

**TENDER NOTICE- TICKETING AND ACCREDITATION**

**TENDER/QUOTATION FOR INDIA VS AUSTRALIA TEST MATCH FROM 17<sup>TH</sup> TO 21<sup>ST</sup> FEBRUARY 2023**

Sealed Tenders / Quotations are invited for providing Ticketing Services at Delhi & District Cricket Association (DDCA) situated at Arun Jaitley Stadium, Ferozshah Kotla Ground, 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 three years. The bidder shall quote their best offers in SEALED COVERS for India vs Australia test match from 17-21<sup>st</sup> February 2023 to be held at DDCA, Ferozshah Kotla Grounds, New Delhi. The applicants are required to give the following details: -

Time schedule for tender process:

Date of publication of tender notification on official website	11/01/2023
Last date for Sale of tender document	19/01/2023
Last date for receipt of duly filled in tenders	19/01/2023 at 03:00 pm
Date and Time of the opening Bid	19/01/2023 at 05:00Pm
Cost of Tender	10,000/- (Non-refundable- to be deposited in form of Demand Draft along with bid document)

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	

<p>Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof?</p>			
<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.  - GST Registration No.  - Name &amp; Address of Bankers  alongwith Current Account Details</p> <p>(Rs. In Lakhs)</p>			

<p>Details of annual financial turnover (gross) [Duly audited by the Chartered Accountant]</p>	<p>FY 2019 - 20</p>	<p>FY 2020 - 2021</p>	<p>FY 2021 - 2022</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.
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.

### **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 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 (Approx)	RATE	AMOUNT
1	Ticketing per day	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. The quantity for season pass will be decided at the time of discussions. Exact number shall be informed before the match. Payment shall be made on exact number only. Sample of tickets day wise and season ticket shall be submitted along with the tender documents.

**Other Terms & Conditions:**

- D.** The necessary details / clarification if any can be obtained from DDCA Office between 11.00 AM to 5.00 PM,
  - E.** All quotations / offers/ Tenders should be on the form given atannexure with Company / Firms / Organization Stamp.
  - F.** An Earnest Money Deposit (EMD) in form of Bank Draft equal to 2,00,000/- 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. / GST Number and I.D Proof with company / Organization/ 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 Tender and Purchase Committee, Arun Jaitley Stadium, 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 19<sup>th</sup> January 2023 BY 03:00 P.M which will be opened on the same day at 05:00 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 Authorized 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 Test match from 17-21<sup>st</sup> February 2023 to be held at DDCA, Ferozshah Kotla Grounds, New Delhi is 19<sup>th</sup> January 2023 at 03.00 PM**

**11<sup>th</sup> January 2023**

**Tender and Purchase Committee**

**PERFORMA FOR SUBMISSION OF COMMERCIAL BID TICKETING AND ACCREDITATION**

<b>S No</b>	<b>Item Name</b>	<b>Cost Per item</b>	<b>Quantity</b>	<b>Total Cost</b>	<b>Taxes</b>	<b>Final Cost</b>

**Ticket Design is enclosed**

**Total Cost in Figures:** \_\_\_\_\_

**Total Cost in Words:**

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**Signatures**

**(Name of authorized signatory)**

**Date:**

**Place:**

**Company Stamp:**