

TENDER DOCUMENT

# TENDER FOR EMPANELMENT

# OF

# EVENT MANAGEMENT AGENCIES



**Chhattisgarh State Industrial Development Corporation Limited**

**(A Government of Chhattisgarh Undertaking)**

**(AN ISO 9001:2015 CERTIFIED COMPANY)**

1<sup>st</sup> Floor Udyog Bhawan, Ring Road No.1 Telibandha, Raipur (C.G.) Pin code- 492006

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**DISCLAIMER**

1. The information contained in the Tender Document or subsequently provided to applicants, whether verbally or in documentary or any other form by or on behalf of Chhattisgarh State Industrial Development Corporation Ltd. or any of their employees or advisers, is provided to Bidders on the terms and conditions set out in this Tender Document and such other terms and conditions subject to which such information is provided.
  
2. Though adequate care has been taken in the preparation of this Tender Document, the Bidder should satisfy himself that the Document is complete in all respects. Intimation of discrepancy, if any, should be given to the Managing Director, Chhattisgarh State Industrial Development Corporation Ltd. immediately before the proposed due date. If no intimation is received by the Chhattisgarh State Industrial Development Corporation Ltd. within the date, it shall be deemed that the party is satisfied with the Tender Document and the document is complete in all respects.
  
3. The Tender Document is not an agreement and is neither an offer nor invitation by the Chhattisgarh State Industrial Development Corporation Ltd. to the prospective Bidders or any other person. The purpose of this document is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this Tender. The Tender Document may include statements, which reflect various assumptions and assessments arrived at by the Chhattisgarh State Industrial Development Corporation Ltd in relation to the requirement. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. The Tender Document may not be appropriate for all persons, and it is not possible for Chhattisgarh State Industrial Development Corporation Ltd., its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or use the Tender Document. The assumptions, assessments, statements and information contained in the Tender Document, 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 the Tender Document and obtain independent advice from appropriate sources.
  
4. Information provided in the Tender Document to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Chhattisgarh State Industrial Development Corporation Ltd. accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
  
5. Chhattisgarh State Industrial Development Corporation Ltd., its employees and advisers make no representation or warranty 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, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in the Tender document or otherwise, including the accuracy, adequacy, correctness,

reliability or completeness of the Tender Document and any assessment, assumption, statement or information contained therein or deemed to form part of the Tender Document or arising in any way in this Selection Process.

6. Chhattisgarh State Industrial Development Corporation Ltd. also accepts no liability of any nature whether resulting from negligence or otherwise arising from reliance of any Bidder upon the statements contained in the Tender Document.
7. Chhattisgarh State Industrial Development Corporation Ltd. may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in the Tender Document which will be posted on the website only of Chhattisgarh State Industrial Development Corporation Ltd., Raipur being [www.csidc.in](http://www.csidc.in). It will be the responsibility of the interested bidders to keep themselves informed about the same.
8. The issue of this Tender Document does not imply that Chhattisgarh State Industrial Development Corporation Ltd. is bound to select a Successful Bidder for the project and Chhattisgarh State Industrial Development Corporation Ltd. reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
9. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Chhattisgarh State Industrial Development Corporation Ltd. or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and Chhattisgarh State Industrial Development Corporation Ltd. shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.



**Chhattisgarh State Industrial  
Development Corporation Limited**  
( A Govt. of Chhattisgarh Undertaking)

Chhattisgarh State Industrial Development Corporation Ltd. (**Popularly known as CSIDC**) is a Govt. of Chhattisgarh Undertaking under Commerce & Industry Department registered under companies Act 1951. CSIDC has effectively implemented Public Private Partnership in up gradation & maintenance of existing Industrial Areas in Urla & Siltara, District Raipur.

Since 2001 Chhattisgarh State is participating every year in various Exhibitions & Conferences in India and abroad. CSIDC has been the nodal agency for all such types of state promotions and Investor attraction programs. And therefore requires professional agencies to conceptualize, design, fabricate and manage these stall/pavilions and events in India and abroad.

Chhattisgarh has positioned itself as the "**Most Credible Destination**" for investment, which certainly will lead to the growth of State in the future. It has created a niche for itself on the map of India.

As nodal agency the CSDIC is responsible for industrial infrastructural development, investments, facilities & amenities in industrial areas and above all aggressive marketing & promotion for the comprehensive development of the State.

Ref. No.: X/Y/Z/Tender/2017-18

Date: 04-07-2017

Subject: Tender for Empanelment of Event Management Agencies

CSIDC is working as - 'Industrial Sector Development & Promotion Organization' & 'Industrial Sector Marketing & Business Promotion Organization' of the State in Chhattisgarh. It is a prime institution for establishment of Industrial logistic and infrastructure development in the State of Chhattisgarh. CSIDC is also the agency for promoting and marketing Chhattisgarh as an Investment Destination across the globe.

For and on behalf of CSIDC:

Empanelment is called from experienced and reputed exclusive Event Management Agencies for various works related to event management of “**CHHATTISGARH STATE INDUSTRIAL DEVELOPMENT CORPORATION LTD.**”. The agency shall be required to conceptualize, design, execute and supervise the execution at site and manage entirely various events of CSIDC.

1. The Application should accompany an Earnest money deposit (EMD) of Rs.5.00 lakh (Rupees One Lakh Only) in the form of FIXED DEPOSIT drawn in favour of CHHATTISGARH STATE INDUSTRIAL DEVELOPMENT CORPORATION LTD. (CSIDC) for 3 months payable at RAIPUR (CHHATTISGARH).
2. The RFP can be downloaded from CSIDC website i.e. [www.csidc.in](http://www.csidc.in). The Tenderer who download the tender document from the CSIDC website shall deposit a payment of Rs. 5,000/- separately in the form of a demand draft in favour of CHHATTISGARH STATE INDUSTRIAL DEVELOPMENT CORPORATION LTD payable at Raipur along with their complete tender document. The tender document made on such forms shall be considered valid for participating in the tendering process. Downloaded tender documents received without requisite processing fee or received after the due date shall be rejected. The technically qualified agencies shall be invited to make a presentation before a Technical Evaluation Committee to determine their selection.
3. The agency shall be required to conceptualize, design, execute and supervise the execution at site and manage entirely various events for Promotion of CHHATTISGARH STATE INDUSTRIAL DEVELOPMENT CORPORATION LTD.

**4. Important Dates & Time**

S. No.	Particulars	Important Dates	Time	Tender Fees (non-refundable)	EMD
A	Date of issue of document	12.07.2017	10.00 AM	Rs. 5,000 /-	Rs. 5,00,000/-
B	Submission of Pre-bid Queries	19.07.2017	05:00 PM		

C	Pre-Bid meeting at Conference Hall, CSIDC Office, Udyog Bhawan, Ring Road 1, Telibandha Raipur	20.07.2017	12:30 PM		
D	Last date & time for submission of Bids	04.08.2017	04.00 PM		
E	Date & time of Opening of Technical Bids	04.08.2017	05.00 PM		
F	Date & time of Presentation	The top 4 technically qualified agencies only will be called for presentation after technical evaluation by the committee appointed by CSIDC. Date, Time and Venue for the presentation will be communicated to the top 4 technically qualified agencies well in advance			
G	Date & time of Opening of Financial Bids	Only top 3 technically qualified agencies after presentation will be called for opening of financial bids by the committee appointed by CSIDC.			

**5. The Agency's services shall be broadly classified as under:**

- i. Conceptualization of Stall Design.
- ii. Complete solution to the various aspects of the Event & Stall fabrication.
- iii. Designing, Lay out, Performance & Seating Plans.
- iv. Accurate assessment of requirement of various logistics.
- v. Outsourcing of various services.
- vi. Hiring of Equipment's etc.
- vii. Purchase of consumables.
- viii. Issue of Invitations (As and When Required)
- ix. Any other related services as may be required depending upon the nature of the event.
- x. Transportation of labour & material from one city to another.

**Note: Space Booking will not be in the scope of agency. The agency may be asked to perform all or part of the above services.**

## 6. Scope of Work

- i. The agency will be required to conceptualize the design, layout and erect Chhattisgarh State Industrial Development Corp. Ltd. stall as per approved design according to international standards and norms fixed by the organizers on turnkey basis. The designs have to be attractive and innovative.
- ii. As the stalls will be displayed in National and International fairs, they should match the international quality and standards.
- iii. The Stall sizes can be of **36 Sq.mt, 54 Sq.mt, 100 Sq.mt and 300 Sq.mt**. Any other size if required will be constructed by the agency based on the actual size of the executed stall. The rate for a particular size of stall will be for an average period of 3 days which will also be valid for 1 day less or more than the specified period. These rate will also be valid for sizes which are 20% more or less than the specified size.
- iv. For cases where the size of the stall is beyond 20% more or less than the specified size the cost for the stall will be determined at Sq.mt rate based on the least sq.mt cost from amongst the quoted size rates.
- v. For cases where the duration for the stall is beyond 1 day less or more than the specified period the cost for the stall will be determined at per day rate for a particular size of the stall
- vi. For each of the above, the sample design has to be shown beforehand and approved by CHHATTISGARH STATE INDUSTRIAL DEVELOPMENT CORPORATION LTD.
- vii. The material should be light weight, easy to carry and adjustable according to the space available. The structure should be 3D or any other type.
- viii. The design and decoration at the pavilion should be planned in such a way that it showcases the best of State's Potential. The entire area hired for stall fabrication should be easily accessible and visible. There should be ample space for putting up exhibitor's counters and exhibitors to sit (co-exhibitors as per stand size).
- ix. The construction of the pavilion would be done on event basis. The complete work of stall fabrication from end to end has to be performed by agency.
- x. The agency will be responsible to supervise the execution of work at site and manage the stall during the event. The agency will also be responsible for display of good quality images in the inner walls of the pavilion as approved by the Officer In-Charge of CSIDC.
- xi. The images have to be collected by the agency and exhibited properly as per directions of event/ officer in charge of CSIDC.



- xii. Wooden Raised Platform with mat or carpet for the stall area as approved by the Officer In-Charge of CSIDC.
- xiii. Putting up plasma screens of 42" with DVD players and DVD stands. Agencies have to collect the inputs/ media to be displayed on these screens from department and relay it as per direction of Departmental event/ officer in charge.
- xiv. Proper reception with sufficient furniture and other items as per requirement viz. Lounge sofa (single seated), center table, chairs, tables, coffee table/eating space, partitions, store, coat hanger, brochure rack, table bouquets/ flower bouquets, name plates/ boards, placates, potted plants, dust bins, drinking water dispensers etc. have to be arranged by the agency.
- xv. Stall fabrication cost, material transportation charges, customs clearances, material storage/ damage/ dumping charges, material disposal (including scraping) charges, and stores/ material, cleaning charges of stall, dismantling charges/ cost of stall etc. will have to be borne by the agency.
- xvi. Agency has to provide all kind of electrical fixtures like long arm spot lights, halogens, power plug sockets etc. as per requirement and proper illumination of the images and stall. In case of electricity bill for the venue, the agency may pay it and claim the same from CSIDC later on.
- xvii. The Event Manager/Contractor shall clear the site and hand over the possession back to the concerned authority in proper order once the event is over latest by the date stipulated by Concerned Authorities.
- xviii. As part of the scope of work, minimum two English and Hindi speaking hostesses would be provided at each venue.
- xix. Photography of each event plus bouquet arrangements as and when required. Album to be provided along with CD.
- xx. The agency should be ready to make pavilions at short notice during emergencies.
- xxi. Complete arrangement of travel and transport of the materials and man power used in stall fabrication needs to be done by the agency.
- xxii. The scope of work is valid for a period of three years. It can be extended by a Chhattisgarh State Industrial Development Corp. Ltd. for a period of one more year.

**7. The Steps of Selection are as follows:**

- i. Bidders fulfilling the pre-qualification criteria shall be shortlisted.
- ii. Shortlisted bidders will be required to make the presentation of their capabilities, past work and proposed designs at the CSIDC office.
- iii. Presentation will be part of technical bid and form a basis of technical score and qualification.
- iv. Proposals will be evaluated as per the technical evaluation criteria given in RFP. Bidders securing 70 marks or above will only be considered technically qualified. The technically qualified bidders will be ranked T1 to Tn based on the scores obtained as per technical evaluation criteria. T1 shall be the bidder, which gets the highest marks and similarly bidders would be arranged in descending order of technical scores obtained. Financial bids of T1 to T4 shall be opened for further processing. The bidders who clear the prequalification norms shall be considered for technical evaluation

**8. Pre-qualification Criteria:**

<i>S. NO.</i>	<i>ELIGIBILITY CRITERIA</i>	<i>DOCUMENTS REQUIRED TO SUBSTANTIATE THE SAME</i>
(i)	The bidder firm should have been in existence and should have been registered with the Service Tax Department since 01.04.2011 or earlier.	<ul style="list-style-type: none"> <li>a. Registration certificate of the firm/ Partnership deed/ Certificate of incorporation etc. as applicable</li> <li>b. Article of Association &amp; Memorandum of Association (If applicable)</li> <li>c. Income Tax Registration (PAN)</li> <li>d. Service Tax Registration details</li> <li>e. <b>GST</b> registration documents as applicable</li> <li>f. Gumasta License from any concerned Government Authority</li> </ul>
(ii)	Bidder should neither be a black listed firm nor have its contracts been terminated/foreclosed by any company/ department/ organization till date,	A Self-declared certificate to this effect on bidder firm's letter head signed by authorized signatory, as part of Bidder's

	due to non-fulfillment of Contractual obligations.	profile (Annexure – II : form II)
(iii)	The bidder should be an exclusively registered event management (Pvt. Ltd. Company/Partnership firm/LLP/Proprietorship firm) for not less than 5 years (i.e. not after F.Y. 2012-13).	a. Registered certification of the firm/ Partnership deed/ Certificate of incorporation etc. as applicable
(iv)	The bidder should have an average annual turnover of Rupees 2.5 Crore or above in last 3 financial years (F.Y. 2014-15, 15-16 & 16-17).	a. Certificate from Chartered Accountant must be attached. b. Copy of audited/C.A. Certified balance sheet and Profit & Loss Account must also be attached. c. Income Tax Return along with Income Computation Sheet for last 3 years (F.Y. 2013-14, 14-15, 15-16. (16-17 Provisional Balance Sheet will be acceptable)
(v)	Service tax return	Copies of Service Tax Challan of last financial year (2015-16) must be submitted
(vi)	The bidder should have successfully executed at least 2 projects on turnkey basis of similar nature for any Central Government/State Government/Semi Government/PSU's with a value of Rs.60.00 lakhs and above each OR any single project of Rs.100 lakhs and above (At least one of the above works should have been executed within the State of Chhattisgarh in last 3 years).	Copies of the work order and successful work completion certificate should be submitted duly signed by the competent authority in support of eligibility and qualification.
(vii)	The bidder should have an ISO certification.	Copy of the certificate should be submitted

**\*All the submitted documents should be duly signed by the bidder.**

**\*All prospective bidders are requested to submit their Proposal as per the terms and conditions set forth in this document.**

**9. Presentation:** The technically qualified agency shall be required to give an A-V presentation before the Technical Evaluation Committee. The presentation shall cover the following points :-

- ❖ Bidder’s experience
- ❖ Sample designs for stalls for each category of work
- ❖ Designs of previous works
- ❖ A&M for executing scope of work

**Note – The maximum time for presentation shall be 15 minutes.**

S No.	Criteria	Maximum Marks
<b>Stage 1 Technical Evaluation</b>		<b>60</b>
	<b>Financial Criteria</b>	<b>20</b>
	The Applicant should have an average turnover of INR 2.5 Crore from India operation in business services in the last three financial years (FY 14-15, 15-16 and 16-17) <u>Scoring Criteria</u> :- For 2.5 Crores to 5 Crores : 20 Marks	
	<b>Technical Criteria Marks Distribution</b>	<b>40</b>
	<b><u>Turnkey Projects</u></b> Completed Projects on turnkey basis of similar nature for any Central Government/State Government/Semi Government/PSU’s <b><u>Scoring Criteria</u></b> With a value above Rs. 0.50 Crores to 1 Crores : 10 Marks With a value above Rs. 1 Crores to 2 Crores : 14 Marks With a value above Rs. 2 Crores : 16 Marks (Without completion certificates projects will not be considered for evaluation)	
<b>Stage 2 Presentation Round</b>		<b>40</b>
	Approach & Methodology	5
	Understanding the requirement	5
	Team Composition and support of experts	5
	Execution Work Plan with Time Scheduling	5
	Concept Layout and Design	20
	<b>Total Marks</b>	<b>100.00</b>

Proposals will be evaluated as per the technical evaluation criteria given below. Bidders securing 70 marks or above will only be considered technically qualified. Technically qualified bidders will be ranked T1 to Tn based on the scores obtained as per technical evaluation criteria. T1 shall be the bidder, which gets the highest marks and similarly bidders would be arranged in descending order of technical scores obtained. Financial bids of T1 to T4 shall be opened for further processing.

