

 <p>उत्तर प्रदेश ब्रज तीर्थ विकास परिषद सांस्कृतिक धरोहर की पुनर्गतिष्ठा इक्ष्वा वन्दे जगद्गुरुम्</p>	<p><b>UTTAR PRADESH BRAJTEERTH VIKAS PARISHAD</b> 32 Civil Lines, Mathura 281004 U.P. website : <a href="http://www.upbtvp.in">www.upbtvp.in</a>, email : <a href="mailto:ceo.upbtvp@gmail.com">ceo.upbtvp@gmail.com</a> Tel : +91-565-2470190</p>
<p style="text-align: center;"><b>EXPRESSION OF INTEREST</b></p> <p style="text-align: center;"><b>Expression of Interest (EOI) for Appointment of Event Management Consultant for Managing / Designing and Arrangement for an event regarding '<u>Shri Krishna Janamasthmi Celebration</u>' in Mathura ,Uttar Pradesh</b></p>	
<p>UP BrajTeerth Vikas Parishad invites Expression of Interest (EOI) from qualified and experienced Consultants for above. The detailed EOI document can be downloaded from <b><a href="http://www.upbtvp.in">www.upbtvp.in</a></b></p> <p>Interested Bidders eligible as per qualification criteria may submit their response to the EOI latest by <b>24th August 2018 till 1200 hrs.</b></p> <p>For any other information, you can email at : <a href="mailto:ceo.upbtvp@gmail.com">ceo.upbtvp@gmail.com</a></p> <p style="text-align: right;"><b>(Chief Executive Officer)</b></p>	

## DISCLAIMER

The information contained in this Expression of Interest document ("EOI") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Parishad or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided. This EOI is not an agreement or an offer by the Parishad to the prospective Applicants or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this EOI. This EOI includes statements, which reflect various assumptions and assessments arrived at by the Parishad in relation to the Agency.

Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This EOI may not be appropriate for all persons, and it is not possible for the Parishad, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this EOI. The assumptions, assessments, statements and information contained in this EOI, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this EOI and obtain independent advice from appropriate sources. Information provided in this EOI to the Applicants may be on a wide range of matters, some of which may depend upon 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. The Parishad accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Parishad, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant 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 EOI or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the EOI and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI or arising in any way in this Selection Process.

The Parishad also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this EOI. The Parishad may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EOI.

The issue of this EOI does not imply that the Parishad is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Agency and the Parishad reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever and cancel the entire bidding process. The Applicant 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 the Parishad or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Parishad shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation for submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

## CRITICAL INFORMATION AND IMPORTANT DATES

- UP BrajTeerth Vikas Parishad invites bidders to submit their technical & Financial offer to participate in this “Expression of Interest (EOI) for Appointment of Event Management Consultants for Managing / Designing / Arranging Events activities for Shri Krishna Janamasthmi Festival in Mathura.
- Bidder are advised to study this EOI document carefully before submitting their proposals. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications
- All communications related to this EOI including the submission of the Proposal in hardcopy shall be addressed to:  
**Mr. Santosh Kumar**  
Finance Officer,  
UP BrajTeerth Vikas Parishad  
32- Civil Lines,  
Mathura 281004 Uttar Pradesh, India  
Email: ceo.upbtvp@gmail.com
- Chief Executive Officer, UPBTVP decision will be full and final in all cases.

**Last date for submission of EOIs 24/08/2018, 1200hrs.**

### IMPORTANT DATES:

S.No	Details	Important Dates
1	ISSUE OF BID DOCUMENT	21.08.2018
2	EOI SUBMISSION	24.08.2018 @ 1200 hrs
3	OPENING OF BID DOCUMENT (TECHNICAL)	24.08.2018 @ 1400 hrs
4	OPENING OF FINANCIAL BID (ONLY FOR SUCCESSFUL QUALIFIER AFTER PRESENTATION)	24.08.2018 OR AS DECIDED

## UP BrajTeerth Vikas Parishad

### **Expression of Interest (EOI) for Appointment of Event Management Consultants for Shri Krishna Janamsthmi Festival in Mathura , Uttar Pradesh**

Dated :22.08.2018

#### **CHAPTER - 1**

##### **1.1 Information Provided**

The **Expression of Interest (EOI)** document contains statements derived from information that is believed to be true and reliable at the date obtained but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with UP BrajTeerth Vikas Parishad (UPBTVP) in relation to the provision of services. Neither UPBTVP nor any of its directors, officers, employees, agents, representative, contractors, or advisers gives any representation or warranty (whether oral or written), express or implied as to the accuracy, updating or completeness of any writings, information or statement given or made in this EOI document.

##### **1.2 Disclaimer**

Subject to any law to the contrary, and to the maximum extent permitted by law, UPBTVP and its officers, employees, contractors, agents, and advisers disclaim all liability from any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting because of any information, including forecasts, statements, estimates, or projections contained in this EOI document or conduct ancillary to it whether or not the loss or damage arises in connection with any negligence, omission, default, lack of care or misrepresentation on the part of UPBTVP or any of its officers, employees, contractors, agents, or advisers.

##### **1.3 Costs Borne by Respondents**

All costs and expenses incurred by Recipients / Respondents in any way associated with the development, preparation and submission of responses, including but not limited to attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by UPBTVP, will be borne entirely and exclusively by the Recipient / Respondent.

##### **1.4 No Legal Relationship**

No binding legal relationship will exist between any of the Recipients. Respondents and UPBTVP until execution of a contractual agreement.

##### **1.5 Recipient Obligation to Inform Itself**

The Recipient must conduct its own investigation and analysis regarding any information contained in the EOI document and the meaning and impact of that information.

## CHAPTER – 2

### 1.0 Introduction

UP BrajTeerth Vikas Parishad, (Referred as Client) intends to implement project of "Management of Arrangement, Activities, Ancillary services for an event being Organized by UPBTVP for Shri Krishna Janamsthmi Celebration in Mathura'. This way the Parishad wishes to :

In this regard, UP BrajTeerth Vikas Parishad invites **Appointment of Event Management Consultant** for the same project from experienced individuals who has an experienced to worked in this field.

### 2.0 Scope of Work

1. Management of Arrangement, Activities, Ancillary services for an event being Organized by UPBTVP
2. Consultant should also supervise all activities plan
3. All execution related work for lighting of the City at Important Junctions, Setting up of pagodas & platforms for the use of Jhankis.
4. To create strategic approach for implementation and functioning of **Event..**
5. To coordinate with Vendors engaged for the same.

### 3.0 Qualifying Criteria for Individual / Experts

1. The Consultants should be experienced for minimum 15 years in Event Management Activities.
2. Consultant should have an experience of handling 2 such projects (Government Organization work) of minimum value of Rs. 2.00 Crores in last 3 years.- Work order of such kind of work from Government organization to be enclosed.
3. The Consultant thus applying has never been debarred / blacklisted. (Undertaking for the same as per **"Annexure"**)
4. Consultant should submit the document that he/she not be involved in any court of law for any case (Undertaking for the same to be submitted). - As Annexure
5. Consultant should submit details of fees charged from other contracts done in past related to same project
6. Consultant should be registered with GST (goods & service Tax), and if not he/she should submit a letter as per Annexure 6.
7. Consultant should submit its personal balance sheet of last 3 years, duly signed attested by Chartered Accountant.

**All necessary documents in support of qualification claim shall be attached with the application.**

### 4.0 Support from UP BrajTeerth Vikas Parishad

1. Liaisoning support (Support Staff / Departmental support) will be provided to the successful expert by UP BrajTeerth Vikas Parishad, if required.

2. UPBTVP will be securing necessary permission from concerned Govt. agencies(Local administration, Police, authorities etc.) for successful completion of the Project.

## 5.0 Deliverables

1. Consultant should deliver all aspects as mentioned in Scope of Work for the same.

## 6.0 Validity of the Contract:

1. The validity of the contract to be executed with successful bidder will be for a period of the event only, and can't be extended.
2. Contract can be terminated by UPBTVP with a minimum 01days notice to Consultant, if Performance and arrangement not as per aspectsations..

## 7.0 General

1. This is not a **Request for proposal (RFP)** and **commercial bids SHOULD be submitted with EOI only.**
2. **UPBTVP** preserves the right to examine / verify the supporting documents / reports furnished by the bidders.
3. If any information or document provided in the response to this EOI is found to be misleading, subsequently the bidder will be disqualified.
4. UPBTVP may reject any or all the proposals received / cancel the entire process at any stage without assigning any reason whatsoever.
5. UPBTVP shall have absolute discretion to issue **Request for Proposal** to eligible bidders shortlisted under EOI or go for open tender later. The decision taken by the UPBTVP in this regard is final and binding on all the bidders of EOI.
6. The bidder who wish to submit responses to this EOI should note that they should abide by all the terms and conditions contained in the EOI. If the responses contain any extraneous conditions put in by the bidder, such responses may be disqualified and may not be considered for the empanelment / selection process.
7. The information exchanged between the bidders and UPBTVP as part of this EOI shall be confidential and shall not be disclosed without the prior written consent of the UPBTVP.
8. **Expert should be paid only after successful verification of quality of work and bill (generated by Expert) by CEO, UPBTVP.**
9. Notwithstanding anything contained herein above, in case of any dispute, claimand legal action arising out of this EOI, the parties shall be subject to thejurisdiction of courts at Mathura, Uttar Pradesh India only.

## 8.0 Submission of Proposal

### Proposal packing and inclusions

### A.Proposal preparation

#### (i) Technical Preparation

The bidder shall prepare "Technical Documents" which shall contain:

- 1)All the annexure as mentioned in EOI.
- 2)Supporting Documents as mentioned in Clause 3.0

The “Technical Documents” shall be submitted in hardcopy and to be enclosed in an outer Packet labelled as Expression of Interest (EOI) for Appointment of **Appointment of Event Management Consultants for Shri Krishna Janamsthmi Festival in Mathura , Uttar Pradesh** and must be submitted before the stipulated time as mentioned in section, “**Important Dates**”

## **(ii) Financial Preparation**

Expert / Individual applying for EOI should submit their Financial proposal in specified format (Annexure).

Bidders qualifying as per the criteria mentioned above and one who is interested in providing the services detailed above, may submit their response to this EOI as per format given in annexure along with relevant documentary evidence latest by **24<sup>th</sup> August 2018 till 1200 hrs**. Any response not containing information for all the parts of Annexure may be treated as rejected.

## **10. Rights of UPBTVP**

i. CEO, UPBTVP reserves the right to accept / reject the offers received, or call for any additional information / clarification, or modify / cancel the bidding process, if so required, without assigning any reason whatsoever.

ii. CEO, UPBTVP reserves the right to cancel/terminate the agreement any time without assigning any reason or failing to submit the report within stipulated time or unsatisfactory report or any reason as deemed fit.

## **11. Intellectual property rights**

The IPR of all the creative, registrations, program, formats etc, would vest with UPBTVP.

## **12. Arbitration**

12.1 All matters of dispute arising out of this shall be governed by Indian law and subject to the jurisdiction of Courts at Mathura.

12.2 All Disputes between the Parties arising out of or relating to or in connection with this Agreement, including the performance or nonperformance of the obligations set out herein shall, so far as is possible, be settled amicably between the Parties within thirty (30) days after written notice of such Dispute has been given by one Party to the other Party. The venue of the amicable settlement proceeding shall be the Head Office of UPBTVP at Mathura.

12.3 If any dispute or difference of any kind whatsoever shall arise in connection with or arising out of this contract or the execution of work or maintenance of the works there under, whether before the commencement or during the progress of works or after the termination, abandonment or breach of contract, and it is not amicably settled within 60 days of the notice being served on the other party, it shall be referred to arbitration before a Sole Arbitrator appointed by mutual consent of both parties and as per the provisions of the Arbitration and Conciliation Act, 1996. The venue of the arbitration proceedings shall be the Head Office of UPBTVP at Mathura. Upon any and every reference as aforesaid, the assessment of costs and incidental expenses in the proceedings for the award shall be at the discretion of the Arbitrator.

**Annexure-1 Format of Application Form**  
(On Applicant's Letterhead)

To,  
Chief Executive Officer ,  
UP BrajTeerth Vikas Parishad  
32 Civil Lines, Mathura 281004

**Subject: EOI for Appointment of Event Management Consultants for Shri Krishna Janamsthmi Festival in Mathura , Uttar Pradesh**

Dear Sir,

This has reference to the advertisement pertaining to the above captioned subject. We are interested in submitting our Expression of Interest for the same. We would like to clearly state that we qualify for this work as our organisation meets all the prequalifying Criteria indicated by Uttar Pradesh BrajTeerth Vikas Parishad , Mathura & our organisation is not under a declaration of ineligibility for corrupt or fraudulent practices.

We understand that if the details given in support of claims made by us are found to be untenable or unverifiable or both our EOI will be rejected without any reference to us. We further clearly understand that UPBTVP is not obliged to inform us of the reasons of rejection of our bid.

**Your's sincerely**

**Signature**

Name, designation, contact address, telephone number, email & seal of authorized signatory

## **Annexure -2 Bidder Profile**

**Attach Detailed Bio data along with Certificates and supporting documents**

## **Annexure - 3 - Experience**

<b>Sl. No</b>	<b>Organization</b>	<b>Name</b>	<b>Year in which work done</b>	<b>Work Amount</b>
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## Annexure 4: Declaration Regarding Clean Track

(To be submitted on letterhead of the Bidder)

To,  
Chief Executive Officer ,  
UP BrajTeerth Vikas Parishad  
32 Civil Lines, Mathura 281004

Dated -----, 2018

**Ref: Expression of Interest (EOI) for Appointment of Event Management Consultants for Shri Krishna Janamsthmi Festival in Mathura , Uttar Pradesh**

Dear Sir,

I have carefully gone through the Terms & Conditions contained in the EOI Document regarding Appointment of Expert / Advisor for Heritage walk in Braj Region

I hereby declare that my company has not been debarred/black listed by any Government/Semi Government organizations in India. I further certify that I am competent officer in my company to make this declaration.

In accordance with the above we would like to declare that:

1. We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
2. We are not blacklisted by any Central/State Government/Public Sector Undertaking in India.
3. We are not involved in any court of law for any case related to such kind of work
3. The information provided in the EOI document is true and no false representation has been made.

Yours faithfully,

(Signature of the Bidder)

Printed Name :

Designation Seal

Date:

Business Address:

Place: Bidder's signature

Date: with seal.

## Annexure 5: Declaration Regarding GST Registration

(To be submitted on letterhead of the Bidder)

To,  
Chief Executive Officer ,  
UP BrajTeerth Vikas Parishad  
32 Civil Lines, Mathura 281004

Dated -----, 2018

**Ref: Expression of Interest (EOI) for Appointment of Event Management Consultants for Shri Krishna Janamsthmi Festival in Mathura , Uttar Pradesh**

Dear Sir,

I have carefully gone through the Terms & Conditions contained in the EOI Document regarding **Appointment of Event Management Consultants for Shri Krishna Janamsthmi Festival in Mathura , Uttar Pradesh**

I hereby declare that I ' \_\_\_\_\_ ', s/o of ' \_\_\_\_\_ ' resident of ' \_\_\_\_\_ ' bearing PAN CARD No: ' \_\_\_\_\_ ' not registered with GST currently.

If I appointed as an Advisor / expert for the above said work then i would registered with GST and provide the same within 3 months of time

Yours faithfully,

(Signature of the Bidder)

Printed Name :

Designation Seal

Date:

Business Address:

Place: Bidder's signature

Date: with seal.

## Annexure 6: Financial Proposal

(To be submitted on letterhead of the Bidder)

To,  
Chief Executive Officer ,  
UP BrajTeerth Vikas Parishad  
32 Civil Lines, Mathura 281004

Dated -----, 2018

**Ref: Expression of Interest (EOI) for Appointment of Event Management Consultants for Shri Krishna Janamsthmi Festival in Mathura , Uttar Pradesh**

Dear Sir,

I have carefully gone through the Terms & Conditions contained in the EOI Document regarding "**Appointment of Event Management Consultants for Shri Krishna Janamsthmi Festival in Mathura , Uttar Pradesh**"

My Best Financial Quote for the above mentioned work : \_\_\_\_\_ inclusive of all taxes.

(Rupees in words : \_\_\_\_\_) inclusive of all taxes

I also agreed that No TA, DA provided to me, and all expenses other than mentioned above beared by us for this event.

I also certified and agreed that the contract if signed with me can be terminated with a period of 01 days notice

Yours faithfully,

(Signature of the Bidder)

Printed Name :

Designation Seal

Date:

Business Address:

Place: Bidder's signature

Date: with seal.