

# **Request for Proposal**

**For**

**Selection of Event Management Agency for organization/ implementation/ execution of Himachal Pradesh Global Investors' Meet 2019 scheduled to be held at Dharamshala District Kangra (H.P.).**

**Directorate of Industries (DOI)  
Government of Himachal Pradesh  
Udyog Bhawan, Bemloe, Shimla 171002**

## NOTICE

### INVITING TENDER FOR

#### **Request for Proposal for Selection of Event Management Agency for organization/ implementation/ execution of Himachal Pradesh Global Investors' Meet 2019 scheduled to be held in Dharamshala**

The Directorate of Industries (DoI), Government of Himachal Pradesh invites technical and financial proposals from Event Management Agencies by the Directorate of Industries for supporting the State of Himachal Pradesh 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 <http://www.emerginghimachal.hp.gov.in>. 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 "Director of Industries, Himachal Pradesh payable at Shimla.

#### **Issued by:**

The Director  
Directorate of Industries  
Udyog Bhawan, Bemloe, Shimla

## **Disclaimer**

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

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

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

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

# **EVENT MANAGEMET AGENCY FOR HIMACHAL PRADESH GLOBAL INVESTORS'MEET 2019**

## **1. INTRODUCTION**

Himachal Pradesh is a small hilly State situated in the northern part of the country. Himachal Pradesh was formed on 15<sup>th</sup> April, 1948. On 25th January, 1971, Himachal Pradesh was made a full-fledged State. The State is bordered by Jammu & Kashmir on North, Punjab on West and South-West, Haryana on South, Uttarakhand on South-East and China on the East. Located in the western Himalayas, Himachal Pradesh is known for its scenic beauty. Being a hilly state, Himachal Pradesh 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, Himachal Pradesh 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 five perennial rivers flowing through the state, Himachal Pradesh has the potential to contribute 26% to India's hydropower potential. The State has an estimated hydropower potential of over 27,000 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; Agri-Business, Food Processing & Post Harvest Technology, Manufacturing & Pharmaceuticals, Tourism, Hospitality & Civil Aviation, Hydro & Renewable Energy, AYUSH Wellness & Healthcare, Real Estate & Urban Development, IT/ITES & Electronics, Education & Skill

Development and Transportation, Infrastructure & Logistics Sectors for expediting industrial development in the state.

The State Government has planned to host Global Investor Meet 2019 – Rising Himachal at Dharamshala. The selected Event Partner needs to manage the full event as per mentioned scope of work to the best industry standard.

## 2. OBJECTIVE

Directorate of Industries, Government of Himachal Pradesh in its endeavor to promote industrial activity in the State and establish Himachal Pradesh 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 Himachal Pradesh 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 Himachal Pradesh Global Investors' Meet of Government of Himachal Pradesh. 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 Himachal Pradesh in organizing Himachal Pradesh 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:

<b>Sr. No.</b>	<b>Information</b>	<b>Details</b>
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 "Director of Industries, Government of Himachal Pradesh" payable at Shimla.
2	Date and address of pre bid queries	18.06.2019 Directorate of Industries, Udyog Bhawan, Bemloe, Shimla-171001.

3	Last date for submission of written queries for clarifications	18.06.2019
4	Uploading of response to clarifications	21.06.2019 The pre bid clarification will be hosted on the following website: <a href="http://emerginghimachal.hp.gov.in">http://emerginghimachal.hp.gov.in</a>
5	Last date (deadline) for submission of bids and Address	01.07.2019 till 11:00 AM Directorate of Industries, Udyog Bhawan, Bemloe, Shimla-171001.  Note:- Any request for extension of submission deadline will not be entertained.
6	Earnest Money Deposit (EMD)	Rs. 10,00,000/- (Rupees Ten Lakh Only) in the form of Bank Guarantee from a Nationalized bank/ schedule bank in favour of "Director of Industries, Government of Himachal Pradesh" valid for 120 days from the date of submission of the bid.
7	Bid Validity period	One hundred and twenty days (120 days) from the last date for submission of the proposals.
8	a. A. Opening of Technical Bids  b.  c. B. Venue of Technical presentation and financial presentation	01.07.2019 Directorate of Industries, Udyog Bhawan, Bemloe, Shimla-171001.  Technical presentation on 02.07.2019 venue would be conveyed before the opening of technical bids.
9	Place, Time and date of opening of financial proposals received in response to the RFP notice	03.07.2019 at 2:30 PM  Venue:- Directorate of Industries, Udyog Bhawan, Bemloe, Shimla-171001.
10	For any further clarification, contact person	The Director of Industries, Himachal Pradesh, Udyog Bhawan, Bemloe, Shimla-171001. Ph. No.:- 0177-2813414

Request for Proposal (RFP) can be downloaded from the official website of Industries Department [www.emerginghimachal.hp.gov.in](http://www.emerginghimachal.hp.gov.in).

### 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 Himachal Pradesh Global Investors Meet 2019 to Government of Himachal Pradesh and support services sought by the Directorate of Industries, Government of Himachal Pradesh, 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.	Certificates of Registration / Incorporation.
<b>2</b>	The firm should have a minimum average turnover of INR 100 crores in each of the last 3 financial years (FY2015-16, 2016-17 & 2017-18)	Certificate from statutory auditor/ audited financial statements for the three previous Financial years / for FY 2017-18, unaudited CA certificate can be attached.
<b>3</b>	Firm should have organized at least 2 (two) 'Event' in the last 5 (five) Financial Years (viz; FY 2014-15, FY 2015-16, FY 2016-17, FY 2017-18, FY 18-19) out of which 1 (One) must be in last 2 (two) financial years (viz. FY 2017-18, FY 18-19), as on 31st March 2019 of national/ international repute. For the purpose of this section of Tender Document, 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 government State/Central Government or any government of foreign country or their agencies".	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.

	The minimum fees for each engagement should be 1 crore (exclusive of taxes)	
<b>4</b>	Firm should have at least 50 employees on the organization's payroll as on 31 <sup>st</sup> March 2019.	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: Director Industries, Government of Himachal Pradesh
- 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 HIMACHAL PRADESH 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 Department and should be available onsite in Dharamshala and Shimla 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 120 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 MONEYDEPOSIT**

- i. An Earnest Money Deposit of INR 10 Lakhs in the form of DD/FDR/Bank Guarantee in favor of Director of Industries, Government of Himachal Pradesh.
- ii. Proposals received without the Earnest Money Deposit will be summarily rejected.
- iii. Directorate of Industries 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 department within 7 days from the date of Letter of Award (LoA) in favour of Director of Industries, Government of Himachal Pradesh, payable at Shimla. 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 Form1).
- ii. The proposal shall include Technical Proposal and Financial Proposal.
- iii. Technical proposal shall not contain any financial details. Technical and Financial proposals should be sealed in different envelopes. Each envelope shall be marked as follows:

<b>Technical proposal</b>	<b>Financial proposal</b>
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- iv. The proposals (Technical and Financial) will be sealed in two separate envelopes clearly mentioning “Technical” and “Financial” here after shall be given together in a single envelope which will bear the address of Directorate of Industries and the name and address of the Applicant.
- v. EMD & Tender Fee instruments shall be placed in Technical Envelope only.
- vi. If the envelope is not sealed and marked as instructed above, Department of Industries 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 Directorate of Industries (on-site) to coordinate internally within the Event Management Agency and with the Department of Industries & various agencies involved with the Department to carry out the services as given in Scope of Work.

Two Event Experts/Coordinators (to be stationed at Department 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 Himachal Pradesh) for all events related activities.

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

Department 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 Department. The Department expects all the Key Personnel to be available during Implementation of the Agreement.

## **6. SCOPE OF WORK**

### **6.1 Conceptualization and Planning for Himachal Pradesh Global Investors' Meet 2019**

- 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 Department of Industries in assistance with National 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 Department of Industries & National 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 30 (Thirty) days prior to the event for venue set up and 07 (Seven) days after the event for dismantling and cleaning of the set up.
- viii. Providing all related infrastructure and services for Press Conferences during the Himachal Pradesh Investors' Summit 2019

- ix. Arrange artists for the cultural programs planned in the event
- x. Conceptualizing and execution of theme based 1 (one) cultural function in the evening hour of inaugural day of the Summit followed by dinner.
- xi. Scheduling of cultural functions
- xii. Providing of best available/latest AV equipment for conferences, inaugural, valedictory and cultural functions.
- xiii. Arrange for the necessary licenses for the event if any
- xiv. Arrange transportation, handling, loading, unloading of all the materials.
- xv. Arrangement for necessary furniture for cultural evening
- xvi. Arrange the music/visual material and all accessory equipment for use during the programme with additional paraphernalia required (if any).
- xvii. To make its own security arrangement for the materials.
- xviii. The agency shall be required to inform about all statutory clearances as required for the successful organization of the cultural event
- xix. Travel and stay of artists
- xx. Providing and maintaining green rooms
- xxi. Preparation of theme based stage for cultural functions
- xxii. Interiors, Ambience & additional Furniture works inside temporary structures/ permanent areas.
- xxiii. Invitation Card printing - 1000 Nos with envelope
- xxiv. Car Pass Sticker- 300 Nos

## **6.2 Inauguration Area Setup**

- i. Air-conditioned German Hanger is required with fire retardant roof and side covers & Internal Lighting and doors at front façade.
- ii. Stage with: 60 'x 30' x 6ft high MS structure (scaffolding) with single ply on top, carpet flooring, both side 8ft wide steps with railing, skirting of the stage, Ramp Head table setup with sitting arrangement of 25 PAX - AC & lecture podium. (This configuration may change and Event Manager needs to comply without any change to contract fee, Event Manager needs to visit the Event site before submission of proposal)

- iii. Flower Decoration, High quality bouquets like Anthuriums, Lillies, Mother of Paradise etc - 50 nos.
- iv. Sound System line array Speakers 8 pair array, 4 pair Sub, etc. with amplifier, mixer, podium mic, cordless mic,etc. (Event Manager to add more speakers if required)
- v. Lights, PAR 64 CP-61 (side light),LED Par RGBW (side light),PAR 64 CP-61 FOH,LED Par RGBW (back light) LED Wall, Delayed LED's, wooden Flooring with Carpet, Designer Wooden fascade, Banquet Chairs with Covers, Interpretation system
- vi. High quality LED wall 44 ft x 12 ft for stage backdrop, Delay LED screens with platform inside and outside hangar structure for the general public 12ftX8ft
- vii. Show running Team for running the show
- viii. Designer wooden facade for the main inaugural depicting the theme
- ix. High platform for media, console and camera etc.
- x. Lightning of Lamp by VIP
- xi. Mozo barricading in form of D in front of Stage for Hon'ble Prime Minister
- xii. Green Room for Artist Male and Female
- xiii. Make seating arrangements for the VVIPs on and off the Main dais. The number of VVIPs on dais will be decided by the Department closer to the event date. Seating arrangements includes arranging appropriate chairs and tables with required clothing. The first three rows of the audience seating should be of sofas (good quality sofas need to be arranged) and to be reserved for VVIPs. The area between stage and seating area is to be well carpeted.
- xiv. Arranging and preparing name plates of dignitaries on dais.

### **6.3. Sectoral Session Setup (Three Hangers)**

- i. Two Air-conditioned German Hangers with a seating capacity of 150 along with stage, reception cum safety counter and sufficient mobility space are required with fire retardant roof and side covers & Internal Lighting and doors at front façade.
- ii. Roundtable/ Theatre Style seating arrangement for delegates

- iii. Stage with: 30 'x 15' x 2ft high MS structure (scaffolding) with single ply on top, carpet flooring, both side 5ft wide steps with railing, skirting of the stage, Ramp Head table setup with sitting arrangement of 10 PAX - AC & lecture podium.
- iv. Flower Decoration
- v. Sound System line array Speakers 3 pair array, 1 pair Sub, etc. with amplifier, mixer, podium mic, cordless mic, etc.
- vi. Adequate lighting, wooden Flooring with Carpet, Designer Wooden fascade, Banquet Chairs with Covers
- vii. Backdrop 30ft x 12 ft, plasma for Head table, two masking screens
- viii. Separate show running Team for running the show
- ix. High platform for media, console and camera etc.
- x. Lighting of Lamp by VIP
- xi. Queue Managers for barricading
- xii. Speaker's lounge with each hanger with furniture (sofas, centre table, newspaper/ magazine stand, coat stand, etc.
- xiii. Running tea /coffee counters with cookies
- xiv. Arranging and preparing name plates of dignitaries on dais.

#### **6.4. 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

#### **6.6. Camp Offices Setup**

- i. Customized hanger for Government(CII), Knowledge Partner (EY), Media Partner (Square Communication) 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
- viii. Running tea and coffee with coolers in all camp offices.

### **6.7. 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.

### **6.8. Food Court**

- i. Bidder has to create separate food courts for delegates, Media, VIPs and VVIPs.
- ii. All essentials have to be ensured by the bidder including furniture for buffet, kitchen, etc.
- iii. Buffet counters (tent, tables 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 2000 pax on each day and dinner for 1000 pax on day 1. (One Nodal officer to be informed for all arrangements from Government)

### **6.9. 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.

### **6.10. Exhibition Hangar**

- i. Developing the strategy for organizing the exhibition in sync with the theme of the summit in association with designated agencies of DI, HP and layout preparation for the exhibition
- ii. Exhibition hanger with minimum built-up area of 2000 sq mt.
- iii. Setting up of the temperature controlled temporary structures for the exhibition in German hangers and Spaces/ booths as per the design with the structures for the exhibition
- iv. Take up necessary security measures including but not limited to deployment of the security personnel, baggage screening gadgets, personnel screening gadgets, CCTV, round the clock security of the exhibits during the exhibition period etc.
- v. Provision and managing of necessary toilet blocks (constructed/ temporary/ mobile), first aid counters, security cabins, information booth, registration counters, help desk, announcement centers etc. including provision of water and drainage
- vi. Regular upkeep of the complete area of the exhibition including parking area earmarked for exhibition during the exhibition days including but not limited to



- making provisions for cleaning through necessary personnel, machines and consumables
- vii. Arrangements during the visit of dignitaries/ VIPs including but not limited to extending necessary hospitality services
  - viii. Provision of necessary services such as fire mitigation, insecticides, disinfectioning of the exhibition and parking area
  - ix. Dismantling of the temporary structures and handling over the site back after having carried out necessary repairs to the damages incurred during the event
  - x. Provision of necessary personnel and manpower for necessary services during the exhibition
  - xi. Take up necessary registration under Labour Contract Act, and other statutory acts as may be necessary
  - xii. Adequate lighting
  - xiii. Adequate infrastructure for stall construction
  - xiv. Powder coated new panels to be used forestalls
  - xv. Wooden platform
  - xvi. 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 Department)
  - xvii. Branding / Beautification of exhibition Area.

**6.11. Lounges-** Bidder has to provide 5 lounges (VVIP Lounge, VIP Lounge, Waiting Lounge, Media Lounge, B2B/ G2B Meeting Lounge) with decoration.

**6.12. 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).

### **6.13. Toilets**

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

### **6.14. Electrical and Gen. sets-**

Lighting Poles with 8Nos. 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. (The requirement mentioned is only indicative and Event Partner needs to plan for power as per facilities finalized at the event).

(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.)

### **6.15. Branding**

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

#### **6.16. Catering**

Food arrangements to be made in consultation with Department of Industries 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, National Partner, and Knowledge Partner) 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)

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

#### **6.18. Security, CCTV & Fire Services**

- i. Security Personal round the clock- 5 supervisors, 50 male Guards & 20 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- 10 nos. Fire Marshals & 25 nos. 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 systematic.

**6.19. 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).

**6.20. 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 Department of Industries through National Partner & Knowledge Partner every week on a designated day and later on (Thirty days before the event) report daily progress.
- iii. Event Management Agency should nominate 2 people from their team who would work as the single contact point for Department of Industries and Partner Agencies for all coordination purposes from the date of award of contract.

**6.21. 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.

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

## **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.

### **7.3 Electrical General**

- i. Backup Power by DG sets and Electricity will be provided by Government of Himachal Pradesh. 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 gland 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 Himachal Pradesh 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 (Property of Government of Himachal Pradesh) at the site are of the capacity of 4 X 1000 KW controlled by synchronization panel.
- ii. Fuel arrangement (Average Consumption 175-200 liters per hour per dg set on 80 % load), 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 armored 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.** It shall be up to the Event Management Agency to, anticipate and work out the various costing under the given Scope of Work. The descriptive items enlisted in the scope of work are only indicative, and it shall be the duty of the event management agency to visualize and anticipate the

extra requirements if any, of the event like refreshments, incidental costs on decoration, theme execution, etc. The Agency shall quote the corresponding cost accordingly. While above requirement has been worked out taking into consideration the proposed events at Global Investor Meet planned so far, the requirements are not fully frozen, hence Directorate of Industries has the right to increase & decrease the No. of items as per actual requirement. Event Management Agency should be in a position to cater to any change in requirement and proposal should be worked out accordingly. In case of any change in requirements resulting in the quantum of work to vary, the same would be adjusted without any change in fee, if change request is within 10% of the requested. However if change request is more than in any figure/ quantity/ item/ number then proportionally payment would be done for any additional item over and above 10%. The bidder will have to include the charges for catering and hiring of vehicles in the bid as per clarifications mentioned above

## 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:

Sr. No.	Evaluation Criteria	Max Points	Supporting Documents
1	<p>Number of domestic events of repute organized by the Firm in the last 5 financial years as on 31<sup>st</sup> March 2019. For the purpose of this section of Tender Document, Event (Eligible Assignment) would be deemed to include:</p> <p>Each Eligible Assignment should be as below-</p> <p>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.</p> <ul style="list-style-type: none"> <li>• Four maximum projects with fee of Rs 1 crore (4 marks per project) (Maximum 16 marks)</li> <li>• Two maximum projects with fee of Rs 3</li> </ul>	30	Letter of Award/ Agreement/ Work Order duly certified by the authorized signatory of the bidding company

	<p>crore (3 marks per project) (Maximum 6 marks)</p> <ul style="list-style-type: none"> <li>One project with fee of Rs 5 crore (8 marks per project) (Maximum 8 marks)</li> </ul> <p>All fee mentioned above should be exclusive of taxes.</p>		
2	<p>Number of employees on the Organization's payroll as on 31<sup>st</sup> March 2019.</p> <p><b>50 to 100 – 5 Marks</b> <b>Above 100 – 10 Marks</b></p>	<b>15</b>	<p>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.</p>
3	<p>Experience of Organizing/ Global Investors Meet/ Summit/ Investment Event as Event Partner with different States/Ministries, Govt. of India. (One project – 15 marks) for the last 5 years.</p>	<b>15</b>	<p>Letter of Award/ Agreement/ Work Order duly certified by the authorized signatory of the bidding company</p>
4	<p>Average Annual turnover of the Bidder during last three financial years.</p> <p>More than 100 crores and upto or equal to Rs. 150 Crore – 5 Marks</p> <p>More than 150 crores and upto or equal to Rs. 200 Crore – 7.5 Marks</p> <p>More than 200 crores – 10 Marks</p>	<b>10</b>	<p>Certificate from statutory auditor /audited financial statements for the three previous financial years.</p>
6	<p><b>Technical Presentation</b></p> <p><b>A) Conceptual Plan for the event:</b> (Max. 20Marks)</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, ceiling, lounges, LED set-up, dais set-up, entry/exit, flex / digital prints.</p> <p>Concept design in 3D for Food Court.</p>	<p><b>30</b> <b>(15+15)</b></p> <p>15</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> <p>Fire and emergency exit plan</p> <p>Power backup &amp; environment compliance plan</p> <p>Site Clearance Plan (time and process)</p>		
<b>B)</b>	<p><b><i>Infrastructure Plan/Layout for the event (Max. 10Marks)</i></b></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</p> <p><i>For VVIPs &amp; VIPs (approx. 500-800 persons)</i></p> <p><i>For Delegates, Media, Exhibitors, Service Provider, etc. (approx. 1000).</i></p> <p><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 Department.</p>	15	
	<b>Total</b>	100	

**9. Methodology of Evaluation- Quality cum Cost Based Selection**

- i. The combined final score shall be considered for award of the assignment. The assignment shall be awarded to the Agency scoring the highest final weighted score.
- ii. The weight age for the technical proposal and financial proposal in the combined final score will be 60% and 40% respectively.

- iii. The marking scheme for technical proposal will be as per details given in this RFP. Technical score (St) shall be out of 100.
- iv. The Financial Proposal shall be evaluated using the following methodology:
  - a) The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be determined using the following formula:  $Sf = 100 \times Fm/F$ ;
  - b) In which Sf is the financial score, Fm is the lowest Financial Proposal, and F is the Financial Proposal (in INR) under consideration.
- v. Proposals will finally be ranked in accordance with their combined of technical (St) and financial (Sf) scores:

$$S = St \times Tw + Sf \times Fw;$$

Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that will be 60% and 40% respectively.

## 10. Selection

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

## 11. Financial Proposal

Applicants shall submit the financial proposal in the format at Appendix-II (the "Financial Proposal") clearly indicating the cost in both figures and words, in Indian Rupees, and signed by the Applicant's Authorized Representative. 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, **excluding 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.

Sl. No.	Description	Payment as % of total contract value
1	On approval of Event execution plan along with Budget estimate based on Scope of Work against bank guarantee of the advance amount	20%
2	One month before the Event Date or on the day of transfer of Venue for preparation	30%
3	Within 10 days of completion of the Meet (on submission of Event Success Report)	30%
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 Department) 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

Department may, without prejudice to any other remedy for breach of contract, by a written notice of default of at least 15 days sent to the selected Bidder, terminate the Contract in whole or in part (provided a cure period of not less than 15 days is given to the selected Bidder to rectify the breach):

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

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

### **13.2 TERMINATION FOR INSOLVENCY**

Department may at any time terminate the Contract by giving a written notice of at least 30 days to the selected Bidder, if the selected Bidder becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the selected Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to Department.

### **13.3 TERMINATION FOR CONVENIENCE**

- i. Department, by a written notice of at least 30 days sent to the selected Bidder, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for 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, Department will pay for all the pending invoices as well as the work done till that date by the Consultant, 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 DEPARTMENT**

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

- d. If the Department would like to terminate the Contract for reasons attributable related to the selected Bidder's performance, the government will give a rectification notice for 3 months to the Agency in writing with specific observations and instructions.

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

The selected Bidder may, by not less than 60 days written notice to the Department, such notice to be given after the occurrence of any of the events, terminate this Agreement if:

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

### **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], Department shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity of the Service(s) which the Vendor shall be obliged to comply with and take all available steps to minimize loss resulting from that termination/ breach, and further allow the next successor Vendor to take over

the obligations of the erstwhile 20 Vendor in relation to the execution/ continued execution of the scope of the Contract.

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

#### **15. LIQUIDATED DAMAGES**

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

#### **16. DISPUTE RESOLUTION MECHANISM**

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

- 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 Department and the Authorized Official of the Bidder. The matter shall then be resolved between them and the agreed course of action documented within a further period of 15 days.
- 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 Shimla and proceedings shall be conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 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 Department as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the Contract, such as:  
Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics.
- ii. Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos.
- iii. Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes. The Bidder or Department shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/ or defined above. Any delay beyond 30 days shall lead to termination of Contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the Contract.

- iv. Force Majeure shall not include any events caused due to acts/ omissions of such Party or result from a breach/ contravention of any of the terms of the Contract, Proposal and/ or the Tender. It shall also not include any default on the part of a party due to its negligence or failure to implement the stipulated/ proposed precautions, as were required to be taken under the Contract. The failure or occurrence of a delay in performance of any of the obligations of either party shall constitute a Force Majeure event only where such failure or delay could not have reasonably been foreseen, or where despite the presence of adequate and stipulated safeguards the failure to perform obligations has occurred. In such an event, the affected party shall inform the other party in writing within five days of the occurrence of such event. The Department will make the payments due for Services rendered till the occurrence of Force Majeure. However, any failure or lapse on the part of the Selected Bidder in performing any obligation as is necessary and proper, to negate the damage due to projected force majeure events or to mitigate the damage that may be caused due to the above mentioned events or the failure to provide adequate disaster management/ recovery or any failure in setting up a contingency mechanism would not constitute force majeure, as set out above.
- v. In case of a Force Majeure, all Parties will endeavor to agree on an alternate mode of performance in order to ensure the continuity of Service and implementation of the obligations of a party under the Contract and to minimize any adverse consequences of Force Majeure.

**18. FAILURE TO AGREE WITH TERMS AND CONDITIONS OF THERFP**

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

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

Dated:

The Director  
Directorate of Industries  
Udyog Bhawan, Bemloe, Shimla Himachal Pradesh 171002

Sub: Appointment of Event Management Agency for Himachal Pradesh Global  
Investor's Meet 2019, Dharamshala.

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 DEPARTMENT 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 DEPARTMENT 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 DEPARTMENT 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 DEPARTMENT 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 DEPARTMENT 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 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>December, 2018. 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: No. of Exhibitors:
Nature of Client		No. of Business Delegates: No. of Participants: 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 DEPARTMENT**

<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 DEPARTMENT. 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 DEPARTMENT as and when requested.

Name & signature of the authorized signatory

**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> December, 2018. 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)**

(Date and Reference)

To,

Director - Industries  
 Directorate of Industries  
 Udyog Bhawan, Bemloe, Shimla

Submission of Proposal against your RFP dated.....

Our Financial Proposal as below:

<b>S. No.</b>	<b>ELEMENT</b>	<b>QTY./ capacity</b>	<b>UNIT</b>	<b>Fee for respective item</b>
<b>1</b>	<b>INAUGURATION AREA</b>			
1.1	Air-conditioned German Hanger in required with fire retardant roof and side covers & Internal Lighting and doors at front façade.	1500	sq-mtr	
1.2	Stage setup: 60 'x 30' x 6ft high MS structure (scaffolding) with single ply on top, carpet flooring, both side 8ft wide steps with railing, skirting of the stage, Ramp Head table setup with sitting arrangement of 25 PAX - AC & lecture podium	1	Job	
1.3	Flower Decoration on Stage and Bouquets	1	L/S	
1.4	Sound System line array Speakers 8 pair array, 4 pair Sub, etc. with amplifier, mixer, podium mic, cordless mic, etc.	1	Job	
1.5	<b>LIGHTS:</b> PAR 64 CP-61 (side light) = 16 Nos. LED Par RGBW (side light) = 12 Nos. PAR 64 CP-61 FOH = 12 Nos. LED Par RGBW (back light) = 10 Nos.	1	Job	
1.6	LED Wall 44 ft x 12 ft for stage backdrop	528	sq-feet	
1.7	Delay LED screens with platform inside and outside hangar structure for the general public 12ftX8ft	8	Nos.	
1.8	Hiring of show running Team	1	Job	
1.9	Wooden platform with Ply on Top in 3 levels from 0 to 3 ft	1500	Sqm	
1.10	Brand New Carpet	1500	sq-mtr	

1.12	Designer wooden fascade for the main inaugural depicting the theme	250	sqmtr	
1.14	Chairs banquet chairs with covers	1000	Nos	
1.16	Simultaneous interpretation system	500	Nos	
1.18	Sofa sets	100	seats	
1.19	Mozo barricading	500	run-feet	
1.20	High platform for media, console and camera etc.	1200	Sq.ft	
1.21	VIP Lounge with Pantry set up complete with Raised Platform, Wooden Flooring, Laminated Wall Paneling, Parabolic False Ceiling, Complete Lighting and Power points with cabling and manpower, Sofas, Centre and side Tables, Tea/Coffee Machine, Water Dispense attached with the inaugural structure	1	Job	
1.22	Green room for artist	2	Job	
1.23	Mozo barricading in from stage in D shape for PM	1	job	
1.24	Lightening of lamp by VIP	1	Job	
<b>2</b>	<b>SECTORAL SESSION HANGERS</b>			
2.1	Air-conditioned German Hangers(3 Nos.) are required with fire retardant roof, fire extinguishers, double ply platform, side covers & Internal Lighting and doors at front façade.	150	Seating Capacity / per hanger	
2.2	Stage with : 30'x 15' x 2ft high MS structure (scaffolding) with single ply on top, carpet flooring, both side 5ft wide steps with railing, skirting of the stage, Ramp Head table setup with sitting arrangement of 10 PAX - AC & lecture podium.	1	Each hanger	
2.3	Flower Decoration on Stage	1	Each hanger	
2.4	Sound System line array Speakers 3 pair array, 1 pair Sub, etc. with amplifier, mixer, podium mic, cordless mic, etc.	1	Each hanger	
2.5	Adequate lighting (Lights and Trust), wooden Flooring with Carpet, Designer Wooden fascade, Banquet Chairs with Covers	1	Each hanger	
2.6	Backdrop 30 ft x 12 ft, plasma for Head table, two masking screens	1	Each hanger	
2.7	Hiring of show running Team	1	Job	
2.8	High platform for media, console and camera etc.	150	Sq. ft	

2.9	Speaker's lounge with each hanger with furniture (sofas, centre table, newspaper / magazine stand, coat stand, etc.	1	Job	
2.10	Queue Managers for barricading	1	job	
<b>3</b>	<b>MEDIA LOUNGE</b>			
3.1	Maxima wall paneling for side walls, separate Space with branding for Media Bites	100	R-mtr	
3.2	Fixing of workstations, media lounge, directors cabin, etc as per layout and design, including furniture	200	sq-mtr	
3.3	Media lounge stage setup with banquet chairs for media briefing	200	sq-mtr	
3.4	Computers for media work stations with B/W A4 size printers with photocopiers	20	Nos.	
3.5	LED Wall 12 x 8 ft with sound system	96	sq-feet	
3.6	hi speed internet connectivity	1	job	
3.7	Flower Decoration	1	L/s	
<b>4</b>	<b>CAMP OFFICE - 3 nos</b>			
4.1	Customized hanger for CII, Government, KP and Event Partner camp offices	1 No	Size to be decide by the bidder	
4.2	Maxima wall paneling for side walls	300	Rmtr	
4.3	Fixing of workstations, cabins for Executives director's cabin etc as per layout and design, including furniture	500	sq-mtr	
4.4	Computers / internet / fax / photocopiers / easel boards	1	job	
4.5	Flower Decoration	1	L/s	
4.6	Brand New Carpet	1	Job	
<b>5</b>	<b>THEME AREA (40x50)</b>			
5.1	Designing and Conceptualization of Theme Area with Script & Story line	1	Job	
5.2	Designer wooden Fascia complete with Branding, Logo, Graphics & Artwork	0	sq. ft	
5.3	Side Flex Fascia with M.S. Tube Frame	0	sq. ft	
5.4	Designer Wooden / modular stalls / panels complete with Raised Platform, Wooden Flooring, Laminated Wall Paneling, Parabolic False Ceiling, Complete Lighting and Power points with cabling	0	sq. ft.	



	and manpower, Display Podiums, Tall Tartum with Logo, Complete Branding, Reception & Furniture, Ushers & Attendants, Cleaning & Sweeping of Stalls.			
5.5	High Density Indoor LED Video walls complete with Automated Controller Switching and Attendants for 3Days	300	sq. ft.	
5.6	Digital Activeness			
	(a.) Holocube - (3days)	1	No	
	(b.) Interactive Touch Panels	10	No	
5.7	Backlit wooden Tran-slite with Digital Posters	5000	sq. ft.	
5.8.	Live size thematic installations at various locations all over the venue 100 sq ft	10		
5.9	Green Potted Plants and Flowers Pots	1000	Nos	
<b>6</b>	<b>FOOD COURT - 4nos</b>			
6.1	German hanger with high quality linen (VIP/ MEDIA DELEGATES/ GENERAL)	1500	Sqm.	
6.2	Buffet counters (tent , tables with HIGH QUALITY LINEN	100	Nos.	
6.3	Round tables with 8 banquet chairs with high quality Linen	60	Nos.	
6.4	Round tables with laminated top with banquet chair seating	120	Nos.	
6.5	Brand New Carpet	1500	sqmtr	
6.6	Cocktail tables	30	Nos.	
6.7	Flower Decoration	1	L/s	
6.8	Fee for food per plate (Lunch/ Dinner)			
<b>7</b>	<b>EXHIBITION HANGER</b>			
7.1	Exhibition hanger with built-up area of 1000 sq mtr and general lighting	1000	sqm	
7.2	Powder coated news panels to be used for stalls	1	Job	
7.3	Wooden platform	1	Job	
7.4	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 Department)	1	Job	
7.5	Branding / Beautification of exhibition Area	1	Job	
7.6	Flower Decoration	1	L/s	
<b>8</b>	<b>Lounges - 5 nos.</b>			
8.1	As per scope	5	-	
<b>9</b>	<b>REGISTRATION</b>			

9.1	Registration - with two tier registration counters, Chairs plug points and general lighting	10	Nos	
9.2	Printing of lanyards & Badges for delegates with multi color logo of Investor summit with bar code scanning facility	5000	Nos	
9.3	Providing of sufficient manpower along with computer and printers for registration for Entire Event Duration	1	Job	
9.4	Software development and data analysis for registration	1	Job	
9.4	Manpower-Ushers/Promoters/Hostess	50	Nos	
9.5	Flower Decoration	1	L/s	
9.6	Delegate / speaker kits (events branded bags ,pen-drive , note pad etc. )	1,500	Nos	
9.7	Barcode scanning Unit	18	Nos	
9.8	Self Registration Units	05	Nos/per day	For 2 days
9.9	On-spot registration units	10	Nos/per day	For 2 days
9.10	Server, Networking, switchers, hardware engineers and software engineers			
9.11	Supervisors	02	Nos.	
<b>10</b>	<b>TOILETS</b>			
10.1	Portable chemical toilets on day prior to the event for SPG, Police, Camp office including toilets for PM, VVIPs' and VIPs'.	30	Nos.	
<b>11</b>	<b>ELECTRICALS &amp; GEN SETS</b>			
11.1	Lighting Poles with 8 Nos. Halogen Lights for Entire Venue	40	Nos	
11.2	Metal lights for all over the venue	100	Nos	
11.3	LED of 100W	500	Nos.	
11.4	PA SOUND System for Entire Venue and Parking	1	Job	
11.5	Genset 62 KVA for 5 Days 2 shifts	1 job	as per requirement	
11.6	Genset 125 KVA for 5 Days 2 shifts	1 job	as per requirement	
11.7	Electrical cabling in the entire venue	1 job	as per requirement	
<b>12</b>	<b>BRANDING AND SIGNAGES</b>			

12.1	Branding of the entire venue with Hi Quality flex	50000	Sq.ft	
<b>13</b>	<b>CATERING</b>			
13.1	Delegate / organizers / staff lunch	800	Nos.	
13.2	VIP lunch	300	Nos	
13.3	Packed lunch for security and other staff	800	Nos	
13.4	Mineral water	1	job	
13.5	Running tea / coffee	<b>1</b>	<b>job</b>	
13.6	Dinner (Cultural events)	1000	nos	
<b>14</b>	<b>Gates</b>			
14.1	Thematic designer gates	6	Nos	
<b>15</b>	<b>SECURITY, CCTV &amp; FIRE SERVICES</b>			
15.1	Security Personal round the clock- 5 supervisors, 50male Guards & 20 female Guards one day prior to the event	1	Job	
15.2	DFMD machines	25	Nos.	
15.3	HHMD Machine	50	Nos.	
15.4	Walky Talky for five days	100	Nos.	
15.5	Baggage Scanning Machines	4	Nos.	
15.6	Fire Safety Personal round the clock- 10 nos. Fire Marshals & 25 nos. Fire man	1	Job	
15.7	Fire Van in exhibition premises for 3 days	4	Nos.	
15.8	Providing of Fire extinguishers in exhibition area 10 kg abc type cylinders with sand buckets	200	Nos.	
15.9	CCTV Cameras set up all over the venue the cameras shall have night vision with control rooms	100	Nos.	
<b>16</b>	<b>Other Items</b>			
16.1	Water Stations (5x5 mtr) pagoda structure with tables and chairs	10	Nos.	
16.2	5 pagoda for general services and caterings	5	Nos.	
16.3	Police control room: 5Mx5M pagoda with platform, carpet, general light, AC and basic furniture	4	Nos.	
16.5	Hiring of temporary staff – hall managers, Hosts & Hostess for Entire Duration of Event from one day prior to the event	40	Nos.	
16.6	Photographer along with Videographer for Entire duration of the event	1	Job	
16.7	Conservancy for entire venue including 2 days Prior to Event for Entire Exhibition Area	1	Job	
16.8	Green net masking	1000	sq-mtr	

16.9	Outdoor Passage carpet	4000	sq-mtr	
16.10	Landscaping and planters	1	Job	
16.11	Wifi connectivity for various location	1	Job	
16.12	Local permission/licenses from concerned authority	1	Job	
<b>17</b>	<b>Theme concept designing/ layouting and other works</b>	L/s		
17.1	Theme concept designing / copywriting / content research and collation /	1	job	
17.2	3d animations / content creation for inaugural and technical sessions	1	job	
17.3	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 )	1	job	
<b>18</b>	<b>Logistics &amp; Transportation</b>			
18.1	Transportation of all the equipments and other materials			
<b>19</b>	<b>Medical Assistance</b>			
19.1	Ambulances	3	Nos.	
<b>20</b>	<b>Storage lockers as per SPG guidelines.</b>	-		
<b>21</b>	<b>Travel, Boarding and Lodging.</b>			
21.1	Crew			
21.2	Man power			
21.3	Material Support			
21.4	Artists			
<b>22</b>	<b>Miscellaneous</b>			
	<b>Grand Total</b>			

Note:

- Per unit cost exclusive of tax to be mentioned.
- Grand Total will be accepted as financial proposal.
- The Financial Proposal is to be submitted strictly as per the form given in the RFP
- 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 Dharamshala)

- *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)*
- *The Bidder has to provide all facilities as per scope mentioned in this RFP or as desired by Director of Industries Himachal Pradesh.*
- *The Bidder has to breakup and also total fee for this RFP. However, if the breakup mentioned above does not any item which has been mentioned in scope of this RFP. Same needs to be provided and cost of the same can be include in miscellaneous items.*
- *The Grand Total fee would be used for calculation for selection of the Event Partner*
- *Any other requirement related to event beyond scope of work to be provided by Event Partner as provided by competent authority and payment for the same will be made by Department of Industries on actual basis after submission of bills*
- *Per unit cost to be mentioned to calculate the amount for additional requirements*

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

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

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Company Seal)