

Telecom Regulatory Authority of India
Mahanagar Doorsanchar Bhawan
Jawaharlal Nehru Marg, Old Minto Road
Near Zakir Husain College, New Delhi – 110002
Phone No: 011- 236642577
Website. www.trai.gov.in

No. 4-30/2017-PR
Dated, the 24 April, 2017

Notice inviting Short term tender

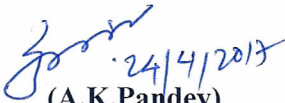
Subject: - **Notice for selection of Event Manager for Two day seminar on Digital Broadcasting in India: Way forward on 4th to 5th May, 2017 & Cultural Programme on 5th May, 2017(Evening) at Convention Hall, Ashok Hotel, New Delhi.**

The Telecom Regulatory Authority of India (TRAI), New Delhi on completion of 20 years of its existence , is organising a two day seminar on 'Digital Broadcasting in India' on 4th & 5th May, 2017 at Banquet Hall, Ashok Hotel, New Delhi followed by a cultural programme on 5th May, 2017 (Evening) at Convention Hall, Ashok Hotel, New Delhi.

2. Joint Advisor (Media), TRAI on behalf of TRAI hereby invites sealed quotations to hire an event manager/agency for organizing/management of Two day seminar on Digital Broadcasting in India : Way Forward on 4th & 5th May, 2017 as well as a cultural programme, on 5th May, 2017(Evening) at the Convention Hall, Ashok Hotel, New Delhi. Quotations are sought from Delhi based reputed, renowned & financially sound comperer having experience of organizing seminars, events and Cultural Programmes for the Central Govt./PSUs.

3. Interested parties may send their sealed quotations addressed to the Joint Advisor (Media) Telecom Regulatory Authority of India, Mahanagar Doorsanchar Bhawan, Jawaharlal Nehru Marg, Old Minto Road, Near Zakir Husain College, New Delhi – 110002 latest by **27th April, 2017 upto 3.00 pm, to be opened on the same day at 4 pm.** On the basis of the quotations and qualifications of the parties , the evaluation committee will take a final decision. The competent authority reserves the right to cancel any item or the entire tender without assigning any reason.

4. The terms and conditions and Performa for submitting the tender is enclosed at Annexure-I & II. The terms and conditions and relevant information may be seen at TRAI website www.trai.gov.in


(A.K.Pandey)
Joint Advisor (Media)
Ph.011-23664257

Scope of work, Terms and conditions, Stipulations, Eligibility Criteria and Information for Event Management Services

Scope of Work :-

The agency selected for the 2 day programme will act as the Event Manager for the two day seminar on Digital Broadcasting in India : Way Forward on 4th & 5th May, 2017 as well as for the cultural programme on 5th May, 2017(Evening) . The agency shall co-ordinate with Ashoka Hotel as well as with other concerned organisations and ensure that all arrangements/items/accessories as required for the seminar & cultural programme are carried out . The agency will also suggest suitable artists to TRAI for the cultural program on 5th evening, for which payment shall be made directly to the artist, on actual basis. The detail of work is as under:


- a) Getting a compere for two days on 4th and 5th May, including the cultural programme to be held on the evening of 5th May, having requisite experience of compering at major events for Central Government Ministries and departments, Autonomous bodies, Public Sector Undertakings etc.
- b) Providing 4 usherers on 4th & 5th May including 5th evening .
- c) Manning the Registration counter on 4th & 5th morning.
- d) All protocol relating to receiving dignitaries and guests including Hon'ble Ministers and release of Postal Stamp commemorating 20 years of TRAI.
- e) All event management relating to inauguration, including lighting of lamp etc., presentation of mementos etc.
- f) The payment to the Artist including audio-visual support, stage and all other charges attributable to a specific Artist/ his team shall be made on actual basis only directly to the Artist.
- g) Providing TRAI with a list of Artists available for the cultural evening, which would be considered & finalised by TRAI.

Terms and conditions, Stipulations, Eligibility Criteria and Information for Event Management Services:-

1. The bidding agency should be a well established Private Limited Company, registered under the Companies Act. The agency must have an experience of holding conferences/events/programmes in the infrastructure sector/ Telecom/ Broadcasting industry. The company should have a minimum turnover of Rs 1 Crore in the previous financial year and should have organised a minimum of 5 major events in the previous financial year.



2. The agency/bidders should quote the bid amount for holding the two day event.
3. It is proposed to call a suitable artist for the cultural program on 5th evening. The agency shall suggest suitable artists to TRAI. The payment to the 'Artist' being called for the cultural event including other related expenses attributable to the Artist shall be done on 'Actual Basis' directly to the Artist.
4. The agency should submit documents in support of the bidder's credentials, past performances, list of clients,/list of events conducted , appreciation letters if any
5. Bids received after the specified date and time for receipt of bids would not be entertained.
6. Bids incomplete in any form are liable to be rejected outright.
7. The bidder would not be allowed to negotiate after submission of bids.
8. Any enquiry after submission of the bids would not be entertained.
9. The rates quoted by the successful bidder shall remain valid for a period of 180 days from the date of opening the bid.
10. The company should have a PAN number and Service Tax Number.
11. The successful bidder shall be required to comply with all the instructions of the Ashok Hotel New Delhi and would restore the areas to its original form after the event. All security instructions would be observed by the bidder.
12. The competent authority reserves the right to reject any/ all bid(S) without assigning any reason thereof.
13. Vague, incomplete applications and quotations received by fax, telex, telegram would not be entertained and summarily rejected.
14. The successful Tenderer will be decided on the basis of L1 [Lowest Valid Tender] i.e. lowest cost. If the L1, refused to take up the work on certain reasons then the work will be allotted to L2 on the rates quoted by L1. In case L2 also backs out then the offer would similarly go to L3 and so on and so forth till all the eligible Tenderers are exhausted.


(A.K.Pandey)
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Annexure-II

Rate for Event Management for Two day seminar on Digital Broadcasting in India: Way Forward on 4th & 5th May, 2017 as well as for cultural programme on 5th May, 2017(Evening) at Convention Hall, Ashok Hotel, New Delhi.

SL.No.	Details	Rate (In Rs.)
1.	As defined in Scope of work in Annexure-I of Tender document	
	<u>Applicable Tax</u>	
	(a)	
	(b)	
	(c)	
	(d)	
	Total	
(Rupees)		

Signature of Bidder	
Name	
Company/Agency/Firm/ Name	
Complete Address	
Email ID	
Phone No	
Fax No.	
(Affix seal)	