

Reference Number: 899-b

Request for Proposal

For

**Selection of Event management agency for assisting Directorate of Industries in organizing
Uttarakhand Global Investment Summit 2023 in the State of Uttarakhand**



08 June, 2023

**Directorate of Industries (DOI)
Government of Uttarakhand
Patel Nagar, Dehradun
Uttarakhand, India
Pin Code: 248001**



**NOTICE
INVITING TENDER FOR**

Request for Selection of Event management agency for assisting Directorate of Industries in organizing Uttarakhand Global Investment Summit 2023 in the State of Uttarakhand

The Directorate of Industries (DoI), Government of Uttarakhand invites technical and financial proposals from reputed **Event management agency** in the Request for Proposal (Advertisement reference no 899 dated 5/06/2023 floated by Directorate of Industries for supporting the State of Uttarakhand for the Global Investor Summit proposed to be held in December 2023.

This RFP document is being prepared to provide details about scope of work, expectations from the agency, bidding procedure and can be downloaded from the website www.uktenders.gov.in and www.doiuk.org. Response to this tender shall be deemed to have been done after careful study and examination of this document with full understanding of its implications. This section provides general information about the Issuer, important dates and addresses and the overall eligibility criteria for the parties. The tender document cost of Rs. 5,000/- (inclusive GST) is to be submitted vide crossed demand draft on any Nationalized bank/Scheduled Bank in favour of “**Director, Industries, Uttarakhand**” payable at Dehradun.

The proposal needs to be submitted through online mode only on www.uktenders.gov.in .

All other communication can be made through e-mail at info@doiuk.org

Issued by

The Director

Directorate of Industries
Government of Uttarakhand
Patel Nagar, Dehradun
Uttarakhand 248001 (India)



Disclaimer

The information contained in this Request for Proposal (hereinafter referred to as "**RFP**" document provided to the Bidder(s) by the Directorate of Industries (DoI), Government of Uttarakhand herein after referred to as **Department**, or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist in the formulation of Proposals. This RFP document does not purport to contain all the information each Bidder may require.

This RFP document may not be appropriate for all persons, and it is not possible for the Department, their employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources.

The Department, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability or completeness of the RFP document.

The Department may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.



1. **Introduction**

Uttarakhand Global Investor Summit 2023 is being organized in Dehradun during the month of December 2023, with an objective to garner investment opportunities across the different sectors of businesses within the state of Uttarakhand. This will be a pioneering and a landmark event to catapult the state amongst investors keen to partner and establish long term business ventures to bring about development of the people as well as benefit industries in getting effective returns.

Directorate of Industries makes various efforts for promoting investments in industrial sector in the State of Uttarakhand and attracts various investors. In its efforts to promote investment and the State as destination. ideal investment

As part of reaching out to the wider participants, the State Government intends to create awareness amongst Summit stakeholders across the globe, about Uttarakhand and the Summit as an ideal platform for exploring new ideas, technologies and opportunities in emerging sectors and emerging geographies through creative documents/collaterals.

Directorate of Industries as a nodal organization for the Summit intends to appoint an Agency having experience in providing **Event management and organization services** for Uttarakhand Global Investor Summit 2023.

2. **Objective**

The aim of this RFP is to callrequest for proposals to engage a reputed **Event management and organization services Company** for the scope of work mentioned in this RFP toorganize “**Uttarakhand Global Investment Summit 2023**”. The RFP document provides the Scope of Work, terms and conditions including evaluation criteria, suggested response formats etc.

3. **Fact Sheet**

Timelines and important information is mentioned as under:

Availability of RFP document on the official website www.uktenders.gov.in/www.doiuk.org .	08.06.2023 from 2:00 pm Onwards
Submission of queries	19.06.2023 upto 11:00 am
Pre-bid Meeting	22.06.2023 at 1:00 pm



Last date and time for submission of proposal online at www.uktenders.gov.in	07.07.2023 upto 5:00 pm
Date & time for Opening of proposal	17.07.2023 at 11:30 am
Date & time for technical presentation for eligible firms	20.07.2023 at 11:00 am
Date and time of financial bid Opening	Will be intimated later

* Venue for Pre-bid meeting/ Technical presentation will be at **Directorate of Industries, Industrial Area Patel Nagar, Dehradun.**

For any queries please contact:

Name	Rajendra Kumar Dy. Director, Directorate of Industries Uttarakhand, Dehradun
Email	info@doiuk.org
Phone Number	+91 135 2728227

4. **Instructions**

1. **Instruction to Applicants /Bidders**

Bid Submission

Proposal should be submitted through online mode only at www.uktenders.gov.in .

EMD and Tender fee must be submitted in original in a sealed envelope physically at Directorate of Industries, Industrial area, Patel Nagar, Dehradun on or before the date of Technical presentation. The scanned copies of the same should be uploaded online along with the proposal.

General Instructions

- i. The selection shall be on the Quality Cum Cost Basis Selection (QCBS) based on the final weighted score.
- ii. The creative agency shall provide a qualified servicing and creative team for undertaking the work. The team would work closely with the department and should be available onsite in Dehradun as required.
- iii. The Agency shall propose team consisting of staff / experts to take care of all aspects of the assignment.
- iv. All contents of the Proposal should be clearly numbered, indexed and arranged in a sequence and shall be bound firmly.
- v. The Proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the official of Agency themselves. The person who signs the



proposal must put initial against such corrections.

- vi. The proposals shall be signed and submitted by the Authorized Signatory of the Agency. In the Technical Proposal there shall be a letter of authorization/written power of attorney
- vii. Validity of the proposal shall be 180 days from the last date of submission of the proposal.
- viii. Clarifications may be sought only in pre-bid and no queries shall be entertained thereafter.
- ix. Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant.

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

- i. An Earnest Money Deposit of INR Thirty Lakhs in the form of DD/FDR/Bank Guarantee in favor of Director, Industries, Directorate of Industries, Industrial Area, Patel Nagar, Dehradun, Uttarakhand, payable at Dehradun.
- ii. The EMD is required to protect the purchaser the risk of bidders conduct which will warrant the security for future.
- iii. Proposals received without the Earnest Money Deposit will be summarily rejected.
- iv. The unsuccessful bidder's EMD will be discharged/returned after the award of contract to the successful bidder. No interest will be paid by the department on EMD.
- v. The successful bidders EMD will be discharged upon the bidder executing the contract and furnishing the performance Bank guarantee. No interest will paid by purchaser.
- vi. The EMD must be submitted must be valid for 90 days of any commercial/scheduled bank/nationalized bank.
- vii. The EMD may be forfeited-
 - a. If a bidder withdraws its bid during the period of bid validity specified by the bidder in the bid.
 - b. In case of a successful bidder fails
 - a. To sign the contract in accordance with RFP pre-requisite.
 - b. To furnish bank guarantee to contact performance as mentioned in this RFP.

3. **Performance Bank Guarantee/FDR**

Bank Guarantee/FDR of 5% of the contract value towards Performance Security shall be



submitted to the department within 15 days from the date of LoA in favour of Director, Industries, Directorate of Industries, Industrial Area, Patel Nagar, Dehradun, Uttarakhand, payable at Dehradun. The validity of Performance Guarantee shall be minimum of 9 months. Upon expiry of the agreed engagement period the bank guarantee will be handed over within 30 days.

5.

Eligibility criteria

a. Relevant Experience

- a. Bidder should have minimum 5 years of experience in the field of organizing and managing events as on last date of bid submission
- b. Joint ventures or consortiums are not allowed

b. Financial stand in

- a. Bidder should have an total turnover of ₹100 Crore for five financial year 2021-22, 2020-21, 2019-20, 2018-19, 2017-18.
- b. Bidder submitting their bid shall not be blacklisted by any State/ Central government / PSU.

c. Capability

- a. Bidder should have completed similar work as mentioned in the Schedule of Requirement in last 5 years (FY 2018-19, FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23) with net event area total 1,00,000 Sq. mt. Net event area shall include main event area, exhibition and area used for common facilities and utilities. Parking area and road side branding area will be excluded from the calculation of net event area.
- b. For calculating 1,00,000 Sq. mt area, only those events having area greater than 15,000 sq.mt will be considered;

d. Other eligibility criteria

- a. The bidder should be an income tax payer and should have filed IT returns for last 3 years.
- b. Bidder must have valid GST registration number
- c. The bidder should not have been blacklisted by any State Government/ Central Government/ Public Sector Undertaking (PSU).

6.

Right to amend or withdraw

The Department reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without assigning any reason. The decision of the Department in this regard shall be final and binding on all.



7. **Bid validity**
1. A bid shall remain valid for 180 days
 2. In exceptional circumstances, the consent of the bidder may be requested in writing for an extension to the period of bid validity. Such requests will be made much before the expiry of the bid validity. The bid security provided shall also be suitably extended.
 3. A bidder accepting the request and granting extension shall not be permitted to modify his bid.
8. **Language**
1. All Proposals, correspondence and documents related to proposals, shall be written in the English language.
 2. Supporting documents and printed literature furnished by the Bidder may be in another language; provided they are issued by competent agencies and their English translation is provided
9. **Currency of bidding**
1. Price shall be quoted in Indian Rupees (₹)only
10. **Rejection of bid**
- One or more of the following reasons will render a bid liable to be rejected summarily:
- I. A bid not secured in accordance with EMD.
 - II. If DD towards the tender document fee is not submitted before the date and time as mentioned in the notice inviting RFP.
 - III. A Conditional bid or a bid with conditions other than those specified in the RFP documents
 - IV. A bid received with validity for a shorter period than prescribed.
 - V. Documents establishing eligibility are not submitted.
 - VI. Any attempt to negotiate directly or indirectly by bidder with the authority to whom the tender is submitted or with the authority who is competent to accept the tender or endeavors to secure interest for actual or prospective tender or to influence by any means will disqualify the tender and same will be summarily rejected
 - VII. Each bidder shall submit only one bid. A bidder who submits or participates in more than one Bid (other than as a subcontractor or in case of alternatives that have been permitted or requested) will cause all the proposals with the Bidder's participation to be disqualified
11. **Filling of bid document**

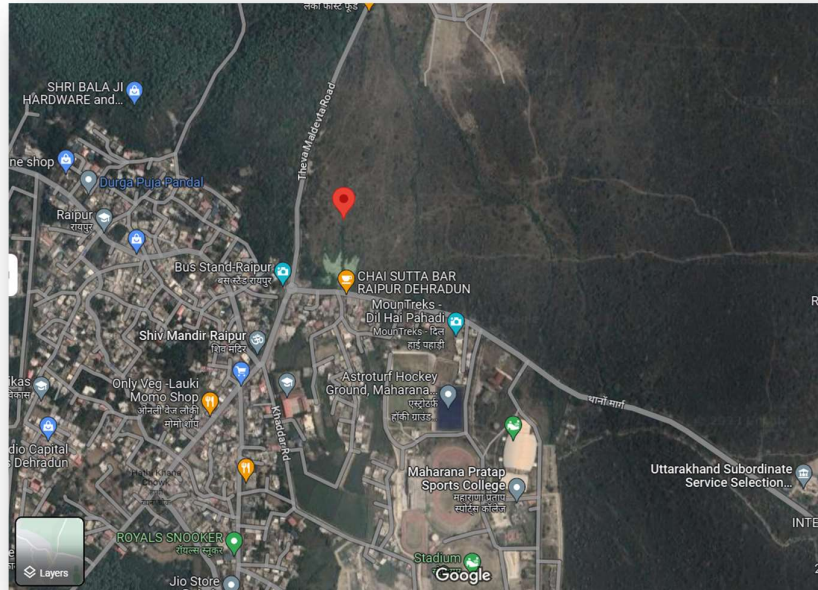


The Bidder's Details, Declarations and Documents in support of Eligibility Criteria shall be either typed and printed or neatly hand written and should be signed and stamped by the person duly authorized by the Bidding Company.

12.

Venue for the event

1. Venue for the Uttarakhand Global Investors Summit 2023 will be Raipur, Dehradun, Uttarakhand (Coordinates- 30.308082, 78.099941) Google Map for reference



2. The venue will be provided free of charge by the Department

13.

Site Visits

1. Bidder is advised to depute a suitable team to visit the proposed venue of the Uttarakhand Global Investors Summit 2023 to fully understand the venue and ascertain the difficulties that may be encountered during execution of works and for obtaining all information for himself on his own responsibility that may be necessary for preparing the bid and entering into contract. The site visits shall be entirely at bidder's own expense.
2. Bidder may undertake a meeting with the Department prior to the bidding process and it is believed that the detail understanding of terms & conditions of working at the venue and an undertaking to execute all other required works for successful completion of the event is well understood.
3. For the purpose of the visit the interested bidder may contact DIRECTORATE OF INDUSTRIES Uttarakhand office mentioning the tender description

14.

Local conditions

1. Each Bidder is expected to get fully acquainted with the local conditions and factors, such as historical, geographical, social, political, legal, administrative, and/or infrastructure etc., which would have any effect on the performance of the contract and /or the cost.
2. The Bidder is expected to know all conditions and factors, which may have any effect on the execution of the contract after issue of Letter of Award as described in the bidding documents.
3. Department shall not entertain any request for clarification from the Bidder regarding such local conditions. It is the Bidder's responsibility that such factors have properly been investigated and considered while submitting the bid proposals and no claim whatsoever including those for financial adjustment to the contract awarded under the bidding documents will be entertained by the owner. Neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the owner on account of failure of the Bidder to know the local laws / conditions.
4. The Bidder is expected to visit and examine the location of work site and its surroundings and obtain all information that may be necessary for preparing the bid at their own interest and cost.

15.

SCOPE OF WORK

The indicative event details are as follows:

Event Name	Uttarakhand Global Investors Summit 2023
Event Dates	15-16 December 2023 (Tentative)
Event Venue	Raipur, Dehradun
Expected Footfall	10,000+
Targeted Partner	2 Countries
On-Site Event Elements	<ul style="list-style-type: none">> Inaugural & Valedictory Session> 10 Sectoral Sessions> 2 Partner Country Sessions> G2B/B2B Meetings> Exhibition> Cultural Function

The scope of work for the Event Management Agency (EMA) to include, but not limited to



15.1 **SITE LAYOUT PLANNING**

- The venue will be provided by the State Government free of cost. The ground will be appropriately levelled and handed over the EMA before 30 days of the event.
- The EMA will be responsible for the master planning of the event venue, formulate a detailed site plan and layout highlighting areas/land parcel for each element of the event. The site plan must have clear area demarcation for each infrastructural elements like various German hangars, halls, exhibition area, meeting rooms, VIP and VVIP Lounges, food court, entry & exit point, parking area, registration area, medical emergency desk, helpdesk area, media centre, ambience décor, emergency exit plan, emergency services area, passage connecting each element, walkways, toilet blocks, etc.
- More than 5,000 high profile delegates and visitors are estimated to visit the event and thousands of personnel will be working at any given point of time. Therefore, it is expected to factor these considerations while planning the detailed layout.



15.2 VENUE DEVELOPMENT

S. N.	INFRASTRUCTURE	DETAILS	DIMENSIONS
1.	<p>Construction of the Primary Hangar for the Inauguration and Valedictory ceremony</p>	<p>The hangar is made of imported aluminium extrusions with base plate that are anchored to the ground and covered with blackout PVC fabric that is fire retardant. The hangar structure (imported or equivalent) should be able to withstand wind speed of up to 100 KMPH. The hangar will be completely weatherproof and airconditioned with adequate number of entry & exit points including emergency exits. General lighting will be part of the hangar and the hangar will be pillarless inside.</p> <p>Special requirements in the Primary Hangar:</p> <ol style="list-style-type: none"> 1. Inaugural pulpit of appropriate size and height as per inauguration plan 2. LED Screens of appropriate size as per requirement 3. Head Table for 50 pax 4. Tent Cards with Names: 50 5. Tabletop flower arrangements and flowering shrubs to cover entire frontage of the stage 6. PA System with stage monitors with adequate numbers of cordless/collar mics 7. Elevated Media Gallery for Press: Seating for 200 media persons 8. Sofa Seating: 100 pax 9. Cushioned/Molded Chairs: 5000 pax 10. 2 teleprompters to be placed on most opportune places facing towards podium. 11. Provision of multi-cam system at appropriate locations across the event venue for live relays and recording. Provision for 60 live relay switchers need to be arranged from an appropriate central location at the venue. 12. Interpretation system. 	<p>1 Unit (10,000 Sq. Mt.) With seating arrangement for at least 5,000 participants.</p>



2.	Construction of the Food Court Hangars For various categories of delegates	The hangar is made of imported aluminium extrusions with base plate that are anchored to the ground and covered with blackout PVC fabric that is fire retardant. The hangar structure (imported or equivalent) should be able to withstand wind speed of up to 100 KMPH. The hangar will be completely weatherproof and airconditioned with adequate number of entry & exit points including emergency exits. General lighting and necessary arrangement for dining will be part of the hangar and the hangar will be pillarless inside.	2 Units 1. 3,000 Sq. Mt. (VVIP) 2. 4,500 Sq. Mt. (General, with two compartments)
3.	Construction of Additional Hangars For organizing ~10 Sectoral Sessions and ~ 2 Partner Country Sessions over two days	The hangar is made of imported aluminium extrusions with base plate that are anchored to the ground and covered with blackout PVC fabric that is fire retardant. The hangar structure (imported or equivalent) should be able to withstand wind speed of up to 100 KMPH. The hangar will be completely weatherproof and airconditioned with adequate number of entry & exit points including emergency exits. General lighting will be part of the hangar and the hangar will be pillarless inside. The hall should also have Audio Visual facilities (Microphones, LED screens, Dias, Computer etc.) for presentation	4 Unit The EMA must erect 4 halls with seating arrangements for at least 250 persons in each hangar.
4.	Construction of PM Lounge along with PM Office, next to the primary hangar	Dedicated space for the Hon'ble Prime Minister of India. It needs to be pillarless, airconditioned with lights, exit/entry doors, furniture, bed, toilet and all necessary furnishings.	1 Unit ~ 500 Sq. Mtr.
5	Construction of CM Lounge along with CM Office, next to the primary hangar	Dedicated space for the Hon'ble Chief Minister of Uttarakhand. It needs to be pillarless, airconditioned with lights, exit/entry doors, furniture, bed, toilet and all necessary furnishings.	1 Unit ~ 500 Sq. Mtr.



