

REQUEST FOR PROPOSAL

FOR

Engagement of Event Management Agency for event management service for organizing Gujarat Natya Katha Tour 2025 at Surat & Vadodara on 17th -18th February 2025

RFP Ref No:

Dated: 10.02.2025

Issued by:

Indira Gandhi National Centre for the Arts.

Janpath Building (near Western Court), Janpath, New Delhi –110001

Phone: 7011761965

Email: igncavrc@gmail.com

Date of inviting Proposal	:	13th Feb, 2025
Last Date of Submission	:	14th Feb, 2025 (up to 03.00 PM)
Date of opening of bids	:	14th Feb, 2025 (03.30 PM)
Presentation before committee	:	15th Feb, 2025 (11:00 am)

DISCLAIMER

1. This Request for Proposal (RFP) is issued by Indira Gandhi National Centre for the Arts, New Delhi.
2. The information contained in this RFP or subsequently provided to bidders, whether verbally or in documentary or any other form by or on behalf of Indira Gandhi National Centre for the Arts, is provided on the terms and conditions set out in this RFP.
3. This RFP is not a contract and is not an offer by Indira Gandhi National Centre for the Arts to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by Indira Gandhi National Centre for the Arts, in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for Indira Gandhi National Centre for the Arts, its employees, or advisers to consider the objectives, technical expertise, and particular needs of each party, who reads or uses this RFP. The assumptions, assessments, statements, and information contained in this RFP may not be complete, accurate, adequate, or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.
4. Information provided in this RFP to the bidders is on a wide range of matters and is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Indira Gandhi National Centre for the Arts accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the laws expressed herein. Indira Gandhi National Centre for the Arts, its employees and advisers make no representation or warranties and shall have no liability to any person including any bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, claims, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained herein or deemed to form part of this RFP or arising in any way in this selection process. Indira Gandhi National Centre for the Arts accepts no liability of any nature, whether resulting from negligence or otherwise, however caused, arising from reliance of any bidder upon the statements contained in this RFP.
5. Indira Gandhi National Centre for the Arts is entitled, in its absolute discretion, but without being under any obligation, to update, amend or supplement the information, assessment or assumption contained in this RFP. The issue of this RFP does not imply that Indira Gandhi National Centre for the Arts is bound to select a bidder or to appoint the selected bidder, as the case may be, for this project and Indira Gandhi National Centre for the Arts reserves the right to reject all or any of the proposals of any bidder, without assigning any reason whatsoever.
6. Indira Gandhi National Centre for the Arts or its authorized officers / representatives / advisors reserve the right, without prior notice, to change the procedure for the selection of the selected bidder or terminate discussions and the delivery of information at any time before the signing of any agreement for the project, without assigning reasons thereof.

7. The RFP does not address concerns relating to diverse investment objectives, financial situation, and particular needs of any party. The RFP is not intended to provide the basis for any investment decision and each bidder must make its / their own independent assessment in respect of various aspects of the techno-economic feasibilities of the project. No person has been authorized by Indira Gandhi National Centre for the Arts to give any information or to make any representation not contained in the RFP.
8. Indira Gandhi National Centre for the Arts may terminate the bid process at any time and without assigning any reason and makes no commitments, express or implied that this process will result in a business transaction with anyone.

INTRODUCTION

Indira Gandhi National Centre for the Arts (IGNCA) is a premier institute that conducts lectures, seminars, exhibitions, conferences of national and international level and also cultural events. The organization is striving to document the wide variety of our culture and also engage in a critical dialogue with the larger masses for exposure to the arts. Accordingly, IGNCA invites Event Management Agencies to make a bid for conducting Gujarat Natya Katha Tour 2025 at Surat and Vadodara

BACKGROUND

Natya-Katha, holds a significant place in Gujarat's cultural and historical heritage. It is primarily rooted in traditional forms of performance, blending dance, drama, and music to convey stories, often from time honoured epics & Puranas, folklore, and religious texts. The relationship between Natya-Katha and Gujarat can be traced through a few key aspects:

PROCESS OF SELECTION

IGNCA would be detailing the minimum pre-qualification requirements and the process of selection in the RFP.

