



Request for Proposal
for
Selection of an Event Management Agency
for
Organizing Fun & Fitness Weekends at Daman Ganga
Riverfront in Silvassa and Light House Jetty Ground in
Moti Daman, UT of DNH & DD for the year 2021- 2022

Ref No: DNH/TOUR/SPOTAC/ADVT/2018/81/88

Date: 09/03/2021.

Issued by

Society for Promotion of Tourism, Arts and Culture (SPOTAC)

UT Administration of Dadra & Nagar Haveli & Daman & Diu

Paryatan Bhavan, Behind Bus Stand, Nani Daman

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INDEX

Section	Description	Page No.
Section 1	Notice Inviting Tender	3 - 4
Section 2	General Notice	5 - 6
Section 3	Tender Form	7 - 8
Section 4	General Terms and Conditions	9 – 11
Section 5	Scope of Work	12-16
Section 6	Instructions to Bidder	17
Section 7	Financial Bid Format (to be submitted online only).	18
Appendix - I	List of Weekend dates for Conducting the program for the year 2021 -2022.	19

U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI& DAMAN & DIU.
SOCIETY FOR PROMOTION OF TOURISM, ARTS AND CULTURE (SPOTAC),
DEPARTMENT OF TOURISM, UT OF DNH & DD.

SECTION-1 {NOTICE INVITING TENDER (NIT)}

Tender No. DNH/TOUR/SPOTAC/ ADVT/2018/ 81/88

Dated: 09/03/2021

1. The Member Secretary (SPOTAC), Department of Tourism, Silvassa, on behalf of president of India invites **ONLINE TENDER** from various event management agencies/ companies/ firms to participate in two tier bid systems for Organizing Fun & Fitness Weekends at Daman Ganga River Front, Silvassa and Light House Jetty, Sea Front, Moti Daman.
2. **Name of Services:** Organizing Fun & Fitness Weekends at Daman Ganga River Front, Silvassa and Light House Jetty, Sea front, Moti Daman for a period of 01 year. (i.e., 09 months).
3. **Commencement of work:** The date of receipt of Work order shall be considered to be the date of commencement of work.
4. **Quantity & Specification:** As per Scope of Work.
5. **Tender schedule is as follows:**

1.	Cost of Tender Document (Non-Refundable) in form of Demand Draft.	Rs. 2000/-
2.	Earnest Money Deposit in form of DD/ FDR only	Rs. 65,000/-
3.	Bid Document Downloading Starts	10/03/2021 - 1630 Hrs.
4.	Closing date and time for submission of tender online and important documents offline	31/03//2021 -1130 Hrs.
5.	Tender opening date & time (Technical Bid)	31/03/2021- 1200 Hrs.
6.	Tender opening date & time (Financial Bid)	will be intimated later

6. **Earnest Money Deposit (EMD): Rs. 65,000/-** (Rupees Sixty Five Thousand only). EMD shall be accepted from the participating firm only in the form of Demand Draft and FDR only. Signed and scanned copy of Tender fees and EMD must be uploaded on www.ddtenders.gov.in EMD shall be valid for 180 days from the date of opening of tender.
7. **Security Deposit**
Security Deposit for an amount equivalent to 3% of the Tender Value rounded off to the next Lakh shall be furnished before signing of the contract in form of a Bank Guarantee substantially in the form specified in this document.

For the successful bidder, the Security Deposit shall be retained by the Tender Inviting Authority until the completion of the Event and be released within 90 days after the completion of the Event.

The Security deposit shall be forfeited in the following cases: -

- a) If a Bidder engages in any of the Prohibited Practices specified in this RFP
 - b) If the Bidder is found to have a Conflict of Interest as specified in this RFP
 - c) If the Selected Bidder commits a breach of the terms and conditions prescribed in this RFP.
- 8.** The bidder shall download the **Tender Enquiry Document** from <https://ddtenders.gov.in> Bidder shall upload their tender ONLINE through <https://ddtenders.gov.in>, along with scanned copies of EMD and Tender Fees as Demand Draft & FDR as mentioned above. **Hard copies of all the relevant documents must be submitted in the office of Member Secretary (SPOTAC), Department of Tourism, Nr. Taxi Stand, Nani Daman on or before the closing date of the tender.**
- 9.** Demand Draft for tender document cost may be issued in the favor of “**Member Secretary (SPOTAC)DNH &DD**” and payable at Daman.
- 10.** Accepting Authority:-

Accepting Authority:

Member Secretary (SPOTAC),
Society for Promotion of Tourism Art and Culture,
Department of Tourism, (Paryatan Bhawan),
Nani Daman – 396 210 Daman,
UT of DNH & DD,
Phone: 0260 2250002.

