

# **DEPARTMENT OF ANIMAL HUSBANDRY AND DAIRYING HARYANA**



**Tender No: AHD/LS/2019-20/01**

## **Short Term Tender**

**for Organisation of Three days State Level Livestock  
Show at Karnal from 13<sup>th</sup> to 15<sup>th</sup> March, 2020**

**Estimated Cost of Tender – Rs 95.0 lakh  
(Ninety Five Lakh)**

**DEPARTMENT OF ANIMAL HUSBANDRY AND DAIRYING, HARYANA**

**Pashudhan Bhawan, Bays No. 9-12, Sector 2, Panchkula-134109, HARYANA**

**EPABX: 0172-2574663, 2574664; FAX: 0172-2586837**

**Email: [dg.ahd@hry.nic.in](mailto:dg.ahd@hry.nic.in) | Website: [www.pashudhanharyana.gov.in](http://www.pashudhanharyana.gov.in)**

## **Terms of Reference for Organisation of Three days State Level Livestock Show at Karnal from 13<sup>th</sup> to 15<sup>th</sup> March, 2020**

Tenders are invited from organizations of national repute having reasonable experience for conducting Animal Livestock shows / Agri. & Food Processing events / Farmers Summits of national & international repute and are interested to work as institutional partners with the department for organizing three days State Level Livestock Show at district Karnal from 13<sup>th</sup> to 15<sup>th</sup> March, 2020. The State Level Livestock Show is a regular feature of the Department with a footfall of 12000 to 15000 livestock farmers involving approximately about 1000 elite animals to participate in this Livestock Show. An exhibition of latest livestock & dairy technology innovations, Organization of Seminars & cultural activities for the livestock farmers, Trading of Animals etc. will also be organized during this show.

### **Role of Institutional Partner for Organizing State level Livestock Show.**

- Coordinate, Manage & Execute the entire Event.
- Manage the sale of exhibition space.
- Marketing Brochures, Sponsorship Modules, Layout plan.
- Event Management & Vendor management.
- Billing & Collections.

### **Events to be organized**

- a) Organization of livestock show wherein, efforts be made to include all species & breeds of the livestock of the state to participate in the show.
- b) Prizes / Awards to Livestock Owners and Poultry Farmers
- c) Exhibition of latest livestock & dairy technology innovations, livestock products etc
- d) Organization of Seminars / Kissan Sangosthies & cultural activities for the livestock farmers

Organizations fulfilling the eligibility criteria may apply online in two-stage bid system i.e. Technical Bid and Financial Bid, at <https://etenders.hry.nic.in> portal as per the schedule given hereunder:

<b>Sr</b>	<b>Particulars</b>		<b>Remarks</b>
1.	Name of the service to be Outsourced		Organisation of Three days State Level Livestock Show at Karnal
2.	Tender Fee		Rs. 5000/-
3.	e-Service Fee		Rs. 1000/-
4.	Earnest Money Deposit (EMD)		2.00 lakhs
5.	Start Date and time of Bid Preparation & Submission		26-02-2020 at 5.00 PM
6.	Pre-bid Meeting		28.02.2020 at 12 Noon
7.	Expiry Date & Time of EMD Submission	Through RTGS/ NEFT	03.03.2020 up to 5:00 PM
		Through Net Banking & Debit Card	03.03.2020 up to 5:00 PM
8.	Expiry Date & Time of Bid Submission		04.03.2020 up to 2:00 PM
9.	Opening of Technical Bid		04.03.2020 at 2:30 PM
10.	Opening of Financial Bid		As per the decision of committee
11.	Rates to be kept valid for acceptance up to		90 days

## A. Information to Bidders:

The Bidders can download the tender documents from the Portal: <https://etenders.hry.nic.in>

1. Instruction to bidders on Electronic Tendering System:-
  - i. **Registration of bidders on e-Procurement Portal:-**

Detailed instructions may be seen under “Help for Contractors” option available on Home Page of NIC e-Procurement Portal i.e. <https://etenders.hry.nic.in>.
  - ii. **Information about Digital Certificate:-**

Detailed instructions may be seen under “Information about DSC” option available on Home Page of NIC e-Procurement portal i.e. <https://etenders.hry.nic.in>.
  - iii. **Instruction about Online Payment of Tender Document Fee/e-Service Fee/Earnest Money:**

Bidders have to pay Earnest Money Deposit (EMD), tender Document fees & e-Service Fees online only as applicable. For detailed instructions refer to FAQ for Online Payment available at Home page of NIC e-Procurement portal i.e. <https://etenders.hry.nic.in>.
  - iv. **Important Instructions & Help manual for online bidding:**

Detailed instructions may be seen under “Bidders Manual Kit” option available on Home page of NIC e-Procurement Portal i.e. <https://etenders.hry.nic.in>.
  - v. **Other General issues:**

Solutions of general queries may be seen under “FAQ” option available on Home Page of NIC e-Procurement Portal i.e. <https://etenders.hry.nic.in> .
2. The Bidders shall have to pay for the Tender Documents Fee, EMD Fees & e-Service Fee online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between bidders and online payment authorization networks.
3. Intending bidders will be mandatorily required to sign-up online (create user account) on the website <https://etenders.hry.nic.in> to be eligible to participate in the e-Tender. In case the intended bidder fails to pay Tender Fee, e-Service Fee and EMD Fee (combined together) under the stipulated time frame, he/she shall not be allowed to submit his/ her bids for the respective event/ Tenders.
4. In case of payment of Tender Fee, e-Service Fee and EMD Fee through RTGS/ NEFT, the interested bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance i.e. on or before **03.03.2020** and make payment via RTGS/NEFT to the beneficiary account number specified under the online generated challan. The intended bidder/ Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/ Tenders at <https://etenders.hry.nic.in>
5. However, the details of the EMD, Tender document Fee & E – Service Fee are required to be filled/ provided at the time of online Bid Preparation.
6. Online Technical Envelope—Reference details of the Earnest Money Deposit, Tender Document Fee & e - Service Fee instrument and scanned copies of supporting documents and QR/technical criteria with proper index and page numbering on all the documents have to be provided as per **terms and conditions** of this document.
7. If the tenders are cancelled or recalled on any grounds, the Tender Document Fee and e-Service Fee will not be refunded to the bidder

## **B. ELIGIBILITY CRITERIA:**

**The Organisation must fulfil the following requirements to qualify for participation in this DNIT:**

1. The organization / firm should be registered under relevant Company/ Partnership/ Trust Act.
2. The organization / firm should have reasonable experience of organising Animal Livestock shows/ Agriculture/ Horticulture/ Food Processing Summits/ Conclaves or similar events of State/ National/ International repute.
3. The organization / firm should have successfully organised at least one event of value of Rs. 1 crore or more, in Government/ Semi Govt. or Autonomous organisation during the last three years.
4. The organization / firm should never be blacklisted/ debarred by any Central/ State Govt. department / organization for participating in the tenders.
5. The Tenderer must have an average annual turnover of Rs. 3.00 Crores or above in last 3 financial years (F.Y. 2016-17, 17-18 & 18-19). Certificate from Chartered Accountant must be submitted.

## **C. SCOPE OF WORK:**

The Organisation shall provide the following infrastructure and services for organisation of three days State Livestock Show:

### **1. Major Structures:**

#### **A) Inauguration Area/Summit Area:**

Providing & fixing of Aluminium structure of size 40m x 100m inclusive of the following: -

- VIP Stage size 40'x20'
- Stages in main pandal of wooden with iron frame (with luxury furniture complete with sofa, Centre table carpet etc.) for VIP stage for 3 days, stage security as per Govt. norms
- Cultural programme stage size 20'x20'
- Podium for Media coverage and camera persons.
- Sitting arrangement for 100 persons with sofa sets in front row for VIP's.
- VIP & D – Barricading stage security as per Govt. norms
- Cushion chairs with cover for 2000 audience.
- Flex branding front facade (as per design)
- VIP Toilets
- Fresh flower decoration of stages for 3 days as approved with cut flowers and seasonal flowers.
- LED Wall backdrop of size 40' x 10' with riser
- LED wall watch out screens of size 10' x 8' x 2nos with risers

#### **B) VIP Lounge**

- VIP Lounge: 20x10 metres aluminium frame structure with furniture like sofa, chair, table VIP toilet etc. with wooden flooring for 3 days
- Sitting arrangement for 80 persons with separate dining area for approx. 150 persons.

#### **C) Seminar Halls (1 nos.)**

Providing & fixing of Aluminium structure of size 15m x 10m inclusive of:

- With Wooden platform, Carpeting wall to wall, General lighting
- Stage of size 12' x 10', Backdrop, Podium, Chairs 100 pax, sound system etc.
- Entry / Exit doors, Flex branding (as per design)
- Audio & Video, Power Point Presentation for Conference, Catering, Flex branding (as per design)

#### **D) Exhibition Area:**

Providing & fixing of Aluminium Hangar / MS Super structure of size 20m x 30m inclusive of :

- Wooden platform, Carpeting wall to wall, Passage Carpeting
- General lighting , Entry / Exit doors
- Stall construction with octonorm system, with fascia
- In each stall of stall 3m x 3m and will provide
- Two tables, Two Chairs, Lights, One power point, One Dust Bin
- Fascia & Fascia names
- Entry / Exit doors

#### **E) Cattle Lines**

- Providing & fixing of Tent structure for display of 800 animals with khutas for each animal and one tasla for every three animals.
- General Lighting, Carpeting of the passage

#### **F) Animals and Farmers Stay**

- Army style tents (Scout tents) for stay arrangement of 800 animals & 350 – 400 their attendants (farmers), with provision of basic amenities, khunte, one cot in each tent of farmers.

#### **G) Judging Rings**

- Three judging rings in pairs along with screening rings of appropriate sizes as per requirement.

#### **H) Stage & Ramp**

- Ramp for the live cattle & Buffalo cat walk with stage for sitting arrangement of the VIP (Approx 30 to 40 persons) during the elite cattle & buffalo show along with high tea catering during the event.

#### **I) Watch Tower**

- Watch/ Control tower for management of the entire event & announcement arrangements along with public address system. Control Tower of size 12'x12'x10' (height), with light, sitting arrangement and stairs, made of stable structure sufficient to bear the load of 40 persons at a time.

#### **J) Camp Office**

- Office for the staff of AH&D, Haryana (2. Nos) with controlled entry, sitting arrangement light, blowers, power outlets for computers

#### **K) General & VIP toilets**

- Provision of sufficient number Toilets in the VIP area, Farmers Stay area and on other strategic locations, for the entire event as per the guidelines of the Govt. with 24 hours' water supply and disposal of waste along with all the required human resource and logistics.

#### **L) Loading unloading Ramp**

- Provision of suitable number of ramps at appropriate locations for loading and unloading of animals

### **2. House-Keeping & Security**

- The Organisation shall be responsible for providing the security and all housekeeping services including cleaning and sweeping during the entire event. The event should be terms insurance of the event.

### **3. Arrangement of Souvenirs,**

- Souvenirs, Memento for VIPs & Farmers to whom prizes are to be given, Mementoes & Honorarium for Speakers, Shawls & Pagris for VIP etc

### **4. Parking arrangements**

- Arrangement for parking of vehicles during the entire event

### **5. Lighting, Electricity and Power backup**

- Arrangement of General Lighting, Electricity and Power backup system with silent Gen. Set. & fuel for 3 days for the entire area.

### **6. Public Address System**

- Good quality sound system for Summit/ Seminar/ Cattle Lines area competition area, food area, Exhibition area and other places with cordless mike and with liner system for 3 days.

### **7. Catering**

- VIP Lounge – lunch/ tea/ coffee, High Tea(200 people each day for 3 days)
- Lunch for Official on duty/Delegates/Farmers 15000 for ( Day 1- 5000, day 2- 5000, day 3- 5000) with proper arrangement of clean drinking water.
- Dinner for 500 persons for 3 days( Farmers staying with animals)
- Drinking water arrangement at different places for gathering of 5000 persons per day.

### **8. Branding of the event**

- Designing and printing of banners, cut outs, hoardings for the entire events with Entry & Exit gates, directions banners of appropriate size.
- Banners of the event of 5x4 with frame (minimum 70 numbers) at several strategic locations on all routs to the event site (as per design).
- Entry gates including structure on all major entry points of the proposed site.
- Facia/Facade banners on all structures., Cut outs, etc

### **9. Logistics:**

- Stay & transportation for Speakers, Judges, key officials

#### 10. Printing :

- Brochures, Invitation cards, parking passes, label badges, registration slips for the farmers and the visitors attending the event.

#### 11. Designing:

- Brochures, cards, publicity collateral, Label Badges, registration slips, Advt. for the entire event etc.

#### 12. Set up of Administrative office and registration of farmers

- For the staff of AH&D, Haryana (2. Nos), two Registration desk Pagodas of 5x5 m with required infrastructure at strategic locations etc.

#### 13. Arrangement of Feed & Fodder,

- Feed & Fodder, water, medicines & misc arrangements for 1000-1200 animals participating in Cattle show , with Power driven Chaffer cutters

#### 14. Lucky draw arrangements

- Arrangements of lucky draw (**Upasthithi Puruskar**) gifts, registration coupons during the all three days if any during summit.

#### D. TERMS & CONDITIONS:

1. All pages of this TOR and all documents uploaded online should be signed and stamped by the proprietor/ authorized signatory of the Organisation.
2. Incomplete bids or bids without requisite EMD or defective EMD instrument will be summarily rejected.
3. The venue of the event may change within the geographical limits of Haryana
4. The Organisation may inspect the event site prior to bidding to assess the work.
5. The dates of the event may vary within a period of 3 months.
6. Successful bidder will have to enter into an agreement with the department.
7. If required, the department may make minor changes in the scope/quantity of services.
8. The agreement shall be executed on a non-judicial stamp paper of Rs.100/- incorporating all the terms and conditions of the tender.
9. Department reserves the right to reject any or all the offers without assigning any reason.
10. If any of the personnel of the Institutional Partner indulges in theft, negligence's or any illegal/irregular activity, misconduct, the Institutional Partner itself shall take action in accordance with law.
11. The Institutional Partner shall furnish a personal guarantee of its Managing Director/Partner, guaranteeing the due performance by the Institutional Partner of its obligations under this contract.
12. All payments made by the Department shall be after deduction of tax at source whatever



applicable as per the provisions of the Income Tax Act, 1961.

13. The Institutional Partner shall issue distinct identity cards to its personnel. The Department may refuse the entry into its premises to any personnel of the Institutional Partner not bearing such identity card.
14. The Department shall always have the right and liberty to do inspections at site. The infrastructure, logistics, consumables, services etc. rendered by the Institutional Partner will be under close supervision, co-ordination and guidance of the Department.
15. This agreement is on the principal to principal basis and does not create and shall not deem to create any employer-employee relationship between the Department and the Service Provider.
16. Department shall under no circumstances be deemed or treated as the employer in respect of any person(s) engaged/employed by the Institutional Partner for any purpose, whatsoever nor would Department be liable for any claim(s) whatsoever, of any such person(s).
17. Department shall not liable for any obligations/ responsibilities, contractual, legal or otherwise, towards the Service Provider's employees/agents directly and/ or indirectly, in any manner whatsoever.
18. Institutional Partner shall obtain all registration(s)/ permission(s)/ license(s) etc. which are/may be required under any labour or other legislation(s) for providing the services under this agreement.
19. It shall be the Service Provider's responsibility to ensure compliance of all the Central and State Government Rules and Regulations with regard to the provisions of the services under this agreement. The Institutional Partner indemnifies and shall always keep Department indemnified against all losses, damages, claims, actions taken against Department by any authority/office in this regard.
20. The Institutional Partner shall at its own expenses make good any loss or damage suffered by the Department as a result of the acts of commission or omission, negligently or otherwise of its personnel while providing the said services at any time of the premises of the Department or otherwise.
21. The Institutional Partner shall at all times Indemnify and keep indemnified that Department against any claim on account of disability/death of any of its personnel caused while providing the services within/outside the site or other premises of the Department which may be made under the workmen's Compensation Act, 1923 or any other Acts or any other Statutory modifications hereof or otherwise for or in respect of any claim for damage or compensation payable in consequence of any accident or injury sustained by the personnel of the Institutional Partner or in respect of any claim, damage or compensation under labour laws or other laws or rules made there under by any Person whether in the employment of the Institutional Partner or not, who provided or provides the service at the site or any other premises of the Department shall be as provided hereinbefore.
22. The Institutional Partner shall at all times indemnify and keep indemnified the Department against any claim by any third party for any injury, damage to the property or person of the third party or for any other claims whatsoever for any acts of commission or omission of its employees or personnel during the hours of providing the services at the Department's premises or before and after that.
23. That, if at any time, during the operation of this agreement or thereafter the Department is made

liable in any manner whatsoever by any order, direction or otherwise of any Court authority or tribunal, to pay any amounts whatsoever in respect of or to any of present or ex-personnel of the Institutional Partner or to any third party in any event not restricted but including as mentioned elsewhere in this document, the Institutional Partner shall immediately pay to the department all such amounts and costs also and in all such cases/events the decision of the Department shall be final and binding upon the Service Provider. The department shall be entitled to deduct any such amounts as aforesaid, from the security deposit and/or from any pending bills of the Service Provider.

24. In the event of delay or failure of the Institutional Partner the services or part thereof as mentioned in this agreement for any reasons whatsoever, the Department shall be entitled to procure services from other sources and the Institutional Partner shall be liable to pay forthwith to the Department the difference of payments made to such other sources, besides damages at double the rate of payment. Further, the department shall be at liberty to take other such actions against the Organisation as deemed fit and proper.
25. The Institutional Partner shall not claim any damages, costs, charges, expenses, liabilities arising out of performance/non-performance of services, which it may suffer or otherwise incur by reason of any act/omission, negligence, default or error in judgment on part of itself and /or its personnel in rendering or non-rendering the services under this agreement.
26. Neither party shall be in default if a failure to perform any obligation hereunder is caused solely by supervening conditions beyond that party's reasonable control, including acts of God, civil commotion, strikes, acts or terrorism, labour disputes and governmental or public authority's demand or requirements.
27. In the event of any dispute related to the interpretation or rights or liabilities arising out of this contract, the same shall, at first instance, be amicably settled between the parties. If any dispute is not settled amicably, the same shall be referred to the sole arbitrator to be appointed by the Department. The award given by the arbitrator shall be final and binding on the parties. The venue of arbitrator shall be **Panchkula/Chandigarh**.

#### **E. DOCUMENTS REQUIRED:**

The bidder is required to upload the self-attested copies of following document in the technical bid along with proper page number and indexing as per the Annexure A:

1. Proof of Payment of Tender and e-service Fee
2. Copy of DNIT signed on each page as acceptance of all terms and conditions
3. Details of registered Office (complete address) with email, telephone and Mobile Numbers of Key Contact Person
4. Certificate of Registration of the Company/Organisation under relevant act
5. Authorisation letter to file the bids/ tenders on behalf of the company/ Organisation
6. Copies of PAN and GST registration Number
7. Copies of Income Tax returns for last three years of the Organisation/proprietor (in case of proprietorship firm)

8. Valid proofs of experience
9. Proof of successfully organising at least one events of value Rs 1 crores or more, in a Govt./ Semi Govt. or Autonomous organisation during the last three years.
10. Undertaking that the organization / Organisation has never been blacklisted/ debarred by any Central/ State Govt. department / organization for participating in the DNIT.

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