

Price Rs. 1000/-

JAIPUR METRO RAIL CORPORATION LTD.

RFP No. F-1(54)/JMRC/DCA/Admn/Event Mngt/2014-15/10 Dated:18.02.2015

**RFP FOR RATE CONTRACT OF
EVENT MANAGEMENT SERVICES**

BID DOCUMENT



JAIPUR METRO

Jaipur Metro Rail Corporation Ltd.
(A Government of Rajasthan Undertaking)
Khanij Bhawan, Tilak Marg, C-Scheme, Jaipur -302005
Website: www.jaipurmetrorail.in
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CIN: U60221RJ2010SGC030630

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DISCLAIMER

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement or an offer by the Authority to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Bids pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Work. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

The Authority, its employees and advisers make no representation or warranty and shall have no 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 this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP. The Authority 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 this RFP. The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Work and the Authority reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Selection Process.

1. NOTICE INVITING BIDS

1.1 INTRODUCTION

- i. Jaipur Metro Rail Corporation Limited (JMRC) is in the process of commercial opening of its first line and the inauguration of the same is expected shortly.
- ii. JMRC intends to engage an Event Management Agency (appropriate solution provider) on Rate Contract Basis which satisfies the Qualification criteria outlined in this RFP for covering the entire gamut of activities related to the inauguration ceremony, including but not limited to the following:
 - a) Organization of infrastructure, equipment and other resources for the events
 - b) Management of the ceremony including dias and audience area arrangement, catering, security etc.
 - c) Promotion and publicity of the event through Banners, Hoardings, live telecast, co-ordination with press media etc.
 - d) Other related activities of event management
- iii. The Agency shall also be responsible for organizing and managing any other event(s) which may be asked for by JMRC during next one year, on rate contract basis.
- iv. JMRC hereby invites online bids from eligible bidders for engagement of their services for a period of one year through this "Request of Proposal".

1.2 SCHEDULE FOR INVITATION OF RFP:

S. No.	Item	Particulars
(i)	RFP No	RFP No. F-1(54)/JMRC/DCA/Admn/Event Mngt/2014-15/10 Dated:18.02.2015
(ii)	Name of RFP	RFP For Rate Contract of Event Management Services
(iii)	Estimated cost	Rs. 83,00,000/-
(iv)	Bid Security	Rs. 1,66,000/-
(v)	Cost of Bid Document	Rs. 1000/-

S. No.	Item	Particulars
(vi)	E-tender processing Fees	Rs. 1000/-
(vii)	Name of website (s) for down loading of Bid document and clarification (s)/ Modification (s), if any	www.jaipurmetrorail.in , www.sppp.rajasthan.gov.in , www.eproc.rajasthan.gov.in
(viii)	Name of website for online Bid submission	www.eproc.rajasthan.gov.in
(ix)	Date for issue/ start date of downloading of Bid Document	18:00 Hrs. on 18.02.2015
(x)	Date and venue of pre bid meeting	24.02.2015, Conference Hall-JMRC, IIIrd Floor, JMRC, Khanij Bhawan, C-Scheme, Jaipur
(xi)	Last time and date of submitting queries / seeking clarification	17:00 Hrs. on 25.02.2015
(xii)	Last date of issue of clarification by JMRC	27.02.2015
(xiii)	Physical submission of original DD/ BC/ BG for tender fee, Bid Security & e-tender processing fee in JMRC Office	By 12:00 Hrs. on 09.03.2015
(xiv)	Last time and date for Depositing Bid on-line	15:00 Hrs. on 09.03.2015
(xv)	Time and date for opening of Technical Bid online	15:10 Hrs. on 09.03.2015 (in Conference hall of JMRC at Khanij Bhawan, Jaipur)
(xvi)	Minimum Validity of Bid	120 days from the date of opening of Technical Bid

NOTE:

- i. Prospective bidders are advised to attend the Pre-Bid meeting as scheduled above to understand the scope of work in detail and seek the clarification, if any.
- ii. All bidders or their authorised representative may attend the opening of the Technical Bids.
- iii. *The time of opening of Financial Bid shall be communicated to technically qualified bidders. They may attend the opening of the Financial Bid, if they so desire.
- iv. Bid Document and subsequent clarifications on bid terms, if any, shall be uploaded only on the website (s) as mentioned above. Keep visiting these websites for any subsequent clarifications & modifications.

1.3 ELIGIBILITY CRITERIA OF BIDDERS

The eligibility criteria as laid down for bidding for this work are as follows:

S.N.	Eligibility Criteria	Documents required to substantiate the same
1	The bidder firm should have been in existence and should have been registered with the Service Tax Department since 01.04.2010 or earlier.	a. Registration certification of the firm/ Partnership deed/ Certificate of incorporation etc. as applicable b. Articles of Association & Memorandum of Association (If applicable) c. Income Tax Registration (PAN) d. Service Tax Registration details e. Self certified copy of the statement of Bank account for the last 6 months in the name of Bidding Firm
2	Bidder should neither be a black listed firm nor have its contracts been terminated/foreclosed by any company/ department/ organisation since 01.04.2010 till date, due to non-fulfilment of Contractual obligations.	A self-declared certificate to this effect on bidder firm's letter head signed by authorised signatory, as part of Bidder's profile (Annexure-II : form II)
3	The bidder should have a permanent office in Jaipur functioning 24 hours and with a telephone connection	Rent Agreement/ Telephone / Electricity/ Water connection bill copy etc., in the name of Bidder.
4	The bidder firm should have experience of providing turnkey solutions in infrastructure, event management and other services for events and ceremonies of similar nature as outlined in the scope of work. The bidder firm should have satisfactorily completed similar nature works in Government/ Public Sector/ Reputed Private organizations during last 5 years	The bidder shall furnish the details of these works in chronological order, indicating the name & address of the client organisation (s) and the nature of services rendered along with the details of the contact person (s) of client organisation (s) with the telephone number. (Annexure-II : form III) Certificates of satisfactory

S.N.	Eligibility Criteria	Documents required to substantiate the same
	<p>period ending 28.02.2015, should be either of the following:</p> <p>i. Three similar completed works each costing not less than the amount equal to Rs. 33.20 Lacs (40% of the estimated cost)</p> <p style="text-align: center;">Or</p> <p>ii. Two similar completed works each costing not less than the amount equal to Rs. 41.50 Lacs (50% of the estimated cost)</p> <p style="text-align: center;">Or</p> <p>iii. One similar completed work costing not less than the amount equal to Rs 66.40 Lacs (80% of the estimated cost)</p>	<p>completion of services mentioning the amount, issued by the authorised signatory of the client, shall also be enclosed.</p>
5	<p>The firm's average annual turnover should not be less than Rs. One Crore per year in the preceding last three audited financial years (F/Y 2011-12 to F/Y 2013-14).</p>	<p>a. Audited Profit and Loss A/c and Balance Sheet certified by a Chartered Accountant</p> <p style="text-align: center;">OR</p> <p>b. Income Tax Returns (ITR), indicating the required turnover</p>

- 1.4** All prospective bidders are requested to submit their Proposal as per the terms and conditions set forth in this document.

Director (Corporate Affairs)
Jaipur Metro Rail Corporation, Jaipur.

2. DEFINITIONS

Agreement	The Contract Agreement to be executed between JMRC and Agency, subsequent to the Letter of Acceptance as per the format.
Agency/ Contractor	The successful bidder engaged for conducting the Work as per the Scope of Work / BOQ defined in this document.
Agency Personnel	Shall mean and include all the employees, workers, agents etc., of Agency who may be engaged by the Agency (directly or indirectly) for providing the Services of Event Management under the Agreement pursuant to this RFP process.
Bidder	A firm or company which submits a proposal in response to this RFP within the time prescribed for the purpose
BOQ	Bill of Quantities/ Schedule of Requirement
Corporation	Jaipur Metro Rail Corporation Ltd.
GCC	General Conditions of Contract as available on JMRC website
JMRC	Jaipur Metro Rail Corporation Ltd.
Services	Shall mean Event Management Services as mentioned in Scope of Work / BOQ
SHE Manual	Safety, Health and Environment manual as available on JMRC website
LOA	Letter of Acceptance - Letter from Corporation to selected Agency conveying selection and outlining the terms and rates of Assignment.
RFP	Request for Proposal (This bid document)
Technically Qualified Bidder	A Bidder whose Technical Bid is considered eligible and technically responsive by JMRC
Work	The work to be carried out as per the Scope of Work defined in this RFP.

3. INSTRUCTIONS TO BIDDERS

3.1. GENERAL INSTRUCTION

- i. The GCC (General Conditions of Contract) and Safety, Health and Environment manual (SHE manual) of JMRC as available on JMRC website are applicable as a whole on this RFP process and the pursuant contract. However, wherever the provisions contained in this RFP are in conflict with the GCC/ SHE manual, the provisions contained in the RFP shall prevail.
- ii. By submitting the Proposal, the Bidder agrees to all the points explicitly included in the scope of work / BOQ & all other terms & conditions mentioned in the RFP/ GCC/SHE manual.
- iii. If any change/deletion is made by the Bidder in the RFP document and if the same is detected at any stage even after the award of the tender, full Bid Security / Security deposit will be forfeited and the contract will be terminated at his / their risk and cost.
- iv. Alterations or overwriting, if any, should be legible and signed by the bidder alongside such alterations or overwriting. However, whitener should not be used for any alterations.
- v. Tenders received after the last time and date of submission of Bid shall not be considered.
- vi. If some of the document/annexure(s) is/are missing, the Corporation has the right to reject the tender.
- vii. The proposal shall not contain any conditional discount offer or any revenue share percentage etc. Bids containing such offers will be summarily rejected.
- viii. Any action on the part of the bidder to influence any officer of JMRC or canvassing in any form shall render the tender liable for rejection.
- ix. The bidders, if required, would be called for presentation at the date and time to be decided later during the course of evaluation.
- x. The bidder shall execute the assigned work in accordance with the requirement as detailed in the scope of work/ BOQ.
- xi. Additional condition(s) from the bidder shall not be accepted.
- xii. The bid shall contain all documentation of technical eligibility criteria as well as Financial offer as per this RFP.

- xiii. Any Bid not accompanied by valid Bid Security and the cost towards downloaded Tender document & e-tender processing fees in acceptable form, will be liable to be treated as being non-responsive. For purchased bid documents, receipt issued by JMRC should be enclosed.
- xiv. The rates quoted should be inclusive of all expenses like transportation charges, Labour charges, VAT etc. Only Service Tax shall be payable extra.
- xv. The Bid Security is liable to be forfeited if the Bidder withdraws or amends or impairs or derogates from the Bid in any respect within the period of validity of its Bid or any extension thereof. The decision of JMRC in this respect shall be final and binding.

3.2. PRE-BID CONFERENCE & CLARIFICATION THEREOF:

- i. For the purpose of affording bidders an opportunity to obtain clarifications and/or give suggestions with regard to this RFP and bid process, a pre-bid conference shall be held as per the schedule indicated in the **Clause “Notice Inviting Bids.”**
- ii. For post conference queries regarding this RFP and for any other correspondence , the following officer of JMRC may be contacted:

**Joint General Manager (Revenue),
Jaipur Metro Rail Corporation Ltd. Khanij Bhawan, Udyog Bhawan
Premises, Tilak Marg, C-Scheme, Jaipur
Tel. No.0141- 5192109. Email: jmrc.revenue@gmail.com**

- iii. Queries should be submitted through online procurement portal or through e-mail or in writing by the dates prescribed in Notice Inviting Proposal.
- iv. JMRC may issue clarification/amendments on its own or in response to queries. All clarifications and interpretations issued by the JMRC shall be deemed to be part of the Bid Document. Verbal clarifications and information given by JMRC or its employees or representatives shall not in any way or manner be binding on the JMRC. v. JMRC may or may not reply to queries at its discretion.
- v. Clarification/ corrigendum, if any, shall be issued only on official website of JMRC and the websites mentioned in the Notice Inviting Bids (NIB).

3.3. COST OF BID DOCUMENT (TENDER FEE) & E-TENDER PROCESSING FEE

- i. The complete bid document can be downloaded from the website www.jaipurmetrorail.in, www.sppp.rajasthan.gov.in or

www.eproc.rajasthan.gov.in. Cost of Tender Document (Tender Fee) is Rs. 1000/- which shall be paid in the form of banker's cheque/ DD of Nationalised/ Scheduled Bank, drawn in favour of "Jaipur Metro Rail Corporation Ltd.", payable at Jaipur. The Tender Fee is non-refundable.

- ii. In addition, E-tender process fee of Rs. 1000/- per bid shall be paid in the form of banker's cheque/ DD of Nationalised/ Scheduled Bank, drawn in favour of "Managing Director, RISL", payable at Jaipur.

3.4. BID SECURITY

- i. The amount of Bid Security shall be as per Notice Inviting Bids (Clause-I), which shall be in the form of Demand Draft/Bankers Cheque/ BG from a Nationalised Bank/ Scheduled Commercial Bank having its branch at Jaipur drawn in favour of **Jaipur Metro Rail Corporation Ltd.**, payable at Jaipur. One Draft/Bankers Cheque can be given combining the Bid Security and Rs. 1000/- as Cost of Bid document.
- ii. In the case of unsuccessful bidders, Bid Security shall be refunded within 30 days of finalization of order against the tender. No interest shall be paid on the Bid Security.
- iii. In case of successful Bidder, Bid Security may be adjusted against Performance Security Deposit or refunded after deposition of the Performance Security Deposit, as the case may be.

3.5. SUBMISSION OF BID

- i. Submission of bids only through online process is mandatory for this Tender. Bids sent by Post, FAX or e-mail or presented in person will not be considered.
- ii. The Bidder should get himself registered on procurement portal (<https://eproc.rajasthan.gov.in>) and create users and assign roles on this portal. Further to this, bidder shall download Notice Inviting Bids (NIB) and copy of RFP from this site.
- iii. To participate in online bidding process, Bidders must procure a Digital Signature Certificate as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, safecrypt, Ncode, etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.

- iv. Bidder (authorised signatory) shall submit their offer on-line in Electronic formats both for technical and financial bid. The technical bid should also contained scanned copy of DD/BC/BG for Tender Fee, e-tender Processing Fee & Bid Security. However, DD/BC/BG for Tender Fee, e-tender Processing Fee & Bid Security should be submitted physically at the following address of JMRC with a covering letter mentioning therein the details & name of RFP, by the scheduled date and time as per NIB.

JGM (Revenue)
Jaipur Metro Rail Corporation,
IIIrd floor, JMRC Office,
Khanij Bhawan, Udyog Bhawan Premises,
Tilak Marg, C-Scheme, Jaipur-302005 phone no. 0141-5192109

- v. JMRC will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well advance in time so as to avoid last minute issues like slow speed, choking of web site due to heavy load or any other unforeseen problems.
- vi. Utmost care be taken to name the files /documents to be uploaded on portal. There should not be any special character or space in the name of file, only underscores are permissible.
- vii. A single-stage two envelope selection procedure shall be adopted. The Bid shall contain:

a) Part-A : Technical Bid

This Part should contain the Technical Bid consisting of a **pdf copy of this 'Request for Proposal'** with each page digitally signed by the Bidder in acceptance of the terms and conditions therein, **along with scanned copy of all the required documents, DD/BC/BG with annexures of RFP duly filled as per Check List at Annexure-I, in support of eligibility, Bid Security, tender fee and e-tender processing fee.**

No price bid should be indicated at any place in the Technical Bid, otherwise the Proposal shall be summarily rejected.

b) Part-B: Financial Bid (BOQ).

This Part should contain the Financial Bid (BOQ) in the prescribed Format as per Annexure-VII.

Utmost care be taken to upload Financial Bid (BOQ). Any change in the format of Financial Bid /BOQ file shall render it unfit for bidding. Following Steps may be followed in submission of Financial Bid (BOQ):

- i. Download format of Financial Bid (BOQ) in XLS/ XLSX format (Password protected file).
- ii. This XLS/ XLSX file is password protected file. Don't unprotect the file. Price has to be filled in this file.
- iii. Fill Bidder's Name & unit rate of each item (in Rupees) in the down loaded Financial Bid (BOQ) format as specified (in XLS/ XLSX format only) in green back ground cells. Don't fill in other colour cells.
- iv. The rates quoted should be inclusive of all kind of expenses, levies and taxes excluding only the Service Tax. The service tax, as applicable, is payable extra for each item.
- v. The unit of the rates quoted shall be per event, if specified otherwise against any item. The bidders are advised to quote their rates accordingly.
- vi. Validate the sheet and Save filled copy of downloaded Financial Bid (BOQ) file in your computer and remember its name & location and upload correct file (duly filled in).

3.6. EVALUATION OF BID DOCUMENTS

- i. The bids will be opened online at the time, date and place as specified in the Clause 1 (Notice Inviting Bids) of this RFP in the presence of Bidders or their authorized representatives who choose to attend the opening of Bid. The bidders or their authorized representatives who are present to witness the Bid opening shall sign a register evidencing their attendance as a witness to the Bids opening process. In the event of the specified date of Bid opening being declared a holiday, the Bids shall be opened at the appointed time and location on the next working day.
- ii. Firstly, JMRC will evaluate technical Bids as per criteria set forth in this RFP document.
- iii. For the proper evaluation of the proposal, if clarifications are found to be necessary JMRC may at its discretion, ask for such clarification and bidder shall be obliged to provide such clarifications within the time specified by JMRC.

- iv. The Financial Bids of only those Bidders, who clear Technical evaluation stage, will be opened and evaluated.
- v. The Bidder whose Bid is responsive, complete and in accordance with the RFP Document and has been determined to be the most advantageous offer to JMRC will be adjudged as successful Bidder.
- vi. The evaluation will be on the basis of total gross price of all the items as mentioned in Bill of Quantity (BOQ) including Management and Professional Charges.
- vii. Notwithstanding anything contained in the RFP Document, The Corporation reserves the right to:
 - a) accept any tender not necessarily lowest
 - b) reject any tender
 - c) reject all tenders and annul the bidding process

without assigning any reason at any time before issuance of a letter of acceptance without incurring any liability.

3.7. AWARD OF CONTRACT & PERFORMANCE SECURITY DEPOSIT

- i. The Corporation will issue a Letter of Acceptance (LOA) to the successful bidder after approval/acceptance of the bid. The approved bidder would be required to deposit 5% of the approved annual bid amount as Performance Security Deposit in the form of Bank Guarantee (In Performa provided in Annexure-VI) from a Nationalised Bank/ Scheduled Commercial Bank having its branch at Jaipur duly discharged in favour of JMRC Ltd., Jaipur OR in the form of Demand Draft in favour of JMRC Ltd., Jaipur payable at Jaipur from a Nationalised Bank/ Scheduled Commercial Bank having its branch at Jaipur. It must be deposited within seven days after issuance of the LOA.
- ii. In case of BG as Performance Security Deposit, it should remain valid for a minimum period of 90 days beyond the date of completion of all contractual obligations of contractor i.e. 15 months period from the date of LOA.
- iii. An agreement on non-judicial stamp paper of Rs 100/- as per format at **Annexure - III** shall be executed in duplicate within 7 days of issue of Letter of Acceptance (LOA) after deposition of Performance Security. One copy shall be retained by the JMRC and the other copy shall remain with the Agency. The Agreement shall be signed by authorised signatory of JMRC and the Agency. The authorised signatory of the Agency should be Proprietor of the firm or Power of Attorney holder, as the case may be. Till the signing of the Contract

Agreement, the LOA shall form a binding contractual agreement between JMRC and the Agency. The Agency (successful bidder) shall bear the expenses of completing and stamping the agreement.

- iv. If the Bidder fails to deposit the required Performance Security Deposit or to execute the agreement within the specified period, such failure will be treated as a breach of the terms and conditions of the tender and will result in forfeiture of the Earnest Money, in part, or in full at the discretion of the Chairman and Managing Director, JMRC. This failure shall also result in cancellation of tender.
- v. In case the contract period is extended with mutual consent beyond the initial period of one year, the Agency would be required to extend Performance Security in the form of Bank Guarantee beyond 90 days of new contract period.
- vi. After completion of all contractual obligations, Performance Security Deposit shall be returned to the Agency within 60 days.

4. SPECIAL CONDITIONS OF THE CONTRACT

4.1. SCOPE OF WORK

Some of the activities for which services would be required are detailed below.

- a) Organization of infrastructure, equipment and other resources for the events
- b) Management of the ceremony including dais and audience area arrangement, catering, security etc.
- c) Promotion and publicity of the event through Banners, Hoardings, live telecast, co-ordination with press media etc.
- d) Other related activities

The item wise details and broad specifications of the services required to be provided are mentioned in the BOQ at Annexure-VII.

4.2. DURATION OF CONTRACT

- i. The contract shall begin immediately on acceptance of the Letter of Acceptance (LOA) by the successful bidder. The initial time period of the contract shall be for one year, which shall be extendable for the next one year or part thereof (extended contract period), at the behest of JMRC, if required. Such extension would be on mutual agreement between JMRC and the Agency on same terms & conditions.
- ii. Further, during the one year contract period and the extended contract period (beyond first year of contract) the rates payable shall be fixed and will remain the same.

4.3. VARIATION IN QUANTITY

The quantity mentioned in the Financial Bid / BOQ Format (Annexure-VII), is indicative for the purpose of evaluation and determination of rates. JMRC will have the right to increase or decrease the quantity specified in the Financial Bid / Bill of Quantity during the contract period, as per followings:

- i. If the procuring entity does not procure any subject matter of procurement or procure less than the quantity specified in the bidding document (RFP) due to change in circumstances, the successful bidder/ agency shall not be entitled for any claim or compensation.
- ii. At the time of issuance of LOA, JMRC will have the right to increase or

decrease up to 20% of the quantity of services as specified in the Bill of Quantity without any change in price and other terms and conditions during the contract period/ extended contract period.

- iii. Subsequent to the issue of LOA, the Corporation shall be at liberty to place orders in parts or in full, for providing the services during currency of contract.
- iv. Further, JMRC reserves the right to place repeat order(s) within the contract period, on the rates and conditions given in the contract, up to 50% of the value of the original work order.

4.4. DELIVERY TIME

For each event during the contract period, the event site should be ready for occupation by the time as specified by JMRC on the scheduled day and all associated work should be finished before that failing which JMRC would take action as appropriate including levying penalties. JMRC will expect site to be ready within three days of issue of Notice to Proceed / Work Order.

4.5. OTHER TERMS & CONDITIONS OF THE CONTRACT

- i. Any type of statutory taxes applicable on the services (either in force at present or may be applicable in future by a competent order/ notification), except service tax, will be borne by the Agency and the Corporation would make no extra payment on this account.
- ii. During the currency of the Contract, the firm shall execute a work as per the work order issued by JMRC, in each case.
- iii. The Event manager firm should provide detailed Work Plan and methodology of the work as per the work order. The same shall be got approved from JMRC before starting of the work.
- iv. Areas and other quantities as mentioned in the Scope of Work/ BOQ are approximate. Actual area and other quantities shall be as per the approved Work Plan.
- v. The agency shall carried out required activities as per the approved work plan under supervision of the Site Engineer(s).
- vi. The Corporation shall be at liberty to place order for providing event management services for which the tender has been accepted by indicating a events schedule spread over the full duration of contract, or may place order in parts.

- vii. The successful Bidder shall not sub-let the overall event management part to any other third party.
- viii. The Agency shall keep in mind applicable rules and regulations and instructions issued from time to time while discharging the assigned services. JMRC will be free to take action against the Agency for violating the same.
- ix. A Photo Identity Card-cum-Entry Pass shall be issued by the Agency to its each personnel deputed for discharging Services in connection with this contract. Such Photo Identity Card-cum-Entry Pass shall be checked by the Corporation and no personnel would be allowed to enter JMRC premises without such a valid Photo Identity Card-cum-Entry Pass.
- x. The personnel provided by the Agency should have good knowledge of Hindi/English for conversation as well as for reporting purpose.
- xi. The Agency would be responsible for the character & conduct of its personnel. Persons of doubtful character, or with a criminal record, or with a history of conviction by a competent court of law will not be deputed for work under this tender. In case of any complaint against any of the staff, the agency will be under obligation to change the worker concerned when the same is instructed by JMRC.
- xii. Any change in the constitution of the Agency will be notified by the Agency in writing to the Corporation and such changes shall not discharge former office bearer/member(s) of the Agency from any liability under the agreement. No new partner(s)/member(s) will be accepted in the Agency in respect of the agreement unless he/she/they agree to abide by all its terms and conditions and submit an agreement to this effect in writing to the Corporation.
- xiii. Agency personnel/worker/ coordinator should have mobile number. No extra payment shall be made by JMRC on account of it.
- xiv. Agency will exercise the supervision and control on all the personnel deployed under this contract.

4.6. STATUTORY OBLIGATIONS

- i. The Agency shall comply with all labour legislations applicable to its employees including, but not limited to, payment of minimum wages, ESI, PF, payment of bonus, workmen's compensation and terminal benefits as may be payable or become payable under any applicable laws. The Corporation shall not, in anyway be responsible in this regard either in part or in full. The Agency shall also pay to its employees nothing less than the minimum wages as may be

notified by the appropriate Government from time to time.

- ii. If non-compliance of labour laws in force is found on behalf of the Agency, the contract may be terminated without prior information and without any liability or compensation to the Agency. In such case, the Corporation would be free to get the services from another source on the risk and cost of the Agency.
- iii. Agency's personnel engaged for the Services under this tender will be employees/workers of the Agency, and there will be no relation between the Agency's personnel and the Corporation. This point has to be clarified by the Agency to its personnel, and the Agency will give an undertaking to this effect in writing.
- iv. The Agency will have to ensure that no worker/employee deputed for service under this tender is below the age of 18 years. If any worker/employee is found to be below the age of 18 years, the Agency will be held responsible for it and legal action shall be initiated. In addition, this shall also be regarded as breach of contract and penalty shall accordingly be imposed.
- v. The Corporation will not be responsible for any accident involving any personnel of the Agency while on work. The Agency itself would be responsible for such accident and also for any kind of compensation to any worker/employee for such accident. The Agency is advised to have its personnel insured under suitable Insurance Schemes at its own cost.
- vi. The Agency will provide a list of personnel engaged or to be engaged by the Agency for the Services under this tender to the Corporation.

4.7. PAYMENT TERMS

- i. Though the contract amount to be approved pursuant to this tender process would be for one year, the Agency will raise bills after completion of each of the event as per the Work Order and the approved Work Plan.
- ii. After due verification of the bills by the Site Engineer of JMRC, payments shall be made through crossed cheque in favour of the contractor or through RTGS, as soon as possible, after the receipt of bill in the corporation.
- iii. However, if it is required under law to deduct some statutory taxes at source, these will be deducted before the bill is paid. Penalties, if any, will also be recovered from the bill before payment.
- iv. No amount of interest will be payable by the JMRC, in case of delay or on any other count.

- v. Necessary certificate of deduction of Income Tax at source shall be issued and furnished to the Agency.
- vi. Any type of statutory taxes applicable on the services (either in force at present or may be applicable in future by a competent order/ notification), except service tax, as applicable, will be borne by the Agency and the Corporation would make no extra payment on this account.
- vii. The rate of management fee and professional charges as approved, pursuant to this bidding process shall be paid in proportion to the total cost of activities actually carried out pursuant to the award of contract.
- viii. In case, area/size of any lumpsum rate item is changed from the pre defined one with the prior approval of JMRC, the payment shall be made proportionately in mutual consultaion.
- ix. Any additional item(s) which is/are not mentioned in the BOQ and required to be done by the Agency to make the event(s) successful, shall be determined and to be carried out with prior written approval of competent authority of JMRC. The same shall be communicated to the Agency through the Site Engineer. The bill(s) for the same shall be paid after submission of proof of the prevailing market rates by the agency and market survey/ estimation carried out by JMRC. The rates determined by JMRC shall be acceptable to the agency.

4.8. CONCILIATION, ARBITRATION & JURISDICTION

- i. In the event of dispute or difference arising between JMRC and the Agency, the same shall be discussed in the first instance between the representative of the Agency and GM (Admn.), JMRC.
- ii. If the dispute is not settled amicably, the matter shall be addressed by the aggrieved party to the Authorised signatory of the other party within 21 days of arising of such a claim. If the issue is not resolved within 30 days of receipt of the claim by the respondent party, the aggrieved party shall refer the claim for Arbitration to Managing Director (MD) of JMRC within 10 days after the passage of this time. The MD, JMRC would appoint the Sole Arbitrator/a panel of arbitrators of the dispute whose decision shall be final and binding on both the parties. Arbitration proceedings will be assumed to have commenced from the day a written and valid demand for arbitration is received by the MD, JMRC. The place of arbitration will be Jaipur. Wherever applicable, the provisions of the Indian Arbitration and Conciliation Act, 1966 shall apply.
- iii. The courts at Jaipur shall have exclusive jurisdiction over all matters arising out of this tender process or out of the Agreement pursuant to it or out of any

arbitration hereunder.

4.9. FAILURE TO PROVIDE SERVICES AS REQUISITIONED AS PER THE CONTRACT AGREEMENT

The Agency shall provide the services as per the requirement of the Corporation. Delay in performance, non-performance or unsatisfactory performance of any service enlisted in terms and conditions of this tender and/or annexure(s) to it, will be termed as default on the part of the agency.

i. **Risk and Cost:**

In case of default, JMRCL will have the right to get work executed from other agencies at the risk and cost of the agency. The cost difference between the alternative arrangements and tenderized value will be recovered from the agency along with other incidental charges. In case of execution of work through alternative sources and if price is lower, no benefit on this account will be passed on to the agency.

ii. **Liquidated Damages:**

In case of default, JMRC shall also have the right to recover from the Agency Liquidated Damages not amounting to penalty to a maximum amount of 5% of Contract Agreement Amount, which may be in addition to Risk and Cost action as defined at (i) above.

iii. **Penalty for significant deficiencies in Services:**

In case of significant deficiencies in Services causing adverse effect on the work or on the reputation of the Corporation, whole or part of the Performance Security Deposit will be confiscated, in addition to Liquidated Damages and/or Risk and Cost action as defined above. Other penal action including debarring for a specified period/black listing may also be initiated. JMRC also reserves the right to raise justifiable claims in the event of breach of contract or deficiency in service by the Agency.

Penalty will be imposed in case any discrepancies in the deliverables are discovered from the original theme, concept, layout etc. submitted in the Tender as well as deviation from the delivery schedule as mentioned in above. An amount of Rs.10000/- per activity will be deducted from the bills for each hour of delay from the above deadline as penalty. Any difference between the originally approved plan and final execution may result in deduction of up to 20% of the value of the contract according to the quantum of variation.

4.10. AMENDMENTS

Improvement /changes in the scope of work due to technological /administrative issues may be made with mutual consent.

4.11. SUSPENSION OF WORK

- i. If, for any reason whatsoever, the work is temporarily suspended by the JMRC for any reason whatsoever, the Corporation will convey temporary suspension of the Work in writing to the Agency for which period, the Agency shall fully or partially stop its activities as advised by the Corporation.
- ii. Due to the period under suspension if the time schedule gets extended, the work period shall consequently be treated as extended under the terms and conditions as laid out in this RFP.
- iii. If the progress of the Work is suspended by JMRC for a period of more than one month, the Agency may seek termination **of contract from JMRC.**

4.12. TERMINATION OF CONTRACT AGREEMENT

JMRC reserves the right to determine and terminate the contract at any time by giving 7 days notice at the risk and cost of the contractor should, in JMRC's opinion, the cessation of work become necessary due to any reason whatsoever, in which case the value of the work done to date by the Agency will be paid for in full at the rates specified in the Agreement. Notice in writing from the JMRC of such determination and the reasons therefore shall be conclusive evidence thereof.

4.13. FORCE MAJUERE

- i. Delay in performance or non-performance of any obligation contained herein shall be excused to the extent such failure or non-performance is caused by force majeure.
- ii. For purposes of this tender and agreement to be signed in pursuant to this tender process, 'force majeure' shall mean any cause or agency preventing performance of an obligation under this tender or Agreement under this tender, which is beyond the reasonable control of either party hereto, and which by the exercise of due diligence, could not have been avoided or overcome, including fire, flood, sabotage, shipwreck, embargo, explosion, terrorist attack, labour trouble, accident, riot, acts of governmental authority (including acts based on laws or regulations now in existence as well as those enacted in the future), acts of God.
- iii. It is expressly agreed that Agencies ability to provide services to a third party at a more advantageous price or Agency's economic hardship shall not constitute a force majeure event.

ANNEXURE - I**CHECK LIST OF DOCUMENTS TO BE ENCLOSED IN TECHNICAL BID**

S. No.	PART A: LIST OF DOCUMENTS TO BE ENCLOSED AS TECHNICAL BID	Whether enclosed
1.	All pages of RFP signed by the Authorised Signatory of the Bidder Organisation	Yes/No
2.	Annexure – I : This Check List, duly checked & signed	
3.	Annexure – II (FORM-I): Declaration of acceptance of Terms & Conditions of the Request for Proposal (RFP) dully filled & signed	Yes/No
4.	Annexure – II (FORM-II): Bidder Profile and Bid form, duly filled & signed.	Yes/No
5.	Annexure – II (FORM-III): Technical capacity of the bidder duly filled & signed.	Yes/No
6.	Annexure –II (FORM-IV), Financial capacity of the bidder duly filled & signed.	Yes/No
7.	Annexure – III: Format of Agreement, duly signed on each page	Yes/No
8.	Annexure – IV: Power of attorney duly signed and notarised, if applicable in favour of the authorised signatory of the Bid	Yes/No
9.	Annexure – VI: Format of bank guarantee for Performance Security, duly signed on each page	Yes/No
10.	*Annexure –VII: BOQ format duly signed (without entering financial rates)	Yes/No
11.	Registration Certificate of firm/ Partnership deed/ Certificate of incorporation etc.	Yes/No
12.	Copy of Income Tax Registration (PAN) & last six month Bank account statement	Yes/No
13.	Copy of Service Tax Registration with date of registration	Yes/No
14.	Rent Agreement/ Telephone/ Electricity/ Water connection bill etc. copy in the name of Bidder Firm	Yes/No
15.	Certificates of satisfactory completion of services of similar nature signed by client as per Eligibility Criteria as per details provided in Annexure II: Form III.	Yes/No
16.	Audited Profit and Loss A/c and Balance Sheet certified by a Chartered Accountant/ Income Tax Returns (ITR), indicating the required turnover during last five years as per details provided in Annexure II: Form IV.	Yes/No
17.	Proof of payment of tender fee & E-tender Processing Fee/ scanned copy of DD/ Banker Cheque	Yes/No
18.	Proof of payment of BID SECURITY in JMRC office(scanned copy of DD/BC/ BG) (Annexure-V)	Yes/No

***Important: Please note that the rates quoted shall be mentioned in the soft copy of Bid (BOQ) only and not on any other page of the TECHNICAL BID.**

ANNEXURE – II : FORM-I

Date:

DECLARATION OF ACCEPTANCE OF TERMS & CONDITIONS OF THE RFP

I/We,, having my/our office at
....., agrees to all the Terms
& Conditions of the Request For Proposal (RFP) No.
_____, dated _____ issued by
JMRC for engaging an Agency for providing Event Management Services for JMRC on
Rate contract basis.

Our offer will remain valid for 120 days from the date of opening of Technical Bid.

I also certify that the details furnished in the bids, various enclosures and other documents are true and correct to the best of my knowledge.

Date

Signature

Place

Name

Seal of Authorised Signatory

ANNEXURE - II : FORM-II**BIDEER PROFILE AND BID FORM**

1.	RFP No.	RFP No. F-1(54)/JMRC/DCA/Admn/Event Mngt/2014-15/10 Dated:18.02.2015	
2.	Name of the Work	RFP FOR RATE CONTRACT OF EVENT MANAGEMENT SERVICES	
3.	Name of the Bidder Firm		
4.	Registered Office	Address	
		Telephone Nos. (With STD Code)	
		Fax Nos. (With STD Code)	
		E-mail ID	
		Website	
5.	Status of the bidder (Proprietorship / Partnership / Company / Society/ Any other (Specify)		
6.	Are you submitting bid on your own behalf or as Power of Attorney / Authorized signatory of the somebody else (Specify clearly)		
7.	Service Tax Registration No. (Copy Enclosed)		
8.	PAN Card No. (Copy Enclosed)		
9.	Name and designation of the Chief Executive of the firm who would be responsible for providing services		
10.	Address		
11.	Name and designation of the authority that is authorized to sign and submit the tender document		
12.	Address		

13.	If the bidder is Power of Attorney / Authorized signatory of somebody else, details of the principal on whose behalf bid is submitted.	
a.	Name of the Principal	
b.	Complete Postal Address (with Pin Code)	
c.	Telephone Nos. with STD code, including Mobile Number	
d.	Fax Nos. with STD code.	
e.	E-mail ID	
f.	Website	

We hereby certify that all the information provided above is correct and true to the best of our knowledge. We also certify that our organisation has neither been black listed nor our contracts have been terminated/ foreclosed by any government/ public sector organisation since 01.04.2010 till date, due to non fulfilment of contractual obligations.

Date

Signature

Place

Name

Seal of Authorised Signatory

ANNEXURE – II : FORM-III**TECHNICAL CAPACITY OF THE BIDDER**

List of Major Clients with their addresses and contact details (Private or Government)

S. No.	Name of Assignment	Name of Organization & Details of Contact person	Value of Work Executed	Financial Year/ Year
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Date

Signature

Place

Name

Seal of Authorised Signatory

ANNEXURE - II : FORM-IV**FINANCIAL CAPACITY OF THE BIDDER**

Annual turnover for the following years (financial year from April 1 to March 31)

Sl. No.	Year	Turnover (Rs.)
1	Year 2011-12	
2	Year 2012-13	
3	Year 2013-14	

Date

Signature

Place

Name

Seal of Authorised Signatory

ANNEXURE-III**FORMAT OF AGREEMENT**

This AGREEMENT (hereinafter called the “Agreement”) is made on the _____ day of the month of _____, 2015, between, on the one hand, JAIPUR METRO RAIL CORPORATION (hereinafter called the “Corporation”) and, on the other hand, _____ (hereinafter called the “Agency”).

WHEREAS

- (A) the Corporation requires the **Services of an Event Management Agency on rate contract basis for management of events to be organised by JMRC** as defined in the RFP document attached to this Agreement (hereinafter called the “Work”).
- (B) the Agency, having represented to the Corporation that they have the required professional skills, personnel and technical resources, have been selected to complete the Work on the terms and conditions set forth in this Agreement.

NOW THEREFORE the parties hereby agree as follows:

1. The following documents hereto shall be deemed to form an integral part of this Agreement:
 - (i) The RFP Document in its entirety along with all its Annexures, Appendices, etc.
 - (ii) Addenda and/or Corrigenda to the RFP Document, if issued by the Corporation.
 - (iii) The Letter of Acceptance issued by the Corporation in favour of the Agency.
 - (iv) General Conditions of Contract (GCC) as available on JMRC’s website.
 - (v) SHE manual, as available on JMRC’s website.

2. Duration of contract
The contract shall begin immediately on acceptance of the Letter of Acceptance (LOA) by the successful bidder. The initial time period of the contract shall be for

one year, which shall be extendable for the next one year or part thereof (extended contract period), at the behest of JMRC, if required. Such extension would be on mutual agreement between JMRC and the Agency on same terms & conditions.

3. The mutual rights and obligations of the Corporation and the Agency shall be as set forth in the above documents, and in particular:
- (i) The Agency shall provide the services as per the Scope of Work as specified in the RFP document and shall fulfil its obligations towards the Corporation specified therein in conformity with the time schedule stated therein. Further, that the Agency shall perform the Services and carry out its obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe and effective equipment and methods. The Agency shall always act, in respect of any matter relating to this Agreement or to the Services, as a faithful adviser to the Corporation, and shall at all times support and safeguard the Corporation's legitimate interests in any dealings with Third Parties; and
 - (ii) The Corporation will make payments to the Agency in accordance with the Letter of Acceptance.

In witness whereof, the Parties hereto have caused this Agreement to be signed in their respective names as of the day and year first above written.

Authorised Signatory
For Jaipur Metro Rail Corporation Ltd.

Authorised Signatory
For _____(Agency)

Witness:

- a) Name and Address
- b) Name and Address

Note: This agreement should be executed on non-judicial stamped paper, stamped in accordance with the stamp act.

ANNEXURE-IV**FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF APPLICATION**

Know all men by these presents, we, ----- (name of the bidder firm), having our registered office at ----- do hereby irrevocably constitute, nominate, appoint and authorise Mr./Ms.----- son /daughter of Shri -----and presently residing at -----, who is presently employed with us and holding the position of -----, as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for the **engagement of an agency for rate contract of Event Management Services for JMRC, Jaipur** including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Contract Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Contract Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, -----, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS _____ DAY OF _____ 2015.

For-----

In presence of:

WITNESS (with full Signature, name, designation, address & official seal, if any)

(1) (2)

Accepted:

Note:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, lay down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
2. This should be executed on non-judicial stamped paper, stamped in accordance with the stamp act.

ANNEXURE-V**PROFORMA FOR BANK GUARANTEE FOR THE BID SECURITY**

(to be submitted by the bidder along with bid)

To,
 Chairman and Managing Director,
 Jaipur Metro Rail Corporation Limited (JMRC),
 Khanij Bhawan, Udyog Bhawan Premises,
 Tilak Marg, C-Scheme,
 Jaipur-302005 (Raj).

Sir,

In accordance with your RFP for **engagement of an agency for rate contract of Event Management Services for JMRC, Jaipur** vide RFP No. _____ dated: _____

M/s. _____
 _____ (Name & full address of the firm) (hereinafter called the "Bidder") hereby submits the Bank Guarantee to participate in the said tender as mentioned in the RFP document.

1. It is a condition in the RFP document that the Bidder has to deposit Bid Security amounting to Rs. _____/- (Rupees _____ only) in respect to the tender, with Jaipur Metro Rail Corporation, Jaipur (hereinafter referred to as "JMRC") by a Bank Guarantee from **a Nationalised Bank/ Scheduled Commercial Bank** having its **branch at Jaipur** irrevocable and operative till **the bid validity date (i.e. 120 days from the date of opening of Technical bid)**. It may be extended if required in concurrence with the bid validity.

And whereas the Bidder desires to furnish a Bank Guarantee for a sum Rs. _____/- (Rupees _____ only) to the JMRC as Bid Security.

2. Now, therefore, we the _____ (Bank), a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertaking) Act. 1969 (delete, if not applicable) and branch Office at _____ (Hereinafter referred to as the Guarantor) do hereby undertake and agree to pay forthwith on demand in

writing by the JMRC of the said guaranteed amount without any demur, reservation or recourse.

3. We, the aforesaid bank, further agree that the JMRC shall be the sole judge of as to whether the Bidder has committed any breach or breaches of any of the terms costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the JMRC on account thereof to the extent of the Earnest Money required to be deposited by the Bidder in respect of the said RFP Document and the decision of the JMRC that the Bidder has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the JMRC shall be final and binding on us.
4. We, the said Bank further agree that the Guarantee herein contained shall remain in full force and effect until it is released by the JMRC and it is further declared that it shall not be necessary for the JMRC to proceed against the Bidder before proceeding against the Bank and the Guarantee herein contained shall be invoked against the Bank, notwithstanding any security which the JMRC may have obtained or shall be obtained from the Bidder at any time when proceedings are taken against the Bank for whatever amount that may be outstanding or unrealized under the Guarantee.
5. Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax, registered post or other electronic media to our address, as aforesaid and if sent by post, it shall be deemed to have been given to us after the expiry of 48 hours when the same has been posted.
6. If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request of our constituent under intimation to you.
7. The right of the JMRC to recover the said amount of Rs._____-/- (Rupees_____ only) from us in manner aforesaid will not be precluded/ affected, even if, disputes have been raised by the said M/s. _____(Bidder) and/ or dispute or disputes are pending before any court, authority, officer, tribunal, arbitrator(s) etc..
8. Notwithstanding anything stated above, our liability under this guarantee shall be restricted to Rs._____-/- (Rupees_____ only) and our guarantee shall remain in force **till bid validity period i.e. 120 days from the date of**

opening of Technical bid and unless a demand or claim under the guarantee is made on us in writing within three months after the Bid validity date, all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liability thereunder.

- 9. This guarantee shall be governed by and construed in accordance with the Indian Laws and we hereby submit to the exclusive jurisdiction of courts of Justice in India for the purpose of any suit or action or other proceedings arising out of this guarantee or the subject matter hereof brought by bidder may not be enforced in or by such court.
- 10. We hereby confirm that we have the power/s to issue this Guarantee in your favour under the Memorandum and Articles of Association/ Constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power/s and has/have full power/s to execute this guarantee under the Power of Attorney issued by the bank in your favour.

Place:

Date: (Signature of the Bank Officer)

Rubber stamp of the bank

Authorized Power of Attorney Number:

Name of the Bank officer:

Designation:

Complete Postal address of Bank:

.....

Telephone Numbers

Fax numbers

In presence of:

WITNESS (with full name, designation, address & official seal, if any)

(1)
.....

(2)
.....

Note:

1. This guarantee should be issued on non-judicial stamp paper, stamped in accordance with the Stamps Act.
2. Bank should separately send through registered post/courier a certified copy of Bank Guarantee, mentioning Bid reference, Bid title and bidder name, directly to JMRC at the following address:

Director (Corporate Affairs)
Jaipur Metro Rail Corporation Ltd.
3rd Floor, JMRC Office,
Khanij Bhawan, Udyog Bhawan Premises,
Tilak Marg, C-Scheme, Jaipur-302005.

ANNEXURE-VI**FORMAT OF BANK GUARANTEE FOR THE PERFORMANCE SECURITY DEPOSIT**

In consideration of Jaipur Metro Rail Corporation Limited, Jaipur (hereinafter called JMRC) having agreed to exempt _____ (hereinafter called the Selected Bidder) from the demand of security deposit of Rs.

_____ on production of Bank Guarantee for Rs. _____ for

the due fulfillment by the Selected Bidder of the terms & conditions to be contained in a **Contract Agreement in connection with the contract for engagement of an agency for rate contract of event management services for JMRC, Jaipur pursuant to the RFP No. _____**

dated _____ issued by JMRC we, _____ (name of the Guaranteeing Bank, hereinafter referred to as "the Bank") at the request of _____ (Selected Bidder) do hereby undertake to pay to JMRC, JAIPUR, an amount not exceeding Rs. _____,

against any loss or damage caused to or suffered by, or which could further be caused to or suffered by, JMRC, JAIPUR, by reason of any breach by the Selected Bidder of any of the terms & conditions contained in the said Contract agreement or RFP, or against any penalty imposed by JMRC on the Selected Bidder on such grounds.

2. We _____ (name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from JMRC, JAIPUR, stating that the amount claimed is due by way of loss or damages caused to or suffered by or which could further be caused to or suffered by JMRC, JAIPUR or by way of penalty imposed on the Selected Bidder by JMRC, on account of breach by the Selected Bidder of any of the terms & conditions contained in the **Contract Agreement or RFP or by reason of the Selected Bidder's failure to perform the said Agreement.** Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of JMRC, JAIPUR, in these counts shall be final and binding on the Bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____.
3. We _____ (name of the Bank) undertake to pay to JMRC, JAIPUR, any money so demanded not withstanding any disputes raised by the Selected Bidder in any suit or proceeding pending before any court or tribunal relating thereto, our liability under the present being absolute and

unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment thereunder and the Selected Bidder shall have no claim against us for making such payment.

4. We _____ (name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect immediately for a period of **15 months** from date herein and further agree to extend the same from time to time so that it shall continue to be enforceable till all the dues of JMRC, JAIPUR, under or by virtue of the said agreement have either been fully paid and its claims satisfied or discharged, or till JMRC, JAIPUR, certifies that the terms & conditions of the Contract agreement and RFP have been fully and properly carried out by the Selected Bidder and accordingly discharges this guarantee.
5. We _____ (name of the Bank) further agree with JMRC, JAIPUR, that JMRC, JAIPUR, shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary and of the terms & conditions of the contract agreement and to forbear or enforce any of the terms & conditions relating to the contract agreement or RFP and we shall not be relieved from our liability by reason of any such variation or for any forbearance, and /or any omission on the part of JMRC, JAIPUR, or any indulgence by JMRC, JAIPUR, to the Selected Bidder or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Selected Bidder.
7. This guarantee shall be irrevocable and the obligations of the Bank herein shall not be conditional to any prior notice by JMRC, JAIPUR.

Place:

Date:

(Signature of the Bank Officer)

Rubber stamp of the bank

Authorized Power of Attorney Number:

Name of the Bank officer:

Designation:

Complete Postal address of Bank:

.....

Telephone Numbers

Fax numbers.....

Note: This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the Stamp Act.

ANNEXURE-VII

FINANCIAL BID / BILL OF QUANTITY

Tender Inviting Authority : DIRECTOR (CORPORATE AFFAIRS), JAIPUR METRO RAIL CORPORATION LIMITED, JAIPUR	
Nature of Work: RATE CONTRACT FOR EVENT MANAGEMENT	
Contract No: F-1(54)/JMRC/DCA/ Admn/ Event Mngt/ 2014-15/10	
Bidder Name :	
<u>SCHEDULE OF WORKS</u>	
(This BoQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)	

Sl. No.	Description of work	Estimated No.or Qty.	Unit Per Event	Rates only in figures are to be entered by the Bidder Rs.		AMOUNT Rs.
				Figures	Words	
1.01	VVIP Welcome Gate -2 Box gate at main venue-(size: 16X20)	3.000	Per gate		Rupees only	
1.02	General Welcome Gate - (size:16X20) at main venue	8.000	Per gate		Rupees only	
1.03	Colour lining at both side of road (double colour powder)	5000.000	Per running feet		Rupees only	
1.04	Colour Rangoli at gates (flower + powder) (Each of about 250 square feet)	10.000	Per rangoli		Rupees only	
1.05	Plants with Pot surrounding stage and corridor	1000.000	Per plant		Rupees only	
1.06	Fresh Natural Flower decoration- Main venue (Stage area, venue, welcome gates, dias etc.)	1.000	Lumpsum		Rupees only	
1.07	Tent, carpeting on both side stairs, Rise Light and Flower decoration at the entry of terminal stations (Mansarovar and chandpole metro station)	2.000	Per station		Rupees only	
1.08	Rise Light and Flower decoration at both side entry of other stations(Remaining 7 stations)	7.000	Per station		Rupees only	

Sl. No.	Description of work	Estimated No.or Qty.	Unit Per Event	Rates only in figures are to be entered by the Bidder Rs.		AMOUNT Rs.
1.09	Natural Flower decoration- Trains (Each train of 4 coaches)	2.000	Per train		Rupees only	
1.10	Garaland for VVIP- Fresh Rose & Lily flowers	100.000	Per Garaland		Rupees only	
1.11	Garaland for other VIPs- Fresh marigold flowers	400.000	Per Garaland		Rupees only	
1.12	VVIP Bouquet (Lily, Rajnigandha, Tulip & Cut flowers etc.)	10.000	Per Bouquet		Rupees only	
1.13	VIP Bouquet (Rose and other flowers)	40.000	Per Bouquet		Rupees only	
1.14	Welcome Hoardings with mounting & Iron framing (Each of about 20*10 sq feet)	2000.000	Per sq ft		Rupees only	
1.15	Welcome Banners with Iron frame (Each of about 6*3 sq feet)	900.000	Per sq ft		Rupees only	
1.16	Carpet Pathway leading into the Ceremony Halls / Green & Red carpeting inside and outside event area	125000.000	per sq ft		Rupees only	
1.17	Side wall Cloth masking (White)	15000.000	Per sq ft		Rupees only	
1.18	Masonry stage with Concrete top flooring of 8 feet height with steel railing as per structure detail for VVIPs at Annuxure-VIII (Size 20*12 sq ft)	1.000	Lumpsum		Rupees only	
1.19	2nd level wooden stage on concrete stage of about 2 feet height with chairs / dias etc.	250.000	Per sq ft		Rupees only	
1.20	Stage waterproff pipe pandal / canopy, 3 side cover with ply cloth masking with carpet	250.000	Per sq ft		Rupees only	
1.21	Iron Dome structure with fire proof arrangement	20000.000	Per Square Feet		Rupees only	
1.22	General Seating Shamiana and other Arrangements (Pipe pandal)	40000.000	Per sq ft		Rupees only	
1.23	Fire proofing of dome (fire proof spray)	5100.000	Per sq ft		Rupees only	
1.24	Digital flag off stage	100.000	Per sq ft		Rupees only	
1.25	Guest lounge and refreshment lounge with wooden plateform, center table and Round Tables (with cloth frill) and sofas included	600.000	Per sq ft		Rupees only	