Sd/-
Member Secretary (SPOTAC)
DNH & DD

SECTION – 2 (GENERAL NOTICE)

- A. RFP through two tier bid system is invited by the Society for Promotion of Tourism, Art and Culture (SPOTAC), Department of Tourism, Dadra & Nagar Haveli & Daman & Diu for **Selection of an Event Management Agency for Organizing Fun & Fitness Weekends at Daman Ganga River Front, Silvassa and Light House Beach, Moti Daman** for U.T Administration of Dadra & Nagar Haveli & Daman & Diu. Interested agencies, may submit the bids online which are available on web portal www.ddtenders.gov.in.
- B. Hard copy of technical bid is to be submitted in tender box kept at the office of the Member Secretary (SPOTAC), Department of Tourism, Nr. Taxi Stand, Nani Daman, UT of Dadra and Nagar Haveli & Daman & Diu, on or before 31/03/2021 upto 1130 hrs. and the same documents can be send by RPAD/Speed Post, however, Tender inviting Authority shall not be responsible for any postal delay.
- C. E.M.D. of Rs- 65,000/- (Rupees Sixty Five Thousand only) will be accepted in the form of FDR/ DD in the prescribed format in favor of the Member Secretary (SPOTAC), DNH & DD from any Nationalized / Scheduled bank.
- D. Tenderer should submit all the mandatory documents/certificates in a sealed envelope.
- E. No other documents should be enclosed in this Envelope.
- F. All the copies of documents/ Certificates required to be submitted should be duly Self attested. Documents/certificates without attestation enclosed with the Tender will not be considered. A Tender not bearing signature with rubber stamp of the firm of the tenderer on all page / documents accompanying, will be rejected.
- G. Physical tender (with all documents along with tender fees and EMD will be accepted by this office up to dated 31/03/2021 till 1130 Hrs. and same will be opened on dated 31/03/2021 at 1200 Hrs.
- H. Right to reject any or all the tenders without assigning any reason there of is reserved by the undersigned.
- I. The submission of the Tender by Tenderer implies that he/ she has read these instructions and conditions of the contract etc., and he/ she has made himself/ herself aware of the scope & specification of the work to be executed.
- J. The rates shall be quoted in the **BOQ (ONLINE ONLY)**.
- K. The rates quoted should be firm, price variation will not be applicable, and the final rate should be quoted including of all applicable taxes and service charges.

ELIGIBILITY & QUALIFICATION CRITERIA (MANDATORY DOCUMENTS): -

- A. Tender fees (non-refundable) and EMD in form of Demand Draft/ FDR only.
- B. MSME certificate to be compulsorily submitted for exemption of EMD.
- C. The Bidder can be a sole Proprietorship firm / a Partnership firm/ limited liability partnership/a Company incorporated under the Companies Act 1956 / 2013/ any other legal person.
- D. The bidder should have an experience of having successfully completed the work of organizing an events/festival during last seven years ending on the last day of the month previous to the one in which the following works are invited.
 - Three similar completed works costing not less than 5 Lakhs.
 - OR
 - Two similar completed works costing not less 7.5 Lakhs.
 - OR
 - One similar completed works costing not less 15 Lakhs.
- * Similar works of organizing events/festivals only shall be considered. Work Order from Central Government/State Government/Semi-Government/PSUs/ Private Companies/ Individual persons shall be considered.*
- E. Average annual financial turnover of the agency shall be at-least 15 Lakhs in last 3 years. (Chartered Account certificate).
- F. Income tax return of last three years.
- G. Proof of Goods and service tax registration certificate.
- H. Copy of PAN.
- I. Copy of Company registration certificate, in case of company.
- J. An undertaking that the firm/agency is not blacklisted/debarred from any Government organization/Department on the firm/agency's letterhead.
- K. The entire RFP (tender Document) should be duly signed & stamped on all pages.