**Financial Proposal Evaluation Parameter**

- a. Of the financial bids opened, lowest financial quote for each category will be considered as L1 for the respective domain. All the other technically qualified bidders (T1 to T4) will have to match their financials with the lowest rate (L1) for empanelment. It shall be obligatory on the part of the empaneled bidders to match the lowest rate (L1) in each category.
- b. The least rates quoted amongst the entire qualified bidder for each category of the stalls (Category 1 to 4) L1. It is therefore likely that rate of stall of size 36 sq mt. bidder A, stall size of 54 sq mt of bidder B, 100 sq mt of bidder C and 300 sq mt of bidder d could emerge as the L1 rates within a designated domain. Likewise, such rates shall be adjudged for each of the category. This shall be called the 'Rate Chart Table'.  
The least rates quoted for each item in Category 5 will be considered as L1 for the respective items. All the other technically qualified bidders (T1 to T4) will have to match their financials with the lowest rate (L1) for empanelment for these items. It shall be obligatory on the part of the empaneled bidders to match the lowest rate (L1) in each item. Likewise, such rates shall be adjudged for Category 1 to 4 and each of item in Category 5. This shall be called the 'Rate Chart Table'.
- c. In order to create a panel, the other technically qualified bidders (track wise) shall be offered to match the rates of the Rate Chart Table as applicable to their group. All the technically qualified bidders, who match the Rate Chart Table, shall be declared as qualified for empanelment.
- d. Upon completion of the RFP process, CSIDC will publish the rates of all the empaneled agencies. Individual Departments may be able to engage such agencies for their specific requirements thereafter.
- e. Mere empanelment with CSIDC/Govt. of Chhattisgarh does not guarantee allocation of work
- f. For allotment of work for stall each time presentation for concept & design will be asked from each of the empaneled agency. Empaneled agency with highest score on concept & design will be allotted work for particular event.
- g. The rate for a particular size of stall will also be valid for sizes which are 20% more or less than the specified size.
- h. The rate for a particular size of stall will be for an average period of 3 days which will also be valid for 1 day less or more than the specified period.
- i. If any other size, then cost in such cases will be determined at Sq.mt rate based on the least sq.mt cost from amongst the quoted size rates.
- j. For cases where the duration for the stall is beyond 1 day less or more than the specified period of 3 days then the cost for the stall will be determined at per day rate (pre-determined as per above clauses) for a particular size of the stall

10. Tender shall be accompanied by an earnest money (refundable) of Rs. 1,00,000/- lakh (Rs. One lakh) without which tenders will not be considered. All costs incurred by the agency in respect of submission of offer and presentation shall be borne by the agency concerned. CSIDC reserves the right to accept or reject any application, without assigning any reasons thereof. Other terms and conditions (enclosed) shall also be a part of this tender and binding upon the tenderer.

**Signature of Tenderer**

**(Seal of the Bidder firm/agency)**

**GENERAL CONDITIONS OF TENDER for Empanelment of Event Management Agencies**

Note: - Tenderer should read these conditions carefully and comply strictly while submitting their tenders.

1. Empanelment of Agencies shall be done on the basis of criteria enumerated in the tender and different terms and conditions stated.
2. Tender must submit the Bid in Three Separate envelopes marked as “A”, “B” & “C”. **Envelope “A”** must contain EMD of Rs 5,00,000/-. And a demand draft of Rs 5000/- should be enclosed in case the tender document is downloaded from website as the cost of document. **Envelope “B”** must contain Duly Signed and attested copy of the RfP, Technical Bid and Concept Plan as required and **Envelope “C”** must contain the Financial Bid.
3. Copies of service tax registration and GST should be enclosed.
4. Tender form shall be filled in ink or typed. No tender filled in pencil shall be considered. The tenderer shall sign the tender form at each page and at the end in token of acceptance of all the terms & conditions of the tender.
5. Direct or indirect canvassing on the part of the tenderer or his representative will be a disqualification.
6. Earnest money: Tender shall be accompanied by a Fixed Deposit for 3 Months of Rs. 500000/- lakh (Rs. Five lakh only) drawn in favour of CHHATTISGARH STATE INDUSTRIAL DEVELOPMENT CORPORATION LTD., payable at RAIPUR without which tenders will not be considered. Tenderer also has to pay Rs. 5,000/-(Non-refundable) as Tender Document/ processing charges separately. The earnest money deposit lying with the CSIDC in respect of any other tenders awaiting approval or rejection or on account of contracts being completed will not be adjusted towards earnest money Deposit for the fresh tenders. The earnest money may however, be taken into consideration in case tenders are re-invited.
7. No interest shall be payable on earnest money deposited with the department.
8. The EMD of all the bidders will be returned without interest.
9. Forfeiture of earnest money: The earnest money will be forfeited in the following cases:
  - (i) When tenderer withdraws or modifies the offer after opening of tender but before acceptance of tender.
  - (ii) When tenderer does not execute the agreement if any, prescribed within the specified time.

I/We have carefully gone through/understood all above terms & conditions and I/We shall be binding to the above terms and conditions.

**Signature of Tenderer**

**(Seal of the Bidder firm/agency)**

**Annexure- I**

**Tender form (Technical Bid) for Empanelment of Event Management Agencies**  
**(To be submitted by the tenderer on their letter head. All Columns should be filled.)**

**Sub: Application for “Tender for Empanelment of Event Management Agencies” in which CHHATTISGARH STATE INDUSTRIAL DEVELOPMENT CORPORATION LTD. participates.**

Name & Address of the Firm: Tel/Fax/Email details:

Date of Establishment of company (Enclose Evidence):

Nature of company: Whether exclusive Event Management Company or having exclusively defined Event Management division. (Enclose details):

Annual turnover in last three years exclusively in Event Management (Enclose balance sheet, CA's certificate):

Total work experience in Event Management (In Years):

List of exclusive events managed for Govt. Department in last three years (Attach list with brief details):

Is your firm a proprietorship, partnership or registered under the Companies Act. Please give details & enclose Certificate:

Branches (If any, enclose details with address& Telephone no.):

Details of Income Tax Registration, PAN details:

Service-Tax Registration details:



GST Registration details:

Professional set up (Complete details of Staff, Designers & others)

Enclose list, (Separate sheet for technically qualified staff):

List of present clients & sample of recently done works (enclose details):

Any other information:

This is certified that I have read and understood the enclosed brief and other terms & conditions. I have enclosed all supporting documents and the information given by me is true to the best of my knowledge.

**Signature of Tenderer**

**(Seal of the Bidder firm/agency)**

**Tender for Empanelment of Event Management Agencies**  
**(To be submitted by the tenderer on their letter head)**

Letter No.

Dated:.....

**To**  
**The Managing Director**  
**CHHATTISGARH STATE INDUSTRIAL DEVELOPMENT CORPORATION LTD.**  
**1<sup>st</sup> Floor, Udyog Bhawan, Ring Road No. 1**  
**Telibandha -Raipur - 492006**  
**Chhattisgarh – India**

**Subject: Sealed Expression of Interest for Empanelment of Event Management Agencies**

Respected Sir,

After having gone through the clauses and terms and conditions of the tender on the subject cited above, we agree to abide by the terms and conditions, contained in the Tender document. EMD of Rs.5,00,000/-in the form of Fixed Deposit bearing No..... dated.....drawn on .....(bank ) in favour of the “CHHATTISGARH STATE INDUSTRIAL DEVELOPMENT CORPORATION LTD.” payable at Raipur for a period of 3 Months is enclosed.

**Yours faithfully,**

**Signature:**

Name:

Designation:

Seal of the firm:

**TENDER FOR EMPANELMENT OF EVENT MANAGEMENT AGENCY | 2017**

**FINANCIAL BID FOR EMPANELMENT of Event Management Agencies**

**CATEGORY 1- 36 SQ MT:**

ITEM	DESCRIPTION	QTY	UNITS	RATE	AMOUNT
					<b>INR</b>
Task 1.	<b>Main Structure</b>				
	Wooden Raised Platform 4" for the entire Area	36	Sq. Mtr.		
	Carpet Flooring on the raised platform	36	Sq. Mtr.		
	Back wall 6m x 2.5m with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica - 1 No's - 1 No's	15	Sq. Mtr.		
	Sidewall 6m x 2.5m with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica - 2 No's	30	Sq. Mtr.		
	Fascia on as per the design with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica (On all 3 sides)	3	No's		
	Support cum branding pillars below the fascia with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica	4	No's		
	Store cum pantry with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica and doors on both sides	1	No's		
	Running palmet across the walls with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica	12	R. Mtr.		
	LED Video Wall Room with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica	1	No's		
	Planters boxes all across with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica - 1m x 0.3m - 2 No's	2	No's		
	Theme Element/Area (3D or 2D artistic work of POP or any other material as per the concept and design proposed by the executor)	1	No's		
Task 2.	<b>Furniture</b>				
	Reception ( <b>Glass Top with 0.8mm laminate finish</b> )	2	No's		
	Reception Chairs	4	No's		
	Round table with glass top	2	No's		
	Chairs	8	No's		
	Brochure stand	2	No's		
Task 3.	<b>Electrical Fixtures &amp; AV Equipment</b>				
	Down lights in the pelmet	20	No's		
	Spot Lights	12			
	Metal halides	4	No's		
	Distribution Boxes	1	No's		
	Tubelights	20	No's		
	P4 - LED Video Wall with sound system and DVD player (6' x 4') for entire exhibition period including pre event days	72	Sq. ft.		
Task 4.	<b>Graphics</b>				
	Front lit flex prints	160	Sq. ft.		
	Backlit trans lit film prints – 8 No's - 5ft x 3ft	120	Sq. ft.		
	Digital print with mat lamination mounted on 5mm Sun board – 4 No's – 6 ft. x 4 ft.	96	Sq. ft.		
	Logo cut out with LED lights behind	2	No's		
Task 5.	<b>Project management - Stand by service</b>				
	Transportation, Cleaning service, Maintenance, Dismantling etc.	Lumpsum	Lumpsum		

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	Dry Pantry Service	Lumpsum	Lumpsum		
	Male Promoter	1	No's		
	Female Hostess	2	No's		
<b>In Figure</b>	<b>TOTAL AMOUNT</b>				
<b>In Words</b>					
Add	GST Extra As Applicable Rates		%		
<b>In Figure</b>	<b>GRAND TOTAL</b>				
<b>In Words</b>					

**CATEGORY 2- 72 SQ MT:**

ITEM	DESCRIPTION	QTY	UNITS	RATE	AMOUNT
					<b>INR</b>
Task 1.	<b>Main Structure</b>				
	Wooden Raised Platform 4" for the entire Area	72	Sq. Mtr.		
	Carpet Flooring on the raised platform	72	Sq. Mtr.		
	Laminated Wooden Flooring in VIP Lounge Area	12	Sq. Mtr.		
	Back wall 9m x 2.5m with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica - 1 No's	22.5	Sq. Mtr.		
	Sidewall 2m x 2.5m with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica - 2 No's	10	Sq. Mtr.		
	Open VIP Lounge Area with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica - 1 no's	12	Sq. Mtr.		
	Running palmet across the walls with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica	18	R. Mtr.		
	Store cum pantry with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica and doors on both sides	1	No's		
	Fascia on as per the design with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica (On all 3 sides)	3	No's		
	Support cum branding pillars below the fascia with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica	2	No's		
	LED Video Wall Room with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica	1	No's		
	Planters boxes all across with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica - 1m x 0.3m - 6 No's	6	No's		
	Theme Element/Area (3D or 2D artistic work of POP or any other material as per the concept and design proposed by the executor)	1	No's		
Task 2.	<b>Furniture</b>				
	Reception Counter (Glass Top with 0.8mm laminate finish)	2	No's		
	Reception Chairs	4	No's		
	Round table with glass top	2	No's		
	Chairs	8	No's		
	Brochure stand	2	No's		
Task 3.	<b>Electrical Fixtures &amp; AV Equipment</b>				
	Down lights in the pelmet	30	No's		
	Spotlights	16	No's		
	Metal halides	8	No's		
	Distribution Boxes	1	No's		
	Tube lights	20	No's		
	P4 - LED Video Wall with sound system and DVD player (8' x 6') for entire exhibition period including pre event days	144	Sq. ft.		
Task 4.	<b>Graphics</b>				
	Front lit flex prints	600	Sq. ft.		
	Backlit trans lit film prints – 14 No's - 5ft x 3ft	210	Sq. ft.		
	Digital print with mat lamination mounted on 5mm Sun board - 12 No's – 6 ft. x 4 ft.	288	Sq. ft.		
	Raised cut out of Chhattisgarh Map	2	No's		
	Raised cut out of Chief Minister & Prime Minister - 1 No each	2	No's		
	Raised cut out of Chhattisgarh Govt. logo with LED lights	1	No's		

