

# REQUEST FOR PROPOSAL

for

**Selection of Event Management Agency for  
Execution of Monsoon Festival 2025 in the UT  
of DNH & DD**

**(ONLY FOR EVENT MANAGEMENT AGENCIES EMPANELLED WITH SOCIETY FOR  
PROMOTION OF TOURISM, ART AND CULTURE (SPOTAC), DNH & DD)**

**RFP Ref No: 8/128/DOT/MF/2023-24/417**

**Date: 24/07/2025**



**Issued by:**

Society for Promotion of Tourism, Art and Culture (SPOTAC)  
Department of Tourism,  
UT Administration of Dadra & Nagar Haveli and Daman & Diu  
4<sup>th</sup> Floor, Vidyut Bhawan, Kachigam, Nani Daman, Daman – 396 215  
Phone: 0260-2250002  
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# CHAPTER 1

## TENDER INVITATION NOTICE

NO: 8/128/DOT/MF/2023-24/417

Date: 24/07/2025

The Member Secretary (SPOTAC), Tourism Department, DNH & DD invites e-tenders (Online) in two bid system through Online on <https://ddtenders.gov.in> from the interested agencies amongst empanelled event management agencies with the Society for Promotion of Tourism, Art and Culture (SPOTAC), UT of DNH & DD for the “**Selection of Event Management Agency for Execution of Monsoon Festival 2025 in the UT of DNH & DD**” to be sent by RPAD/Courier or to be deposited by Hand in Tender Box kept in the Office of the undersigned on or before **bid due date**.

Sr. No.	Description of Item	Qty.
1.	<b>Selection of Event Management Agency for Execution of Monsoon Festival 2025 in the UT of DNH &amp; DD</b>	As mentioned in tender document

<b>a) Online downloading and uploading starts</b>	24/07/2025
<b>b) Pre bid meeting</b>	28/07/2025, 11:30 AM Onward VC link: <a href="https://meet.google.com/tvo-mzqf-msi">meet.google.com/tvo-mzqf-msi</a>
<b>c) Bid Submission Due Date and Time (Physical and Online)</b>	01/08/2025   06:00 PM
<b>e) Opening of Technical Bid</b>	04/08/2025   12:00 PM
<b>f) Presentation</b>	To be communicated later
<b>g) Opening of Financial Bid</b>	To be communicated later
The online Technical Bids received without scanned copies of Mandatory documents shall not be considered for evaluation. List of the mandatory documents are specified in the terms and conditions.	
The bidders have to submit the price bid in Electronic Format <b>only</b> on website till the last date and time for submission. <u>Price bid in physical format shall not be accepted in any case</u> . The price bid shall be opened of those firms/agencies who are qualified in technical bid.	
Bidder can post their queries on E-mail Address: <a href="mailto:dnhddtourism@gmail.com">dnhddtourism@gmail.com</a> or can contact on 0260-2250002.	
The Tender Inviting Authority reserves the right to accept / reject any or all tenders without assigning any reason thereof.	
The tender form along with all details including schedules and terms and conditions can be downloaded from the Web Site <a href="https://ddtenders.gov.in">https://ddtenders.gov.in</a>	
In case, bidder needs any clarification or if training required of participating in online tender, they can contact the NIC, Daman.	

Sd/-  
Member Secretary (SPOTAC)/  
Director (Tourism),  
DNH & DD

## CHAPTER 2

### TENDER FORM

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

To  
The Member Secretary (SPOTAC)/Director (Tourism),  
Department of Tourism,  
Paryatan Bhawan,  
Nani Daman, Daman – 396 210  
UT Administration of Dadra & Nagar Haveli and 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 agency for execution of Monsoon Festival 2025 in the UT of DNH & DD as on date.

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

(Signature with Date) (Name and Designation)

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

**CHAPTER 3**  
**SCOPE OF WORK**

**I. The agency shall execute following works for the execution of Monsoon Festival 2025 in the UT of DNH & DD:-**

Sr. no.	Particulars	Qty	Unit	Days
<b>A. Cultural Parade</b>				
1.	Tribal Folk Dances of DNH & DD (Tarpa/Dhol/Garba/Turthali/Machhi/Ghor/Portuguese/Karate) & Folk dances like Siddhi Dhamal (Gujarat area), South Indian, Manipuri, Bhangra, Nashik Dhol, Ghoomar, Jhijhiya dance form (with atleast 20 participants in each group) & WZCC Artists for <b>Inauguration ceremony (CULTURAL PARADE)</b> including TBL & Costumes & Food packets & travelling for the artists along with a well known choreographer.	500	per person	1
2.	National Level Dance Group and Renowned Artists Live Band Performances	20	per person	1
3.	Aluminum Truss with Intellligent lights for Cultural parade Ceremony. Aluminum Truss with Intellligent lights for Live Concert. Hire charges for Providing trussing for stage lighting as per instruction of event manager or engineer in charge it consisting of following. Front and back Truss Sections - Total 120(60+60) feet Left & Right side Truss Sections- Total 120(60+60) feet 10 nos . Ground supports Towers. 2 Nos. front to back triangular sections. 6 nos CM Load star motor chain hoist. With necessary shekels belts, safety pins locks as per requirements. (a) 200 Watts LED Lights Warn White 50 Nos. (b) 54x3W RGBW IP-67 (Cree or Osram Chip) LED Par Lights - 50Nos. (c) Moving Head 20R (Beam, Spot, Wash) 3-in-1 Hybrid - 20 Nos. (d) Moving Head Sharpy (Beam) - 20 Nos. (e) LED Moving Head Wash - 16 Nos (f) Hazers - 8 Nos. (g) Raythone 1100 Watts RGB LED Lights 8 Nos. (h) Follow Lights 4000 Watts Zenon - 2 Nos. (i) Fog Machine - 2 Nos. (j) Audience Blinder (4-eye) - 8 Nos. (k) Haze Machine 2 Nos.	1	Job	1
4.	FOR CULTURAL PARADE. Hire charges for providing, erecting, testing & commissioning public address system 6 pair 3 way Flying sound system having proper distribution of sound. (1) RCF HDL30 / JBL VTX V20 - 2 WAY TOPS -12Nos. (2) RCF SUB9006 / JBL VTX G28/S28 Dual 18 Inch Sub Woofers - 6 Nos. (3) 32 Channel Digital Console Inbuilt Effect Processor - 31 Band Equilizer - High Performance Pre Amp (Venue SC48 / Digico SD12 / Allan & Heath Dlive) - 1 Nos. (4) Stage Monitors (800 Watt) - 4 Nos.(JBL VRX 915/ RCF V35/ JBL SRX 712 or Equivelent) (5) Side Fill Moniters (1000 Watt) - 2 Nos. ( JBL / RCF or Equivelent) - 2 Nos.(6) Active Cross Over - 1 Nos. (7) Cordless Microphones (Shure / Sennheiser) - 4 Nos. (8) Audio Link 32 Channel - 1 Nos. (9) High Performance CD/DVD Player /Laptop - 1 Nos. (10) 3 KVA UPS - 1 Nos. (11) 1 KVA UPS - 2Nos.	1	Job	1

5.	Live Cartoon Characters & Stilt walkers during inauguration ceremony inc. TBL	10	per person	1
6.	Stage with proper height for flag off ceremony for cultural parade (Waterproof) (30x20)	600	Sq.ft.	1
7.	Woolen Carpet on stage (30x20)	600	Sq.ft.	1
8.	Anchor for the event	1	No.	1
9.	Flower Shower work for Cultural parade	1	Job	1
10.	Décor elements on road	1	Job	1
11.	Food Packets for other artists who will join the event (regional associations, etc.)	500	Nos.	1
12.	Arrangements for power supply	1	Job	1
<b>B. BOLLYWOOD MUSICAL LIVE NIGHT</b>				
1.	Live Concert With well known Playback singer at Lighthouse beach Ground	1	Job	1
2.	Aluminum Truss with Intelligent lights for Live Concert. Hire charges for Providing trussing for stage lighting as per instruction of event manager or engineer in charge it consisting of following: Front and back Truss Sections - Total 240(120+120) feet Left & Right side Truss Sections- Total 120(60+60) feet 10 nos. Ground supports Towers. 2 Nos. front to back triangular sections. 6 nos CM Load star motor chain hoist. With necessary shekels belts, safety pins locks as per requirements. (a) 200 Watts Warm white LED Face Lights 200 Nos. (b) 54x3W RGBW IP-67 (Cree or Osram Chip) LED Par Lights - 200 Nos. (c) Moving Head 20R ( Beam, Spot, Wash) 3-in-1 Hybrid - 40 Nos. (d) Moving Head Sharpy (Beam) - 20 Nos. (e) LED Moving Head Wash - 24 Nos. (f) Hazers - 8 Nos. (g) Raythone 1100 Watts RGB LEDLights - 8 Nos. (h) Follow Lights 4000 Watts - 4 Nos. (I) Haze Machines - 4 Nos. (j) Fog Machine - 4 Nos. (k)Audience Blinder (4-eye) - 12 Nos.	1	Job	1
3.	Sound System FOR LIVE CONCERT Hire charges for providing, erecting, Operating and dismantling the sound system for State Level Cultural Mega Event. Main Stage Front House Sound system shall consist of Eight pairs of line array tops, accompanied by subs as prescribed by manufacturer. (1) The array tops shall consist of dual 15" / 12" Transducers of 1200 watts for low / low mid frequency, Four 8" transducers of 600 watts for reproduction of mids and two or three compression drivers couples to horns of 300 watts for reproduction of high frequency- L acoustics K2, Meyer Panther, JBL VTX V25 Only 90000 Watt Front of House 8 Pair (16 Nos.). (2) 2000 Watt with dual 18" Transducers for reproduction of Sub Woofers L Acoustics KS28, Meyer 2100 LFC, JBL VTX G28/S28 Only. Front of House 6 Pair (12 Nos.). (3) Digital Mixing Console - Digi Design Venue S6L/SC48, DIGICO Quantum/SD10, Allan & Heath Dlive S7000. (4) Stage Monitors (L Acoustic HiQ115/ Meyer MJF 212/ JBL VRX 915) 8 Nos. (5) Side Fill Monitors (L Acoustic Kara/ Meyer Leopard/JBL SRX900 / RCF HDL30) - 2 pair 3 way . (6) Cordless Microphones - 6 Nos. (7) Delay Stack shall consist of six pair Flying Line Array accompanied by prescribed no of Sub's Homogeneity in brands is compulsory Approx 50000 Watts. - 2 Nos. (8) Microphones with Stand (Shure / Sennheiser) - 22 Nos	1	Job	1

4.	Main Stage for Live Concert (100x60) (Waterproof)	6000	Sq.ft.	1
5.	Woolen Carpet for Main Event Stage (100x60)	6000	Sq.ft.	1
6.	Carpet on main Artist Entry passage (30x100)	3000	Sq.ft.	1
7.	Carpet on VVIP Entry passage (10x100)	1000	Sq.ft.	1
8.	Carpet on VVIP Sitting Area in front of stage (100x237)	23700	Sq.ft.	1
9.	Folding Table with Frills	100	Nos.	1
10.	Barricading	500	Rft	1
11.	VVIP Sofa three seated in fabric material	150	Nos.	1
12.	Chair With Cover	1500	Nos.	1
13.	Platform for LED Screen (8x12 – 4 Nos.)	384	Sq.ft.	1
14.	Stairs for Main stage	2	Nos.	1
15.	Green room for Main Artist including AC, Mirror, portable bio toilets, sofa, teapoy, Flower décor, Power points etc. size of green room - 5 m X 10 m	1	Job	1
16.	Green room for VVIP Guest including AC, Mirror, portable bio toilets, sofa, teapoy, Flower décor, Power points etc.-size of green room - 5 m X 10 m	1	Job	1
17.	Queue Manager	20	Pair	1
18.	Wooden Teapoy with Glass Top	15	Nos.	1
19.	Color Led Display for Videos (220 V) (Single Panel Ratio 1:1) on Stage (60x12)	720	Sq. ft.	1
20.	Agro net flooring at live concert (237x320)	75840	Sq. ft.	1
21.	Anchor for Main event	1	No.	1
22.	Arrangements for power supply	1	Job	1
<b>C. RENOWNED NATIONAL LEVEL DANCE ACTS (INDIA'S GOT TALENT)</b>				
1.	Renowned National Level Dance Acts / Classical Dance Performance (India's Got Talent) including power supply	1	Job	2
<b>D. RENOWNED ARTISTS LIVE BAND PERFORMANCE</b>				
1.	Renowned Artists Live Band Performance including power supply	1	Job	3
<b>E. MAGIC &amp; ILLUSION SHOW</b>				
1.	Arrangements and Setup for Magic & Illusion show including power supply	1	Job	1
<b>F. FIREWORKS</b>				
1.	Special effects show with new creative ideas and design with 3 min. (Fire crackers Show)	1	Job	1
<b>G. HANDICRAFT STALLS INCLUDING FOOD STALLS &amp; KID ZONE</b>				
1.	Handicraft Stalls & Food Stalls (5x5 m)	50	Nos.	8
2.	Platform/ partitions for Handicraft & Food stalls (5x5 m)	1250	sq. mtr.	8
3.	LED lights for Handicraft & Food stalls	50	Nos.	8
4.	Fan for Handicraft & Food stalls	50	Nos.	8
5.	Power plug for Handicraft & Food stalls	50	Nos.	8
6.	Carpets for Handicraft & Food stalls (5x5 m)	1250	sq. mtr.	8
7.	Folding Table for Handicraft & Food stalls	100	Nos.	8
8.	Chairs with cover for Handicraft & Food stalls	150	Nos.	8
9.	Pagoda (Water proof) for Handicraft & Food stalls	50	Nos.	8
10.	Sound system for Handicraft & Food stalls (Proper branded quality sound system arrangement – JBL or equivalent)	1	Job	8

11.	Kids Play area including games like Life size board games, shooting games, Jump house, mini golf etc.	1	Job	8
12.	Arrangements for power supply	1	Job	8
<b>H. PHOTOGRAPHY &amp; VIDEOGRAPHY</b>				
1	Photography & Videography (inc. DSLR & Drone and final teaser video), submission of photos & videos to dept. in Hard drive for each location	1	Job	8

