

**MMTC LIMITED
Core 1, SCOPE COMPLEX
LODHI ROAD, NEW DELHI 110 003**

**e-TENDER FOR APPOINTMENT OF EVENT MANAGER FOR
MANAGING THE EVENT OF 56th ANNUAL GENERAL MEETING OF
MMTC LIMITED SCHEDULED TO BE HELD ON 30TH SEPTEMBER,
2019 AT 11.00 AM AT SCOPE AUDITORIUM, CORE 8, SCOPE
COMPLEX, 7 - LODHI ROAD,
NEW DELHI 110003**

Tender No. MMTC/CO/ADMN/AGM (56th)Eventmanager/244/2019-20 Date 12/07/19

Time schedule for various e-tender related events

Date of issue of bids : 12.07.2019

Last date and Time for bid Submissions : 12.08.2019 upto 1500 HRS

Technical bids Opening Date & Time : 13.08.2019 at 1130 HRS

EMD : Rs.50,000/-(Rupees Fifty Thousand only)

THE SUBMISSION AND OPENING OF BIDS WILL BE THROUGH E –TENDERING PROCESS

Special terms & conditions for bids to be submitted in electronic mode

1. Offers to be submitted online on MMTC's e-procurement portal <https://mmtc.abcprocure.com> against the respective tender along with scanned copy of duly signed offer on letter head

For any technical issues difficulties pertaining to the e-Procurement portal bidders are advised to get in touch with the service providers helpdesk:

Vendor's Queries	Contact Numbers	Mail ID
New Bidder Registration (Portal Registration), Vendor's ID/ Profile Activation, Renewal of Vendor's ID.	+91-(79)- 68136833	info@abcProcure.com
	+91-(79)- 68136850	
	+91-(79)- 68136878	
	+91-(79)- 68136823	
Mr. Himanshu (Dedicated Helpdesk for MMTC)	+91 9265562826	delhi.support@eptl.in
For Only, Technical Assistance related to e-Tender or e-Auction filling/ submitting (Offsite Team).	+91-(79)- 68136854/ 78/ 49	support@abcProcure.com
	+91-(79)- 6813 6850	fany.shah@eptl.in
	+91 9374519729	pankesh@eptl.in
	+91-(79)- 68136850	

2. The bidder shall have valid Class-III Digital Signature Certificate (DSC) (with signing and encryption) issued from licenced Certifying Authorities operating under Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) in India. The details of the licensed CA's are available on www.cca.gov.in wherein details have been mentioned.

3. The bidders shall register on the e-portal so as to have a valid user id for accessing e-tendering/ e-auction portal of MMTC.

4. .For minimum system requirements clients/bidders should refer to home page of the URL <https://mmtc.abcprocure.com> under tab Download/ Minimum System Requirements- V2.0

5. Bidders are advised to print and save bid submission receipt on submission of bids.

MMTC LIMITED
Core 1, SCOPE COMPLEX
LODHI ROAD, NEW DELHI 110 003

e-TENDER FOR APPOINTMENT OF EVENT MANAGER FOR MANAGING THE EVENT OF 56TH ANNUAL AGENERAL MEETING OF MMTC LIMITED SCHEDULED TO BE HELD ON 30TH SEPTEMBER, 2018 AT 11.00 AM AT SCOPE AUDITORIUM, CORE 8, SCOPE COMPLEX, 7- LODHI ROAD, NEW DELHI 110003

TENDER DOCUMENT

MMTC Limited, a Government of India Enterprise, invites e-bids through e- mode for selection of Event Manager for managing the event of its 56th Annual General Meeting (AGM) scheduled for 30th September, 2019. The bidders are required to quote through **on line mode only** as per Scope of Work and Bill of Quantity indicated in Annexure - I & II respectively. Format for techno commercial bid is placed at Annexure - III and that of financial bid is at Annexure – IV.

