



Delhi Tourism & Transportation Development Corporation Ltd.
18-A, D.D.A., SCO Complex, Defence Colony,
New Delhi – 110 024

Guidelines & Application

Form

For Empanelment of Event Management Companies



Delhi Tourism & Transportation Development Corporation Ltd.
18-A, D.D.A., SCO Complex, Defence Colony,
New Delhi – 110 024

Preamble

DTTDC has been set up by the Govt. of Delhi for promotion of Tourism in and around Delhi. DTTDC has been pioneer in the organization of major fairs & festivals being organized in collaboration with Govt. of Delhi and Government of India. Some of the major festivals being organized regularly by DTTDC are Garden Tourism Festival; Mango Festival; Kite Festival; Magic Festival etc.

In addition to these festivals, DTTDC has been organizing regular festivals at its various projects like Dilli Haat, INA; Dilli Haat, Pitampura; Dilli Haat, Janak Puri and Garden of Five Senses. Delhi Tourism has also organized a number of events and festivals on behalf of Govt. of Delhi and Govt. of India and some of these festivals were sports based events. DTTDC is interested in making a panel of reputed Events Management Companies for its various events.

The panel will remain valid for a period two (02) years. For events, to be conducted during contract tenure DTTDC would call limited tenders from amongst the Event Management Companies on the panel of DTTDC. The various projects of DTTDC like Dilli Haat, INA; Dilli Haat Pitampura, Dilli Haat Janak Puri and Garden of Five Senses would also be available to empaneled agencies for organization of fairs, festivals and events of mass popularity on weekends and holidays, for which empaneled agencies may give their proposal with some revenue sharing model.



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Disclaimer

1. Tender for Empanelment of Event Management Agency
2. The information contained in the Tender Document subsequently provided to applicants, whether verbally or in documentary or any other form by or on behalf of Delhi Tourism & Transportation Development Corporation Ltd. or any of their employees or advisers, is provided to Bidders on the terms and conditions set out in this Tender Document and such other terms and conditions subject to which such information is provided.
3. Though adequate care has been taken in the preparation of this Tender Document, the Bidder should satisfy himself that the document is complete in all respects. Intimation of discrepancy, if any, should be given to the MD&CEO, Delhi Tourism & Transportation Development Corporation Ltd. immediately before the proposed due date. If no intimation is received by the Delhi Tourism & Transportation Development Corporation Ltd. within the date, it shall be deemed that the party is satisfied with the Tender Document and the document is complete in all respects.
4. The Tender Document is not an agreement and is neither an offer nor invitation by the Delhi Tourism & Transportation Development Corporation Ltd. to the prospective Bidders or any other person. The purpose of this document is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this Tender. The Tender Document may include statements, which reflect various assumptions and assessments arrived at by the Delhi Tourism & Transportation Development Corporation Ltd. in relation to the requirement. Such assumptions, assessments and statement do not purpose to contain all the information that each Bidder may require. The Tender document may not be appropriate for all persons, and it is not possible for Delhi Tourism & Transportation Development Corporation Ltd., its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or use the Tender Document. The assumptions, assessments, statement and information contained in the Tender Document, may not be complete, accurate, adequate or correct, each Bidder should, therefore, conduct its own investigations and assumptions, assessments and information

contained in the Tender Document and obtain independent advice from appropriate sources.

5. Information provided in the Tender Document to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Delhi Tourism & Transportation Development Corporation Ltd. accepts no responsibility for accuracy or otherwise for any interpretation or opinion on the law expressed herein.
6. Delhi Tourism & Transportation Development Corporation Ltd. its employees and advisers make no representation or warranty and shall have liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in the Tender Document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Tender Document and any assessment, assumption, statement or information contained therein or deemed to form part of the Tender Document or arising in any way in this Selection Process.
7. Delhi Tourism & Transportation Development Corporation Ltd. also accepts no liability of any nature whether resulting from negligence or otherwise arising from reliance of any Bidder upon the statements contained in the Tender Document.
8. Delhi Tourism & Transportation Development Corporation Ltd. may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in the Tender Document which will be posted on the e-procurement site of GNCTD. It will be the responsibility of the interested bidders to keep themselves informed about the same.
9. The issue of this Tender Document does not imply that Delhi Tourism & Transportation Development Corporation Ltd. is bound to select a Successful Bidder for the project and Delhi Tourism & Transportation Development Corporation Ltd. reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.
10. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Delhi Tourism &

Transportation Development Corporation Ltd. or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will remain with the Bidder and Delhi Tourism & Transportation Development Corporation Ltd. shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation for submission of the proposal, regardless of the conduct or outcome of the Selection Process.



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Bidding Schedule

S. No	Activity	Date & Time
1.	Date of Publishing and Downloading of E-tender	17.06.2022
2.	Pre-bid Meeting at DTTDC H.Q. Address: 18-A DDA, SCO Compex, Defence Colony, New Delhi-24.	24.06.2022 at 11:00 a.m.
3.	Last Date of Receiving Pre-Bid Queries	27.06.2022 upto 05:00 p.m.
4.	DTTDC response to queries latest by	29.06.2022 upto 03:00 p.m.
5.	Last Date of submission of Bid	06.07.2022 upto 05:00 p.m.
6.	Opening of Technical Bid	07.07.2022 at 03:00 p.m.
7.	Date of Presentation	To be intimated

Contact Details:

Shri Vikram Paul,

Dy. Manager (Events).
Mobile No. : 9911175058.
Email: eventsdelhitourism@gmail.com



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Scope of Work

The brief scope of work is as follows:

1. Conceptualization, designing and organizing of events/festivals on behalf of DTTDC/GNCTD and to provide other related ancillary services in these events/festivals.
2. To create ambiance in the various events organized by DTTDC.
3. To set up Tourism Marts/Road Shows on behalf of DTTDC.
4. To set up pavilions counters on behalf of DTTDC for various National/International Tourism fairs/ Bhagidari meets.
5. Any other work related to events/National & International Travel fair/Tourism Road Shows, Dilli Haat expositions, Tourism symposium etc.
6. Preparation and presentation of a detailed plan on various products, services and areas of the Project including Concept, Layout, Thematic understanding, Quality of visual Appeal, Quality of Artists, Blend of Cultural Experiences, Overall Project Management Capabilities, Development & Execution.
7. Execution of Road shows at major Metro cities of the country- Mumbai-1 Roadshow, Delhi- 1 Road show and Kolkata-1 Roadshow. Other scheduled Road shows in Major cities of Gujarat – Ahmedabad - 1 Road show, Surat-1 Road show and Rajkot / Vadodara- 1 Road show.

8. Designing of the entire event venue on the basis of shortlisted thematic ideas and concepts.
9. Fabrication, Production, Execution and Overall Management of the entire event venue, and all the included activities.
10. Complete Stagecraft, Green Rooms, Sound, AV, Relay, Lighting, Public Seating, Barricading, Public Lighting, Refreshments Stalls, Waste Management, Security, etc.
11. Proposing Artists, Artists Bookings, Artist Coordination, Artists Management, Artists Security, F&B, Travel & Transport, TBL, etc.
12. Complete show management during the events and cultural festivals
13. Complete Photography, Videography, AV Production and related activities for all the events/festivals.
14. Opening and Closing Fire Works Shows, if necessary.
15. Colorful décor & installations across the region for publicity and hype.
16. Cultural Performances and Folk Dances involving large and famous groups of artists from across India.
17. Preparation and Presentation of Complete Event Calendar. Special events and performances with list of artist/performers should be indicated, besides general activities, shows and performances including but not limited to cultural programs focusing on local taste and cultural folk music & dance, drama which should also be of significant value.
18. Certain items will be required in functioning condition as mentioned herein like A/V equipment should be working and tested before the event. Bidder's plans/presentations/nos. are always subject to modification by the Authority keeping in mind the changing needs of the event.
19. Duplication/Repetition of any performance(s) will not be allowed in a particular venue.
20. The Work might entail setting up of an office at the site, which will require deputation of staff in advance as well as during the event. Any such request should be received in writing.
21. The Event Management Agency will supply, control and manage the manpower including temporary manpower required to discharge various event related works like setup of stage, transportation, artists

management, floor management, ushers, hosts/hostesses etc. and should provide a list of manpower that will be deployed for the complete event.