**I. The agency shall execute following works for execution of Monsoon Festival at 2025 in the UT of DNH&DD: -**

- a. The festival is to be executed in the UT of DNH and DD.
- b. The proposed tentative dates of the festival are 23<sup>rd</sup> Aug 2025 (Saturday) to 30<sup>th</sup> Aug 2024 (Saturday).
- c. Lighthouse area, Moti Daman will be utilized for Live Concert with well known Playback singer, Renowned National Level Dance Acts (India's Got Talent), Aerial acts/Classical Dance Performance/ Acrobats dance show/LED visual POI dance show, Regional Musical Band and local dance performances.
- d. Daman Devka sea front shall be utilized for inauguration day for cultural parade along with dance performances, fireworks.
- e. Any clarity of work as mentioned in the above table shall be communicated with the tourism department officials.
- f. Site visit of the event locations to be done by the agency for proper understanding of the venue and execution of the event including manpower services before submission of the bid.
- g. The successful agency can suggest or provide more creative ideas for the whole event considering the location of each event, timings, inauguration ceremony of the festival/ event to the tender inviting authority.
- h. The agency is requested to do recce of all the sites (compulsory) and then quote the rates accordingly.
- i. The department can change the program and locations as mentioned above and, in the table, according to the circumstances.
- j. Entry to the Handicraft and Food stalls will be based on ticketing, and the agency must strive to maximize revenue through ticket sales. Revenue will be collected by the successful agency/EMC at a mutually agreed ticket rate and the total revenue collected will be adjusted against the final invoice submitted by the agency.
- k. All revenue collected must be deposited daily into an Escrow account to be opened by the successful agency/EMC designated for this purpose.
- l. The agency is required to offer all standard digital payment options (No cash payments to be accepted) and issue uniquely themed Monsoon Festival bands as tickets to visitors upon entry.
- m. The agency shall be responsible for providing full security arrangements at all the sites of event.
- n. The agency has to gather cultural dance artists from DNH & Daman region who will be paid honorarium & Meals + travel and WZCC artists including only TBL and food packets only for regional association's people, who will be a part of the cultural parade. The agency has to coordinate with the regional associations for gathering of crowd. The contact no's will be provided by the department.
- o. The agency has to finalize and identify locations/ spots for execution of various elements.
- p. The agency has to use backdrop of same size of hoardings outside the venue as per event on daily basis.
- q. Other essential amenities as per the requirement of guest as per hospitality industry.
- r. The agency shall curate the whole program day wise during the presentation. The tentative proposed day wise activities are mentioned at **Annexure-I**.
- s. The payment will be done on actual basis.
- t. The agency shall place adequate garbage bins at all the event sites, so as to avoid littering.
- u. The agency has to make sure the police, fire and medical ambulance are always at stand by. The same shall be coordinated with the help of department.
- v. The agency has to get a temporary electric connection or any other necessary arrangements from the electricity department (DNHDDPDCL). And setup the connections as per the voltage required prior 1 day to the event.



- w. The agency has to provide minimum manpower/ staff for the management of the event as mentioned in scope of work.
- x. The agency must ensure their scope of work and that during any natural calamity/ mishap, the UT administration will not be responsible for the respective point/ subject.
- y. Any work related to digging/ levelling shall be informed to department on prior basis.
- z. The agency has to setup a registration/information desk, with adequate manpower, for entry and sharing details to the visitors, etc.
- aa. The agency has to do overall decoration of event site with props and shall also suggest for creative ideas to the tender inviting authority, if any.
- bb. The agency has to engage well known Playback singer during Saturday, when maximum footfall/ stay counts in nearby area of the event is at highest side. List of famous musical artists budget wise can be shortlisted during the presentation. Various options to be provided for the same including their TBL.
- cc. The agency has to arrange proper security throughout the entire event area.
- dd. The agency shall also include best opening and closing ceremony for the event. Other than that, the Event Management Agency will also do arrangements for inaugural ceremony (if any) like traditional attire girl for tilak, ribbon cutting and flowers for the same.
- ee. The tentative date of the festival would be 23-08-2024 to 30-08-2024 as per this RFP, subject to modifications. Certain items will be required in functioning condition as mentioned herein like A/V equipment & PA system should be working and tested before the event. Bidder's plans / presentations / nos. are always subject to modification by the Authority keeping in mind the changing needs of the event. Upon successful reviews the tender inviting authority may increase the period of time for a few more days, and the agency will have to keep the entire setup as per the scope of work.
- ff. Manpower and other related conditions: -
  - i. Adequate manpower for all the areas as advised by the Authority to be deployed. Successful bidder is required to provide a detailed list of manpower after their field visit, that will be deployed for the operations of the complete event.
  - ii. Manpower Deployment Plan including Maintenance Team, Project Team including Engineers, Designers, Technical & Event Consultants, Housekeepers, F&B team, security, etc. as applicable which will be dedicated to this Project. This also includes supply, control and management of the temporary manpower required to discharge various project related works.
- gg. The bidders are advised to visit the site for inspection before presenting the concept of event execution / submission of bid.
- hh. The agency shall make all necessary arrangements related to the handicraft & food stalls as mentioned in the table of scope of work.
- ii. The Agency shall be responsible for arranging photography, videographer, Drone Videography for shooting the entire event and advertising of event related creative/ details in coordination with the tourism department on all platforms prior to the event. The Event Management Agency shall also provide and handover a hard disk, carrying raw and edited photos and videos of the entire event and performances, if any. The agency also shall prepare a final 2 minutes teaser video with music and editing of the entire event.
- jj. The agency in any circumstances shall not use plastic disposables (only paper related products shall be use) for serving/ catering to visitors. The foods to VIP can be served in melamine/ glass, cutlery/ crockeries.
- kk. Decoration of gazebo and main stage, (VIP stage if any) to be done for inauguration and flag off of cultural parade at the initial day. Inauguration plan to be made as per site visit.
- ll. The agency shall ensure the solid and liquid waste management at all venues in the UT. Also, during and post event cleaning shall be done by the event management agency
- mm. Emcees/Anchor shall be arranged as and when required with prior approval of the department.
- nn. Maintenance, Safety and Security, Environment Compliance Plan.
- oo. The Scope of Services specified in this Clause are not exhaustive and the Event Management Agency shall undertake such other tasks as may be necessary to successfully implement the event, which are not included in the RFP.

## CHAPTER 4

### BID EVALUATION PROCESS AND CRITERIA

#### 1. TECHNICAL EVALUATION CRITERIA:

Sr. No.	Qualification criteria	Maximum marks
1.	<b>TECHNICAL BID EVALUATION</b>	<b>100</b>
	<b>PRESENTATION SCORE:</b> <ul style="list-style-type: none"> <li>• Approach and methodology</li> <li>• Innovative ideas and suggestions</li> <li>• Concept, Layout, Thematic understanding, logo for the event</li> <li>• Detailed project plan for execution of Monsoon festival 2025 event</li> </ul>	<b>100</b>

#### 2. BID EVALUATION PROCESS (QCBS)

- a. A tender evaluation committee will evaluate the technical as well as financial bids after the last date of bid submission and the below evaluation process shall be carried for the said RFP. The technical bids of all Tenderers will be opened first.

- b. The following evaluation criteria shall be used:

The technical evaluation will carry a weightage of total 100 marks which will include the presentation of the bidder for the work of Execution of Monsoon festival 2025 in the UT of DNH & DD with minimum marks to be qualified be 60 marks. After analysis of Technical Bids and presentation, the financial bids of only qualified bidders scoring minimum 60 marks will be opened.

The financial score will be calculated as per the formula mentioned below:

$$\text{Financial Score} = (\text{LFB}/\text{F}) \times 100$$

Where LFB = Lowest Financial Bid and F = Quoted Amount

Combined Technical and Financial Score (CTFS) with Weightage 70:30 will be calculated.

$$\text{CTFS} = \text{Technical Score} \times (70/100) + \text{Financial Score} \times (30/100)$$

- c. The agency which scores the highest aggregate marks on the basis of cumulative marks obtained in technical bid and financial bids (after adding the scores from the technical presentation and financial evaluation) will be awarded the work for selection of Agency for Execution of MONSOON FESTIVAL 2025 in the UT of DNH & DD.

## CHAPTER 5

### GENERAL INSTRUCTIONS AND TERMS & CONDITIONS

- a. The rate(s) quoted should be strictly as per arrangements required and operative for supply orders issued by the society/department.
- b. The amount quoted will be inclusive of all labour, transportation, logistics, installation, uninstallations charges, etc.
- c. The rates quoted will be inclusive of all taxes.
- d. Bid Submission

a. The mandatory documents as specified below shall be submitted before the prescribed dates physically in the office of the Authority at the following address:

The Member Secretary (SPOTAC), Department of Tourism, 4th Floor,  
Vidyut Bhavan, Kachigam, Nani Daman, Daman – 396 215

***Mandatory documents: Duly signed and stamped Tender document***

b. The bidder shall submit the tender documents in a sealed envelope superscribed as “RFP for Selection of Event Management agency for execution of Monsoon Festival 2025 in the UT of DNH & DD (*ONLY FOR EVENT MANAGEMENT AGENCIES EMPANELLED WITH SOCIETY FOR PROMOTION OF TOURISM, ART AND CULTURE (SPOTAC), DNH & DD*)”

c. Tender Contents

The Tenders are to be submitted offline at the office of the Member Secretary SPOTAC, DNH & DD and online on [ddtenders.gov.in](http://ddtenders.gov.in) respectively in 2-part bid system:

I. Technical Proposal (duly signed and stamped Tender document)

II. Financial Proposal (Note that the bidder shall submit the BOQ in online only).

• The Agency has to submit the financial bid for implementing the assignment as per the format enclosed. The financial bid should contain all expenses involved in the assignment like transportation, accommodation, out of pocket expense, etc. (Note that the bidder shall submit the BOQ in the online financial bid only).

- e. **Payment shall be done on actuals and** submission of proof to be made along with the invoice, also proof of the payment confirmation of artists honorarium (if any) and payment shall be released after the receiving of the mentioned proofs and upon full satisfaction of the tender inviting authority.
- f. All other Taxes/duties/royalties charges payable on the sale/ transport etc. within and/or outside the State, the supplier shall be responsible for the same.
- g. Extra Work: Should it be found after the completion of the works that some extra work has been carried out on due instruction from the Tender Inviting Authority, the price for such extra work will be ascertained on mutually negotiated terms. If the work is mentioned in the rate quoted by the agency or the extra work mentioned in the scope of work, the payment shall be made on the basis of rate quoted by the agency. Similarly, if some work is not executed then the payment shall be deducted on this basis only.
- h. No extra charge towards insurance will be paid on the rates quoted.
- i. The rates should be quoted only for the items specified in list of requirements and should be for the items of given specifications confirming to the standard(s) requirements of the given specification.
- j. The online tender must include mandatory documents as in eligibility criteria along with the tender document fully signed and stamped. The hard copy of the bid should be sealed in envelope and superscribed as “RFP for Selection

of Event Management agency for execution of Monsoon Festival 2025 in the UT of DNH & DD” which is to be submitted in the office of the Tender Inviting Authority.

- k. The decision of the Tender Inviting Officer for acceptance or rejection of any item mention including the decision for equivalent specification, standard and quality etc. of articles shall be final.
- l. The execution of Monsoon Festival 2025 in the UT of DNH & DD as per tender document if found of inferior quality/ standard or of different specifications after then that ordered/ specified and / or incompletes or torn articles will not be accepted. The work will have to replace the same at his own cost and risk. However, if no communication the Tender inviting officer will not be responsible for any damage, loss etc. of such rejected articles.
- m. In case of failure to replace the accepted and rejected work from tenderer made, as mentioned in the conditions, the loss undergone by the Govt. will be recovered from the tenderer from security deposit/ earnest money or payment due of any bill (s) to the extend required.
- n. In case of failure to do the execution of Monsoon Festival 2025 in the UT of DNH & DD ordered for as per conditions and within the stipulated time limit, the same articles will be obtained if required from the tenderer who offered next higher rates or from any other sources, as may be decided by the Tender Inviting Officer and the loss to the Govt. on account of such purchases sale be recovered from the former supplier from security deposit/ earnest money deposit or bill (s) payable.
- o. The tenderer shall have no any right to dispute with such procedure. If any time after the order, execution of Monsoon Festival 2025 in the UT of DNH & DD, the tender Inviting Officer shall for any reason what so ever not required the whole or part of the quantity as per specification in the order the Tender Inviting Officer shall give notice inwriting to the supplier who shall have no claim to any payment of compensation whatsoever on account of any profit or advantage which the supplier might have deprived from the supply of article in full quantity of articles not having been purchased not shall have any claim for compensation by reason of any alteration having been done in the original instructions which shall involve any curtailment of the supply original contemplated.
- p. The right to accept or reject without assignment any reason any or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.

**q. Force Majeure**

Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party’s agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract.

A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal as soon as possible.

**r. Arbitration**

Hon'ble Courts of Daman shall have the jurisdiction and the venue of arbitration shall be Daman and will be governed by provisions of the Indian Arbitration & Reconciliation Act.

**s. Damage to Persons and Property**

The Successful Bidder shall indemnify and keep indemnified the Tender Inviting Authority against all losses and claims for injuries or damages to any person or property whatsoever which may arise out of or in consequence of the construction and maintenance of works and against all claims, demands, proceedings, damages, costs, charges, expenses, whatsoever in respect thereof in relation thereto.

In addition to the liquidated damages not amounting to penalty, as specified in the RFP, warning may be issued to the Bidder for minor deficiencies on its part. In the case of significant deficiencies in Services causing adverse effect on the Event or on the reputation of the tender inviting authority, civil, criminal and other penal actions including debarring for a specified period may also be initiated as per policy of the tender inviting authority and blacklist the Bidder for all future projects.

**t. Penalty conditions**

- A. Penalty of 1% to 5 % of total value of contract shall be imposed if any glitch found in services for said scope of work.
- B. In case of delay in completion of Services, lack of quality measure and safety measure, non-satisfactory performance for any particular item, penalty upto 50% of amount quoted for that particular item shall be imposed.
- C. If particular ITEM is not executed by the end of the bidder, the payment of that particular ITEM shall not be released and penalty of 10% of quoted amount for that ITEM shall be imposed.
- D. However, in case of delay due to reasons beyond the control of the Bidder, suitable extension of time shall be granted.
- E. In case of any item is cancelled by the authority, payment of that item shall not be released.

Sd/-  
Member Secretary  
(SPOTAC)/Director (Tourism),  
DNH & DD

**CHAPTER 6**  
**FINANCIAL BID**

**To be submitted online only on [ddtenders.gov.in](http://ddtenders.gov.in)**

Sr. no.	Particulars	Qty	Unit	Days	Unit Rate	Total Amount
<b>A. Cultural Parade</b>						
1.	Tribal Folk Dances of DNH & DD (Tarpa/Dhol/Garba/Turthali/Machhi/Ghor/Portuguese/Karate) & Folk dances like Siddhi Dhamal (Gujarat area), South Indian, Manipuri, Bhangra, Nashik Dhol, Ghoomar, Jhijhiya dance form (with atleast 20 participants in each group) & WZCC Artists for <b>Inauguration ceremony (CULTURAL PARADE)</b> including TBL & Costumes & Food packets & travelling for the artists along with a well known choreographer.	500	per person	1		
2.	National Level Dance Group and Renowned Artists Live Band Performances	20	per person	1		
3.	Aluminum Truss with Intelligent lights for Cultural parade Ceremony. Aluminum Truss with Intelligent lights for Live Concert. Hire charges for Providing trussing for stage lighting as per instruction of event manager or engineer in charge it consisting of following. Front and back Truss Sections - Total 120(60+60) feet Left & Right side Truss Sections- Total 120(60+60) feet 10 nos . Ground supports Towers. 2 Nos. front to back triangular sections. 6 nos CM Load star motor chain hoist. With necessary shekels belts, safety pins locks as per requirements. (a) 200 Watts LED Lights Warm White 50 Nos. (b) 54x3W RGBW IP-67 (Cree or Osram Chip) LED Par Lights - 50Nos. (c) Moving Head 20R (Beam, Spot, Wash) 3-in-1 Hybrid - 20 Nos. (d) Moving Head Sharpy (Beam) - 20 Nos. (e) LED Moving Head Wash - 16 Nos (f) Hazers - 8 Nos. (g) Raythone 1100 Watts RGB LED Lights 8 Nos. (h) Follow Lights 4000 Watts Zenon - 2 Nos. (i) Fog Machine - 2 Nos. (j) Audience Blinder (4-eye) - 8 Nos. (k) Haze Machine 2 Nos.	1	Job	1		
4.	FOR CULTURAL PARADE. Hire charges for providing, erecting, testing & commissioning public address system 6 pair 3 way Flying sound system having proper distribution of sound. (1) RCF HDL30 / JBL VTX V20 - 2 WAY TOPS -12Nos. (2) RCF SUB9006 / JBL VTX G28/S28 Dual 18 Inch Sub Woofers - 6 Nos. (3) 32 Channel Digital Console Inbuilt Effect Processor - 31 Band Equilizer - High Performance Pre Amp (Venue SC48 / Digico SD12 / Allan & Heath Dlive) - 1 Nos. (4) Stage Monitors (800 Watt) - 4	1	Job	1		

	Nos.(JBL VRX 915/ RCF V35/ JBL SRX 712 or Equivelent) (5) Side Fill Monitors (1000 Watt) - 2 Nos. ( JBL / RCF or Equivelent) - 2 Nos.(6) Active Cross Over - 1 Nos. (7) Cordless Microphones (Shure / Sennheiser) - 4 Nos. (8) Audio Link 32 Channel - 1 Nos. (9) High Performance CD/DVD Player /Laptop - 1 Nos. (10) 3 KVA UPS - 1 Nos. (11) 1 KVA UPS – 2Nos.					
5.	Live Cartoon Characters & Stilt walkers during inauguration ceremony inc. TBL	10	per person	1		
6.	Stage with proper height for flag off ceremony for cultural parade (Waterproof) (30x20)	600	Sq.ft.	1		
7.	Woolen Carpet on stage (30x20)	600	Sq.ft.	1		
8.	Anchor for the event	1	No.	1		
9.	Flower Shower work for Cultural parade	1	Job	1		
10.	Décor elements on road	1	Job	1		
11.	Food Packets for other artists who will join the event (regional associations, etc.)	500	Nos.	1		
12.	Arrangements for power supply	1	Job	1		
<b>B. BOLLYWOOD MUSICAL LIVE NIGHT</b>						
1.	Live Concert With well known Playback singer at Ground beside Mira cafe	1	Job	1		
2.	Aluminum Truss with Intelligent lights for Live Concert. Hire charges for Providing trussing for stage lighting as per instruction of event manager or engineer in charge it consisting of following: Front and back Truss Sections - Total 240(120+120) feet Left & Right side Truss Sections- Total 120(60+60) feet 10 nos . Ground supports Towers. 2 Nos . front to back triangular sections. 6 nos CM Load star motor chain hoist. With necessary shekels belts, safety pins locks as per requirements. (a) 200 Watts Warm white LED Face Lights 200 Nos. (b) 54x3W RGBW IP-67 (Cree or Osram Chip) LED Par Lights - 200 Nos. (c) Moving Head 20R ( Beam, Spot, Wash) 3-in-1 Hybrid - 40 Nos. (d) Moving Head Sharpy (Beam) - 20 Nos. (e) LED Moving Head Wash - 24 Nos. (f) Hazers - 8 Nos. (g) Raythone 1100 Watts RGB LEDLights - 8 Nos. (h) Follow Lights 4000 Watts - 4 Nos. (I) Haze Machines - 4 Nos. (j) Fog Machine - 4 Nos. (k)Audience Blinder (4-eye) - 12 Nos.	1	Job	1		
3.	Sound System FOR LIVE CONCERT Hire charges for providing, erecting, Operating and dismantling the sound system for State Level Cultural Mega Event. Main Stage Front House Sound system shall consist of Eight pairs of line	1	Job	1		

	array tops, accompanied by subs as prescribed by manufacturer. (1) The array tops shall consist of dual 15" / 12" Transducers of 1200 watts for low / low mid frequency, Four 8" transducers of 600 watts for reproduction of mids and two or three compression drivers couples to horns of 300 watts for reproduction of high frequency- L acoustics K2, Meyer Panther, JBL VTX V25 Only 90000 Watt Front of House 8 Pair (16 Nos.). (2) 2000 Watt with dual 18" Transducers for reproduction of Sub Woofers L Acoustics KS28, Meyer 2100 LFC, JBL VTX G28/S28 Only. Front of House 6 Pair (12 Nos.). (3) Digital Mixing Console - Digi Design Venue S6L/SC48, DIGICO Quantum/SD10, Allan & Heath Dlive S7000. (4) Stage Monitors (L Acoustic HiQ115/ Meyer MJF 212/ JBL VRX 915) 8 Nos. (5) Side Fill Monitors (L Acoustic Kara/ Meyer Leopard/JBL SRX900 / RCF HDL30) - 2 pair 3 way . (6) Cordless Microphones - 6 Nos. (7) Delay Stack shall consist of six pair Flying Line Array accompanied by prescribed no of Sub's Homogeneity in brands is compulsory Approx 50000 Watts. - 2 Nos. (8) Microphones with Stand (Shure / Sennheiser) - 22 Nos					
4.	Main Stage for Live Concert (100x60) (Waterproof)	6000	Sq.ft.	1		
5.	Woolen Carpet for Main Event Stage (100x60)	6000	Sq.ft.	1		
6.	Carpet on main Artist Entry passage (30x100)	3000	Sq.ft.	1		
7.	Carpet on VVIP Entry passage (10x100)	1000	Sq.ft.	1		
8.	Carpet on VVIP Sitting Area in front of stage (100x237)	23700	Sq.ft.	1		
9.	Folding Table with Frills	100	Nos.	1		
10.	Barricading	500	Rft	1		
11.	VVIP Sofa three seated in fabric material	150	Nos.	1		
12.	Chair With Cover	1500	Nos.	1		
13.	Platform for LED Screen (8x12 – 4 Nos.)	384	Sq.ft.	1		
14.	Stairs for Main stage	2	Nos.	1		
15.	Green room for Main Artist including AC, Mirror, portable bio toilets, sofa, teapoy, Flower décor, Power points etc. size of green room - 5 m X 10 m	1	Job	1		
16.	Green room for VVIP Guest including AC, Mirror, portable bio toilets, sofa, teapoy, Flower décor, Power points etc.-size of green room - 5 m X 10 m	1	Job	1		
17.	Queue Manager	20	Pair	1		
18.	Wooden Teapoy with Glass Top	15	Nos.	1		
19.	Color Led Display for Videos (220 V) (Single Panel Ratio 1:1) on Stage (60x12)	720	Sq. ft.	1		
20.	Agro net flooring at live concert (237x320)	75840	Sq. ft.	1		



21.	Anchor for Main event	1	No.	1		
22.	Arrangements for power supply	1	Job	1		
<b>C. RENOWNED NATIONAL LEVEL DANCE ACTS (INDIA'S GOT TALENT)</b>						
1.	Renowned National Level Dance Acts / Classical Dance Performance (India's Got Talent) including power supply	1	Job	2		
<b>D. RENOWNED ARTISTS LIVE BAND PERFORMANCE</b>						
1.	Renowned Artists Live Band Performance including power supply	1	Job	3		
<b>E. MAGIC &amp; ILLUSION SHOW</b>						
1.	Arrangements and Setup for Magic & Illusion show including power supply	1	Job	1		
<b>F. FIREWORKS</b>						
1.	Special effects show with new creative ideas and design with 3 min. (Fire crackers Show)	1	Job	1		
<b>G. HANDICRAFT STALLS INCLUDING FOOD STALLS &amp; KID ZONE</b>						
1.	Handicraft Stalls & Food Stalls (5x5 m)	50	Nos.	8		
2.	Platform/ partitions for Handicraft & Food stalls (5x5 m)	1250	sq. mtr.	8		
3.	LED lights for Handicraft & Food stalls	50	Nos.	8		
4.	Fan for Handicraft & Food stalls	50	Nos.	8		
5.	Power plug for Handicraft & Food stalls	50	Nos.	8		
6.	Carpets for Handicraft & Food stalls (5x5 m)	1250	sq. mtr.	8		
7.	Folding Table for Handicraft & Food stalls	100	Nos.	8		
8.	Chairs with cover for Handicraft & Food stalls	150	Nos.	8		
9.	Pagoda (Water proof) for Handicraft & Food stalls	50	Nos.	8		
10.	Sound system for Handicraft & Food stalls (Proper branded quality sound system arrangement – JBL or equivalent)	1	Job	8		
11.	Kids Play area including games like Life size board games, shooting games, Jump house, mini golf etc.	1	Job	8		
12.	Arrangements for power supply	1	Job	8		
<b>H. PHOTOGRAPHY &amp; VIDEOGRAPHY</b>						
1.	Photography & Videography (inc DSLR & Drone and final teaser video), submission of photos & videos to dept. in Hard drive for each location	1	Job	8		
	<b>GRAND TOTAL (INCLUSIVE OF ALL APPLICABLE TAXES)</b>					

**Note:** Do not submit the financial bid along with technical bid document.

**ANNEXURE-I**

**TENTATIVE SCHEDULE FOR MONSOON FESTIVAL IN DNH AND DD (23<sup>rd</sup> to 30<sup>th</sup> AUGUST 2025)**

Sl No	ACTIVITIES	LOCATION	23/08	24/08	25/08	26/08	27/08	28/08	29/08	30/08
1.	Cultural Parade	DAMAN	✓							
2.	Bollywood Musical Live Night	DAMAN								✓
3.	Renowned National Level Dance Acts (India's Got Talent)	DAMAN	✓					✓		
4.	Renowned Artist's Live Band Performance	DAMAN	✓	✓			✓			
5.	Magic & Illusion Show	DAMAN							✓	
6.	Fireworks	DAMAN	✓							
7.	Handicraft Stalls Including Food Stalls & Kid Zone	DAMAN	✓	✓	✓	✓	✓	✓	✓	✓