.4 Proposals not accompanying EMD/ accompanying part EMD shall be summarily rejected.
- 6.5 The EMD will be refunded to the unsuccessful Tenderers on deciding upon the acceptance or otherwise of the proposal, or on expiry of one Month from the date of opening of the Tenders, whichever is earlier. In the case of successful Tenderer, it will be adjusted towards the Performance Security.
- 6.6 The EMD shall be forfeited if;
- 6.7 a) The Tenderer withdraws his proposal during the period of Tender validity.
- b) The Tenderer does not accept the correction of his financial proposal.
- c) The Tenderer withdraws or modifies his offer within the validity period.
- d) The successful Tenderer fails to adhere to the terms and conditions of the “Letter Of Intent (LOI”.
- (e) The successful Tenderer fails to accept the “Work Order”, or fails to take over site within seven (7) days of “Work order”.
- 6.8 After the forfeiture of EMD, the “Work Order” shall be deemed as nullified.

7.0 Tender Validity:

- 7.1 Proposals shall remain valid for a period of 60 (Sixty) days from the date of opening of Tenders.

8.0 Eligibility Criteria & Selection process:

- 8.1 The intending Tenderers shall meet the following “Minimum eligibility criteria” for becoming eligible for further evaluation of their credentials.

I. Minimum eligibility:

(a) Technical:

The Applicant (Lead Technical Member in case of a Consortium) should have organized at least One event of National of value not less than 100 lakhs during the last five years and One event of International repute value not less than 200 lakhs during the last five years.

(b) Financial:

The annual turnover of the Applicant should not be less than Rs.5.00 Crores during the last five financial years, preceding 2015-16.

8.2 The credentials of the Tenderers meeting the above criteria will be further evaluated and awarded marks based on the following criteria.

S. No.	Criteria	Max Marks
1	Technical:	
	(a) Experience of execution of one event of not less than Rs.100 lakhs during last the last 5 years, preceding 2015-16 (10 Marks per project, Max.2 projects)	20
	(b) Experience in conducting similar type of event/ International summits with project outlay of atleast 200 lakhs which includes multifunctional activities i.e end to end events during last 5 years preceding 2015-16 (10 Marks per project, Max.2 projects)	20
	(c) ISO/ EEMA certification	5
	(d) Appreciation letter from the clients	5
2	Financial: Average annual turnover of Rs.5.00 Cr. during last 5 years, preceding 2015-16.	20
3	Conceptual plan	10
4	Approach and methodology	10
5	Organization of overall Presentation	10
	Total	100

The Tenderers scoring a minimum of 75 marks out of 100 marks above will be notified as the ‘Qualified’.

8.3 The Financial Bids of the “Qualified” Tenderers will only be opened and those of non-qualified Bidders will be returned un-opened.

8.4 The Financial Bids opened will be arranged in L1, L2, L3... and will be evaluated.

Greater Visakhapatnam Municipal Corporation reserves the right to award the total project to one agency (**L1**), (or) to award the components to different agencies based on the **lowest** quoted rates.

8.5 Treatment of equal Bids:

- In the case of equal Bids, the Bidder with highest technical score will be selected as the “Preferred Bidder”.
- In case of further tie, the Bidders with equal quotes will be requested to furnish revised quotes in sealed covers and will be opened then and there only. The Bidder offering “**Lowest financial quote**” will be selected as the “Preferred Bidder”.
- If the tie still persists, the “Preferred Bidder” will be selected through drawl of “Lots” in the presence of the Bidders.

8.6 Others:

1. The Tenderer applying as a sole applicant, at the same time, cannot be the member of a Consortium applying for the project.
2. Maximum number of members of a Consortium is 2(Two). Each consortium

member shall qualify at least 10% of financial criteria.

3. In case of Consortiums, the Member meeting the “Technical criteria” shall be designated as the “Lead Technical Member”, or as the “Lead Member”.

9.0 Enclosures:

1. Company Profile
2. D.D for Rs.10,000/- towards the cost of Tender Document
3. D.D for Rs.5.00 lakhs towards the EMD.
4. Copies of EEMA/ ISO certification.
5. Proof of experience in the form of Certificates of completion for each event.
6. Copies of Chartered Accountant certified copies of annual turnover for the last Five years preceding 2015-16.
7. Consortium agreement as per the format, on Rs.100/- non-judicial stamp paper.
8. Details of Coordination with Sponsors and their previous experience and association with Corporate in organizing the events.
9. Service Tax Registration Number.
10. Income Tax PAN no.
11. Plan of action along with timelines required for completion.

10.0 Submission of Tender:

The Filled in Tender Documents must be dropped in the tender box kept in the Office of the Chief Engineer, Greater Visakhapatnam Municipal Corporation, Tenneti Bhavan, Asilmetta, Visakhapatnam by 16.00 Hrs (I.S.T) on 20.07.2016, or any Amendments issued thereon.

The Tenderer shall submit the proposals in two separate envelopes as below:

- i) The Envelope No.1, marked on top as 'QUALIFICATION PROPOSAL' and the name of Tenderer with Telephone No. written on the left hand bottom side shall contain
 - (a) Tender Document duly signed by the Tenderer on each page as a token of acceptance of all the terms & conditions.
 - (b) Documents as per Clause No.9.0 above and
 - (c) DD for Rs.10,000/- towards the cost of Tender Document
 - (d) DD for Rs.5.00 lakhs towards the EMD.
- ii) The Envelope No.2 marked on top as "PRICE BID' and the name of Tenderer with Telephone No. written on the left hand bottom side shall contain the Form of Price Bid and Letter.

- iii) The Two ORIGINAL envelopes marked as “QUALIFICATION PROPOSAL” and “PRICE BID” shall be enclosed in an outer envelope super scribed as **“Tender For, ORGANISATION OF EVENT MANAGEMENT FOR 3rd BRICS URBAN FORUM MEETING AT VISAKHAPATNAM”** duly furnishing the name of the Tenderer along with Telephone No. on the left hand bottom side.

The tender shall be typed, (or) written in indelible ink and shall be signed by the Tenderer, or a person or persons duly authorized to sign on behalf of the Tenderer. All pages of the tender document containing the entries and all corrections or amendments made there in shall be initialed by the person or persons signing the tender. The Tenderers should ensure that their offer is submitted on the due date and time. Offers received after due date and time, shall not be accepted. The Tenderer shall bear all costs associated with the preparation and submission of tender and the department shall in no case be liable for these costs.

Incomplete tenders or tenders not fulfilling any of the conditions specified above are liable to be rejected without assigning any reason. Substantially responsive bids shall be evaluated in accordance with the clause 11 of Tender document.

11.0 Opening and Evaluation of Proposals:

The tenders will be opened on 20.07.2016 at 16.30 Hrs. The following procedures will be adopted for opening and evaluation of the proposals.

- i) The Outer Envelope will be opened first and verified for Envelope No.1 and Envelope-2.

First, the Envelope-1 will be opened. If the DDs are in order, then contents of Envelope-1 will be verified to check the qualification of the Tenderer to comply with the TENDER submissions in the prescribed formats and the supporting documents. If various documents contained in this envelope are incomplete or not in the prescribed formats or substantially insufficient to evaluate the qualification criteria a note will be recorded accordingly and evaluate for technical and financial qualifications for short listing the Tenderer on the basis of the information contained in it. Necessary supporting documents/clarifications for compliance with conditions in the Tender documents may be demanded from the Tenderers, if found necessary after the scrutiny. Refusal for compliance or giving clarification may render the proposal invalid and Envelope No. 2 in that case will not be opened, but recorded with a suitable note. After evaluation, the Tenderers will be intimated on their qualification or disqualification. If the applicant does not qualify, the Envelope No.2, will not be opened and EMD will be refunded.

- ii) Non-submission of requisite DD towards EMD and Cost of Tender document will make the Tender invalid.

iii) Envelope No. 2, only of those Tenderers who have fulfilled the requirements stipulated in Envelope No. 1, will be opened. The date of opening of 'Price Bid' will be intimated in due course and shall be opened in the presence of qualified Tenderers. The "Price Bids" of the Tenderers shall be read out to all the Tenderers, or their representatives present at the time of opening the same.

Note: Even though the Bidders meet the above qualifying criteria, they are subject to be disqualified if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements, and/or record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.

12.0 Period of Completion:

The agency has to commence the work from the date of issue of work order and to conduct the event from 14-09-2016 to 16-09-2016 with all necessary prior and post arrangements.