6	Construction of Special Lounge, next to the primary hangar	Dedicated space for the Hon'ble Ministers of GoI, Hon'ble Governor of Uttarakhand and other Government Dignitaries. It needs to be pillarless, airconditioned with lights, exit/entry doors, furniture, bed, toilet and all necessary furnishings.	1 Unit ~ 500 Sq. Mtr.
7	Construction of VIP Lounge, next to the primary hangar	Dedicated space for the VIPs visiting the event. It needs to be pillarless, airconditioned with lights, exit/entry doors, furniture, toilet and all necessary furnishings.	2 Units ~ 500 Sq. Mt. each
8	Construction of Control Centre To be allocated to various Government Departments and stakeholders involved in the organization of UKGIS 2023	Control Centre to be constructed including platform, carpet, air-conditioning, lighting, electrical outlets, Colour printer (2) B&W printer (4) and 5 computer set, Photo copier (minimum 25 RPM), Internet (Wi-Fi and LAN), Stationery etc. Individual rooms with partition wall and lockable doors. Seating arrangements to be provided outside the main control center, with toilet facility.	1 Units ~ 500 Sq. Mtr.
9	Construction of G2B/B2B Meeting Lounge To be allocated to various Government Departments and stakeholders involved in the organization of UKGIS 2023	Meeting lounges be created inside a hangar, with individual meeting lounges with acoustic wooden walls, partitioning walls, pile loop carpeting, ambient lighting, sofa seat with coffee table to suit (2+2) or (3+3) meetings. The décor of the lounge should have an international look with ceiling, serving counters, pantry and manned reception areas.	1 Hangar ~ 500 Sq. Mtr. 10 Meeting Lounges 5 Mt. X 5 Mt.



10	Construction of Media Centre To be assigned to the International, National & Regional media to set up their equipment, machines, and workspace to cover UKGIS 2023	Media Centre to be constructed including platform, carpet, air-conditioning, lighting, electrical outlets, etc. Workstation with seating arrangements, electric sockets, lights, necessary furniture & furnishing with toilet facility. Wi-Fi facility needs to be provided at the media center. Both media center must have the following: 1. Workstation with chairs: 20 Units 2. LED TV minimum 43" with DTH connection: 6 Units 3. Lounge Seating: 2 Sofa 4. Round Table Seating: 12 Pax 5. The centre to have acoustic walls, ceiling, pantry, storeroom and will have an international décor befitting the status of the event 6. Pigeonhole Rack: 4 Units 7. Laptop/Mobile charging Stations: 5 Units. 8. Facility for Live telecast of the Inaugural, Valedictory and sectoral sessions in the media center.	2 Unit ~ 250 Sq. Mt.
11	Doors	All hangars will have double leaf glass doors for main entry/ exit and single leaf doors for emergency exit. All doors shall be lockable from inside as well as outside.	As per requirement
12	Construction of Platform	All hangars will have high platform with MS frame- work structure for grid & 18 MM double plyboard, capable of supporting loads of 500 KG. per Sq. Mt. and 250 KG point load, without deformation or breakage including creation of pedestals as per design, wherever required.	As per requirement
13	Approach Pathway/Walkway	To/From the primary hangar through main entry/exit, and all points of the venue and all hangars needs to be connected with interlocking tiles or appropriate flooring.	As per requirement
14	Construction of Hangar Façade	Entire hangar cluster will have attractive theme-based façade covering all sides facing the central road made of scaffolding frame and solvent prints.	As per requirement



15	Carpet	Carpeting with needle punched polythene pre-fixed carpet (new). The carpet will be firmly glued to the platform and no wrinkles will be allowed. Maintenance of the carpet to be done for the entire event period.	As per requirement
16	Thematic Gates	<p>Made of MS structure with firm anchoring and locking facilities shall be provided at the designated Entry/Exit point of the venue.</p> <p>Aesthetically designed and functionally superior four entrance gates to be provided at various locations in keeping with the theme of the event on eco- solvent print on fabric clothes material. In addition to this , one special welcome gate is to be provided near entrance of inaugural hall.</p>	As per requirement At least 4 Gates and 1 Welcome Gate
17	Construction of Watch Towers	Watch towers to be fabricated in MS structural with approach ladder, landing and railings. The towers to have proper roofing for protection from weather elements. The tower to also have 4 number of long beam lights on all 4 sides for general illumination and 1 light point inside. The tower will also be provided with a 5 Amps. Plug points.	As per requirement
18	Control Room Emergency Services	Control room for fire, disaster management, healthcare services, etc. In form of a hangar with carpeting, air- conditioning and general lighting. It must have adequate number of rooms to cater to officers from various services and outside pagodas for the guards, CCTV monitors and other communication facilities. Walkie-talkie charging station & Golf Cart charging to be part of the setup.	As per requirement 100 Sq. Mt.



19	Signages The responsibility of taking approval from the Government authorities lies on selected Bidder	Buntings, banners, flags, scrollers, etc. of appropriate sizes at various locations at the venue, as well as throughout the city of Dehradun using appropriate eco-solving printing materials including lighting (wherever required).	As per requirement 30000 Sq. Ft.
20	General Lighting	For the entire event venue on 150 light poles, each light pole having 4 units of 150 Watts metal halide /LED lights. Rates will be inclusive of wiring from the source to consumption point through underground cabling.	As per requirement
21	Plants and Landscaping	Appropriate landscaping with plants across the event venue, ensuring overall ambience décor.	As per requirement
22	Construction of Registration Area	Airconditioned registration area made out of MS structure, platform, carpet, precoated roofs, false ceilings, registration counters with chairs, one storeroom, glass windows, waiting area with chairs and sofas with lighting and electrical points.	40 Registration Counters with onsite pass printing capacity(at main venue/airport /railway station)
23	On-Site Registration Management	Handle the entire registration process, both online and onsite. Facilitate the process of badges printing through software and hardware support. The registration area must have sufficient hand-held and static QR code scanner (to cater to the estimated guestcount of 10000). Hand- held and static QR scanners must also be placed at all venue halls, F&B area, exhibition area and lounges/offices with required manpower to support smooth operations/scanning.	As per requirement



24	Transmission & Distribution	Power is to be transmitted from the generating points and distributed to various consumption points using cables, wires, and switchgears of adequate capacity. The cables will run along trenches, brackets, tunnels, etc. Cable coverings are to be used wherever cables are exposed round the clock monitoring is required to avoid unplanned outages. No cable joints will be allowed. All cables should be ISI marked and fire resistant. All joinery will be through plugs and sockets of adequate capacity or panel boards.	As per requirement
25	Power Arrangement	The Agency will have to run entire Event on Gensets. For this purpose, it will be the sole responsibility of the agency to source the Power Generators/Diesel Gensets as well as run them to furnish electricity required for running whole Event for its entire duration. The bidder also needs to ensure uninterrupted power supply in entire event area by providing 100% power backup through Power Generators/Diesel Gensets. In case, if desired, the Agency may take temporary power connection at its own cost from Uttarakhand Power Corporation during pre-event and post-event period (any days excluding days of event) for preparation and dismantling purposes.	As per requirement
26	Pagodas	Pagodas to be provided at various locations at the event venue, as per the directions of the organizers, with carpet seating arrangement at each pagoda.	10 Units 5 Mt. X 5 Mt.
27	Public Address System	PA system to be installed for entire event duration, including speakers and cabling.	As per requirement (Including Parking Places)



28	Container Toilets	To be housed in 20 Ft. X 8 Ft. X 8.5 Ft. container with plain PVC interior, 2 sections for Males & females with two entries on opposite sides. 1. Female side to have 4 WC, 4 Wash Basin, 4 Mirrors and Exhaust Fans 2. Male side to have 4 WC, 12 Urinals, 4 Wash Basin, 2 Mirrors and ExhaustFans	10 Units
29	Chemical Toilets	Standard chemical toilets to be placed across the event venue.	25 Units
30	Country Flags	Country Flags including Partner Country Flags, with flagpole.	10 Units
31	National Flag	National Flag, with flagpole.	1 Unit
32	Golf Carts	Golf cart with driver and charging facility.	20 Units - 6-Seater
33	Conservancy	Arrangement of regular cleaning of the entire event venue, all temporary infrastructures, toilets and wherever required. It should be done with good quality machines and cleaning materials with sufficient numbers of manpower and supervisors for the entire event venue, including supply and replenishment of toiletries. Suitable number of conservancy staff should be present throughout the event duration to maintain the high level of cleanliness .	As per requirement
34	Waste Management and Disposal System	To be done in accordance with existing rules and regulations of Central / State guidelines.	As per requirement
35	Invitation Cards with Envelopes (design will be provided by the department)	-	5000 Units
36	Car Pass	-	5000 Units



	(design will be provided by the department)		
37	Badges with branded lanyard	<p>Printing of various categories of badges for the event, security passes, vehicle passes, lunch coupons, etc. in assorted colour scheme as per approved theme.</p> <p>Badges must also be available on a stable online platform(QR code) as a service for handling large events of this scale.</p>	At least 10000 Units(50 % rawstock badges)
38	Parking Area	Completely fenced parking area to be created in the designated zones per site layout with proper markings, entry & exit gates and manpower to control the traffic movement.	As per requirement
39	View Cutter	To utilize view cutter in the overall layout of event venue, wherever required, made of battens and fabric.	2000 running meter 10 Ft. Height
40	Ambience Décor & Branding	Ambience décor & branding (interior & exterior) of the entire event venue and all its elements on the theme of the event.	As per requirement
41	Standee	Standees to be placed across the event venue, including all hangars, meetings rooms, etc.	50 Units 6 Ft. X 3 Ft. (for indoor venue) 20 Units 8 Ft. X 8 Ft.
42	Photo-op installations	To serve as a photo opportunity, well integrated on the theme of the event and to be erected at the most suited location at the event venue, for maximum engagement.	4 Units
43	Helpdesk	Setting up and manning 2 event helpdesks at entire event site and 1 event helpdesk each at 10 Hotels.	12 Units



44	Delegate Kit Bags	Preparation of at least 6000 delegate kit bags as sample approved by Uttarakhand Global Investors Summit 2023.	6,000 Units
45	Emcee	Provide Emcee who should be proficient in Hindi and English.	5 persons(one for inaugural& valedictory session and 4 for sectoral session)
46	Green Rooms	Agency is required to setup Green Room around the inaugural Hall which would include- Mirrors, chairs, tables, water bottles etc.	2 Units
47	Safe Room	Agency is required to setup a Safe room for VVIP around the stage at inaugural hall which would include Sofas, Chairs, Teapoy tables, Flower decoration, water bottles, carpeting etc.	1 Units
48	Public Wi-fi System	Provision of high-speed Wi-fi throughout whole event venue with 24X7 internet availability.	As per requirement
49	Exhibition area	The exhibition area is made of 5m x 5m pagodas with water gully and wooden platform and general lighting, 15 A power socket, dustbin, racks, AV as per exhibitor requirement	2000 sq mt.



50	Theme Pavilion (adjacent to Exhibition area)	<p>I. Bidder has to Design and Conceptualize the Theme Area with Script & Story line, also will provide Designer wooden Fascia complete with Branding, Logo, Graphics & Artwork</p> <p>II. Designer Wooden / modular stalls / panels complete with Raised Platform, Wooden Flooring, Laminated Wall Paneling, Parabolic False Ceiling, Complete Lighting and Power points with cabling and manpower, Display Podiums, Tall Tartum with Logo, Complete Branding, Reception & Furniture, Ushers & Attendants, and Cleaning & Sweeping of Stalls.</p> <p>III. High Density Indoor LED Video walls complete with Automated Controller Switching and Attendants</p> <p>IV. Digital Activeness- Holocube and Interactive Touch Panels</p> <p>V. Backlit wooden Translite with Digital Posters</p> <p>VI. Live size thematic installations at various locations all over the venue 100 sqft</p> <p>VII. Plants and Flowers for Decoration</p>	~ 250 sq. mt.
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15.3 PRE-EVENT ACTIVITIES

1. Selected Bidder need to present a theme for the Summit to Uttarakhand Global Investors Summit 2023.
2. Master planning of the venue.
3. Plan and execute Inaugural Ceremony of the Summit in an innovative way.
4. Providing of best available/latest AV equipment for conferences, inaugural, valedictory and cultural functions. Facility of live translation from Hindi to English for at least 250 persons to be arranged for Inaugural and Valedictory functions.
5. Interiors, Ambience & Furniture works inside temporary structures/ permanent areas.
6. Providing all related infrastructure and services for Press Conferences during and before the UKGIS 2023
7. The EMA will be provided the entire event area 30 (Thirty) days prior to the Summit for venue set up and 15 (Fifteen) days (post Summit) for dismantling and cleaning

15.4 F & B Arrangements



1. Provision of lunch and dinner of mixed menu with multi-cuisine options alongwith proper catering arrangements of 5 star category is to be made as per following schedule:

Date	MEALS	Type of Service	Minimum Guarantee	Scalable up to
15th Dec2023	Lunch	Buffet Service	5000	6000
16th Dec2023	Lunch	Buffet Service	3000	3500

2. Catering (running tea/coffee and snacks) for at least 3000 pax per day during Parallel sessions including all other meetings.
3. Ensuring running tea coffee with cookies and snacks at all VVIP lounges, VIP lounges, Media lounges, B2B/B2G meeting rooms, green rooms, etc. as per requirement.
4. The above pax will be segregated into different pass categories as per requirement, hence separate food courts and subsequent arrangements need to be made accordingly.
5. Total 1,000 food packets are to be provided for staff and security personnels for each day.

15.5

VENUE BRANDING

1. Print banners, volunteer badges etc. in conjunction with the approved theme.
2. Branding of UTTARAKHAND GLOBAL INVESTORS SUMMIT 2023 through hoardings, signage's, cut- outs, banners, etc. at most opportune places in consultation with the authority.
3. Prepare print and install directional signages (Flex on frame mounted) from Airport, Railway Station and all the important places of the city as well as directional signages inside the venue indicating halls, exhibition area, food court, etc. Entry- Exit signs at all the gates. Signs for no smoking. Event map inside the venue at most opportune locations as per requirements.

15.6

CITY BRANDING

1. Placement of at least 50 billboards, 50 hoardings, 100 signage's and flags in the city. EMA needs to print, produce and place the billboards (along with right mix of digital billboards), signage's, and flags at locations proposed by the EMA and approved by the authority. Necessary permissions will have to be taken by EMA, proper hoardings at Dehradun Railway Station and Dehradun Airport need to be ensured. Booking of sites for placing hoardings, billboards and flags will be done by the EMA.



15.7 **SECURITY SUPPORT**

1. Necessary security measures equivalent to the standard of VVIP programmes (Hon'ble Prime Ministerial level), including but not limited to, deployment of the security personnel, baggage screening gadgets, personnel screening gadgets, CCTVs, to the satisfaction of Uttarakhand Global Investors Summit 2023 and other stakeholders.
2. Provide security guards at most important locations of the entire event venue, including but not limited to, entry/exit gates, main hall, lunch area, camp offices, lounges, etc.
3. Ensure proper security arrangements at the entire event venue as per requirements.
4. Coordination with all the security agencies deputed by the Government of India and the Government of Uttarakhand.
5. All the access to halls, exhibition area, lounges, camp office, F&B venues and entire event site is to be controlled through proper manning at all entry and exit gates.

15.8 **MANPOWER SUPPORT**

1. Provide 50 uniformed and well-dressed ushers on the days of the event.
2. Provide manpower support for all technical and non-technical services per the scope of work.
3. Provide dedicated manpower, to the satisfaction of Uttarakhand Global Investors Summit 2023, for manning F&B area, technical support (lounges, organizer's office, etc). The list of such manpower with their identity and contact details to be provided to the authority, four days prior to the event.
4. Deploy additional 25 manpower with event management competence for smooth execution of the event.
5. Deploy at least 75 manpower for handling onsite registration and manning helpdesks at venue.

In addition to the above, the EMA will deploy the following resources to work alongside the authority and other stakeholders of Uttarakhand Global Investors Summit 2023 for its planning and execution:

Position	Responsibility
1 Project Manager	Overall planning and execution of the assignment, perform critical tasks and ensure contractual obligations
2 Event Expert	Overall management and coordination (both internally, within the organization and externally, with various vendors, committees and departments of the Government of Uttarakhand for all event related activities



15.9 MISCELLANEOUS

1. EMA to get the event insured from an insurance agency of national repute and provide a cover note to UKGIS 2023 at least ten days before the day of the event.
2. Coordination and management of various vendors working simultaneously on the event.
3. Coordination with the authority and other state departments for the successful execution of the event.
4. Assist the authority in verification & validation of various deliverables of the scope of work.
5. The event will witness high and critical guest profile from the government leadership and will have multiple government and private stakeholders. All applicable Covid- 19 and other guidelines issued at the time by the government authorities must be strictly adhered to.

In addition to the above scope of work, the EMA will be responsible for delivering any and every delivery of the event under the ambit of event management, end-to-end management, on-ground support, and facilitation for each element of Uttarakhand Global Investors Summit 2023.

Note: Any additional work required for the successful execution of Uttarakhand Global Investors Summit 2023, will be delivered only upon mutual agreement of the additional scope of work and rates between the Successful Bidder and the Competent Authority. The quantum of additional work shall not exceed 20% of the award value of the tender.

16. Methodology of Evaluation- Quality cum Cost based selection

- i. The combined final score shall be considered for award of the assignment. The assignment shall be awarded to the Agency scoring the highest final weighted score.
- ii. The weightage for the technical proposal and financial proposal in the combined final score will be 80% and 20% respectively.
- iii. The marking scheme for technical proposal will be as per details given in this RFP. Technical score (St) shall be out of 100.
- iv. The Financial Proposal shall be evaluated using the following methodology:
The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be determined using the following formula: $Sf = 100 \times Fm/F$;
In which Sf is the financial score, Fm is the lowest Financial Proposal, and F is the Financial Proposal (in INR) under consideration.
- v. Proposals will finally be ranked in accordance with their combined of technical (St) and financial (Sf) scores:
 $S = St \times Tw + Sf \times Fw$;
Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that will be 80% and 20% respective



Sr. No.	Evaluation Criteria	Max Points
1.	Relevant Experience Years of experience as on 31 st March, 2023 Ten marks for completed ten years as on 31 st March 2023. One mark for each completed years of existence above ten years as on 31 st March 2023.	20
2.	Financial Standing Total Turnover for five financial years 2017-18, 2018-19, 2019-20, 2020-21, 2021-22. Ten marks for total turnover of Rs. 100 crore. One mark for each addition of Rs.10.00 crores over and above Rs.100.00 Crores	15
3.	Capability Fifteen marks for organizing events in a total of 1,00,000 sq. mt event area in last 5 years (2018-19, 2019-20, 2020-21, 2021-22, 2022-23.) One marks for each addition of 10,000 sq. mt. of net event area	20
4.	Technical Presentation to the Committee on the understanding of the project, capability for organizing similar events, manpower availability, assets availability, exhibition organizing experience, design proposed for the exhibition, sectors proposed for exhibition, presentation of overall ambience for the venue, the complete work flow of organizing Uttarakhand Global Investors Summit-2023.	45
	Total	100

17. Termination Clause

Department may, without prejudice to any other remedy for breach of contract, by a written notice of default of at least 60 days sent to the selected Bidder, terminate the Contract in whole or in part (provided a cure period of not less than 90 days is given to the selected Bidder to rectify the breach):

- I. If the selected Bidder fails to deliver any or all quantities of the Service within the time- period specified in the Contract, or any extension thereof granted by Department; or
- II. If the selected Bidder fails to perform any other obligation under the Contract within the specified period of delivery of service or any extension granted thereof; or



- III. If the selected Bidder, in the judgment of the Department, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract.
- IV. If the selected Bidder commits breach of any condition of the Contract
- V. If Department terminates the Contract in whole or in part, amount of Performance Guarantee shall be forfeited.

18. Termination for Default

- a. Department may, without prejudice to any other remedy for breach of contract, by a written notice of default of at least 60 days sent to the selected Bidder, terminate the Contract in whole or in part (provided a cure period of not less than 90 days is given to the selected Bidder to rectify the breach)
- b. If the selected Bidder fails to deliver any or all quantities of the Service within the time period specified in the Contract, or any extension thereof granted by Department; or
- c. If the selected Bidder fails to perform any other obligation under the Contract within the specified period of delivery of Service or any extension granted thereof; or
- d. If the selected Bidder, in the judgment of the Department, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract.
- e. If the selected Bidder commits breach of any condition of the Contract
- f. If Department terminates the Contract in whole or in part, amount of Performance Guarantee shall be forfeited.
- g. Termination for Insolvency -Department may at any time terminate the Contract by giving a written notice of at least 60 days to the selected Bidder, if the selected Bidder becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the selected Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to Department.

19. Termination for Convenience

- a. Department, by a written notice of at least 60 days sent to the selected Bidder, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for Department's convenience, the extent to which performance of the selected Bidder under the Contract is terminated, and the date



upon which such termination becomes effective.

- b. In such case, Department will pay for all the pending invoices as well as the work done till that date by the Consultant.
- c. Depending on merits of the case the selected Bidder may be appropriately compensated on mutually agreed terms for the loss incurred by the Contract if any due to such termination.
- d. Limitation of Liability- In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including lost profits). The selected Bidder shall not be liable to the other hereunder or in relation hereto (whether in contract, tort, strict liability or otherwise) for more than the value of the fees to be paid (including any amounts invoiced but not yet paid) under this Agreement.

20. Termination by Department

- a. The selected Bidder may, by not less than 60 days written notice to the Department, such notice to be given after the occurrence of any of the events, terminate this Agreement if:
 - i. The selected Bidder fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, within thirty (30) days of receipt of such notice of suspension or within such further period as the Department may have subsequently granted in writing;
 - ii. The selected Bidder becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
 - iii. The selected Bidder fails to comply with any final decision reached as a result of the Dispute Resolution mechanism/proceedings.
 - iv. The selected Bidder submits to the Department a statement which has a material effect on the rights, obligations or interests of the Department and which the selected Bidder knows to be false;
- b. Any document, information, data or statement submitted by the bidder in the Proposals, based on which the selected Bidder was considered eligible or successful, is found to be false, incorrect or misleading; or As the result of Force Majeure, the selected Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60)days
- c. If the Department would like to terminate the Contract for reasons not attributable to the selected Bidder's performance, they will need to clear all invoices for the Services up to the date of their notice along with 1-month fee pro-rata fee out of the total fee.
- d. If the Department would like to terminate the Contract for reasons attributable related to the selected Bidder's performance, the government will give a rectification notice for 3 months to the Agency in writing with specific observations and instructions.



21. Termination by the selected Bidder

- a. The selected Bidder may, by not less than 60 days written notice to the Department, such notice to be given after the occurrence of any of the events, terminate this Agreement if:
- i. Department is in material breach of its obligations pursuant to this Agreement and has not remedied the same within forty-five (45) days (or such longer period as the Technical Consultant may have subsequently agreed in writing) following the receipt by the Department of the selected Bidder's notice specifying such breach
 - ii. If there are more than 2 unpaid invoices and Department fails to remedy the same within 45 days of the submission of the last unpaid invoice
 - iii. As the result of Force Majeure, the selected Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
 - iv. The Department fails to comply with any final decision reached as a result of the Dispute Resolution mechanism/proceedings.
 - v. Upon termination of this Agreement all pending payments due till the date of the termination of the Contract will be made by Department to the selected Bidder within 30 days of the Contract termination

22. Consequences of Termination

- I. In the event of termination of the Contract due to any cause whatsoever, [whether consequent to the stipulated term of the Contract or otherwise], Department shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity of the Service(s) which the Vendor shall be obliged to comply with and take all available steps to minimize loss resulting from that termination/breach, and further allow the next successor Vendor to take over the obligations of the erstwhile Vendor in relation to the execution/ continued execution of the scope of the Contract.
- II. Nothing herein shall restrict the right of Department to invoke the Department Guarantee and other guarantees, securities furnished, enforce the Deed of Indemnity and pursue such other rights and/ or remedies that may be available Department under law or otherwise.
- III. The termination hereof shall not affect any accrued right or liability of either Party nor affect the operation of the provisions of the Contract that are expressly or by implication intended to come into or continue in force on or after such termination.



23. Liquidated Damages

- I. Notwithstanding Department's right to cancel the order, Liquidated Damages (LD) for late delivery at 1% (One percent) of the undelivered portion of order value per week will be charged for every week's delay in the specified delivery schedule subject to a maximum of 10% of the value of the contract. No Damage will be charged in case of force measure beyond control of the Bidder.
- II. Please note that the above LD for delay in delivery and delay in commissioning are independent of each other and shall be levied as the case maybe.
- III. Department reserve its right to recover these amounts by any mode such as adjusting from any payments to be made by Department to the Bidder. Liquidated damages will be calculated on per week basis.
- IV. The cumulative and aggregate limit of LD for delay in delivery and LD for delay in commissioning would be limited to maximum of 10% of the total Professional Fee. The aggregate liability of the Agency shall in no event exceed the total value of the fee received under this Contract.

24. Dispute Resolution Mechanism

- I. The Bidder and the Department shall endeavor their best to amicably settle all disputes arising out of or in connection with the Contract in the following manner:
- II. The Party raising a dispute shall address to the other Party a notice requesting an amicable settlement of the dispute within seven (7) days of receipt of the notice.
- III. Matter will be referred for negotiation between Officers nominated by the Department and the Authorized Official of the Bidder. The matter shall then be resolved between them and the agreed course of action documented within a further period of 15 days.
- IV. In case any dispute between the Parties, does not settle by negotiation in the manner as mentioned above, the same may be resolved exclusively by arbitration and such dispute may be submitted by either party for arbitration within 20 days of the failure of negotiations. A mutually agreed arbitrator shall be appointed at Dehradun and proceedings shall be conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof.



25. Force Majeure

- I. Force Majeure is herein defined as any cause, which is beyond the control of the selected Bidder or Department as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the Contract, such as:
 1. Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics.
 2. Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos.
 3. Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes. The Bidder or Department shall not be liable for delay in performing his/ her obligations resulting from any force majeure cause as referred to and/ or defined above. Any delay beyond 30 days shall lead to termination of Contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the Contract.
- II. Force Majeure shall not include any events caused due to acts/ omissions of such Party or result from a breach/ contravention of any of the terms of the Contract, Proposal and/ or the Tender. It shall also not include any default on the part of a party due to its negligence or failure to implement the stipulated/ proposed precautions, as were required to be taken under the Contract. The failure or occurrence of a delay in performance of any of the obligations of either party shall constitute a Force Majeure event only where such failure or delay could not have reasonably been foreseen, or where despite the presence of adequate and stipulated safeguards the failure to perform obligations has occurred. In such an event, the affected party shall inform the other party in writing within five days of the occurrence of such event. The Department will make the payments due for Services rendered till the occurrence of Force Majeure. However, any failure or lapse on the part of the Selected Bidder in performing any obligation as is necessary and proper, to negate the damage due to projected force majeure events or to mitigate the damage that may be caused due to the above mentioned events or the failure to provide adequate disaster management/ recovery or any failure in setting up a contingency mechanism would not constitute force majeure, as set out above.
- III. In case of a Force Majeure, all Parties will endeavor to agree on an alternate mode of performance in order to ensure the continuity of Service and implementation of the obligations of a party under the Contract and to minimize any adverse



consequences of Force Majeure.

26. Failure to agree with Terms and Conditions of the RFP

Failure of the successful Bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award and in that case the earnest money deposited by the bidder shall be forfeited by the department.

27. Statutory Obligations pertaining to the event

- a) The Bidder shall comply with all statutory and government requirements, including acquiring all necessary permits and approvals necessary pertaining to the event and all temporary installations or other installations having longer service duration. The Bidder ensure that all staff, employees and sub- contractors have the required qualifications to carry out the Works as assigned to them and meet all statutory requirements, permits and approvals, as maybe required by law. The Bidder ensure that all staff & labors are covered under labor compliances.
- b) Should there be any legal requirement which requires varying the Bidders methods of work or the Works as set out in the Bid, the Bidder shall do so at no additional cost to the Owner.

28. Bidders control of site

- c) The Bidder shall constantly keep a competent supervisor in charge on the Site and shall notify the Owner or the name of the supervisor.
- d) The Owner shall be entitled to prohibit from the Site any person who can be reasonable regarded as prejudicial to the quality, safety or speedy completion of the works.
- e) The Bidder shall exercise all reasonable care in his control of the Site and shall be responsible to ensure that the use of any temporary works, and methods of working are appropriate to safeguard the Works themselves, all other unfixed materials and goods together with any adjoining property.
- f) The Bidder is to protect in all ways building and other property of things that may be disturbed or damaged during the execution of the works.
- g) The Bidder shall be entirely responsible for ensuring that no damage is caused by his work people including Sub-contractors and specialist contractors (whether nominated or not) and if any such damage is caused he shall be entirely responsible for the entire cost of reinstatements whether carried out by himself or others.
- h) The Bidder shall not allow any unauthorized visitors on the Site and it to keep a visitors book with clear warning that the Owner and Bidders shall indemnify against any claim for death or injury to persons authorized to visit the Site and provide safety helmets for such visitors.
- i) The Bidder shall ensure that all the workers & employees working on site are issued with proper PPE & are using the same religiously. The Bidder should also ensure that the best HSE practice is followed on site by all the employees, labors &



visitors. In case of any accident, fire or damage to the property because of poor HSE practice the Bidder will be liable for the damage or loss occurred.

- j) The Bidder is to employ protect all finished works and will be responsible for any damage caused by carelessness and negligence in this respect.
- k) The Bidder must keep the Site clean, tidy and dry at all times and free from rodent or other infestation. Rubbish & debris shall be removed by the Bidder on a daily basis and will not be permitted to accumulate either on Site or in any other area within the base building except areas as agreed with the base building management / Landlord.
- l) Night item work may be carried out at the discretion of the Bidders, on the condition that prior approval from the landlord is obtained in respect of access and security clearance. No claim for extension of time and/or costs shall be considered by Owner if the Owner is prevented from carrying out night time/overtime/ public holiday work.

29. Safe custody of materials

- m) The Bidder will be responsible for the safe custody of any materials delivered on to the Site and will be required to reinstate at his own expense any such materials that may be lost or stolen.
- n) The Bidder will also be required to reinstate at his own expense any materials or article damaged by careless handling or storage or interior workmanship by his workmen either in the original fixing or in the subsequent taking down and re-fixing thereof.
- o) Necessary arrangements for fabrication yard, godowns, and storage space for required installation works will be managed by the successful applicant at no additional cost within or outside the venue.

30. INSURANCE

- a) The insurance liability under this clause shall cover full reinstatement cost including the costs of demolition and professional fees and profit.
- b) The Insurance cover under this clause shall be as under and policy shall be taken at entire cost of the applicant during the exhibition period.
 - a. Loss of human life – Minimum Rs. Three Lakh
 - b. Permanent Disability of human beings – Minimum Rs. One Lakh
 - c. Human Body Injury not resulting into permanent disability – Minimum Rs. Ten Thousand
- b) Besides this, any damage occurred to Uttarakhand Global Investors Summit 2023/Consultant/Govt. Officers or Applicant's personnel, equipment, assets etc. shall be liability of applicant. (All insurance taken by bidder should be in the name of Uttarakhand Global Investors Summit 2023 as beneficiary)



31. Special Conditions of Contract

Project Implementation period

- a. The bidder must start preparatory activity immediately after release of LOI
- b. Site will be available for 30 days including event days. Event is tentatively scheduled in October 2023. However, if Govt. of Uttarakhand decides to change dates; agency will have to comply accordingly.
- c. Exhibition site shall be ready in all aspect 24 hours prior to inauguration of the exhibition.
- d. Dismantling inside venue will be as per Venue provider's guidelines

32. Price bid validity

1. Price bid validity is 180 days

33. Payment terms

The payments to be made as per following schedule

- i. 30% of the Total Bid amount as mobilization advance, 30 days prior to the event
- ii. Remaining amount shall be paid within 45 days after invoices are received by the department after the event, subject to verification by the department.

34. Right to vary

1. The department may have to make any variation of the form, quality or quantity of the works relating to any item of a component according to site conditions or any part thereof that may, in its opinion, be necessary and for that purpose, or if for any other reason it shall, in its opinion, be appropriate, it shall have the authority to instruct the Applicant to do and the applicant shall do any of the following:
 - I. Increase or decrease the quantity of any work included in the RFP
 - II. Omit any such work (but not if the any work intended to be omitted is specifically instructed by Employer to retain), before the end of stipulated time limit of the contract.
 - III. Change the character or quality or kind of any such work.
 - IV. Change the levels, lines, position and dimensions of any part of the works.
 - V. Execute additional work of any kind necessary for the completion of the works, or
 - VI. Change any specified sequence or timing of construction of any part of the works.
2. No such variation shall in any way vitiate or invalidate the contract, provided that where the issue of an instruction to vary the works is necessitated by some default of or breach of contract by the applicant or for which he is responsible, any additional cost attributable to such default shall be borne by the applicant.
3. The scope is likely to vary, depending upon the requirements the successful applicant shall attempt to accommodate all such changes without prejudice to the condition of this contract and within time frame. In case of increase or decrease in area of the structures to an extent of + or - 10%, no rate revision shall be considered but if the variation is beyond, rates shall be pro rata increased or decreased taking into account the prevailing market rates.



35.

Standard Formats

Bidders Details

	Tender Description	:	
1.	Name of the tendering company	:	
2.	Name of authorized signatory	:	
3	Full address of reg. office	:	
4	Correspondence address	:	
5	Contact person details		
	Name	:	
	Telephone no.	:	
	Fax no.	:	
	E-mail address	:	
6	Type of firm a. Government/ Public Sector Undertaking b. Proprietary Firm c. Partnership firm d. Limited company or Limited Corporation e. Member of a group of companies f. Subsidiary of a large corporation		
7	Year, date and place of incorporation of company	:	
8	Former name of the company, if any	:	
9	GST registration no.	:	
10	PAN no.	:	
11	Profile of the firm	:	To be attached

Signature of bidder with seal



36. Organization Structure

1. Overall organization chart of the company showing position of Managing Directors and HO organization
2. Give list of employees: technical and non-technical
3. List of works / events on hand shall be attached as under.

37. Detail of works

Sr. No.	Name & address of organization where work executed	Type of work	Total area (Sq. Ft.)	Order Value ₹ in crore	Year of execution

Signature of bidder with seal



38. Financial Information Summary

Sr. No.	Description	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	Total Turnover (in ₹.)
1	Turnover (in ₹.)						

Signature of bidder

with sealDate :

Name :

Address :

Contact:No.

E-mail: :

Signature of chartered accountant with seal

Date. :

Name :

Address :

Contact:No.

E-mail: :

Membership no.:



39. SELF DECLARATION

DECLARATION REGARDING BLACKLISTING/ NON-BLACKLISTING
FROM TAKING PART IN GOVT.TENDER BY GOVT. DEPT
(To be executed on Rs.20/- Stamp paper & attested by Public Notary/Executive
Magistrate by the bidder)

I/We Director(s)/Authorized Signatory of of M/S _____ hereby
declare that the Company has not been blacklisted or debarred in the past by
Uttarakhand Global Investors Summit 2023 or any other Government
Department/Organization/Under Taking from taking part in Government tenders.

In case the above information found false, I/We are fully aware that the tender/
contract will be rejected/cancelled by Uttarakhand Global Investors Summit 2023
and EMD/SD shall be forfeited. In addition to the above, Uttarakhand Global
Investors Summit 2023 will not be responsible to pay the bills for any completed /
partially completed work.

SIGNATURE OF THE BIDDER WITH
SEAL



40. POWER OF ATTORNEY

Know all men by these presents, We..... (name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms. (name and residential address) who is presently employed with us and holding the position of..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for **Selection of an Event Management Agency for organizing ‘Uttarakhand Global Investors’ Summit 2023’** including signing and submission of all documents and providing information/responses to the Client in all matters in connection with our Proposal for the said Assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the _____ Day
of _____ 2022

For _____

(Name and designation of the person(s) signing on behalf of the Bidder)

Accepted

(Signature) (Name, Title
and Address of the
Attorney) Date:

.....

Note:

1. To executed only if the Bidder is a Company, Agency or firm.
2. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Copy of such document should be submitted along with the power of Attorney.
3. Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

Signature:
Full Name:
Designation:
Address:



41. Bank Guarantee

B.G. No. Dated:

In consideration of you, Directorate of Industries, Government of Uttarakhand, (hereinafter referred to as the "Authority", which expression shall unless it be repugnant to the subject or context thereof include its, successors and assigns) having agreed to receive the Bid of-----
------(a company registered under the Companies Act, 1956) and having its registered office at _____ (and acting on behalf of its Consortium) (hereinafter referred to as the "Bidder" which expression shall unless it be repugnant to the subject or context thereof include its/their executors, administrators, successors and assigns), for <> at <<>> (hereinafter referred to as "the Project") pursuant to the RFP Document dated _____ issued in respect of the Project and other related documents including without limitation the draft Service agreement (hereinafter collectively referred to as "Bidding Documents"),

we _____ (Name of the Bank) having our registered office at _____
_____ and one of its branches at _____ (hereinafter referred to as the "Bank"), at the request of the Bidder, do hereby in terms of Clauses of the RFP Document, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfillment and compliance of the terms and conditions of the Bidding Documents (including the RFP Document) by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to the Authority an amount of INR.

(Rupees only) (hereinafter referred to as the "Guarantee") as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder if the Bidder shall fail to fulfill or comply with all or any of the terms and conditions contained in the said Bidding Documents.

1. Any such written demand made by the Authority stating that the Bidder is in default of the due and faithful fulfillment and compliance with the terms and conditions contained in the Bidding Documents shall be final, conclusive and binding on the Bank.

2. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Bidder or any other person and irrespective of whether the claim of the Authority is disputed by the Bidder or not, merely on the first demand from the Authority stating that the amount claimed is due to the Authority by reason of failure of the Bidder to fulfill and comply with the terms and conditions contained in the Bidding Documents including failure of the said Bidder to keep its Bid open during the Bid validity period as set forth in the said Bidding Documents for any reason whatsoever. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding INR _____

3. This Guarantee shall be irrevocable and remain in full force for a period of 90 (ninety) days from the Bid Due Date inclusive of a claim period of 30 (thirty) days or for such extended period as may be mutually agreed between the Authority and the Bidder, and agreed to by the Bank, and 21 shall continue to be enforceable till all amounts under this Guarantee have been paid.



4. We, the Bank, further agree that the Authority shall be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfillment and compliance with the terms and conditions contained in the Bidding Documents including, inter alia, the failure of the Bidder to keep its Bid open during the Bid validity period set forth in the said Bidding Documents, and the decision of the Authority that the Bidder is in default as aforesaid shall be final and binding on us, notwithstanding any differences between the Authority and the Bidder or any dispute pending before any Court, Tribunal, Arbitrator or any other Authority.

5. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.

6. In order to give full effect to this Guarantee, the Authority shall be entitled to treat the Bank as the principal debtor. The Authority shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said Bidding Documents or to extend time for submission of the Bids or the Bid validity period or the period for conveying acceptance of Letter of Award by the Bidder or the period for fulfillment and compliance with all or any of the terms and conditions contained in the said Bidding Documents by the said Bidder or to postpone for any time and from time to time any of the powers exercisable by it against the said Bidder and either to enforce or forbear from enforcing any of the terms and conditions contained in the said Bidding Documents or the securities available to the Authority, and the Bank shall not be released from its liability under these presents by any exercise by the Authority of the liberty with reference to the matters aforesaid or by reason of time being given to the said Bidder or any other forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Bidder or by any change in the constitution of the Authority or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.

7. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.

8. We undertake to make the payment on receipt of your notice of claim on us addressed to [name of Bank along with branch address] and delivered at our above branch which shall be deemed to have been duly authorized to receive the said notice of claim.

9. It shall not be necessary for the Authority to proceed against the said Bidder before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which the Authority may have obtained from the said Bidder or any other person and which shall, at the time when proceedings are taken against the Bank 22 hereunder, be outstanding or unrealized.



10. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of the Authority in writing.

11. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorized and has full power to execute this Guarantee for and on behalf of the Bank.

12. For avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to INR (Rupees Only). The Bank shall be liable to pay the said amount or any part thereof only if the Authority serves a written claim on the Bank on or before (indicate date falling 90 days after the Bid Due Date)].

Signed and Delivered by Bank

By the hand of Mr. / Ms., Its and
Authorized Official

(Signature of the Authorized Signatory)

(Official Seal)

42. Financial Proposal-

Financial proposal to be uploaded online only on www.uktenders.gov.in



43. Post-Event Activities

Event Performance Report

Within 15 (Fifteen) days from the conclusion of the Event, prepare and submit to the Department, an “Event Performance Report” for the assessment of the Event by the Department. The Event Performance Report shall set out in reasonable detail the contents/features of the Event, photographs, videos, audios, participation analysis, feedback, mode of advertisements and promotional events, details of sponsors, etc. As part of the report EMA shall also submit details of expenses incurred under various heads in the form of audited statements for the Event.



44. Technical Specifications

I For Venue Development:

A. Civil, Exhibition, Infrastructure Services, etc.

1. The quality of design, workmanship and service shall be the best consistent with an International Event.
2. All the materials shall be conforming to IS codes or as per the sample approved by authority.
3. Wall panelling system, roof covers and other materials shall be made of fire retarding and resisting nature.
4. Decayed or cracked wood shall not be used.
5. Defective, cracked materials shall not be used.
6. All structures shall be firmly grounded and stable against wind force, live load and dead loads wherever they are made in an open space.
7. The structure shall be engineered structures erected under competent engineering supervision.
8. Structures shall be designed and executed considering adverse weather conditions.
9. Joinery and supports should be properly engineered, firm and with good finish.
10. If there is any special structure design, Event EMA/vendor/sub-vendor should provide all details like plan, elevation and structural drawing and if required design calculations.
11. Colour shall be finished well before to avoid the odour smell and eye burn.
12. Where the word states waterproof, it shall be fully waterproof with surrounding walls and ceiling.
13. Wall panels if used shall be clean, should be in plumb and properly fixed without swing or sway. The EMA/vendor/sub-vendor shall not willfully or otherwise damage, defile, alter, change or deface in any manner whatsoever, the walls of the stalls, its foundation, etc. nor shall support, suspend, hang, or in any improper way fix any weight articles, etc., other than the samples approved by authority.
14. Carpet should be new, clean and joint shall be covered with tape of matching colour.
15. False ceiling should be in level and joints shall be clean. It shall be painted with appropriate colour.
16. Signage height and letter size should be visible and placed in prominent and strategic locations.
17. EMA/vendor/sub-vendor shall have to clear the entire site after the completion of the event.



18. Water flow and pressure should be uniform during the event wherever the provisions are to be made.
19. Emergency exit and fire precaution shall be taken care of.
20. Flowers and plants shall be fresh, well groomed.
21. All the furniture should be firm, comfortable and as per the samples approved by authority.
22. Circulation within the pavilion should be easy, should not create blockage.
23. There must be smooth entry and exit to the structure. The movement within the pavilion shall be barrier free and friendly to physically challenged people.
24. EMA/vendor/sub-vendor shall not permit any member of his staff to cook, wash himself, his clothes or utensils anywhere inside the exhibition area.
25. Stall owner, volunteers, staff members shall bear proper identity cards issued by the EMA/vendor/sub-vendor and shall produce the same whenever demanded by the security deputed in the venue any time during construction, exhibition and demolition period.
26. All empty cartons and crates must be labelled and removed from the exhibition grounds.
27. No overnight parking of trucks or tempos is permitted at the exhibition area / property during move-ins, show hours and move-outs.

B. Mechanical and Electrical

- 1 All electrical materials to be used like wires, cables, switchgears, fuse switch units, metal clad switches, Insulation tap, lugs, cable glands etc. should be with I.S.I. mark.
- 2 In any case, Electrical Inspectorate electrical specifications for material and workmanship should be followed as a minimum requirement.
- 4 Where explicit specifications are not available, the work shall be executed as per the Industry standards and on approval of the samples by authority.
- 5 The EMA/vendor/sub-vendor must have valid Electrical License.
- 6 The electrical work should be done in presence of electrical supervisor of the Electrical License Holder EMA/vendor/sub-vendor.

C. Electrical General

1. All the electrical works in the pavilion should be executed by a qualified licensed Electrical vendor/sub-vendor and necessary safe guards such as cut outs, distribution boards and other electrical safety measures should be provided at appropriate/required locations.
2. There shall be direct access to the switch rooms of Pavilion from outside to isolate power supply quickly in case of any emergent situation.
3. No electrical control/switch room shall be used to store/dump exhibits/packing material and enough space be available for movement.
4. Wherever it is unavoidable to lay electric cable under carpet, it shall be covered by wooden ramps. Wiring under carpets shall not have joints.



5. Sound level shall not be allowed to exceed 10 decibels and shall be as per the size of the hall/auditorium.

D. Power Source

The complete power supply should be from DG. EMA/vendor/sub-vendor shall have sufficient DG Sets with skilled operator for required power.

E. DG Sets

- DG sets must be with Acoustic enclosure i.e. silent generators.
- DG sets must not be older than five years at the time of operations.
- DG sets must be in good condition having a proper working AVR.
- DG sets should be provided along with fuel arrangement.
- DG set should be provided with separate body and neutral earth pits.

F. Changeover switches

- Changeover switches should be properly rated.
- DG sets are to be provided as 100% standby power source.

G. Lighting

1. Pavilion should have proper illumination. Within the pavilion, minimum Lux level should be 300 or as per the Industry standards required for halls/rooms of the available sizes.
2. Outdoor lighting fixtures should be waterproof and is better to use with I.P.55 enclosure.
3. Facade Lighting should be done with outdoor type 500W or 1000W Halogen fixtures.
4. At area like entrance where more illumination is required, Metal Halide type fixtures are preferable.
5. All indoor lighting fixtures should be properly fixed in line, level and with proper support.
6. Each plug points should have properly connected earth wire.
7. Each plug should be properly fixed.

a. Mains Wiring and cabling

1. Mains of halogen should be taken from nearest power distribution board.
2. Size of mains should be adequate according to the circuit load.
3. Joints in MAINS wiring should be insulated with ISI insulation tap. These joints should not be in contact with cloth curtains or such inflammable materials.
4. All cable or wire joints should be in proper manner.
5. Wiring along with cloth should be done within conduit.



6. All cables must be armoured cables. Use of insulation-damaged cables should be avoided.
7. Minor cuts on cable insulation should be properly insulated with insulation tape.
8. All cables must be laid underground with proper depth.
9. All cables should be properly glanded and terminated with proper size of lugs.
10. The Mains shall be with ISI marked PVC insulated wire with aluminium / copper conductor as specified. The size of phase and neutral shall be same, while the size of earth conductor shall be as specified in the item. The number and size of conductor shall be as specified in the item. All wires shall be single core multi-strand PVC insulated as per IS: 634 and shall be 660 V/1100V grade. All wires shall be as per colour code viz. Red for R phase, Yellow for Y phase, Blue for B phase, Black for neutral, Green for earth conductor.
11. Necessary connections to control switchgear, MCB and ELCB Distribution board, plug etc. shall be made firmly as per requirement and as instructed by in-charge- electrical engineer.

b. Point Wiring in Structures (Light, Bell, Fan & Plug)

1. The point wiring shall be confirmed to IS : 5908 - 1970.
2. The installation shall generally be carried out in conformity with the requirements of the Indian Electricity Act, 1910, as amended up to date and the Indian Electricity Rules, 1956.
3. The point wiring shall be carried out in under mentioned manner:
 - a) Supply, installation, fixing of conduits with necessary accessories, junction/inspection/switch/outlet boxes.
 - b) Supplying and drawing of wires of required size including insulated earth continuity wire.
 - c) Supply, installation and connection of Modular switches, sockets, switch plates, fan regulators etc. as specified.
 - d) The point shall be complete with branch wiring from the first switch board to the outlet point through other loop. Switch boards if necessary in a circuit, conduit with accessories, junction, inspection boxes, control switch, socket outlet boxes, ceiling roses, connector etc.
4. Unless otherwise mentioned, the system of wiring shall consist of single core 650/1100 volt grade PVC insulated wire with Aluminum/copper conductor laid through exposed surface mounted/concealed in wall and ceiling rigid PVC pipe/rigid steel conduits/PVC oval conduit/PVC casing-N-Capping/trunking etc. as specified.
5. The rigid PVC pipe shall conform to IS:9537 with minimum wall thickness of 1.5 mm. The corresponding accessories shall conform to IS:3419. The minimum diameter of pipe shall be 20 mm.
6. The wiring shall be as per colour code viz. Red for R phase, Yellow for Y



phase, Blue for B phase, Black for neutral, Green for earth, Grey for control, white for bell point and all off wires shall be same as phase wire. The wiring shall be done in a looping manner. All looping shall be made only in switchboards.

7. The entire conduit installation shall be clean and neat in appearance.

H. Fans – Ceiling, Pedestal, Exhaust.

1. All ceiling fans, pedestal fans or exhaust fans should run hum free.
2. Proper care should be taken for fixing of ceiling fan down rod.
3. Colour of all fans in the same structure should be same.

I. A / C

1. Preferably Chilling plant / split AC for air conditioning the whole area of exhibition.
2. Temperature should be maintained between 21 to 24 degree centigrade.

J. Separate Power Distribution Board

1. Each power distribution board (TPN switch) should be mounted on wooden blockboard and should be raised from ground. This entire structure should be properly fixed to ground.
2. There should not be any connection outside Distribution board. Every neutral wire should be properly connected to neutral strip.
3. All fuse used must be properly rated. Rewiring of damaged fuses is not allowed.
4. All Power DB should be properly earthed.

K. Earthing

1. Each Power Distribution board should have pipe earthing.
2. All metallic structures of the venue should be properly earthed.
3. The earthing of an installation shall conform to I.E. Electricity Rules, IS-3043, latest edition and I.E.E. The copper earth plates should be tinned before installation. The earth plates of Cast iron, having size of 30 x 30 x 0.35 cms in separate pit. Specially prepared 2.5 mtr deep with necessary to reach moist earth surface. The earth pit should be provided with 38 MM dia GI Pipe 2 mtr long. Alternative layers of salt and coke shall be provided surrounding the plate.
4. The pits shall be filled when the plates are in position and in presence of Engineer in Charge.
5. The earthing resistance of each earth plate should be measured in the presence of Engineer in Charge.
6. The general and technical specification given in the tender booklet shall be considered as a part of agreement. The material shall be approved as per relevant IS specification and shall be approved by the Electrical Engineer in



charge before executing the work.

L. Sound System

1. Sound System should be used to distribute sound through entire pavilion.

a) **Amplifiers**

Amplifier of proper ratings and capacity having frequency response of 20Hz to 20 KHZ and additional amplifier for standby connected in parallel.

b) **Microphones**

Proper numbers of good quality of microphones with chromium-plated stand to reproduce original sound complete with necessary microphone cables.

c) **Speakers**

Required Number of heavy-duty best quality speaker boxes of approximately 6 watt

/ 10 watt with necessary matching transformers duly erected on structure. The direction of speakers should be adjusted in such a way that sound is properly distributed throughout the pavilion without echoes.

d) **Wiring**

The Cores for the speakers should be of good quality copper stranded Cores of 2.5 sq. mm size duly covered with polythene pipe buried under ground where very necessary.

The microphone cables should be of good quality complete with necessary sockets connected properly and soldered.

e) **Power Supply**

Heavy-duty battery of suitable voltage should be provided for emergency operation in case of failure of power supply.

f) **Voltage Stabilizer**

1 Voltage stabilizer of proper range should be provided to protect amplifiers against fluctuation of supply voltage.

2. The above system should be commissioned and tested 30 hours prior to the time of meeting hours as directed.

3. Provision should be made for additional requirement of equalizers, additional echosystem, cordless microphone, Amplifier, Mixer etc.

