



F. No. 13-02/GA/2019-20/FSSAI

FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE
3RD FLOOR, FDA BHAWAN, KOTLA ROAD,
NEW DELHI-110002

Dated, the 6th Dec, 2019

TENDER NOTICE

INVITATION OF BIDS FOR APPOINTMENT OF FABRICATION AGENCY
FOR EAT RIGHT MELA SCHEDULED FROM 25 TO 29 DEC, 2019
AT JN STADIUM, AROUND GATE NO.2, LODHI ROAD, NEW DELHI

Bids in sealed cover are invited for temporary construction of Stalls, Pagodas and display podiums/platforms for food vendors, supply of items and developing infrastructure for conducting Eat Right Mela along with participation in 11th National Street Food Festival to be held at open grounds at gate no.2 of Jawahar Lal Nehru Stadium (JLNS), Lodhi Road, New Delhi-110003 as per details of items/works & services listed in Appendix-A of this RFP. The bids are to be submitted in two parts viz Technical and Commercial/Price Bid. Technical bid will contain EMD, an undertaking for acceptance of all terms and conditions, Past experience, presentation etc; and the Price Bid will be as per the prescribed format i.e. Annexure-5 attached with this RFP. Please super-scribe the above mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.

02. The tender document is available on the FSSAI website as well as on CPP Portal. The duly filled in Tender Document with relevant supporting documents may be submitted on or before **16th Dec, 2019 by 1100 hrs** addressed to Asstt Dir (GA), FSSAI, 3rd Floor, FDA Bhawan, Kotla Road, New Delhi 110002 along with Demand Draft/Pay Order for Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only) (Non-bearing interest) as Earnest Money Deposit (EMD). There is no tender fee payable. The Demand Draft/Pay order towards EMD should be in favour of Senior Accounts Officer, FSSAI payable at New Delhi.

03. Tender document (non-transferable) containing detailed specifications, terms & conditions can also be obtained from FSSAI HQ, GA Division, 3rd Floor, FDA Bhawan, Kotla Road, New Delhi-110 002. Alternatively, the tender document can be downloaded from FSSAI's **website: www.fssai.gov.in** or through **CPP Portal www.eprocure.gov.in/epublish/app** with the payment towards cost of the tender document and submission of bid as mentioned above.

Address for communication: Asstt Dir (GA), Food Safety and Standards Authority of India (FSSAI), 3rd Floor, FDA Bhawan, Kotla Road, New Delhi - 110002

ASSTT DIRECTOR (GENERAL ADMINISTRATION)
FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA



F. No. 13-02/GA/2019-20/FSSAI

FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE
3RD FLOOR, FDA BHAWAN, KOTLA ROAD,
NEW DELHI-110002.

Dated, the 6th Dec, 2019

INVITATION OF BIDS FOR APPOINTMENT OF FABRICATION AGENCY
FOR EAT RIGHT MELA SCHEDULED FROM 25 TO 29 DEC, 2019
AT JN STADIUM, AROUND GATE NO.2, NEW DELHI

1. This Request for Proposal (RFP) is divided into five Parts as follows:
 - (a) **Part I** – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
 - (b) **Part II** – Contains essential details of the works/services required, such as the Technical Specifications, Work Completion Period, Mode of Carrying out the required works/services/supply of items/material and Consignee details.
 - (c) **Part III** – Contains Standard Conditions of RFP.
 - (d) **Part IV** – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.
 - (e) **Part V** – Contains Evaluation Criteria and Format for Price Bids.
2. This RFP is being issued with no financial commitment and the FSSAI reserves the right to change or vary any part thereof at any stage. FSSAI also reserves the right to withdraw the RFP or withhold/cancel the proposed work even after selection of suitable vendor, should it become necessary or considered appropriate at any stage without assigning any reason there-for.

PART I – GENERAL INFORMATION

1. **Last Date and Time for Depositing the Bids.** 16th Dec, 2019 by 1100 hrs.

The sealed Bids, both Technical and Financial should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

2. **Manner of Depositing the Bids.** Sealed Bids should be either dropped in the Tender Box earmarked for the purpose at 3rd Floor, FSSAI, FDA Bhavan, Kotla Road, New Delhi - 110002 or

sent by post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/ non-receipt of Bid documents.

3. **Time and Date for Opening of Bids.** Sealed Bids received by the due date / time will be opened at **1130 hrs on 16th Dec, 2019**. If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/ time, as intimated by the FSSAI.

4. **Location of the Tender Box:** 3rd Floor, FSSAI, FDA Bhavan, Kotla Road, New Delhi-110 002.

5. **Place for Opening of Bids.** Bids will be opened in the Conference Room, 3rd Floor, FDA Bhavan, FSSAI HQ, Kotla Road, New Delhi -110 002. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of bidder's representative due to any reason. Please note that only the Technical Bid would be opened on the time and date mentioned above. **A short presentation of 15 minutes will have to be prepared and presented along with layout, decoration, designing etc.** The schedule for opening of Financial Bid will be intimated after acceptance of the Technical Bid. Financial/Price Bid of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical Evaluation is done.

6. **Pre-Bid Conference.** A pre bid meeting will be held on **11-12-2019 at 11 AM** in the office of Food Safety and Standards Authority of India at 3rd Floor, FDA Bhawan, Kotla Road, New Delhi -110 002, to clarify issues and to answer queries on any matter pertaining to the bid that may be raised. The bidders willing to attend the pre-bid conference are requested to inform the FSSAI beforehand in writing or through email. They may also bring their queries in writing. The bidders are requested to examine the Qualifying and Technical requirements of the Bid Documents so as to avoid any confusion/scope of not adhering to fulfilling the required conditions and submission of supportive documents along with the bid. In case bidders choose to offer or suggest with better features/specifications/design etc; and concept/material to be used the same shall be discussed by the bidders in the pre-bid meeting and bidders shall also clearly spell out the advantages and superiority of taking such deviations, if they considered it more appropriate and necessary for betterment of the proposed work. Based on FSSAI confirmation on these points, bidder will submit its offer and will not be allowed to take any further technical deviation at the time of submission of technical offer. Minutes of pre-bid conference/meeting, including the text of the queries raised and the responses/suggestions given, together with any responses prepared after the meeting, will be transmitted without delay to all purchasers of the bidding documents and/or published on FSSAI official website. Any changes which may become necessary as a result of pre-bid meeting may be made by the FSSAI exclusively through the issue of an addendum and not through the minutes of the pre bid meeting. **It may be noted that Non attendance at the pre bid meeting will not be a cause for disqualification of a bidder and is purely voluntary.** The maximum number of participants from an applicant, who chooses to attend the Pre-Bid Conference, shall not be more than two persons. The representatives attending the Pre-Bid Conference shall be in possession of an authority letter, duly signed by the authorised signatory of his/her Organization.

7. During evaluation and comparison of bids, the FSSAI may, at its discretion, ask the bidder for a clarification on his bid. No post-bid clarification on the initiative of the bidder will be entertained.

8. Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
9. **Validity of Bids.** The Bids should remain valid for a period of **60 days** from the last date of submission of the Bids.
10. **Forwarding of Bids** – Bids should be forwarded by Bidders under their original memo/letter pad inter-alia furnishing details like PAN, GST Numbers, Bank address with NEFT details, etc and complete postal & e-mail address of their office.
11. During evaluation and comparison of bids, the FSAAI may, at its discretion, ask the bidder for clarification of his bid. No post-bid clarification on the initiative of the bidder will be entertained.
12. **Earnest Money Deposit:**-- Bidders are required to submit Earnest Money Deposit (EMD) for amount of Rs. 1,50,000/- (One Lakh Fifty Thousand Only) along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque from any of the public sector banks or a private sector bank authorized to conduct government business. The EMD should be valid for a minimum period of forty five days or more from the date of last date of bid submission. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Guarantee from them as provided in part-IV of this RFP. The EMD will be forfeited if the bidder withdraws or amends/impairs or derogates from the tender in any respect within the validity period of their tender.

Part II – Essential Details of Items/Services required

1. Food Safety and Standards Authority of India (FSSAI) is organizing and conducting Eat Right Mela by participating in the 11th National Street Food Festival being organized by National Association of Street Vendors of India (NASVI) for five days from 25th to 29th Dec 2019 at JN Stadium, Lodhi Road New Delhi outside/around gate no.2 to open space area promote its Eat Right India campaign in order to educate and extend message among citizen of India to Eat right and healthy food. For conducting the festival in its true spirit and to promote Eat Right habits an infrastructure for the proposed food stalls, Stage/Platform for holding seminars, live food cooking lessons through celebrity Chefs etc is required to be created for more than 150 participating units. The selected fabricator will be required to design, fabricate, and erect the complete structure as per given requirements/specifications. Item wise details are given in Appendix-A to this RFP.
2. For creation of the entire infrastructure with supporting services like conservancy/housekeeping/waste management/security services/provisioning of potable and chemical toilets with necessary toiletries consumables etc, FSSAI wishes to appoint a well established, experienced and financially sound fabrication agency for the said National Street Food Festival. The selected vendor will be providing its services for creation of infrastructure and sale of tickets/entry control and various other activities would be carried out by NASVI/FSSAI on their own. The complete details are elaborated in Appendix-A of the RFP.

3. Additional Items/Works

The selected agency would be bound to undertake/provide any additional items or services not covered in the RFP but may be required by Organizers'. The price/cost involved will be mutually decided on requirement basis with FSSAI. However, decision of FSSAI in any regard will be final and binding.

4. Technical Details: All the work under this tender enquiry will be turnkey project, requiring commitment from Fabrication agency right from selection to the handling over exhibition area to the organisation and on completion of event. It would be ensured that all materials, equipments, furnishings and other items/services used are of good quality and comply with the safety parameters on all accounts. The bidders are advised to visit the ground/site and evaluate the same for various RFP requirements which should be included in the bid.

5. Technical Requirements/Criteria for Eligibility

To be eligible to participate in the said tender enquiry, the agency must fulfill the following technical requirements/criteria:-

- (a) The agency must have a well established permanent setup on fabrication and construction facilities (Location with address to be given).
- (b) The agency must have an average annual turnover of Rs. 5 Crores in last three years (Attach proof).
- (c) The agency should be an independent Indian registered company/firm of Indian Origin having been incorporated more than 3 yrs as on date of RFP (Attach proof).
- (d) The agency should have handled as sole appointee minimum three exhibitions/fairs of gross area 20000 Sqm or more and 3 fairs/melas/exhibitions of net area 10000 Sqm or more in last three years (Attach proof) out of which at least two similar i.e. food related exhibitions/festivals/melas/fairs etc organized/sponsored by government/PSU's/Large Private Sector bodies.
- (e) At least one similar assignment must have been executed with value of more than Rs.75 lakhs.
- (f) The agency need to submit a detailed presentation depicting its expertise and measures as to how the bidding agency propose to get the prescribed work done providing concept and design with food stalls branding and design of all material to be used/put up as per scope of work to make the ambience interesting and presentable for the populace. Supporting documents viz photographs, videography for the past work done without indicating price.
- (g) The agency/company and it's associated/subsidiaries should not have been blacklisted by any govt agency, or involved in anygovt investigation pending against them.

6. Bidders are required to furnish compliance of specifications bringing out clearly the deviations from technical details, if any. Bidders are required to give presentation at the time of technical bid opening

7. **Documents**

Bid documents may be submitted in the agency's letter head/Covering letter containing the following documents: -

Annexure – 1	:	Tender Form
Annexure – 2	:	Bidder's profile
Annexure – 3	:	Financial Status
Annexure – 4	:	Letter of authority
Annexure – 5	:	Financial Bid
Annexure – 6	:	Performance Security (Bank Guarantee)
Annexure – 7	:	Check List for Bidders

Part-III

1. The Bidder is required to give confirmation of his acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Contract) as selected by the FSSAI. Failure to do so may result in rejection of the Bid submitted by the Bidder.

2. **Law.** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.

3. **Effective Date of the Contract.** Any contract, when not signed by both parties, namely the Buyer and the Seller, is deemed to come into force with the acceptance of the tender as per mutually agreed terms and conditions contained in the RFP and the firm's offer. However, in the case of Supply Orders, the firm should check the supply order and convey acceptance of the same within **three days of receipt of** the supply order. If such an acceptance or communication conveying their objection to certain parts of the contract is not received within the stipulated period, the supply order is deemed to have been fully accepted by the firm.

4. **Arbitration.** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, dis-agreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration.

6. **Non-disclosure of Contract Documents.** Except with the written consent of the FSSAI/bidder shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

7. **Liquidated Damages.** In the event of selected agency's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of stalls/connected items as specified in this contract, the FSSAI may, at his discretion, withhold any

payment until the completion of the contract. The FSSAI may also deduct from the appointed agency as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every activity/hours of such delay subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of the such delayed/undelivered stores/services mentioned in the contract.

8. **Termination of Contract.** The FSSAI shall have the right to terminate this Contract in part or in full in any of the following cases:-

- (a) The event is delayed or cancelled for causes attributable to Force Majeure.
- (b) The bidder is declared bankrupt or becomes insolvent.
- (c) The FSSAI has noticed that the bidder has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- (d) As per decision of the Arbitration Tribunal.
- (e) In case any part of the Contract is sublet or the selected contractor is unable to carry out the desired work in a time bound manner as per on site requirement.

9. **Transfer and Sub-letting.** The bidder has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

10. **Patents and other Industrial Propriety Rights.** The prices stated in the present Contract shall be deemed to include all amounts payable for the use of, registered charges, and payments for any other industrial propriety rights. The bidder shall indemnify the buyer i.e. FSSAI, MOH&FW against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of material use. The bidder shall be responsible for the completion of the services and training aggregates irrespective of the fact of infringement of the supplies or manpower, irrespective of the fact of infringement of any or all the rights mentioned above.

11. **Taxes and Duties.** Bidders are required to quote the rates inclusive of all the applicable Statutory/ Govt. Provisions and Taxes (GST, municipal taxes etc.) are to be clearly specified, if applicable.

12. **Access to Books of Accounts.** In case it is found to the satisfaction of the Buyer that the Seller has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Seller, on a specific request of the Buyer, shall provide necessary information/ inspection of the relevant financial documents/information.

Part IV – Special Conditions of RFP

The Bidders are required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as Part of the Contract concluded with the successful Bidder as selected by the FSSAI. Failure to do so may result in rejection of Bid submitted by the Bidder.

Performance Guarantee:

1. The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business for a sum equal to 10% of the contract value within 3 days of receipt of the confirmed order. Performance Bank Guarantee (PBG) should be valid up to 60 days beyond 29th Dec, 2019. The format of PBG is attached as Annexure-6.

2. To take care of any change in the requirement during the period starting from issue of RFP till placement of the contract, FSSAI reserves the right to 50% plus/minus increase or decrease the quantity of the required goods upto that limit without any change in the terms & conditions and prices quoted by the Seller. While awarding the contract, the quantity ordered can be increased or decreased by the Buyer within this tolerance limit.

3. It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/EFT mechanism instead of payment through cheque, wherever feasible. A copy of the model mandate form prescribed by RBI to be submitted by Bidders for receiving payments through ECS/NEFT/RTGS.

4. The Performance Bank Guarantee shall be considered open upon receipt by the FSSAI's i.e. bank. In case any claims or any other contract obligations are outstanding, the selected fabricator agency will extend the PBG as asked for by FSSAI till such time as the fabrication agency settles all claims and completes all contract obligations. The PBG will be subject to encashment by FSSAI, in case the conditions regarding adherence to delivery schedule, settlement of claims and other provisions of the contract are not fulfilled by the selected vendor.

5. General Terms and Conditions/Role of Fabrication Agency:-

(i) The selected agency will play a very important role in planning, preparation and smooth conduct of an event. The responsibilities of selected agency will be as follows :-

- (a) Overall festival layout including stalls/pagoras/information counters and Outdoor display area etc.
- (b) Landscaping of entire area.
- (c) Liaison with other fabricating agencies, if required.
- (d) Approval of stalls/pavilion designs.
- (e) Planning and laying of electric cables in entire exhibition area.
- (f) Provisioning of electric sockets/points in halls/pavilions/stalls etc.
- (i) Carpeting of all aisles/passages/stalls and areas as specified.
- (j) Provisioning of furniture and fitments as per approved list.
- (k) Creation of additional temporary structures wherever required by the Organisers.
- (l) Obtaining all clearances pertaining to exhibition area on termination of the show from concerned agencies.

(ii) Ecological Balance and Hygiene

- (a) Notwithstanding anything mentioned in the RFP, the selected agency shall ensure compliance with all applicable environmental laws and any guidelines which have been issued by a government authority from time to time.
- (b) The selected agency will ensure to prevent water pollution and defacing of natural landscape. The agency shall also conduct its cleaning operations such as to prevent any avoidable destruction, scarring or defacing of natural surroundings in the vicinity of festival site.
- (c) In case of any defacing/destruction/scarring or damaging may occur as a result of operations relating to erection of structure or cleaning activities, the same shall be repaired/restored/replanted or corrected by the agency on its own expense.
- (d) During the conduct of cleaning activities and operation of equipment, the operator shall utilise such practicable methods and devices as are reasonably available to control, and minimize air/noise pollution.
- (e) The agency shall use environmental friendly chemical/detergents/reagents etc for the purpose of cleaning of structures and area of the festival.
- (f) Cleanliness in and around the erected stalls, housekeeping, cleaning of toilets at regular intervals (say every 15 minutes throughout the day) provisioning of service staff etc is in the scope of the selected agency. All manpower deployment details of all kind viz workers for erection of structure/stalls/platforms etc, housekeeping staff and others whosoever are deployed are to be submitted .
- (g) Emptying soak pits on daily basis or as per site requirements including entire system pertaining to tents & other relevant structures/items are to be done by mechanical means using related equipment and disposal maintenance of same and maintaining cleanliness all the times during the festival and after conclusion of the event are in scope of work of the selected agency.
- (h) The garbage/wastes shall be collected in bags during cleaning and shall be disposed off by the agency outside the site area in disposal yard/scrap yard/location identified by the bidder and the same shall be disposed off properly through garbage disposal trucks/vans at the area as designated by the local municipality . The Bio-degradable waste and hazardous waste, if any shall be collected and transported in separate bins/bags as per applicable law/instruction from the local authority. Solid waste disposal system should be connected to all sewers which developed at venue or disposal off through suitable system as decided by the authority and availability at site.
- (i) Cleaning of drainage system within the food festival area shall be the responsibility of selected agency. The sewerage will have to be connected to nearest drain/sewer manhole/sock pit. If not available at site or nearby, complete arrangement for waste disposal works shall be carried out by the agency.
- (j) All the bathrooms/toilets provided in the different locations at festival site and also which are permanently available by the authority a proper connectivity through necessary p-traps, Floor traps, gully traps etc and drain pipes connecting to the toilets to have adequate movement place for sweepers/cleaners. These are to be disinfected at frequent intervals and proper cleaning and availability of all consumables viz liquid soaps, toilet tissues, odors etc to be provided on actual consumption basis without fail and without any shortfall. All drain pipes/disposal waste pipes should be properly aligned and leveled in such a manner that there is proper flow so as to avoid any scope of waste accumulation.

- (k) All the fittings in toilets/washrooms shall be checked regularly and in case of any deficiency, damage/repair required, the same shall be done within 30 minutes.
- (l) Separate male/female toilets need to be placed at site with supporting female/male staff as per norms.

