



## Tea Board India

(Under Ministry of Commerce & Industry, Dept. of Commerce, Govt. of India)

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Tender No. 20(27)/2017/PROM/Revised

Dated: 19<sup>th</sup> March 2020.

### Corrigendum No.1

**Amendments in the Tender specifications with respect to the Tender for Selection of Agency for organizing proposed “India Tea Awards” event at New Delhi to be held tentatively between May to August, 2020**

**Tender No.  
20(27)/2017/PROM/Revised**

**Dated: 28<sup>th</sup> February,  
2020.**

**CPP Portal Tender ID:  
2020\_TBI\_548824\_1**

Sl. No.	Section	Amendment
1	Page 3, Notice Inviting Tender through e-procurement	The following amendment is being made: Sealed Tenders are invited on behalf of Deputy Chairman, Tea Board, Kolkata for selection of agency for organizing proposed “India Tea Awards” event at New Delhi to be held tentatively <b>on 21<sup>st</sup> May 2020 (International Tea Day), or alternatively any other suitable date in June/July.</b>
2	Page 6, Point no. 2: Eligible Bidders	The following addition is made to this clause: “The eligible bidder shall be an Indian Company having Minimum of 5 years experience in conceptualizing, designing and executing the events on turnkey basis for organizing exclusive award ceremonies with VVIP presence and other industry events of national and international repute of similar nature in Government/Semi Government organizations <b>and other reputed private/Corporate organizations.</b> ”
3	Page 7, Point no. 12	The following amendment is being made: The clause “The Group/Company should be a member of a reputed Media House/Newspaper-daily group” is hereby deleted.

4	Page 14, Section IV, Scope and Description of Work, Point no. 7.1: Identification of a prominent space/venue/hotel/exhibition hall in New Delhi for the proposed event and confirmation/reservation of the same	The following amendment is being made: Identification of a prominent space/venue/hotel/exhibition hall in New Delhi for the proposed event and confirmation/reservation of the same. <b>The location of the venue must necessarily be Central Business District, New Delhi. The duration of the event will be from 5 pm to 11 pm. In case a hotel is booked for the event, only 5-star category hotels will be acceptable. A separate row has been made in the BOQ (Financial Bid) for quoting the price for booking a Five Star hotel and any other venue/Exhibition Hall.</b>
5	Page 14, Section IV, Scope and Description of Work: Another point is being added in the Scope of Work	The following point is being added in the Scope of Work: <b>A cultural programme (may consist of a classical dance performance such as Bharatnatyam etc, folk dance performance such as Bihu etc. – to be finalized in consultation with Tea Board) to be organized depicting Indian culture and heritage, especially of the tea growing regions. It could ideally be a medley of dance forms choreographed as a dance drama.</b> <b>The cultural programme may be in three parts: At the Opening, in the middle and at the Close of the Awards Ceremony. The Bidder must quote separately for all the three parts of the cultural programme in his Financial Bid. Separate rows has been made in the BOQ (Financial Bid) for quoting the price for organizing the Cultural Programme in 3 parts.</b>
6	Page 14, Section IV, Scope and Description of Work, Point no. 7.2: Invitations may be sent to Diplomatic Missions, CEOs of major hotels and café chains, Airlines, CEOs of large estates and tea companies, media personnel	The following amendment is being made:0 Invitations may be sent to Diplomatic Missions, CEOs of major hotels and café chains, Airlines, CEOs of large estates and tea companies, media personnel. The list of invitees for Diplomatic Missions and CEOs of large tea estates and tea companies will be provided by Tea Board. The list of invitees of CEOs of major hotels and café chains, Airlines, media personnel, Heads of Chambers of Commerce has to be prepared by the Selected Bidder and invitations sent accordingly after approval of Tea Board. Invitations have to be sent by email as well as hard copy.
7	Page 14, Section IV, Scope and Description of Work, Point no. 7.2: Invite and RSVP for guests: (not exceeding 200 in number and names of invitees to be approved by Tea Board)	The following amendment is being made: <b>(Minimum guarantee 300 and not exceeding 350 in number)</b>
8	Page 14, Section IV, Scope and Description of Work, Point no. 7.3: Agency to organize post-event dinner for 200 heads in consultation with Tea Board and suitable for VVIP presence.	The following amendment is being made: Agency to organize post-event dinner for <b>300</b> heads in consultation with Tea Board and suitable for VVIP presence.

9	Page 14, Section IV, Scope and Description of Work, Point no. 7.4: Creating and releasing advertisements through the media (reputed National newspapers) and press release for the Media attending the event in consultation with Tea Board, all at DAVP rates.	<p>The following addition is being made: Names of the newspapers in which the advertisement is to be released: (1) Times of India – New Delhi, Mumbai, Kolkata editions (2) The Hindu – Chennai edition (3) Dainik Bhaskar – Delhi edition (4) Navbharat Times – Delhi edition</p> <p>Size and position – ¼ Page advertisement in any one of the Inside pages of all the above newspapers.</p>
10	Page 14, Section IV, Scope and Description of Work, Point no. 7.5: Creation and execution of elaborate plan for generating sponsorship for the event and collection of registration charges from the delegates	<p>The following addition is being made: Creation and execution of elaborate plan for generating sponsorship for the event. <b>It is desirable that the Bidder bring on board relevant and reputed companies for generation of sponsorships for this event. However, this clause is not mandatory. The latter part of the clause – “Collection of registration charges from the delegates” remains as it is.</b></p>
11	Page 14, Section IV, Scope and Description of Work, Point no. 7.6: To carry out a Social Media Campaign, publicity through Facebook, Twitter, Youtube, Instagram, WhatsApp and other social media websites.	<p>The following amendment is being made: To carry out a Social Media Campaign, publicity through Facebook, Twitter, Youtube, Instagram, WhatsApp and other social media websites <b>for a duration of 30 days before the event. If the number of days available for promotion before start of the event are less than 30, the rates will be calculated on pro-rata basis.</b></p>
12	Page 21, Point no. 14.2: To include the following documents.	<p>The following point is deleted: The Company should preferably be a member of a reputed Media House and or English /Hindi daily.</p>
13	Page 22, Point no. 14.4.3 Price Schedule (Financial Bid)	<p>The following amendment is being made in the Financial Bid:</p> <ol style="list-style-type: none"> <li>(1) Invite and RSVP guests <b>(Minimum guarantee 300 and not exceeding 350 in number)</b></li> <li>(2) Agency to organize post-event dinner for <b>300</b> heads in consultation with Tea Board and suitable for VVIP presence.</li> <li>(3) Creating and releasing advertisements through the media (reputed National newspapers) and press release for the Media attending the event in consultation with Tea Board, all at DAVP rates. Names of the newspapers in which the advertisement is to be release: <ol style="list-style-type: none"> <li>(i) Times of India – New Delhi, Mumbai, Kolkata editions</li> <li>(ii) The Hindu – Chennai edition</li> <li>(iii) Dainik Bhaskar – Delhi edition</li> <li>(iv) Navbharat Times – Mumbai, Kolkata editions</li> </ol> </li> </ol> <p>The following amendment is made in the Financial Bid:</p> <ol style="list-style-type: none"> <li>(4) To carry out a Social Media Campaign, publicity through Facebook, Twitter, Youtube, Instagram, WhatsApp and other social media websites <b>for a duration of 30 days before the event. If the number of days available for promotion before start of the event are more or less than 30, the rates will be calculated on pro-rata basis.</b></li> </ol>

Sd/-  
(Dr. Rishikesh Rai)  
Secretary