



HEAD OFFICE, THIRUVANANTHAPURAM

TENDER NOTICE

Tender No.: KFC/ TDR/8/BD/1/11-12

Dt: 9-1-2012

Tenders are invited from reputed event management group for organizing an official inauguration function of 1000 participants. The detailed specifications are annexed to the tender document.

Details are available in our website www.kfc.org

Last Date : 13-1-2012

DEPUTY GENERAL MANAGER(C & M)

TENDER DOCUMENT

KERALA FINANCIAL CORPORATION HEAD OFFICE, THIRUVANANTHAPURAM

TENDER DOCUMENT : EVENT MANAGEMENT GROUP FOR ORGANIZING AN OFFICIAL INAUGURATION FUNCTION OF 1000 PARTICIPANTS

(Tender No. KFC/ TDR/8/BD/1/11-12 Dt: 9-1-2012)

A. Introduction

Kerala Financial Corporation (KFC) incorporated under the State Financial Corporations Act of 1951, is a trend setter and path breaker in the field of long term finance, playing a major role in the development and industrialisation of Kerala, established in 1953. KFC has 16 Branch Offices with its Head Quarters at Thiruvananthapuram.

B. Job Description

Sealed Tenders in prescribed format are invited from reputed event management group for organizing an official inauguration function of 1000 participants.

Tender document can only be downloaded from our website **www.kfc.org**. The last date for submission of tenders is 13-1-2012 at 15.00 hours. The bids shall be opened on 13-1-2012 at 16.00 hours in the presence of the bidder's representative who choose to be present at the office of the undersigned during the evaluation process. The Price bid shall be opened only for those bidders who satisfy the eligibility criteria mentioned in the tender document.

Those who are meeting the eligibility criteria and are interested to organise the function subject to the terms and conditions may furnish their quotes in the prescribed form enclosed herewith and with copies of other required documents indicated in the tender document.

C. Eligibility Criteria

(i) Essential

1. The bidder shall be an event management group having minimum financial turn over of Rs. 50 lacs and above in a single year, during the last three years commencing from 2008-2010.
2. The bidder should have organised at least three programs of more than 1000 participants .
3. The bidder should have audited balance sheet for last 3 years.

(ii) Desirable

1. Experience with proof of arranging the programs of State government / PSUs etc. on various social / service and business meets.
2. Details of awards / certificates of excellence received , if any.

D. Terms and conditions

1. The vendors will have to submit an interest free, refundable earnest money deposit (E.M.D) of Rs.5000/- in the form of a Bank Draft / Pay Order of Scheduled Commercial Bank drawn in favour of **Kerala Financial Corporation payable at Thiruvananthapuram.**
2. The Agency shall not sub let whole or part of the work to any other agency.
3. The Agency shall execute, comply and organise the function , in accordance with the contract to the complete satisfaction of the Corporation.
4. In case of default on the part of the agency in carrying out any order, Corporation shall be entitled to get the work done by any other persons and all expenses consequent thereon or incidental thereto shall be borne by the Corporation and will be deducted by the Corporation from any money due or it may become due to the agency.
5. The decision of the Corporation in the matter arising out of this contract shall be final and binding in regard to all matters relating to the contract.
6. All cases/proceedings relating to any dispute or claim arising out of or any case of performance of this contract shall be falling in proper court having jurisdiction

in Thiruvananthapuram.

7. In the event of the Agency committing breach of any of the above terms and conditions or the services of the Agency being found to be unsatisfactory, the contract can be terminated by the Corporation even before the expiry of the period of agreement by giving 15 days' notice to the Agency. Even otherwise the Corporation will have the right to terminate the engagement of Agency by giving one months' notice.
8. The Corporation shall have right to issue addendum to tendered documents to clarify, amend, modify supplement or delete any of the condition, clause or items stated therein. Each addendum shall form a part of the original invitation to tender.
9. The successful bidder/contractor/agency will have to sign a contract agreement with the authorised official of the Corporation on a Rs. 100/- non-judicial stamp paper. All the terms and conditions, scope of work etc. contained in the tender documents shall form part of and shall be taken as if they were included in contract agreement to be executed with the agency.
10. The Corporation reserves the right to accept or reject tender without assigning any reason thereof. No claim or complaint in this regard will be entertained by the Corporation.

How to apply

Only application of agencies who fulfill the criteria would be considered by the Corporation. Accepting the application for engagement by the Corporation would not guarantee the award of contract.

The application in sealed envelope marked on top “**TENDER FOR EVENT MANAGEMENT**” along with the copies of the relevant certificates and other specified documents may please be forwarded to:

The Deputy General Manager(C & M)
Kerala Financial Corporation
Vellayambalam
Thiruvananthapuram – 695033
Ph: 0471-2737575

Last date for receipt of application is upto 03.00 PM on 13-1-2012

Application Format (Technical Bid)

From,

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To,

**The Deputy General Manager(C & M)
Kerala Financial Corporation
Vellayambalam
Thiruvananthapuram – 695033
Ph: 0471-2737575**

Sl. No.	Particulars	Details to be filled in by the Agency
1	Name of the Firm/Agency	
2	Registered office/business address of the agency with telephone, cell, Website, Email and fax number	
3	Name of Contact Person(s)	
4	Address with telephone, Fax numbers, Email and name(s) of the contact person (s)	
5	Year of Incorporation & Constitution	
6	Income Tax - PAN No. (Attach copy of PAN)	
7	Service Tax No. (Attach copy of Service tax registration No.)	
8	TIN No. (Attach copy)	
9	Turnover during last three years (copy of audited Balance sheet to be enclosed wherever available)	
	Year	Turnover in Rupees lakhs (in words and figures)
	2008-09	
	2009-10	
	2010-11	

10	Whether registered with Registrar of Firms / Companies ? If yes Date of Registration (Attach copy of Registration)	
11	Customer Profile (Attach copy of work orders/proof)	

12	<u>Infrastructure details</u> 1) Details of network/branches of agency in Kerala 2) Whether the agency have adequate professionally trained manpower. 3) Whether the agency is providing services to Govt./ Public sector undertakings, Financial institutions, banks/private sector companies, etc. in past three years.	

13	Details of Previous experience (Copies of experience certificates, work orders and proof of Work order value to be attached)			
Sl. No.	Details of Contracted Organization, its address and contract numbers	Period of Contract		Work order value
		From	To	

14	Whether the agency is an income tax assessee valid PAN number and having filed its Income tax return for the last three assessment years i.e. 2008, 2009 and 2010. (Attach copy of Income Tax returns for all the three assessment years).	
15	Any other relevant information	
16	Verification - The application for engagement should be signed by the authorised signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of application besides initiation of penal proceedings by the Corporation, if it deems fit.	

17. Format for giving details of key personnel of the agency

Sr. No.	Name of key personnel	Designation	Years with the Agency	Contact number	Any other information

Name & Signature of authorised signatory

Date :

Name & Seal of Agency

Application Format (Price Bid)

From,

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To,

**The Deputy General Manager(C & M)
Kerala Financial Corporation
Vellayambalam, Thiruvananthapuram – 695033
Ph: 0471-2318319.**

Sl. No	c	Qty	Rate quoted	Amount in figures (₹)	Amount in words (₹)
1	List Attached				
2					
3					
4					
5					
6					
7					
8					
9					
			TOTAL		

TOTAL : ₹. _____

(In words)_____

1. Price has to be quoted in India Rupees only.
2. All inclusive prices have to be quoted. The applicable TDS shall be deducted from the payments made by Corporation.
3. In case of a mis-match in the amount mentioned in Figures and Words, the amount mentioned in words shall be considered as final.
4. The Contractor/Security Agency/Agency agree that the above price have been quoted after reading and understanding the complete tender documents.

Signatures of authorized signatory:

Name :

Designation :

Date:

Seal of Agency

KERALA STATE ENTREPRENEUR DEVELOPMENT MISSION

REQUIREMENTS FROM EVENT MANAGERS

Description of items

Design and Printing of 50,000 Scheme Pamphlets for distribution for publicity of event

Design and Printing of 2000 Invitation cards

Design , printing and supply 750 T- shirts for wearing by participants at the Meet

Branded SMS to Available Mail List

Eco-Friendly 8 x 6 Publicity Displays at 50 locations in the City

Welcome Standees at 3 Junctions Leading to the Auditorium

Box Type Arch at the Gate of Auditorium

Decoration of Entrance with Industrial Theme

Stage Backdrop

2 Projector Screens with Masking

2 Projectors

Flower Decoration of Stage

Podium on Stage

Seats on Stage

Carpet for Pathway Leading to the Stage

Seating for 1000 persons in the Audience Area

Seating and Facilitation for Press in the Halls

Follow up with Press for Ensuring Coverage

Finalisation and Supply of Press Releases with Photographs

Sound Systems with Podium Mike and Cordless Mike

Lighting of Stage

2 LED Projectors

Arrangements for Photograph and Video Coverage

Arrangement for Panchavadyam / Caparisoned Elephant

Compere – Master of Ceremony

Arrangement for Prayer at Start of Function

Bouquet / Gifts for Guests on the Podium

Hostess for Welcome and Supply of Bouquet / Gifts

Inauguration Event in a Spectacular Manner using Technology or

Nilavilakku, Para, Flowers, etc for Inauguration

Tea / Coffee and Snacks