Submission of Bid :

1. Bidders are hereby requested to submit their e-bids in the following format :
 - i) (a) **EARNEST MONEY (EMD)** to be sealed in a separate envelope superscribed as **“EARNEST MONEY ” FOR APPOINTMENT OF EVENT MANAGER FOR MANAGING THE EVENT OF 55TH ANNUAL GENERAL MEETING OF MMTC LIMITED SCHEDULED TO BE HELD ON 30th SEPTEMBER, 2019 AT SCOPE AUDITORIUM, CORE 8, SCOPE COMPLEX, 7- LODHI ROAD, NEW DELHI 110003”**.
 - (b) **EMD payment through NEFT or other net mode is also allowed. In case of EMD through e-payment, copy of the proof of the payment can be submitted either through physical mode or through e mode alongwith technical documents. The bank details of MMTC for e payment are as follows :**

**State Bank of India,
CAG Branch
Parsvnath Towers, Bhai Veer Singh Marg, Gole Market,
New Delhi**

**A/c No. 10813608375
IFSC : SBIN0017313**

- ii) Technical bid and Financial bid are to be submitted online on MMTC's e-procurement portal <https://mmtc.abcprocure.com> against the respective tender along with scanned copy of duly signed offer on letter head. No other mode of submission of bid shall be accepted under any circumstances.

2. The Earnest Money envelope addressed to CGM(Admn.), MMTC Limited, Core 1, SCOPE Complex, 7 Lodhi Road, New Delhi 110 003 shall be dropped in the tender box, marked with name of work and placed in the Administration Division, 2nd Floor of MMTC Office in SCOPE Complex on or before due date and time specified in the bid.
3. Opening of Earnest Money and Technical e-bids would take place simultaneously on the date and time of bid opening in the presence of the intending bidders or their authorized representatives who may wish to be present.
4. The Technical e-bids received and opened shall then be evaluated by the Evaluation Committee of MMTC as per Eligibility Criteria as mentioned in Clause 16 of this NIT.
5. MMTC will open the "Financial E-bids" of all the technically qualified Bidders. The intimation of date, time and venue of the opening of the "Financial E-bids" shall be informed separately through e mail or fax to such bidders.
6. MMTC does not own any liability if the e-bids are not submitted within due date and time as per requirement.
7. Sealed envelope containing EMD received if submitted in physical mode after due date and time or if submitted to any other place other than that mentioned above, shall not be considered and would be liable to be rejected without assigning any reason whatsoever. MMTC shall not be responsible for late receipt of the EMD, Technical and Financial E-bids envelopes submitted by any bidder. The bidders may depute their authorized representatives at the time of opening of the bid.
8. MMTC reserves the right to extend the deadline for submission of e-bids by issuing an amendment in which case all rights and obligation of the MMTC and the bidders previously subject to the original deadline will then be subject to the new deadline.
9. Withdrawal or modification of a bid after submission of e-bids may result in the forfeiture of the EMD.
10. Documents to be enclosed while submitting e-bids through e mode:

(A). **Earnest Money** of Rs. 50,000/- (i) (In case through physical/offline mode) Demand Draft/pay order of required amount of Earnest Money issued in favour of "MMTC Limited" payable at Delhi required to be placed. Following information should be marked on the face of the sealed envelope:

Name of Party.....

Tender No

Earnest Money Amount Issuing Bank Date

Bid without EMD will out rightly be rejected. SSI/ NSIC/ MSME registered Industries are exempted from submission of EMD and must enclose the SSI/NSIC/ MSME registration certificate for the same products/Services in this contract. If the SSI certificate does not contain the item as listed in our NIT and no EMD is found enclosed, the offer shall be rejected.

(i) **EMD in e payment mode** : Documents in proof of e payment mode should be submitted in e-mode.

(B) Technical Bid (Through e mode only):

The following Documents scanned images (preferably in pdf format) signed by the Authorized Signatory to be uploaded with the on-line Technical Bid (these documents need not be digitally signed):

- i. Techno-Commercial Bid (as per format given in Annexure-III)
- ii Complete bid document as a token of acceptance of Terms & Conditions & scope of services etc.
- iii. Documents regarding average annual turnover during the last three financial years ending March 2018 as per "Qualification criteria" clause no. 16 of bid document.
- iv Other Documents required as Per "Eligibility Criteria" clause no. 16 of document.
- v PAN & GST NO.
- vi. EMD paid in e-mode – Documents/Details in proof of e-payment mode before closure of tender.

(C) Financial Bid : (Through e mode only) : Financial bid as per enclosed Format in Annexure - IV.

11. The e-bids will be received up to 15:00 hrs on last date of receipt of bids. e- Technical bids of bidders who have submitted the valid & requisite EMD will be opened on 13-08-2019 at 11:30 hrs in the presence of the representatives of the bidders present.
12. The EMD of the bidder shall be forfeited
 - a. If the bidder withdraws the bid during the period of bid validity
 - b. In case successful bidder fails to accept letter of award within the stipulated period mentioned in letter of award, besides forfeiture of EMD, bidder shall not be considered for participation in any bidding process for next three years in MMTC.
13. The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after successful completion of event. The EMD of unsuccessful bidders will be returned after completion of bidding process and award of work.
14. The Bidder should inspect the programme venue before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.
15. The bid shall remain valid from the date of opening of the e-bids till successful conclusion of AGM scheduled to be held on 30th September, 2019.

16. ELIGIBILITY CRITERIA

Bidders are to submit the Techno Commercial" details online/physical mode in the format at Annexure-III. Bidder should have following qualification:

- a) In case of company the Certificate of incorporation, list of Directors with PAN numbers, contact details etc. In case of partnership firm or Proprietorship, relevant documents like PAN cards, Partnership Deed and last three years' Income Tax Return copies.
- b) The Bidder should have valid Pan No. & GST No.

- c) The Bidder should have average annual turnover of at least Rs. 50 lakh for the last three financial years ending March 2018, and
- d) Bidder must have executed at least 3(three) orders of similar work having minimum value of Rs.25 lakh each during preceding 3(three) financial years ending March 2018.

Similar work means holding of AGM for a PSU/ Govt/Financial Institution/Public Limited Listed companies having shareholder base of 50,000 or more in Delhi/NCR

Documents required to be uploaded on line: (i) PAN & GST No.

(ii) Audited Balance Sheet, Statement of Profit & Loss turnover for the last three financial years;

(iii) Copy of work orders of executed similar work / completion certificates in support of their claims of executing similar work duly certified by the Statutory Auditor.

17. RATES AND PRICES

Bidders should quote the rates through **e-mode only** in the format given at Annexure-IV. Incomplete e-bids will summarily be rejected. The rates quoted by the bidder shall be valid till the final completion of the job.

The rates quoted should be inclusive of all statutory duties and taxes (including GST) and other charges. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall result in forfeiture of the EMD.

No additional freight or any other charges, etc, would be payable by MMTC. The rates quoted shall also include the salvage value.

Contractor shall be solely responsible for payment of wages/salaries and allowances to his personnel that might become applicable under any applicable/new act or order of Government.

18. TERMS OF PAYMENT

100% payment of contract value within 30 days of satisfactory completion of event and due submission of bills in order.

Any clarification, if required, in the matter will be sought from the contractor/supplier/service provider within two to three working days from the date of submission of bill in MMTC and same shall be submitted to MMTC within next two to three working days except in exceptional circumstances.

In case the bill is not found in order, same shall be returned to the contractor/supplier/service provider within four to five working days to enable vendor to resubmit the bill within next two to three working days, making required corrections etc., to the dealing official. In this case, the date of receipt of bill will be the date on which the corrected bill, ready in all respects, will be resubmitted by the vendor to the dealing official.

In case of any disagreement between MMTC and the contractor/supplier/service provider on any part of the bill, such part may be served from the rest. Payment against agreed and admissible part can be processed as per laid down procedure, while the disputed part can be dealt as per contract provisions viz. conciliation, dispute resolution, arbitration as mentioned in Clause no.21 of the tender.

19. CONFIDENTIALITY

The Parties shall treat the terms and conditions of the contract as confidential and proprietary information during the validity of contract and two years after the completion or termination of the contract. Neither Party shall disclose any such information to any third party without the other Party's prior written consent, which consent shall not be unreasonably withheld; provided, however, that no such consent shall be needed where such disclosure (i) is required by law, regulation, or regulatory agencies having jurisdiction over one of the Parties or (ii) is made in connection with a Party's assertion of a claim or defence in a legal proceeding, and that in either of these events, the Party intending to make such disclosure shall advise the other Party in advance and cooperate to minimize the disclosure of any such information.

20. PERFORMANCE GUARANTEE

On awarding contract to the selected bidder, the party has to deposit Rs.1.50 lakhs as performance guarantee by way of DD in favour of MMTC Limited payable at New Delhi. No interest shall be payable by the MMTC on the PG amount. Submission of Performance Guarantee (PG) is mandatory even for NSIC registered agencies.

21. LIQUIDATED DAMAGES FOR DELAY IN SUPPLY

Time and quality is the essence of the Contract. The entire work as listed in the scope of work is to be completed as per detailed scope of work mentioned in Annexure I and II of the Tender. The above time schedule is required to be strictly adhered to and followed as well as quality is to be ensured. *Liquidated Damages will be applicable, on the entire value of the contract. In case of delay in completion of a specific job beyond the date/time of completion as indicated in the schedule or quality of refreshment packs/tea/coffee etc. are not found satisfactory. Penalty at the rate of 25% of the contract value would be applicable. The penalty shall be recoverable at the time of releasing payment to the agency.*

Further, in case of delay to deliver the work within stipulated program, MMTC reserves the right to terminate the contract and get all the jobs or the delayed job completed through any another agency of its choice. Any extra expenditure that MMTC incurs for completion of the balance job/s through another agency on account of higher rates quoted by the new agency, will be recovered from the selected bidder's account or Performance Guarantee. Moreover, MMTC shall also be entitled to all other legal proceedings as may be required for shortfalls in recovery.

22. EVALUATION CRITERIA

The responsive bid/s will be first evaluated on the basis of Techno-commercial parameters listed in Annexure-III. Financial bid/s of such bidders who meet the techno- commercial parameters will thereafter be opened and the bidder quoting lowest (L-1) amount will be awarded the contract.

23. CONCILIATION / ARBITRATION

If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties (MMTC and Contractor), the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by CMD, MMTC.

In the event no amicable resolution or settlement is reached between the parties (MMTC and Contractor) within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by CMD, MMTC.

Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the

Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.

The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.

The venue and seat of the arbitration shall be New Delhi, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.

The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendente-lite interest during arbitration proceedings.

24. FORCE MAJEURE

If at any time during the existence of the contract either party is unable to perform in whole or in part any obligations under this contract because of war, hostility, civil, commotions, sabotage, quarantine restrictions, acts of God and acts of Government (including but not restricted to prohibition of exports or import), fires, floods, explosions, epidemics, strikes, embargoes, then the date of fulfilment of engagement shall be postponed during the time when such circumstances are operative.

Any waiver/extension of time in respect of the delivery of any installment or part of the goods shall not be deemed to be waiver/extension of time in respect of the remaining deliveries.

The party which is unable to fulfill its engagements under the present contract must immediately advise the other party of the commencement and the termination of the circumstances preventing the performance of the contract. A Certificate issued by the respective Chamber of Commerce shall be sufficient proof of the experience and duration of such circumstances. If deliveries are suspended by Force Majeure conditions, MMTC shall have the option of cancelling this contract in whole or part at his discretion without any liability at his part.

25. APPLICABLE LAW AND JURISDICTION

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

26. Holiday Listing Clause :

Notwithstanding anything contained in the agreement, MMTC's policy for Holiday-Listing of an Agency mutatis mutandis applies to this agreement and in the event, the agency(s) while discharging its obligations under the Agreement or otherwise, come(s) within the ambit of the said policy, MMTC at its sole discretion reserves the right to suspend/discontinue dealings or take any curative measures with the agency(s) in accordance with the policy in force.

27. No alternative offer shall be considered

28. Cancellation / Postponement of Meeting

In case the organising of the Annual General Meeting of MMTC Limited is cancelled or postponed due to any reason, no claims shall be made by the bidder on MMTC.

29. MMTC reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all e-bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of MMTC's action.
30. MMTC reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all e-bids, at any time prior to placement of order, without thereby incurring any liability.
31. The bidder must comply with the terms and conditions of contract. No deviations shall be entertained.
32. The bidder must furnish a declaration to the effect that it has not been blacklisted in the recent past by any Government Authority/Public Sector Organization etc.
- 33.. Under Public Procurement Policy (PPP) issued by Ministry of Micro, Small & Medium Enterprises, Government of India for Micro & Small Enterprises (MSMEs), a minimum 20% share out of the total procurement of goods and services by Central Ministries / Departments / Public Sector Undertakings are to be made from MSMEs. Further out of 25% target of annual procurement from MSMEs, a sub-target of 4% is earmarked for procurement from MSEs owned by Scheduled Caste (SC) / Scheduled Tribes (ST) entrepreneurs. Preference will be given to firms registered with the Ministry of MSME as per guidelines prescribed under MSMEs Act, 2006.

In case the party is registered with Ministry of MSME/its authorized agencies, the bidder is required to submit registration certificate and store details in addition to above. The MSMEs parties will be eligible for the benefits as applicable to them under MSMEs Act, 2006.

34. For details, please visit www.mmtclimited.com, www.eprocure.gov.in & <https://mmtc.abcprocure.com>
35. Any clarification on the documents may be obtained from:-

Mr. S.K. Dutta
Chief Manager(E&A),
MMTC Limited,
Core-1, SCOPE Complex,
NEW DELHI-110 003.
Telephone No: 011-24381338

Mr.G.K. Bhowal
Manager (Admn.),
MMTC Limited,
Core-1, SCOPE Complex,
NEW DELHI-110 003.
Telephone No: 011 - 24381224

Annexure - I

DETAILED SCOPE OF WORK

Event Manager's SCOPE of work shall be to convene MMTC's **56th Annual General Meeting at Scope Auditorium, Core 8, Scope Complex, 7 - Lodhi Road, New Delhi – 110 003**. The job shall include but not be limited to be following activities.

- 1.** Arrangements and installation for approx. 12 nos. stalls with necessary barricading for various service counters like Registration, Distribution of Admission Slips/snacks/ Refreshments etc.(Refer BOQ). In addition to this seating arrangement for about 100 persons accompanying the Shareholders to be made. These arrangements may be accommodated within the Complex.
- 2. Registration**
 - Facilitate the setting up of adequate registration stalls for Shareholders and Proxy holders.
 - The Registration stalls to be operational at 7:00a.m. on 30.09.2019 to be handed over by 7:00 a.m. on the day of the AGM i.e. 30.09.2019 after taking necessary corrective action as suggested by M/s. MCS Share Transfer Agent Ltd. (MCSSTAL) and representative of MMTC. The Registration counters to be adequately manned by volunteers/ security staff in consultation with MMTC and M/s MCSSTAL.
- 3. Signages**
 - Designing, fabrication, supply and installation of proper and sufficient no. of signages inside and outside the auditorium to facilitate smooth movement of shareholders. The text/ design can be finalized in consultation with MMTC/ MCSSAL (refer B.O.Q for details).
 - The printing of the signages on Flex material shall have to be completed by 29th September, 2019 (evening).
- 4. Seating Arrangement**
 - The seating arrangement in the Auditorium to be carried out in consultation with MMTC.
 - Distributions of copy of Chairman's statement and other publications on the seats.
 - Separate seating arrangement for VIPs in the first four rows in the auditorium.
- 5. Arrangement on the Dias**
 - Arrangement of stationery folder, note pad and pen on the Dias, name plates, flower pots etc. A backdrop will have to be prepared in consultation with MMTC/ MCSSAL. (see B.O.Q).
 - Seating arrangement on the Dias in consultation with MMTC. Decoration on the dias as required in consultation with MMTC.

6. Safety/ Security/ Other facilities

- Comprehensive security arrangements through reputed Security agency are required to be put in place both inside the hall as well as in registration area outside, snacks, tea and water distribution area in consultation with MMTC/ MCSSTAL.
- The security personnel to manage traffic movement, vehicles parking, entry of designated vehicles inside the premises, assisting participants for sitting inside the premises for the shareholders and proxy holders. The security personnel should include atleast 5 bouncers and the security personnel should be a proper mix of male and female. The security personnel to act on the direction of MMTC/ MCSSTAL volunteers (Ref. BOQ)

7. Providing volunteers (about 25 nos.) in appropriate categories, according to the nature of duties with proper mix of male and female. Safai Karamcharis -05 nos. in proper uniform.

8. Power Back up for Electrical connection in the stalls and – in the auditorium (Refer B.O.Q.)
One Generator (82 KVA silent generator)

9. Audio Visual Equipment

- PA System will have to be arranged besides the facility already existing in the Scope Auditorium, Lodhi Road, New Delhi. Corded mikes to be provided for dias, podium and one cordless mike on dias and two standing mikes to be provided for shareholders during the question-answer session.

10. Distribution of Refreshment.

11. Arrangements for water, cold drinks, tea for shareholders in proper quantity till the time of conclusion of the meeting. (Refer BoQ).

12. Cleaning of the relevant area inside and outside the Scope Auditorium, Lodhi Road, New Delhi before and after the conclusion of the AGM.

13. Decoration at the Auditorium and stage in the auditorium as per VIP protocol.

14. Printing of Attendance Coupons Qty.10000 nos.

15. Arrangement of Sweet Boxes

Event Manager will have to arrange refreshment boxes **Qty. 7000 Approx.)** costing approximately within Rs. 80/- per box of reputed sweet vendors viz. Nathus or Bikanerwala or Haldiram. However, the name of the vendor and **exact number of refreshment boxes** will be intimated by MMTC seven days in advance. In order to decide the items to be put in the Refreshment Boxes, the Event Manager will have to arrange different samples of the refreshment boxes from the each of the above vendors within the amount fixed.

Any additional Refreshment Boxes/ Coupon, if required are also to be arranged within 4 hours of the placing of the order.

The quality and quantity for Material and Manpower shall be as per the BOQ for the job as

enclosed.

Special conditions of contracts :

- Event Manager has to obtain all kinds of permit/ licence, as may be required.
- Manpower for attending shareholders / securities within the auditorium and outside to be in proper dress for branding the MMTC.
- The Scope of Work may vary as per the requirement of the situation.

BILL OF QUANTITY

1) Manpower

- a) Total 30 (thirty) Personnel to be deployed at appropriate locations including but not limited to Entry Gate, each registration counters, tea/cold drink/ water distribution area, refreshment counters, inside the auditorium, parking area etc. The security personnel must include one overall in charge, 5 Lady Guards and at least 5 supervisory staff, specifically identified and responsible for security coordination for Entry Gate, Registration Stalls, refreshment counters, inside the auditorium, parking area etc. Security to be tied up with reputed security Service Agency. The break up of 30 personnel is as under:-
- i) 20 nos. of personnel for misc. coordination . These personnel should be appropriate mix of males/ females and should have good communication skills and pleasing personality including one overall in-charge and at least 5 supervisory staff for coordination. The support staff should be placed in the area where counters are put up, area for guiding shareholders, distribution of Chairman’s Statement, inside the auditorium for misc. coordination and duty assigned at site.
 - ii) Cleaning Staff – 5 persons identified for cleaning of the area including one supervisory staff for coordination.
 - iii) Ateast 5 bouncers are to be provided.

2)Signages – Horizontal and Vertical (Super quality flex material with printing in 4 colour) – Text, size design, colour scheme to be finalized in consultation with MMTC / MCSSAL.

Backdrop (Bilingual) Size : (w)38 ft x (H) 14 ft	Quantity	1	(532 sq. ft.)
Board outside main entrance Size : (w)12 ft x (H)6 ft	Quantity	04	(432 sq. ft.)
Welcome scrolls at shareholders entrance Size : (w)4 ft x (H) 8 ft	Quantity	04	(192 sq. ft.)
Information Board at Registration area entrance, Direction Signages. & auditorium	Quantity	2	(64 sq. ft.)

Shareholders Registration

Seats for Proxy holders
Medical facilities

- Signages of the appropriate size on the table on the dias.
- Signage of appropriate size on the podium 7 in and around the auditorium as per requirement.

Other Signages (approx. 12 in no.) Size : (w) 4 ft. x (h) 6 ft.

Help Desk
 Ladies Registration Stall
 Senior Citizen Registration Stall Proxy
 Citizen Registration Stall
 Counters for Physically Challenged persons
 Refreshment Stall
 Water Counter
 Cold drink counter

3) Waterproof Tenting

Fabric ceiling and waterproof tenting arrangements for counters for registration and refreshment stalls including tables with frills cover and chairs on each registration counter with carpet & fascia, power points, along with power backup for each counter including canopies etc.

Waterproof tenting along with the carpet of approx 2500 sq ft area for counters of light buffet refreshment for 5 counters having 4 tables on each counter (total 20 nos. of tables covered with frills and cloth.

A separate seating arrangement for at least 100 persons in the waterproofed structure.

4) Stall for Registration etc.

12 no. stalls for various purposes, equipped with 2 chairs/ 2 tables (with clean white table covers)/ electrical fittings/ connection for computer (in registration counters), 15 pedestal dustbins, drinking water, control room etc.

5) Cold drink, Drinking water, Tea and Coffee, refreshment packs

Satisfactory arrangements for serving approx 7000 nos. of shareholders with Cold drink/ tea and packaged drinking water 20 ltrs. Mineral Drinking water jars of ISI make in disposable glasses to be served. Cold drinks, Tea and Coffee to be served from vending machines to be served in disposable glasses. The Counters should be opened and operative at 7:00 a.m. on 30.09.2019 and should be functional till the conclusion of the meeting. Each counter should be provided with dustbins which should be emptied periodically.

6) Structures for registration counters and other regular counters

- Proxy
- Help Desk/ [Physically Challenged persons]
- Ladies
- Senior Citizens

- Express (one person per folio)
- More than one folio
- Refreshment distribution counters
- Cold drink and water distribution
- Enclosure for storage of refreshments
- [Each compartment/ barricading]
- [Electrical points (15 Amp.) for Computer pedestal fans etc.]

7) PA System (Sound System BOSE 802 or DAS or JBL)

10 corded Goose mikes with PA System on the dias and podium with PA System. One PA System for control of crowd outside the Auditorium for registration with control room. One standing mike in the auditorium is for the shareholders for question answer session.

8) One Generator (82 KVA* silent generator). (*This needs to be checked with respect to requirement of load).

- One exclusively for the computers in the registration counters in consultation with the agency providing computers for registration.

9) Miscellaneous

- a. Walkie-Talkie sets. Out of these atleast 3 Walkie Talkie Sets to be provided to MMTC officials.
- b. Dias making in flex with design
- c. Flower arrangements on the dias
- d. Dias name plats bi-lingual – 14 nos.
- e. Dustbins – 15 nos.
- f. Pedestal Fans – 15 nos.
- g. Floral decoration of foyer and foreground of dias.
- h. Appropriate barricading in front of the well before the dias.

10) Arrangement of Refreshment Boxes

Qty. 7000 nos. of reputed vendors viz. Bikanerwala /Nathu / Haldiram @ Rs.80/- per box.

11) Any other relevant item/ service, you may include and quote the rate.

TECHNO-COMMERCIALBID

1	<u>Details of Bidder</u>		
	Name		
	Address		
	Contact Person's		
	i. Name & Design.		
	ii. Address		
	iii Tel No.	Landline	
		Mobile	
iv. Email ID			
2	PAN No. (Please upload photocopy)		
	GST No.		
	Please upload copy of GST No		
3	Average Annual Turnover for the last 3 financial years:	FY	Annual turnover in lakh Rs.
		2015-16	
		2016-17	
		2017-18	
		(Please upload copies of documentary evidence i.e. audited balance sheets or statement of Profit & Loss or certificate from CA certifying the turnover for last three years)	

5	<p>Details of executing three works during preceding 3 (three) financial years ending March, 2019 having minimum value of each work Rs.25 lakh</p> <p>Similar work means holding of AGM for a PSU/ Govt./ Financial Institution/ Public Limited listed companies having shareholder base of 50,000 or more in Delhi/NCR</p> <p>Please upload copies of work order of executing similar works/completion certificates issued by client in support of their claims of executing similar works</p>	
6	EMD details Please upload copy of DD/BC	Amount: Rs.50,000/- DD/BC No.: Dated : Drawn on

(Signature of authorized signatory)

Name _____

Designation _____

Annexure-IV

FORMAT FOR FINANCIAL BID

(To be submitted on-line mode only)

SI. No	Details of Scope of Work	Amount in Rs. (lump sum inclusive of all taxes)	
		In figures	In words
1	Event Management of 56TH AGM of MMTC Limited, New Delhi as per Scope of work given in Annexure-I and BOQ in Annexure-II of the tender document		

The terms and conditions contained in the Tender Document are acceptable to us

(Signatures of Authorized Signatory)

Name: _____

Designation: _____

Seal: