



GOVT OF ASSAM
ASSAM SKILL DEVELOPMENT MISSION
NAYANTARA BUILDING (5TH FLOOR)
SIXMILE :: GUWAHATI-781022
Website: www.asdm.assam.gov.in

**SHORT NOTICE INVITING APPLICATION FOR EMPANELMENT OF EVENT
MANAGEMENT SERVICE PROVIDERS**

No.: ASDM/526/2018/2

Dated 04th April, 2018

Assam Skill Development Mission (ASDM) invites sealed application from reputed entities having experience in Event Management Services for empanelment with ASDM, for an opportunity to be awarded with work in relation to the same.

The interested agencies may download the application from www.asdm.assam.gov.in. The terms and conditions of the empanelment notice can be viewed at www.asdm.assam.gov.in.

The last date for submission of application in hard copy is 12th April, 2018 at 02:00 PM.

Sd/-
Mission Director
Assam Skill Development Mission,
Six Mile, Guwahati, Assam



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**NOTICE INVITING APPLICATION FOR EMPANELMENT OF EVENT MANAGEMENT
SERVICE PROVIDERS**

No.:ASDM/526/2018/1

Dated 04th April, 2018

Assam Skill Development Mission (ASDM) invites sealed application from reputed entities having experience in Event Management Services for empanelment with ASDM for an opportunity to be awarded with work in relation to the same.

A. Scope of Work:

The scope of work shall include providing LED Screens/ Walls, Videography & Photography Services, Branding of Venue including Standees & Welcome Gates, Lighting, Decoration of Venue, Dias Management, construction of Temporary Pandals, Stage, arrangement of Sound equipment etc.

B. Eligibility for Empanelment:

- The applicant can either be a Company registered in India, a partnership firm in India or a sole proprietorship firm in India. A proof of Incorporation should be submitted along with the application.
- The applicant should be registered with PWD (B), Assam. The applicant must submit copy of PWD (B) registration certificate.
- The application should have a place of business at Guwahati. A copy of Trade license should be provided along with the application.
- The applicant must have completed at least 6 projects of similar nature of works valued not less than Rs. 20.00 lakh each or at least 3 projects of individual value of Rs. 30.00 lakh, all in a Government Department/ Government Agency since 1st January, 2015. The work should have been completed to the full satisfaction of the awarding authority. The date of Work Order and the Completion certificate should be after 1.1.15. The applicant must submit copy of formal work order and completion certificate in confirmation to the above experience.
- The applicant should have an average annual turnover of Rs. 1 Crore during last three financial years 2014-15, 2015-16 and 2016-17 and should have positive net worth in all the years under consideration. Certificate from a Chartered Accountant should be furnished as evidence in this regard.
- The applicant should furnish GST registration certificate, PAN Card, ESIC Registration Certificate, EPF Registration Certificate, Labour License etc.
- The applicant should not have been blacklisted by any institution of the Central or State government on ground of involvement of the applicant in corrupt or fraudulent practices for the last 5 years.

C. Submission of Application:

- The applicant may download the application from asdm.assam.gov.in.
- The application along with the following documents need to be submitted at ASDM:

- i. Application Form in Annexure I
 - ii. Annexures II to IV
 - iii. Eligibility Criteria Proof- PWD Registration certificate, GST Registration, PAN, Trade License, proof of Incorporation
 - iv. Work Orders and Completion Certificate of Experience stated in Annexure III.
 - v. Application Fee
 - vi. Security Deposit
 - vii. Letter of authorization/ Power of attorney/ Board Resolution for appointing an authorized signatory.
- c. The application, annexures and the supporting documents should be signed on all the pages by the applicant or his authorised representative and should be affixed with the applicant's Seal.
- d. Receipt of application: The applicants are to submit their applications in a sealed cover, in hard copy, in the office of the Mission Director, Assam Skill Development Mission, 5th Floor, Nayantara Building, Guwahati – 781022, Assam up to 2.00 PM on 12th April, 2018.
- e. Scrutinizing of application: The applications will be opened on the same day at 3:00 P.M The applications will be scrutinized for compliance with the Eligibility Criteria.
- f. Empanelment of applicants: The applicants complying with the Eligibility criteria shall be empaneled with ASDM and an Empanelment Acknowledgement letter will be sent to the successful applicants.

