

TENDER NOTICE- TICKETING AND ACCREDITATION

TENDER/QUOTATION FOR 5TH ODI MATCH ON 13TH MARCH 2019 TICKETING AND ACCREDITATION

Sealed Tenders / Quotations are invited for providing Ticketing Services at Delhi & District Cricket Association (DDCA) situated at Ferozshah Kotla, New Delhi – 110002 from reputed firms/agencies/companies/applicants having valid licenses and sanctions and experience in the field of providing Ticketing Services for a minimum period of two years. The bidder shall quote their best offers in SEALED COVERS for India Australia ODI match on 13th March 2019 to be held at DDCA, Ferozshah Kotla Grounds, New Delhi. The applicants are 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?	

<p>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. Also,</p>	
<p>Has your co. being ever blacklisted by any organization?</p>	
<p>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</p>	

(Rs. In Lakhs)

<p>Details of annual financial turnover (gross) [Duly audited by the Chartered Accountant]</p>		<p>FY 2016 - 2017</p>	<p>FY 2017 - 2018</p>
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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 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 two years as on date of submission of tender.

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. The design/size/security features / etc will be as per guidelines of BCCI.
- 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	NOS.	40,000		
2	Accreditation	NOS.	3,000		
3	Ushering	NOS.	150		
4	Bouncers	NOS.	50		

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

Other Terms & Conditions:

- D. The necessary details / clarification if any can be obtained from DDCA Office between 31s Jan. and 1st Feb. 2019.
 - E. All quotations / offers/ Tenders should be on the form given at annexure with Company / Firms / Organization Stamp.
 - F. **An Earnest Money Deposit (EMD) in form of Bank Draft equal to 10% of the bid value shall be submitted by all bidders. The Bank Draft will be favouring Delhi & District Cricket Association payable at New Delhi. All quotations submitted without EMD shall be rejected. EMD amount shall be refunded to unsuccessful applicants within a week of opening the commercial bids. EMD shall be submitted by all bidders** along with PAN No. / Tin No. / Service Tax Number and I.D Proof with company / Organisation/ Firm's details of Registration, Memorandum & Articles, Partnership / proprietorship details as the case may be.
 - G. The payment for the services provided by the applicant shall be made within 30 working days after the submission of the bills after the match.
 - H. 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.
 - I. The envelopes containing quotations SUPERSCRIPED with the name of item is to be addressed to CEO, 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.
- (vi) The quotation must reach the office of the DDCA by 05th Feb'19. 2019 BY 2 P.M which will be opened on the same day at 4.00 PM.
 - (vii) Incomplete quotations in any manner will be summarily rejected.
 - (viii) 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.
 - (ix) All disputes shall be subject to the jurisdiction of courts of Delhi.

- (x) It is hereby clarified that all rights granted pursuant to the Tender are valid only for this match. No future rights are sought to be granted.
- (xi) The Applicant should not be member of DDCA and should not have any close family relatives working in DDCA.

The last date for submission of above Tender/Offer/ Quotation for INDIA VS. AUSTRALIA ODI MATCH ON 13TH MARCH 2019 to be held at DDCA, Ferozshah Kotla Grounds, New Delhi is 05th Feb. 2019 BY 2 P.M.

30th January ,2019

CEO,DDCA

PERFORMA FOR SUBMISSION OF COMMERCIAL BID
TICKETING AND ACCREDITATION

S No	Item Name	Cost Per item	Quantity	Total Cost	Taxes	Final Cost

Total Cost in Figures: _____

Total Cost in Words:

Signatures

(Name of authorised signatory)

Date:

Place:

Company Stamp: