

TENDER DETAILS

1.0 BACKGROUND

- 1.1 Smart Cities Mission (SCM) is being implemented by the Ministry of Housing and Urban Affairs, (MOHUA), Government of India across 100 cities in the country.
- 1.2 MOHUA has planned for India Smart Cities Expo -2023 to be held at Pragati Maidan, New Delhi from the 20th April to 22nd April 2023. Shillong Smart City Ltd (SSCL) intends to participate in this India Smart City Expo-2023, to show case the projects undertaken by them.
- 1.3 For the above, SSCL invites tenders for the work of digital content development, conceptualization, design and maintenance of the SSCL stall at Smart Cities Expo 2023, Pragati Maidan, New Delhi.
- 1.4 Bids from reputed firms with more than 5 years of experience in handling State Pavilions at expo's and international trade fairs at various locations are invited to submit their bids along with supporting 3-D Model and C.D. using modelling software.

2.0 TENDER DETAILS

- 2.1 Detailed tender document can be obtained on all working days from the office of Shillong Smart City Ltd., House No. C/B-037, Top Floor, Centre Nongrim Hills, Near JJ Cables, Shillong, Meghalaya from 17th March 2023 to 24th March, 2023, 3:00 p.m. on payment of the tender fee (Non-refundable) of Rs 10,000/- (Rupees Ten thousand) only by way of Demand Draft, drawn in favour of Chief Executive Officer, Shillong Smart City Ltd.
- 2.2 The tender document can also be downloaded from the following websites www.meghalaya.gov.in and www.megurban.gov.in
- 2.3 Place of Submission of Tender--- Sealed Bids complete in all respect with the following superscribed boldly on the sealed cover **“Tender for the work of digital content development, conceptualization, design and maintenance of the Shillong Smart City Stall at India Smart Cities Expo 2023, Pragati Maidan, New Delhi”**, must reach the office of the undersigned latest by 24th March 2023 by 3.00 p.m.
- 2.4 Tenders will be opened on 24th March 2023 at 3.30 p.m. in the presence of the participants or their authorized representatives who choose to attend.

2.5 Tender schedule is as follows:

1	Date Of RFP Publication	17 th March 2023
2	Date Of Pre-bid meeting	20 th March 2023
3	Bid Submission due Date & Time	24 th March 2023, 3.00 p.m.
4	Technical Bid Opening Date & Time	24 th March 2023, 3.30 p.m.
5	Technical Bid Presentation	Will be intimated later
6	Financial Bid Opening	Will be intimated later
7	Time Period of assignment	As given in the RFP
8	Award of contract	By end of March 2023

3.0 GENERAL TERMS

- 3.1 The Bid should be accompanied by Earnest Money of Rs 200,000/- (Rupees Two Lakhs) only in the form of Bank Draft in favour of the “Chief Executive Officer, Shillong Smart City Ltd. Shillong, Meghalaya”.
- 3.2 The successful bidder shall have to deposit an amount of Rs 5,00,000/- (Rupees Five Lakhs) only, in the form of Bank Draft, as Security Deposit till the satisfactory completion of the work.
- 3.3 The submitted Earnest Money will be refunded to the unsuccessful bidders.
- 3.4 For the successful bidder, the Earnest Money of Rs 200,000.00 (Rupees Two Lakhs) only will be converted into Security Deposit. Hence, the successful bidder will only have to deposit an additional amount of Rs 300,000.00 (Rupees Three Lakh only) only to make the total security amount as Rs 5,00,000.00 (Rupees Five Lakh) only.
- 3.5 No Extension of time for submission of bids will be considered.

4.0 Submission of bids

- 4.1 Tenderers must note that the bid must be submitted in two parts, Qualification bid and Financial Bid in separate covers. The “Qualification Bid” will contain the 3-Dimensional Design of the proposed Shillong Smart City Stall and other documents as mentioned in the tender documents. The “Financial Bid” will only contain the financial proposal. The two separate covers will have to be inserted in the Third Cover duly sealed and submitted as Bid offer. After evaluation of the Qualification bid, the Financial Bid of the Firms who meet the requirements of the qualification criteria only will be short listed for opening of financial bids. The Financial Bid of the non-qualified bidders will be returned unopened.

