



JAIPUR METRO

# JAIPUR METRO RAIL CORPORATION

KHANIJ BHAWAN, TILAK MARG JAIPUR

Telephones: 0141-5192108, Fax : 0141-5192120

Website: www.jaipurmetrorail.in

F-1(54)/JMRC/DCA/Admn/Event Mngt/2014-15/ 948

Dated: 13.05.2015

## LETTER OF ACCEPTANCE

Classic Rovers  
301, III Floor, Whispering Plams,  
D-42, Subhash Marg,  
C-Scheme, Jaipur, (Raj.) -302001

**Sub.:** Letter of Acceptance (LOA) for RFP for Rate Contract of Event Management Services for Jaipur Metro Rail Corporation (JMRC)

**Ref. No.:** (i) JMRC RFP No. F-1(54) JMRC/ DCA/Admn/Event Mngt/2014-15/10 dated 18.02.2015  
(ii) JMRC RFP Corrigendum No. F-1(54) JMRC/ DCA/Admn/Event Mngt/2014-15/10/6306 dated 03.03.2015

Dear Sir /Madam,

With reference to the subject cited above, this is to inform you that you have been adjudged as successful bidder in respect of above referred RFP at the quoted Total Gross Price of Rs. 68,65,630/- (Rupees Sixty Eight Lacs Sixty Five Thousand Six Hundred Thirty only) plus Service Tax, as applicable, for carrying out the Event Managemet Serveices for JMRC, as defined in the RFP. Hence the item rates quoted by you in the BOQ are hereby accepted as under :

Sl. No.	Description of work	No. or Qty.	Unit	RATE In Figures To be entered by the Bidder		AMOUNT Rs. P
				Rs. P		
				Figures	Words	
1.01	VVIP Welcome Gate -2 Box gate at main venue-(size: 16X20)	3.000	Per gate	16000.00	Rupees Sixteen Thousand Only	48000.00
1.02	General Welcome Gate - (size:16X20) at main venue	8.000	Per gate	4680.00	Rupees Four Thousand Six Hundred & Eighty Only	37440.00
1.03	Colour lining at both side of road (double colour powder)	5000.000	Per running feet	1.50	Rupees One and Paise Fifty Only	7500.00
1.04	Colour Rangoli at gates (flower + powder) (Each of about 250 square feet)	10.000	Per rangoli	2000.00	Rupees Two Thousand Only	20000.00
1.05	Plants with Pot surrounding stage and corridor	1000.000	Per plant	40.00	Rupees Forty Only	40000.00
1.06	Fresh Natural Flower decoration- Main venue (Stage area, venue, welcome gates, dias etc.)	1.000	Lumpsum	35000.00	Rupees Thirty Five Thousand Only	35000.00





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Sl. No.	Description of work	No. or Qty.	Unit	RATE In Figures To be entered by the Bidder Rs. P		AMOUNT Rs. P
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	30000.00	Rupees Thirty Thousand Only	60000.00
1.08	Rise Light and Flower decoration at both side entry of other stations (Remaining 7 stations)	7.000	Per station	8000.00	Rupees Eight Thousand Only	56000.00
1.09	Natural Flower decoration- Trains (Each train of 4 coaches)	2.000	Per train	20000.00	Rupees Twenty Thousand Only	40000.00
1.10	Garaland for VVIP- Fresh Rose & Lily flowers	100.000	Per Garaland	200.00	Rupees Two Hundred Only	20000.00
1.11	Garaland for other VIPs- Fresh marigold flowers	400.000	Per Garaland	50.00	Rupees Fifty Only	20000.00
1.12	VVIP Bouquet (Lily, Rajnigandha, Tulip & Cut flowers etc.)	10.000	Per Bouquet	500.00	Rupees Five Hundred Only	5000.00
1.13	VIP Bouquet (Rose and other flowers)	40.000	Per Bouquet	300.00	Rupees Three Hundred Only	12000.00
1.14	Welcome Hoardings with mounting & Iron framing (Each of about 20*10 sq feet)	2000.000	Per sqft	25.00	Rupees Twenty Five Only	50000.00
1.15	Welcome Banners with Iron frame (Each of about 6*3 sq feet)	900.000	Per sqft	25.00	Rupees Twenty Five Only	22500.00
1.16	Carpet Pathway leading into the Ceremony Halls / Green & Red carpeting inside and outside event area	125000.000	per sqft	4.00	Rupees Four Only	500000.00
1.17	Side wall Cloth masking (White)	15000.000	Per sqft	15.00	Rupees Fifteen Only	225000.00
1.18	Masonry stage with Concrete top flooring of 8 feet height with steel railing as per structure detail for VVIPs at Annexure-VIII (Size 20*12 sqft)	1.000	Lumpsum	28000.00	Rupees Twenty Eight Thousand Only	28000.00
1.19	2nd level wooden stage on concrete stage of about 2 feet height with chairs / dias etc.	250.000	Per sqft	40.00	Rupees Forty Only	10000.00
1.20	Stage waterproof pipe pandal / canopy, 3 side cover with ply cloth masking with carpet	250.000	Per sqft	150.00	Rupees One Hundred & Fifty Only	37500.00
1.21	Iron Dome structure with fire proof arrangement	20000.000	Per Square Feet	85.00	Rupees Eighty Five Only	1700000.00
1.22	General Seating Shamiana and other Arrangements (Pipe pandal)	40000.000	Per sqft	10.00	Rupees Ten Only	400000.00
1.23	Fire proofing of dome (fire proof spray)	5100.000	Per sqft	5.00	Rupees Five Only	25500.00
1.24	Digital flag off stage	100.000	Per sqft	200.00	Rupees Two Hundred Only	20000.00
1.25	Guest lounge and refreshment lounge with wooden platform, center table and Round Tables (with cloth frill) and sofas included	600.000	Per sqft	50.00	Rupees Fifty Only	30000.00
1.26	Chairs (plastic)	15000.000	Per chair	6.00	Rupees Six Only	90000.00





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Sl. No.	Description of work	No. or Qty.	Unit	RATE In Figures To be entered by the Bidder Rs. P		AMOUNT Rs. P
1.27	VIP banquet Chair opposite stage	1000.000	Per chair	45.00	Rupees Forty Five Only	45000.00
1.28	Sofas (two seater)	200.000	Per Sofa	500.00	Rupees Five Hundred Only	100000.00
1.29	Anchor Male / Female	2.000	Per person	8000.00	Rupees Eight Thousand Only	16000.00
1.30	Inauguration Plaque (Foundation stone)	40.000	Per sqft	200.00	Rupees Two Hundred Only	8000.00
1.31	Drinking Water tanker. (Size of tank-3000 ltr)	5.000	Per tanker	500.00	Rupees Five Hundred Only	2500.00
1.32	Water counter-200 ml bisleri bottles	10000.000	per bottle	7.00	Rupees Seven Only	70000.00
1.33	Flags with pole -Both side	250.000	per flag with pole	80.00	Rupees Eighty Only	20000.00
1.34	Tent for PM/CM and PMO/CMO with gate, platform & carpeting	225.000	Per sqft	150.00	Rupees One Hundred & Fifty Only	33750.00
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	20000.00	Rupees Twenty Thousand Only	20000.00
1.36	Anchor stage with carpeting and dice	256.000	Per sqft	40.00	Rupees Forty Only	10240.00
1.37	Press Box (20x6x4) for media equipments	480.000	per sqft	40.00	Rupees Forty Only	19200.00
1.38	Stage gate to have heavy curtain at back Site for VVIP entry	1.000	per gate	5000.00	Rupees Five Thousand Only	5000.00
1.39	Pedestal fans	50.000	per fan	100.00	Rupees One Hundred Only	5000.00
1.40	Air Freshener Fan (with water)	10.000	per fan	1000.00	Rupees One Thousand Only	10000.00
1.41	Cooler (Jumbo)	30.000	per cooler	1500.00	Rupees One Thousand Five Hundred Only	45000.00
1.42	Celling Fans	50.000	per fan	50.00	Rupees Fifty Only	2500.00
1.43	Cloth Masking for PMO kitchen	500.000	per sqft	20.00	Rupees Twenty Only	10000.00
1.44	Que manager (Steel barricading at front for security)	200.000	Per piece	500.00	Rupees Five Hundred Only	100000.00
1.45	Double view cutter (cloth masking) at 20 ft height	800.000	per sqft	40.00	Rupees Forty Only	32000.00
1.46	Masking on Road stretch both side	25000.000	per sqft	20.00	Rupees Twenty Only	500000.00
1.47	Tables for security / perking etc (with cloth fill)	100.000	per table	65.00	Rupees Sixty Five Only	6500.00
1.48	Sun board, Vinyl, Stand for Press, reserved & VIPs	100.000	Per piece	200.00	Rupees Two Hundred Only	20000.00



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1.49	Chemical toilets for VVIP & VIP	4.000	Per toilet	3000.00	Rupees Three Thousand Only	12000.00
1.50	Toilets for general public	10.000	Per toilet	2000.00	Rupees Two Thousand Only	20000.00
1.51	Wash basin	2.000	Per wash basin	1000.00	Rupees One Thousand Only	2000.00
1.52	Fire extinguisher ( 4.5 Kg each)	50.000	Per extinguisher per event	500.00	Rupees Five Hundred Only	25000.00
1.53	Double Pipe Barricading (sqft) (4 feet height)	30000.000	Per running feet	10.00	Rupees Ten Only	300000.00
1.54	Tin Barricading around the ground (4 feet height)	2000.000	Per running feet	50.00	Rupees Fifty Only	100000.00
1.55	Wire mesh Barricading	2000.000	Per sq feet	50.00	Rupees Fifty Only	100000.00
1.56	Flex hangers on electric poles (Size 2.5*4 sqft approx.	100.000	Per hanger	300.00	Rupees Three Hundred Only	30000.00
1.57	Sahnai, nagada & kachighodi at main gate of dome	10.000	Per artist	1500.00	Rupees One Thousand Five Hundred Only	15000.00
1.58	Male / Female executives for stage / management and welcome tilak, well dressed	20.000	Per executive	1500.00	Rupees One Thousand Five Hundred Only	30000.00
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	150.00	Rupees One Hundred & Fifty Only	30000.00
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	85.00	Rupees Eighty Five Only	85000.00
1.61	Power AC (3.5 ton)	10.000	per AC	3500.00	Rupees Three Thousand Five Hundred Only	35000.00
1.62	Exhibition Gallery including posters, photos, design & printing as per content provided by JMRC	2000.000	Per sqft of exhibition wall	25.00	Rupees Twenty Five Only	50000.00
1.63	Media kit (Pen (V5 or equivalent) , Note pad & Folder with JMRC name & logo)	200.000	Per kit	45.00	Rupees Forty Five Only	9000.00
1.64	Gadda, chowki, Puja samagri , material for tilak, ribbon at entry	2.000	Lumpsum	5000.00	Rupees Five Thousand Only	10000.00
1.65	Chief Pandit	2.000	Per Chief Pandit per day	5100.00	Rupees Five Thousand One Hundred Only	10200.00
1.66	Other Associate Pandits	8.000	Per Pandit per day	2100.00	Rupees Two Thousand One Hundred Only	16800.00





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1.67	Parking area management (including barricading & guards)	2.000	Per venue	15000.00	Rupees Fifteen Thousand Only	30000.00
1.68	Invitation Card dispatch charges through courier including stickers printing and pasting (local)	8000.000	Per card	5.00	Rupees Five Only	40000.00
1.69	Invitation Card dispatch charges through courier including stickers printing and pasting (outside Jaipur)	1000.000	Per card	25.00	Rupees Twenty Five Only	25000.00
2.01	LED screen for live telecast at main venue each of about 10*8 sq feet size	4.000	per screen	11000.00	Rupees Eleven Thousand Only	44000.00
2.02	LED screen with D2H connection for live telecast at different places of Jaipur city including audio system and stage (each of about 10*8 sq feet size)	8.000	per screen	13000.00	Rupees Thirteen Thousand Only	104000.00
2.03	Plasma TV in Stage area with all associated equipments 42 inch	4.000	Per TV	2000.00	Rupees Two Thousand Only	8000.00
2.04	CCTV coverage with control room, operator & all accessories	2.000	lumpsum per event	10000.00	Rupees Ten Thousand Only	20000.00
2.05	CCTV camera	16.000	per camera per event	1000.00	Rupees One Thousand Only	16000.00
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	40000.00	Rupees Forty Thousand Only	80000.00
2.07	Horn speakers for public announcements (2 days including trial charges)	20.000	Per Speaker per event	500.00	Rupees Five Hundred Only	10000.00
2.08	Photo graphy with digital camera with soft copy in CD/ DVD	5.000	Per photographer / per day	2500.00	Rupees Two Thousand Five Hundred Only	12500.00
2.09	Photo Printing (5*7')	500.000	Per photo	25.00	Rupees Twenty Five Only	12500.00
2.10	Video graphy (HD camera)	10.000	Per Videographer/ per day	4000.00	Rupees Four Thousand Only	40000.00
2.11	Video editing & mixing	20.000	Per DVD	500.00	Rupees Five Hundred Only	10000.00
3.01	Portable Generator 125 KVA	10.000	Per DG/ Per event	3500.00	Rupees Three Thousand Five Hundred Only	35000.00
3.02	Diesel Consumption 125 KVA	40.000	Per DG/ per hour	1200.00	Rupees One Thousand Two Hundred Only	48000.00
3.03	General Lighting entire function venue (Halogen lighting)	150.000	Per helogen	100.00	Rupees One Hundred Only	15000.00





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3.04	General Lighting entire function venue (Metro lighting)	30.000	Per metro	400.00	Rupees Four Hundred Only	12000.00
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	8000.00	Rupees Eight Thousand Only	8000.00
4.01	Door detector	10.000	Per detector per event	2000.00	Rupees Two Thousand Only	20000.00
4.02	Hand detector	10.000	Per detector per event	1000.00	Rupees One Thousand Only	10000.00
4.03	Security personnel (guard)	50.000	Per person / per day	800.00	Rupees Eight Hundred Only	40000.00
5.01	Invitation cards (Offset Printing) (multi colour, 300 gsm, matt laminated, AS)	6000.000	Per card	5.00	Rupees Five Only	30000.00
5.02	Invitation cards (Digital Printing) (multi colour, 300 gsm, matt laminated, AS)	6000.000	Per card	10.00	Rupees Ten Only	60000.00
5.03	Brochures Hindi / English (Multi fold) (A3 size, both side multi colour, 300 gsm)	30000.000	Per broucher	8.00	Rupees Eight Only	240000.00
5.04	Single Page Flyers (Size A4, both side print, 100 gsm)	50000.000	Per flyer	3.00	Rupees Three Only	150000.00
5.05	Publicity Posters (Size 3X4 square feet, multi colour single side print)	100.000	Per poster	200.00	Rupees Two Hundred Only	20000.00
5.06	Route Map Posters on Sun Board (A3 size)	2.000	Per piece	500.00	Rupees Five Hundred Only	1000.00
5.07	Portable Standies (6'x3') with Map Posters	20.000	Per piece	1500.00	Rupees One Thousand Five Hundred Only	30000.00
5.08	Backdrop for main stage on star media	1000.000	Per sqft	40.00	Rupees Forty Only	40000.00
5.09	VVIP / VIP Car parking pass, A5, 80 gsm, B/W	500.000	Per card	3.00	Rupees Three Only	1500.00
5.10	Vehicle Passes, A5, 80 gsm, B/W one side printing	1000.000	Per pass	3.00	Rupees Three Only	3000.00
5.11	Lapple card, A6, multi colour	10000.000	Per card	10.00	Rupees Ten Only	100000.00
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	Lumsum charges	50000.00	Rupees Fifty Thousand Only	50000.00
Total in Figures		6865630.00				
Total in Words		Rupees Sixty Eight Lakh Sixty Five Thousand Six Hundred & Thirty Only				





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As per Clause 3.7 of the RFP (Copy of concerned page enclosed at Annexure-A), you are requested to deposit/ submit the following **within seven days** from the date of issuance of this LOA:

1. Submit unequivocal acceptance of this LOA signed by the authorised signatory.
2. Deposit 5% of the approved annual bid amount i.e. Rs. 3,43,300/- (Rs. Three Lakh Fourty Three Thousand Three Hundred) as Performance Security Deposit in the manner as defined in Clause 3.7 (i) of the RFP.
3. Submit an agreement on non-judicial stamp paper at your cost in duplicate in the prescribed format (Annexure-III of the RFP, copy enclosed at Annexure-B), as per Clause 3.7 (iii).
4. Power of attorney in favour of authorised signatory, in case he/she is not properitor of the firm.

Kindly acknowledge the receipt.

**Encl.:** As above.

Sincerely yours,

(R. C. Sharma)

**Executive Director (CA)**



- 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.



**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

Authorised Signatory

For Jaipur Metro Rail Corporation Ltd.

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.