



Broadcast Engineering Consultants India Limited
(A Government of India Enterprises–Under Ministry of Information and Broadcasting)

Short Notice for Inviting Tender
(Invited through e-Tendering mode only)

For selection of a professional agency for Event Management for ‘Varanasi Film Festival’ to be held from 27th to 29th December 2021 at Rudraksh International Cooperation and Convention Centre, Varanasi

Ref. No. BECIL/IPRD-UP/VFF/2021/Tender/01

Dated: 10.12.2021

Broadcast Engineering Consultants India Limited, a Public Sector Enterprise, under the Ministry of Information and Broadcasting intends to invite proposals for **Event Management for ‘Varanasi Film Festival’ to be held from 27th to 29th December 2021 at Rudraksh International Cooperation and Convention Centre, Varanasi** as per scope of work mentioned in **Annexure-I**.

Agencies as per the eligibility conditions as mentioned in the **Annexure-II** of the tender document, may kindly submit the proposal in the prescribed formats on or before the due date. The Tender Document can be downloaded directly from <https://becil.euniwizarde.com>.

Proposals should be addressed to “The Chairman and Managing Director, Broadcast Engineering Consultants India Limited, 56-A/17, Block-C, Sector-62, Noida -201307 (U.P.)” and **submitted by 1500 Hours on 15.12.2021** online on <https://becil.euniwizarde.com> and proposals will be opened on-line on same day at 1530 Hours. The procedure for online submission of the proposal is annexed at **Appendix-A** to this enquiry letter.

The major terms and conditions are as follows:

1. **Title of the Work** : *Event Management for ‘Varanasi Film Festival’ to be held from 27th to 29th December 2021 at Rudraksh International Cooperation and Convention Centre, Varanasi*
2. **Proposals should be addressed to** : *“The Chairman and Managing Director, Broadcast Engineering Consultants India Limited, 56-A/17, Block-C, Sector-62, Noida-201307 (U.P.)”*
3. **Proposals should be submitted at** : <https://becil.euniwizarde.com>
4. **General Conditions** :
 - a. Event Management Agency (EMA) shall specifically confirm their agreement on compliance to all paras as specified in enquiry letter and annexures including scope of work. Any non-compliance/ deviation should be clearly mentioned para-wise. In this regard, a tender document duly signed & stamped by agency must be submitted.
 - b. Conditional bids shall NOT be accepted on any ground and shall be rejected straightway. If any clarification is required,

the same should be obtained before submission of the bids.

- c. The agency should submit the complete turnkey proposal with rates in breakup of each & every item which will be required to conduct the referred Film Festival and the complete work of event management will be awarded to the selected agency on turnkey basis only.
- d. At any time prior to the last date of submission of bids BECIL may for any reason whether at its own initiative or in response to a clarification requested by prospective agency/ agencies modify the enquiry by an amendment and will be binding on the agencies.
- e. BECIL reserves the right to alter/ modify the scope of work mentioned in this enquiry letter at any state of the bidding process.
- f. BECIL reserves right to seek any clarifications on the already submitted bid documents; however, no fresh documents shall be accepted in support of bids. BECIL also reserves the right to solicit additional information from agencies to evaluate which bid best meets the requirements as per scope of work. Additional information may include, but is not limited to, past performance records, lists of available items of work that will be done simultaneously with the project, on-site visit and evaluations by BECIL/ Client personnel, or any other pertinent information.
- g. All information contained in this tender, or provided in subsequent discussions or disclosures, is proprietary and confidential. No information may be shared with any other organization/ person, including potential sub-contractors, without prior written consent from BECIL.
- h. Successful agency shall take out and maintain, at their own cost, insurance against the risk for envisaged work. On BECIL's request the agency shall show that such insurance has been taken out and maintained.
- i. Successful bidder shall be required to comply with all the instructions of the venue Caretaker/ CCW (Civil & Electrical) and would restore the areas to its original form after the event. All security instructions connected with film delegates' security would be observed by the bidder.
- j. Clicking photographs with celebrities by any EMA staff is strictly prohibited.
- k. It would be the duty of EMA to install the computer with printer & other peripherals for related works like script, name plates & RSVP along-with telephone/mobile phones at Administration's office, Airport and at the venue.
- l. Any item/work of unforeseen nature not covered in this tender document will be carried out as per the instruction of the Competent Authority and rate for which will be worked out based on prevailing market rate with competitiveness and reasonability.

5. **Prices** : Prices should be in INR. Conditional proposals will not be accepted.
6. **Tax Invoices** : The Tax Invoices shall be raised in the name of “BECIL, New Delhi”. The tax in the tax invoice should be shown separately. BECIL GSTN: 07AAACB2575L1ZK
7. **e-Tender Portal Fee** : The bidders have to pay a non-refundable e-tender portal fee amounting to **₹ 3,540/- (Non-refundable)** by way of on-line payment on e-tender portal before submission of the proposal.
8. **Bid Security Declaration** :
 - a. Bidders shall submit, along with their Bids, Bid Security Declaration in favor of “*Broadcast Engineering Consultants India Limited*”, and should be valid for 6 months from the submission date of the Bids
 - b. The Bid/ Proposal submitted without Bid Security Declaration, as mentioned above, will be summarily rejected.
 - c. The clauses under Bid Security Declaration made by the bidder will be invoked if:
 - i. Bidder withdraws its bid before opening of the bids.
 - ii. Bidder withdraws its bid after opening of the bids but before Notification of Award.
 - iii. Selected Bidder withdraws its bid / Proposal before furnishing Performance Bank Guarantee.
 - iv. Bidder violates any of the provisions of the bid up to submission of Performance Bank Guarantee.
 - v. Selected Bidder fails to accept the order within five days from the date of receipt of the order. However, BECIL/ Client reserves its right to consider at its sole discretion the late acceptance of the order by selected Bidder.
9. **Performance Bank Guarantee** :
 - a. Successful agency, to whom Lol/ Work Order will be issued, shall be required to submit the Performance Bank Guarantee for **the amount equivalent to 3% of Project Contract Value**. Performance Bank Guarantee will be in the form of Bank Guarantee (BG) of any Nationalized / Scheduled / Centralized Bank or a Private Section Bank authorized to conduct government business, valid as per point c) below.
 - b. BECIL/ Client will have the right to invoke the PBG without assigning any reasons if the selected bidder defaults or deemed to have defaulted or in the case of non-acceptance of the work order or poor performance with respect to deliverables.
 - c. The PBG should remain valid for an additional period of 90 (ninety) days beyond the delivery/ defect liability period specified in the work order.
 - d. The PBG will be released (without any accrued interest) after the completion of all tasks (deliverables) as assigned in the work order.
 - e. In case of any failure/ non-performance of the work order as per the terms and conditions, PBG shall be forfeited/ en-cashed.

10. **Payment Schedule** : a. All payment will be released after satisfactory completion of the milestones and release of funds by the client.
b. The Payment to the agency will be as per work done and as per the inspection report and evaluation of work done. The work executed by the agency shall not be removed/ dismantled from the site of work after the event is over unless jointly measured by the representative of agency and BECIL/Client's representative.
c. All deductions on account of income tax as per prevailing law shall be made from payments
d. Any penalty imposed by BECIL/ Client shall be acceptable to the bidder and shall be deducted from the payment due.
e. All Payments to be made in INR only and subject to liquidated damages and taxes, duties, penalties as applicable, if any
f. **Payment Schedule**
i) 40% payment shall be released after completion of the Opening Ceremony
ii) Further 40% payment shall be released after completion of Closing Ceremony
iii) Balance 20% payment shall be released after submission of the completion reports.
11. **Penalty** : a. The agency should complete the envisaged designing work within the scheduled timeframe (i.e within 1 week). Failure to complete the work in the schedule timeframe, shall attract penalty @ 5% per week of delay, subject of maximum ceiling of 10% and after that the work will be cancelled and services will be obtained from alternate sources at the risk and cost of the defaulting agency.
12. **Submission of Proposal** : a. Each bidder must submit the proposal/ responses/ documents in the 2 covers as mentioned below:
b. **Cover-1 Technical Cover:** Should contain the following documents but not limited to:
i. Proposal Submission Letter as per **Appendix-B**
ii. Signed copy of the enquiry letter
iii. Compliance Statement to the scope of work mentioned in **Annexure-I**
iv. Compliance Statement as per **Annexure-II**
v. Indemnity Bond as per **Appendix-C**
vi. Profile of the Agency as per **Appendix-D**
vii. Undertakings as per **Appendix-E**
viii. Information as per **Appendix-F and G**
ix. Undertaking and Information as per **Appendix-H**
x. Technical proposal as per **Appendix-I**
c. **Cover-2 Financial Cover:** Should contain the financial proposal as per **Annexure-III**
13. **Proposal Opening and Evaluation** : a. The evaluation of the proposals will be done by the evaluation committee.

- b. **Technical Opening & Evaluation (Cover1):** The covers containing technical proposal will be opened, online, in the first instance and will be evaluated as per criteria. Failing to qualify minimum eligibility and technical evaluation criterion shall lead to rejection of the Proposal and Bidder.
 - c. Bidders may be asked to make a presentation (**on 16th December 2021**) of their understanding of scope of work and their concept to implement and execute the Film Festival.
 - d. Evaluation committee may ask bidders to showcase their past experiences and committee may visit the bidder's facility/ studios which will be proposed to be used for the work.
 - e. **Financial Opening (Cover2):** The second cover containing the financial bids will be opened online only for the bidders who will score 75 or more (prior to normalization) in technical evaluation. Failing to secure minimum marks shall lead to technical rejection of the Proposal and Bidder.
14. **Selection of the Successful bidder/ agency** :
- a. Selection procedure will be on the basis of combined **Quality-Cum-Cost Base Selection (QCCBS)** criteria. The technical score will be given a weightage of 80% and the financial score will be given a weightage of 20%.
 - b. Cut off to qualify for financial round: 75 (absolute technical marks)
 - c. The selection of the successful bidder will be based on the highest marks on the basis of Composite Score.
 - d. The Lol/ work order will be issued to the bidder who will score the highest score for the envisaged work.
 - e. Marking methodology to include normalization of technical and commercial scores is annexed as **Appendix-J**.

Terms of Reference

Government of Uttar Pradesh in collaboration with Ministry of Information and Broadcasting, Govt. of India is organising a 3-day long Film Festival in Varanasi. The festival will showcase a bouquet of films shot/based on stories from Uttar Pradesh. Along with the film screenings, the festival will witness a series of master classes and in-conversation sessions by film experts.

For the said event, the services of the agency will be required on a turn-key basis as per tender schedule. The entire work given hereinafter is required to be carried out by the agency during 'The Varanasi Film Festival'.

Background:

The state of Uttar Pradesh attracts enthusiastic & passionate filmmakers from across the country due its iconic and monumental endowment. The unique architecture of the region is widely documented along with its indigenous people, traditional skills, and the folk culture.

In the last few years, the state has emerged as one of the top filming destinations for films from across industries in India, owing to the film friendly policies that the state government has introduced.

Film festival in this context presents an opportunity for the state to further boost the idea of film shooting in Uttar Pradesh, and encourage the youth to pursue a career in filmmaking. Film workshops, masterclasses, and in-conversation sessions in this context will impart necessary skills and networking opportunities to budding as well as established filmmakers in the state.

Scope Of Work

A. Cultural Components during Opening and Closing Function

S. No.	Requirements
1	<p>Conceptualizing, designing and execution of the Opening and Closing ceremonies, which includes sound, lights, stage design and technical arrangements as per the requirement of the planned programmes.</p> <p><u>Opening Ceremony</u>- A fusion of UP folk dance form and Indian classical dance forms to be organised of at least 1 hour of duration.</p> <p><u>Closing Ceremony</u>- A musical evening with a mix of inspirational, devotional and cultural art form of Uttar Pradesh of at least 1 hour of duration.</p> <p>Note: The performing artists/ troops should be of eminence</p>
2	<p>Celebrity Comperere for Opening and Closing Function – total 02 Nos for each Opening and Closing Function.</p>

Note: The cost quoted for cultural components and celebrity compereres should be all inclusive and no additional costs on account of anything would be allowed. The EMA should also note that they must be in a position to engage the group and personality which they propose in the additional quote. Once the cultural groups

and celebrity comperes are finalized, no changes would be entertained and any change would attract levying of damages.

B. Installation of LED panels and Sound system

1	Installation of LED Screens, sound system & PA system at Outdoor venue(s) during the festival. (Requirement subject to actuals)
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C. Venue decor, designing and printing (Environment-friendly material to be used for printing and decoration)

S. No.	Items Requirement	Work	Quantity	No. of days
1.	Venue Decor	a. Providing Fabric Printing & Branding on both sides with vertical & horizontal support as required to ensure wrinkle free suspensions of flag size 6ft x 4ft having semicircle artistic shape on one side of the flag to be fixed on poles at different locations of height of 14 ft from the ground to ensure vehicle clearance. (14 feet from the base of the banner). (Art Work to be provided by EMA).	50 Nos.	3
		b. Banners	20 Nos.	
		c. Cutouts for the venue (around 15 feet)	10 Nos.	
		d. Standees (4X6)	20 Nos.	
		e. Customised Podium with branding	2 Nos.	
		f. Back stage arrangements including refreshment for artists	50 person atleast	
2.	Red carpet/ Queue Managers	a. Red carpet at the entry of the venue to welcome delegates.	Approx. 100 feet-subject to actuals	3
		b. Queue managers to be placed at the entry of the venue	10 Nos.	
3.	Covid-19 protocols	a. Sanitizer Dispensers	10 Nos.	3
		b. Thermal screeners	5 Nos.	
		c. Merchandised masks (with the Varanasi Film Festival printed on it) and other Covid-19 protocols equipment at the	500 Nos.	

S. No.	Items Requirement	Work	Quantity	No. of days
		entrance to be made available by the EMA		
4.	Audio Visual of the festival	A complete audio-visual (AV) of the festival	1 to be made available in digital format upto 15 mins	1 time

D. Setting up of stalls and food counters for the festival

Installation of canopy stalls (10X8 feet) with electricity and equipment (such as lights, heater, etc), basic furniture and signages/banners for the stalls for exhibition of artifacts, handicrafts and local food.

E. Manpower Requirement

S. No.	Items Requirement	Work	Qty	No. of days
1	Ushers (Hindi & English) knowledge of another Indian language	Ushers required throughout the festival for events such as opening and closing ceremony/ opening and closing film/ Dinners seating plan/ entrance gate/ red carpet/ stage management	20 nos.	3
2	Escorts	To escort VVIP/ VIP / Delegate/ Film Delegates	5 nos.	5
3	Supervisors	For overall supervision of opening and closing ceremonies, presentations during the festival, red-carpet events, Hospitality/Transport coordination and coordination with compeers.	4 nos.	5
4	Hotel Reception	To assist guests and delegates at the Hotel.	2X2 shifts	5
5	Transport Coordinators	Complete co-ordinations of transport throughout the event.	2X2 shifts	5
6	Airport Reception	Overall coordination of arrival and departure of the invited guests and delegates at the Airport	2X2 shifts	5
7	Presentation Girls	For stage/ Presentation during the screenings and other events	4 nos.	3
8	Daily Compere	For Presentation & introduction of films/ workshops etc.	1X2 shifts	2

S. No.	Items Requirement	Work	Qty	No. of days
9	Still Photographer (along with two coordinators)	To cover the event and provide an album with 200 stills from the event.	2 nos.	3
10	Signage	20 blocks inside the venue & 8 for gates	28 nos.	3

Eligibility and Technical Evaluation Criteria for the Bidders – Cover-1

S. No.	Evaluation Criteria	Scoring	Max Marks
1.	Legal Capacity of the Bidder (Max. Marks:5)		
	Bidders should be registered in India and should have been in the business in India for last 3 (Three) Years in the same industry as on 30.11.2021	Bidders registered under LLP Act 2008: 2 Marks Bidders registered under Companies Act 1956/ 2013: 5 Marks	5
	Documents to be Submitted		
	<ul style="list-style-type: none"> • Copy of Certificate of Incorporation of under Companies Act/ Copy of Registration Under LLP Act. AND 		
	<ul style="list-style-type: none"> • Copy of Memorandum and Articles of Association/ Copy of LLP Agreement. 		
	<ul style="list-style-type: none"> • Signed Form as per Appendix-D 		
2.	Financial Capacity of the Bidder (Max. Marks: 15)		
	The Agency should have an average minimum turnover of INR 15 Crores per annum of any 3 Years during the last 4 Financial Years (i.e., 2020-21, 2019-20, 2018-19 and 2017-18).	15 Cr to 20 Cr: 5 Marks More than 20 Cr and Less than equal to 25 Cr: 10 Marks More than 25 Cr: 15 Marks	15
	Documents to be Submitted		
	<ul style="list-style-type: none"> • Copies of the balance sheets and profit and loss statements. AND 		
	<ul style="list-style-type: none"> • Certificate from Chartered Accountant regarding turnover as asked in the clause. AND 		
	<ul style="list-style-type: none"> • Signed Form as per Appendix-F 		
3.	Technical Capacity of the Bidder (Max. Marks: 40)		
	a. General Work Experience: The bidder should have executed minimum 02 (Two) Festivals at any location in India or overseas in last 5 (Five) Years.		
	i. No. of completed Projects	2 to 4 projects: 5 Marks 5 to 8 projects: 10 Marks 9 and above Projects: 15 Marks	15
	Documents to be Submitted		
	<ul style="list-style-type: none"> • Copy Letter of Award / Agreement / Contract / Work Order / Completion Certificate, duly certified by the authorized signatory of the bidding 		