- 4.2 The tender should be addressed to the “Chief Executive Officer, Shillong Smart City Ltd., House No. C/B-037, Top Floor, Centre Nongrim Hills, Near JJ Cables, Shillong, Meghalaya– 793003” by designation only. For more details contact Chief Executive Office, Shillong Smart City Limited, House No. C/B- 037, Top Floor, Centre Nongrim Hills, Near JJ Cables, Shillong, East Khasi Hills District, Meghalaya -793003, Contact No.- + 91-9669827940 and through email at shillongsmartcityexpo@gmail.com
- 4.3 The title **“Tender for the work of digital content development, conceptualization, design and maintenance of the Shillong Smart City Stall at India Smart Cities Expo 2023, Pragati Maidan, New Delhi”**, must be superscribed on the sealed cover containing the tender in two Bids Format i.e. Qualification Bid and Financial Bid.
- 4.4 Chief Executive Officer, Shillong Smart City Ltd., is not bound to accept the lowest tender and reserves the right to accept or reject any or all bids without assigning any reasons thereof.
- 4.5 Bids are liable to be summarily rejected if the bidder does not submit the 3-D Designs, all supporting documents and the EMD.

5.0 Qualification Criteria

- 5.1 The Bidder must be a registered entity having in existence for a period of at least five years prior to the last date of submission of the bid with its registered office in Shillong, Meghalaya. All the requisite documents relating to the business entity such as ROC registration, PAN, TAN, GST, MOA, AOA etc relating to business entity should be submitted in the Qualifying bid.
- 5.2 A Bidder may be a single entity or a consortium of entities. However, there shall be not more than two entities in the consortium including the lead member. Both the firms of the Consortium shall be registered entities in India registered under the relevant provisions/ Acts in India for the last five years as on the last date of submission of the bid. The lead members must have its registered office in Shillong, Meghalaya.
- 5.3 The consortium members in their proposal must submit a formal letter of their intent to enter into an agreement or under an existing agreement to form a Consortium.
- 5.4 In case of consortium, a letter from the non-lead partner, for the lead partner to be authorized representative of the consortium shall be submitted in the Qualifying bid.
- 5.5 Both the members of the consortium shall be jointly and severally responsible for the project.
- 5.6 Financial Capacity: The Bidder should have an average turnover of at least INR 75.00 Lakhs (Rupees Seventy Five Lakhs) only per year in the last three financial years (FY 2021-2022, FY 2020-2021, FY 2019-2020). Certificate from the Chartered Account is to be enclosed to this effect.

- 5.7 Latest Professional Tax Clearance Certificate in the name of the firm (in case of consortium for the lead firm) and not in individual's name, should invariably be submitted along with tender papers. PAN/TAN is also to be submitted.
- 5.8 The Bidder should not have been barred by the Central Government, any State Government, a statutory authority, or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of the Proposal. (Self-Attested Undertaking/Declaration is to be submitted along in the qualifying bid)
- 5.9 In the last 5 (Five) years, the agency should have solely/(JV)/Consortium undertaken and completed a minimum of 2 (two) event management projects for municipal/ state/ central government/, PSUs, any other government departments or any other corporate entities listed on the Bombay Stock Exchange. The contract value for each of the two projects should be at least INR 1 Crore and above.

OR

In the last 5 (Five) years, the bidder should have solely/(JV) undertaken and completed a minimum of 4 (four) event management projects for municipal/ state/ central government/, PSUs any other government departments or any other corporate entities listed on the Bombay Stock Exchange. The contract value for each of the project should be at least INR 50 Lakhs and above.

- 5.10 The Bidder must have at least 5 years of experience in handling the work of digital content development, conceptualize, design and maintaining of Pavilions, Stalls etc. Documentary proof such as Letter of order/purchase orders/work completion certificates/value/awards etc must be submitted.
- 5.11 Bids submitted not meeting the above criteria will be summarily rejected.
- 5.12 The Bidder must furnish a List of Exhibition projects/ events completed till date duly supported by photographs/ videos and other documentary proof.
- 5.13 The bids must valid for a period of 6 months from the last date of submission.

6.0 Scope of work

6.1 Content Development

- 6.1.1 A short film, covering all the projects being implemented by SSCL shall have to be recorded in full HD or 4K format using cameras and various other recording devices including cameras mounted on drones and voice over lay done. It is brought out that a total of about 18 projects are being implemented by SSCL.
- 6.1.2 Develop script based on field visit / reconnaissance survey, person interviews and input from client
- 6.1.3 Undertake editing, sound, background music, colour correction, voiceover etc post video / photo shoot.

6.2 Deliverables

- 6.2.1 Master documentary film - 1 No – Showcasing each project being implemented by SSCL. Each project of about 5 minutes duration totalling about 90 minutes of video.
- 6.2.2 One promotional video encompassing few of the selected projects being implemented by SSCL of not more than 10 minutes duration with background music, voice over lay,..etc.
- 6.2.3 Final film format: FULL HD or 4K
- 6.2.4 Raw footage of the entire project will be the of 4 K and will be the property of SSCL after the final hand-over of the film. SSCL will be the sole owner and copyright holder of the film along with all raw clips, photographs, graphics, interviews etc. related to the project.
- 6.2.5 All the required permissions for the recording should be obtained by the successful bidder. SSCL shall provide necessary support to obtain approval from relevant authorities.
- 6.2.6 Expected timeline to complete the film for the purpose of expo is on or before 10th April 2023 and remaining portions can be undertaken later.

6.3 Conceptualization, Design and Maintenance of the Shillong Smart City Stall

- 6.3.1 Preparation of a 3-D Model design of the Shillong Smart City Stall. The Stall design should explicitly bring out / reflect the states culture, traditions, its life, and unique features the State.
- 6.3.2 The minimum dimensions of the Pavilion is likely to be 7.5m x 5.0m. The design should clearly indicate thematic Interior Decoration on the walls and floor area of the exhibition hall.
- 6.3.3 The scope of work includes the following which should also be reflected in detail in the 3-D Model Designs.
 - (i) Providing of the thematic 3-D model Design & Concept Presentation and on CD as Power Point Presentation;
 - (ii) Providing of frame/box duly fitted with electrical fittings i.e. back lit, attractive turn table with adequate load rotating capacity, attractive scroller device of appropriate size and blow up of suitable photographs in vinyl/translide for display through back lit projection with attractive design format.
 - (iii) Designing and display of exhibits.
 - (iv) Providing of Reception-cum Enquiry Counter in the Pavilion.
 - (v) Providing requisite number of computers with one laser printer cum scanner, UPS and uninterrupted internet connections in the hall.

- (vi) Providing video/CD projection system, if necessary, with stable power supply through UPS and Plasma screen.
- (vii) Installation of CCTV cameras at entry and exit gate and vantage points of the pavilion to cover the visitors to prevent any theft or sabotage.
- (viii) Providing of Carpeting & matting in the Stall.
- (ix) Providing of floral decoration with potted and ornamental plants inside and outside the Stall.
- (x) Providing suitable lighting in the Stall for the exhibits and adequate emergency lights in case of power failure.
- (xi) Providing with sufficient Nos. of fans/air conditioners in the Stall.
- (xii) Maintenance of Fire Fighting System in the Pavilion and obtaining of NOC form Fire Service, New Delhi.
- (xiii) The materials to be used for all items of works should be clearly specified and reflected in the 3-D model and on CD.
- (xiv) Providing requisite number of audio, video and display monitor equipment's during the period of the Fair. (20th to 22nd April 2023) for continuously exhibiting the promotional video / audio of Shillong Smart City Projects.
- (xv) Provide requisite number of tables, chairs, necessary infrastructure for depicting scale model of water treatment through RENEU technology, ...etc
- (xvi) Maintenance of the Shillong Pavilion and the exhibits during the period of the Smart City Expo 2023 from 20th to 22nd April 2023 including deployment of required numbers of Security Guards.
- (xvii) Co-ordinate with the agency/ entity / nodal officer / coordinator appointed by MOHUA and get the things done for smooth installation of SSCL stall and its exit.
- (xviii) The selected Bidder /Firm, if necessary, will have to submit the layout of the design of the Pavilion well in advance to the agency appointed by Ministry of Housing and Urban Affairs, Government of India but not later than 10th April 2023.
- (xix) All the displays, blow ups, models, etc. shall be sent to the office of M/s Shillong Smart City Ltd, Nongrim Hills, Shillong after the Expo. Selected firm should apply and obtain the NOCs for Shillong Smart City Stall Pavilion from Organiser. All the NOCs should be obtained before the commencement of the Expo.
- (xx) Rating mechanism of the pavilion by the visitors to be developed.

7.0 EVALUATION & FINANCIAL BID OPENING & CONTRACT AWARD

7.1 The Evaluation of proposal will be on the basis of the following:

(a) Qualification Criteria Proposal documents Submitted by the Bidder fulfilling the eligibility criteria.

(b) The Presentation, if deemed necessary, of designs, concepts and Content Development concepts & Ideas to the evaluation committee constituted by SSCL.

(c) The Financial proposal of bidder based of L1 price proposal, after arithmetical corrections, will be taken into consideration for awarding the contract subject to the fulfilment of (a) & (b) above.

8.0 PAYMENT SCHEDULE

The agency will be paid based on the following payment schedule:

Part A Content Development

No.	Deliverable	% of agreed content development fee
1	Within 10 days of award of contract	20%
2	Successful completion of videography on the site	20%
3	Successful completion of editing, voice overlay, graphics and submission of draft promotional video	20%
4	Submission of final promotional video in 4K and HD Format	20%
5	Successful display of the same at the Smart City EXPO 2023	10%
6	Four months after the completion of task at serial No. 5	10%

Part B Conceptualization, Design and Maintenance of the Shillong Smart City Stall

No.	Deliverable	% of agreed Design Fee
1	Within 10 days of award of contract	10%
2	Upon approval of stall design, thematic scheme, ..etc.	20%
3	Successful completion of the event at Delhi	40%
4	Upon return of the assets to SSCL at Shillong,	20%
5	Four months after the completion of task at serial No. 4	10%

9.0 FINANCIAL BID

- 9.1 The financial bid must be submitted only as per the format given in this tender.
- 9.2 The rate quoted must be in detail for each item of all works including transportation charge, incidental charges, and statutory taxes, if any.
- 9.3 If there is any discrepancy in quoted rate in numerals and words, the rate quoted in words will prevail. The amount then shall be calculated as per the rates given in words.
- 9.4 GST, if any, will be paid separately and as per prevailing rates.
- 9.5 The Bidding firms should quote the rates item wise/work wise, and the total amount quoted should be realistic and reasonable.
- 9.6 Salvage value of the materials which the Bidder may obtain/retain on demolition of the decoration structure on conclusion of the India Smart City Expo 2023 to be offered if any, should be accounted for while submitting the financial bids.
- 9.7 In the event of failure to complete the work in time or not according to specification by the selected bidder or refusal to undertake the work allotted to them either expressly or otherwise, the Security Deposit will be forfeited and the work order will be cancelled.

Draft Qualification Proposal -- Covering Letter

Date:

To,

CEO,
Shillong Smart City
Government of Meghalaya
Nongrim Hills, Shillong, Meghalaya

Sub: “Engaging services of an Event Management Agency (EMA) for the work of digital content development, conceptualization, design and maintenance of the Shillong Smart City Stall at India Smart Cities Expo to be held at Pragati Maidan, New Delhi from the 20th to 22nd of April 2023 - **Regarding Qualification Proposal**”

Dear Sir,

We, _____ enclose herewith our Qualification Proposal for selection of our firm as Agency to carry out *“Engaging services of an Event Management Agency (EMA) for the work of digital content development, conceptualization, design and maintenance of the Shillong Smart City Stall at India Smart Cities Expo to be held at Pragati Maidan, New Delhi from the 20th to 22nd of April 2023”*

Our qualification proposal consists of the following:

- a) Name of Company or Firm:
- b) Legal status (e.g. incorporated private company, unincorporated business, partnership etc.):
- c) Country of incorporation:
- d) Registered address:
- e) Year of Incorporation:
- f) Year of commencement of business:
- g) Principal place of business:
- h) Audited balance sheet for the last three financial years:
- i) Self-Attested Undertaking/Declaration stating that the firm has not been debarred from the Central Government, any State Government, a statutory authority, or a public sector undertaking
- j) Letter from the non-lead partner, authorizing the lead partner to be the authorized representative of the consortium
- k) Brief description of the Company including details of its main lines of business

Yours faithfully,

(Signature, name and designation of the authorized signatory/ authorized signatory of Lead Member in case of Consortium)

(Name and seal of the Bidder)

Note: In case of Consortium, Particulars of each member of the Consortium is to be provided

Draft Financial Proposal - Covering Letter

Date:

To,

CEO,
Shillong Smart City
Government of Meghalaya
Nongrim Hills, Shillong, Meghalaya

Sub: “Engaging services of an Event Management Agency (EMA) for the work of digital content development, conceptualization, design and maintenance of the Shillong Smart City Stall at India Smart Cities Expo to be held at Pragati Maidan, New Delhi from the 20th to 22nd of April 2023.

Regarding Financial Proposal

Dear Sir,

We, _____ enclose herewith our Financial Proposal for selection of our firm as Agency to carry out *“Engaging services of an Event Management Agency (EMA) for the work of digital content development, conceptualization, design and maintenance of the Shillong Smart City Stall at India Smart Cities Expo to be held at Pragati Maidan, New Delhi from the 20th to 22nd of April 2023”*

Please note that the financial proposal does not contain any conditions and is submitted as per the prescribed format. In case of any discrepancy, our firm will be solely responsible for the same.

We agree that this offer shall remain valid for till September 2023.

Yours faithfully,

(Signature, name and designation of the authorized signatory/ authorized signatory of Lead Member in case of Consortium)

(Name and seal of the Bidder)

FINANCIAL FORMAT

(A) Content Development

Sr No.	Item	Qty	Rate (INR) in numerals	Rate in words	Total in numerals
1	Scripting and Story board				
2	Editing				
3	Voice Over / Background Score				
4	SFX (Graphic Animations & Special Effects)				
5	Shoot Full HD or 4K Recording using cameras and various other recording devices including cameras mounted on drones)				
6	Final Film				
Total (A) =					

(B) Conceptualization, Design and Maintenance of the Shillong Smart City Stall

Sr No.	Item	Qty	Rate (INR) in numerals	Rate in words	Total in numerals
1	Preparation of a 3-D Model design of the Shillong Smart City Stall.				
2	Branding -frame/box duly fitted with electrical fittings i.e. back lit, attractive turn table with adequate load rotating capacity, attractive scroller device of appropriate size and blow up of suitable photographs in vinyl/translide for display through back lit projection with attractive design format.				
3	Stall Fabrication as per approved Design Platform, carpet, Walls, Reception Table , Furniture & Fittings, Pelmet, storage, tables, chairs, electrical points, ..Etc)				
4	Computers with one laser printer cum scanner, UPS and uninterrupted internet connections in the hall.				
5	Video Display - LED Wall & LED TV / Projector Still Photographer & Video Coverage of the Exhibition				
6	Installation of CCTV cameras at entry and exit gate and vantage points of the pavilion to cover the visitors to prevent any theft or sabotage.				
7	floral decoration with potted and ornamental plants inside and outside the Stall.				
8	Provision of necessary number of power plugs as required and internet connectivity				
9	Lighting in the Stall for the exhibits and adequate emergency lights in case of power failure.				
10	Manpower (Supervisors, Ushers, Cleaners, Promoters, Security Guards etc)				
11	Pantry Services (Tea & Coffee Machine, Attendants, Cutlery etc)				
12	Transportation / Travel & F&B				
TOTAL B =					
Total (A+B) =					
GST @.....%					
TOTAL (Including all Taxes) for a area of 500 sft					