6. Other miscellaneous jobs/works to be carried out during the show:-

- a) All the material used for temp construction of stalls, Platforms for display of exhibits/items/food cooking etc shall be of very good quality and safe to use.
- b) All electrical cables/connectors/switchboards, switches, sockets, will be of ISI approved quality and their laying will be completely covered, safe and tamper proof to avoid any short-circuit/accident.
- c) The routine Upkeep and Clean-up of the complete infrastructure so provided by the agency shall be carried out in such a manner that the entire area, Temp Chemical Toilets, Existing Toilets and its surroundings are ready for visitors all the time and Upkeep/Clean-up standards enhanced progressively.
- d) The supervision will be exercised by a qualified and experienced housekeeper nominated by the Service Agency, who will be responsible for Upkeep/Clean-up of the whole infrastructure.
- e) Personnel employed for maintenance will work under the overall supervision of the Service Agency concerned, but for day-to-day control, the 'Supervisor/In charges appointed by the Service Agency will function directly under the control of concerned FSSAI/NASVI officials or other officers authorized by them. Daily parade statement of the persons deployed under the contract will be made and signed by the Supervisor nominated by the Service Agency and submitted to the FSSAI for verification.
- f) The Cleaning Process will be carried out by using the mechanical/electrical devices by the experienced staff and manual means of cleaning should also be employed during the exhibition days to ensure frequent cleaning and removal of waste material/garbage.
- g) The Toilets and supporting staff shall remain available from 1000 hrs to 2000 hrs. No overtime/extra payment will be made for the personnel so employed beyond these hours as also on Saturday/Sunday/holiday as on required basis.
- h) Supervisors and supporting technical & allied staff will be qualified in their respective fields and all the staff and workers should be police verified.
- i) If the performance of the Service Agency is not found satisfactory during the validity of the contract, Asstt Dir (GA) reserves the right to cancel the contract unilaterally at any stage and no claim of damage etc from the Service Agency will be entitled.
- j) If the Service Agency leaves during the validity of the contract or does not carry out the specified / required job, Asstt Director, FSSAI will have the right to get the job done from another firm/company/agency at the risk and cost of the Service Agency.
- k) The actual date of commencement of work will be reckoned from the date of signing of the Agreement and site handover.

- l) The Service Agency would indemnify DEO against any loss of property or life during the execution of the contract.
- m) Any property of JNS/Govt/Municipality of Delhi viz NDMC damaged during the execution of contract due to negligence or any other reason, whatsoever will be the liability of the agency and the agency will make good the damages to the satisfaction of FSSAI/NASVI or officer authorised by the organisations.
- n) Electricity and water required for Upkeep and Clean up activities would be provided to the Service Agency subject to the charges based on per sq mtr area.
- o) All applicable labour statutory regulations including insurance, ESI, PF, minimum wages etc as applicable, shall be complied by the Service Agency at its own cost and the Agency shall keep the DEO indemnified against all claims.
- p) All disputes or differences that may arise between the Service Agency and FSSAI with respect to the contract or its terms or interpretation thereof and its performance and execution shall be decided by reference to the Arbitration by a single Arbitrator to be appointed by the FSSAI.
- q) Cost of all the consumables, required equipments/materials or whatsoever required for smooth functioning of services shall be included in the contract and no extra cost under any circumstances will be borne/provisioned by FSSAI.
- r) All expendable materials built in the contract and provisioned by the Agency will be of standard/reputed/ISI mark.

7. Terms of Payment

The payments to the nominated OF will be made as per following schedule:-

- | | | | |
|-----|---------------------------|---|--|
| (a) | 15% Advance of total cost | - | against submission of Performance Bank Guarantee equivalent to 10% of the Contract amount. |
| (b) | Balance 85% | - | On completion of entire works and Services & after closure of festival. Removal of all items/leftovers from the Festival site. |

Note:- Last installment of 85% will be made only after clearing of exhibition site subject to satisfaction of the organizers i.e. FSSAI.

8. Paying Authority:

- (a) Paying Authority will be Sr Accounts Officer, FSSAI New Delhi. The payment of bills will be made on submission of the following documents by the selected agency to the Paying Authority along with the bill:
 - (i) Ink-signed copy of bill

- (ii) Copy of work Order/Contract
- (iii) Job Completion Certificate
- (iv) Performance Bank guarantee
- (v) Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code
- (vi) Any other document/certificate that may be provided for in the Supply Order/Contract.

9. Force Majeure clause

a. Neither party shall bear responsibility for the complete or partial non performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

b. In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

c. The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

d. If the impossibility of complete or partial performance of an obligation lasts for more than the prescribed time frame of the exhibition, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods/services received.

10. Penalty Clause

The selected service providing agency would be required to meet very good quality standard for all the services set by the FSSAI. Any breach of timelines or failure to carry out any work as per quality requirements will result in imposition of penalty of rupees ten thousand for each deviation in addition to taking action under clause 4 of part IV relating to encashment of Performance Guarantee. FSSAI reserves the right to get the fabrication and other works done by any other agency at the risk and cost of the service agency. The decision of FSSAI in this regard will be sole and final.

Statutory Conditions of the Contract(Applicable in case of Successful Bidder)

1. The contractor shall be responsible for all commissions and omissions on part of work force engaged for the purpose conduct of the event. The Buyer i.e. FSSAI shall not be responsible in any manner whatsoever, in matter of injury/death/health etc. of the contractors employees performing duties under this contract.
2. The contractor shall be obliged and solely responsible to comply with all statutory security requirements in respect of manpower engaged by the firm and Buyer shall not be a party to any dispute arising out of such deployment by the contractor.
3. The work force deployed by the contractor under this contract shall be the employee of the contractor and in no circumstance shall have any claim of employment with the buyer i.e. DEO.
4. **Affidavit.** An affidavit (on stamp paper of Rs. 100/-) is required to be submitted by the successful bidder regarding the fact that the persons employed by the contractor for the outsourcing in relation to the conduct of the street food festival shall be the employees of the bidder for all the intents and purposes and, in no case shall be a relationship of employer-employee between the said persons and the FSSAI/NASVI shall accrue implicitly and explicitly and the bidder shall also be solely responsible for providing all the statutory benefit to the personnel employed by it. The affidavit should also contain a declaration that bidder shall make payment of compensation under the Works-man Compensation Act or any other applicable Acts or Enactments in case of injury or death of any of its workers while at work or otherwise due to contractors directions/any other job. The affidavit should also contain a declaration that the bidder shall take care all other statutory liabilities as well in the most sincere manner and shall solely be responsible for the same. All the personnel deployed/engaged by the contractor in processing/completion of the works and services shall be police verified.

Part V – Evaluation Criteria & Price Bid issues

1. **Evaluation Criteria**
 - (a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP.
 - (b) The technical bids must be supported by documentary proof of technically qualifying the laid down criteria and samples/photo etc of listed items and presentation. For financial bids, the offers should be restricted to only financial/price aspects. The rates per unit and the total cost be quoted and would be as per format attached.
 - (b) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
2. The selection of fabricating agency will be through Composite Quality cum Cost Based System (CQCBS). The weightage for Technical Criteria will be 70 while the Financial Criteria will

be 30. The agency who quotes lowest in the financial bid shall be given 30 marks. The financial quotes of other bidders shall be computed as follows :-

(L-1 divided by Lx) multiplied by 100 wherein X is the bid quoted by L 2, L3, L 4.

1. Composite Score of the Bidders:-

Composite Score of the Bidders shall be worked out as under:

Bidder's Scores		Weightage	Weighted Score
(A)	Technical Score	70	
(B)	Financial score	30	
Composite Weighted Score of the Bidder (A+B)			

The Bidders who has secured the highest Composite Score shall be declared the most Preferred Bidder.

All the event management agencies are hereby requested to develop concept and design as per scope of work. The agencies are further requested to visit the venue before submitting a layout plan. The rough map/layout of the venue area is also enclosed with the tender document for facilitating reference. For any further assistance and clarification, the bidders may contact the undersigned during working hours.

3. The Design and Concept shall be selected as per the following criteria:-

Technical Score is Maximum 100 Marks.

Sr.	Criteria	Documentary evidence	Marks Assigned
1	The agency should have handled as sole appointee minimum three exhibitions/ fairs/melas of gross area 25000 sqm or more and net area of 10000 sqm or more in last three years out of which at least one similar nature i.e. food relating exhibitions/festivals /melas/fairs etc organized/ sponsored by government/ PSU's/Large Private Sector bodies	Enclose Work order copy.	5 marks if worked with only 1 PSU/Govt sector/Reputed Private Sector in last 3 yrs. 10 marks if worked with more than 1 PSUs/Govt Sector in last 3 yrs.
2	Relevant experience of organizing at least two similar Exhibition/Festival/Event/ Entertainment/IEC Projects during last 3 years (with Govt./PSU's/Private)	Work Order & Photographs is to be attached for authenticating claim.	5 marks if organised two similar exhibitions/ programs with PSU/Govt. Sector/ Reputed Pvt Sector during last 3 yrs. 10 marks if organised more than two exhibitions/

			programs with PSU/Govt. Sector/ Reputed Pvt Sector during last 3 yrs.
3	Financial average annual turnover of the company should be at least Rs. 5.00 crores during last three financial years.	Audited Financial Report/Chartered Account certificate indicating minimum annual financial turnover from similar works.	5 marks if turnover is upto than Rs.5.00 crs during last 3 years. 15 marks if turnover is more than Rs.10.00 Cr during each of last 3 yrs.
4	Smart and Innovative approach for making the event popular and attractive through creative crowd pulling modes and concepts (10 Marks)	Presentation Made to Tender Evaluation Committee/Experts.	Max 50 marks
	Planning, execution and implementation strategy with concept of Food safety cleanliness and hygiene management of entire event including resource deployment, coordination, communication, quality of visuals and content. (15 Marks)		
	Creative and artistic decoration and lighting of the entire venue with thematic Floor layout, placement of stalls, entry plan including branding and communication concepts. (25 Marks)		
	TOTAL		100 Marks

The quantity and details of various components may also be indicated during presentation. The hard copy as well as the soft copy of the presentation may also be given to FSSAI after the presentation.

f. Financial Score

30 Marks

The financial bid is to be quoted in the prescribed format

g. FSSAI reserves all the rights related to the opening, evaluation and cancellation of Bids without assigning any reasons thereof. FSSAI can accept OR reject the financial bids without assigning any reason and decision of the FSSAI will be final & binding in this regard. In case of any ambiguity while comparing the rates offered by the bidders, FSSAI reserves all the rights to decide on the issue of identifying selected bidder, as considered appropriate.

h. Special Conditions for Evaluation

The Preferred Bidder would be selected as per criteria mentioned. However, in the event that two or more Bidders secure exactly the same Composite Score, then FSSAI reserves the right to declare as Preferred Bidder who's Presentation Score is highest among such Bidders who have secured exactly the same Composite Score.

4. With a view to assist the prospective bidders in formulation of their quotes, the following are enclosed:-

- | | | |
|-----|---|----------------------|
| (a) | Specifications of the Works/Services to be carried out
Indicating requirement of allied equipments, services &
Manpower | ...Appendix 'A' |
| (b) | Undertaking to be submitted by the bidders | ... Annexure -I |
| (c) | Other Annexures/Appendix as mentioned in Part-II para 8 | --Annexure II to VII |

(Ravinder Kumar)
Asstt Dir (GA)

Encls: As stated above

SCOPE OF WORK AND ACTIVITIES REQUIRED FOR STREET FOOD FESTIVAL

1. It would be the responsibility of the selected bidder to arrange for sufficient number of dustbins, fire extinguishers, chair, tables, canopies, public address system and sound system for cultural items during the event, control rooms with adequate support staff, supervisors, water proofing of stalls, arrangement to close the stall from front side, round the clock fool proof security with required gadgets, cleanliness, etc.
2. Octonom style stalls are to be put up for the with proper tin shade on iron frame for covering the stalls from the top. Awning (canopy) in front of each Octonom Style Stall is to be provided for shade. Each artisan stall must have two tables, three chairs, Storage racks on side walls, two power/electrical points, 4 lights – tube light & focus lights, etc.
3. The agency shall also construct Pagoda Style Food Stalls/Sweet Junction Stalls for the Culinary Experts. Food Stalls are to be given two tables with frills & plastic sheets & three chairs each along with 4 lights–tubes light & focus lights. In the eating area in front of food stalls, rectangular long tables with daily changeable sheets with frills are to be provided. Extra Two Power Point connections are be provided in each Food Stall.
4. Provision for cooking area behind every food stall has to be created with water facility/ dustbin etc.
5. The bidder will have to facilitate the culinary experts coming from different parts of the country to get cooking & serving wares, cooking gas, raw material, etc.
6. The selected bidder has to ensure that the whole complex is properly lit and all food stalls have sufficient electricity and power points.
7. All the electrical cables and wires should be properly insulated. There should not be any loose wires. Gen set installation for the event would be the responsibility of the selected bidder with the required permission of the Ministry of environment.
8. All electrical installations must be in accordance with the provision of the Regulations for Licensing and Controlling places of Public Amusement (other than Cinemas) and the performances of Public Amusement, 1980.
9. Removal of garbage from the site and its disposal to the nearest NDMC dustbin is the responsibility of selected bidder.
10. It shall be the responsibility of the selected bidder to set up temporary work station/office for executing the work of National Street Food Festival. Publicity Panel/Standees and directional signages, hoardings, continuous flex panels on the outside of barricade. White cloth masking/partitions along with hoarding on scheme and programmes of FSSAI would be put up on the inside of the tin barricade, entrance gates, behind stage and at other prominent places in the venue. The design and content for the same would also be provided by FSSAI and would be used only for the event purpose. The design and layout drawings of the these is sole property of FSSAI and will be returned after completion of event.

11. The selected bidder shall have to put-up Octonom type office with top cover/shade for the staff of FSSAI. The location to be decided in consultation with FSSAI.

12. It may please be noted that FSSAI shall provide the name of artisans and food vendors/cuisine experts. The Event Manager will not entertain any artisan/food vendor directly. In case it is found that un-authorized stall/vendor is put up inside the venue, it will be the responsibility of the vendor to evict such un-authorized vendor/stall. Failure by the EMA to evict such un-authorized vendor/stall will be viewed very seriously and heavy penalty would be charged from the vendor and deducted from its Performance Bank Guarantee.

13. The entire venue has to be covered by Steel Barricading especially in areas which are open from the outside, for security reason.

14. The selected bidder shall be required to take insurance cover of Rs.1 Cr for the period of food festival i.e., 25th to 29th Dec,2019. The insurance shall be taken to cover any untoward incident (theft, fire, bomb blast, or any untoward incident etc) leading to loss of life, assets by the artisan, visitor, officials, worker, etc

VENUE ARRANGEMENT/ WOK DESCRIPTION	PARTICULARS	QTY
Two Main stage Size (42 x 24 ft)	Roof Covering with multicolour fabric covering stage and chairs area	L.S.
	Complete Stage carpeting	L.S.
	Anchor	2.00
	Mikes	4.00
	LED Lit Backdrop	2.00
	Sound & Light	L.S.
	Branding-	20 Standees + 20%
	Provision for Awards on display	L.S.
	Chairs with cover	150 (each stage)
	Podium with 3 sided branding	2.00
	Carpeting of the sitting area	L.S.
	White Double Seater Sofas (Stage setup) + table White Single Seater Sofas (Stage setup) + table	Two sets for each stage
	Green room- (3 x 3 mtr)	1.00
One Stage for live cooking	Chairs with cover	50.00

demonstrations	Cooking tables for live cooking with gas connection and gas burner	2.00
	Sound & light	L.S.
	Mikes	2.00
	Branding	
	Backdrop	1.00
Space for food and non food stalls	Food Stalls 1. general requirements including Octonorm Stall with Facia, Carpeting, two-Chairs, Lighting system , two -Plug Points, one Tent Table with Night Closing Arrangements) 2. Stalls will be divided in to four zones with each zone to be branded as per zone theme(like state wise, geographical distribution etc.)	
	Stall (4 x 3 mtr) with dustbin dustbin including partitions for sale + preparation	120.00
	Covered Pantry for each street food vendors	L.S.
	Sitting arrangement for eating	180 chair and 60 table
	Common theme for every zone of eating area/ food stall	L.S.
	Water Storage in 120 stalls)	3 jars per day at each stall
	Water dispensers system with paper cups	35.00
	Non -Food stall: general requirements including Octonorm Stall with Facia, Carpeting, two-Chairs, Lighting system , two -Plug Points, one Tent Table with Night Closing Arrangements)	
	Pavilions- @ (5x3 mtr)	10.00
	Stall- @ (3 x 3 mtr)	20.00
	Corporate Stall - @ (3 x 3 mtr)	10.00
	Start ups stall - @ (3 x 3 mtr)	10.00
	Theme pavilions- @ (3x3 of Normal food stall)	5.00
	Government stall- @ (3 x 3 mtr)	11.00
	Raw Material covered Storage Facility with lock and key to be provided – approx 2000 sqft area with side racks, tent tables, shelf system raised platform, chairs and Light arrangement as per requirement	2000 sqft

VIP room (20 sqm)	White Sofa Set with table	2.00
	Mirror	1.00
	Tea/ Coffee vending machine	1.00
	Provision of snack and water for dignitaries	L.S.
Kids zone	Small Stage (16x12 ft)	1.00
	Stage Backdrop	1.00
	Sound system	
	Mike	2.00
	Roof decorations (for covered tenting for kids)	L.S.
	Photo up + Selfie corner	1.00
	Stationary – A3 size paper + crayons colours pen	3000 papers with crayons colours pen
	Carpet Flooring	500 sqft
	Selected Poster Exhibition area- Pin board size	2.00
	A4 size , Participation certificates	3000
	Tables for registration with storage space + lock	5.00
	Chairs with cover	100.00
	Doodle Wall	1.00
	Colour Markers	20.00
Caps with branding – for children	3,000.00	
Ticket Counter	Covered Ticket Counter Area with Lockable Tables, Branding, Chairs & Carpeting	7.00
General requirements	Video coverage and photography	L.S.
	Complete Venue Decorations along with Flower decoration for the inaugural function, Stage and FSSAI Pavilion along with bouquet.	L.S.
	9mtr x 3mtr space for Baggage Area with Carpet on Floor, Lighting & Shelves	1.00
	Mobile toilet with regular cleaning and housekeeping with consumables and water etc.	20 for male and 20 for female
	two large size green and blue (separate for wet and dry trash) dustbin to be placed all over venue with regular cleaning (15 Nos each)	30

	Internet connectivity on three laptops one for FSSAI pavilion and two for the stages	L.S.
	Walkie-talkie	10.00
	Carpeting of open space	5000 sqft
	Cleaning including spraying repeatedly for dust management	L.S.
	Security personels	30.00
	Housekeeping personnel	30.00
	CCTV Camera Coverage (entire venue)	L.S.
	Scanning and frisking zone with x-ray machines (02), DHMD and HHMD (03 sets)	L.S.
	CCTV ROOM/ Control Room, HELPDESK (3x3mtr) with four chairs	7.00
	Barricading of Outer Wall Boundary	5500 sqft
	Maps of the entire event to be distributed to all visitors – A5 size	5,000.00
	Signages - (2x1 ft) (30 Nos +- 20%)	30
	Upto one minute Radio jingle at DAVP rates to be created	L.S.
	Power backup of the entire venue for all days by providing Silent Gen Sets.	L.S.
	Invitations- (Card with Envelop in 5x7 size)	1,000.00
	Badges for official on duty	400
	Garbage disposal management	L.S.
	Hand wash basin with water and liquid soap/tissue paper	10.00
	Drums for water storage (with 200 ltr capacity)	25.00
	Large Air balloons with branding to be installed at prominent places inside the venue	2.00
	PA system with speakers in entire venue for public announcement with extra Mikes	L.S.
	Archway at entry with branding and Entry to venue decoration with Lights	L.S.
	Welcome theme based pillar gates (size 10ft width x20ft height).	2.00

Note:

- (i) Open file of all creative –branding photograph and videos will be handed over to FSSAI and will be the property of FSSAI.
- (ii) Agency may recommend attractive gift for children for poster competition – 3000 and gift for dignitaries and special invitees – 600 separately.

Tender Form

To

The Assistant Director (GA)
Food Safety and Standard Authority of India
Ministry of Health & Family Welfare,
FDA Bhawan, Kotla Road,
New Delhi-110002

Ref. Your Tender No. _____ dated

1. We, the undersigned have examined the above Tender Document, No. _____, dated _____ (if any), *description of the goods and services*) in conformity with your above referred document.
2. If our Tender is accepted, we undertake to perform the services as mentioned above.
3. We agree to keep our tender valid for acceptance as required in the Tender document or for subsequently extended period, if any agreed to by us. We also accordingly confirm to abide by this Tender up to the aforesaid period and this Tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this Tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.
4. We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred Tender enquiry.
5. We confirm that we do not stand deregistered/banned/blacklisted by any Central/State Government
6. Brief of court/legal cases pending, if any, are following:
7. We confirm that we fully agree to the terms and conditions specified in above mentioned Tender documents, including amendment/ corrigendum if any.

(Signature with date)

(Name and designation) Duly
authorised to sign Tender for and on
behalf of bidder with company seal.

BIDDER'S PROFILE:

1.	Name of firm:	
2.	Bidder's name	
3.	Registered office address	
4.	Correspondence address	
5.	Telephone: Office - Residence Mobile No.	
6.	E-mail address & website	
7.	Tele-fax Number	
8.	VAT RegnNo.	
9.	Service Tax Regn No.	
10.	PAN Number	
11.	STRUCTURE AND ORGANIZATION The applicant is (a) an individual (b) a proprietary firm (c) a firm in partnership (d) a Limited Company or Corporation. (Pl attach attested copies of documents of registration / incorporation of your firm)	

I / We hereby declare that the information furnished above is true and correct.

Place:

Date:

Signature of Bidder / Authorized signatory
Name of the Bidder

(Seal of the Bidder)

FINANCIAL STATUS

Name of the Bidder _____

Description	Financial Years		
	2016-17	2017-18	2018-19
Annual Turnover			
Net Worth			
Current Assets			
Current Liabilities			
Total Revenues			
Profit Before Tax			
Profit After Tax			

1. Attach the copies of the audited balance sheets, including all related notes and income statement for the last three Financial Years as indicated above complying with the following conditions:
2. All such documents reflect the financial situation of the bidder and not sister or parent companies.

SIGNATURE OF THE BIDDER WITH SEAL AND DATE

LETTER OF AUTHORITY

PROFORMA FOR LETTER OF AUTHORITY FOR ATTENDING MEETING.

No.

Date:

The Asstt Dir (GA),
FDA Bhawan, 3rd floor,
KotlaRaod,
New Delhi-110002

Dear Sir,

We _____ hereby authorize following representative(s) to attend Technical bid opening & Price bid opening and for any other correspondence and communication against above Bid Document:

- 1) Name & Designation _____ Signature

- 2) Name & Designation _____ Signature

We confirm that we shall be bound by all commitments made by aforementioned authorised representatives.

Yours faithfully,

Signature
Name & Designation
For and on behalf of

Note: This letter of authority should be on the letterhead of the bidder and should be signed by a person competent and having the power of attorney to bind the bidder. Not more than two persons are permitted to attend Techno –commercial un-priced and Price bid opening.

Financial/Price - Bid**INVITING BIDS FOR SPRUCING UP AND MISC WORKS IN FDA BHAWAN
KOTLA ROAD, NEW DELHI-110002**

VENUE ARRANGEMENT/ WOK DESCRIPTION	PARTICULARS	QTY	Unit Rate (in Rs.)	Total Amount (in Rs.)
Two Main stage Size (42 x 24 ft)	Roof Covering with multicolour fabric covering stage and chairs area	L.S.		
	Complete Stage carpeting	L.S.		
	Anchor	2.00		
	Mikes	4.00		
	LED Lit Backdrop	2.00		
	Sound & Light	L.S.		
	Branding-	20 Standeeds + 20%		
	Provision for Awards on display	L.S.		
	Chairs with cover	150 (each stage)		
	Podium with 3 sided branding	2.00		
	Carpeting of the sitting area	L.S.		
	White Double Seater Sofas (Stage setup) + table White Single Seater Sofas (Stage setup) + table	Two sets for each stage		
	Green room- (3 x 3 mtr)	1.00		
One Stage for live cooking demonstrations	Chairs with cover	50.00		
	Cooking tables for live cooking with gas connection and gas burner	2.00		
	Sound & light	L.S.		
	Mikes	2.00		
	Branding			
	Backdrop	1.00		

Space for food and non food stalls	Food Stalls 1. general requirements including Octonorm Stall with Facia, Carpeting, two-Chairs, Lighting system , two -Plug Points, one Tent Table with Night Closing Arrangements) 2. Stalls will be divided in to four zones with each zone to be branded as per zone theme(like state wise, geographical distribution etc.)			
	Stall (4 x 3 mtr) with dustbin dustbin including partitions for sale + preparation	120.00		
	Covered Pantry for each street food vendors	L.S.		
	Sitting arrangement for eating	180 chair and 60 table		
	Common theme for every zone of eating area/ food stall	L.S.		
	Water Storage in 120 stalls)	3 jars per day at each stall		
	Water dispensers system with paper cups	35.00		
	Non -Food stall: general requirements including Octonorm Stall with Facia, Carpeting, two-Chairs, Lighting system , two -Plug Points, one Tent Table with Night Closing Arrangements)			
	Pavilions- @ (5x3 mtr)	10.00		
	Stall- @ (3 x 3 mtr)	20.00		
	Corporate Stall - @ (3 x 3 mtr)	10.00		
	Start ups stall - @ (3 x 3 mtr)	10.00		
	Theme pavilions- @ (3x3 of Normal food stall)	5.00		
	Government stall- @ (3 x 3 mtr)	11.00		
	Raw Material covered Storage Facility with lock and key to be provided – approx 2000 sqft area with side racks, tent tables, shelf system raised platform, chairs and Light arrangement as per requirement	2000 sqft		
VIP room (20 sqm)	White Sofa Set with table	2.00		
	Mirror	1.00		
	Tea/ Coffee vending machine	1.00		
	Provision of snack and water for dignitaries	L.S.		

Kids zone	Small Stage (16x12 ft)	1.00		
	Stage Backdrop	1.00		
	Sound system			
	Mike	2.00		
	Roof decorations (for covered tenting for kids)	L.S.		
	Photo up + Selfie corner	1.00		
	Stationary – A3 size paper + crayons colours pen	3000 papers with crayons colours pen		
	Carpet Flooring	500 sqft		
	Selected Poster Exhibition area- Pin board size	2.00		
	A4 size , Participation certificates	3000		
	Tables for registration with storage space + lock	5.00		
	Chairs with cover	100.00		
	Doodle Wall	1.00		
	Colour Markers	20.00		
Caps with branding – for children	3,000.00			
Ticket Counter	Covered Ticket Counter Area with Lockable Tables, Branding, Chairs & Carpeting	7.00		
General requirements	Video coverage and photography	L.S.		
	Complete Venue Decorations along with Flower decoration for the inaugural function, Stage and FSSAI Pavilion along with bouquet.	L.S.		
	9mtr x 3mtr space for Baggage Area with Carpet on Floor, Lighting & Shelves	1.00		
	Mobile toilet with regular cleaning and housekeeping with consumables and water etc.	20 for male and 20 for female		
	two large size green and blue (separate for wet and dry trash) dustbin to be placed all over venue with regular cleaning (15 Nos each)	30		
	Internet connectivity on three laptops one for FSSAI pavilion and two for the stages	L.S.		
	Walkie-talkie	10.00		
	Carpeting of open space	5000 sqft		

	Cleaning including spraying repeatedly for dust management	L.S.		
	Security personels	30.00		
	Housekeeping personnel	30.00		
	CCTV Camera Coverage (entire venue)	L.S.		
	Scanning and frisking zone with x-ray machines (02), DHMD and HHMD (03 sets)	L.S.		
	CCTV ROOM/ Control Room, HELPDESK (3x3mtr) with four chairs	7.00		
	Barricading of Outer Wall Boundary	5500 sqft		
	Maps of the entire event to be distributed to all visitors - A5 size	5,000.00		
	Signages - (2x1 ft) (30 Nos +- 20%)	30		
	Upto one minute Radio jingle at DAVP rates to be created	L.S.		
	Power backup of the entire venue for all days by providing Silent Gen Sets.	L.S.		
	Invitations- (Card with Envelop in 5x7 size)	1,000.00		
	Badges for official on duty	400		
	Garbage disposal management	L.S.		
	Hand wash basin with water and liquid soap/tissue paper	10.00		
	Drums for water storage (with 200 ltr capacity)	25.00		
	Large Air balloons with branding to be installed at prominent places inside the venue	2.00		
	PA system with speakers in entire venue for public announcement with extra Mikes	L.S.		
	Archway at entry with branding and Entry to venue decoration with Lights	L.S.		
	Welcome theme based pillar gates (size 10ft width x20ft height).	2.00		
Total Amount				
Add : Applicable GST				
Grand Total (also write in words)				

Note:

- (iii) Open file of all creative –branding photograph and videos will be handed over to FSSAI and will be the property of FSSAI.
- (iv) Agency may recommend attractive gift for children for poster competition – 3000 and gift for dignitaries and special invitees – 600 separately.

SIGNATURE OF BIDDER WITH SEAL AND DATE

Performance Security

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY

(To be stamped in accordance with Stamps Act of India)

1. THIS DEED of Guarantee made this day of _____ between _____ (Name of the Bank) (here in after called the "Bank") of the one part and _____ (Name of the Department) (hereinafter called the "Department") of the other part.
2. WHEREAS _____ (Name of the Department) has awarded the contract for creation of temp infrastructure for organizing and conducting Eat Right Mela on sideline of 11th National Street Food Festival being organized by NASVI from 25th to 29th Dec 2019 at Gate No.2 lawns Jawaharlal Nehru Stadium, Lodhi Road, New Delhi-110003 for Rs. _____ (Rupees in figures and words) (hereinafter called the "contract") to M/s _____ (Name of the contractor (hereinafter called the "contractor")).
3. AND WHEREAS THE Contractor is bound by the said Contract to submit to the Department a Performance Security for a total amount of Rs. _____ (Amount in figures and words).
4. NOW WE the Undersigned _____ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the Department the full amount of Rs. _____ (Amount in figures and words) as stated above.
5. After the Contractor has signed the aforementioned contract with the Department, the Bank is engaged to pay the Department, any amount up to and inclusive of the aforementioned full amount upon written order form the Department to indemnify the Department for any liability of damage resulting from any defects of shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The bank will deliver the money required by the Department immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice of or judicial or administrative procedures and without it being necessary to prove to the Bank the liability of damages resulting from any defects of shortcomings or debts of the Contractor. The bank shall pay to the Department any money so demanded notwithstanding any dispute /disputes raised by the Contractor in any suit of proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.

6. THIS GUARANTEE is valid for a period of _____ months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least six months longer than the anticipated expiry date of the Contract period).
7. At any time during the period in which this Guarantee is still valid, if the Department agree to grant a time of extension to the contractor or if the contractor fails to complete the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damage or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Department and at the cost of the contractor.
8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank of the contractor.
9. The Neglect of forbearance of the Department in enforcement of payment of any moneys, the payment where of is intended to be hereby secured or the given of time by the Department for the payment hereof shall in no way relieve the Bank of their liability under this deed.
10. The expressions "the Department", "the Bank" and "the Contractor" herein before used shall include their respective successor and assigns.

IN WITNESS whereof I/We of; the bank has signed and sealed this guarantee on the _____ day of _____ (Month) _____ (Year) being herewith duly authorized.

For and on behalf of the _____ Bank.

Signature of authorized Bank official

Name _____

Designation _____

I.D. No. _____

Stamp/ Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named _____ in the presence of :

Witness- 1

Signature _____

Name _____

Address _____

Witness- 2

Signature _____

Name _____

Address _____

CHECKLIST - FOR BIDDERS

S No.	Details	Yes / No	Remarks
1.	DD/PO for Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand only) in favour of Sr. Accounts Officer, FSSAI towards EMD.		
2.	Tender Form : Annexure - 1		
3.	Tender document duly signed and stamped on each page.		
4.	Bidder Profile - : Annexure - 2		
5.	Financial Status : Annexure - 3		
6.	Letter of Authority :Annexure - 4		
7.	Price-Bid : Annexure - 5		
8.	Power of attorney in favour of Signatory		
9.	Enclosed Xerox copy of PAN Card		
10.	Enclosed Xerox copy GST Registration Certificate		
11.	Enclosed Xerox copy of ESI/PF Registration Certificate		
12.	Attached the copies of the audited balance sheets, including all related notes and income statement for the last three Financial years in support of Annual Financial Turnover and strength i.e. 2016-17, 2017-18 and 2018-19.		
13.	Enclosed copy of work orders of contracts obtained as mentioned in RFP in support of experience and similar work done		
14.	Enclosed copies of Execution certificates issued by concerned Govt. Organisations/PSUs. etc		

Note: Please note that in case if any of the documents mentioned in above is/are not enclosed, bid will be rejected summarily. The above check list is broadly indicative of submission of documents. **Also please go through Part-II para 6 of tender document for eligibility conditions/criteria so as to avoid any scope of non fulfilling of qualifying condition.**

SIGNATURE OF BIDDER WITH SEAL AND DATE