SECTION- 3 (TENDER FORM)

(For all the terms & conditions of tender document are acceptable to bidder)

To
Member Secretary (SPOTAC),
Society for Promotion of Tourism, Arts and Culture,
Department of Tourism
Shaheed Chowk, Char Rasta,
Silvassa-396230
UT Administration of Dadra & Nagar Haveli & Daman & Diu

Ref No. _____

Dated _____

I/We, the undersigned have examined the above-mentioned tender document, including amendment/corrigendum no. _____, dated _____ (*if any*), the receipt of which is hereby confirmed. We now offer to create and submit the *services in* conformity with your above referred document.

If our tender is accepted, we undertake to perform the services as mentioned in tender document with the delivery schedule specified in the “Scope of Work” of tender document.

I/We further confirm that, if purchase order placed with us, we shall provide you with a performance security of required amount in an acceptable form for due performance of the contract.

I/We agree to keep our tender valid for acceptance as required in tender document or for subsequently extended period, if any, agreed to by us. I/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. I/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.

I/We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we qualify all the eligibility criteria & terms and conditions specified in the RFP of Selection of an event management agency for “Organizing Fun & Fitness Weekends for the year 2021- 2022 at Daman Ganga River Front, Silvassa and Light House Jetty Ground, Moti Daman for UT of DNH & DD” as on date.

I/We confirm that we fully agree to the terms and conditions specified in above mentioned TE document, including amendment/ corrigendum etc. if any.

(Signature with Date) (Name and Designation)

To Be Signed by the Proprietor / All Partners of the Firm or Agencies/ Directors of the Company under its Common Seal.

SECTION – 4 (GENERAL TERMS & CONDITIONS)

- A. **The services are to be provided for Organizing Fun & Fitness Weekends at Daman Ganga River Front, Silvassa and Light House Jetty Ground, Moti Daman, Daman for a period of 01 year i.e., from April 2021 till March 2022. The list of dates is mentioned at Appendix I.**
- B. During the monsoon season, the activities/ weekend program will be kept closed/ at halt from **01stJuly 2021 till 30th September 2021**) i.e., 3 months in a year.
- C. In case of cancellation of fun & fitness activities on any weekend due to any sort of natural calamity, or execution of any Administrative event/ function/ program, the agency will have to make a note of missed programs and carry forward the same program in future as per the directions of the department, at no extra cost.
- D. The final total amount filled in the financial bid will be inclusive of all taxes and Service charges as mentioned the financial bid.
- E. The rates should be quoted by the firm who have ready manpower, equipment's and are able to provide them as directed by the department after the issue of clear supply order by the department.
- F. In case of cancellation of fun & fitness activities on any weekends or in addition to any Administrative functions/ program/ events, etc., the same sound system and team may be taken into use.
- G. Any changes in program will be known in advance by the official of Tourism Department.
- H. The agency should submit all the photographs of morning and evening activities to the concerned officer of the department and on official email dnhtourism@gmail.com and damantourism2013@gmail.com on timely basis for department's record.
- I. The agency should make sure that all the tourists and participants visiting there should follow all the SOP's for prevention of COVID-19 disease (Such as compulsory wearing of masks, social distancing, use of sanitizers, etc. as per the norms laid down by Government of India from time to time.
- J. The work should be as per specification given in this tender document.

DURATION OF CONTRACT: -

The contract will be initially for a period of One (01)year (i.e., 78 Days or 39 weekends in a period of 09 months) from the date of work order. The program will be remained closed for 03 months in the monsoon season for public safety.

PAYMENTS: -

The agency shall submit bills on Quarterly basis, after successful completion of three (03) months within five days after expiry of the 03rd month to the department for the due amount. The payment to the successful agency shall be released on satisfactions of the representative of the office.

TERMINATION OF CONTRACT: -

If the work is found to be unsatisfactory during the contract period or if the contractor commits defaults in complying with any of the terms and conditions of the contract, SPOTAC, DEPARTMENT OF TOURISM, DNH & DD reserves the right to terminate the contract any time with or without notice and can get the work done by another agency at the risk and cost of the agency.

ARBITRATION: -

In the event of any question, dispute or difference arising under these conditions or in connection with this agreement/ contract except as to any matters or decisions which are specially provided for by these conditions the same shall be referred to the sole arbitration of an arbitrator appointed by DEPARTMENT OF TOURISM, DNH & DD.

TENDER EVALUATION: -

The bids will be evaluated by the Technical Evaluation Committee duly approved by the competent authority. The Financial Bids of only technically qualified bidders will be opened, and **Successful bidder (L1)** based on lowest financial bid quoted by the agencies shall be awarded the above-mentioned work.

TENDER VALIDITY: -

The tenders shall remain valid for acceptance for a period of 180 days (one hundred eighty days) after the date of tender opening prescribed in the Tender Document.

AWARD OF WORK: -

- A. Award of work against the tender is at the sole discretion of the Tender Inviting Authority. Proposal of the successful bidder would form the basis for future negotiations and lead to issuing of a Letter of Award (LOA).
- B. After selection, a Letter of Award (LOA) shall be issued in duplicate, by the Tender Inviting Authority to the successful Bidder and the successful Bidder shall sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event of the duplicate copy of the LOA duly signed by the Selected Bidder is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, cancel the LOA.

- C. The Tender Inviting Authority reserves the right to relax any of the conditions of the Tender Document if suitable bidders are not found due to exigency of situation.

SELECTION PROCEDURE:

- A. The department will evaluate the technical bid on last date of submission. The technical bids of all the bidders will be opened first. The financial bids of the technically qualified bidder will be opened.
- B. The agency, which offers the (L1) Lowest Rate for the below-mentioned scope of work will be awarded the work for Organizing Fun & Fitness Weekends at DNH & Daman for the year 2021- 2022.

GENERAL TERMS: -

- A. If the agency is required to carry out any work which is not specified in the BOQ or Scope of Work but necessary for maintaining the premises in clean and hygienic condition on any of the weekend, the agency should undertake the same without any additional cost to SPOTAC, DEPARTMENT OF TOURISM, DNH & DD.
- B. The agency shall maintain all necessary record/ registers of the deployed staff such as Age, Gender, Education Qualification, Photos, Contact no's and address proof of the workers.
- C. The agency is also expected to maintain a staff attendance register, inventory register to satisfy the provisions of payments.
- D. The agency shall ensure that none of the visitors or their own workers smokes or consume alcohol or any other intoxicating drugs during their duty hours and off the duty at the premises.
- E. The agency shall ensure that none of the visitors or their own workers indulge in gambling during the program and should not use the premises for any anti-social or unlawful activities.
- F. The agency shall ensure that all workers engaged by them in the premises behave courteously with the visitors/ tourists/ senior citizens and employees of Department of Tourism, DNH & DD.
- G. In case of any dispute arising out of your contract, it will be in the jurisdiction of court in Daman only.

SECTION – 5 (SCOPE OF WORK)

- A. The Location for the said program can be changed at both the places as per the information/ instruction received by the Department under any circumstances.
- B. The Agency should appoint a separate contact person for both the places with whom the participants, and tourists can contact them for registering themselves and for providing information related to the program. The contact no. (sim card) will be then surrendered to the department after the contract finishes.
- C. The agency has to install 02 (two) boards of size 05 x 10 Vertical with MS steel frame/ stand at Daman venue for information and publicity. The creative design should be provided by the agency and approved by the officials of the Department.
- D. The agency should print 10000 nos. multicolor 2-sided pamphlets and distribute 5000 each in both the territories in various newspaper one time for advertisement and publicity. The matter for pamphlet will be provided by the Department.
- E. The Department of Tourism, DNH will provide Casio, Drum Set and Acoustic Guitar with stands for Daman Ganga River Front, Silvassa. But for venue at Light House Jetty Ground in Moti Daman the agency will have to purchase and provide the instruments for the use of participants.
- F. The agency should ensure that no person, vendor, etc. should sell any items/ products/ services, etc. at both the locations in Silvassa and Daman. The intention of organizing this Fun & Fitness weekend is to provide free of cost entertainment activities and a platform to the local talent/ visitors/ tourists. No commercial activities should be carried on at the venue by the event management agency or any individuals. If any such activities come under the notice of the tender inviting authority, the agency will have to bear the consequences for the same.
- G. The successful agency will have to register for a temporary Electric Connection from Electricity Department (DNHPDCL) at both venues i.e., Daman Ganga River Front in Silvassa, DNH and Light House Jetty Ground, Moti Daman and must make the payments at its own on monthly basis. The agency will have to officially cancel the temporary connection after completion of the contract period.

H. Fitness Sessions in Morning: -

The firm should arrange fitness trainers for Yoga, Zumba, and Gym trainers each and conduct fitness challenges starting from 6 am in the mornings of every weekend (i.e., Saturday & Sunday).

- Venue in Daman:- Lawn Area, Behind the Fern Tent City, Nr. Light House Jetty Ground, Moti Daman.
- Venue in DNH:- “Stage 2, Nr. Vandhara Garden, Daman Ganga River Front, Silvassa.
- Timings: - 06:00 Am to 08:00 Am. (2 Hours Maximum).
- The Agency should also one time procure yoga mats, Bluetooth trolley speaker and mic for Zumba sessions, and certificate to the 1st three winners of fitness challenges and list their names on the leader board as ranked by the trainer. The Procured items such as yoga mats, Bluetooth trolley speakers with mic, any other material purchased for organizing morning sessions will be the property of the Department of Tourism, after the end of the contract.

I. Fun & Entertainment Sessions in Evening: -

- Timings: - 06:30 Pm to 09:00 Pm. (02: 30 Hours Maximum).
 - Venue in Daman: - at Light House Jetty Ground, Beside Miramar Café at Sea Front, Nr. Light House Jetty, Moti Daman.(In this regard, a one-time stage and general lightning for the area must be setup on temporary basis of minimum size 20 x 10 ft. for every weekend at the above-mentioned venue. The stage and lights shall be removed or shifted by the agency, in case of any Administrative event. The Department will inform well in advance in such cases. The one time procured items such as stage wooden frames and ply’s, light poles, LED Lights for general area, etc. for setup of entertainment sessions in the evening will be the property of the Department of Tourism, after the end of the contract.
 - Venue in DNH: - “Stage 2, Nr. Vandhara Garden, Daman Ganga River Front, Silvassa.(In this regard a stage with truss is already setup at Daman Ganga Riverfront, Silvassa for conducting programs).
 - The Procured items such as yoga mats, Bluetooth trolley speakers with mic, any other material purchased for organizing morning sessions will be the property of the Department of Tourism, after the end of the contract.
 - The agency should arrange sound system with mic and stands, Host/Anchor, LED par lights, General Lights, live games by anchor for public on the spot, etc. on or before 06:30 pm on every weekend evening (i.e., Saturday & Sunday). The Anchor should register all the participants name in a register and submit to the department as and when asked. A team to coordinate with anchor, sound, games setup and general public.
- J. 100 % Cotton yellow color collar t- shirt with logo of Tourism Department, DNH & DD and Fun & Fitness Weekends along with designation of the team member shall be printed

and provided to the trainees, anchor, and team of fun & fitness activities by the agency. These t- shirts should be compulsorily worn by the executing staff/ trainers/ anchors/ sound providing team during the event at both the places.

K. Sound & Lights: -

- Hi Fidelity Sound System & Lights to be provided as mentioned below: -
Providing Hi- Fidelity JBL sound system with all requisite materials for Fun & Fitness weekends Silvassa and Daman, 02 Nos High Quality Twitter and Mid (Tower) Watts speakers, 02 Dual Bass woofer/ tibbins speakers - 2000 to 3000 watts), live mixer (Sound craft or higher) - 2D Channel - 1 no's, Drum kit mic set (Shure) - 01 no's, Cordless mics (Shure) - 02 no's, Wired mics - (High Quality) - 02 no's, Stands for mic (big & small), Lights LED par Lights (Multicolor) - 08 no's, LED Warm lights - 04 no's, LED lights controller (DMX) - 01 no's, Jacks & auxiliary wires (2.5 mm, 3.5 mm, 5.5 mm) 10 meters long for auxiliary outputs - 01 no's each, Speaker & Light Stands] with Operator.
- The agency has to provide Hi- fidelity sound system & Lights on every weekend (Saturday & Sundays only) as mentioned in the tender document.
- The sound and lights have to be setup and kept ready by 06 pm (evening) at the permanent stage near vandhara garden side at Daman Ganga River Front in Silvassa and at Ground Nr. Light House Jetty, Moti Daman in Daman.
- The sound system, and mics should not be pirated and should be of genuine brand, otherwise if found not to be good and clear, shall be rejected. The firm shall have to replace it immediately otherwise payment will not be made.

L. Providing Supervisor and Caretaker: -

- The stage, seating and activities area will have to be kept clean on all weekends.
- The supervisor will have to take care of the whole venue, stage and nearby play areas on every event organized by Tourism Department and on all Saturdays & Sundays.
- The person in charge will have to coordinate with the river front maintenance team and officials of the department to turn on the lights and electricity as and when needed prior to any program scheduled there.
- Total 01 Supervisor and 02 caretaker shall be appointed for each place.
- The persons appointed by the agency should have the knowledge of writing and speaking in English/Gujarati/Hindi.
- The persons appointed by the agency should not have any criminal records.

- The Agency should submit a photograph, ID proof and full details of the persons appointed for the operation and maintenance of the fun & fitness weekends to the Tourism Department and any other details which asked for.

M. The Role of the Supervisor will carry out the following work (Morning Sessions):-

- The person in charge will have full authority to strictly NOT allow any bicycle, bikes, Vehicles on the inside both the venue at any time of the day and night.
- The deployed supervisor will have to provide certificates to the fitness trainers for distributing it amongst the winners of fitness challenge in the morning time. The design for the certificate will be finalized by the department. 1st three winners will be given certificates by the trainers every day .
- The person in charge will have to lend materials such as yoga mats/ carpet to yoga trainers, Bluetooth Speakers and Mic for Zumba Trainer, for Morning Fitness Sessions as required.
- The person in charge will have to collect and safely keep the mattress, speakers, mic, certificates, etc. and will have to keep in their custody only. The Department will not provide any place to keep the materials.

N. The Role of the Supervisor will carry out the following work (Evening Sessions):-

- The supervisor will have to setup musical instruments such as Drums, Guitar & Casio with their respective stands at the stage for public participation in evenings on every weekend.
- The supervisor should make a register, where all participants & performers will have register themselves to sign in & sign out while getting their materials to before and after using. The participants can register themselves by calling on the contact no. or by directly coming at the spot.
- It is the full responsibility of the successful agency to take care of their own materials.
- In any emergency case, the person in charge should call 108 for medical help and 100 for police help for assistance and also inform the officials of Tourism Department.

O. Providing Honorarium to the Trainers, Anchors and Supervisor: -

- The successful agency will have to provide a minimum honorarium/ fees of Rs. 500/- per session per head to 03 trainers (i.e., yoga, Zumba & fitness) for morning fitness activities and Rs. 500/- to 02 caretaker and Rs. 700/- per session per head to 01 Anchor and 01 Supervisor for evening entertainment sessions. The payment can be done on

day to day or monthly basis to the hired trainers and anchors. The artists can be changed on weekly or monthly basis in order to give an opportunity to other peoples.

- The agency can select their own trainers and anchor or can select the local professional ones who are willing to work and are already in coordination with the Department.
- The payment should be done accordingly in their respective accounts. If cash is provided to them on day-to-day basis. A muster card or a logbook should be maintained with name, date and receiver's signature mentioned on it. The agency will have to provide proof of payments made to the trainers and anchor at the time of submission of bill i.e., every three (03) months.

P. To do List for Trainers and anchor: -

- The fitness trainer should arrange different fitness challenge games for all participants on every weekend, where the 1st three winners will be rewarded with the certificate and their names also will be listed on the leader board.
- The fitness trainer should arrange various games for the daily visiting participants. The exercise/ fitness challenge should not be repeated frequently.
- The Zumba trainer will have to coordinate with the supervisor and arrange the Bluetooth trolley speaker with mic for Zumba dance and hand over again to the supervisor after finishing the program.
- The yoga trainer will have to coordinate with the supervisor and arrange the yoga mats and mattress and hand over again to the supervisor after finishing the program.
- The anchor will have to coordinate with the DJ for mics, games, list of participants for the program, on the spot participation of children, adults, and senior citizen.
- The anchor should not charge any amount from the participant. If found, strict action will be taken against the person and his/her name will be blacklisted for any future work. The Fun & Fitness weekend program is a free program for the people of the territory and the visiting tourists. Every trainer, performer, participant, tourist who are willing to perform should get a chance to take part in this activities/ program is the moto of this initiative.
- The anchor will have to register all the names who performs singing, dancing, or any other talent they showcase. Also, he/ she should prepare a distinguish list of the best artists who performs better, for any future reference/ department's requirement.
- The Anchor should use decent language while hosting the program. He/ She should avoid any controversial statements or dialogues. He/ She shall be only liable for any mishap.

SECTION – 6 (INSTRUCTIONS TO BIDDER)

1. Tender Contents

The Tenders are to be submitted online on www.ddtenders.gov.in and offline at the office of the Member Secretary- SPOTAC, DNH& DD, Behind Bus Stand, Nani Daman, Daman in 2-part bid system: -

- Technical Proposal (Online & Offline)
- Financial Proposal (Online only)

A. Technical Proposal (to be submitted online & offline both)

The Technical proposal should contain

- a) Submission of all the mandatory documents to be duly signed & stamped and sealed in an envelope

B. Financial Proposal (BOQ to be submitted online only)

The Agency must submit the financial bid for implementing the assignment as per the format enclosed. The financial bid should contain all expenses involved up to completion of the assignment.

2. Right to accept / reject tender

No tender will not be considered unless the tender documents are fully and filled in. All information that may be asked from a bidder must be unequivocally furnished.

The Member Secretary (SPOTAC) reserves to itself the right to accept or reject any tender or reject all tenders without assigning any reason thereof, and without thereby incurring any liability to the affected bidders. The tenders shall be considered invalid and non-responsive for non-submission of any document stipulated herein.

3. Commencement of Work

The following weekend dates will be the considered as the date of commencement of work after issuing the work order.

4. Escalation of Prices

The amount in the accepted financial bid shall be firm and shall remain applicable during the entire period of the contract till completion (including extension of time granted, if any) and no escalation in prices will be permitted due to increase in prices of materials, rise in labour prices or due to any other reasons.

**Member Secretary (SPOTAC)
DNH & DD**

SECTION 7 – (FINANCIAL BID)

(to be filled online only)

Organizing Fun & Fitness Weekends at Daman Ganga Riverfront in Silvassa and Light House Jetty Ground in Daman for the Year 2021-2022.

