

# **Loka Kerala Sabha**

## **Expression of Interest**

**For**

**Selection of an event management agency  
For conducting Loka Kerala Sabha 2020**

## **1. Introduction**

Government of Kerala constituted Loka Kerala Sabha, as a body which would discuss matters with the intention to develop relations and strengthen bonds between the Keralites working outside the State and those living within and work towards promoting unique culture and heritage of Kerala among the expatriate population. Loka Kerala Sabha would also discuss matters of relevance to Non Resident Keralites including issues relating to safe emigration, identification of new labour markets, areas where expertise and experience of expatriates can be utilized effectively with in the state and promotion of Malayalam language.

The second Loka Kerala Sabha is a three day convention i.e., 1-3 January 2020 being organized at Thiruvananthapuram in which more than 350 people will participate. The participants include all members of the Kerala Legislative Assembly, invited Non Resident Keralites and other dignitaries. The convention involves presentations, speeches, group discussions, seminars and similar activities. Norka Roots has been entrusted with organisation and conduct of Loka Kerala Sabha.

Conduct of an important event of this magnitude requires detailed planning and organisation. The actual conduct of Loka Kerala Sabha would require logistical and organizational planning to ensure that delegates are not put to any difficulties and the event takes place as scheduled. Expression of Interest is invited from registered event management agencies for conducting the second Loka Kerala Sabha at Niyamasabha Complex, Thiruvananthapuram.

## **2. Scope of work**

The scope of services to be provided by the Agency during the Agreement Period shall mean and include the following:

1. Stage setup and decoration including of LCDs, light and sound arrangements at the venue.
2. To provide supportive facilities at the venue such as backdrop, stage and other decoration and other miscellaneous aspects connected with the meeting.
3. To provide services of adequate number of personnel in accordance with the requirement for coordinating and compeering activities related to the event.
4. To provide supportive services for the delegates at the venue.
5. Uninterrupted power supply shall be ensured. If needed, services of electrician, plumber etc shall be provided at the venue.
6. Design and preparation of invitation cards, banners and boards for the event.
7. Good quality food and refreshments arrangement for three days of event.
8. Transportation for delegates from different hotels to Niyamasabha (By AC Coach/Cars) as per requirement.
9. Providing stationery, ID Cards, Passes, brochures etc of good quality.

10. Provide supporting manpower suitably as per the requirement.
11. Provide LED walls, fans, pedestal fans, air coolers podium etc as per requirement.
12. Provide drinking water in all the venues.
13. Any other activities for the smooth conduct of Loka Kerala Sabha will be instructed by the concerned authorities.

### **3. Pre- Qualification Criteria :**

#### **Essentials**

- i) The firm/Agency should be a registered agency. Copies of certificate of incorporation /registration, PAN Card and Service Tax registration should be submitted.
- ii) The firm/ Agency should be in operation for a minimum of five years as on 1<sup>st</sup> April 2017. A CA certificate to this effect to be submitted.
- iii) The firm/ Agency must have a cumulative annual turnover of Rs.10Crores during the last three financial years. A CA certificate to this effect should be submitted.
- iv) The firm/ Agency should be empanelled with two state/ Central Government organisation for event management category
- v) The firm/agency should have done minimum 2 protocol events in past 3 years.
- vi) The firm/ Agency should not be under declaration of ineligibility for corrupt or fraudulent practices with any Government department/ agencies / ministries or PSUs and should not have been black listed at the times of submission of bid. (An undertaking to this effect , as per format at Annexure-I to be submitted by the firm / Agency on the agency's letter head, duly stamped and signed by the authorised representative of the agency.)
- vi) The firm/ Agency should have a full-fledged establishment within Kerala and office with a dedicated team in Thiruvananthapuram. In case, the agency, presently has no office in Thiruvananthapuram, it must provide a dedicated team based in Thiruvananthapuram.

### **4. Guidelines for Submission of EOI**

Request for proposal should be submitted in two separate packets put into one large packet, which should consist of technical and financial proposals. The two inner packets (packet 1 and packet 2) should be clearly super scribed as:

- a. Packet 1- Technical proposal for the selection of an agency.
- b. Packet 2 -Financial proposal for the selection of an agency.

Each of the above two packets should also mention the name, address and contact details (Telephone Nos., Fax & E-mail ID) of the company. Both packets should properly sealed and put in to a large packet, super scribed “Technical and Financial Proposal for the selection of an agency and should be addressed to Chief Executive Officer, NORKA ROOTS, Norka Centre, Thycaud, Thiruvananthapuram 695014. The large outer packet should be sealed and should bear the name, address and contact details of the firm. The last date for submission is 10/12/2019.

**The Technical Proposal must include the following documents:**

1. Certificate of Registration or Incorporation, copy of PAN Card and Service Tax Registration Certificate of the Firm/Agency.
2. A CA certificate to be submitted proving the firm/ Agency is in operation for a minimum of five years as on 1<sup>st</sup> April 2017.
3. Certificate of Chartered Accountant for having cumulative annual turnover of Rs. 10 Crores during the last three financial years 2016-17, 2017-18 and 2018-19. Submit CA certificate for turnover in the last three financial years.
4. A brief profile and track record of the firm/agency, outlining total experience and recent experience in undertaking assignments of similar nature.
5. Testimonials or supporting documents for all claims made in technical bid.
6. Earnest Money Deposit (EMD)/Bid Security in the form of Demand Draft for Rs.25000 from a reputed Bank. The Demand Draft must be valid for a period of three months.

**5. Relaxation**

Various relaxations to government institutions, PSUs and micro, small and medium enterprises within the state under Store Purchase Manual of Government of Kerala for procurement regarding EMD, price, reference, performance guarantee etc will be applicable.

**6. Pre-Bid Meeting**

All prospective Bidders, requiring clarification on the EOI shall notify the tenderor at e-mail (2018lokakeralasabha@gmail.com) by 09/12/2019 before 5pm. A Pre-bid Meeting would be held on **6/12/2019** at 2pm in the board room of Norka Roots to clarify queries, if any, regarding the EOI. All queries would be addressed only during the pre-bid meeting. Interested agencies may attend the pre-bid meeting on the said date. A record of discussion held during the pre-bid meeting along with the corrigendum, if any, would be posted on the website of the tenderor.

**7. Selection procedure**

The Bidder shall submit the Bid in two separate envelopes as below:

### **Envelope I: Technical Bid**

### **Envelope II: Financial Bid**

The Technical & Financial Bid shall be sealed in separate envelopes (Envelope I & II) and the sealed Technical & Financial Bid envelopes (Envelope I & II) shall be put in an outer envelope and sealed. The envelopes shall be marked as follow:-

### **Envelope I: Technical Bid**

The Envelope I marked as ‘Technical Bid’ shall contain the following:

- i) Earnest Money Deposit in a separate sealed envelope marked “EMD”
- ii) Bid Document duly filled up with the copies of documents listed in the Bid Document.

### **Envelope I: Technical bid**

<b>SL No:</b>	<b>Evaluation Criteria</b>	<b>Maximum Points</b>
<b>1</b>	<b>Agency Turnover</b> <ul style="list-style-type: none"><li>• 10- 15 Cr</li><li>• 15 – 25 Cr</li><li>• Above 25 Cr</li></ul>	<b>5 marks</b> <b>7.5 marks</b> <b>10 marks</b>
<b>2</b>	<b>Agency experience in handling protocol events &amp; Protocol or VVIP visits handled in last 3 years</b>	<b>6 marks each(maximum 30 marks )</b>
<b>3</b>	<b>Mass events handled in last 3 years (minimum footfall of 10000)</b>	<b>4 marks each(maximum 20 marks )</b>
<b>4</b>	<b>Promotion campaigns done for events in past 3 years</b>	<b>4 marks each(maximum 20 marks )</b>
<b>5</b>	<b>Presentation on – how to make LKS a better event &amp; event coordination aspects of LKS</b>	<b>20 marks</b>

## **Envelope II: Financial Bid**

The Envelope II marked as 'Financial Bid' shall contain the following:

- (a) Indicate name and address of the Bidder. .
- (c) The bid should be addressed to Chief Executive Officer, NORKA ROOTS, Norka Centre, Thycaud, Thiruvananthapuram -695 014.

## **Envelope II: Financial Bid**

<b>SL No:</b>	<b>Item</b>	<b>No: of days</b>	<b>Price(without Tax)</b>	<b>Total Price(with Tax)</b>
<b>1</b>	Led wall: 2no's side walls (50ft x 10ft ,12x10 ft )	<b>3</b>		
<b>2</b>	Live recording of program with3 HD cameras	<b>3</b>		
<b>3</b>	Sound arrangements for the event 15000 watts, mixers, 20 cordless mikes	<b>3</b>		
<b>4</b>	Light arrangements LED PAR - 100 no's, PAR light - 75 no's, Profile spot- 20 no's, LED MH - 100 no's	<b>3</b>		
<b>5</b>	Logistics – 10 innova crysta for 5 days, 5 volvo buses	<b>3</b>		
<b>6</b>	Event collaterals –Branded notebooks, pens, ID cards, passes , brochures – Quantity – 400 no's	<b>1</b>		
<b>7</b>	Seating arrangement-round tables 100 no's and 500 banquet chairs with covers.	<b>3</b>		
<b>8</b>	Air conditioning in 20,000sqft dining hall	<b>2</b>		

If the envelope is not sealed and marked as above, the Authority will assume no responsibility for the misplacement or premature opening of the Bid.

## **Evaluation Criteria:**

The bidders who have passed the entire technical bid criteria will be considered for the commercial bid. The evaluation will be out of 150 marks of which 100 marks

will be of technical bid and 50 marks will be of financial bid. The Bidder shall submit its Financial Bid in the formats specified, and seal it in Envelope II and mark it as suitably.

**8. Any other item not specified in financial bid shall be decided in accordance with the approval of empowered committee.**

**9. Contract / Work Order**

On selection of the agency and acceptance of financial quote submitted by the selected agency, a Letter of Intent (LOI) would be issued to the agency. The agency should submit a letter of acceptance within ten days from the date of receipt of LOI.

**10. Submission of Performance Guarantee**

The selected agency has to submit Performance Guarantee in the form of Bank Guarantee from a scheduled bank for 5% of the total contract value. The said guarantee should be valid 60 days after the date of completion of the entire Project. In case of any deficiency and unsatisfactory performance by the consultant, the Performance Guarantee would be invoked and the payment due to the agency would be withheld. Exemptions can be granted only in accordance with government guidelines.

**11. Terms of Payment**

1. Advance payment may be released based on the empowered committee decision.
2. After completion of the due procedures, payment will be made by electronic transfer of funds to the bank account of the agency concerned in Indian Rupees.
3. Taxes as applicable at the time of the billing will be paid on actual.
4. For facilitating Electronic Transfer of funds, the selected agency will be required to indicate the name of the Bank & Branch, Account Number, IFSC Code and also forward a cheque leaf duly cancelled, to verify the details furnished. These details should also be furnished on the body of every bill submitted for payments by the agency.

**12. Arbitration**

In event of any dispute or difference between the tenderor and the Agency, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration.

Pending the submission of and /or decision on a dispute, difference or claim or until the arbitral award is published; the tenderor and the Agency shall continue to

perform all of their obligations under this Agreement without prejudice to a final adjustment in accordance with such award.

### **13. Jurisdiction**

The contract shall be governed by laws of India and all Government rules on purchase matter issued from time to time and are in force for the time being are applicable to this contract tender. Jurisdiction of any dispute that may arise from the said agreement will be the Court of Laws in Thiruvananthapuram.

### **14. Additional Information to the Bidders**

1. Period of validity of the Tender is 90 days from the closing date of the proposals.
2. The **tenderor** reserves the right to reject or accept any or all the bids in part or full without assigning any reason whatsoever.
3. The bids should be clear in all respects. Incomplete, conditional, erroneous and bids will be rejected outright.
4. The **tenderor** reserves the right to place an order for the full or part quantities under any items of work under scope of work.
5. Agencies submitting proposals will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
6. The **tenderor reserves** its right not to accept bids from agencies resorting to unethical practices.
7. Any amendments / corrigendum to the EOI document would be uploaded on the official website of the **tenderor**.
8. Proprietorship / copyright of Images, videos and any other contents used for development of the website by the agency would rest solely with the **tenderor** unless the materials are acquired on one time use basis.
9. The agency would indemnify tenderor against any claim of copyright violation / plagiarism, etc.
10. The **tenderor** prefers to select single agency which can provide all the services listed, provided such agency should have sufficient experience and expertise in all the areas of works for which the bid is invited.
11. The bidders should have all the facilities to execute the works listed and subcontracting to third parties will not be allowed. If the bidder wishes to avail the services of any of its subsidiaries, sister concerns or group companies, name and address of that institution with details of the bidder's interest in that firm should be submitted in Prequalification bid as well as final bid document.

Interested agencies may submit bids as per the requirements stipulated in this document by 10/12/2019 .The bid should be addressed to the

The Chief Executive Officer,  
3<sup>rd</sup> Floor, NORKA Centre,  
NORKA ROOTS,  
Thycaud, Thiruvananthapuram

**Annexure -I**

Declaration of ineligibility for corrupt or fraudulent practices

(To be provided on Company letter head)

**Subject:-Declaration of ineligibility for corrupt or fraudulent practices.**

Madam / Sir,

This has reference to the tenderor EOI No.....dated .....for selection of agency for event management of Loka Kerala Sabha of NORKA ROOTS.

In this context, I/We, as an authorized representative(s) of company, declare that presently our Company/ firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

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

Thanking you,

Name of the Bidder: .....

Authorized Signatory:.....

Name:

Seal:

Date: