

# **Request for Proposal**

**For**

**Selection of Event Management Agency for  
organization/ implementation/ execution of  
Jammu & Kashmir Global Investors' Summit  
2019 scheduled to be held in Jammu and  
Srinagar**

**Trade Promotion Organization (TPO)  
Government of Jammu & Kashmir  
Sanat Ghar, Bemina, Srinagar-190018**

## NOTICE INVITING TENDER ON TWO COVER BASIS

### FOR

#### **Request for Proposal for Selection of Event Management Agency for organization/ implementation/ execution of Jammu & Kashmir Global Investors' Summit 2019 scheduled to be held in Jammu and Srinagar**

The Trade Promotion Organization (TPO), Government of Jammu & Kashmir invites technical and financial proposals from Event Management Agencies for supporting the State of Jammu & Kashmir in investment promotion and investor facilitation support.

This RFP document is being prepared to provide details about scope of work, expectations from the agency, bidding procedure and can be downloaded from the <https://www.jktenders.gov.in/> or <https://www.jksidco.org/>. Response to this tender shall be deemed to have been done after careful study and examination of this document with full understanding of its implications. This section provides general information about the Issuer, important dates and addresses and the overall eligibility criteria for the parties.

The tender document cost of Rs. 5,000/- is to be submitted vide crossed Demand Draft on any Nationalized Bank/Scheduled Bank in favor of "Trade Promotion Organization (TPO)" at Srinagar/Jammu

#### **Issued by:**

**Sd/-**

The Managing Director  
J&K SIDCO/ Trade Promotion Organization  
Sanat Ghar, Bemina, Srinagar

## **Disclaimer**

The information contained in this Request for Proposal (hereinafter referred to as "RFP") document provided to the Bidder(s) by the Trade Promotion Organization (TPO), Government of Jammu & Kashmir herein after referred to as Corporation, or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist in the formulation of Proposals. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the Organization, their employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources.

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

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

## **EVENT MANAGEMET AGENCY FOR JAMMU & KASHMIR GLOBAL INVESTORS' Summit - 2019**

### **1. INTRODUCTION**

Jammu & Kashmir is a hilly State situated in the northern part of the country. The State is bordered by Himachal Pradesh on South-East, Punjab on South, China on the East and Pakistan on the West. Located in the Himalayan Mountains, Jammu & Kashmir is known for its scenic beauty. Being a hilly state, Jammu & Kashmir has a varied climate that changes with altitude. The climate ranges from warm and sub-humid tropical at low altitudes to cold and icy at high altitudes. There are three main seasons: winter from October to February, summer from March to June and rainy from July to September.

It is one of the fastest growing States of the country. With congenial industrial climate, progressive and promotional steps taken by the State Government, Jammu & Kashmir has attracted huge investments in various industrial sectors. Besides this, Tourism, Agriculture/ Horticulture also play a significant role in the state's economy. State is also known as the fruit bowl of the country.

With two perennial rivers flowing through the state, Jammu & Kashmir has the potential to contribute 20% to India's hydropower potential. The State has an estimated hydropower potential of over 17,000 MW

The State Government has also developed appropriate infrastructure for inclusive development which includes a provision of public utility services, roads, communication network, airports, transport facilities, water supply and civic amenities, among others.

The State has identified focus areas; Food Processing, Horticulture, Herbal & Aromatic, Tourism & Hospitality, Healthcare & Wellness, Pharmaceuticals, Automobiles, IT& ITES, Hydro, Renewable Energy, Biotechnology for expediting industrial development in the state.

The State Government has planned to host Global Investor Meet 2019 – Rising Jammu & Kashmir at Jammu and Srinagar between 26<sup>th</sup> – 30<sup>th</sup> Sept. 2019. The selected Event Partner needs to manage the full event as per mentioned scope of work to the best industry standard.

## 2. OBJECTIVE

Trade Promotion Organization (TPO), Government of Jammu & Kashmir in its endeavor to promote industrial activity in the State and establish Jammu & Kashmir as one of the prime investment destinations, has concrete plans to create awareness among existing and prospective entrepreneurs about the current incentives and facilities being offered by Government of Jammu & Kashmir for facilitating Investment. In this backdrop, the state has planned to participate in and organize events, conferences, road shows, business development meets, B2G meets etc. The objective of this RFP is to call/ request for proposals to engage a reputed Event Management Agency for the scope of work mentioned in this RFP for the Jammu & Kashmir Global Investors' Meet of Government of Jammu & Kashmir. The RFP document provides the Scope of Work, Terms and Conditions including evaluation criteria, suggested response formats etc.

The agency shall support the Government of Jammu & Kashmir in organizing Jammu & Kashmir Global Investors' Meet 2019.

The Event partner services shall be valid from the issuance of Lol to one month post event or end of Financial year 2019-20 whichever is earlier. Timelines and important information is mentioned as under:

| Sr. No. | Information                                 | Details   |
|---------|---|---|
| 1       | Sale & RFP Document Purchase Price          | Rs. 5,000/- (Rupees Five Thousand Only) in the form of Demand Draft from a Nationalized bank/ scheduled bank in favour of "Managing Director, Trade Promotion Organization, Government of Jammu & Kashmir" payable at Srinagar. |
| 2       | Last date (deadline) for submission of bids | 10.08.2019 (online)<br>Managing Director, Trade Promotion Organization,   |

|   |   |   |
|---|---|---|
|   | and Address   | Government of Jammu & Kashmir.<br><br>Note:- Any request for extension of submission deadline will not be entertained.  |
| 3 | Earnest Money Deposit (EMD)   | Rs. 10,00,000/- (Rupees Ten Lakh Only) in the form of Bank Guarantee/CDR/FDR from a Nationalized bank/ schedule bank in favour of "Managing Director, Trade Promotion Organization, Government of Jammu & Kashmir" payable at Srinagar valid for 120 days from the date of submission of the bid. |
| 4 | Bid Validity period   | One hundred and twenty days (120 days) from the last date for submission of the proposals.  |
| 5 | A. Opening of Technical Bids<br>B. Venue of Technical presentation and financial presentation | 16.08.2019<br>Managing Director, Trade Promotion Organization, Government of Jammu & Kashmir.<br>Would be conveyed before the opening of technical bids.  |
| 6 | Place, Time and date of opening of financial proposals received in response to the RFP notice | Shall be intimated separately after technical bid opening.<br><br>Venue:- TPO, 4 <sup>th</sup> Floor, Sanat Ghar, Bemina Srinagar-190018  |
| 7 | For any further clarification, contact person / email   | Managing Director, Trade Promotion Organization, Government of Jammu & Kashmir"<br>Sanat Ghar, Bemina, Srinagar<br>Phone: 0194-2493626 Fax – 2493612<br><br>Email:jktpo2019@gmail.com, mdsidco@rediffmail.com   |

Request for Proposal (RFP) can be downloaded from the official website <https://www.jktenders.gov.in/> or <https://www.jksidco.org/>

## 1. Fact Sheet

| Sr. No. | Particulars  | Details    |               |
|---------|--|------------|---------------|
| 1.      | Date of Issue of Tender Notice   | 03.08.2019 |               |
| 2.      | Period of Downloading Bidding  | 03.08.2019 | To 10.08.2019 |
| 3.      | Bid Submission Start Date  | 03.08.2019 |               |
| 4.      | Bid Submission End Date  | 10.08.2019 | 5 PM          |
| 5.      | Deadline for Receiving the hard copy (on final DD & EMD ) and other relevant documents | 14.08.2019 | 5 PM          |
| 6.      | Date & Time of Opening of Technical Bid by   | 16.08.2019 | 11 AM         |

|     |   |  |
|-----|---|--|
| 7   | Technical Presentation on                   | 16.08.2019 11 AM   |
| 8.  | Financial Bid Opening                       | Shall be intimated Separately after technical bid opening.   |
| 9.  | Letter of Award / Intent                    | Shall be intimated   |
| 10. | Project Start Date                          | Shall be intimated to bidder   |
| 11. | Cost of Tender (Demand Draft)               | INR 5000 (Rupees Five Thousand Only)   |
| 12. | Earnest Money Deposit (CDR)                 | INR 10,00,000 (Rupees Ten Lakhs Only)  |
| 13. | Performance Bank Guarantee                  | 10% of the Total Consultancy Fees of the selected bidder   |
| 14. | Website for Tender Documents                | <a href="https://www.jktenders.gov.in/">https://www.jktenders.gov.in/</a> or <a href="https://www.jksidco.org/">https://www.jksidco.org/</a>   |
| 15. | Method of Selection                         | QCBS 70:30   |
| 16  | Contact Details for any queries wrt EOI/RFP | Managing Director,<br>Trade Promotion Organization, Government of Jammu & Kashmir<br>Sanat Ghar, Bemina, Srinagar<br>Phone: 0194-2493626 Fax – 2493612<br>Email:jktpo2019@gmail.com,<br>mdsidco@rediffmail.com |

**Note:-**

1. Organization reserves the right to change any schedule of bidding process. Please visit the Organization website regularly for the same.
2. Proposals must be received not later than time, date and venue mentioned in the Fact Sheet. Proposals that are received after the deadline WILL NOT be considered in this procurement process.

**3. ELIGIBILITY CRITERIA**

The bidder must possess the requisite experience, strength and capability in providing the services necessary to meet the requirements as described in the tender documents. The bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the services of 'Event Management' for Jammu & Kashmir Global Investors Meet 2019 to Government of Jammu & Kashmir and support services sought by the Trade Promotion Organization (TPO), Government of Jammu & Kashmir, for the entire

period of the contract. The invitation to this RFP is open to all bidders who qualify the eligibility criteria as given below:

| <b>Sr. No.</b> | <b>Criteria</b>  | <b>Documentary Evidence</b>   |
|----------------|--|---|
| <b>1</b>       | Firm should be a registered entity with minimum 5 years of existence as on project due date in the business of event Management.   | Certificates of Registration / Incorporation.   |
| <b>2</b>       | The firm should have a minimum average turnover of INR 10 crores in each of the last 3 financial years (2016-17, 2017-18 & 2018-19).   | Certificate from statutory auditor/ audited financial statements for the three previous Financial years / for FY 2019-20, unaudited CA certificate can be attached.   |
| <b>3</b>       | <p>Firm should have organized atleast 2 (Two) 'Events' in the last 5 (Five) Financial Years (viz. FY 2014 -15, FY 2015-16, FY 2016-17, FY 2017-18, FY 2018-19).</p> <p>For the purpose of this section of the Tender Document, Event would be deemed to include:</p> <p>Each Eligible Assignment should be as below-</p> <ol style="list-style-type: none"> <li>1. Seminars/ Conferences/ Exhibitions, Forums/ Conclaves or any combination of the same related to fields of Infrastructure Sector Financing, Investments or any other similar field for a State Government/ Central Government or any Government of Foreign Country or their agencies<br/>and</li> <li>2. Minimum Delegate Strength 600<br/>and</li> <li>3. Minimum fee per engagement 75 Lac.</li> </ol> | <p>Letter of Award/ Agreement / Work Order duly certified by the authorized signatory of the bidding company along with event brochure, circular, any other promotional material to be enclosed in support of projects.</p> <p>Supporting document for fee, number of delegates, type of event.</p> |
| <b>4</b>       | Firm should have at least 50 employees on the organization's payroll as on 31 <sup>st</sup> December 2018.   | Undertaking to be issued by HR Head of respective organization/ Proof of no. of employees from the statutory records like EPF etc.  |



|          |  |   |
|----------|--|---|
| <b>5</b> | Firm must not be disqualified/ blacklisted/ terminated/ debarred by any State/Central Government or their agencies | Self-certification by the authorised signatory. Non-disclosure of the same will lead to the elimination from the short listing process. |
|----------|--|---|

#### **4. INSTRUCTIONS TO APPLICANTS /BIDDERS**

##### **4.1 (a) Pre bid queries**

- i. The prospective bidders may submit any queries through e-mail for clarification by the date mentioned in the schedule. The clarifications may be solved and posted on the website as per schedule.

##### **4.1 (b) Bid Submission**

- i. Submission of Proposal should be addressed to: Managing Director, JK TPO, Jammu & Kashmir, Sanat Ghar, Bemina, Srinagar-190018.
- ii. All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters: REQUEST FOR PROPOSAL FOR SELECTION OF EVENT MANAGEMENT AGENCY FOR JAMMU & KASHMIR GLOBAL INVESTORS'MEET 2019.

##### **4.2 General Instructions**

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

the proposal must put initial against such corrections.

- vi. The proposals shall be signed and submitted by the Authorized Signatory of the Agency. In the Technical Proposal there shall be a letter of authorization/written Power of Attorney
- vii. Validity of the proposal shall be 60 days from the last date of submission of the proposal.
- viii. Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant.

#### **4.3 EARNEST MONEY DEPOSIT**

- i. An Earnest Money Deposit of INR 10 Lakhs in the form of CDR/FDR/Bank Guarantee in favor of “Managing Director, Trade Promotion Organization, Government of Jammu & Kashmir”.
- ii. Proposals received without the Earnest Money Deposit will be summarily rejected.
- iii. Trade Promotion Organization (TPO) shall not be liable to pay any interest on the Earnest Money Deposit. The amount shall, however, be returned to unsuccessful applicants after the work order is issued to the successful applicant.

#### **4.4 PERFORMANCE BANK GUARANTEE/FDR**

Bank Guarantee/FDR of 10% of the contract value towards Performance Security shall be submitted to the Organization within 7 days from the date of Letter of Award (LoA)/ Letter of Intent (LoI) in favour of “Managing Director, Trade Promotion Organization, Government of Jammu & Kashmir” payable at Srinagar. The validity of Performance Guarantee shall be 6 months. Upon expiry of the agreed engagement period the bank guarantee will be handed over within 45 days.

#### **4.5 SUBMISSION OF PROPOSAL WITH COVERING LETTER**

- i. The shortlisted bidder shall submit the proposal along with the covering letter (format attached Form 1).
- ii. The proposal shall include Technical Proposal only containing all the requisite documents (to be submitted in hard copy as well as in soft copy online) and Financial Proposal (to be

submitted online only).

- iii. Technical proposal shall not contain any financial details. Technical proposals should be sealed in envelope.
- iv. The proposals (Technical) will be sealed in single envelope clearly mentioning “Technical” which will bear the address of Managing Director, Trade Promotion Organization (TPO) and the name and address of the Applicant.
- v. EMD & Tender Fee instruments shall be placed in Technical Envelope also including all the requisite documents.
- vi. If the envelope is not sealed and marked as instructed above, Organization assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and consequent losses, if any, suffered by the Applicant.

## **5. TEAM MEMBERS FOR THE PROJECT**

The Event Management Agency will have to deploy following qualified and experienced Personnel at TPO (on-site) to coordinate internally within the Event Management Agency and with the TPO & various agencies involved with the Organization to carry out the services as given in Scope of Work.

Three Event Experts/Coordinators (to be stationed at Organization during the overall duration of the project) – To be responsible for overall management and coordination (both internally, within the organization and externally, with various vendors, committees and departments of (Government of Jammu & Kashmir) for all events related activities.

The Selected Bidder shall not change these personnel without prior permission of Organization. Without written permission of Organization any such action shall be deemed as breach of contract.

Organization will not normally consider any request of the Selected Agency for substitution of these Personnel. Substitution, will, however be permitted if the Personnel are not available for reasons of any incapacity or due to health, subject

to equally or better qualified and experienced personnel being provided to the satisfaction of the Organization. The Organization expects all the Key Personnel to be available during Implementation of the Agreement.

## **6. SCOPE OF WORK**

### **6.1 Conceptualization and Planning for Jammu & Kashmir Global Investors' Summit- 2019 (October 2019, one day at Srinagar and one day at Jammu)**

- i. Bidder needs to present three themes for the summit in consonance with the existing setup.
- ii. Master planning of the venue
- iii. Conceptualize the Event plan based on the venue and requirements of Organization in assistance with Knowledge Partner.
- iv. Maintain a universal theme for all aspects of the Event execution in coordination with vision for the event.
- v. Design the Event flow in consultation with TPO & Knowledge Partner, which would include the inaugural ceremony, various sectoral sessions, country sessions, business discussions, exhibition, closing ceremony, lunches, Tea Coffee, State dinner, cultural programs, etc.
- vi. Create the Event Execution Plan for executing the Event indicating the timelines with the respective milestones along with detailed specifications of works to be carried out.
- vii. The bidder will be provided the entire event area for 07 (Seven) days prior to the event for venue set up and 02 (Two) days after the event for dismantling and cleaning of the setup.

### **6.2 Venue Arrangement:**

**Srinagar 12th. October 2019 (Exhibition 12th Oct to 14th Oct 2019: ) Venue : SKICC & Outside Lawns**

- Development of overall theme design
- Content & Animation for main screens & Sessions
- Venue lay outing & 3 Views presentation
- Inauguration Ceremony in SKICC on 12th October –

- 4 Seminar Halls within the venue for 150 pax each with stage & AV equipment as required
- Registration Counters at entrance
- Lanyards & Badges 1500 approx. with registration process of data capture
- AC Hanger for Lunch and Dinner area to accommodate 1000 pax (Arrangement of seating & catering )
- VIP Lounge within the SKICC
- VVIP Lunch in SKICC
- VIP Lunch in SKICC
- Premium chairs & Sofa's for VIP Lounge, Stage Dias
- Theme Pavilion in small water proof hanger of depicting success stories of J&K and focus sectors with proposed latest technologies
- Content design for touch screens & displays ( Content data & high res images to be provided by department )
- National Partner Lounge (Inside Theme pavilion Hanger)
- Arrangements for media room at Hotel Centaur within SKICC Premises ( 30 work stations)
- Cultural Evening at SKICC with proposed entertainment act & Master of Ceremonies
- VIP Dinner ( Arrangement of Branding, seating & catering )
- VVIP Dinner
- Dinner for Delegates, staff and guests ( Arrangement of seating & catering )
- Entrance Gate & Branding of the venue and relevant places in City (Hoardings ,banners and signages)
- Fuel for Generators at SKICC as back up (12 Hrs Backup)
- Generators for construction & during the show for AC hanger structures
- 2- Tea & Coffee breaks for 1000 delegates
- Running tea & coffee for VIP Lounge & Office staff thru out the day
- Provision for Lunch boxes for Drivers, Security & Crew
- Adequate Registration crew and support staff
- Security Agency
- Cleaning & Maintenance staff
- Fire Fighting Equipments
- Flower decoration of stage & VIP Room with Bouquets
- CCTV camera installation
- Temporary toilets during the set up
- Mobile Toilets for staff
- Landscaping as per proposed design
- High Quality Photography still & video of full event
- Arrangements for water stations, medical room & Security control room
- Heating or cooling arrangements as per requirement of venue
- Proper Lighting and Electrical fitting arrangements as per the requirement of the venue
- Exhibition Hangar area for three days 12th Oct to 14 Oct 2019
- Proper parking arrangements in consultation with authorities

**Jammu 14th of October 2019: (Exhibition 12<sup>th</sup> Oct to 14<sup>th</sup> Oct 2019: )**

**Venue: Jammu University Zorawar Singh Auditorium & Out side Ground**

- Valedictory Ceremony in Zorawar Singh Auditorium on 14th October
- 4 Seminar Halls inside AC Hanger for 150 pax each with stage & AV equipment as required
- Registration Counters at entrance
- Lanyards & Badges 1500 approx. with registration process of data capture
- Premium chairs & Sofa's for VIP Lounge, Stage Dias
- AC Hanger for Lunch area to accommodate delegates (Arrangement of seating & catering )
- AC Hanger for VIP Lounge & VIP Lunch
- Theme Pavilion in small water proof hanger depicting success stories of J&K and focus sectors with proposed latest technologies
- National Partner Lounge (Inside Theme pavilion Hanger)
- Arrangements for media room, Camp office Industry Department , Camp office for National Partner with adequate storage space
- Cultural Evening at Zoravar Singh Auditorium with proposed entertainment act & Master of Ceremonies
- VIP Dinner
- VVIP Dinner
- Dinner for delegates ( Arrangement of seating & catering )
- Entrance Gate & Branding of the venue with proper signages and Hoardings ,Banners at relevant places in city
- Fuel Back up for Auditorium during the running of show
- Generators for construction & during the show for AC hanger structures ( Seminar area, Lunch Area, Theme Area etc.)
- 2- Tea & Coffee breaks for 1000 delegates
- Running tea & coffee for VIP Lounge & Office staff thru out the day
- Provision for Lunch boxes for Drivers, Security & Crew
- Adequate Registration crew and support staff
- Security Agency with security personnel for venue
- Cleaning & Maintenance staff
- Fire Fighting Equipments
- Flower decoration of stage & VIP Room with Bouquets
- CCTV camera installation at venue
- Temporary toilets during the set up
- Mobile Toilets for staff
- Landscaping as per proposed design
- Photography still & video of full event
- Arrangements for water stations, medical room & Security control room
- Barricading of venue
- Exhibition hangar area
- Proper Parking arrangements in consultation with authorities
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### **6.3 Media Lounge Setup**

- i. Maxima wall paneling for side walls. separate Space with branding for Media Bites
- ii. Fixing of workstations, media lounge, director's cabin, etc. as per layout and design, including furniture.
- iii. Media lounge stage setup with banquet chairs for media briefing
- iv. Computers for media work stations with B/W A4 size printers with photocopiers.
- v. LED Wall 12 x 8 ft with sound system
- vi. Hi speed internet connectivity
- vii. Flower Decoration

### **6.4 Camp Offices Setup**

- i. Customized hanger/Space for National Partner, Government officials, Knowledge / Media Partner and Event Partner camp offices
- ii. Maxima wall paneling for sidewalls
- iii. Workstations, cabins for Executives director's cabin etc as per layout and design, including furniture.
- iv. Computers/ internet/ fax/big photocopier / easel boards
- v. 3000 pages A4 to be provided to each room.
- vi. Additional 5,000 pages to be in Event Partner room for emergency requirement
- vii. Flower Decoration

### **6.5 Theme Area**

- i. Bidder has to Design and Conceptualize the Theme Area with Script & Story line, also will provide Designer wooden Fascia complete with Branding, Logo, Graphics & Artwork.
- ii. Designer Wooden/ modular stalls/ panels complete with Raised Platform, Wooden Flooring, Laminated Wall Paneling, Parabolic False Ceiling, Complete Lighting and Power points with cabling and manpower, Display Podiums, Tall Tartum with Logo, Complete Branding, Reception & Furniture, Ushers & Attendants, and Cleaning & Sweeping of Stalls.
- iii. High Density Indoor LED Video walls complete with Automated Controller

Switching and Attendants.

- iv. Digital Activeness- Holo cube and Interactive Touch Panels
- v. Backlit wooden Translite with Digital Posters
- vi. Live size thematic installations at various locations all over the venue 100sqft
- vii. Plants and Flowers for Decoration.

## **6.6 Food Court**

- i. Bidder has to create separate food courts for delegates, VIPs and VVIPs.
- ii. All essentials has to be ensured by the bidder including furniture for buffet, kitchen, etc.
- iii. Buffet counters (tent, tales with High Quality Linen)
- iv. Round tables with 8 banquet chairs with high quality linen
- v. Round tables with laminated top with banquet chair seating
- vi. Carpeting of the entire Food Court Area
- vii. Cocktail tables
- viii. Flower Decoration
- ix. Lunch arrangements for approximately 2000pax on each day. (One Nodal officer to be informed for all arrangements from Government)

## **6.7 Drinking Water**

Drinking water (Mineral Water) facilities have to be created in the entire venue - Registration Counters, Exhibition Area, Inaugural Hall, Sectoral Session venues, camp offices, lounges, parking lots.

## **6.8 Exhibition Hangar**

- i. Exhibition hanger with built-up area
- ii. Adequate lighting
- iii. Adequate infrastructure for stall construction
- iv. Powder coated new panels to be used for stalls
- v. Wooden platform
- vi. Each stall to have 15 amp power socket, 3 spotlights, 1 Table, 3 chairs, Facia,



- dustbin, New carpeting, display racks and vinyl pasting on foam board (content to be provided by the Organization)
- vii. Branding / Beautification of exhibition Area.

**6.9 Lounges-** Bidder has to provide lounges with decoration.

**6.10 Registration Counters**

Two tier registration counters, Chairs plug points and general lighting, Printing of lanyards & Badges for delegates with multi color logo of Investor summit with bar code scanning facility, Providing of manpower along with computer and printers for registration for Entire Event Duration, Software development and data analysis for registration, Flower Decoration, Manpower-Ushers/ Promoters/ Hostess, Delegate / speaker kits (events branded bags , pen drive, note pad etc).

**6.11 Toilets**

Portable chemical toilets on day prior to the event for SPG, Police, Camp office, and delegates.

**6.12 Electrical and Gen. sets-**

Lighting Poles with 8 Nos. Halogen Lights for Entire Venue, Metal lights for all over the venue, LED of 100W, PA SOUND System for Entire Venue and Parking, Gen. set 62 KVA, Gen. set 125 KVA, Proper Electrical cabling in the entire venue. (DG sets to be used for installation purpose must be with Acoustic enclosure i.e. silent generators. v. DG sets to be used for installation purpose should be provided along with load arrangement. DG set to be used for installation purpose should be provided with separate body and neutral earth pits. In case of Power failure, immediate manual change over to the DG sets power will be the responsibility of successful bidder. Provision of Fire stands with bucket full of sand and fire extinguisher of adequate category is to be provided near the DG sets.)

**6.13 Branding**

- i. Bidder has to do the Branding of the entire venue including hanger façade.

- ii. Placement of billboards, hoardings, road maps and flags in the city.
- iii. Coordinate with local government agencies to ensure adequate visibility.
- iv. The agency is required to prepare and install adequate numbers of standees of appropriate sizes.
- v. Prepare and install directional signage (Flex on frame mounted) from Airport and all the important places of the city as well as directional signage inside the venue indicating halls, exhibition area, food court, etc. Entry exit signs at all the gates. Signs for no smoking. Event map inside the venue at most opportune locations as per requirements. Agency is also required to prepare and install temporary hoardings at various opportune locations in and around event venue at least 15 days before the event.

#### **6.14 Catering**

Food arrangements to be made in consultation with JKTPO assisted by National Partner which will include:-

- i. Provide food packs (2 meals excluding breakfast per day)/ drinking water/ tea/ coffee/ cookies to organizers (Government, Knowledge & Media Partners) at the camp offices 4 days before the event.
- ii. Drinking water facilities in all the parking lots along with provision of refreshment counter which may provide tea, coffee and snacks on chargeable basis.
- iii. Lunches/ Dinner/ Hi-Tea/Running tea coffee with cookies and drinking water for VVIPs/ VIPs, Speakers/Delegates at all VVIP lounges, VIP lounges, Media lounges, B2G meeting rooms, Green rooms, etc. as per requirement.(Dinner for cultural evening will be held either at venue or as decided by Authority.

Separate arrangement for :

- i. VVIPs/VIPs
- ii. Speakers/Delegates
- iii. Staff/ Service Providers
- iv. Drivers/ Security Personnel etc. (Packed lunches for this category)

#### **6.15 Gates- Bidder has to design and Install Gates.**

#### **6.16 Security, CCTV & Fire Services**

- i. Security Personal round the clock- supervisors, male Guards & female Guards one day prior to the event.
- ii. DFMD Machines, HHMD Machines, Walky Talky, Baggage scanning Machines.
- iii. Fire Safety Personal round the clock- Fire Marshals & Fire man, Fire Van in exhibition premises, Fire extinguishers in exhibition area 10 kg abc type cylinders with sand buckets.
- iv. CCTV Cameras set up all over the venue the cameras shall have night vision with control rooms.
- v. Coordination with government departments like police, fire and emergency services, telephones, local authorities, and arrange necessary permissions/NOCs.
- vi. Compliance for safety norms including arrangements such as firefighting, emergency exit system etc.

#### **6.17 Theme Concept designing, Lay outing and other works**

- i. Theme concept designing / copywriting / content research and collation
- ii. 3D animations / content creation for inaugural and technical sessions
- iii. Flex and branding designing as per theme
- iv. Master lay outing and any and all lay outing required for different purposes (agency needs to depute a cad designer on site for the same).

#### **6.18 Staffing**

- i. Employ well trained and adequate manpower who are capable of efficiently handling the responsibilities assigned to them.
- ii. Report the progress of activities to Organization through National Partner every week on a designated day .
- iii. Event Management Agency should nominate 2 people from their team who would work as the single contact point for TPO and Partner Agencies for all coordination purposes from the date of award of contract.

#### **6.19 Logistics**

- i. Separate parking space and arrangements for public, participants/ exhibitors delegates and VIPs.
- ii. Entry/ Exit gates and arrangements – public/ participants/ exhibitors/ delegates/ VIPs.
- iii. Passes for exhibitors/delegates/ participants/ media/ government officials/VIPs for smooth running of the programme.

**6.20 In case of exigency or any urgent requirement, the Bidder will have to do necessary arrangements with the prior approval of the TPO.**

## **7. Technical Specifications**

### **7.1 Infrastructure, Services**

- i. Design of the infrastructure to be created should be harmonious to the existing set-up.
- ii. The quality of design, workmanship and service shall be consistent with an International Event.
- iii. All the materials shall be conforming to IS codes.
- iv. Wall paneling system, roof covers and other materials shall be made of fire retarding and resisting nature.
- v. All structures shall be firmly grounded and stable against wind force, live load and dead loads wherever they are made in an open space.
- vi. The structure shall be engineered structures erected under competent engineering supervision.
- vii. Structures shall be designed and executed considering adverse weather conditions.
- viii. Joinery and supports should be properly engineered, firm and with good finish.
- ix. If there is any special structure design, Event Management Agency should provide all details like plan, elevation and structural drawing and if required design calculations.
- x. Colour shall be finished well before to avoid the odour/ smell and eye burn.
- xi. Where the word states waterproof, it shall be fully waterproof with surrounding walls and ceiling

- xii. Wall panels if used shall be clean, should be properly fixed without swing or sway. The Event Management Agency shall not willfully or otherwise damage, defile, alter, change or deface in any manner whatsoever, the structure, its foundation, etc. nor shall support, suspend, hang, or in any improper way fix any weight articles, etc.
- xiii. Carpet should be new, clean and joint shall be covered with tape of matching colour.
- xiv. False ceiling should be in level and joints shall be clean. It shall be painted with appropriate colour.
- xv. Signage height and letter size should be visible and placed in prominent and strategic locations.
- xvi. Event Management Agency shall have to clear the entire site after the completion of the event.
- xvii. Water flow and pressure should be uniform during the event wherever the provisions are to be made.
- xviii. Emergency exit and fire precaution shall be taken care of.
- xix. Flowers and plants shall be fresh, well groomed.
- xx. All the furniture should be firm, comfortable.
- xxi. Circulation within the pavilion should be easy, should not create blockage.
- xxii. There must be smooth entry and exit to the structure. The movement within the pavilion shall be barrier free and friendly to physically challenged people.
- xxiii. Event Management Agency shall not permit any member of its staff to cook, wash himself, his clothes or utensils anywhere inside the event area.
- xxiv. Stall owner, volunteers, staff members shall bear proper identity cards issued by the Event Management Agency and shall produce the same whenever demanded by the security deputed in the venue any time during construction, event duration and demolition period.
- xxv. All empty cartons and crates must be labeled and removed from the exhibition area/ event grounds.
- xxvi. No overnight parking of trucks or tempos is permitted at the event area / property during move-ins, show hours and move-outs.

