



**Department of Tourism, Govt. of Telangana,
Tourism House, Himayatnagar,
Hyderabad-500029**

Expression of Interest (EoI)

for

**SELECTION OF AN EVENT
MANAGEMENT AGENCY
FOR ORGANISING 5th INTERNATIONAL KITE
FESTIVAL, PARADE GROUND, SECUNDERABAD,
DURING 13th TO 15th JANUARY, 2020**

December, 2019

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**DEPARTMENT OF TOURISM
GOVERNMENT OF TELANGANA**

EXPRESSION OF INTEREST

1. PROJECT BACKGROUND

- 1.1** Department of Tourism, Government of Telangana is organizing 5th International Kite Festival at Secunderabad, Parade Grounds, Hyderabad, India, from 13th to 15th January, 2020, showcasing the rich heritage & culture of the state of Telangana. KITE 2020 is an exciting 3-day fun family festival and craft of Hyderabad and the Deccan region as part of the upcoming Sankranti festival, bringing together regional arts, crafts, cuisine and an array of national and international kites not seen together in India before.
- 1.2** Kite flying is a means of fun and entertainment and it also reflects our culture and traditions that has been carried forward since generations. Kite Festival 2020 is being organized by Telangana Tourism with great fanfare in January, 2020. The success of Kite Fest organized in the years 2016, 2017, 2018 & 2019 has brought a new identity to the tradition of Kite flying. Now, Hyderabad is all set to host Kite Festival 2020, with enthusiastic participation from scores of national and international flying clubs.
- 1.3** An expected turnout of 1,00,000 local kite enthusiasts per day will witness the show. In order to successfully organize the event, it has been decided to involve the services of a professional and experienced Event Management Agency which will be selected through a competitive bidding process.
- 1.4** In this context, Department of Tourism, Government of Telangana (“Authority”) invites applications/bids from the eligible Event Management Agencies / Applicants for providing a complete solution to various aspects of the said International Event. Interested applicants shall submit the applications/bids, the Scope of Work and the terms and conditions of which is mentioned in this EoI document.

2. DISCLAIMER

- 2.1** The information contained in this Expression of Interest document (EoI) or subsequently provided to Applicants / Agencies, whether verbally or in documentary or in any other form by or on behalf of Commissioner, Department of Tourism, Government of Telangana (herein after referred “DoT”) or any of its employees, is provided to

Applicants / Agencies on the terms and conditions set out in this EoI and such other terms and conditions subject to which such information is provided.

- 2.2 This EoI is not an agreement or an offer by the Department to the prospective Applicants or any other person. The purpose of this EoI is to provide interested parties with information that may be useful to them in the formulation & submission of their applications/bids pursuant to this EoI.
- 2.3 This EoI may not be appropriate for all persons, and it is not possible for the Department and its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this EoI. The assumptions, assessments, statements and information contained in this EoI, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this EoI and obtain independent advice from appropriate sources. Information provided in this EoI to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Department accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- 2.4 The Department and its employees / advisors make no representation or warranty and shall have no liability to any person including any Applicant / Agencies under any law, statutory rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EoI or otherwise, including accuracy, adequacy, correctness, reliability or completeness of the EoI and any assessment, assumption, statement or information contained therein or deemed to form part of this EoI or arising in any way in this Selection Process.
- 2.5 The Department also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant / Agency upon the statements contained in this EoI.
- 2.6 The Department may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EoI.

- 2.7 The issue of this EoI does not imply that the Department is bound to select an Applicant / Agency or to appoint the Select Applicant / Agency as the case may be, for the job and the Department reserves the right to reject all or any of the applications/Bids without assigning any reasons whatsoever.

3. LETTER OF INVITATION

- 3.1 Department of Tourism intends to select an Event Management Agency on a turn-key basis for end to end project conceptualization development and implementation. The services to be rendered by the Event Management Agency will include but not limited to concept development, designing, layout, assessment of requirement of various logistic, Cultural Programmes, LED TVs, JBL fly sound system, lighting, erection of International Flags at the ground, selfie points, advertisement of sponsors on barricading, photo & Video coverage, erection of stalls and complete infrastructure of the venue, organize opening, closing and daily stage performance protocol, floor management, safety & security etc.

- 3.2 The proposed event aims to create further awareness amongst tourists, increase flow of international visitors, project Telangana as a viable investment destination for the Tourism Industry, boost local economy, and effectively project Telangana as a premium and niche destination to the global audience. The festival celebrations will reflect a rich tapestry of culture, kites and craft that Hyderabad is known for. Bringing together international teams of professional kite-flyers, along with thousands of kite-enthusiasts from around the city, the festival aims to educate and entertain through a series of kite-making workshops, kite-flying lessons, and kite-fighting competitions against the backdrop of a regional food fair, and arts and crafts mela. Kites fill the skies of Hyderabad with high flying colours during the Kite festival which is one of the popular events organized in the month of January. The surprising element of Kite Festival 2020 is night-time Kite flying.

- 3.3 Application/Bid submissions must be received not later than the due date specified in the "Schedule of Empanelment Process" in the manner specified in the EoI document at the address given below"

The Commissioner of Tourism

Government of Telangana

Tourism House, Himayatnagar, Hyderabad

Ph: 040-23459282, Email : commissioner.telanganatourism@gmail.com

- 3.4 Government reserves the right to terminate the agency without assigning any reason.
- 3.5 Government also reserves right to temporarily suspend the agency in case of lack of proper response in executing assigned works within specified time.

3.6 Government further reserves the right to engage more agencies in future whenever such need arises.

4. EMPANELMENT PROCESS

Applicants may download the EoI document from the website www.telanganatourism.gov.in. All notices related like addendums, corrigendum etc. to this advertisement shall be updated only on www.telanganatourism.gov.in.

5. SCHEDULE OF TENDER PROCESS

The important dates for the tender process are as follows:

Event Description	Date (s)
Commencement of downloading of EoI Document	27-12-2019 @ 10:30Hrs
Last date for downloading of EoI Document	02-01-2020 @ 15:00Hrs
Last Date for submission of applications/Bids	02-01-2020 @ 17:00 Hrs at Commissionerate of Tourism, Govt. of Telangana, Tourism House, Himayatnagar, Hyderabad.
Date and Time of opening applications/Bids	03-01-2020 @ 11:30Hrs

6. SCOPE OF WORK

The Scope of work for the Selected Event Management Agency (EMA) shall be, but not limited to, the following from 12-01-2020 to 16-01-2020.

1. Stage for cultural of size 60'x32'x4'(H) and steps both sides, black masking, all sides with iron framing & white flex toping. Roof to be covered for shade on the stage.
2. Stage LED backdrop of 40'x15' size.
3. Side wings of flex with iron frame & self supporting stands - 10'x4' - 6 Nos; foam board kites to be fixed - 6 Nos.
4. Podium with flex frame in 'U' shape
5. JBL Fly sound system with delays in the surroundings
6. Lighting Goal post Truss at Stage - 60'x22'(H)
7. VIP seating area with shading beside the stage along with sofas, tepai, carpet and mobile toilet
8. Green rooms adjacent to stage with mirror, table, chairs & carpet 10'x10' - 4 Nos along with Mobile toilets.

9. Sidewall covering green rooms, VIP Seating area, Kite flyers seating area, toilets, etc., - 2500 rft.
10. Mobile Toilets (Bio Toilets) with chemical treatment, water drums & attendant for regular maintenance - Public: 20+20, VIP:10+10 & Kite flyers : 5+5; Total - 70 Nos.
11. Ground Lighting with Single pole - 40 Towers & Four pole Towers - 4 Nos. : covered with: LED Day lights - 200 Nos., Halogens - 50 Nos., Mirchi lights laddis - 200 Nos. for tower fixing & Shaded Lighting to the arches, welcome boards, etc.,
12. Double Iron Barricading with mesh to restrict the entry of public into kite play area - as per requirement.
13. Welcome flex arches - Box type - visible on both sides - 12'(H) & 24' beam - 2 Nos.
14. Welcome flex with iron frame & Self supporting stands - 20'x10' - 2 Nos.; 8'x8' - 4 Nos.; 8'x4' - 12 Nos.
15. Pole flags of 14' (H) with full length flag (top to bottom) with tourism logo in all colours using cloth to cover boundary of the ground - 100 Nos.
16. Two Layer Pipe Pandal (Top blue & white inside) at VIP, kite flyers, Police & press seating areas - 15000 sft.
17. Landscaping (Green plants) - 4 Loads.
18. Intelligent stage lighting for cultural programs & Shaded Lighting: LED parcans - 60 Nos.; Moving Heads - 6 Nos.; Halogens - 10 Nos.; Follow on (2.5 KV) - 8 Nos.; Parcans - 10 Nos.
19. Banquet chairs with covers & bows for VIPs, Kite Flying area, Press & around Cultural Stage - 1000 Nos.
20. Radio Jockey Anchor - Telugu, Hindi & English Speaking
21. Videography with high end HD camera & professional videographer.
22. Photography with 5D camera & professional photographer.
23. Housekeeping boys for ground cleaning & garbage pick up - 10 Nos. - daily
24. Soundproof Generator with fuel - 125 KV for Stage Lighting, Ground Lighting, Public Area, Kite Flying area & Food Court- 3 Nos.
25. Soundproof Generator with fuel - 62.5 KV for sound - 1 No.
26. Soundproof Generator with fuel - 125 KV on Stand by - 1 No.
27. Soundproof Generator with fuel - 62.5 KV - - for making arrangements before the event & dismantling after the event with 10 Lights - 1 No.
28. Ground cleaning before & after the program.
29. Chowkees with frill & cloth for Video & photo coverage - 2.5'(H) - 10 Nos.
30. 4'x2' tables with frill & cloth (new) for sound & light console & kite play area for holding the kites - 60 Nos.
31. Red carpet at VIP seating area, flyers area & passage - 15000 sft.
32. Water drums - 40 Nos.
33. Direction Boards - 30 Nos.
34. Paper kites of different types to be displayed for decoration - 200 Nos.

35. Prototype kite of foam board with multicolour image & including hangings with fancy threads to be fixed on electrical poles around & near Secretariat, Parade ground, CM Camp office, Raj Bhavan, Assembly - 2'x2' - 200 Nos.
36. Prototype kite of foam board with multicolour image & including hangings with fancy threads to be fixed on electrical poles around & near Secretariat, Parade ground, CM Camp office, Raj Bhavan, Assembly - 2'x3' - 100 Nos.
37. Sand Bags - 200 Nos.
38. Motorised trolley for the transport of sand bags - 2 Nos.
39. Selfie points with decorative kites (Large size) - 10 Nos.
40. Octonorm Stalls with pedestal fans for Kite Flyers with charging point - 10'x6' - 30 Nos.
41. Store rooms with lock for preserving material - 3 Nos.
42. Water dispenser - 20 Nos.
43. Laying of Green sheet at vacant area of the food counters.
44. Necessary electricity provision, tents, carpet at food counters - as per requirement
45. Round Tables with frill & cloth at Food Court - 50 Nos.
46. Standing Tables at Food Court - 20 Nos.
47. Tables with frill & cloth - 2'x4' (2' H) - 10 Nos.
48. Banquet Chairs with covers at Food Court - 200 Nos.
49. Drums with black cloth around for waste in food court -40 Nos.
50. Ice boxes at Kite Flyers seating area - 10 Nos.
51. Bouncers at Kite flyers area : from 03:00 pm to 10:00 pm - 10 Nos.; Security guards on 12 Hrs duty : 6 Nos. in the day, 6 Nos. in the Night; 4 Nos. each for day & night on 12th & 16th Jan - Total: 52 Nos.
52. Octonorm Stalls for Handicrafts display & Food courts with necessary power supply - 100 Nos.
53. International flags to be displayed at the ground - 25 flags - 1 set
54. Advertisement of sponsors on barricading - flex with frame - (15'x3').
55. Extra Lights with sound system for the Night Kite Flying and necessary power off switches in kite flying area
56. White pandal on top of octonorm stalls - as per requirement
57. White pandal on top for Police, Press & Electronic Media
58. Walky talkies - 6 Nos.
59. Payment towards providing of fire brigade and ambulance services at the venue
60. Any other item as and when required
61. Transport & Labour
62. LED TVs on the ground - 2 Nos of size 20ft x 10ft.
63. 200 ml water bottles @ 2000 per day for kite flyers, VIPs etc.

7. CRITERIA FOR SELECTION OF EVENT MANAGEMENT AGENCY

Scrutiny of the proposals for eligibility will be done to determine whether the applicants meet the eligibility criteria as defined under:

S No	Criteria	Documentary Evidence
1	The Agency/Company/ Firm/ Consortium, All member-agencies in case of Consortium, should be a registered entity with minimum 3 years of existence on the day of the submission of Application/Bid.	<ul style="list-style-type: none"> • Certificate of Incorporation/ Registration • Permanent Account Number (PAN) • GST Registration Certificate
2	The Firm / Agency (all members put together in the case of a Consortium) should have a minimum average turnover of INR 1.00 Crores or more during the last three financial years (i.e. 2016-17, 2017-18 & 2018-19).	Audited Balance Sheets and Profit & Loss Statements for the last three financial years
3	In last 3 years, Agency/ Company/ Firm/ must have completed minimum 3 large scale projects of similar nature either with government or private sector, encompassing tasks such as conceptualizing, designing, and management of various National events etc.	Work Order / Client Completion Certificate
4	In last 2 year, Agency/ Company/ Firm/ must have worked with the Government of India/State Government on minimum 2 projects of value of Rs.20.00 lakhs and above.	Work Order / Client Completion Certificate
5	In last 1 year, Agency/ Company/ Firm should have worked on creative conceptualization and overall management of national / state level festivals / carnivals	Work Order / Client Completion
6	The, Agency/ Company/ Firm/ Consortium must be capable of conceptualizing and creating content, keeping in view the Pan- India	Self-Certification

	participants.	
7	The, Agency/ Company/ Firm/ must have minimum 8 experienced professionals (On Payroll) in the area of 'Event Management'. It must have adequate human and logistic resource to meet the requirements, and must be equipped to liaison extensively and independently.	Self-Certification
8	The Agency/ Company/ Firm/ should not have been black listed by Central or State Governments & PSUs.	Self-Certification

Scrutiny of the Proposals for eligibility will also be done to determine whether:

- Relevant documents as specified above have been attached.
- Application & Processing fee of Rs.5,000/- (**Non-Refundable**). Demand draft in favour of Commissioner of Tourism, Government of Telangana, Hyderabad.
- EMD of Rs.1,00,000/-. Demand Draft in favour of Commissioner of Tourism, Government of Telangana, Hyderabad.
- The offer is for entire work and not for part of the work.
- The price quoted is all inclusive and not open ended.

NOTE: Proposals not confirming to the above requirements shall be rejected.

8. PROCEDURE FOR SHORTLISTING

1. Queries, if any, proposed to be raised by the applicants may contact the office during the office hours.
2. All Applications/Bids will include declarations by the companies on their annual revenues for the last three years, total number of years of experience (company incorporation) and proposed team for the project.
3. The applications/Bids received will be scrutinized to assess their eligibility based on the qualifying criteria. Those applications/Bids which do not meet the qualifying criteria will be rejected, forthwith, or at any stage of detection.
4. The Commissionerate of Tourism, Govt. of Telangana, will finalize agencies on basis of their technical qualification, infrastructure and team assessment. This

assessment will be done by a Selection Committee appointed by the Commissioner of Tourism, Government of Telangana.

5. Financial bids of the technically qualified applicants would be opened.

9. PAYMENT SCHEDULE

Payment will be made to the successful bidder and on satisfactory completion of works & as per relevant rules in force.

10. TIMELINES

- The selected Agency shall begin work from 12th January, 2020 till completion of the event.
- The selected Agency shall furnish all work as stated in the Scope of Work, in a timely manner.

11. DAMAGES AND RECOVERIES

- Liquidated Damages: In the event of any loss/damage to the Department of Tourism, Govt. of Telangana, due to delay and/or deficiency in supply/completion of services, the Applicant shall be liable to compensate Department of Tourism, Govt. of Telangana by paying a sum of money commensurate to the actual damages suffered by Department of Tourism, Govt. of Telangana.

In the event of EMA's failure to complete the work within the specified time and as per the requirements of standards of quality constructions, as mentioned in the tender document, Department of Tourism, Govt. of Telangana will recover from the service provider, as Liquidated Damages, a sum of 10 % of the contract price for every day's delay.

For any other case Liquidated Damages will be charged, as per rules stated in the General Financial and Accounts Rules (GF&AR).

- Recoveries: Recoveries of liquidated damages shall be from Vendor's PBG available with Department of Tourism, Govt. of Telangana.

12. TERMINATION OF THE WORK ORDER

- a. In case of delays and deficiency of services and in case of violations of terms and conditions of this EoI, the Department reserves the right to terminate the Contract in a shorter period than the one specified in this Tender Document.

- b. If the services are not up to satisfaction, Work Order can be terminated at any time by the Department. Agency will be given hearing opportunity in such cases. In such cases, given the nature of the project and its strictly short timeline, notice period will be of maximum 7 days.
- c. Department of Tourism, Govt. of Telangana also reserves the right to terminate the contract of any agency in case of change in the Government procedures.

13. EVALUATION OF APPLICATIONS/BIDS

Stage 1: Pre Qualification Criteria:

1. The Annual turnover/receipts of the Applicant should be as given in Clause 7 of Pre Qualification Criteria.
2. The agency should have successfully executed events as given at Clause 7 of Pre Qualification Criteria

Stage 2: Conceptual presentation for Technical qualification:

Shortlisted Agencies, after PQ stage, shall be evaluated before a committee for following technical points. The total weightage for technical/conceptual presentation shall be 70%.

Technical Criteria for evaluation:

Sl. No.	Particular	Marks	Awarded Marks
1.	Understanding and clarity of the concept of festival.	20	
2.	Proposed theme of Event	15	
3.	Previous experience in managing similar cultural events/ related experience	10	
4.	Complete solution to the various aspects of the event. Designing, Lay out and performance	25	
5.	Assessment of requirement of various logistics (resource planning)	20	
6.	Event Director's profile and experience	10	
	Total	100	

(Score Technical =St)

The creative criteria will be analyzed and judged by the Selection Committee. The committee will take into consideration the creative content, the designs, concept of signage's, originality of ideas, and the proposal put forth by the Applicant for making the Event a grand success. The EMA will have to submit soft copy of each item,

wherever applicable. In case of non submission of the soft copy of the creative by the Applicant, the proportionate marks for that component will not be allotted.

The Technical proposal should contain the creative options which will be implemented by the agency and will be graded on a scale of 100 points. The Committee will view the presentation and award marks against above criteria. The agency will have to score minimum 75 marks out of 100 to be eligible for opening of financial bids. The financial bids of all those bidders will be opened who score 75 and above marks out of 100.

Applicant will be required to present concept and overall plan to manage the proposed event.

The financial bids of only those applications/Bids which have technically qualified in stage 2, shall be opened and evaluated.

14. TECHNICAL/ FINANCIAL BID

The Event Management Agency shall be required to submit a **Technical & Financial Bid in separate sealed envelopes put in a bigger sealed envelopes superscribed as "EoI for Selection of an Event Management Agency for Organizing 5th International Kite Festival, Parade Ground, Secunderabad" on or before 02nd January, 2020 up to 17:00hrs.** Any application/bid received after the due date and time will not be considered.

Technical Bid

Technical bid shall be as given in **Annexure- I**

Financial Bid

In preparing the financial bid, the applicant shall take into account the requirements as detailed in the scope of work and provide the same in the proforma given at **Annexure -II.**

The rate quoted shall be firm and exclusive of taxes.

15. EVALUATION OF FINANCIAL BID

Each financial proposal will be assigned a Financial Score (Sf). For financial evaluation the total cost indicated in the financial proposal will be considered. The total weightage for financial bid shall be 30%. The lowest financial proposal (Fm) will be given financial scores (Sf) of 100 points. The financial score of other proposals will be computed as follows:

$$Sf=100xFm/F$$

Where F=Amount of Financial Proposal

Proposals will finally be ranked according to their combined technical (St) and Financial (Sf) Scores as follows:

$$S=St \times Tw + Sf \times Fw$$

Where S is the combined Score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal, which shall be 0.70 and 0.30 respectively.

The selected applicant shall be the first ranked applicant (having the highest combined score)

16. FRAUD AND CORRUPT PRACTICES

The applicant and their respective officers, employees and agents shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, Department of Tourism, Govt. of Telangana shall reject a Proposal without being liable in any manner whatsoever to the applicant, if it determines that the bidder has, directly or indirectly or through an Agent, engaged in corrupt practice, fraudulent practice, Coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, Department of Tourism, Govt. of Telangana shall without prejudice to its any other rights or remedies, forfeit the Bid Security or Performance Security, as the case may be.

Further, such bidder or Consultant shall not be eligible to participate in any tender or RFP issued by Department of Tourism, Govt. of Telangana during the period of two years from the date, such bidder or Consultant, as the case may be, is found by the Department of Tourism, Govt. of Telangana to have indulged in prohibited practices.

For the purpose of this section, the following terms shall be the meaning herein after respectively assigned to them :-

- a. "**Corrupt Practice**": means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process.
- b. "**Fraudulent Practice**": means misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process.
- c. "**Coercive Practice**": means impairing or harming or threatening to impair or harm, directly or indirectly, any person(s) or property to influence any person(s) participation or action in the Selection Process;
- d. "**Undesirable Practice**": means (i) establishing contact with any person connected with or employed or engaged by Department of Tourism, Govt. of Telangana with the objective of canvassing, lobbying or in any manner

influencing or attempting to influence the Selection Process; or (ii) having a "Conflict of Interest" ; and

- e. **"Restrictive Practice"**: means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full length fair competition in the Selection Process.

17. MISCELLANEOUS

The Selection Process shall be governed by, and construed in accordance with, the Laws of India and Hyderabad Courts shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Selection Process.

Department of Tourism, Govt. of Telangana, in its sole discretion and without incurring any obligation or liability, reserve the right, at any time to :

- a. suspend and/ or cancel the Selection Process and/ or amend and/ or supplement the Selection Process or modify the dates or other Terms and Conditions relating thereto;
- b. Consult with any applicant in order to receive clarification or further information;
- c. Retain any information and/ or evidence submitted to Department of Tourism, Govt. of Telangana on behalf of, and/or in relation to any Applicant; and/or
- d. Independently verify, disqualify, reject and/or accept any or all submission or other information and/ or evidence submitted by or on behalf of any Applicant.

All documents and other information supplied by Department of Tourism, Govt. of Telangana or submitted by Applicant shall remain or become, as the case may be, the property of Department of Tourism, Govt. of Telangana and will not return on any submissions made hereunder.

Department of Tourism, Govt. of Telangana reserves the right to make inquiries from any of the Clients listed by the Applicants in their previous experience records.

18. RIGHT TO REJECT ANY OR ALL PROPOSAL

Notwithstanding anything contain in this EoI, Department of Tourism, Govt. of Telangana reserves the right to accept or reject any application/bid and to annul the selection process and reject any application/bid at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assignment any reason thereof.

19. CLARIFICATIONS AND AMENDMENTS

During the process of evaluation of applications/Bids, Department of Tourism, Govt. of Telangana may, at its discretion, ask applicant for clarification on their application & applicants are required to respond within given time frame. Department of Tourism, Govt. of Telangana may for any reason, modify the EoI. The amendments(s) would be clearly spelt out and the applicants may be asked to amend their application/bid accordingly. All updates will be posted in www.telanganatourism.gov.in.

20. AMICABLE SETTLEMENT OF DISPUTE

The party shall use their best efforts to settle amicably all disputes arising out of or in connection with this assignment or the interpretation thereof.

Arbitration

Any dispute which is not resolved amicably shall be finally decided by reference to arbitration by an Arbitrator appointed in accordance with the Indian Arbitration and Conciliation Act, 1996 and Rules made thereunder.

21. FORCE MAJEURE

Neither party will be liable in respect of failure to fulfil its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country.

If there is a delay in performance or other failures by the service provider to perform its obligation under its contract due to event of a Force Majeure, the service provider shall not be held responsible for such delays/failures.

If a Force Majeure situation arises, the service provider shall promptly notify Department of Tourism, Govt. of Telangana in writing of such conditions and the cause thereof providing sufficient and satisfactory evidence immediately on occurrence of such event.

Unless otherwise directed by Department of Tourism, Govt. of Telangana in writing, the service provider shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

22. COMMUNICATION

All communications including the submission of application/bid should be addressed to:

The Commissioner of Tourism,
Government of Telangana,
Tourism House, Himayatnagar, Hyderabad
Ph: 040-23459282, Email: commissioner.telanganatourism@gmail.com

23. GENERAL TERMS

1. Covering Letter shall be in the format prescribed in Annexure -I.
2. The application/bid shall be in the format prescribed in Annexure -II.
3. The applicants are required to submit the necessary details with authenticated documents along with the application.
4. The application/bid should be printed. The applicant should sign on each page of the application.
5. The applicant may furnish any additional information, which is deemed necessary to establish their capability to successfully rendering the services.
6. Superfluous information need not be furnished and no information shall be entertained after submission of EoI document unless specifically called for.
7. Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render the applicant liable to be debarred from taking up the said assignment.
8. The application/Bid in the prescribed form duly completed and signed along with other necessary documents should be submitted in a sealed cover, superscribed **“EoI for Selection of an Event Management Agency for organizing 5th International Kite Festival at Secunderabad, Parade Grounds, Hyderabad, India”**.
9. If any of the item specified in the scope of work may be increased or decreased as per the ground reality, the payment will be made accordingly.

FORMATS FOR SUBMISSION

ANNEXURE 1 - COVERING LETTER

From

XXX

To,

The Commissioner of Tourism

Government of Telangana

Tourism House,

Himayatnagar, Hyderabad

Ph: 040 - 23459282

Email: commissioner.telanganatourism@gmail.com

Sub: Expression of Interest (EoI) for Selection of an Event Management Agency for organizing "5th International Kite Festival at Parade Grounds, Secunderabad, India" from 13-01-2020 to 15-01-2020 - Reg.

Having examined the details given in EoI document for the above Assignment, I/we hereby submit the relevant information.

1. I / We hereby certify that all the statements made and information furnished in the enclosures are true and correct.
2. I / We have furnished all information and details necessary for EoI and have no further pertinent information to supply.
3. I / We also agree that the Commissioner of Tourism, Govt. of Telangana, Himayatnagar, Hyderabad or their authorized representatives can approach individuals, employers and firms to verify our competence and general reputation.
4. I / We submit certificates in support of our suitability, technical knowhow and capability for having successfully completed the projects, in prescribed format.
5. I / We agree that the discretion and decision of the Department of Tourism, Govt. of Telangana, in respect of the selection of Event Management Agency is final and binding.

Date Signature(s) of Applicant(s) with seal

Enclosures:

- 1.
- 2.

ANNEXURE 2 - TECHNICAL PROFORMA

(Application format)

The relevant information sought in proforma below may be mentioned in short against the points here only. Detailed documents/certificates etc. may be enclosed and flagged.

1	Name and Address of the Applicant/Firm (Tel/Fax/email details)											
2	Constitution of the Firm											
3	Registered Office of the Firm											
4	Communication Address of the Applicant											
5	Number of years the Applicant has been in the business of Event Management / Consultancy											
6	Applicant to submit a self certified declaration of experience in the field											
7	Annual turnover / receipts in organizing/consulting events, such as, exhibitions, festivals, business/investor/tourism summits, cultural programmes, etc. in last financial years: <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Financial Year (April to March)</th> <th style="text-align: center;">Turnover (Rs. in Lakhs)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2016-17</td> <td></td> </tr> <tr> <td style="text-align: center;">2017-18</td> <td></td> </tr> <tr> <td style="text-align: center;">2018-19</td> <td></td> </tr> <tr> <td style="text-align: center;">Total</td> <td></td> </tr> </tbody> </table>	Financial Year (April to March)	Turnover (Rs. in Lakhs)	2016-17		2017-18		2018-19		Total		
Financial Year (April to March)	Turnover (Rs. in Lakhs)											
2016-17												
2017-18												
2018-19												
Total												
8	GST Registration Number											
9	Details of Office /Professional Set Up											
10	List of Similar Projects (<i>enclose separate sheet for each project experience</i>)											
11	Details of Income Tax Registration <i>Enclose PAN Details</i>											

12	<ol style="list-style-type: none">a. Self certified copy of Incorporation Certificate issued by ROC, copy of partnership deed along with registration certificate of partnership firm, if registered with Registrar of Firms, Society / Trust Registration Certificateb. Copy of last three years Income Tax & Service Tax Returnc. Certificate from Chartered Accountant certifying that the applicant has no statutory dues pertaining to the period as on 31.03.2019.d. List of present clients with contact details & document of recently done works (Enclose details).e. Creative (Concept Plan and Branding Plan) enclosed (Y/N).f. A detailed illustrative note containing understanding and clarity of the Event, approach to providing complete solution, resource planning and media plan not exceeding 5 pages.
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This is to certify that I have understood the provisions of tender document and all the information given by me in tender document is true to the best of my knowledge.

**Name and Signature of Applicant
(Designation with Office Seal)**

ANNEXURE 3 - FINANCIAL BID

Name of the Applicant:

S.No	Particulars	Amount (in Rs.)
1	Charges for Event Management for organizing 5 th International Kite Festival at Secunderabad, Parade Grounds, Hyderabad, India, from 13 th to 15 th January 2020.	

For Financial Evaluation, the total fee for the service provided will be considered. This Fee will cover costs/expenses of the 'Event Management Agency' for undertaking work as detailed in the Scope of Work. The fee quoted above is exclusive of GST.

Table for Bifurcation of Expenses:

S.No.	Head of the Expenses	Amount
1	Stage for cultural of size 60'x32'X4'(H) and steps both sides, black masking, all sides with iron framing & white flex toping. Roof to be covered for shade on the stage	
2	Stage LED backdrop of 40' x 15'size	
3	Side wings of flex with iron frame & self supporting stands - 10'x4' - 6 Nos; foam board kites to be fixed - 6 Nos.	
4	Podium with flex frame in 'U' shape	
5	JBL Fly sound system with delays in the surroundings	
6	Lighting Goal post Truss at Stage - 60'x22'(H)	
7	VIP Seating area with shading beside the stage of size 20' x 10' along with sofas, teapai, carpet, water cooler and mobile toilet	
8	Green rooms adjacent to stage with mirror, table, chairs & carpet 10'x10' - 4 Nos.	
9	Sidewall covering green rooms, VIP Seating area, Kite flyers seating area, toilets, etc., - 2500 rft	
10	Mobile Toilets (Bio Toilets) with chemical treatment, water drums & attendant for regular maintenance - Public: 20+20, VIP:10+10 & Kite flyers : 5+5; Total - 70 Nos.	
11	Ground Lighting with Single pole - 40 Towers & Four pole Towers - 4 Nos. : covered with: LED Day lights - 200 Nos., Halogens - 50 Nos., Mirchi lights laddis - 200 Nos. for tower fixing & Shaded Lighting to the arches, welcome boards, etc.,	
12	Double Iron Barricading with mesh to restrict the entry of public into kite play area - as per requirement.	
13	Welcome flex arches - Box type - visible on both sides - 12'(H) & 24' beam - 2 Nos.	
14	Welcome flex with iron frame & Self supporting stands - 20'x10' - 2 Nos.; 8'x8' - 4 Nos.; 8'x4' - 12 Nos.	
15	Pole flags of 14' (H) with full length flag (top to bottom) with tourism logo in all colours using cloth to cover boundary of the ground - 100 Nos.	
16	Two Layer Pipe Pandal (Top blue & white inside) at VIP security area, kite flyers seating area & press seating area - 15000 sft	
17	Landscaping (Green plants) - 4 Loads	
18	Intelligent stage lighting for cultural programs & Shaded Lighting: LED parcans - 60 Nos.; Moving Heads - 6 Nos.; Halogens - 10 Nos.; Follow on (2.5 KV) - 8 Nos.; Parcans - 10 Nos.	

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19	Banquet chairs with covers & bows for VIPs, Kite Flying area, Press, Food Court & around Cultural Stage - 1000 Nos.	
20	Radio Jockey Anchor - Telugu, Hindi & English Speaking	
21	Videography with high end HD camera & professional videographer	
22	Photography with 5D camera & professional photographer	
23	Housekeeping boys for ground cleaning & garbage pick up - 10 Nos. - daily	
24	Soundproof Generator with fuel - 125 KV for Stage Lighting, Ground Lighting, Public Area, Kite Flying area & Food Court- 3 Nos.	
25	Soundproof Generator with fuel - 62.5 KV for sound - 1 No.	
26	Soundproof Generator with fuel - 125 KV on stand by - 1 No.	
27	Soundproof Generator with fuel - 62.5 KV - - for making arrangements before the event & dismantling after the event with 10 Lights - 1 No.	
28	Ground cleaning before & after the program	
29	Chowkees with frill & cloth for Video & photo coverage - 2.5'(H) - 10 Nos.	
30	4'x2' tables with frill & cloth (new) for sound & light console & kite play area for holding the kites - 60 Nos.	
31	Red carpet at VIP seating area, flyers area & passage - 15000 sft	
32	Water drums - 40 Nos.	
33	Direction Boards - 30 Nos.	
34	Paper kites of different types to be displayed for decoration - 200 Nos.	
35	Prototype kite of foam board with multicolour image & including hangings with fancy threads to be fixed on electrical poles around & near Secretariat, Parade ground, CM Camp office, Raj Bhavan, Assembly - 2'x2' - 200 Nos.	
36	Prototype kite of foam board with multicolour image & including hangings with fancy threads to be fixed on electrical poles around & near Secretariat, Parade ground, CM Camp office, Raj Bhavan, Assembly - 2'x3' - 100 Nos.	
37	Sand Bags - 200 Nos.	
38	Motorised trolley for the transport of sand bags - 2 Nos.	
39	Selfie points with decorative kites (Large size) - 10 Nos.	
40	Octonorm Stalls with pedestal fans for Kite Flyers with charging point - 10'x6' - 30 Nos.	
41	Store rooms with lock for preserving material - 3 Nos.	
42	Water dispenser - 20 Nos.	
43	Laying of Green sheet at vacant area of the food counters	
44	Necessary electricity provision, tents, carpet at food counters - as per requirement	

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45	Round Tables with frill & cloth at Food Court - 50 Nos.	
46	Standing Tables at Food Court - 20 Nos.	
47	Tables with frill& cloth - 2'x4' (2' H) - 10 Nos.	
48	Banquet Chairs with covers at Food Court - 200 Nos.	
49	Drums with black cloth around for waste in food court - 40 Nos.	
50	Ice boxes at Kite Flyers seating area- 10 Nos.	
51	Bouncers at Kite flyers area : from 03:00 pm to 10:00 pm - 10 Nos.;; Security gaurds on 12 Hrs duty : 6 Nos. in the day, 6 Nos. in the Night; 4 Nos. each for day & night on 12th & 16th Jan - Total: 52 Nos.	
52	Octonorm Stalls for Handicrafts display & Food courts with necessary power supply - 100 Nos.	
53	International flags displayed at the ground - 25 flags - 1 set	
54	Advertisement of sponsors on barricading - flex with frame - (15'x3')	
55	Extra Lights for the Night Kite Flying and necessary power off switches in kite flying area	
56	White Pandal on top of octonorm stalls - as per requirement	
57	White Pandal on top for Police, Press & Electronic Media	
58	Walky talkies - 6 Nos.	
59	Payment towards providing of fire brigade and ambulance services at the venue	
60	Any other item as and when required	
61	Transport & Labour	
62	LED TV's on the ground - 2 Nos of size 20ft x 10ft.	
63	200 ml water bottles @ 2000 per day for kite flyers, VIPs etc.	

GST SHOULD BE MENTIONED, IT WILL OTHERWISE BE ASSUMED THE QUOTED AMOUNT INCLUDES TAXES.

Break-up of costs for each of the items of work listed in the Scope of Work are to be submitted on a separate sheet of paper. This break-up of individual costs will not be considered for financial evaluation.