

NOTICE INVITING QUOTATIONS

FOR

“APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR CONDUCTING EXPORT AWARD FUNCTION ON 18TH DECEMBER, 2017 AT NEW DELHI”

Last date &time for submission of Quotations:

17th November, 2017 upto 5:00 PM (Friday)

The Quotation Document, complete in all respects, to reach on or before the due date in a sealed envelope subscribing “ **QUOTATION FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR CONDUCTING EXPORT AWARD FUNCTION** ”AT NEW DELHI at the following address:

Sr. Director

Apparel Export Promotion Council,

Apparel House, Sector-44, Institutional Area

Gurgaon, Haryana-122003

IMPORTANT DATES

1.	Issue of Quotation Notice & Document	7/11/2017
2.	Last date &time for submission of quotation	17/11/2017 up to 5:00 P.M. (Friday)

A. **EVENT BACKGROUND**

Apparel Export Promotion Council (AEPC) “Annual award for Outstanding Export Performance” is the most prestigious award for the Apparel Industry to honor the industry leaders for their outstanding performance in Apparel exports.

The award not only recognizes the best performer in the various categories of apparel exports but also encourages the other fellow exporters to surpass the past record performance.

This Annual awards for outstanding export performance for the base period f.y. 2016-17 is to felicitate the exporters who have excelled in the exports of readymade garments under various categories.

B. PROCEDURE FOR SUBMISSION OF BIDS

1. Documentary evidence in support of Eligibility Criteria , namely:

- i. CA Certificate showing average annual financial turnover of at least Rs. 40 lakhs during the last 2 financial years in each year.
- ii. Copies of the work orders evidencing that the agency has experience of organizing at least 2 fashion events/trade shows/award functions successfully.
- iii. Demand Draft/RTGS for Rs. 20,000/- towards refundable EMD in favour of “**Apparel Export Promotion Council**” payable at **Gurgaon, Haryana**. RTGS details are given below :

BENEFITIARY: APPAREL EXPORT PROMOTION COUNCIL
SAVING A/C NO: 180401000020000
IFS CODE: IOBA0001804
BANK: INDIAN OVERSEAS BANK
ADDRESS: BRANCH - APPAREL HOUSE, SECTOR 44, INSTITUTIONAL AREA,
GURGAON - 122003

- iv. Photocopies of pan card, GST registration.
- v. Please fill up Annexure 1 and 2 consisting of various technical and financial details for the company and financial costing along with this quotation document.

C. DISCLAIMER

This quotation document is being issued by AEPC for inviting bids for **“CONDUCTING EXPORT AWARD FUNCTION ON 18TH DECEMBER, 2017 AT NEW DELHI”**. The purpose of this document is to provide the Bidder with information to assist in the formulation of their proposal. The information is not intended to be exhaustive. Interested parties are required to make their own inquiries. AEPC reserves the right not to proceed with the project or to alter the time table reflected in this document or to change the processor procedure to be applied. It also reserves the right to decline to discuss the project further with any party submitting a bid. No reimbursement of any cost will be paid to persons, entities submitting the Bid.

D. GENERAL CONDITIONS /INSTRUCTIONS FOR SUBMISSION OF BID.

1. Sealed Quotations are invited directly from established agencies/firms (single entity) for CONDUCTING AWARD FUNCTION.
2. The agency should have the Registration no. of GST.
3. The bid should be submitted in a sealed envelope and it should be super scribed as **“QUOTATION FOR CONDUCTING EXPORT AWARD FUNCTION ON 18TH DECEMBER, 2017 AT NEW DELHI”** **The Technical Bid & Financial Bid should be submitted in separate sealed envelope and both the envelopes should be submitted in the main sealed envelope.**
4. The last date of receipt of bid in a sealed envelope is on or before 17TH November, 2017 up to **5.00pm and should be submitted to The Senior Director (Fairs & Exhibitions), Apparel Export Promotion Council, Apparel House, Sector-44 Institutional Area, Gurgaon, Haryana-122003.** The quotation received through e-mail etc. would not be considered.
5. The refundable Earnest Money Deposit (EMD) of Rs.20,000/- (Rupees Twenty Thousands only) in the form of Demand Draft/Pay order drawn in favour of **“Apparel Export Promotion Council”** payable at **Gurgaon, Haryana** is to be submitted along with the bid. EMD DD should be put in the

Technical Bid envelope. The EMD can be submitted through RTGS also. RTGS details are given below :

BENEFITIARY: APPAREL EXPORT PROMOTION COUNCIL
SAVING A/C NO: 180401000020000
IFS CODE: IOBA0001804
BANK: INDIAN OVERSEAS BANK
ADDRESS: BRANCH – APPAREL HOUSE, SECTOR 44, INSTITUTIONAL AREA,
GURGAON – 122003

6. AEPC will award the contract to the successful bidder where bid has been determined to be technically as per parameters mentioned in Annexure I. The vendors who qualify in Technical Bid will be eligible for financial Bid participation and the L1 financial bid will qualify for award of contract.

7. The EMDs of the unsuccessful bidders will be refunded without any interest. The performance guarantee for the successful L1 bidder shall be Rs. 50,000/-. After adjusting the EMD of Rs. 20,000/- additional performance guarantee of Rs. 30,000/- shall be remitted by the L1 bidder to make the total performance guarantee equivalent to Rs. 50,000/-.

8. All the pages/documents of the bid should have signature of the bidder with the stamp of the Firm. Any over-writing, corrections & cuttings should have initials of the bidder. Corrections should be made by writing again instead of shaping or over-writing.

9. Rates should be quoted in Indian Rupees (Rs) in figures. Please ensure to specify about the applicable taxes, if any.

10. Conditional quotations are liable to be rejected.

11. AEPC reserves the right to reject or accept any or all application(s) without assigning any reason(s).

12. AEPC reserves the right to increase or decrease services in Quotation document.

13. The quotation should be valid for a minimum period of up to 31st January, 2018.

14. The terms of payment are as follows:-

- **50% of the total contract value on signing of contract and upon conforming bookings of Audio Visual equipments, LED panels etc. required for the show.**
- **Balance 50 % after conclusion of the show and submission of final bill**

E. The Performance Guarantee shall be forfeited by the AEPC in following cases:

i. The L1 agency withdraws their offer during the period of quotation validity.

ii. After opening of Financial Bids, the bidder fails to honor the contract or refuses to comply with any or all terms and conditions of the quotation.

iii. If the services of the Agency is not found satisfactory as per the terms & conditions of the quotation.

F. In case of any dispute or difference arising in relation to meaning or interpretation of the agreement, Chairman, AEPC would be the final arbitrator. The decision of the arbitrator shall be final and binding on both the parties.

The losses to the AEPC if any, which are directly attributable to the agency shall be deducted from the bills.

G. **RIGHTS OF AEPC**

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(i) AEPC reserves the right to accept / reject the offers received, or call for any additional information /clarification/ presentation, or modification/cancellation of the bidding process, if so required, without assigning any reasons whatsoever.

(II) AEPC reserves the right to cancel/terminate the agreement at any time without assigning any reason.

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H. **OTHER TERMS AND CONDITIONS:**

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1. Confidentiality of any data and information provided by AEPC and other agencies to the Vendor should be maintained.
2. Governing Law and Jurisdiction: This agreement shall be governed by the laws in India and shall be subject to New Delhi jurisdiction.

I. **FORCE MAJEURE:**

The failure to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default, so far such inability arises from an event of Force Majeure. For the purpose of this proposal "Force Majeure" means an event which is beyond the reasonable control of AEPC and is not foreseeable.

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J. **Acceptance of the Quotations**

All the clause of quotation document and terms and conditions enumerated in this form has been read by me/us and are acceptable to me/us.

Date:

Signature

Name of Bidder (in Block Letters).....

Address of the company with Stamp

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Annexure-I

CONDUCTING EXPORT AWARD FUNCTION ON 18TH DECEMBER, 2017

AT NEW DELHI

(TECHNICAL BID)

(To be submitted on the Letter Head of the Company)

- 1. Name of the Company** :
- 2. Address, Contact details** :
- 3. Contact person & Designation** :
- 4. Turnover of the Company for the financial year** :
- FY 2016 - 17** :
- FY 2015 - 16** :
- (Attached certificate duly certified by Chartered Accountant)** :
- 5. Attach copy of Registration (GST /Pan card etc.)** :
- 6. Work Experience** :

(Attach Copies of the work orders evidencing that the agency has experience of organizing at least 2 events in last three years pertaining to fashion event/trade show/award function etc. preferably for Export Promotion Councils/FIEO/FICCI etc. successfully

Annexure - II (Financial Bid)

Sl.	Elements	Size (ft.)	Qty	Amount (Rs.)
1	Stage with 1.5 ft. height	36x20	1	
2	Riser for side LED walls support	14x3x4'	2	
3	Backdrop Riser .to support 20' x 10' size LED wall	20x 4x2.5	1	
4	Center LED Wall 2.9 mm quality (must) with Masking	20x10	1	
5	Stage Tele- Prompters on stage	42 inches	2	
6	Side projection walls (LED) Quality 6 MM with Masking	10x12 ft.	2	
7	Stage carpet & Flex cover	36x20 ft.	1	
8	Front masking with flex for stage, covering along with 8" wide and full stage width Lily/imported flower arrangement along the 36 feet large stage. Flowers for decoration of the inauguration lamp.	36x2	1	
9	Wooden steps with masking/paint for stage	6x2.5	2	
10	Riser for camera and follow spot light with suitable height	6x 4	5	
11	Registration backdrop with table & 2 chairs for awardees	8x 8	1	
12	Front masking/sunboard on Registration Desk with AEPC branding	3x6	1	
13	Podium branding with AEPC branding with sunboard sheet	2.5x4	1	
14	Media wall backdrop	8 x8	2	
15	Media Console	18x6x1.5	1	
16	console (light and sound)	18x4	1	
17	LED online equipment (splitter, video mixer, laptop, video engineer, switcher etc.)		1 set	

18	Sound system – Complete Sound system (JBL VRX series/RCF, 6 tops flying, four bass, 2 stage monitors, 2 podium mikes, 6 handmikes, digital mixer yamaha/sound craft, processor rack etc.		1 set	
19	Photographer with Still Camera & to provide a album with 100 photographs in collage (minimum photo size 5" x 7") along with 2 pen drives.		2	
20	Videography set-up with complete, hardware like splitter/mixer/cables - CD of the event will be the sole property of AEPC.		2	
21	Hardware of Light (10-12 Sharp lights, 24 LED PAR lights, 6 profile lights, spot light 1200 watt, light mixing console, operator, wiring, dimmer etc. Backside truss, two front T truss towers.		1 set	
22	promoters/ ushers (4 female) along with 2 decorated big trays.		4	
23	Ganesh Vandana with 4 artists –vocal/instrumental (jugalbandi)		1	
24	Transport charges			
25	National Anthem on LED screen at the end of the show			
26	Flower Bouquets to be presented to Ministers with minimum 100 Roses/Orchids (3 Roses + 4 Orchids) of good quality.		7	
27	Emcee – Mr Yuri		1	
28	Minister Welcome Board	4 x 6ft.	3	
29	Outside Branding	7x 12 ft.	2	
30	Agency fee (inclusive of relevant NOCs to be taken for organizing the event).			
	GST as applicable			
	Grand total			

I declare that all the above details mentioned are correct and true to my knowledge and any of the above details found false or incorrect in future will make me ineligible for getting the contract and I shall be liable for any legal action taken by AEPC in this regards.

(Signature)

Name of the person_____

Name/address of the company_____

Company's stamp _____

Place & Date