## **7.2 Cultural Programme**

- i. Stage &seating
- ii. Audio visual equipment
- iii. Lighting arrangements(LED)
- iv. Dinner for choreographer / performers on the performance night
- v. Arrange for the necessary licenses for the event if any
- vi. Arrange transportation, handling, loading, unloading of all the materials.
- vii. Arrange the music/visual material and all accessory equipment for use during the programme with additional paraphernalia required (if any).
- viii. To make its own security arrangement for the materials.
- ix. The agency shall be required to inform about all statutory clearances as required for the successful organization of the cultural event

## **7.3 Electrical General**

- i. Backup Power by DG sets and Electricity will be provided by Government of Jammu & Kashmir. DG sets (Backup power) for temporary installation needs to be organized by the Event Management Agency.
- ii. All the electrical works in the pavilion/ hanger would be executed by a qualified licensed Electrical vendor/sub-vendor and necessary safe guards such as cut outs, distribution boards and other electrical safety measures should be provided at appropriate/required locations.
- iii. There shall be direct access to the switch rooms of Pavilion / hanger from outside to isolate power supply quickly in case of any emergent situation.
- iv. All electrical materials to be used like wires, cables, switchgears, fuse switch units, metal clad switches, Insulation tap, lugs, cable glands etc. should be with I.S.I. mark & should comply to IE ( Indian Electricity Rules ) standard.
- v. The Event Management Agency /vendor/sub-vendor must have valid Electrical License.
- vi. The electrical work should be done in presence of electrical supervisor of the Electrical License Holder Event Management Agency/vendor/sub-vendor.
- vii. No electrical control/switch room shall be used to store/dump exhibits/packing material and enough space should be available for movement.

- viii. Wherever it is unavoidable to lay electric cable under carpet, it shall be covered by wooden ramps. Wiring under carpets shall not have joints.
- ix. Sound level is not allowed to exceed the limit as prescribed in the guidelines of Jammu & Kashmir Environment Protection and Pollution Control Board and shall be as per the size of the hall/auditorium.

#### **7.4 DG sets**

- i. Available DG sets should be checked.
- ii. Fuel arrangement , Operation & Maintenance of DG sets & associate accessories during the tenure of contract, will be the responsibility of Event Management firm.
- iii. In case of Power failure, immediate manual change over to the DG sets power will be the responsibility of successful bidder.
- iv. DG sets to be used for installation purpose must be with Acoustic enclosure i.e. silent generators.
- v. DG sets to be used for installation purpose should be provided along with fuel arrangement.
- vi. DG set to be used for installation purpose should be provided with separate body and neutral earth pits.
- vii. Provision of Fire stands with bucket full of sand and fire extinguisher of adequate category is to be provided near the DG sets.

#### **7.5 Changeover Switches**

- i. Changeover switches should be properly rated.
- ii. Changeover switches should be in good condition without rusting & without sparking on contacts.

#### **7.6 Lighting at Pavilion / Hanger & Auditorium**

- i. Pavilion / hanger should have proper illumination. Within the pavilion / hanger, minimum Lux level should be 300 or as per the Industry standards required for halls/rooms of the available sizes.
- ii. Outdoor lighting fixtures should be waterproof and is better to use with I.P.55/I.P. 66 enclosure.

- iii. Facade Lighting should be done with 100 Watt to 200 Watt Led light fixtures.
- iv. At area like entrance where more illumination is required, Led lights fixtures with proper illumination are preferable.
- v. At Area like Auditorium, Media Hall, Lounges etc where the lights will be required as per the seating arrangement, will be provided by Led lights of proper illumination.
- vi. All indoor lighting fixtures should be properly fixed in line, level and with proper support.
- vii. Each plug points should have properly connected earth wire.

#### **7.7 Separate Power Distribution Board**

- i. Each power distribution board (TPN switch) should be mounted on wooden block board and should be raised from ground. This entire structure should be properly fixed to ground.
- ii. There should not be any connection outside Distribution board. Every neutral wire should be properly connected to neutral strip.
- iii. All fuse used must be properly rated. Rewiring of damaged fuses is not allowed
- iv. All Power DB should be properly earthed.
- v. Power supply for Main distribution board shall be taken separately from the main supply panel of the site by choosing the adequate size of cable.

#### **7.8 Mains Wiring and cabling**

- i. Mains of Lights should be taken from nearest power distribution board.
- ii. Size of mains should be of adequate size according to the circuit load.
- iii. Joints in MAINS wiring should be insulated with ISI insulation tape. These joints should not be in contact with cloth curtains or such inflammable materials.
- iv. All cable or wire joints should be in proper manner.
- v. Wiring along with cloth should be done within PVC conduit pipe.
- vi. All cables must be armoured cables. Use of insulation-damaged cables should be avoided.
- vii. Minor cuts on cable insulation should be properly insulated with HT insulation tape.



- viii. All cables must be laid underground with proper depth.
- ix. All cables should be properly gland and terminated as per IE standard with proper size of plugs.
- x. The Mains shall be with ISI marked PVC insulated wire with aluminum / copper conductor as specified. The size of phase and neutral shall be same, while the size of earth conductor shall be as specified in the item. The number and size of conductor shall be as specified in the item. All wires shall be single core multi-strand PVC insulated as per IS: 634 and shall be 660
- xi. All wires shall be as per color code viz. Red for R phase, Yellow for Y phase, Blue for B phase, Black for neutral, Green for earth conductor.
- xii. Necessary connections to control switchgear, MCB Dist. Board, plug etc. shall be made firmly as per requirement and as instructed by in-charge-electrical engineer.

#### **7.9 Point Wiring in Structures (Light, Bell, Fan & Plug)**

- i. The point wiring shall be confirmed to IS: 5908 – 1970.
- ii. The installation shall generally be carried out in conformity with the requirements of the Indian Electricity Act, 1910, as amended up to date and the Indian Electricity Rules, 1956.
- iii. The point wiring shall be carried out in under mentioned manner.
- iv. Supply, installation, fixing of conduits with necessary accessories, junction/inspection/switch/outlet boxes.
- v. Supplying and drawing of wires of required size including insulated earth continuity wire.
- vi. Supply, installation and connection of Modular switches, sockets, switch plates, fan regulators etc. as specified.
- vii. The point shall be complete with branch wiring from the first switchboard to the outlet point through other loop. Switch boards if necessary in a circuit, conduit with accessories, junction, inspection boxes, control switch, socket outlet boxes, ceiling roses, connector etc.
- viii. Unless otherwise mentioned, the system of wiring shall consist of single core 650/1100 volt grade PVC insulated wire with Aluminum/copper conductor laid through exposed surface mounted/concealed in wall and ceiling rigid PVC

pipe/rigid steel conduits/PVC oval conduit/PVC casing-N-Capping/ trunking etc. as specified.

- ix. The rigid PVC pipe shall confirm to IS: 9537 with minimum wall thickness of 1.5mm. The corresponding accessories shall confirm to IS 3419. The minimum diameter of pipe shall be 20mm.
- x. The wiring shall be as per color code viz. Red for R phase, Yellow for Y phase, Blue for B phase, Black for neutral, Green for earth, Grey for control, white for bell point and all off wires shall be same as phase wire. The wiring shall be done in a looping manner. All looping shall be made only in switch boards.
- xi. The switches and socket outlets shall be Modular type with silver-coated contacts with ISI marked IS:3854.
- xii. The Conduit run on surfaces shall be supported on metallic 1.2mm thick saddles/heavy duty PVC saddles which in turn shall securely screwed to wall or ceiling. Saddles shall be at intervals of not more than 500 mm. Fixing screws shall be with round or cheese head and of rustproof materials. No crossover of conduits shall be allowed, unless it is unavoidable.
- xiii. The entire conduit installation shall be clean and neat in appearance.
- xiv. The Maximum load of each circuit shall not exceed 800 watts and maximum points of each circuit shall not exceed 10 points. Where wiring passes through wall, care shall be taken to see that wire pass very freely through protective pipe [rigid steel conduit rigid PVC pipe /porcelain tube and that the wires pass through without any twist or cross in wires, or either ends of holes.

#### **7.10 Fans – Ceiling, Pedestal, Exhaust**

- i. All ceiling fans, pedestal fans or exhaust fans should run hum free.
- ii. Proper care should be taken for fixing of ceiling fan down rod.
- iii. Color of all fans in the same structure should be same.

#### **7.11 Air Conditioner**

- i. HVAC system/ Chilling plant / Air Conditioner units of sufficient tonnage to air condition the whole area of hanger/event/exhibition.
- ii. Optimal temperature should be maintained

### **7.12 Earthing**

- i. Each Power Distribution board should have pipe earth.
- ii. All metallic structures of the venue should be properly earthed.
- iii. The earth of an installation shall confirm to I.E. Electricity Rules, IS-3043, latest edition and I.E.E. The copper earth plates should be tinned before installation. The earth plates of Cast iron, having size of 30 x 30 x 0.35cm in separate pit. Specially prepared 2.5m deep with necessary to real moist earth surface. The earth pit should be provided with 38mm diameter GI Pipe 2m long. Alternative layers of salt and coke shall be provided surrounding the plate.
- iv. The pits shall be filled when the plates are in position and in presence of Engineer in Charge.
- v. The earth resistance of each earth plate should be measured in the presence of Engineer in Charge
- vi. The general and technical specification given in the tender booklet shall be considered as a part of agreement. The material shall be approved as per relevant IS specification and shall be approved by the Electrical Engineer in charge before executing the work.

### **7.13 Sound System**

- i. Sound System should be used to distribute sound through entire pavilion.
- ii. CD Player & Amplifiers- CD Player with Amplifier of proper ratings and capacity having frequency response of 20Hz.to 20 KHZ and additional amplifier for standby connected in parallel.
- iii. Microphones- Proper nos. of good quality of microphones with chromium-plated stand to reproduce original sound complete with necessary microphone cables.
- iv. Speakers- Required Nos. of heavy-duty best quality speaker boxes of 6 watt. / 10 watt. Approx. with necessary matching transformers duly erected on structure. The direction of speakers should be adjusted in such a way that sound is properly distributed throughout the pavilion without echoes.
- v. Wiring- the Cores for the speakers should be of good quality copper stranded Cores of 2.5 sq. mm size duly covered with polythene pipe buried under ground

wherever necessary.

- vi. The microphone cables should be of good quality complete with necessary sockets connected properly and soldered.
- vii. Power Supply- Heavy-duty battery of suitable voltage should be provided for emergency operation in case of failure of power supply.
- viii. Voltage Stabilizer- Voltage stabilizer of proper range should be provided to protect amplifiers against fluctuation of supply voltage.

**NOTE – Bidder needs to visit the venue before filing the bid to have a better understanding of the requirements for such events.**

#### **8. TECHNICAL EVALUATION CRITERIA**

The total maximum points for evaluation of Technical Proposal are 100 marks. This score shall be based on an assessment of the Technical Proposal of the Bidder. The Technical Proposal for each Proposal submitted by the Bidder would be accessed through rating of various parameters set out in the table below:

| <b>S.No.</b> | <b>Evaluation Criteria</b>  | <b>Max Points</b> | <b>Supporting Documents</b>  |
|--------------|---|-------------------|--|
| 1            | <p>Number of domestic events of repute organized by the Firm in the last 5 financial years as on 1 January 2019. For the purpose of this section of Tender Document, Event would be deemed to include:</p> <p>Each Eligible Assignment should be as below-</p> <ol style="list-style-type: none"><li>1. Seminars/ Conferences/ Exhibitions, Forums/ Conclaves or any combination of the same related to fields of Infrastructure Sector Financing, Investments or any other similar field for a State Government/ Central Government or any Government of Foreign Country or their agencies.</li><li>2. Minimum Delegate Strength 600</li></ol> | 30                | Letter of Award/ Agreement/ Work Order duly certified by the authorized signatory of the bidding company |

|    |   |    |   |
|----|---|----|---|
|    | <p>3. Minimum fee per engagement 75 Lac.</p> <p>10 marks per event for two events.</p> <p>Additional 2.5 marks for each event beyond the first 2 events subject to a maximum of 30 Marks</p>  |    |   |
| 2  | No. of events organized outside India. 5 marks to each event in ceiling of 10 marks.  | 10 |   |
| 3  | <p>Number of employees on the Organization's payroll as on 01/01/2019</p> <p><b>30 to 50 – 5 Marks</b><br/><b>Above 50 – 10 Marks</b></p>   | 10 | An undertaking from the HR Head of the organization has to be submitted in the format provided in this RFP / Proof of no. of employees from the statutory records like EPF etc. |
| 4. | <p>Experience of Organizing / Global Investors Meets as Event Partner in different States/Ministries, Govt. of India. (5 marks per Global Investors Meet)</p> <p>(only similar flagships investment summits to be considered).</p>  | 10 |   |
| 5  | <p>Average Turn Over of the Bidder during last three financial years.</p> <p>More than 10 crores and upto Rs. 20 Crore – 5 Marks</p> <p>More than 20 crores and upto Rs. 30 Crore – 7.5 Marks</p> <p>More than 30 crores – 10 Marks</p>   | 10 |   |
| 6  | <p><b>Technical Presentation</b></p> <p><b>A) Conceptual Plan for the event:</b><br/>(Max. 18 Marks)</p> <p>Overall lay-out of the Event – particularly optimal utilization of space (without compromising with norms of quality &amp; Safety).</p> <p>Concept design in 3D renderings (for whole and various parts) for Event including stage, detailed seating arrangement, passages,</p> | 18 |   |

|           |   |     |  |
|-----------|---|-----|--|
|           | <p>ceiling, lounges, LED set-up, dais set-up, entry/exit, flex / digital prints.</p> <p>Concept design in 3D for Food Court.</p> <p>Concept design in 3D for VVIP lounge, Media Lounge, B2G Meeting Rooms of existing infrastructure.</p> <p>Concept design for Entry Arch and Façade.</p>  |     |  |
| <b>B)</b> | <p><b>Infrastructure Plan/Layout for the event</b><br/>(Max. 12 Marks)</p> <p>Technical specifications &amp; pictures of items (viz. chairs / sofas, carpet, floral décor, entry arch, finish of MDF wall, Sound System (mention make) etc. and type of materials to be used (please supply samples /photos)</p> <p>Overall Branding by Flex / Digital Prints (Interior and exterior) or any other material.</p> <p>Menu for Tea, Lunches and Dinner<br/><i>For VVIPs &amp; VIPs (approx. 500-800 persons)</i><br/><i>For Delegates, Media, Exhibitors, Service Provider, etc. (approx. 1000).</i><br/><i>For other staff such as drivers, security personnel, etc. (approx. 700).</i></p> <p>Beautification of periphery area outside permanent structures including hanger structures as well as walkways (Graveling).</p> <p>Any other innovation, quality improvement and aesthetic up-gradation brought out in the bid and presentation.</p> <p>Exigency planning and strategy to ensure quantity of all infrastructure/ other requirements expected from the Agency are met for the event, given the size and vision of the Organization.</p> | 12  |  |
|           | <b>Total</b>  | 100 |  |

## 9 Financial Evaluation

The Bidder shall be selected on the basis of Quality cum Cost Based System (QCBS), whereby technical proposal will be allotted weightage of 70% and financial proposal will be allotted weightage of 30%. The proposal with the lowest bid shall be given a financial score of 100 and the other proposals shall be given financial scores that are inversely proportionate to lowest financial proposal as stated below. The total score, both technical and financial, shall be obtained by weighing the quality and cost score and adding them up.

Financial Proposals of only those Applicants who scores at least 50% marks in Technical Proposal evaluation shall be opened online and evaluated as per financial evaluation criteria.

If the number of prequalified applicants is less than 2 (two), the Organization may at its sole discretion prequalify the next Applicant, so that at least two applicants compete for the assignment.

The Financial Proposals shall be given scores as follows:

$S_f = 100 \times F_m / \text{Financial Proposal of Applicant under consideration}$

**1.  $F_m$ : Lowest financial proposal**

**2.  $S_f$ : Financial Score**

For selection of Consultant, final ranking will be determined based on the combined total score for each consultant separately. This will be done by applying a weight of 0.70 (or 70% and 0.30 (or 30%) respectively to the technical and financial scores of each qualifying proposal.

**The Total Score of Technical Proposal and Financial Proposal shall be computed as follows:  $\text{Total Score} = (T_e \times 0.70) + (S_f \times 0.30)$**

**$T_e$ : Technical score.**

**10 Selection**

**The Applicant scoring the highest Total Score shall be declared as the "Selected Consultant".**

**11. Financial Proposal**

- Applicants shall submit the financial proposal online only as per the BOQ on [jktenders.gov.in](http://jktenders.gov.in). In the event of any difference between figures and words, the amount indicated in words shall prevail.

While submitting the Financial Proposal, the Applicant shall ensure the following:

- i. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
- ii. The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes, **including GST**, shall be

deemed to be included in the costs shown under different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.

## **12. Payment Schedule**

The payment as specified in financial format Annexure -III as submitted by selected agency shall be made on a Monthly basis.

| <b>Sl. No.</b> | <b>Description</b>  | <b>Payment as % of total contract value</b> |
|----------------|---|---|
| 1              | On approval of Event execution plan along with Budget estimate based on Scope of Work against bank guarantee of the advance amount                                | 10%   |
| 2              | One month before the Event Date or on the day of transfer of Venue for preparation  | 25%   |
| 3              | Within 10 days of completion of the Meet (on submission of Event Success Report)  | 45%   |
| 4              | Within 1 month of completion of Meet Without any encumbrances (Clearance from Venue Authority, all sub-contractors or any Authority related to Venue preparation) | 20 %  |

The payment as per the above schedule shall be made to the selected bidder on completion of satisfactory performance (to be decided by Organization) of all activities/roles/duties as per mutually agreed milestones up to the stage of respective payment schedule.

## **13. Terms and Conditions: Applicable Post Award of Contract**

### **13.1 Termination Clause**

Organization may, without prejudice to any other remedy for breach of contract, by a written notice of default of at least 07 days sent to the selected Bidder, terminate the Contract in whole or in part (provided a cure period of not less than 07 days is given to the selected Bidder to rectify the breach):

- i. If the selected Bidder fails to deliver any or all quantities of the Service within the time period specified in the Contract, or any extension thereof granted by Organization; or



- ii. If the selected Bidder fails to perform any other obligation under the Contract within the specified period of delivery of service or any extension granted thereof; or
- iii. If the selected Bidder, in the judgment of the Organization, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract.
- iv. If the selected Bidder commits breach of any condition of the Contract.
- v. If Organization terminates the Contract in whole or in part, amount of Performance Guarantee shall be forfeited.

### **13.2 TERMINATION FOR INSOLVENCY**

Organization may at any time terminate the Contract by giving a written notice of at least 07 days to the selected Bidder, if the selected Bidder becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the selected Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to Organization.

### **13.3 TERMINATION FOR CONVENIENCE**

- i. Organization, by a written notice of 07 days sent to the selected Bidder, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for Department's convenience, the extent to which performance of the selected Bidder under the Contract is terminated, and the date upon which such termination becomes effective.
- ii. In such case, Organization will pay for all the pending invoices as well as the work done till that date by the Consultant. c. Depending on merits of the case the selected Bidder may be appropriately compensated on mutually agreed terms for the loss incurred by the Contract if any due to such termination. d. Limitation of Liability- In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including lost profits). The selected Bidder shall not be liable to the other party hereunder or in relation hereto

(whether in contract, tort, strict liability or otherwise) for more than the value of the fees to be paid (including any amounts invoiced but not yet paid) under this Agreement.

#### **13.4 TERMINATION BY ORGANIZATION**

- a. The Organization may, by not less than 07 days" written notice of termination to the Technical Bidder, such notice to be given after the occurrence of any of the events, terminate this Agreement if:
  - i. The selected Bidder fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, within thirty (07) days of receipt of such notice of suspension or within such further period as the Organization may have subsequently granted in writing;
  - ii. The selected Bidder becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
  - iii. The selected Bidder fails to comply with any final decision reached as a result of the Dispute Resolution mechanism/proceedings.
  - iv. The selected Bidder submits to the Organization a statement which has a material effect on the rights, obligations or interests of the Organization and which the selected Bidder knows to be false;
- b. Any document, information, data or statement submitted by the in its Proposals, based on which the selected Bidder was considered eligible or successful, is found to be false, incorrect or misleading; or As the result of Force Majeure, the selected Bidder is unable to perform a material portion of the Services for a period of not less than sixty (07) days.
- c. If the Organization would like to terminate the Contract for reasons not attributable to the selected Bidder's performance, they will need to clear all invoices for the Services up to the date of their notice along with 1 month fee pro-rata fee out of the total fee.
- d. If the Organization would like to terminate the Contract for reasons attributable

related to the selected Bidder's performance, the government will give a rectification notice for 07 days to the Agency in writing with specific observations and instructions.

### **13.5 TERMINATION BY THE SELECTED BIDDER**

The selected Bidder may, by not less than 07 days written notice to the Organization, such notice to be given after the occurrence of any of the events, terminate this Agreement if:

- i. Organization is in material breach of its obligations pursuant to this Agreement and has not remedied the same within 07 days (or such longer period as the Technical Consultant may have subsequently agreed in writing) following the receipt by the Organization of the selected Bidder's notice specifying such breach.
- ii. If there are more than 2 unpaid invoices and Organization fails to remedy the same within 07 days of the submission of the last unpaid invoice.
- iii. As the result of Force Majeure, the selected Bidder is unable to perform a material portion of the Services for a period of not less than sixty (07) days; or
- iv. The Organization fails to comply with any final decision reached as a result of the Dispute Resolution mechanism/proceedings.
- v. Upon termination of this Agreement all pending payments due till the date of the termination of the Contract will be made by Organization to the selected Bidder within 30 days of the Contract termination.

### **14. CONSEQUENCES OF TERMINATION**

- i. In the event of termination of the Contract due to any cause whatsoever, [whether consequent to the stipulated term of the Contract or otherwise], Organization shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity of the Service(s) which the Vendor shall be obliged to comply with and take all available steps to minimize loss resulting from that termination/ breach, and further allow the next successor Vendor to take over the obligations of the erstwhile 20 Vendor in relation to the execution/ continued execution of the

scope of the Contract.

- ii. Nothing herein shall restrict the right of Organization to invoke the Organization Guarantee and other guarantees, securities furnished, enforce the Deed of Indemnity and pursue such other rights and/ or remedies that may be available Organization under law or otherwise.
- iii. The termination hereof shall not affect any accrued right or liability of either Party nor affect the operation of the provisions of the Contract that are expressly or by implication intended to come into or continue in force on or after such termination.

## **15. LIQUIDATED DAMAGES**

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

## **16. DISPUTE RESOLUTION MECHANISM**

The Bidder and the Organization shall endeavor their best to amicably settle all disputes arising out of or in connection with the Contract in the following manner:

- i. The Party raising a dispute shall address to the other Party a notice requesting an amicable settlement of the dispute within seven (7) days of receipt of the notice.
- ii. Matter will be referred for negotiation between Officers nominated by the

Organization and the Authorized Official of the Bidder. The matter shall then be resolved between them and the agreed course of action documented with in a further period of 15 days.

- iii. In case any dispute between the Parties, does not settle by negotiation in the manner as mentioned above, the same may be resolved exclusively by arbitration and such dispute may be submitted by either party for arbitration within 20 days of the failure of negotiations. A mutually agreed arbitrator shall be appointed at Srinagar and proceedings shall be conducted in accordance with the provisions of Arbitration and Conciliation Act, 1997 or any statutory modification or re-enactment thereof.

## **17. FORCE MAJEURE**

- i. Force Majeure is herein defined as any cause, which is beyond the control of the selected Bidder or Organization as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the Contract, such as:  
Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics.
- ii. Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos.
- iii. Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes. The Bidder or Organization shall not be liable for delay in performing his/ her obligations resulting from any force majeure cause as referred to and/ or defined above. Any delay beyond 30 days shall lead to termination of Contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the Contract.
- iv. Force Majeure shall not include any events caused due to acts/ omissions of such Party or result from a breach/ contravention of any of the terms of the Contract, Proposal and/ or the Tender. It shall also not include any default on the part of a party due to its negligence or failure to implement the stipulated/ proposed precautions, as were required to be taken under the Contract. The failure or

occurrence of a delay in performance of any of the obligations of either party shall constitute a Force Majeure event only where such failure or delay could not have reasonably been foreseen, or where despite the presence of adequate and stipulated safeguards the failure to perform obligations has occurred. In such an event, the affected party shall inform the other party in writing within five days of the occurrence of such event. The Organization will make the payments due for Services rendered till the occurrence of Force Majeure. However, any failure or lapse on the part of the Selected Bidder in performing any obligation as is necessary and proper, to negate the damage due to projected force majeure events or to mitigate the damage that may be caused due to the above mentioned events or the failure to provide adequate disaster management/ recovery or any failure in setting up a contingency mechanism would not constitute force majeure, as set out above.

- v. In case of a Force Majeure, all Parties will endeavour to agree on an alternate mode of performance in order to ensure the continuity of Service and implementation of the obligations of a party under the Contract and to minimize any adverse consequences of Force Majeure.

**18. FAILURE TO AGREE WITH TERMS AND CONDITIONS OF THE RFP**

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

**TECHNICAL PROPOSAL**  
**Form-1**  
**Letter of Proposal**  
**(On Bidder's letter head)**

Dated:

The Managing Director  
Trade Promotion Organization (TPO)  
4<sup>th</sup> Floor, Sanat Ghar, Bemina, Srinagar-190018

Sub: Appointment of Event Management Agency for Jammu & Kashmir Global  
Investor's Meet 2019, Jammu and Srinagar.

Dear Sir/ Madam,

With reference to your RFP document dated....., we, having examined the Bidding Documents and understood their contents, hereby submit our Proposal for the aforesaid Assignment. This proposal is unconditional.  
All information provided in the Proposal and in the Appendices is true and correct.

We acknowledge the right of the ORGANIZATION to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

We certify that, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part nor blacklisted nor debarred by any state/ central Government or their agencies including Central/State Level Public Enterprises.

We do not have any conflict of interest in accordance the RFP document;

We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the ORGANIZATION or any other public sector enterprise or any Government, Central or State; and

We hereby certify that we have taken steps to ensure that in conformity with the

provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Proposal that you may receive nor to invite the Bidders to Bid for the Assignment, without incurring any liability to the Bidders, in accordance with the RFP document.

We declare that we are not a Member of any other firm submitting a Proposal for the Assignment.

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

We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.

We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees.

We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the ORGANIZATION of the same immediately.

We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the ORGANIZATION in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above mentioned Assignment and the terms and implementation thereof.

In the event of our being declared as the successful Bidder, We agree to enter into an Agreement in accordance with the draft that has been provided to us prior to the Proposal Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.

We have studied all the Bidding Document carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title



arising out of any documents or information provided to us by the ORGANIZATION or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of Concession.

The Fee has been quoted by us after taking into consideration all the terms and conditions stated in the RFP, draft Agreement.

We offer an EMD of Rs. 10, 00,000/-(Rupees Ten Lakh only) to the Department ORGANIZATION in accordance with the RFP Document.

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

We agree to keep this offer valid for 120 (One hundred twenty) days from the Proposal Due Date specified in the RFP.

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

In witness thereof, we submit this Proposal under and in accordance with the terms of the RFP document.

Yours faithfully,

Date:

(Signature of the Authorized signatory)

Place:

(Name and designation of the of the Authorized signatory)  
Name and seal of Bidder

## Form 1

**Experience of the bidder as per various conditions mentioned in Section 8**

Number of events of international repute organized by the Firm in the last 5 financial year as on 31<sup>st</sup>. March 2019. Event would be deemed to include Seminars, conferences, exhibitions, forums, conclaves or any combination of the same related to fields of Infrastructure Sectors, financing, investments or any other similar field for a State Government /Central Government or any Government of foreign country or their agencies.

|   |                             |   |
|---|-----------------------------|---|
| <b>Event Name:</b>  |                             | Country   |
| Project Location Within Country:                            |                             | Type of Event:<br>No. of Exhibitors:                                    |
| Nature of Client  |                             | No. of Business Delegates:<br>No. of Participants:<br>Cost (Rs. Crore): |
| Start Date (Month/Year)                                     | Completion Date(Month/Year) | Approx. Value of Services (in INR):                                     |
| Description of the Project:                                 |                             |   |
| Description & Samples (if any) of Actual Services provided: |                             |   |

This is to certify that the above information has been examined by us on the basis of Documents viz. Letter of Award/Agreement, duly certified by the authorized signatory of the bidding company/Chartered Accountant to be enclosed in support of conducted summits and found correct.

(Signature, Address, Seal & Membership No. of Chartered Accountant) OR (Signature of the Authorized Signatory)

**Note:-**

Documents viz. Letter of Award/Agreement, duly certified by the authorized signatory of the bidding company/Chartered Accountant to be enclosed in support of projects. In addition, samples of creatives, video links etc. also needs to be furnished as sought in individual conditions of Section VIII.

**Form 2: Members to be deputed at ORGANIZATION**

| <b>S. No</b> | <b>Name</b> | <b>Present Designation</b> | <b>Number of Years in Payroll of the bidder</b> | <b>Proposed Position</b> | <b>Task Assigned</b> |
|--------------|-------------|----------------------------|---|--------------------------|----------------------|
| 1            |             |                            |   |                          |                      |
| 2            |             |                            |   |                          |                      |

We undertake that the 2 team members as mentioned above shall remain with the assignment till the completion of assignment. Any change in the above composition of personnel shall not be done without prior permission of ORGANIZATION. We further undertake that we shall employ sufficient number of personnel (at least 100) during/ prior to the event for successfully delivering the project. The details of such personnel shall be shared with ORGANIZATION as and when requested.

Name & signature of the authorized signatory

## **Appendix II**

### **Form-3 : Undertaking Total number employees in payroll of the organization**

We undertake that there are number of employees in the payroll of the (name of the bidder) directly engaged in providing event management services as on 31<sup>st</sup>. March 2019. The incorrect information may lead to disqualification and blacklisting.

Name & signature of the HR Head of the bidder

Name & signature of the authorized signatory

**FINANCIAL PROPOSAL SUBMISSION FORM (BOQ)  
(ONLY TO BE UPLOADED ONLINE)  
BIDDERS SUBMITTING FINANCIAL PROPOSAL IN HARD COPY WITH  
TECHNICAL PROPOSAL WILL BE OUTRIGHTLY REJECTED**

*Note:*

- *Per unit cost inclusive of tax to be mentioned.*
- *Grand Total will be accepted as financial proposal.*
- *The Financial Proposal is to be submitted strictly as per the form given in the BOQ OF JKTENDERS.GOV.IN*
- *Cost break up for the Lunch/Dinner should be given separately so that incase of variation (more than 10%) in no. of persons, the bill can be settled accordingly. (The proposed fee cannot be more than average of per person Buffet fee for December 2018 for either Lunch or Dinner for Four/Five Star Hotels in Srinagar / Jammu)*
- *There will be no additional payment for the variation upto 10% for Lunch &Dinner. (In case of reduction in number of pax, fee to be deducted accordingly)*
- *Any other requirement related to event beyond scope of work to be provided by Event Partner as provided by competent authority and payment for the same will be made by TPO on actual basis after submission of bills*
- *Per unit cost to be mentioned to calculate the amount for additional requirements*

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

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

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Company Seal)