



# MAHATMA PHULE BACKWARD CLASS DEVELOPMENT CORPORATION LTD.

(A Government of Maharashtra undertaking)  
CIN NO. U74999MH1978SGC020479



Ref. no-MPBCDC/Admin/MoU/2024/1

Dated: 12/02/2024

## Notice Inviting Quotations from Event Management Company

The Mahatma Phule Backward Class Development Corporation was established on July 10, 1978, under the Companies Act, of 1956 with the main objective of accelerating the economic upliftment of economically weaker families in the Scheduled Castes and Neo-Buddhist communities in the State of Maharashtra.

We are inviting quotations from Event Management for the Skill Development Partnership Program which is scheduled to be organized on 15 February 2024 at Sahyadri Guest House.

Please send your best quote for the Event execution including setting up, designing, supporting, and co-ordination to us in a sealed envelope to the address given below: -

### Managing Director

Mahatma Phule Backward Class Development Corporation Ltd  
1-N, Juhu Supreme Shopping Center, Gulmohar Cross Road No. 9, JVPD Scheme, Mumbai - 400  
049 (India)

The quote must be sent in a sealed cover, with the heading “**Inviting Quotations from Event Management**” duly mentioning your complete postal address.

Interested vendors are required to submit their quotes in a sealed envelope. Quotes can be submitted between 9:30 AM to 2:00 PM, Monday to Friday (except Government holidays) by hand/registered speed post or email us on [gm@mpbccdc.in](mailto:gm@mpbccdc.in) or [gm2@mpbccdc.in](mailto:gm2@mpbccdc.in)

The last date of receipt of quotations is 14/02/2024 till 1400 Hrs.

Sd/-

### Managing Director

Mahatma Phule Backward Class Development Corporation Ltd

## **1. INSTRUCTIONS TO BIDDERS**

- 1.1. The bidder should have a support office located in Mumbai or Maharashtra with a help desk facility in their office.
- 1.2. The bidder should be duly registered with the relevant tax authorities such as GST, etc. and documentary evidence for such registration shall be furnished. Bidders are requested to submit the necessary documentary evidence for the aforesaid information along with their bid.

## **2. BID PRICES**

- 2.1. The prices shall be quoted in Indian Rupees only.
- 2.2. All taxes, duties, levies applicable, etc. shall be clearly indicated.
- 2.3. Prices quoted must be firm and shall remain constant throughout the period of validity of the bid and shall not be subject to any upward modifications, whatsoever.

## **3. BID EVALUATION**

- 3.1. During Eligibility Criteria Evaluation, the bidder's details shall be evaluated with reference to the required Eligibility Criteria as mentioned in this tender document, and subsequently the bids of only eligible bidders shall be considered for final evaluation.
- 3.2. The price bids shall be evaluated as under:
  - (a) The bidder, whose evaluated price bid is found to be lowest (L-1), shall be considered for placement of Work Order for Event Management.
  - (b) Mahatma Phule Backward Class Development Corporation Ltd. reserves the right to accept or reject any or all the proposals without assigning any reason thereof.

## **4. WORK PERIOD**

The completion of the work shall not take more than 2 days from the date of issue of the Work Order. Period which covers from the commencement of the initial audit of identified security vulnerabilities along with remedial solutions/ recommendations, fixing those vulnerabilities by Mahapreit vendor to the issuance of the final security audit certificate by the auditing firm.

## **5. PAYMENT TERMS**

- 5.1. The payment will be made only after submitting the Tax Invoice and Security Assessment Report on completion of the Security Audit
- 5.2. Payment will be released after deduction of TDS and other statutory dues as applicable within 15-30 days after the receipt of the bill. No claim for interest in case of delayed payment will be entertained by the MPBCDC
- 5.3. All payments shall be made to the account of the Agency.

## **6. Scope of Work**

Please find below the scope of work

<b>Event Execution</b>
Set Up – Flower arrangement, Backdrop, Agenda backdrop, Podium branding, Stage set up – chairs, tables, Audio set up, Mike, Lighting, Lamp lighting arrangements, Delay TV, Laptop, Switcher.
Registration counter, Hostess, Photographer, Videographer.
Bouquet, Mementos, Branding, Installation.
Designing – Presentation, Brochure, Video editing.
Misc - Anchor, Printing, Industry invitation, Speaker coordination, Onsite support, YouTube Live setup.

**Annexure-I Profile of the Bidder**

<b>Sr. No.</b>	<b>Particulars</b>	
1	Name of the Bidder	
2	Date of Registration/ Incorporation (copy of incorporation/ firm registration certificate to be submitted)	
3	Detailed office address of the bidder with Office Telephone Number, Fax Number, Mobile Number, and Email along with the name of the contact person.	
4	Status of Applicant (Private Limited/LLP/Ltd.) (attach documentary evidence)	
5	PAN Number and GST Number(copy to be enclosed)	
6	GST Tax Registration No. (copy to be enclosed)	
7	List of Clients, Govt. as well as reputed private organizations.	

Note: - Documents to be included when submitting the Proposal.

Signature of the Authorized Signatory Name

Designation

Name of the Bidding Entity

## Annexure II Price Bid

Date:

To,  
Managing Director  
Mahatma Phule Backward Class Development Corporation  
1-N, Juhu Supreme Shopping Center,  
Gulmohar Cross Road No. 9,  
JVPD Scheme, Mumbai - 400 049 (India)

Sub: Notice Inviting Quotations from Event Management

Sir,

We quote below our firm prices for the Event Execution of the **Skill Development Partnership Program** which is scheduled to be organised on 15 February 2024 on 11.00 AM at Sahyadri Guest House.

Sr. No.	Description	Price (Rs.)
1	Event Execution	
2	Set Up – Flower arrangement, Backdrop, Agenda backdrop, Podium branding, Stage set up – chairs, tables, Audio set up, Mike, Lighting, Lamp lighting arrangements, Delay TV, Laptop, Switcher	
3	Registration counter, Hostess, Photographer, Videographer	
4	Bouquet, Mementos, Branding, Installation	
5	Designing – Presentation, Brochure, Video editing	
6	Misc - Anchor, Printing, Industry invitation, Speaker coordination, Onsite support	
<i>Applicable Taxes</i>		
<b>Total</b>		
<b>Rupees in Words:</b>		

1. Quoted rates are valid for 90 days from the date of opening of the bid.
2. I/We accept all the terms and conditions of your Bidding document referred to above.
3. I/We understand you are not bound to accept any proposal you receive.

Signature of the Authorized  
Signatory Name Designation  
Name of the Bidding Entity