



**SUCHITWA
MISSION**
LOCAL SELF GOVERNMENT DEPARTMENT KERALA



Request for Proposal

for Selection of agency for Branding, Event Production, Accommodation and Logistics and management for the conduct of the event

Vruthi 2025 - Kerala Conclave

Organized by Suchitwa Mission, LSGD, Government of Kerala



SUCHITWA MISSION

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Request for Proposal

for Selection of agency for Branding, Event Production, Accommodation
and Logistics and management for the conduct of the event **Vruthi**
2025 - The Clean Kerala Conclave

Tender No: SM/711/2025-E2/1



Disclaimer

This Request for Proposal (RFP) is issued by Suchitwa Mission, Government of Kerala. The information contained in this RFP or subsequently provided to Bidder(s), whether verbally or in documentary form or any other form by or on behalf of Suchitwa Mission, Government of Kerala (GoK) or any of their employees or advisors/ consultants is provided to Bidder(s) on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided.

This RFP by itself is not an agreement and is neither an offer nor invitation by the Tender Inviting Authority to the prospective bidders or any other person. The purpose of this RFP is to provide interested and eligible parties with information that may be useful to them in the formulation of their proposal for qualification pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Tender Inviting Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for Suchitwa Mission, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this SBD may not be complete, accurate, adequate or correct. Each Bidder should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon the interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Suchitwa Mission accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

Whilst the information in this RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Suchitwa Mission, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption,

statement or information contained therein or deemed to form part of this RFP or arising in any way with selection of the Bidder during the Bidding Process.

The bid will be evaluated in QCBS further explained in the bid document. The evaluation reports and decisions of the panel members and final scoring will be final and will not be subject to any review or appeal.

Suchitwa Mission also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP. Suchitwa Mission may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. The issue of this RFP does not imply that Suchitwa Mission is bound to select and short-list pre-qualified Bidders or to appoint the Successful Bidder as the case may be, for Suchitwa Mission reserves the right to reject all or any of the Proposals or Bids without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Suchitwa Mission or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will be the sole responsibility of the Bidder.

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2. NOTICE INVITING PROPOSAL

e- Government Procurement (e-GP)

TENDER No SM/711/2025-E2/1

The Executive Director, Suchitwa Mission, for and on behalf of the Governor of Kerala invites online technical and financial proposals for the assignment detailed below from experienced event management agencies. The details of the assignments are as follows:

Scope of this Notice	Request for Proposal for the Selection of agency for Branding, Event Production, Accommodation and Logistics and management for the conduct of the event “Vruthi 2025 - The Clean Kerala Conclave” scheduled from 9 th to 13 th of April -2025 at Kanakakkunnu Palace Premises.
Name of Assignment	Branding, Event Production, Accommodation and Logistics and management for the conduct of the event “Vruthi 2025 - The Clean Kerala Conclave” scheduled from 9th to 13th of April -2025 at Kanakakkunnu Palace Premises
Prime Location of Assignment	Kanakakkunnu Palace Ground, Thiruvananthapuram
Brief description of work	Total solutions for the conduct of the event on production, management and branding of the event.
Bidding procedure	Two Cover System
Estimated Cost	Undisclosed
Bid Security (EMD)	Rs. 1,00,000/-
Bid submission fee	Rs. 9,758/-
Date & time of completion for mock drill	08/04/2025, Midnight
Who can apply	Event management agencies with minimum three year experience and experience of two events of contract value not less than 25 Lakhs.
Bid documents	Can be downloaded from the site www.etenders.kerala.gov.in
Date of Prebid Meeting	07/03/2025, 11AM to 12 Noon, Online Video call link: https://meet.google.com/kru-tqun-psf
Last date and time for submission of bids	12/03/2025, 6PM
Date and time of opening of Technical Bid	13/03/2025, 1PM

Concept Presentation by the bidder	14/03/2025, 10 AM onwards, at the Suchitwa Mission Conference Hall. Time slots will be allotted to each bidder separately.
Fitness & other statutory approvals of the Erected Structure	To be obtained by the agency.
Financial Opening	To be announced by the tender committee after evaluation of Technical bid
Important Dates	Publishing of Bid : 05/03/25, 5 PM Date of Closing of tender : 12/03/25 6PM Date of Opening of Technical Cover: 13/03/25 1PM Date of Technical Presentation & Evaluation : 14/03/25 Date of Financial Opening: 15/03/25 Issue of LoA: 17/03/25 Execution of formal agreement: 21/03/25 Branding Works : Immediate Date of availability of Venue for production: 07/04/25 Delivery of completed venue: 08/04/25, Midnight Delivery of venue for conferences: 09/04/25, 6PM Dismantling after event: 15/04/25 5PM
Name of the Tender Inviting Authority	Executive Director, Suchitwa Mission

Tender documents and tender schedule can be downloaded free of cost from the e-Government Procurement (e-GP) Website www.etenders.kerala.gov.in. All bid documents are to be submitted online only and in the designated cover(s)/ envelope(s) on the e-GP website. Tenders/ bids shall be accepted only through online mode on the e-GP website and no manual submission of the same shall be entertained. Late tenders will not be accepted. A bid submission fee shall be remitted online during the time of bid submission.

The scanned copies of various certificates duly attested, EMD exemption certificate (if any) and duly signed copy of bid documents shall be submitted online. The hard copies of certificates and documents, as detailed in Clause 4.4 of Part-I Instructions to the Bidders, shall be submitted subsequently on the date of concept presentation allowed to the bidder. **Price Bid shall only be submitted through online.** Details regarding remittance of Bid Submission Fee, Bid Security (EMD), Bid preparation and submission are mentioned in this bid document.

The technical bids shall be opened online at 1PM, 13/03/2025 by the tender inviting authority online. The bidders can fetch details online through the e-tender portal. If the tender

opening date happens to be on a holiday or non-working day due to any other valid reason, the tender opening process will be done on the next working day at same time. The technical bids submitted by the Bidders will be evaluated as per the terms and conditions set out in the bid document for pre-qualification and the price bid of only the pre-qualified Bidders shall be opened. ***The mode of evaluation of this tender will be QCBS (Quality and Cost Based Evaluation)***. The date and time of opening of the Price bid will be intimated by e- mail to the Bidders who are pre-qualified after evaluation of Technical Bids.

Online Tenders/ bids are to be accompanied with a ***preliminary agreement executed in Kerala stamp paper worth Rs.200/-***. Tenders/ bids received online without the details mentioned in 'Instructions to the Bidders' will not be considered and shall be summarily rejected.

Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471-2577088, 2577188, 2577388 or 0484-2336006, 2332262 – through email: etendershelp@kerala.gov.in for assistance related to e-tendering. More details can be had from the Office of Executive Director, Suchitwa Mission, 4th Floor, Revenue Tower, Public Office Compound, Trivandrum, Kerala, India, during working hours.

All other existing conditions related to bidding in force in the Kerala State Government Departments will be applicable in this tender also unless expressly defined in the bidding document. The Tender Inviting Authority/Employer shall not be responsible for any failure, malfunction or breakdown of the electronic system while downloading or uploading the documents by the Bidder during the e- procurement process.

Details of bank account having core banking facility and e-mail address of the bidder shall be furnished along with the tender. Tenders not accompanied by these details will be rejected. All GO's connected to tenders are also applicable to this tender. Suchitwa Mission reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Executive Director,
Suchitwa Mission
(For and on behalf of Governor of Kerala)

3. INSTRUCTIONS TO BIDDERS

3.1 Background

Suchitwa Mission is the Technical Support Group in Waste Management sector under the Local Self Government Department, Government of Kerala. It is responsible for providing technical and managerial support to the Local Self Governments of the State and also responsible for conceptualizing, action planning, conducting creative workshops, organizing training programmes, initiating sector related studies, bringing out occasional papers, initiating action research, conducting monitoring and such other activities in Waste Management Sector.

Suchitwa Mission desire to conduct an international event titles “Vruthi-2025, The Clean Kerala Conclave” at Kanakakkunnu Palace Premises (Latitude 8.510890° and longitude 76.958196°) to show case achievement in the waste management sector of Kerala and to cross link among various national and international stake holders in the sector.

Suchitwa Mission also desires that the event is to be managed through a professionally competent and recognized agency with prior experience in managing events of this scale. In the limited window of time, a fast track procurement and deployment plan is envisaged. The selection process is proposed to be done in a QCBS.

3.2 Structure of this RFP

This RFP includes following sections. The RFP may not provide all the information required to submit a quote for the bidder. Any such other information required for preparing the bid shall be collected from the concerned departments at its own cost and effort. The bidder is advised to visit the site and study available amenities and facilities, challenges etc., diligently before preparing and submitting the proposal.

1. Contents
2. Tender Notice
3. Information to the Bidder
4. Terms of Reference
5. Technical Proposal Submission Forms
6. Financial Proposal Submission Forms
7. Annexures

3.3 Who can submit a Proposal?

The bidder should be an individual or firms registered with appropriate authority in India and has to submit relevant documents to prove the same. **Joint Venture is not allowed in this tender.** The bidder should have an experience of minimum three years. A LOA/ work order bagged three years prior from 01/02/2025 shall be submitted. (Note: Contract Value of work order is not applicable for this purpose). The bidder must have registered office/ office in Kerala. Address proof is to be submitted. Utility bills or rent agreement may be provided for this purpose. The bidder should have active GST registration. The bidder should have a minimum average annual turnover of ₹ 5 Crore in previous three financial years. The bidder has to provide Certificate from statutory auditor/audited financial statements for previous three financial years. The bidder should have clean history of income tax filing. The bidder has to submit the ITR of the previous three financial years.

3.4 Technical Qualification Criteria (Pre-Q T)

1. The Bidder must have executed at least two events of government or non-government clients including programmes of VIP's in the past five years. (Photo and documents for proof to be attached, Video may be presented during proposal presentation). At least one such client should be from Central/ State Government Department/ PSU in India with minimum contract value of Rs. 25 lakhs. Work order/ Letter of Acceptance/ Completion certificate are to be provided.
2. Bidder should not have been blacklisted by any of the department/ organizations of the Govt. of India/ State Govt/ PSUs. A self-declaration should be attached with the technical bid.
3. The bidder should successfully able to conceive the thematic concept formulate ideas and develop effective and practical strategies to complete the assignment in stipulated time. This will be assessed through a proposal presentation before the tender committee.

3.5 Tender Fee

The bidder must remit tender fee as specified in the tender notice through the etender portal using internet banking. Bidders shall remit the Tender fee using the online payment options of e-Procurement system only by using NEFT facility. Bidders opting for NEFT facility of online payment are advised to exercise this option at least 48 hours before the last date of bid submission to ensure that payment towards bid submission fee is credited and a confirmation is reflected in the e-Procurement system. The online NEFT remittance form provided by e-Procurement system for making a NEFT transaction is not a payment confirmation. Suchitwa Mission/NIC/SBI/KSITM shall not be responsible for any kind of delay in payment status confirmation. Any bid not accompanied by the Tender Fee as notified shall be rejected by the Employer as nonresponsive. Tender Fee remitted will not be refunded unless the entire tender is cancelled due to administrative reasons.

3.6 Earnest Money Deposit (EMD)

The Bidder shall furnish, as part of his Bid, an Earnest Money Deposit Bid Security for an amount as detailed in the Tender Notice. For e tenders, Bidders shall remit the Bid Security using the online payment options of e-Procurement system only by using NEFT facility. Bidders opting for NEFT facility of online payment are advised to exercise this option at least 48 hours before the last date of bid submission to ensure that payment towards Bid Security is credited and a confirmation is reflected in the e-Procurement system. The online NEFT remittance form provided by e-Procurement system for making a NEFT transaction is not a payment confirmation. Suchitwa Mission/NIC/SBI/KSITM shall not be responsible for any kind of delay in payment status confirmation. Bids without EMD will be rejected without further notice. Special privileges of MSME, LCC on EMD exemption will not be applicable to this tender.

3.7 Preparation of Bid

The Proposal and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by the Bidder with the proposal may be in Malayalam or any other language as may deem necessary.

3.8 Documents to be submitted

1. Bidder Information/ Eligibility
 - a. Government order of empanelment or accreditation.
 - b. Declaration on black listing
 - c. Copy of registration/ certificate of incorporation
 - d. GST registration Certificate
 - e. Preliminary Agreement in Rs. 200 Kerala Stamp Paper
 - f. Affidavit in Rs. 200 Kerala Stamp Paper
 - g. Details of Previous Litigations (Form given in annexure)
 - h. Requisition for e-Payment
 - i. Audited Financial Statement/ Certificate from statutory auditor for the FY 2023-24
 - j. Audited Financial Statement/ Certificate from statutory auditor for the FY 2022-23
 - k. Audited Financial Statement/ Certificate from statutory auditor for the FY 2021-22
 - l. ITR for the FY 2023-24
 - m. ITR for the FY 2022-23
 - n. ITR for the FY 2021-22
 - o. Check List.
2. Pre-Q T

- a. Pre-qualification Application
 - b. LoA/ work order of assignment at Kanakakkunnu (if available)
 - c. Details of Qualifying event 1
 - d. Details of Qualifying event 2
 - e. Details of additional events
 - f. Address proof of registered office/ office in kerala (Utility bill/ rent agreement)
 - g. Unedited RFP as downloaded from e-GP
 - h. Detailed Technical Proposal
3. Price Quote

3.9 Preparation of Technical Proposal

The bidder shall submit a detailed technical proposal with the proposed layout in the blank layout given in annexure. They should visit the site and study the possibilities and hurdle before preparing the technical proposal. The requirements of the employer is comprehensively covered in terms of reference chapter. The proposal is to be submitted as a single pdf file. Video presentation etc., may be allowed in the technical presentation where in a team of maximum five members will be allowed to participate.

3.10 Preparation of Financial Proposal

The Bidder shall quote for six components. The bid prices to be quoted is to be all inclusive to achieve the successful conduct of the plant. The bidder shall quote for all items. In case of omissions, the bid will be considered non-responsive and rejected and will not be allowed in financial evaluation, i.e., such bids will be summarily rejected even though that bidder has qualified in technical. **IMPORTANT: The bidder has to download the blank BOQ from the etender website and should fill, save and upload the same file back to the etender portal during submission.** Any attempt in modifying or recreating the BOQ will be treated as malpractice and if any bidders are found indulging in any such activities, their tender will be rejected outright in whichever stage, their EMD will be forfeited and they will be debarred from participating in any of the tender invited by Suchitwa Mission for next two years.

The BOQ is prepared with the best effort to include all items. However, the bidder might find it necessary to include additional items for the effective conduct of the event. The bidder can enumerate and include such component in the optional items. These optional items will not be considered for arriving financial score. Also the employer has no obligation to award such items to that bidder even if he is selected for the purpose. The employer is free to call another bid for such items or arrange through any other alternate means. However, if such items are entrusted to the

same bidder, he will not be allowed to claim a rate higher than the one he quoted therein. 11.

The rate quoted by the bidder shall be inclusive of all charges and taxes including Transportation, loading, unloading, and insurance charges. Employer's requirement in each of this component is given in the chapter Terms of Reference.

1. Branding
2. Infrastructure
3. Electrical Works
4. Accommodation
5. Logistics
6. Human Resources
7. Optional Items

3.11 Submission of Bids

All documents of the Bid as required shall be typed or written in indelible ink and shall be signed by the Bidder or person duly authorized to sign on behalf of the Bidder. The Bidder shall submit their bid online only through the e-GP web site of Kerala (www.etenders.kerala.gov.in) as per the procedure laid down for e- submission as detailed in the web site. For e-tenders, the Bidders shall download the tender documents from the e-tendering portal <http://www.etenders.kerala.gov.in>. The Bidder shall fill up the documents and submit the same online using their Digital Signature Certificate. On successful submission of bids, a system generated receipt can be downloaded by the Bidder for future reference. Copies of all certificates and documents shall be uploaded while submitting the tender online. List of documents to be submitted are listed in 3.9. The bidder shall invariably submit the Price bid as per format given for download along with this tender. The blank price bid should be downloaded and saved on bidder's computer. The bidder should fill in the details in the same file and upload the same back to the website.

3.12 Deadline for Submission of Bid

Bid shall be received only ONLINE on or before the date and time as notified in the Tender Notice. The Tender Inviting Authority, in exceptional circumstances and at its own discretion, may extend the last date for submission of bids, in which case all rights and obligations of the Employer and the Bidders previously subject to the original date will then be subject to the new date of submission. The Bidder will not be able to submit his bid after expiry of the date and time of submission of bid (server time). The bidder shall submit the hard copies of the preliminary agreement and affidavit executed in stamp paper at the time of technical presentation. The tender inviting authority reserve the right to reject the bids of such bidders who fail to submit preliminary agreement & affidavit.

3.13 Modification or Withdrawal of Bids

Resubmission or modification of bid by the Bidders for any number of times before the date and time of submission is allowed. Resubmission of bid shall require uploading of all documents including price bid afresh. If the Bidder fails to submit his modified bids within the predefined time of receipt, the system shall consider only the last bid submitted. The Bidder can withdraw his/her bid before the date and time of receipt of the bid. The system shall not allow any withdrawal after the date and time of submission. For modification of bid, Bidder has to detach its old bid from e-procurement portal and upload/ resubmit digitally signed modified bid. For withdrawal of bid, bidder has to click on withdrawal icon at e-procurement portal and can withdraw its bid. Before withdrawal of a bid, it may specifically be noted that after withdrawal of a bid for any reason, Bidder cannot re-submit the bid again. Also the bidder can not withdraw a bid after the expiry of submission deadline.

3.14 Bid Opening

Bids shall be opened online on the specified date & time, by the tender inviting authority or his authorised representative. Opening of bids shall be carried out in the same order as it is occurring in invitation of bids or as in order of receipt of bids in the portal. The Bidders & guest users can view the summary of opening of bids from any system. Bidders are not required to be present during the bid opening at the opening location. In the event of the specified date of bid opening being declared a holiday for the Employer, the bids will be opened at the same time on the next working day.

3.15 Confidentiality

Information relating to the examination, clarification, evaluation, and comparison of Bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award has been announced in favour of the successful Bidder. Any effort by a Bidder to influence the Employer during processing of bids, evaluation, bid comparison or award decisions shall be treated as Corrupt & Fraudulent Practices, and will result in the rejection of such Bidders' bid. The Tender Inviting Authority will treat all information, submitted as part of Bid, in confidence and will require all those who have access to such material to treat the same in confidence. The Tender Inviting Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Tender Inviting Authority or as may be required by law or in connection with any legal process.

3.16 Clarification on bids

To assist in the examination, evaluation, and comparison of bids, and qualification of the Bidders; the Tender Inviting Authority may ask the Bidder for required clarification/presentation on the information submitted with the bid. The request for clarification and the response shall be in writing or by e- mail, but no change in the price or substance of the Bid shall be sought, offered, or permitted. No Bidder shall contact the Tender Inviting Authority on any matter relating to the submitted bid from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Tender Inviting Authority, it shall do so in writing. If a Bidder does not provide clarifications sought within the prescribed time, its Bid shall be liable to be rejected. In case the Bid is not rejected, the Tender Inviting Authority may proceed to evaluate the Bid by construing the particulars requiring clarification to the best of its understanding, and the Bidder shall be barred from subsequently questioning such interpretation of the Tender Inviting Authority.

3.17 Examination of Bids

The evaluation of bids will be done in the following steps.

3.18 Step 1: Verification of Eligibility and Bidder Information

During the detailed evaluation of Technical Bid, the Tender Inviting Authority will determine responsiveness of each bid by verifying if each Bid (1) meets the eligibility criteria as required in the notice; (2) meets the financial criteria in accordance with the provision of notice (3) is accompanied by the required bid submission fee, bid security and the required documents and certificates pertaining to bidder information. This will be assessed based on documents submitted in response to 3.9 items 1 & 3.

3.19 Step 2: Technical Qualification

If the bidder is found eligible to apply for the bid submission, his technical documents except the detailed technical proposal (as per item 2 of 3.9) will be verified and if found satisfactory and in compliance with provisions of this documents, that bid will be considered as responsive. And if not, will be declared non-responsive. All non-responsive bids will be rejected.

3.20 Step 3: Technical Presentation

The bidder of all responsive bids will be invited to make a detailed presentation through the email they have registered in e-tender portal. This invitation will be on short notice and the bidders are to keep the track of the process diligently. Change

of venue or date & time of technical proposal presentation will not be allowed. The bidder has to present the technical proposal before the expert committee formulated by the Executive Director for the purpose. The committee will evaluate and give scores to the submitted proposal and the presentation made by the bidder's team. The maximum score will be 100. A bidders securing 50% score will be considered technically qualified. Only the financial bids of technically qualified bidders be opened and other bids will be rejected at this stage.

3.21 Step 4: Financial Evaluation

Bids of the technically qualified bidders will be opened and the submitted BOQ will be checked for completeness. The bidder has to quote for all items of the bids. If any items are left unquoted, such bids will be rejected and will not be considered for financial evaluation. The sum of all items except the bidder proposed optional items will be taken for evaluation. The bidder will be quoting rates inclusive of taxes. Scoring system will be as mentioned in the "Terms of Reference" (ToR).

3.22 Step 5: Final Evaluation

Combined score will be calculated as detailed in the "Terms of Reference". The bidder having highest combined score will be considered successful bidder and will be issued letter of acceptance after negotiation.

3.23 Step 5: Negotiation

Negotiation on rates will be done only with the successful bidder. While negotiating rates the bidder will not be allowed to enhance any rates. The negotiation will be as such to find the scope to reduce rates and thereby reduce the overall cost of the event. Probable Amount of Contract will be fixed and LoA will be issued after negotiation.

Contract Negotiation will be held at a date, time and address as intimated to the selected bidder. The invited bidder will, as a pre-requisite for attendance at the negotiations, confirms availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any, and availability of proposed professionals etc. At no stage the negotiated price will be above the bidders quoted price.

3.24 Award of Contract

Tender Inviting Authority will award the Contract to the Successful Bidder. The TIA will issue a selection notice to the successful bidder. In the eventuality of failure on the part of the successful Bidder to produce the original documents, submit the Performance Guarantee or enter into agreement with the Agreement Authority within the specified time limit the bid security will be forfeited and bidder shall be debarred in future from participating in tenders invited under the jurisdiction of the TIA. ***The rates for the various items quoted by the Bidder shall be rounded to two decimal places.*** The decimal places in excess of two will be discarded during evaluation.

3.25 Performance Guarantee

The successful bidder has to submit a performance guarantee of 5% of the contract value awarded. A minimum of 50% of such amount shall be in the form of treasury deposit and balance 50 % can be in the form of bank guarantee from nationalized bank/ KFC/ Kerala Bank.

3.26 Corrupt or Fraudulent Practices

It is required that the Bidders observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, it is defined, for the purposes of this provision, the terms set forth below as follows:

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Employer and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Government of the benefits of free and open competition.

“Collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

“Coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.

“Undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the Bidding Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and

“Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidder with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

The Employer will reject a proposal for evaluation, and/or award if it determines that the Bidder recommended for award has engaged in any of the corrupt or practices in competing for the contract in question and will declare the firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract, if it at any time determines that the bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the contract

3.27 Agreement Proper & AoC

The formal agreement shall be executed in stamp paper worth 0.1% of contract value. The successful bidder has to submit performance guarantee and execute the agreement within a period as mentioned in tender notice. Upon successful execution of agreement, Award of Contract will be issued to the bidder in the form of a work order.

3.28 Review, Monitoring and Detailing after AoC

Suchitwa mission will engage a system for the above. The agency shall periodically present the progress with the activities to identify bottlenecks and hurdles in the process. The agency shall address the following aspects.

1. Review

- Involves assessing the overall event plan, objectives, and execution strategy and day to day progress.
- Includes a number of detailed pre-event review (checking feasibility, budget, and resource allocation)
- Ensures alignment with goals, expectations, and compliance requirements.

2. Monitoring

- Continuous tracking of event activities to ensure smooth execution.
- Includes monitoring logistics, guest management, schedule adherence, technical setup, and emergency preparedness.
- Real-time issue identification and resolution through checklists, reporting tools, and on-ground coordination.
- Monitoring extends to social media engagement, audience participation, and vendor performance.

3. Detailing

- Focuses on minute aspects such as branding, seating arrangements, signage, lighting, and sound.

- Ensures all elements, from guest accommodation to stage setup, food arrangements, and security protocols, are well-coordinated.
- Factors, such as eco-friendly materials, attendee comfort, and accessibility, contribute to a seamless experience.

3.29 Payments

The following terms of payment shall be applicable for the contract

- 20% as advance payment up on execution of agreement.
- 20% up on completion of assignment.
- 20% up on completion of project.
- 40% up on submission of bills with supporting documents.

The detailed procedure of submitting vouchers and invoices and their verification will be detailed in the agreement proper.

3.30 Payment for Extra Items

Over and above the scope of the work, the agreement executing authority shall order, in writing, to the bidder to do any extra items of work or services and the agency shall be bound to comply with such orders of the Agreement Authority. For the items of works included in the negotiated BOQ, such rates will be paid when the quantity exceeds other than agreed, and for extra items the agency in advance shall submit a quote to the agreement authority. The agreement authority after evaluation may choose to order him or any other agencies to carry out such pieces of works/ service.

3.31 Price Variation

This contract does not have provision for price escalation.

4. TERMS OF REFERENCE

4.1 General

This chapter describes employer's requirements and its terms for reference. The selection and execution of assignment intended to follow as outlined in this chapter.

Suchitwa Mission, Kerala, intends to engage an event management agency for the planning and execution of an upcoming event. The selected agency will be responsible for production, logistics, and venue management to ensure the seamless execution of the event. The primary objectives of this engagement are:

- To ensure a well-organized event that aligns with the interests of Suchitwa Mission, its partner agencies and thereby the State of Kerala.
- To provide end-to-end event management services, including production, logistics, and venue management.
- To enhance the participant experience through effective planning and execution.

The assigned event management agency will be responsible for the following,

- Conceptualization of event production, planning and thematic development
- Event Production
- Design and production of event materials
- All venue arrangement for the Coordination of performances, speakers, and presentations.
- Planning and managing transportation and accommodation for VIPs, guests, and staff.
- Vendor coordination and procurement of required stores and services.
- Ensuring timely delivery and setup of all event-related elements.
- Safety and security arrangements in compliance with local regulations.
- Seating arrangements, stage setup, and backstage arrangement like projectors laptops etc.
- Ensuring availability of necessary amenities (power, internet, sanitation, etc.).
- Crowd control and on-site troubleshooting

4.2 Deliverables & Timeline

- Branding activities to be commenced immediately on award of contract
- Submission of a detailed event plan within 3 days of contract award under war foot basis.

- Execution of event setup before 08/04/2025, midnight before the event.
- Accommodation and Logistics for dignitaries and staff

4.3 General Conditions

1. The Venue (Kanakakkunnu Palace grounds) will only be available for production on 07/04/2025. In case the agency require early acquisition of the venue, they shall make their own arrangement with the concerned department and if any payments demanded by shall be borne by the agency. As VIP security protocol has to be observed, the venue should be made ready in all respects and let to security checking by midnight 8/04/25.
2. The successful bidder shall complete the setting up of entire Infrastructure adhering to the design approved by SUCHITWA MISSION by 6.00 pm on 8/04/25 in one.
3. Main Venue and five parallel venues are to be made operational on 8.00 am of 9th April 2025 as per the directions of SUCHITWA MISSION.
4. **The Bidders shall follow GREEN PROTOCOL for all works executed.**
5. The Tenderers are responsible for effecting supply and execution to the entire satisfaction of employer or his authorized representatives. In case any defect in the item supplied is noticed, such item will be rejected at the risk and cost of the Supplier.
6. The employer shall deploy sufficient executives with fluency in English to manage dignitaries from outside Kerala
7. Suchitwa Mission reserves the right to de-scope or enhance the scope of any of the elements mentioned below.
8. The bids/ proposal submitted shall be aligned with the employer's requirements/ ToR, and in no case conditional bids can be submitted. The bidder is given option to represent optional items which may be necessary in order to carry out his proposal, which may or may not be accepted by the employer. However, the bidder's proposal and quote should be against the requirement and specifications issued in this document.
9. If the event is cancelled due to any reason, before handing over of site for production, the contract will be considered null and no payment/ compensation

will be paid to the agency. Any expenditure already incurred in the branding items, vehicles and accommodation will be paid as per actuals. If the event is cancelled after commencement of production, a valuation of work already done will be taken by an engineer appointed by Suchitwa Mission compensation will be paid accordingly. However, only items not reusable will be included for valuation for this purpose.

4.4 Branding

Comprehensive Branding is in the scope of the assignment. The tentative items included in branding are included in the BOQ. The agency may prepare and propose suitable branding strategy with tentative workflow. The following key aspects may be kept in mind while preparing branding material. Suitable modifications may be effected in consultation with the curators assigned by Suchitwa Mission.

