

Pt.Deendayal Upadhyay Memorial Health Sciences and Ayush University of Chhattisgarh

Sector-40, Uparwara, Atal Nagar, C.G. 493661
(Established by C.G. Act 21/2008)



Web Site: <https://ddumhsaucg.ac.in>
E-Mail : healthuniversitycg@yahoo.com

No./ 06TEOI/Dev./DUHS/2024

Dated: 10/10/2024

Notice for Inviting Expression of Intrest

Expression of Interest (EOI) are hereby invited for selection of an agency for catering, event management, audio visual, photography, flex banner printing and catering arrangements for Convocation Ceremony. The EOI document along with the details of works, terms and conditions can be downloaded from the University's website <https://ddumhsaucg.ac.in> or may be procured from the University office as per detail below. EOI shall be received only through speed post/registered post/courier. The under signed reserves the right to cancel/amend the tender at any stage without assigning any reason therefore.

Last date of submission of Tender: 18/10/2024 Till 02:00 PM

Date of opening of Tender : 18/10/2024 Till 03:00 PM

Cost of EOI Document : 2000/-

Performance Guarantee Deposit : 50000/-

Estimated Value of Tender : 20 Lac.

Venue of the opening of the Tender: Office of Registrar, Pt.Deendayal Upadhyay Memo. Health Sciences & Ayush
University, Raipur, Chhattisgarh


Registrar





Pt. Deendayal Upadhyay Memo. Health Sciences & Ayush University Raipur, Chhattisgarh

Expression of Interest

Selection of an Agency for Catering, Event Management, Audio Visual,
Photography, Flex Banner Printing and catering arrangements for 3rd

Convocation Ceremony

Instructions to Respondents

26th OCTOBER 2024

EOI REF. NO.: 06/EOI/2024.....



Disclaimer

The information contained in this Request for Proposal (hereinafter referred to as "RFP") document provided to the Bidders, by the Pt. Deendayal Upadhyay Memorial Health Science and Pt. Deendayal Upadhyay Memorial Health Science and Ayush University of Chhattisgarh, or any of its employees, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist in the formulation of Proposals. This RFP document does not aim to hold all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the Pt. Deendayal Upadhyay Memorial Health Science and Pt. Deendayal Upadhyay Memorial Health Science and Ayush University of Chhattisgarh and its employees to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. Pt. Deendayal Upadhyay Memorial Health Science and Ayush University of Chhattisgarh and its employees make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document. Client Department also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in the Bidding Documents.

Information provided in the RFP Document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. PT. DEENDAYAL UPADHYAY MEMORIAL HEALTH SCIENCE AND AYUSH UNIVERSITY/Client Department accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The issue of this RFP Documents does not imply that the PT. DEENDAYAL UPADHYAY MEMORIAL HEALTH SCIENCE AND AYUSH UNIVERSITY/Client Department is bound to select a Bidder or to appoint the Selected Bidder or Service Provider for the Project and the PT. DEENDAYAL UPADHYAY MEMORIAL HEALTH SCIENCE AND AYUSH UNIVERSITY/Client Department reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, uploading, expenses associated with any demonstrations or presentations which may be required by PT. DEENDAYAL UPADHYAY MEMORIAL HEALTH SCIENCE AND AYUSH UNIVERSITY/Client Department or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the PT. DEENDAYAL UPADHYAY MEMORIAL HEALTH SCIENCE AND AYUSH UNIVERSITY/Client Department 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 Bid, regardless of the conduct or outcome of the Selection process. PT. DEENDAYAL UPADHYAY MEMORIAL HEALTH SCIENCE AND AYUSH UNIVERSITY may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.



1. Background

About PT. DEENDAYAL UPADHYAY MEMORIAL HEALTH SCIENCE AND AYUSH UNIVERSITY: The formation of the new state of Chhattisgarh on 1st November, 2000, was the realisation of a long cherished dream of the people of Chhattisgarh. The Government of Chhattisgarh wished to ensure all round development of the people of Chhattisgarh. It brought forth opportunities to understand the needs and expectations of the people. The State Government gave high priority to improve health care by ascertaining better availability and adequacy of services.

This included opening of new hospitals, dispensaries and clinics, appointing a good number of doctors and other staff. To improve the health care the state required a large number of qualified doctors to man the hospitals, dispensaries and clinics all over the state. With this view, the Government established new medical colleges in the state.

2. Scope of Work

The selected bidder will have to undertake the following:

THE SCOPE OF WORK WILL INCLUDE:

S.No.	Work
1.	Graphic Designing and High Quality Printing of required collaterals
2.	Flex branding boards i.e flex printed and mounted on 1"x1" M.S. Square pipe and its installation
3.	Photography and Videography of the event along with printed photo album, highlight video and full edited video of the event.
4.	Social Media Live with 3 Camera Setup
5.	Lights, Plug points, cabling and power backup generators arrangement.
6.	Arrangement of Stage lights, T-Truss etc for sufficient lighting on stage
7.	Arrangements of High quality sound (JBL/RCF/HDL/Vertek) with required MICs, Mixer, Operator and cabling.
8.	Arrangements LED Display TV of minimum 65"
9.	Hiring of professional housekeeping and security team for the event.
10.	VVIP Food and Dining Arrangements 300 Pax



11.	Food Packets arrangements 2000 Packets.
12.	Flower decoration on stage, entrance gates, podium, table flower arrangements and bouquet of Good quality Natural Flowers

3. General

- The selected agency will be required to coordinate with university authorities and ensure all necessary approval for designing, installation and other setup arrangements in adherence to timelines, compliance to safety guidelines, its dismantling, and other pertinent activities mentioned under the Scope of Work.
- The agency shall make all the mentioned arrangements in all respect before before the deadline
- The Selected Agency must adhere the guidelines/Advisory of VVIP Security protocols.
- The Event Partner will be required to share the indicative Designs for the event. The agencies are expected to use their creativity and suggest suitable concept, design according to need and theme of the event.

4. Eligibility Criteria

- The Agency should be a registered firm for minimum 3 years as on date of issue of this RFP having valid GST Registration of Chhattisgarh, PAN registration. Necessary documents should be submitted in this regard in the Technical Bid.
- The Agency must have at least 3 years of experience in Event Management, conceptualizing, designing and handling the event/ exhibition for such a work. Work Order/Work Completion to be attached as proof.
- Agency having experience of working with Central Govt/State Govt./PSUs shall be given preference. (Copy of the work-orders to be included in the technical proposal).
- Agency must have an average turnover of Rs 75 Lacs in the last 3 financial years ending March' 2024, from similar nature of work. Proof to be submitted. (Copy of the CA certificate with UDIN no. to be provided)

5. Submission of Bids

- i. Interested agencies are invited to submit the technical bids with design layouts and Concept, print outs, details of arrangement as defined under the scope of work, Bill of Quantities (BoQ) and financial proposals in two sealed envelopes superscribed as "Selection of an Agency For Tent, Audio Visual, Photography, Flex Banner Printing And catering arrangements for 3rd Convocation Ceremony.



- ii. Kindly note, the agency must submit bid in two parts:
 - a. Technical
 - b. Financial
- iii. Each of these bids to be submitted in two separate sealed envelopes and should be marked as "Technical Bid" and "Financial Bid" respectively. Further these two envelopes should be enclosed in the main envelope superscribed as "Selection of an Agency For Tent, Audio Visual, Photography, Flex Banner Printing And catering arrangements for 3rd Convocation Ceremony.
- iv. The main envelope shall contain the DDs for the Processing Fee and the Earnest Money Deposit (EMD) mentioned in Table 1 of this RFP.
- v. The supporting documents related to past projects executed shall be provided as part of the "Technical Bid".
- vi. The bid envelope must be submitted through Registered Post/physically (in person) at PT. DEENDAYAL UPADHYAY MEMORIAL HEALTH SCIENCE AND AYUSH UNIVERSITY office by 2:00 P.M. on 18th October 2024.

6. Bid Evaluation and Selection Criteria

- i. The evaluation will be done as per the **Quality and Cost Based Selection (QCBS) method**. The technical component will be scored on a total of 70 Marks, and 30 Marks will be awarded to the financial component score.
- ii. All the bidders who qualify the eligibility criteria shall be invited to make a short power point presentation on Concept and Design. The above factors will be evaluated by PT. DEENDAYAL UPADHYAY MEMORIAL HEALTH SCIENCE AND AYUSH UNIVERSITY Evaluation Committee. The decision of the evaluation committee shall be final & binding.
- iii. Technical Evaluation Criteria:

Component	Marks/70
Firm Registered as Event Management Agency for a minimum of 3 years as on the date of issue of RFP. 03-04 Years – 5 Marks 04-05 Years – 10 Marks Above 05 Years – 15 Marks	15
Experience of organizing Events/Exhibitions during the last 3 years for Central Govt./State Govt/ PSUs.	20
Turnover: • Average turnover of more than Rs 75 Lacs for the last 3 Financial years(2021-22,2022-23,2023-24)	25
Concept and Design Presentation	40

- i. Top 3 bidders who score atleast 49 in their technical component score will be eligible for the presentation.



- ii. The bidder with lowest qualifying financial bid (L1) after the presentation will be awarded with the work order for the event
- iii. Subsequently, PT. DEENDAYAL UPADHYAY MEMORIAL HEALTH SCIENCE AND AYUSH UNIVERSITY may ask negotiation submitted by the selected bidder according to the needs and requirements of PT. DEENDAYAL UPADHYAY MEMORIAL HEALTH SCIENCE AND AYUSH UNIVERSITY, which are to be incorporated without any additional cost implications.
- iv. PT. DEENDAYAL UPADHYAY MEMORIAL HEALTH SCIENCE AND AYUSH UNIVERSITY may negotiate with the selected agency on financial bid and the work order will be awarded to the agency upon agreement of the final cost by both the parties.

7. Other Terms and Conditions

- i. Price must be mentioned inclusive of all taxes and Transportation.
- ii. The supplied materials and arrangements made must be of top quality.
- iii. The work/job has to be completed before deadline provided by university authorities. If the job is not completed within stipulated period of time, then PT. DEENDAYAL UPADHYAY MEMORIAL HEALTH SCIENCE AND AYUSH UNIVERSITY reserves the right to get the same job performed from another market participant and the cost incurred by the PT. DEENDAYAL UPADHYAY MEMORIAL HEALTH SCIENCE AND AYUSH UNIVERSITY will be borne by the firm/agency.
- iv. Bid should be valid for 30 days from the specified date of closing.
- v. Transportation will be at Suppliers risk.
- vi. The price offer through E-mail/Fax will neither be accepted nor entertained.
- vii. The firms/agencies must sign on each page of quotation documents with date and seal.
- viii. Payment: 100% after successful execution of the event and on submission of invoice.
- ix. Bids once submitted cannot be withdrawn. Any default after acceptance of bid shall be deemed to be non-compliance to the terms of contract and cancellation of contract.
- x. The bidder shall be responsible for due payment of all applicable taxes, duties, levies changes and expenses with respect to or arising out of performance of this work/job. The contractor has to ensure all required statutory compliance including IT, GST, PF, ESI, Labour License , Work man Compensation, Payment of Minimum Wages etc. as in force.
- xi. In case of any dispute, the decision of Director Pt. Deendayal Upadhyay Memorial Health Science and Ayush University shall be final and binding.
- xii. Incomplete offer or communication after due date and time will be rejected.
- xiii. The selected bidders shall furnish an Performance Guarantee Deposit of Rs 50,000



Table 1:

Particulars	Detail
Title	Selection of an Agency For Catering, Event Management, Audio Visual, Photography, Flex Banner Printing And catering arrangements for 3 rd Convocation Ceremony
Name of Purchaser	Pt. Deendayal Upadhyay Memorial Health Science and Pt. Deendayal Upadhyay Memorial Health Science and Ayush University of Chhattisgarh
Contact Person, Address and Email	
RFP Publishing date	
Last date and time for receipt of proposals from Respondents	October 18, 2024, 02:00 PM
Date and time for opening of Technical Bids	October 18, 2024, 03:00 PM
Date and time for Technical Presentation	October 18, 2024, 04:00 PM
Date and time for opening of Financial Bids	October 18, 2024, 05:00 PM

8. Confidentiality

All the information, records, reports, technical data, contact details, Designs, drawings and any other documents provided to PT. DEENDAYAL UPADHYAY MEMORIAL HEALTH SCIENCE AND AYUSH UNIVERSITY during this bid process are the sole property of PT. DEENDAYAL UPADHYAY MEMORIAL HEALTH SCIENCE AND AYUSH UNIVERSITY. PT. DEENDAYAL UPADHYAY MEMORIAL HEALTH SCIENCE AND AYUSH UNIVERSITY has no rights to share, disclose, publish, sell, or part with it in any manner. It is PT. DEENDAYAL UPADHYAY MEMORIAL HEALTH SCIENCE AND AYUSH UNIVERSITY's responsibility and obligation to treat this information as confidential.



9. Annexures

i. Annexure 1: Company Information Form (On Bidders Letterhead)

Company Profile

1. Name of the Firm:
2. Nature of the Firm: Company/Partnership Firm/Proprietorship
3. Address:
 - Registered Office:
 - Address:
 - Telephone Number:
 - Email:
 - Branch Office:
 - Address:
 - Telephone Number:
 - Email:
4. Name of Contact Person:
5. Year of Establishment:
6. PAN Number:
7. GST Number:



ii. **Annexure 2: Financial Bid Submission Form (On Bidders Letterhead)**

S. No.	Particular	Unit	Rate (INR) (Ex, GST)
1	Graphic Designing of required collaterals	Nos.	
2	Flex branding boards i.e flex printed and mounted on 1"x1" M.S. Square pipe and its installation	Sq.ft	
3	Photography and Videography of the event		
4	Good Quality Photo Album of the Event	Nos.	
5	Short Highlight Video and full edited video of the event.	Nos.	
6	Social Media Live with 3 Camera Setup	Nos.	
7	Generator 62.5 Kva	Nos.	
8	Generator 125 Kva	Nos.	
9	Arrangements of High quality sound (JBL/RCF/HDL/Vertek) with required MICs, Mixer, Operator and cabling.	Nos.	
10	Arrangements LED Display TV of minimum 65"	Nos.	
11	Arrangements of LED Wall P-3 as per the requirements	Sq.ft	
12	Professional Housekeeping Team	Nos.	
13	Security Guards	Nos.	
14	AC with ducting system (per ton)	per ton	
15	Tower AC for Stage (per ton)	per ton	
16	VVIP Food and Dining Arrangements (per pax)	Packs	
17	Snacks Packet (per packet)	Packs	
18	Flower decoration as per requirements	Nos.	

Authorized Signatory

Name of the Firm

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