

F.No. 35/17/2018-DC/CoP-14 (Part II)
Government of India
Ministry of Environment and Forests
Desertification Cell

Indira Paryavaran Bhavan,
New Delhi, the 17th July, 2019

To

As per the list enclosed.

Subject: Invitation of Limited Tender Competitive Bids for planning, coordinating, managing and organizing of 14th Session of Conference of Parties (COP-14) to the United Nations Convention to Combat Desertification (UNCCD) from 29th August-13th September, 2019 at India Expo Mart, Greater Noida.

Sir,

The Ministry of Environment and Forest and Climate Change (MoEFCC), Govt. of India, is the global host of 14th session of Conference of Parties (COP-14) to the United Nations Convention to Combat Desertification (UNCCD) for the year 2019. MoEFCC, therefore invites **Limited Tender** consisting of Technical & Financial bids from professionally competent and experienced Government organizations/ Chambers of Industries as Professional Conference Organiser (PCO) having expertise in the field of Event Management of International Conferences of repute to plan, coordinate, organize and manage the COP-14 session and related activities, which, among others, include branding, wide publicity, organizing, marketing, promotion and management of the UNCCD COP-14.

2. The Notice Inviting **Limited Tender** with the following guiding documents are enclosed so as to enable the submission of techno-financial bids by the interested Government organizations/ Chambers of Industries to act as the PCO for UNCCD COP-14:

- (i) Scope of Work and Services
- (ii) Minimum Eligibility Criteria for Technical Bid
- (iii) Earnest Money Deposit & Tender Fee
- (iv) List of Technical Work and Services
- (v) General Terms and Conditions
- (vi) Financial Quotations for Services

3. The details of the Notice inviting Limited Tender will also be published on <https://eprocure.gov.in/cppp/> and MoEFCC website <http://moef.gov.in/e-citizen/tenders-and-advertisement/tenders/>. In order to obtain first-hand information on the proposed assignment, if so desired, authorised representative of the Government organizations/ Chambers of Industries may contact Under Secretary (Desertification Cell), Cabin No.V-533, Vayu 5th Floor, Indira Paryavaran Bhawan, Ministry of Environment & Forest & Climate Change (MoEFCC), Jorbagh Road, New Delhi- 110003 on any working day during 10:00 a.m.– 5.30 p.m before the deadline for submission of bids.

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4. The technical and financial bids, in separate sealed envelopes super scribing '**Technical Bid**' and '**Financial Bid**' on each of them, and both put in a bigger size envelope duly sealed, shall reach the Ministry latest by 23rd July, 2019 (**17:00 hrs**) in the Tender Box to be kept at Prithvi Ground Floor, IPB, Jorbagh.

5. The Bidders will be required to give a presentation on their technical proposal for the Event management plan for UNCCD-COP-14 before the Technical & Finance Committee of this Ministry, on the basis of which their Technical proposals will be evaluated. This presentation will be held from 11:00 Hrs onward on 24th July, 2019 in the ministry premises, as intimated by this Ministry.

5. We would appreciate if for the following:

- (i) acknowledgement of the receipt of this letter of invitation; and
- (ii) whether or not your institution will be submitting a proposal.

Yours faithfully,



(M.K. Rai)

**Under Secretary,
Desertification Cell
Telefax: 011 24695232**

Encls.: as above

List of Government organizations/Chambers of Industries

1. The Secretary General, PHD Chamber of Commerce and Industry, PHD House, 4/2 Siri Institutional Area, August Kranti Marg, New Delhi 110016
2. The Deputy Director General, CII - ITC Centre for Excellence for Sustainable Development (CESD), Confederation of Indian Industry (CII) Andhra Association, 24-25, Lodhi Institutional Area, New Delhi Delhi, India-110003.
3. The Senior Assistant Director (Trade Fairs), 1 Federation House, Tansen Marg, Todermal Road Area, Mandi House, New Delhi, Delhi 110001
4. The General Manager (Events), Ashok Events, The Ashok, 50 B Diplomatic Enclave, Chanakyapuri, New Delhi 110021

F.No. 35/17/2018-DC/CoP-14 (Part II)
Government of India
Ministry of Environment, Forest and Climate Change
(Desertification Cell)

Indira Paryavaran Bhavan,
New Delhi, the 17th July, 2019

NOTICE

Invitation of Competitive Bids for planning, coordinating and organizing of 14th Session of Conference of Parties (COP-14) to the United Nations Convention to Combat Desertification (UNCCD) from 29th August-13th September, 2019 at India Expo Mart, Greater Noida

India is the global host of 14th session of Conference of Parties (COP-14) to the United Nations Convention to Combat Desertification (UNCCD) for the year 2019. Ministry of Environment, Forest and Climate Change, Government of India invites tenders from Professional Conference Organiser (PCO) to plan, coordinate, organize and manage the COP-14 session and related activities, which, among others, include branding, wide publicity, organizing, marketing, promotion and management of the event.

Offline Tenders (in hard copy) are invited through two bid system, i.e., Technical bid and Financial bids. Interested PCOs are requested to apply offline. Bids should also be submitted separately in sealed envelopes. The two sealed envelopes (one for Technical bid and other for Financial bid) should be put in another envelop, sealed and submitted to "Under Secretary, Desertification Cell, V-533, Vayu 5th Floor, Indira Paryavaran Bhavan, Jor Bagh Road, New Delhi – 110003, within the stipulated time.

Criteria for Date sheet

Bid Document Download	17.07.2019
Bid Submission Start Date	18.07.2019
Bid Submission End Date	23.07.2019
Bid Opening Date	24.07.2019
Presentation by Technically Qualified Bidders	24.07.2019
Opening of Financial Bid	25.07.2019
Earnest Money Deposit	Rs 10,00,000/-
Tender Fee	Rs 10,000/-

For any queries, please contact:

1. Shri M.K. Rai, Under Secretary (Desertification Cell),
Under Secretary, Desertification Cell
V-533, Vayu 5th Floor, Indira Paryavaran Bhawan
Jorbagh, New Delhi-03.
Phone: 011-24695232



1. INTRODUCTION:

India is the global host of 14th session of Conference of Parties (COP-14) of the United Nations Convention to Combat Desertification (UNCCD) for the year 2019. The event shall be organized from 29th August to 14th September, 2019. Large number of activities have been planned which, among others, include conferences/workshops, cultural programmes / evenings, media/publicity campaigns, exhibitions, competitions, etc. The venue for the event shall be India Expo Mart, Greater Noida. Large number of delegates, both national and international are expected to participate in the event. During the event, the total expected footfall could be 5000-6000 with increased participation of local partners.

Ministry of Environment, Forest and Climate Change (MoEF&CC), Government of India proposes to appoint a Professional Conference Organiser (PCO) to plan, coordinate, organize, execute and manage the UNCCD COP-14 session and related activities, which, among others, include wide publicity, organizing, marketing, promotion and management of the event.

MoEF&CC invites offline bids (both Technical & Financial) through hard copies for organizing 'CoP-14 session to UNCCD, 2019, to be submitted to:

Mr M.K Rai
Under Secretary, Desertification Cell
V-533, Vayu 5th Floor
Indira Paryavaran Bhawan
Jorbagh, New Delhi-03

2. SCOPE OF WORK & SERVICES:

1. The Professional Conference Organiser (PCO) will be required to provide the following services including equipment and manpower:

S.No.	Functional area	Scope of services
1.	Conference Management Operations	Coordinating with the Venue Management in Placement of hoardings, banners, appropriate decoration and branding, and other elements that are generally required to manage flow in large scale events, as per plans approved by MoEFCC.
2.	Services	<ul style="list-style-type: none">• PCO to assist UNCCD Staff and MoEFCC officials in participant registration, issuing badges, etc by setting up registration desk, facilitation counters at venue/airports.• PCO shall be responsible for Country-wise coordination with adequate support for provision of Interpreters (English/French), Liaison Officers, ushers, coordinators, managing volunteers, etc.).• PCO shall be responsible for coordinating security arrangements (as per PM / Minister /VVIP security protocols) with Venue Management.• PCO shall also ensure freight/shipment assistance to UNCCD Secretariat for their equipment in India and assist in their custom clearance.

M.K. Rai

		<ul style="list-style-type: none"> • PCO shall also facilitate the provision and operation of courier service, travel desk, currency exchange centre, ATM Machines at the designated Venue. • PCO shall provide for Promotional material, delegate kits, participants' certificates and badges, green umbrellas, bags, momentos, etc. shall be procured and disseminated as per the directions of MoEF&CC. • PCO shall prepare 5 mins documentary / film on overall event • PCO to provide Insurance of entire event • PCO shall also develop an Event App • PCO shall set up Govt. of India Secretariat one month prior to event for smooth coordination at the venue.
4.	Manpower	PCO shall also provide for hiring manpower as per Full details may be seen at Annexure-I.
5.	Transportation	<ul style="list-style-type: none"> • Shuttle Service to be provided by Venue Management for smooth travel to venue. • PCO shall also <ul style="list-style-type: none"> I. coordinate with IEML Venue Management for transportation of delegates from Airport to prominent hotels in designated route charts for free shuttle services to delegates. II. Provide Facilitation Counters at New Delhi Airport Terminal 1,2 & 3 for 20 days. III. Deploy and train volunteers/ Staff at airport to receive delegates and assist them in boarding free shuttle bus service as per designated route charts. IV. Ensure provision of adequate Cabs/ Taxis around Airport and ensuring fair price service to delegates who want to hire private vehicles on commercial basis.
6.	Accommodation	<ul style="list-style-type: none"> • PCO will be responsible for <ul style="list-style-type: none"> I. tie up with District Administration (Uttar Pradesh) to make adequate Hotel Rooms available in the vicinity of the Venue at affordable rates, under consultation with MoEFCC II. Compile a verified list of hotel Rooms in Delhi-NCR to be updated on Host Country Website for room bookings by delegates. III. Create a route chart of hotels in vicinity for free shuttle bus services during COP-14.
7.	Creative Designing	<ul style="list-style-type: none"> • PCO will be responsible for <ul style="list-style-type: none"> I. Designing and Printing Creatives for Branding with the approved COP-14 Logo, environmental themes to be placed as backdrop, for print/outdoor advertisements. II. Printing of Knowledge reports, brochures, books based on theme. III. Conceptualizing, Creating and Designing of the 'India Pavilion' at COP-14 in consultation with MoEFCC
8.	Publicity and Promotion	<ul style="list-style-type: none"> • PCO will be responsible for

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		<p>I. Building and executing Media strategy including content creation, designing etc. in conjunction with the theme to promote UNCCD COP-14 before and during the event.</p> <p>II. Making best use of Advertisement machinery to publicize COP 14 via</p> <ul style="list-style-type: none"> ➤ Television - News Reports, Panel Discussions Live Reporting, Promo Video ➤ Radio - Jingles, Spots, Panel discussion with experts ➤ Digital – News Letters, Tickers on prominent New Websites. Create, Manage, Verify Social Media Profiles. ➤ Print - Newspaper Advertisement, Articles on COP-14 related issues, Op-Ed by Senior Officials of the Ministry. ➤ Outdoor Hoardings – Hiring/Procuring Most prominent land marks in Delh-NCR, on the Route from Airport to Venue (eg IGI – Arrival terminals of T3, ITO Intersection, IIT Delhi Flyover, AIIMS Circle, Connaught Place, Mahamaya Flyover, DND Flyover, Barapullah Intersection, Embassy Area in Chankyapuri, Noida – Greater Noida intersection, Knowledge Park II Metro Station) ➤ Flags/ Banners – Hiring/Procuring UN-COP 14 Banners/ Flags across intermittent spacing for last 5 Km stretch towards venue (up to Knowledge Park II Metro station) in Greater Noida <p>III. Planning, coordinating and organizing domestic and international road shows, stakeholders meeting, Workshops, Training forums, dialogues with international agencies, other outreach events etc., to promote UNCCD COP-14 India among Indian and international community.</p> <p>IV. Arrangements and installation of banners, badges, fliers, pamphlets, program brochures, fair guide etc. in conjunction with the theme across the city provided by Media Partner and produce a final print.</p> <p>V. Global publicity through all verified platforms of social media and create virtual public participatory platforms.</p> <p>VI. Coordinate with Knowledge Partner(s), if any, and all other related agencies for collaterals to ensure content and quality of publication.</p> <p>VII. Creating, updating and maintaining COP-14 India website and event app.</p> <p>VIII. Propose and arrange for appropriate mementos/delegate kit to be given away at the Event.</p>
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IV	Post Event responsibilities	<ul style="list-style-type: none"> • PCO will be responsible for <ul style="list-style-type: none"> I. Preparation of a final report of Event. II. Reports of sectoral seminar proceedings along with recommendations and way forward. III. Making Film on the event (with visual info-graphics of the event outcomes). IV. Developing Post event souvenirs (Table calendars, Wall calendars, Dairies etc.) V. Writing Follow up Thank You letters to the delegates. VI. Sending Communication of post event report to the concerned Government agencies, Departments, Ministries and other organizations of the conclusion.
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Please Refer detailed Annexures for detailed Scope of Work

2. All the strategic planning with regard to the above for this event shall be subject to the approval of Technical and Financial Committee of the Ministry.
3. PCO shall insure the entire event through a reputed insurance company.
4. Without prior written consent from MoEF&CC, Bidder shall not disclose the Contract. or any provision thereof, or any specification, plan, pattern, sample or information furnished by or on behalf of MoEF&CC in connection therewith to any person/EMA in the performance of the Contract.
5. All project related documents issued by the MoEF&CC, other than the Contract itself, shall be the property of the MoEF&CC and shall be returned (in all copies) to the MoEF&CC on completion of the work under the Contract.
 - (i) Copyright of all the plans / documents lies with the MoEF&CC and Bidder cannot exercise any rights on the documents. No information should be made public either directly or indirectly nor allowed to be accessed by an unauthorized person.
 - (ii) In any circumstances, for any conditions breach on developer's behalf, Bidder will be fully responsible for the same and if required, the Authority may levy penalty for the same and/or any legal or administrative action taken against the developer.
 - (iii) Bidders should ensure no unauthorized distribution of audio/video recording of the event/conferences should be shared to anyone.
 - (iv) All tools and tackles required for handling of equipment and materials at site of work as well as for their assembly and erection, maintenance & security and also necessary test instruments shall be the responsibility of the Bidder.

3. PERIOD OF ENGAGEMENT

Work will start from date of Issuance of Award of Work Letter.

4. MINIMUM ELIGIBILITY CRITERIA FOR TECHNICAL BID:

5.

- i. The PCO should be a registered Government Organization/ Chambers of Industry



having at least 50 people on the Organization's payroll as on 1st January, 2019. For this purpose, an undertaking must be issued by HR-Head of respective organization.

- ii. The PCO must have hosted a similar level event of the Govt. of India Ministries/ Departments and other related departments from State Governments in last three financial years. Multilateral or International Exhibitions cum conferences will be considered as similar events.
- iii. The PCO should have executed at least **Five (05) events** directly or as a coordinating agency with different Ministries during the last three financial years, of the value of not below **Rs 5.00 Crores** (Rupees Five Crores) in each case.
- iv. The PCO is an Income Tax Assesses for the last three years. IT Certificate with PAN/TAN card (details to this effect should be enclosed);
- v. PCO should have a minimum average turnover of **Rs.25 crores** (Rupees Twenty Five crore) per year during the last three financial years (2016-17, 2017-18 & 2018-19). Copies of the audited balance sheet and profit and loss account of last three years or the Certification from Chartered Accountant should be attached in support of this qualification.
- vi. The PCO should have hosted/executed minimum two events covering a space ranging over **20,000 sq.mtrs.** directly or as a coordinating agency during the last three financial years and should be active and competent in undertaking promotion activity in print and electronic media, including exhibition area of over 20,000 sq.mts.
- vii. The PCO should have hosted/executed at least two events with participation or delegation from **50 countries** in last three financial years.
- viii. PCO should submit Audio-Visual film of minimum 5 minutes duration each of the last two major events organized either directly or in coordination with agencies with a n y o f the ministry in the last three financial years.
- ix. The PCO should submit duly filled questionnaire enclosed with the bids along with the brief description and photograph if possible of similar kind of jobs executed and their satisfactory certificate from client.
- x. Reference & appointment letters / work orders copies of the projects handled in the Government sector/ non-Government sector during last three financial years (2016-17, 2017-18 & 2018-19) should be available and successful completion certificate should be attached.
- xi. The PCO should not be in the blacklist of any Govt. of India Ministry/ State Government Departments and should furnish an undertaking in this regard.
- xii. The PCO should be ISO 20121 (event sustainability management) or ISO 9001 (quality management) or ISO 14001 (environmental management) certified.



