

Limited Tender Notice Nos-3101

**LIMITED TENDER FOR SELECTION OF
EVENT MANAGEMENT AGENCY**

FOR ORGANISING

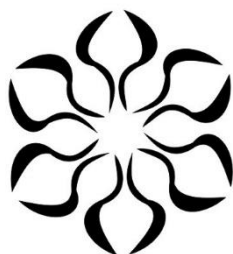
**‘MUSHAIRA/KAVI SAMMELAN ON
MERA WATAN MERA CHAMAN
& India@75’**

At

**Dr. Ambedkar International Centre (DAIC),
15, Janpath Road, Near Hotel Le-Meridien,
Windsor Place, New Delhi**

On 28th AUGUST, 2021

**UNDER ‘HAMARI DHAROHAR SCHEME’ OF
MINISTRY OF MINORITY AFFAIRS, GOVT. OF INDIA**



**National Minorities Development & Finance Corporation (NMDFC)
Core-1, First Floor, Scope Minar, Laxmi Nagar, Delhi-110092**

**Uploaded on Website of NMDFC & MOMA on 9th August, 2021
Last Date for Submission of Bids up to 14.00 Hrs on 17.08.2021**

Detail about LIMITED Tender Notice No. 3101 of 2021

Department Name	:	National Minorities Development & Finance Corporation (NMDFC)
Address	:	The Assistant General Manager (Fin), NMDFC, 1st Floor, Core-1, Scope Minar, Laxmi Nagar, Delhi-110092. Phone: 91-11-22441438, 22441453.
Name of Work	:	Engaging Agency for Organising Mushaira/Kavi Sammelan with theme -Mera Watan Mera Chaman & India@75 at Dr. Ambedkar International Centre (DAIC), 15, Janpath Road, Near Hotel Le-Meridien, Windsor Place, New Delhi on 28th August, 2021 as per Scope of Work.
Tender Currency Type	:	Single
Tender Currency Settings	:	Indian Rupee (INR)
Joint Venture \ Consortium	:	Not Applicable
<i>Amount Details</i>		
Bid Processing Fee	:	Rs.2,500/- (Rupees Two thousand five hundred only) in form of Demand Draft (Non Refundable)
Processing Fee Payable to	:	Non-refundable DD in favour of National Minorities Development & Finance Corporation
EMD (INR)	:	The bidding agencies are exempt from submitting EMD. However, the bidding agencies are required to submit Bid Security Declaration enclosed with this Tender Notice as Annexure-6 .
Expected Cost of the Work	:	Rs. 80.00 lacs (Rupees Eighty Lacs only) + GST as applicable.
<i>Tender Dates</i>		
Bid Document Downloading Start Date	:	09/08/2021 at 17.00 Hrs
Bid Document Downloading End Date	:	16/08/2021 at 17.00 Hrs
Last Date & Time for Submission of Bid.	:	17/08/2021 at 14.00 Hrs
Date of Tender opening	:	17/08/2021 at 14.30 Hrs
Bid Validity Period	:	90 days from opening of price bid.
Submission of related documents, etc.	:	Submission of Bid Processing Fees, Bid Security Declaration in lieu of EMD, Technical Bid and Financial Bid along with other Documents from 10/08/2021 at 17.00 Hrs. upto 17/08/2021 at 14.00 Hrs in the office of NMDFC, 1st Floor, Core-1, Scope Minar, Laxmi Nagar, Delhi - 110092.
Remarks	:	<p>Tenders will be opened on 17th August, 2021 at 14.30 hrs. Representatives of the bidders are invited to attend the bid opening meeting. As part of Technical Bid, the bidders will submit the detail of the layout plan for organising Mushaira/Kavi Sammelan at Closed theatre Venue at Dr. Ambedkar International Centre (DAIC), 15, Janpath Road, Near Hotel Le-Meridien, Windsor Place, New Delhi. The program is to be organised in BHIM Hall which has permanent stage and seating arrangement for 700 persons. The EMA would need to set-up stage, ambience for live performance complete with LED backdrop with two side LED panels or as specified in work order, audio-video & lighting infrastructure, seating of performing artists; decoration & ambience creation in the passage from main door of the building to the Bhim Hall, Steps leading to the building, Courtyard in front of the main building, Internal pathway from main road to the main building, Focus multi-coloured parcan & Mirchi lights on surrounding trees, Branding, Seating arrangement of about 350 guests with social distancing. Seating arrangement for VVIPs in the front row, Red carpet from the VIP alighting area in the courtyard in front of the building through staircase into the passage upto & inside Bhim Hall, Prior sanitization of venue, Gate at entrance of building on the main road and another gate inside the venue at appropriate place, Setting up of infrastructure for Live telecast of the program on at least 3 prominent TV channels including Door Darshan, Live Streaming on Social Media; Design for Outdoor & Print Media publicity; Plan for Outdoor & Print Media publicity at Delhi and Media plan for publicity on social platforms; Tie-up and arrangement with Artists approved by Min of Minority Affairs (MOMA) for reaching the Venue at Delhi; High Tea for VVIPs and other Officials at Venue in VIP Hall on 1st Floor and for others in the foyer area of 1st floor; obtaining necessary permissions/approvals/NOC/performance license from local Authorities/Police/Fire for organising event; Designing, Printing & Distribution of Invitation Cards to Guests, etc.</p> <p>Each bidder shall have to make a presentation on the proposed concept & design developed by them for organising Mushaira/Kavi Sammelan based on site visit & as per scope of work before the Tender Evaluation Committee (TEC) on 18th August, 2021 starting from 10.30 A.M in the office of NMDFC, or as specified by NMDFC. If the date mentioned herein above for submission of bids and presentation happens to be a holiday, the same activities will be carried out on next working day.</p> <p>Thereafter, Financial Bids of only those Bidders will be opened whose bids are found to be Responsive and Score 80 marks or more out of 100 marks at Technical Evaluation, on 18.08.2021 at 16.00 Hrs however, the final date & time will be intimated by NMDFC separately. Representatives of bidders are invited to attend the Financial Bid opening meeting. The selection will be based on Two Part CQCBS bidding method and the work will be awarded to bidder with the Highest Score.</p> <p>In case of any clarification, the bidders may contact Sh. K. Sudesh, AGM (Finance), NMDFC at 22441438.</p>

INVITATION FOR LIMITED TENDER

1. National Minorities Development & Finance Corporation (NMDFC) under Administrative control of Ministry of Minority Affairs, GOI incorporated u/s 25 of Companies Act, 1956 (now section 8 under companies Act, 2013) has been tasked to organize 'Mushaira/Kavi Sammelan with theme 'Mera Watan Mera Chaman & India@75' under the HAMARI DHAROHAR scheme of the Ministry of Minority Affairs, Govt. of India. During the Mushaira, renowned poets of the country will give messages on the country's journey from the independence movement to becoming "Atmanirbhar Bharat" through their couplets. The Mushaira/Kavi Sammelan is planned to be organized in Closed Theatre Type Venue in Bhim Hall of Dr. Ambedkar International Centre (DAIC), 15, Janpath Road, Near Hotel Le-Meridien, Windsor Place, New Delhi from 3.00 P.M to 5.00 P.M on 28th August, 2021 or as finalized by the Ministry. The Mushaira/Kavi Sammelan will be organized in the presence of select guests and beamed live on at least 3 TV channels and on Social Media.

2. NMDFC wishes to appoint an Event Management Agency (EMA) by floating this **Limited Tender** for organizing Mushaira/Kavi Sammelan with the theme '**Mera Watan Mera Chaman & India@75**' under the HAMARI DHAROHAR scheme of the Ministry of Minority Affairs on 28th August, 2021 at Closed Theatre Type Venue in Bhim Hall of Dr. Ambedkar International Centre (DAIC), 15, Janpath Road, Near Hotel Le-Meridien, Windsor Place, New Delhi. Only the EMAs empanelled with Maulana Azad Education Foundation (MAEF) shall be eligible for participating in this Limited Tender Bidding Process. The scope of work is enclosed as **Annexure-A**. The estimated cost is **Rs. 80.00 lacs** (Rupees Eighty Lacs only) plus applicable taxes. Detailed terms and conditions are prescribed in the Tender Document, which can be downloaded from the website "<http://www.nmdfc.org>". The bidder can approach NMDFC for any clarification with regard to submitting its bid up to 13.08.2021.

4. Bidder has to submit hard bound document duly numbered about the company credentials, past experience, financial statements, copy of registration certificates with various statutory bodies/institutions, Concept, Design & Ambience creation for organizing the proposed Mushaira/Kavi Sammelan, etc to prove that they meet minimum eligibility criteria as mentioned in para-3 above. Loose documents shall be out rightly rejected. The Tender should be submitted in the following manner:-

- a). The First Envelope should contain the Bid Processing Fee of Rs.2,500/-(Rupees Two thousand five hundred only -Non Refundable) & in form of Demand Drafts/FDs drawn in favour of "National Minorities Development & Finance Corporation" payable at Delhi. EMAs would also be required to submit the Bid Security Declaration in lieu of EMD as enclosed with this Tender Document as **Annexure-6**.
- b). The Second Envelope should contain the Technical Bid in sealed envelope complete with Concept & Design for organizing the proposed Mushaira/Kavi Sammelan. **Undertaking MUST BE ENCLOSED to the effect to complete the entire work as per scope of work by 10.00 A.M in the morning of 28th August, 2021.** The venue would be made available to the EMA in the morning of 27th August, 2021. There should be no mention of the prices in the Technical Bid Document. Filling up/Disclosing prices in Technical Bid document will disqualify the Bidder. Original printed document with signature & seal of the submitting company shall be considered as authentic.
- c). The Third Envelope should contain the Financial Bid only. Services offered should be strictly as per specifications mentioned in this Tender Document.

The first, second & third envelopes should be enclosed in a larger envelope duly sealed. All pages of the offer must be signed, sealed & numbered. The bids complete in all respect must be submitted through Speed Post/Courier and also by hand by depositing in the Tender Box kept at the reception in the corporate office of NMDFC. Any excuse for late submission of Bids due to delay in Post, Traffic congestion or any other reason whatsoever shall not be entertained by NMDFC.

5. Tenders will be opened on 17th August, 2021 at 14.30 hrs. Representatives of the bidders are invited to attend the bid opening meeting. As part of Technical Bid, the bidders will submit the detail

of the layout plan for organising Mushaira/Kavi Sammelan at Closed theatre Venue at DAIC, 15, Janpath Road, Near Hotel Le-Meridien, Windsor Place, New Delhi. The program is to be organised in BHIM Hall which has permanent stage and seating arrangement for 700 persons. The EMA would need to set-up stage, ambience for live performance complete with LED backdrop with two side LED panels or as specified in work order, audio-video & lighting infrastructure, seating of performing artists; decoration & ambience creation in the passage from main door of the building to the Bhim Hall, Steps leading to the building, Courtyard in front of the main building, Internal pathway from main road to the main building, Focus multi-coloured parcan & Mirchi lights on surrounding trees, Branding, Seating arrangement of about 350 guests with social distancing, Seating arrangement for VVIPs in the front row, Red carpet from the VIP alighting area in the courtyard in front of the building through staircase into the passage upto & inside Bhim Hall, Prior sanitization of venue, Gate at entrance of building on the main road and another gate inside the venue at appropriate place, Setting up of infrastructure for Live telecast of the program on at least 3 prominent TV channels including Door Darshan, Live Streaming on Social Media; Design for Outdoor & Print Media publicity; Plan for Outdoor & Print Media publicity at Delhi and Media plan for publicity on social platforms; Tie-up and arrangement with Artists approved by Min of Minority Affairs (MOMA) for reaching the Venue at Delhi; High Tea for VVIPs and other Officials at Venue in VIP Hall on 1st Floor and for others in the foyer area of 1st floor; obtaining necessary permissions/approvals/NOC/performance license from local Authorities/Police/Fire for organising event; Designing, Printing & Distribution of Invitation Cards to Guests, etc.

Each bidder shall have to make a presentation on the proposed concept & design developed by them for organising Mushaira/Kavi Sammelan based on site visit & as per scope of work before the Tender Evaluation Committee (TEC) on 18th August, 2021 starting from 10.30 A.M in the office of NMDFC, or as specified by NMDFC. If the date mentioned herein above for submission of bids and presentation happens to be a holiday, the same activities will be carried out on next working day.

Thereafter, Financial Bids of only those Bidders will be opened whose bids are found to be Responsive and Score 80 marks or more out of 100 marks at Technical Evaluation, on 18.08.2021 at 16.00 Hrs however, the final date & time will be intimated by NMDFC separately. Representatives of bidders are invited to attend the Financial Bid opening meeting. **The selection will be based on Two Part CQCBS bidding method and the work will be awarded to bidder with the Highest Score.**

Scope of work

The Agency would be broadly required to provide/undertake following Work/Services for organizing Mushaira/Kavi Sammelan:-

1. Complete Set-up of closed theatre type Venue in the Bhim Hall of Dr. Ambedkar International Centre (DAIC), 15, Janpath Road, Near Hotel Le-Meridien, Windsor Place, New Delhi including Stage set-up, Branding, Decoration, Lighting, Audio-video set-up, Seating arrangement for about 350 Guests & VIPs, Entrance Gates, Security, High Tea, etc. Maintaining social distancing, proper sanitization procedure and following all prescribed SOPs shall be responsibility of the EMA. Necessary tie-up/permissions/NOC/Performance Licensing from different agencies (civic, Police, Fire, etc) shall also be the responsibility of the EMA.
2. Besides, arrangements would need to be made by the EMA for LIVE telecast of the program on at least 3 prominent TV channels including Door Darshan. All arrangements and permissions required shall have to be made by the EMA. Further, the program shall be made Live on Social Media platforms.
3. Outdoor Media Publicity at Delhi would need to be undertaken by the EMA through DAVP recognized Agencies, Sites and Rates. The EMA shall also undertake to carryout due publicity of the program on Print Media at DAVP rates. For this purpose, each EMA would be required to submit Outdoor Publicity, Print Publicity, Media Plan and Social Media Publicity Plan along with the Technical Bid. The Outdoor Publicity & Print Media Publicity will be carried out through selected EMA based on the Media Plan, Budget & Design approved by the Competent Authority.
4. The Artists/Poets/Shayars will be finalized by the Ministry however the fees quoted by the artists will be paid through the selected bidder. The fees to be paid to the Artists shall be inclusive of their performance fees, lodging/boarding, travel cost if they are coming from outside Delhi and local conveyance in Delhi. The selected bidder will facilitate & co-ordinate with the Artists for their lodging/boarding, travel & local travel in Delhi to ensure that they reach the venue on time. Besides, arrangement of Audio equipment required for performance by the artists shall also be the responsibility of the selected bidder.

Further, the following may also be noted:-

1. The lay out plan including ambience creation, Stage set-up, Gates, seating, etc and all designs/creatives will have to be approved from NMDFC/Ministry of Minority Affairs beforehand.
2. It shall be the responsibility of the selected bidder to arrange for man power, material and necessary expertise for executing the work so that the Mushaira/Kavi Sammelan is fully set up by 10.00 A.M in the morning on **28th August, 2021**. The bidder would be handed over the venue latest by morning of **27th August, 2021**.
3. The selected bidder would be responsible to hand over the site thoroughly neat and clean to the venue owning agency immediately after the completion of the program.
4. The selected bidder has to ensure that there is ample movement space inside the venue to ensure social distancing and in case of any untoward incident the guests can be evacuated as early as possible. Fire exits must be provided with prominent signs.
5. It shall be the responsibility of the bidder to ensure that all social distancing norms, prescribed SOPs and ample precaution as per the guidelines of National Disaster Management Authority (NDMA) & Ministry of Health & Family Welfare are strictly followed while organizing the event, seating arrangement of guests, sanitization of venues, checking of all Guests/Artists/Officials/Workers at all the venues using thermal screening, use of sanitizers through dispensing machines, etc. The bidder shall be directly & solely liable for any shortcoming noticed or occurrence of any untoward incident during the event.
6. The selected bidder would be required to tie up with the local authorities like DCP Licensing, Civic Authorities, Police & Traffic Police, etc, so that the function is organized smoothly. All the permission/Licenses along with the expenditure involved in getting these Permissions/Licenses from Civic Authorities, Fire Service, Local Police, Traffic Police, Health Department, Electricity board, etc. would be the responsibility of selected bidder.
7. It would be the responsibility of the selected bidder to arrange for sufficient number of fire extinguishers, Fire engine, security inside the venue, adequate support staff, house-keeping staff for maintaining cleanliness, etc for successful organization of the program at all venues.
8. All the electrical cables and wires should be properly insulated. The EMA shall take temporary electric connection from local electricity company/DAIC Authorities for organizing the event. There should not be any

loose wires. Silent Gen set installation for power back-up during the event would also be the responsibility of the selected bidder with the required permission from concerned agencies.

9. All electrical installations must be in accordance with the provision of the Regulations for Licensing and Controlling places of Public Amusement (other than Cinemas) and the performances of Public Amusement, 1980.

The Scope of Work is summarized here below:-

1	Particulars
1.	<p>Set-up at the Closed Theatre Venue in Bhim Hall of Dr Ambedkar International Centre (DAIC), 15, Janpath Road, Near Hotel Le-Meridien, Windsor Place, New Delhi :-</p> <ol style="list-style-type: none"> 1. One theme based Welcome gate on MDF each of appropriate size at the entrance of the venue on the main road and another gate at the exit from DAIC. Cut-outs of the Hon'ble Prime Minister and Hon'ble Ministers to be placed at the gates. Further, inside the venue premises another gate is to be set-up at appropriate place based on design and branding approved by the NMDFC/MOMA. Design be enclosed with Technical Bid. 2. One theme based Stage set-up for live performance complete with themed content – Pictures & Graphics, Props, Pillars (to enhance the look and feel of stage), audio-video equipment, lighting, sitting arrangement for the Artists on stage; flower decoration on stage, passage to Bhim Hall, in the courtyard in front of the building, lighting inside venue & parcan/mirchi lights on trees and entrance to improve décor of the venue, etc. The stage set-up design should have prior approval of the NMDFC/MOMA. The stage set-up should be designed based on actual site visit by the respective EMAs. Design be submitted as part of Technical bid. 3. LED Screen for Stage as per the Size along with Two Side Panels or as specified in work order, Processors, LED Wall Technician. LED lighting including LED Par 20 pieces, LED Worm Blinder 2 complete with technicians/laptops. An LED of size 12 fts x 10 fts (P-2 quality) is to be placed in Atrium showing schemes of Ministry. 4. Focus lights – Pars, LED Parcans, Moving Head wash, Profile, Follow spot, Sharpy, Blenders, Trussing (Goal Post & T-stands), Power supply, cables, Technicians, Cartage, etc. 5. Sound system (Tops & Bass), Monitors (Foot & Side fills), Amplifiers, Mixers, DJ Pitch, Mikes with stands, Lapel Mikes, Podium Mike, Collar Mike, Power supply, cables, Technicians & Cartage, etc. 6. Branding of the venue with schemes & programs of the Ministry on Backlit Sand witch/scrollers evenly spaced across the venue - in passage/open courtyard, with due approval of NMDFC/MOMA. Layout and design be submitted. Selfi-points to be set-up in the Atrium and in the courtyard outside the building. One Gandhiji cut-out with Charkha is to be placed in the Atrium area. Rangoli to be made in the courtyard, gate and inside in the Atrium area. Buntings are to be hung in the Atrium area showing photographs of earlier similar events. Welcome Standees for the VIPs in the Atrium Area and outside at the gate and courtyard, passage from road to the building. 7. The entire pathway/passage from gate at main road of the venue to the courtyard/building, staircase at entrance to building, passage in the hall leading to the Bhim Hall would need to have theme based flower decoration and other props to enhance the beauty of the pathway. Red Carpet in the passage from the courtyard where VIPs would alight through stairway and passage in the hall to the Bhim Hall. Design be submitted. 8. Decoration & lighting with multi-color parcans focused on trees inside DAIC. Mirchi lights also to be put on trees improving ambience of the venue. 9. Seating arrangement for 350 guests to ensure social distancing in the Bhim Hall. VVIPs to be seated in front row and suitable arrangement is to be provided. carpet in the passage between stage and sitting area in front, small candle light lamp in front of guests (representing shama), Chairs may also be arranged for artists. Prior Sanitization of Venue. Lighting of lamp by dignitaries before the start of the program is to be organized. 10. Adequate Security/Bouncers at the venue. Use of digital thermometer for thermal screening at gate & sanitizing machine dispensers for hand sanitisation. House-keeping staff for cleanliness. Maintaining all prescribed SOPs. Provision of Sanitisation Kits for Artists and other VIP guests. 50 ID Cards with lanyards are to be provided for the volunteers/officials managing the function. 11. Temporary Power supply from local electric supplier/DAIC Authorities, Power back-up with Standby generator, fire safety equipment (fire extinguishers & Fire engine), disposable drinking water arrangement, sanitized/clean toilet facility for guests already available inside the venue, etc. 12. At least 20 Good Quality Flower Bouquets for welcoming the VIP guests.

	<p>13. High Tea for the VIP Guests & officials in the VIP Hall on 1st floor and in the Foyer area on 1st floor for other guests. Menu to be decided in consultation with NMDFC/MOMA. Number of guests for High Tea is expected to be 500.</p> <p>14. One Photographer (all data transfer, editing of photos, SD Camera – Full HD) & One videographer (with multi camera set-up, live feed arrangement, full HD quality, Full video of the event – on DVD/Pen drive, short videos, short documentaries to be prepared of the event) - for recording the event.</p> <p>15. Designing & Printing of Invitation card – Silver Glossy paper – 250 GSM, 8x5.5 inch. Qty:- 1500 Nos and their distribution as per the guest list finalized by the Ministry/NMDFC.</p> <p>16. Direction Arrow signboards on Roads leading towards the gate of DAIC.</p> <p>17. Designing, Printing & Mounting of hoardings near venue such as electric poles, traffic junctions on the day of the program.</p> <p>18. Disinfectant, aromatic spray & mosquito coils to be used on the day of the event.</p> <p>19. An experienced program comparer who has prior experience of managing Govt. Programs and particularly Mushaira/Kavi Sammelan is to be arranged for conducting the program.</p> <p>20. 25 Good Quality Shawls/Mementos for felicitation of VIPs, Shayars/Kavis.</p>
	<p>LIVE Telecast of Mushaira/Kavi Sammelan</p> <ul style="list-style-type: none"> • MULTI CAM set up with high end HD cameras, Zimi Zip Camera set-up with required staff to handle and manage the equipment, multi effect Switcher, multi-channel digital audio Mixer (with Balance), Mikes including cordless from Schenizer, HD Recorder, LED screens, digital cool lights, and high end multi dongle TX, Back pack solution with wi-fi / static IP option for TV Telecast. • This entire program should be made LIVE on at least 3 prominent TV Channels including Door Darshan, which can be viewed by television viewers across in India using DTH & OTT. • OB Vans fitted with Auto Antenna system with motorized azimuth and elevation functions along with antenna control unit, Radio Frequency Transmitter (RF) with high end amplifier, Low Noise Band (LNB), Wave Guide, Encoder for encoding the feed with HD/SD/CVBS format, Modulator with latest Modulation system DVBS 2/8 psk, LED monitors for U/L and D/L both, Silent Genset Power supply, Online UPS with one hour back up, Cable Drum fitted with 100m multicore cables for audio/video, Cables and connectors. • The PCR will have multi window (4) switcher, along with telephone hybrid, sound mixer, CG for online graphics (Name/LIVE, location, etc), and this feed will be pushed to the Teleport using encoder. Teleport will receive this feed using the decoder, and then through Statistical Multiplexer, this feed will be AIRE, using the designated Satellite Bandwidth (C Band). • This program should be made LIVE in all Social Media, including YouTube, Face book, etc using LIVE Streamer. • All technical manpower including Cameramen, Broadcast Engineer, vehicles, Production control room staffs, Graphics person, all equipment as mentioned above, SLOT timings in 24X7 Television Channel, DTH, streaming in social media, and OTT platforms, will be responsibility of EMA. The EMA shall also co-ordinate and arrange for High Speed Internet Connection of 1000 GBPS with MTNL and DAIC Authorities.
3.	<p>Publicity of Event through Outdoor & Print Media</p> <ul style="list-style-type: none"> - Designing, Printing & Mounting of hoardings for Outdoor publicity of program in Delhi at prominent DAVP sites at DAVP rates through DAVP empaneled agencies. - Designing of advertisement & publishing in Print Media through DAVP recognized agencies at DAVP rates. Names of Print media to be decided in consultation with MOMA/NMDFC. - All the publicity material with design to have prior approval of the Competent Authority. - EMA would be required to submit Outdoor Publicity, Print Publicity and Social Media Publicity Plan along with the Technical Bid. The Outdoor Publicity & Print Media Publicity will be carried out through selected EMA based on the Media Plan, Budget & Design approved by the Competent Authority.
4	<p>Payment to Shayars/Poets/Artists</p> <p>The payment to Shayars/Poets/Artists shall be on actual basis. <u>The names of Shayars/Poets/Artists shall be decided by the Ministry/NMDFC.</u> The payment shall be made through the EMA. The fees to be paid to Shayars/Poets/Artists shall include their performance fees, travel, boarding & lodging cost, if they are coming from outside Delhi and also local conveyance in Delhi. The EMA will facilitate & co-ordinate with the Artists for their lodging/boarding, travel & local travel in Delhi to ensure that they reach the venue on time. The EMA shall submit the original bills from Shayars/Poets in respect of fees paid to shayars/poets/artists.</p>

Following Sound equipment would be required to be set-up for the event in Delhi:-

S. No.	Details of Sound equipment	Quantity
1	Rcf HdI20a Line Arrey	8
2	Sub Base Rcf	4
3	Side Fill Srx 728 Top	4
4	Delay Line Array 6 Top (If Required)	6
5	Digital Mixer(Sc48 Venue) (Sound Craft) 32 Channel	1
6	Podium Mic	2
7	Cordless Mic (Uhf)/Sennheiser	4
8	Inear Monitor Sennheiser	3
9	Mic Stand 10small 10 Big	20
10	Lead Mic	16
11	Di Box	8
12	Cd Player Xdj R1 (Pioneer)	1
13	Monitor Sc1000/Sound Capital/La	8
14	Keyboard Amp Roland Kc550	1
15	Extension Boards For Stage	5
16	Ampfliers Crown Xti6002/4002	8
17	Sound Operator And Technician	4
18	box TRUSS FOR LIGHT aluminium size 36x30 box truss 4 side	1
19	Led Par	40
20	Led Worm Blinder	4
21	Sharpy 300w (10r) Sky Light	16
22	Strob	2
23	Splliter	4
24	Smoke Machine	2
25	Avo Light (Light Controller)	1

The cost of above sound equipment is required to be quoted in the Financial Bid to be submitted as Annexure-2 by the EMAs.

INSTRUCTIONS TO THE BIDDERS **FOR ORGANISING MUSHAIRA/KAVI SAMMELAN**

I. PROPOSED PROJECT

National Minorities Development & Finance Corporation (NMDFC) under Administrative control of Ministry of Minority Affairs, GOI incorporated u/s 25 of Companies Act, 1956 (now section 8 under companies Act, 2013) has been tasked to organize 'Mushaira/Kavi Sannelan with theme Mera Watan Mera Chaman & India@75' under the HAMARI DHAROHAR scheme of the Ministry of Minority Affairs, Govt. of India. During the Mushaira, renowned poets of the country will give messages on the country's journey from the independence movement to becoming "Atmanirbhar Bharat" through their couplets. The Mushaira/Kavi Sannelan is planned to be organized in Closed Theatre Type Venue in Bhim Hall of Dr. Ambedkar International Centre (DAIC), 15, Janpath Road, Near Hotel Le-Meridien, Windsor Place, New Delhi from 3.00 P.M to 5.00 P.M on 20th February, 2021 or as decided by the Ministry. The Mushaira/Kavi Sannelan will be organized in the presence of select guests and beamed live on at least 3 prominent TV channels including Door Darshan and on Social Media.

II. REJECTION OF BIDS

The Bid will be considered Non Responsive & summarily rejected in case it does not fulfil any one or more of the following conditions:-

- a). If Bid processing fees is not enclosed.
- b). If Bid Security Declaration in lieu of EMD is not provided by the bidder.
- c). If the bidder tries to put any influence.
- d). If the bidder furnished false information.
- e). If the Authorised Signatory has not signed with official seal on all pages of the bid document.
- f). Any bid received after the bid due date/time prescribed in the Tender Document.
- g). Any bid indicating conditions beyond those indicated in this Tender Document i.e. conditional bid shall be rejected.
- h). If Price is indicated in the Technical Document.
- i). Bids shall remain valid for 90 days after the date of Bid opening prescribed by NMDFC. A Bid valid for a shorter period shall be rejected as non-responsive.

III. OBLIGATION OF NMDFC

All material for creatives will be provided by the NMDFC while creatives will be developed by the EMA.

IV. CRITERIA FOR SELECTION OF BIDDERS

Selection Criteria

The selection of EMA will be through Composite Quality cum Cost Based System (CQCBS). The weightage for Technical Criteria (based on presentation) will be 70 while Financial Criteria will be 30. The agency who quotes lowest in the financial bid shall be given 30 marks. The financial quotes of other bidders shall be computed as follows

$(L-1 \text{ divided by } Lx) \text{ multiplied by } 100$ wherein X is the bid quoted by L 2, L3, L 4.

a. Composite Score of the Bidders:-

Composite Score of the Bidders shall be worked out as under:

Bidder's Scores		Weightage	Weighted Score
(A)	Technical Score	70	
(B)	Financial score	30	
Composite Weighted Score of the Bidder (A+B)			

The Bidder who has secured the highest Composite Score shall be declared the Preferred Bidder.

b. **The Technical Evaluation shall be based on the presentation made by the bidder before the Tender Evaluation Committee (TEC) covering the proposed concept, approach, theme and design for organizing the Mushaira/Kavi Sammelan based on the scope of work.** The soft copy of the presentation may also be given to NMDFC after the presentation. **The TEC shall recommend for opening of Financial Bid of only those Bidders, whose Bid has been found to be Responsive and who score 80 marks or more out of 100 marks after Technical Evaluation.**

c. **Financial Score**

30 Marks

The financial bid is to be quoted in the prescribed format as at **Annexure-2**.

d. NMDFC reserves all the rights related to the opening, evaluation and cancellation of Bids without assigning any reasons thereof. In case of any ambiguity while comparing the rates offered by the bidders, NMDFC reserves all the rights to decide on the issue of identifying selected bidder.

e. **Special Conditions for Evaluation**

The Preferred Bidder would be selected as per criteria mentioned. However, in the event that two or more Bidders secure exactly the same Composite Score, then NMDFC reserves the right to declare as Preferred Bidder whose, Presentation Score is highest among such Bidders who have secured exactly the same Composite Score.

GENERAL TERMS & CONDITIONS

I. OTHER CONDITIONS:-

- a). **Liquidated Damages:-** The entire work as listed in the scope of work is to be completed by 10.00 A.M on 28th August, 2021. The bare space will be handed over to the EMA in the morning of 27th August, 2021 and the entire work of setting up of event as per the work order is to be completed accordingly by 10.00 A.M on 28th August, 2021. The above time schedule is required to be strictly adhered to and followed. Liquidated Damages will be applicable, on the entire value of the contract. In case of delay in completion of a specific job beyond the date/time of completion as indicated above. Penalty would be applicable at the rate of 25% of the contract value for delay beyond 6 hours, subject to maximum of 50% of the contract value. The penalty shall be recoverable from the Performance Guarantee provided by the agency and also directly from the Agency, if the penalty is beyond the Performance Guarantee provided by the Agency.

Further, in case of delay to deliver the work within stipulated program, NMDFC reserves the right to terminate the contract and get all the jobs or the delayed job completed through another agency of its choice. Any extra expenditure that NMDFC incurs for completion of the balance job/s through another agency on account of higher rates quoted by the new agency, will be recovered from the selected bidder's account or Performance Guarantee and directly from the Agency, if the penalty is beyond the Performance Guarantee provided by the Agency. Moreover, NMDFC shall also be entitled to all other legal proceedings as may be required for shortfalls in recovery.

b). Earnest Money Deposit (EMD)

- (i). In the light of directions issued by the Ministry of Finance Vide OM Nos- F.9/4/2020-PPD dated 12.11.2020, all the bidding agencies are exempt from submission of Earnest Money Deposit (EMD) for participation in the bidding process. The bidding Agencies shall however have to submit Bid Security Declaration on their Letter Head duly Signed and Stamped by the Authorised Signatory of the Company in the format enclosed as **Annexure-6**.
- (ii). The Bidder shall be debarred from participating in bidding process with NMDFC for a period of 2 years on account of one or more of the following reasons:-
- a) The Bidder withdraws their Bid during the period of Bid validity of 90 days.
 - b) Bidder does not respond to requests for clarification of their Bid.
 - c) Bidder fails to co-operate in the Bid evaluation process, and
 - d) In case of a successful Bidder, the said Bidder fails: to sign the Agreement in time; or fails to furnish Performance Guarantee.

c). Performance Guarantee

- (i). The selected bidder shall submit Performance Guarantee / Demand Draft equal to 3% of the contract price or as mentioned in the LOI to the Asst. Gen. Mgr., NMDFC at the time of signing of Agreement, in the given format, issued from any Scheduled Bank.
- (ii). The performance guarantee shall be valid for the period of contract and which will be released after successful and satisfactory completion of the event.
- (iii). If the selected bidder fails to remit the performance guarantee, the bidder would be dealt as per Bid Security Declaration.
- (iv). Format of Performance Guarantee will be provided to shortlisted bidder along with the LOI.

d). Payment Terms

The stages of payment shall be as under:-

Stage	Mile Stone	Amount (%)
1st	On the issuance of work order from NMDFC.	30% of the work order amount – as Mobilisation Advance on submission of equal amount of Bank Guarantee/FD
2nd	On successful conduct of the event	70% of the work order amount

- e). NMDFC reserves the right to reject any or all the Bids without assigning any reason whatsoever.
- f). The bidder must comply with the terms and conditions of contract. No deviations shall be entertained.
- g). In case of any dispute, decision of competent authority in NMDFC will be final and binding.
- h). The bidder must furnish a declaration (**as per Annexure-5**) to the effect that it has not been blacklisted in the recent past by any Government Authority / Public Sector Organization etc.

II. Force Majeure

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligations under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, quarantine restrictions due to prevalent COVID pandemic, strikes, lockouts or act of God (herein after referred to as events) provided notice of happenings, of any such eventually is given by party either party to the other within 21 days from the date of occurrence thereof, neither party shall be reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance, or relay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the NMDFC will be final and conclusive.

III. Arbitration

- (a) If a dispute of any kind whatsoever arises between the NMDFC and the bidder in connection with, or arising out of, the Contract or the execution of the works or after their completion and whether before or after the repudiation or other termination of the contract, including any disagreement by either party with any action, in action, opinion, instruction, determination, the matter in dispute shall be settled by arbitration in accordance with the Indian Arbitration and Conciliation Act, 1996 or any statutory amendment thereof.
- (b) The reference to arbitration may proceed notwithstanding that the works shall not then be or be alleged to be completed, provide always that the obligations of the NMDFC and the bidder shall not be altered by reason of the arbitration being conducted during the progress of the works. Neither party shall be entitled to suspend the works, payments to the bidder shall be continued to be made as provided by the contract.
- (c) Arbitration proceedings shall be held at Delhi and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English. The jurisdiction of the court will be Delhi.
- (d) The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrator as determined by the arbitrators shall be shared equally by the NMDFC and the bidder. However, the expenses incurred by each party in connection with the preparation, presentation, etc., of its case prior to, during and after the arbitration proceedings shall be borne by each party itself.
- (e) All arbitration awards shall be in writing and shall state the reasons for the award.
- (f) Penalty/Liquidated Damages shall not fall under the Arbitration clause.

IV) Cancellation / Postponement of Program

In case the organizing of the Mushaira/Kavi Sammelan Event is cancelled or postponed due to any reason whatsoever, no claims shall be made by the bidder on NMDFC.

V). ANNEXURES (To be filled up and submitted by the bidders)

- a).Annexure-1:-Technical Proposal Submission Letter
- b).Annexure-2 - Financial Bid Format
- c).Annexure-3 :- Details of the Bidder
- d).Annexure-4 - Indemnity Undertaking
- e).Annexure-5:- Declaration for Non Blacklisted/Non Banned
- f).Annexure-6 :- Bid Security Declaration

Annexure-1

Technical Proposal Format (on Letter Head of the EMA)

Tender Document No. : _____

Date _____

To
Assistant General Manager (Fin)
National Minorities Development & Finance Corporation.
Core-1, First Floor, Scope Minar, Laxmi Nagar
Delhi-110092

Subject: Technical Proposal for organizing ‘Mushaira/Kavi Sammelan’ under Hamari Dharohar scheme.

Sir,

Please find the enclosed Technical Proposal in response to Bid Documents issued by National Minorities Development & Finance Corporation for organizing cultural event ‘**Mushaira/Kavi Sammelan**’ under ‘**Hamari Dharohar**’ scheme of Ministry of Minority Affairs, GOI.

We agree and undertake to abide by all these terms and conditions stipulated in the Bid Document issued by NMDFC. The information / documents submitted along with the Proposal are complete / true to the best of our knowledge.

We acknowledge that NMDFC reserves the right to reject or accept the proposal without assigning any reason or otherwise.

Thanking you,

For and on behalf of:

Signature of Authorized Representative / Signatory:

Name:

Designation:

Seal

ANNEXURE -2

FINANCIAL BID FORMAT (on Letter Head of the EMA)

Tender Document No. : _____

[Location, Date]

To:
Assistant General Manager (Fin)
National Minorities Development & Finance Corporation
1st Floor, Core-1, Scope Minar,
Laxmi Nagar, Delhi 6 110 092.

Dear Sir:

Please find the enclosed Financial Bid Proposal in response to Bid Documents issued by National Minorities Development & Finance Corporation for organizing cultural event '**Mushaira/Kavi Sammelan**' under '**Hamari Dharohar**' scheme of Ministry of Minority Affairs, GOI.

The detail price bid in prescribed format is enclosed herewith. All prices/quotes are in Indian Rupees and exclusive of applicable taxes (GST).

Thanking you.

Yours faithfully,

Signature of the Bidder with Seal

FINANCIAL BID IN RESPECT OF SCOPE OF WORK FOR EVENT MANAGEMENT
AGENCY BEING HIRED FOR ORGANISING MUSHAIRA/KAVI SAMMELAN

1	Particulars	Amount in Rs
1.	<p>Set-up at the Closed Theatre Venue in Bhim Hall of Dr. Ambedkar International Centre (DAIC), 15, Janpath Road, Near Hotel Le-Meridien, Windsor Place, New Delhi :-</p> <ol style="list-style-type: none"> 1. One theme based Welcome gate on MDF each of appropriate size at the entrance of the venue on the main road and another gate at the exit from DAIC. Cut-outs of the Hon'ble Prime Minister and Hon'ble Ministers to be placed at the gates. Further, inside the venue premises another gate is to be set-up at appropriate place based on design and branding approved by the NMDFC/MOMA. Design be enclosed with Technical Bid. 2. One theme based Stage set-up for live performance complete with themed content ó Pictures & Graphics, Props, Pillars (to enhance the look and feel of stage), audio-video equipment, lighting, sitting arrangement for the Artists on stage; flower decoration on stage, passage to Bhim Hall, in the courtyard in front of the building, lighting inside venue & parcan/mirchi lights on trees and entrance to improve décor of the venue, etc. The stage set-up design should have prior approval of the NMDFC/MOMA. The stage set-up should be designed based on actual site visit by the respective EMAs. Design be submitted as part of Technical bid. 3. LED Screen for Stage as per the Size along with Two Side Panels or as specified in work order, Processors, LED Wall Technician. LED lighting including LED Par 20 pieces, LED Worm Blinder 2 complete with technicians/laptops. An LED of size 12 fts x 10 fts (P-2 quality) is to be placed in Atrium showing schemes of Ministry. 4. Focus lights ó Pars, LED Parcans, Moving Head wash, Profile, Follow spot, Sharpy, Blenders, Trussing (Goal Post & T-stands), Power supply, cables, Technicians, Cartage, etc. 5. Sound system (Tops & Bass), Monitors (Foot & Side fills), Amplifiers, Mixers, DJ Pitch, Mikes with stands, Lapel Mikes, Podium Mike, Collar Mike, Power supply, cables, Technicians & Cartage, etc. 6. Branding of the venue with schemes & programs of the Ministry on Backlit Sand witch/scrollers evenly spaced across the venue - in passage/open courtyard, with due approval of NMDFC/MOMA. Layout and design be submitted. Self-points to be set-up in the Atrium and in the courtyard outside the building. One Gandhiji cut-out with Charkha is to be placed in the Atrium area. Rangoli to be made in the courtyard, gate and inside in the Atrium area. Buntings are to be hung in the Atrium area showing photographs of earlier similar events. Welcome Standaees for the VIPs in the Atrium Area and outside at the gate and courtyard, passage from road to the building. 7. The entire pathway/passage from gate at main road of the venue to the courtyard/building, staircase at entrance to building, passage in the hall leading to the Bhim Hall would need to have theme based flower decoration and other props to enhance the beauty of the pathway. Red Carpet in the passage from the courtyard where VIPs would alight through stairway and passage in the hall to the Bhim Hall. Design be submitted. 8. Decoration & lighting with multi-color parcans focused on trees inside DAIC. Mirchi lights also to be put on trees improving ambience of the venue. 9. Seating arrangement for 350 guests to ensure social distancing in the Bhim Hall. VVIPs to be seated in front row and suitable arrangement is to be provided. carpet in the passage between stage and sitting area in front, small candle light lamp in front of guests (representing shama), Chairs may also be arranged for artists. Prior Sanitization of Venue. Lighting of lamp by dignitaries before the start of the program is to be organized. 10. Adequate Security/Bouncers at the venue. Use of digital thermometer for thermal screening at gate & sanitizing machine dispensers for hand sanitisation. House-keeping staff for cleanliness. Maintaining all prescribed SOPs. Provision of Sanitisation Kits for Artists and other VIP guests. 50 ID Cards with lanyards are to be provided for the volunteers/officials managing the function. 11. Temporary Power supply from local electric supplier/DAIC Authorities, Power back-up with Standby generator, fire safety equipment (fire extinguishers & Fire engine), disposable drinking water arrangement, sanitized/clean toilet facility for guests already available inside the venue, etc. 12. At least 20 Good Quality Flower Bouquets for welcoming the VIP guests. 13. High Tea for the VIP Guests & officials in the VIP Hall on 1st floor and in the Foyer area on 1st floor for other guests. Menu to be decided in consultation with NMDFC/MOMA. Number of guests for High Tea is expected to be 500. 14. One Photographer (all data transfer, editing of photos, SD Camera ó Full HD) & One videographer (with multi camera set-up, live feed arrangement, full HD quality, Full video of the event ó on DVD/Pen drive, short videos, short documentaries to be prepared of the event) - for recording the event. 15. Designing & Printing of Invitation card ó Silver Glossy paper ó 250 GSM, 8x5.5 inch. Qty:- 1500 Nos and their distribution as per the guest list finalized by the Ministry/NMDFC. 16. Direction Arrow signboards on Roads leading towards the gate of DAIC. 17. Designing, Printing & Mounting of hoardings near venue such as electric poles, traffic junctions on the day of the program. 18. Disinfectant, aromatic spray & mosquito coils to be used on the day of the event. 19. An experienced program comparer who has prior experience of managing Govt. Programs and particularly Mushaira/Kavi Sammelán is to be arranged for conducting the program. 20. 25 Good Quality Shawls/Mementos for felicitation of VIPs, Shayars/Kavis. 	
	<p>LIVE Telecast of Mushaira/Kavi Sammelán</p> <ul style="list-style-type: none"> • MULTI CAM set up with high end HD cameras, Zimi Zip Camera set-up with required staff to handle and manage the equipment, multi effect Switcher, multi-channel digital audio Mixer (with Balance), Mikes including cordless from Schenizer, HD Recorder, LED screens, digital cool lights, and high end multi dongle TX, Back pack solution with wi-fi / static IP option for TV Telecast. • This entire program should be made LIVE on at least 3 prominent TV Channels including Door Darshan, which can be viewed by television viewers across in India using DTH & OTT. • OB Vans fitted with Auto Antenna system with motorized azimuth and elevation functions along with antenna control 	

	<p>unit, Radio Frequency Transmitter (RF) with high end amplifier, Low Noise Band (LNB), Wave Guide, Encoder for encoding the feed with HD/SD/CVBS format, Modulator with latest Modulation system DVBS 2/8 psk, LED monitors for U/L and D/L both, Silent Genset Power supply, Online UPS with one hour back up, Cable Drum fitted with 100m multicore cables for audio/video, Cables and connectors.</p> <ul style="list-style-type: none"> • The PCR will have multi window (4) switcher, along with telephone hybrid, sound mixer, CG for online graphics (Name/LIVE, location, etc), and this feed will be pushed to the Teleport using encoder. Teleport will receive this feed using the decoder, and then through Statistical Multiplexer, this feed will be AIREB, using the designated Satellite Bandwidth (C Band). • This program should be made LIVE in all Social Media, including YouTube, Face book, etc using LIVE Streamer. • All technical manpower including Cameramen, Broadcast Engineer, vehicles, Production control room staffs, Graphics person, all equipment as mentioned above, SLOT timings in 24X7 Television Channel, DTH, streaming in social media, and OTT platforms, will be responsibility of EMA. The EMA shall also co-ordinate and arrange for High Speed Internet Connection of 1000 GBPS with MTNL and DAIC Authorities. 	
	Grand Total	

Amount in words Rupees

It may be noted that if there is any difference in the amount in words and number then the amount mentioned in words shall be considered as the final amount for evaluation purposes.

Publicity of Event through Outdoor & Print Media

1. Designing, Printing & Mounting of hoardings for Outdoor publicity of program in Delhi at prominent DAVP sites at DAVP rates through DAVP empaneled agencies.
2. Designing of advertisement & publishing in Print Media through DAVP recognized agencies at DAVP rates. Names of Print media to be decided in consultation with MOMA/NMDFC.
3. All the publicity material with design to have prior approval of the Competent Authority.

For this purpose, each EMA would be required to submit Outdoor Publicity, Print Publicity and Social Media Publicity Plan along with the Technical Bid. The Outdoor Publicity & Print Media Publicity will be carried out through selected EMA based on the Media Plan, Budget & Design approved by the Competent Authority.

The grand total mentioned in above Price Bid is exclusive of the expenditure to be incurred on publicity through Outdoor, Print and on Social Media Platforms.

Payment to Shayars/Poets/Artists

It may please be noted that the payment to Shayars/Poets/Artists shall be on actual basis. **The names of Shayars/Poets/Artists is to be decided by Ministry/NMDFC.** The payment shall be made through the EMA. The fees to be paid to Shayars/Poets/Artists shall include their performance fees, travel, boarding & lodging cost, if they are coming from outside Delhi and also local conveyance in Delhi. The EMA will facilitate & co-ordinate with the Artists for their lodging/boarding, travel & local travel in Delhi to ensure that they reach the venue on time. The EMA shall submit the original bills in respect of fees paid to shayars/poets/artists. **The Grand Total Cost as mentioned above is exclusive of the payment to Shayars/Poets/Artists.**

The taxes will be chargeable as per applicable rule. Payment to the Agency will be released after deduction of TDS as applicable. **The above cost is exclusive of GST.**

Signature of the Bidder with Seal

Details of Event Management Agency
(on Letter Head of the EMA)

S.No	Particular	Details
1	Name of EMA	Enclose Registration Certificate
2	Type of firm: Proprietorship Firm / Partnership Firm / Pvt. Ltd. / Public Ltd. Company / Society / Trust	Enclose Registration Certificate
3	Registration No. & Date of Registration of Agency	Enclose Registration Certificate
4	Name of Director(s)/CEO/President/Head	
5	Contact Details of Director(s)/CEO/President/Head	Contact No. / Email id
6	Registered Head Office Address	As per Registration Certificate. Please attach any other proof of address as well.
7	Correspondence Address	
8	Name of Authorized Representative	
9	Mobile No. of Authorized Representative	
10	Email id of Authorized Representative	
11	Fax No.	
12	Website Address of the Agency (if available)	
13	PAN Card Number	Attached copy of PAN Card
14	GST No.	GST Registration

For and on behalf of:
Chartered Accountant Signature:
Name:
Registration No.:
Seal:
Date:

**INDEMNITY UNDERTAKING
(on Letter Head of the EMA)**

I on behalf of M/s [redacted] hereby agree and undertake that I have understood all the safety rules and procedures and all staff Technical & Non-Technical working on behalf of M/s [redacted] will abide by all safety rules and procedures. I declare that I M/s [redacted] will be responsible for any safety violations/ accident etc. The AGM (Fin), NMDFC will not be responsible in case of any accident / incident and will not compensate financially or otherwise. I assure The AGM (Fin), NMDFC that enlisted Manpower deployment will be done at Venue from Mobilization to Completion of Event at [redacted].

I hereby declare that I am sole responsible on behalf of M/s.. [redacted] .. for giving such declaration.

Name of Indemnifier Signature of Indemnifier

Stamp/Seal of the Indemnifier /Contractor

UNDERTAKING
(on Letter Head of the EMA)

NON BLACKLISTED / NON BANNED PARTY

It is hereby certified that M/s _____ is not blacklisted/debarred by Govt. of India or its undertakings / any State Govt. or its undertaking or any other Govt. of India & State Govt. funding agencies / regulatory authorities / Statutory Body / Autonomous Body as on date.

M/s _____ is not involved in any major litigation that may have an impact or affect that may compromise the delivery of services as required by National Minorities Development & Finance Corporation (NMDFC) for organizing Mushaira/Kavi Sammelan Event under HAMARI DHAROHAR Scheme of the Ministry of Minority Affairs.

M/s _____ would immediately inform NMDFC in case of any change in the situation any time hereinafter.

For and on behalf of:
Signature of Authorized
Representative/ Signatory:
Name:
Designation:
(Seal)
Date

Annexure-6

Bid Security Declaration (On Letter Head of the Bidding Agency)

This is to inform you that M/s. _____ (Agency Name) shall not withdraw or Modify its Bid till the validity period of 90 days as mentioned in the Tender Notice bearing no. _____.

We may be barred from being considered / to participate in future, for a period of 2 years from the last date of submission of this Bid, in any Tender Notice/Assignment to be issued by NMDFC during the said period, in following circumstances:-

- (a). Withdraw the Bid during the period of Bid validity of 90 days.
- (b). Do not respond to requests for clarification of the Bid submitted by us.
- (c). Fail to co-operate in the Bid evaluation process, and
- (d). In case of being a successful Bidder, fails to sign the Agreement in time or fail to furnish Performance Guarantee.

(Signature)

Name of Authorised Signatory:- _____

Designation:- _____

Office Seal:- _____

Date:- _____

Place:- _____
