

**TENDER/QUOTATION FOR T20 match on 1<sup>st</sup> November 2017 and Five-Day Test Match from 02<sup>nd</sup> December 2017 to 06<sup>th</sup> December, 2017.**

Sealed Tender / Quotation are invited for providing ticketing services at Delhi & District Cricket Association (DDCA) situated at Ferozshah Kotla, New Delhi – 110002 from reputed firms/agencies/companies having valid licenses and sanctions and shall have experience in the field of providing ticketing services for a minimum period of three years, to quote their best offers in SEALED COVERS for T20 match on 1<sup>st</sup> November 2017 and Five day Test Match from 02<sup>nd</sup> December, 2017 to 06<sup>th</sup> December, 2017 to be held at DDCA, Ferozshah Kotla Grounds, New Delhi on 1<sup>st</sup> November 2017 and 02<sup>nd</sup> December, 2017 to 06<sup>th</sup> December, 2017 respectively.

The Company is required to give the following details: -

COMPANY/FIRM PROFILE	
Name of the Company/Firm and complete registered address	
Legal Status (Individual, Sole Proprietary firm, Hindu Undivided Family (HUF) business, Partnership firm, Consortium, Joint Venture, Limited Company or Corporation)	
Status of the signatory of the applicant	
Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof?	

Were you or your company ever required to suspend ticketing services for a period of more than 06 months continuously after you have commenced the business of providing ticketing services? If so, give the name of the contract and reasons thereof.	
Name, Designation and Tel. No(s) of the Contact Person -Fax No(s) -E-mail address	
Year of commencement of Business	
Statutory Details (Photocopy duly signed to be attached) - Registration No. of the Firm - PAN - EPF – Registration No. - ESI Registration No. - Service Tax, VAT/CST/GST Registration No. - Name & Address of Bankers alongwith Current Account Details	

(Rs. In Lakhs)

Details of annual financial turnover (gross) [Duly audited by the Chartered Accountant]	FY 2014 - 2015	FY 2015 - 2016	FY 2016 - 2017

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## **INSTRUCTIONS TO THE APPLICANT**

1. Please read the Terms & Conditions carefully before filling up the document.
2. Incomplete Documents will be rejected. It is in the interest of perspective applicant that they may inspect the proposed premises before submitting the bid.
3. DDCA reserves the right to obtain feedback from the previous/present clients of the applicant and also depute its team(s) to inspect the site(s) where the applicant at present has its contract(s), for, on the spot first-hand information regarding the ticketing related services provided by the applicant. The decision of the DDCA in this regard will be final and binding on all bidders.
4. The applicant should be in the business of providing ticketing services for a minimum period of three years as on 30<sup>th</sup> September 2017.

### **A. TICKETING**

- i) The Applicant should supply appx. 40000 pre-printed tickets on 8" x 3" size 150 GSM ticket paper with 6 security features as per approved sample and bearing bar coded IDs compatible M.S. control hand shake server (preloaded M.S. Windows 2008 & SQL server 2008 edition) with ticket integration software license by SKIDATA (which is installed in Stadium Turnstiles).
- ii) The applicant shall include the cost of remittance of sales collection either by depositing daily in DDCA's local bank account or through electronic transfer including transit insurance if any.

- iii) The applicant shall ensure the provision of trained customer relationship executives to manage sales, internet exchanges & helpdesk.
- iv) The applicant shall provide supervisors to monitor and report.
- v) The applicant shall manage corporate and bulk sales of Hospitality and high denomination ticket.

**B. ACCREDITATION**

- i) The applicant shall provide PVC accreditation for complete access control with real time reporting assuring 360-degree solution for accreditation service.

**C. USHERING/ ENTRY MANAGEMENT:**

- (i) To provide security for crowd management.
- (ii) To provide validation of tickets checking security features.
- (iii) To provide for tearing of ticket stubs.
- (iv) To provide supervisors to monitor efficiency.
- (v) To provide managers to overlook and attain escalations.

S.NO	PARTICULAR OF ITEM	UNIT	QTY	RATE	AMOUNT
1	Ticketing				
2	Accreditation				
3	Ushering				
4	Bouncers				

**NOTE:** These numbers are tentative. Exact number shall be informed before the match. Payment shall be made on exact number only.

### **Other Terms & Conditions:**

- A. The necessary details / clarification if any can be obtained from DDCA Office.
- B. All quotations / offers/ Tenders should be on Company / Firms or Organisation Letter Head with logo.
- C. DDCA reserves its right to accept or reject any of the offers or cancel all offers and also modify conditions or effect any other change in items, terms and conditions.
- D. The envelopes containing quotations SUPERSCRIPED with the name of item is to be addressed to Administrator Delhi & District Cricket Association, Ferozshah Kotla Grounds New Delhi-110002 should be dropped in a box kept at the reception of DDCA during office hours 10 A.M TO 5 P.M.
- E. Bid amount is exclusive of GST and all other taxes.
- F. The bidders to submit the following documents along with the bid documents:
  - a) Copy of their audited accounts for the last 3 years.
  - b) Copy last 3 years Income tax returns.
  - c) Copy of latest GST return filed with the concerned departmentThe above documents should be attested by their Statutory Auditors only.
- G. The quotation must reach the office of the DDCA by 6<sup>th</sup> October 2017 BY 4 P.M., which shall be opened on the same day at 4:30 PM.

- H. The incomplete quotations in any manner or lacking in any other respect will be summarily rejected.
- I. In the event another party is sought to be engaged as a supplier for the purposes of the tender, this may only be done by obtaining consent in writing of the Authorised official of DDCA.
- J. All disputes shall be subject to the jurisdiction of courts of Delhi.
- K. It is hereby clarified that all rights granted pursuant to the Tender are valid only for the for T20 match on 1<sup>st</sup> November 2017 and Five day Test Match from 02<sup>nd</sup> December, 2017 to 06<sup>th</sup> December, 2017 to be held at DDCA, Ferozshah Kotla Grounds, New Delhi. No future rights are sought to be granted.
- L. The Applicant should not be member of DDCA.

**The last date for submission of above Tender/Offer/ Quotation for T20 match on 1<sup>st</sup> November 2017 and Five-Day Test Match from 02<sup>nd</sup> December 2017 to 06<sup>th</sup> December 2017 to be held at DDCA, Ferozshah Kotla Grounds, New Delhi on 6<sup>th</sup> October 2017 BY 4 P.M.**

**03<sup>rd</sup> October 2017**

**Pradeep K. Banerjee  
Manager legal, DDCA**