On acceptance of the tender, the Bidder shall either himself remain available at site of work, or arrange the availability of an accredited representative, fully authorized in writing at the site of work to receive instructions of the authorized officials of Greater Visakhapatnam Municipal Corporation to ensure prompt compliance thereof.

The certificate of completion will be as issued by the Greater Visakhapatnam Municipal Corporation.

13.0 Cost of Tendering:

The Tenderers shall bear all the costs associated with the preparation and submission of his proposal and Greater Visakhapatnam Municipal Corporation shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

14.0 Right to Accept Or Reject Any Proposal:

Greater Visakhapatnam Municipal Corporation (GVMC) reserves the Right to accept or reject any Proposal and to annul the Tendering process and reject all proposals, at any time prior to award of project, without thereby incurring any liability to the affected Tenderers or any obligation to inform the affected Tenderers of the ground for rejection of any Proposal.

15.0 Unconditional Price Bid:

The Price Bid must be unconditional. Conditional offers will be summarily rejected.

16.0 Amendment of Tender Document:

At any time prior to the deadline for submission of proposals, Greater Visakhapatnam Municipal Corporation may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer modify the Tender Document by issuing an addendum.

Any Addendum thus issued shall become a part of the Tender Document and will be posted on the website of the Corporation. To provide prospective Tenderers reasonable time, to take an addendum into account, in preparing their proposals, the deadline for submission of proposals may be extended.

The tenderer shall verify any amendment issued from time to time in the GVMC website until closure of bid downloading date and time.

17.0 Language:

For all the correspondence, the medium is English/Telugu.

18.0 Confidentiality:

All information relating to the examination, clarification, evaluation and comparison of proposals and recommendations for the award of a project shall not be disclosed to Tenderers or any other persons not officially concerned with such process until the award to the successful Tenderer has been announced. Any effort by any

Tenderer to influence Greater Visakhapatnam Municipal Corporation processing of proposals or award decisions may result in the rejection of that Tenderer's proposal.

19.0 Extension of Dead Line:

GVMC may, at its discretion, extend the dead line for submission of proposals by issuing an addendum/amendment, in which case all rights and obligations of GVMC and the Tenderers previously subject to the original deadline will thereafter be subject to the deadline as extended.

20.0 Modification and withdrawal Of Tenders

20.1 The Tenderer may modify his Tender, provided such modification is submitted along with the Tender. No proposal shall be modified or withdrawn by the Tenderer after submission.

20.2 Withdrawal of a Tender during the interval between the last date for submission of Tender and the expiration period of Tender validity shall result in the forfeiture of the EMD.

21.0 Liquidated damages:

In case, the installations are not completed within the period stipulated/extended for any reason thereon, liquidated damages shall be levied at Rs.50,000/- per day.

22.0 Acceptance:

The successful Tenderer will be notified through a "Work Order" and shall it shall acknowledge the receipt of the same in consent of the terms and conditions contained therein.

23.0. Statutory Obligations:

The successful Tenderer shall comply with all the provisions of the statutory acts concerning his scope of work including but not limited to Apprentices Act 1961, minimum wages Act 1948, Workmen's compensation Act 1923, Contract labour (Regulation and Abolition Act 1970), Payment of wages Act 1936, Corporation's liability Act 1938, Maternity Benefits Act 1961 and the Industrial disputes Act 1947, various Import laws etc., as applicable and the rules and regulations issued there under from time to time. Failure to do so shall amount to breach of the contract and the Corporation may at its discretion terminate the contract. The contractor shall also be liable for any pecuniary liability arising on account of violation by him of the provisions of the Act.

24.0 Performance Security:

The successful Tenderer is required to consent for adjustment of EMD towards the Performance Security. The EMD and Performance Security shall not carry any interest. The Performance security will be returned after Six (Months) from the date of completion.

25.0. Inferior work/Abandonment:

If the services of the agency are inferior/ if the agency abandons the work, Greater Visakhapatnam Municipal Corporation reserves the right to get the balance work done by other agencies. All payments due at that time shall be retained by Greater Visakhapatnam Municipal Corporation besides forfeiting the deposits.

26.0. Insurance:

The Agency shall ensure that all the structures on the site, together with all other assets lying are fully insured and kept insured, on replacement value basis, during the tenure of the agreement, at its own cost and expense, against all events. The insurance company shall be a Public Ltd Company (GOI).

