

BIDDING DOCUMENT

Issued on: 5th October, 2018

**District Collector, Visakhapatnam.
GOVERNMENT OF ANDHRA PRADESH**



**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Transforming Education Conference for Humanity (TECH),
15 - 17 November 2018 at Novotel Hotel, Visakhapatnam**

**Vol I: Instructions to Bidders
(ITB) And
Bid Data Sheet (BDS)**

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1 Invitation to bidders

Date: 05.10.2018

Sub: Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for Transforming Education Conference for Humanity (TECH), 15 - 17 November 2018 at Novotel Hotel, Visakhapatnam

Dear Sir,

1. District Collector, Visakhapatnam (The **“Employer”, “Authority”, “Client”**) is inviting Request for Proposal (RFP) for Selection of an Event management Agency (EMA) for Transforming Education Conference for Humanity (TECH), 15 - 17 November 2018 at Novotel Hotel, Visakhapatnam.
2. In this regard, the Employer Invites Proposals from eligible and interested bidders in response to this RFP
3. The RFP document comprises of:

Volume I	Instructions to Bidders (ITB) Bid Data Sheet (BDS)
Volume II	Scope of Work

4. The Request for Proposal (RFP) document can be downloaded from the website www.visakhapatnam.nic.in from 05th October, 2018

5. Last date for Submission of Tender: 05.00 PM, 14th October 2018

6. Bid Opening-

- i) Eligibility & Technical Criteria Evaluation - 11.00 AM, 15th October 2018.**
- ii) Technical Presentation - 02.00 PM, 15th October 2018.**
- iii) Financial Bid Opening - 05.00 PM, 15th October 2018.**

2 Instructions to Bidders

A. GENERAL

1. Scope of Bid and Bidding Process	<p>1.1 The Employer named in the BDS invites bids for the project, as briefly described in the BDS and specified in greater detail in these Bidding Documents.</p> <p>1.2 The timelines for the project shall be as mentioned in the BDS</p>
2. Fraud and Corruption	<p>2.1 It is the Employer’s policy to ensure bidders shall, observe the highest standard of ethical conduct during the execution of the Scope of work¹ In pursuance of this objective, the Employer:</p> <p>(A) defines, for the purposes of this provision, the terms set forth below as follows:</p> <ul style="list-style-type: none"> (i) “corrupt practice” is the offering, giving, receiving or soliciting, either directly or indirectly, anything of value to improperly influence the actions of another party; (ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation; (iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including the attempt to improperly influence the actions of another party; (iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to improperly influence the actions of a party; (v) “obstructive practice” is <ul style="list-style-type: none"> (a) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede the investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; <p style="text-align: center;">Or</p>

¹ In this context, any action taken by a bidder to influence the Bid process for undue advantage is improper.

	<p>(b) Acts intended to materially impede the exercise of the Employer’s inspection and audit rights.</p> <p>(c) Shall reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the Agreement in question;</p> <p>(d) Shall have the right to inspect their accounts and records and other documents relating to the bid submission and performance of the project.</p>
<p>3. Eligible Bidders</p>	<p>3.1 Bidders shall provide such evidence of their eligibility satisfactorily to the Employer, as the Employer may reasonably request.</p> <p>3.2 All bidders shall have to comply with the eligibility criteria to be declared “Eligible”. The eligibility criteria has been elaborated in the BDS.</p> <p>3.3 The decision of the Employer shall be final with respect to the determination of the eligibility of the Bidders.</p> <p>3.4 By submission of documentary evidence in its bid, the Bidder must establish to the Employer’s satisfaction that it has the financial and technical capability necessary to perform the scope of work, meets the qualification criteria specified in ITB 3.</p>
<p>4. Conditions for Bids</p>	<p>4.1 The bids have to be submitted as a sole bid. No consortium is allowed or accepted.</p> <p>4.2 The Sole Bidder shall have to meet the eligibility requirements as stipulated by the EMPLOYER in BDS</p>
<p>5. Cost of Bidding</p>	<p>5.1 The Bidder shall bear all costs associated with the preparation and submission of its bid including inspections to site etc., and the Employer will in no case be responsible or liable for those costs</p> <p>5.2 The Bidder agrees that all bidding costs and expenses shall be non- refundable</p>

B. THE BIDDING DOCUMENTS

6. Clarification of Bidding Documents	6.1 A prospective Bidder requiring any clarification on the Bidding Documents may notify the Employer in writing at the Employer's address through one of the means indicated in the BDS.
7. Amendment of Bidding Documents	7.1 At any time prior to the deadline for submission of bids, the Employer may, for any reason, whether on its own or in response to a clarification to a prospective Bidder, amend the Bidding Documents. The amendments so made, shall supersede the earlier clauses. The amendments or addenda will be posted on the website. 7.2 Amendments will be provided in the form of Addenda to the Bidding Documents, which will be posted on the official website of the Employer as specified in the BDS. Addenda shall be binding on the Bidders. Bidders are required to check the website for any addenda and it is deemed that the Addenda have been considered by the Bidder in its Bid. 7.3 In order to afford reasonable time to the prospective Bidders for considering the Addenda in preparing their bids, the Employer may, at its discretion, extend the deadline for the submission of bids, in which case, the Employer will notify all Bidders by publishing it in the official website.

C. PREPARATION OF BIDS

<p>8. Language of Bid</p>	<p>8.1 The bid prepared by the Bidder and all correspondence and documents related to the bid exchanged by the Bidder and the Employer shall be written in the language specified in the BDS.</p>
<p>9. Documents Comprising the Bid</p>	<p>9.1 Each bid submitted by the Bidder shall comprise of duly completed documents as specified in Appendix I along with applicable forms & formats in subsequent appendices</p>
<p>10. Bid Currencies</p>	<p>10.1 Prices shall be quoted in Indian Rupees only.</p>
<p>11. Bid Fee</p>	<p>11.1. All bids shall be accompanied by the bid fee, to be paid in a manner as specified in the BDS. 11.2 Any bid submitted without the bid fee shall be summarily rejected.</p>
<p>12. Bid Security</p>	<p>12.1 The BDS specifies the amount and mode of submission of Earnest Money Deposit (EMD) to be submitted by the bidder 12.2 Any bid not accompanied by the EMD shall be rejected by the Employer as non-responsive. 12.3 The EMD of all bidders shall be retained by the Employer and shall be released within 15 days after signing of agreement with the successful Bidder. 12.4 The Employer shall be entitled to appropriate the EMD and encash the bank guarantee towards compensation / damages on occurrence of any of the events specified in this RFP including:</p> <ul style="list-style-type: none"> • If a Bidder engages in a Corrupt Practice, or Fraudulent Practice, or Coercive Practice, or Undesirable Practice or Restrictive Practice • If a Bidder modifies or withdraws its Bid after opening; • If a Bidder withdraws its Bid during the interval between the Bid Due Date and expiration of Bid Validity period including extensions made by the by the Employer; • If any information or document furnished by the Bidder is found by the Employer to be misrepresenting, misleading, incorrect or untrue in any material respect. <p>12.5 In case the Successful Bidder, fails within the specified time limit -</p> <ul style="list-style-type: none"> • to acknowledge the Letter of Intent; • to sign the Agreement and/or; • to furnish the performance Security as per the provisions of this RFR.

<p>13. Period of Validity of Bids</p>	<p>13.1 Bids shall remain valid, for a minimum period as specified in the BDS after the expiry of deadline date for bid submission prescribed by the Employer, pursuant to ITB Clause 21.1.</p> <p>13.2 In exceptional circumstances, prior to expiry of the bid validity period, the Employer may request that the Bidders to extend the period of validity for a specified additional period. The Bidders shall do so, else their bids will become null and liable for rejection. The EMDs of such Bidders will be appropriated.</p>
<p>14. Format and Signing of Bid</p>	<p>14.1 The Bidder shall prepare and submit an original bid</p> <p>14.2 The original bid, consisting of the documents listed in ITB shall be typed in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the bid (RFP and all enclosures) shall be attested by the person or persons signing the bid.</p> <p>14.3 The bid shall contain no interlineations, erasures, or over writing, except to correct errors made by the Bidder, in which case such corrections shall be attested by the person or persons signing the bid.</p>

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D. SUBMISSION OF BIDS

<p>15. Sealing and Marking of Bids</p>	<p>15.1 The Bidder shall seal the bids. The envelopes shall then be sealed in an outer envelope.</p> <p>15.2 The inner and outer envelopes shall:</p> <ul style="list-style-type: none"> (a) be addressed to the Employer at the address given in the BDS, and (b) bear the Project name indicated in ITB 1.1 and the bid number as indicated in ITB 1.1 <p>15.3 The Outer envelopes shall also indicate the name and address of the Bidder so that the bid can be returned unopened in case it is declared "late."</p> <p>15.4 If the outer envelope is not sealed, marked and submitted as required under this RFP, the Employer will assume no responsibility for the bid's misplacement or premature opening.</p>
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<p>16. Deadline for Submission of Bids</p>	<p>16.1 Bids must be received by the Employer at the address specified in the BDS for ITB Clause 15.2 no later than the time and date stated in the BDS.</p> <p>16.2 The Employer may, at its discretion, extend this deadline for submission of bids by amending the Bidding Documents, in which case all rights and obligations of the Employer and Bidders will thereafter be subject to the deadline as extended.</p>
<p>17. Late Bids</p>	<p>17.1 Any bid received by the Employer after the bid submission deadline prescribed by the Employer in the BDS for ITB Clause 16.1, will be rejected and returned unopened to the Bidder.</p>

E. BID OPENING AND EVALUATION

<p>18. Opening of Bids by Employer</p>	<p>18.1 The Employer will open all bids, at the time, on the date and at the place specified in ITB15.2 or as specified by the Employer at a later date. Bidders' representatives may attend the same at their discretion.</p>
<p>19. Clarification of Bids</p>	<p>19.1 During the bid evaluation, the Employer may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted.</p>
<p>20. Preliminary Examination of Bids</p>	<p>20.1 The Employer will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order as specified in the RFP.</p> <p>20.2 The Employer may waive any minor informality, nonconformity, or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.</p> <p>20.3 Prior to the detailed evaluation, the Employer will determine whether each bid is of acceptable quality, is complete, and is substantially responsive to the Bidding Documents. For purposes of this determination, a substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without any material deviations or exceptions Or Conditions. The Bid shall be un-conditional.</p> <p>20.4 If a bid is not substantially responsive, it will be rejected by the Employer and may not subsequently be made responsive by the Bidder by correction of the nonconformity. The Employer's determination of bid responsiveness will be based on the contents of the bid itself.</p> <p>20.5 The Employer's decision on the determination of responsiveness of a bid is final and binding on all the bidders.</p>

<p>21. Scrutiny of submissions</p>	<p>21.1 The Employer will evaluate and compare the bids that have been submitted. The bids will be evaluated to check availability of all documents required and compliance of the bidder to various eligibility requirements specified in the ITB</p> <p>21.2 Further, as part of the evaluation process, the Employer may also request the Bidder to submit clarifications.</p> <p>21.3 The Employer reserves the right to reject any Bid without opening Envelope III Submissions i.e., Financial Proposal (Price Bid) if in its opinion, Envelope I & II submissions are not sufficiently responsive. (However, for minor deviations, the information can be reviewed and evaluated by Employer without communication with the Bidder)</p> <p>21.4 The Bidders, whose Bids are found to be eligible As per the eligibility criteria shall be invited for a technical presentation approach and Methodology of Scope of Work. Only the Eligible Bidders whose Technical Presentation is accepted and approved by the evaluation committee shall be termed as “Qualified Bidders”, (the “Qualified Bidders”) Envelope III i.e. Financial Proposals of Qualified Bidders shall only be opened and evaluated in the manner as given in ITB 22</p>
<p>22. Envelope III: Ranking of Financial Proposals</p>	<p>22.1 In this phase of selection, the Employer will open the Financial Proposals of the Bidders who have cleared the qualification process.</p> <p>22.2 The Financial Proposals shall be opened on the date specified by the Employer. The Financial Proposals would be opened in the presence of the representatives of all concerned Bidders, who choose to attend.</p> <p>22.3 The Bidders are required to quote the Total Cost for undertaking the scope of work defined in the RFP. The amount quoted by the bidder shall be Including applicable taxes. All taxes shall be payable by the successful bidder.</p>

<p>23. Selecting the Successful Bidder</p>	<p>23.1 The selection of the successful bidder shall be based on the QCBS Selection.</p> <p>23.2 QCBS selection: If the selection is based on QCBS criteria, the scoring of bidders shall be done based on the criteria mentioned in the BDS.</p> <p>a) This is the final stage of proposal evaluation. As per the predefined QCBS evaluation criteria in BDS, weight age will be given to technical score and to the financial score. Accordingly, weighted technical and financial scores will be combined/summed up to arrive at the final marking. All scores and sub-scores shall calculated up to two decimal positions only. The bidder scoring highest combined score shall be declared as Successful Bidder.</p> <p>b) In case of a tie between bidders, the bidder scoring higher technical marks amongst the tied bidders shall be declared as Successful Bidder.</p> <p>c) The overall score would be on a scale of 100.</p>
<p>24. Contacting the Employer</p>	<p>24.1 From the opening of bids to the execution of Agreement, if any Bidder intends to communicate to the Employer on any aspect related to the bid, it should do so in writing.</p> <p>24.2 If a Bidder tries to directly, or indirectly influence the Employer or otherwise interfere in the bid evaluation process and the project award decision, its bid is liable for rejection duly forfeiting all the Deposits held at that time.</p>

F. POST QUALIFICATION AND EXECUTION OF CONTRACT

<p>25. Employer’s Right to Accept Any Bid and to Reject Any or All Bids</p>	<p>25.1 The Employer reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to the execution of Contract, without assigning any reasons What so ever thereof.</p>
<p>26. Issuance of Letter of Intent (LoI)</p>	<p>26.1 Prior to the expiration of the period of bid validity, the Employer shall notify the successful Bidder, in writing, that its bid has been accepted.</p> <p>26.2 The Employer shall notify the Successful Bidder through a Letter of Intent (the “LoI”) that its Bid has been accepted.</p> <p>26.3 In case the successful bidder fails to comply with the conditions for signing of the agreement within the time specified in the LoI or as extended by the Employer, the Employer may revoke the LoI, forfeiting its deposits and award the project to the next most responsive bidder.</p>
<p>27. Performance Security</p>	<p>27.1 The Successful Bidder shall be required to submit Performance Security (the “Performance Security”) by way of a revolving, unconditional and irrevocable bank guarantee, as per the details provided in the BDS. The Performance Security is for due and punctual performance of the obligations of the Successful Bidder under the Agreement.</p> <p>27.2 The Performance Security in the form of a bank guarantee should be submitted to the Employer by the Successful Bidder as per timeline specified in the LoI or as specified by the Employer</p> <p>27.3 The Performance Security shall be en-cashed for defaults of the selected bidder as defined in the Agreement.</p>

SECTION II. BID DATA SHEET (BDS)

Bid Data Sheet (BDS)

The following specific information relating to the project and the procurement procedures that will be used shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Wherever there is a conflict, the provisions in the Bid Data Sheet (BDS) shall prevail over those in the ITB.

A. GENERAL

ITB 1.1	Name of “Authority”: District Collector, Visakhapatnam
ITB 1.2	Title of RFP: Selection of Event Management Agency for Transforming Education Conference for Humanity (TECH) 2018, Visakhapatnam.
ITB 1.3	Bid validity: 90 days from submission

B. ELIGIBILITY CRITERIA

B.1 General Eligibility

#	Criteria	Document Proof
a)	The bidder should be a company/ partnership/HUF/ Proprietorship firm established under the relevant act	Registration Certificate
b)	The bidder should have not been blacklisted by any Central or State Government in India	Self-Declaration by Bidder

B.2 : The intending Tenderers shall meet the following “Minimum eligibility criteria” for becoming eligible for further evaluation of their credentials.

I. Minimum eligibility:

(a) Technical:

The Applicant (Lead Technical Member in case of a Consortium) should have organized at least One event of National of value not less than 100 lakhs during the last two years and One event of International repute value not less than 200 lakhs during the last five years.

(b) Financial:

The annual turnover of the Applicant should not be less than Rs.2.00 Crores during the last two financial years.

B.3 : The credentials of the Tenderers meeting the above criteria will be further evaluated and awarded marks based on the following criteria.

S. No.	Criteria	Max Marks
1	Technical:	
	(a) Experience of execution of one event of not less than Rs.100 lakhs during last the last 2 years (10 Marks per project, Max.2 projects)	20
	(b) Experience in conducting similar type of event/ International summits with project outlay of at least 200 lakhs which includes multifunctional activities i.e end to end events during last 5years preceding 2016-17 (10 Marks per project, Max.2 projects)	20
	(c) ISO/ EEMA /CSEP/CMP etc., certification	5
	(d) Appreciation letter from the clients	5
2	Financial: Average annual turnover of Rs.2.00 Cr. during last 2 years,	20
3	Conceptual plan	10
4	Approach and methodology	10
5	Organization of overall Presentation	10
Total		100

The Tenderers scoring a minimum of 75 marks out of 100 marks above will be notified as the “Qualified”.

B.4 : The Financial Bids of the “Qualified” Tenderers will only be opened and those of non-qualified Bidders will be returned un-opened.

B.5 : The Financial Bids opened will be arranged in L1, L2, L3... and will be evaluated. District Collector, Visakhapatnam reserves the right to award the total project to one agency (**L1**),(or) to award the components to different agencies based on the **lowest** quoted rates.

B.6 : Treatment of equal Bids:

- In the case of equal Bids, the Bidder with highest technical score will be selected as the “**Preferred Bidder**”.
- In case of further tie, the Bidders with equal quotes will be requested to furnish revised quotes in sealed covers and will be opened then and there only. The Bidder offering “**Lowest financial quote**” will be selected as the “Preferred Bidder”.
- If the tie still persists, the “Preferred Bidder” will be selected through drawl of “Lots” in the presence of the Bidders.

B.7 :Others:

- 1.The Tenderer applying as a sole applicant, at the same time, cannot be the member of a Consortium applying for the project.
2. Maximum number of members of a Consortium is 2(Two). Each consortium member shall qualify at least10% of financial criteria.

3. In case of Consortiums, the Member meeting the “Technical criteria” shall be designated as the “Lead Technical Member”, or as the “Lead Member”.

#	Criteria	Document Proof
a)	Annual Turnover over Rs. 2 Crores for the last 2 years	Financials – last 2 years Balance sheet and IT Returns.

C. The Bidding Documents

a)	Any clarifications or queries of the bidders shall be sent to the following email ID: protocolvizag@gmail.com
b)	Contact Person: Mr. P.SUDHIR BABU , O/o the District Collector, Visakhapatnam. Mob. 9000579405
c)	Website address is: http://www.visakhapatnam.nic.in

D. PREPARATION OF BID

a)	Language of bid should be: English
b)	Bid fee: Rs 10,000-00 (Rupees Ten Thousand only) Acceptable mode(s): Demand Draft from a scheduled Commercial bank Payable to: DISTRICT COLLECTOR, VISAKHAPATNAM Payable at: Visakhapatnam
c)	EMD: Rs. 3,00,000-00 (Rupees Three Lakhs only) Acceptable mode(s): Bank Guarantee/ Demand Draft from a scheduled Commercial bank Payable to: DISTRICT COLLECTOR, VISAKHAPATNAM Payable at: Visakhapatnam
d)	Bid shall be valid for 90 days from the date of submission of bids

E. SUBMISSION OF BIDS

a)	Bids should be submitted by hand/ post only at the following address: <i>Office of the District Collector, Collectorate, Maharanipeta, Visakhapatnam - 530002</i> <i>Submissions on email/ fax or any such means not specified above shall not be accepted.</i>
b)	Deadline for submission Bids : 05.00PM, 14th October, 2018. Bid Opening and Presentation : 11.00AM, 15th October, 2018.

Appendix - I

Envelope 1	
S.No.	Contents
1	Downloaded RFP document duly signed by the bidder on each page in token acceptance of the terms and conditions
2	Covering letter in the format provided in Appendix II - Format for Covering Letter
3	General Information of the Bidder in the format provided in Appendix III – General Information
4	Demand Draft for EMD of INR 3,00,000 (Three Lakhs only)
5	Demand draft for Bid Fee of INR 10,000 (Ten Thousand only)
6	Power of Attorney for Bid signatory in the format provided in Appendix IV – Format of Power of Attorney for Bid Signatory
7	Certificate of Registration
Envelope 2	
1	Technical and Financial Details of the Applicants Prescribed in Appendix V, VI, VII
Envelope 3	
1	Financial Proposal to be submitted as per the format provided at Appendix VIII - format for Financial Proposal

APPENDIX II - FORMAT FOR COVERING LETTER

(On the letterhead of the Bidder)

Date :

To

<<Name and address of the Employer>>

Dear Sir/ Madam:

Sub: Selection of an Event management Agency(EMA) for Transforming Education Conference for Humanity (TECH), 15 – 17 November 2018 at Novotel Hotel, Visakhapatnam

Being duly authorized to represent and act on behalf of..... (hereinafter referred to as “the Bidder”), and having reviewed and fully understood all of the proposal requirements and information collected and provided to us, the undersigned hereby submits the Proposal on behalf of *(Name of the Bidder)* in response to the RFP for the abovementioned project with the details as per the requirements of the RFP, for your evaluation.

We confirm that our proposal is valid for a period of 90 days from *(insert the Bid Due Date)*.

We understand that any omission, commission, miss-statement in factual statements made by us will make our Bid invalid at any time during the course of Bidding Process and also after award of the project. The Employer reserves the right to take appropriate action accordingly. We understand that the Employer reserves the right to accept or reject any or all the Bids and reserves the right to withhold and/or cancel the Bidding Process.

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Bid is unqualified and unconditional in all respects and we agree to the terms of the Service Agreement.

Yours faithfully,

For and on behalf of

Name of Bidder

*Duly signed by the Authorized Signatory of the Bidder
(Name, Title and Address of the Authorized Signatory)*

APPENDIX III – GENERAL INFORMATION

(To be provided by sole bidder/ all bidders in a consortium)

1. Bidder details
 - a. Name of the Bidder
 - b. Bidder's Constitution (Proprietorship / Partnership / Private Limited / Public Limited)
 - c. Country of incorporation
 - d. Address of corporate headquarters and its branch office(s), if any, in India
 - e. Date of incorporation and/or commencement of business

2. Details of individual (s) who will serve as the point of contact / communication within the Company:
 - a. Name:
 - b. Designation:
 - c. Company:
 - d. Address:
 - e. Telephone Number:
 - f. E-Mail Address:
 - g. Fax Number:

3. Name, Designation, Address and Phone Numbers of Authorized Signatory of the Bidder:
 - a. Name:
 - b. Designation:
 - c. Company:
 - d. Address:
 - e. Telephone Number:
 - f. E-Mail Address:
 - g. Fax Number:

.....

Signature of the Authorized Person
(Name, Designation and Address)

Appendix IV – Format of Power of Attorney for Bid Signatory

(On Stamp Paper of relevant value and duly attested by notary public, to be submitted by bidder)

POWER OF ATTORNEY

Know all men by these presents, we _____(name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms. _____(name and address of residence) 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 Bid for <<>> at <<>>, including signing and submission of all documents and providing information/ responses to <<Employer name>> in all matters before <<Employer name>>, and generally dealing with in all matters in connection with the said bid. We hereby agree to ratify all such acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all such acts, deeds and things lawfully done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Executant's Signature
(Name, Title and Address)

I Accept

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

Attested

Executant

Notes:

1. 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.
2. Also, where required, the executants(s) 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.
3. In case the Proposal is signed by an authorized representative of the Bidder, a certified copy of the appropriate resolution / document conveying such Employer may be enclosed in lieu of the Power of Attorney.

Appendix V: Format for Technical Experience

(Separate table to be provided for each project)

Name of the Assignment	
Name of the Client (with contact person and details)	
Location of the Project and the country	
Start date and End Date	
Name of the associated consultants/ Contractor, if any	
Approximate value of services (Total Contract Value and Value of services provided by the consultant/ contractor)	
Names of the Senior staff involved and function performed	
Summary of the Project	
Scope of work performed	
Contact Person	
Designation	
Phone No	

Appendix VI - Format for Financial Eligibility

(To be provided on letter head of the bidder)

Bidder name	
Turnover of the company in last 2 years	FY 2015-16: INR FY 2016-17: INR

Along with this Appendix, the Bidder should provide an Auditors/ CA Certificate for the above

**Appendix - VII Internationally Certified Events /
Meetings Professional – Format**

Certification Name	Certification Issuing Authority / Organization	Certification Validity Period

Along with this Appendix, the Bidder should provide a Copy of the Certification

Appendix VIII – Format for Financial Proposal

(To be submitted on letter head of bidder)

Date:

To

<<Employer name and address>>

Dear Sir/ Madam

Ref: Selection of an Event Management Agency(EMA) for Transforming Education Conference for Humanity (TECH), 15-17 November,2018 at Novotel Hotel, Visakhapatnam

- i. I/ we agree to undertake the scope of work for providing Event Management Services as per the Scope of Work on the stipulated terms and conditions and other particulars therein. I / we hereby submit our unconditional financial proposal
- ii. I/We quote Rupees_____ (Rupees in words followed by Rs. in figures in brackets) inclusive of applicable taxes towards our fee to be paid for all the works underlined in the scope of work of the RFP.
- iii. We abide by the above quote, terms and conditions of the RFP, if employer selects us as the Agency for this particular project.
- iv. We also understand that, in case any difference between the quoted amount in words and figures, the quote in words will be taken as final.
- v. We agree that this offer shall remain valid for a period of_____ days from the Proposal Due Date or such further period as may be mutually agreed upon.

For and on behalf of:

Signature:

(Authorized Representative and Signatory of the Bidding Company) Name of the Person: Designation:

SEAL OF THE BIDDING ENTITY

SCOPE OF WORK

- I. About the Conference & Event Details**
- II. Scope of Work – List of Items**

I. About TECH 2018 Conference

The Mahatma Gandhi Institute of Education for Peace and Sustainable Development (MGIEP) is UNESCO's Category 1 Research Institute that focuses on Sustainable Development Goal (SDG) 4.7 towards education for building peaceful and sustainable societies across the world. In line with its vision of 'Transforming Education for Humanity', the Institute employs the whole-brain approach to education with programmes that are designed to mainstream Socio-Emotional Learning in education systems, innovate digital pedagogies and to put youth as global citizens at the centre of the 2030 agenda for Sustainable Development.

UNESCO MGIEP's first edition of the annual international ed-tech conference, titled Transforming Education Conference for Humanity (TECH) was held in December 2017, in partnership with the State Government of Andhra Pradesh, focused on digital pedagogies for building peaceful and sustainable societies.

The Conference will be held annually over 5 years and the theme for TECH 2018 (November 15 – 17, 2018) will be "From Transmissive to Transformative Pedagogies: Digital Technologies for Fostering 21st Century Competencies". The Conference will be targeted experts in the field of education technology and education for peace, sustainable development and global citizenship comprising of Ministers of Education, senior policy makers, education technology specialists, educators and teachers, curriculum designers, researchers, learners, students, game designers, ed-tech exhibitors and more.

Network, connect, collaborate, interact, innovate, share, transform education for humanity.

Event Details

S.No.	Item	Description
1.	Conference Location	Novotel Hotel, Visakhapatnam
2.	Conference Dates	15 – 17 November 2018
3.	Ministerial Dinner Location	The Park, Visakhapatnam
4.	Ministerial Dinner Date	14-Nov-18

II. Scope of Work

S.No.	Particulars	
1.	Stage, LED Backdrop, & Technical Requirements for V- Convention	Two 6'x8' LED Screens on both the sides of the stage inside the main hall with live video
		Complete setup and establishment Conference Professional Sound & Lighting for 1,000pax
		Complete setup and establishment of 5 x 42" plasma TV with stands in the main hall with Live Video Feed
		Design, deploy & Management of Stage with LED Watchout system - 60ft x 28ft stage, 50ft x 10ft LED watchout
2.	Stall Construction for learning Zone	Setup & Management of Learning Zone - 9mtr x 6mtr, 8ft x 8ft LED Screen
		Erection of 25 Stalls
3.	Breakout Sessions	Complete setup & Management of - 8ft x 8ft Stage, 8ft x 8ft LED Backdrop, Sound, Light, for 6 breakout halls
4.	40"LCD Plasmas -	25 nos
5.	Branding	Hall & Direction Signages - 10nos Standees - 15nos Entrance LED Screen - 8ft x 10ft
6.	B/W Printer with paper and cartridge	2 Nos
7.	Photocopier	1 no
8.	Laptops	10 nos
9.	Wi-fi	Lease line setup to provide 100 mbps dedicated lease line

Activities

1. Venue Management

- a. Inspection of conference facilities available at defined venue
- b. Designing multiple layouts in 2d (for halls, opening ceremony, closing ceremony, press conference, catalytic sessions, breakout sessions, meeting rooms, cultural performances and exhibitor areas)
- c. Detailing and set up of opening ceremony, closing ceremony, keynotes, catalytic sessions and breakout sessions as per the agenda
- d. Venue detailing and co-ordination with the hotel and TECH team
- e. Developing check-list of all on-site requirements
- f. Security clearances (VIP staff) and others + crowd control
- g. Conducting rehearsals as required

- h. Set up / define a working space for MGIEP team, social media team, PR team, Government of Andhra Pradesh representatives as well as for the contracting firm (including but not limited to coloured printers, copiers, stationery, phones etc)
- i. Set up for the Learning Zone, Startup Zone and VIP Zone
- j. Set up / define storage space for collateral / standees etc
- k. Modular, fun, working and networking space to be defined and developed, in line with the cutting-edge concept design for the event
- l. Medical and emergency backup, as required.

2. Lighting and Audio-Visual Management

- a. Defining lighting and audio-visual requirements as per finalised agenda, theme of event and layout of the venue
- b. Co-ordinating with technical programme representatives and AV vendors for set up and execution
- c. Tracking AV requirements of individual speakers
- d. Collection and control of presentations as per agenda flow
- e. Console management in all halls
- f. Ensuring high quality AV equipment
- g. Requisite back-up equipment and manpower availability

3. Internet

- a. Providing high speed internet facilities across the venue
- b. Signages displaying username / password to be available throughout the venue

4. Signage Management

- a. Prepare detailed signage and navigation plan (including directional signage off-site from airport to hotel; in-hotel directional signage, signages, tracks, breakout rooms, presenter sessions, and event signage, including e-signages)
- b. Google Map+ photos of all major external signages
- c. Digital Directional signages for ease of navigation
- d. Multiple exposures / digital displays of agenda (outside halls, in main locations, close to the lunch area and in main halls)
- e. Keynotes / Catalytic Sessions and Presenter session slides to be updated and uploaded on console. Towards this, the contracting firm will be required to develop a detailed work plan in line with the agenda
- f. Adaptation of designs to various dimensions / signages and hoardings to be put up at Delhi + Andhra Pradesh
- g. Print signages, where required: i.e. registration, directional signages, back gate backdrop, HelpDesk, Press Room, Airport Help Desk, Hotel Lobby, Coral, Pearl, Summit, Eureka, Learning Zone, Press Room, TECH Secretariat, V Convention 1, V Convention 2, E-Poster
- h. Adaptations of speaker backdrop presentations
- i. High-quality / innovative production materials for standees / signages
- j. Requisite permissions from hotel / government for placement of signages
- k. Timely installation and regular checks throughout the day to ensure all signages are functional and in good condition

5. Food & Beverage Management

- a. Definition of appropriate area for food & beverage (lunch, dinner, morning tea, afternoon tea)
- b. Recommendations on cuisine / beverages
- c. Crowd control and management

6. Exhibition & Sponsors Management

- a. High quality / innovation in design of set up and tear down
- b. Distribution of exhibitor kits
- c. E-poster session set up and co-ordination through the conference days
- d. Pre-determined security needs & supervision

- e. Trained on-site staff and assistance to be provided to exhibitors
- f. Liaise with and provide special assistance / spaces to sponsors, as required

7. Volunteer, Staff Planning, Management and Allocation

- a. Human Resource Plan to be presented prior to commencement of event
- b. Training of volunteers
- c. Training of staff
- d. Information briefs to be developed and circulated amongst volunteers/ staff members
- e. Each team to have one accountable manager to be reached out to in emergency situations

8. Live streaming of key sessions + linking to mgiep.tech / mgiep.unesco.org/tech2018

9. Post-conference deliverables

- a. Customized conference reports
- b. Overall payment reports
- c. Exhibition summary analysis