- The designated Committee would evaluate the quality of Bidders on the criteria mentioned in the RFP based on their proposals received and fulfilment of eligibility criteria (Technical Bid). The technically eligible agencies would be give a presentation before a designated Committee at IGNCA, New Delhi.
- Financial Bids of only the short-listed Bidders (who score at least 70 out of 100 in the Technical Bid) would be considered.
- IGNCA does not bind itself to accept the lowest or any tender and has the right to refuse any or all the bids without assigning any reason or select any bidder that is in the final evaluation list. IGNCA also reserves the right to re-issue the Tender without Tenderers having the right to object against such re-issue. IGNCA also reserves the rights to extend the validity period.
- The bidders shall submit their offers strictly in accordance with the Terms & Conditions of the Tender document. Any tender that stipulates conditions contrary to the conditions given in the tender document stands disqualified.
- During opening of the technical and financial bids, all bidders are requested to be present at IGNCA Boardroom, First Floor, Janpath, New Delhi-110001.
- IGNCA also reserves the sole right for carrying out amendments/modification/ changes including any addendum to this RFP. Such amendments/modification/ changes including any addendum to this RFP shall be notified on the IGNCA website www.ignca.gov.in and these will be binding on the agencies.
- IGNCA reserves the right to extend the deadline without assigning any reasons thereof. Intimation of the same shall be notified on the IGNCA website www.ignca.gov.in.
- The bidder shall bear all costs associated with the preparation and submission of the Tender and IGNCA will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

SCOPE OF WORK AND RESPONSIBILITIES

Gujarat Natya Katha Tour 2025 Cities: 2 (Surat & Vadodara)		
Sl. No.		Particulars
1	1.1 DECOR	Gate/Pathway Decoration/Flower decoration/ Stage Backdrop
	1.2 Pre-launch Advertisement	Digital Promotion
	1.3 Stage Requirement	Art, Sound & Lighting on Stage (as per the recruitments of the artist), Required Platforms (Risers with Black cloth), Carpet Flooring/Dance Mat/Suitable cover as needed for classical dance, Barricading, Covering, 1 piece LED as the backdrop for Display of Content (Appropriate to Stage Size)
2	HUMAN RESOURCE	Hosts and Hostesses for Welcoming Guests, Coordinators (Technical, Creative), Line Managers, Talent Managers, Volunteers
3	COMMUNICATION	Digital/Paper Publicity/ Press Meet and Announcements/ Hoarding/T.V scrolling/Invitations/Banners/Signages/Promos
4	AUDIO-VISUAL	Video/Photography/Display Material at Event (Between Performances)
s5	TRAVEL	One way Delhi to Gujarat for artists including 1 business class fare for the team leader+ In state travel (team and team leader)
6	ACCOMODATION	Accommodation of the artist/Guest/Students: Proper rooms + 1 suite for the team leader (5 N)
6	LOGISTICS	Staffs, Artists, Coordinators and Organisers
7	FOOD	Lunch/Dinner/Breakfast
		Snacks/refreshment and water
8	GIFTS	Memento & Uttariya/Certificates, Flowers for Guests
9	VENUE HYGIENE	Sanitizer Stands, Tissue Boxes, Towels Parking Signages Information Kiosk

Organizing

QUALIFYING CRITERIA AND TECHNICAL PROPOSAL

IGNCA shall evaluate the capabilities of the Event Management Agencies based on their profile and also keeping in view of the following criteria. Agencies not fulfilling the below criteria need not apply.

Minimum Eligibility Criteria

- a) A Bidder can be a Proprietor/ company/ partnership firm/other legal entity incorporated/established as per the applicable laws in India. A consortium/Joint venture of entities shall be not be allowed to bid and shall not be considered for evaluation under this Tender.
- b) The agency must be in operation in India from past 5 (Five) years in the same line of business. As proof the agency may submit proof (Invoices/work orders/agreement copies/Purchase Order) of any assignment executed 5 years before the tender due date. (*Same line of business here stands for the business of events, exhibitions, road shows, virtual event, creative designing, Advertising, branding, marketing, Media & communications)
- c) The agency must have executed/ongoing at least 02 (two) events/Exhibitions/road shows/virtual event/Advertising Projects for any Government Organization/PSUs/ Chambers of Industry Association in last three years. (Documentary proof in this regard must be submitted)
- d) The agency must have attained average turnover of Rs. 2 crores in any of the last three financial years. A CA certificate in this regard must be submitted as proof.
- e) The agency must be empaneled with at Least Two Government/ PSU Organization for Providing Event Management Services.
- f) The Bidder should not be blacklisted with any Govt/ PSU Organization.

Technical Bid

Demand Draft of Rs. 1,00,000/- (Rupees One Lakh only) as Earnest Money Deposit (EMD)

Earnest Money Deposit

- i) EMD amount will be accepted in the form of Demand Draft in favour of IGNCA, New Delhi. Scanned copy of EMD may be attached in technical bid alongwith the technical bid form. The bid without EMD is liable to be summarily rejected.
- ii) Without prejudice to any other right of IGNCA the Earnest Money Deposit may be forfeited by the IGNCA:
 - a) If the Bidder withdraws his bid during the period of bid validity; or
 - b) In case the successful Bidder refuses to sign the Agreement; or
 - c) If the bidder fails to furnish the Performance Security.
- iii) EMD will be refunded to the unsuccessful bidders with-in thirty days of declaration of result of first stage i.e. technical evaluation etc. and no interest would be paid thereon.
- iv) MSME registered companies are exempted for EMD and tender fee

Performance Security

The successful bidder shall be required to deposit an amount of 5% of the value of the contract as Performance Security which should remain valid for two months beyond the date of completion of all contractual Obligations. Performance Security shall be submitted in the form of Demand Draft in favour of IGNC A, New Delhi payable at New Delhi or in the form of Bank Guarantee issued by a commercial bank. Performance security will be discharged after completion of contractor's performance obligations under the contract. The above security deposit will be liable to be forfeited during the period of contract, in case breach of any terms and conditions of the contract or failure to provide any services under the contract or loss results from contractor's failure and breach of obligation under the contract.

Payment Terms

The entire payment will be made after the satisfactory completion of the programme and after all bills and other payments have been submitted to IGNC A.

Penalty Clause

In case of late execution/unsatisfactory performance, penalty of maximum of 10% will be imposed and decision of the IGNC A will be binding on the firm.

Dispute Resolution

In case of any dispute matter will be refer to the jurisdiction of Delhi courts only.

Submission of Proposal

The proposals need to be submitted by physically at A1 wing, first floor, conservation division, IGNC A, New Delhi.

Technical Proposal

The agencies fulfilling the pre-qualification criteria will be asked to make a presentation before a committee constituted by the Administration for this purpose. The agencies will be evaluated on the following parameters and the presentation.

S.No	Evaluation criteria	Maximum Marks	
1.	TECHNICAL CAPACITY OF THE BIDDER	50	
1.1	Number of assignments in Govt. Departments and PSUs (Events/Virtual Screening/Media & PR Assignments) in last 3 Years as shall be awarded marks as under: (minimum two (02) assignments required to be eligible)	15	
	Projects Executed with Government Organisation		Marks
	Up to 2 projects		05
	Above 03 projects to 5 projects		10
	More than 8 projects		15

1.2	Average turnover of last 3years		10
	Marks		
	0.5 Crore \leq 1Crore	03	
	>1 Crore \leq 2 Crore	05	

	>2 Crores	10	
1.3	Relevant Experience in Past years: The agency must be in operation in India from past 3 years in the same line of business to be eligible.		10
	Experience in Years	Marks	
	1 Years ≤ 3 Years	03	
	>3Years ≤ 5 Years	07	
	>5Years	10	
1.4	Relevant Recognition and Appreciation from Govt. and Affiliate Organisations in the field of Events Management- Work Order, Appreciation Certificate, Completion Certificate is to be attached as a proof.		15
	Recognition from Central or State Government	Marks	
	Less than 5	05	
	Between 5 to 10	10	
	More than 10	15	

2	PRESENTATION	50
2.1	Conceptual plan for an event <ul style="list-style-type: none"> Total execution plan for Conceptualize, Plan, Design, Organize, Produce, Coordinate, Direct, Manage, Publish, Execute and Deliver event 	50
	TOTAL MARKS (1+2)	100

Financial Bid Evaluation

Bidder should submit the financial bid, which shall indicate the details of price, applicable taxes.

