

**Department For Promotion Of Industry And Internal Trade (DPIIT)
Ministry Of Commerce and Industry,
Government Of India**

Limited RFP for Selection of an Event Management Agency (EMA) for Inauguration of
India International Convention Centre (IICC), Dwarka, New Delhi
as per EOI Ref No P-37022/17/2023-IC
dated 21st August 2023

Dated: 01st September 2023

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DISCLAIMER

1. This Request for Proposal (“RFP”) is issued by Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India.
2. The information contained in this RFP or subsequently provided to bidders, whether verbally or in documentary or any other form by or on behalf of DPIIT or any of its employees or advisors, is provided on the terms and conditions set out in this RFP.
3. This RFP is not a contract and is not an offer by DPIIT to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by DPIIT, concerning the project. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for DPIIT, its employees or advisors to consider the objectives, technical expertise and particular needs of each party, who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.
4. Information provided in this RFP to the bidders is on a wide range of matters and is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. DPIIT accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the laws expressed herein. DPIIT, its employees and advisors make no representation or warranties and shall have no liability to any person including any bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, claims, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained herein or deemed to form part of this RFP or arising in any way in this selection process. DPIIT accepts no liability of any nature, whether resulting from negligence or otherwise, however, caused, arising from reliance of any bidder upon the statements contained in this RFP.
5. DPIIT is entitled, in its absolute discretion, but without being under any obligation, to update, amend or supplement the information, assessment or assumption contained in this RFP. The issue of this RFP does not imply that DPIIT is bound to select a bidder or to appoint the selected bidder for this project and DPIIT reserves the right to reject all or any of the proposals of any bidder, without assigning any reason whatsoever.
6. DPIIT or its authorized officers/representatives/advisors reserve the right, without prior notice, to change the procedure for the selection of the selected bidder or terminate discussions and the delivery of information at any time before the signing of any agreement for the project,

without assigning reasons thereof.

7. The RFP does not address concerns relating to diverse investment objectives, financial situation, and particular needs of any party. The RFP is not intended to provide the basis for any investment decision and each bidder must make its / their own independent assessment in respect of various aspects of the techno-economic feasibilities of the project. No person has been authorized by DPIIT to give any information or to make any representation not contained in the RFP.
8. DPIIT may terminate the bid process at any time and without assigning any reason and makes no commitments, express or implied, that this process will result in a business transaction with anyone.

SECTION 1 – LETTER OF INVITATION

Dear Sir,

Department for Promotion of Industry & Internal Trade (DPIIT), Ministry of Commerce and industry, Govt of India invites proposals as per EOI Ref No: P-37022/17/2023-IC dated 21st August 2023 for “**Selection of an Event Management Agency (EMA) for Inauguration of India International Convention Centre (IICC), Dwarka, New Delhi**”.

1. A bidder will be selected under the Quality cum Cost Based Selection (QCBS) method with weightages of 70:30 (70% for technical proposal and 30% for financial proposal) and as per procedures described in this RFP.
2. The content of this RFP enlists the requirements of DPIIT. The RFP includes the following sections:
 - Section 1 - Letter of Invitation
 - Section 2 - Instructions to Bidders
 - Section 3 - Technical Proposal
 - Section 4 – Financial Proposal
 - Section 5 - Terms of Reference
3. The Bidders are expected to examine all the instructions, forms, terms and conditions, requirements and qualifications in the RFP documents. Failure to furnish all the information required as per the Bidding documents or non-submission of the bid in every respect will be at the Bidder's risk and may result in the rejection of the bid.
4. DPIIT reserves the right to update, amend and supplement the information in this document including the qualification process by issuing appropriate corrigendum/s before the last date and time of receipt of bids.
5. The shortlisted Bidders as per conditions laid down in EoI, are advised to submit the bid in CPP portal **on or before the 06th of September 2023, 13:00 Hrs.**
6. Any communications/ grievances/queries shall be addressed to;

Brijesh Kumar Sharma
Under Secretary to the government of India
Room no 417, Udyog Bhawan New Delhi, 110011
E: bk.sharma@nic.in
cc: id1-dipp@nic.in
M: 9911206284

SECTION 2: INSTRUCTIONS TO BIDDERS

Important dates:

RFP Issue Date	01.09.2023
Last Date for Bid Submission	06.09.2023, 13:00 Hrs
Technical Bid Opening	06.09.2023, 13:30 Hrs
Technical Evaluation & Presentation	06.09.2023, 14:30 Hrs
Results of Technical Evaluation	06.09.2023
Financial Bid opening	07.09.2023
Declaration of final results	07.09.2023

**Please note that the above-mentioned dates are tentative in nature and may change.*

Data Sheet

1.	Name of the client:	Department for Promotion of Industry & Internal Trade (DPIIT), Ministry of Commerce & Industry, Govt of India
2.	Method of selection:	Quality cum Cost Based Selection (QCBS) 70:30 (Technical: Financial)
3.	Documents part of RFP:	The RFP consists of the following: Disclaimer Section 1 –The Letter of Invitation Section 2 - Instructions to Bidders Section 3 - Technical Proposal Section 4 - Financial Proposal Section 5 - Terms of Reference
4.	Availability of RFP and related documents	https://eprocure.gov.in/eprocure/app https://dpiit.gov.in/publications/tender https://www.investindia.gov.in/request-for-proposal
5.	Selection Process	Entire tendering process shall be carried in following phases: Phase-1 (Concluded as per EOI Ref No: P-37022/17/2023-IC dated 21st August 2023) Stage I: Submission of Expression of Interest Stage II: Preliminary scrutiny of Proposal documents as per criteria of EOI and suggested modifications. Stage III: Shortlisting of bidders based on Pre-qualification criteria prescribed in EOI. Phase-2 Stage IV: Technical Assessment by calling limited RFP from shortlisted bidders in stage-III Stage V: Financial bid opening of the qualified bidders as per Stage-IV
6.	Pre-Qualification Criteria	Omitted as per terms of EOI, Ref No: P-37022/17/2023-IC dated 21st August 2023, <i>Pre-Qualification Criteria wherever written in the Document may be treated as Omitted.</i>
7.	Bid Processing Fees:	Omitted as per terms of EOI: Ref No: P-37022/17/2023-IC dated 21st August 2023,

		<i>Bid processing fees wherever written in the Document may be treated as Omitted.</i>
8.	Earnest Money Deposit (EMD)	Already deposited as per terms of EOI: Ref No: P-37022/17/2023-IC dated 21st August 2023, <i>EMD wherever written in the Document may be treated as Omitted</i>
9.	Technical and Financial Proposals requested	As per terms of RFP
10.	Name, objectives, and description of the assignment	As detailed in Terms of Reference
11.	Address for requesting clarification and submission of any other information in accordance with the terms of the RFP	Brijesh Kumar Sharma Under Secretary to the government of India Room no 417, Udyog Bhawan New Delhi, 110011 E: bk.sharma@nic.in cc: id1-dipp@nic.in M: 9911206284
12.	Language(s) of the submitted proposals:	English The Contract to be signed with the successful Agency shall be written in the English language, which shall be the language that shall govern the contractual relations between DPIIT and the successful Agency.
13.	Taxes:	Amount payable by DPIIT to the selected bidder under the Contract shall be inclusive of all taxes and duties, as more particularly set out under the terms of the Contract.
14.	Submission of Performance Security	Within 5 days from issuance of LoA
15.	Signing of Contract	Within 7 days from Acceptance of LoA
16.	Bidder to state cost in the national currency:	Cost to be stated in Indian Rupee
17.	Proposals must remain valid until	60 days from the last date of bid submission
18.	Proposals submission date:	Please refer to the section: Important Dates

19.	Technical Proposal Evaluation	Please refer to the section: Important Dates
20.	Financial Proposal Evaluation	Please refer to the section: Important Dates
21.	Period of Engagement	Untill the completion of Assignment
22.	Bid Submission	The bid will be submitted into the CPP portal by using the bidder's login credentials No bids shall be accepted post lapse of cut off date & time

Pre-Qualification

Omitted as per terms of EOI: Ref No: P-37022/17/2023-IC dated 21st August 2023

Technical Evaluation:

Sl. No	Criteria	Marks	Documents
1.	<p>Turnover Average annual turnover in any of three Financial Years viz. FY 2017-18, FY 2018-19 FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23</p> <ul style="list-style-type: none"> • More than 50Cr but less than or equals to 60 Cr: 10 Marks • More than 60Cr: 20 Marks 	20	Certificate from the Independent chartered accountant.
2.	<p>Work Experience Experience of the agencies in successfully executing Hon'ble President/Vice President/Prime Minister/Governors/ Chief Ministers/ Union Ministers level events in last 6 years having work order value not less than 8 Cr as on 31st July 2023</p> <ul style="list-style-type: none"> • 2 Events: 20 Marks • 3 or more Events: 30 Marks 	30	<p>Completion certificates from the Client</p> <p>OR</p> <p>Work order and Self-certificate of completion by the agency</p>
3.	<p>Experience in executing the large-scale events having footfall not less than 4000 persons.</p> <ul style="list-style-type: none"> • 1 Event: 5 Marks • 2 or more Events: 10 Marks 	10	Undertaking along with substantiative proofs viz. photographs etc. to be submitted
4.	<p>Technical Presentation**</p> <p>Presentation/ showcasing the;</p> <ul style="list-style-type: none"> • Understanding of Scope and requirements • Modus Operandi of the event viz. visitors management, Crowd entry & exit management, Flower & decoration, Creation of hoardings, backdrops, Standees, 3D Pictures, view cutters, Invitation card etc. • Design & artwork by mapping the designated places of the venue. • Innovation, ideation & creativity by using state of art technology, AI and other tools. • Branding, & promotion strategy. 	40	PDF copy of the presentation to be submitted

	<ul style="list-style-type: none"> • Manpower deployment strategy • Risk Management strategy • Inauguration Concept • Stage decoration design • Venue branding plan • Prominent locations at city branding • Arch and Entry gate branding plan • Unique ideas/ suggestions revolving around the theme. <p>The theme of the event is NEO BHARAT. Bidders are advised to make the presentation as per the theme.</p>		
Total Marks	100		

****Note:** All the shortlisted bidders in EoI shall be required to deliver presentation before the Tender Evaluation Committee (TEC). The TEC, after detailed assessment of the parameters, shall award the marks to the bidder. The marks awarded by TEC shall be binding to the bidders. No query shall be entertained in this regard. The TEC may ask for additional requirements/ information during presentation.
Bidders are advised to bring key resources for the presentation.

Cut off: 70 Marks.

Mode of presentation- Physical, In person Mode

Time Allowed for Presentation: 30 Mins (25 minutes for presentation followed by 5 minutes for Q&A session)

Date of Presentation: 06th September 2023

Time: Shall be intimated to the bidders in due course

Venue of the Presentation: Vanijya Bhawan New Delhi

DPIIT reserves the right to conduct the presentation through virtual mode in case of any exigencies. Bidders will be notified in case of any deviation in schedules

Financial Evaluation

- Financial bids of technically qualified bidders shall be opened i.e. those who score minimum 70 marks out of 100 marks in technical evaluation.
- 100 Points will be awarded to the bidder with the Lowest Total bid(LTFBQ) and the rest of the bidders will be awarded points inversely proportional to the LTFBQ. Formula for calculation of the financial marks are as follows;

Formula: - $(LTFBQ/TFBQ) * 100$

LTFBQ: Lowest Total Financial Bid

TFBQ: Total Financial Bid Quotation

Combined Evaluation

Based on the criteria mentioned above, the combined score shall be obtained by weighing the technical and financial scores in the ratio of 70:30 and adding them up. On the basis of combined weighted score for technical and financial, the bidder shall be ranked in terms of total score obtained. The proposal obtaining the highest combined score in evaluation will be ranked as H-1 followed by the proposals securing lesser marks as H2, H3, etc. The bidder securing the highest combined marks will be considered for award of the contract.

Example:

As an example, the following procedure will be followed. The minimum qualifying marks for technical qualifications are 70 and the weightage of the technical bids and financial bids is kept as 70:30. Assuming that in response to the RFP, 3 proposals, A, B & C are received. The technical evaluation committee awards them 75, 80, and 90 marks respectively. The minimum qualifying marks are 70. All the 3 proposals are, therefore, found technically suitable and their financial proposals will be opened after notifying the date and time of bid opening to the successful participants. Assuming that the evaluation committee examines the financial proposals and the quoted total bid values are as under:

Proposal	Total Bid Value
A	: Rs.120
B	: Rs.100
C	: Rs.110

Using the formula $LTBV / TBV$, where LTBV stands for Lowest Total Bid Value and TBV stands for Total Bid Value, the committee will give them the following points for financial proposals:

A	: $100 / 120 = 83$ points
B	: $100 / 100 = 100$ points
C	: $100 / 110 = 91$ points

In the combined evaluation, thereafter, the evaluation committee will calculate the combined technical and financial score as under:

Proposal A	: $75 \times 0.70 + 83 \times 0.30 = 77.4$ points.	Proposal B	: $80 \times 0.70 + 100 \times 0.30 = 86.0$ points
Proposal C	: $90 \times 0.70 + 91 \times 0.30 = 90.3$ points.		

The three proposals in the combined technical and financial evaluation will be ranked as under:

Proposal A: 77.4 points: H3

Proposal B: 86 points: H2 Proposal C: 90.3 points: H1

Proposal C at the total bid value of Rs.110 will, therefore, declared as winner and recommended for approval, to the competent authority.

Fraud / Corruption

DPIIT requires that the bidders participating in the selection process adhere to the highest ethical standards, both during the selection process and throughout the execution of the Contract. In pursuance of this policy, DPIIT defines, for the purpose of this paragraph, the terms set forth as applicable to both the parties:

“corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value (whether in cash or kind) to influence the action of a public official in the selection process or Contract execution.

“fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract.

“collusive practices” means a scheme or arrangement between two or more bidders with or without the knowledge of DPIIT, designed to establish prices at artificial, non-competitive levels.

“Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or affect the execution of a contract.

DPIIT will reject a proposal for award if it comes to know that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract in question; and

Bidders shall be aware of the provisions on fraud and corruption prescribed in the specific clauses in the General Conditions of Contract.

Only one Proposal

Bidders will submit only one proposal. If a Bidder submits or participates in more than one proposal, all such proposals shall be disqualified.

Proposal Validity

The Data Sheet indicates how long Bidders’ proposals must remain valid after the submission date. During this period, Bidders shall ensure the availability of professional staff nominated in the Proposal. Should the need arise, **DPIIT** may request Bidders to extend the validity period of their proposal. Bidders who agree to such extension shall confirm that they maintain the availability of the professional staff nominated in the Proposal, or their confirmation of the extension of validity of the Proposal, Bidders could submit new staff in replacement, which would be considered in the final evaluation for Contract award. Bidders, who do not agree, have the right to refuse to extend the validity of their proposals.

Clarification and Amendment of RFP Documents

Bidders may request for clarifications on any part of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to **DPIIT**'s address indicated in the Data Sheet. **DPIIT** will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Bidders. Should **DPIIT** deem it necessary to amend the RFP as a result of a clarification, it shall do so by the following procedure.

At any time before the submission of Proposals, **DPIIT** may amend the RFP by issuing an addendum/corrigendum in writing or by standard electronic means. The addendum shall be uploaded on the DPIIT website and will be binding on them. To give Bidders reasonable time in which to take an amendment into account in their Proposals, **DPIIT** may, if the amendment is substantial, extend the deadline for the submission of Proposals.

Preparation of Proposals

The Proposal as well as all related correspondence exchanged by the bidders and DPIIT, shall be written in the language (s) specified in the Data Sheet.

In preparing their Proposal, bidders are expected to examine in detail all the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal. Each page of the Bid has to be numbered and signed either by the Principal Officer of the Agency or his duly Authorized Representative, in which case the bid shall be accompanied by a certificate of authority. A bid which does not fulfill this criterion will be treated as non-est and will be liable to be rejected.

The prospective bidders are expected to examine all instructions, forms, terms, requirements, and other information in the RFP documents. Failure to furnish all information required as mentioned in the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the prospective bidder's risk and may result in rejection of the proposal.

Technical Proposal

Bidders are required to submit an original Full Technical Proposal Separately in CPP portal with the subject "Technical Bid - AGENCY NAME - "**Selection of an Event Management Agency (EMA) for Inauguration of India International Convention Centre (IICC), Dwarka, New Delhi**" as per details mentioned in Data sheet. The Data Sheet indicates the format of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.

The Technical Proposal shall **NOT** include any financial information. A Technical Proposal containing financial information shall be declared non-responsive and will be rejected.

Financial Proposals

The bidder should submit the financial bid Separately in CPP portal as per the format indicated in **Form Fin-2** of the RFP document.

Conflict of Interest

DPIIT's policy requires that bidders should provide professional, objective, and impartial advice and at all times hold **DPIIT**'s interest's paramount and strictly avoid conflicts with other assignments or their own corporate interests.

Without limitation on the generality of the foregoing, Companies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances.

Conflicting activities

A firm that has been engaged to provide goods, works, or services for a project, and each of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and each of its affiliates, shall be disqualified from subsequently providing goods, works or services for such preparation or implementation.

Conflicting assignments

Neither firm (including their personnel and sub-consultants) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the consultants. As an example, consultants hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and consultants assisting a client in the privatization on public assets shall neither purchase nor advise purchasers of, such assets. Similarly, consultants hired to prepare Terms of Reference (TOR) for an assignment shall be annexed to the Bid.

Ownership Rights

Ownership of anything (platforms, code, data, reports, deliverables outcome etc.) (a) that is conceived, discovered, developed or otherwise made by a selected bidder, solely or in collaboration with others, in the course of performing the assignment pursuant to the award of Contract under this RFP; or (b) that reflects or contains **DPIIT**'s confidential information; or (c) that forms all or part of a deliverable to be provided by the selected bidder, whether developed as part of the assignment or separately ("Work Product"), will be the sole property of **DPIIT** and **DPIIT** shall have all the rights, title and interests in respect of the same, in accordance with the terms of the Contract.

Conflicting relationships

The bidder (including its personnel) that has a business or family relationship with any member of **DPIIT**'s staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to **DPIIT** throughout the selection process and execution of the Contract. Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of **DPIIT**, or that may reasonably be perceived as having this effect. Failure to disclose the said situations may lead to the disqualification of the bidder or the termination of its Contract.

Issuance of Work order/ Letter of Intent (Lol)

Upon completion of the selection process, **DPIIT** shall issue the Work order/ Letter of Intent (Lol), to the selected vendor. Vendor is expected to commence the work immediately upon receipt of the work order/ Lol without fail. Vendor shall intimate to the concerned officer, before deployment of manpower, material, Machinery etc, into the premises.

Indemnity

The Selected Bidder shall, subject to the provisions of the Agreement, indemnify to **DPIIT** upto the cost for this project for any direct/indirect loss or damage that is caused due to any deficiency in services. The format of Indemnity shall be shared with selected bidder.

Performance security

For the due performance of the assignment in accordance with the terms and conditions specified, the selected bidder shall on the day or before signing the contract which shall not be later than 7 (Seven) days from the issue of the Letter of Award and prior to the commencement of work, furnish to **DPIIT** a performance security of an irrevocable and unconditional Bank Guarantee for an amount equal to **5% of cost mentioned in financial bid.**

The Bank Guarantee/s shall be in favor of **DPIIT**, issued by any nationalized or scheduled Indian Bank, approved by the Reserve Bank of India. The Bank Guarantee/s shall be on the Proforma, which shall be approved by **DPIIT**.

It is expressly understood and agreed that the performance security is intended to secure performance ofentire contract. It is also expressly understood and agreed that the performance security is not intended to cover all the damages detailed / stipulated in various clauses in the Contract document.

The assignment period, for whatever reason be extended, the bidder, shall at his own cost, get the validity period of Bank Guarantee in respect of performance security furnished by him extended and shall furnish the extended / revised Bank Guarantee to **DPIIT** before the expiry date of the Bank Guarantee originally furnished.

Bank guarantee shall be released, 60 days post the successful completion of the whole Project engagement

Bank guarantee shall not bear any interest to DPIIT. No claim shall be entertained in this regard.

Confidentiality

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the Proposals or to other persons not officially concerned with the process. The undue use by any bidder of confidential information related to the process may result in rejection of its Proposal and adversely affect its future prospects.

Authorization of signatory:

The Bid may be signed either by the Principal Officer of the Agency or his duly Authorized Representative, in which case he/she shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Representative or the Principal Officer. The Principal Officer/ authorized representative of the Agency shall sign the proposal and also initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be annexed to the Bid

Submission, Receipt, and Opening of Proposals

It is proposed to submit the bid on the CPP portal as under;

Envelope-1 on CPP portal: Technical Proposal

Technical Bid/Proposal including, technical evaluation documents and other relevant information pertaining to the RFP. Bidders are advised to submit the supporting documents against each criteria in technical evaluation parameter in summarised way in booklet form stating all the elements required for Technical bid viz. details of past projects ongoing/completed in letter head, project team, photographs of previous projects (if any), for better assessment of technical evaluation.

Envelope-2 on CPP portal: Financial Proposal:

Financial bid documents & BoQ along with the covering letter as per the format prescribed in the RFP

Proposal Evaluation

From the time the Proposals are opened and up to the time the contract is awarded, the bidders shall not contact **DPIIT** on any matter related to its Technical and/or Financial Proposal. Any effort by bidder to influence **DPIIT** in the examination, evaluation, ranking of Proposals, canvassing in any form or recommendation for award of Contract, may result in the rejection of the bidder's proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

Evaluation of Technical Proposals

Proposals which are not supported by adequate proof of the Signatory's Authority will not be evaluated. Evaluation of technical proposal shall be solely based on the criteria defined in the RFP. DPIIT will scrutinise all the documents submitted by bidders in the proposal. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, or if it fails to achieve the minimum technical score indicated in the relevant sections in the RFP. The Technical proposals which are unsigned, and incomplete shall not be evaluated.

Evaluation of Financial Proposals

After the technical evaluation is completed, the qualified bidders shall be informed about the time and location for opening the Financial Proposals.

Financial Proposals shall be opened publicly in the presence of the technically qualified bidders' representatives who choose to attend. The name of the bidders whose technical proposal is found responsive (i.e., identified benchmark) shall be read out. The Financial Proposal of the bidders who meet the minimum qualifying marks in the technical evaluation will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals of the bidders who meet the qualifying marks as indicated in the Technical Evaluation shall be then opened, and the prices read aloud and recorded.

Financial proposals of only those bidders will be evaluated, who secure a **minimum of 70 marks out of 100 marks in the technical evaluation**. The proposal having lowest total bid value as indicated in the Financial bid, shall be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their total bid value.

SECTION 3: TECHNICAL PROPOSAL- STANDARD FORMS

TECH FORMS	FORM NAME	X / √	Mention list of all supporting documents attached (if any)
TECH-1	Letter of proposal submission (see Form Tech1)		
TECH-2	Bidders Authorization Certificate		
TECH-3	Bidder Details		
TECH-4	Past Projects		
TECH-5	Information regarding Conflicting Activities and Wrong Declaration thereof		
TECH-6	Power of attorney		

On bidder letter head
Form Tech 1: Letter of Proposal Submission

[Location, Date]

To,
Under Secretary
Department for Promotion of Industry & Internal Trade (DPIIT)
Ministry of Commerce & Industry
Govt of India
Room no 417, Udyog Bhawan New Delhi

Dear Sir

We, the undersigned, offer to provide the complete services as Event Management Agency(EMA) for " **Selection of an Event Management Agency (EMA) for Inauguration of India International Convention Centre (IICC), Dwarka, New Delhi**" in accordance with your EO ref no P-37022/17/2023-IC and also Request for Proposal dated 01/09/2023. We are hereby submitting our proposal, which includes this Technical Proposal (**Envelope-1**) and the Financial Proposal (**Envelope-2**), submitted on CPP portal.

We undertake the total responsibility for performance of the contract, if awarded to us.

We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

We understand that **DPIIT** is not bound to accept any proposal it receives.

Yours faithfully,

*Authorized Signatory [*In full and Designation*]:

Name and Title of Signatory:

Name of Bidder:

Address:

* **NB: Authorization in form of power of Attorney is required on a non-judicial Stamp Paper.**

Form Tech 2: Bidder's Authorization Certificate

To,
Under Secretary
Department for Promotion of Industry & Internal Trade (DPIIT)
Ministry of Commerce & Industry Govt of India
Room no 417, Udyog Bhawan New Delhi

<Bidder's Name> _____, <Designation> _____ is hereby authorized to sign relevant documents on behalf of the Agency in dealing with proposal of reference <Reference No. & Date> _____. <Bidder's Name> is also authorized to attend meetings and submit technical & financial information as may be required by you in the course of processing above said proposal.

Thanking you,

Authorized Signatory.

<Agency

Name> Seal

Form Tech 3: Bidder Details

1	Agency Information	Details
1.1	Agency Name	
1.2	Name Designation Mobile NumberEmail Fax Address	
1.3	Contact Person: Chief Executive/Head of Operations Name Designation Mobile NumberEmail Fax	
1.4	Contact Person: Project Leader Name Designation Mobile NumberEmail Fax	

Agency's name: _____

Form Tech 4: Past Projects

Summary of Past Projects

S. No.	Name of the Project	Amount (incl of GST) In Fig & Words	Client Name
1.			
2.			
3.			
4.			
5.			
6.			

Disclaimer: I, the undersigned, certify that to the best of my knowledge and belief, that the above information and details are correctly described. I understand that any willful misstatement described herein may lead to disqualification or dismissal, if engaged.

Yours faithfully,
Authorized Signatory [In full and
Designation]:Name and Title of Signatory:
Name of
Bidder:
Address:

Form Tech 5: Information regarding Conflicting Activities and Wrong Declaration thereof

Are there any activities carried out by your Agency which are of conflicting nature? If yes, please furnish details of any such activities. If no, please certify as under:

We hereby declare that our Agency, our associate / group Agency are not indulged in any such activities which can be termed as the conflicting activities. We also acknowledge that in case of misrepresentation of the information, our proposals / Contract shall be rejected / terminated by **DPIIT** without any compensation which decision shall be binding on us.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Agency:

Address:

Form Tech 6: Power of Attorney
(On stamp paper of INR 100/-)

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 (EMA) for Inauguration of India International Convention Centre (IICC), Dwarka, New Delhi** 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 ___ 2023 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.

SECTION 4: FINANCIAL PROPOSAL- STANDARD FORMS

4.1 Form Fin 1: Financial Proposal Submission Form

[Location,

Date]

To,
Under Secretary
Department for Promotion of Industry & Internal Trade (DPIIT)
Ministry of Commerce & Industry Govt of India
Room no 417, Udyog Bhawan New Delhi

Dear Sir

We, the undersigned, offer to provide the Assignment/job for "**Selection of an Event Management Agency (EMA) for Inauguration of India International Convention Centre (IICC), Dwarka, New Delhi**" in accordance with your EOI ref no P-37022/17/2023-IC and also Request for Proposal dated 01/09/2023 in **separate envelope-2 on CPP portal**.

This amount is inclusive of all taxes. We hereby confirm that the financial proposals are unconditional, and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposals.

Our Financial Proposals shall be binding upon us up to expiration of the validity period of the Proposal, i.e., till_.

Name and Address, Amount and Purpose of Commission and Gratuity to be paid to the Agents relating to the Proposal and Contract execution, if we are awarded the Contract are listed below.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signatory
[In full and initials]:
Name and Title of Signatory:
Name of Agency:
Address:

Form Fin 2:

FINANCIAL BID

Name of the work: Selection of an Event Management Agency (EMA) for Inauguration of India International Convention Centre (IICC), Dwarka, New Delhi”

Ref No: P-37022/17/2023-IC

Name of the Bidder/ Bidding Firm:					
PRICE SCHEDULE					
Sl. No.	Item Description	Quantity (I)	Unit	Rate Per unit rate incl of taxes (II)	Total Amount Incl of taxes (I)x(II)
	Havan at Foyer Area				
1.	Havan Kund, Havan Samagri and Pandit for Havan Rituals	1	Job		
2.	Centre Thematic Setup of Size 10m x 10m for Havan Rituals	1	Job		
3.	Wooden Chairs	300	Nos		
4.	Cocktail Tables for Hi-tea arrangements	50	Nos		
5.	Buffet Counters with frill for Hi-Tea arrangement	08	Nos		
6.	Q Managers	50	Nos		
7.	Floral Decoration at Foyer Area (High Quality Fresh Flowers (Cosmos Flower, Gaillardia Flower, Zinnia Flower, Dahlias Flower, Peonies Flower, Fox Brush Orchids Flower, Tulips Flower, Gloriosa Lily Flower, Pineapple Lily Flower, Rain Lily Flower, Flower, Roses- different colour, Carnations Flower, Birds of paradise). Theme of Floral Decoration to be presented in technical presentation.	1	Job		
8.	2.6mm LED Screens of size 16' x 12' for the various locations with sound facility	04	Nos		
9.	Riser of size 12' x 4' x 2'6" with branding and side black masking for LED	04	Nos		
10.	Sound System of Havan Rituals for 200 pax with mics	1	Nos		
11.	Digital Photographers for Havan	2	Nos		
12.	Digital Videographers for Havan	2	Nos		
13.	Genset for other LEDs and other requirements, including distribution 50 KVA along with Diesel	1	Nos		
14.	Hi-tea arrangements, including tea/coffee, snacks, etc. from a reputed 5-star hotel	500	Nos		
	Main Event Area/Auditorium				
1.	2.6mm LED Wall of size 100 ft x 35 ft for stage backdrop	3500	Sq.ft		
2.	LED Riser: 100' x 4' x 6 inches high with ply on top, carpet , Setup in the main Auditorium.	1	Job		
3.	Scaffolding Structure for LED Support 100' x 24'	1	Job		
4.	Flower Decoration on Stage.	1	Job		
5.	Thematic Wall of size 20 ft x 35' x 2 numbers on both side of LED Wall, including necessary scaffolding	2	Nos		

6.	Hiring of show running Team and technical team- Show running of the entire unveiling and launch ceremony including technical coordination and on-stage flow	1	Job		
7.	Additional Lights for FOH - Moving heads 32, Wash - 24, RGB LED -24	1	Job		
8.	Techrider for Culture Artist and other artists	1	Job		
9.	Sofa Seat (high-end) mix of 1,2-,3- and 5-seater sofas	100	Seats		
10.	Mozo barricading/fencing	2000	Sqft		
11.	High platform for media, console and camera etc.	1200	Sqft		
12.	Mozo barricading in front of stage in D shape for Hon'ble PM	1	Job		
13.	Lightening of lamp by VIP	1	Job		
14.	Q Manager	100	Nos		
15.	Genset for main stage LED, including distribution (250 KVA+125 KVA Genset 375 KVA with Diesel	1	Nos		
16.	UPS for main stage LED 375KVA	1	Nos		
	F&B Area				
1.	Buffet counters with Masking & Frill 5Rft	50	Nos		
2.	5' Round tables with 8 banquet chairs with high-quality Linen	400	set		
3.	Cocktail tables	200	Nos		
4.	Flower Decoration in both food courts	1	Job		
5.	Glass Water Bottles - Minimum 200 ML	15000	Nos		
6.	Hi-tea arrangements, including tea/coffee, snacks, etc. from a reputed 5 star hotel	6000	Nos		
	Media Lounge				
1.	Media Lounge to be constructed in hangar with air-conditioning, platform, new carpet, lighting, electrical outlets, The lounges to have acoustic walls, ceiling, pantry with serving facility and storeroom	450	Sqft		
2.	Power Back-up DG for Media Lounge with Diesel 300KVA	1	Nos		
3.	VIP Toilets for Media Lounge	2	Nos		
4.	Facility for Live telecast of the Inaugural, Valedictory and sectoral sessions in the media lounges.	1	Job		
5.	Workstation with seating arrangements, electric sockets	50	Nos		
6.	Sofa Seating (2+1+1-seater)	30	Seats		
7.	Centre Tables	5	Nos		
8.	Chair for round table sitting	100	Nos		
9.	Round Tables	8	Nos		
10.	Pigeonhole Rack	12	Nos		
11.	Laptop/Mobile charging Stations	8	Nos		
12.	Computers for media workstations with B/W , Color A4 size printers	10	Nos		
13.	Stationary for Media Lounge	1	Job		
14.	Internet (Wi-Fi and Dedicated LAN) at least 1Gbps bandwidth	1	Nos		
	Decoration				
1.	Florals in different area (High Quality Fresh Flowers (Cosmos Flower, Gaillardia Flower, Zinnia Flower, Dahlias Flower, Peonies Flower, Fox Brush Orchids Flower, Tulips Flower, Gloriosa Lily Flower, Pineapple Lily Flower, Rain Lily Flower, Flower, Roses- different colour, Carnations Flower, Birds of paradise).	1	Job		

2.	Logo Theme Flags	10	Nos		
3.	Appropriate landscaping with plants across the event venue, ensuring overall ambience decor.	1	Job		
Gallery Showcasing NEO Bharat Theme					
1.	Setting up for a special thematic showcase / gallery area for VIP walkthrough, depicting journey of IICC and India milestones. Displays to include 3D cutouts, printed panels, AV screens, Plasma screens, and tech engagements arranged in aesthetic manner. Theme should be revolving around NEO BHARAT.	1	Job		
Carpeting in open area/Foyer area					
1.	Coir Carpeting (new) and maintenance of the carpet to be done. Red Carpeting (new) in Pathways/approach routes taken by VVIP, VIP's within convention centre and outside the venue, inside DMRC 15000 Sqft	1	Job		
Thematic Gate					
1.	Main Thematic gate of length 60- 80 ft and height 30-40 ft. The gate should be made using different material like wood, POP, fibre, raisins, brandings, flex, acrylic, and outer cut letterings, high quality paint and material finishes, metal works depicting the theme proposed.	5	Nos		
2.	Small gates depicting the theme of length 20-30 ft and height 12-16 ft. The gate should be made using different material like wood, POP, fibre, raisins, brandings, flex, acrylic, and outer cut letterings, high quality paint and material finishes, metal works depicting the theme proposed.	10	Nos		
Emergency/ miscellaneous Services					
1.	Control room for fire, disaster management etc. In form of a hangar and general lighting for officers for various services.	300	Sqft		
2.	Medical Hangar with air- conditioning, platform, new carpet, lighting, electrical outlets, acoustic walls, storeroom, and toilet Facility. Provision for partition for patient rooms (10 nos.), seating arrangement (05 tables, 20 chairs) for medical, support staff and reception area.	300	Sqft		
3.	Power Back-up DG for Control Room and Medical Hangar 50 KVA with Diesel	1	Nos		
4.	Event branded Pagodas (3X3 sqm) for various purposes consisting of two tables and four chairs including platform, carpet, dustbin, and electrical points.	10	Nos.		
Branding					
1.	Buntings, banners, scrollers, etc. of appropriate sizes at various locations at the venue, as well as throughout the prominent places of New Delhi using appropriate eco-solvent printing materials, hoardings, key locations shall be updated by EMA	5	Nos		
2.	Digital Signages for the different areas	50	Nos		

3.	Flex iron mounted of different sizes in the venue, outside venue and within DMRC route using appropriate eco-solvent printing materials 50 Nos	2000	Sq ft		
4.	Logo of IICC needs to be installed at various locations inside the venue of various sizes, using different material like wood, POP, fibre, acrylic, and outer cut letterings, high quality paint and material finishes, metal works etc of different sizes. 8X4 ,12X08,20X12.	20	Nos		
General Lighting					
1.	For the entire event venue on light poles, each light pole having of 150 Watts metal halide/LED light/RGB light Rates will be inclusive of wiring from the source to consumption point through underground cabling.	40	Nos		
Collaterals					
1.	Invitation Design & Cards printing with QR code	6000	Nos		
2.	Car Stickers	3500	Nos		
3.	Shuttle Stickers	500	Nos		
4.	Badges 2 sided printed with punch hole on 2 sides & Lanyards for Organizers, Delegates, Artisans.	6000	Nos		
5.	Badges & Lanyards for Volunteers / Working Team	500	Nos		
Golf Carts					
1.	6-Seater Golf cart with driver and charging facility.	30	Nos		
2.	Shuttle Buses Electric or CNG , 20 seater or above	20	Nos		
3.	Innova Crysta Cars	10	Nos		
Parking Area & Management					
1.	Parking area to be created for 2000 cars in the designated zones per site layout with proper markings, signages, control booth, Tin Barricading, lighting, and manpower to control the traffic movement.	1	Job		
2.	Event branded Gate (24 ft. X 18 ft.) for different parking areas	3	Nos		
3.	PA System for announcements in Parking Area	6	Nos		
Manpower					
1.	Emcee who would be proficient in Hindi and English, Artist Management, logistics and etc.	01	Nos		
2.	Visitor Management including hostesses, volunteers, helpers, stage coordinators, hospitality managers, etc. Provide uniformed and well-dressed ushers on the days of the event.	1	Job		
1. Photography & Videography					
2.	Complete photography setup (3 Nos), videography setup (5 Nos) using high end cameras with HD live mixing unit, 36 out audio video DI box	1	Job		
3.	Live streaming of the entire event, live relay across all the areas with provision for Live feed.	1	Job		
4.	Multi Camera Videography with Zip Crane	1	Job		
5.	Digital Photographers	3	Nos		
6.	Digital Videographers	3	Nos		
Security Arrangements					
1.	Supplying, Installation and Maintenance of Door Frame Metal Detector Machines for entry points, for the entire event duration at the venue, as approved by the Security Management Plan,	20	Nos		

2.	Supplying, Installation and Maintenance of Handheld Metal Detector Machines with adequate manpower for entry points, for the entire event duration at the venue, as approved by the Security Management Plan.	20	Nos		
3.	Supplying, Installation and Maintenance of Walky-Talky for the entire team, for the entire event duration at the venue, as approved by the Security Management Plan.	90	Nos		
4.	Supplying, Installation and Maintenance of Baggage, Thermal Scanners Scanning Machines with adequate manpower for entry points, for the entire event duration at the venue, as approved by the Security Management Plan.	20	Nos		
5.	Frisking booth for females with curtains	06	Nos		
6.	Complete coverage of venue with moveable and zoomable CCTV cameras with monitoring setup.	1	Job		
	Human Resource Deployment				
1.	Security Personnel with uniform for 24x7 surveillance Male & Female	70	Nos		
2.	Housekeeping Team	90	Nos		
3.	Sanitization and Pest Control of the complete Convention centre & Foyer area ,3 times in a day, 3 days before the event	1	Job		
	Toilets				
1.	Bio-chemical toilet (Male & Female)	30	Nos		
	Safe Room				
1.	Safe room for VVIP around the stage at inaugural hall which would include Sofas, Chairs, Teapoy tables, Flower decoration, water bottles, platform, carpeting. (100 Sqm)	200	Sqft		
	Installations				
1.	Installations (490 Sqft) 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, Locations needs to be mentioned in the presentation	9	Nos.		
	Miscellaneous				
1.	Wheelchair	10	Nos		
2.	Stone Plaque	1	Job		
3.	Sitting arrangement for All the halls (Carnation, Laburnum, Meeting rooms at 3rd floor Aster Hall, Petunia Hall, Tulip Hall, Zinnia Hall, Daffodil Hall, VVIP Lounge, Furniture Lobby area Furniture, Auditorium area Furniture, Green Room & Artist Room Furniture, etc) - 2000 Pax	1	Job		
	Green Room				
1.	Mirror in the room for artists	20	Nos		
2.	Table	30	Nos		
3.	Chairs	70	Nos		
4.	Cloth Hangars	50	Nos		

