

**Kurukshetra Development Board, Kurukshetra**

Quotations are invited on or before 04.02.2019 upto 12:00 hrs on behalf of the District Administration, to "Hire the competent agency having experience and expertise in setting up of Haryana Heritage/Cultural Pavilion from 10.02.2019 to 12.02.2019 during Swachh Shakti 2019".

|   |   |
|---|---|
| Name of Work  | Hire the competent agency having experience and expertise in setting up of Haryana Heritage/Cultural Pavilion |
| Cost of Tender Document   | Rs. 1000/- ( Rupees one thousand only)  |
| Earnest Money deposited (EMD) in OBC Bank Thanesar Branch<br>A/c No. 01962010044140<br>IFS Code : ORBC0100196<br>Name of A/c : CEO, KDB,<br>Kurukshetra | Rs. 50,000/- ( Rupees fifty thousand only)  |

1. Prospective bidders desirous of participating in this tender may view and download the tender document containing the detailed terms & conditions from the website i.e. <https://www.kurukshetra.gov.in> & <http://www.kdb.co.in>
2. Tenderer must have to submit hard copy of all documents alongwith tender document fee of Rs. 1000/- and earnest money Rs. 50,000/- in the form of Demand Draft/RTGS & NEFT in favour of CEO, KDB must be sent to the office of Kurukshetra Development Board, Kurukshetra before the opening of technical bid.
3. The tender complete in all respect must be submitted in the O/o CEO, Kurukshetra Development Board as per instruction given in the tender documents.
4. Only manual tenders shall be accepted.

Chief Executive Officer,  
Kurukshetra Development Board,  
Kurukshetra.

### Tender Schedule

|  |   |
|--|---|
| Tender No.   | KDB-2019  |
| Name of Organization                               | Kurukshetra Development Board,<br>Kurukshetra                             |
| Document Download/Sale Start Date                  | 02.02.2019  |
| Last Date and Time for manually submission of Bids | 04.02.2019 upto 12.00 hrs.  |
| Date and Time of Opening of Technical Bids         | 04.02.2019 at 13.00 hrs.  |
| Date and Time of Opening of Financial Bids         | 04.02.2019 at 14.00 hrs.  |
| Address for Communication                          | Kurukshetra Development Board,<br>Kurukshetra<br>Telephone : 01744-270187 |

## Instructions to Bidders

### 1. ELIGIBLE BIDDERS :

This invitation for bid is open to all Reputed Firms/agency to Hire the competent agency having experience and expertise in setting up of Haryana Heritage/Cultural Pavilion from 10.02.2019 to 12.02.2019 during Swachh Shakti 2019”.

### 2. DOCUMENTS COMPRISING THE BID : The bid prepared by the bidder shall comprise of (a) Technical Bid (b) Financial Bid.

- (a) The technical bid shall contain the following documents:
  - i) Technical Bid Form with requisite documents mentioned in the form as per Annexure-I.
  - ii) EMD of Rs. 50,000/- (Rs. Fifty Thousand only) through in the form of Demand Draft/RTGS/NEFT drawn in favour of CEO, KDB
  - iii) Tender Document Fee of Rs. 1000/- (Rs. one thousand only) through in the form of Demand Draft drawn in favour of CEO, KDB
  - iv) Declaration as per Annexure- II
  - v) Undertaking regarding non blacklisted Annexure-III
- (b) The financial bid shall contain:

- (i) Financial Bid as per the uploaded file on the website.

### 3. EARNEST MONEY DEPOSITED (EMD) & TENDER FEE

- i) EMD of unsuccessful firm/agency will be discharged/returned after issue of work order to the successful firm/agency. No interest will be paid by the Board on the EMD amount.
- ii) EMD shall be forfeited:
  - (a) If a bidder withdraws his bid during the period of bid validity specified by the bidder on the Bid form or
  - (b) If the bidder is found to have submitted false particulars/fake documents
  - (c) If the bidder is found to have indulged in corrupt practices or manipulation of rates by cartelization
  - (d) if the successful bidder fails: - to sign the contract.
  - (e) In all the above cases the bidder will not be eligible to participate in the tender for same category for two years from the date of signing of contract. The decision of Committee constituted for this purpose shall be final and binding in this regard.
  - (f) The earnest money of the successful bidder will be converted in the security and same will be return within the three months after the payment.

**4. SUBMISSION OF BIDS**

The bidders must submit their sealed quotations/bids in the O/o CEO, Kurukshetra Development Board .

**6. OPENING OF BIDS BY COMMITTEE CONSTITUTED FOR THIS PURPOSE**

- i) Committee constituted for this purpose shall open first of all the technical bids in the presence of bidders or their authorized representatives who choose to attend on due date and time. The bidders or their representatives, who are present, shall sign in the attendance. Only one person of bidder shall be permitted to attend the bid opening.

**7. BID OPENING PROCESS**

- i) Financial bids of only those bidders, whose bid are found technically qualified, will be opened on the date & time fixed for opening of financial bid in the office of Kurukshetra Development Board, Kurukshetra.

**8. SCOPE OF WORK :**

For the Swachh Shakti 2019” KDB seeks to hire single competent agency having experience and expertise in setting up of Haryana Heritage/Cultural Pavilion from 10.02.2019 to 12.02.2019 during Swachh Shakti 2019”.

The objective of this document is to select an appropriately qualified and adequately experienced agency to Conceptualize, plan, design, organize, execute and develop the Haryana Heritage/Cultural Pavilion and provide end to end management services for the pavilion.

- a) Design conceptualization and setup pavilion
- b) Traditional Ambience creation, Traditional decoration, Rangoli and Folk motifs in the entire pavilion.
- c) Setup the minimum 15 nos. stall like making of “Sanjhi”, Haryana Pagri, Saang, Kisse, Shadi/vivah ke geet, mor, Haryanvi Chaupal and Exhibition of Costume, traditional equipments etc. atleast 20 nos. Craft persons/Artists have to be deployed in these stalls. In addition to this 10 nos. of vacant stall should be provided on the same theme having same decoration for craft and food.
- d) The Haryana Culture programmes would be held on stage every day from 10.02.2019 to 12.02.2019.
- e) Providing & fixing 2 nos. gates with height of 15 ft. and width 10 ft. complete as per agency’s concept & design.
- f) Area (50x70 mtrs.) will be provided for setting up of Haryana Heritage/Cultural Pavilion at Puroshottampura Bagh, Brahamsarovar (as in IGM-2018) all the sides of the area till a height of 8 ft. to be covered with hard panel like ply wood. Designed and decorated in traditional Haryanavi Culture matching the over all concept/theme. Wooden platform/flooring approximately 4500 sq.ft. Necessary seating arrangement for about 200 nos. visitors/audience will have to be made by the agency in the pavilion.

**9. TECHNICAL EVALUATION**

- i) The evaluation of the tenders will be made by a Committee constituted for this purpose by the Board, first on the basis of technical information furnished by the bidders in

Annexure -I. The financial bid of only those bidders will be opened who are found eligible on the basis of technical parameters (as per Annexure-I)

- ii) Bids shall be evaluated to determine whether they are complete in all respect; whether any computational error have been made; whether required documents have been properly signed. During the technical evaluation, if any of the parameter is not met, the bid will be summarily rejected.
- iii) If there is any discrepancy between words and figures, the amount in words shall prevail.
- iv) The reasons for selection or rejection of a particular tender will not be disclosed.

#### **10. FINANCIAL EVALUATION**

- i) No Enquiry shall be made by the bidder (s) during the course of evaluation of tender, after opening of bid, till final decision is conveyed to the successful bidder. However, the Committee constituted for this purpose/its authorized representative can make enquiry/ seek clarification from the bidders, which the bidder must furnish within the stipulated time else the bid of such bidder will be rejected.

#### **11. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

The Committee constituted for this purpose reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever.

#### **12. Pre-Qualification/ Minimum Eligibility Criteria:**

- a) The firm should be in existence for atleast 3 (three) years
- b) The firm should have experience of undertaken activities related to Haryana Cultural/Heritage/Traditional etc. for minimum one work of Rs. 5.00 lacs or above.
- c) The firm should not be blacklisted/debarred by any Central or State Govt./PSU/Councils/Corporate Sector etc. The bidder should furnish an undertaking regarding the same as per Annexure-III.
- d) Financial eligibility criteria: The firm should have a turnover of 25.00 lacs average (Rupees Twenty five lacs only) for the last 3 (three) financial years i.e. 2015-16, 2016-17 and 2017-18 as per Annexure-IV.

#### **13. Technical Proposal Evaluation**

- a) Technical proposal evaluation shall be carried out on a 50-mark scale (Technical score) based on their credentials submitted with respect to relevant past project experience.
- b) Bidders scoring 37.5 marks in the technical proposal will be qualified for opening of financial bid.

**Technical Marking Sheet**

| #            | Parameter   | Weightage   | Max Score |
|--------------|---|---|-----------|
| 1            | <p><b>Experience and expertise in setting up of Haryana Heritage/Cultural Pavilion</b><br/>Experience of having undertaken activities related to Haryana Cultural/Heritage/Traditional etc.</p> | <p>a) One Projects<br/>b) Additional Projects (<b>05 marks each for maximum 2 projects</b>)</p>             | 20        |
| 2            | The bidder should have been in existence for at least 3 years.  |   | 7.5       |
| 3            | The Bidder should have average annual turnover of 25.00 lacs in for the last three financial year's i.e. 2015-16, 2016-17 and 2017-18.  |   | 7.5       |
| 4            | Proposed Approach & Methodology Presentation  | Concept, theme, storyline, glimpse of the audio – video presentation, and details of work done in the past. | 15        |
| <b>Total</b> |   |   | <b>50</b> |

### Specific Terms and conditions

1. Conditional or telegraphic tender will not be accepted.
2. The tender received without earnest money will be out-rightly rejected.
3. Earnest Money of Rs. 50,000/- (Rs. Fifty Thousand only) in shape of Bank Draft/RTGS/NEFT drawn in favour of Kurukshetra Development Board should accompany the tender. Cheque/cash will not be acceptable.
4. The concerned committee constituted for this purpose by the District Administration reserves the right to accept/reject any or all the tenders without assigning any reason.
5. Copies of Articles of Association (in case of registered firm). Bye laws and certificate of registration (in case of registered cooperative societies). Partnership deed (in case of partnership firm) should be submitted along with the technical bid.
6. The KDB will provide pacca Stage for Haryana Cultural Programmes and electricity connection for pavilion. All the items related to installation of tent, light & sound for pavilion will be provided by the agency.
7. Tender document shall be signed by the developer or his authorized signatory with date and seal.
8. The successful developer will not transferred in full or part thereof in any way.
9. The successful developer will be fully responsible for good conduct and character of its artists and other staff.
10. The Board shall be at liberty to add/alter any of the condition at any time during the period of **Swachh Shakti-2019** as per the need/requirement.
11. To obtain the first hand information on assignment the agency may make visit to the venue before submitting the proposal.
12. The developer provide emergency exit and fire precaution in the Pavilion as per safety norms.
13. There must be smooth entry and exit to the structure. The movement within the Pavilion shall be barrier free.
14. The contractor would be responsible for cleanliness & safety of the site.
15. Use of Live animals are strictly prohibited.
16. The quality of design, workmanship and services shall be best consistence with Hon'ble PM/Hon'ble President event.
17. The setting up of Haryana Culture Pavilion should be ready in all respect one day in advance from the date of 10.02.2019.
18. In case of any dispute between the successful agency and KDB the decision of the Deputy Commissioner, Kurukshetra will be final and binding on both the party.
19. Agencies are required to pay the honorarium/fees to the artists as per Govt. norms.
20. Rate for all items of scope of work be also intimated separately in sequence alongwith the assurance that needful would be provided as per additional requirement of any item at the specific rate.

(Signature of the renderer with seal)

**TECHNICAL BID**

**Subject:** Hire the competent agency having experience and expertise in setting up of Haryana Heritage/Cultural Pavilion from 10.02.2019 to 12.02.2019 during Swachh Shakti-2019.

**PRESCRIBED PROFORMA FOR TECHNICAL BID**

| S.No. | Section.  | Page. |
|-------|---|-------|
| 1     | Name of the Firm/Agency   |       |
| 2     | Office Address with telephone/Mobile No.  |       |
| 3     | Tender document fee (non- refundable ) of Rs. 1000/- (Rupees one thousand only) (Attach proof)  |       |
| 4     | EMD of Rs. 50,000/- ( Rupees Fifty Thousand only)   |       |
| 5     | Experience of having undertaken activities related to Haryana Cultural/Heritage/Traditional etc.  |       |
| 6     | GST Regn. No. (Attach copy)   |       |
| 7     | The bidder should have been existence for at least 3 years  |       |
| 8     | Average annual turnover of Rs. 25.00 lacs of the developer for the last three years (Attach proof) Annexure-IV  |       |
| 9     | Copies of Articles of Association (in case of registered firm). Bye laws and certificate of registration( in case of registered cooperative societies) Partnership deed (in case of partnership firm) (Attach copy) |       |
| 10    | Undertaking (self certificate ) that the agency has not been blacklisted by Central/State Govt. Deptt./Institution as per Annexure-III  |       |
| 11    | Self declaration as per Annexure-II   |       |

(Signature of the Tenderer with seal)



DECLARATION

1. I/We .....  
Son/Daughter of Sh. ....Proprietor/  
Partner/ Director/ Authorized Signatory of M/s am/are competent to sign the declaration  
and execute this tender document
2. I have carefully read and understood all the terms and conditions of the tender which are  
fully acceptable to me.
3. The information/documents furnished along with the above tender are true and authentic  
to the best of my knowledge and belief. I/we, am/are well aware of the fact that  
furnishing of any false information/fabricated document would lead to rejection of my  
tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of the Tenderer/representative with seal)

Date :

Place:

- Note:**
1. The above declaration by the authorized signatory of the tenderer in token of  
acceptance of all the terms and conditions should be uploaded with the Technical Bid.  
Technical bids without this form shall be summarily rejected.
  2. The above declaration may also be furnished on the letterhead of bidder.

**DECLARATION**

I hereby declared that I/firm..... have not been declared black listed by any Central/State Govt. Deptt./Institutions etc. in Haryana or in any other State and my/our EMD/Security deposit has not been forfeited by any Central/State Govt. Deptt./Institutions etc. in Haryana or in any other State.

Date :

Place :

(Tenderer's signature with seal)

**Annexure-IV****Financial Capacity of the Applicant**

| Sl. No. | Financial Year | Annual Turnover (In Rs) |
|---------|----------------|-------------------------|
| 1.      | 2015-16        |                         |
| 2.      | 2016-17        |                         |
| 3.      | 2017-18        |                         |

**Certificate from the Statutory Auditor**

This is to certify that .....(name of the Applicant) has received the payments shown above against the respective years on account of professional fees. And the Average Turnover of the Firm from professional fees in the last three years is INR \_\_\_\_\_ (In words)

**Name of the audit firm:**

**Seal of the audit firm:**

**Date:**

(Signature, name and designation of the authorized signatory)

**Note:** In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

**Annexure-V**

**Subject:** Hire the competent agency having experience and expertise in setting up of Haryana Heritage/Cultural Pavilion from 10.02.2019 to 12.02.2019 during Swachh Shakti-2019.

**Prescribed proforma for Financial Bid**

| <b>Sr.N.</b> | <b>Particulars</b>   | <b>Unit</b> | <b>Qty.</b> | <b>Total Amount<br/>(in Rs.)</b> |
|--------------|--|-------------|-------------|----------------------------------|
| 1            | Setting up of Haryana Heritage/Cultural Pavilion as per scope of work in this tender document at Sr. No. 8 |             | L/S         |                                  |
|              | Total  |             |             |                                  |
|              | GST (as applicable)  |             |             |                                  |
|              | G. Total   |             |             |                                  |

(Signature of the tenderer with seal)