The Financial bids will be evaluated on Quality and Cost Based Selection method (QCBS) basis and as per GFR Rules.

To

Ms. Arupa Lahiry
Regional Director
IGNCA, VRC

TECHNICAL FORMS

FORM I TECHNICAL PROPOSAL Letter of Proposal (On Bidder's letterhead)

Sub: Engagement of Event Management

Dear Sir/Madam,

1. With reference to your RFP document dated....., we, having examined the Bidding documents and understood their contents, hereby submit our Proposal for the aforesaid Assignment. This proposal is unconditional.
2. All information provided in the Proposal and in the Appendices is true and correct.
3. This statement is made for the express purpose of qualifying as a Bidder for under taking the Assignment.
4. We shall make available to the IGNCA any additional information it may find necessary or require to supplement or authenticate the Bid.
5. We acknowledge the right of the IGNCA to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part nor blacklisted nor debarred by any state/ central Government or their agencies including Central/State Level Public Enterprises.
7. We declare that:
 - a. We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the IGNCA.
 - b. We do not have any conflict of interest in accordance the RFP document;
 - c. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the IGNCA or any other public sector enterprise or any government, Central or State; and
 - d. We hereby certify that we have taken steps to ensure that inconformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

8. We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Proposal that you may receive nor to invite the Bidders to Bid for the Assignment, without incurring any liability to the Bidders, in accordance with the RFP document.
9. We declare that we are not a Member of any other firm submitting a Proposal for the assignment.
10. We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Assignment or which relates to a grave offence that outrages the moral sense of the community.
11. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
12. We further certify that no investigation by a regulatory authority is pending either against user against our Associates or against our CEO or any of our Directors/Managers/employees.
13. We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the IGNCAs of the same immediately.
14. We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the IGNCAs in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect to the above mentioned Assignment and the terms and implementation thereof.
15. In the event of our being declared as the successful Bidder, We agree to enter into an Agreement in accordance with the draft that has been provided to us prior to the Proposal Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
16. We have studied all the Bidding Document carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the IGNCAs or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of Concession.
17. The Fee has been quoted by us after taking into consideration all the terms and conditions stated in the RFP, draft Agreement.
18. We agree and understand that the Proposal is subject to the provisions of the Bidding Document. In no case, we shall have any claim or right of whatsoever nature if the assignment is not awarded to us or our Proposal is not opened.
19. We agree to keep this offer valid for 180 (One hundred eighty) days from the Proposal Due Date specified in the RFP.
20. We agree and undertake to abide by all the terms and conditions of the RFP document. In witness thereof, we submit this Proposal under and in accordance with the terms of the RFP document.

Yours faithfully,

Date:

(Signature of the Authorized signatory)

Place:

(Name and designation of the of the Authorized signatory) Name and seal of Bidder

FORM II Particulars of the Bidder

1. Name of the Company:
2. Registered Office:
3. Date of Incorporation:
4. Constitution of Bidder Company:
5. GSTIN (Copy to be closed):
6. PAN (Copy to be closed)
7. Experience in Event Management services (years) with proof:
8. Date of first assignment:
9. Presence in India:
10. Total no. of employees:
11. No. of employees in Event Management services:
12. Details of contact persons:
13. Any other details:

Name:

Designation:

Contact Tel. No.:

Mobile No.:

Fax No.:

E-mail Id:

Postal address:

(Signature of Authorized signatory)

With office seal

FORM III Financial Capacity of the Bidder

Particulars	Rupees in Crores		
	2021-22	2022-23	2023-24
Annual turnover			
Average Turnover			

(Signature of Authorized signatory with official seal)

This is to certify that the above information has been examined by us on the basis of relevant documents & other relevant information and the information submitted above is as per record and as per details annexed.

Signature, Address, Seal & Membership No. of Chartered Accountant

APPENDIX-II FINANCIAL PROPOSAL SUBMISSION FORM

Submission of Proposal against your RFP dated..... our detailed financial proposal is as follows:

Sl. No A	Particulars B	Basic price C	GST as applicable (presently 18%)D	Total cost for the project(C+D) E
1.	Total Cost of providing services as per the R and So W mentioned in the RFP			
Total cost in words				

NOTE: Attach breakup sheet as per Scope of Work

Signature of the Authorized Signatory with official seal

