



GOVERNMENT OF JAMMU & KASHMIR
**DIRECTORATE OF INFORMATION &
PUBLIC RELATIONS UT, J&K.**

Media Complex, Polo-ground, Srinagar / Rail Head, Jammu
Tele: 01942476816; 01942485175 (fax) Sgr / 01912479692; 01912479643 (fax) Jammu



Bid Document

For and on behalf of Hon'ble Lieutenant Governor of Union Territory of Jammu & Kashmir, tenders are hereby invited on GeM portal from reputed firms/agencies for the arrangements of **Youth Conclave** to be organized by **Directorate of Information & Public Relations, J&K** on 29 - 02 - 2024 at Convention Centre, Jammu.

In this regard, interested reputed firms/agencies may participate in BOQ bid on GeM portal from 06-02-2024 to 15-02-2024 and could also download a soft copy from the official website of the Information Department; www.jkdirinf.jk.gov.in or <https://dipr.jk.gov.in> from 06-02-2024 to 15-02-2024. The last date for submission of the tender will be 15-02-2024.

S. No.	Name of Work	Tentative cost of the Work (Rs)	Earnest Money Deposit (Rs)	Performance Security deposit
1	Organizing the Youth Conclave 2024 at Jammu	Rs. 30.00 Lakhs	Rs.60 ,000/-	Rs. 90,000/-
Critical Dates and time				
1	Date of Publication	06-02-2024		
2	Last date for submission of Bid	15-02-2024		
3	Pre-Bid meeting	12-02-2024 at DIPR media complex Jammu either physically or virtually.		
4	Date of Event	29th February, 2024		

1. The Bid documents consisting of Instructions to Bidders (ITB), Bill of quantity (BOQ), Eligibility Criteria, Specifications, and set of terms and conditions and other documents will be available on the GeM portal to be furnished with the Bid.
2. Bidders must submit the copies of acknowledgements of duly paid Earnest Money Deposit (EMD) in the required format along with the Bid documents.
3. EMD and Performance Security Deposit (PSD) for the tender must be submitted in the form of **CDR or FDR** only, pledged in favour of Accounts Officer, DIPR, J&K.
4. The hard copy of the tender documents shall be received only from the agencies who are qualified technically. EMD/PSD of the successful agency shall be retained by this Directorate till the successful completion of the contract period and the EMD of all the unsuccessful agencies shall be released back in their favor.

5. A Bidder requiring any clarification of the bidding documents may ask questions through email- dirinf17jk@gmail.com by 15-02-2024. Any observation/suggestion/question shall not be considered after the scheduled date.
6. DIPR reserves the right to cancel any or all bids without assigning any reason thereof.
7. The rate quoted shall be inclusive of all the applicable taxes.
8. All the applicable taxes shall be effective @ the prevailing rates fixed by the Govt. from time to time and shall be deducted at source from the amount payable to bidder or firm/Agency as prescribed by the Government.
9. The bidder shall have to undertake the work as per terms and conditions of Tender document / scope of work/Term of reference.
10. The firm/Agency shall draw agreement deed within 02 days with the department after the issuance of allotment letter.


Deputy Director Information
Central

No:- INF /Pur-58/2024/12095-99

Dated: 06-02-2024

Copy to the:

1. Secretary to Government, Information Department for favour of information.
2. In-charge Website DIPR for uploading the tender document on the official website.
3. Accounts Officer, DIPR for information.
4. In-charge GeM Portal of DIPR for publishing the same on GeM Portal.
5. PA to Director Information for favour of information to DI.
6. Order File.

Instructions to Bidders (ITB)

Tender/bid consists of Two-part bid system. The tender documents consist of Part-A and Part-B as detailed below:

Part-A: Technical Bid. The bidder shall expressly accept all the terms and conditions of the Tender. The tender which does not comply with the DIPR's Terms & Conditions may be rejected as nonresponsive/non-conforming and non-acceptable.

Part- B: Financial bid must be duly completed with reference to the tender conditions and will be opened only in respect of those bidders who are qualified in the Technical Bid.

Objective

The UT of Jammu and Kashmir's demography comprises of a substantial proportion of youth. These youth aspire for better carrier opportunities and a deeper role in nation building. It is desirable that their talents are given a credible channel to be showcased. The event shall focus on the specific initiatives launched by various departments dedicated for the youth. The initiative is designed to inspire the budding artists to exhibit their special/gifted skills, thus giving a much needed push to local art form in singing, dancing and film-making. Hence, EMC shall be hired for successful conduct of Youth Conclave, 2024.

Eligibility Criteria

Sr.No	Criteria	Documentary Evidence to be produced
<i>Basic Eligibility Criteria</i>		
2.1	Only Registered, Companies and Firms (with a valid PAN & GST numbers) are allowed to bid for the tender.	Copy of PAN Copy of GST Registration.
2.2	The Firm / Agency must have been in operation for a minimum period of 3 years.	A Certificate from Chartered Accountant certifying that the bidding agency is in operation for a minimum period of 3 years.
2.3	The bidding agency should have a minimum average turnover of INR 50.00 lac , for last 3 financial years.	A Certificate from Chartered Accountant specifying the turnover of the agency for last 3 financial years.
2.5	Earnest Money Deposit to be duly paid	Copy of the CDR/FDR duly pledged in favour of Accounts Officer, DIPR, J & K.

2.6	Performance Security Deposit is to be duly paid by the successful bidder	Copy of the CDR/FDR duly pledged in favour of Accounts Officer, DIPR, J&K.
<i>Technical Eligibility Criteria</i>		
1	The bidder should have experience of at least three years in organizing events such as fairs, festivals, summits etc. with govt. agency/body/PSU	The agency must have organized minimum of one govt. event in the three different financial years. (Copy of the Job Orders to be enclosed)
2	An undertaking on the letter head of the Agency and signed by an authorized signatory: 1. That the Agency will undertake the assignment in accordance with the Scope of Work detailed in the bid document and at the consolidated cost submitted by the Agency in the financial proposal (the cost is not to be indicated in the undertaking) to be submitted. The above undertaking submitted would be binding on the Agency. 2. Declaration of not being blacklisted for corrupt or fraudulent practices with any Government departments/agencies/ ministries or PSU's. 3. All the documents enclosed are True and nothing has been fabricated.	A sworn declaration by the bidding agency to be submitted as Annexures (copy of format enclosed in bid document).
3	The Bidder must have a full time local representative operating from a local address based out of Jammu.	i)Resume, ID proof and the address proof of the representative needs to be shared. ii)A declaration that if the agency is engaged then it shall establish a full fledged establishment in Jammu along with sufficient manpower.

METHOD OF SELECTION:

Method of selection shall be Two bid system consisting of separate Financial and Technical bids. The technical bids shall be evaluated by a Committee constituted for the said purpose.

After opening of the technical bids, all the documents and annexures will be evaluated.

First of all, EMD of all the bidders will be verified, if any EMD is not found in order that bidder will be declared ineligible for further participation in bidding process. However, EMD to MSME shall be exempted as per provisions of GFR(Rule 170(i)).

Afterwards the technical bids will be evaluated based on the eligibility criteria and confirming compliance to all the terms and conditions of Bid document would be further evaluated on technical parameters.

Final selection of the bidder shall be on the basis of lowest rate quoted(L1).

