

**JAIPUR METRO RAIL CORPORATION LIMITED**

(A Government of Rajasthan Undertaking)

Khanij Bhawan, Tilak Marg, C-Scheme, Jaipur-302005

CIN: U60221RJ2010SGC030630,

Tel.: 0141-5192106, Fax: 0141-5192120

Website: www.jaipurmetrorail.in; email id: dc.jmrc@gmail.com

No. F-1(54)/JMRC/DCA /Admn/ Event Mngt /2014-15/10/6105

Dated:18.02.2015

**NOTICE INVITING BIDS****1.1 INTRODUCTION**

- i. Jaipur Metro Rail Corporation Limited (JMRC) is in the process of opening of Commercial run of its first line and the inauguration of this is expected very 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 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
- 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/-
(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	<a href="http://www.jaipurmetrorail.in">www.jaipurmetrorail.in</a> , <a href="http://www.sppp.rajasthan.gov.in">www.sppp.rajasthan.gov.in</a> , <a href="http://www.eproc.rajasthan.gov.in">www.eproc.rajasthan.gov.in</a>
(viii)	Name of website for online Bid submission	<a href="http://www.eproc.rajasthan.gov.in">www.eproc.rajasthan.gov.in</a>
(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 authorized 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 since 01.04.2010 till date due to non-fulfillment 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.

S.N.	Eligibility Criteria	Documents required to substantiate the same
4	<p>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.</p> <p>The bidder firm should have satisfactorily completed similar nature works in Government/ Public Sector/ Reputed Private organizations during last 5 years 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>The bidder shall furnish the details of these works in chronological order, indicating the name &amp; 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.</p> <p>(Annexure-II : form III)</p> <p>Certificates of satisfactory 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 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.**

**To**  
**All Prospective Bidders**  
**Through JMRC Website, SPPP portal & E-proc Portal**