

# REQUEST FOR PROPOSAL (RFP)

SELECTION OF AN EVENT  
MANAGEMENT AGENCY (EMA) FOR  
ORGANISING/IMPLEMENTATION/  
EXECUTION OF  
EVENTS/SEMINARS/CONFERENCES/  
CONCLAVES

JUNE 2022

FOREIGN COOPERATION DEPARTMENT,  
GOVERNMENT OF HARYANA

## Important Information

S. No.	Event	Details
1.	Issue of RFP	20.06.2022
2.	Last date for receiving queries/requests for clarifications	27.06.2022 up to 17:00 Hours
4.	Last Date of Submission of RFP (Proposal Due Date)	05.07.2022 up to 15:00 Hours
5.	Opening of Proposal	06.07.2022 after 15:30 Hours
6.	Cost of RFP Document (non-refundable)	Demand Draft of INR 10,000/- (inclusive of applicable taxes) of any scheduled bank in favour of Director General & Secretary, Foreign Cooperation Department, Government of Haryana
7.	Place of Proposal Submission	<b>Haryana Civil Secretariat Room No. 28, 9<sup>th</sup> Floor</b> Capitol Complex, Near Punjab Vidhan Sabha, Sector 1, Chandigarh, 160001

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## 1. ABOUT

Government of Haryana has established a **dedicated Foreign Cooperation Department (FCD)**, responsible for Haryana's foreign engagement, forging bilateral ties at the international level, and assisting the Haryanvi diaspora spread across the globe. The Department is actively **involved in formulating and executing strategies for boosting exports** from Haryana.

## 2. BACKGROUND

FCD, GoH is **currently looking for an Event Management Agency to support in organization/Implementation/execution of the various events/seminars/conferences/conclaves**. FCD, GoH is **soliciting proposals from experienced and credible event management agency/organization**, which are well-versed with providing efficient services to their clients.

## 3. ELIGIBILITY CRITERIA

Sr. No.	Criteria	Documentary Evidence
1	Firm should be a registered entity with minimum 5 years of relevant existence as on bid due date.	Certificates of Registration / Incorporation.
2	The firm should have a minimum average turnover of INR 25 Crores and shall have a positive net worth in each of the last 3 financial years (FY2019-20, 2020-21 & 2021-22)	Certificate from statutory auditor/ audited financial statements for the three previous Financial years / for FY 2021-22, unaudited CA certificate can be attached.

Sr. No.	Criteria	Documentary Evidence
3	<p>Firm should have organized at least 3 physical (three) 'Event' in the last 5 (five) Financial Years (viz; FY 2017-18, FY 2018-19, FY 2019-20, FY 2020-21, FY 21-22) out of which 1 (One) must be in last 2 (two) financial years (viz. FY 2020-21, FY 21-22), as on 31<sup>st</sup> March 2022 of national/ international repute.</p> <p>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 export promotion/ Infrastructure Sectors, financing, investments or any other similar field for a State/Central Government or any government of foreign country or their agencies".</p> <p>The total expenditure of the event for each engagement should be a minimum INR 1 Crore (exclusive of taxes)</p>	<p>Letter of Award/ Agreement / Work Order duly certified by the authorized signatory of the bidding company along with event brochure, circular, any other promotional material to be enclosed in support of projects.</p>
4	<p>Firm should have at least 50 employees on the organization's payroll as on 31<sup>st</sup> March 2022.</p>	<p>Undertaking to be issued by HR Head of respective organization/ Proof of no. of employees from the statutory records like EPF etc.</p>

Sr. No.	Criteria	Documentary Evidence
5	Firm must not be disqualified/ blacklisted/ terminated/ debarred by any State/Central Government or their agencies	Self-certification by the authorized signatory. Non- disclosure of the same will lead to the elimination from the short-listing process.

#### 4. SCOPE OF WORK

**Foreign Cooperation Department, Government of Haryana (“FCD, GOH”) seeks to select an Event Management Agency (henceforth referred to as ‘EMA’) offering the most competitive rates with the best event management-related services.**

The following services would be needed as and when required. This is an indicative list of services and can be modified as per FCD’s requirements from time to time.

##### **1. Advisory Role**

Advise and work with FCD on all aspects of the Events in a cost-effective manner while keeping the highest possible international standards.

##### **2. Conference infrastructure**

Identifying and evaluating the adequacy, capacity and technical suitability of available conference and meeting facilities; the equipment for simultaneous interpretation and multimedia presentations; office facilities for use during the events; implementing the programming of events, and ensuring the proper setup of the facilities with the highest standards.

##### **3. Technical Infrastructure, Services**

- (i) Design of the infrastructure should be harmonious to the existing set-up of the event venue
- (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, EMA 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 odor/ 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 EMA 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 color.
- (xiv) False ceiling should be in level and joints shall be clean. It shall be painted with appropriate color.
- (xv) Signage height and letter size should be visible and placed in prominent and strategic locations.
- (xvi) EMA 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 event venue should be easy, should not create blockage.
- (xxii) There must be smooth entry and exit to the structure. The movement within the event venue shall be barrier free and friendly to physically challenged people.
- (xxiii) EMA 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 EMA 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.

#### **4. Theme Concept Designing and other works**

- (i) Theme concept designing / copywriting / content research and collation 3D animations / content creation for inaugural and technical sessions
- (ii) Flex and branding designing as per theme
- (iii) Master lay outing and any and all lay outing required for different purposes
- (iv) Design the Event flow in consultation with FCD, which would include the inaugural ceremony, various sectoral sessions, country sessions, business discussions, exhibition, closing ceremony, lunches, Tea Coffee, State dinner, cultural programs, etc.
- (v) Arrange artists for the cultural programs planned in the event (as required)



## **5. Venue Management**

- (i) Identification and selection of the proposed event venue in accordance with the theme and requirement in consultation with FCD
- (ii) Make seating arrangements for the VVIPs & other delegates on and off the Main dais.
- (iii) Seating arrangements includes arranging appropriate chairs and tables with required clothing.
- (iv) Arranging and preparing name plates of dignitaries on/off dais.
- (v) Roundtable/ Theatre Style seating arrangement for delegates as required on event basis
- (vi) Ensure Adequate lighting, wooden Flooring with Carpet, Designer Wooden facade, Banquet Chairs with Covers
- (vii) Ensure Provision of necessary services such as fire mitigation, insecticides, disinfection of the exhibition and parking area
- (viii) Take up necessary registration under Labor Contract Act as applicable, and other statutory acts as may be necessary
- (ix) Branding / Beautification of event venue.
- (x) Providing of manpower along with computer and printers for registration
- (xi) Coordination and arrangement of necessary protocols as required by the attendees of the event

## **6. Lighting at Event Venue/ Pavilion / Hanger & Auditorium**

- (i) Event Venue/ Pavilion / hanger should have proper illumination. Within the event venue/ 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
- (iii) Ensure proper Facade Lighting with adequate power capacity.
- (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. Media Lounge Setup**

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

## **8. Fans – Ceiling, Pedestal, Exhaust**

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

## **9. Air-Conditioner**

- (i) Ensure HVAC system/ Chilling plant / Air Conditioner units of sufficient tonnage to air condition the whole area of hanger/event/exhibition.
- (ii) Ensure Optimal temperature is maintained at all times during the event

## **10. Sound System**

- (i) Sound System should be used to distribute sound as per requirement. 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.

- (ii) Microphones- Proper nos. of good quality of microphones with chromium-plated stand to reproduce original sound complete with necessary microphone cables.
- (iii) Speakers- Required Nos. of heavy-duty best quality speaker boxes of 6 watt. / 10 watts. Approx. with necessary matching transformers duly erected on structure.
- (iv) The direction of speakers should be adjusted in such a way that sound is properly distributed throughout the event venue 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.

## **11. Information Technology**

- (i) Advise & deploy the best IT strategy and initiatives for the Events including:
  - a. Determining the availability of efficient Information Technology and Telecommunications Infrastructure necessary for the proper organization of the meetings, and designing appropriate IT solutions,
  - b. setting up and maintaining IT infrastructure and systems to support the meetings.
  - c. designing the appropriate IT mobile applications for the events and any other IT tools required.

- (ii) Include provision of conducting events in Hybrid mode with participation from national and international stakeholders.

## **12. 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.

## **13. Toilets**

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

## **14. 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

## **15. Electrical and Gen. sets**

- (i) Provision of Electrical and Gen. sets at the venue of the event, DG sets to be used for installation purpose must be with Acoustic enclosure i.e., silent generators. DG sets to be used for installation purpose should be provided with suitable capacity.
- (ii) In case of Power failure, immediate manual change over to the DG sets power will be the responsibility of the EMA
- (iii) Provision of Fire stands with bucket full of sand and fire extinguisher of adequate category is to be provided near the DG sets.)
- (iv) DG sets (Backup power) for temporary installation needs to be organized by the EMA.
- (v) Availability of DG sets at the site are of the capacity of 4 X 1000 KW controlled by synchronization panel.

- (vi) 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 EMA.
- (vii) All the electrical works in the event venue/ pavilion/ hanger would be executed by a qualified licensed Electrical vendor/sub-vendor and necessary safeguards such as cut outs, distribution boards and other electrical safety measures should be provided at appropriate/required locations.
- (viii) There shall be direct access to the switch rooms of event venue/ Pavilion / hanger from outside to isolate power supply quickly in case of any emergent situation.
- (ix) All electrical materials to be used like wires, cables, switchgear, fuse switch units, metal clad switches, Insulation tap, lugs, cable gland sets should be with I.S.I. mark & should comply to IE (Indian Electricity Rules) standard.
- (x) The EMA/vendor/sub-vendor must have valid Electrical License.
- (xi) The electrical work should be done in presence of electrical supervisor of the Electrical License Holder Event Management Agency/vendor/sub-vendor.
- (xii) No electrical control/switch room shall be used to store/dump exhibits/packing material and enough space should be available for movement.
- (xiii) Wherever it is unavoidable to lay electric cable under carpet, it shall be covered by wooden ramps. Wiring under carpets shall not have joints.
- (xiv) Sound level is not allowed to exceed the limit as prescribed in the guidelines of Haryana Environment Protection and Pollution Control Board and shall be as per the size of the hall/auditorium.
- (xv) Requirement of any approval/NoC shall be the responsibility of the EMA/

## **16. Changeover Switches**

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

**17. Design and Printing of Collaterals such as Banner, Backdrop, Posters, leaflets, invitation cards, etc.**

Design and printing of backdrops, banners, posters, leaflets, invitation cards, lanyards & Badges, and other collateral material as per the requirement of the event.

The selected EMA will draft and finalize the theme with support and guidance from the FCD team.

**18. Branding**

- (i) EMA 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 with necessary clearances.
- (iv) The EMA is required to prepare and install adequate numbers of standees of appropriate sizes at the event venue and as per requirement.
- (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.
- (vi) Entry exit signs at all the gates.
- (vii) Event map inside the venue at most opportune locations as per requirements.
- (viii) EMA is also required to prepare and install temporary hoardings at various opportune locations in and around event venue before the event as required.

**19. Souvenir**

Selection and procurement of the souvenir to be distributed as per the categories as defined by FCD shall be the responsibility of the selected EMA.

**20. Registration**

Identification, invitation, and registration of participants both online and at the venue.

## **21. Accommodation**

Assessing the capacity and suitability of hotel facilities proposed for the accommodation of delegates and staff; negotiating to the maximum extent possible discount rates and other terms and conditions for FCD; managing hotel reservations for participants; and running conference helpdesks at each hotel facility.

## **22. Catering Services**

Manage and supervise the entire catering services including:

- (i) proposal of menus;
- (ii) arrangements of the coffee/tea breaks;
- (iii) seating plans for all lunches and dinners;
- (iv) negotiating the best possible rates for catering services with service providers;
- (v) provision of drinking water in venue area and parking area and other key areas.
- (vi) Separate arrangement for :
  - a. VVIPs/VIPs
  - b. Speakers/Delegates
  - c. Staff/ Service Providers
  - d. Drivers/ Security Personnel etc.
  - e. Any other category as per discussion with FCD

## **23. Hospitality Services/Technical Staff**

- (i) Providing the related facilities for delegates, FCD officials and other participants in the Meeting at:
  - a. at arrival and departures at airports/railways/bus stops.
  - b. at the venue and at hotels when requested.
- (ii) Providing and/or facilitating hospitality and technical staff for hotels, conference venues, and airports/railway station/bus-stops

## **24. External Communications**

Advise and work on the best communication plan for the Events including:

- (i) contacting appropriate Government Authorities and local and

- international media in the host city and arranging for appropriate media coverage of the Events.
- (ii) designing as well as preparing information and promotional materials.
  - (iii) design appropriate communication tools both for remote and onsite communication;
  - (iv) arranging press coverage and conferences and advising on a communication strategy;
  - (v) identify suitable personalities, moderators, speakers, etc. for the Events;

## **25. Transportation**

Discuss and finalise the requirements of the delegates/participants with the travel agency as appointed by FCD on the necessary arrangements as required for all attendees of the events.

## **26. Gates**

EMA has to design and Install Gates at the event venue in accordance with the theme proposed for the event,

## **27. Stage Management**

- (i) Preparation of theme-based stage for the event and other cultural events
- (ii) Coordinate minute to minute schedule of the event both on and off stage
- (iii) Ensure the smooth flow of the event as per the pre-defined minute to minute program of the event

## **28. Camp Offices Setup**

Customized hanger for Government officials, Media Partner (and Event Partner camp offices

- (i) Maxima wall paneling for sidewalls
- (ii) Workstations, cabins for officers as per layout and design, including furniture.
- (iii) Computers/ internet/ fax/big photocopier / easel boards
- (iv) 1000 pages A4 to be provided to each room.
- (v) Additional 1,000 pages to be in Event Partner room for emergency requirement
- (vi) Flower Decoration



(vii) Running tea and coffee with coolers in all camp offices.

### **29. 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 FCD through Knowledge Partner as required
- (iii) Nominate 2 people from their team who would work as the single contact point for FCD for all coordination purposes from the date of award of contract.
- (iv) Provide Ashers/MC/Announcers on need basis
- (v) Any other staff as per event requirement

### **30. Sponsorship Strategy**

Propose a sponsorship strategy for the events to be undertaken by FCD and identify suitable potential sponsors for the event & facilitate sponsorship for the event

### **31. Event Checklist**

Propose a checklist of tasks for successful event management

**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 EMA 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 EMA to visualize and anticipate the extra requirements if any, of the event like refreshments, incidental costs on decoration, theme execution, etc. The EMA shall quote the corresponding cost accordingly.

While above requirement has been worked out taking into consideration the previous events held so far, the requirements are not fully freezed, hence FCD has the right to increase & decrease the No. of items as per actual requirement. EMA should be in a position to cater to any change in requirement and proposal should be worked out accordingly.

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

## **SUPPLIER RELATIONS**

The EMA shall not favor any particular agency while selecting vendors/suppliers for the various events to be undertaken.

## **TIME FRAME**

The contract with the EMA shall be for a period of three years from the date of the contract unless terminated earlier and can be extended depending on satisfactory services.

## **5. KEY QUALIFICATIONS**

- The assignment requires the services of a nationally/internationally renowned EMA established in India
- The EMA must demonstrate knowledge of, and extensive experience in, planning, organizing and efficiently managing major international events for Government Departments under Government of India/Haryana or similar entities; with a satisfactory record of integrity and business ethics supported by merit certificates (list of corporate clients and appropriate certification);
- The EMA shall have experienced and multilingual professionally trained staff;

## **Insurance Requirements**

- The selected EMA shall assume all responsibility for its actions and those of anyone else working for it while engaged in or travelling to or from any activity connected with this contract. The EMA shall subscribe to adequate insurance coverage to protect it and FCD, GoH from any property damage or bodily injury claims arising from their execution of this contract;
- Evidence of the insurance coverage shall be provided in the form of a certificate, which shall be submitted no later than ten (10) days after receipt of notice of intent to award contract.

**Note: Kindly provide the supporting documents/self-certificate/declaration attested by the authorized signatory of the Event Management Agency.**

### **Disaster recovery**

- FCD, GoH requires that contractors take measures to ensure their capability of continuing to provide services in accordance with the requirements of any contract
- In the event that the EMA's normal place of business is threatened or affected by a disaster, labor dispute or other unforeseen circumstances. Bidders should provide details of the current disaster recovery and business continuity program they may have in place and how this would ensure continuous provision of the required services if the contract is awarded.

## 6. TECHNICAL QUALIFICATION 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>Average Annual turnover of the Bidder during last three financial years.</p> <ul style="list-style-type: none"><li>• &gt; INR 25 Crore – 5 Marks</li><li>• INR 25 to INR 40 Crore – 7.5 Marks</li><li>• More than INR 40 crores – 10 Marks</li></ul>	<b>10</b>	<p>Certificate from the m statutory auditor</p> <p>/audited financial statements for the three previous financial years.</p>
2	<p>Number of domestic (physical) atleast 3 events of repute organized by the Firm in the last 5 financial years as on 31<sup>st</sup> March 2022. 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>	<b>30</b>	<p>Letter of Award/ Agreement/ Work Order duly certified by the authorized signatory of the bidding company</p>

Sr. No.	Evaluation Criteria	Max Points	Supporting Documents								
3	<p>Seminars/ Conferences/ Exhibitions, Forums/ Conclaves, or any combination of the same related to fields of the export promotion/ 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> <p>Out of the above projects, the value of each project based on billable value as specified in the table below. Such amount has to be fully billed and realized for award of scores.</p> <table border="1" data-bbox="337 1041 914 1461"> <thead> <tr> <th data-bbox="337 1041 597 1188">Project value up to INR</th> <th data-bbox="597 1041 914 1188">Score per engagement/ project</th> </tr> </thead> <tbody> <tr> <td data-bbox="337 1188 597 1293">&gt;1 Cr. &lt;= 4 Cr.</td> <td data-bbox="597 1188 914 1293">6</td> </tr> <tr> <td data-bbox="337 1293 597 1398">&gt;4 Cr. &lt;= 7 Cr.</td> <td data-bbox="597 1293 914 1398">8</td> </tr> <tr> <td data-bbox="337 1398 597 1461">&gt; 7 Cr.</td> <td data-bbox="597 1398 914 1461">10</td> </tr> </tbody> </table> <p>All fees mentioned above should be exclusive of taxes.</p> <p>Number of employees on the Organization's payroll as on 31st March 2022.</p>	Project value up to INR	Score per engagement/ project	>1 Cr. <= 4 Cr.	6	>4 Cr. <= 7 Cr.	8	> 7 Cr.	10		<p>An undertaking from the HR Head of the organization has to be submitted in the format</p>
Project value up to INR	Score per engagement/ project										
>1 Cr. <= 4 Cr.	6										
>4 Cr. <= 7 Cr.	8										
> 7 Cr.	10										

Sr. No.	Evaluation Criteria		Max Points	Supporting Documents										
4	<table border="1"> <thead> <tr> <th data-bbox="326 302 672 411">No. of Employees</th> <th data-bbox="672 302 943 411">Score</th> </tr> </thead> <tbody> <tr> <td data-bbox="326 411 672 474">&gt; 50 &lt;=75</td> <td data-bbox="672 411 943 474">5</td> </tr> <tr> <td data-bbox="326 474 672 537">&gt;76 &lt;=100</td> <td data-bbox="672 474 943 537">10</td> </tr> <tr> <td data-bbox="326 537 672 600">&gt; 100</td> <td data-bbox="672 537 943 600">15</td> </tr> <tr> <td data-bbox="326 600 672 659"></td> <td data-bbox="672 600 943 659"></td> </tr> </tbody> </table>	No. of Employees	Score	> 50 <=75	5	>76 <=100	10	> 100	15				15	provided in this RFP / Proof of no. of employees from the statutory records like EPF, etc.
	No. of Employees	Score												
	> 50 <=75	5												
	>76 <=100	10												
	> 100	15												
<p>Experience of Organizing/ Global Investors Meet/ Summit/ Investment Event as Event Partner with different States/Ministries, Govt. of India for the past 05 years</p> <ul style="list-style-type: none"> <li>• 01 project – 05 marks</li> <li>• 01 project – 10 marks*</li> </ul> <p>*Event organized with participation of the Prime Minister/ Chief Minister for Government of India/State as Guest of Honor/Chief Guest</p>		15	Letter of Award/ Agreement/ Work Order duly certified by the authorized signatory of the bidding company											
5	<p><b>Technical Presentation</b></p> <p>The EMA must prepare the technical presentation considering the previous events conducted by FCD, GoH. The indicative list for the same is as follows: -</p> <ul style="list-style-type: none"> <li>▪ Haryana-Africa Conclave, Series – 1 – 28<sup>th</sup> &amp; 29<sup>th</sup> October 2021</li> <li>▪ Haryana-LAC Meet at 35<sup>th</sup> Surajkund International Fair</li> <li>▪ Haryana-EIC meet – 6<sup>th</sup> &amp; 7<sup>th</sup> April 2022</li> <li>▪ Haryana Plywood Conclave –</li> </ul>		30 (15+15)											

Sr. No.	Evaluation Criteria	Max Points	Supporting Documents
A)	<p>16<sup>th</sup> May 2022</p> <ul style="list-style-type: none"> <li>▪ Export Promotion Conclave**</li> <li>▪ Ambassador’s Club**</li> </ul> <p>**These programs are envisaged to be undertaken by FCD, GoH in the next quarter for FY 2022</p> <p><b>Conceptual Plan for the event:</b> 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>Concept design in 3D for VVIP lounge, Media Lounge, B2G Meeting Rooms of existing infrastructure.</p> <p>Concept design for Entry Arch and Façade. Fire and emergency exit plan</p> <p>Power backup &amp; environment compliance plan</p> <p>Site Clearance Plan (time and process)</p>	15	
B)	<p><b>Infrastructure Plan/Layout for the event:</b> Technical specifications &amp; pictures of items</p>	15	

Sr. No.	Evaluation Criteria	Max Points	Supporting Documents
	<p>(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) Overall Branding by Flex / Digital Prints (Interior and exterior) or any other material.</p> <p>Menu for Tea, Lunches and Dinner for VVIPs &amp; VIPs (approx. 300-500 persons) For Delegates, Media, Exhibitors, Service Provider, etc. (approx. 700).  For other staff such as drivers, security personnel, etc. (approx. 300). Beautification of periphery area outside permanent structures including hanger structures as well as walkways (Graveling).  Any other innovation, quality improvement and aesthetic up-gradation brought out in the bid and presentation.</p> <p>Exigency planning and strategy to ensure the quantity of all infrastructure/ other requirements expected from the EMA are met for the event, given the size and vision of FCD.</p>		
<b>Total</b>		<b>100</b>	



## Note-

- a. The eligibility criteria will be first evaluated as defined in Bidders Eligibility. Detailed technical evaluation and marking will be taken up in respect of only those bidders, who meet with the prescribed eligibility criteria.
- b. At the end of the evaluation of the technical proposals and the bidders who have received more than or equal to 70 Marks shall be eligible for the opening of the financial proposal. Department shall simultaneously notify those Bidders who qualify for the Evaluation process as described in this Tender Document, informing the date and time set for opening of Financial Proposals. The notification may be sent by mail.
- c. The EMA is not allowed to form a Consortium or a Joint Venture, however, is allowed to outsource/ sub-contract part of scope. However, the overall responsibility of the work which has been outsourced or subcontracted lies with the EMA.

## 7. SUBMISSION PROCEDURES

The **Proposal** should be enclosed in envelopes as per the following:

- **Sealed Envelope A:** containing hard copy of the Technical Proposal. The envelope should clearly provide the contents inside the envelope and should be superscribed as “**Technical Proposal: Event Management Services by Event Management Agency**”. **Technical Proposal should be submitted as per Annexure - I.**
- **Sealed Envelope B:** containing only hard copy of the financial proposal. The envelope should clearly provide the contents of the envelope and should be superscribed as “**Financial Proposal: Event Management Services by Event Management Agency**”. **Financial Proposal should be submitted as per Annexure – II.**
- All the above-mentioned sealed envelopes (i.e., Envelope A and B) should be enclosed in another envelope ‘C’ stating the contents of the envelope. Response to this Request for Proposals as per (Annexures I & II) is required to be submitted on or before 15:00 hrs. on 05.072022.

- The envelope should also indicate the name and address of the EMA to enable the proposal to be returned unopened in case it is declared "late".
- FCD, GoH will verify whether the proposal is in order as per the RFP requirement. Thereafter, the proposal shall be reviewed against the Eligibility Criteria as specified in the section "ELIGIBILITY CRITERIA". Only those EMA's who meet the eligibility criteria this shall be considered for detailed technical evaluation.
- The proposal has to be submitted in the form of a printed document.
- The proposal submitted by any other means and beyond the stipulated timeline assigned for proposal submission shall not be entertained
- Any condition put forth by the EMA non-conforming to the proposal requirements shall strictly not be entertained and such proposal shall be rejected.
- Incomplete proposal forms are liable to be rejected. No further correspondence will be entertained from rejected EMA(s).
- The proposal should be signed by the authorized signatory confirming that all the details furnished in the proposal are true and correct to the best of his/her knowledge and that in case any false information or suppression of any material information is furnished, the proposal shall be liable for rejection by FCD, GOH.
- Financial bids will be opened only for those bidders who qualify the technical evaluation criteria.
- Envelopes should be properly sealed and addressed to:  
**Haryana Civil Secretariat**  
**Room No. 28, 9<sup>th</sup> Floor**  
 Capitol Complex, Near Punjab Vidhan Sabha,  
 Sector 1, Chandigarh, 160001

## 8. OPENING, EVALUATION AND AGREEMENT:

### A. OPENING

- Proposals may be opened by FCD, GOH at any time after the submission deadline. All proposals satisfying the requirements of this RFP will be evaluated to establish which of the EMAs best fulfills

- the needs of FCD, GOH.
- FCD, GOH anticipates entering into an agreement with the selected EMA to execute the proposed work.
  - This RFP does not commit FCD, GOH to award a grant or to pay any costs incurred in the preparation of a proposal for the goods and/or services offered.
  - FCD, GOH reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified EMA(s) or to cancel this RFP, if it is in the best interests of FCD, GOH to do so. The decision of FCD, GOH shall be final and binding.

## **B. EVALUATION**

- The selection shall be on the Quality cum Cost Basis Selection (QCBS) based on the final weighted score.
- 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.
- The weightage for the technical proposal and financial proposal in the combined final score will be 80% and 20% respectively.
- The marking scheme for technical proposal will be as per details given in this RFP. Technical score (St) shall be out of 100.
- The Financial Proposal shall be evaluated using the following methodology:
  - 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:  $Sf = 100 \times Fm/F$ ;  
In which Sf is the financial score, Fm is the lowest Financial Proposal, and F is the Financial Proposal (in INR) under consideration.
- 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 80% and 20% respectively.
- The EMA shall provide a qualified team for undertaking the work.

The team would work closely with the Department and should be available onsite in Tri- City or as required.

### **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 General & Secretary, Foreign Cooperation Department, Government of Haryana, payable at Haryana. 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.

### **9. PAYMENT TERMS**

1. Bills on account of services rendered by EMA should be sent on as per event schedule in consultation with FCD. The payment for the services rendered will be made in compliance to the norms of Government of Haryana from the date of receipt of final bills along with all required travel approvals and other services.
2. No advance payment will be made for any purpose.
3. Cost as indicated quoted shall remain valid during the contract period since no variation will be allowed
4. Any other requirement related to the event beyond scope of work to be provided by EMA as provided by competent authority and payment for the same will be made by FCD on actual basis after submission of bills.
5. Per unit cost to be mentioned to calculate the amount for additional requirements
6. The successful EMA will enter into a service level agreement with FCD, GOH.

### **10. OTHER CONDITIONS**

1. Decision of the FCD, GOH with regard to selection of the EMA will be final and binding.
2. FCD, GOH reserves its right to accept or reject any or all proposals without giving any reason thereof.
3. FCD, GOH has reserves the right to

- a. Add / delete / alter any of the services requested for, without assigning any reason(s) for the same.
  - b. Terminate the services of the EMA without assigning any reason whatsoever any time during the tenure of the contract.
4. Termination in case of default:
- a. If the EMA fails to respond, after repeated reminders for services requested for within the time period(s) specified in the email / request by FCD, GOH.
  - b. If the EMA fails to perform any other obligation(s) under this contract.

If the EMA, in either of the above circumstances, does not take remedial steps within a period of 7 days after receipt of the default notice from FCD, GOH, FCD, GOH may terminate the agreement/ purchase order in whole or in part.

FCD, shall have the right to engage another EMA on account of failure for provision of services of the selected EMA

## Technical Proposal Format

- a. Letter of Proposal – Appendix A
- b. Power of attorney
- c. Certificate from the statutory auditor/ audited financial statements for the three previous financial years (FY2019- 20, 2020-21 & 2021-22).

(For FY 2021-22, unaudited CA certificate can be submitted)

- d. Experience and past performance

- 1) Number of domestic (physical) at least 3 events of repute organized by the Firm in the last 5 financial years as on 31<sup>st</sup> March 2022.

- i. Letter of Award/ Agreement/ Work Order duly certified by the authorized signatory of the bidding company
    - ii. EMA should provide at least three attestations duly signed by the relevant stakeholders for which the bidder provided similar services. The document should include the signatory's name, telephone, and fax numbers.

- 2) Experience of Organizing/ Global Investors Meet/ Summit/ Investment Event as Event Partner with different States/Ministries, Govt. of India for the past 05 years

- i. Letter of Award/ Agreement/ Work Order duly certified by the authorized signatory of the bidding company
    - ii. EMA should provide at least three attestations duly signed by the relevant stakeholders for which the bidder provided similar services. The document should include the signatory's name, telephone, and fax numbers.

- e. Personnel Details

- i. Number of employees on the Organization's payroll as on 31<sup>st</sup> March 2022.

An undertaking from the HR Head of the organization has to be submitted in this RFP / Proof of no. of employees from the statutory records like EPF, etc.

**ii. Qualification of Proposed candidate:**

Professional experience and educational qualifications for this project (use format as described in Appendix B, B-1&2)

- **Bidders should provide detailed information on the lead person, attaching his/her curriculum vitae, setting out his/her:**
  - Suitability for the assignment;
  - Relevant skills and experience;
  - Outline the precise role the lead person will play;
- **For all proposed team members, setting out:**
  - Suitability of each person for the proposed roles in terms of his/her relevant skills and experience;
  - Professional role that each of them will fulfill in the assignment
- **The bidders must provide a summary chart containing all the proposed people to be used for the assignment (use format in Appendix B-2);**

**f. Copy of Technical presentation**

**i. Detailed description of the specific components proposed, addressing the requirements, and should also include any other value-adding services that were not indicated in the SoW but that the bidder may wish to offer FCD, GoH.**

- Conference Infrastructure
- Theme Concept Designing and other works
- Venue Management
- Lighting at Event Venue/ Pavilion / Hanger & Auditorium
- Media Lounge Setup
- Fans – Ceiling, Pedestal, Exhaust
- Air-Conditioner
- Sound System
- Information Technology
- Drinking Water
- Technical Infrastructure, Services

- Logistics
- Electrical & Gen Sets.
- Changeover switches
- Designing and Printing of Collaterals
- Branding
- Registration;
- Accommodation;
- Catering Services;
- Information Technology;
- Hospitality Services
- External Communication
- Transportation
- Gates
- Hospitality and Technical Staff;
- Stage Management
- Camp Office set-up
- Staffing
- Sponsorship strategy
- Event checklist
- Protocol services;
- Procedures to be used to meet FCDs service requirements at minimum costs.

**ii. Implementation Plan:**

The EMA shall describe the plan of action. Please include:

- a project plan outlining the timeline of all responsibilities, critical path; action items indicating party responsible for implementation
- resource requirements and any other critical item for implementation;
- period required to commence services.

**Undertaking**

I/We have read the terms and conditions of RFP and understand that in case of any of the statement furnished by the undersigned is found to be false OR if any / all the terms and conditions are not complied with, my/our Proposal is liable to be cancelled by FCD, GOH. I/We agree that the decision of the FCD, GOH in this regard would be final and binding on the Proposal.



I/We also certify that, I/We have understood all the terms and conditions indicated in the Proposal document and hereby accept the same completely.

Date: Signature of the authorized signatory of the Event Management agency with official seal/stamp

Place

Annexure-II

**Financial Proposal Format**

(Date and

Reference) To,

Director General & Secretary

Foreign Cooperation Department

Haryana Civil Secretariat Room No. 28, 9th Floor

Capitol Complex, Near Punjab Vidhan Sabha, Sector 1, Chandigarh, 160001

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

Our Financial Proposal as below:

S. No.	ELEMENT	UNIT	Fee for the respective item
<b>1. EVENT VENUE</b>			
1.1.	Air-conditioned German Hanger in required with fire retardant roof and side covers & Internal Lighting and doors at front façade.	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	Job	
1.3.	Flower Decoration on Stage and Bouquets	L/S	
1.4.	Sound System line array Speakers 8 pair array, 4 pair Sub, etc. with amplifier, mixer, podium mic, cordless mic, etc.	Job	

S. No.	ELEMENT	UNIT	Fee for the respective item
1.5.	<b>LIGHTS:</b> PAR 64 CP-61 (side light) LED Par RGBW (side light) PAR 64 CP-61 FOH. LED Par RGBW (back light).	Job	
1.6.	<b>FANS:</b> Ceiling, Pedestal Exhaust Fans (hum free) properly fixed having similar colour		
1.7.	CD Player		
1.8.	Microphones with chromium-plated stand		
1.9.	LED Wall 44 ft x 12 ft for stage backdrop	sq-feet	
1.10.	Delay LED screens with platform inside and outside hangar structure for the general public 12ftX8ft	Nos.	
1.11.	Hiring of show running Team	Job	
1.12.	Wooden platform with Ply on Top in 3 levels from 0 to3 ft	Sqm	
1.13.	Brand New Carpet	sq-mtr	
1.14.	Designer wooden facade for the main inaugural depicting the theme	sq-mtr/	
1.15.	Chairs banquet chairs with covers	Nos	
1.16.	Simultaneous interpretation system	Nos	
1.17.	Sofa sets	seats	
1.18.	Mozo barricading	run feet	
1.19.	High platform for media, console, and camera etc.	Sq. ft	
1.20.	VIP Lounge with Pantry set up complete with Raised Platform, Wooden Flooring, Laminated Wall Paneling, Parabolic False Ceiling, Complete Lighting and	Job	

S. No.	ELEMENT	UNIT	Fee for the respective item
	Power points with cabling and manpower, Sofas, Centre and side Tables, Tea/Coffee Machine, Water Dispense attached with the inaugural structure		
1.21.	Green room for artists (1 Nos.)	Job	
1.22.	Mozo barricading in from stage in D shape for VVIP	job	
1.23.	Arrangement of Lamp Lighting	Job	
1.24.	Adequate lighting (Lights and Trust), wooden Flooring with Carpet, Designer Wooden facade, Banquet Chairs with Covers	Each hanger	
1.25.	Backdrop 30 ft x 12 ft, plasma for Head table, two masking screens	Each hanger	
1.26.	Speaker's lounge with each hanger with furniture (sofas, centre table, newspaper / magazine stand, coat stand, etc.	Job	
1.27.	Queue Managers for barricading	job	
1.28.	Switches with ISI Mark and comply to IE	Nos.	
1.29.	Flag with Poles as per country (6 ft height)	Nos.	
1.30.	Table Flag with 2 countries	Nos.	
<b>2. MEDIA LOUNGE</b>			
2.1.	Maxima wall paneling for side walls, separate Space with branding for Media Bites	R-mtr	
2.2.	Fixing of workstations, media lounge, directors' cabin, etc. as per layout and design, including furniture	sq-mtr	
2.3.	Media lounge stage setup with banquet chairs for media briefing	sq-mtr	

S. No.	ELEMENT	UNIT	Fee for the respective item
2.4.	Computers for media workstations with B/W A4 size printers with photocopiers	Nos.	
2.5.	LED Wall 12 x 8 ft with sound system	sq-feet	
2.6.	hi speed internet connectivity	job	
2.7.	Flower Decoration	L/s	
<b>3. CAMP OFFICE</b>			
3.1.	Customized hanger for Government Officials, KP and Event Partner		
3.2.	Maxima wall paneling for side walls	Rmtr	
3.3.	Fixing of workstations, cabins for Executives director's cabin etc. as per layout and design, including furniture	sq-mtr	
3.4.	Computers / internet / fax / photocopiers / easel boards	job	
3.5.	Flower Decoration	L/s	
3.6.	Brand New Carpet	Job	
<b>4. THEME AREA</b>			
4.1.	Designing and Conceptualization of Theme Area with Script & Story line	Job	
4.2.	Designer wooden Fascia complete with Branding, Logo, Graphics & Artwork	sq. ft	
4.3.	Side Flex Fascia with M.S. Tube Frame	sq. ft	
4.4.	Designer Wooden / modular stalls / panels complete with Raised Platform, Wooden Flooring, Laminated Wall Paneling, Parabolic False Ceiling, Complete Lighting and Power points with cabling and manpower, Display Podiums, Tall Tartum with Logo, Complete Branding, Reception & Furniture, Ushers & Attendants, Cleaning	sq. ft.	

S. No.	ELEMENT	UNIT	Fee for the respective item
	& Sweeping of Stalls		
4.5.	High Density Indoor LED Video walls complete with Automated Controller Switching and Attendants for 3Days	sq. ft.	
4.6.	Digital Activeness		
4.7.	(a.) Holocube - (3days)	No	
4.8.	(b.) Interactive Touch Panels	No	
4.9.	Backlit wooden Tran-slite with Digital Posters	sq. ft.	
4.10.	Live size thematic installations at various locations all over the venue 100 sq ft		
4.11.	Green Potted Plants and Flowers Pots	Nos	
<b>5. FOOD COURT</b>			
5.1.	German hanger with high quality linen (VIP/ MEDIA DELEGATES/ GENERAL)	Sqm.	
5.2.	Buffet counters (tent, tables with HIGH QUALITY LINEN)	Nos.	
5.3.	Round tables with 8 banquet chairs with high quality Linen	Nos.	
5.4.	Round tables with laminated top with banquet chair seating	Nos.	
5.5.	Brand New Carpet	sqmtr	
5.6.	Cocktail tables	Nos.	
5.7.	Flower Decoration	L/s	
5.8.	Fee for food per plate (Lunch/ Dinner)		
<b>6. EXHIBITION AREA</b>			
6.1.	Exhibition hanger with built-up area of 1000 sq mtr and general lighting	sqm	

S. No.	ELEMENT	UNIT	Fee for the respective item
6.2.	Powder coated news panels to be used for stalls	Job	
6.3.	Wooden platform	Job	
6.4.	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)	Job	
6.5.	Branding / Beautification of exhibition Area	Job	
6.6.	Flower Decoration	L/s	
<b>7. REGISTRATION</b>			
7.1.	Registration - with two tier registration counters, Chairs plug points and general lighting	Nos	
7.2.	Printing of lanyards & Badges for delegates with multi color logo with bar code scanning facility	Nos	
7.3.	Providing of sufficient manpower along with computer and printers for registration for Entire Event Duration	Job	
7.4.	Software development and data analysis for registration	Job	
7.5.	Manpower-Ushers/Promoters/Hostess	Nos	
7.6.	Flower Decoration	L/s	
7.7.	Delegate / speaker kits (events branded bags, pen- drive, note pad etc.)	Nos	
7.8.	Barcode scanning Unit	Nos	
7.9.	Self-Registration Units	Nos. per day	

S. No.	ELEMENT	UNIT	Fee for the respective item
7.10.	On-spot registration units	Nos/ per day	
7.11.	Server, Networking, switchers, hardware engineers and software engineers		
7.12.	Supervisors/Coordinators	Nos.	
<b>8. TOILETS</b>			
8.1.	Portable chemical toilets on day prior to the event for SPG, Police, Camp office including toilets for PM, VVIPs', and VIPs'.	Nos.	
<b>9. ELECTRICALS &amp; GEN SETS</b>			
9.1.	Lighting Poles with 8 Nos. Halogen Lights for Entire Venue	Nos	
9.2.	Metal lights for all over the venue	Nos	
9.3.	LED of 100W	Nos.	
9.4.	PA SOUND System for Entire Venue and Parking	Job	
9.5.	Genset 62 KVA per day 2 shifts (as per requirement)	KVA	
9.6.	Genset 125 KVA per day 2 shifts (as per requirement)	KVA	
9.7.	Electrical cabling in the entire venue	sq. ft.	
9.8.	Voltage stabilizer	Nos.	
9.9.	Heavy duty Battery (for emergency operation in case of failure of power supply)	Nos.	
9.10.	Cost of Fuel	per litre	
<b>10. BRANDING AND SIGNAGES</b>			
10.1.	Branding of the entire venue with Hi	Sq. ft	



S. No.	ELEMENT	UNIT	Fee for the respective item
	Quality flex		
<b>11. CATERING</b>			
11.1.	Delegate / organizers / staff lunch	Nos.	
11.2.	VIP lunch	Nos	
11.3.	Packed lunch for security and other staff	Nos	
11.4.	Mineral water	Nos	
11.5.	Running tea / coffee	Nos	
11.6.	Dinner (Cultural events)	Nos	
11.7.	Snacks and refreshments for Hi-Tea	Nos	
<b>12. GATES</b>			
12.1.	Thematic designer gates	Nos	
<b>13. SECURITY, CCTV &amp; FIRE SERVICES</b>			
13.1.	Security Personal round the clock- 5 supervisors, 50male Guards & 20 female Guards one day prior to the event	Job	
13.2.	DFMD machines	Nos.	
13.3.	HHMD Machine	Nos.	
13.4.	Walkie Talky for five days	Nos.	
13.5.	Baggage Scanning Machines	Nos.	
13.6.	Fire Safety Personal round the clock- 10 nos. Fire Marshals & 25 nos. Fire man	Job	
13.7.	Fire Van in exhibition premises for 3 days	Nos.	
13.8.	Providing of Fire extinguishers in exhibition area 10 kg abc type cylinders with sand buckets	Nos.	

S. No.	ELEMENT	UNIT	Fee for the respective item
13.9.	CCTV Cameras set up all over the venue the cameras shall have night vision with control rooms	Nos.	
<b>14. OTHER ITEMS</b>			
14.1.	Water Stations (5x5 mtr) pagoda structure with tables and chairs	Nos.	
14.2.	5 pagodas for general services and caterings	Nos.	
14.3.	Police control room: 5Mx5M pagoda with platform, carpet, general light, AC, and basic furniture	Nos.	
14.4.	Hiring of temporary staff – hall managers, Hosts & Hostess for Entire Duration of Event from one day prior to the event	Nos.	
14.5.	Photographer along with Videographer for Entire duration of the event	Job	
14.6.	Conservancy for entire venue including 2 days Prior to Event for Entire Exhibition Area	Job	
14.7.	Green net masking	sq-mtr	
14.8.	Outdoor Passage carpet	sq-mtr	
14.9.	Landscaping and planters	Job	
14.10.	Wi-Fi connectivity for various location	Job	
14.11.	Local permission/licenses from concerned authority	Job	
14.12.	Directional Signages	Nos.	
14.13.	Hoardings	sq. ft.	
14.14.	Delegate Cards with colored printing and no laminated pouch	Nos.	
14.15.	Pen Drive 16 GB	Nos.	
14.16.	Notebook Printing – Color printing of	Nos.	

S. No.	ELEMENT	UNIT	Fee for the respective item
	notebook with golden leafing		
14.17.	Pens with printing	Nos.	
14.18.	Jute bag with theme-based printing	Nos	
<b>15. THEME CONCEPT DESIGNING/ LAYOUTING AND OTHER WORKS</b>			
15.1.	Theme concept designing / copywriting / content research and collation /	job	
15.2.	3d animations / content creation for inaugural and technical sessions	job	
15.3.	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)	job	
<b>16. LOGISTICS &amp; TRANSPORTATION</b>			
16.1.	Transportation of all the equipment's and other materials	job	
16.2.	Medical Assistance	job	
16.3.	Ambulances	Nos.	
<b>17. TRAVEL, BOARDING AND LODGING</b>			
17.1.	Crew	Nos.	
17.2.	Manpower	Nos.	
17.3.	Material Support	job	
17.4.	Artists (management fees exclusive of ticket cost)	Nos.	
17.5.	Miscellaneous		
<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.*
- *There will be no additional payment for the variation up to 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 General & Secretary, Foreign Cooperation Department, Government of Haryana*
- *The Grand Total fee would be used for calculation for selection of the EMA.*
- *Any other requirement related to event beyond scope of work to be provided by EMA as requested by the competent authority and payment for the same will be made by Foreign Cooperation Department, Government of Haryana 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.

I/We have gone through the contents of the proposal form carefully. The information supplied by me/us is/are true to the best of my/our knowledge and belief and nothing has been concealed therein. I/We shall abide by the terms and conditions of the FCD, GOH.

Date: Signature of the authorized signatory of the Event Management agency with official seal/stamp

Place

## Appendix A

### **Letter of Proposal (On Bidder's letter head)**

Dated:

**The Director General & Secretary  
Foreign Cooperation Department,  
Government of Haryana Room No. 29  
Haryana Civil Secretariat  
Capitol Complex, Near Punjab Vidhan Sabha,  
Sector 1, Chandigarh, 160001**

### **Sub: Appointment of Event Management Agency for Foreign Cooperation Department, Government of Haryana**

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 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 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. 10,000/- (Rupees Ten Thousand 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,

## Appendix B

The data on their experience should be supplied on separate sheets using one Form B-1 for each candidate and each member of the proposed staff.

Bidders may propose alternative management and implementation arrangements requiring different key personnel, whose experience records should be provided.

1.	Title of position:
	Name of prime candidate:
	Name of alternate candidate:
2.	Title of position:
	Name of prime candidate:
	Name of alternate candidate:
3.	Title of position:
	Name of prime candidate:
	Name of alternate candidate:
4.	Title of position:
	Name of prime candidate:
	Name of alternate candidate:



### Candidate Summary

**Name of Bidder**

Position		Candidate Prime _Alternate
Candidate information	Name of candidate	Date of birth
	Professional qualifications	
Present employment	Name of Employer	
	Address of Employer	
	Telephone	Contact (manager / personnel officer)
	Fax	e-mail
	Job title of candidate:	Years with present Employer
Role in FCD's contract:		

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the event.

From	To	Company/ Project / Position/ Relevant technical and management experience

FORM B-2

Summary chart containing all the people to be used

Sr No	Name	Position in team	Current position	Years of experience	Relevant specialist areas of knowledge demonstrating suitability for position
1					
2					
3					
4					
Etc.					