

TENDER NOTICE- TICKETING AND ACCREDITATION

TENDER INVITING QUOTATIONS FOR PROVIDING TICKETING, ACCREDITATION & ASSOCIATED SERVICES DURING ODI MATCH ON 11TH OCTOBER 2022

Delhi & District Cricket Association (DDCA) is inviting quotations in sealed covers from reputed firms/agencies/companies/establishments having valid licenses and sanctions from appropriate govt. authorities and with a minimum experience of three years in the requisite field, for providing Ticketing, Accreditation & Associated Services for One Day International Cricket Match between India and South Africa on 11th October 2022 to be held at Arun Jaitley Stadium, Ferozeshah Kotla Grounds, New Delhi – 110002.

Schedule for tender process:

Date of publication of tender notification on official website	06/09/2022
Last date for Sale of tender document	12/09/2022
Last date for receipt of duly filled-in tenders	12/09/2022 at 3.00 pm
Date and Time of the opening Bid	12/09/2022 at 5.30Pm
Cost of Tender	Rs. 1,000/- (Non-refundable- to be deposited in form of Demand Draft along with bid document)

The bidders/applicants are required to give the following details: -

COMPANY/FIRM PROFILE	
Name of the Applicant/Company/Firm/establishment along with complete registered address	
Legal Status of the Applicant (Individual, Sole Proprietary firm, Hindu Undivided Family (HUF) business, Partnership firm, Consortium, Joint Venture, Limited Company or Corporation)	

Status of the signatory/signatories of the Applicant			
Has the name of the applicant/company/firm/establishment ever changed at any time? If yes, when? Please mention the earlier name and the reason for such change 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. Also, have your company ever been blacklisted by DDCA or by any other public or private entity?			
Name, Designation and Tel. No(s) of the Company and the Authorized 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. -GST Registration No. -Name & Address of Bankers along with Current Account Details			
Details of annual financial turnover (gross) [Duly audited by the Chartered Accountant] (Rs. In Lakhs)	FY 2019 -20	FY 2020 -21	FY 2021 -22

INSTRUCTIONS TO THE APPLICANT/BIDDERS:

1. Please read the Terms & Conditions carefully before filling up the Tender 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)/working, 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 date of submission of tender.
5. DDCA shall have the authority to cancel the tender process, if DDCA does not find a suitable tender. DDCA shall have the right to call for fresh tender in such circumstances, wherein tenderers who have bid in the previous tender, shall have the right to participate in the fresh process. The tenderers shall have no right to challenge the authority and decision of DDCA to cancel the tender process for the reasons deemed fit by DDCA.

SCOPE OF WORK:

A. TICKETING

- i) The Applicant should supply appx. 35000(+/-15%) pre-printed tickets on 21.5 cm x 7.6 cm 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, attached herewith.
- 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.
- 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 timely report.
- v) The applicant shall manage corporate and bulk sales of Hospitality and high denomination ticket.

B. ACCREDITATION

- i) The applicant shall provide (approx.. 3500/-) of approved sample PVC accreditation for complete access control with real time reporting assuring 360-degree solution for accreditation service.

C. USHERING/ ENTRY MANAGEMENT:

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

S.NO	PARTICULAR OF ITEM	UNIT	QTY	RATE	AMOUNT
1	Ticketing	NOS.	35,000 (+/-15%)		
2	Accreditation	NOS.	3,500 (+/-15%)		
3	Ushering	NOS.	180		
4	Bouncers	NOS.	50		
5	Temporary Turnstile	NOS.			

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 between 11.00 AM to 5.00 PM
- B. All quotations / offers/ Tenders should be on the form given at annexure with Company / Firms / Organization Stamp.
- C. An Earnest Money Deposit (EMD) in form of Bank Draft equal to 5,00,000/- shall be submitted by all bidders. The Bank Draft shall be in favour of '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. / GST Number and I.D Proof with company / Organization/ Firm's details of Registration, Memorandum & Articles, Partnership / proprietorship details as the case may be.

- D. 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.
- E. 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.
- F. The envelopes containing quotations shall be superscribed as "TENDER FOR PROVIDING TICKETING, ACCREDITATION & ASSOCIATED SERVICES DURING ODI MATCH ON 11TH OCTOBER 2022" and addressed to Tender and Purchase Committee, Arun Jaitley Stadium, Delhi & District Cricket Association, Ferozeshah Kotla Grounds New Delhi-110002 so as to be dropped in a box kept at the reception of DDCA during office hours i.e. 10 A.M TO 5 P.M.
- G. The quotation must reach the office of the DDCA by 12th September 2022 by 3 P.M which will be opened on the same day at 5.30 PM.
- H. Incomplete quotations in any manner 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 prior consent in writing of the Authorized official of DDCA.
- J. All disputes arising out of the execution of this work 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 this match. No future rights are sought to be granted.
- L. The Applicant should not be member of DDCA or relative of a member of DDCA and also should not have any close family relative associated with DDCA.
- M. Any violation of any of the terms hereinabove or concealment of relevant information by the bidder shall lead to rejection of tender.
- N. The last date for submission of above Tender/Offer/ Quotation for India vs SOUTH AFRICA ODI match on 11th October 2022 to be held at DDCA, Ferozeshah Kotla Grounds, New Delhi is 12th September 2022 at 3.00 PM

06th September 2022

Tender and Purchase Committee

PERFORMA FOR SUBMISSION OF COMMERCIAL BID TICKETING AND ACCREDITATION

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

Ticket Design is enclosed

Total Cost in Figures: _____

Total Cost in Words:

Signatures

(Name of authorized signatory)

Date:

Place:

Company Stamp: