

REQUEST FOR PROPOSAL

FOR

**Selection of Event Management Company (EMC) for assisting
Directorate of Industries in organizing G20 working group meetings to
be hosted in Uttarakhand**



**DIRECTORATE OF INDUSTRIES (DoI)
Government of Uttarakhand
Patel Nagar, Dehradun**

RFP Reference No.: 5730

Date: 28.01.2023

The information contained in this Request for Proposal (hereinafter referred to as "RFP") document provided to the Bidders, by Directorate of Industries (DoI), Government of Uttarakhand (hereinafter referred to as the "DIRECTORATE"), 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.

Department, their employees and advisors make no representation or warranty and shall incur no liability under, statute, rules or regulations as to the accuracy, reliability 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.

Directorate of Industries, Government of Uttarakhand invites request for proposal from reputed Event Management firms of national and international repute for assisting the State of Uttarakhand for G20 events which is scheduled to be hosted in Uttarakhand in May and June.

The document can be downloaded from the website <https://www.doiuk.gov.in> or <http://uktenders.gov.in>. Response to this Request for Proposal (RfP) shall be deemed to have been done after careful study and examination of this document with full understanding of its implications.

The last date of submission of RFP is 13 February, 2023, 5.00pm through online submission at <http://uktenders.gov.in>

Issuer

Director

Directorate of Industries,

Department of MSME

Government of Uttarakhand

Patel Nagar, Dehradun

Uttarakhand, India

FACT SHEET

S.No	Item Name	Details
1	RFP Reference Number	5730
2	Project Name	Selection of Event Management Company (EMC) for assisting Directorate of Industries in organizing G20 working group meetings to be hosted in Uttarakhand
3	Name of issuer of tender	Directorate of Industries, Govt. of Uttarakhand
4	Date of issue of tender document	30.01.2023
5	Pre-Bid Meeting / Site Visit	04.02.2023 @ 10:00 AM
6	Last date for submission of queries via email - mpr@doiuk.org	05.02.2023 @ 05:00 PM
7	Last date for submission of bids	13.02.2023 at 05:00 PM
8	Date of opening of bids	14.02.2023 at 11:00 AM
9	Date of presentations	To be shared later
10	Date of commercial bids	To be shared later
11	Tender Fee	Rs 5,000/-
12	Earnest Money Deposit (EMD)	Rs 20,00,000/-
13	Validity of Proposal	Proposals must remain valid for 180 days after the submission date
14	Method of selection	Quality and Cost Based Selection (QCBS) (80:20)
15	Bid Submission	Bidder must submit the tender online on Bidders on https://uktenders.gov.in
16	Nodal Officer for this Project an Address for Communication	Industrial Area, Patel Nagar, Dehradun, Uttarakhand, India- 248001 Email ID: mpr@doiuk.org Phone No. 0135-2728227 Fax: 0135-2728226

1. The Director reserves the right to change any schedule of bidding process. Please visit the Department's website regularly
2. Proposal must be received not later than time and date mentioned in the Fact sheet. Proposals that are received after the deadline will not be considered in this procurement process

A. INTRODUCTION

About Uttarakhand

On 1st December 2022, India took over G20 Presidency for one year. Drawing inspiration from the theme of India's G20 Presidency "Vasudhaiva Kutumbakam" or "One Earth · One Family · One Future", India will be chairing over 200 meetings of ministers, government officials and civil society members across 32 different workstreams in 50 cities, leading up to a final summit in September 2023.

Uttarakhand will host two G20 meetings, providing a platform to showcase the State's rich heritage, culture and strength to the visiting delegates.

Objective:

The Government of Uttarakhand, invites proposals from reputed Event Management Companies (EMC) to provide services as defined in the Scope of Work mentioned in the RFP

The objective is to partner with an Event Management Company (EMC) that has an expertise in providing authentic experience to the guests during their entire stay in the State. The EMC must be committed to meet the exclusive expectations of the Government of India and the State Government whilst maintaining high standards of quality and professionalism.

B. Scope of the Proposal

The Event Management Company (EMC) will plan creation of appropriate ambience, provision of event branding through hoardings and provision of flags at airport, arrangements at designated venues (including managing branding at hotel, exhibition area, excursion site etc), conferencing requirement and meeting venue, other delegate requirements, manpower requirements, cultural program and excursion related logistics.

The EMC has to work in close coordination with Destination Management Company (DMC), Event Management Company (EMC) and Transport Management Company (TMC) hired by Ministry of External Affairs, Government of India for the execution of the G20 event. In addition to the DMC, EMC and TMC that MEA has engaged / onboarded, the selected EMC from the state shall have to complement the scope of work of the above-mentioned DMC, TMC and EMC engaged by the centre and EMC will provide the additional branding within the hotel and the airport.

There may be a situation where additional works are needed to be done by the Agency or the work mentioned in the Scope of Work is amended. In that situation the designated committee will take a note of the situation and the EMC nodal officer will provide the order for the work. Payment for such amended works or additional work shall be worked out mutually as per rules and the quotes given in the financial bid. In

case certain works are covered in the scope of central EMC and DMC agencies then it will be excluded from the scope and the amount will be reduced and paid accordingly.

The firm will be responsible for developing an Uttarakhand state based theme and plan activities being undertaken by various departments of state government for example beautification of the areas along the travel path and venue, reception in and around the airport, welcoming the guests, cultural programme at the airport and at the hotel, welcome of the guests at the hotel, exhibition planning, gala dinner arrangements, beautification of excursion site, ensure proper branding of G20 etc.

The bidders are advised to also refer the scope of central Event management company (EMC), central Destination management company (DMC) released by MEA
EMC will ensure no aspect of arrangement / necessary areas remain unattended.

The quality of the services is extremely critical and as part of their proposal the bidder/proposer should demonstrate core competencies/strengths on the below key aspects including adherence to quality and timely execution.

There are 2 events in Uttarakhand i.e. 25th – 28th May and 2nd Event 26th – 28th June. The 1st event shall be organized Hotel Westin, Narendra Nagar. The location of 2nd event is yet to be finalized, it can either be the same location as the 1st event or might be a new location.

Event Management Firms/Companies will be responsible for organizing and managing events from conception to completion stage. The scope of activities would include the following (Below list of work is suggestive not exhaustive):

Planning for the G20 event:

- i. Conceptualize the Event Plan for both the events based on the venue and the requirements of DMC, TMC and EMC of MEA
- ii. Create the Event Execution Plan for executing the Event indicating the timelines with the respective milestones along with detailed specifications of works to be carried out

Airport Reception:

- i. Additional Decoration at the airport with the selected theme (Flowers, Designer wooden façade etc) in coordination with the EMC and DMC of MEA
- ii. Welcome Arrangements for traditional welcome as appropriate and according to airport access norms (Cotton Scarfs and Pahadi Topi, Aarti, Mouli, Tilak Ceremony etc)
- iii. Coordinate and plan the welcome ceremony of the delegates
- iv. Use of existing LED screens at the airport and additional branding showcasing Uttarakhand at the airport in coordination with the central EMC, DMC and the state government

- v. Designing of the creatives for the screens and display points of different sizes at airport and advise the state which all displays and screens can be taken for creating maximum impact and branding of the state in coordination with the Uttarakhand information and public relation department (DIPR)
- vi. Use of current hoardings with G20 ads on the same and install new hoardings with G20 branding
- vii. Conceptualization, branding, designing of creatives for additional hoardings / flex / banners inside and outside of the airport in coordination with the central EMC, DMC of MEA, DIPR and state government
- viii. Installation of Flex (made of environment friendly biodegradable material) outside the airport
- ix. Information Kiosk, with appropriate manpower at the airport showcasing Uttarakhand culture
- x. Flag with poles of G20 countries at additional places in coordination with the EMC of MEA (at all appropriate places including airport, enroute, venues etc)
- xi. Stage for welcome programme and other filler programmes preferable size – 30' * 40'
- xii. Provision of English-speaking guides at the airports and excursion site to provide information about Uttarakhand and to explain the wall paintings to the delegates

Exhibitions:

- i. End to end conceptualization, designing, branding, fabrication and setting up of an exhibition (30 outdoor stalls) for display of local products / souvenir shops at the hotel premises of both the venues. The key areas shall include temporary hall, stalls, entry gate, passages etc.
- ii. Fabrication of Stalls (3 m * 3 m) with the Octanorm panels (Panels should be brand new), branding of Uttarakhand theme, carpeted, stall shall consist of shelves, 2 tables, 2 chairs per stall, 1 dustbin, carpet, switchboard, light connection.
- iii. Outdoor covering of the stall from rain, wind and other external factor
- iv. Provision of the required signages, furniture (chairs/ tables/sofas etc) for the event, inclusive of its mobilisation, installation & decommissioning, and operations & maintenance in compliance with the specifications (if given) in coordination with the state government, DMC and EMC
- v. The Agency shall ensure that exhibition area is properly ventilated, and all stalls have sufficient electricity
- vi. Scoping and Provision for Housekeeping, Cleaning and waste management during the event
- vii. EMC will provide all the three meals to the artisans managing the stalls for all event days (Breakfast, lunch and dinner) plus 2 preparation days (Considering 30 stalls - ~60 artisans)
- viii. EMC shall provide all three meals to government functionaries and support staff engaged in the event duty plus 2 preparation days (Approx. 70 – 100 officials and support staff)

- ix. Post show dismantling and closure report submission (As per the prescribed format given by state government from time to time)

Branding at Hotel (s):

- i. Design and develop an approved State corner in the hotel premises to promote branding of Uttarakhand
- ii. Planning and execution of Branding of Uttarakhand inside and outside of the hotel
- iii. Install LED screens at common area (EMC can rent the LED screen to provide for the event)
- iv. Conceptualization, branding, printing and installation of additional hoardings / flex / banners inside and outside of the hotel in coordination with the EMC, DMC of MEA and state government
- v. Additional Decoration at the hotel with the selected theme (Flowers, Designer wooden façade etc) in coordination with the EMC and DMC of MEA
- vi. Installation of Flex (made of environment friendly biodegradable material) outside the hotel

Excursions (Ganga Aarti at Parmarth Niketan, Rishikesh):

- i. Enable food arrangements for the delegates. The menu (superior multi cuisine veg menu with at least 2 local dishes) has to be prepared by the bidder and approved by the State Department in coordination with the MEA
- ii. End to end conceptualization, designing, branding, fabrication and setting up of an exhibition (05 outdoor/indoor stalls) for display of local products / souvenir shops at the excursion premises i.e. at Parmarth.
- iii. Set up stalls at the venue for Dinner/ Hi-Tea/Running tea coffee with cookies and drinking water for VVIPs/ VIPs, Delegates
- iv. Separate arrangement for: - VVIPs/ VIPs, Delegates / government functionaries and support staff / Service Providers - Drivers/ Security Personnel etc
- v. Making of wall paintings in and around the event area of Parmarth
- vi. Detailed plan of the whole event near Ganga which will include creating ambience at the site, plan the branding of the whole area, lighting provision, beautification of the area etc.
- vii. Provision of local transport (Luxury Minibus / AC cars) for delegates for excursions
- viii. Beautification with flowers at the excursion and at travel route

Cultural Programme

- i. Implement the Cultural program in close coordination with the State Department, ICCR requirements and Central EMC and DMC of MEA

- ii. End to end arrangement in coordination with the state culture department - stage, artists, moderator and design of the cultural event
- iii. Set up stage with backdrop –
 - a. Stage for Gala dinner cultural programme preferable size – 40' * 60'
- iv. Sitting arrangement for the cultural programme and Gala Dinner
- v. Fully furnished Green Room and mobile toilets
 - a. Male
 - b. Female
- vi. Decoration of the stage & venue of the cultural programmes
- vii. Stay, food and transportation for about 100 artists for every event
- viii. Audio-Video recording arrangements of Cultural Programs and Lighting arrangements (LED) and LED wall
- ix. Arrange the music/visual material and all accessory equipment for use during the programme
- x. Light and sound system for the event (Specifications attached below)
- xi. Stage Designer, Light Designer and Sound Designer shall have to work in close coordination with choreographer to finalize stage design, decor & theme and ensure its execution by coordinating with GoI Event Manager).
- xii. Generator 64KVA

C. HOW TO APPLY

- 1) RFP can also be downloaded by shortlisted bidders from www.uktenders.gov.in from 30-01-2023, 10:00 AM onwards
- 2) Bids will be submitted online along with the technical and financial documents. However, the original copy of the demand draft for tender fee and EMD should be provided during bid opening or during the technical presentation.

D. CRITERIA FOR SELECTION OF EMC

The selection of EMC will be done on QCBS pattern. The EMC that fulfill the following pre-qualification criteria should be considered eligible. Failure to comply with pre-qualifications Criteria's shall render the EMC ineligible. The Technical & Financial proposal of in-eligible EMC shall not be considered and shall be returned un-opened.

1) Pre-Qualification Criteria: The EMC shall need to fulfill the minimum eligibility criteria:

- a. The applicant shall be either sole proprietorship / single entity / registered as a Company under the Companies Act 2013 or Companies Act, 1956 / Partnership Firm registered under the Indian Partnership Act, 1932 / LLP

registered under the Limited Liability Partnership Act, 2008 or a Society registered under the Societies Registration Act, 1860 & should have been in existence in India for the last five years.

- b. The bidder should not be blacklisted or made ineligible by Govt. of India/State Govt. / Govt. Agencies for participation in future bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or any other reasons, as on date of submission of the bid.
- c. The bidder should have a minimum average annual turnover of INR 15 crore for 3 years in any of the previous 05 financial years (FY 2017-2018, FY 2018-2019, FY 2019-2020, FY 2020-2021, FY 2021-2022)
- d. Registered with the Income Tax Authorities (Copy of PAN Card)
- e. Registered with GST Network (Copy of GST registration certificate)
- f. The Bidder should have manpower of minimum 15 professionals i.e. event managers, designers / experiential designers, marketing/public relations officers, content creators, logistics and infrastructure managers, florist having relevant experience in organizing indoor/ outdoor events involving VVIPs. (Attach Self Certification from HR)
- g. The agencies should have successfully executed at least 3 events of similar nature with a value of minimum INR 1 crore each for Government of India/State Government/PSUs of which at least one should be an event with minimum 50 international delegates in the last 5 years. The contract/ work order should be in the name of bidder. (Letter of Award / Agreement / work order / duly certified by the authorized signatory of the bidding company along with event brochures / circular / any other promotional material to be enclosed in support of the project)

2) Criteria for Technical Evaluation: Only bidders meeting the above minimum eligibility criteria shall be considered for technical evaluation. The selection of EMC shall be based on the following technical criteria

S.No	Evaluation Parameter	Maximum Marks	Details
1. Team Strength (35 Marks)			
1.1	The Bidder should have adequate professional manpower having relevant experience in organizing indoor/ outdoor international events. (Including event managers, designers / experiential designers, CAD	10	i. EPF registration

S.No	Evaluation Parameter	Maximum Marks	Details
	Designer, marketing/public relations officers, content creators, logistics and infrastructure managers, florist etc.) Well-trained staff strength on roll 1. Staff strength = 15 – 5marks 2. Staff strength > 15 – 10marks		
1.2	a. Event manager (1) b. Designer/ Experiential Designers (1) c. Marketing / Public relation officer (1) d. Logistics/infrastructure officer (1) e. Content Creator (Proficiency in English and Hindi both) (1) (Less than 3 years experience – 3 marks More than 3 years experience – 5 marks)	25	a. CVs of the team members to be deputed at the department to be included in the technical bid b. CVs of major profile who will support with the event to be included in technical bid
2. Bidder experience (10 Marks)			
2.1	Experience of the agencies in successfully executing large events each of value more than INR 1 Cr. for Government of India/State Govt/PSU with international delegates in the last 5 years. 2 mark per event of more than 1 crore upto maximum 10 marks.	10	<ul style="list-style-type: none"> • Work order and Completion certificates from the Client • Profile of participant as certified by the organizer
3. Quality of the presentation (55 Marks) - Theme selection and the creatives and the plan around the theme			
3	i. Exhibition Planning and its concepts	5	<ul style="list-style-type: none"> • Copy of presentation should be submitted as part of bid.
	ii. Planning and arrangement of the Cultural Event	5	
	iii. Airport Planning and Beautification	5	
	iv. Hotel Venue branding and beautification	5	
	v. Buzz creation (across the state)	5	
	vi. Façade	5	

S.No	Evaluation Parameter	Maximum Marks	Details
	vii. Design and development of Promotional material (Ideas) and Media Plan (Offline and Online) and its calendar	5	
	viii. Photography and Videography	5	
	ix. Road Beautification	5	
	x. Gala Dinner	5	
	xi. Creativity (which Includes Décor, Designs of installations and other creatives, variety of flowers and their aesthetic usage & any other innovative ideas)	5	
	Total Marks	100	

E. EVALUATION PROCESS

The Agency shall be selected through a Quality and Cost Based Selection (QCBS) process. A three-stage selection process will be adopted in evaluating the Proposals. In the first stage, pre-qualification shall be assessed based on criteria mentioned above. In the second stage, a technical evaluation will be carried out. In the third stage, financial evaluation will be carried out. Proposals will finally be ranked according to their combined technical and financial scores. The Institution/agency with highest combined technical and financial score shall be selected and the Institution/agency with second highest combined score may be kept in reserve.

- i. **Evaluation of Technical Proposal:** Technical Proposal will be evaluated on the basis of parameters mentioned above. 80% of weightage shall be given to the technical proposal and 20% to financial proposal. Only those Applicants who's Technical Proposals score 60 marks or more out of 100 marks shall qualify for further consideration.
- ii. **Evaluation of Financial Proposal:** Financial evaluation will be carried out and each Financial Proposal will be assigned a financial score (SF). For financial evaluation, the total cost excluding taxes given in the Financial Proposal will be considered. The Evaluation Committee will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal (**as per annexure F**) shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the Team to be compensated and the liability to fulfill its obligations as per the TOR within the total quoted price shall be that of the EMC. The lowest financial proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

$$SF_x = 100 \times FM/F \text{ (F = amount of Financial Proposal)}$$

- iii. **Combined Technical & Financial Evaluation:** Proposals will finally be ranked according to their combined technical (STx) and financial (SFx) scores as follows:

$$S = ST_x T_w + SF_x F_w$$

Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.80 and 0.20 respectively. The selected Firm shall be the first ranked event management agency (having the highest combined score). The second ranked event management agency may be kept in reserve in case the first ranked firm withdraws or fails to comply with the requirements as the case may be.

F. Payment Terms

- a. After completion of cultural event, the selected Agency shall submit its invoice (in 3 copies) along with photographs, videos of the program, closure report and all other essential document for fulfillment of all obligations of Contract. The bidder will be given 30% mobilization advance of the total contract value after signing the contract.
- b. Payment will be made to the Selected Agency after verification of completion of work as per the terms of Bid Document and to the satisfaction of Department of Industries, Uttarakhand
- c. Release of payments to Selected Agency are subjected to statutory deductions as per applicable rules
- d. Department shall endeavor to release the payments at the earliest. No interest shall be payable in case the release of payment delays due to procedural matters.
- e. In case of un-satisfactory works and delays, the liquidated damages/ penalties shall be deducted as per GF&AR rules including forfeiture of the Bid Security and Performance Security of the Bidder of the Selected Agency.

G. EARNEST MONEY DEPOSIT

Bidders shall submit, along with their Bids, EMD of INR 20,00,000 /- only, in the form of a Demand Draft OR Bank Guarantee issued by any Nationalized / Scheduled bank in favor of Directorate of Industries, payable at Dehradun. If the EMD is submitted in the form of Bank Guarantee, it should be valid for 150 Days from the due date of the tender / RFP.

EMD of all unsuccessful bidders would be refunded by Directorate of Industries within 60 Days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of 5% of Contract value as Performance Bank Guarantee as per the format provided in Appendix IV.

EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.

The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.

The EMD may be forfeited:

- If a bidder withdraws its bid during the period of bid validity
- In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP

H. RFP DOCUMENT

The bidders may download the RFP document from the website. www.uktenders.gov.in;
<https://www.doiuk.gov.in>

I. SUBMISSION OF PROPOSAL

- i. This tender document is not transferable.
- ii. Bidders are advised to study the document carefully.
- iii. EMC are requested to submit all the bid documents online along with scanned copy of DD / Bank Guarantee for Tender Fee and EMD. However, original EMD, tender fee has to be submitted physically at the time of bid opening or on the date of technical presentation.
- iv. The proposal shall be submitted in English language.
- v. Submission of response shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- vi. The response to this tender document should be complete in all respects. Incomplete or partial responses are liable to be rejected.
- vii. The bidder shall bear all costs associated with the preparation and submission of the response, including cost of demonstration, benchmarking and presentation for the purposes of clarification of the bid, if so desired by the Directorate. The Directorate will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the short-listing process.
- viii. Further clarifications, corrigendum and any other information related to this tender will be available at the website www.uktenders.gov.in only. The Directorate reserves the right to accept or reject any or all responses without assigning any reason.
- ix. The Directorate may, at its own discretion, extend the date for submission of proposals.

- x. Tender documents shall be opened only of those bidders, whose Earnest Money Deposits are found in order.

J. CONFLICT OF INTEREST

1) The EMC should provide professional, objective, and impartial advice and at all times hold the organization's interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work. EMC shall not be hired under the circumstances set forth below:

(a) EMC (including their experts and other personnel, and sub- personnel) that have a close business or family relationship with a professional staff of the Government entity/organizations (or of the project implementing agency) who are directly or indirectly involved in any part of:

- The preparation of the RFP for the assignment
- The selection process for the contract
- The supervision of such contract may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Government entity/organizations throughout the selection process and the execution of the contract

2) A Bidder shall be deemed to have a Conflict of Interest affecting the Selection Process, if:

the Bidder, or Associates (or any constituent thereof) and any other Bidder, or Associate (or any constituent thereof) have common controlling shareholders or other ownership interest; Or such Bidder or its Associate receives or has received any direct or indirect subsidy or grant from any other Bidder or its Associate; or such Bidder has a relationship with another Bidder, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the Proposal of either or each of the other Bidder

3) EMC shall make a disclosure to the Directorate as soon as any potential conflict comes to their notice. The Directorate shall, upon being notified by the EMC under this Clause, decide whether it wishes to terminate this EMC or otherwise, and convey its decision to the EMC within a period not exceeding 15 (fifteen) days.

4) All conflicts must be declared as and when the EMC becomes aware of them. They should report any present/ potential conflict of interest to the Directorate at the earliest.

Officials of the Directorate involved in development of a project shall be responsible for identifying and resolving any conflicts of interest. It should be ensured that safeguards are in place to preserve fair and open competition and measures should be taken to eliminate any conflict of interest arising at any stage in the process.

5) Any Bidder found to have a Conflict of Interest may be disqualified. In the event of disqualification, the Directorate shall forfeit and appropriate the EMD.

6) The EMC shall not receive any remuneration in connection with the assignment except as provided in the contract. The EMC and its affiliates shall not engage in other activities that conflict with the Government entity/ organizations under the contract.

7) EMC shall submit only one proposal, either individually or as a joint venture partner in another proposal. If EMC, including a joint venture partner, submits or participates in more than one proposal, all such proposals shall be disqualified. This does not, however, preclude EMC firm to participate as a sub-EMC, or an individual to participate as a team member, in more than one proposal when circumstances justify and if permitted by the RFP

8) Member(s) of the Evaluation team may withdraw as an RFP evaluator if they find themselves in a way that could create the appearance of bias or unfair advantage with or on behalf of any competitive bidder, potential bidder, agent, subcontractor, or other business entity, whether through direct association with contractor representatives, indirect associations, through recreational activities or otherwise.

K. RIGHT TO ACCEPT OR REJECT PROPOSAL

1) DoI reserves the right to annul the RFP process, or to accept or reject tender any or all the Proposals in whole or part at any time without assigning any reasons and without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision

2) Bidders are advised to study all instructions, forms, requirements, appendices and other information in the RFP documents carefully. Submission of the bid / proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications

L. FRAUD AND CORRUPTION

It is required that the Bidders submitting Proposal and the Event Management agency selected through this RFP must observe the highest standards of ethics during the process of selection of Event Management Agency and during the performance and execution of contract.

1) For this purpose, definition of the terms are set forth as follows:

(a) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of THE DIRECTORATE or its personnel in contract executions

(b) "Fraudulent Practice" means a misinterpretation of facts, in ore to influence a selection process or the execution of a contract, and includes collusive practice amount bidders (prior to or after Proposal Submission) designed to establish Proposal prices at artificially high or non-competitive levels to deprive the Directorate of the benefits of free and open competition

(c) "Unfair trade practice" means supply of services different from what is ordered on, or change in the Scope of Work given in Section B.

(d) "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or execution of contract.

(e) "Undesirable practice" means establishing contact with any person connected with or employed or engaged by Implementing Agency with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or having a Conflict of Interest.

(f) Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the selection process

2) DoI will reject a proposal for award, if it determines that the Bidder recommended for award, has been determined to having been engaged in corrupt, fraudulent or unfair trade practices.

3) DoI will declare a EMC ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the EMC has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract.

4) Applicant or EMC shall not be eligible to participate in any tender or RFP issued by the DoI during a period as decided by the DoI from the date such Applicant or EMC, as the case may be, is found by the Implementing Agency to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

M. CLARIFICATION AND AMENDEMENT OF RFP

1) During process of evaluation of Proposals, the Directorate may, at its discretion, ask Bidders for clarifications on their proposal. The Bidders are required to respond within the prescribed time frame.

2) The Directorate may for any reason, modify the RFP from time to time. The amendment(s) to the RFP would be clearly spelt out through Corrigendum and the bidders may amend their proposal due to such amendments.

3) Bidders are advised to check THE DIRECTORATE'S website (www.uktenders.gov.in; www.doiuk.org) regularly for any Addendum/ Corrigendum/ Amendments related to Project.

4) The amendments so placed on the website will be binding on all the bidders. From the date of issue, amendments to the RFP Document shall be deemed to form an integral part of the RFP. Further, in order to provide, prospective bidders, reasonable time to take the amendment into account in preparing their bid, Directorate may, at its discretion extend the deadline for submission of bids

N. DISQUALIFICATION

The Directorate may at its sole discretion and at any time during the evaluation of Proposal, disqualify any Bidder, if the Bidder has:

a) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;

b) Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;

c) Submitted a proposal that is not accompanied by required documentation or is non responsive;

- d) Failed to provide clarifications related thereto, when sought;
- e) Submitted more than one Proposal;
- f) Submitted a proposal with price adjustment/variation provision;
- g) Any other reason as decided by Tender Evaluation Committee

O. AWARD OF CONTRACT

The Directorate will notify the successful bidder in writing that its proposal has been accepted. The EMC shall submit the Performance Bank Guarantee (PBG) as per format within the stipulated time and sign the Contract Agreement as per format within 15 days of issue of Letter of Intent (LoI). After signing of the Contract Agreement, no variation in or modification of the term of the Contract shall be made except by written amendment signed by the parties.

In case there is a tie for the first ranking, the Directorate shall have the discretion to negotiate with any of the first bidders to obtain the best terms and award the contract accordingly. In case there is still a tie after the negotiations, the Directorate will award the contract at its own discretion to any of the first bidders based on reasons to be recorded in writing.

Failure of the successful bidder to sign the contract OR willful violation of the bid process shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Directorate may choose to award the work to another bidder or call for fresh bids.

P. DURATION

The engagement of the Event Management Company (EMC) shall be till the end of the event in June and it may be extended based on additional need.

Q. CONFIDENTIALITY

- a) Confidential information shall mean and include all confidential or proprietary information furnished, in whatever form or medium, or disclosed verbally or otherwise by the Bidder/ EMC and/or the Organizations to each other including, but not limited to, the services, plans, financial data and personnel statistics, whether marked as confidential or proprietary by the parties.

- b) Information relating to the examination, clarification and comparison of the Proposals shall not be disclosed to any Bidder or any other persons not officially concerned with such process until the selection process is over. The undue use by any Bidder of confidential information related to the process may result in rejection of its Proposal. During the execution of the project except with the prior written consent of the Directorate, the EMC or its personnel shall not at any time communicate to any person or entity any confidential information acquired during the Contract.

R. INTELLECTUAL PROPERTY RIGHTS

No services covered under the Contract shall be sold or disposed by the EMC in violation of any right whatsoever of third party, and, but without prejudice to the generality of the foregoing, of any patent right, trademark or similar right, or any charge mortgage or lien. The EMC shall indemnify THE DIRECTORATE from all actions, costs, claims, demands, expenses, and liabilities, whatsoever, resulting from any actual or alleged infringement as aforesaid and at the expenses of the EMC, THE DIRECTORATE shall be defended in the defense of such proceedings. Any process, method, tool, or data including written designs and copyrights, moral rights, arising out of this agreement will be the sole property of DIRECTORATE /ORGANIZATIONS; The Liability of the EMC shall not exceed the value of the contract.

S. PERFORMANCE BANK GUARANTEE (PBG)

- a) Within 15 days of issuance of Letter of Intent (LoI), the EMC shall furnish an unconditional and irrevocable Performance Bank Guarantee (PBG), amounting to 5% for the entire contract period as its commitment to perform services under the contract to be submitted to the department within 7 days from the date of LoA in favour of Director of Industries, Government of Uttarakhand, payable at Dehradun. The validity of Performance Guarantee shall be 6 months.
- b) Failure to comply with the requirements of this document shall constitute sufficient grounds for the forfeiture of the PBG.
- c) If Implementing Agency incurs any loss due to EMC's negligence in carrying out the project consultancy as per the agreed terms & conditions the Implementing Agency may revoke PBG.
- d) The PBG shall be released immediately after expiry of warranty period after the expiry of contract provided there is no breach of contract on the part of the EMC.
- e) No interest will be paid on the PBG.

f) The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due. The bidder should furnish PBG for extension within 10 days of issue of extension letter with validity of 3 months beyond the extension period.

g) In case the selected bidder fails to submit performance guarantee within the time stipulated, the Implementing Agency at its discretion may cancel the order placed on the selected bidder without giving any notice.

h) The Performance Guarantee should be valid for 6 months from Date of issuance.

T. TERMINATION OF CONTRACT

1. Termination Clause

a. Directorate may, without prejudice to any other remedy for breach of contract, by a written notice of default of at least 15 days sent to the selected Bidder, terminate the Contract in whole or in part (provided a cure period of not less than 15 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 Directorate terminates the Contract in whole or in part, amount of Performance Guarantee shall be forfeited.

Termination for Insolvency

Directorate may at any time terminate the Contract by giving a written notice of at least 30 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 Directorate.

Termination for Convenience

a. Directorate, by a written notice of at least 30 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 Directorate'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, Directorate will pay for all the pending invoices as well as the work done till that date by the EMC. 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 party 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.

Termination by Department

a. The Directorate may, by not less than 60 days" written notice of termination to the Technical Bidder, 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 in its 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.

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

U. Consequences of Termination

In the event of termination of the Contract due to any cause whatsoever, [whether consequent to the stipulated term of the Contract or otherwise], Directorate 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.

- I. 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.
- II. 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.

V. Liquidated Damages

a) 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.

b) 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 may be.

c) 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.

d)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.

W. FORCE MAJEURE

a) The EMC shall not be liable for forfeiture of its PBG/EMD or termination of contract or default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

b) 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:

- I. Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics.
- II. Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos.
- III. 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.
- IV. 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 Directorate 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.

- V. In case of a Force Majeure, all Parties will endeavour 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.
- VI. If a Force Majeure situation arises, the EMC shall promptly notify THE DIRECTORATE in writing of such condition and the cause thereof. Unless otherwise directed by THE DIRECTORATE in writing, the EMC shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

Y. RESOLUTION OF DISPUTES

Any dispute or difference, whatsoever, arising between the parties to this agreement arising out of or in relation to this agreement shall be resolved by the Parties through mutual consultation, in good faith and using their best endeavors. To this end, the parties agree to provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate discussions between them/ their representatives or officers.

Amicable Settlement

Performance of the Contract is governed by the terms and conditions of the Contract, however at times dispute may arise about any interpretation of any term or condition of Contract including the scope of work, the clauses of payments etc. In such a situation party of the contract may send a written notice of dispute to the other party. The party receiving the notice of dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, then the clause 2 of resolution of disputes shall become applicable.

Resolution of Disputes

- 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 with in 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. An 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..

Legal Jurisdictions

All legal disputes between the parties shall be subject to the exclusive jurisdiction of the Courts in Uttarakhand.

Z. 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 party 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

Annexure A: Letter comprising the Bid

(To be printed on the letter head of the
company/firm/organization)

To,

Director (Industries)
Directorate of Industries
Industrial Area, Patel Nagar,
Dehradun, Uttarakhand,
India-248001

Sub: Selection of Event Management Company (EMC) for assisting Directorate of Industries in organizing G20 working group meetings to be hosted in Uttarakhand

Dear Sir,

With reference to your RFP dated 30.01.2022 we, having examined the Bidding Documents and understood their contents, hereby submit my/our Bid for the aforesaid project. The Bid is unconditional and unqualified.

1. We acknowledge that the Directorate will be relying on the information provided in the Bid and the documents accompanying such Bid for selection of the EMC for the aforesaid Project and I/we certify that all information provided therein is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Bid are true copies of their respective originals.
2. The Bid is being submitted and submissions in this letter are being made for the express purpose of our selection as EMC for the aforesaid Project.
3. We shall make available to the Directorate any additional information it may find necessary or require supplementing or authenticate the submissions.
4. I/We acknowledge the right of the Directorate to reject our Bid without assigning any reason or otherwise and hereby waive my/our right to challenge the same on any account whatsoever.
5. We declare that:
 - a) We have examined and have no reservations to the RFP, including any addendum issued by the Directorate.
 - b) We do not have any Conflict of Interest
 - c) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice, as defined in the RFP, in respect of any tender or request for proposal issued by or any agreement entered with the Directorate or any other public sector enterprise or any Government, Central or State.
 - d) We hereby certify that I/we have taken steps to ensure that in conformity with the provisions of Section L of the RFP, no person acting for me/ us or on my/our behalf has

engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice; and

6. We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive, without incurring any liability to the Bidders

7. We believe that I/we and meet(s) all the requirements as specified in the RFP and are/is qualified to submit a Bid.

8. We certify that regarding matters other than security and integrity of the country, we have not been convicted by a court of law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.

9. We further certify that regarding matters relating to security and integrity of the country, we have not been charge-sheeted by any Government Instrumentality or convicted by a court of law.

10. We further certify that no investigation by a regulatory authority is pending either against us or against our CEO/Partners or any of our directors/ managers/ employees.

11. We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the provisions of this RFP, we shall intimate the Directorate of the same immediately.

12. We agree and undertake to abide by all the terms and conditions of the RFP.

13. We agree and understand that the Bid is subject to the provisions of the Bidding Documents. In no case, we shall have any claim or right of whatsoever nature if the Project is not awarded to us or our Bid is not opened or rejected.

14. We hereby submit our Bid for undertaking the aforesaid Project in accordance with the Bidding Documents

Yours faithfully,

Date:

Signature of the Authorized Signatory
Name and designation of the Authorized Signatory
Name and Seal of the Applicant

Annexure B: Details of the Applicant

1.

- a) Name:
- b) Country of incorporation:
- c) Address of the corporate headquarters and its branch office(s), if any, in India:
- d) Date of incorporation and/ or commencement of business:

2. Brief description of the Applicant including details of its main lines of business and proposed role and responsibilities in this Project:

3. Details of individual(s) who will serve as the point of contact/ communication for the Applicant:

- a) Name:
- b) Designation:
- c) Company:
- d) Address:
- e) Telephone Number:
- f) E-Mail Address:
- g) Fax Number:

4. Particulars of the Authorized Signatory of the Applicant:

- a) Name:
- b) Designation:
- c) Address:
- d) Phone Number:
- e) Fax Number:

Name of Applicant:

S.No.	Criteria	Yes	No
1	Has the Applicant been barred by the [Central/ State] Government, or any entity controlled by it, from participating in any project?		
2	If the answer to 1 is yes, does the bar subsist as on the date of Application		

Date: Signature of the Applicant / Authorized Representative

Seal / Stamp of the Firm

Annexure C: Technical Capacity of the Applicant

Format for Relevant Projects Carried out in the last 5 years that Best Illustrates Experience. Using the format below, provide information on key assignments for which the Firm was legally contracted. Use separate sheets for each project

Event Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Type of Event: No. of Exhibitors: No. of Business Delegates: No. of Participants: Cost (Rs Crore):		Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Rs Lakhs):
Description of the Project:		
Description & Samples (if any) of Actual Services provided:		

This is to certify that the above information has been examined by us on the basis of Documents viz. Work order and Completion certificates from the Client, duly certified by the authorized signatory of the bidding company found correct.

Date: Signature of the Applicant / Authorized Representative
Seal / Stamp of the Firm

Note-:

Documents viz. Letter of Award/Agreement, duly certified by the authorized signatory of the bidding company. In addition, samples of creatives, video links etc. also needs to be furnished

Annexure D: Format of Curriculum Vitae

1. Name of the Staff
2. Designation
3. Name and address of the firm presently employed, if any
4. Years with the firm
5. Position in the Proposed project (describe degree of responsibility also)
6. Qualifications (Technical and General)
7. Membership in professional bodies
8. Experience and Training (Relevant in the context of assignment)
9. Employment Record (starting with present position, all previous assignments may be covered)

Name of the Firm

Position Held

Years of Employment

Date: Signature of the Applicant / Authorized Representative

Seal / Stamp of the Firm

Annexure E: Team Strength

S. No	Name	Total Experience	Proposed Position
1			
2			
3			
4			
5			

We undertake that the 5 team members as mentioned above shall remain with the assignment till the completion of assignment. Any change in the above composition of personnel shall not be done without prior permission of DIRECTORATE. We further undertake that we shall employ sufficient number of personnel) (At least 30) during/ prior to the event for successfully delivering the project. The details of such personnel shall be shared with DEPARTMENT as and when requested.

Name & signature of the authorized signatory

Annexure F: Format of Financial Proposal

(Date and Reference)

To,

... ..

Dear Sir,

Subject: Selection of Event Management Company (EMC) for hiring an Event Management Agency (EMC) for G20 events in Uttarakhand

We, _____(Authorized Signatory(s) name) herewith enclose the Financial Proposal for above. We agree that this offer shall remain valid for a period of 60 (sixty) days from the due date or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature, name and designation of the Authorized Signatory(s))

Note: The Financial Proposal is to be submitted strictly as per the formats given in the RFP.

Annexure F: Format of Financial Proposal (Contd.)

Financial Bid (Considering the location is same, if the location will be different the price will be paid on pro-rata or on the calculation of element wise costing or specific additional items whichever is applicable)

S.No.	Particulars	Unit	Individual Price (INR)	Total Price (INR)
I	End to End Conceptualization, branding, designing of all creatives for Banners / hoardings / flex / standees / unipoles / cut outs / scrolls / billboards / banners etc.), other innovative branding etc. of different sizes at Airport along with content creation of all the creatives (In English and in Hindi wherever applicable) at travel route from airport to event venue, at event venue, outside the hotel, exhibition area, cultural event and gala dinner, Event venue to excursion site, at excursion Site etc. i.e. for the whole events, designing of branding of roundabouts etc. (Inclusion of Branding of Exhibition area, Gala dinner and Cultural programme) and Design of newspaper advertisements in regional, national and international Media (including content)	Lumpsum (for both the events)		
II. Airport (For both the Events)				
1	Arrangements & decoration for traditional welcome at airport (Tulsi / Rudraksh Mala, Mouli, Tilak Ceremony etc)	Lumpsum (For both the events)		

2	Decoration through Flowers at the airport and roads (5000 sq ft)	Per Sq. Feet Rate	-	-
3	Designing, printing and Installation (with structure) of Flex (made of environment friendly biodegradable material) inside and outside the airport (500 sq. feet)	Per Sq. Feet Rate	-	-
4	Provision of G20 flags(5 feet*3 feet) with Poles (15 feet) with Installation in addition to the flags installed by Central EMC (3 Sets)	Rate per set of Flags	-	-
5	Development of stage (30*50 feet) for cultural event at the exit of the airport / within the airport	Lumpsum		
6	Provision of English-speaking guides at the airports and excursion site to provide information about Uttarakhand and to explain the wall paintings to the delegates (2 guides)	Rate per Guide per event	-	-

III. Travel Routes (For both the events)

1	Branding of Uttarakhand / G 20 along the whole travel route / location with flex / banners/ hoardings (10,000 sq feet)	Per Sq. Feet Rate	-	-
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IV. Excursion (At Parmarth Niketan)

1	Food Arrangements and High Tea for the international delegates (approx. 300) (For both the events)	Rates per delegate	-	-
2	Separate food arrangement for: - VVIPs/ VIPs / Speakers / government functionaries and support staff (approx. 300) (For both the events)	Rates per person	-	-
3	Packed lunch for security and other staff (300 approx) (For both the events)	Rates per meal	-	-
4	Branding of Food Area	Lumpsum	-	-

5	(05 outdoor / indoor stalls) Fabrication of Stalls (3 m * 3 m) with the Octonorm panels (Panels should be brand new), branding of Uttarakhand theme, carpeted stall shall consist of shelves, table, 2 chairs per stall, 1 dustbin, carpet, switchboard, light connection End to end conceptualization, designing and branding, fabrication and setting up of exhibition	Rate per stall	-	-
6	Wall paintings at Parmarth Niketan (20,000 Sq. feet)	Per Sq. Feet	-	-
7	Detailed plan of the whole event near Ganga which will include creating ambience at the site, plan the branding of the whole area, , beautification of the area, providing temporary ceiling at the dining area etc.	Lumpsum		
8	Luxury mini-AC Buses for the excursion event (15 buses for 1 day) (For 15 hours, 120 Kms)	Per bus per day		
		Per km (beyond 120 km)		

V. Exhibitions outside the Hotel

1	(30 outdoor stalls) Fabrication of Stalls (3 m * 3 m) with the Octanorm panels (Panels should be brand new) with 4 inch platform, branding of Uttarakhand theme, Carpeted, stall shall consist of shelves, 2 tables, 2 chairs per stall, 1 dustbin, carpet, switchboard, light connection Provision of the required signages, furniture (chairs/ tables/sofas etc) for the event, inclusive of its mobilisation, installation & decommissioning, and operations & maintenance in coordination with the state government, DMC and EMC	Rate per stall	-	-
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	End to end conceptualization, designing and developing, branding, fabrication and setting up of exhibition			
2	Three meals to artisans managing the stalls for all event days & government functionaries and support staff engaged in the event duty plus 2 preparation days (Approx. 100 officials and support staff and 60 artisans) (Total 3 meals daily for 5 days per event)	Rates per meal	-	-
3	Water Stations with tables and chair and Running tea / coffee	Lumpsum	-	-

VI. Branding at Hotel

1	End to end additional conceptualization, Decoration and branding of Uttarakhand (includes fabrication), printing of additional hoardings / flex / banners inside in the hotel in addition to the centralized EMC has planned	Lumpsum		
2	Installation of LED Screens at Hotel and other places (1000 sq feet)	Per Sq. Feet	-	-
3	Designing, printing and Installation of Flex (made of environment friendly biodegradable material) outside the Hotel (200 sq. feet)	Per Sq. Feet	-	-

VII. Branding for G20, design and development of promotional material, Media Strategy and Management

1	Design and develop detail media plan, promotional buzz, content creation and additional media strategy including ideas and plan for public outreach programme ex. Ganga cleaning, quizzes at schools, branding	Lumpsum		
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	within the busses and trains, university collaboration and events at schools and universities etc. / other innovative ideas			
2	1. Photography & videography of highest quality for the whole event (include drone photography) 2. Preparation of video clip summarizing the event	Rates per Event		
3	Design and Development of promotional material 1. 6 Sectoral Films on Wellness & AYUSH, Tourism, Culture & Heritage, Industrial Ecosystem, Manufacturing, Social Infrastructure along with teaser videos (Video length 2 to 4 minutes)	Lumpsum	-	-

VIII. Cultural Event and Gala Dinner

1	Design and development of Stage, Sets, backdrop Design, Decoration of the stage and venue of the cultural event and gala dinner, Paraphernalia required for creating the ambience and overall implementation of the programme	Rate per venue	-	-
2	Temporary Covered Space for 100 artists (equipped with floor carpet, sound, podium, mikes, lights, chairs, toilets, drinking water etc) for tech rehearsal and fully furnished green room for Male and Female	Rate per event	-	-
3	Stay and Transportation for 100 artists per event	Rate per event	-	-

4	Three meals to artisans for cultural event plus 2 preparation days (100 Artists) (Total 3 meals daily for 3 days per event)	Rates per meal	-	-
5	Sound and stage light arrangement at tech rehearsal location and cultural programme area	Rate per event	-	-
6	Covered Gala dinner Hangar (German Waterproof Transparent Hangar) for ~ 200 people seating, round tables (25- 30) (space can be ~ 25*30 m) which will include chairs, round table, buffet area, carpet, AC with branding	Rate per Square Metre including all the line items		
7	Overall Sound and Light arrangement for cultural programme			
7.1	Speaker 1200 wt. (Indoor – 8; Outdoor – 12) per event	Rate per Speaker	-	-
7.2	Monitor 600 wt. (foot) (Indoor – 6; Outdoor – 6) per event	Rate per Monitor	-	-
7.3	Sidefield Speaker (Indoor – 2; Outdoor – 4) for sound per event	Rate per Speaker	-	-
7.4	Amplifier 6000 wt (Indoor – 8; Outdoor – 9)	Rate per Amplifier	-	-
7.5	Mixer 48 Channels (Indoor – 1; Outdoor – 1)	Rate per Mixer	-	-
7.6	Ecolizer 32 Channels (Indoor – 4; Outdoor – 6)	Rate per Ecolizer	-	-
7.7	Mike with lead and Stand (Indoor – 24; Outdoor – 24)	Rate per pc.	-	-
7.8	Boundary Mike (Indoor – 4; Outdoor – 4)	Rate per pc.	-	-
7.9	Cordless Mike (Indoor – 4; Outdoor – 4)	Rate per pc.	-	-
7.10	Generator 64 KVA - 2	Rate per Gen.	-	-
7.11	Three Phase wire – 2 (100 metre)	Lumpsum		

7.12	Par Light 1000 wt (Indoor – 16; Outdoor – 16) per event	Rate per pc.	-	-
7.13	LED Light 3 wt 5 * 54 (Indoor – 24; Outdoor – 24)	Rate per pc.	-	-
7.14	Light Stand (Indoor – 04 stand and Outdoor – Truss)	Rate per pc.	-	-
7.15	Dimmer 24 KVA 12 Channels	1 Job		
7.16	Lighter Mixer – 1 No.	1 Job		
8	Portable chemical toilets on day prior to the event for delegates, artisans, artists, support staff (20 number)	Rate per toilet	-	-
Total				
GST				
Grand Total (Inclusive of GST)				

Note:

- *Per unit cost exclusive of tax to be mentioned.*
- *Grand Total will be accepted as financial proposal.*
- *The Financial Proposal is to be submitted strictly as per the form given in the RFP*
- *Some Scope of Financial Bid might be covered under the scope of Central EMC, DMC , particular line items will be Amended / reduced from the bid*
- *The quantity / Line Items may be added / removed from financial bid at a later stage*
- *There will be no additional payment for the variation upto 10% for all the bills*
- *Any other requirement related to event beyond scope of work to be provided by Event Partner as provided by competent authority and payment for the same will be made by Department of Industries on actual basis after submission of bills*
- *Per unit cost to be mentioned to calculate the amount for additional requirements*

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any proposal you receive. We remain,

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Company Seal)