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Task 5.	<b>Project management - Stand by service</b>				
	Transportation, Cleaning service, Maintenance, Dismantling etc.	Lumpsum	Lumpsum		
	Dry Pantry Service	Lumpsum	Lumpsum		
	Male Promoter	1	No's		
	Male Supervisor	1	No's		
	Female Hostess	2	No's		
<b>In Figure</b>	<b>TOTAL AMOUNT</b>				
<b>In Words</b>					
Add	GST Extra As Applicable Rates		%		
<b>In Figure</b>	<b>GRAND TOTAL</b>				
<b>In Words</b>					

**CATEGORY 3- 100 SQ MT**

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
				INR	INR
Task 1.	<b>Main Structure (Three Side Open)</b>				
	Wooden Raised Platform 4" for the entire Area	100	Sq. Mtr.		
	Carpet Flooring on the raised platform	100	Sq. Mtr.		
	Laminated Wooden Flooring in VIP Lounge Area	12	Sq. Mtr.		
	Backwall 10m x 2.5m with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica - 1 Nos	25	Sq. Mtr.		
	Sidewall 2m x 2.5m with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica - 2 Nos	10	Sq. Mtr.		
	Open VIP Lounge Area with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica - 1 nos	12	Sq. Mtr.		
	Running palmet across the walls with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica	20	R. Mtr.		
	Store cum pantry with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica and doors on both sides	1	No's		
	Fascia on as per the design with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica (On all 3 sides)	3	No's		
	Support cum branding pillars below the fascia with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica	2	No's		
	LED Video Wall Room with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica	1	No's		
	Planters boxes all across with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica - 1m x 0.3m - 8 No's	8	No's		
	Theme Element/Area (3D or 2D artistic work of POP or any other material as per the concept and design proposed by the executor)	1	No's		
Task 2.	<b>Furniture</b>				
	Reception Counter	2	No's		
	Reception Chairs	4	No's		
	Round Table with glass top	2	No's		
	Chairs	10	No's		
	Sofa set - 2 seater sofas - 6 nos, Centre table - 2 nos	1	Set		
	Brochure stand	2	No's		
Task 3.	<b>Electrical Fixtures &amp; AV Equipment</b>				
	Downlights in the palmet & fascia	40	No's		
	Spot Lights	20	No's		

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	Metal halides	12	No's		
	Distribution Boxes	1	No's		
	Tubelights	30	No's		
	P4 - LED Video Wall with sound system and DVD player (12' x 8') for entire exhibition period including pre event days	288	Sq. ft		
Task 4.	<b>Graphics</b>				
	Frontlit flex prints on the walls - 33ft x 10ft - 2 nos.	660	Sq. ft		
	Frontlit flex prints on the store wall - 10ft x 8ft - 2 nos.	160	Sq. ft		
	Frontlit flex prints on the LED wall - 10ft x 10ft - 1 nos.	100	Sq. ft		
	Duratran digital backlit prints on the front pillars - 4 nos - 4ft x 5ft	80	Sq. ft		
	Backlit laser cut acrylic raised letter and C.G. Govt. logo (Glowing Letters and logo) - 30' x 3'(Surface Size) - 4 nos	360	Sq. ft		
	Cutout of Chief Minister (Digital Print kodak media mounted on 5mm thick Sun board with mat lamination) - 3' x 8' - 1 no	24	Sq. ft		
	Digital print self adhesive vinyl print for reception table - 3'x1.5' - 1 nos	4.5	Sq. ft		
Task 5.	<b>Project management - Stand by service</b>				
	Transportation, Cleaning service, Maintenance, Dismantling etc.	Lumpsum	Lumpsum		
	Dry Pantry Service	Lumpsum	Lumpsum		
	Male Waiter	1	No's		
	Male Promoter	1	No's		
	Male Supervisor	1	No's		
	Female Hostess	2	No's		
<b>In Figure</b>	<b>TOTAL AMOUNT</b>				
<b>In Words</b>					
Add	GST Extra As Applicable Rates		%		
<b>In Figure</b>	<b>GRAND TOTAL</b>				
<b>In Words</b>					



**CATEGORY 4- 300 SQ MT:**

ITEM	DESCRIPTION	QTY	UNITS	RATE	AMOUNT
				<b>INR</b>	<b>INR</b>
<b>Task 1.</b>	<b>Main Structure (Three Side Open)</b>				
	Wooden Raised Platform 4" for the entire Area	300	Sq. Mtr.		
	Carpet Flooring on the raised platform	300	Sq. Mtr.		
	Laminated Wooden Flooring in VIP Lounge Area	12	Sq. Mtr.		
	Backwall 20m x 3m with wooden framework and 6mm ply duly laminated with 0.8 mm mica - 1 Nos	60	Sq. Mtr.		
	Sidewall 5m x 3m with wooden framework and 6mm ply duly laminated with 0.8 mm mica - 1 Nos - 2 nos	30	Sq. Mtr.		
	Closed VIP Lounge Area with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica - 1 nos	24	Sq. Mtr.		
	Running palmet across the walls with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica	50	R. Mtr.		
	Store cum pantry with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica and doors on both sides - 12m x 3m - 2 No's	72	R. Mtr.		
	LED Video Wall Room with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica - 6m x 3m - 2 No's	2	No's		
	Fascia on as per the design with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica (On all 4 sides)	4	No's		
	Planters boxes all across with wooden framework and 6mm ply mounted on it duly laminated with 0.8 mm mica - 1m x 0.3m - 20 No's	20	No's		
	Theme Element/Area (3D or 2D artistic work of POP or any other material as per the concept and design proposed by the executor)	1	No's		
<b>Task 2.</b>	<b>Furniture</b>				
	Reception Counter	4	No's		
	Reception Chairs	8	No's		
	Round Table with glass top	4	No's		
	Chairs	16	No's		
	Sofa set - 2 seater sofas - 6 nos, Centre table - 2 nos	2	Set		
	Brochure stand	4	No's		
<b>Task 3.</b>	<b>Electrical Fixtures &amp; AV Equipment</b>				
	Down lights in the palmet & fascia	60	No's		
	Spot Light	40	No's		
	Metal halides	16	No's		
	Distribution Boxes	4	No's		
	Tubelights	20	nos		
	Seamless TV Wall (Interactive Pro cubes/Large format display 6' x 4') with Ipad - 1 No's	72	Sq. ft.		
	P4 - LED Video Wall with sound system and DVD player (16' x 8') for entire exhibition period including pre event days - 2 No's	768	Sq. ft.		

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	Plasma TV with SS Stand (With USB Port)	1	No's		
<b>Task 4.</b>	<b>Graphics</b>				
	Graphic Designing Charges for panels	15	No's		
	Digital Printing with mounting, lamination and fixing in position complete. Excluding theme area/element (Using HP roll-fed and flatbed printers with environmentally friendly U-V and Latex inks) - 5' x 3' - 12 nos.	180	Sq. ft.		
	Star Flex (Media should be minimum 320GSM thick printed through Mutoh Machine using eco-solvent inks) with frame and fixing in position excluding theme area. Front lit flex prints on the sidewalls - 50ft x 10ft - 2 nos.	1000	Sq. ft.		
	Star Flex (Media should be minimum 320GSM thick printed through Mutoh Machine using eco-solvent inks) with frame and fixing in position excluding theme area. Front lit flex prints on the back wall - 66ft x 10ft - 1 nos.	660	Sq. ft.		
	Backlit Prints on the walls and pillars - Translite Prints with fixing in position excluding theme area. (Using Kodak Professional Duratrans Display Material) - 3' x 2' - 4 nos	24	Sq. ft.		
	Letter Cuts for fascia and other counters - Vinyl Graphic and fixing in position (Inkjet Print)	30	Sq. ft.		
	Cutout of Chief Minister - Digital Printing with mounting, lamination and fixing in position complete. Excluding theme area/element (Using HP roll-fed and flatbed printers with environmentally friendly U-V and Latex inks)	1	No's		
	Cutout of Chhattisgarh Map - Digital Printing with mounting, lamination and fixing in position complete. Excluding theme area/element (Using HP roll-fed and flatbed printers with environmentally friendly U-V and Latex inks)	1	No's		
<b>Task 5.</b>	<b>Project management - Stand by service</b>				
	Transportation, Cleaning service, Maintenance, Dismantling etc.	Lumpsum	Lumpsum		
	Pantry Service	Lumpsum	Lumpsum		
	Male Waiter	2	No's		
	Male Promoter	2	No's		
	Male Supervisor	2	No's		
	Female Hostess	4	No's		
<b>In Figure</b>	<b>TOTAL AMOUNT</b>				
<b>In Words</b>					
Add	GST Extra As Applicable Rates		%		
<b>In Figure</b>	<b>GRAND TOTAL</b>				
<b>In Words</b>					

**Signature & Seal of the Bidder**

**CATEGORY 5 – RATE FOR COMMON ITEMS TO BE USED IN VARIOUS EVENTS**

ITEM	DESCRIPTION	QTY	UNITS	RATE	AMOUNT
				INR	INR
Task 1.	<b>Tent Services - Providing and fixing/placing in proper position, duly fastened and firmly placed as per drawing in any, and removed from site after the function, making area clean as per directives and instruction of officer-in-charge</b>				
	Stage 5' height		Sq. ft.		
	Stage 2'6" height		Sq. ft.		
	Wooden raised platform 6" height		Sq. ft.		
	Wooden raised platform 4" height		Sq. ft.		
	Waterproof iron dome		Sq. ft.		
	Waterproof aluminium dome		Sq. ft.		
	Waterproof bamboo Pandal		Sq. ft.		
	Fresh Carpet (Red/Green)		Sq. ft.		
	Green Harvest Net (Area Carpet)		Sq. ft.		
	Pipe Pandal		Sq. ft.		
	White Ceiling		Sq. ft.		
	White Shamiana double ceiling		Sq. ft.		
	Side Wall (Cloth)		Sq. ft.		
	Double Side View Cutter (Cloth Masking) 10' height		Sq. ft.		
	Masking on road stretch 10' height		Sq. ft.		
	Banquet Chairs		No's		
	Banquet Chairs with cover and frill		No's		
	Single Seated Executive Sofa		No's		
	Double Seated Executive Sofa		No's		
	Three Seated Executive Sofa		No's		
	Wooden Table without cover		No's		
	Wooden table with cover and frill		No's		
	Tin table without cover		No's		
	Tin table with cover and frill		No's		
	Round Table with frill and cover 4' diameter		No's		
	Fibre Chair		No's		
	Colourful Flags with 20ft height GI Pipe Poles fixed 2' deep in ground.		No's		
	Podium		No's		
	Lamp Stand (Deep Dan)		No's		

	VVIP & VIP GATE – Construction with MS Hollow Pipe, base iron and wooden bali structure including digital print flex, 2D/3D art work, Letters for branding and with other construction materials etc. as per approved drawing. (Only Star flex with eco solvent print will be allowed)		No's		
	Housekeeping Personnel in smart uniform including travel, food and accommodation (Cleaners & Sweepers) in 3 different shift per day. First Shift – Morning 6:00 AM to Afternoon 2:00 PM Second shift – Afternoon 2:00 PM Night -10:00 PM		No's		
	Providing portable/temporary Toilets for VVIP & VIP including maintenance.		No's		
	Providing portable/temporary Public Toilets		No's		
	Providing and fixing Black Granite stone in 18-20 mm thickness including writing and engraving fixing with stud.		Sq. ft.		
	SS Barricading with post and chain		R. ft.		
	Bamboo Barricading with post		R. ft.		
	Double pipe barricading with post		R. ft.		
	Mozzo barricading with post		R. ft.		
	Tin Barricading		R. ft.		
	Wire Mesh Barricading 5' height		R. ft.		
<b>Task 2.</b>	<b>Sound/P.A. System - Providing, installation and commissioning of audio system (with battery backup) with appropriate sound mixer and sufficient output for stage and other required spaces including P.A. system for the event area.</b>				
	Podium/microphone - fixed and cordless, speakers etc. (a) 900 watts sound box - 8 No's (b) 800 watt sound box - 4 No's (.c) 700 watt sound box - 6 No's (d) Big funnel loudspeaker - 6 No's (.e) Microphone with cord - 4 No's (f) Collar cordless microphone - 4 No's (g) 32 Channel Mixture - 1 no. including any additional requirement as per site situation.	1	Set		
<b>Task 3.</b>	<b>Providing and fixing of silent diesel generator set as required with accessories including wiring, testing and operation with necessary maintenance complete.</b>				
	(i) 125 KVA		No's		
	(ii) 63 KVA		No's		
<b>Task 4.</b>	<b>Providing and fixing of AC with gas charging, wiring, testing, maintenance and operation (Split/Window/Tower) - 2 Tonnes each</b>		No's		

<b>Task 5.</b>	<b>Photography &amp; Videography</b>				
	Photography with digital camera with soft copy in CD/DVD		Hrs		
	Photo Printing (5"x7")		Each		
	Videography (Drone Camera)		Hrs		
	Videography (HD Camera)		Hrs		
	Live video editing & mixing including showing the video recording live for audience present in the ground and should also include all the accessories required to relay video live.		Hrs		
	Photo and video editing & mixing including all the expertise required post recording to develop a good edited event video.		Each		
<b>Task 6.</b>	<b>Catering Services</b>				
	Providing Packed Drinking Water bottles (Bisleri /Kinley)				
	a)500 ml		Each		
	b)1000 ml		Each		
	Providing Refreshment & snacks for VVIPs and sr. officers (Two sweets + One Paneer Pakoda + One Sandwich + One Continental Item + One cold drink/juice/Mocktails + Waffers + Dry fruits + Tea/coffee etc.) with cutlery arrangements and well dressed staff for the complete event period.		Per Plate		
	Providing Refreshment & snacks for guests, officers and media persons for the complete Mela period (One sweet + Two Indian Snacks Items + One cold drink/juice/fruity juice + wafers + tea/coffee)		Per Plate		
<b>Task 7.</b>	<b>Catering Services</b>				
	Adequate Sound system - Podium/microphone - fixed and cordless, speakers etc. (a) 900 watts sound box 8 No's (b) 800 watt sound box 4 No's (.C) 700 watt sound box 6 No's (d) Big funnel loudspeaker 6 No's (.e) Microphone with cord 4 No's (f) Collar cordless microphone 4 No's (g) 32 Channel Mixture 1 No Including any additional requirement as per site situation.		Set		
NOTE	GST Extra As Applicable Rates ( <b>Mention the rate applicable</b> )			%	

ANNEXURE-IV

FORMAT OF AGREEMENT

This AGREEMENT (hereinafter called the “**Agreement**”) is made on the \_\_\_\_\_ day of the month of \_\_\_\_\_, 2017, between, on the one hand, **CHHATTISGARH STATE INDUSTRIAL DEVELOPMENT CORPORATION LTD.** (hereinafter called the “**Corporation**”) and, on the other hand, \_\_\_\_\_ (hereinafter called the “**Agency**”).

**WHEREAS**

- (A) Corporation requires the **Services of Event Management Agencies** on EMPANELMENT basis for management of events to be organized by **CSIDC** as defined in the TENDER document attached to this Agreement (hereinafter called the “**Work**”).
- (B) the Agencies, having represented to the Corporation that they have the required professional skills, personnel and technical resources, have been selected to complete the Work on the terms and conditions set forth in this Agreement.

**NOW THEREFORE** the parties hereby agree as follows:

1. The following documents in the hereto shall be deemed to form an integral part of this Agreement :
  - (i) The TENDER Document in its entirety along with all its Annexures, Appendices, etc.
  - (ii) Addenda and/or Corrigenda to the TENDER Document, if issued by the Corporation.
  - (iii) The Letter of Acceptance issued by the Corporation in favour of the Agency.
  - (iv) General Conditions of Contract (GCC) as available on CSIDC’s website.
  - (v) SHE manual, as available on CSIDC’s website.

**2. Duration of contract**

- (i) The contract shall begin immediately on acceptance of the Letter of Acceptance (LOA) by the successful bidder. The initial time period of the contract shall be for three years, which shall be extendable for the next one year or part thereof (extended contract period), at the behest of CSIDC, if required. Such extension would be on mutual agreement between CSIDC and the Agencies on same terms & conditions.
3. The mutual rights and obligations of the Corporation and the Agency shall be as set forth in the above documents, and in particular:
- (i) The Agency shall provide the services as per the Scope of Work as specified in the TENDER document and shall fulfill its obligations towards the Corporation specified therein in conformity with the time schedule stated therein. Further, that the Agency shall perform the Services and carry out its obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe and effective equipment and methods. The Agency shall always act, in respect of any matter relating to this Agreement or to the Services, as a faithful adviser to the Corporation, and shall at all times support and safeguard the Corporation's legitimate interests in any dealings with Third Parties; and
  - (ii) The Corporation will make payments to the Agency in accordance with the Letter of Acceptance.

In witness whereof, the Parties hereto have caused this Agreement to be signed in their respective names as of the day and year first above written.

Authorized Signatory

Authorized Signatory

For, Chhattisgarh State Industrial  
Development Corporation Ltd.

For, \_\_\_\_\_  
\_\_\_\_\_ (Agency)

**Witness:**

a) **Name and Address**

b) **Name and Address**

Note: This agreement should be executed on non-judicial stamped paper, stamped in accordance with the stamp act.

**ANNEXURE-V**



**FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF APPLICATION**

Know all men by these presents, we, \_\_\_\_\_ (name of the bidder firm), having our registered office at \_\_\_\_\_

do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms. \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ and presently residing at \_\_\_\_\_

\_\_\_\_\_, who is presently employed with us and holding the position of \_\_\_\_\_, as our true and lawful attorney (hereafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for the **EMPANELMENT for Event Management Services for CSIDC, Raipur** including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Contract Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Contract Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, \_\_\_\_\_, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2017.

For \_\_\_\_\_

In presence of:

**WITNESS** (with full Signature, name, designation, address & official seal, if any)

(1) .....

(2) .....

.....

.....

**Accepted:**

**Note:**

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, lay down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
2. This should be executed on non-judicial stamped paper, stamped in accordance with the stamp act.