	Social Media Publicity				
1.	1 Content development as required by the authority 2. Creation of event specific pages / handles on Social media 3. Developing social media strategy in accordance with the approved branding and publicity plan	1	Job		
	VC AV Requirement for Hon'ble PM				
1.	Hardware (H.323/SIP) Videoconferencing System configuration. Make: Videoconferencing equipment like Cisco / Poly / Panasonic or equivalents	1	Job		
2.	Dedicated lease line of 100 mbps with 100 mbps dedicated backup with a different ISP Provider	1	Job		
3.	Suitable Interface converters to connect camera with Videoconferencing systems through HDMI Input supporting 1080p60/1080p30	1	Job		
4.	Multiple Professional Full HD Video Cameras with live mixing setup	3	Nos		
5.	Photographers	2	Nos		
6.	Live Mixing Setup	1	Nos		
7.	Console Setup, including tables, chairs, black masking	1	Job		
8.	Stone Plaque	1	Job		
Total Amount in Words					
Total Amount in Figures :-					

The Above BoQ is tentative and may change subject to contingent/protocol requirements.

Unit rate & total amount for "Job" wherever written in BoQ shall be considered as same.

Amount shall be inclusive of all applicable taxes. The quoted amount by bidder, (incl of taxes) shall be taken into consideration. No dispute shall be entertained in this regard post opening of bids. Bidder shall ensure that, the quoted rates by bidder are as per requirements.

Note:

- a. The submitted financial bid will be valid for the period of the entire duration of the contract.
- b. Payment to the vendor will be made in accordance with the terms of RFP.
- c. Location of the project is Delhi. No travel, lodging, food expenses will be borne by DPIIT for resources of the selected bidder travelling to Delhi/ NCR and the quoted rates in the bid should be blended off-site/ on-site resources. DPIIT will not bear any other out-of-pocket expenses.
- d. The selected bidder shall not be permitted to charge any separate fee for utilizing or deploying any software/tools/ licenses obtained from any third party or any proprietary software or anything over and above in performance of the services under the project, unless pre-Approved by DPIIT in writing.

- e. Extension in the contract, if any shall be applicable at the same rate as mentioned in the financial bid.
- f. Without prejudice to any terms and conditions as mentioned in the financial bid, DPIIT at its absolute discretion may amend the covenants & above terms and conditions as per the business exigencies with the approval of competent authority.

Note: Bidders are advised to submit the BoQ in CPP portal separately. The specified format has already been provided in the CPP portal. The abovementioned format is for reference only.

SECTION 5: TERMS OF REFERENCE

SCOPE OF WORK

SCOPE OF WORK

The indicative event details below:

Event Name	Inauguration of India International Convention Centre-Dwarka Sector-25
Event Date	Hawan & Pojan :16 th September 2023 tentatively from 1 PM onwards Inauguration: 17 th September 2023 tentatively from 7 AM onwards
Event Venue	India International Convention Centre-Dwarka Sector-25
Targeted Footfall	~6,000+
On-Site Event Elements	<ul style="list-style-type: none">➤ Hawan & Poojan➤ Inaugural Session➤ Cultural Function➤ Registration & Helpdesk➤ Visitor Management➤ Miscellaneous➤ Video Conferencing

The bidders are advised to visit the event venue (India International Convention Centre-Dwarka sector-25) and formulate a detailed plan of event execution in the technical presentation which should cover all the aspects of the scope of work. The selected bidder will have to provide requisite decoration, structures, competent manpower and other services, in consultation with the DPIIT.

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

1. SITE LAYOUT PLANNING

- The EMA will be responsible for the master planning of the event venue i.e., India International Convention Centre-Dwarka, sector-25, formulate a detailed site plan and layout highlighting areas for each element of the event.
- The site plan must have clear area demarcation for each infrastructural elements like various halls, exhibition area, meeting rooms, food court, entry & exit point, parking area, registration area, helpdesk area, media center, ambience décor, emergency exit plan, emergency services area, passage connecting each element, walkways, toilet blocks, etc.
- More than 2000 plus 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.

S.No.	Particulars	Overview
1.	Concept/ Theme Buildup for the Inauguration	EMA shall be responsible to create the Concept and Developing theme for the event, bring out creative designs for the event such as backdrops (both LED content and printable), standees, banners, arches, view cutters, tent cards, car passes, signage, and other collaterals Etc.
2.	Show Flow Curation	EMA shall be responsible for creating show flow basis, the VVIP protocol and incorporating mandatory ceremonies including unveiling, on stage felicitations, VVIP addresses, cultural performance as per duration
3.	Show Flow Management/ Show Running	EMA shall be responsible for show running of the entire unveiling and launch ceremony including technical coordination and on-stage flow of the event duration.
4.	Content Development for all the event	EMA is responsible to conceptualizing and development of all content including scripting, direction, music compilation, editing for various mediums including main event area and other areas in the event venue set up, video Bytes Etc.
5.	Physical Installations as per theme	EMA shall be responsible for the Installation depicting various aspects of the theme including physical installations and technology-based installations
6.	<ul style="list-style-type: none"> - Floral Installations - Glass Based Installations - Fibre Based Installations -Eco-Friendly Installations 	EMA shall be providing the Thematic installations to include representation of theme and highlight achievements India Milestones- Customized glass-based installation Installations created with eco friendly material
7.	Flower Decoration & Infrastructure	<p>Flower Décor and branded installations at venue including venue Exterior, Welcome area, meet and greet area, Pre-Function Area, Lounges, Main Stage area and Ambience décor. Floral Décor (High Quality Fresh Flowers (Cosmos Flower, Gaillardia Flower, Zinnia Flower, Dahlias Flower, Peonies Flower, Fox Brush Orchids Flower, Tulips Flower, Gloriosa Lily Flower, Pineapple Lily Flower, Rain Lily Flower, Flower, Roses-different colour, Carnations Flower, Birds of paradise).</p> <p>Open terrace area on 3rd Floor level – This area measuring approx. 4300sqm. may be included for flower decoration and carpeting. EMA needs to provide high quality flower decoration and lighting, if any. All the steps need to be furnished with carpet for accommodating people to sit. The open terrace area shall have theme decoration with flowers as per the design shared by the EMA.</p>

		<p>Grand steps from 2nd Floor to Ground floor level – Steps to have red carpet along with high quality flower decoration. The layout for laying carpet shall be as per the theme / route plan of the event to be finalized by the competent authority. The arrangement should capture the entire façade in one frame for broadcasting live (incase required). The entire area including steps should be free from wires or any visible support elements. EMA shall ensure lighting for the entire area as part of their scope of work.</p> <p>Open space between Exhibition Hall Foyer-1 and Convention Center – EMA to provide red carpet and high-quality flower decoration between the area (approx. 40 m x 40 m of which the carpeted area will 40 m x 4 m) for movement of VVIP between Exhibition Hall Foyer and Convention Center. Suitable arrangement shall be made to ensure the passage is rain proof.</p> <p>Theme flower decoration for the open green area in front of Convention center. This area may be considered for themed flower decoration which is visible from the 2nd floor grand steps. EMA to provide flower decoration and lighting highlighting the theme of the event for following areas.</p> <p>The area to be considered for decoration will include approximately 10-12 acres of area in front of convention center. Flower decoration (3 sides and roof) for exit staircase structure (6 numbers) in sync with the green area decoration as part of 1 theme. The roof of these structures should not be visible after the themed decoration.</p> <p>The theme and design of the decoration needs to be approved by DPIIT based on the options to be provided by EMA prior to installation.</p>
8.	Gallery Showcasing “NEO Bharat” Theme	EMA shall be responsible for setting up for a special thematic showcase / gallery area for VIP walkthrough, depicting journey of IICC and India milestones. Displays to include 3D cutouts, printed panels, AV screens, Plasma screens, and tech engagements arranged in aesthetic manner. Theme should be revolving around “NEO BHARAT”.
9.	Artist Management for Cultural Program	EMA shall be responsible for artist Management for stage performance and cultural showcase - includes choreographer, performers, rehearsals, logistics, music compilation and visual supplement.
10.	Thematic performance	EMA shall be responsible for Conceptualizing thematic act in the form of visual performance depicting the New India theme. Includes Music composition, choreography, costuming, props, and AV
11.	Post Event Avs	EMA shall be responsible for Creation of short edits post event including scripting, editing, graphics and animation effects

12.	F&B For VVIPs, VIP's and other senior members	EMA shall provide the High-tea Arrangements for approx. 6000-7000 attendees at different locations within premises. The quality of High-Tea arrangements should not be less than 5 stars rated. EMA shall pre-approved the catering vendor from DPIIT officials in advance. Havan Puja Day: - High Tea shall be served to 400-500 guests VIP's with table serving.
13.	Hospitality Management	EMA shall be responsible for Hospitality, VVIP's, VIPs and senior management as per protocols and in coordination with relevant authorities
14.	Logistics Management	EMA shall be responsible for Logistics management including transportation of material, security, set up and dismantling schedule, facilities required in addition to existing facilities, facility in parking area etc
15.	Live streaming setup	EMA shall be responsible for Live streaming set for web casting on digital platforms, including online editing, switchers, monitors, streaming software to be coordinated along with mainline broadcast. EMA to provide all necessary equipment for live broadcast of the event on the LED façade on the external façade of convention centre. It shall be responsibility of the EMA to ensure that the event is telecasted uninterrupted. The necessary equipment will include but not limit to: a) 3G HD SDI fibre converter- 1 nos. b) 3G HD SDI receiver - 5 nos. or VDO hub - 1 nos. c) Single mode fibre approximate – 700m for each location d) Any other equipment to execute the event in smooth manner.
16.	Social Media Planning and promotional activities	EMA shall be responsible for social media planning in the form of Pre-Event teasers, promotions through static and dynamic content and post event follow up content for maximum outreach as per brief
17.	Registration management	EMA shall be responsible for registration and accreditation management including preparation and distribution of badges for media. Setting up of enough registration counter for the invitees and using the state of the modern art technology for the on-site registration management
18.	Manpower Support & Management	Manpower management including Hostesses, Volunteers, helpers, stage coordinators, hospitality managers, artist security. Provide uniformed and well-dressed ushers on the days of the event. Provide manpower support for all technical and non-technical services per the scope of work. Provide dedicated manpower, to the satisfaction of DPIIT, for manning F&B area, technical support (lounges, organizer's

		<p>office, etc). The list of such manpower with their identity and contact details to be provided to DPIIT, 7days prior to the event. Deploy additional manpower with event management competence for smooth execution of the event.</p> <p>Deploy more manpower for handling onsite registration and manning helpdesks at venue.</p>
19.	Anchor & Artist Management	<p>Emcee - appointing a suitable emcee for the event in line with the stature of the event. Including emcee scripting as per show flow, booking of the accommodation, handling logistics, artist fees etc.</p>
20.	Seating Arrangement	<p><u>Meeting room at Basement 1 (Carnation)</u>- Two options are proposed for furniture configuration. First option is considering only seating arrangement in oval format (meeting configuration) for 200 PAX. This will only be for display. The scope of EMA will include providing high quality oval table configuration and seating for 200 pax accent lighting with lamps, decorative flowers etc. The tables will have clean and spot free fabric with fresh flower bouquet all along. The quality of material to be provided shall be preapproved by DPIIT.</p> <p>The second option is considering banqueting for delegates with serving counters all around. The hall may be furnished with round table seating configuration for 210 PAX. The scope of EMA will include providing high quality round tables and seating for 210 pax. The tables will have clean and spot free fabric with fresh flower bouquet in the centre of each table, accent lighting with lamps, decorative flowers etc. The quality of material to be provided shall be preapproved by DPIIT The counters will be sufficient to serve High Tea for 210 PAX with high quality finishing and décor. It should be ensured there is no cluttering of pax around the counters and enough numbers should be provided.</p> <p><u>Ball room (Laburnum)</u>- It may be furnished with round table seating configuration for approx. 650 PAX. The scope of EMA will include providing high quality round tables and seating for approx. 650 pax in the ball room. The tables will have clean and spot free fabric with fresh flower bouquet in the centre of each table accent lighting with lamps, decorative flowers etc. The quality of furniture and type of to be provided shall be preapproved by DPIIT and shall be equivalent or better than the reference image enclosed. layout is also provided for reference purpose. EMA need to be equipped with drinking water bottles, cutlery, cloth napkins and all other necessary arrangement for the event.</p>

		<p><u>5 nos. of Meeting rooms at 3rd floor - 5 meeting rooms at third floor may be furnished with different configurations to demonstrate the flexibility in design. The configurations will include board room configuration, banqueting configuration, lounge configuration, classroom configuration and theatre configuration. The required capacity and tentative layout is in the Enclosure 3. The EMA will include providing high quality round tables, flat tables, oval tables, accent lighting with lamps, decorative flowers etc. as per the layout with following seating capacities.</u></p> <p>i. <u>Meeting room 1- Aster Hall (Room no 3228)</u> : The proposed configuration shall be U-shaped conference tables with seating capacity of 44 PAX. Additional row seating with 30 chairs are to be provided along the wall.</p> <p>ii. <u>Meeting room 2 - Petunia Hall (Room no 3230)</u> : The proposed configuration shall be round banquet tables with seating capacity of 96 PAX.</p> <p>iii. <u>Meeting room 3- Tulip Hall (Room no 3224)</u> : The proposed configuration shall be combination of single seater sofas similar to VVIP lounge with seating capacity of 20 PAX along with center tables and side tables on both sides of sofa.</p> <p>iv. <u>Meeting room 4 – Zinnia Hall (Room no 3232)</u> : The proposed configuration shall be class room type seating with tables and chairs for 108 PAX. The stage of 8m x 3m is to be provided near the projector screen along with podium stand.</p> <p>v. <u>Meeting room 5 – Daffodil Hall (Room no 3226)</u> : The proposed configuration shall be oval type board room with oval format (meeting configuration) for 24 PAX. The EMA will include providing high quality oval table configuration and seating. The tables will have clean, and spot free fabric. The quality of material to be provided shall be preapproved by DPIIT. Lounge configuration will have sofas with absolutely clean spot free fabric, Centre tables without any deformity, scratches, peeling paint etc. the lounge room will have ascent light to be provided though lamps at the corners or appropriate places. The center table will have fresh flowers. The décor of the lounge should be in same tone with an objective to host VVIP delegates.</p>
21.	VVIP Lounge Furniture	<p>EMA shall be responsible to furnish VVIP lounges with suitable furniture. EMA to provide high quality sofas (single seater) , center table and side / corner table (high quality scratch free finish / marble top) , accent lighting (lamps), high quality flower bouquet for tables , planters in brass pot (polished) as per layout arrangement to be approved by DPIIT. The lounges that may be considered for furnishing include</p> <p>i. Lounge 1 (Ground floor level) - 8-seater.</p>

		<ul style="list-style-type: none"> ii. Lounge 2 (Ground floor level) – 8-seater. iii. Lounge 3 (Basement level 1) – 6-seater.
22.	Lobby area Furniture	<p>EMA to manage the certain lobby areas and may also be considered for furnishing under the scope. EMA to provide high quality sofas (single / twin seater) , center table and side / corner table (high quality scratch free finish / marble top), high quality flower bouquet for tables, planters in brass pot (polished) and as per layout arrangement to be approved by DPIIT for following lobby areas</p> <ul style="list-style-type: none"> i. Lobby at 1st Basement level – Approx. area 120sqm. with approx. 18 seats. ii. Lobby at 3rd Floor level – Approx. area 115sqm. & 140 sqm with approx. 33 seats & 44 seats.
23.	Auditorium area Furniture	EMA to provide high quality sofas (single seater) for 24 PAX, center table (high quality scratch free finish / marble top/glass top) for front row , high quality flower bouquet for tables, planters in brass pot (polished) as per layout arrangement to be approved by DPIIT
24.	Green Room & Artist Room Furniture	EMA shall be responsible for arranging the necessary items such as chairs, view mirror with wooden stand, water bottles and other furniture and to be approved by DPIIT.
25.	CCTV arrangements	EMA shall be responsible for managing the CCTV area and creating a dedicated CCTV room in coordination with the authorities and shall also support the security agencies as and when required.
26.	Entry and Exit Management	<p>Drop off point Pick Up point Golf cart shuttle route Registration Kiosk for smooth movement of visitors Parking and movement signages Invites need to provide the proper ground support in terms of pick-up and drop with less distance to cover by foot.</p>

27.	View Cutter	<p>Certain areas must be curtained to avoid them visible from the circulation during the event. EMA to provide view cutters in form of white cloth/ banners/ Flower backdrop or as appropriate and as per requirements for following areas.</p> <p>Branding banners flower backdrop for area between foyer 1 and foyer 2. This is approximately 500-600 sq.m. area.</p> <p>All area south of convention center where the construction debris/ material is visible from the convention center. The height of the curtains shall be minimum 10 mts or as per requirements at site.</p> <p>View cutters for labour colony at Gate 9 and surrounding boundary wall.</p> <p>View cutter between VVIP drop off and open exhibition.</p>
28.	Power Back-up & General Lightning	<p>DG back up- all external lighting/ sound/ LED/ public announcement etc. as provided by EMA to have its own power back up. For the entire event venue on the light poles, each light pole needs to be illuminated with LED lights. Rates will be inclusive of wiring from the source to consumption points through underground cabling.</p> <p>Tentative requirement 250 KVA + 125 KVA Addl. 250 KVA + 125 KVA as backup UPS – 375 KVA</p>
29.	Safe Room	<p>EMA is required to setup a Safe room for VVIP around the stage at inaugural hall which would include Sofas, Chairs, Tepoy tables, Flower decoration, water bottles, carpeting etc.</p>
30.	Control Room & Emergency Services	<p>EMA to make the 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.</p>
31.	Signages	<p>Buntings, banners, flags, scrollers, etc. of appropriate sizes at various locations at the venue, as well as throughout the prominent locations of New Delhi using appropriate eco-solving printing materials including lighting (wherever required).</p> <p>The responsibility of taking approval from the Government authorities lies on EMA</p>

32.	Plants and Landscaping	EMA shall do the appropriate landscaping with plants across the event venue, ensuring overall ambience décor.
33.	Pagodas	Pagodas to be provided at various locations at the event venue with carpet,seating arrangement at each pagoda.
34.	Installation of LED Screen	Installation of LED screens to be placed at various locations inside the venue with provision for live telecast of events, with sound facility.
35.	Security Support	<p>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 DPIIT and other stakeholders.</p> <p>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.</p> <p>Ensure proper security arrangements at the entire event venue as per requirements.</p> <p>Coordination with all the security agencies deputed and as per the directive received from DPIIT.</p> <p>All the access to halls, exhibition area, lounges, Foyer area, F&B venues and entire event site is to be controlled through proper manning at all entry and exit gates.</p> <p>Security room for “Special Protection Group”</p> <p>-</p>
36.	Video Conference Set-up for VVIP	<p>(Hardware based Video conferencing setup)</p> <p><u>Hardware (H.323/SIP) Videoconferencing System configuration</u></p> <p>Resolution: Full High Definition (FHD) 1080p30/ 1080p60. Make: Videoconferencing equipment like Cisco / Poly or equivalent</p> <p>Input/Output: It should have 1-2 direct HDMI interfaces as Video IN to integrate with external camera and 1-2 HDMI Video output to connect display units.</p> <p>Protocol Support: It should support IP calling (H.323/SIP Compliant).</p> <p>Audio Support: It should have Audio Line In and Line Out with echocancellation. Two OEM Microphones as part of the Videoconferencing system</p> <p><u>Network Requirement</u></p>

		<p>Minimum 40 Mbps Internet Leased Line (ILL circuit) / Leased lines over Fiberconnection from any network service provider with a Public IP address with suitable adapter for providing RJ-45 (Ethernet connection).</p> <p><i>(NOTE: 1. Broadband connection, Wi-Fi Connectivity or RF Radio link are not suitable for Videoconferencing.)</i></p> <p>Backup network link of at least 40 Mbps or more capacity Internet leased line over fibre connection from a different service provider (ISP) with a Public IP address with suitable adapter for providing RJ-45 (Ethernet connection) should be provisioned.</p> <p><u>Audio, Video & Display Requirements</u></p> <p>Multiple Professional Full HD Video Cameras Suitable Interface converters to connect camera with Videoconferencing systems through HDMI Input supporting 1080p60/1080p30. The camera which will be used to focus on Hon'ble PM should be placed close to the Display Unit keeping line of sight (eye contact)</p> <p>Two Display Units (LED Video Wall/ Display Units) with minimum 1080p resolution to be arranged as per the site requirement for viewing by participants/ audience and Dignitaries at Dias. Minimum Two LED displays 55 inch or higher (One for local view and second for remote view)</p> <p>Suitable Interface converters to connect Videoconferencing system with above displays through HDMI interface supporting 1080p60/1080p30 (if Displays do not have HDMI interface)</p> <p>Audio system (PA system) with multiple Microphones and Speakers as per site requirement should be arranged. Audio system need to be integrated with Videoconferencing system (Codec) with Echo Cancellation. incase Displays do not have audio capability.</p> <p><u>Power Requirement</u></p> <p>Proper UPS power supply for equipment used for Videoconferencing and network should be provisioned. 1- 2 KVA Online UPS with 1-hour backup for VC equipment is recommended.</p>
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Scope of work mentioned herein may subject to change based on the VVIP protocol requirements. Agency will have to cater the same without fail.

PAYMENT TERMS

Payment Schedule	% Payable (against invoice)
Advance against Bank Guarantee before commencement of Event	20%
Within 30 days of completion of event without any encumbrances and after physical verification by committee. EMA will have to submit post event albums (as per scope of work), digital photo and video album in the form of copy able external hard drive of whole event with requisite invoice for processing the same.	60%
On approval of the event performance report detailing utilization – Post Event	20%

Additional terms & Conditions

- The payment as per the above schedule shall be made to the selected bidder on completion of satisfactory performance (to be decided by DPIIT) of all activities/roles/duties as per mutually agreed milestones up to the stage of respective payment schedule.
- DPIIT shall appoint Nodal Officer(s)/ Single point of Contact (SPOC) to deal with all the activities pertaining to event management. In addition to this, DPIIT will also designate certain officers who will physically verify the work of EMA.
- It will be the sole responsibility of EMA to coordinate with the officers and should depute dedicated personnel(s) to coordinate with the concerned officers on day-to-day basis to verify each deliverable/ deployment (material or manpower)/ procurement, etc. related to this RFP prior to carrying out such activities.
- The EMA shall update the daily progress and activities to concerned officer deputed by DPIIT
- The verification and recommendation (on quantity and quality of material used) of designated officer will be binding on EMA.
- The selected bidder will have to submit an Event performance report as described in the Scope of Work on successful completion of event.

- Payment against any increase/ decrease in the quantity/ material/ job will be based on pro-rata basis subject to pre-approval from DPIIT.
- Any quantity/ material/ job that has not specifically mentioned in Scope of Work/ BoQ shall be finalized based on mutual discussion with DPIIT & vendor. Nodal Officer/ SPOC appointed by DPIIT shall be the concerned person to finalize the same.