D. Allocation of Work:

In case of requirement of services for event management by ASDM up to a limit as of Rs. 25,00,000.00 (Rupees Twenty Five Lakhs Only) or as deemed appropriate by ASDM, limited tender enquiry will be sent to at least three empanelled vendors. Final award of order will be given to the successful applicant, among the above, based on techno-commercial criteria or any other criteria, depending on case to case.

E. Validity of Empanelment:

The empanelment shall be valid for a period of 2 years. At the end of the period, application for empanelment may be invited afresh.

F. Fees:

- a. Application Fees: All applications should be submitted along with the application fees of Rs. 2000/- (Two thousand only) by way of Demand draft in favour of Assam Skill Development Mission payable at Guwahati. The fee is non-refundable.
- b. Security Deposit: The applicant has to furnish a security deposit of Rs.25000/- (Rupees Twenty Five Thousand only), along with the application. The amount should be in the form of a demand draft in favour of Assam Skill Development Mission, payable at Guwahati. The unsuccessful applicants will be refunded the Security deposit.

Sd/-
Mission Director
Assam Skill Development Mission,
Six Mile, Guwahati, Assam

1. TERMS & CONDITIONS

A. ASDM's Right to Accept/reject any/or All application

ASDM reserves the right to accept any application and to annul the empanelment process and reject all applications at any time prior to registration or any time after registration, without thereby incurring any liability to the affected applicants or any obligation to inform the affected applicants of the grounds for ASDM's action.

B. ASDM's right to split the contract:

ASDM reserves the right to split and distribute the work among the registered vendors partly or fully, in case of urgency or the quantum of work.

C. ASDM's right to issue clarifications, corrigendum:

If any clarification is required in the Empanelment Notice and the terms and conditions of this document, a written request should be submitted to the empanelment notice inviting authority for clarification or interpretation within 3 days of the publication of this notice.

ASDM can at any time issue clarifications, addendums or corrigendum. The same will be published in the ASDM website. The applicants are requested to regularly visit the ASDM website.

D. Criteria for application Rejection/ cancellation of Empanelment:

The vendor's application for empanelment or the registration of the vendor's may be rejected/ cancelled on the following grounds:

- i. Any effort by an applicant/ empanelled vendor to influence ASDM's decisions on evaluation and empanelment process may result in rejection of application or cancellation of empanelment.
- ii. Applications submitted without or improper application fee and security deposit shall be rejected.
- iii. Applications which do not confirm unconditional acceptance of the empanelment process as prescribed will be rejected.
- iv. If the information provided by the applicant is found to be incorrect/ misleading at any stage/ time during the Empanelment Process or thereafter, the application shall be rejected or empanelment shall be cancelled.
- v. Applications received by ASDM after the last date prescribed for receipt of application shall be rejected.
- vi. Applications without signature of person duly authorized on required pages of the application is liable for rejection.
- vii. Applications without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the applicant shall be rejected.
- viii. If the vendors are found, subsequent to their empanelment, not complying with any of the eligibility criteria, the empanelment shall be cancelled.

E. Security Deposit:

The Security Deposit of the unsuccessful applicants shall be returned back to the applicants.

The Security Deposit of the successful applicants shall be retained and in case of any event as mentioned below, shall be forfeited:

- i. Manipulation of rates by cartelization shall be viewed very seriously. If such a situation comes to the notice and/or there are reasons / circumstances for ASDM to believe so, the concerned vendors will be called in to give justification of rates quoted by them. If they are not able to give a proper / satisfactory justification of their quoted rates, their empanelment is liable to be cancelled and Security Deposit shall be forfeited.
- ii. If the information provided by the applicant is found to be incorrect/ misleading at any stage/ time during the Empanelment Process or thereafter, the application shall be rejected or empanelment shall be cancelled.
- iii. If a vendor does not quote for three (3) tender/ enquiries / RFQ consecutively on being asked to submit a response to a Limited Tender enquiry
- iv. If a vendor has been technically rejected 3 times consecutively in his response to a limited tender enquiry
- v. If the vendor refuses to execute the job at his quoted rates, after quoting against a Tender Enquiry
- vi. If continuous poor performance has been observed in respect of work under 2 Work Orders
- vii. Any other grounds as decided by ASDM.

Such vendors will not be considered for subsequent empanelment for a period of five years, and their Security Deposit shall be forfeited.

At the end of the empanelment tenure, the Security Deposit of the applicants shall be returned.

F. Governing Law:

The document and contract shall be governed by and interpreted in accordance with the laws of India.

G. Other Conditions

- i. The vendor's performance on the job will be constantly monitored for quality, commitment to timelines mentioned in tender enquiry, adherence to the Safety Regulations, Labour/ Statutory regulations, Conduct / Discipline etc., while executing jobs. Any deviations from stated conditions can lead to appropriate deterrent action as deemed fit by ASDM.
- ii. ASDM reserves the exclusive right and absolute discretion to call for open tenders for any specialized job or otherwise it deems fit, even during the validity of the empanelment period.
- iii. Successful empanelment by ASDM is no guarantee of any future award.
- iv. The other conditions of Contract like delivery timelines, payment milestones, Service Level Agreements, penalties, liquidated damages, etc. will be specific to each order and will be decided on a case to case basis.

Annexure I: Application Format for Vendor Registration

1. Name of the Applicant: _____
2. Type of Organization (tick the appropriate box): Proprietary/ Partnership Firm/ Company
3. Address of Office in Assam: _____
4. Telephone/ Fax No.: _____
5. Email: _____
6. Web site (if any): _____
7. Date of Establishment: _____
8. Name of Directors /Proprietor / Partners with designation, Phone no. & email
 - i. _____
 - ii. _____
 - iii. _____
9. Name of Single Point of Contact (SPOC): _____
10. Phone no. & email of SPOC _____
11. No of Employees: _____
12. Commercial Information Registration (Enclose Copy)
 - i. GST No. _____
 - ii. PAN _____
 - iii. Registration No. with PWD (B): _____
13. Details of Application fee:
D.D. No. : _____ Date: _____
Bank: _____
14. Details of Security Deposit:
D.D. No. : _____ Date: _____
Bank: _____

DECLARATION BY VENDOR

We confirm that

1. No employee or direct relation of any employee of ASDM is in any way connected as Partner /Shareholder/Director/Advisor/Consultant/Employee etc. with our firm
2. We declare that by participation in the empanelment process, we have no conflict of interest.
3. We hereby declare that our application is made in good faith, without collusion or fraud and the

information contained in the application is true and correct to the best of our knowledge and belief.

4. We agree to all the terms and conditions of the Empanelment notice and shall abide by all the terms and conditions of the Work Order, in case the same is awarded to us.

Yours faithfully,

(Signature of the Applicant/ Authorised Signatory)

Designation

Seal

Date:

Annexure II: Financial Details

***Declaration to be submitted under the signature of Chartered Accountant on Letterhead
To whomsoever it may concern***

On the basis of audited financial statements, we hereby certify that M/s.....having registered office athas the following average annual turnover during last three financial years starting from FY 2014-15, 2015-16 and 2016- 2017 as mentioned below:

S.NO	Financial Year	Average Annual Turnover	Net Worth (Rs.)
1	2016-17		
2	2015-16		
3	2014-15		

Signature

Chartered Accountant firm

Membership No

Contact

Seal

Annexure III: Experience Profile

S No.	Client	Scope of Work	Date of Work Order	Date of completion	Value of Work Order (Rs.)
1					
2					
3					
4					
5					
6					
7					

Yours faithfully,

(Signature of the Authorised Signatory)

Designation

Seal

Date:

Annexure IV: Declaration Regarding Clean Track Record (on letter head)

(To be signed and executed in non-judicial stamp paper of Rs. 10/= and notarised)

To
The Mission Director,
Assam Skill Development Mission,
Nayantara Building, 5th Floor,
Six Mile, Guwahati – 781022.

Sub: Notice for Empanelment of Event Management Service Providers

Sir/ Madam,

I have carefully gone through the Terms & Conditions contained in the Notice for Empanelment. I hereby declare that my company/ organisation, have not been debarred/black listed by any Government / Semi Government organizations in India since April, 2013. I further certify that I am competent officer in my organisation to make this declaration.

Yours faithfully,

(Signature of the Applicant/ Authorised Signatory)

Printed Name

Designation

Seal

Date:

Business Address: