



Association of State Road Transport Undertakings,
ASRTU Bhawan, Plot No-4A,
PSP Block, Pocket-14,
Sector-8, Dwarka,
New Delhi-110077, India

Association of State Road Transport Undertakings (**ASRTU**) is an apex coordinating body of all the State Road Transport Undertakings (SRTUs) in the country under the aegis of the Ministry of Road Transport and Highways.

TENDER NOTICE

ASRTU invites Tender for hiring an event management agency in connection with organizing the 2nd edition of the International Conference & Exhibition on Public Transport Innovation (ICEPTI-2017) to be held in Manekshaw Centre, New Delhi.

1. Mode of tendering: Two-bid system
2. Earnest money deposit (EMD): amount of Rs. 30,000/- (Rs. Thirty thousand only)
3. Last date & time for submission of bid: 12.04.2017 ;14:00 hrs
4. Date, time & venue for opening of bid: 12.04.2017 ;14:30 hrs ASRTU HQ New Delhi
5. Financial bids of technically qualified bidders will be opened same day
6. Validity of bid: 180 days from the date of opening.

GENERAL TERMS AND CONDITIONS AND INSTRUCTION TO BIDDERS

ASRTU HQ, New Delhi invites bids in two bids System for hiring the services of an Event Management Agency for organizing 2nd edition of ICEPTI-2017 at Manekshaw Centre, New Delhi from interested agencies who comply with general terms and conditions and scope of work as per following:

1. The tender document can be downloaded from our website www.asrtu.org.

2. Tender process:

The Bid shall be submitted in Two Bid System as under:

A) Cover-1(Technical Bid) should contain the following:

- Earnest Money (EMD) amount of Rs.30,000/-(Rupees Thirty Thousand only) in the form of Demand Draft drawn in favour of 'EVENTS-ASRTU, New Delhi payable at New Delhi along with compliance as per *Annexure- A & Annexure-B*.

B) Cover-2(Financial Bid) should contain the following:

- Financial Bid as per Annexure-C

Technical Bid and Financial Bid are to be placed in two separate sealed envelopes (clearly super scribing 'Technical Bid' and ' Financial Bid' respectively) which in turn are to be placed in one bigger (Wax/Tape sealed only) cover. The bids of all the bidders whose Financial Bid is not in a separate sealed cover or the rates quoted by them find mention in their Technical Bid, shall be rejected forthwith. The Financial Bids of only those bidders shall be opened whose Technical Bids are found to be eligible as per the criterion mentioned in the tender document.

3. Each page of tender document must be signed and stamped by authorized signatory to ensure the compliance with the scope & services and general terms & conditions. No overwriting, correction and cutting is permitted.
4. Bid should be submitted with a forwarding letter on letter head of the Bidder.
5. Bid validity should be of 180 days from the specified date of opening.
6. The bidder shall submit the proposed Expo layout design as per the area along with the bid.

7. (a) The selected bidder shall act in a transparent manner for the event and shall not in any way act in the manner that is detrimental to the interest and reputation of ASRTU.
- (b) The selected bidder shall undertake to abide sincerely by all rules, regulations and laws of land for their responsibilities to manage the events and shall agree to keep itself liable and responsible for any such violation directly or indirectly related to their responsibilities for the event.
8. Consequence of Default
In the event of any material default which results in shabby presentation or any failure on any account shall be treated as breach of faith and accordingly be liable for penal provisions as set by ASRTU.
9. EMD of unsuccessful bidder shall be refunded without any interest. EMD of successful bidder will be retained as part of performance security deposit and refunded along with release of final payment.
10. The successful bidder shall be required to deposit performance security amount Rs. 1.5 lakh (Rs. One lakh fifty thousand only) through Demand Draft immediately after receipt of Work Order.
11. The completely filled bid document, duly sealed should be addressed to the Executive Director, ASRTU, ASRTU Bhawan, Plot No-4A, PSP Block, Pocket-14, Sector-8, Dwarka, New Delhi-110077, India and should reach on or before 14:00 hrs on 12.04.2017 in tender box kept at main security reception duly super scribed on the top of envelope as **“BID FOR HIRING AN EVENT MANAGEMENT AGENCY FOR HOSTING ICEPTI-2017”**.
12. ASRTU shall not be responsible for postal or any other delays. Bids received in an envelope that is damaged /torn or merely stapled will be summarily rejected.
13. Bidders are requested to be present at the time of opening of the bids. If the date of tender opening, by any chance happens to be a holiday, the tender will be opened on the next working day at the stipulated time.
14. Award Criteria: The work shall be awarded to the technically qualified bidder quoting the lowest amount in the Annexure-C .In case the lowest amount thus quoted is identical in case of more than one bidder then the contract will be awarded to the bidder whose experience in conducting such event is more.
15. Payment Terms: The payment shall be made after submission of invoice and will be released through cheque after deducting TDS as applicable.
16. ASRTU reserves the right to terminate the agreement at its discretion at any time without assigning any reason, thereof.

17. ASRTU reserves the right to reject any or all of the bids or accept them in part or to reject lowest bid without assigning any reason thereof at any stage.

18. Bidder will provide the Material, Services etc. up to the mark as per scope of works.

19. Termination by default:

ASRTU may, without prejudice to any other remedy for breach of contract, by written notice of default sent to bidder, terminate the Contract in whole or part:

- A) If the Bidder fails to provide services within the time period specified in the contract.
- B) If the Bidder fails to perform any other obligations under the Contract.

20. Forfeiture of EMD/ Performance Security Deposit: If the successful bidder refuse/fails to accept the Work Order issued by ASRTU or the work assigned are not done as per the scope, EMD/Performance Security Deposit will be forfeited.

21. Rejection of the bid

A) The bidder is expected to examine all instructions, formats, terms & conditions, & scope of work in the bid document. Failure to furnish complete information required as per bid document or submission of bid which is not substantially responsive to the bid document in all respect shall result in rejection of bid. In respect of interpretation/clarification of this bid document and in respect of any matter relating to this bid document, the decision of ASRTU shall be final.

B) The bidder will have to furnish the requisite documents as specified in the tender document, failing which the bid is liable to be rejected.

C) Bids without EMD will be summarily rejected

D) The bids received after specified date & time shall not be considered.

E) The bids received through Fax/ Telex/E-Mail shall not be considered.

20. Black listing

Company/Firm black listed by Govt./PSU/Corporate organization are not eligible to Bid. If at any stage of bidding process or during the currency of contract, such information comes to knowledge of ASRTU, the ASRTU shall have right to reject the bid or terminate the contract, as the case may be, without any compensation to the bidder.

21. Arbitration

In case of any dispute or differences arising under the terms of this Agreement the same shall be settled by reference to arbitration by a Sole Arbitrator to be appointed by Executive Director, ASRTU, Delhi. The provisions of Arbitration and Conciliation Act 1996 shall be applicable.

If any dispute of any kind what so ever, and not resolved through arbitration, arises between ASRTU and the Successful Bidder in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question

regarding its existence, validity, or termination, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference by mutual consultation then all the litigation and proceedings, if arises at any time should be subject to jurisdiction of Delhi Court only.

22. Force Majeure

If, at any time, during the continuance of the agreement, the performance in whole or in any part by either party of obligation under the agreement shall be prevented or delayed by reasons of any war, hostile acts of the enemy, civil commotion, sabotage, fire, floods, earth quakes, explosions, epidemics, strikes and quarantine restrictions by acts of God, (herein after referred to as eventualities) then provided notice of the happening of any such eventualities is given by either party to the other within two days from the date of occurrence there on, neither party shall, by reason of such eventualities been titled to terminate this contract agreement nor shall either party have any claim of damages against the other in respect of such non performance nor delay in performance. Performance of the contract agreement shall, however be resumed as soon as practicable after such eventuality has come to an end.

I have read and understood all terms and condition and agreed upon.

Signature & Seal of the Bidder

Scope of work:-

International Conference & Exhibition on Public Transport Innovation (ICEPTI-2017) is organized by ASRTU. The program will be hosted at Maneksha Centre, New Delhi on mid 10th & 11th August, 2017 .The convenience of Hon'ble Prime Minister is under consideration. Agency will be a one point contact for branding, theming, creating design, content writing for the event that would be custom and reflects road based public transport. The services of agency has to be more or less and partner to bring resources and add value viz bringing speakers, finalizing session's topic, pulling quality gathering from auto industry across the globe.

The agency shall be solely responsible to coordinate and facilitate ASRTU's event at the Manekshaw Centre, exhibition area 25,000 sq ft area, display of new buses. Two days program comprising will be (i) inauguration will be in Zorawar (ii) parallel Session may be in Ashoka, and one another hall Talwar or Samsher hall. The international conference in mainly focus on road based public transport including pvt operators, Govt. legislation, traffic, alternate fuel, and electric mobility, urban & rural transport. parallel sessions for 3 to 4 halls including round table discussions, participants include Union Ministers, MOS, Chief Ministers, State Transport Ministers, Sr. most bureaucrats, industry leaders vehicle manufacturers and prominent stake holders of auto industry.

- Fabrication, installation, dismantling of stall for exhibition and coordination with the exhibitors.
- Suggesting, bringing speakers including international speakers,
- Finalizing session and coordinating with speakers
- Backup logistics support for the exhibitors.
- Printing of booklets, exhibitors catalogues, design
- website updation, emailer, videos
- Printing & dispatch of Invitation card.
- Arrangement of souvenir, mementos
- Live trimming, database management, bringing resources and person
- Badges, RIFID card, lanyards printed materials, registration of participants
- Services of usherettes, security guard, anchor
- Hotel & transport arrangements for participants
- Clearance/NOC for the event from concerned authorities.
- Online registration and coordinating with sub-vendors participants details
- Media arrangement, hospitality, publicity and Protocol Back.
- Event design, production & management
- Décor design, theming, overall concept
- Full event design/coordination/management for all types of events and meetings
- Accommodation and travel management
- Concept and theme design (creative)
- Offsite event design/coordination/planning
- Pre-production (all bookings and appropriate arrangements are made, etc.),
- Appropriate supplier selection/management
- Site selection, venue liaison and venue contract negotiation
- Pre and onsite event registration (online booking engine, 24/7 call centre)

- Implementation (load-in, set-up, rehearsals, event scheduling/production schedules, floor plans, etc.)
- Onsite event management at all events
- Floor plan design
- Production schedules – development and implementation
- Risk management
- Financial management including contracts, invoices, budgets
- Develop related print support materials
- Event branding
- Theme development
- Decor design for event
- Teambuilding programs for the event (Students Academic Partners)
- Site selection (including accommodations)
- A/V and Special F/X
- photography, videography
- gifts, giveaways
- print and graphic design
- Live Trimming on net & Video

IN ADDITION TO THE ABOVE PARTICIPATING EVENT AGENCY MAY VISIT THE SITE AND MAKE ITS OWN ASSESSMENT AND INCLUDE THE SERVICES REQUIRED FOR SMOOTH ORGANIZING THE FUNCTION.

Description	2 nd Edition of ICEPTI-2017 HIRING AN EVENT MANAGEMENT AGENCY
Venue	ASRTU, Plot No.4A,PSP Block, Pocket 14, Sector-8,Dwarka, New Delhi-110077
Date of event	August 10 th & 11, 2017
Scope of work	As per tender Document
Guests	Approximately 300
Visitors	Approximate 5000

TECHNICAL COMPLIANCE**Essential Compliance Conditions for Bidder's**

S. No.	Condition Description
1.	The bidder should have experience of at least 10 years in organizing events of State/Central Govt./PSUs/Autonomous Bodies. (Valid proof/Copies of work order and bills or completion certificate for the same to be enclosed)
2.	The bidder should have successfully organized minimum 3 such events including public sector with covering audience of not less than 200 persons during the last 3 years (2014, 2015 & 2016) in India. (Valid proof/Copies of work order and bills or completion certificate for the same to be enclosed)
3.	The bidder should have achieved a minimum annual turnover of Rs. 100 Lakhs each during last three financial year(F.Y. 2013-14, 2014-15 & 2015-16) (Copy of Audited Balance Sheets/IT Returns/CA Certificate to be enclosed)
4.	Company/Firm should have a Permanent Account Number(PAN) (Copy of PAN Card to be enclosed)
5.	Company/Firm should have a valid Service Tax Registration from the concerned authority. (Copy of Service Tax Registration to be enclosed)

Bidder's Information (Mandatory):

S. No.	Particulars	Description /Details	Reference Documents	Page No.
1	Name of Bidder		.	.
2	Contact Details		.	.
	a) Address			
	b) Telephone			
	c) Fax			
	d) E-mail	.	.	.
	e) Website(If any)	.	.	.
3	Incorporation Details	.	Certified copy of Incorporation under Indian Companies Act1956/Any reference document in case of proprietary firm	.
	a) Incorporation No.			
	b) Date of Incorporation			
4	Client List (Attach separate sheet if required)			
5	Name of the Authorized Signatory		Authorization letter to be enclosed	

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	a) Position/Designation			
	b) Telephone			
	c) Fax			
	d) Mobile			
	e) E-mail			
6	Additional Information if any			
7	Total Experience of bidder in the field			

Place:

Date :

I certify that all the essential technical compliance conditions are complied by us.

Signature & Seal of the Bidder

(Tender No. ASRTU/OP&PR/EM/ICEPTI-2017)

FORMAT FOR PROVIDING FINANCIAL QUOTES TOWARDS PROVIDING THE COMPLETE SERVICES BY THE EVENT MANAGEMENT AGENCY IN CONNECTION WITH THE 2nd Edition of ICEPTI-2017 AT MANEKSHA CENTRE, NEW DELHI

Rates may be quoted per unit for materials, per transaction for services and per machine for equipment in the format given below

Conference Venue requirements	Expected Minimum Quantity required (Number may vary)	unit rates for each item
1. LCD Projector Luminas 3000	Per pc/ Day	@Rs.
2. Plasma TV 32 inches	Per pc/day	@Rs.
3. Plasma TV 40 inches	Per pc/day	@Rs.
4. LCD TV 40 inches	Per pc/day	@Rs.
5. Masking screen 08 X 06 ft.	Per pc/day	@Rs.
6. Folding Screen	Per pc/day	@Rs.
7. Timer/TFT with Laptop	Per pc/day	@Rs.
8. V G A Switcher	Per pc/day	@Rs.
9.LED with backdrop Watch out screen & walls	Per day	@ Rs
9. Slimmer /Converter	Per Pc/day	@Rs.
10. Laptop	Per Pc/day	@Rs.
11. Mobile Jammers	Per Pc/day	@Rs.
1. Sound System with 04 Speakers (Boss)	Per set/day	@ Rs.
2. Sound System with 02 Speakers(Boss)	Per set/day	@ Rs.
3. Mixer power almighty	Per set/day	@ Rs.
4. Cordless neck Mike	Per pc./day	@ Rs.
5. Cordless Mike,	Per pc./day	@ Rs.
6. Podium/	Per pc./day	@ Rs.
7. Dice Mike	Per pc./day	@ Rs.
1. Exhibition Stall 3 x 3 sq. mtr with 02 Chair, 01 Table, 01 Power Point , Fascia, etc. Fascia panels with company logo on each stall	Per Stall (Full Event)	@Rs.

Pedestal Fan	Per Pc Per day	@Rs.
Registration Desk with 02 Chairs, 01 Table, 01 Power Point, Fascia, 1. Without Canopies	Per Desk / full event	@Rs.
2. With Canopies	Per Desk/ full event	@ Rs.
1. Welcome Boards	Per Sq ft	@Rs
2. Customized Backdrop	Per Sq ft	@Rs
3. Backdrop	Per Sq ft	@Rs
4. Direction Board	Per Sq. Ft. event	@Rs
5. Podium Logo	event	@Rs
6. Program Board Display	Per Sq ft	@Rs
7. Vertical Pool banting on drive way etc.	Per Sq ft	@Rs.
1. Dais arrangement (water bottle, glass), glass costar dice plates & frill & cover on tables	Per hall/day	@Rs.
2. Flower bouquets seasonal flowers duly packed.	Per bouquet	@Rs.
3. Flower Decoration of the dice, hall and entrance in the conference centre.		@Rs
Cleaners including the cleaning of catering site	Per Pax per day	@Rs.
Meet and greet representative(Boys & Girls)	Per Pax per day	@Rs.
1. Poster Information Boards for display of poster information	Rate per day	
2. Poster Display Board Size 3 x 4ft =12 sq ft.	Rate per day	
3. All Direction boards showing various activity Size: 2 x 6ft = 12 Sqft	Rate per day	
Photocopying facilities		
*One machine with enlargement and reduction facility	Per Pc Per Day	@Rs.
*One machine with enlargement, reduction	Per Pc Per Day	@Rs.

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and preparation of multiple sets facility		
1. Lap tops	Per Pc Per day	@Rs
2. Desktops for Internet Accessibility	Per Pc Per day	@Rs
3. Printers Two color Inkjet & two laser printers	Per Pc Per day	@Rs
4. Timer	Per Pc Per day	@Rs
5. TFT with Laptop	Per Pc Per day	@Rs
5. Pointer	Per Pc Per day	@Rs
a) Digital Photography of the entire event including the technical sessions with equipment, consumables and operational staff (Optional)	Per Set Per Day	@Rs
(b) Complete video recording of the proceedings concerning inaugural function, key note addresses, plenary sessions, and panel discussions and concluding session. (Optional)	Per Set Per Day	@Rs.
Live Trimming on net & Video LED Walls 10 x 12 ft (2 places with live trimming) Speakers facilitation		
The firm may quote any other item rates/services which have not been listed		

- Consolidated professional fee.
- Services tax.

Terms and Conditions

1. Firm shall mean the bidder whose bid will be accepted by the owner for the award of the work specified and shall include such representatives, successors and premises assigns.
2. Firm shall be directly responsible for any/all disputes arising between him and his personnel/workers and shall keep organizers indemnified against all losses, damages and claims arising thereof.
3. Firm shall be solely responsible for payment of wages/salaries and allowances to his personnel that are applicable under the laws in force including any new act or order of Government that may become applicable. The Organizers shall have no liability whatsoever in this regard.
4. Firm shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
5. All consumable items & material used by the firm shall be of standard make.
6. The Contract stands cancelled without assigning any reasons.
 - (a) On revocation of tender or increase in rates after opening of the tender but before validity of quotation expires.
 - (b) On refusal to enter into contract after the award of contract.

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- (c) If the work is not commenced on the date of starting the work after the work is awarded to the contract Successful contractor should complete the entire preparation of site as decided by 9th Aug 2017 & get it inspected by ASRTU Committee. The firm shall stipulate clearly the days required by him for completing the work.
7. The dedicated team for above event their details with credentials and educational qualification, experience to be furnished.
 8. List of similar events organized particularly with Govt bodies including PSUs, Ministry to be enclosed to ensure the credential of agency.
 9. List of event attended by the Hon'ble President & Hon'ble Prime Minister of India inaugurated the function.
 - 10.
 11. In case of any delay, liquidated damages@5 per cent of the contract value per day would be levied.
 12. The firm will make his own arrangement for watch and ward till the completion of the work.
 13. The contractor will work in close co-ordination with the designated members with the organizing committee.
 14. Insurance of goods during execution of contract will be the responsibility of the firm and Organizers will have no responsibility in the case of fire, theft of goods etc.
 15. The organizing committee ASRTU reserves the right to award the work in full or in part through one or many bidders and to reject any one or all the bids without assigning any reason.

Other Conditions:

- 1) The bidder shall visit the premises and understand the exact requirements before submission of bids. The bidder has to submit their design and work plan based on the requirements as above. Vendors may visit the venue(site)at Maneksha Centre , New Delhi and contact at the following numbers if required: **Shri Pawan Kumar Jha, 9958314438, 011-43294294**
- 2) Arrangement for security fencing etc as may be deemed necessary.
- 3) Proper care should be taken for water management in case of rain.
- 4) Transportation of materials, boarding & lodging, travel expenses of manpower deployed to carry out the work has to be borne by the bidder.
- 5) The Shortlisted Bidder has to take necessary approval from the local authorities for the event.

I certify that all the schedule of requirement is complied by us.

Signature& Seal of the Bidder
