



भारत सरकार /

Government Of India

पत्तन, पोत परिवहन और जलमार्ग मंत्रालय / Ministry Of Ports, Shipping and Waterways

समुद्री नौचालन प्रशिक्षण संस्थान / Marine Navigation Training Institute

दीपस्तंभ और दीपपोत निदेशालय / Directorate Of Lighthouses & Lightships

ताराताला रोड, कोलकाता / "Taratala Road, Kolkata

कोलकाता पश्चिम बंगाल / Kolkata West Bengal

## REQUEST FOR PROPOSAL FOR

**ENGAGEMENT OF EVENT MANAGEMENT AGENCY  
TO ORGANISE 05<sup>TH</sup> IALA LEVEL-1 ATON MANAGER  
TRAINING AT MNTI, KOLKATA FROM 27.10.2025  
TO 21.11.2025**

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**Government of India**  
**Ministry of Ports, Shipping and Waterways**  
**Marine Navigation Training Institute**  
**Directorate of Lighthouses & Lightships**  
**“Taratala Road, Kolkata-700088,**  
**E-mail: - dte-kol@gov.in**

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**DISCLAIMER**

The information contained in this Request for Proposal (hereinafter referred to as "RFP") document is provided to the Bidder(s), by Directorate of Lighthouses and Lightships, Kolkata (hereinafter referred to as "DLL, Kolkata"), Ministry of Ports, Shipping and Waterways, on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist the formulation of their Proposals/Quotations. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the DLL, KOLKATA, its employees and/or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document.

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. DLL, KOLKATA, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document. DLL, KOLKATA may, in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document without any further notice.

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## PROCESS OF SELECTION

- i. Issue of RFP
- ii. Pre-Bid Meeting/ Clarification /Corrigendum (if any)
- iii. Submission of Bids
- iv. Opening of Technical Bids
  - a) Presentations of the Bidders who fulfill initial eligibility criteria.
  - b) Technical Bid Evaluation who fulfills eligibility criteria.
- v. Opening of Financial Bids for the Bidders that are technically qualified.
- vi. Issue of Work Order to the bidder whose proposal has been ranked as highest total points (H1) on the basis of Technical and Financial Evaluation criteria as per the terms of this RFP.

## DEFINITIONS

**“RFP”** means Request for Proposal

**“DLL, KOLKATA”** means Directorate of Lighthouses and Lightships, Kolkata

**“Bidders”** means a reputed Indian Event Management Agency having requisite experience in organizing large-scale events.

**“Bid”** means the RFP submitted by a Bidders in the prescribed format

**“AGENCY” or “AGENCIES”** means an Event Management Agency

**“CLIENT”** means the DLL, KOLKATA, Ministry of Ports, Shipping and Waterways, Government of India

**Section – I – Notice Inviting RFP**

**Government of India**  
**Ministry of Ports, Shipping and Waterways**  
**Marine Navigation Training Institute**  
**Directorate Of Lighthouses & Lightships**  
**“Taratala Road, Kolkata-700088,**  
**E-mail: - dte-kol@gov.in**

**File No:****DATE: 11.09.2025****SECTION- I – NOTICE INVITING REQUEST FOR PROPOSAL (RFP)**

For and on behalf of the President of India, the Directorate of Lighthouses and Lightships (DLL, KOLKATA), invites online electronic tenders (e-tenders) in single stage two cover system (Cover 1 - Technical Bid, cover 2 - Commercial Bid) from experienced, resourceful and Bonafide Indian firms, with proven technical and financial capabilities to organizing 05<sup>th</sup> IALA Level-1 AtoN Manager Training Course at Marine Navigation Training Institute(MNTI), Kolkata from 27.10.2025 to 21.11.2025:

<b>Sl. No.</b>	<b>Details</b>	<b>Description</b>
1	Name of work	Engagement of event management agency to organizing 05 <sup>th</sup> IALA Level-1 AtoN Manager Training at MNTI, Kolkata from 27.10.2025 to 21.11.2025.
2	Estimated Cost	Rs. 24.29 Lakh
3	Earnest Money Deposit	Rs. 52,000/- (Rupees Fifty-Two Thousand Only) to be deposited in the form of Demand Draft (DD) or Fixed Deposit receipt (FDR) of any commercial Bank drawn in favor of Director, Lighthouses and Lightships, payable at Kolkata. The validity of the above DD or FDR shall be at least 90 days. No Exemption from EMD is permitted.
4	Tender Fee	Nil
5	Time and Date of Publishing of NIT and Tender Documents	By 1500 Hours on 12.09.2025 Website: <a href="https://gem.gov.in/">https://gem.gov.in/</a>
6	Pre-Bid Meeting	There will be a pre bid meeting on 23.09.2025 (1500 Hrs.) at Deep Bhavan Kolkata.
7	Bid Submission Period	12.09.2025 (1600 Hrs.) to 03.10.2025 (1500 Hrs.)
8	Date of Opening of Technical Bids	03.10.2025 at 1600 Hrs.
9	Concept presentation of eligible firms	04.10.2025
10	EMD submission period	up to 09.10.2025 (1500 Hrs.)
11	Bid validity	90 days from date of opening of technical bid.

**Section – I – Notice Inviting RFP**

Sl. No.	Details	Description
12	Initial eligibility criteria	<ol style="list-style-type: none"> <li>1. The Agency should have valid GST and PAN registration</li> <li>2. The Agency should have been in the event management business at least for last 10 years.</li> <li>3. The Bidder should have satisfactorily completed similar works for Government of India/State Governments/ PSUs/ corporates during last Seven years ending on 31.03.2025,</li> <li>4. At least one similar work with value of work not less than Rs.19.43 Lakhs. (or)</li> <li>5. At least two similar works with value of each work not less than Rs. 12.14 Lakhs. (or)</li> <li>6. At least three similar works with value of each work not less than Rs. 09.72 Lakhs.</li> </ol> <p><b>Similar work means “Planning, and organizing, indoor/outdoor events participated by VIPs”, VIPs means Union Secretary, Joint Secretary, Director General and Foreign guests/delegates.</b></p> <ol style="list-style-type: none"> <li>7. The AGENCY must not be blacklisted by the Central Govt., State Govt. or any of the departments.</li> <li>8. The AGENCY should submit EMD as per the RFP.</li> </ol>

1.1 The proposed event will be held at Marine Navigation Training Institute, Deep Bhavan, Taratala Road, Kolkata.

1.2 The details of work are available in the tender document which can be downloaded from <https://gem.gov.in/>. Sale of physical tender document is not applicable. The bid should be submitted online only on <https://gem.gov.in/> up to last date and time of submission of tender.

1.3 The EMD shall be submitted in original to the Tender Inviting Authority, on or before the stipulated timelines mentioned above failing which the tender shall be liable to be rejected. DLL, KOLKATA shall not be responsible for any delay or loss due to postal / Courier Services.

1.4 The Technical Bids will be scrutinized by a Tender Evaluation Committee. Technical bids meet the initial eligibility criteria will only be considered for technical evaluation. The bids, which do not meet the tender requirements, are liable to be rejected. The commercial bids of technically qualified bidders meeting with the qualification requirements shall only be opened. The decision of the Director of Lighthouses &

**Section – I – Notice Inviting RFP**

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Lightships, Kolkata in deciding the successful bidder shall be final and binding on the bidders.

- 1.5 The Director, Directorate of Lighthouses & Lightships, Kolkata reserves the right to accept/reject the bid and cancel/postpone the tenders at any stage of the Bid, without assigning any reason, which shall be binding on all Bidders.
- 1.6 Those Bidders whose near relatives are posted as accountants or as a Gazetted Officer in any capacity in the Directorate General of Lighthouses & Lightships shall not be permitted to Bid. The prospective Bidder shall also intimate the names of persons who are working in the office of Director of Lighthouses and Lightships, Kolkata in any capacity or subsequently employed, who are near relative to any Gazetted officer in the DLL, KOLKATA or in the Ministry of Ports, Shipping and Waterways. Any breach of this condition by the bidder shall render him ineligible. By the term 'near relative' is meant wife, husband, parents & grand parents, children & grandchildren, brothers & sisters, uncles, aunts & corresponding in laws.
- 1.7 No Gazetted Officer of Government of India is allowed to work as a contractor without prior permission of the Govt. of India in writing for a period of two years after his retirement from government service. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of Govt. of India as aforesaid, before submission of the Bid or engagement in the contractor's service.
- 1.8 The Notice Inviting RFP shall form the part of contract document.

**Sd/-**

**Director**

**For and on behalf of the President of India**

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## SECTION - II - Instruction to Applicants

**Government of India**  
**Ministry of Ports, Shipping and Waterways**  
**Marine Navigation Training Institute**  
**Directorate Of Lighthouses & Lightships**  
**“Taratala Road, Kolkata-700088,**  
**E-mail: - dte-kol@gov.in**

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### SECTION- II - INSTRUCTION TO APPLICANTS

#### 1. Introduction:

The Directorate General of Lighthouses and Lightships is a subordinate office under the Ministry of Ports, Shipping and Waterways. It provides General Aids to Marine Navigation along the Indian coast. The Headquarters of the Directorate is at Noida. (U.P.) For administrative control the entire coastline has been divided into Nine Districts having their regional offices at Gandhidham, Jamnagar, Mumbai, Goa, Cochin, Chennai, Visakhapatnam, Kolkata and Port Blair. DLL, KOLKATA aim is to provide safe and secure navigation in coastal states from Sagar Island in West Bengal through entire coast of Odisha upto Kalingapatnam In Andhra Pradesh.

For the safe voyage in Indian waters, the Directorate provides aids to marine navigation. They can be categorized as visual and radio Aids. The visual aids are lighthouses, light vessels, buoys and beacons. The radio Aids are DGNS, RACON, NAIS, NAVTEX etc.

Marine Navigation training institute (MNTI), Kolkata is an IALA affiliated training institute entrusted to conduct various courses catering to organizational, National and international training needs in the field of marine navigation.

#### 2. Brief About the Event

DGLL in collaboration with International Organization for Marine Aids to Navigation and Lighthouses Authorities (IALA) is organizing a course on Use of Level-1 AtoN Manager Training tools at Marine navigation Training Institute, Kolkata for national and international participants with participation of delegates from countries like Australia, France, Timor Leste, Philippines, Bangladesh, Tanzania, Kenya, Trinidad and Tobago etc. The inaugural program of the course shall be held at any suitable 4- or 5-star Hotel located within 10 kms radius from MNTI, Kolkata towards main city of Kolkata. The course shall be conducted at MNTI, Kolkata premises located at Taratala Road, Kolkata and the closing ceremony shall also be conducted at MNTI.

#### 3. Delegates and participants

The “05<sup>th</sup> IALA Level-1 AtoN Manager Training ” is be planned to accommodate Indian and foreign participants, including the following dignitaries;

- Union Secretary
- Joint secretary
- Director General
- Deputy Director General of IALA, Paris
- Dean of IALA, WWA, Paris
- Foreign delegates

## **SECTION – II – Instruction to Applicants**

- Government Officials

### **4. General Instructions**

- 4.1 DLL, KOLKATA desires to engage an AGENCY of repute for organizing the course at MNTI, Kolkata. The scope of work shall be for development, set-up, organizing, management and execution of the event as per terms and Conditions.
- 4.2 The agency has to find and propose a suitable hotel (4 or 5 star with convention hall not less than 2500 sq feet) within 10 kms radius of MNTI, Kolkata where the inaugural ceremony can be satisfactorily executed covering all the elements of scope of work mentioned in the Tender Document.
- 4.3 All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in any column “nil” or “no such case” entry should be made in that column. If any particular(s)/ query(s) is not applicable in case of the applicant, it should be stated as “not applicable”.
- 4.4 The applicant may furnish or suggest any additional information, which could be considered necessary to establish capability to successfully complete the envisaged event.
- 4.5 The particulars of the event given in this document are indicative only. These are subjected to change and may be considered only as advance information to assist the applicants.
- 4.6 The Applicants are advised in their own interest to ensure that completed proposal is submitted well before the dates stipulated in the document.
- 4.7 If any unscheduled holiday occurs on the date of submission / opening of the bids, then the next working day shall be the prescribed date of submission / opening of the RFP response. Venue and time shall remain unchanged.
- 4.8 The RFP published in <https://gem.gov.in/>. All details including any due date extensions, clarifications, amendments, addenda, corrigenda, etc., in respect of this notification will be uploaded to the websites on <https://gem.gov.in/> only and may not be published in Newspapers. Applicants are advised to regularly visit the website to keep themselves updated.

### **5. Submission of Online Bid**

- 5.1 Bidder should log into the site well in advance for bid submission so that he/ she uploads the bid in time i.e. on or before the bid submission time.
- 5.2 Bidder should prepare the EMD as per the instructions specified in the RFP.
- 5.3 While submitting the bids online, the bidder shall read the terms & conditions (of GeM portal) and accept the same in order to proceed further to submit their bid.
- 5.4 Bidder shall submit the scanned copy of EMD along with technical bid or MSME certificate along with “Bid Declaration Form” as per Annexure – I, as applicable.
- 5.5 Utmost care shall be taken for filling of Schedule of work and any change/modification of the price schedule shall render it unfit for bidding.
- 5.6 Bidders shall submit their bid through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid closing date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.

## **SECTION – II – Instruction to Applicants**

5.7 Any query relating to the process of online bid submission or queries relating to GeM Portal in general may be directed to the 24x7 GeM Portal Helpdesk.

5.8 Contact for co-ordination, queries regarding RFP:

The Director  
Marine Navigation Training Institute  
Directorate of Lighthouses & Lightships,  
Taratala Road, Kolkata  
e-mail: [dte-kol@gov.in](mailto:dte-kol@gov.in)

### **6. Documents required to be uploaded**

#### **Cover -1 (TECHNICAL BID)**

Online bid should be submitted containing copy of the following documents in Cover-1 as documentary proof, for fulfilling qualifying criteria, failing which the offer shall be summarily rejected.

- i. Scanned copies of GST and PAN
- ii. Scanned copy of EMD as per the RFP.
- iii. General Information of firm.
- iv. Scanned copies of documents for proof for eligibility.
- v. Scanned copies of documents for Technical Evaluation Criteria.
- vi. Scanned copy of tender acceptance letter (Annexure III).
- vii. Scanned copy of Undertaking (Annexure – IV).
- viii. Any other document required as per RFP.

If the Cover-1 i.e. technical bid does not contain any of the above-mentioned documents or contains incomplete or unsuitable technical details, then the offer shall be deemed liable to rejection/ disqualification. The respective Cover– 2, i.e. Price Bid of the technically disqualified / not qualified offers shall not be opened. The bidders are cautioned that divulging of any price information in Cover-1 (Technical Bid) will result in rejection of their tender.

#### **Cover-2 (PRICE BID)**

The Cover-2 shall contain the price bid in the enclosed "Schedule of work (Bill of Quantity)" as per the MS excel format enclosed at Section–V (to be Uploaded Separately).

- i. Price bid in MS excel format (schedule of work/ Bill of quantity) provided along with this tender shall only be used for quoting price/offer.
- ii. The rate shall be quoted in Indian Currency only and if quoted in any other currency, the offer is liable to be rejected.
- iii. It may be noted that this part should not contain any term & conditions. Any condition given in the price bid (cover-2) shall be sufficient cause for rejection of bid.

## **SECTION – II – Instruction to Applicants**

### **7. Queries and Response:**

- 7.1 All enquiries / clarifications from the Applicants, related to this RFP, must be directed in writing exclusively to the contact person(s) notified above on or before pre-bid meeting i.e. 23.09.2025. Enquiries received after the due date shall not be entertained.
- 7.2 The mode of communication is through e-Mail only. No other mode of query shall be entertained.
- 7.3 A pre-bid meeting will be held at Deep Bhavan, Kolkata on 23.09.2025 for clarifications, if any, on the RFP document.
- 7.4 Technical Bids shall be opened on GEM portal at the date prescribed in the tender document in the presence of available bidders or their authorized representatives, if any. The proposals shall be evaluated in accordance with the initial eligibility and technical evaluation criteria to shortlist AGENCIES as prescribed in the RFP document for opening of financial bids.

### **8. Amendment of RFP Document:**

At any time, prior to the deadline for submission of Bids, DLL, KOLKATA either on its own or on request of the bidders may amend the RFP Document by issuing an addendum. To give the Bidders reasonable time to take an addendum into account in preparing their Bids, DLL, KOLKATA may, at its sole discretion, extend the deadline for the submission of Bids. Bidders may check the GeM Portal for any such amendments from time to time.

### **9. Rejection of bid**

The Bid has to be uploaded in the form of printed document. The bids submitted by Telex, fax or email shall not be entertained. Any condition put forth by the bidder non-conforming to the bid requirements shall not be entertained at all and such bid shall be rejected.

DLL, KOLKATA shall not be responsible for any non-delivery of the documents submitted on GeM Portal. No further correspondence on this subject will be entertained.

### **10. Selection Process:**

- The Technical bid will be opened and evaluated as per the rules.
- A set of creative presentations is to be provided by the AGENCY.
  - AGENCY absent in technical demonstration/ presentation/ evaluation on the prescribed date shall be automatically disqualified.
  - AGENCY has to arrange all necessary data, equipment, sample etc. for technical demonstration at DLL, KOLKATA by themselves.
  - The AGENCY must give an undertaking to the effect that all the creative concepts belong to it and DLL, KOLKATA shall not be liable in any manner for copyright infringement. In case DLL, KOLKATA selects the technical presentation submitted by the AGENCY, then the actual execution of the event shall conform to the technical presentation submitted by AGENCY and approved by DLL, KOLKATA.
- After verification of documents, the eligible AGENCY will be called for a presentation for a maximum duration up to 30 minutes each to present their

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## **SECTION - II - Instruction to Applicants**

proposals. The proposal submitted by the AGENCY will be evaluated by the constituted evaluation committee. Appropriate weightage only as per scheme indicated at evaluation criteria of this RFP would be taken into account while arriving at a decision for shortlisting the AGENCY for financial bid opening. Only such AGENCY, which qualifies technically, would be invited for financial bid opening.

- The proposal would first be examined by the committee to ensure whether all items as envisaged in this RFP at the desired numbers have been covered. Any shortcoming on this aspect will result in disqualification of a bid. Marks would be given for the components as per weightage listed in evaluation criteria of the RFP.
- Evaluation of technical and financial bids will be done as defined in the RFP document.
- A contract will be executed between the DLL, KOLKATA and the successful AGENCY. The AGENCY shall not claim any extension in contract as a matter of right.

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**SECTION – III – Detailed Notice**


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**Government of India**  
**Ministry of Ports, Shipping and Waterways**  
**Marine Navigation Training Institute**  
**Directorate Of Lighthouses & Lightships**  
**“Taratala Road, Kolkata-700088,**  
**E-mail: - dte-kol@gov.in**

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**SECTION- III – DETAILED NOTICE**

**3.0 Technical Bid – Initial Eligibility Criteria**

3.1 The agency shall be a company registered under the provisions of the Indian Companies Act, 2013/ Companies Act, 1956 or a partnership firm registered under the Indian Partnership Act, 1936 or the Limited Liability Partnerships Act, 2008 or an organization registered under society Act. The agency shall also register with:

- a) Income Tax Authorities
- b) GST

3.2 The Agency should have been in the event management business at least for last 10 years.

3.3 The Bidder should have satisfactorily completed similar works for Government of India/State Governments/ PSUs/ corporates during last Seven years ending on 31.03.2025.

At least one similar work with value of work not less than Rs.19.43 Lakhs.

(or)

At least two similar works with value of each work not less than Rs. 12.14 Lakhs.

(or)

At least three similar works with value of each work not less than Rs. 09.72 Lakhs.

**“Similar work means “Planning, development, organizing, indoor/ outdoor events participated by VIPs”. VIPs means Union Secretary, Joint Secretary, Director General and Foreign guests/delegates.**

3.4 The AGENCY must not be blacklisted by the Central Govt., State Govt. or any of the departments.

3.5 The bidder should have positive net-worth during the last 03 financial years preceding the bid due date.

3.6 The AGENCY shall submit EMD invariably as per the RFP.

3.7 Even though the Bidders meet the above qualifying criteria, they are subject to be disqualified if they have:

- i. made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and/or
- ii. record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, barred by the Central / State Government from participating in any project or financial failures etc.
- iii. Black Listed / debarred by the Director General of Lighthouses and Lightships.

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**SECTION – III – Detailed Notice**

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**4 Technical Bid – Documents to be Submitted**

The bidder is required to furnish detailed information with regard to their financial capacity, technical capability and experience. Following details with supporting documents shall be required to be uploaded in the GeM portal along with the technical bid,

Scanned and Digitally Signed Copy of,

1. A covering letter from the Bidder – Letter of Submission.
  2. Scanned copy of EMD as per RFP.
  3. A list of all documents accompanying the Bid.
  4. A declaration to the effect that
    - a. the Bidder has not made any payment or illegal gratification to any person/authority connected with the Bid process so as to influence the Bid process and has not committed any offence under PC Act in connection with the Bid,
    - b. no changes have been made in the Bid document,
    - c. Price Bid does not contain any conditions.
    - d. The Bidder is not barred / black listed by the Government of India or any State Government in India and no bar subsists as on the Bid submission date.
  5. Registration of the firm,
    - a. In case the Bidder is a Partnership firm,
      - i. Certified copy of registered Partnership Deed.
      - ii. Duly executed Power of Attorney, in the name of Bidder's authorized representative to act on behalf of the Bidder, duly authenticated by a notary public or equivalent certifying authority;
    - b. In case the Bidder is a limited company,
      - i. Registration certificate of the company and Memorandum and Articles of Association of the company;
      - ii. Duly executed Power of Attorney, in the name of Bidder's authorized representative to act on behalf of the Bidder, duly authenticated by a notary public or equivalent certifying authority.
  6. Documentary proof fulfilling the eligibility criteria as per RFP.
  7. Scanned copy of Valid PAN and GST of the bidder.
  8. Details officials including managers for organizing the event
  9. Proof of average annual turnover for last three financial years (2022-23, 2023-24, 2024-25) certified by the CA and IT return for last 03 years.
  10. Details of in-house infrastructural facilities for the said work including 24x7 technical maintenance team (enclose company profile including infrastructural and manpower list duly certified by AGENCY).
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### **SECTION – III – Detailed Notice**

**Note:** All the information shall be submitted in hard copy along with a soft copy in a pen drive on or before due date of bid submission. In case of a discrepancy in hard copy and pen drive, the provisions made in bid submitted on GeM portal shall prevail.

11. Details of Bank information for e-payment system.
12. Tender acceptance letter as per Annexure-VI.
13. Information regarding any litigation, current or during last 5 years, orders regarding exclusion, expulsion or black listing if any, in which Bidder is involved, the parties concerned and disputed amount. The bidder / company shall also declare whether at any time the individual/firm has been prosecuted by any court either in India or abroad for violation of any specific rules laid down for execution of work/contract of any time subjected to Industrial Disputes Act for violation of said provisions of the Act or any action taken by the state / central government should be indicated.
14. An undertaking that bid is unconditional as per proforma at Annexure VII.
15. Creative Presentation to organize and execute the event on a turnkey basis, with features/ characteristics for each of the items listed in the scope of work.

#### **5 Language of the bid**

All documents related to bid should preferably be in English language. The language for communications shall be English. Any printed literature furnished by the bidder may be written in another language provided that this literature is accompanied by an English Translation. In such case, for purpose of interpretation of the Bid, the English translation shall prevail.

#### **6 Bid Price**

- a) The bid price shall be inclusive of applicable Goods and Service Tax.
- b) Price Bid shall be submitted in online through GeM Portal only. Any other form of submission will not be accepted.
- c) The bidder shall complete the schedule of works as in included in the bid document stating item wise, unit price and the total amount.
- d) The bidder shall quote the prices for items in the Schedule of quantities after careful analysis of cost involved for the performance of complete scope of work, specification after considering all parts of the RFP.
- e) In case, any activity though specifically not covered but is required to complete the work as per scope of Work, scope of supply, specifications or any other part of RFP, the prices quoted shall deemed to be inclusive of cost incurred for such activity.
- f) The quantities given in the Schedule of quantities are indicative, tentative and approximate. Actual quantities may vary during execution of works against various items.
- g) Price quoted by the bidder shall remain firm and valid until completion of Contract performance.

### **SECTION – III – Detailed Notice**

- h) The rate shall be quoted in Indian Currency only and if quoted in any other currency, the offer is liable to be rejected.

#### **7 Bid Currencies**

The Contract provides for payment of the Contract Price in Indian Rupee only.

#### **8 Taxes**

- a) The successful Bidder shall bear all Taxes both corporate and personnel, including but not limited to taxes on income levied on the Contractor or on their affiliated companies on account of payments received by them from the Employer for the works done under the Contract.
- b) The rate (s) quoted by the Contractor shall be inclusive of the cost of materials, labour, execution, supervision, maintenance, POL, statutory fee, taxes and levies, overheads and profits and every incidental and contingent costs and charges whatsoever. Nothing extra shall be payable by DLL, KOLKATA.
- c) The Employer will perform such duties in regard to the deduction of such taxes at sources as per applicable law. Any new taxes, levies, duties imposed after signing the contract shall be reimbursed by the Employer on production of documentary evidence.

#### **9 Performance Bank Guarantee**

All incidental charges whatsoever such as premium, commission etc. with respect to the Performance Bank Guarantee (PBG) shall be borne by the selected bidder. The PBG may be discharged/ returned by DLL, KOLKATA upon being satisfied that there has been due performance of the obligations of the bidder under the work orders. However, no interest shall be payable on the security deposit or the performance bank guarantee. The bidder shall submit PBG within 05 days from the issue of Work Order. PBG shall be valid for a period of 60 days beyond the date of completion of all contractual obligations of the selected bidder. The selected bidder shall submit a PBG of an amount of 5% of the contract value.

The selected bidder shall be responsible for extending the validity date and claim period of the PBG as and when it is due on account of non-completion of the event. In case the selected bidder fails to submit PBG within the time stipulated, DLL, KOLKATA at its discretion may cancel the order placed on the agency without giving any notice. DLL, KOLKATA shall invoke the performance guarantee in case the selected bidder fails to discharge their contractual obligations during the period.

#### **10 Liquidated Damages**

The Agency shall perform its obligations in a professional manner. In case of delay in execution of the assigned work by the agency, DLL, KOLKATA may impose penalty on delay in execution of activities with reference to the timeline committed during the concept presentation, at the rate of 0.5 % of contract value each day of delay subject to a maximum of 10%. If the delay is beyond stipulated time, then DLL, KOLKATA may annul the project and shall be free to get it done from other agencies at the risk and costs of the appointed agencies. DLL, KOLKATA may debar and blacklist the agencies for applying in its future events for a period of 3 years.

## SECTION – III – Detailed Notice

### 11 Payment Terms

The following milestone will be followed for the payment:

- i. 100% of the contract value shall be paid upon successful completion of the event to the entire satisfaction of the DLL, KOLKATA.

### 12 Force Majeure

#### 12.0 Definition of Force Majeure

In this Clause, “Force Majeure” means an exceptional event or circumstances:

- (a) Which is beyond a Party’s control,
- (b) Which such Party could not reasonably have provided against before entering into the Contract,
- (c) Which, having arisen, such Party could not reasonably have avoided or overcome, and
- (d) Which is not substantially attributable to the other Party.

Force Majeure shall include, but is not limited to, exceptional events or circumstances of the kind listed below, so long as conditions (a) to (d) above are satisfied:

- (e) War, hostilities (whether war be declared or not), invasion, act of foreign enemies with India
- (f) Rebellion, terrorism, revolution, insurrection, military or usurped power, or civil war,
- (g) Riot, commotion, disorder, strike or lockout by persons other than the Contractor’s Personnel and other employees of the Contractor and Sub-contractors,
- (h) Munitions of war, explosive materials, ionizing radiation or contamination by radio-activity, except as may be attributable to the Contractor’s use of such munitions, explosives, radiation or radio-activity, and
- (i) Natural catastrophes such as earthquake, hurricane, typhoon, Tsunami, Flood or volcanic activity.

#### 12.1 Notice of Force Majeure

If a Party is or will be prevented from performing any of its obligations under the Contract by Force Majeure, then it shall give notice to the other Party of the event or circumstances constituting the Force Majeure and shall specify the obligations, the performance of which is or will be prevented. The notice shall be given within 3 days after the Party became aware, or should have become aware, of the relevant event or circumstances constituting Force Majeure.

The Party shall, having given notice, be excused performance of such obligations for so long as such Force Majeure prevents it from performing them.

Notwithstanding any other provision of this Clause, Force Majeure shall not apply to obligations of either Party to make payments to the Other Party under the Contract.

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**SECTION – III – Detailed Notice****12.2 Duty to Minimize Delay**

Each Party shall at all times use all reasonable endeavors to minimize any delay in the performance of the Contract as a result of Force Majeure.

A Party shall give notice to the other Party when it ceases to be affected by the Force Majeure.

**12.3 Consequences of Force Majeure**

If the Contractor is prevented from performing any of his obligations under the By the Force Majeure of which notice has been given under Sub-Clause “Notice of Force Majeure”, and suffers delay and/or incurs Cost by reason of such force Majeure, the Contractor shall be entitled to:

- (a) An extension of time for any such delay, if completion is or will be delayed, and
- (b) If the event or circumstance is of the kind described in sub-paragraphs (e) to (i) of Sub-Clause “Definition of Force Majeure” and, in the case of sub-paragraphs (f) to (i), occurs in the area of work, payment of any such Cost.

After receiving this notice, the committee constituted by the employer comprises of members from DLL, KOLKATA and representative of the contractor shall examine to agree or determine these matters. The decision of the committee shall be binding on the contractor.

**12.4 Force Majeure affecting Subcontractor**

If any Subcontractor is entitled under any contract or agreement relating to the Works to relief from Force Majeure on terms additional to or boarder than those specified in this Clause, such additional or boarder Force Majeure events or circumstances shall not excuse the Contractor’s non-performance or entitle him to relief under this Clause.

**12.5 Optional Termination, Payment and Release**

If the execution of substantially all the Works in progress is prevented by reason of Force Majeure of which notice has been given under Sub-Clause “Notice of Force Majeure”, due to the same notified Force Majeure, then either party may give to the other Party a notice of termination of the Contract. In this event, the termination shall take effect 7 days after the notice is given, and the Contractor shall proceed in accordance with Sub-Clause “Cessation of Work and Removal of Contractor’s Equipment”.

Upon such termination, the Employer shall pay to the Contractor:

The amounts payable for any work carried out for which a price is stated in the Contract;

- (a) Any other Cost or liability which in the circumstances was reasonably incurred by the Contractor in the expectation of completing the Works;
- (b) The Cost of removal of Temporary Works and Contractor’s Equipment from the Site and the return of these items to the Contractor’s works in his country (or to any other destination at no greater cost); and
- (c) The Cost of repatriation of the Contractor’s staff and labour employed wholly in connection with the Works at the date of termination.

## SECTION – III – Detailed Notice

### 12.6 Release from Performance under the Law

Notwithstanding any other provision of this Clause, if any event or circumstance outside the control of the Parties (including, but not limited to, Force Majeure) arises which make it impossible or unlawful for either or both Parties to fulfill its or their contractual obligations or which, under the law governing the Contract, entitles the Parties to be released from further performance of the Contract, then upon notice by either Party to the other Party of such event or circumstance:

- (a) The Parties shall be discharged from further performance, without prejudice to the rights of either Party in respect of any previous breach of the Contract, and
- (b) The sum payable by the Employer to the Contractor shall be the same as would have been payable under Sub-Clause “Optional Termination, Payment and Release”, if the Contract had been terminated under Sub-Clause 4.37.2

### 13 Indemnities

The Contractor shall indemnify and hold harmless the DLL, KOLKATA and his Personnel, and their respective agents, against and from all claims, damages, losses and expenses (including legal fees and expenses) in respect of

- a. Bodily injury, sickness, disease or death, of any person whatsoever arising out of or in the course of or by reason of the design, execution and completion of the event and the remedying of any defects, unless attributable to any negligence, willful act or breach of the Contract by the Employer, the Employer’s Personnel, or any of their respective agents, and Employer, the Employer’s Personnel, or any of their respective agents, and
- b. Damage to or loss of any property, real or personal (other than the Work), to the extent that such damage or loss:
  - i. Arises out of or in the course of or by reason of the design, execution and completion of the Work and the remedying of any defects, and
  - ii. Is not attributable to any negligence, willful act or breach of the Contract by the Employer, the Employer’s Personnel, their respective agents, or anyone directly or indirectly employed by any of them.

### 14 Dispute resolution

The Bidder and DLL, KOLKATA shall endeavour their best to amicably settle, by direct negotiation, all disputes arising out of or in connection with the contract.

In case any dispute between the Parties, does not settle by negotiation, the same may be resolved exclusively by arbitration and such dispute may be submitted by either party for arbitration. Arbitration shall be held in New Delhi and conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. Each Party to the dispute shall appoint one arbitrator each and the third to be appointed by the Ministry of Ports, Shipping and Waterways, Government of India.

The “Arbitration Notice” should accurately set out the disputes between the parties, the intention of the aggrieved party to refer such disputes to arbitration as

**SECTION – III – Detailed Notice**

provided herein, the name of the person it seeks to appoint as an arbitrator with a request to the other party to appoint its arbitrator within 45 days from receipt of the notice. All notices by one party to the other in connection with the arbitration shall be in writing.

Each Party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the Parties unless the award otherwise provides. The Bidder shall not be entitled to suspend the Service/s or the completion of the job, pending resolution of any dispute between the Parties and shall continue to render the Service/s in accordance with the provisions of the Contract/Agreement notwithstanding the existence of any dispute between the Parties or the subsistence of any arbitration or other proceedings.

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**SECTION – IV – Scope of Works**

**Government of India**  
**Ministry of Ports, Shipping and Waterways**  
**Marine Navigation Training Institute**  
**Directorate Of Lighthouses & Lightships**  
**“Taratala Road, Kolkata,**  
**E-mail: - dte-kol@gov.in**

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**SECTION- IV – SCOPE OF WORKS**

**1. Scope of Works:**

The scope of work for the event management agency is detailed as under but not limited to the following:

1. To arrange opening and closing ceremony by arranging suitable 4- or 5-star hotel in proximity of 10 Kms radius of MNTI to the satisfaction of DLL.
2. Arrange pre-event logistics including site visits, vendor selection and management, invitation cards, etc.
3. Print event brochures/flyers/signages, invitation cards, and stationaries for the event.
4. Design, print and place backdrops, banners, and signage at event venues (hotel & MNTI)
5. To arrange suitable proper sitting arrangements, sofas, chairs etc. for Guests, dignitaries, participants at opening and closing ceremony with proper flower decorations to the satisfaction of DLL.
6. Arrange Mic coordinator / Event Anchor for hosting this event, the Anchor should have prior experience of hosting large scale government events. The Anchor should be excellent orator and should have a great command in English/Hindi languages.
7. Categorize participants as delegates/speakers/participants and provide appropriate badges, ID holder and neck strap etc.
8. Ensure proper sitting arrangements for VVIPs, delegates and dignitaries.
9. Arrange for Food and Beverages (F&B) services for all guests, dignitaries and VIPs, based on the menu decided by DLL, KOLKATA.
10. Photography and videography of the complete event including opening and closing ceremony.
11. To provide breakfast, lunch and dinner to the course participants at MNTI as per menu in annexure-VII well-dressed service waiters
12. To arrange food and beverages at the opening day a per menu in annexure-VII with well-dressed service waiters
13. To provide dinner on day 1 and day 25 (opening and closing day) of the course at MNTI premises as per menu in annexure-VII with well dressed service waiters.
14. For events at MNTI, food to be prepared in mNTI kitchen with quality items approved by DLL or his representative.
15. Not more than 06 nos. of contractor's persons including cook, waiters and supervisors are allowed in MNTI kitchen and dining hall.

## **SECTION – IV – Scope of Works**

16. No disposables to be used in dinning. Proper ceramic plates (full and quarter), glasses for water and juices, ceramic pots/bowls for dishes and desserts, ceramic plates and steel cutleries spoons for dessert are to be used for dinning. Cloth Napkins are to be supplier with each plate as per requirement.
17. Floral decoration of entire event as per the requirement of DLL, KOLKATA,
18. Provide suggestions and innovative ideas to make the event successful
19. Support and execute any other activities assigned to them by DLL, KOLKATA during the event
20. To provide stationeries like bags, Notebooks, pen. Pencil, scale, rubber, Pen drive to all the participants of the course.
21. To provide PA system, collar mic, cordless mics, overhead projector with suitable size of screen, pointer etc. on the opening day
22. To arrange and manage vehicles for pick and drop of delegates and VIPs from Hotels, Airport/Railway stations of Kolkata with suitable, good and acceptable condition vehicles(SUVs like Innova Crysta).
23. To arrange flower bouquets in opening and closing ceremony, at Airport for guests and dignitaries.
24. To arrange suitable mementos as decided by DLL Kolkata to confer to guests and dignitaries at Opening and closing ceremony as per BOQ.
25. To provide bathroom essentials such as tooth paste, tooth brush, hand wash, soap, detergent, shampoo etc at MNTI accommodation
26. To ensure mopping and wet cleaning of rooms, toilets kitchen, classroom, sports room, gym, library etc. on daily basis.
27. To provide transportation for outdoor events such as cultural and local tour including food/refreshments as per menu.

**Note:**

- While the above requirements have been worked out taking into consideration the, The AGENCY should be in a position to cater to any change in requirement and the proposal should be worked out accordingly.

**SECTION - V - Schedule of Works**

**Government of India**  
**Ministry of Ports, Shipping and Waterways**  
**Marine Navigation Training Institute**  
**Directorate Of Lighthouses & Lightships**  
**“Taratala Road, Kolkata,**  
**E-mail: - dte-kol@nic.in**

**SECTION- V - SCHEDULE OF WORKS**

**Name of Work: Engagement of event management agency to organizing 5<sup>th</sup> IALA Level-1 AtoN Manager Training At MNTI, Kolkata From 27.10.2025 To 21.11.2025”.**

<b>Event BOQ</b>					
<b>Sl. No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Rate</b>	<b>Amount</b>
1.	Arrangement of opening ceremony (Stage (20'x10'x1') preparation, Executive chairs with head tables, banner(20'x8'), round table seating arrangements with red carpet, sofas (two or three seaters 04/06 sets with front tables), flower bouquet for guests and dignitaries, flower decorations, shawl/Gift for Dignitaries, Audio visual systems with laptop, Stationeries for training etc.) at a banquet hall of a 4 or 5-star hotel within 10 kms radius of MNTI towards city side.	1	LS		
2.	Providing working Lunch (buffet) on the opening day (day 1) at a 4- or 5-star hotel within 10 kms radius of MNTI towards city side as per menu at Annex VII.	50	Each		
3.	Welcome dinner for Dignitaries, Faculties, Participants on day 1 at MNTI as per menu at Annex VII complete.	50	Each		
4.	Providing working High Tea (twice) on the opening day (day 1) at a 4- or 5-star hotel.	100	Each		
5.	Providing Breakfast, Lunch, Dinner for 20 members (Participants +Guest faculty + supporting staffs). (Indian/continental/European Menu) for 25 days (25 days x 20) as per menu at Annex VII	500	Each		
6.	Providing tea & snacks(twice) for	100	Each		

**SECTION - V - Schedule of Works**

	20 members (Participants + Guest faculties + supporting staffs). for 25 days (25 days x 20 x 2) at MNTI as per menu at Annex VII	0			
7.	Hiring of Vehicles for Pickup & Drop from Kolkata Airport to MNTI for participant, dignitaries and IALA faculties from airport/railway stations.	40	trip		
8.	Arrangement for full day Technical visit of trainees to lighthouses in 25-seater AC comfortable bus.	1	LS		
9.	Arrangement for full day Cultural Visit of the trainees' to Kolkata city in 25 seater AC comfortable bus.	1	LS		
10.	Providing Course materials, carry case (office Printing, Information Bouchers, study materials etc.	16	Each		
11.	Momentos for Participants, Dignitaries as per approval by DLL	50	Each		
12.	Photography & Videography on opening, closing and all training days and events	1	LS		
13.	Procurement of Linen and toiletries for the trainees at MNTI rooms (10 rooms) including weekly cleaning of bedsheets, towels, provision of soap, detergent, tooth brush, tooth paste, handwash, fresheners, room fresheners etc..	1	LS		
14.	02 Nos. Housekeeping Staff Per day for moping and wet cleaning of accommodation rooms, toilets, classrooms, varandah, library, kitchen, Gym, conference hall etc. with Dettol/lizol/room freshners	28	Days		
15.	Hotel Accommodation for IALA Faculties/dignitaries (03 or 04) with breakfast and one major meal at a 4- or 5-star hotel within 10 kms radius of MNTI towards city side.	25	Days		
16.	Arrangement of closing ceremony (Stage (20'x10'x2') preparation, 03 seater sofas with front tables (04 sets), banner(20'x8'), round	1	LS		

**SECTION - V - Schedule of Works**

	table seating arrangements with flower bouquet, flower decoration, canopies, lighting etc.) for 50 persons with a cultural evening (singing, musical instruments, Singers, dancers, PA systems) in open grass lawn				
17.	Farewell dinner of Dignitaries, Faculties, Participants at MNTI on last day as per menu at Annex VII.	50	Nos.		
<b>Total</b>					
<b>ADD GST@18%</b>					
<b>Final Amount</b>					

**Note:**

- a. The schedule of rates shall be filled in the GeM portal. The financial quote shall in no case be disclosed in the technical bid. In case the financial quote disclosed in technical bid, there will be rejected.
- b. The successful bidder needs to ensure end to end coordination and management with DLL, KOLKATA/Delegates and should share the final invitee database to DLL, KOLKATA.
- c. The successful bidders need to ensure necessary arrangements for the event based on the final confirmations and invitee database prepared by them post coordinating with delegates, with approval from DLL, KOLKATA.
- d. Financial bids of only those AGENCIES will be opened who have secured a minimum of 70 marks in the Technical Evaluation. The Financial bids must be firm and fixed and should be valid for at least 3 (Three) months from the date of submission of offer.
- e. In preparing the financial bid, the AGENCY shall take into account the requirements of different projects, manpower required, equipment requirement, all administrative charges, travel, etc. as per the scope of work and BoQ.
- f. The costing submitted by the AGENCY shall be the upper limit of the expenditure. It shall be up to the AGENCY to anticipate and work out the various costing under the given sub-heads. The descriptive items listed against each scope of work are only indicative, and it shall be the duty of the AGENCY to visualize and anticipate the extra requirements, if any. All expenditure pertaining to subsequent meetings for the project viz. Air fare, transportation, Accommodation & Incidental costs, etc. are to be borne by the AGENCY. The AGENCY shall quote the corresponding cost accordingly.
- g. The quantities indicated in BOQ are likely to change as per requirement. The bills shall be submitted as per actuals.

**SECTION - V - Schedule of Works**

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## Section VI- Evaluation Criteria

**Government of India**  
**Ministry of Ports, Shipping and Waterways**  
**Marine Navigation Training Institute**  
**Directorate Of Lighthouses & Lightships**  
**“Taratala Road, Kolkata,**  
**E-mail: - dte-kol@nic.in**

### SECTION – VI - EVALUATION CRITERIA

#### 1. General

The Evaluation Committee would evaluate the proposal on the basis of the information submitted and using the evaluation criteria and point system specified in these terms & conditions. Technical bids meet the initial eligibility criteria will only be considered for technical evaluation.

#### 2. Technical Evaluation

The technical evaluation criteria are as mentioned below. The bidders need to submit supporting documents for Technical Evaluation Criteria. It is essential to secure at least Seventy (70) marks in aggregate in the Technical Evaluation to qualify for opening their financial bid. Marks granted by the Committee shall be final and binding on the bidder.

Sl.No.	Area of Evaluation	Max Marks	Evaluation
<b>1</b>	<p>The Bidder should have satisfactorily completed similar works for Government of India/State Governments/ PSUs/ corporates during last Seven years ending on 31.07.2024,</p> <p>(i)At least one similar work with value of work not less than Rs.19.43 Lakhs.</p> <p style="text-align: center;">(or)</p> <p>(ii)At least two similar works with value of each work not less than Rs. 12.14 Lakhs.</p> <p style="text-align: center;">(or)</p> <p>(iii)At least three similar works with value of each work not less than Rs. 09.72 Lakhs..</p> <p><b>“Similar work means “Planning, and organizing, indoor/ outdoor events participated by VIPs”. VIPs means Union Secretary, Joint Secretary, Director General and Foreign guests/delegates.</b></p> <p>Documentary proof- in support of</p>	<b>40</b>	<p>i. 60% marks for minimum eligibility criteria.</p> <p>ii. 100% marks for twice the minimum of eligibility criteria or more.</p> <p>iii. In between i &amp; ii on pro-rata basis.</p>

**Section VI- Evaluation Criteria**

<b>Sl.No.</b>	<b>Area of Evaluation</b>	<b>Max Marks</b>	<b>Evaluation</b>
	experience in organizing an event/activation of for the Central/State Government/PSUs Work orders / Contracts duly certified by the client will have to be submitted by the respective EMA at the time of submission of the tender. Work Orders/ Contracts should mandatorily be in the name of EMA applying for the bid.		
<b>2</b>	Details of CVs of key personnel like Managers, Operation Manager etc. Documentary Proof – CVs of the following key personnel to be submitted by the EMA along with an undertaking on company letterhead.	<b>10</b>	
<b>3</b>	Proof of average annual Turnover (minimum 30% of the estimated amount) for last three years ending March-2025, certified/issued by Chartered Accountant	<b>10</b>	
<b>4</b>	Proof of Income tax return for last 03 years ending 31 March-2025 (3.3 marks X 3).	<b>09</b>	
<b>5</b>	Affidavit that not black listed	<b>09</b>	
<b>6</b>	PAN	<b>06</b>	
<b>7</b>	GST	<b>06</b>	
<b>8</b>	Solvency Certificate (minimum Rs.40% of the estimate amount) from a commercial bank.	<b>10</b>	
	<b>Total Marks</b>	<b>100</b>	To become eligible for opening the financial bid, the agency must secure <b>at least seventy marks in aggregate.</b>

**1. Creative Presentation**

The AGENCY shall provide a detailed plan containing the complete aspects Viz., Conceptualization, AGENCY plan, Mock-ups etc., as per the tender schedule.

## Section VI- Evaluation Criteria

The AGENCY will have to make a presentation of the Technical Proposal before the evaluation Committee constituted by DLL, KOLKATA. The criteria will be analyzed and judged by the evaluation Committee so constituted. The evaluation Committee will take into consideration the creative & technical content of the presentation, and the proposal put forth by the AGENCY.

The AGENCY shall make a presentation of duration of not more than 25 minutes before the evaluation Committee for better appreciation of the plan for execution, support etc. proposed by them.

The presentation shall cover in sufficient detail the appreciation of the AGENCY as mentioned in the Scope of Work and RFP Schedule i.e., thematic understanding, quality of visual appeal, overall project management capabilities, proposed organizational structure, work plan, implementation strategy etc. The objective of the presentation is to evaluate the AGENCY regarding their understanding and preparations for the event. The delivery plans submitted by the AGENCY if required alteration, addition, deletion as per DLL, KOLKATA requirement must be carried out by the AGENCY.

### 2. Financial Evaluation Criteria

The Financial Bids of the technically qualified bidders will only be opened and evaluated as per the evaluation criteria explained below.

The lowest evaluated financial bid (Fm) will be given the maximum financial score of 100 points. The financial scores (F) of the other financial bids will be computed as per the formula for determining the financial scores given below:

$$F = 100 \times (F_m / F_b) \text{ Where, } F_b = \text{Evaluated amount of financial quote by the bidder}$$

$$F_m = \text{Lowest evaluated amount of financial quote by the bidder}$$

- a. If a bidder quotes NIL charges / consideration, the bid shall be treated as non-responsive and will not be considered.
- b. The bid price will include all taxes and levies and shall be in Indian Rupees.
- c. Any conditional bid would be rejected.
- d. The committee will determine whether the Financial Proposals are complete, and unconditional.
- e. The financial bid should comprise of the price schedule in accordance with Section V of this RFP. Bidders may ensure that the financial bid is in the same format as provided in the RFP and non-adherence to these formats shall be at the bidder's risk and may result in rejection of the bid.

### 3. Final Combined Evaluation (QCBS Method)

- a. The technical bids will be given a weightage of 70% based on criteria for evaluation.
- b. The financial bid shall be allocated a weightage of 30%.

## **Section VI- Evaluation Criteria**

Proposals will finally be ranked according to their combined Technical Score (TS) and Financial

Score (FS) as follows:

Score = Technical Score x Technical Weightage (0.70) + Financial Score x Financial Weightage (0.30)

The combined scores of the AGENCY will be added to arrive at the final score (**FS**). The successful AGENCY shall be the one having the highest Final Score and will be considered for acceptance.

**Annexures****Annexure – I – Format of Bid Security Declaration Form****[to be submitted in the letter head of the firm]**

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_

To

The Director,

Directorate of Lighthouses and Lightships,

Taratala Road Kolkata-700088

**Bid Security Declaration Form for “Engagement of event management agency to organizing 05<sup>th</sup> IALA Level-1 AtoN Manager Course At MNTI, Kolkata from 27.10.2025 To 21.11.2025”**

Sir,

I / We, the authorized signatory of M/s ....., participating in the subject tender No. .... do hereby declare:

1. That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender. I / We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.
2. That in the event
  - i. I / we withdraw / modify our bid during the period of validity; or
  - ii. I / we fail to execute formal contract agreement within the given timeline; or
  - iii. I / we fail to submit a Performance Security within the given timeline; or
  - iv. I / we commit any breach of Tender Conditions / Contract which attracts penal action of forfeiture of EMD;

I / we will be suspended from being eligible for bidding / award of all future contract(s) of Directorate of Lighthouses and Lightships for a period of two year from the date of committing such breach.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration) Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

**Annexures****ANNEXURE - II – Format for Experience in Event Management**

<b>S. No.</b>	<b>Event Details (type, client, date and venue)</b>	<b>Project Cost</b>	<b>State level / National Level / International Level</b>	<b>Supporting Document Enclosed</b>

**Name: Designation: Signature:**

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**Annexures****Annexure – III - Tender Acceptance Letter**

(To be given on Company Letter Head)

Date:

To

The Director,  
Directorate of Lighthouses & Lightships,  
Deep Bhavan, Taratala Road,  
Kolkata-700088, West Bengal.

Sub: - Acceptance of Terms &amp; Conditions of RFP.

Tender Reference No: -

Name of Work: “Engagement of event management agency to organizing 05<sup>th</sup> IALA Level-1 AtoN Manager Course At MNTI, Kolkata from 27.10.2025 To 21.11.2025”

Dear Sir,

1. I/We have downloaded/obtained the RFP Document(s) for the above mentioned ‘Work’ from the website(s) namely:  
\_\_\_\_\_  
\_\_\_\_\_ as per your advertisement, given in the above-mentioned website(s).
2. I/We hereby certify that I/We have read the entire RFP Documents from Page No. \_\_\_ to \_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/We shall abide hereby the terms/conditions/clauses contained therein.
3. The corrigendum(s) and addendums issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the condition of above-mentioned RFP document(s)/corrigendum(s) in its totality/entirety.
5. In case any provisions of this RFP are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender / bid including the forfeiture of the full Earnest Money Deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

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**Annexures**
**Annexure-IV- Undertaking**

(On letter head of the firm)

I.....son of Shri..... authorized  
 signatory to sign the bid on behalf of M/S .....  
 ..... do hereby give an undertaking  
 that

- i) No conditions are incorporated in the Price Bid.
- ii) We have not made any payment or illegal gratification to any persons/ authority connected with the Bid process so as to influence the Bid process and have not committed any offence under PC Act in connection with the Bid.
- iii) We do hereby confirm that no changes have been made in the RFP Document downloaded and submitted by us for the above Bid. The DLL, KOLKATA's RFP Document will be treated as authentic and if any discrepancy is noticed at any stage between the DLL, KOLKATA's Bid Document and the one submitted by the Bidder, the DLL, KOLKATA's document shall prevail.
- iv) We are not barred / black listed by the Government of India or any State Government in India and no bar subsists as on the Bid submission date.
- v) We have not been prosecuted by any Court of law either in India or abroad for violation of any specific rules laid down for execution of work/contract of any time subjected to Industrial dispute for violation of said provisions of the Act.

(Seal of the Company)

Date..... Signature of the bidder.....

 or his Authorised signatory Place..... Name of the  
 bidder..... or his Authorised signatory

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**Annexures****ANNEXURE V – Format for Annual Turnover and Positive Net worth**

<b>S. N.</b>	<b>Financial Year</b>	<b>Financial Turnover in INR*</b>	<b>Positive Net Worth*</b>
01	2022-23		
02	2023-24		
03	2024-25		

\*To be supported by Certificate issued by a Chartered Accountant.

\*\* Unaudited Figures to be indicated if audited is not available

**Name: Designation: Signature:**



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**Annexures**
**ANNEXURE VII – Food Menu**
**A. BREAKFAST**

- (I) Any two (without repetition in a week); Aaloo Paratha with curd / Chhole & bhature / Idli, vada, sambar, chutney / Puri-Aaloo matar / Puri-Chhole/Masala dosa, sambar, chutney / Peas paratha with curd / aaloo-poha with chana masala/ rava upama, sambar, chutney)
- (II) One fresh / canned fruit juice (grape, apple, pomegranate, mix fruit etc.) along with separate juice glasses(250 ml)
- (III) Boiled egg, ommlette, sandwitch, (as per demand)
- (IV) Boiled vegetables (Peas, carrot, beans etc.)
- (V) Cut fruits (papaya, apple, watermelon, muskmelon, pomegranate etc.)
- (VI) Bread bouquet with butter and mixed fruit Jam
- (VII) Cornflakes with honey, milk and Sugar
- (VIII) Cut raw fruits (cucumber, carrot, radish, beetroot)
- (XI) Pasta
- (X) Green / black/green Tea, milk tea and Coffee

**B. LUNCH**

- (i) Veg soup (without repetition in a week)
- (ii) Non-veg soup (without repetition in a week)
- (iii) Roti made of wheat flour
- (iv) Bread with butter and mixed fruit Jam
- (v) Plain/zeera Rice, veg pulao, veg/non-veg biriyani (bans kathi/jeera kathi)/ Basmati rice only)
- (vi) One seasonal green vegetarian (without repetition in a week)
- (vii) One paneer dish (without repetition in a week)
- (vii) One Chicken dish and one fish dish out of which one dish should be European
- (viii) Potato item (mashed potato, French fries)
- (ix) Dal Fry
- (x) Plain curd / raita
- (xi) Green Salad
- (xii) Papad
- (xiii) Pickle
- (xiv) Indian Dessert (kheer, suji halwa, gajar halwa, rasagolla, icecream, sandesh, fruit custard etc.) (Without repetition in a week)

**C. DINNER**

- (i) Veg soup (without repetition in a week)
- (ii) Non-veg soup (without repetition in a week)
- (ii) Roti made of wheat flour
- (iii) Bread with butter and mixed fruit Jam
- (iv) Plain Rice /zeera rice /veg or non-veg biriyani (bans kathi/jeera kathi/Basmati rice only)
- (v) Veg / Hakka Noodles
- (vi) Potato item ((mashed potato, French fries)
- (vii) One seasonal green vegetarian dish (without repetition in a week)
- (viii) One paneer dish (without repetition in a week)

**Annexures**

- (viii) One chicken dish and one fish dish out of which one dish should be European
- (ix) Dal fry/Tadka
- (x) Green Salad
- (xi) papad
- (xii) Pickle
- (xiii) Indian Dessert item (kheer, suji halwa, gajar halwa, rasagolla, Sandesh, fruit custard etc.) (without repetition in a week)

**D. DINNER AT LAWN ON DAY 1 WITH SERVICE BY WELL DRESSED WAITERS**

- (i) One Veg soup (without repetition in a week)
- (ii) Non-veg soup (without repetition in a week)
- (iii) Two veg starters (live counter)
- (iv) Two non-veg starters (one chicken and one fish based) – (live counter)
- (v) Butter naan/ rumali roti / plain roti (live counter)
- (vi) Paneer dish with gravy
- (vii) Mixed veg
- (viii) One chicken dish and one fish dish out of which one dish should be European
- (ix) Dal tadka / dal makhani
- (x) Green Salad
- (xi) Pasta and Noodles
- (xi) Papad
- (xii) pickle
- (xiii) One Indian dessert (Gulab jamun/misti dohi/rasagolla)
- (xiv) Ice cream

**E. DINNER AT LAWN ON DAY 26 WITH SERVICE BY WELL DRESSED WAITERS**

- (i) One Veg soup
- (ii) Non-veg soup
- (iii) two veg starters (live counter)
- (iv) two non-veg starters (chicken based) – (live counter)
- (v) Butter naan/ rumali roti / plain roti (live counter)
- (vi) Paneer dish with gravy
- (vii) Mixed veg
- (viii) One chicken dish and one fish dish out of which one dish should be European
- (ix) Dal tadka / dal makhani
- (x) Pasta and Noodles
- (x) Green Salad
- (xi) Papad
- (xii) pickle
- (xiii) One Indian dessert (Gulan jamun/jalebi with rabdi/rasagolla)
- (xiv) Ice cream

**F. FORENOON AND AFTERNOON TEA/COFFEE & SNACKS/COLD DRINKS**

Hot water along with sachets of tea/coffee/milk/sugar cubes, Green/black Tea/black coffee, milk tea, milk coffee (prepared) and two varieties of cold drinks along with two types of cookies and biscuits -one salty and other sweet (brittania /bisk farm/ITC) to be served in cups and plates/glasses near classroom in well-arranged serving tables by uniformed / well-dressed waiters.