1. Color Palette

- **Colors:** It is desired to prepare a color palette in green theme and follow the palette for all branding material.

2. Typography & Fonts

- The agency shall use uniform fonts other than when artistic fonts are used. A font set may be proposed and be used in all material and brochures.

3. Key Visual Elements

- **Background Graphics:** Subtle patterns of leaves, recycling arrows, or Kerala's landscape.
- **Icons & Illustrations:** Minimalist icons for waste segregation, recycling, and sustainability themes.
- **Sustainability-Themed Motifs:** Bamboo, water droplets, circular economy diagrams.

5. Branding Across Materials

- **Event Banner & Backdrops:** Should have the event logo, tagline, and main sponsors.
- **Posters & Digital Flyers:** Clear, attractive, and informative with minimal text and more visuals.
- **Social Media Posts:** Use branded templates with event colors, fonts, and logo.
- **Brochures & Reports:** Eco-friendly printing or digital versions with interactive elements.

6. Sustainable Branding Approach

- **Eco-friendly Printing:** Use recycled paper or digital alternatives.
- **Minimal Plastic Usage:** Avoid flex banners, use cloth-based or digital alternatives.
- **Reusable Merchandise:** Jute bags, seed-paper invitations, bamboo pens, etc.

7. Digital & Social Media Strategy

- **Hashtags** [to be decided by curators]
- **Live Streaming:** On Facebook, YouTube, or LinkedIn.

4.5 Event Production

The following elements are to be erected as specified below to facilitate the event. The provision of the following items are based on a preliminary assessment. The agency may suggest modification which shall be curated by a competent person/ committee delegated by Suchitwa Mission.

1. Ticket Counter/ Registration
2. Hall 1A & 1B (Near Butterfly Park), 6000 Sq.ft.
3. Hall 3 – Level 1, 4000 sq.ft
4. Hall 4 – Level 1, 1040 Sq. ft
5. Commercial Stalls – Level 2, 12,900 Sq.ft.
6. Commercial stall for heavy equipments – Level 2, 7200 sq.ft
7. Commercial Stalls near maedows – 5600 sq.ft
8. Pagoda 30'x30' – 1 No
9. Under the tree 1 – 1920 sq.ft
10. Under the tree 2 – 1920 sq.ft
11. Under the tree 3 -128 Sq.ft
12. Arrangements in Nishagandhi entertainment area
13. Milma Area – Subsections – 4000 sq.ft
14. Chay Kada – 20'x20' – 2 Nos.
15. Security control room – Pagoda with 10'x10' carpet area
16. First aid room – Pagoda with 15'x15' carpet area
17. Police aid post – Pagoda with 15'x15' carpet area
18. Kudumbasree Level -4, 5600 sq.ft.
19. VIP dining area - 2400 sq.ft
20. Water Supply 50000 lit/day for six days.

4.6 A/c and Electrical Arrangements

The agency shall settle all electrical bills with KSEB. The agency shall provide air conditioning in every closed hall meant for conferences or stalls. Tonnage requirements are detailed in the BOQ. TVs of size 48" shall be provided in all premium stalls (appx. 20Nos).

4.7 Accommodation

Accommodation in the following manner shall be arranged for staff and delegates.

Date	Delegates	Nos
7/04/25	State	10
	Outside	10
	DSM official	28
	YPs & Interns	28
	Hq official	20
8/04/25	State	10
	Outside	10
	DSM official	28
	YPs & Interns	28
	Hq official	20
9/04/25	State	40
	Outside	20
	DSM official	14
	YPs & Interns	28
	Hq official	20
10/04/25	State	40
	Outside	20
	DSM official	14
	YPs & Interns	28
	Hq official	20
11/04/25	State	40
	Outside	20
	DSM official	14
	YPs & Interns	28
	Hq official	20
12/04/25	State	20
	Outside	10
	DSM official	14
	YPs & Interns	28
	Hq official	20
13/04/25	State	05
	Outside	05
	DSM official	14
	YPs & Interns	28

	Hq official	10
14/04/25	State	03
	Outside	03
	DSM official	14
	YPs & Interns	28
	HQ official	10
15/04/25	State	0
	Outside	0
	DSM official	7
	YPs & Interns	14
	HQ official	0

4.8 Logistics

Date wise tentative vehicle requirements are given below. The agency shall engage a smart vehicle allotment system. The vehicles may be categorized into two. Assigned vehicles and on call vehicles. Assigned vehicles are those which assigned to a specific group or official. Whereas on call cabs are to be pooled in a dedicated location near to the event site and should attend call through a trip manager. The requirements of vehicles are tabulated below.

Items	Specs & Details	Dates	Qty	Unit
Innova Crysta	Hire charges including fuel and driver & driver bata all charges Per day & 100 km running distance.	24/03/2025 to 31/03/2025	1	Nos
		01/04/2025 to 4/4/2025	1	Nos
		05/04/25 to 08/04/25	2	Nos
		09/04/25 to 13/04/25	3	Nos
		13/04/25 to 14/04/25	2	Nos
		14/04/25 to 16/04/25	1	Nos
Swift Dzire or simillar sedan	Hire charges including fuel and driver, d & driver bata all charges Per day & 100 km running distance.	24/03/2025 to 31/03/2025	1	Nos
		01/04/2025 to 4/4/2025	2	Nos
		05/04/25 to 08/04/25	3	Nos
		09/04/25 to 13/04/25	3	Nos
		13/04/25 to 14/04/25	3	Nos
		14/04/25 to 16/04/25	1	Nos
Suzuki Ertiga		24/03/2025 to 31/03/2025	1	Nos

	Hire charges including fuel and driver & driver bata all charges Per day & 100 km running distance.	01/04/2025 to 4/4/2025	2	Nos
		05/04/25 to 08/04/25	3	Nos
		09/04/25 to 13/04/25	3	Nos
		13/04/25 to 14/04/25	2	Nos
		14/04/25 to 16/04/25	1	Nos
Force Traveller 26 seats	Hire charges including fuel and driver & driver bata all charges Per day & 100 km running distance.	09/04/25 to 13/04/25	2	Nos
		13/04/25 to 14/04/25	1	Nos

4.9 Human Resources

Tentative Requirement of labour, skilled labour and other crew are included in the BOQ. Any number above this or in any other category of labour required shall be included in the “Optional Items”.

4.10 Optional Items

It may become necessary to provide items not mentioned in the BOQ for the smooth conduct of the event in the view of the bidder. The rates & agency specification of such items which is included in the technical proposal shall be enumerated under this with the agency proposed rate.

In short all the materials and labour necessary for the execution of the assignment as discussed in this chapter and as per the technical proposal of the agency should be incorporated in the BOQ. Work order for the items mentioned in the “Optional Items” shall be done separately, if deemed necessary. Also, items included in the “Optional Items” will not be used in bid evaluation.

4.11 Technical Proposal & Presentation

The bidder has to submit a detailed technical proposal explaining his strategy and work plan to carryout the assignment. Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, he should highlight the problems being addressed and their importance and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections

1. Understanding of Scope, Objectives

Bidder has to explain his understanding of the scope and objectives of the assignment based on the Terms of Reference (ToR), the technical approach, and the methodology he would

adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output.

2. Description of Event Production Methodology:

Strategies adopted by the bidder for the production since the venue can be made available for a limited period of time for production. Since VVIPs are visiting the event it is utmost important that necessary security arrangement and checks by various agencies are done without hassle.

3. Branding strategy

The bidder should explain briefly his strategy for branding of the event. A proposed time line of the sequence of activities and details of the expert crew he is able to deploy for the purpose. The crew has to work in hand hold with the team/ curator assigned by suchitwa mission for this purpose.

4. HR Deployment Strategy

The bidder shall provide a detailed list of his crew and resources of various skills that can be deployed for the event. The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it.

Technically qualified bidders will be invited for presenting their concept and proposed strategy for the event before the tender committee for the event. The bidder has to visit the venue location and study all the inventories at its own cost and effort. The proposal shall depict a clear strategy for meeting all the requirements of employer specified in this Terms of Reference (ToR). The proposal will be comprehensively evaluated by the tender committee and scoring will be given. The scores given by the committee will be final and will not be subjected to appeal or review of whatsoever nature.

4.12 QCBS Evaluation Criteria

The evaluation will be done by a dedicated committee appointed by the Tender Inviting Authority. Bids shall be evaluated both in terms of 'Quality' as well as 'Quoted Price' i.e. Quality & Cost Based Selection (QCBS) methodology. The weightage for the 'Quality' is 70 (seventy) and the weightage for the 'Quoted' price is 30 (thirty).

4.13 Technical Evaluation and Scoring

A bidder scoring minimum of 70 marks will be considered technically qualified. Bidders scoring less marks will be considered unqualified and their bids will be rejected. The marks allocated against various sub-sections under 'Quality' of Bid shall be as hereunder:

SL No	Criteria	Marking Scheme	Maximum Marks	Reference
1	Biidder should have minimum 3 years of experience	5 marks for experience for 3 years +1 mark for each year additional experience	10	LoA of the oldest work will be considered and period will be computed based on 01/02/2025.
2	Bidder should have experience of having successfully completing similar works	6 Marks for 2 events +1 additional each event +2 marks each for GoK/ GoK dept events +2 marks each for other State Govt/ Gol events	20	LoA/ Work order/ Experience certificates
3	How many events conducted in the same venue.	5 marks for 1 event at kanakakkunnu	5	LoA/ Work order/ Experience certificates
4	If the bidder has an average annual turn over of 5 Crore	2 marks for 5crore +1 marks for each 2.5Cr (fractional marks will not be given)	5	LoA/ Work order/ Experience certificates
The term Simillar event will be interpreted as an event with work order having value more than 50 Lakhs.				
Marks based on the technical Proposal Presentation				
5	Understanding of Scope, Objectives	0-10 as per the avg score of	10	ToR 4.11
6	Description of Event Production Methodology:	0-10 as per the avg score of	10	ToR 4.11
7	Branding strategy	0-10 as per the avg score of	10	ToR 4.11
8	HR Deployment Strategy	0-10 as per the avg score of	10	ToR 4.11

9	Past success stories	0-10 as per the avg score of	10	As per evaluation of the committee. Average score of all members shall be taken
10	Thematic ideation. Bidders capacity to formulate strategies to suit waste management theme.	0-10 as per the avg score of	10	As per evaluation of the committee. Average score of all members shall be taken
	Maximum Marks		100	Average score of all evaluators present during presentation will be the technical score.

4.14 Financial Evaluation and Scoring

The Financial Bids of the agencies that have scored 70 or more Technical Score (St) will be admitted in financial evaluation.

The lowest quote (Fm) will be given a Financial Score (Sf) of 100 points.

The financial scores of the other Financial Proposals will be determined using the following

$$\text{formula: } Sf = 100 \times Fm/F;$$

Sf is the Financial Score,

Fm is the lowest Financial Proposal (Quoted amount),

F is the Financial Proposal under consideration.

4.15 Calculation of Combined Score

Combined Technical and Financial Score For final evaluation, will be based on the formula

$$S = St \times Tw + Sf \times Fw;$$

S is the Combined Score

Tw – Weightage of technical score (70%)

Fw – Weightage of Financial Score (30%)

Bidders will be ranked in the order of their combined score. Bidder having highest combined score will be considered successful bidder.

5. ANNEXURES

5.1 Format of certificate to be submitted by the Bidder Non-Blacklisting

Declaration

(To be issued in the Letterhead of the Bidder)

We hereby certify that we have not been Terminated/ Blacklisted or Debarred in any State Govt./ Board/ Municipal Corporations/ Central Govt./ Any state Govt. Organization, Urban Local body and/ or its undertaking company or its SPV, Asian Development Bank/ World Bank or similar international funding agencies organizations during the last three years.

Signature:

Designation:

Date:

5.2 Preliminary Agreement Format

PRELIMINARY AGREEMENT (To be executed on stamp per Rs.200/-)

Preliminary Agreement entered into on this day of Two thousand and betweenthe Executive Director, Suchitwa Mission for and on behalf of the Governor of Kerala (hereinafter called for the Government) of the one part and Sri..... (here enter full name and address of the Bidder) hereinafter called the Bidder of the other part for the execution of the agreement as well as for the execution of the assignment ***“Branding, Event Production, Accommodation and Logistics and management for the conduct of the event “Vruthi 2025 - The Clean Kerala Conclave” scheduled from 9th to 13th of April -2025 at Kanakakkunnu Palace Premises.”***

WHEREAS the Government invited combined technical and financial proposals for the assignment “Event Production, Management and branding for the conduct of the event ‘Branding, Event Production, Accommodation and Logistics and management for the conduct of the event “Vruthi 2025 - The Clean Kerala Conclave” scheduled from 9th to 13th of April - 2025 at Kanakakkunnu Palace Premises”, by Notification No.....Datedin the etender portal.

I/We undersigned hereby offer to construct the proposed assignment in strict accordance with the contract/bid document for the consideration to be calculated in terms of the priced schedule of items.

I/We undertake to complete the whole of the assignment as per the attached schedule from the date of issue of intimation by you that our tender has been accepted and upon being permitted to enter site. I/We further undertake that on failure, subject to the conditions of the contract, I/We shall pay agreed 'Liquidated Damages' for the incomplete works.

I/We hereby deposit with you as Earnest money Rs/- (Rupees) [carrying no interest] by means of online payment in the e-GP web site of Kerala in favour of Executive Director, Suchitwa Mission and I/We agree that this sum shall be forfeited in the event of the Employer accepting my/our tender and I/We fail to take up the contract when called upon to do so.

I/We will furnish the Performance Guarantee Bond as per the approved format, if our bid is accepted. Bid Security deposited shall be treated as security for the proper fulfilment of the same and shall execute an agreement for the work in the prescribed form. If I/We fails to do this or maintain a specified rate of progress, the performance guarantee (both treasury fixed deposit and irrevocable bank Guarantee) shall be forfeited to Government and fresh tenders shall be called for or the matter otherwise disposed off. If as a result of such measures due to the default of the Bidder to pay the requisite deposit, sign contract or take possession of the work any loss to Government due to the same will be recovered from me/us as arrears of revenue, but should it be a saving to Government.

I/We shall have no claim whatever to the difference. Recoveries on this or any other account will be made from the sum that may be due to us on this or any or other subsisting contracts or under the Revenue Recovery act or otherwise the Government may decide.

I/We further agrees that, in the case of becoming the lowest Bidder in this tender and in the event of failure on part of me/us to produce any of the original documents, or submit the performance guarantee, or enter into agreement with the first part within the specified time limit, the first part may take appropriate action as provided in the bid document. Recoveries on this or any other account will be made from the sum that may be due to us on this or any or other subsisting contracts or under the Revenue Recovery act or otherwise the Government may decide.

NOW THEREFOR IN THE PRESENCE OF WITNESS it is mutually agreed as follows.

1. The terms and conditions for the said contract having been stipulated in the said tender document and forms to which the I/We have agreed and a copy of which is here to be appended which forms the part of this agreement, it is agreed that the terms and conditions stipulated therein shall bind the parties to this agreement except to the extend to which

they are abrogated or altered by express terms and conditions herein agreed to and in which respect the express provisions herein shall supersede those of said tender form.

2. The I/We hereby agreed and undertake to perform and fulfill all the operations and obligations connected with the execution of the said contract assignment “Event Production, Management and branding for the conduct of the event ‘Branding, Event Production, Accommodation and Logistics and management for the conduct of the event “Vruthi 2025 - The Clean Kerala Conclave” scheduled from 9th to 13th of April -2025 at Kanakakkunnu Palace Premises”, if awarded in favour of me/us.)
3. If the Bidder does not come forward and to execute the original agreement after the said work is awarded and selection notice issued in his favour or commits breach of any of the conditions of the contract as stipulated in clause of the notice inviting tenders as quoted above, within the period stipulated then the Government may rearrange the work otherwise or get it done departmentally at the risk and the cost of the Bidder and the loss so sustained by the Government can be realized from the Bidder under the Revenue recovery Act as if arrears of land revenue as assessed quantified and fixed by an adjudicating authority consisting of officer or officers authorized by Government in this behalf, taking into consideration the prevailing rates and after giving due notice to the Bidder. The decision taken by such authority officer or officers shall be final and conclusive and shall be binding on the Bidder.
4. The Bidder further agrees that any amount found due to the Government under or by virtue of this agreement shall be recoverable from the Bidder from his Bid Security and his properties movable and immovable as arrears of Land Revenue under the provision of the Revenue Recovery Act for the time being in force or in any other manner as the Government may deem fit in this regard.

IN WITNESS THERE OF Sri U.V.Jose (here enter the name of the officers of the Department) for on behalf of the Governor of Kerala State and the Bidder have set their hand on the day and year first above written

Signed by Sri U.V.Jose, Executive Director, Suchitwa Mission

In the presence of witnesses:

- 1.
- 2.

Signed and delivered by (Bidder) in the presence of

- 1.
- 2.

5.3 PRE- QUALIFICATION APPLICATION

PRE- QUALIFICATION APPLICATION

Contract No:

Name of Work: Event Production, Management and branding for the conduct of the event “Branding, Event Production, Accommodation and Logistics and management for the conduct of the event “Vruthi 2025 - The Clean Kerala Conclave” scheduled from 9th to 13th of April -2025 at Kanakakkunnu Palace Premises.”

To

The Executive Director
Suchitwa Mission
Local Self Government Department, G.o.K

Dear Sir,

Having examined the pre-qualification documents including scope of works and time frame of construction, I/We hereby submit all the necessary information and relevant documents for prequalification me/us for bidding for the above mentioned work.

The necessary evidence, admissible in law in respect of authority assigned to me/ us for completion of the contract documents is attached herewith.

I /We understand that Suchitwa Mission reserves the right to reject any applications without assigning any reason.

Name of Bidder:

Signature:

Place:

Date:

Encl:

1. Schedule duly filled in the prescribed form.
2. Prequalification documents
3. Technical Proposal

5.4 Arbitration & Litigation

RECORD OF ARBITRATION & LITIGATION

(The bidder shall record chronologically any dispute he had with any of his previous clients during the last 5 years, whether arbitration or litigation and also indicate the nature, duration and amount of claim involved in such cases.)

Sl. No	Project Identification and location	Name and address of the client	Description	Nature of dispute Period of Amount arbitration / claimed Rs.	Award in favour of bidder

Seal of the Company

Signature

:

Designation

on : Date :

5.5 Format for Affidavit

Format for Affidavit

To be submitted in Non-Judicial Stamp Paper of Rs. 200/-

AFFIDAVIT

I/We,, solemnly declare that:

1. I/We are submitting Tender for the Work against Tender Notice No..... dated
2. None of the Partners of our firm is relative of employee of (Name of the Employer) who is involved with the arrangement and execution of this work.
3. All information furnished by us in respect of fulfilment of eligibility criteria and qualification information of this Tender is complete, correct and true.

4. All documents/ credentials submitted along with this Tender are genuine, authentic, true and valid.
5. I/we undertake to deploy all plant and machinery, tools and tackles, man and materials etc. as required for execution of the assignment.
6. If any information and document submitted is found to be false/incorrect at any time, department may cancel my/our Tender and action as deemed fit may be taken against us, including termination of contract, forfeiture of all dues including Earnest Money, revoking of Bank Guarantees and banning/delisting of our firm and all partners of the firm etc.

Signature of the Tenderer

Name & Designation

5.6 Requisition Form for e-Payment

Requisition for e-Payment

[To be attached with tender form as per G.O (P) No.06/2012/PWD dated
10/01/2012]

Certified that I am having a Savings / Current Account in
<Name of Bank> at <Name of Branch> with

IFSC Code _____

The Account Number is: _____

I wish to receive all payments in this account through NEFT and RTGS systems, as the case may be, for all payments relating to this work.

Name of Bidder

Place: _____

Date: _____

5.7 Check List of Documents

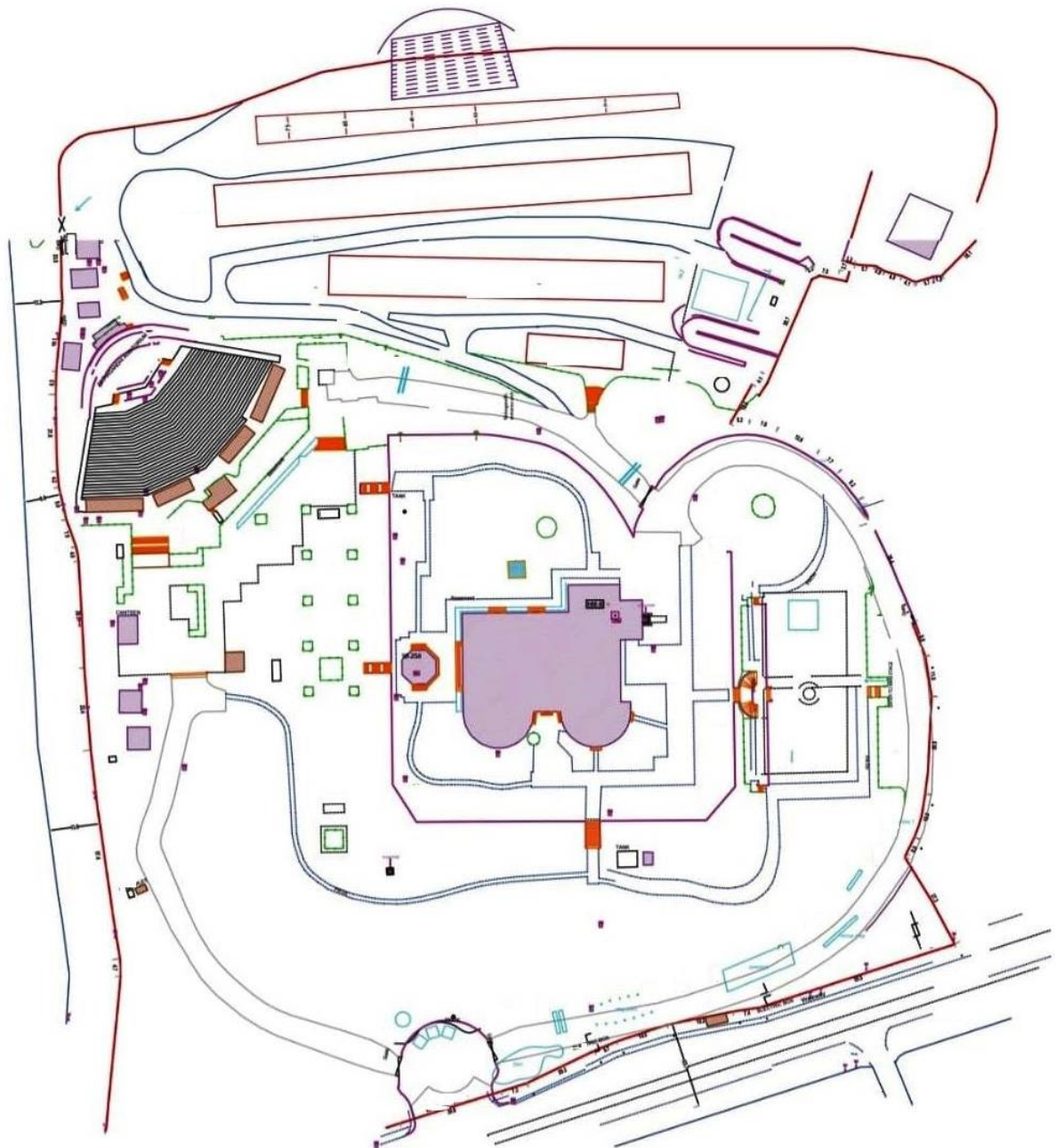
Check List

Item	Yes/ No
1. Bidder Information/ Eligibility	
a. Government order of empanelment or accreditation.	
b. Declaration on black listing	
c. Copy of registration/ certificate of incorporation	
d. GST registration Certificate	
e. Preliminary Agreement in Rs. 200 Kerala Stamp Paper	
f. Affidavit in Rs. 200 Kerala Stamp Paper	
g. Details of Previous Litigations (Form given in annexure)	
h. Requisition for e-Payment	
i. Audited Financial Statement/ Certificate from statutory auditor for the FY 2023-24	
j. Audited Financial Statement/ Certificate from statutory auditor for the FY 2022-23	
k. Audited Financial Statement/ Certificate from statutory auditor for the FY 2021-22	
l. ITR for the FY 2023-24	
m. ITR for the FY 2022-23	
n. ITR for the FY 2021-22	
o. Check List.	
2. Pre-Q T	
a. Pre-qualification Application	
b. LoA/ work order of assignment at Kanakakkunnu (if available)	
c. Details of Qualifying event 1	
d. Details of Qualifying event 2	
e. Details of additional events	

f. Address proof of registered office/ office in kerala (Utility bill/ rent agreement)	
g. Unedited RFP as downloaded from e-GP	
h. Detailed Technical Proposal	
3. Price Quote	

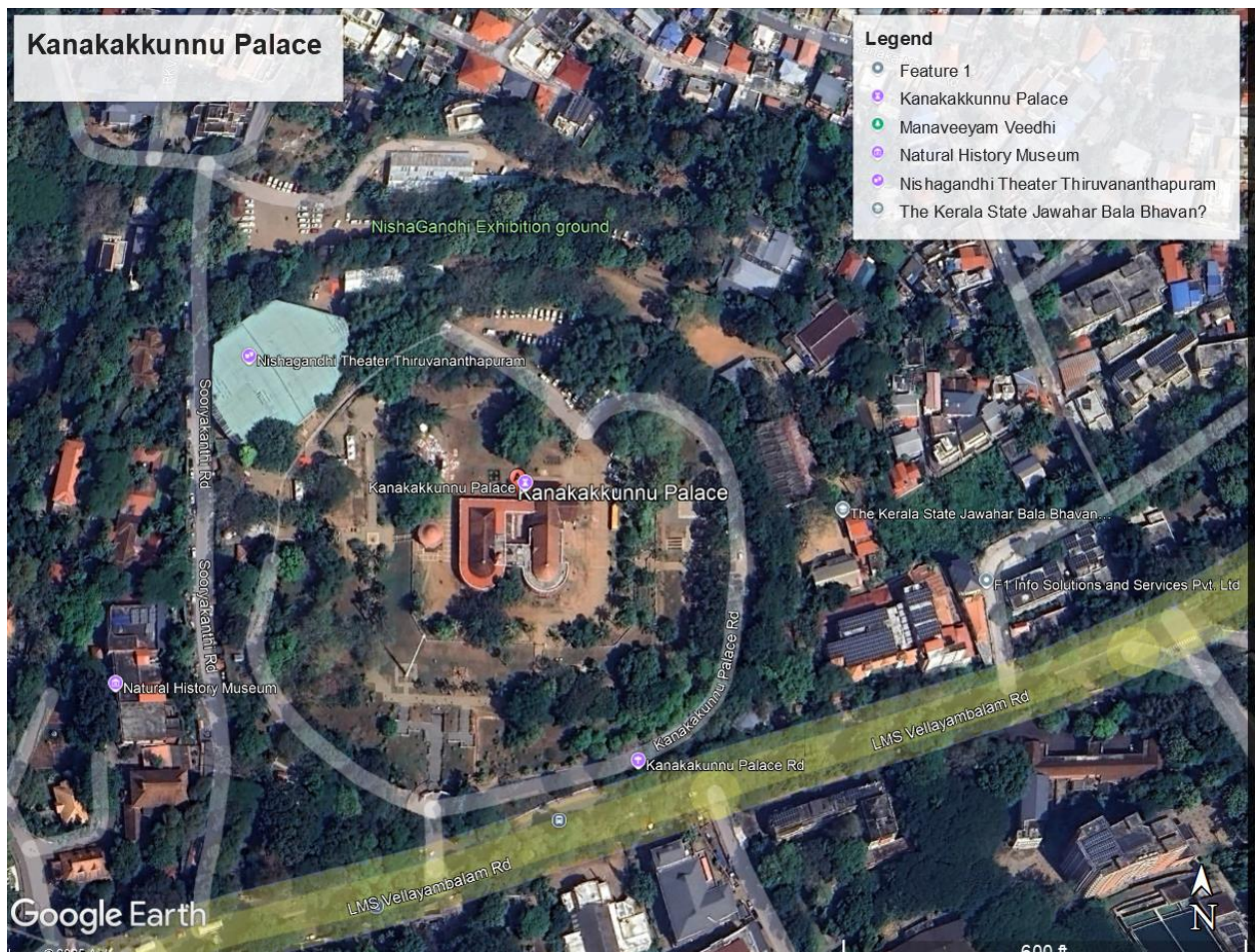
Signature of the bidder

5.8 General Layout of the Venue



Approximate Layout of the Palace and Premises

5.9 Aerial Top View of the Palace and Premises as in Google Earth



Aerial Top View of the Palace and Premises as in Google Earth

5.10 Perspective View of the Palace & Premises as in Google Earth



Perspective View of the Palace & Premises as in Google Earth