

SRI KRISHNA SMARAK VIKAS SAMITI
OFFICE OF THE COMMISSIONER,
PATNA DIVISION, PATNA

TENDER DOCUMENT
for
ENGAGEMENT OF EVENT MANAGER
for
DUSSEHRA MELA &
DUSSEHRA MAHOTSAVA-2018

1. Last date of Sale of
Tender Document : 03/08/2018 at 3.00 PM
2. Last date for submission of
Tender document : 04/08/2018 at 01.00 PM
3. Opening of Tender Document: 04/08/2018 at 01.30 PM

Signature of Authorised Signatory
Stamp of SKSVS

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The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the **Sri Krishna Smarak Vikas Samiti** Office or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and the **Sri Krishna Smarak Vikas Samiti** Office shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation and submission of the Application, regardless of the conduct or outcome of the Bidding Process.

1. INTRODUCTION

1.1 BACKGROUND

1.1.1 **Sri Krishna Smarak Vikas Samiti**, Patna proposes to organise **Dussehra Mela** from **27/09/2018 to 17/10/2018** and **Dussehra Mahotsava** from **10/10/2018 to 17/10/2018**.

1.1.2 **Sri Krishna Smarak Vikas Samiti (SKSVS)** would like to engage an Event Manager to undertake the entire arrangement in accordance with the scope of work defined herewith in this document. It will be an important congregation with estimation for a very good gathering of people. Melas/festivals are largest gathering of people in India and speak of ancient living traditions of time honoured rituals of rich cultural heritage of Bihar. It would witness gathering of people in keeping with the mood of the season.

1.2 Inviting Tender

1.2.1 **Sri Krishna Smarak Vikas Samiti**, PATNA (hereinafter, referred to as “**SKSVS**”) wishes to appoint an Event Manager for the successful implementation of **Dussehra Mela** from **27/09/2018 to 17/10/2018** and **Dussehra Mahotsava** from **10/10/2018 to 17/10/2018**.

1.2.2 “**SKSVS**” invites detailed proposals from Event Management Company. The Scope of Services forming part of the Assignment has been set out in **Section 2** of this document herewith below.

1.2.3 The Proposals would be evaluated on the basis of the evaluation criteria set out in this TENDER DOCUMENT.

1.3 BRIEF DESCRIPTION OF THE BIDDING PROCESS

1.3.1 “SKSVS” intends to follow a ‘single stage two envelope’ bid process for selecting of the successful bidder.

1.3.2 The Bidders would need to submit Proposal, within the Due Date as prescribed under Section-5 of the tender Technical and Financial Proposal in the prescribed format.

1.3.3 “SKSVS” would evaluate all the Submissions in accordance with the evaluation criteria set out in Section-4 of the TENDER DOCUMENT to select a bidder.

1.4 OBTAINABILITY OF TENDER DOCUMENT

1.4.1 The TENDER DOCUMENT can be seen at the website www.patnadivision.bih.nic.in for reference only and can be purchased from SKSVS Office by paying the document fee of Rs. 100/-.

1.4.2 It may be noted that all subsequent notifications, changes and amendments in the assignment / documents would be posted only on the website.

1.5 GENERAL INSTRUCTIONS

1.5.1 The language of the Bid and related documents and correspondences shall be in English language.

1.5.2 The Bidder shall provide all the information sought under this TENDER DOCUMENT. The “SKSVS” Patna will evaluate only those Bids that are received in the required formats and complete in all respects.

1.5.3 The Bid shall be typed or written in indelible ink and signed by the Authorized signatory of the Bidder who shall also initial each page. All the alterations, omissions, additions or any other amendments made to the Bid shall be initialled by the person(s) signing the Bid.

1.5.4 Bidders are encouraged to submit their respective Bids after visiting the Project site and ascertaining for themselves the site conditions, traffic, location, surroundings, availability of power, water and other utilities for implementation of the Project, access to site, handling and storage of materials, applicable laws and regulations, and any other matter considered relevant by them.

1.5.5 The Bidder shall be responsible for all costs associated with the preparation of its Bid and its participation in the bidding process, including but not limited to, site visits, field investigations, data gathering, analysis, design etc. as also any discussions/negotiations. “SKSVS”, Patna will not be responsible nor in any way liable for such costs, regardless of the conduct or outcome of the bidding process.

1.5.6 The “SKSVS”, Patna may modify the TENDER DOCUMENT by issuing an Addendum at any time before due date of submission. Any Addendum thus issued shall be part of the Tender Document and shall be posted on the website.

1.5.7 Bidders will not be permitted to alter or modify their bids once submitted.

1.5.8 “SKSVS”, Patna shall not be liable for any omission, mistake or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the TENDER DOCUMENT, the bidding documents or the bidding process, including any error or mistake therein or in any information or data given by the “SKSVS”, Patna.

1.5.9 Any Bid not accompanied by the EMD shall be rejected by the “SKSVS”, Patna.

2. TERMS OF REFERENCE –

2.1 Scope of Work for Event Manager

1. The agency will be provided 60,000 sq.ft. area for Dussehra Mela from 27/9/2018 to 17/10/2018 and 1,40,000 sq.ft. area for Dussehra Mahotsava from 10/10/2018 to 17/10/2018

In the 60,000 sq.ft. of area earmarked for Dussehra Mela, the event manager will have to organise activities namely - Jhoola, children playing equipment, Amusement rides, Fun games, Entertaining stalls/Games, Food stalls and other stalls related to Mela etc. for which appropriate user charges may be realised from the people.

2. The agency will also have to provide separate barricaded parking space for two wheelers and four wheelers for which no charge shall be levied from users. The area for parking shall not be included in the space allotted (60,000 sq.ft. for Dussehra Mela and 1,40,000 sq.ft. for Dussehra Mahotsava) to Agency.

3. Various cultural and other programs will be organised by SKSVS during Dussehra Mahotsava (from 10/10/2018 to 17/10/2018) on separate land (SL) (other than the 2 lakh sq.ft. allotted to Event Manager namely 60,000 sq.ft for Dussehra Mela and 1,40,000 sq.ft. Dussehra Mahotsava) but this separate land (SL) will be adjacent/near to the 2 lakh sq.ft. being allotted to Agency/Event Manager. However, the safe barricading/making boundary wall of this separate land (SL) will be the responsibility of Event Manager.

4. There should be sufficient gap and space between the either side of stall and the pathways.

5. The agency will have to do the prescribed Event related work in the annexure 3 for which they will be spending money, which they will have to mention in annexure 3 as F2. Subsequently, the bidder will also quote net payable amount to SKSVS as F3 (=F1 – F2) as the money which they will give to the SKSVS in the prescribed format in Annexure-3.

The agency which quotes maximum amount (F3), as prescribed in Annexure-3 will be considered as successful bidder i.e. F1-F2=F3 (Amount quoted by agency).

The successful bidder shall have to deposit Rs. 5 lakh as security within 10 days from the date of LOA (Letter of Award). This amount would be returned after successful completion of the event. This amount shall be different and apart from the quoted amount (F3) to be deposited by the successful bidder within 10 days.

2.2 GENERAL TERMS AND CONDITIONS

A. The **SKSVS** reserves the right not to accept bid(s) from agency (ies) resorting to unethical practices or on whom investigation / enquiry proceedings have been initiated by Government investigating Agencies Vigilance Cell.

B. The **SKSVS** reserves the right to summarily reject an offer received from any agency (ies), without any intimation to the bidder(s) or assigning any reason.

C. The **SKSVS** reserves the right to withdraw / cancel the bid document partially or completely at any stage.

ARBITRATION

In case of any dispute **SKSVS** may appoint an arbitrator, which will be accepted by the agency / firm. The decision of the arbitrator will be final and binding on both the parties. The jurisdiction of the court will be Patna (Bihar).

INDEMNIFICATION CLAUSE

“That the selected agency shall keep **SKSVS** indemnified and harmless against all claims, damages, dues, payments, fines, penalties, compensations, liabilities other losses etc. which may incur on account of non-compliance or violation by the selected agency or otherwise.

3. BIDDING PROCEDURE

3.1 SUBMISSION PROCEDURE

3.1.1 The interested parties shall submit the proposal with full details regarding conceptualization, planning, designing, construction, direction and execution on a turn-key basis. It is to be noted that the whole conceptualization of the event has to be done as per the theme of the event. Utmost care has to be taken to avoid any indecent/offending/objectionable item. The sanctity of the Mela has to be fully respected.

3.1.2 The concerned parties, who shall qualify in the technical criteria (**Annexure-2**), shall be invited to present the entire activities or concept plan in hard copy and also in soft copy format to the **SKSVS** committee. The selected party shall have to abide by the concept plan, once approved by the SKSVS. The bidders shall have to present their activities and work plan before the tender committee.

3.1.3 The selected company shall act in a transparent manner for the event and shall not in any way act in the manner that is detrimental to the interest and reputation of the SKSVS. The selected Company shall undertake to abide sincerely by all rules, regulations and laws of land apart from the general and specific instructions issued by the organizing committee for their responsibilities to manage the events and shall agree to keep itself liable and responsible for any such violation directly or indirectly related to their responsibilities for the event.

3.1.4 A bidder shall submit Technical Bid and Financial Bid in separate sealed envelope contained in another envelope containing both the Financial and Technical Bid. A bidder shall not submit more than one quotation.

3.1.5 Envelope containing bids must bear, on the cover itself, name and full address of the bidder, name of the item/services bidding for. In case of bids submitted by post or courier, it is bidder's responsibility that bids reach **SKSVS** office before the scheduled time of closure of submission of bids.

3.1.6 **Bidder must submit the technical documents with proper index and paging.**

3.2. ELIGIBILITY CRITERIA

3.2.1 Minimum eligibility criteria are as below:-

- a) Company/firm/agency should have at least three years experience of arranging similar nature of work under the aegis of any Govt.
- b) In case of Consortium, the SKSVS will allow maximum two firms in which one Company/Firm/Agency will have to be declared as lead bidder by the Consortium. The different eligibility criteria have to be fulfilled by the Consortium Partner of Agency/Bidder. The lead Agency/Bidder will be responsible for overall functioning and processing of the Consortium Partner.

- c) Company's turnover should be minimum Rs. 50,00,000/- (Fifty lakh) per annum for each year during last three years (2014-15, 2015-16 and 2016-2017).
- d) Company/Firm/Agency must furnish Service Tax Return & IT return for last three (3) years (2014-15, 2015-16 and 2016-2017).
- e) Earnest money of Rs. 25,000/- is to be paid along with the technical bid through D.D. in favour of 'Sri Krishna Smarak Vikas Samiti' payable at Patna
- f) Company/firm/agency must provide photo copy of Pan Card and GST registration.

3.2.2 The bidders shall be evaluated in two stages

- a. Technical Evaluation of Proposal (**Annexure-2**)
- b. Financial Evaluation of Proposal. (**Annexure-3**)

3.2.3 The Bidder fulfilling Technical Stage will be shortlisted for financial evaluation. Claims without documentary evidence will not be considered.

SKSVS reserves the right to verify the claims made by the Bidders and to carry out the capability assessment of the Bidders and the **SKSVS** decision shall be final in this regard. **SKSVS** may, in its absolute discretion, waive any of the conditions and/or requirements in the Tender in respect of any or all of the bidders.

Website – www.patnadivision.bih.nic.in

3.2.4. No interpretation, revision, or other communication from **SKSVS** regarding this TENDER DOCUMENT is valid unless it is in writing and is signed by **SKSVS**.

3.3. FORMAT AND SIGNING OF PROPOSAL

3.3.1. Bidders would provide all the information as per this Tender Document and in the specified format. **SKSVS** reserves the right to reject any Proposal that is not in the specified format.

3.3.2. The Proposal would include three submissions to be made on the respective Proposal Due Date as set out in Section-5 (Tender Document Time Schedule).

3.3.3. The Proposal and its copy shall be typed or printed and the Bidder shall initial each page. The person(s) signing the Proposal shall initial all the alterations, omissions, additions, or any other amendments made to the Proposal.

3.4 PROPOSAL DUE DATE

3.4.1. Proposals should be submitted before 01.30 PM on the Proposal Due Dates as indicated in Section-5 of this Tender Document, at the address provided in the manner and form as detailed in this Tender Document. Proposals submitted by e-mail will not be accepted.

3.4.2. **SKSVS** at its sole discretion; accept any Proposal(s) after Proposal Due Date. Any such Proposal/s accepted shall be deemed to have been received by the Proposal Due Date.

3.5 TEST OF RESPONSIVENESS

3.5.1. Prior to evaluation of Proposals, **SKSVS** will determine whether each Proposal is responsive to the requirements of the Tender Document. A Proposal shall be considered responsive if;

- a) It is received before 01.00 PM on the respective Proposal Due Date;
- b) It is accompanied with a DD for a sum of Rs. 25,000/- (Rupees Twenty five thousand only) drawn in favour of "Sri Krishna Smarak Vikas Samiti", payable at 'Patna' to be paid as EMD.**
- c) It contains the information and documents as requested in the Tender Document;
- d) It contains information in the form and formats specified in the Tender Document;
- e) There are no inconsistencies between the Proposal and the supporting documents.

3.6 CONFIDENTIALITY

3.6.1. Information relating to the examination, clarification, evaluation and recommendation for the Qualified Bidders would not be disclosed to any person not officially concerned with the process. **SKSVS** will treat all information submitted as part of the Proposal in confidence and will ensure that all those who have access to such material to treat it in confidence. **SKSVS** would not divulge any such information unless ordered to do so by any statutory authority that has the power under law to require its disclosure.

3.7 CLARIFICATIONS

3.7.1. To assist in the process of evaluation of Proposals, **SKSVS** may, at its sole discretion, ask any Bidder for clarification on its Proposal or substantiation of any of the submission made by the Bidder.

3.7.2. Withdrawal of a Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period would result in forfeiture of the Bid Security in accordance with this Tender Document.

3.8 PROPOSAL EVALUATION

3.8.1. The Qualification Submissions of the Bidders would be checked for responsiveness with the requirements of the Tender Document and shall be evaluated as per the Criteria set.

3.9 DECLARATION OF SUCCESSFUL BIDDER

3.9.1. **SKSVS** may either choose to accept the Proposal of the successful tenderer or invite him for negotiations.

3.9.2. Upon acceptance of the Proposal of the tenderer financially qualified with or without negotiations, **SKSVS** shall declare the tenderer as the Successful Bidder.

3.10 NOTIFICATIONS

3.10.1. **SKSVS** will notify the Successful Bidder by a Letter of Award (LOA) that its Proposal has been accepted.

3.11 SKSVS RIGHT TO ACCEPT OR REJECT PROPOSAL

3.11.1. **SKSVS** reserves the right to accept or reject any or all of the Proposals without assigning any reason.

3.11.2. **SKSVS** reserves the right to invite revised Proposals from Bidders with or without amendment of the Tender Document at any stage, without liability or any obligation for such invitation and without assigning any reason.

4. EVALUATION OF BIDS

4.1 EVALUATION PARAMETERS

4.1.1 **SKSVS Office** will evaluate the bids determined to be substantially responsive i.e., which

- a. Are properly signed;
- b. Confirm to the terms and conditions & technical specifications.

4.1.2. Thereafter, the substantially responsive bidders shall be called upon to present their strategy regarding conceptualization, planning, designing, construction, direction and execution of the project

4.1.3. The Technically Qualified bidders quoting the highest amount payable to **SKSVS (F3)** as mentioned in Annexure-3 will be selected as the successful bidder.

4.1.4. All bidders shall be required to make presentations up to 20 minutes, before opening of financial proposals, to demonstrate their credentials based on eligibility criteria.

4.1.5. Post-event removal/disposal of facilities and complete restoration of the venue is the sole responsibility of the selected Agency latest by 21/10/2018.

5. BID SCHEDULE AND VENUE

SKSVS would endeavour to adhere to the following schedule:

S. No.	Activity	Scheduled Date & Time
1.	Place for obtaining Bid Document	Tender document can be purchased from Sri Krishna Smarak Vikas Samiti, Office of the Commissioner, Patna by payment of Rs. 100/-. The tender document can also be seen on website www.patnadivision.bih.nic.in , however it has to be physically obtained from Sri Krishna Smarak Vikas Samiti, Office of the Commissioner, Near Golghar, Patna. Each tender paper purchased from SKSVS shall be serially numbered and signed. Agency will have to submit tender in the same serially numbered tender paper.
2.	Tender Document fee	Rs 100/- (Rupees One hundred only)
3.	Last date and time of purchasing Tender Document	03/08/2018 at 3.00 PM
4.	Date and Time for Submission of Bid	04/08/2018 at 01.00 PM
5.	Address for submission of Bid Documents	Sri Krishna Smarak Vikas Samiti, Office of the Commissioner, Patna Division, South Gandhi Maidan, Near Golghar, Patna-800001.
6.	Venue of opening of Technical Bid	Sri Krishna Smarak Vikas Samiti, Office of the Commissioner, Patna Division, South Gandhi Maidan, Near Golghar, Patna-800001
7.	Date & time of opening of technical Bid	04/08/2018 at 1.30 PM
8.	Date & time of Presentation	04/08/2018 at 3.00 PM
10.	Date & time of opening of financial Bid	To be communicated to technically qualified bidders

ANNEXURE - 1

FORMAT FOR COVERING LETTER-CUM-ASSIGNMENT UNDERTAKING

(On the Letterhead of the Bidder)

To,

**The Sri Krishna Smarak Vikas Samiti
PATNA – 800 001**

Sir,

Ref :- Selection of Event Management Agency for Dussehra Mela & Dussehra Mahotsava-2018.

We have read and understood the Request for Proposal (Tender Document) along with Draft Agreement in respect of the captioned Assignment provided to us by **Sri Krishna Smarak Vikas Samiti, Patna.**

We hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed Agreement, a draft of which also forms a part of the Tender Document provided to us.

This Proposal is valid till ----- (At least 3 Months from the Proposal Due Date). Please find enclosed herein with the Proposal the Demand Draft bearing number ----- of Rs. 25,000/- (Rupees Twenty Five only) drawn in favour of the 'Sri Krishna Smarak Vikas Samiti' payable at Patna towards the EMD Amount', dated thisday of..... 2018.

Name of the Bidder

Signature of Authorised Signatory

Name of the Authorised Signatory

Date: -

ANNEXURE-2 PRESCRIBED PROFORMA FOR TECHNICAL BID

Sl. No.	Criteria	YES/NO	Documentary Evidence
1	Photo copy of GST Registration		To be attached
2	Photo copy of Pan Card		To be attached
3	Company/firm/agency should have at least three years experience of arranging similar nature of work under the aegis of any Govt.		Work Order or Work Completion Certificate clearly indicating experience.
4	The bidder should have achieved a minimum Average Financial Turnover of Rs.50,00,000/- (fifty lakh) in past three Financial years (2014-15, 2015-16 and 2016-17)		Document to be attached
5	IT return and Service Tax return of last 3 years (2014-15, 2015-16 and 2016-17).		To be attached
6	EMD of Rs.25000/-(twenty five thousand)		To be attached

ANNEXURE-3

a. (Financial Bid F1)

Amount (F1)..... (in rupees) payable to SKSVS for usage of the 60,000 Sqft. area for Dussehra Mela from 27.09.2018 to 17.10.2018 and 1,40,000 sq.ft. area for Dussehra Mahotsava-2018 from 10/10/2018 to 17/10/2018 by the bidder. {All the cost of construction of stall and other facility like lighting etc. in this area will be borne by the bidder(F1)}

b. (Financial Bid F2)

Bidder/s will have to arrange following item for 8 days only between 10/10/2018 to 17/10/2018 for organising different activities. These activities are to organized in an separate land (SL) to be earmarked for cultural and other programs which will be adjacent/near to the 2,00,000 sq.ft. allotted to Event Manager.

Quotation for Stage arrangement, Green room, sitting arrangement, Lighting Sound, Anchor & volunteer etc.

SI No	Particulars/Deliverables	Size / Area	Unit	Amount for 8 days (10/10/2018 to 17/10/2018) in Rs. (Rate of each of the following 58 items must be mentioned, otherwise bid will be rejected)
1	Stage	60ftWx30ftDx6ftH	1	
2	Stage Carpeting	1500 Sqft	1	
3	VIP/VVIP Longue Carpeting	2000 Sqft	1	
4	Designer Welcome Gate	200 Sqft	2	
5	Urinals (VIPs & Artists)		2	
6	Well Equipped Green Room	10x8x10	2	
7	Administrative Room	10x8x10	1	
8	Backdrop , Iron Framed , Star Media Flex	As per stage	1	
9	Side Drops , Iron Framed , Star Media Flex	As per stage	2	
10	Iron Framed Closing panel on both side of Stage			
11	VIP Sofa		10	

12	Fixed Chairs (Set of 2/3/4 etc.)		100	
13	Fibre Chair		900	
14	Centre Table for VIPs		10	
15	Podium	4x2 Sqft	1	
16	Console Masking with Black Cloth			
17	Console Riser			
18	Male & Female Anchor		2	
19	Volunteer		6	
20	Flower Decoration			
21	Top 1200 W per Column		16	
22	Dual 18" subwoofer 2000WT minimum		8	
23	Stage monitor 600WT minimum		10	
24	Digital Mixing Console 48 Channels (Yamaha M7CL / Sound Craft)		1	
25	Side Field - Low & Top with Amplifier		4	
26	Instrumental Mikes		10	
27	Cordless Mikes		4	
28	Naple Mikes (Shure/Sennheiser/AKG)		4	
29	Snack Cables	As per requirement		
30	Graphic Rack Complete Set			
31	USB Port			
32	Drum kit mike			
33	Pioneer Pitch - CDJ 200			
34	Beam Parcans		40	
35	Led RGB Multi		50	
36	Sharpy		18	
37	Multi Ten		16	
38	Laser Light		4	
39	Smoke Gun		4	
40	Light mixing consol			
41	Colour Lab			
42	Programming Board			
43	Dimmer Pack			
44	Light Technician			
45	Truss Four Sided			
46	LED Wall 40x12 Sqft for Stage		1	

47	LED wall 8x12 Sqft above the Ground		2	
48	LED Wall 8x12 sqft above the Ground		2	
49	Videography & Still photo	On all days		
50	Designing of paper advertisement, flex banners designing & Printing etc.			
51	Security Guards (from recognised security agency)		30	
52	Bouncers		15	
53	Power supply & Power/Generator back-up for Cultural Program from 6 PM to 10 PM.			
54	Installation CCTV Camera	HD Quality	32	
55	ABC Type Fire Extinguishers 6kg		20	
56	Co2 Type fire Extinguisher 4.5 kg		3	
		Total Amount in rupees (F2) =		
(Rate of each of following 56 items must be mentioned otherwise bid will be rejected)				

**F2= in rupees
(words and numbers both)**

Note :

- (1) As per requirement/need, the quantities/units mentioned in above table may be increased/decreased for which proportionate rate will be paid/deducted].
- (2) The bidder is necessarily required to mention item wise rate of each of the above 56 items in the prescribed column, otherwise the bid will be rejected.
- (3) The Agency has to submit all videos and photos on daily basis and also has to submit two (2) master copies of DVDs of video and photos, at the end of the event.
- (4) The Bidder has to make all necessary arrangements for lighting etc. in the entire Dussehra Mela & Dussehra Mahotsava-2018 (including stage for cultural programme and its surroundings) and charges for electricity connection and all other meter charges etc. shall be borne entirely by the bidder.
- (5) The agency shall have distinctive dress codes for crew members, volunteers, light and sound personnel and private security staffs etc. for their easy identification.
- (6) The agency should submit a complete list of manpower as per the table mentioned at least two days before, prior to the start of event.

C. (Financial Bid F3) (Note: F3=F1-F2)

F3 (Net amount payable to SKSVS) (NOTE: F3 = F1 - F2)	=..... (in rupees) (Note: Please mention the amount in words and numbers both)
--	--

Date:-

(Signature/s of the Tenderer /Authorized person

Place:-

Full Name/s:

Designation:

Stamp:

(Please put signature and name on every page of Bid Document and Enclosures.)

Signature of Authorised Signatory
Stamp of SKSVS