	<i>company / performance certificate from the clients. AND</i>		
	• <i>Event pictures & other supporting literature AND</i>		
	• <i>Certificate from Chartered Accountant, regarding invoices raised and payment/ fees received from the respective clients. AND</i>		
	• <i>Signed Form as per Appendix-G</i>		
	b. Manpower Resources Bidder must have 10 (Ten) number of employees on the organization's payroll as on 31st March 2021	10 to 15 employees – 2 Marks 16 to 25 employees – 5 Marks Above 25 employees – 10 Marks	10
	c. Experience of Key professionals		
	i. Script Writer (Minimum 10 Years of relevant experience)	Relevant experience of: 10-12 years – 2 marks , 13-16 years – 3 marks , 17 and more – 5 marks	5
	ii. Event Manager (Minimum 10 Years of relevant experience)	Relevant experience of: 10-12 years – 2 marks , 13-16 years – 3 marks , 17 and more – 5 marks	5
	iii. Creative Director (Minimum 10 Years of relevant experience)	Relevant experience of: 10-12 years – 2 marks , 13-16 years – 3 marks , 17 and more – 5 marks	5
	Documents to be Submitted		
	• <i>An undertaking from the HR Head of the organisation has to be submitted in the format provided in this tender as per Appendix-H</i>		
	• <i>Signed Form as per Appendix-H</i>		
4.	Quality of Proposal (based on Technical Proposal & Presentation) (Max. Marks:40)		
	a. Company profile & details of any specialized expertise & capabilities for executing the show		5
	b. Understanding the Objective and purpose of the work		5
	c. Understanding of Requirements and Deliverable based upon the details submitted and presented for each element proposed to be used in the entire film festival		5
	d. Description of Creative Concept Design to be adopted for hoisting of the Film Festival. Concept of the proposed show integrating all the elements		10
	e. Cultural Component for opening and closing ceremony of the Film Festival		10

	f. Details on the safety standards to be followed, to ensure absolutely no damage to the property of the public		5
	g. Any additional information relevant to the scope of work		
5.	Total Marks		100

Financial Bid Format – Cover-2

[As per Financial Proposal Sheet]

To,

The Chairman and Managing Director,
Broadcast Engineering Consultants India Limited,
56-A/17, Block-C, Sector -62, Noida -201307 (U.P.)

Dear Sir,

We, the undersigned on behalf of <name of the agency>, wish to submit our offer <title of project> in accordance with your tender <tender reference> dated <insert Date>.

We are hereby submitting our Financial Proposal.

S. No.	Works	Qty.	No. of Days	Unit	Rate in ₹ per Qty	Tax in %	Total Amount in INR
A	Cultural Components during Opening and Closing Function						
1	Conceptualizing, designing and execution of the Opening and Closing ceremonies, which includes sound, lights, stage design and technical arrangements as per the requirement of the planned programmes. Opening Ceremony- A fusion of UP folk dance form and Indian classical dance forms to be organised of at least 1 hour of duration. Closing Ceremony- A musical evening with a mix of inspirational, devotional and cultural art form of Uttar Pradesh of at least 1 hour of duration. Note: The performing artists/ troops should be of eminence	1	2	Job			-
2	Celebrity Comperes for Opening and Closing Function – total 02 Nos for each Opening and Closing Function. Note: The cost quoted for cultural components and celebrity comperes should be all inclusive and no additional costs on account of anything would be allowed. The EMA should also note that they must be in a position to engage the group and personality which they propose in the additional quote. Once the cultural groups and celebrity comperes are finalized, no changes would be entertained and any change would attract levying of damages.	2	2	Nos			-
							-

S. No.	Works	Qty.	No. of Days	Unit	Rate in ₹ per Qty	Tax in %	Total Amount in INR
B Installation of LED panels, Sound system and digital projector							
1	Installation of LED Screens, sound system & PA system at Outdoor venue(s) during the festival. (Requirement subject to actuals)	1	3	Set			-
C Venue décor, designing and printing (Environment-friendly material to be used for printing and decoration)							
1 Venue Décor							
a	Providing Fabric Printing & Branding on both sides with vertical & horizontal support as required to ensure wrinkle free suspensions of flag size 6ft x 4ft having semicircle artistic shape on one side of the flag to be fixed on poles at different locations of height of 14 ft from the ground to ensure vehicle clearance. (14 feet from the base of the banner). (Art Work to be provided by EMA).	50	3	Nos.			-
b	Banners	20	3	Nos.			-
c	Cutouts for the venue (around 15 feet)	10	3	Nos.			
d	Standeers (4X6)	20	3	Nos.			
e	Customised Podium with branding	2	3	Nos.			
f	Back stage arrangements including refreshment for artists (for at least 50 Persons per day)	50	3	Persons			
2 Red carpet/ Queue Managers							
a	Red carpet at the entry of the venue to welcome delegates. (Approx. 100 feet- subject to actuals)	100	3	Feet			
b	Queue managers to be placed at the entry of the venue	10	3	Nos.			
3 Covid-19 protocols							
a	Sanitizer Dispensers	10	3	Nos.			
b	Thermal screeners	5	3	Nos.			
c	Merchandised masks (with the Varanasi Film Festival printed on it) and other Covid-19 protocols equipment at the entrance to be made available by the EMA	500	3	Nos.			
4 Audio Visual of the festival							
	A complete audio-visual (AV) of the festival 1 to be made available in digital format upto 15 mins	1	1	time			
D Setting up of stalls and food counters for the festival							

S. No.	Works	Qty.	No. of Days	Unit	Rate in ₹ per Qty	Tax in %	Total Amount in INR
	Installation of canopy stalls (10X8 feet) with electricity and equipment (such as lights, heater, etc), basic furniture and signages/banners for the stalls for exhibition of artifacts, handicrafts and local food.	1	3	Job			
E	Manpower Requirement						
1	Ushers (Hindi & English) knowledge of another Indian language is desirable along with local language	20	3	Nos.			
2	Escorts	5	5	Nos.			
3	Supervisors	4	5	Nos.			
4	Hotel Reception	4	5	Nos.			
5	Transport Coordinators	4	5	Nos.			
6	Airport Reception	4	5	Nos.			
7	Presentation Girls	4	3	Nos.			
8	Daily Compere	2	2	Nos.			
9	Still Photographer (along with two coordinators)	2	3	Teams			
10	Signage	28	3	Nos.			

S. No.	Works	Qty.	No. of Days	Unit	Rate in ₹ per Qty	Tax in %	Total Amount in INR
Total Amount including GST							

The financial bid for the services as envisaged in the tender document:

₹ _____ (in numerals) (including GST)

Rupees _____ (in words) (including GST)

We undertake, if our Proposal is accepted, to start the services with immediate effect or as stipulated in the Lol/ WO.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

(Authorized Signatory)

Signature:

INSTRUCTIONS TO USE E-TENDERING PORTAL OF BECIL

1. E-Procurement is the complete process of eTendering from publishing of tenders online, inviting online bids, evaluation and award of contract using the system. You may keep a watch of the tenders floated under <https://becil.euniwizarde.com>. These will be invited for online Bids. Bidder Enrolment can be done using "Bidder Enrolment".
2. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, and submitting their bid online on <https://becil.euniwizarde.com> the e-tendering portal as per uploaded bid.
3. More information useful for submitting online bids on may be obtained at: <https://becil.euniwizarde.com>
4. **GUIDELINES FOR REGISTRATION ON PORTAL**
 - a. Bidders are required to enrol on the e-Procurement Portal by clicking on the link "Online Bidder Enrolment" on the e-tender Portal by paying the Registration fee of ₹ 2000/- +Applicable GST.
 - b. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
 - c. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidders.
 - d. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile. Or bidders can contact our help desk for getting the DSC.
 - e. Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
 - f. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
 - g. The scanned copies of all original documents should be uploaded in pdf format on portal <https://becil.euniwizarde.com>.
 - h. After completion of registration payment, bidders need to send their acknowledgement copy on our help desk mail ID: helpdeskeuniwizarde@gmail.com for activation of your account.
5. **SEARCHING FOR TENDER DOCUMENTS ON PORTAL**
 - a. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
 - b. Once the bidders have selected the tenders they are interested in, you can pay the form fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e- tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.
6. **PREPARATION OF BIDS ON PORTAL**
 - a. Bidders should take into account any corrigendum published on the tender document before submitting their bids.
 - b. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.

- c. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colour option which helps in reducing size of the scanned document.
- d. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST, Annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Documents” available to them to upload such documents.
- e. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

7. SUBMISSION OF BIDS ON PORTAL

- a. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by BECIL.
- c. Bidder has to select the payment option as “e-payment” to pay the tender fee / EMD as applicable and enter details of the instrument.
- d. In case of BG bidder should prepare the BG as per the instructions specified in the tender document. The BG in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of BG amount in original by the said time, the uploaded bid will be summarily rejected.
- e. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- f. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- g. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- h. Upon the successful and timely submission of bid click “Complete” (i.e. after Clicking “Submit” in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
- i. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

8. FOR ANY CLARIFICATION IN USING [HTTPS://BECIL.EUNIWIZARDE.COM](https://becil.euniwizarde.com)

- a. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

- b. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support.
- c. Please feel free to contact euniwizard helpdesk (as given below) for any query related to e-tendering
Phone No. 011-49606060
Mail id: - helpdeskeuniwizarde@gmail.com

Proposal Submission Letter

[On Bidder's Letter Head]

To,
The Chairman and Managing Director,
Broadcast Engineering Consultants India Limited,
56-A/17, Block-C, Sector-62, Noida-201307 (U.P.)

Subject: Submission of the Proposal for <insert Tender Name><Tender No.>

Dear Sir,

We, the undersigned, offer to provide services to BECIL with reference to your Tender <insert Tender Name> dated <insert Tender date> and our Proposal. We are hereby submitting our proposal under the following covers:

- i. Cover 1: Technical Bid
- ii. Cover 2: Financial Bid

We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We declare that we confirm to each and every clause of the tender document and shall abide by all the terms and conditions of all the volumes of this tender document. We would hold the terms of our proposal valid for the number of days as stipulated in the tender document.

Yours sincerely,

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

Indemnity Bond

[To be executed by the Bidder on the Stamp Paper of ₹ 100/-]

1. _____ (Name & address of the bidder) _____ indemnify BECIL/ Client against all third-party claims of infringement of patent, copyright of the content, trademark or industrial design rights arising from use of the supplied services/ software/ hardware/ manpower etc. and related services or any part thereof.
2. _____ (Name & address of the bidder) _____ indemnify BECIL/ Client from any claims that the hired manpower/ bidder's manpower may opt to have towards the discharge of their duties in the fulfilment of the contract.
3. _____ (Name & address of the bidder) _____ indemnify BECIL/ Client from any compensation arising out of accidental loss of life or injury sustained by the hired manpower/ bidder's manpower while discharging their duty towards fulfilment of the contract.

(Authorized Signatory)

Signature:

Witnesses:

- 1.
- 2.

Name:

Designation:

Address:

Seal:

Date:

Profile of the Bidder [As per Sheet Attached]

Bidder need to fill in the details and submit the supporting documents along with the proposal

1.	Name of Bidder	
2.	Type of firm	<i>[Please submit the copy of Registration Certificate]</i>
3.	Address of correspondence	
4.	Year of establishment	
5.	Permanent Account Number (PAN) of the Bidder	<i>[Please submit the copy of PAN]</i>
6.	GSTN Registration No. of the Bidder	<i>[Please submit the copy of GSTN]</i>
7.	EPF Registration Certificate, if applicable	<i>[Please submit the copy of certificate]</i>
8.	ESIC Registration Certificate, if applicable	<i>[Please submit the copy of certificate]</i>
9.	Status of Income Tax Return of Last 3 years	<i>[Please submit the copy of acknowledgement of Income Tax Return]</i>
	FY	
	FY	
	FY	
10.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
11.	Status and details of disputes/ litigation/ arbitration, if any.	
12.	Name, Designation and address of the officer to whom all references shall be made regarding this scope of work	
13.	Contact details of Authorized signatory in reference to this tender	

(Authorized Signatory)

Name:

Designation:

Date:

Undertaking

[Undertaking on a non-judicial stamp paper of ₹ 100/- certified by Notary]

UNDERTAKING

<Name of Bidder> has not been blacklisted by any of the Central Government or State Government or any organisation under Central/ State Government or any Statutory Authority, or any Public-Sector Undertaking.

<Name of Bidder> has not been found guilty of any criminal offence by any court of law in India or abroad.

<Name of Bidder>, its directors and officers have not been convicted of any criminal offence related to their professional conduct or the making of false statement or misrepresentations as to their qualifications to enter into procurement contract within a period of three years preceding the commencement of the procurement process or have not been otherwise disqualified pursuant to debarment proceedings.

Appendix-F

Financial Strength of the Bidder [As per Sheet Attached]

S. No.	Last 3 Financial Year (for which duly audited balance sheet are available & submitted)	Net-worth Status (Positive/Negative)	Whether Profitable (Yes/ No)	Annual Profit Before Tax (in INR)	Overall Annual Turnover (in INR)
1	FY				
2	FY				
3	FY				

(Note: Chartered Accountant certificate should be submitted along with proposal)

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

Details of Work Experience [As per Sheet Attached]**A. List of completed projects**

S. No.	Client Name	Work Order Ref. No.	Date of WO	Date of Completion	Event and location and Scope of Work	Amount of Work Order	Type of documentary proof Submitted

(Note: Copies of work orders OR engagement letters OR contracts OR performance certificates from the customers AND Certificate from Chartered Accountant, regarding invoices raised and payment received from the respective clients to be submitted along with the proposal)

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

Undertaking

[Undertaking on a non-judicial stamp paper of ₹ 100/- certified by Notary]

TO WHOMSOEVER IT MAY CONCERN

This is to certify that <Bidder Name> have a full-time employee count of <_____> as on 31st March 2021. All <_____> employees are on the payroll of <Bidder Name>. Out of <_____> employees, we have <_____> resources, as per list given below, working on Event Management related projects.

(HR Head)

Signature:

Name:

Designation:

Address:

Seal:

Date:

List of Resources-Part of Appendix-H

The bidder shall submit the details of the manpower available with the bidder for executing similar type of projects.

S. No.	Name of Employee	Year of joining	Qualification/ Professional Qualification (with year of passing)	No. of Years' Experience	Profile	Details of experience	No. of Relevant Projects

(Note: Curriculum Vitae of the manpower as per criteria to be submitted along with the proposal)

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

Technical Proposal submission format

Professional approach for design concept, methodology and work plan are key components of the Technical Proposal. Bidders are requested to present their Technical Proposal divided into the following three sections:

a) Company Profile

- Details of any specialized expertise
- Capabilities for executing the show

b) Understanding of the objective of the envisaged services:

- Understanding of the scope of work:
Bidder shall explain their understanding of the Scope of Work and requirements as envisaged in this tender document and also highlight its important aspects. The bidder may supplement various requirements of the Scope of Work and also make precise suggestions if required.
- Understanding of Requirements and Deliverables:
In this section bidder shall explain their understanding of the requirements and lists out their methodology to deliver the services as per the tender document. Details of each element to be used in the entire show
- Concept of the proposed show integrating all the elements

c) Creative Concept Design:

In this section bidder shall explain their creative and design concept for planning and executing the expected output. Bidder shall address the importance of key features listed in scope of work and explain the approach that will be adopted to address them.

d) Cultural Component for Opening and Closing Ceremony

In this section bidder should specify the sequence and timelines of important activities in the form of a Gantt chart, and provide a quality assurance plan for carrying out the services as envisaged in the tender.

e) Details on the safety standards to be followed, to ensure absolutely no damage to the property of the public

f) Any additional information relevant to the scope of work

Yours sincerely,

(Authorized Signatory)

Signature:

Name:

Designation:

Seal:

Date:

Marking methodology to for normalization of technical and commercial scores

Technical Score: (X)

The bidder who secures maximum marks shall be given a technical score of 100. The technical scores of other Bidders for the project shall be computed as follows.

$$\text{Technical Score of Bidder (X)} = 100 \times \frac{\text{Marks secured by the respective bidder}}{\text{Highest Marks secured}}$$

The score secured based on evaluation of the Technical Proposal as above shall be the Technical Score of the Bidder being considered for evaluation (X).

Financial Score: (Y)

The Financial proposals shall be evaluated on the basis of total lump sum charges offered by the bidder for the envisaged work as per scope of work. Any monetary figure in decimal shall be rounded off to the nearest ₹.

In cases of discrepancy between the prices quoted in words and in figures, the amount as mentioned in words shall be considered. For any other calculation/ summation error etc. the bid may be rejected.

The financial scores of other bidders for the project shall be computed as follows:

$$\text{Financial Score of Bidder (Y)} = 100 \times \frac{\text{Lowest offer quoted by the qualified bidder}}{\text{Offer quoted by the respective bidder}}$$

The score secured as above shall be the Financial Score of the bidder for the project(Y).

Composite Score of the Bidders

Composite score of the Bidders for the bid shall be worked out as under:

Bidder	Technical Score	Financial Score	Weighted Technical Score	Weighted Financial Score	Composite Score
	(X)	(Y)	(80% of X)	(20% of Y)	(F=D+E)
A	B	C	D	E	F