



MANIPUR TOURISM
INVITATION OF BIDS

FOR

Manipur Sangai Festival (MSF)-2018

**Directorate of Tourism, Government
of Manipur
North AOC, Near Hotel Imphal
Imphal-795001**

INVITATION FOR TENDER AND INSTRUCTION TO TENDERERS FOR ALL THE ITEMS GIVEN IN THE NOTIFICATION IN CONNECTION WITH MANIPUR SANGAI FESTIVAL-2018 TO BE HELD FROM 21ST TO 30TH , NOVEMBER, 2018 MANIPUR.

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1. OVERVIEW OF MANIPUR SANGAI FESTIVAL (MSF) -2018.

Manipur Sangai Festival, an annual calendar event of Manipur Tourism, started in the year 2010. It is held every year from 21st to 30th November. The festival showcases the tourism potential of the State in the field of Arts & Culture, Handloom, Handicrafts, Indigenous Sports, Cuisine, Music and Adventure Sports of the State. It is a 10 day festival where the diverse communities in Manipur are brought together to showcase their vibrant culture and traditions. The festival has been a success and has brought a large number of tourists from within and outside the State. This RFP is for goods and services related with the upcoming Manipur Sangai Festival 2018.

2. CRITICAL INFORMATION :

Important Information to the bidders for 7 (seven) items given in appendix I for Manipur Sangai Festival 2018:

Sl. No	Particulars	Details
1	Date of Publishing Notice Inviting Tender (common NIT for Tenders)	8 th October, 2018
2	Availability of RFP for Tenders in the Website (www.manipur.gov.in and www.manipur tourism.gov.in)	8 th October, 2018
9	Last date of Submission of Completed Bid documents for Tender	4:00 pm 15 th October, 2018
10	Date and Time of Opening of Bids for Tender	10:00 am 16 th October, 2018
11	Notification to the bidders (through web-site communiqué)	16 th October, 2018
12	Bidders Presentation – for Tender specifications	18 th October, 2018
13	Evaluation of the Techno-Commercial Proposals	19 th October, 2018
14	Award of Contract	20 rd October, 2018
15	Portal for RFP Information	

15	Portal for RFP Information	www.manipur.gov.in www.manipur-tourism.gov.in
16	Office Address of the Directorate - wherein the Bid documents are to be submitted.	Directorate office , North AOC, DM Road, Imphal - 795001
17	Nodal Contact Person	M. Kapajit Singh, Deputy Director (Tourism)
18	Legal Jurisdiction	High Court of Manipur, Imphal
19	Sole Right to Accept or Reject any Proposal will be with	Department of Tourism MANIPUR


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GENERAL INFORMATION FOR TENDERERS

1. Delivery of goods and services for Sangai festival 2018 will be in Manipur

1.1 Brief Description of Work:

Sl. No	Tender Specification No.	Name of the work	Budget available
1	A1	CCTV for MSF 2018	1000000
2	A2	Outdoor publicity for MSF 2018	900000
3	A3	Photo and video coverage for MSF 2018	593000
4	A4	LED screen for MSF 2018	500000
5	B1	Invitation, sticker and accreditation card for MSF 2018	500000
6	B2	Refurbishment and maintenance of the Heritage Park at Hapta Kangjeibung for MSF 2018	1500000
7	B3	Production, marketing & management of Tickets for entry of visitors for MSF 2018	Not less than 50 % of the total earning

1.2 Quantity of Work:

1. **Quantity of Work to be executed will be as per Annexure and Appendices enclosed thereto.**
2. **The Contract, if any, which may arise from this tender shall be governed by the terms and conditions of the Contract as set out in the NIT/General information for the Tenderers and as given in the Annexure and Appendices to this tender.**

3. **Qualifying conditions for Bidding:**

- Tenderer can be an individual, firms, company or non - profit organisation and have prior experience in the specification for a period of 2 years.
- The Tendering agency/individual must have a bank transaction of a total of at least 80% of the budget available and this should be supported by the latest bank statement.
- The Tendering agency/individual shall furnish Earnest Money Deposit of an amount as indicated in Appendix-I in the form of a Demand Draft/Pay Order issued by a Scheduled Bank in favour of **The Director (Tourism), Manipur** payable at Imphal.


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- Copy of GST/Commercial Tax Regd No./Certificate or Service Tax registration document shall be enclosed with the tender documents by the local firm
- Copy of PAN Card/TAN Card shall be enclosed with the tender documents.

4. **Disqualification:**

- I. Tenderer who have been blacklisted or otherwise debarred by any Department of any State Government/Central Government/ Public Sector Undertaking will be ineligible during the period of such blacklisting or for a period of 5(five) years, whichever is earlier.
- II. Tenderer whose Earnest Money Deposit and /or Security Deposit has been forfeited by any Department of any State Government /Central Government/Pubic Sector Undertaking during the last 5(five) years, will be ineligible.
- III. If the proprietor/any of the partners of the Tenderer firm/any of the Director of the Tenderer Company have been, at any time , convicted by a Court of an offence and sentenced to imprisonment for a period of 3(three) years or more, such Tenderer will be ineligible.

5. **Instruction for submitting Tender:**

The instructions to be followed for submitting the tender are set out below:

- a) The Tenderer must fill up and sign the Forwarding Letter in the format given in Appendix-II and also furnish full, precise and accurate details in respect of information asked for in Appendix-III attached to the form of tender.
- b) Signing of Tender:

Person (s) signing tender shall state the capacity in which he/she is or they are, signing the tender, e.g. as sole proprietor of the firm, or as Secretary/Manager/Director, etc., of a limited Company.

6. **Earnest Money Deposit (EMD):**

- i. Each tender must be accompanied by Earnest Money Deposit (EMD)of an amount specified in Appendix-I, in the form of a Demand Draft/Pay Order issued by a Scheduled bank in favour of **The Director (Tourism), Manipur**, payable at Imphal. Any Tender which is not accompanied by Earnest Money Deposit shall be summarily rejected.
- ii. The Earnest Money Deposited will be returned to all unsuccessful tenderers within a period of 30(thirty) days from the date of issue of the acceptance letters to successful tenderer.


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7. **Security Deposit:**

- a) Successful Tenderer shall furnish within 7 (seven) days of acceptance of his tender, a Security Deposit @ 5% of the Gross Accepted Tender Value in form of Demand Draft or Pay Order issued by a Scheduled Bank in favour of Director (Tourism), Manipur for due, proper and complete discharge of all their obligations under the Contract. The Security Deposit shall not earn any interest.
- b) In the event of the Tenderer's failure, after the communication of acceptance of the tender by the Tourism Department to deposit the Security Deposit within 7(seven) days of acceptance of his bid, the same shall be summarily rejected besides forfeiture of the EMD and the Department shall proceed for appointment of another Agency/Individual.
- c) The Security Deposit will be refunded to the Agency/Individual on due satisfactory performance of the Service, satisfactory delivery of products and on completion of all obligations by the Supplier/Service Provider under the terms of the Contract.

8. **Submission of Tender:**

Tenders with all necessary documents will be submitted for each item of work separately from the list of items given at Appendix-I. In no case can one firm may bid for more than one item.

- A. The tender shall submitted with the proper price bid format with the work allocated in annexure I
- B. The original copy of the tender along with the documents required under the Technical Bid is to be kept in one envelope superscripted '**A**' - **Technical Bid** and the price Bid should be kept in another sealed envelope superscripted '**B**' - **Price Bid**. Both the bids then should be kept in another sealed envelope superscripted Tender Specification No. _____ for _____ and addressed to "**The Director (Tourism), Manipur, North A.O.C, DM Road, Imphal-795001**" along with name and address of the Tenderer.
- C. The envelope containing the Technical Bid shall include the following:
 - I. The Tender Document along with all its Appendix III, Appendix III (A) & Appendices duly signed on each page by the Tenderer.
 - II. Earnest Money Deposit
 - III. A sample of the material, wherever indicated in Appendix-I & Appendices thereto.
 - IV. The entire set of Tender Document issued to the Tenderer should be signed on the last page with initials on every page to indicate acceptance of the Tenderer.


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- V. List of documents attached, as per the format in Appendix-III, duly signed by the Tenderer.
- D. Any tender falling to comply with these instructions shall be summarily rejected.
- E. The tender form shall be filled in by Tenderer neatly, clearly and precisely. Any alteration erasures or overwriting should be duly initiated by authorized signatory.
- F. It is made clear that no opportunity shall be given to alter, modify or withdraw any offer at any stage after submission by the Tenderer.


9. **Opening of Tenders:**

The Technical Bid and Financial Bid will be opened in the Office of Director (Tourism), Manipur, North A.O.C, D.M .Road, Imphal on date and time indicated in the NIT. Price Bids in respect of Tenderer (s) found qualified in Technical Bid will be opened on the same day. The Tenderer will be at liberty to be present either in person or through an authorized representative at the time of opening of Technical Bid and at the time of opening of Price Bid, if found qualified.

10. **Corrupt Practices:**

Any bribe, commission, or advantage offered or promised by or on behalf of the Tenderer to any Officer or Official of the Department (in addition to any criminal liability which the Tenderer may incur) shall debar his Tender from being considered. Canvassing on part of or on behalf of, the Tenderer will also make his tender liable for rejection.

11. Department of Tourism reserves the right to reject any or all the tenders without assigning any reason. The successful tenderer would be intimated of the acceptance of his tender through letter/fax/e-mail.
12. In case of any clear indication of categorization, the Department shall reject the tender (s), and forfeit the EMD.
13. In case the information furnished by the Tenderer or part thereof found to be incorrect/false at any stage, Department shall have the right to disqualify/summarily terminate the contract, without prejudice to any other rights that the Department may have under the Terms of the Contract and Law.


Director (Tourism), Manipur

TERMS AND CONDITIONS GOVERNING THE CONTRACT

(Valid for all items of the NIT/Appendix-I)

1. Definitions:

- I. The term "Contract" shall mean and include the Invitation to tender incorporating also the instructions to Tenderer, the tender, its Annexure, Appendices, Acceptance of tender, issue of work order/supply order and such General and Special conditions as may be added to it.
- II. The term "Agency" shall mean and include the person (s), Agency, Firm or Company with whom the Work Order/Supply Order has been placed including their heirs, executors, administrators and successors and the permitted assignees as the case may be.
- III. The term "Contract Rates" shall mean the rates of payment accepted by the Director (Tourism), Manipur for and on behalf of the Department.
- IV. The term "Director" shall mean Director, Tourism Department and Government of Manipur.
- V. The term "Services" shall mean performance of any of the items of work enumerated in the Tender Document or as may be indicated by the Director or an officer acting on his behalf authorized by the Government.

2. Parties to the Contract:


- I. The parties to the Contract are the Agency and the Tourism Department represented by the Director or an officer acting on his behalf authorized by the Government.
- II. The person signing the tender or any other documents forming part thereof, on behalf of any other person or firm shall be deemed to warrant that he has the authority to bind such other person or firm, as the case may be, in all matters pertaining to the Contract. If at any stage, It is found that the person concerned had no such authority, the Department may without prejudice to other civil/criminal remedies, terminate the Contract and hold the Signatory liable for all costs and damages.
- III. Notice or any other action to be taken on behalf of the Department may be given/taken by the Director or an officer acting on his behalf authorized by the Government.

3. Subletting:

The Agency shall not sub let, transfer or assign the Contract, or any part thereof.

4. Security Deposit:

Successful Tenderer shall furnish within 7 (seven) days of acceptance of his tender, a Security Deposit @ 5% of the Gross Accepted Tender Value in form of Demand Draft or Pay Order issued by a Scheduled


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Bank in favour of Director (Tourism), Manipur for due, proper and complete discharge of all their obligations under the Contract. The Security Deposit shall not earn any interest.

5. Liability of Agency for losses suffered by Department:

The Agency shall be liable for all costs, damages, and expenses suffered or incurred by the Department due to the Agency's negligence and un-professional performance of any services under this Contract, or breach of any terms of the Contract, or failure to carry out the work under the Contract, and for all damages or losses occasioned to the Department, or in particular to any property belonging to the Department, or any event organised by the Department due to any act whether negligence or otherwise of the Agency or his employees. The decision of the Director regarding such failure of the Agency and their liability for losses, etc. suffered by the Department and the qualification of such losses shall be final and binding on the Agency.

6. Cancellation of Work:

The Director (Tourism) reserves the right to cancel the Contract/Work Order at any point of time without assigning any reason thereof.

7. Payment:

Payment would be made after satisfactory execution of the work and after verification/Certification of bills by Accounts Section of the Directorate and TCML. Bills are to be submitted by Agency in triplicate, duly supported by Consignee Receipts. The Agency shall submit all the bills, completed supported by relevant vouchers, etc., not later than 15 (fifteen) days after the close of Manipur Sangai Festival - 2018.

8. Clearing Site on Completion:

On completion of the works, the Agency shall clear away and remove, from the site, all constructional implements, Surplus materials and rubbish to the satisfaction of the Directorate.

9. Income Tax, GST on Works Contract:

The Statutory deduction of Income Tax, GST as applicable on works contract will be paid by the agency/ firms from all interim and final payment to the Agency.

10. GST FOR SERVICES:

GST shall be paid by the Service Provider as applicable.

11. Specification:

Specifications of the work to be executed/Service to be provided are given in details at Appendix-I.

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12. Superintendence & Supervision:

The Agency shall give all necessary personal superintendence during the execution of the work and this obligation and liability will continue until the end of Manipur Sangai Festival 2018. The Agency shall also during the whole time of work when in progress employ a competent representative who shall be constantly in attention at the site while his men are at work. Any directions, explanations, instructions or notices given by the Directorate/TCML to such representative shall be deemed to have given and duly served on the Agency.

13. Failure on part of Agency to comply with Directorate's Instructions:

If the Agency after receipt of written notice from the Director or duly authorized office of the Directorate and requiring compliance within specified number of days fails to comply with such instructions, the Directorate may employ other person to execute any such work whatsoever that may be necessary to give effect thereto and pay all cost incurred in connection therewith and the same shall be recoverable from the Agency by the Directorate as a debt or shall have the right to deduct the same from any money due or to become due to the Agency.

14. Tenderer shall visit the site, wherever applicable:

Intending tenderer shall visit the site and make himself thoroughly acquainted with the local site condition, nature and requirements of the works, facilities of transport condition, effective labour and materials, access and storage of materials and removal of rubbish. The tenderer shall provide in their tender for cost of carriage, freight and other charges as also for any special difficulties and including police restriction for transport, etc., for proper execution of work. The successful tenderer will not be entitled to any claim of compensation for difficulties faced or losses incurred on account of any site condition which existed before the commencement of the work or which in the opinion of the Directorate might be deemed to have reasonable been inferred to be so existing before commencement of work.

15. Schedule for Completion of Work:

The Agency shall complete the work and deliver the product/Service by the deadline indicated at Appendix-I.

16. Taxes and Duties:

The Tenderers must include in their tender prices quoted for all duties, royalties, cess and GST or any other Taxes or local charges, if applicable. The rates shall also include GST on works Contract as per State Government norms and as applicable. No extra claim on this account will in any case be entertained.

17. Possession Prior to Completion:


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The Directorate shall have the right to take possession of or use any completed or partially completed part of the work. Such possession or use shall not be an acceptance of any work not completed in accordance with the Work Order of the Contract.

18. Labour and Payment of Wages:

No person below the ages of 14 (fourteen) years should be employed for the work.

19. Clearing Site on Completion:

On completion of the works, the agency shall clear away and remove from the site all constitutional implements, surplus materials, rubbish and temporary works of every kind and leave the whole of the site and the works clean and in a workman like condition to the satisfaction of the Directorate of Tourism.

20. Escalation:

The rate quoted shall not be subject to any fluctuation due to increase in cost of materials, labor, GST etc.

21. Amendment of Bidding Documents:

At any time prior to the date of submission of bid, the authority inviting tender may for any reason, whether at his own initiative or in response to a clarification from a prospective bidders modify the bidding documents by any amendment. All prospective bidders who have received the bidding documents will be notified of the amendment in writing and the amendment shall be binding on them in order to provide reasonable time to take the amendment into account and preparing the bid, the authority inviting tender, may at his discretion, extend the date and time for submission of bids.

22. Language:

The bid and all correspondence and documents shall be in the English language in Roman Script.

23. Non Transferable:

The tender document is not transferable.

24. No Obligation to accept lowest bid:

The department is not bound to accept the lowest bid and reserves the right to accept or reject all or any tender in full or in part without assigning any reason thereof.

25. Rejection of incomplete and Conditional Tenders:

Incomplete and Conditional Tenders will be rejected.

26. Tender Received after last date:

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Tenders received after the closing date and time prescribed in the tender document shall not be accepted under any circumstances.

27. Validity:

Tenders shall be valid for a period of six months from the date of opening of the tender.

28. Force Majeure:

The Agency will not be responsible for delays which may arise on account of reasons beyond their control of which the Director shall be the final judges. Strikes by Agency's workers on account of any dispute between the Agency and their workers as the wages or otherwise will not be deemed to be a reason beyond the agency control and the Agency shall be responsible for any loss or damage which the department may suffer on this account.

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Appendix I**A1. CCTV for Manipur Sangai Festival 2018****A. Broad Scope:**

Hiring, installation and monitoring of CCTV cameras for the upcoming Manipur Sangai festival 2018 on behalf of Directorate of Tourism, Government of Manipur.

B. Broad Deliverables:

- The firm should be able to supply, install, configure and provide maintenance of CCTV during the Manipur Sangai Festival 2018.
- Hiring and installation of CCTV cameras during Manipur Sangai festival 2018.
- The firm has to liaise with Police Department for identification of spots for CCTV installation, monitoring and recording.
- The quantity of item may increase or decrease.
- Firm shall hand over all CCTV footages to Police department and Tourism department post completion of the assignment.
- The Firm/Supplier/Agency will also extend coordination, supervision & will be responsible for entire setup and management of the event.

C. Specific deliverables with timelines:

Sl. No.	Deliverables	Quantity	Timelines	Budget available
1	Hiring and installation of CCTV Cameras		10 th November, 2018	10,0000/-
	Camera (e.g Nest Cam IQ Outdoor, Swann -SWPRO-760CAM - PRO-760 - Super Wide-Angle Security Camera, Hikvision Ptz Speed Dome Camera 720P HD, etc)	200		EMD: 50,000/-
	Digital video recorder, Internal hard disk, Adaptor, Cable or wireless, AC wire, Monitor (22' LED computer screens/ TV)	As per the camera requirement		
	Accessories	As required		
	Manpower (laying cables, camera installation, DVR setting and service round the clock during Sangai Festival 2017)			

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PRICE BID

[VALID FOR ONLY SINGLE ITEM(CCTV for Manipur Sangai Festival 2018)IN THE TEDER DOCUMENT AT APPENDIX-I]

From,

(Full name and address of the tenderer)

To,

The Director (Tourism), Manipur,
North AOC, D.M. Road,
Imphal, 795001.

R.O. _____

Sir,

I submit the PRICE BID for the tender for appointment as Agency for delivery/execution of the following items (S) of works:

Sl. No. of items of Tender Documents (Appendix-I).....

Name of Tender

work.....

2. I have thoroughly examined and understood all the terms & conditions as contained in the Tender Document; NIT, its annexure & appendices and agree to abide by them.

3. I offer to work at the following rates inclusive of all taxes, duties, cess etc. For the said item of work.

4. The Cost breakup of the following items:

Sl. No	Deliverables	Quantity	Cost Per Unit	Total Cost
1	Hiring and installation of CCTV Cameras			
2	Camera (e.g Nest Cam IQ Outdoor, Swann -SWPRO-760CAM - PRO-760 - Super Wide-Angle Security Camera, Hikvision Ptz Speed Dome Camera 720P HD, etc)	200		
3	Digital video recorder, Internal	As per		

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	hard disk, Adaptor, Cable or wireless, AC wire, Monitor (22' LED computer screens/ TV)	the camera requirement		
4	Accessories	As required		
9	Manpower (laying cables, camera installation, DVR setting and service round the clock during Sangai Festival 2017)			

5. Rs..... (Rupees.....)

Only (in words)

6. Rate quoted is valid for a period of 3(three) months starting and inclusive of October, 2018 till and inclusive of December, 2018.

Yours sincerely,

(Signature of tenderer)


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A2. Outdoor publicity for Manipur Sangai Festival 2018

A. Broad Scope:

Design, printing and management of Outdoor Publicity materials for Manipur Sangai Festival (MSF)- 2018 on behalf of Directorate of Tourism, Government of Manipur.

B. Broad Deliverables:

- Design and develop creative contents upon receipt of inputs from Directorate of Tourism.
- The quantity of item may increase or decrease.
- Outdoor Publicity Campaign:
 - i. Designing and printing of high quality flex for billboards, standees, glow signage, posters, and road divider advertisement for Manipur Sangai Festival 2018.
 - ii. Management of putting up outdoor publicity print media in different districts of Manipur and in other cities in the country.

C. Specific deliverables with timelines:

Sl. No	Deliverables	Quantity	Timelines	Budget Available
1	Designing, Printing and management(putting up in different location) for the following items:		10 th November, 2018	9,00,000/-
	i. Billboards (15' X 30')	25 nos		EMD: 45,000/-
	ii. Standees (6' X 2')	30 nos		
	iii. glow signage (2' x 4')	100 nos		
	iv. posters (2 themes from the valley 2 theme from the hills specially for MSF2017) (27"x 40" Inches)	300 nos		
	v. road divider advertisement(Airport till Palace gate, Governor's junction till Noth AOC, Babupara till Singjamei bazaar) (2' x 4')	310 road dividers		

PRICE BID

PRICE BID

[VALID FOR ONLY SINGLE ITEM (**Outdoor publicity for Manipur Sangai Festival 2018**) IN THE TEDER DOCUMENT AT APPENDIX-I]

From,

 (Full name and address of the tenderer)

To,

The Director (Tourism), Manipur,
 North AOC, D.M. Road,
 Imphal, 795001.

R.O. _____

Sir,

I submit the PRICE BID for the tender for appointment as Agency for delivery/execution of the following items (S) of works:

Sl. No. of items of Tender Documents (Appendix-I).....

Name of Tender work.....

2. I have thoroughly examined and understood all the terms & conditions as contained in the Tender Document; NIT, its annexure & appendices and agree to abide by them.

3. I offer to work at the following rates inclusive of all taxes, duties, cess etc. For the said item of work.

4. The Cost breakup of the following items:

Sl. No.	Deliverables	Quantity	Cost Per Unit	Total Cost
	Billboards (15' X 30')	25 nos		
	Standeeds (6' X 2')	30 nos		
	glow signage (2' x 4')	100 nos		
	posters (2 themes from the valley 2 themes from the hills specially for MSF2017) (27" X 40" Inches)	300 nos		
	road divider advertisement(Airport till Palac gate, Governor's junction till Noth AOC Babupara till Singjamei bazaar) (2' x 4')	310 road dividers		

5. Rs..... (Rupees.....) Only (in words)

6. Rate quoted is valid for a period of 3(three) months starting and inclusive of October, 2018 till and inclusive of December, 2018.

Yours sincerely,

(Signature of tenderer)



A3. Photo and video coverage for Manipur Sangai Festival 2018

A. Broad Scope:

Photo and video coverage for Manipur Sangai Festival (MSF)- 2018 on behalf of Department of Tourism, Government of Manipur

B. Broad Deliverables:

- The firm/agency should deploy 8 (Eight) full frame DSLR camera of minimum 15 megapixel capacity with minimum 7.5 x minimum zoom.
- DVD (Produced on Sony DVD) containing a minimum of 20 high resolution photograph (each not less than 5 MB) of each event item in soft copy and a album containing a minimum of 2000 photos (6"x 4" matt print) covering all event items should be submitted to the Directorate of tourism after the Festival.
- Video coverage should be done in 4k/DVD format with drone capture videos in UHD/ HD/ DVD/4K
- The firm/agency should deploy 3 high quality video camera video coverage and 1 drone.
- Firm should ensure clean audio recording by deploying separate sound recording system.
- All the photographs and the video production will be the property of Tourism Department, Government of Manipur.
- Firm should be able to deliver 20 high resolution photos and 1 video clip (5 minutes minimum) at the end of each day to the Directorate of Tourism for updating in social media
- Manage all projects, including timeline, budgets and invoices.
- The Firm/Supplier/Agency will deploy the required manpower for video and photography.
- The coverage should cover not only the events/programme but also the stalls, the theme parks, visitors and all activities that are being held in the venue.
- The Photos and videos should be professional and well framed.

C. Specific deliverables with timelines:

Sl. No.	Deliverables	Timelines	Budget Available
1	Photo and video coverage for Manipur Sangai Festival 2018	5 th November, 2018	5,93,000/- EMD: 30,000/-

PRICE BID

[VALID FOR ONLY SINGLE ITEMS (**Photo and video coverage for Manipur Sangai Festival 2018**)IN THE TEDER DOCUMENT AT APPENDIX-I]

From,

(Full name and address of the tenderer)

To,

The Director (Tourism), Manipur,
North AOC, D.M. Road,
Imphal, 795001.

R.O. _____

Sir,

I submit the PRICE BID for the tender for appointment as Agency for delivery/execution of the following items (S) of works:

Sl. No. of items of Tender Documents (Appendix-I).....

Name of Tender work.....

2. I have thoroughly examined and understood all the terms & conditions as contained in the Tender Document; NIT, its annexure & appendices and agree to abide by them.

3. I offer to work at the following rates inclusive of all taxes, duties, cess etc. For the said item of work.

4. Rs..... (Rupees.....) Only (in words)

5. Percentage quoted is valid for a period of 3(three) months starting and inclusive of October, 2018 till and inclusive of December, 2018.

Yours sincerely,

(Signature of tenderer)



A4. LED screen for Manipur Sangai Festival 2018

A. Broad Scope:

Hiring and installation of LED screen for the upcoming Manipur Sangai festival 2018 on behalf of Directorate of Tourism, Government of Manipur.

B. Broad Deliverables:

- The firm should provide 4 (Four) LED screens for the venue.
- The firms should be able to provide all the electrical and lighting system for the LED.
- The quantity of item may increase or decrease.
- The Firm/Supplier/Agency will also extend coordination, supervision & will be responsible for entire setup and management of the event.

C. Specific deliverables with timelines:

Sl. No.	Deliverables	Quantity	Timelines	Budget available
2	Hiring and installation of LED Screens		15 th November, 2018	5,00,000/- EMD: 25,000/-
	i. 18' x 9' screens, on both sides of stage at Bheigyachandra Open Air Theatre	2		
	ii. 20' x 12' screens for public viewing at Hapta Kangjeibung	2		
	Manpower (laying cables, installation, system setting and maintenance during Sangai Festival 2018)			



PRICE BID

[VALID FOR ONLY SINGLE ITEM (**LED screen Manipur Sangai Festival 2018**) IN
THE TEDER DOCUMENT AT APPENDIX-I]

From,

(Full name and address of the tenderer)

To,

The Director (Tourism), Manipur,
North AOC, D.M. Road,
Imphal, 795001.

R.O. _____

Sir,

I submit the PRICE BID for the tender for appointment as Agency for delivery/execution of the following items (S) of works:

Sl. No. of items of Tender Documents (Appendix-I).....

Name of Tender work.....

2. I have thoroughly examined and understood all the terms & conditions as contained in the Tender Document; NIT, its annexure & appendices and agree to abide by them.

3. I offer to work at the following rates inclusive of all taxes, duties, cess etc. For the said item of work.

4. The Cost breakup of the following items:

Sl. No	Particulars	Quantity	Amount
1	18' x 9' screens, on both sides of stage at Bheigyachandra Open Air Theatre	2	
2	20' x 12' screens for public viewing at Hapta Kangjeibung	2	
3	Manpower (laying cables, installation, system setting and maintenance during Sangai Festival 2017)		

5. Rs..... (Rupees.....) Only (in words)

6. Rate quoted is valid for a period of 3(three) months starting and inclusive of October, 2018 till and inclusive of December, 2018.

Yours sincerely,

(Signature of tenderer)


8/10/18

B1. Invitation, sticker and accreditation card for Manipur Sangai Festival 2018

A. Broad Scope:

Design, production, printing and delivery of invitation, sticker and accreditation card for Manipur Sangai Festival (MSF)- 2018 on behalf of Directorate of Tourism, Government of Manipur.

B. Broad Deliverables:

- Designing and printing of invitation and programme leaflets for Sangai Festival 2018.
- Provide strategic brand insights and develop creative contents upon receipt of inputs from Directorate of Tourism.
- The quantity of item may increase or decrease
- Printing, designing, production and delivery of sticker and accreditation card for Manipur Sangai Festival 2018.

C. Specific deliverables with timelines:

Sl. No.	Deliverables	Quantity	Timelines	Budget Available
1	Designing, Printing and delivery of Invitation and Souvenir for Manipur Sangai Festival 2018		10 th November 2018	5,00,000/- EMD: 25,000/-
	Invitation (Opening & Closing) 9"x5" (250 GSM laminated art paper, centre binding, multi colour)	2000 nos (Opening) 2000 nos (Closing)		
	Invitation for other 8(eight) days	2000 nos		
	Manipur Sangai festival 2018 programme folder (170 GSM imported paper, multi colour)	5000 nos		
2	Sticker and Accreditation cards		10 th November 2018	
Sticker on 4 themes (Dragon sheet paper 200 GSM)	500 (half A4 Size)			
	Accreditation cards (Board customized ribbon in four colour, hard card holder of size 4" x 3", plastic card paper steel clip, plastic belt)	1000 (4"x3")		

PRICE BID

[VALID FOR ONLY SINGLE ITEM (**Invitation, sticker and accreditation card for MSF 2018**) IN THE TEDER DOCUMENT AT APPENDIX-I]

From,

(Full name and address of the tenderer)

To,

The Director (Tourism), Manipur,
North AOC, D.M. Road,
Imphal, 795001.

R.O. _____

Sir,

I submit the PRICE BID for the tender for appointment as Agency for delivery/execution of the following items (S) of works:

Sl. No. of items of Tender Documents (Appendix-

I).....

Name of Tender work.....

2. I have thoroughly examined and understood all the terms & conditions as contained in the Tender Document; NIT, its annexure & appendices and agree to abide by them.

3. I offer to work at the following rates inclusive of all taxes, duties, cess etc. For the said item of work.

4. The Cost breakup of the following items:

Sl. No.	Deliverables	Quantity	Cost Per Unit	Total Cost
1	Invitation (Opening & Closing) 9"x5" (250 GSM laminated art paper, centre binding, multi colour)	2000 nos (Opening) 2000 nos (Closing)		
2	Invitation for other 8(eight)days	2000 nos		
3	Manipur Sangai festival 2018 programme folder (170 GSM imported paper, multi colour)	6000 nos		
5	Sticker on 4 themes (Dragon sheet paper 200 GSM)	500 (half A4 Size)		
5	Accreditation cards (Board customized ribbon in four colour, hard card holder of size 4" x 3", plastic card paper steel clip, plastic belt)	1000 (4"x3")		

5. Rs..... (Rupees.....) Only
(in words)

6. Rate quoted is valid for a period of 3(Three) months starting and inclusive of October, 2018 till and inclusive of December, 2018.

Yours sincerely,

(Signature of tenderer)


8/10/18.

**B2. Refurbishment and maintenance of the Heritage Park at
HaptaKangjeibung for Manipur Sangai Festival 2018**

A. Broad Scope:

Refurbishment and maintenance for Manipur Sangai Festival (MSF)-2018 on behalf of Directorate of Tourism, Government of Manipur.

B. Broad Deliverables:

- The Firm/Agency will have to refurbish and maintain the heritage Park and to partner the State Government in showcasing the rich culture, heritage, art and craft.
- The Firm shall arrange for traditional cuisines near the heritage park for the tourists/visitors.
- The firm should refurbish and maintain all the traditional exhibition huts in the Northern half of HaptaKangjeibung.
- The handloom, handicraft, artefacts, equipments and art forms (music & Dance) of each of the tribe would be showcased by the firm/Agency.
- The firm/Agency would be require to arrange for 2 (two) volunteers (1male, 1 female) representing each tribe in traditional costumes to man the hut.
- The firm/Agency should come up with innovative and creative ideas for showcasing the rich heritage and tourism potential of all the communities of the state in artistic form through the heritage park.
- The firm/Agency will have to repair the huts, benches and boundary fencing, new fencing for visitors passage, construction of 1 (one) traditional vendor, bust bins, doors for the huts, lup, renovation of facet decorative artistic art works for all the traditional huts interior illumination for huts, flower pots and providing glow signage of each traditional hut.

C. Specific deliverables with timelines

Sl. No.	Deliverables	Timeline	Budget available
1	Refurbishment and maintenance of 15 (fifteen) traditional exhibition huts.	10 th November, 2018	15,00,000/- EMD: 75,000/-

PRICE BID



PRICE BID

[VALID FOR ONLY SINGLE ITEMS (Refurbishment and maintenance of the Heritage Park at Hapta Kangjeibung for Manipur Sangai Festival 2018) IN THE TEDER DOCUMENT AT APPENDIX-I]

From,

(Full name and address of the tenderer)

To,

The Director (Tourism), Manipur,
North AOC, D.M. Road,
Imphal, 795001.

R.O. _____

Sir,

I submit the PRICE BID for the tender for appointment as Agency for delivery/execution of the following items (S) of works:

Sl. No. of items of Tender Documents (Appendix-I).....

Name of Tender work.....

2. I have thoroughly examined and understood all the terms & conditions as contained in the Tender Document; NIT, its annexure & appendices and agree to abide by them.

3. I offer to work at the following rates inclusive of all taxes, duties, cess etc. For the said item of work.

4. Rs..... (Rupees.....)
Only (in words)

5. Percentage quoted is valid for a period of 3(Three) months starting and inclusive of October, 2018 till and inclusive of December, 2018.

Yours sincerely,



Signature of tenderer

B3. Production, marketing & management of Tickets for entry of visitors for Manipur Sangai Festival 2018

A. Broad Scope:

Production, marketing & management of Tickets for entry of visitors and parking vehicles for Manipur Sangai Festival (MSF)- 2018 on behalf of Directorate of Tourism, Government of Manipur.

B. Broad Deliverables:

- The Firm/Agency should come up with innovative ideas, concept of entire ticketing, marketing and management exercise in an integrated and tourist friendly nature.
- The firm/Agency should be responsible for printing of the tickets and selling it offline and online.
- The firm/Agency is to provide security staff(minimum of 25 security personnel for the main venue in addition to own requirement of the agency/ firm), festival feedback form, staff location banners, road side direction banners, parking banners, installation of cameras and minimum of 10 bouncers etc.
- The firm/ agency are to provide adequate manpower for manning the ticket counter and have to liaise with the police Department for traffic and security set up.
- A detailed report to be submitted to the Directorate of Tourism at the end of the festival.
- Manipur Sangai Festival Logo (to be provided by Tourism Department) has to be printed on every ticket.
- The offer should not be less than 50 % of the total earning. Bid where the offer is less than 50% shall not be considered .
- The firm/ Company should have prior experience of doing the same kind of work in Manipur

C. Specific deliverables with timelines:

Sl. No.	Deliverables	Quantity
1.	Provision of uniformed and trained security staff	Minimum of 25 security personnel for main venue in addition to own requirement of agency
2.	Provision of staff location banners, Roadside Direction banners, and a minimum 6 (six) bouncers	As required
3.	Provision of uniformed manpower for manning ticket counters	As required
4.	Liaisoning with the Police Department for traffic management and security set-up.	As frequently as required

Handwritten signature and date: 21/10/18

PRICE BID

[VALID FOR ONLY SINGLE ITEMS (**Production, marketing & management of Tickets for entry of visitors for Manipur Sangai Festival 2018**) IN THE TEDER DOCUMENT AT APPENDIX-I]

From,

(Full name and address of the tenderer)

To,

The Director (Tourism), Manipur,
 North AOC, D.M. Road,
 Imphal, 795001.

R.O. _____

Sir,

I submit the PRICE BID for the tender for appointment as Agency for delivery/execution of the following items (S) of works:

Sl. No. of items of Tender Documents (Appendix-I).....

Name of Tender

work.....

2. I have thoroughly examined and understood all the terms & conditions as contained in the Tender Document; NIT, its annexure & appendices and agree to abide by them.

3. I offer to share% of the total earnings with the Department of Tourism, Government of Manipur

5. Percentage quoted is valid for a period of 3(three) months starting and inclusive of October, 2018 till and inclusive of December, 2018.

Yours sincerely,

(Signature of tenderer)



Appendix-II

Forwarding Letter

Paste photograph
here with crossed
signature

From,

(Full name and address of the tenderer)

To,

The Director (Tourism), Manipur,
North AOC, D.M. Road,
Imphal, 795001.

R.O. _____

Sir,

I submit the PRICE BID for the tender for appointment as Agency for delivery/execution of the following items (S) of works:

Sl. No. of items of Tender Documents (Appendix-I).....
Name of Tender work.....

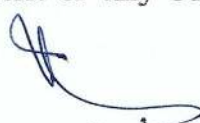
2. I have thoroughly examined and understood all the terms & conditions as contained in the Tender Document; NIT, its annexure & appendices and agree to abide by them.

3. I agree to keep the offer open for acceptance up to and inclusive of (date) -----
-----) and to extension of the said date by 7(seven) days in case it is so decided by the Director(Tourism), Manipur. I/we also agree that, if the date up to which the offer would remain open is declared a holiday by the Government, the Offer would remain open acceptance till the next working day.

4. Demand Draft No. _____ dated _____ drawn on the _____ for Rs, _____
(Rupees _____) only (in words) is enclosed as Earnest Money Deposit(EMD) in the event of my/our tender being accepted, I/we agree to furnish within 7(seven) days acceptances of the tender, Security Deposit as stipulated in the tender.

5. I do hereby declare that the entries made in the tender and Appendices/Annexure attached therein are true and also that I/we shall be bound by the act of my/our duly constituted Attorney.

6. I hereby declare that my Agency /Company/NGO has not been blacklisted or otherwise debarred during last 5(five) years by the Tourism Department, Manipur or any PSU or any Government or any other client for nay failure to comply with the



terms and conditions of any contract or for violation of any Statute, Rule, or Administrative instructions (*).

OR

I hereby declare that my Agency /Company/NGO was blacklisted/debarred by _____ (name of client) for a period of _____ which has expired on _____ (Provide complete details of reasons for blacklisted/debarring (*) (*) (Strike out whatever is not applicable).

7. I hereby declare that no contract entered into by me/my Firm/Agency/Company with the Department or any other PSU or any Government, or any other client, has been terminated before the expiry of the contract period at any point of time during the last five years.

8. I hereby declare that the Earnest Money Deposit and/or Security Deposit has not been forfeited or adjusted against any compensation payable, in the case of any contract entered into by me/us with the Department, or any other PSU or any Government, or any other client during the last five years.

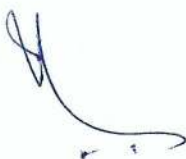
9. I hereby declare that I have not been convicted at any time by a Court of Law for an Offence and Sentenced to imprisonment for a period of three or more years.

10. I hereby declare that I/My Firm have not supplied defective items to the Tourism Department. Government of Manipur, on any occasion in the past 5 (five) years, without the same having been replaced. I further declare that I/We shall be bound by decision of the **Director (Tourism), Manipur** in this regard.

DECLARATION

I/We certify that all information furnished by me/us is correct and true and in the event of my information being found incorrect/untrue, the Department shall have the right to disqualify me/us without giving any notice or reason thereof or summarily terminate the contract, without prejudice to any other rights that the Department may have under the Contact and Law.

(Signature of tenderer)



Appendix-III

TOURISM DEPARTMENT, MANIPUR

Tender for (Sl.No. and name of item of works as in Appendix -I):-----

A. Details of tenderer(to be filled in by the tenderer)

1	Name of Tenderer	
	Address	
	e-mail and contact details	
2	Composition of Tenderer: (State whether the tenderer is a proprietorship concerned or a Company) The name of the Proprietor/Director as applicable	
3	Business in which the tenderer is employed together with address particulars of the heads office and branches if any, are located	
4	Income Tax (PAN No. of Tenderer)	
5	GSTIN of Tenderer	

B. List of Documents Attached.

1	Forwarding Letter	Yes/No
2	Part-A Technical Bid with all its Annexure and Appendices	
3	Attested copy of Memorandum and Articles of Association/Bye Laws/Certificate of Registration, etc as applicable	
4	Power of Attorney of person signing the tender, if any	
5	Certificate (s) of experience and details thereof	
7	Copy of Income Tax Return	
8	Copy of PAN Card	
9	Copy of GSTIN	
10	Copy of Bank Transaction Statement for the last 1 (one) year	
11	Fee for tender documents, if downloaded	
12	Sample of material to be used, if indicated in Appendix-I	
13	Any other document/item called for, if indicated anywhere in the tender document	

Appendix III A

ENCLOSE ALL THE RELEVANT DOCUMENTS TO SUBSTANTIATE YOUR CREDENTIALS WITH RESPECT TO THE PARAMETERS DETAILED BELOW:

Sl. No.	Parameter
1	Similar Assignment/ Work/ Project executed by the firm/ Agency/ Company/ Non Profit Organization for Ministry of Tourism (GOI)/ Other State Tourism Department/ Board/ Government/ Private, etc.
2	Experience of delivering similar service in Manipur

TECHNICAL AND FINANCIAL BID QUALIFYING NATURE

Bidder who score more the 70 points in the financial and technical round will be considered for the supply of work. The evaluation of technical and financial bid will be done as below:

Sl. No.	Particulars	Maximum score
1	Past Experience	20
2	Quality of Past Work	20
3	Similar assignments with other state Tourism Departments/ Boards , Ministry of Tourism (GOI) , etc	15
4	Total Tourism experience	10
5	Manpower	5
	Proposal Presentation and Documentation (Annexure III)	30
	Total	100