22. All the equipment should be of brands as specified in excellent working condition with technical manpower support and also qualified engineer to certify. All bidders are required to provide a detailed list of all equipment with brands and technical specification which should be of highest quality to the Authority.
23. All equipment to be in working condition 2 days prior to event date in each of the venues for testing purpose.
24. The transportation installation & dismantling of materials would be done by the Event Management Agency.
25. Adequate manpower for all the areas as advised by the Authority to be deployed and kept as back-up. All bidders are required to provide a detailed list of manpower that will be deployed for the complete event.
26. Teleprompter for the Inaugural Functions for all events during all days whenever programs are being proposed. The Event Management Agency to give 3-4 options for Emcees/Anchor to select as per the profile of the event.
27. Manpower Deployment Plan including Maintenance Team, Project Team including Engineers, Designers, Technical and Event Consultants, who would be working towards various projects. This also includes supply, control and management of the temporary manpower required to discharge various project related works.
28. Arrangement of Maintenance, Safety and Security, Seating for VIPs and General Public as per Protocol.
29. Environment Compliance Plan.
30. All permission costs and rents to be borne by Event Management Agency.
31. Complete Solution to the various aspects of the event such as obtaining various permissions/approvals from various Govt. Departments, etc.
32. Designing & layout of the Stalls, Branding of Pavilion & VIP lounge, Designing & Developing Theme Areas, Complete Branding of the Exhibition etc.

33. Assessment of requirement of various logistics and arranging the same.
34. Hiring and arranging required equipment.
35. Construction of Stage for the cultural program.
36. Construction of stalls, Pavilion, VIP Lounge, Gates, etc. for DTTDC.
37. Designing, Printing & dispatching of invitations to addresses as provided by Delhi Tourism & Transportation Development Corporation Ltd. (DTTDC).
38. Promotion and publicity of the event through SMS, Bulk WhatsApp, etc.
39. Execution of 360-degree mass media campaigns through social media, etc.
40. To promote the various properties of DTTDC by way of organizing events/festivals in these properties.
41. DTTDC may send Expression of Interest (EOI) to agencies, once empanelled, for submitting their proposals for organizing the event on weekends/holidays at DTTDC's properties on revenue sharing model. Decision on accepting the proposal will be at sole discretion of MD&CEO of DTTDC.

The above scope of work will vary and depend on the requirement of the venue of exhibition. The detailed scope of work will be indicated in the Limited Tender to be floated for seeking proposals from EMAs to be empaneled by DTTDC by following the current process.

- The applicant organization must have full-fledged creative team. The organization must be capable of conceptualizing, designing, fabricating, executing and supervising the various events and activities relating to organizing of mega exhibitions.
- While the above-mentioned activities are to give an idea on the nature and type of work involved however, there can be any additional activities of similar nature, which the empaneled firms/companies would be required to undertake, based on the requirements from time to time.
- The quality of the services is extremely critical and as part of their proposal the bidder/proposer should demonstrate core competencies/strengths on the above key aspects including adherence to quality and timely execution.



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Submission of documents

List of documents to be submitted online.

1. Financial Statement and turnover certificate for the last five years i.e., 2017-18, 2018-19, 2019-20, 2020-21 & 2021-22 duly certified by the Chartered Accountant with proper seal and signatures.
2. Copy of Goods & Service Tax Registration Certificate.
3. The list of technically qualified and competent professionals on rolls with Agency's Delhi Office along with their qualification and experience.
4. List of important clients along with performance report from at least two clients during last three (3) years - supporting documents with reference to the experience clause i.e., job order and performance report to be attached.
5. Details of ownership and organization structure of the agency. All the statutory documents are to be attached.
6. The tenderer would be required to submit his /her proof in support that he / she is an income tax payee along with PAN.
7. The tenderer should submit an undertaking cum affidavit with the technical bid that he or his firm has not been blacklisted by any of the organization / government department as on the date of submission of the bid.

8. Earnest Money Deposit (EMD-refundable) of Rs. 3,00,000/- for Category 'A' and Rs. 2,00,000/- for Category 'B' in form of Demand Draft payable in favor of "Delhi Tourism & Transportation Development Corporation Ltd."
9. Duly filled, signed & stamped Annexure – III and Form -I.
10. Proof of continuous & regular existence for the last five years.
11. Proof of experience/work orders as required in eligibility criteria and technical proposal.
12. Copy of Income Tax Return (ITR) of last five (05) years.
13. Company/Firm Registration details with certificates.
14. PAN card details and GST Certificate.
15. A corporate Profile of the agency.
16. List of major campaigns run by the Agency.
17. Particulars of Empanelment of Event Management Enclosed as Form-I



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Eligibility Criteria – Category "A"

1. The company should have a minimum average turnover of Rs. 100 Crores in last five financial years (i.e. 2017-18, 2018-19, 2019-20, 2020-2021 & 2021-2022).

2. Company/Organization should have fully functional office in Delhi NCR.
3. Five years of experience in the field of Event Management. Relevant documents to be attached.
4. The Company should have a team of experienced professional on their rolls.
5. The tenderer would be required to submit his /her proof in support that he/she is an income tax payee along with PAN.
6. The tenderer/firm/agency/company should have valid GST registration and attach a copy of the same with the technical bid.
7. The tenderer should submit an undertaking cum affidavit with the technical bid that he or his firm has not been blacklisted by any of the organization / government department as on the date of submission of the bid.
8. Earnest Money Deposit (EMD-refundable) of Rs. 3,00,000/- in form of Demand Draft payable in favor of “Delhi Tourism & Transportation Development Corporation Ltd.”
9. The applicant shall be a single entity, registered as a Company under the Companies Act 2013 or Companies Act, 1956,
10. Partnership Firm registered under the Indian Partnership Act, 1932, LLP registered under the Limited Liability Partnership Act, 2008 or a Society registered under the Societies Registration Act, 1860 & should have been in existence in India for the last five years.
11. The agency must be registered in India with appropriate tax and other administrative authorities.
12. The organization should have had a business turnover of at least Rs. 5.00 crores in each of the last 3 financial years.
13. The organization should have executed at least 5 events for any government/PSU in last three financial years. Out of this, at least one event should comprise of organizing exhibition.
14. The organization should have executed at least three events of more than Rs. 05.00 crores including one event of more than Rs. 10.00 crores for any government/PSU during last three financial years.

15. The applicant must have at least 50 skilled manpower specializing in executing the various activities in the defined scope of work.



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Eligibility Criteria – Category “B”

1. The company should have a minimum average turnover of Rs. 40.00 Crores in last five financial years (i.e., 2017-18, 2018-19, 2019-20, 2020-21 and 2021-2022).
2. Company/Organization should have fully functional office in Delhi NCR.
3. Five years of experience in the field of Event Management. Relevant documents to be attached.
4. The Company should have a team of experienced professional on their rolls.
5. The tenderer would be required to submit his /her proof in support that he/she is an income tax payee along with PAN.
6. The tenderer/firm/agency/company should have valid GST registration and attach a copy of the same with the technical bid.
7. Earnest Money Deposit (EMD-refundable) of Rs. 2,00,000/- in form of Demand Draft payable in favor of “Delhi Tourism & Transportation Development Corporation Ltd.”
8. The applicant shall be a single entity, registered as a Company under the Companies Act 2013 or Companies Act, 1956,
9. Partnership Firm registered under the Indian Partnership Act, 1932, LLP registered under the Limited Liability Partnership Act, 2008 or a Society registered under the Societies Registration Act, 1860 & Should have been in existence in India for the last five years.

10. The agency must be registered in India with appropriate tax and other administrative authorities.
11. The organization should have executed at least 03 events for any government/PSU in lasts three financial years. Out of this, at least one event should comprise of organizing exhibition.
12. The organization should have executed at least three events of more than Rs. 01.00 crore including one event of Rs. 02.00 crores and above, for any government /PSU during last three financial years.
13. The applicant must have at least 25 skilled manpower specializing in executing the various activities in the defined scope of work.
14. The applicant should furnish an undertaking to the effect that the firm has not been blacklisted in India during last one year period



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General Terms & Conditions

1. Empanelment of agencies shall be done on the basis of criteria enumerated in the tender and different terms and conditions stated.
2. Tenders having the value below Rs. 2.00 Crores will be called from Category 'B' agencies & Tenders having the value above Rs. 2.00 Crores will be called from Category 'A' agencies only.
3. Bidder must submit the bid in two separate envelopes marked as A & B. Envelope A must contain EMD of the requisite amount as per applied category. Envelope B must contain duly signed and attested copy of the RFP, Technical Bid and concept plan as required.
4. Copies of service tax registration and GST should be enclosed.
5. Tender form shall be filled in ink or typed. No tender filled in pencil shall be considered. The bidder shall sign the tender form at each page and at the end in token of acceptance of all the terms and conditions of the tender.
6. Direct or indirect canvassing on the part of the tenderer or his representative will be a disqualification.
7. No interest shall be payable on earnest money deposited with the department.
8. The EMD of all the bidders will be returned without interest.
9. Forfeiture of earnest money: the earnest money will be forfeited in the following cases:
 - (i) When tenderer withdraws or modifies the offer after opening of tender but before acceptance of tender.
 - (ii) When tenderer does not execute the agreement if any, prescribed within the specified time.

I/We have carefully gone through / understood all above terms and conditions and I /We shall be binding to the above terms and conditions.

Signature of the Bidder _____

Name of the Bidder _____

Complete Address _____

Company Seal _____

Mobile No. _____

Date _____



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Other Terms and Conditions

- Last date of submission: Last date of receipt of sealed applications is 06.07.2022 upto 05:00 p.m. No application shall be entertained after the expiry of the due date and time.
- Superscription: The envelope containing the application must be sealed properly and must be super scribed as “Application for Empanelment of Event Management Organizations”.
- Bid processing Fees: Bid processing Fees of Rs. 3,000/- should be paid by way of demand draft in favour of DTTDC payable at New Delhi. The same shall not be refundable.
- Validity of the Bids: The applications submitted shall be valid for a period of 180 days subject to increase in the period by mutual consent.
- Authorized Signatory: The application must be signed by the authorized signatory and their contact details must be mentioned on the cover page of the application.
- Applications sent by post/courier: The applications may be sent by post/courier to reach before the scheduled date and time as indicated

above. DTTDC shall in no way be responsible for any delay due to post/transit.

- Empanelment Letter: DTTDC shall issue an empanelment letter to the successfully qualified Applicants depending upon their prior adequate experience mentioned in the scope of work.
- The empanelment letter shall not confer any right to engagement: Vendor or its associates/companies who get empaneled with DTTDC as a result of this empanelment process are not allowed to use the name of DTTDC its logo, service marks or any document for any purpose without prior written approval of DTTDC
- Blacklisting/debarring: DTTDC reserves the right to blacklist the agency for 6 months, or cancel the empanelment letter issued and debar the firm if it is discovered that the firm had produced any false information, insolvency of the company or any other ethical ground as deemed fit by giving a 7 days prior written notice.
- Allocation of work post empanelment: The allocation of work post empanelment among all the empaneled agencies will be made by floating limited tender enquiries as and when the requirements arise.
- Presentation: As a part of Evaluation of proposals submitted by the applicants, DTTDC will seek presentation from the Organizations for evaluation purposes. The time and date for the presentation will be informed by DTTDC to applicants who meet the above mentioned basic pre-qualification criteria. DTTDC may call for the presentation at a short notice.
- The agency will have to abide by the guidelines and the standards laid down by the ADVERTISING/MARKETING STANDARDS COUNCIL OF INDIA/Govt. regulations and shall not create anything on behalf of the Department that will be violate any moral standards, legal framework and Government guidelines. In case the agency fails to meet these guidelines then DTTDC will terminate the empanelment and forfeit the EMD.
- In case there are any allegations from any third party regarding plagiarism and infringement of any copyright, then the sole responsibility and the consequent legal proceedings for the same shall be that of the agency and the empaneled agency will have to indemnify the DTTDC against the same. The empaneled agency will have to indemnify and keep indemnified the DTTDC against any or all claims arising out of any or all actions of the agency.

- The Empanelment Application shall be clear and without any condition. Conditional Empanelment application shall be summarily rejected.
- TDS/ Income Tax etc. will be deducted at source from the bills of contractor as admissible under the rules.
- Service Tax is payable as admissible under the rules.
- If any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to by the parties to sole Arbitrator decided by DTTDC, whose decision shall be final. Provision of the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the Arbitration proceeding under this clause.
- The Agency shall not enter into illicit cartel arrangements with other empaneled agencies, failing which the empanelment will be terminated immediately.
- The agency will obtain the most competitive rates while executing Road shows, exhibition, events and media buying.
- Each firm empaneled shall provide a security deposit of Rs. 3,00,000/- (Rupees Three lakhs) for category A and Rs. 2,00,000/- (Rupees Two lakhs) for category 'B', which will be non interest bearing and will be valid for a period of 36 months from the date of award of contract. The same will be returned after successful completion of the contract by the firm. The bank guarantee/Security deposit will be forfeited in case the agency violates any terms and conditions of the empanelment. At the time of each event of value Rs. 50 Lacs & above a separate security deposit/Bank Guarantee of 10% of the value of the project/ event must also be submitted. The same shall be non interest bearing and will be valid for a period of 6 months from the date of award of contract for the said event. This security deposit shall be returned within 30 days of the successful completion of that particular event.
- There shall be no assurance of fixed quantum of work from DTTDC.
- RFP will be invited from the empaneled agencies for the execution of work.



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Category “A”

Evaluation criteria of the Technical bid	60 Marks						
<p>Average turnover for the last five years i.e. 2017-18, 2018-19 and 2019-20, 2020-21 and 2021-22.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Rs. 100 crores</td> <td style="width: 50%; text-align: right;">05 Rs.</td> </tr> <tr> <td>100 cores to Rs. 125 crores</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Rs. 125 crores and above</td> <td style="text-align: right;">20</td> </tr> </table>	Rs. 100 crores	05 Rs.	100 cores to Rs. 125 crores	10	Rs. 125 crores and above	20	Maximum Marks (20)
Rs. 100 crores	05 Rs.						
100 cores to Rs. 125 crores	10						
Rs. 125 crores and above	20						
<p>The details of technically qualified and competent professionals on roll with agency’s Delhi office alongwith their qualification and experience.</p> <p>The following marks (maximum) are assigned:</p> <ol style="list-style-type: none"> 1. Creative Director. 2. Production Team. 3. Art Director. 4. Designer. 5. Copy writer 	Maximum Marks (15)						
Newness and innovative ideas	10						
<p>Work done for 04-05 organizations: 5 Marks</p> <p>One extra additional mark will be awarded for every additional work done in excess of five works with a maximum of 15 Marks.</p> <p>(Proof of work done is to be submitted)</p>	Maximum Marks (15)						
Minimum Qualification Marks is 45 Marks							



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Category “B”

Evaluation criteria of the Technical bid	60 Marks						
<p>Average turnover for the last five years i.e. 2017-18, 2018-19 and 2019-20, 2020-21 and 2021-22.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Rs. 100 crores</td> <td style="width: 40%; text-align: right;">05 Rs.</td> </tr> <tr> <td>100 cores to Rs. 125 crores</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Rs. 125 crores and above</td> <td style="text-align: right;">20</td> </tr> </table>	Rs. 100 crores	05 Rs.	100 cores to Rs. 125 crores	10	Rs. 125 crores and above	20	Maximum Marks (20)
Rs. 100 crores	05 Rs.						
100 cores to Rs. 125 crores	10						
Rs. 125 crores and above	20						
<p>The details of technically qualified and competent professionals on roll with agency’s Delhi office alongwith their qualification and experience.</p> <p>The following marks (maximum) are assigned:</p> <ol style="list-style-type: none"> 1. Creative Director. 2. Production Team. 3. Art Director. 4. Designer. 5. Copy writer 	Maximum Marks (15)						
Newness and innovative ideas	10						
<p>Work done for 04-05 organizations: 5 Marks</p> <p>One extra additional mark will be awarded for every additional work done in excess of five works with a maximum of 15 Marks.</p> <p>(Proof of work done is to be submitted)</p>	Maximum Marks (15)						
Minimum Qualification Marks is 45 Marks							



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Selection of Empanelment

Presentation (Maximum Marks 40)

An evaluation committee would assess the presentation on the following parameters :

S.No.	Details	Maximum marks
1.	Presentation on various International and National Events organized by the applicant	10
2.	Presentation on innovative ideas by way of events/festivals/tourism Marts/Road Shows for promoting “Delhi as a Destination”, some new and unique ideas are desirable	10
3.	Suggestions for promotion of various properties of the Corporation like Dilli HaatINA; Dilli Haat-Pitampura; Dilli Haat-Janak Puri; Garden of Five Senses and Guru Teg Bahadur Memorial etc.	20
	Total	40

Minimum qualifying marks in presentation is 25. The bidders securing composite score of 70 or more marks in technical bid and presentation would be considered for empanelment with DTTDC.



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Selection Process

1. Composite score consisting of marks obtained in the technical bid and presentation would be the basis for empanelment of the bidders.

2. Presentation on the various works undertaken by company along with a presentation on innovative ideas for promoting Delhi as a destination by way of festivals/events/marts/road shows.

Technical evaluation would be given a weightage of 70 marks and presentation would be given a weightage of 30 marks.



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Terms & Conditions

1. The technical presentation should include the complete plan of execution of the event including branding, ambience, activity plan etc. for the venue separately.
2. Performance security 10% of the contact value.
3. The hard and soft copy of the presentation should be made available to DTTDC at the time of presentation.
4. Delhi Tourism & Transportation Development Corporation Ltd. (DTTDC) reserves the right not to accept bid(s) from agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government investigating Agencies/Vigilance Cell.

5. Each service provider considered, acceptable on evaluation of their credentials and who fulfill the requisite criteria as stated above and on the basis of the presentation made by the companies before the screening committee may be selected for conducting of any event. The decision of Managing Director & CEO, DTTDC will be final and no correspondence on rejection will be entertained.
 6. The service provider who responds to this notice will only be included in the presentation for procuring services for any event of DTTDC.
 7. Other terms & conditions for the supply of service for any event of DTTDC would be as per the tender/quotation/enquiry issued from time to time which would be event specific.
 8. DTTDC will have the sole copyrights of any creative, design, script, lyrics, performance and any other item related to the event, produced and executed by any agency during the contract period.
9. DTTDC reserves the right to withdraw/cancel the application form at any stage.
10. Empanelment of Event Management Agencies will be for 02 (Two) categories. (A) Agencies having turnover of more than Rs. 100 crores (B) Agencies having turnover of up to Rs. 40 Crores.
 11. DTTDC reserves the right to reduce/increase the design/design elements or alter the design/design elements and decision of DTTDC in respect of this would be final and binding on the selected bidder.
 12. DTTDC has the right to negotiate/deduct the price for additional/short items used in variation to the tender accepted and final bidding to the tenderer.
 13. The Application should be submitted in scan copy neatly typed (preferably computer generated) and free from over writing/cutting) in the prescribed tender form and after going through the terms and conditions, which may be downloaded from the Delhi Government Website <https://govtprocurement.delhi.gov.in>.
 14. Correcting fluid should not be used in any case. Alterations unless legibly attested by the tenderer, shall disqualify the tender.
 15. All the documents should be serially numbered and signed by the tenderer.
 16. The vendors interested in participating in e-Tender should have registered on e-procurement portal of Delhi Govt. and class II B Digital Certificate/signatures. For registration on e-procurement site, vendors

may contact e-procurement help desk at 6th Floor, C- Wing, Vikas Bhavan-II, (Near Metcalfe House), Civil Lines, Delhi-110054.

17. Application must clarify whether the vendor is Company/Partnership/Proprietorship/LLP etc. and also submit supporting documents such as Articles & Memorandum of Association or Partnership Deed etc.
18. Proof of satisfactory supply of services in Government/Semi Government/PSUs/corporate houses and related experience during the last 03 years with proof of completion, if any, be enclosed.
19. If the service provider is registered or on the panel of other Government organizations, it should be clearly mentioned and supported by certificates/letters.
20. Vendor shall submit documents supporting its financials and other registrations like GST, PAN No. etc.
21. Vendor shall submit an undertaking along with application that it shall abide by all the laws of India including Copyright, Trademark etc. during the event and shall also take applicable permissions e.g. pollution, Fire, Police etc. and shall always keep DTTDC indemnified in all circumstances.
22. A presentation has to be made by all the shortlisted companies before an evaluation committee as per details given in the "Selection Process". The details of the date and venue will be intimated to the companies shortlisted after evaluation of eligibility criteria documents.
23. The DTTDC reserves the rights to suspend the application/ reject any application, if found incomplete or if information provided by the agency/firm is inconsistent and inaccurate. The date of declaration of qualified service providers will be at the discretion of the Managing Director & CEO, DTTDC.
24. In case of deficiency in service, DTTDC reserves its right to make deduction from the security deposit or running bills besides blacklisting the Company.
25. In the event of any lapses in the application form or any incidents, the Competent Authority may black list the service provider by appointing a committee. The Committee shall examine the issue in depth and give its recommendation to the Competent Authority with specific period of Two Years of black listing.
26. The service provider shall be intimated after giving due opportunity of the lapses and its reasons affecting interests of company.

27. Empaneled agencies are required to appear and participate in all the limited tenders and their presentation, called by DTTDC, as and when required. If any agency fails to appear regularly in 03 consecutive limited tender's up to the stage of Power Point Presentation (PPT), the said agency will be blacklisted/ debarred for 02 years and their security deposit will be for forfeited.
28. An evaluation criteria has been included in the Application Form and Event Management Companies scoring at least 45 marks in the technical bid would be eligible for presentation.
29. All the disputes shall be subject to the Jurisdiction of Delhi Courts.
30. The MD& CEO, DTTDC reserves the right to accept / reject any or all the e-tender/s in part or full without assigning any reason.
31. Forfeiture: Security deposit shall be forfeited in following cases:
 - Agency withdraws or modifies the offer after opening of Application form but before acceptance of tender.
 - Agency does not execute the agreement after acceptance of tender, within the specified time.
 - Agency fails to appear regularly in 03 consecutive limited tenders up to the tender's stage of Power Point Presentation (PPT), when called by DTTDC.
 - Agency commits a breach of the terms and conditions of the agreement for conducting the event.
32. Corrupt, fraudulent and unethical practices: DTTDC will reject a proposal for award and also may debar the bidder for future tenders for a certain duration in DTTDC, if it is found that the bidder is engaged in corrupt, fraudulent or unethical practices. 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 Empanelment 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.

33. Confidentiality: Bidder/contractor shall keep all the knowledge and information (which is not within the public domain), which may be acquired during the carrying out of this assignment, strictly confidential for all times and purposes. All documents or software submitted by the bidder in the performance of the services shall become and remain the property of DTTDC.
34. Settlement of Dispute and Arbitration: Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, in connection with construction, meaning, operation, effect, interpretation of the contract or breach thereof which parties are unable to settle mutually, the same shall be referred to Courts of New Delhi.
35. Indemnification: The Event Management Companies agrees to indemnify and hold the DTTDC harmless from and against any and all costs, losses or expenses, including reasonable attorneys' fees, that the DTTDC may incur by reason of any third-party claim or suit arising out of or in connection with company's failure to perform pursuant to this contract , as well as the negligence, gross negligence, or intentional misconduct of Organizer, its employees, agents and representatives, contractors or subcontractors, including the employees and representatives of said contractors or subcontractors.
36. Governing Laws and Jurisdiction of Contract: The laws applicable to the contract shall be the laws in force in India. The courts of New Delhi shall have exclusive jurisdiction in all matters arising out of or relating to the contract.
37. Force Majeure: Force Majeure is herein defined as any cause which is beyond the control of the Agency or Company as the case may be, which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affects the performance of the Contract, such as:
 - Natural phenomena, including but not limited to floods, droughts, earthquakes and epidemics;
 - Acts of any Government, domestic or foreign, including but not limited to war, declared or undeclared, priorities, guarantees, and embargoes.

Provided either party shall within 15 (fifteen) days from the occurrence of such a cause notify the other in writing of such causes, alongwith proof of such occurrences.

The Agency or DTTDC shall not be liable for delays in performing its obligations resulting from any force majeure cause as referred to and/or defined above. The date of completion will, subject to hereinafter provided, be extended by a reasonable time at the sole discretion of DTTDC.

Annexure-III



Delhi Tourism & Transportation Development Corporation Ltd.

18-A, D.D.A., SCO Complex, Defence Colony,
New Delhi – 110 024

To be filled in by the Applicant

Application form for empanelment of Event Management

Name of the Company	
Address	
Telephone Nos.	
e. Mail	
Fax No.	

<p>Type of Company</p> <p><input type="checkbox"/> Multinational</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Limited Company</p> <p><input type="checkbox"/> Franchisee</p> <p><input type="checkbox"/> Other (Please Specify)</p>	
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<p>Contract Executive(s)</p> <p>Name (Office)</p> <p>Designation</p> <p>Telephone Nos. (Mobile)</p> <p>E-mail</p>	
<p>Name of the Promoter/Proprietor</p>	
<p>Parent Company, if any, Please attach document(s)</p>	
<p>Details of the major events undertaken in last three years</p>	
<p>Details of the major Government events undertaken in last three years</p>	
<p>Details of the International Events, if any</p>	
<p>Are you on the panel of any Government Agency, if yes, submit evidence</p>	
<p>Date of establishment of the Applicant Business</p>	

Whether Income Tax Payee/if so, Income Tax Authority with whom assessed and the Income Tax Number	Yes/No
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Good & service Tax Registration/VAT/Service Tax No. Certificate , details (Please attach a copy)	
Name of the bankers with A/C number including details of credit worthiness/credit limit	
Details of the Annual Accounts for last three years (enclose balance sheet)	
Any other information (attach documentary evidence pertaining to all the points above)	

I/We, hereby declare that :

- a) I/We have read and understood the system of empanelment.
- b) I/We have read and understood the terms & conditions governing the empanelment; and
- c) I/We agree to be bound by the same
- d) That I/We understand that in case of any of the above information is found to be incorrect, DTTDC may reject the application or revoke the empanelment at any time, without giving any notice.
- e) The submission of the application does not guarantee automatic empanelment.

The address given below is the postal/communication address in which all the messages/documents, which may be addressed/ sent to us.

Signature of the Bidder _____

Name of the Bidder _____

Complete Address _____

Company Seal

Mobile No. _____

Date _____



Delhi Tourism & Transportation Development Corporation Ltd.
18-A, D.D.A., SCO Complex, Defence Colony,
New Delhi – 110 024

Form-I

To be submitted by Event Management Agencies on their letter heads)

Name of the Agency	
Contact details :	
Address	
Telephone Numbers	
E-mail ID	
Name & Designation of Contact Person/s	
Telephone Number	
E-Mail ID	
Year of establishment	

<p>Legal status of the Event Management Agency (Proprietor / Partnership / Private / Public) Also enclose supporting documents</p>	
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