Bill of Quantity (SCOPE OF WORK):

Proposed Venue: Convention Centre, Jammu

1. LED (P2 /P3):

- a) Stage backdrop 14x30 feet.
- b) Standing LEDs (4x12 feet) 04 numbers.
- c) 2 front LEDs (43 inch)
- d) 10 LEDs for Stalls (43 inch)

2. Arrangement of sound and light system with all types of mics required for the event.

Technical operator/team for LED

Sound System, Lights and other stage related works:

1 x Digital mixer 32 channel

6 x line array top

4 x Subs (Double Bass Bin)

2 x Sidefills PA

Podium mike 2 no

Lapel mic wireless 7 no

20 no cordless mics ULXD or UR4D or QLXD

5 x cordless mic EW 500

10 x In Ear Monitors

8 x Tall boom stand

4 x Small boom stand

- 14 x cord mikes with stands
- 5 x DI with Cables
- 5 x monitors (all monitors with separate channels)
- 1 x Multipin power strip in stage

Light Requirements

- 30 x Sharpy/Moving head
- 40 x Led Par Lights

Aluminium Truss 20x40 feet

3. Arrangement of furniture:

- a) Podium: 02 numbers (1 podium with National Emblem)
- b) Premium Sofa single seat 6 numbers (approx) for VIPs (White Colour)
- c) Side table 7 numbers (approx).
- d) Theme based decoration of the venue including floral decoration/signages etc.

4. **Outdoor branding:** Printing and installation of Main entrance gate design/ Hoardings/Standees/Pole standees/Selfie points/ promotional activities at prime locations and other allied activities as approved by the department.

- 5. Premium quality mementos and souvenirs (40 approx) of different types as desired and approved by the department.
- 6. Bouquet 20 numbers (approx) of different types (Fresh Flowers)
- 7. Printing of Pamphlets giving description of the event (500 numbers), Booklets (along with folders) (20 numbers) and Invitation Card with envelop (200 numbers).
- 8. Fuel for Gen Set to be arranged by the agency.

Exhibition area: 10 Octanorm stalls (3 X 3 meters) with installation of LED's (43 inch) with power point facility, 20 tables, 30 chairs.

9. Hiring of two Photographers and two Videographers along with proper arrangement for live streaming of the event.

10. Providing electrical points as per the requirements.

11. Catering Services:

- a) Mineral water: 2000 bottles (small).
- b) Tea for 1000 persons with cookies.
- c) Lunch: for 500 persons.
- d) Separate arrangement of tea and lunch for VIP 100 persons.
- e) Multiple counters for food along with seating arrangements.
- f) General Lunch with multiple counters for food distribution. (Rajmash/Matar-Paneer/Rice/Gulab jamun/Salad/Raita etc.)

VIP Lunch (3 star rating): (Rajmash/Materpaneer/Daal Makhni/Arhar

- dal/Rice/Assorted breads/Mix Veg./1 Mushroom dish /Mix Veg Raita/Salad/ Papad/Jalebi with Rabri/Gulab Jamun/Moong Dal Halwa/Mineral Water/Snacks/ Dry Fruits 20 bowls) etc.High Quality Catering and Crockery for VVIPs, VIPs
- g) Sufficient arrangement for housekeeping and disposal of the waste.
12. Hiring of one Artist of national repute.
 13. Hiring of 10 buses for transportation of audience to the venue.
 14. Boarding-lodging, transportation and other logistics of Artists, panel discussion members and their supporting staff.
 15. 03 prominent Anchors to be hired for the said event (to be vetted by the department).
 16. Red Carpet for path from main entry to the VIP seat.
 17. Providing of minimum 10 number of digital influencers/ vloggers for publicity and campaign.

Scope not exhaustive:

The scope of services specified above are not exhaustive and any other requirement as specified by the department for successful conduct of event shall be met by the agency.

Additional Information to the Bidders

1. The date of the event shall be 29th February, 2024.
2. Tentative budget for the event is Rs. **30.00 lac** only. Any bid over the approved budget ceiling may be rejected out rightly.

Terms and Conditions

1. The Service Provider shall appoint an event manager as a single point of contact with the Authority throughout the event.
2. Service provider shall prepare the layout and movement plan for the function. Approval of the same is to be obtained from the Directorate.
3. The service provider shall conceptualise the event plan based on the venue and requirement of the Department.
4. The installation and setup of venue stage, along with sound and light as per requirement shall be the sole responsibility of the agency.
5. The vehicle parking management shall be executed by the service provider.
6. The service provider shall provide sufficient manpower for smooth conduct of event.
7. Subletting of the work (Part or full) shall not be allowed in any circumstances.
8. The Period of contract shall be valid for this event only.
9. The service provider shall provide all supplies and materials as required in the entire event. All arrangements to be completed well before scheduled date and time.
10. Micro and small enterprises registered with any government bodies specified by the Ministry of Micro, Small and Medium Enterprises (MoMSME) are exempted for submitting tender fee and EMD, as per provisions of GFR(Rule 170(i)).
11. DIPR is not bound to accept any tender or assign any reason for non-acceptance, conditional, erroneous and incomplete Bids will be rejected outrightly without any intimation.

12. DIPR reserves its right to summarily reject offer received from any bidder on national security considerations, without any intimation to the bidder.
13. DIPR reserves its right not to accept bids from bidders resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government Investigating Agencies / Vigilance Cell.
14. DIPR reserves the right to place an order for the full or part quantities under any items of work under scope of work.

Monitoring & Evaluation

DIPR shall monitor the work done by the agency and verify the same vis-à-vis the deliverables to be provided.

Force Majeure:

Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. Force Majeure shall not include

- (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor
- (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder.

A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

Terms of Payment

1. No advance payment shall be made to the agency.
2. The agency shall submit the bill for payment after the successful completion of the event. The Bill after the due verification as per the scope of work, if found eligible, shall be paid by the Directorate of Information and Public Relations J&K.
3. Agency shall furnish only the original GST Bill for payment along with the Bank account details.
4. DIPR reserves the right to deduct the payment if any deliverables is found missing/ not delivered.

Arbitration

1. For any dispute between the executing agency and Department, the decision of DIPR, Jammu shall be final and binding upon the executing agency.
2. The executing agency shall be responsible for all safety measures at sites.
3. Dispute if any arises and could not be resolved mutually, the matter shall be referred to the Director Information J&K, or any officer nominated by him for arbitration. The decision of the Arbitrator as above shall be final & binding on both the parties to the contract.

Penalty Conditions

1. Time of competition, being essence of contract, the executing agency is bound to complete the allotted work within stipulated time frame as per the job order failing which penalty to the extent of 100% of the total cost of the work allotted shall be imposed upon the agency.
2. In case of failure of successful execution of the event in time bound manner, the same shall be considered as breach of contract.
3. In case of breach of contract, the CDR/FDR will be forfeited and the agency shall be recommended for blacklisting.
4. A notice sent through email to the executing agency will be sufficient to initiate action against the contractor/agency and will be considered as the notice served to the contractor/agency.

Annexure-I

Declaration of not being blacklisted

To be provided on 'Company letter head'

Director Information,
J&K

Subject :- Declaration of not being blacklisted.

Sir,

This has reference to the DIPR No.....dated for engagement of agency for organizing of Youth Conclave 2024 .

In this context, I/We, as an authorized representative(s) of company, declare that presently our Company/ firm is having unblemished record and is not declared ineligible with regard to corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

If this declaration is found to be incorrect my/our earnest money without prejudice to any other action that may be taken, may be forfeited in full and the tender, if any, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder:

Authorized Signatory:.....

Name:

Seal:

Date:

Place:

Handwritten signature

Handwritten mark

Handwritten mark

Annexure-II

Undertaking

To be provided on 'Company letter head'

Director Information,
J&K

UNDERTAKING

Sir,

This has reference to the DIPR_____ No.....dated for engagement of agency for organizing of Youth Conclave 2024. In this context, I/we, as an authorized representative(s) of company, I/We certify that the agency will undertake the assignment in accordance with the Scope of Work detailed in the Bid document and at the cost submitted by the agency in the financial proposal.

Thanking you,

Name of the Bidder:

Authorised Signatory:.....

Name:

Seal:

Date:

Place:

S.no	Particulars	Quantity	Quoted Rate
1.	Digital mixer 32 channel line array top Subs (Double Bass Bin) Sidefills PA Podium mike Lapel mic wireless cordless mics cordless mic EW 500 In Ear Monitors Tall boom stand Small boom stand Cord mikes with stands DI with Cables monitors (all monitors with separate channels) Multipin power strip in stage Light Requirements Sharp/Moving head Led Par Lights Aluminium Truss 20x40 feet	01 number 06 numbers 04 numbers 02 numbers 02 numbers 07 numbers 20 numbers 05 numbers 10 numbers 08 numbers 04 numbers 06 numbers 08 numbers 05 numbers 05 numbers 01 number 01 number 30 numbers 40 numbers 01 number	
1.	LED (P2 or P3): e) Stage backdrop(LED) 14x30 feet f) Standing LEDs (4x12 feet) g) Front LEDs (43 inch)	01 Main LED 04 LEDs 02 LEDs 10 LEDs	

	h) 10 LEDS for Stall (43 Inch)		
2.	<p>Arrangement of furniture:</p> <p>e) Podium: (1 podium with National Emblem)</p> <p>f) Sofa single seater for VIPs (White Colour)</p> <p>g) Side table</p> <p>h) Theme based decoration of the venue including floral decoration/signages etc.</p>	<p>02 numbers</p> <p>06 numbers</p> <p>07 numbers</p>	
3.	<p>Outdoor branding:</p> <p>Printing and erection of main entrance gate design</p> <p>Hoardings 20x10</p> <p>Pole standees 10X8</p> <p>Standees 4X8</p> <p>Selfie points 10x8</p> <p>(All promotional activities at prime locations and other allied activities as approved by the department)</p>	<p>01 number</p> <p>20 numbers</p> <p>20 numbers</p> <p>10 numbers</p> <p>02 numbers</p>	
4.	Premium quality mementos and souvenirs of different types as desired and approved by the department.	40 approx	
5.	Bouquet of different types (Fresh Flowers)	20 numbers (approx)	
6.	<p>Printing of Pamphlets giving description of the event</p> <p>Booklets along with folder (40 pages)</p> <p>Invitation cards (with envelope) for the event</p>	<p>500 numbers</p> <p>20 numbers</p> <p>200 numbers</p>	
7.	Fuel for Gen Set to be arranged by the agency	650 litres	

Handwritten signature

Handwritten signature

Handwritten signature

8.	Exhibition area: Octanorm stalls (3 X 3 meters) with installation of LED's (43 inch) Power point facility 20 tables 30 chairs	10 stalls 10 points 20 numbers 30 numbers	
9.	Hiring of 2 Photographer and 2 Videographers with proper arrangement for live streaming of the event.	02 Photographers 02 Videographers	
10.	Providing electrical points as per the requirements.	10	
11.	Catering Services: h) Mineral water: bottles (small). i) Tea for with cookies. j) Separate arrangement of tea for VIP k) General Lunch with multiple counters for food distribution and seating arrangements. (Rajmash/MatarPaneer/Rice/Gulab Jamun/Salad/Raita etc.) VIP Lunch: (Rajmash/Mater paneer/Daal Makhni/Arhar Daal/Rice/Tandoori Roti/Mix Veg./1 Mushroom dish /Mix Veg Raita/salad/Papad/Gulab Jamun/Moong Dal Halwa/Mineral Water/Snacks/ Dry Fruits 20 bowls) etc.High Quality Catering and Crockery for VVIPs, VIPs	2000 bottles 1000 persons 100 persons. 500 persons 100 persons	
12.	Hiring of one Artist of national repute.	01 number	
13.	Hiring of buses for transportation of audience to the Venue	10 buses	

14.	Boarding-lodging, transportation and other logistics of Artists and their supporting staff and panel discussion members.	20 persons	
15.	Prominent Anchors to be hired for the said event (to be vetted by the department).	03 anchors	
16.	Providing sufficient manpower for smooth conduct of event.	10 people	
17.	Red Carpet for path from main entry to the VIP seat.		
	Total		

No:- INF /Pur-58/2024/12095-99

Dated: 06-02-2024

Adarsh