15.2 In addition to the above, the Agency shall takeout insurance policies, to cover claims made by customers claims for damage, and/or loss and/or injury suffered by the visitors and or any other person/s etc.

27.0 Indemnity:

The Bidder shall agree to defend, indemnify and hold harmless GVMC, its officers, and employees from and against any and all claims, liabilities, actions, demands, judgments, losses, costs, expenses, suits, actions and damages arising by reason of bodily injury, death or damages to property sustained by third parties that are caused by an act of negligence or the willful misconduct of the Bidder, or his agents/Consultants/ employees etc.

28.0 Jurisdiction:

All questions, disputes or differences arising under out of or in connection with this Assignment shall be subject to the exclusive jurisdiction of the courts in cities of Hyderabad and Visakhapatnam.

29.0 Prohibition against collusion with other prospective Bidders.

Each Bidder warrants by the bid that the contents of the bid and the bid amount have been arrived at independently. Any bid that is found to have been arrived at through consultation or collusion or any sort of understanding with any other prospective Bidder for the purpose of restricting competition shall be deemed to be invalid and the Bidder shall lose his Security Deposit/Earnest Money Deposit.

30.0 Inducement:

Any effort by a Bidder to influence processing of bids or award of bid by the Department or any officer/agent/advisor thereof may result in the rejection of such Bidder's bid. In such a situation involving the rejection of bid the Bidder shall lose the Earnest money deposit.

31.0 Additional Items:

The agency is bound to do any additional items occurred during the execution other than the scope of the work with prior permission from the department at mutually agreed rates.

Format for Letter

**(On the letter-head of the Applicant/Lead Technical Member (Lead Member)
in case of a Consortium)**

Date: __.__.2016.

To
The Commissioner),
Greater Visakhapatnam
Municipal Corporation,
Visakhapatnam

Subject: **“ORGANISATION OF EVENT MANAGEMENT FOR
3rd BRICS URBAN FORUM MEETING AT
VISAKHAPATNAM”**

Sir,

In response to the Tender Document, we, _____
_____ (name of the applicant/ Lead Technical Member
(Lead member) in consortium with _____,
hereby unconditionally express our interest in participating for above mentioned
project.

We _____ (name of the Lead Technical Member (Lead member)
have been appointed as the Lead member, by our consortium members viz
_____ (name of the consortium member-1),
_____ (name of the consortium member-2), for the project.

We understood and hereby declare that

1. We have read all the terms & conditions of the Tender document.
2. The authority/ Greater Visakhapatnam Municipal Corporation reserves the right, in its absolute discretion, at any stage without prior notice and without assigning any reasons, terminate from further participation in the bidding process by any party, change the structure, procedures and timing of the bidding process, alter the terms of participation in the bidding process at any stage of the bidding process and to suspend or terminate the bidding process.
3. The statements made and information provided in response to the Tender document are complete, true and correct and in case of discrepancy, we shall be liable for any consequential effects arising there from.
All requisite documents/ papers/ information are enclosed as Annexure.

Thanking you,

Yours sincerely,

Name, Signature and Company seal of the Lead Member)
Address of Communication

Checklist of enclosures

Subject:“**ORGANISATION OF EVENT MANAGEMENT FOR 3rd BRICS URBAN FORUM MEETING AT VISAKHAPATNAM**”

1	Name of the Tenderer	Furnished/ Not furnished
2	Company Profile	Attached/Not Attached
3	Address for Communication	Furnished/ Not furnished
4	Phone No.	Furnished/ Not furnished
5	Email ID	Furnished/ Not furnished
6	Financial Capability of bidder/ consortium including Copies of Chartered Accountant certified copies of annual turnover for the last Five years preceding 2015-16	Attached/Not Attached
7	DD for Rs. 10,000/- towards non-refundable Tender document cost	Attached/Not Attached
8	DD for Rs. 5.00 lakhs towards the EMD.	Attached/Not Attached
9	Signed copy of Tender Document	Attached/Not Attached
10	Copy of PAN Card	Attached/Not Attached
11	Copy Service Tax Registration	Attached/Not Attached
12	Proof of Technical Capability of Bidder / Consortium, Experience in handling events of National/ International level	Attached/Not Attached
13	Completion certificates of all Consortium members Consortium agreement on Rs.100 Non-Judicial stamp paper	Attached/Not Attached
14	Copies of appreciation letters	Attached/Not Attached
15	Copies of EEMA/ ISO Certification	Attached/Not Attached

Date:

Place:

Signature and Name of Party

Note:

- 1 In case of consortium bidder, the list of deliverables shall be submitted along with Annexure 2 for both the consortium members.
- 2 In case of consortium, the role & responsibilities and their shareholding in the project, of each consortium member to be specified
- 3 The Lead member shall be as per eligibility criteria.
- 4 Maximum No. of consortium members permissible is 2. Each consortium member shall qualify at least 10% of financial criteria.

Date:

**UNDERTAKING BY CONSORTIUM MEMBERS
(On Rs.100/- Non- Judicial stamp paper)**

Subject:“**ORGANISATION OF EVENT MANAGEMENT FOR 3rd
BRICS URBAN FORUM MEETING AT VISAKHAPATNAM**”

- 1.0 I, _____, designated as the Lead Member of this consortium, hereby confirm that we have formed consortium with _____(Associate Member) for the sole purpose of participation and execution of the above project.
- 2.0 The Parties of the Consortium hereto shall, if awarded the Contract for the Project, be jointly and severally liable to the Authority in execution of the Project in accordance with the Contract.
- 3.0 The Parties undertake to participate as a consortium and to co-operate and contribute their respective expertise and resources.
- 4.0 The Parties hereto agree to pool in their financial, administrative, managerial, technical resources and expertise for successful execution of the Project, if awarded.

AUTHORISED SIGNATORY

Authorized
Signatory
(Lead Member)

Authorized
Signatory
(Associate
Member)

Format for Price Bid and Letter
(To be submitted by: Sole bidder/ Lead Member consortium
on the letter head of Lead Member)

Date:

To

Commissioner,
 Greater Visakhapatnam,
 Municipal Corporation
 Visakhapatnam.

Sir,

Subject: **“ORGANISATION OF EVENT MANAGEMENT FOR**
3rd BRICS URBAN FORUM MEETING AT VISAKHAPATNAM

In response to the Tender document, I/ We hereby quote the following:

SNO	EVENT	Amount Quoted in Rs.	
		Figures	In Words
1	Publicity for the event, including hoardings, banners, announcements in radio and TV		
2	Creation of website for the event and its dynamic maintenance		
3	Providing Translation system in the five official languages of BRICS nations (providing translators, equipment, head sets, etc) for the benefit of all delegates		
4	Recording of the events		
5	Receiving of the delegates from airport, railway station and seeing them off during departure		
6	Reception arrangements at the meeting venue		
7	Providing personnel for the		

	reception and receiving of delegates		
8	Designing concept for the cultural events on Sept 14th and 15th and their conduct from end to end, including stage erection, engaging cultural artistes and their boarding and lodging arrangements, audio and lighting, recording of the events.		
9	Arches and Stage Backdrop for the meetings in the Hotel		
10	Anchoring for the meetings and cultural events		
11	Printing of brochures, ID cards and distribution in the reception counters		
12	Media management, including setting up the media counter at the meeting venue		

1. Further, we specify that the above quote includes all the items under the scope of the work. We have adopted the rate of weather proof tents as Rs. _____/ Sft and also that of the individual stall Rs. _____/ Stall.
2. It is understood that the above amount quoted is inclusive of all applicable taxes, like service tax, entertainment tax etc.
3. This proposal and all other details furnished by us shall constitute a part of our Bid. I / we understand that GVMC is not bound to accept the lowest or any Bid received.
4. I/ we agree that my / our Bid shall remain valid for a period of 2 months from the Bid submission date.
5. I / we confirm that our Financial Proposal is unconditional and that we accept all terms and conditions specified in the Tender document I/ we

agree to bind by this offer if we are declared as the Successful Bidder.

6. It is understood that in case of discrepancy, the amount quoted in words will prevail.
7. We declare that we have read and understood the scope of work along with the team effort requirements. Our financial quote has been submitted with complete understanding of the same.
8. We abide by the above quote, terms and conditions of the Tender document, if GVMC selects us as the successful Bidder.

For and on behalf of:

Signature:

Name of the Person:

Designation:

Seal: