

# TENDER DOCUMENT FOR SELECTION OF AN EVENT MANAGEMENT AGENCY

for the conduct of **ASEAN India Youth Summit**  
to be held from 3<sup>rd</sup> to 7<sup>th</sup> Feb., 2019 at Guwahati, Assam, India.

## **INDIA FOUNDATION**

**J1, Ground Floor, Upasana Building, 1 Hailey Road, New Delhi -  
110001.**

[www.indiafoundation.in](http://www.indiafoundation.in)

Uploaded on Website of India Foundation on 2<sup>nd</sup> January, 2019

Last Date for Submission of Bids up to 11.00 Hrs on 28<sup>th</sup> January 2019.

**Details about Tender: Tender Notice No. EM1901**

Organisation Name	:	India Foundation
Address	:	J1, Ground Floor, Upasana Building, 1 Hailey Road, New Delhi – 110001. Telefax: 011-41654836, 43012351, E-mail: <a href="mailto:mail@indiafoundation.in">mail@indiafoundation.in</a> Website: www.indiafoundation.in
Name of Work	:	Conduct of 2 <sup>nd</sup> ASEAN-India Youth Summit to be held at Guwahati, Assam, India from 3 <sup>rd</sup> to 7 <sup>th</sup> February, 2019.
Tender Type	:	OPEN
Tender Currency:	:	Indian Rupee (INR)
Joint Venture \ Consortium	:	Not Applicable
<i>Amount Details</i>		
Bid Processing Fee	:	Not Applicable: (Free tender document may be downloaded from our website.)
Bid Processing Fee Payable to	:	Non-Refundable DD in favour of “India Foundation”, Payable at New Delhi.
EMD (INR)	:	Rs 1,00,000/- (Rupees One Lakh Only)
EMD in favour of	:	(Rupees One Lac only) by DD in favour of “India Foundation” from any Nationalised Bank, payable at New Delhi.  Or  RTGS/NEFT to the following account: Account Holder: India Foundation Bank: Andhra Bank, AP Bhawan branch, New Delhi Account No.108911100000900 IFSC CODE: ANDB0001089 SWIFT CODE: ANDBINBBGRE
Expected Cost of the Work	:	Rs. 3.00 Cr. (Rupees Three Crore only) + GST as applicable.
<i>Tender Dates</i>		
Bid Document Downloading Start Date	:	02/01/18
Bid Document Downloading End Date	:	24/01/18 at 18.00 hrs
Last Date & Time for Submission of Technical Bid & Financial Bid.	:	28/01/18 at 11.00 hrs
Date of Tender opening	:	28/01/18 at 12.00 hrs
Bid Validity Period	:	90 days from opening of price bid
Submission of certain documents, etc.	:	Submission of EMD, Technical Bid and Financial Bid along with other Documents from 02/01/18 at 15.00 hrs. up to 28/01/2018 at 11.00 hrs in the office of India Foundation, J1, Ground Floor, Upasana Building, 1 Hailey Road, New Delhi – 110001. Telefax: 011-43012351,41654836 E-mail: <a href="mailto:mail@indiafoundation.in">mail@indiafoundation.in</a> Website: www.indiafoundation.in

Remarks	: <p>Tenders will be opened on 28<sup>th</sup> January, 2018 at 12.00 hrs. Representatives of the bidders are invited to attend the bid opening meeting. The technical bids will be opened and scrutinised with regard to the eligibility criteria, and technical parameters as mentioned in the Tender Document under the heading “Instructions to Bidders”. Only those bidder/bidders who meet eligibility criteria &amp; their design are found to be impressive being in-line with the theme of the Event “2<sup>nd</sup> ASEAN-India Youth Summit” and approved by India Foundation, will be shortlisted for next stage.</p> <p>Bidders who meet the qualification criteria will be called “Technically Eligible bidder” and they will be invited for making presentation on 16.01.2018 before Tender Evaluation Committee/Expert. In case of any clarification, the bidders may contact India Foundation at 011-41654836; 011-43012351.</p>
---------	--

## **INVITATION FOR OPEN TENDER**

India Foundation is organising , 2<sup>nd</sup> ASEAN-India Youth Summit in collaboration with the Ministry of External Affairs, GoI from 3<sup>rd</sup> to 7<sup>th</sup> February, 2019. The Event will have participation of Youth Delegates from over 10 Countries and representation from all parts of India. The Event Management Agency (EMA) shall be required to Design, Fabricate & undertake Branding of the entire Event in Guwahati, Assam The other aspects within the purview of Event Management are:-

- Receiving of all Delegates, Speakers and dignitaries at the Lokpriya Gopinath Bordoloi International Airport, Gauhati, Assam
- Making arrangements for the Local Transport of Delegates, Speakers and Dignitaries from Airport to the Hotels.
- Hiring of Hotel Accommodation for Delegates, Speakers & Dignitaries for the days of Event.
- Making arrangements of Food for the participants including Theme Dinners, Hosted Banquets, Hi-Tea, and Outdoor Catering wherever required.
- Arrangement of Room Hampers for all residential participants, Delegates, Speakers and Dignitaries which should include but not limited to, Soft Drinks, Juices, Potato Chips, Biscuits, Cake, Local Favourites in Sweets, Savouries and munchies for consumption in rooms.
- Effective Registration of all Participants, Organisers, Delegates, Speakers, by making of badges, lanyards etc.
- Arrangement for Distribution of Badges to various categories of participants by creating different registration counters manned by efficient Boys and Girls.
- Preparation and distribution of Delegate Kits to all delegates and Speakers, which should include A good quality Executive bag, High Quality Ball point Pen, Conference note pad, and conference literature.
- Selection of Mementoes to be presented to Speakers and all participants.
- Making arrangements of Stage, LED Backdrop, Media Riser, Barricades, Podium, Sofas, etc
- Providing both skilled and unskilled manpower for effective running of the conference scientific and Literary programs.
- Design, Printing of Conference stationery, Delegate Book, Program Schedule Book etc.
- Photo and Video documentation of the entire event.
- Selection of suitable cultural program depicting local culture and tradition and staging of the show for the participants.
- Live webcasting of the event on Youtube and India Foundation website.
- Social Media management for Twitter, facebook and Mobile App.
- Setting up of a Secretariat for the conduct of the event.
- Preparing of a consolidated report and production of event Coffee Table Book.

2 India Foundation wishes to appoint an **Event Management Agency (EMA)** for organizing @nd ASEAN-India Youth Summit in collaboration with the Ministry of External Affairs 3<sup>rd</sup> to 7<sup>th</sup> February, 2019 at Gauhati, Assam, India. The Youth Summit would have delegates from more than 10 countries and representation from

all parts of the country. The Event Management Agency (EMA) shall be required to develop concept, design, fabricate, undertake branding & manage the entire event. The scope of work is as given in the subsequent paragraphs in the bid document. The estimated cost is Rs. 3.00 Cr (Rupees Three Crore only) plus applicable taxes (GST). Detailed terms and conditions are prescribed in the Tender Document, which can be downloaded from the website "<http://www.indiafoundation.in>". The bidder can approach India Foundation for any clarification with regard to submitting its bid up to 28<sup>th</sup> January 2019.

3. Bidder has to submit hard bound document duly numbered. Loose documents shall be out rightly rejected. The Tender should be submitted in the following manner:-

- The **First Envelope** should contain the EMD of **Rs. 1,00,000/- (Rupees One Lac only)** in the form of Demand Drafts drawn in favour of "**India Foundation**" payable at New Delhi or RTGS to the following account:

**Account Holder: India Foundation**

**Bank: Andhra Bank, AP Bhawan branch, New Delhi**

**Account No.108911100000900**

**IFSC CODE: ANDB0001089**

**SWIFT CODE: ANDBINBBGRE**

- The bidder should submit the UTR number of the transaction to India Foundation

- The **Second Envelope** should contain the Technical Bid in sealed envelope complete with Concept & Design of the proposed Event, Branding & Design of all material to be put up as per the scope of work including Arches, Hoardings, Backdrops for various sessions, Sample for Mementoes, etc,
- Copy of Work Orders bringing out Relevant Experience of the Agency in organising similar Events, Experience of working with at least One PSU/Govt./ Reputed Private Sector Organization during last 3 years, CA Certificate/Financial Statements for Annual Turnover, Photographs of the Events organised by them as proof, etc. for bringing out the fact that they meet the Eligibility Criteria as mentioned in the Tender Document under the heading “Instructions to Bidders”. There should be no mention of the prices in the Technical Bid Document. Original printed document with signature & seal of the submitting company shall be considered as authentic. Filling up prices in Part II will disqualify the Bidder.
- The **Third Envelope** should contain the **Financial Bid only**. Services offered should be strictly as per specifications mentioned in this Tender Document.
- The first, second & third envelopes should be enclosed in a larger envelope duly sealed. All pages of the offer must be signed, sealed & numbered. The bids complete in all respect must be submitted through Speed Post/Courier and also by hand by depositing in the Tender Box kept at the reception in the corporate office of India Foundation at Upasana Building, 1 Hailey Road, New Delhi.

4. Tenders will be opened on 25<sup>th</sup> January, 2019 at 12.00 hrs. Representatives of the bidders are invited to attend the bid opening meeting. The technical bids will be opened and scrutinised with regard to the eligibility criteria, design of the event etc. as mentioned in the Tender Document under the heading “Instructions to Bidders”. Only those bidder/bidders who meet eligibility criteria & their design are found to be impressive being in-line with the theme of the Event “2<sup>nd</sup> ASEAN-India Youth Summit” and approved by the India Foundation Representative, will be shortlisted for next stage.

5. Bidders who meet the qualification criteria will be called “Technically Eligible bidder” and they will be invited for making presentation on 25.01.2019 before Tender Evaluation Committee/Expert. Thereafter, their Financial Bids will be opened on 26.01. 2019 at 12.00 Hrs. Representatives of such Technically Eligible bidders will be invited to attend the Financial Bid opening meeting. The selection will be based on Two Stage CQCBS method and the work will be awarded to bidder with the Highest Score.

\*\*\*\*\*

# Scope of work

1. The Event Management Agency (EMA) would use ethnic elements and items for ambience creation. These elements of ambience would be purchased by selected bidder and would be used for ambience creation and would be the property of selected bidder after the event. Only new/fresh items to be used.
2. The selected bidder would be responsible for designing and creation of theme based ambience during the youth Summit titled “**2<sup>nd</sup> ASEAN-India Youth Summit**”.
3. The lay out plan and design including welcome gate and material to be used will have to be approved by the Director India Foundation or its representative, if any, beforehand.
4. It shall be the responsibility of the selected bidder to arrange for man power, material and necessary expertise for executing the work, “**2<sup>nd</sup> ASEAN - India Youth Summit**” is fully set up by the evening on 2<sup>nd</sup> February, 2019. The bidder would be handed over the site latest by 1<sup>st</sup> February, 2019.
5. The selected bidder would be responsible to hand over the site thoroughly neat and clean to the Hotel, by the last evening of the event.
6. The selected bidder has to ensure that in case of any untoward incident, the disaster Management provisions are employed.
7. The selected bidder would be required to coordinate with the Managers of the various Hotels, Government Departments and take their permission while setting up Hoardings, Banners, Branding Materials on City Roads for smooth & un-interrupted running of the show.
8. The selected bidder would be required to tie up with the Guwahati Administration, Local Police, Traffic Police etc, so that the work of ‘**2<sup>nd</sup> ASEAN-India Youth Summit**’ is executed smoothly. All the permission/Licenses along with the expenditure involved in getting these Permissions/Licenses from Assam Fire Service, Excise Department, ET, FSSAI, Taxation department (GST), Labor Department, Licensing Branch, Guwahati Police, Guwahati Traffic Police, Health Department, like horticulture, Enforcement, electricity, civil etc. would be the responsibility of selected bidder. India Foundation would however facilitate the selected bidder in getting these permissions/Licenses.
9. It would be the responsibility of the selected bidder to arrange for sufficient number of dustbins, fire extinguishers, chair, tables, canopies, public address system and sound system for cultural items during the event, control rooms with adequate support staff, supervisors, water proofing of stalls, arrangement to close the stall from front side, round the clock fool proof security with required gadgets, cleanliness, etc.
10. The selected bidder shall also arrange for sufficient Fire fighting equipment and One Ambulance with Doctor/Nursing Staff to be stationed at the venue during the course of the exhibition from 09.00 A.M to 11.00 P.M from 3<sup>rd</sup> to 7<sup>th</sup> February, 2019.
11. The EMA shall also be responsible to conduct a local culture and Cuisine festival on one of the days of the event by constructing 10-12 Pagoda Style Food Stalls/Sweet Junction Stalls for the Culinary Experts. The size of each Pagoda style food stalls would be **10 fts x 10 fts for culinary experts & 5 fts x 5 fts for Sweet junction Pagoda Style stalls**. Food Stalls are to be given three tables with frills & plastic sheets & two chairs each along with 4 lights – tube light & focus lights. In the eating area

in front of food stalls, rectangular long tables of 4fts height with daily changeable plastic sheets with frills are to be provided. Extra Two Power Point connections are be provided in each Food Stall. (the above arrangements can be modified depending on the space available at the venue.

12. The selected bidder has to ensure that the whole venue is properly lit on all days of the event and sufficient electricity and power points.
13. All the electrical cables and wires should be properly insulated. There should not be any loose wires. Gen set installation for the event would be the responsibility of the selected bidder with the required permission of the Local Administration.
14. The selected bidder would also be responsible for constructing green rooms at the back side of the stage. The artists for the cultural programs shall be arranged by India Foundation. All the expenditure on ambience creation, sound & light arrangements for the cultural program would be the responsibility of the selected bidder. Permissions required IPRS. PPL etc. for cultural program has to be taken by the event manager and cost if any shall be borne by the selected bidder.
15. Publicity panel/standees & directional signages, hoardings, continuous flex panels on the outside of the venue. The design & content for the same would be approved by India Foundation representative.
16. It shall be the responsibility of the selected bidder to set up temporary work station/office for executing the Event **‘2<sup>nd</sup> ASEAN-India Youth Summit’**.
17. The entire venue has to be covered by CCTV Surveillance especially in areas which are open from the outside, for security reason.
18. The selected bidder shall be required to take insurance cover of Rs.1.50 crs for the period of the Event i.e., 3<sup>rd</sup> to 7<sup>th</sup> February, 2019. The insurance shall be taken to cover any untoward incident (theft, fire, bomb blast, etc) leading to loss of life, assets by the artisan, visitor, officials, worker, Delegates etc.



19. The Scope of Work is summarized as above :-

# **INSTRUCTIONS TO THE BIDDERS**

## **I. PROPOSED PROJECT**

India Foundation is organising Event titled '2<sup>nd</sup> ASEAN-India Youth Summit' in collaboration on from 3<sup>rd</sup> to 7<sup>th</sup> February, 2019 at Gauhati, Assam, India

The Event Management Agency (EMA) shall be required to arrange Hotel Rooms approximately 150 Rooms for 5 nights to accommodate Delegates, Speakers and Dignitaries apart from Design, Fabrication & undertake Branding of the event venue and City. Organising a cultural program with Green room (with mirrors, hangers, chairs, with partitioned changing facility to be erected for the cultural program complete with requisite lighting, ambience & sound system, etc.

## **II. ELIGIBILITY CRITERIA**

- a) Experience of working with at least One PSU's/Govt. Sector/Reputed Private Sector during last 3 years.
- b) Relevant experience of organizing at least two similar Exhibition/Festival/Event/Entertainment/IEC Projects during last 3 years (with Govt./PSU's/Private)
- c) At least One similar assignment executed with value of more than Rs. 1.25 crs including projects like Exhibition, Foundation day/Jubilee celebration/functions, Award function, Product launches and other entertainment project for PSU/Govt. bodies/ Reputed Pvt Sector, in last three years.
- d) Average Financial turnover of the company should not be less than Rs. 1.00 crore during last three financial years. CA Certificate along with complete financial statements to be submitted.

## **III. REJECTION OF BIDS**

The Bid will be considered Non Responsive & summarily rejected in case it does not fulfil any one or more of the following conditions:-

- a). If EMD is not provided by the bidder.
- b). If the bidder tries to put any influence.
- c). If the bidder furnished false information.
- d). If the Authorised Signatory has not signed with official seal on all pages of the bid document.
- e). Any bid received by India Foundation after the bid due date/time prescribed in the Tender Document shall be rejected.
- f). Any bid indicating conditions beyond those indicated in this Tender Document i.e. conditional bid shall be rejected.
- g). Bids shall remain valid for 90 days after the date of Bid opening prescribed by India Foundation. A Bid valid for a shorter period shall be rejected as non-responsive.

### **1. The Technical Selection shall be evaluated as per the following evaluation criteria:-**

- a. Experience of working with at least One PSU's/Govt. Sector/Reputed Private Sector during last 3 years.
- b. Relevant experience of organizing at least two similar Exhibition/Festival/Event/Entertainment/IEC Projects during last 3 years (with Govt./PSU's/Private)

- c. At least One similar assignment executed with value of more than Rs. 1.00 crs including projects like Exhibition, Foundation day/Jubilee celebration/functions, Award function, Product launches and other entertainment project for PSU/Govt. bodies/ Reputed Pvt Sector, in last three years.
- d. Average Financial turnover of the company should not be less than Rs. 1.00 crs crores each during last three financial years. CA Certificate along with complete financial statements to be submitted.

**All the event management agencies are hereby requested to develop concept and design as per Scope of Work. The agencies are further requested to visit the proposed Hotel venue before submitting a layout plan. The map of the Hotel venue is to be enclosed with proposed seating layout and stage arrangements along with this Tender Document for facilitating reference. For any further assistance & clarification, India Foundation may be contacted on 011-41654836; 43012351.**

The financial bid is to be quoted in the prescribed format as at **Annexure-2**.

- f.** India Foundation, reserves all the rights related to the opening, evaluation and cancellation of Bids without assigning any reasons thereof. India Foundation can accept OR reject the financial bids without assigning any reason and decision of the Director/Representative of India Foundation will be final & binding in this regard. In case of any ambiguity while comparing the rates offered by the bidder, India Foundation reserves all rights to decide on the issue of identifying selected bidder.

the rates offered by the bidders, India Foundation reserves all the rights to decide on the issue of identifying selected bidder.

**g. Special Conditions for Evaluation**

The Preferred Bidder would be selected as per criteria mentioned. However, in the event that two or more Bidders secure exactly the same Composite Score, then India Foundation reserves the right to declare as Preferred Bidder who's Presentation Score is highest among such Bidders who have secured exactly the same Composite Score.

**IV. OTHER CONDITIONS:-**

- a). **Liquidated Damages:-** The entire work as listed in the scope of work is to be completed by the evening of 2<sup>nd</sup> February, 2019. The above time schedule is required to be strictly adhered to and followed. Liquidated Damages will be applicable, on the entire value of the contract. In case of delay in completion of a specific job beyond the date/time of completion as indicated above. Penalty would be applicable at the rate of 25% of the contract value for delay of each day, subject to maximum of 50% of the contract value. The penalty shall be recoverable from the Performance Guarantee provided by the agency.

Further, in case of delay to deliver the work within stipulated program, India Foundation reserves the right to terminate the contract and get all the jobs or the delayed job completed through another agency of its choice. Any extra expenditure that India Foundation incurs for completion of the balance job/s through another agency on account of higher rates quoted by the new agency, will be recovered from the selected bidder's account or Performance Guarantee. Moreover, India Foundation shall also be entitled to all other legal proceedings as may be required for shortfalls in recovery.

b). **Earnest Money Deposit (EMD)**

- (i). The Bidder shall furnish, EMD of Rs. 1,00,000/- (Rupees One Lac only) in form of Demand Drafts drawn in favour of "India Foundation" payable at Delhi in a separate envelope. Only after the confirmation of valid EMD, the Technical Bid will be opened.
- (ii). No interest shall be paid on EMD.
- (iii). EMD of Bidders not short-listed will be refunded within 10 days from the date of declaration of Short-listed Bidders.
- (iv). The successful Bidder's EMD will be discharged upon the Bidder signing the LOI/Agreement,.
- (v). The EMD may be forfeited either in full or in part, at the discretion of India Foundation, on account of one or more of the following reasons:-
- a) The Bidder withdraws their Bid during the period of Bid validity of 90 days.
  - b) Bidder does not respond to requests for clarification of their Bid.
  - c) Bidder fails to co-operate in the Bid evaluation process, and
  - d) In case of a successful Bidder, the said Bidder fails:
    - 1. to sign the Agreement in time

**c). Payment Terms**

1<sup>st</sup> payment as indicated below shall be treated as advance payment

Stage	Mile Stones	Amount (%)
1st	Issue of Work Order	50%
2nd	On successful inauguration	25%
3rd	After successful completion of the event	25%

**d). Additional Conditions:-**

- i). India Foundation reserves the right to reject any or all the Bids without assigning any reason whatsoever.
- ii). The bidder must comply with the terms and conditions of contract. No deviations shall be entertained.
- iii). In case of any dispute, decision of competent authority will be final and binding.
- iv). The bidder must furnish a declaration to the effect that it has not been blacklisted in the recent past by any Government Authority / Public Sector Organization etc.
- v). The format for Technical Bid & submission of relevant documentary evidence is enclosed as **Annexure-4**. Bidders are requested to submit their technical bid strictly in the enclosed format.

**V. Force Majeure**

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligations under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions quarantine restrictions, strikes, lockouts or act of God (herein after referred to as events) provided notice of happenings, of any such eventually is given by party either party to the other within 21 days from the date of occurrence thereof, neither party shall be reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance, or relay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the India Foundation will be final and conclusive.

**VI. Arbitration**

- (a) If a dispute of any kind whatsoever arises between the India Foundation and the bidder in connection with, or arising out of, the Contract or the execution of the works or after their completion and whether before or after the repudiation or other termination of the contract, including any disagreement by either party with any action, in action, opinion, instruction, determination, certificate or valuation of the Engineer, the matter in dispute shall be settled by arbitration in accordance with the Indian Arbitration and Conciliation Act, 1996 or any statutory amendment thereof.
- (b) The reference to arbitration may proceed notwithstanding that the works shall not then be or be alleged to be completed, provide always that the obligations of the India Foundation and the bidder shall not be altered by reason of the arbitration being conducted during the progress of the works. Neither party shall be entitled to suspend the works, payments to the bidder shall be continued to be made as provided by the contract.

- (c) Arbitration proceedings shall be held at Delhi and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
- (d) The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrator as determined by the arbitrators shall be shared equally by the India Foundation and the bidder. However, the expenses incurred by each party in connection with the preparation, presentation, etc., of its case prior to, during and after the arbitration proceedings shall be borne by each party itself.
- (e) All arbitration awards shall be in writing and shall state the reasons for the award.
- (f) Penalty/Liquidate Damages shall not fall under the Arbitration clause.

**VIII) Cancellation / Postponement of Programme**

In case the organising of the 2<sup>nd</sup> ASEAN-India Youth Summit is cancelled or postponed due to any reason, no claims shall be made by the bidder on India Foundation.

**IX). ANNEXURES (To be filled up and submitted by the bidders)** a).Annexure-1:-Technical Proposal Submission Letter b).Annexure-2 :- Financial Bid Format.

- c).Annexure-3 :- Profile of the Bidder.
- d).Annexure-4 :- Format for Submission of Technical Bid.
- e).Annexure-5 :- Obligation / Compliance to be Ensured by Bidder. f). Annexure-6 :- List of Similar Work Executed in Last 3 Years g).Annexure-7 :- History of Litigation
- h).Annexure-8 :- Indemnity Undertaking

**ANNEXURE-1**

**TECHNICAL PROPOSAL SUBMISSION LETTER**

To:

[Location, Date]

**India Foundation**

J1, Ground Floor

Upasana Building , 1 Hailey Road

New Delhi – 110 001

Dear Madam / Sir:

We / I, the undersigned, offer to provide the Event Management Services to conceptualize, design, fabricate & branding of the Event “2<sup>nd</sup> ASEAN-India Youth Summit” being organised at Guwahati, Assam, India in collaboration with Ministry of External Affairs, GOI from 3<sup>rd</sup> to 7<sup>th</sup> February, 2019 as per the Guidelines, terms & conditions mentioned in this Tender document. We / I are/am here by submitting our Proposal, which includes the Technical Proposal & Financial Bid.

We confirm that we are qualified as per the Qualification Criteria specified in your document. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it would lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the services related to the assignment immediately from the date of issue of letter of award and undertake to complete the assignment by the evening of 8<sup>th</sup> February, 2018.

Thanking You,

Yours Sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

\* Proposal should be submitted on the official letter head of the company



**ANNEXURE -2 FINANCIAL BID FORMAT**

<b>S.No</b>	<b>ITEM DESCRIPTION / PARTICULARS</b>	<b>QTY</b>	<b>RATE</b>	<b>AMOUNT</b>
1.	Hotel Accommodation for delegates at any 5 Star Property 80 Rooms Single Occupancy for 4 nights	320		
2.	Hotel Accommodation for delegates at any 5 Star Property 30 Rooms Single Occupancy for 4 nights	120		
3.	Hotel Accommodation for Dignitaries at any 5 Star Property 10 Suites Single Occupancy for 4 nights	40		
4.	Hotel Accommodation for Indian Participants at any good property (50 Rooms Single Occupancy for 4 nights)	200		
5.	Arrangement for Conference Hall for 3 Days of Plenary Session for 250 Pax within the Hotel.			
6.	Arrangement for Break Away Halls for 3 Days of parallel Session 3 Nos for 50 Pax each.			
7.	Arrangement of Breakfast, Lunch & Dinner along with Hi-Tea on Inaugural Day.			
8.	Setting Up of Welcome Kiosks at Airport and Railway Stations at Guwahati.			
9.	Arrangement of Local Transport:- Volvo Buses : 8 Hours 80 Kms Innova : 8 Hours 80 Kms Sedan: 8 Hours 80 Kms	5Nos 25 Nos 10 Nos		
10.	Boys for Event Co-ordination Girls for Event Co-ordination	20 Nos 10 Nos		
11.	Room Hampers: Fruit Juice, Biscuit Packet, Soft Drinks, Cake, Potato Wafers, Local flavor sweet, Savouries.	250 Nos		
12.	Garland to welcome: Cardamom, Bamboo or Rudraksha.	250 Nos		
13.	<b>Delegate Kit:</b> Executive Bags Conference Note Books Pen	250 Nos 250 Nos 250 Nos		
14.	<b>T Shirts</b>	300 Nos		
15.	<b>Branded Water Bottles 300ml</b>	5000 Nos		
16.	<b>Registration:</b> <b>Setting up counters 5Nos</b> <b>PVC Badges with Printed Lanyards 500 Nos</b>			
17.	<b>Conference Setup:</b> <b>Stage: 50x24</b> <b>Backdrop: LED Screen with WatchOUT and Operator.</b> <b>Podium</b> <b>Sound System: Bose/JBL or Equivalent</b>			

	<b>Lighting: Stage Lighting</b> <b>Lighting Truss:</b> <b>Camera Risers</b> <b>Console Table with Masking:</b>			
18.	<b>CONFERENCE PRINTING:</b> <b>A4 Size Participant Booklet with 60 pages</b> <b>A4 Size Theme paper Booklet.</b> <b>Pocket Size A6 Schedule Booklet</b>	300 Nos 300 Nos 300 Nos		
19.	<b>Photo Graphers 2 Nos</b>	10 Nos		
20.	<b>Photo Booth / Selfie Booth: To be arranged as per theme.</b>			
21.	<b>Street &amp; Branding :</b> <b>Standies 6X3</b> <b>Flags 3x9</b> <b>Temporary Hoardings: 20x10</b>	500 100 50		
22.	<b>Airport Branding:</b> <b>To be suggested</b>			
23.	<b>National Flags: 11 countries 2 Nos each</b>	22 Nos		
24.	<b>Leased Line internet for 20MBPS 3 Days</b>			
25.	<b>Webcasting of the entire program on YouTube and India Foundation website.</b>			
26.	<b>Arrangement for local Sight seeing 2 days</b>			
27.	<b>Captive power Supply: Genset 62KVA 5days</b>	5		
Total				
Event Management Charges				
GST				
Grand Total				

### ANNEXURE – 3

#### PROFILE OF THE BIDDER

All individual firms and each partner are requested to complete the information in this form. Information should be provided for all owners or applicants that are partnerships or individually owned firms.

Where the Applicant proposes to use sub-contractors for critical components of the works or for work contents in excess of 10 percent of the value of the whole works, the following information should also be supplied for the specialist subcontractors.

Sr.	Particular	
1	Name of bidder	
2	Type of firm: Proprietary/ Partnership/ Pvt Ltd, Public Ltd Company/ Society/NGO	Partnership deed/MoA-AoA/Society as applicable
a	Year of Incorporation/ Registration number	Incorporation certificate as applicable
3	Communication Detail	
a	Head Office address /Local Office address (if any)	
b	Head Office address	
4	Contact detail	
a	Mobile Number	
b	Landline Number	
c	Fax Number	
d	Email detail	
5	Nature of Business	
	1. Since _____	
	2. Since _____	

No disclosure or wrong information /non-acceptance any shall result the disqualification of the firm. Change of the name of company or firm shall be supported by legal resolution as per applicable norms.

Signature of the bidder with seal

## FORMAT FOR SUBMISSION OF TECHNICAL BID

Sr.	Criteria	Documentary evidence	List of Documents Enclosed Along with Page Nos.	Whether Relevant Document Provided	Marks Assigned
1	The Agency should have Experience of working with at least One PSU's/Govt. Sector/Reputed Private Sector during last 3 years.	Enclose Work order copy.		Yes / No	3 marks if worked with only 1 PSU/Govt sector/ Reputed Private Sector in last 3 yrs. 5 marks if worked with more than 1 PSUs/Govt Sector in last 3 yrs.
2	Relevant Relevant experience of organizing at least two similar Exhibition/ Festival/ Event/ Entertainment/ IEC Projects during last 3 years (with Govt./PSU's/Private)	Work Order & Photographs is to be attached for authenticating claim.		Yes / No	5 marks if organised two similar exhibitions/ programs with PSU/Govt. Sector/ Reputed Pvt Sector during last 3 yrs. 10 marks if organised more than two exhibitions/ programs with PSU/Govt. Sector/ Reputed Pvt Sector during last 3 yrs.
3	Organised at least One similar assignment executed with value of more than Rs. 1.25 crs for Exhibition, Foundation day/ Jubilee celebration/ functions, Award function, Product launches and other entertainment project for PSU/Govt. bodies/ Reputed Pvt Sector, in last three years..	Work Order & Photographs is to be attached for authenticating claim.		Yes / No	5 marks if organised one similar exhibition/ Foundation day/ Jubilee celebration/ functions, Award function, Product launches in value of more than Rs.1.25 crs during last 3 yrs. 10 marks if organised more than One exhibition/ Foundation day / Jubilee celebration/ functions, Award function, Product launches of value more than Rs.1.25 crs during last 3 yrs.
4	Financial turnover of the company should be at least Rs. 50.00 crores each during last three financial years.	Audited Financial Report / Chartered Account certificate indicating minimum annual financial turnover from similar works.		Yes / No	5 marks if turnover in upto than Rs.50.00 crs each during last 3 years. 15 marks if turnover is more than Rs.100.00 crs during each of last 3 yrs.
5	Whether Model/Prototype of Proposed Ministry Pavilion, Gates, Stall & Table Facias, Overall set-up plan in the exhibition venue submitted.	Please provide the model/prototype of the Ministry Pavilion, Gates, Stall & Table Facias, Overall set-up plan in the exhibition venue of open space in front of State Emporia, Baba Kharak Singh Marg, Cannought Place, N Delhi.		Yes / No	10 marks if prototype submitted. Nil Marks if not submitted.
6	Proposed approach, Themes, Concepts in the form of a presentation elaborating execution details for the project to be assessed on resource deployment, quality, content, photographs of previous projects, relevance of presentation, creative approach, visual appeal etc.	Presentation Made to Tender Evaluation Committee/Experts.			Max 50 marks
	<b>TOTAL</b>				100 Marks. This will be reduced to 70 marks.

Signature of the Bidder with seal

**ANNEXURE -5**

**LIST OF SIMILAR WORK EXECUTED IN LAST THREE YEARS**

Sr.	Name of Client	Location	Description of work	Value of Contract/Work in Rs.	Duration (Start dt.– Completion dt.)

**NOTES:**

- Each of the listed works shall be supported with the copy of work order & Work completion certificate. Work completion certificate shall mention the nature of work, value of work completed.
- At least 5 Photographs of the work executed shall be attached.
- Non disclosures of any information in the schedule will result in disqualification of the firm.

List of works on hand shall be attached as under.

Sr.	Name of Client	Location	Description of work	Value of Contract/Work in Rs.	Duration (Start dt. – Completion dtd)

If the company or Firm is divided among partners, the experience of the individual or new firm set up by the partner/s shall be considered provided past experience is subject to legal consent of individuals, partner/s or new firm set up by the partner/s.

Signature of Authorised Signatory of Bidder

Dated

Official Seal

## ANNEXURE 6

### HISTORY OF LITIGATION

Application should provide information on any history of litigation or arbitration resulting from contracts in last five year or currently under execution.

Year	Award for/ or against bidder	Name of Client	Litigation & Dispute Matter	Disputed Amount in Rs.

#### NOTE

If the information to be furnished in this schedule will not be given and comes to notice subsequently will result in disqualification of the bidder.

**ANNEXURE -7**

**INDEMNITY UNDERTAKING**

I on behalf of M/s ..... hereby agree and undertake that I have understood all the safety rules and procedures and all staff Technical & Non-Technical working on behalf of M/s ..... will abide by all safety rules and procedures. I declare that I M/s ..... will be responsible for any safety violations/ accident etc. The Director, India Foundation, New Delhi will not be responsible in case of any accident / incident and will not compensate financially or otherwise. I assure The Director, India Foundation that enlisted Manpower deployment will be done at Venue from Mobilization to Completion of Event at

.....

I hereby declare that I am sole responsible on behalf of M/s..

..... for giving such declaration.

-----

Name of Indemnifier

Signature of Indemnifier

Stamp/Seal of the Indemnifier /Contractor



