

Bank Note Paper Mill India Private Limited, Bangalore

Invites sealed quotations for event management services in connection with VVIP visit on an important occasion.

The enquiry is hosted on Company's website <http://www.bnpmindia.com>. Enquiry may be downloaded from the above referred website.

For any query, you may contact at Tel 0821-2401 171, Fax 0821-2401 222

Tender No. BNPM/CO/EM/ 90/2016-17 Dated 10.02.2017

**TENDER FOR EVENT MANAGEMENT SERVICES IN CONNECTION WITH VVIP VISIT ON AN
IMPORTANT OCCASION**

**CORPORATE OFFICE
BANK NOTE PAPER MILL INDIA PRIVATE LIMITED**

Gate 1, Administrative Building, Paper Mill Compound

Note Mudran Nagar, Mysuru 570003
Karnataka, India

Last date for submission of tender: **1500 Hours on March 07, 2017**
Opening of Quotation: 1600 Hours on March 07, 2017

Contents

Section	Description	Page nos.
I	Notice Inviting Tender	4-6
II	List Of Requirement	7-9
III	Eligibility Criteria	10
IV	Performa of Techno Commercial Bid	11
V	Price Bid Format	12-14

SECTION-I

NOTICE INVITING TENDER

Bank Note Paper Mill India Private Limited (BNPM) is a joint venture company between Security Printing and Minting Corporation of India Limited (100% owned by Government of India) and Bharatiya Reserve Bank Note Mudran Private Limited (A wholly owned subsidiary of Reserve Bank of India) and incorporated for manufacturing of bank note paper at Mysuru.

1. Sealed quotations are invited by BNPM from competent, resourceful and financially sound individual/firms for event management services in connection with VVIP visit (Prime Minister, Union Cabinet Minister etc. on an important occasion. The date of the event shall be intimated to the successful bidder at least a week before the event.
2. **Security Deposit:** The successful bidder, within ten days of acceptance of tender, shall submit 5% of the contact value as interest free security deposit, which will be released on completion of the work.
3. No tender should be withdrawn after the dead line for submission of tender and before expiry of the tender validity period.
4. Quotations should be addressed to Managing Director, Bank Note Paper Mill India Private Limited and should be submitted on or before **1500 hrs on March 07, 2017** in sealed covers at the office of BNPM at Gate 1, Administrative Building, Paper Mill Compound, Note Mudran Nagar, Mysuru 570 003. Quotations in person may be handed over to Shri Alok Kumar, AGM / Ms. Shiva Sharma, Dy. Manager. The bid shall be opened at **1600 Hours on March 07 2017** at the above mentioned address.
5. Bids should be submitted in a sealed cover, to the offices of the BNPM, super subscribed "Tender for Event Management for Tender No. BNPM/CO/EM/90/2016-17 Dated 10.02.2017, not to be opened before 07.03.2017". The Bid shall contain the following.
 - a) **Envelope1-** The first envelope shall contain the following
 - I) Techno Commercial Bid
 - II) Non-refundable tender fee Rs 1000/- (Rupees one thousand only) to be paid in form of DD in favour of Bank Note Paper Mill India Private Limited payable at, Mysore/ Electronic transfer.Techno-commercial bid as per Section III
 - b) **Envelope 2-** Price Bid as per format enclosed with Tender document.
6. Tenders not properly filled, mutilated with incorrect calculations or generally not complying with the conditions may be rejected.
7. Tenderers should quote their prices and rates both in figures and in words. No blank spaces shall be left. All erasures and corrections made while filling up the tender shall be initiated by the tenderer.

8. If the tender is made by or on behalf of an Owner it shall be signed by a person having the power of attorney to enter into such contracts. A copy of such power of attorney or similar authorizing letter shall be enclosed. If it is made by a Partnership Firm it shall be signed with the Co-Partner named by a member of the firm who shall sign in his own name and give the name and address of each partner of the firm and attach a copy of Power of Attorney with the tender authorizing him to sign on behalf of the other partners. A certified copy of the registered partnership deed shall also be submitted along with the tender.
9. The tender shall remain open for acceptance for a period of 60 days from the date of opening of the tender.
10. Prices quoted should include all i.e. Transportation charges etc., royalties, duties, taxes, octroi, entry tax, and any other duties and taxes leviable by the Central and state governments and other statutory bodies. The rates quoted will be treated as all inclusive and no further claims whatsoever will be entertained in this respect.
11. The acceptance of the tender will rest with the Owner, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received without assigning any reason thereof.
12. Discrepancy in Prices:
 - i). If, in the price structure quoted by a tenderer, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless BNPM feels that the tenderer has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.
 - ii). If, there is an error in a total price, which has been worked out through addition and/ or subtraction of subtotals, the subtotals shall prevail and the total corrected; and
 - iii). If, there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail
 - iv). If, as per the judgment of BNPM, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the tenderer by registered/speed post. If the tenderer does not agree to the observation of BNPM, the tender is liable to be ignored.

13. Terms of Payment:

Payment shall be made on completion of the work and duly certification by BNPM that the work has been carried out satisfactorily.

Payments to suppliers shall be made by account payee cheque or through ECS in INR only.

14.Delivery Period:

The work shall be carried out and completed as per the scheduled program made available to the successful bidders.

15.Liquidated Damages:

If the supplier fails to complete the programmer as per the scheduled programmer, without prejudice to other rights and remedies available to BNPM under the contract, deduct from the contract price, as liquidated damages, a sum equivalent up to 10% percent of the contract value for undelivered services. In case of failure on the part of the contractor, BNPM will have to engage other agency for completion of the work at the risk and cost of the contractor.

16.Tender Evaluation and award of work:

Tenders will be evaluated as per the terms and based on responsiveness taking into account all relevant factors. While the lowest offer will generally be the criteria, BNPM reserves the right to reject any offer including the lowest one if the same is not conforming to its norms. The decision of BNPM in this regard will be final.

- 17. The purpose of the tender is to qualify the event management service provider and to finalize the rate contract which shall be valid for one year from the date of acceptance of the tender.

All the above terms and conditions have been read, understood and accepted by me.

Authorized Signatory

Name of the Person Signing the Tender _____

Designation _____

Seal with address _____

Address of local office _____

LIST OF REQUIREMENT**A. Scope of Work**

Bank Note paper Mill is likely to be dedicated to the Nation by President of India/ Private/ Prime Minister of India/ Cabinet Minister, Government of India. The date of the event, once finalised will be intimated to the successful bidder. BNPM intend to appoint the professional agency for event management services for the occasion with total gathering not exceeding 500 (five hundred).

The scope of work of the agency shall include but not limited to the following:

1. Site survey and selection of the space for conducting various functions befitting to the requirement of VVIP/VIP functions.
2. Ascertaining the optimum requirement of man/material for various events.
3. Preparation of the budget for the event based on the optimum requirement and the cost furnished by the bidder in the tender.
4. Complete onsite arrangement will be done for smooth function of the event. Adequate registration counters will be set up for managing registration and distribution of passes.
5. Ensuring effective and efficient signage for schedule (day wise) programs.
6. Co-ordinate all logistic requirement pertaining to the events.
7. Co-ordination with government authorities for security protocol.
8. Design, all event management materials from brochure, flex, posters,, badges etc.as required.
9. Arrangement of audio visual equipment and coverage of the programme as per requirement.
10. Any other service required to complete the event but not specifically mentioned in the scope of work

B. The Tentative List of the requirement of the material is as given below.

Sl. No	Particulars	UOM	Approximate Quantity
A	Helipad	Per Running feet	5000
1	Bamboo Barricade without cloth		
B	Waiting Lodge		
2	30*40 Red Synthetic Carpet	Sq ft	1200
3	Half White Cushion Sofa	Each	10
C	Guest House Arrangement		
4	Red Synthetic Carpet	Sq ft	1000
5	Cloth Draping and Flower decoration for dining area		

6	Round table arrangement- Each table will have 5 chairs with flower bouquet in the centre of the table	Each	5
7	Half White Cushion Sofa	Each	4
D Factory			
8	Red Synthetic Carpet	Sq ft	12000
9	LED PAR lighting for building & main gate on night	Each	75
10	62 KVA Generator for building light (Up to 5 hours)	Each	1
11	62 KVA Generator for building light Extra running beyond 5 hours	per hour	5
12	Cloth Draping and Flower decoration for dining area photo display throughout the walk path (2X4 stand)	Each	60
E Auditorium			
13	Red Synthetic Carpet	Sq Ft	1200
F Back drop setup on stage			
14	12*8 P3 Black Panel LED Wall	Each	1
15	HD Processor/Digital Switcher	Each	2
16	10.5*14 star Flex Back Drop (Designing, printing and mounting) (10.5*14*2= 294)	Each	2
17	4*40 Star flex drop (160) (4*40X1=160)	Each	1
18	Wooden Chairs	Each	12
19	Glass Tea Poi (On stage & VIP seating area)	Each	15
20	Podium with BNPM Logo	Each	1
21	Sound proof air coolers	Each	6
22	Synthetic Carpet for hall	Sq ft	4800
23	Half White Cushion Sofa for VIP seating	Each	20
24	Cushion Chair with white cloth and ribbon	Each	500
25	10*180 Aluminium panelling for both sides of the hall	Sq ft	1800
26	Electronic Curtain unveiling	Each	1
27	Brass Lamp 4 feet height	Each	1
28	Red Synthetic Carpet- at PM's entry point	Sq ft	1200
29	Red Synthetic Carpet- at general entry point	Sq ft	1800
30	10*10 Aluminium stall at General entry point	Each	2
31	Sound and Stage lighting (JBL-VRX & SRX)	Lum	1
32	62 KVA Generator for building light (Up to 5 hours)	Each	4
33	Cloth Draping and Flower decoration -		
34	VIP Bouquet	Each	3

35	Silk Shawl	Each	3
36	Mysore Peta	Each	3
37	Sandalwood Garland	Each	3
G	General Dining Area		
38	60*80 Latis Pandal with draping	Sq ft	4800
39	10*220 side covering	Sq ft	2200
40	60*80 Synthetic Carpet	Sq ft	4800
41	Round Tables	Each	15
42	Buffet Counters, Ceiling fan and lighting	Lum	1
H	VIP Lounge		
43	16*16 German Tent	Each	2
44	Round Table	Each	3
45	Cushion Sofa	Each	15
46	Star flex design, printing and mounting	Sq ft	1350
47	Videographer of the function (approximately 6 Hours)	Each	4
48	Photographer (approximately 6 hours)	Each	4
49	MC (Female)	Each	1
51	Flag Poles	Each	250
I	Memento		
52	For Prime Minister	Each	1
53	Medium Size memento	Each	3
54	Invocation song (Group song)	Lump sum	1
55	Wooden Platform at PM's entry point for levelling the uneven ground	Lump sum	1
56	Event Management Charges	Lump sum	1
57	Any other charges if any (Please specify)		

1. The List is indicative only and not exhaustive. The actual requirement may vary upward/down ward. The payment shall be made based on the actual quantity used.
2. The rates quoted shall be all inclusive viz, men, materials, logistics, taxes and duties except service tax which should be quoted separately and shall be paid at actuals.
3. The quoted rate shall also include all copyright, if any, and BNPM will not be held for any copyright violation. The successful bidder will indemnify BNPM for any infringement in this regard.
4. Any other item not included in the list but required, shall be settled with the successful bidder at mutually agreed rate.
5. The rate quoted shall be valid for one year from the date of acceptance of the tender.

ELIGIBILITY CRITERIA

The pre-qualification criteria for the same are given as under:

Individual/ firm/ company intending to bid should be bonafide, experienced, technically competent, resourceful and financially sound to carry out the assigned order.

The bidder should be:-

- a) Registered under VAT/ CST.
- b) Having valid permanent Income Tax A/c No. as allotted by the Income Tax Authority of Government of India.
- c) Not blacklisted/ debarred by BNPM/ Bharatiya Reserve Bank Note Mudran (P) Limited (BRBNMPL) / Security Printing & Minting Corporation of India Limited (SPMCIL) or any Govt. Departments

Eligibility Criteria

Past Experience	The bidder should have experience of conducting at least one event where chief guest was VVIP/VIP (President of India/Prime Minister of India/ Cabinet Mister of GOI. During last three years. Period ending 31.01.2017 with a gathering of 400 (four hundred).
Financial	The bidder should be financially sound and should not be a loss making Company.

The bidder shall submit the documentary evidence of satisfying performance against above criteria.

Documents to be submitted along with the bid.

1. Profile of the Company
2. Copy of VAT/Service Tax Registration certificate
3. Documentary evidence towards Past Experience
4. Profit and Loss account and Balance sheet for last three years for period ending 31.03.2016
5. DD towards tender fee.

PERFORMA OF TECHNO-COMMERCIAL BID

From

Company Name,
BNPMIPL VENDOR REGISTRATION NO:
Address:

Date:

To

The General Manager,
Bank Note Paper Mill India Private Limited
Gate 1, Administrative Building, Paper Mill Compound
Note Mudran Nagar, Mysuru 570003
Karnataka, India

Dear Sir,

Ref: Your Enquiry No. _____ dated _____

We have received your enquiry cited and we are pleased to enclose the following as our technical bid for your kind consideration.

- 1) Our company's profile.
 - Name of the firm:
 - Status of the firm: Proprietor/Partnership/Regd. Company/Co-op Society
 - Local / Central Sales Tax / Excise Regn. No.:
 - Income Tax P.A.N. No.:
 - Bankers and their Address:
- 2) List of our valuable customers:
- 3) We confirm to undertake the task of event management as per your requirement..
- 4) We confirm that we will abide by all the terms & conditions and we do not have any counter conditions. (Authorization letter of the original manufacturer should be enclosed wherever required)
- 5) We have not been blacklisted/ debarred by BNPM/ Bharatiya Reserve Bank Note Mudran (P) Limited(BRBNMPL) / Security Printing & Minting Corporation of India Limited (SPMCIL) or any Govt. Departments for participation in the tender.

Thanking you,
Yours faithfully,

Seal

Name & Signature with date.

SECTION- V

PRICE SCHEDULE

From

M/s.

Date:

To

The General Manager
BNPMIPL,
Corporate Office,
Administrative Building, Paper Mill Compound
Note Mudran Nagar
Mysuru 570 003

Dear Sir,

Sub: Price Bid for Event Management on the occasion of Dedication of Bank Note Paper Mill to the Nation.

Ref: Your Tender Enquiry No. BNPM/CO/ EM/90/2016-17, Dated 10/02/2017

We have received your tender enquiry cited and we are pleased to enclose the following as our commercial bid for your kind

Sl No	Particulars	UOM	Approximate Qty	Unit Rate	Total
a	b	c	d	e	f=d*e
A	Helipad	Per Running feet	5000		
1	Bamboo Barricade with out cloth				
B	Waiting Lodge				
2	30*40 Red Synthetic Carpet	Sq ft	1200		
3	Half White Cushion Sofa	Each	10		
C	Guest House Arrangement				
4	Red Synthetic Carpet	Sq ft	1000		
5	Cloth Draping and Flower decoration for dining area				
6	Round table arrangement- Each table will have 5 chairs with flower bouquet in the centre of the table	Each	5		
7	Half White Cushion Sofa	Each	4		
D	Factory				

8	Red Synthetic Carpet	Sq ft	12000		
9	LED PAR lighting for building & main gate on night	Each	75		
10	62 KVA Generator for building light (Up to 5 hours)	Each	1		
11	62 KVA Generator for building light Extra running beyond 5 hours	per hour	5		
12	Cloth Draping and Flower decoration for dining area photo display throughout the walk path (2X4 stand)	Each	60		
E	Auditorium				
13	Red Synthetic Carpet	Sq Ft	1200		
F	Back drop setup on stage				
14	12*8 P3 Black Panel LED Wall	Each	1		
15	HD Processor/Digital Switcher	Each	2		
16	10.5*14 star Flex Back Drop (Designing, printing and mounting) (10.5*14*2= 294)	Each	2		
17	4*40 Star flex drop (160) (4*40X1=160)	Each	1		
18	Wooden Chairs	Each	12		
19	Glass Tea Poi (On stage & VIP seating area)	Each	15		
20	Podium with BNPM Logo	Each	1		
21	Sound proof air coolers	Each	6		
22	Synthetic Carpet for hall	Sq ft	4800		
23	Half White Cushion Sofa for VIP seating	Each	20		
24	Cushion Chair with white cloth and ribbon	Each	500		
25	10*180 Aluminium panelling for both sides of the hall	Sq ft	1800		
26	Electronic Curtain unveiling	Each	1		
27	Brass Lamp 4 feet height	Each	1		
28	Red Synthetic Carpet- at PM's entry point	Sq ft	1200		
29	Red Synthetic Carpet- at general entry point	Sq ft	1800		
30	10*10 Aluminium stall at General entry point	Each	2		
31	Sound and Stage lighting (JBL-VRX & SRX)	Lum	1		
32	62 KVA Generator for building light (Up to 5 hours)	Each	4		

33	Cloth Draping and Flower decoration -				
34	VIP Bouquet	Each	3		
35	Silk Shawl	Each	3		
36	Mysore Peta	Each	3		
37	Sandalwood Garland	Each	3		
G	General Dining Area				
38	60*80 Latis Pandal with draping	Sq ft	4800		
39	10*220 side covering	Sq ft	2200		
40	60*80 Synthetic Carpet	Sq ft	4800		
41	Round Tables	Each	15		
42	Buffet Counters, Ceiling fan and lighting	Lum	1		
H	VIP Lounge				
43	16*16 German Tent	Each	2		
44	Round Table	Each	3		
45	Cushion Sofa	Each	15		
46	Star flex design, printing and mounting	Sq ft	1350		
47	Videographer of the function (approximately 6 Hours)	Each	4		
48	Photographer (approximately 6 hours)	Each	4		
49	MC (Female)	Each	1		
51	Flag Poles	Each	250		
I	Memento				
52	For Prime Minister	Each	1		
53	Medium Size memento	Each	3		
54	Invocation song (Group song)	Lump sum	1		
55	Wooden Platform at PM's entry point for levelling the uneven ground	Lump sum	1		
56	Even Management Charges	Lump sum	1		
57	Any other charges if any (Please specify)				
	Total (1 to 57)				
	Service Tax				
	Grand Total including Service Tax in figures				
	Grand Total including Service Tax in words				

Authorized Signatory

Name of the Person Signing the Tender

Designation

Name of Firm

Seal with address

Address of local office