6. BIDDING PROCESS:

The bids shall be submitted offline in hard copy to:

Mr M.K Rai
Under Secretary, Desertification Cell
V-533, Vayu 5th Floor
Indira Paryavaran Bhawan
Jorbagh, New Delhi-03

Technical Bid Documents and Financial bid documents should be submitted under separate sealed covers.

All the pages of bids being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Fax/email shall not be considered. No correspondence will be entertained in this regard.

The bids should categorically provide bifurcated figures for base amount and taxes & other statutory liabilities.

7. EARNEST MONEY DEPOSIT & TENDERFEE

- (i) The bidder PCO has to deposit an initial Earnest money of Rs.10,00,000/- (Rupees Ten lakhs only) and non refundable Tender Fee of Rs.10,000/- (Rupees Ten Thousand only). Necessary Earnest Money & Tender Fee may be submitted through Demand Draft, in favour of Pay and Account Officer, Ministry of Environment, Forest and Climate Change, Government of India, New Delhi. The receipt of EMD & Tender Fee should be submitted to the Tender Inviting Authority on or before the last date and time of offline bid submission.
- (ii) Security Deposit: 10% of the value of work after the finalization of budget as per allotted scope of work – in the form of Bank Guarantee from any nationalized / scheduled bank in favour of Pay and Account Officer, Ministry of Environment, Forest and Climate Change, Government of India, New Delhi.
- (iii) The Technical Bid should provide the following information using the attached standard forms as detailed below:

- Form 1: Signed and Scanned copy of Format for Cover Letter
Form 2: Signed and Scanned copy of Bid Proposal sheet
Form 3: Signed and Scanned copy of Performance statement
Form 4: Signed and Scanned copy of Technical work and Services
Form 5: Signed and scanned copy of Questionnaire



FORM 1

To

DDO,
Ministry of Environment, Forest and Climate
Change New Delhi.

**Sub: Bids Document "UNCCD COP-14 session, 2019" to be held from 29th August-13th
September,2019 at India Expo Mart, Greater Noida.**

Dear Sir,

Having examined the bids document, we, the undersigned, in conformity with the said contract, offer to provide the said services on terms of reference to be signed upon the award of contract for the sum indicated as per financial bid.

We undertake, if our proposal is accepted, to provide the services comprising in the contract within the time frame specified, starting from the date of receipt of notification of award from the Client.

We agree to abide by this proposal for the period of 1 year from the date of offer opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

We agree to execute a contract in the form to be communicated by the client, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard and notice of the award within time prescribed after notification of your intention to accept this proposal.

Unless and until a formal agreement is prepared and executed this proposal together with your written acceptance thereof shall constitute a binding contract agreement.

We understand that you are not bound to accept lowest or any offer you may receive, not to give any reason for rejection of any offer and that you will not defray any expenses incurred by us in preparation of bids.

As security forth due performance of the undertaking and obligation of the bid we submit online EMD kUTR no. _____ dated _____ for Rs.10,00,000/- (Rs Ten Lakhs only).

Dated this ____ day of July,2019.

Signature

In the capacity of duly authorized to sign bids for and on behalf of



BID PROPOSAL SHEET

1.	Name of the PCO:	
2.	PAN No.:	
3.	Registered Office Address: a. Plot No. Street Area / Locality/City/Pin b. TelephoneNo.: c. FaxNo.: d. Email: e. URL:	
4.	Registered Office Address: a. Plot No. Street Area / Locality/City/Pin b. TelephoneNo.: c. FaxNo.: d. Email: e. URL:	
5.	Contact Person a. Name b. Designation c. Telephone No.: d. Fax No. e. Mobile No. f. Email:	

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Performance statement

1. Name of the Client/project promoter:
2. Name of the Contact person:
3. Address:
(Plot no. Street Area/locality/City/PIN)
4. Telephone fax:
5. E-mail:
6. URL:
7. Project brief:
8. Role of your PCO:
9. Other particulars of the Project:
10. Current status of the Project:
11. Successful completion certificate of the project:

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Technical work and Services

Activities to be undertaken by the PCO for UNCCD COP-14 session to be held from 31st August-13th September,2019 at India Expo Mart, Greater Noida:

1. All activities as mentioned in Scope of Work
2. Permissions/NOCs/Ministry/Other clearances for foreign delegates, venues and cultural programme.
3. Administrative clearance for all events.
4. Publicity and dissemination.
5. Website management and coordination
6. Printing/designing/mailing of different activities.
7. Conference material.
8. Secretarial Services.
9. Conceptualizing, Creating and Designing of the 'India Pavilion' at COP-14 in consultation with MoEFCC
10. Registration assistance and conference hall assistance.
11. Photography and videography.
12. Facilitation of transportation and accommodation.
13. Cultural programme at the venue in consultation with MoEFCC
14. Anchoring/compare/ushers, etc.
15. Printing and designing of proceedings, souvenir, brochure, circulars, programme book, etc.
16. Mass mailing/communication with authors, reviewers, participants, delegates, etc.
17. Managing visa matters for foreign delegates.
18. Any other activities required for successful organization of the event.
19. Set up for Cultural events
20. Training/ Management/ Placement of Volunteers according to deployment plans

Technically qualified bids will be required to present their business profile and strategy for undertaking the international seminar on **24th July, 2019 at 11 a.m.** onwards at Indira Paryavaran Bhavan, New Delhi, which will be evaluated by a Committee constituted by the Competent Authority.



QUESTIONNAIRE**FORM 5**

1	Name of the PCO:				
2	Address (a) Office				
	(b) Workshop				
3	Telephone and Fax No.				
	Office				
	E-Mail				
	Residence				
4	Telegraphic/Email Address (if any)				
5	Name & Address of the Proprietor/Partner				
6	Date of Establishment of the PCO				
7	Please attach a copy of certificate registered under the company act 1956 or society registered under society act 1860				
8	A brief description of 3 important jobs done during the last three years (2016-17, 2017-18, 2018-19) with photographs. Please attach separate sheet giving information in format provided below:				
	S.No.	Details of the Order/job Received from	Value	Place	Period for completion.
9	Please enclose Income Tax Return for last 3 years (2016-17, 2017-18, 2018-19) along with PAN/TAN details.				
10	Annual Average Turnover during last three years (2016-17, 2017-18, 2018-19). Please attach a copy of the certificate.				
11.	EMD payable to.....of Rs. ___ By way of Demand Draft No..... Name of the Bank & Address.....Date of Issue.....valid up to				
12.	Please give any other information (Attach a sheet you may wish to give)				

I certify that I am authorized to furnish the information given above on behalf of the PCO. I represent and that it is true to best of my knowledge and belief. I have no objection should this information be verified any time by any officer of Ministry of Environment, Forest & Climate Change or by their preventative authorized by MoEF&CC. Copy of letter of authority is enclosed.

Encl: As Above

Name in Block letters:

Designation:

Name of the Company & Address:



SIGNATURE

FINANCIAL BID FORMAT
(To be submitted in a separate sealed cover)

I _____ M/s _____ have read contents of or the proposal and have understood that the financial bid is being quoted for the work related to complete management and coordination of the **UNCCD COP-14 session, 2019** as proposed by the Ministry of Environment, Forest and Climate Change. The financial bid includes the cost of entire management, coordination, manpower for concept of the Event which includes the costs of items listed in the Technical Work and Services. The costing lump sum is for the entire period of the event from the date of engagement (which is likely to be within 7 days from the date of finalizing Bids) till the closure of the Event (which includes the final settlement of the accounts with all vendors and submission of the final report) and review for the next show.

Total Cost in INR Including GST-

Note:

- Detailed Expense break up to be enclosed in hard copy submission of Financial Bid for evaluation purpose for Total Cost as per mentioned Scope of Work
- The cost of above activities shall be determined through the actual costing to be derived as per GFR and CVC Guidelines
- It would be prime responsibility of PCO to submit the Bids as per above. However, break up costs against all sub-heads will also be indicated.
- In preparing the Technical and financial proposal, bidders are expected to examine this bids document in detail. The proposal should cover all aspects of the scope of work mentioned in the sections. Any bid not found responsive with this bids document will be rejected. Material deficiencies in providing the information requested will also result in rejection of the Proposal.



7. TERMS OF PAYMENT:

Terms of payment: Maximum up to 25% advance payment based on actual need of the PCO and balance payment will be released after completion of the event after verification of bills by the designated expert committee, subject to deductions, if any.

8. EVALUATION AND SCRUTINY OF BIDS:

- (a) In the first stage, the Technical Proposal will be evaluated for minimum eligibility criteria. Applicants fulfilling the minimum eligibility criteria will then further proceed for marking as per the Technical marking sheet mentioned thereunder.
- (b) The bidders will be marked as per the Technical Marking sheet based on the documentation submitted by the PCO.
- (c) Those satisfied minimum eligible criteria as per para 4 of bid will be further process of technical marking.
- (d) Financial bids will be open only in respect of the bidder having minimum eligibility criteria and minimum score in technical.

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Technical Marking Sheet

S.NO.	MARKING SYSTEM	TOTAL MARKS	MARKS SCORE
A	TECHNICAL OFFER EVALUATION PCO should have constructed minimum 15,000 sq.mt. of area in exhibition in last three years. 20,000 sqm- 06 marks More than 20,000 sqm – upto 25,000 sqm-08 marks More than 25,000 sqm- 10 marks Relevant documents with complete details of constructed space with layout and companies to which space has been constructed. This information has to be given accompanying an affidavit Rs. 100 stamp paper.	10	
B	PCO should have completed at least five events with different ministries during last 03 years of value not less than 05 crores each. The PCO should be registered under Companies Act/ Societies Act. (a) 5 events – 05 marks (b) 5 – 8 events – 15marks	15	
C	Annual average turnover (a) Rs. 25 crores – 05 marks (b) Rs. 26-50 Crores – 10 marks (c) More than 51-100 crores – 15 marks	15	
D	Shuttle Service Management Plans, Training/ Management/ Placement of Volunteers according to deployment plans, Website Designing and Management Plan, Plan for Creatives and Branding with Environmental themes. Plan for India Pavilion. Planning of management of Travel Desk/ Facilitation Counter at Airport.	20	
E	Technical / skilled and non-skilled manpower deployment chart (Relevant proof of Deployment document & Total Manpower as per Eligibility criteria to be enclosed)	10	
	Total Marks	70	
PCO securing minimum 40 marks will only qualify for participation in financial bidding process.			

Weightage for the financial bids shall be 30 marks.

L-1 bidder shall be awarded 30 marks and other Bidders shall be evaluated on pro-rata basis

9. Evaluation/Scrutiny of bids by the designated committee of expert members shall be based on:

- (i) Submission of the required documents, information by the PCO along with the bids.
- (ii) Assessment of the capability of the PCO based on the past record as stated above.
- (iii) Offered Plan as per 'Scope of Work and Services' outlined above.
- (iv) Completed bids in all respect including the Earnest money deposit.

10. GENERAL TERMS AND CONDITIONS:

- a. Neither the issue of this Invitation for bids nor any part of its contents is to be taken as any form of commitment or acknowledge mention the part of MoEF&CC to proceed with any bids or any PCO and MoEF&CC reserves the right to annul or terminate the process or reject any bids at anytime or stage without assigning any reason.
- b. MoEF&CC reserves the right and absolute discretion at any time and without any liability whatsoever, to amend, vary, waive and/or modify any or all of the terms and conditions of this Invitation for bids including the scope of works without assigning any reason what so ever or prior notice being provided to any PCO.
- c. MoEF&CC shall in no circumstance what so ever, be held responsible or liable in any manner whatsoever, for any costs or expenses incurred or any loss suffered by PCO, in connection with or in consequence of the preparation or delivery of any bids, or compliance with any of the requirement of the Invitation for bids or in any other manner.
- d. Any concealment of a material fact or a misrepresentation shall lead to disqualification of the PCO.
- e. In case any clarification is sought by MoEF&CC after opening of bids, the reply of the PCO should be restricted to the clarification sought.
- f. Canvassing in any form shall render the bids liable to be rejected.
- g. The PCO shall be deemed to have duly considered all terms of this Invitation for bids document and acknowledge that it intends to submit bids offer in accordance with the provisions of this document having accepted the terms and conditions as have been incorporated herein and/or that may be incorporated by MoEF&CC through any Addendum(s).
- h. Each PCO irrevocably and, unconditionally accepts and agrees that by submitting bids:
 - (i) It agrees to be bound by the terms, conditions and obligations set out in this Invitation for bids document together with such other terms and conditions as MoEF&CC may, in its sole discretion



- (ii) It has read and understood, and agrees and accepts, the provisions and procedures, and terms and conditions (including the outcome) of this Invitation forbids.
 - (iii) It agrees that the offers shall remain valid till the expiry of the validity period as specified in this Invitation forbids.
- i. The decision of MoEF&CC shall be final while short listing the bids entities.
 - j. The PCO should not directly or indirectly relate to any employee of MoEF&CC.
 - k. The PCO has not been declared blacklisted/debarred/ defaulter in making payments by MoEF&CC at any stage.
 - l. The PCO would be fully responsible to follow all labour welfare legislations in India and MoEF&CC will not be responsible for any default/ violation of labour welfare legislations by the party.
 - m. PCO shall be directly responsible for any/all disputes arising between him and his personnel/workers and shall keep MoEF&CC indemnified against all losses, damages and claims arising thereof.
 - n. PCO shall be solely responsible for payment of wages/ salaries/all applicable tax and allow ancestor their personnel that are applicable under the laws in force including any new act or order of Government that may be come applicable. MoEF&CC shall have no liability whatsoever in this regard.
 - o. PCO shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
 - p. All consumable items & material used by the PCO shall be of Standard make and approval of designated officer of the MoEF&CC shall be taken for the same
 - q. The Contract will stand cancelled without assigning any reasons on the following conditions:-
 - i) On revocation of bids or increase in rates after opening of the Bid but before validity of quotation expires.
 - ii) On refusal to enter into contract after the award of contract.
 - iii) If the work is not commenced on the date of starting the work after the work is awarded to the contract.
 - iv) Non-production of EMD.
 - v) The PCO shall stipulate clearly the days required by him for completing the work.
 - r. MoEF&CC reserves the right to award the work in full or in part through one or many bidders and to reject any one or all the bids without assigning any reason;



11. ARBRITRATION:

Any dispute or difference arising out of this contract or in connection therewith which cannot be amicably settled between the parties shall be finally settle under the Arbitration & Conciliation Act 1996 and rules framed there under. The arbitration shall take place at New Delhi. The award of the sole arbitrator shall be final and binding on the parties and shall be in lieu of any other remedy. The sole arbitrator under this clause shall be appointed by MoEF&CC.

12. EOI/ BIDDINGFORM:

Having examined the details given above in Invitation to bids and terms set out above,

- (i) I/we hereby submit the relevant information for considering my/our bids:
- (ii) I/We accept all the terms and conditions of bids asset out above.
- (iii) I/We hereby certify that all the statements made and Information supplied in the enclosed documents and accompanying statements are true and correct.
- (iv) I/We have furnished all information and details necessary for bid. My/our bid is complete in all respects.
- (v) I/We submit all necessary documents in support of our eligibility, experience and capability.

