TENDER NOTICE FOR EMPANELMENT OF EVENT MANAGEMENT AGENCIES

Offers are invited from reputed and experienced Event Management firms for empanelment with Andhra Pradesh Tourism, Culture and Heritage Board for two years.

The tender document may be downloaded from www.aptourism.gov.in

Last date of submission of tender is 8th January 2017

Chief Executive Officer
Tourism Authority
EMPANELMENT OF EVENT MANAGEMENT AGENCIES

Sealed technical quotations are invited from interested eligible and experienced firms for the following work:-

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<th>S.No</th>
<th>Work</th>
<th>Last date for submission of Tender</th>
<th>Date of Opening of Tender</th>
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<td>1.</td>
<td>Empanelment of event management agencies with Andhra Pradesh Tourism for two years.</td>
<td>8.01.2017</td>
<td>9.01.2017</td>
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Details, terms and conditions for the above work can be downloaded from our website-
www.aptourism.gov.in

Chief Executive Officer
Tourism Authority
EMPANELMENT OF EVENT MANAGEMENT AGENCIES

1. **Type of work:** Empanelment of Event Management Companies with Andhra Pradesh Tourism, Culture and Heritage Board (APTCHB), for a period of two years.

2. Last date for submission of tender: 8.01.2017

3. Date of opening: 9.01.2017

INTRODUCTION:

APTCBH wishes to engage the services of eligible competent agencies for organizing and managing events from conception to completion stage. An indicative scope of work is mentioned in the document and should be deliverable by the agency in its entirety. Some of the events organized by the Corporation are as below:

1. Mango Festival
2. International Culinary Olympics
3. Flamingo festival / Kakinada Beach Festival
4. International Kite Festival at Visakhapatnam/Vijayawada.
5. Marketing Road Shows across India/Abroad
6. Tourism Theme pavilions in various travel marts in India and abroad
7. Lepakshi Festival at Anatapuramu
8. Illusion and Magic Festival

These events are just indicative and the numbers may vary as per requirement of the Board.
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<tr>
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<th>Name of assignment</th>
<th>Empanelment of event management agencies for APTCHB for two years.</th>
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<td>Communication</td>
<td>The CEO, Tourism Authority, 5th Floor, Stallin Towers, Auto Nagar, Vijayawada.</td>
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</tbody>
</table>
| 3 | Place of issue of documents and Bid document fees       | On-line (E-Tendering). [www.aptourism.gov.in](http://www.aptourism.gov.in)  
Rs. 10,000/- (Rupees ten thousand only) in form of DD in favour of CEO, TOURISM AUTHORITY. |
| 4 | Bid Validity                                            | Sixty (60) days from due date for submission of bid.                                                                              |
| 5 | Issue of Bid documents (On line)                       |                                                                                                                                  |
| 6 | Pre-briefing meeting                                   | 29.12.2016 at 15:00 noon in the APTCHB Conference Hall, 5th Floor, Stalling Towers, Auto Nagar, Vijayawada                        |
| 7 | Submission of technical bid                            | Hard copy submission at:  
The CEO  
Tourism Authority  
O/o Department of Tourism  
5th Floor  
Stallin Towers, Auto Nagar  
Vijayawada |
| 8 | Opening of the Technical Bids (Date & time)            | 09.01.2017 by 2:00 pm                                                                                                             |
| 9 | Place of Opening of Bids                               | APTCHB Conference Hall, 5th Floor, Stalling Towers, Auto Nagar, Vijayawada-                                                     |
| 10| Presentation by shortlisted bidders only               | Pre-qualified bidders shall be intimated by e mail provided or on phone to make presentation for further evaluation             |
| 11| Authority for appointing Arbitrator.                   | CEO, Tourism Authority, Vijayawada                                                                                             |
| 12| Contact person for queries                             | Shri. Himanshu Shukla, IAS  
CEO, Tourism Authority  
E mail: himanshu.shukla86@ias.gov.in  |
**SCOPE OF WORK:**

**I. Event Management:**

They shall be responsible for organizing and managing events from conception stage to completion stage ensuring that everything runs smoothly, to the world-class standards and in full compliance with the government directions and regulations.

To manage the ceremony, including dais management, background management, support staff, catering, sanitation, emergency provisions, lights and sound fixtures along with the entire set of equipment, decoration, complete venue preparation, etc. Engaging Celebrities as and when required.

**1. Temporary Infrastructure**

Booking of Venue.

- Halls, shamianas, dais, pathways, welcome gates, Poll Paigams / Buntings, Banners, utilities, conveniences, etc.
- Multi layered performance stages with appropriate lighting for cultural events. Theme pavilions on various subjects of Andhra Pradesh Tourism
- Provision of tables & chairs.
- Control room with seating for persons with tables, computers with an internet connection, printer, photocopy machine, telephone etc.
- Construction of stalls of given sizes erected with octonorm panels, open stall on raised platform with facia for depicting the stalls theme on vinyl stickers, with provision of Floor carpeting with different colour carpets.
- Providing spot lights,
- Providing power plug point
- Fixing of posters on the panel or stand-alone panel
- Providing and fixing plasma TV along with DVD player or laptops and its attendant. Providing flowers decoration or providing green areas round about and flower decorated round about in the centre of the exhibited areas.
- General flower decoration in the exhibition grounds and on the gate
- First Aid and emergency medical facilities
- Fire Fighting Services with fire fighting equipment
- Cleaning of venue
2. Dais Management-

Audio, computer and video arrangements for presentations and speeches.
Power arrangements including backup power.
Furniture-tables/chairs, floral arrangement, elegant flower arrangements and beautification of plaque area with florals, flags, etc.
Mementos for VVIPs/VIPs

3. Hospitality-

Catering at the venue, for the delegates, VIPs etc.
Drinking water at pavilion- Dispensers with disposable glasses.
Purchase of consumables.

4. Promotion and publicity of the event-

Including presser, curtain raiser, hoardings, print and electronic ads, souvenirs, brochures, kit bags, stationary items, flyers and other publicity and incidental materials.
Printing and issuing invitation cards, tickets etc.
Photography, videography and documentation

5. Manpower:

Providing of temporary manpower like bearers, waiters, cooks, anchors, hosts and hostesses, guides, mc’s, technicians, security, cleaning personnel, etc.

6. Sponsorship:

It shall be the responsibility of the agency to get maximum possible sponsorships for the events organized and under no circumstances will it be less than 25% of the estimated project cost.

II. Fabrication of Tourism Stalls/Pavilions

APTCHEB throughout the year participates in various travel and tourism exhibitions both domestically and in international markets. Depending on the significance of the event, it takes part in the events with pavilions of various sizes right from 18 sq.mt, 36 sq.mt, 54 sq.mt, 100 sq.mt to 200 sq.mt.

The Pavilion should essentially reflect the USP of Andhra Pradesh Tourism and ambience with, a professional, business type lay out which is conducive for conducting buyer – seller meetings and effective Sunrise Andhra Pradesh Tourism branding.

There should be easy accessibility and visible, double sided signages for all participants/ co-exhibitors in the Pavilion.
The pavilion should have:

Visible and prominently located Reception area at the entrance

A VIP lounge, comfortable enough to hold press interviews, meetings.

Individual storage place for all participants/ co-exhibitors as well as a separate larger, covered storage area.

Area for activities such as handicraft display / demonstrations, cultural performances, etc.

Well located and visible/easily accessible information counters and office space. Internet connectivity and individual electrical connections

Visible fascia for all co-participants

Transliltes / backlit displays to be used in the design of the booth.

III. Road Shows

Andhra Pradesh Tourism organizes road shows across various cities of India to showcase it various events, tourism products to the travel community and the media. Andhra Pradesh Tourism showcases its tourism products, events and educates the audience about the tourism potential in Andhra Pradesh. Secondly Andhra Pradesh Tourism would want to give the invitees a taste of Andhra Pradesh in every aspect. Hence the scope of work involves:

Selection of the venue for the road show

Selection of the cultural troupe, handicraft artisans, Andhra Pradesh cuisine specialists who will be a part of the road show.

Sending invites to the well-known tour operators in the city and ensure proper timely follow-up for their participation, for a get together in a five star hotel.

Ensure their participation in the road show

Full Dias Arrangement with all facilities like audio visual facilities, floral decoration, podium, etc

Photography, Videography and documentation of the road show and timely submission of the same to the management.

Prepare a database of tour operators for every city

Follow-up with the road show participants for their feedback and suggestions is a very important part of the scope of work.

Photography & videography of all above scope of work during installation / execution stage -( for quantity and quality verification purpose in coordination with APTCHB) and during event (for promotional objective in coordination with APTCHB and other website developers) shall be part of scope of work.

The above mentioned works are indicative and the exact requirements will be defined by the Board sufficient in advance.
FOR EMPANELMENT OF EVENT MANAGEMENT AGENCIES FOR ANDHRA PRADESH TOURISM, CULTURE AND HERITAGE BOARD LIMITED FOR TWO YEARS

Tender Fee:

1. **Rs 10,000/- (Rupees ten thousand only)** Non-Refundable in the form of Demand Draft in favour of CEO, TOURISM AUTHORITY, Auto Nagar. Tenders without this fee would be disqualified.

2. Tender Documents submitted without the requisite tender fee shall not be considered for evaluation and will be rejected out rightly.

EMD/SECURITY DEPOSIT:

An EMD for **Rs. 3.00 lacs (Rupees Three lacs only)** in the form of a Demand Draft from any Nationalised Bank in favour of CEO, Tourism Authority, APTCHB, Vijayawada should be enclosed along with the Technical bid. Failure to do so will automatically disqualify the agency. The EMD of the five successful empanelled agencies will be converted as Security Deposit. No interest will be payable on this amount.

Method of physical submission of Tender Documents:

1. **Cover No.1** Unconditional acceptance of Tourism Authority, APTCHB tender conditions in its entirety duly signed by the applicant as given in tender document. This acceptance letter shall be submitted in this sealed cover.

2. **Cover No.2** Technical bid will be put in this envelope, Super scribed as Technical Bid (duly signed and stamped on each page by the applicant). In this sealed cover along with Tender Fee and EMD in the form of Demand Draft in favour of CEO, Tourism Authority, APTCHB, Vijayawada, Andhra Pradesh should be enclosed.

3. **Cover No.3** all the above envelopes should be put in the third larger envelope which should be super scribed with “EMPANELMENT OF EVENT MANAGEMENT AGENCIES FOR TOURISM AUTHORITY, APTCHB, ANDHRA PRADESH ” along
with the name, contact numbers and address of the agencies. It should be sent through speed Post/ Courier/ Hand delivery by 08.01.2017 by 1:00 pm

Address:

**Andhra Pradesh Tourism, Culture and Heritage Board**

5th Floor, Stalling Towers, Auto Nagar

Vijayawada, Andhra Pradesh

**Method of online submission of bid:-**

4. Applicants shall upload their bids on [www.aptourism.gov.in](http://www.aptourism.gov.in)

Note: Both Physical and online submission are must for applicants, failing to which will out rightly reject the bid offers submitted by applicants

**NOTE:** Corrections or over writing, if any, must be signed and stamped by the applicant.

5. Once the applicant has given unconditional acceptance to Tourism Authority, Andhra Pradesh tender conditions in its entirety, they are not permitted to put any remarks/conditions (except unconditional rebate on quoted rates).

6. In case the conditions mentioned above are found violated after opening the bid, the tender shall be summarily rejected.
ELIGIBILITY CRITERIA

The Event management firm should be in the business of organizing significant National/International events and should have at least a minimum experience of Ten years in the field.

Service Provider will be selected based on their technical competencies and exposure in organizing similar events of international repute as per procedures described in this document.

The Event management firm should be in the business of providing ALL the mentioned activities as scope of works, in significant events of similar nature for a minimum of Ten years with respect to the following:

1. **The average Annual minimum turnover** of the company in regard to event management should be Rs. 5 Crores for the last three years. The turnover of event management division (inclusion of details of turnover of advertising and printing or any other activity being done by the firm shall not be accepted) should be reflected in balance sheet/billing details certified by the chartered accountant. In case this turnover is not reflected separately in the balance sheet, a certificate in respect of the turnover of the event management division by the chartered accountant of the company should be enclosed.

2. The Company must be in the Business of Event Management for at Least Ten (5) Years.

3. The firm should have **experience of providing turnkey solutions in infrastructure, management and other services** for events and ceremonies of similar nature completed successfully for any Govt., Semi-Govt, and Public Sector Organizations.

4. The firm should not have been **black listed** by any Central Govt/State Govt/ PSU.

5. The company must either be **exclusively** an event management company or a company having exclusively defined event management division within the company.

6. Preference shall be given to those event management companies who have **managed tourism related events** and have organized events for Government Sector.

7. **No consortium / joint venture shall be considered.**

8. The company should have successfully executed at least more than 5 Events of Rs. 1 Crores Each in the past three years.

9. He should submit a list of five major clients (Government and / or private) to whom he is providing / has provided such services in the last 3 years.

**Note:** Tourism Authority, APTCHB, Andhra Pradesh, would be free to make enquiries from such clients about the work, conduct, performance, quality of service and such other related general enquiries about such bidders (except the confidential commercial details like tender rates, etc.). The bidder would have no objection to Tourism Authority making such enquiries from his existing / past clients. (In case no. of such clients is less than five, the bidder should furnish details in respect of all such clients with a declaration that these are the only clients).
10. The agency should have sufficient technical and supervisory staff on their permanent rolls to cater to events organized by Tourism Authority. Preference would be given to agencies that have an office/establishment in Andhra Pradesh.
SELECTION CRITERIA:

1. Pre-qualification:

The details given by the applicants in the Application form will be evaluated as per tender terms & conditions and requirement at pre-qualification stage.

Tourism Authority, Andhra Pradesh, reserves the right to restrict the list of firms to be enlisted to any number deemed suitable by it. Total 5 agencies will be empanelled. Its decision for empanelling shall be final and binding to all.

2. Technical Evaluation:

The pre-qualified applicants will then be technically assessed, this assessment will consist of two parts, i) Proposal Evaluation and ii) Concept Presentation (the presentation should consist of points mentioned below):

A brief on the following points:

A. Infrastructure of Firm (20 marks)
   (i) Manpower
   (ii) Network of Offices
   (iii) Other infrastructural support facilities.

B. Description of the Major events done in the last year as ending on December 2016. (20 marks)

C. Tourism related experience as per the scope of Work- Event Management, Pavilion Fabrication, and Road Shows. (25 marks)

D. Sample design of 100 sq.mt stall space (10x10) which depicts the main tourism products of Andhra Pradesh. (20 marks)

E. Road Map for Andhra Pradesh Tourism, Type of activities it should organise, events it should participate in. Understanding of the priorities of AP Govt and rendering easy but effective solutions will be judged under this section. (15 marks)
**Note** - The maximum time for presentation shall be 15 minutes. Hard copy along with a softcopy of presentation has to be provided to the Department at the time of presentation.

Agencies are requested to be prepared to give the presentation on a short notice.

- Agencies scoring minimum 75% marks in the presentation will only be considered for empanelment, provided they satisfy all other tender conditions.
OTHER TERMS AND CONDITIONS

1. All costs incurred by the agency in respect of submission of offer and presentation shall be borne by the agency concerned.

2. Andhra Pradesh Tourism Authority reserves the right to accept or reject any application or its part without assigning any reasons thereof.

3. An agreement would be signed between Andhra Pradesh Tourism Authority and the empanelled firms.

4. Other terms and conditions (enclosed) including tender notice shall also be a part of this tender and binding upon the tenderer.

5. Empanelment of event management agencies shall be done on the basis of criteria enumerated in the tender and different terms and conditions stated as below. Rate for various jobs shall be called as and when required which shall be on turn-key basis including all expenses on event particular.

6. Bank guarantee would be sought from the empanelled agencies before execution of specific Works/Project awarded by the Corporation.

7. Tenders must be submitted in properly sealed envelope according to the directions given in the Tender-Notice.

8. Any Change in the constitution of the firm, etc. Shall be notified forthwith by the agency/ firm in writing to the purchase officer/ department and such change shall not relieve any former member of the firm, etc. From any liability under the contract.

9. Copies of service tax registration & latest clearance certificate should be enclosed.

10. Tender form shall be filled in ink or typed. No. Tender filled in pencil shall be considered.

   The tenderer shall sign the tender form at each page and at the end in token of acceptance of all the terms & conditions of the tender.

11. Empanelment shall be valid for a period of two year from the date of acceptance of the tender.

   Corrupt, fraudulent and unethical practices:

Tourism Authority, Andhra Pradesh will reject a proposal for award and also may debar the bidder for future tenders in Tourism Authority, Andhra Pradesh, if it determines that the bidder has engaged in corrupt, fraudulent or unethical practices in competing for, or in executing a contract. Here:
“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the process of contract evaluation, finalization and or execution and “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition,

“Unethical practice” means any activity on the part of bidder by which bidder tries to circumvent tender process in any manner. Unsolicited offering of discounts, reduction in financial bid amount, upward revision of quality of goods etc after opening of first bid will be treated as unethical practice.

12. Changes/suggestions if any in the tender will be notified in the website:

www.aptourism.gov.in after the pre-bid meeting.
TECHNICAL BID FORM

Sub: APPLICATION FOR EMPANELMENT OF EVENT MANAGEMENT AGENCIES

1. Name & Address of the firm, Tel/ Fax/ Email Details
2. Date of Establishment of Company (enclose evidence) (Should be in existence for last five years)
3. Total work experience (in years)
4. Office in Andhra Pradesh. Details if any
5. Annual Turn Over in the last year (enclose balance Sheet, CA's Certificate) (At least Rs. 5.00 crores per annum for last three years)
6. Is your firm a Proprietorship / Partnership or registered under the Companies Act. Please give details & enclose Certificate
7. Branches (Enclose details with address & Telephone No.)
8. Details of Income Tax Registration: (Enclose PAN Details and latest income tax clearance certificate.)
9. Service Tax Registration Details and enclose copy of latest service tax clearance certificate
10. Is your Agency currently listed in the panel for national/international events of Government of India by the concerned Administrative Ministry? If yes, enclose copy of letter.
11. Experience of providing turnkey solutions in infrastructure, management and other services for events and ceremonies of similar nature completed successfully for any Govt., Semi-Govt, and Public Sector Organizations in their own. (Copies of work order to be enclosed)
12. Nature of Company whether exclusive Company or Separate Division (enclose details)
13. List of five major clients (Government and / or private) (enclose details)
14. Any other information

This is to certify that I have read and understood the enclosed brief and other Terms & Conditions and all the supporting documents have been enclosed, and the information given by me is true to the best of my knowledge.

Date: __________________________ Signature of Tenderer

(With Seal)
SR FORM – 11

DECLARATION BY TENDERERS

I/ We declare that I am / We are bonafide / Manufacturers / Whole Sellers / Sole distributor / Authorized dealer / dealers / sole selling / Marketing agent in the goods / Services / Stores / equipments for which I / We have tendered.

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

Date: ___________________________ Signature of the tenderer