Sl. No.	Description of work	Estimated No.or Qty.	Unit Per Event	Rates only in figures are to be entered by the Bidder Rs.		AMOUNT Rs.
1.26	Chairs (plastic)	15000.000	Per chair		Rupees only	
1.27	VIP banquet Chair opposite stage	1000.000	Per chair		Rupees only	
1.28	Sofas (two seater)	200.000	Per Sofa		Rupees only	
1.29	Anchor Male / Female	2.000	Per person		Rupees only	
1.30	Inauguration Plaque (Foundation stone)	40.000	Per sq ft		Rupees only	
1.31	Drinking Water tanker. (Size of tank-3000 ltr)	5.000	Per tanker		Rupees only	
1.32	Water counter-200 ml bislery bottles	10000.000	per bottle		Rupees only	
1.33	Flags with pole -Both side	250.000	per flag with pole		Rupees only	
1.34	Tent for PM/CM and PMO/CMO with gate, platform & carpeting	225.000	Per sq ft		Rupees only	
1.35	PMO/CMO Tent amenities-fridge, 2 pedestal fans, 2 center tables, 2 office tables, flower decoration, sofa, fax machine, land line and drinking water, computer, printer etc.	1.000	per tent per event		Rupees only	
1.36	Anchor stage with carpeting and dice	256.000	Per sq ft		Rupees only	
1.37	Press Box (20x6x4) for media equipments	480.000	per sq ft		Rupees only	
1.38	Stage gate to have heavy curtain at back Site for VVIP entry	1.000	per gate		Rupees only	
1.39	Pedestal fans	50.000	per fan		Rupees only	
1.40	Air Freshener Fan (with water)	10.000	per fan		Rupees only	
1.41	Cooler (Jumbo)	30.000	per cooler		Rupees only	
1.42	Celling Fans	50.000	per fan		Rupees only	
1.43	Cloth Masking for PMO kitchen	500.000	per sq ft		Rupees only	
1.44	Que manager (Steel barricading at front for security)	200.000	Per piece		Rupees only	
1.45	Double view cutter (cloth masking)	800.000	per sq ft		Rupees	

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	at 20 ft height				only	
1.46	Masking on Road stretch both side	25000.000	per sq ft		Rupees only	
1.47	Tables for security / perking etc (with cloth fill)	100.000	per table		Rupees only	
1.48	Sun board, Vinyl, Stand for Press, reserved & VIPs	100.000	Per piece		Rupees only	
1.49	Chemical toilets for VVIP & VIP	4.000	Per toilet		Rupees only	
1.50	Toilets for general public	10.000	Per toilet		Rupees only	
1.51	Wash basin	2.000	Per wash basin		Rupees only	
1.52	Fire extenguisher (4.5 Kg each)	50.000	Per extinguisher per event		Rupees only	
1.53	Double Pipe Barricading (sq ft) (4 feet height)	30000.000	Per running feet		Rupees only	
1.54	Tin Barricading around the ground(4 feet height)	2000.000	Per running feet		Rupees only	
1.55	Wire mesh Barricading	2000.000	Per sq feet		Rupees only	
1.56	Flex hangers on electric poles (Size 2.5*4 sq ft approx.	100.000	Per hanger		Rupees only	
1.57	Sahnai, nagada & kachi ghodi at main gate of dome	10.000	Per artist		Rupees only	
1.58	Male / Female executives for stage / management and welcome tilak, well dressed	20.000	Per executive		Rupees only	
1.59	Refreshment & snacks for VVIPs and sr. officers (two sweets + one Paneer Pakoda +one sandwich, one cold drink/juice/Mocktails+wafers+ Dry fruits etc) with cutlery arrangements and well dressed staff	200.000	Per Plate		Rupees only	
1.60	Refreshment & snacks for guest & officers and media persons (one sweet + one samosa+one cold drink/juice/fruity juice+wafers)	1000.000	Per item		Rupees only	
1.61	Tower AC (3.5 ton)	10.000	per AC		Rupees only	
1.62	Exhibition Gallery including posters, photos, design & printing as per content provided by JMRC	2000.000	Per sq ft of exhibition wall		Rupees only	

Sl. No.	Description of work	Estimated No.or Qty.	Unit Per Event	Rates only in figures are to be entered by the Bidder Rs.		AMOUNT Rs.
1.63	Media kit (Pen (V5 or equivalent) , Note pad & Folder with JMRC name & logo)	200.000	Per kit		Rupees only	
1.64	Gadda, chowki, Puja samgri , material for tilak, ribbon at entry	2.000	Lumpsum		Rupees only	
1.65	Chief Pandit	2.000	Per Chief Pandit per day		Rupees only	
1.66	Other Associate Pandits	8.000	Per Pandit per day		Rupees only	
1.67	Parking area management (including barricading & guards)	2.000	Per venue		Rupees only	
1.68	Invitation Card dispatch charges through courier including stickers printing and pasting (local)	8000.000	Per card		Rupees only	
1.69	Invitation Card dispatch charges through courier including stickers printing and pasting (outside Jaipur)	1000.000	Per card		Rupees only	
2.01	LED screen for live telecast at main venue each of Each of about 10*8 sq feet size	4.000	per screen		Rupees only	
2.02	LED screen with D2H connection for live telecast at different places of Jaipur city including audio system and stage (each of Each of about 10*8 sq feet size)	8.000	per screen		Rupees only	
2.03	Plasma TV in Stage area with all associated equipments 42 inch	4.000	Per TV		Rupees only	
2.04	CCTV coverage with control room, operator & all accessories	2.000	lumpsum per event		Rupees only	
2.05	CCTV camera	16.000	per camera per event		Rupees only	
2.06	Audio System (with battery backup) with appropriate sound Mixers and sufficient output for stage (2 podium mike, 6 cordless mike, 2 monitors, 6 top and 6 base of JVC with speakers with all accessories and Cabling. 4 line array of 60 speakers (3500 watt RMS)	2.000	Per set per event		Rupees only	
2.07	Horn speakers for public announcements (2 days including trial charges)	20.000	Per Speaker per event		Rupees only	
2.08	Photo graphy with digital camera with soft copy in CD/ DVD	5.000	Per photographer / per day		Rupees only	

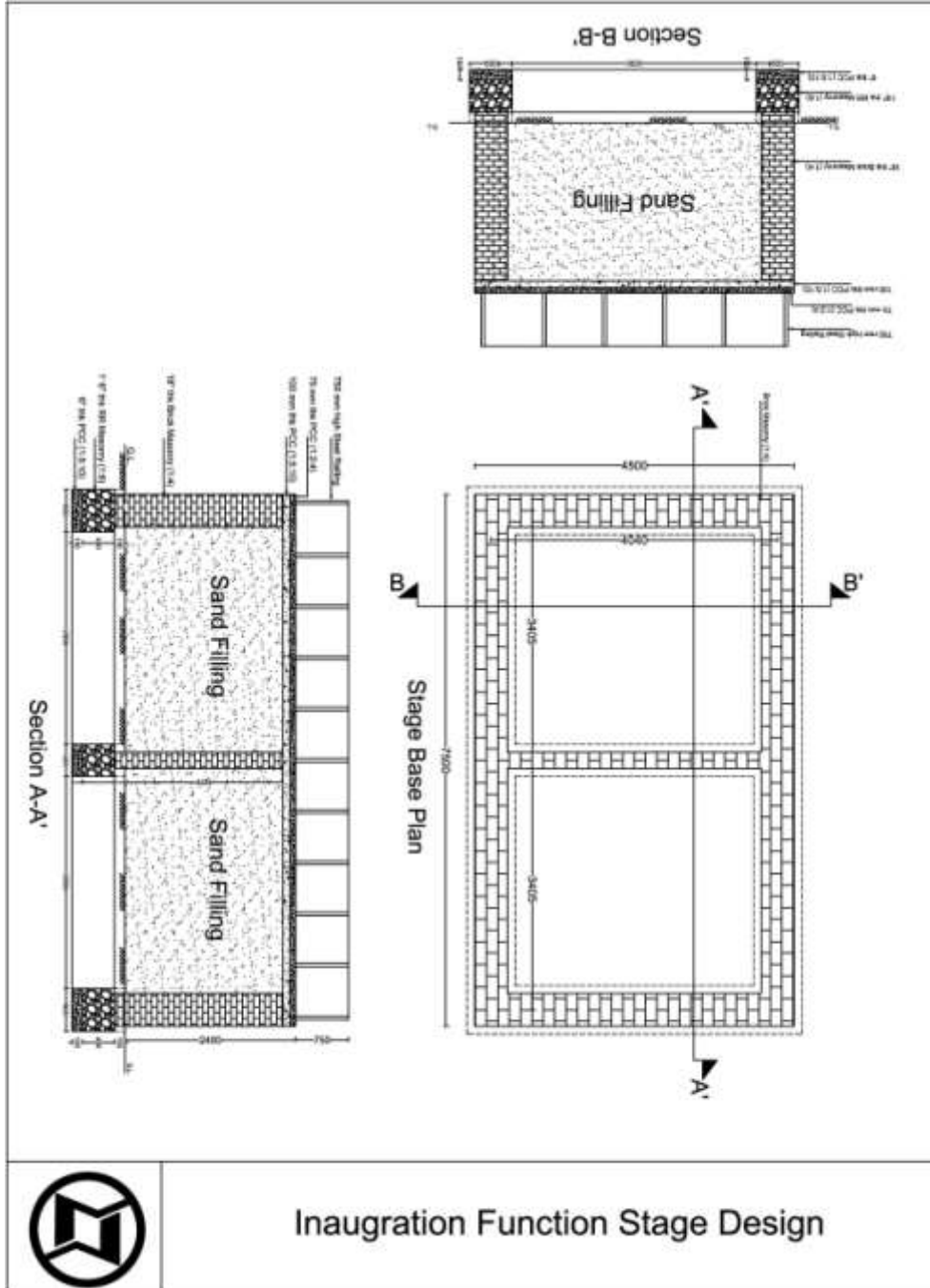
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2.09	Photo Printing (5*7')	500.000	Per photo		Rupees only	
2.10	Video graphy (HD camera)	10.000	Per Videographer/ per day		Rupees only	
2.11	Video editing & mixing	20.000	Per DVD		Rupees only	
3.01	Portable Generator 125 KVA	10.000	Per DG/ Per event		Rupees only	
3.02	Diesel Consumption 125 KVA	40.000	Per DG/ per hour		Rupees only	
3.03	General Lighting entire function venue (Halogen lighting)	150.000	Per helogen		Rupees only	
3.04	General Lighting entire function venue (Metro lighting)	30.000	Per metro		Rupees only	
3.05	Electricity connection installation and for usages of electricity at main venue (All payment to JVNL including usage to be made by Agency)	1.000	Lumpsum per connection		Rupees only	
4.01	Door detector	10.000	Per detector per event		Rupees only	
4.02	Hand detector	10.000	Per detector per event		Rupees only	
4.03	Security personnel (guard)	50.000	Per person / per day		Rupees only	
5.01	Invitation cards (Offset Printing) (multi colour, 300 gsm, matt laminated, AS)	6000.000	Per card		Rupees only	
5.02	Invitation cards (Digital Printing) (multi colour, 300 gsm, matt laminated, AS)	6000.000	Per card		Rupees only	
5.03	Brochures Hindi / English (Multi fold) (A3 size, both side multi colour, 300 gsm)	30000.000	Per broucher		Rupees only	
5.04	Single Page Flyers (Size A4, both side print, 100 gsm)	50000.000	Per flyer		Rupees only	
5.05	Publicity Posters (Size 3X4 square feet, multi colour single side print)	100.000	Per poster		Rupees only	
5.06	Route Map Posters on Sun Board (A3 size)	2.000	Per piece		Rupees only	
5.07	Portable Standies (6'x3') with Map Posters	20.000	Per piece		Rupees only	

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5.08	Backdrop for main stage on star media	1000.000	Per sq ft		Rupees only	
5.09	VVIP / VIP Car parking pass, A5, 80 gsm, B/W	500.000	Per card		Rupees only	
5.10	Vehicle Passes, A5, 80 gsm, B/W one side printing	1000.000	Per pass		Rupees only	
5.11	Lapple card, A6, multi colour	10000.000	Per card		Rupees only	
6.00	Management & professional charges for all over all Event management activities like transportation, administration, manpower for various activities, design and development of contents and for arranging various activities as above	1.000	Lumsump charges		Rupees only	
Total in Figures						
Total in Words		Rupees only				

Note: The rates are to be quoted online in the prescribed fields only. This BOQ is **to be signed without filling the rates** as part of technical bid. In the online BOQ, only allowed fields are to be filled.

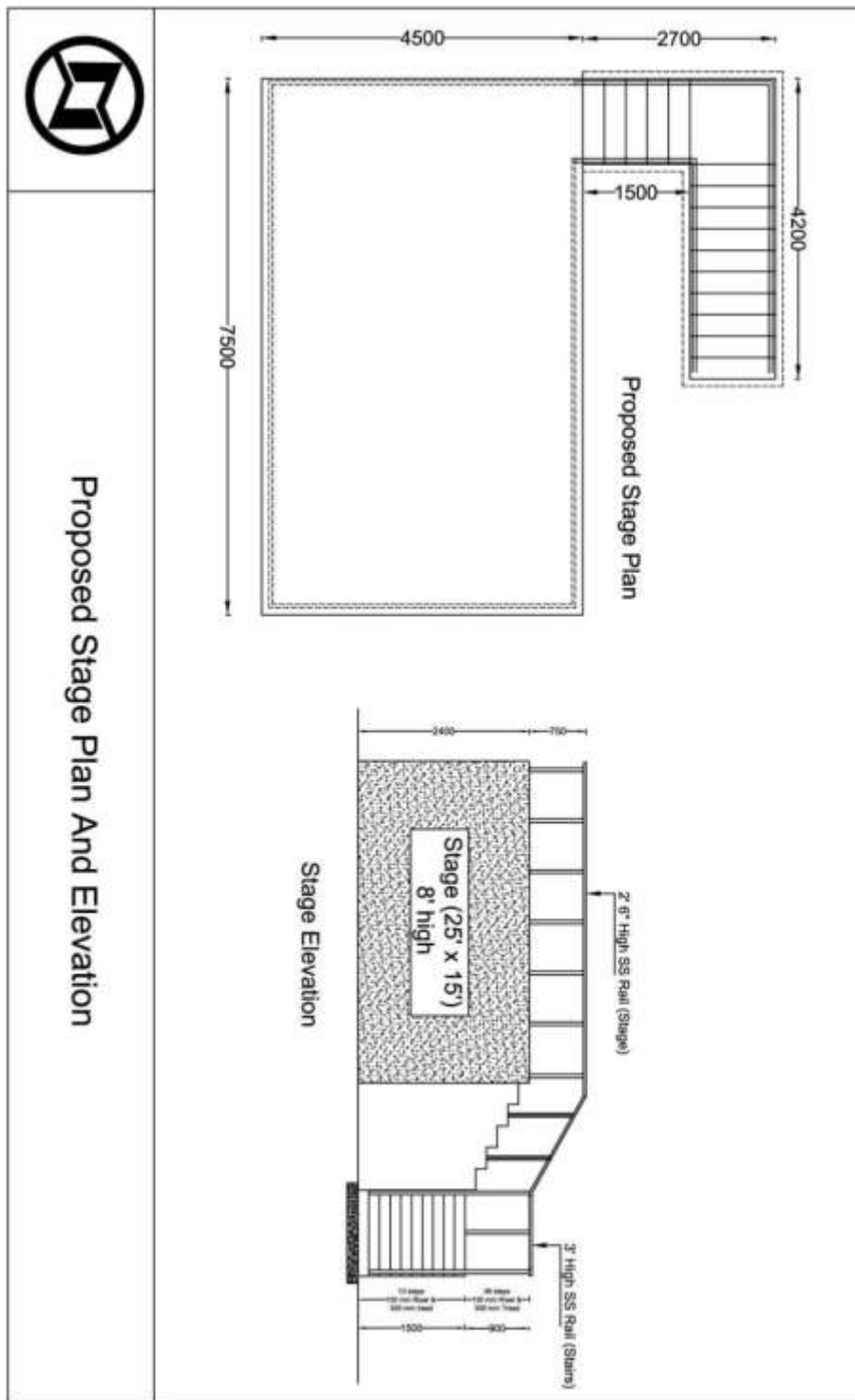
ANNEXURE-VIII

TENTATIVE DRAWING OF VVIP STAGE



ANNEXURE-VIII

TENTATIVE DRAWING OF VVIP STAGE (Contd...)



Proposed Stage Plan And Elevation