Signature of the Authorized Representative Enclosures:

Seal of applicant:



Date of Submission

FINANCIAL QUOTATIONS FOR SERVICES

Item Number	Description	Quantity (approx.)	Rate per sqm/unit	Amount			Remarks
				(In Rupees)	18% GST	Total Amount	
1	Event Insurance						Premium to be paid for Third party insurance coverage of the event
2	Photography	3 + 2					5 Still photographers to cover the event with all equipments and cameras.
3	Film Compilation & Videography						Documentary films to be created for 10 mins each.
4	(a) Hiring of sufficient numbers of ushers/ emcee/ hostesses etc. for entire event						
	(b) Hiring of Volunteers trained in English. Food & Beverage & local transportation, assistants for high level dignitaries, to be arranged for 15 days.	50					
5	Expenses towards mailing/ courier of invitation letters, brochures, etc. to the domestic and international audience						

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6	Printing of Event related material (brochure, Exhibition directory, Leaflets, Knowledge reports, abstract writings, Invitation Cards, Coffee Table, Conference brochure etc						
7	Development of Event website and regular updates with all travel and other important information						
8	Development of Event App with all details of Event schedule, Travel, Hotels & other necessary details						
9	Facilitation Counters at Airport (T3, T1 & T2) to facilitate International Delegates for 15 Days, Trained Staff						
10	Coordinators with foreign Language Experts (English, French, Spanish)						
11	Media Promotions, Social Media, PR,						
	Outdoor Advertisements - Hoardings/ BillBoards (Prominent locations in Delhi-NCR, Route towards Venue) - Flags/ Banners	50 500					
12	Promotional Materials Kit Bags, Mementos, Pens, certificates etc.	2500- 3000					

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13	Networking Dinner for 1 Night for High Level Delegates and Host Country Party (India)	700					
14	Cultural Evening						
	Design, Stage Setup, Lasers, acoustics & all other necessary arrangement						
	Non Bollywood Artist Performance						
	All permissions, travel arrangements						
15	India Pavilion (100 Sqm Approx)						
	Design, Stage Setup						
	LED Display Units						
	Exhibits						
16	TOTAL						

Note:

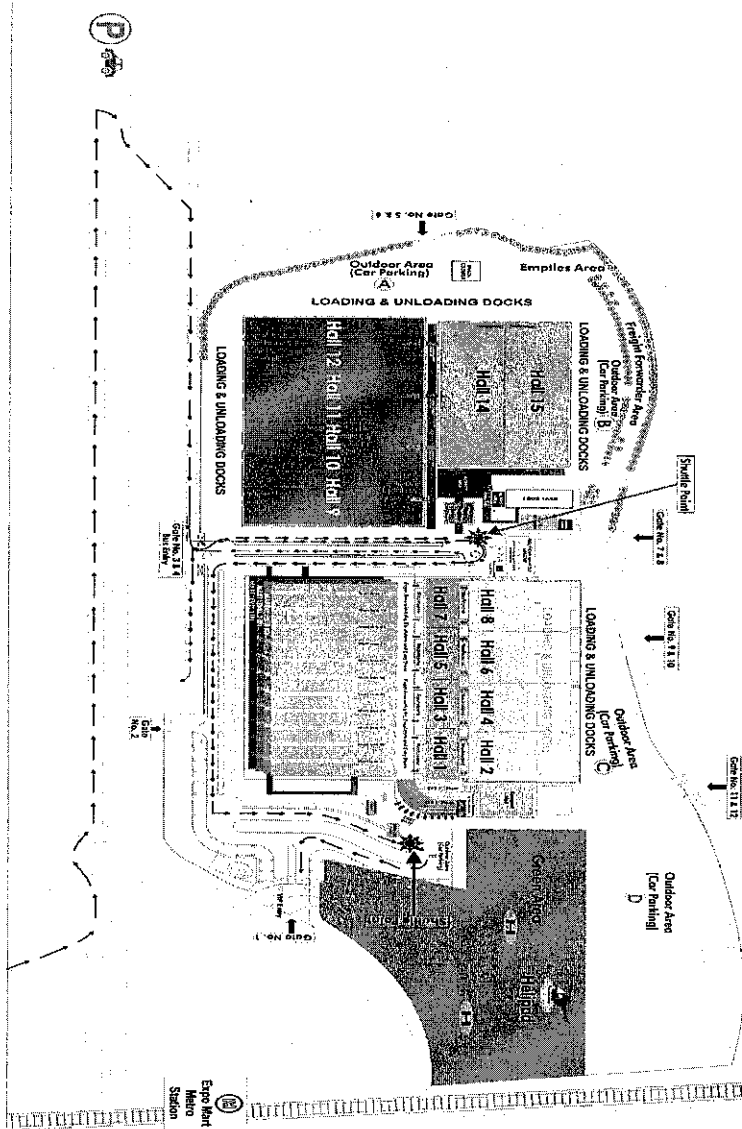
- Detailed Expense break up to be enclosed in hard copy submission of Financial Bid for evaluation purpose for Total Cost as per mentioned Scope of Work
- The cost of above activities shall be determined through the actual costing to be derived as per GFR and CVC Guidelines of Govt. of India
- It would be prime responsibility of PCO to submit the Bids as per above. However, break up costs against all sub-heads will also be indicated.
- In preparing the Technical and financial proposal, bidders are expected to examine this bids document in detail. The proposal should cover all aspects of the scope of work mentioned in the sections. Any bid not found responsive with this bids document will be rejected. Material deficiencies in providing the information requested will also result in rejection of the Proposal.
- Requirements and Quantity may vary from time to time. Final settlement will be made as per actuals.

Tentative layout of India Expo Mart, Greater Noida



INDIA EXPO CENTRE
GREATER NOIDA EXPRESSWAY, DELHI-NCR, INDIA

LAYOUT PLAN



ATREE COOP COURSE
Plotting : 18' high course

F&B

- Organizational Offices
- International Hall
- High Lounge
- Meeting Space Deck
- F&B (Food & Beverage) Hall 9 & 15
- F&B (Food & Beverage) Hall 14 & 15

- F&B - Restaurants
- F&B - 1st floor, 2nd floor, 3rd floor, 4th floor, 5th floor, 6th floor, 7th floor, 8th floor, 9th floor, 10th floor, 11th floor, 12th floor, 13th floor, 14th floor, 15th floor
- F&B - 1st floor, 2nd floor, 3rd floor, 4th floor, 5th floor, 6th floor, 7th floor, 8th floor, 9th floor, 10th floor, 11th floor, 12th floor, 13th floor, 14th floor, 15th floor

Central Function Building

- F&B - Restaurants
- F&B - 1st floor, 2nd floor, 3rd floor, 4th floor, 5th floor, 6th floor, 7th floor, 8th floor, 9th floor, 10th floor, 11th floor, 12th floor, 13th floor, 14th floor, 15th floor
- F&B - 1st floor, 2nd floor, 3rd floor, 4th floor, 5th floor, 6th floor, 7th floor, 8th floor, 9th floor, 10th floor, 11th floor, 12th floor, 13th floor, 14th floor, 15th floor

Central Control Room

- Central Control Room
- Central Control Room
- Central Control Room

Parking Areas

- A, B, C, D, E
- A, B, C, D, E
- A, B, C, D, E

Hall Locations

- Ground Floor - Halls: 1, 3, 5, 7, 9, 10, 11, 12, 14, 8, 15;
- Upper Floor - Halls: 2, 4, 6, 8, 6 and Banquet Hall

Halls 1, 3, 5 & 7 (Continents and Seamless)

Hall Area: 1,00,00 Sq. Mtr. Load Capacity: 200 Kg/Sq. Mtr.
Clear Height: 12 Mtr. Car Height: 2.1 Mtr.
Clear Height: 12 Mtr. Car Height: 2.1 Mtr.

Halls 2, 4, 6 & 8 (Continents and Seamless)

Hall Area: 2,00,00 Sq. Mtr. Load Capacity: 200 Kg/Sq. Mtr.
Clear Height: 12 Mtr. Car Height: 2.1 Mtr.
Clear Height: 12 Mtr. Car Height: 2.1 Mtr.

Halls 9, 10, 11 & 12 (Continents and Seamless)

Hall Area: 4,00,00 Sq. Mtr. Load Capacity: 200 Kg/Sq. Mtr.
Clear Height: 12 Mtr. Car Height: 2.1 Mtr.
Clear Height: 12 Mtr. Car Height: 2.1 Mtr.

Halls 14 & 15 (Continents and Seamless)

Hall Area: 8,00,00 Sq. Mtr. Load Capacity: 200 Kg/Sq. Mtr.
Clear Height: 12 Mtr. Car Height: 2.1 Mtr.
Clear Height: 12 Mtr. Car Height: 2.1 Mtr.

Mart Showrooms

(4 Floors, Total 500 Units)

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Annex III - Locally recruited staff

	Description of staff requirements	N. of staff	Expected Period of Deployment
1	<p>Secretaries (Languages indicated below), as follows:</p> <p>2 in the Executive Direction and Management unit. One fluent in English and one fluent in French (EDM)</p> <p>3 in the Administration Services unit. Two fluent in English and one fluent in French (AS)</p> <p>3 in the Science, Technology and Implementation unit. Two fluent in English and one fluent in French (STI)</p> <p>2 in the External Relations, Policy and Advocacy unit. One fluent in English and one bilingual French/English to serve as CSOs secretary. (ERPA)</p>	15	
	1 in the United Nations Security and Safety Service (UNDSSS)		
	4 in the Conference Services Division (UNOG/CSD), to provide support to the Conference Coordinator and the Chief Interpreter		
2	Logistic assistant to assist COSE (fluent in English) in liaising with relevant local services on logistics and organization of official meetings, presentations and side events	4	
3	Information clerk to assist in distribution of information kits, mPCOrabilia and press documents	2	
4	Administrative clerks to assist in DSA payment (2 fluent in English, and 3 fluent in English/French)	5	
	Administrative clerks in the External Relations, Policy and Advocacy unit (ERPA), to assist Media, Technology Fair and Rio Pavillion	25	
5	Registration clerks I (English, French and Spanish)	24	
6	Conference officers' assistants, bilingual (English/French)	18	

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7	Documents reproduction assistants, bilingual (English/French)	14	
8	Documents distribution assistants, bilingual (English/French)	14	
9	Messengers	8	
10	Drivers (English)	5	
12	Assistant security officers bilingual (English and Spanish or French)	6	
	**Local staff total requirements	140	

** May vary as per actuals

Note: In addition to the aforementioned personnel, the following personnel/services shall be provided by the Host Country through PCO:

Sr No.	Description of Staff Requirements	No. of Staff	Expected Period of Deployment
1	<p>Uniformed Volunteers</p> <p>Qualifications:</p> <ul style="list-style-type: none"> • Minimum (Graduate Level) • Pleasing personality • Good communication skills • Exceptionally fluent in English (written +Verbal) • 15 Multi-lingual (French/ Spanish) <p>Responsibilities:</p> <ul style="list-style-type: none"> • Assist visiting delegates at Airport Counters, Shuttle Bus Conveyance, Hotels, Venue, Guide for Dignitaries, Support Staff for Gol Office. • To act as interpreters and translators for Gol Multilateral, Bilateral Meets. 	50 (including multi-lingual)	