Sr. No	Particulars	Qty	Location	Rate per Unit	Days	Total Amount
1	Providing Hi- Fidelity JBL sound system with all requisite materials for Fun & Fitness weekends at River Front, 02 Nos High Quality Twitter and Mid (Tower) Watts speakers, 02 Dual Bass woofer/ tibbins speakers - 2000 to 3000 watts), Live mixer (Sound craft or higher) - 2D Channel - 1 nos, Drum kit mic set (Shure) - 01 nos, Cordless mics (Shure) - 02 nos, Wired mics - (High Quality) - 02 nos, Stands for mic (big & small), Lights for Stage LED par Lights (Multicolour) - 08 nos, LED Warm lights - 02 nos, LED lights controller (DMX) - 01 nos, Jacks & Aux wires (2.5 mm, 3.5 mm, 5.5 mm) 20 metres for auxiliary outputs - 01 nos, Light & Sound Stands as necessary, Sound & Lights Operator for total 39 weekends at DNH & Daman.	1	2		78	
2	Minimum Fees for 01 Supervisor for organizing, maintaining of games, musical Equipments, etc. and 01 Anchor for Entertainment Sessions for the Fun & Fitness weekends for morning and evening sessions on every Saturdays & Sundays for 39 weekends at DNH & Daman.	2	2		78	
3	Minimum Fees for 02 Caretaker for crowd management & various setup and 03 fitness trainers (Yoga, Zumba and Fitness Trainers for morning sessions) on every Saturday & Sundays for 39 weekends at DNH & Daman.	5	2		78	
4	Production work at Light House Jetty Ground at Moti Daman Area in Daman for every Saturday and Sundays i. e. for 39 weekends. (only for Daman).					
i	Temporary Wooden Stage of Size 20 L x 10 W x 3 H ft. with both side Stairs, carpet, bordered with black frills. One Time Purchase and Installation.	1	1		1 time	
ii	Lights for Brightening of Stage and Public viewing area on poles on all sides (LED 200 Watts White Lights 2 each on 5 Poles). One Time Purchase and Installation.	10	2		1 time	

iii	"Fun & Fitness Weekends" Star Flex Backdrop for stage of size 20 x 10 ft. One Time Purchase and Installation.	1	1		1 time	
5	Providing A4 Size Certificates for Fitness Challenge winners in morning sessions only on every weekend (i.e., Saturday & Sunday) for 39 weekends in DNH & Daman.	3	2		78	
6	Printing of Multicolour Pamphlets (2 Sided) of Fun & Fitness Weekends for News Paper Insertion in Daman & DNH with Distribution Fees in DNH & Daman.	1000 0	2		1 time	
7	Musical Instruments for Public Participation (Only for Daman - One Time Purchase).					
i	07 Pcs Drum Kit Set with Sticks, Stands, Pedals and tools.	1	1		1 time	
ii	Casio with Stand and Cord.	1	1		1 time	
iii	Acoustic Guitar Branded with Auxiliary Output and Capo and 10 Metres Auxiliary 6.35 No. Jack).	2	1		1 time	
8	Fitness Equipments and Materials (One Time Purchase).					
i	Yoga Mats	15	2		1 time	
ii	Bluetooth Trolley Speaker for Zumba	1	2		1 time	
9	T-shirt for Trainers, Anchor & Team for the activities.	7	2		1 time	
10	Information Board on MS Frame with Stand (Size 05 x 10 ft)	2	1		1 time	
	Sub Total					
	GST @ 18%					
	Grand Total (in words).					
	Rounded off to (in words)					

Signature & Seal of the Bidder

Date: / /2021.

WEEKEND DATES FOR THE YEAR 2021- 2022

List of Operational and Closed Dates for Organizing Fun & Fitness Weekends at Daman Ganga River Front in Silvassa and Light House Jetty Ground in Daman.		
Month	Weekend Dates	No. of Days
Apr-2021	3/4/10/11/17/18/24/25	08
May-2021	1/2/8/9/15/16/22/23/29/30	10
Jun-2021	5/6/12/13/19/20/26/27	08
Jul-2021	3/4/10/11/17/18/24/25/31	09
Aug-2021	1/7/14/15/21/22/28/29	09
Sep-2021	4/5/11/12/18/19/25/26	08
Oct-2021	2/3/9/10/16/17/23/24/30/31	10
Nov-2021	6/7/13/14/20/21/27/28	08
Dec-2021	4/5/11/12/18/19/25/26	08
Jan-2022	1/2/8/9/15/16/22/23/29/30	10
Feb-2022	5/6/12/13/19/20/26/27	08
Mar-2022	5/6/12/13/19/20/26/27	08
Total Working Days		78 Days

- Operational Dates in a period of 01 year. (Marked Black) – 78 Weekend Days.
- Closed Dates in a period of 01 year – Monsoon Season. (Marked Red) – 26 Weekend Days.