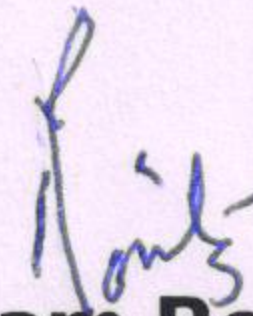


**OFFICE OF THE
MANIPUR STATE AIDS CONTROL SOCIETY
IMPHAL, MANIPUR.**

NOTICE

Imphal, the 14th November, 2019

No. I – 42071/10/2014-15/IEC/MACS (Pt.): Expressions of Interest are invited from eligible and reputed Event Management for management of Grand Finale of Red Ribbon Manipur Idol 2019 and 2nd regional Multi – Media Campaign. Tender documents may be downloaded from the MACS website www.manipursacs.nic.in w.e.f 15.11.2019. Bidders shall enclose an amount of Rs. 2,000/- (rupees two thousand only) which is non-refundable as tender cost in the form of demand draft drawn in favour of "Manipur State AIDS Control Society" at the time of submission of tender documents. Sealed tenders shall be addressed to "**The Project Director**" and may be submitted at the office of MACS office, 2nd Floor, New Secretariat, Western Block Annexe Building, on or before 2 p.m. of **22.11.2019**. The Tenders will be opened on the same day at 3 p.m. in the office chamber of the undersigned located at Room No. 199, Old Secretariat, Babupara. Tenderers may attend in person or depute their representative for the same failing which no objection will be entertained.


(Haobam Rosita)
Project Director
Manipur State AIDS Control Society
Old Secretariat, Babupara

Expression of Interest (EOI)

Inviting firms for Empanelment as Event Management Agency or as service provider for Manipur State AIDS Control Society

Objectives:

The Manipur State AIDS Control Society (MACS) is responsible for implementing the National AIDS Control Programme (NACP) Phase IV in the State. The Government of India with the domestic resources and also with the funding from various sources for running the 4th National HIV/AIDS Control Project and intended that the proceeds of different sources will be applied to eligible payments as per the guidelines for which this invitation of Bids is issued. MACS is a registered organization under the control of the State Government and it the nodal organization for all the HIV/AIDS prevention and control work that is taken up in the State.

Manipur State AIDS Control Society through the District AIDS Prevention and Control Units in collaboration with Event Management Agency/Agencies proposes to undertake a Multi-Media campaign in the State for youth between the age group of 15-29 years. The multi-media campaign aims to capitalise on the popularity of local entertainment avenues among youth like music concerts and engage youth in dialogue on HIV/AIDS issues to:

- Enhance risk perception and promote safe behavior
- Address issues around stigma and discrimination for people infected and affected with HIV and AIDS
- Motivate different population groups to seek services (ICTC, PPTCT, ART, STI and Care & Support services)
- Promotion of voluntary blood donation
- Normalization of condoms

Geographic Coverage:

All the districts of the state including Imphal East, Imphal West, Bishnupur, Churchandpur, Chandel (including Tengnoupal), Senapati (including Kangpookpi), Tamenglong, Thoubal (including Kakching) and Ukhrul (including Kamjong).

Guiding Principles

With a very strong emphasis on community mobilization the campaign would capitalize on the popularity of the following:

- Rock music,
- Television (both DDK and local cable networks),
- Media (both print & electronic)

The campaign would leverage on the presence of District AIDS Prevention and Control Units (DAPCU), local partners and networks. Under the campaign, district level auditions will be held in all the district headquarters. The series of district level auditions would culminate into high voltage state level event in the grand finale to be held on the occasion of World AIDS Day 2019 on 1st December, 2019 in Imphal. During these events various innovative and interactive methods would be utilized to engage the target audiences to discuss issues related to HIV and AIDS. For instance, writing and composing songs with messages on HIV and AIDS during music competitions. To enhance participation and coverage, youth groups and clubs would be mobilized with the help of partner local NGOs and CBOs.

1. Expressions of Interest are invited from eligible and reputed Event Management Firms/NGOs/Companies for management of Grand Finale of Red Ribbon Manipur Idol 2019 which is schedule to be held at 1st Bn. Manipur Rifles Ground on the occasion of World AIDS Day 2019 on 1st December, 2019 and 2nd regional Multi – Media Campaign to be held at Bhagyachandra Open Air Theater on 18th December, 2019.

2. Eligibility & Assessment Criteria :

The application of only those even management / service provider will be consider, which satisfy eligible criteria:

- i) Certificate of Registration / Incorporation under the respective Acts in India and the respective Memorandum of Association / Partnership deed.
- ii) GST registration certificate.
- iii) Permanent Account Number (PAN).
- iv) Latest GST clearance certificates valid at the time of opening of the tender.
- v) **Non-Blacklisting Declaration:** The firm shall furnish a non-black listing certificate that the firm has not been blacklisted in the past by any Govt./Private institution. The tenderer has to give an affidavit on non-judicial stamp paper duly attested on Rs. 50/- that there is no vigilance/CBI case pending against the firm and the firm has not been blacklisted in the past in any institution of country.
- vi) The office of the firm should be based in Manipur - substantial proof i.e. Rental agreement or electricity bills for the office building should be enclosed.
- vii) The firm must have experience in the concerned work for which it is applying and it should be supported by relevant documents. Any work

experience related documents shall be enclosed (i.e Work order and completion certificate received from Government/PSU etc.).

- viii) The Event Managers would place appropriate number of their staff to manage the arrangements at the venue including security of their articles. MACS will not be responsible for any untoward incident or damage or loss of their articles.

3. Scope of Work:

MACS intends to empanel capable Event Management Firms who shall be responsible for organizing and managing events from conception to completion stage. The scope of activities would include the following:

A. State Level Grand Finale of Red Ribbon Manipur Idol 2019

- i) Designing & layout of the Stage
- ii) Construction of Stage and Preparation
- iii) Photography & Live telecast in local cable network
- iv) Printing of Flex
- v) Standard Light and Sound System
- vi) Musical Instrument
- vii) Event Management Fee
- viii) Any other requirement on ground

B. 2nd Regional Multi – Media Campaign

- i) Designing & layout of the Stage
- ii) Construction of Stage, Stalls, VIP Lounge, Gate, etc.
- iii) Photography & Live telecast in local cable network
- iv) LED Screen (set) – 10ft. X 20 ft.
- v) Printing of Flex
- vi) Standard Light and Sound System
- vii) Musical Instrument
- viii) Pre Event Publicity (Road show)
- ix) Event Management Fee
- x) Any other requirement on ground.

Note: all above items inclusive of transportation of materials, labour.

4. Other Terms and Conditions:

- a. Last Date of submission: Last date of receipt of sealed applications is 22nd November, 2019 upto 2 p.m. No applications shall be entertained after the expiry of the due date and time.
- b. Superscription: The envelope containing the application along with the profile and other details must be sealed properly and must be

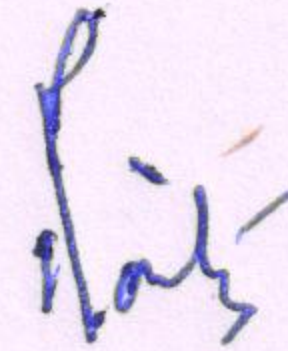
super scribed as **"Application for Empanelment of Event Management Agency"** may submit to the Project Director, Manipur State AIDS Control Society, New Secretariat, Western Block Annexe Building

- c. Bid Processing Fees: Bid Processing Fees of Rs. 2,000/- should be paid by the way of demand draft in favour of **"Manipur State AIDS Control Society"**. The same shall not be refundable.
- d. Validity of the Bids: The application submitted shall be valid for a period of 180 days subject to increase in the period by mutual consent.
- e. Authorized Signatory: The undertaking must be signed by the authorized signatory and their contact details must be mentioned on the cover page of the application. All the documents attached with the tender should be signed and sealed by the applicant itself.
- f. Total value of tender is approximately Rs. 13,00,000/- (rupees thirteen lakhs).
- g. The rate quoted must be inclusive of all taxes.
- h. The applicant executing the work shall quote in Indian Currency only.
- i. The document submitted by the firm with the EOI will be opened in the presence of applicant/representatives of the firms and the officers opening the EOI will sign the tender documents.
- j. As a part of Evaluation of proposals submitted by the applicants, a pre-bid meeting will be held on 22nd November, 2019 at 2.30 pm. in the office chamber of Project Director MACS located at Room No. 199, Old Secretariat, Babupara.
- k. The successful applicant should ensure immediate execution if work order is placed on them and they are bound to execute the work strictly as per the conditions approved by the Committee. If at any stage, it is found that the work executed by the firms is not according to, as approved by the Committee, the ACTION AS DEEMED FIT WILL BE TAKEN AGAINST THE FIRM.
- l. In case of any dispute/ difference or doubts, the orders of the **"Chairman of the Tender Committee"** shall be final.
- m. Legal proceedings that may arise at any time shall be subject to the jurisdiction of High Court of Manipur only.

- n. The payment shall be made to the applicant after receipt/ verification as per the laid down specifications.
- o. No advance payments shall be made. All payments will be made after receipt of completion certificate issued by competent authority and its inspection report by the committee constituted for the purpose.
- p. **“Chairman of the Tender Committee”** is competent and reserves the right to consider, ignore, or reject any tender at any stage without assigning any reason what so-ever.

For Further Information

For any further information, interested applicants are requested to contact the following email id msacsfinance@gmail.com or iecmanipursacs@gmail.com or Tel No. 0385-2443776. The Contact person is Project Director, Manipur State AIDS Control Society, Finance Officer and Deputy director (IEC) of Manipur State AIDS Control Society.



(Haobam Rosita)
Project Director
Manipur State AIDS Control Society
Old Secretariat, Babupara

**UNDERTAKING/ LETTER OF ACCEPTANCE IN RESPECT OF TERMS &
CONDITIONS FOR EVENT MANAGEMENT AGENCY 2019-20**

Sir,

1. I / we do agree for all clauses, terms and conditions of the tender documents.
2. I / we agree to abide by the contract to provide the services from the date of award of the contract and ready to work on the same rates, if extended for a further period of three months or till new contract is finalized.
3. I / we declare that our financial position is sound and we are competent to execute the work as & when allotted.

Authorised Signatory

(Name and Designation)

Name of Firm:

Address:

E-mail id:

Contact details: