

Central Information Commission

Room No. 309, 2nd Floor, 'B' Wing

August Kranti Bhawan

Bhikaji Cama Place

New Delhi – 110066

Terms, Conditions, Stipulation and Information for Event Management Services for the Commission's forthcoming Annual Convention – 2011

The Commission is organising Annual Convention on 14-15 October, 2011 on completion of six years of the Right to Information Act 2005. The Prime Minister of India is likely to inaugurate the Convention on **14th October, 2011** while the Chief Minister of Bihar State is expected to give a valedictory address on **15th October, 2011**. The venue of the Convention is Vigyan Bhawan, Maulana Azad Road, New Delhi – 110003.

2. Besides the inaugural and valedictory function on **14th & 15th October, 2011**, the seminars/discussions will be held on **14th and 15th October, 2011** where high dignitaries will preside and participants will include all the stakeholders, senior bureaucrats and NGOs etc.

3. Central Information Commission invites sealed bids from Professional Conference Organisers for the above mentioned forthcoming **National Convention - 2011**.

4. The bidder should be well-established Professional Event Managers and must have organised such function at Vigyan Bhawan attended by such VVIPs in past three years.

5. Documentary evidence in support of Sl.No. 4., above should be enclosed along with the bid as a proof of holding such function.

6. The bid in the prescribed format, along with bid security and samples should be submitted in sealed covers, duly superscribed as "Bid for Event Management Services".

7. Bid should be submitted along with a bid security of Rs. 4,000/- (Rs. Four Thousand only) in the form of account payee demand draft, drawn in favour of "Pay & Accounts Officer, CAT" payable at New Delhi.

8. The bids could either be sent by registered post or courier or hand delivered to the address mentioned above.

9. The closing time and date for submission of bids would be 1430 hours of **1st September, 2011**. Bids will be opened at 1500 hours on **1st September, 2011**.

10. Bids received after the date and time specified above for receipt of bids would not be entertained.
11. Central Information Commission reserves the right to reject any/all offers without assigning reason thereof.
12. The bid should include all relevant details including time required for delivery of CDs/photographs, quality of paper to be used for printing of photographs, type of equipments to be used for photography, video shoot, etc.
13. The bid should include details regarding the quality of flex and print resolution of the signage. To make the Convention a success, the bidders are encouraged to include extra items that may have been omitted here. The decision of the Commission to accept or reject the same will be final. The bidder should highlight these items.
14. Any bid that is received without the Bid Security would liable to be rejected.
15. Bid incomplete in any form is liable to be rejected out rightly.
16. The bidder would not be allowed to negotiate after submission of bids.
17. For any clarification, please send email on pradip.ks@nic.in or contact Joint Secretary/MoRe, (Shri P.K. Sharma) on phone no. 26183997 on any working day between 1000 Hrs to 1730 Hrs . Any enquiry after submission of the bids would not be entertained.
18. The details of taxes chargeable should be clearly indicated against each item.
19. The rates quoted by the successful bidder shall remain valid for a period of 6 months from the date of opening the bid, for the purposes of carrying out the work relating to the meeting for which the bids were invited.
20. No charges would be paid, if the convention, for any reason, gets cancelled on or before 72 hours of the scheduled date and time of the convention. The bidder should indicate the charges, if any, payable to him, if the convention is cancelled within 72 hours of the scheduled date and time of the convention. Payment in that case would be subject to verification.

21. No additional charges would be paid to the bidder, in case the dates of the Convention are rescheduled.
22. It will be the responsibility of the selected Event Manager to obtain signatures of the Nodal Officer appointed for the purpose by this Office, on Challans towards items supplied/provided by the Event Manager. In case of items for which authenticated Challans are not submitted, no payment would be made.
23. The successful bidder (Event Manager) would be required to visit office of Central Information Commission and Vigyan Bhavan, as and when called for, in connection with making arrangements for the meeting.
24. The compere selected from the panel of the selected Event Manager would also be required to visit Central Information Commission and Vigyan Bhavan for briefing and trails.
25. The bidder should take measures to protect the signage items from rain.
26. The bidder would be responsible to obtain necessary permissions from NDMC and/or other authorities to put up signage on the roads, and at vantage points in the Vigyan Bhavan premises. In case letters in this regards are required from the Central Information Commission, the bidder should inform and obtain the same from Central Information Commission well in time.
27. The successful bidder would be required to deposit a Performance Security @ 5% of the Contract Value drawn in favour of "Pay & Accounts Officers, CAT, New Delhi". The Performance Security should remain valid for a minimum period of sixty days beyond the date of completion of all contractual obligations on the part of the successful bidder.
28. The release of the Performance Security would be subject to satisfactory completion of the work and contractual obligations.
29. The Head of the Department of the Commission would be the competent authority of Central Information Commission, to certify that the Event Manager has completed all the works and contractual obligations in full, to the entire satisfaction of this Office.
30. No advance payment will be made to the Event Manager.
31. Payment will be made within 30 days of completion of event and subject to completion of work and all contractual obligations, to the entire satisfaction of competent authority.

32. The Secretary of the Commission would be competent to forfeit partially or in full the Performance Security Deposit, if felt essential, due to non completion of any work partially or in full or due to unsatisfactory completion of any part of the work. The bill raised by the Event Manager should have all tax registration numbers printed on the bill. Decision of Secretary of the Commission on these matters will be final and binding.

33. Any such clause(s) and / or terms and conditions, that the bidder desired to include for providing service / supply goods, should be clearly mentioned in the bid. If some details are given on separate sheets, there should be a clear indication in the bid that it has been given in separate sheets.

34. The task of the agency will include providing for various services including:-

1. Designing and preparation of signage.
2. Designing and Printing of invitation cards, security instructions, parking stickers etc.
3. Organising and running the Registration desk etc.
4. Providing assistance to the participants.
5. Identity Cards with lanyards.
6. Arranging stage and hall décor, audio-video recording, audio equipment including cordless mikes etc, photography of the event.
7. Engaging persons for assisting in question answer sessions.
8. Any other assistance required for organizing the Convention.

35. The Commission will bear all the costs of holding the Conference. The bidders may bid for the above tasks and those which have been included in Tender Format at **Annexure – A** . The bidders are encouraged to provide any further details to justify their price in case the bidder is of the opinion that the prescribed format does not provide sufficient justification for its price quoted. If any of the items has been overlooked, the bidders are encouraged to include it as separate items.

36. In the bid the bidder shall provide for the Commission various relevant details including;

- a. The bidder shall return this form duly signed on each page of this form as a token of accepting the bid.
- b. Details of similar events organized for Central / State Governments or its autonomous bodies like Companies /Commission / Societies etc. in the past 03 years.
- c. Letter of references from the resource persons of the organization for whom the above work was carried out.
- d. Details of the work that the bidder intends to perform for this Convention.
- e. Details of manpower that the bidder will place at the disposal of the Commission, and
- f. Any other material that the bidder considers necessary for the Commission to take note of while deciding the bid.

37. If requested, the bidder at its own expense will come, explain, make presentation and provide clarification about its proposal before the Secretary or any authorised person of the Commission.

38. The Commission need not select the lowest bid, but reserves the right to select a bid that fulfill the requirement/scope of work and provides the best value for the money.

39. In case the selected bidder failed to take up or complete the task satisfactorily, the Commission will be free to terminate the contract after giving an opportunity to explain. Notwithstanding the above, if the circumstances prevail, in the interest of conducting the Convention, the Secretary of the Commission shall be free to choose any other party and award the task assigned to the bidder. Any extra price that the Commission has to bear will be deducted from the bank draft given for the 'Performance Security' in favour of the Commission for this purpose or from the pay. The decision of the Secretary of the Commission in this regard shall be final.

40. The bidder shall provide indemnity to the Commission against any liability criminal / civil arising on account of the services hired by the Commission.

41. The bidders shall abide by these terms and conditions. Agreement containing the above may be drawn to remove any doubts in this regard.

42. The Commission will, after deducting service tax or any contingency charges, pay the bill in three weeks of submission of the bill to the Commission provided the bill is free from any error or omissions.

43. The Commission reserves the right to change any condition listed above to suit its convenience.

44. In the event of dispute, the Chief Information Commissioner of the Central Information Commission or his nominee shall be the sole arbitrator. All disputes arising shall be resolved before the competent court having jurisdiction/area where the Commission is located.

DECLARATION

I/We have read the above terms and conditions carefully, understood them thoroughly and agree to abide by them.

Place:

Date:

Signature(s) of the proprietor/partners
or authorized signatory
(with firm/company seal)

Tender Items

Scope of work for the CIC's Annual Convention 2011 – Venue: Vigyan Bhawan, New Delhi

	Particulars	No. of Days	Total Qty.	Rates (per unit)	Rates (total)
A.	Signages with self supporting stands				
	Hall No. 6				
(i)	Bilingual Backdrop behind dais Size 16'x 8'	2 days	1 No.		
(ii)	Podium logo	2 days	1 No.		
(iii)	Sitting sign board	-	8 Nos.		
(iv)	Dais Nameplates	-	30 Nos.		
	Hall No. 3 & 4				
(v)	Bilingual Backdrop 12'x6' (Hall No. 3)	1 day	1 No.		
(vi)	Bilingual Backdrop 15'x6' (Hall No. 4)	1 day	1 No.		
(vii)	Hoarding at Entrance Gate 18'x7'(East Gate -1 No, West Gate- 1 No, Round About Maulana Azad- 2 Nos, Janpath Road Red Light-2 Nos)	2 days	6 Nos.		
(viii)	Indicator Board/Direction Panel Size 6'x2'	2 days	10 Nos.		
(ix)	Hoarding at East Gate (alighting point) Size 8'x4'	2 days	1 No.		
(x)	Parking Indicator Board with stand Size 6'x5'	2 days	2 Nos.		
(xi)	Registration counter (01 counter comprising 1 table + 2 chairs)	1 day	4 Counters		
B.	Projectors, Laptop and Screen				
(i)	LCD Projector with Tripod Screen (for Hall No. 3 & 4 – 1 Set for each hall)	1 day	2 Sets		
(ii)	LCD Projector with Tripod Screen (for Hall No. 6)	2 days	2 Sets		
(iii)	Laptop with window vista/7 (for Hall No. 3 & 4- 1 No. for each Hall)	1 day	2 Nos.		
(iv)	Laptop with window vista/7(for Hall No. 6)	2 days	1 No.		
(v)	Plasma Screen 46" (in front of Dais) (for Hall No. 6)	2 days	1 No.		
C.	Audio-Visual-Operation and Equipment				
(i)	Video recording for proceedings of the convention (including 3 parallel Sessions for 3 hrs.)	2 days	10 Hrs.		

	(ii)	Audio recording for proceedings of the convention (including 3 parallel Sessions for 3 hrs.)	2 days	10 Hrs.		
	(iii)	Transcription of Audio Recording by professional	-	10 Hrs.		
	(iv)	Colour Photographs Size 5"x7" (including photography)	2 days	200 Photos		
D.	Identity cards, Invitation cards, Parking labels etc.					
	(i)	Identity card (without photo) with flexible plastic pouch and nylon strings	-	700 Nos.		
	(ii)	Bilingual (Hindi & English) Invitation cards with double side printing, serialized and GOI logo printed envelops Size 5.5"x8"	-	700 Nos.		
	(iii)	Parking stickers for vehicles Size 11"x15"	-	700 Nos.		
	(iv)	Security Instructions leaflet Size 5.5"x8" including location map	-	700 Nos.		
	(v)	Dinner Invitation Cards with Envelop Size 5.5"x8"	-	250 Nos.		
	(vi)	Small Invitation Cards (Tea with PM)	-	30 Nos.		
E.	Supporting Staff					
	(i)	Professional Compere (for Inaugural and Valedictory Session)	2 days	1 Person		
	(ii)	Professionally trained staff in uniform (for stage and hall management)	2 days	4 Persons		