



**OFFICE OF THE MISSION DIRECTORATE, SBM-G, ASSAM,  
HENGRABARI, GUWAHATI - 781036**

**SHORT NOTICE INVITING QUOTATION (SNIQ)**

**MISSION DIRECTORATE,  
SWACHH BHARAT MISSION (GRAMIN), ASSAM**

**NAME OF WORK**

**COMPREHENSIVE EVENT MANAGEMENT OF CORPORATE SOCIAL RESPONSIBILITY  
(CSR) EVENT SCHEDULED TO BE HELD AT HOTEL TAJ VIVANTA ON 12<sup>TH</sup> JUNE'2018  
UNDER  
SWACHH BHARAT MISSION GRAMIN**

***QUOTATION IS TO BE SUBMITTED BEFORE: 03:00 PM. ON 06/06/2018***



**GOVERNMENT OF ASSAM  
OFFICE OF THE MISSION DIRECTOR  
SWACHH BHARAT MISSION (GRAMIN), ASSAM  
HENGRABARI: GUWAHATI-36**

**No. RGRWSM-442/2018-19/2648-54**

**Dated: 29<sup>th</sup> May, 2018**

**SHORT NOTICE INVITING QUOTATION**

**SNIQ No. 6 of 2018-19**

The Mission Directorate, Swachh Bharat Mission (Gramin), Assam invites quotation from reputed Agency/Institution/Individual for "**Comprehensive Management of Corporate Social Responsibility (CSR) Event scheduled to be held at Hotel Taj Vivanta on 12<sup>th</sup> June'2018**" under Mission Directorate of Swachh Bharat Mission-Gramin

The quotation is to be submitted in closed covers and should be dropped in the designated **Tender Box** of the office of "**The Mission Director, SBM-G, Assam, Hengrabari, Guwahati-36**" and duly addressed to the '**Mission Director, SBM (G), Guwahati, Hengrabari-36, Assam**', on or before **03:00 P.M on 06/06/2018** and the same will be opened on **06/06/2018 at 04:00 P.M.**

Tender document comprising all details and terms & condition, can be downloaded from the website [www.phesanitation.assam.gov.in](http://www.phesanitation.assam.gov.in) from **30/05/2018** onwards. The document(s) submitted should be duly signed by the authorized signatory and stamped with the official seal of the supplier on each page. Any Quotation which is submitted without signatures and stamp on each page shall be rejected.

Mission Director, SBM (G) reserves the right to revise or amend the notice and/or the Tender Document, fully or partly. Right to reject any or all offers without assigning any reason thereof is reserved with Mission Director, SBM (G).

  
**Mission Director,  
SBM (G) & Secretary, PHED  
Assam, Guwahati**

**Memo No. RGRWSM-442/2018-19/2648-54**

**Dated: 29<sup>th</sup> May, 2018**

**Copy to:**

1. The P.S to the Additional Chief Secretary, PHED, Govt. of Assam, Dispur, Guwahati-6.
2. The Secretary to Govt. of Assam, PHED, Assam Sachivalaya, Block -B, Guwahati-6.
3. The Director, Information and Public Relation, Assam, Dispur, Guwahati-6 with request to publish the SNIQ in the widely circulated Local dailies (Assamese & English)
4. The Chief Engineer (PHE), Sanitation, Hengrabari, Guwahati - 36
5. The Chief Engineer, PHE, Water, Hengrabari, Guwahati-36.
6. The Staff Officer to Chief Secretary, Assam, Dispur, Guwahati-6.
7. The P.S to the Hon'ble Minister, PHE Dept , Dispur, Guwahati-6.



**Mission Director,  
SBM (G) & Secretary, PHED  
Assam, Guwahati**

**Bid Document**

### Schedule of Event

Sl no	Event	Date	Time
1.	<b>START DATE FOR DOWNLOADING BID DOCUMENT</b>	30/05/2018	10:00 a.m
2.	<b>LAST DATE FOR SUBMISSION OF QUOTATION</b>	06/06/2018	03:00 p.m
3.	<b>OPENING OF QUOTATION</b>	06/06/2018	04:00 p.m

1) If any date specified falls on a holiday, then the next working day or any other day as fixed by the Mission Directorate, SBM (G), Assam will be considered for the submission and opening the quotation and the time will remain the same.

2) The Schedule indicated above is tentative and the Mission Directorate, SBM (G), Assam may change any or the entire schedule under intimation to the interested parties.

## **INSTRUCTION TO BIDDER**

### **1. Introduction to Swachh Bharat Mission (SBM)**

The Prime Minister's flagship program Swachh Bharat Mission - Gramin aims to make India Open Defecation Free by 2nd October, 2019 and in Assam the Hon'ble Chief Minister has committed to make the state Open Defecation Free by 2<sup>nd</sup> October 2018, one year in advance. This program also aims at promoting effective Solid and Liquid Waste Management (SLWM) and general cleanliness practices.

It is proven that the practice open defecation, adversely impacts health, including childhood stunting, as well as affect the dignity and security of women. Ensuring construction of toilets and access to affordable sanitation solutions at scale is the first step towards addressing the much more complex socio-cultural and behavioral biases as well as the development issues of better nutrition, reduced diarrheal diseases and education for children.

### **2. The need for corporate participation in SBM (G), Assam**

Assam has 33 districts, of which 10 districts, 60 blocks and about 12498 villages are Open Defecation Free (ODF) reaching 26,34,066 rural households under the implementation of SBM (G) in the last two years. With a 47% increase in sanitation coverage over the last two years, Assam has now achieved 85.93% coverage of rural households. The remaining 14.1 % households are in harder to reach pockets with the challenge of greater poverty and inaccessibility including households which were not earlier captured in the census/ baseline.

The district is the unit for integration of all government machinery and SBM (G) is working with the state governments and other stakeholders to create an environment to facilitate the work of the Deputy Commissioners and their teams on sanitation in households, communities, market places and institutions (Health facilities, schools, Anganwadi centres).

The scale of the task is enormous and requires focussed and dedicated action as well as financial support. As underlined by the Hon'ble Prime Minister, to make SBM a success, it must not remain a government activity, but should transform into a people's movement.

There is immense potential for Swachh Bharat Mission to collaborate with the public and private sector corporates. The creativity and efficiency of the corporate sector, and their management and financial resources can help in achieving the vision of a Swachh Bharat.

### **3. Role and responsibility of Mission Directorate, Swachh Bharat Mission (Gramin)**

1. Accepting the PSU/Corporate House as a partner organisation in Swachh Bharat Mission
2. Facilitating coordination between corporate partner and other stakeholders (including state and district administration), and disseminating information about the partnership to the field

3. Continuous engagement and coordination with nodal officer from partner organization
4. Communicating the contribution of PSU's to the concerned Ministry
5. Updating progress on the corporate contribution and utilisation of funds
6. Periodic evaluation of the collaboration

#### **4. Corporate Consultation**

In this context, Mission Directorate SBM (G), Government of Assam wishes to conduct a Consultation where Corporates from different parts of the country with interest to collaborate in sanitation and related work in Assam can meet and commit their CSR activities. This consultation is proposed to be held on 12 June 2018 in Taj Vivanta , Guwahati

#### **5. Purpose of Assignment:**

The Mission Directorate, Swachh Bharat Mission-Gramin(SBM-G), Assam invites quotations from Advertising Agency/organizations/company (agency/organization can be a company or a registered partnership firm as per Indian laws) for "**Comprehensive Event Management of CSR Event scheduled to be held at Hotel Taj Vivanta on 12<sup>th</sup> June'2018**"

#### **6. Bid Validity :**

(a) The Proposal shall remain valid for a period not less than 60 days from the last date of submission of Bid (Proposal Validity Period). It may be extended through mutual agreement.

(b) In exceptional circumstances, prior to expiry of the original time limit, Mission Director, SBM (G) may request that the Bidder may extend the period of validity for a specified additional period. The request and the Bidder's responses shall be made in writing. A Bidder may refuse the request without forfeiting his bid security deposit. A Bidder agreeing to the request will not be required or permitted to modify his Bids, but will be required to extend the validity of his bid security deposit for a period of the extension.

#### **7.GENERAL TERMS & CONDITIONS**

- a. Bids will be opened at the time, date and place as specified in the notice in presence of the bidders or their authorized agents who like to be present at the time of opening.

#### **8.Eligibility criteria**

The agency/institution/individual should have the following:

- a) **Minimum average turnover of Rs. 100.00 Lakh (Rupees One Crore only) per year** during last 3 years. Details about turnover during last 3 years i.e. 2014 -15, 2015-16 and 2016-17 should be attached. **(TECH- 1)**
- b) Minimum experience of executing 3 (Three) nos of National/State level Government assignments in the field of **Sanitation, IEC, Event Management etc.**

- c) The agency/institution/individual should have a full-fledged office in Guwahati, Assam. (Proof may be attached)
- d) The agency/institution/individual should have adequate Technical and Creative staff and resources to execute such assignments. (List of Experts to be enclosed)

The Quotationer must not have, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or an arbitration award against the applicant, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Applicant. Scanned Copy of Litigation history, if any, duly certified by Notary, shall have to be uploaded along with other documents.

#### **9. Criterion For Disqualification:**

Even if an applicant satisfies the above noted requirements, it is liable to be disqualified if it is found to have:

- a. Made a false representation in the form, statement and attachments required in the documents for this empanelment;
- b. A record of poor performance such as abandoning assignments, not properly completing contract, financial failures or delayed completion;
- c. Been convicted by any court of law.

Must not have been blacklisted by any government/ semi government department in the last three years.

#### **10. Submission, Receipt, and Opening of Bids:**

- a. The original bids, shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidders themselves. The person who signed the bids must initial such corrections. Submission letters for Financial Bids should respectively be in the format of FIN-1 & 2.
- b. An authorized representative of the Bidders shall initial all pages of the Financial Bids.
- c. The documents must be sent to the address/addresses indicated in the Bid Document and received by the Mission Directorate no later than the time and the date indicated in the Data sheet, or any extension to this date. Any bids received by the Mission Directorate after the deadline for submission shall be returned unopened.

#### **11. EVALUATION OF THE BIDS**

##### **Stage 1**

- a) Quotationers who will comply with qualification requirement as mentioned in Clause 8 shall be shortlisted.
- b) Quotationers who do not fulfil the criterion as mentioned in Clause 8 will be rejected in this stage of evaluation

##### **Stage 2**

##### **Opening of Financial quotations**

- a) Quotations as per **FIN 1 & 2** of qualified quotationers in Stage 1 shall be opened.

Based on the amount quoted in the financial quotations, the lowest sum total of the



quoted rate of the technically responsive bidders shall be considered as L1 Bidder. The Mission Directorate will award the Contract to L1 Bidder.

### **12. Bidders Address and Contact Details**

The bidders should furnish their full postal address, letters sent by the directorate in the address mentioned by the bidders by speed post / courier / by hand shall be deemed to have been received by the bidders and no complaint about non receipt of letters shall be entertained. The bidders should therefore in their own interest contact the respective officers to ascertain the letter issued. Change of address of the bidders should forthwith be notified by the bidders to all concerned.

### **13. Special Conditions**

- a) The Mission Directorate reserves the right of rejection of all or any bid without assigning any reason there of, and does not bind itself to accept the lowest rate/lowest bidder.
- b) In case of any dispute between the bidder and the Mission Directorate, the dispute shall be referred to the Mission Director, Swachh Bharat Mission (Gramin), C/o Chief Engineer (PHE) Sanitation Assam, Hengrabari, Guwahati-781036 to sort out the matter.
- c) Canvassing in any form in connection with the bid is strictly prohibited and the bid submitted by the parties supporting with canvassing are liable for rejection.
- d) No extra clause/terms & conditions imposed by the Bidders will be entertained by the Mission.
- e) Court jurisdiction: Within the jurisdiction of Gauhati High Court, Assam.
- f) Bidder must furnish the following information along with the bid; otherwise no bid will be taken for consideration.

### **14. Information to be furnished along with the bid are:**

- i. PROOF OF TURNOVER FOR THE LAST 3 (THREE) YEARS AS MENTIONED ABOVE.
- ii. PROOF OF EXPERIENCE.
- iii. PROOF OF OFFICE SET-UP AT GUWAHATI, ASSAM.
- iv. DETAILS OF STAFF AND INFRASTRUCTURE.
- v. PROOF OF ESTABLISHMENT/REGISTRATION.
- vi. COPY OF PAN CARD.
- vii. COPY OF GST REGISTRATION CERTIFICATE.
- viii. BANK ACCOUNT DETAILS- NAME, ACCOUNT NUMBER, BRANCH ADDRESS AND IFSC CODE..

### **15. Interpretation of the bid document:**

The bid documents are drawn up in English and other documents that are to be filled up by the bidder shall also be in English. The language to which the documents are to be interpreted shall be English.

Such addenda or circulars can be viewed on the web page of the website [www.phesanitation.assam.gov.in](http://www.phesanitation.assam.gov.in) . Addenda and circular thus issued (if any) shall form part and parcel of the relevant bid documents.

### **16. Addenda:**

Addenda, if any, will appear on the web page of the website [www.phesanitation.assam.gov.in](http://www.phesanitation.assam.gov.in)

**19. Rate:**

The intending bidder shall quote rate for every item in the "Financial Bid" (FIN 2). If rate for any item is not quoted then the bid shall be considered as incomplete and shall be rejected.

**20. Preparation And Submission of Bids:**

The bidder is required to study carefully all the bid documents and prepare his bid to comply with all the provisions thereof. Submission of a bid shall be taken as evidence and confirmation that the bidder has acknowledged all the provisions of the bid documents and has fully acquainted himself with all factors which may influence the preparation of his/their bid. Negligence of the bidder to observe instructions in preparing his/their bid shall be at his /their own risk and shall not be a ground for securing relief from any error found or discrepancies contained in his bid, or a cause for withdrawal of his bid after it has been opened.

Bids should be completed in all respect and shall be consisting of the documents/information as stated in clauses of the 'Instruction to Bidders'.

**21. Conditional Bid:**

Conditional bids shall be rejected.

**22. Unsealed Bid Documents:**

The bids shall be rejected if the hard copies to be submitted as mentioned above to the undersigned not properly sealed.

**23. Payment Schedule**

- a) No advance payment shall be made.
- b) Payment shall be made on satisfactory completion of the assignment and submission of proper Tax Invoice as per provisions/agreement of the contract within 45 (Forty Five) days, subject to availability of fund.

**24. Special Provisions of the Agreement**

- a) **Safety measures:** The individual/ agency/firm/organization, to whom the assignment shall be awarded, shall be responsible for the safety of all professional /staff engaged in the field at their own expenses.
- b) **Contract agreement:** The individual/ agency/firm/organization, to whom the contract shall be awarded, shall enter into and execute a contract agreement. The bid document, letter of acceptance, document submitted, uploaded by the successful bidder shall form part of the contract agreement.
- c) **Jurisdiction:** In case of any dispute arising out of the Contract, it will be governed under the jurisdiction of Gauhati High Court.
- d) **Non Compliance of the contract agreement:** If the individual/ agency/firm/organization, to whom the contract is awarded, fails to comply with any condition of the contract agreement, the Mission Director, SBM (G), shall be at liberty to cancel the assignment at any stage of progress of the assignment. In such eventuality, performance guarantee shall be forfeited.
- e) **Time of completion of the assignment:** The assignment is time bound. The assignment shall have to be completed within the stipulated time of completion as mentioned in the Bid document.
- f) **Subletting the assignment:** The assignment or any part thereof shall not be

allowed to sublet.

- g) **Idle time:** As the work is time bound, no idle time is applicable under any circumstances.
- h) **Force -de -majeure clause:** The contract is subject to Force-de-majeure clause as applicable under the law.

**Sd/-**  
**Mission Director,**  
**SBM (G) & Secretary, PHED**  
**Assam, Guwahati**

**FORM TECH-1**

<b>Turnover</b>		
Annual Turnover for the last three financial years 2014-15, 2015-16, 2016-17 along with audited balance sheet for last three years.		
<b>S.No</b>	<b>Year</b>	<b>Turnover in INR Lakh</b>
1	2014-15	
2	2015-16	
3	2016-17	
<b>AVERAGE TURN OVER</b>		

**(Signature of Authorised Person)**

Date:

Seal

**Note:** Turnover to be attested by Chartered Accountant /supported by audited statement.

**Covering Letter**

(On the Letterhead of the intending mobile digital movie theatre agency/company)

**To,**  
**Mission Director,**  
**SWACHH BHARAT MISSION –GRAMIN**  
**C/O Chief Engineer (PHE), Sanitation: Assam**  
**PHE CAMPUS, HENGRABARI**  
**GUWAHATI-781036**  
**E-mail Id.: [sbmg.assam@gmail.com](mailto:sbmg.assam@gmail.com)**

**Date:** \_\_\_\_\_

**Sub : SNIQ FOR “Comprehensive Event Management of CSR Event  
scheduled to be held at Hotel Taj Vivanta on 12<sup>th</sup> June’2018 Swachh  
Bharat Mission Gramin”.**

**Ref : EOI no. 6 of 2018-19**

Dear Sir,

With reference to the above, I/We would like to inform you that having examined the EOI Document relating to the **Short Notice Inviting Quotation for “Comprehensive Event Management of CSR Event scheduled to be held at Hotel Taj Vivanta on 12<sup>th</sup> June’2018 Swachh Bharat Mission Gramin”** and including guidelines for submission, scope of work etc., we hereby submit our financial proposal. Our proposal includes all forms of domestic taxes. We hereby confirm that our financial proposal is unconditional and any condition attached to it shall result in rejection of our proposal.

Further, I/We state that our financial proposal shall be binding on us up to the expiration of validity of the proposal.

We understand that MISSION DIRECTORATE, SBM-G, ASSAM reserves the right to reject any application without assigning any reason thereof.

Yours faithfully,

**(Signature of Authorised Person)**

Name

Address

Date:

Seal:

SUMMARY OF COST

Name of work: Short Notice Inviting Quotation for "Comprehensive Event Management of CSR Event scheduled to be held at Hotel Taj Vivanta on 12<sup>th</sup> June'2018 Swachh Bharat Mission Gramin"

Sl No.	Item	Specification	Unit (in Nos)	Rate* (INR)	Amount (INR)
1	Entrance Box Gate (Main)	Bamboo gate, 14' height, 10' Width (minimum). The design must include ethnic assamese elements like jaapi, gamusa.	1		
2	Backdrop	14' X 12', iron frame, black musking	1		
		8' X 5', iron frame, Black Musking	1		
3	Registration Counter with Branding	6'x4'	1		
4	Standee	2.5' X 6'	4		
5	Podium Branding	4.5' x 2'	1		
6	Media Coordination (Print, Electronic and New media)	LS	1		
7	Media Kit	Executive Bag, Exective Diary, Parker pen	5		
8	CSR Executive Kit	Executive Bag, Exective Diary, Parker pen	125		
9	Videography	1. One 40 minutes edited DVD version of the whole event with bytes of the guest, dignitaries and participants with music and voice over in English. Must be shot in Full HD with Graphic name plates, montage of the event. Use reactions and other images from the event to make it more exiting. 2.Detail raw footage of the entire event covering the whole day activities	1		
10	Photography	1. High Quality Photos shot in full HD camera. All the important events of the day must be captured and selected 200 photos must be given in the form of an album as well as DVD	1		

11	Documentation	sprial Binded reports (A4 Size), with good quality paper with Designer Front and Back page with Photographs, Minutes of the Event, maximum 25 Pages.	1		
1	Venue arrangement	1. P.A System with cordless mic 4 nos on hiring basis			
		2. 1 no podium mic on hiring basis			
		2. Projector with two backdrop screens with branding and 2 nos big speakers on hiring Basis			
		3. 25 nos Name Plate on hiring			
		4. Laptop			
	5. Flower Decoration of Dias and Round table				
12	Anchor	Female, English and Hindi	1		
13	Conceptualization and production of 2 nos. of Audio Visuals of 5 minutes each		2		
14	Fabrication and installation of raised wooden platform for dais with carpeting and masking		Sq. ft		
15	Agency co-ordination charges		L.S		

\*inclusive of all domestic Taxes..

**(Signature of Authorised Person)**

Name

Address

Date:

Seal: