

**MADHYA PRADESH INDUSTRIAL DEVELOPMENT
CORPORATION**

**REQUEST FOR PROPOSAL
FOR
APPOINTMENT OF EVENT MANAGEMENT COMPANY
FOR COMPREHENSIVE MANAGEMENT OF PRAVASI
BHARTIYA DIVAS – 2023 BEING ORGANISED IN INDORE,
MADHYA PRADESH**

NIT No.: MPIDC/Event-RFP/2022/82

MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION

GOVERNMENT OF MADHYA PRADESH

DISCLAIMER

The information contained in this Request for Proposal document (“RFP”) or subsequently provided to Bidder(s), whether verbally or in documentary or in any other form by or on behalf of the MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION (the Authority) or any of its employees or advisors is final and binding. The same is provided in the terms and conditions of this document.

This RFP is not agreement and is neither an offer nor invitation by the authority to the prospective BIDDERS or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their technical and financial offers (BIDs) pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the authority in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the authority, its employees, or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP.

Information provided in this RFP is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this BID Stage (from NIT Publication till issue of Letter of Acceptance).

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever arising from reliance of any Bidder upon the statements contained in this RFP. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Successful Bidder, as the case may be for the Project and the Authority reserves the right to reject all or any of the BIDDERS or BIDs without assigning any reason whatsoever.

The Bidder shall bear all costs associated with or relating to the preparation and submission of its BID including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority, or any other costs incurred in connection with or relating to its BID. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the BID, regardless of the conduct or outcome of the Bidding Process.

TABLE OF CONTENT

SECTION 1: NOTICE INVITING TENDER.....	4
SECTION 2: INSTRUCTIONS TO BIDDERS AND DATA SHEET.....	5
SECTION 3: TECHNICAL PROPOSAL STANDARD FORMS	35
SECTION 4. FINANCIAL PROPOSAL - STANDARD FORMS.....	53
SECTION 5. TERMS OF REFERENCE.....	56
SECTION 6. DRAFT AGREEMENT	87
SECTION 7. BILL OF QUANTITIES.....	103

SECTION 1: NOTICE INVITING TENDER

SL. NO.	ITEM	DATE
1.	Date of Publication of e-Tender Notice and e-Tender document on e-Tender Portal https://mptenders.gov.in	19.09.2022 (Mon)
2.	Date of Pre- Bid meeting for any clarifications / explanation of queries	28.09.2022 (Wed)
3.	Bid submission (Both Technical & Financial) Closing date:	18.10.2022 (Tue)
4.	Date of opening of Technical Bids	19.10.2022 (Wed)
5.	Technical Presentation by bidders	20.10.2022 (Thu)
6.	Declaration of Successful Bidder	29.10.2022 (Sat)

Pre-bid queries should be submitted through email at events@mpidc.co.in with subject: Pre- bid queries for Appointment of Event management Company for Pravasi Bhartiya Divas 2023

Regarding visit of the proposed event venue by prospective bidders, one may coordinate with **Mr. John Kingsley - Managing Director, Madhya Pradesh Industrial Development Corporation**

Bidder shall have to prepare the technical presentation prior to submission of the technical proposal, no additional time for the preparing the presentations post bid submission shall be permitted.

SECTION 2: INSTRUCTIONS TO BIDDERS AND DATA SHEET

INSTRUCTION TO BIDDERS

A. GENERAL PROVISIONS

1. Definitions

- 1.1. “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Bidder.
- 1.2. “Applicable Law” means the laws and any other instruments having the force of law in the EMPLOYER’s country i.e., INDIA, or in such other country as may be specified in the Data Sheet, as they may be issued and in force from time to time.
- 1.3. “Bank” means Nationalized / Scheduled Commercial Banks.
- 1.4. “EMPLOYER”/ “Authority” Means the implementing agency which is MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION, that signs the Contract for the Services with the selected Bidder.
- 1.5. “Bidder”/ “Bidder” means a legally established professional consulting firm or an entity that may provide or provide the Services to the EMPLOYER under the Contract.
- 1.6. “Contract” means a legally binding written agreement signed between the EMPLOYER and the Bidder and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).
- 1.7. “Data Sheet” means an integral part of the Instructions to BIDDERS (ITB) Section 2 that is used to reflect assignment conditions to supplement, but not to over-write, the provisions of the ITB.
- 1.8. “Day” means a calendar day, unless otherwise specified as “Business Day”. A Business Day is any day that is an official working day of the EMPLOYER. It excludes the EMPLOYER’s official public holidays.
- 1.9. “Professionals” means, collectively, Key Professionals, Non-Key Professionals, or any other personnel of the Bidder.
- 1.10. “in writing” means communicated in written form (e.g., by mail, e-mail, fax, including, if specified in the Data Sheet, distributed, or received through the electronic-procurement system used by the EMPLOYER) with proof of receipt;

- 1.11. “Joint Venture (JV)” means an association with or without a legal personality distinct from that of its members, of more than one Bidder where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the EMPLOYER for the performance of the Contract.
- 1.12. “Key Professional(s)” means an individual professional whose skills, qualifications, knowledge, and experience are critical to the performance of the Services under the Contract
- 1.13. “ITB” (this Section 2 of the RFP) means the Instructions to BIDDERS that provides the BIDDERS with all information needed to prepare their Proposals.
- 1.14. “EMPLOYER” Means the MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION
- 1.15. “Proposal” means the Technical Proposal and the Financial Proposal of the Bidder.
- 1.16. “RFP” means the Request for Proposals to be prepared by the EMPLOYER for the selection of BIDDERS.
- 1.17. “Services” means the work to be performed by the Bidder pursuant to the Contract.
- 1.18. “Sub-Bidder” means an entity to whom the Bidder intends to subcontract any part of the Services while the Bidder remains responsible to the EMPLOYER during the whole performance of the Contract.
- 1.19. “Terms of Reference (TOR)” (Section 5 of the RFP) means the Terms of Reference that explains the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the EMPLOYER and the Bidder, and expected results and deliverables of the assignment.

2. Introduction

- 2.1. The EMPLOYER named in the Data Sheet intends to select a Bidder from the eligible BIDDERS those have participated in the bidding process, in accordance with the method of selection specified in the Data Sheet.
- 2.2. The BIDDERS are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Bidder.
- 2.3. The BIDDERS should familiarise themselves with the conditions of the assignment and take them into account in preparing their Proposals, including attending a Pre-Bid Meeting if the same is specified in the Data Sheet. Attending any such Pre-Bid Meeting is optional and is at the BIDDERS’ expense.

2.4. The EMPLOYER will timely provide, at no cost to the BIDDERS, the inputs, relevant project data, and reports required for the preparation of the Bidder's Proposal as specified in the Data Sheet.

3. Contents of the Bid Document

3.1. The Bid Document shall comprise of the following unless specified in the Bid Data Sheet:

1. NIT with all amendments.
2. Instructions to Bidder,
3. Scope of Work
4. Conditions of Contract:
 - i. Part I General Conditions of Contract and Contract Data; and
 - ii. Part II Special Conditions of Contract.
5. Technical and Financial Bid
6. Letter of Acceptance
7. Agreement and
8. Any other document(s), as specified

4. Conflict of Interest

4.1. The Bidder is required to provide professional, objective, and impartial services, at all times holding the EMPLOYER's interest paramount, strictly avoiding conflicts with other assignments or its own corporate interests and acting without any consideration for future work.

4.2. The Bidder has an obligation to disclose to the EMPLOYER any situation of actual or potential conflict that impacts its capacity to serve the best interest of the EMPLOYER. Failure to disclose such situations may lead to the disqualification of the Bidder or the termination of its Contract.

4.3. Without limitation on the generality of the foregoing, the Bidder shall not be hired under the circumstances set forth below:

a. Conflicting Activities

Conflict between consulting activities and procurement of goods, works or non-consulting services: a firm that has been engaged by the EMPLOYER to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or

any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.

b. Conflicting Assignments

Conflict among consulting assignments: a Bidder (including its Professionals and Sub-BIDDERS) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Bidder for the same or for another EMPLOYER.

c. Conflicting Relationships

Relationship with the EMPLOYER's staff: a Bidder (including its Professionals and Sub-BIDDERS) that has a close business or family relationship with a professional staff of the EMPLOYER (or of the EMPLOYER, or of implementing agency) who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract.

5. Unfair Competitive Advantage

5.1. Fairness and transparency in the selection process require that the BIDDERS or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided services related to the assignment in question. To that end, the EMPLOYER will indicate in the Data Sheet and make available to all the BIDDERS together with this RFP all information that would in that respect give such Bidder any unfair competitive advantage over competing BIDDERS.

6. Fraud and Corruption

6.1. The EMPLOYER requires that BIDDERS observe the highest standard of ethics during the procurement and execution of contract. In pursuance of this policy, the EMPLOYER:

- i. may reject the bid for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract; and
- ii. may debar the Bidder declaring ineligible, either indefinitely or for a stated period of time, to participate in bids, if it at any time determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, a contract.

6.2. For the purposes of this provision, the terms set forth above are defined as follows:

- a. **“Corrupt practice”** means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
- b. **“Fraudulent practice”** means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.

- c. **“Coercive practice”** means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- d. **“Collusive practice”** means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.

7. Eligibility

7.1. The EMPLOYER permits BIDDERS (Proprietorship, Partnership Firm, LLP, Private Limited, Public Limited and Registered Partnership firms,) from India (Refer Data Sheet) to offer services stated in the ToR.

7.2. Furthermore, it is the Bidder’s responsibility to ensure that its Professionals, Sub-BIDDERS, agents (declared or not), BIDDERS, suppliers and/or their employees meet the eligibility requirements as established in this RFP.

7.3. As an exception to the foregoing ITB 7.1 and ITB 7.2 above:

a. Prohibitions

- i. Firms and individuals of a country may be ineligible if so, indicated in Data Sheet (Eligible Countries) and:
 - a. as a matter of law or official regulations, the EMPLOYER’s country prohibits commercial relations with that country, provided that such exclusion does not preclude effective competition for the provision of Services required; or
 - b. by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the EMPLOYER’s Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.

b. Restrictions for State-Owned Enterprises

- i. State-owned enterprises or institutions in the EMPLOYER s’ country may be eligible to compete and be awarded a contract only if they can establish, in a manner, that they:
 - a. are legally and financially autonomous,
 - b. operate under commercial law, and are not under supervision of the EMPLOYER.

c. Restrictions for Public Employees

- i. Government officials and civil servants of the EMPLOYER s’ country is not eligible to be included as Professionals, individuals, or members of a team of Professionals in the Bidder’s Proposal unless:
 - a. the services of the government official or civil servant are of a unique and exceptional nature, or their participation is critical to project implementation; and

- b. their hiring would not create a conflict of interest, including any conflict with employment or other laws, regulations, or policies of the EMPLOYER.

B. PREPARATION OF PROPOSALS

8. General Considerations

- 8.1. In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

9. Cost of Preparation of Proposal

- 9.1. The Bidder shall bear all costs associated with the preparation and submission of its Proposal, and the EMPLOYER shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- 9.2. The EMPLOYER is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidder.

10. Language

- 10.1. The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Bidder and the EMPLOYER, shall be written in the language(s) specified in the Data Sheet.

11. Documents Comprising the Proposal

- 11.1. The Proposal shall comprise the documents and forms listed in the Data Sheet.
- 11.2. If specified in the Data Sheet, the Bidder shall include a statement of an undertaking of the Bidder to observe, in competing for and executing a contract, the EMPLOYER country's laws against fraud and corruption (including bribery).

12. Only One Proposal

- 12.1. The Bidder (including the individual members) shall submit only one Proposal. If a Bidder submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude Sub-Bidder, or the Bidder's

staff from participating as Professionals in more than one Proposal when circumstances justify and if stated in the Data Sheet.

13. Proposal Validity

13.1. Proposals shall remain valid until the date specified in the Data Sheet or any extended date if amended by the EMPLOYER in accordance with ITB 13.1.1. During this period, the Bidder shall maintain its original Proposal without any change, including the availability of the Professionals, the proposed rates, and the total price.

13.1.1. Extension of Proposal Validity

- a. The EMPLOYER will make its best effort to complete the negotiations and award the contract prior to the date of expiry of the Proposal validity. However, should the need arise, the EMPLOYER may request, in writing, all BIDDERS who submitted Proposals prior to the submission deadline to extend the Proposals' validity.
- b. If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Professionals.
- c. The Bidder has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.

13.1.2. Substitution of Key Professionals at Validity Extension

- d. If any of the Professionals become unavailable for the extended validity period, the Bidder shall seek to substitute another Expert. The Bidder shall provide a written adequate justification and evidence satisfactory to the EMPLOYER together with the substitution request. In such case, a substitute Key Professional shall have equal or better qualifications and experience than those of the originally proposed Key Professional. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Professional.
- e. If the Bidder fails to provide a substitute Professional with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the EMPLOYER, such Proposal will be rejected.

b. Sub-Contracting

The Bidder shall not subcontract the whole of the Services.

14. Clarification and Amendment of RFP

14.1. The Bidder may request a clarification of any part of the RFP during the period indicated in the Data Sheet before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the

EMPLOYER's address indicated in the Data Sheet. The EMPLOYER will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all the BIDDERS through Public Procurement Portal. Should the EMPLOYER deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:

- 14.1.1. At any time before the proposal submission deadline, the EMPLOYER may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all BIDDERS through Public Procurement Portal and will be binding on them.
- 14.1.2. If the amendment is substantial, the EMPLOYER may extend the proposal submission deadline to give the BIDDERS reasonable time to take an amendment into account in their Proposals.
- 14.2. The Bidder may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

15. Preparation of Proposals Specific Considerations

- 15.1. While preparing the Proposal, the Bidder must give particular attention to the following:
- 15.2. If a Bidder considers that it may enhance its expertise for the assignment by associating with other BIDDERS in the form of a Joint Venture or as Sub-BIDDERS, it may do so with other Bidder(s), if permitted in the Data Sheet. In all such cases a Bidder must obtain the written approval of the EMPLOYER prior to the submission of the Proposal.
- 15.3. The EMPLOYER may indicate in the Data Sheet the estimated Professionals' time input (expressed in person-month) or the EMPLOYER's estimated total cost of the assignment, but not both. This estimate is indicative, and the Proposal shall be based on the Bidder's own estimates for the same.

16. Technical Proposal Format and Content

- 16.1. The Technical Proposal shall be prepared using the Standard Forms provided in Section 3 of the RFP and shall comprise the documents listed in the Data Sheet. The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.
 - 16.1.1. Bidder shall not propose alternative Professionals. Only one CV shall be submitted for each Professional position. Failure to comply with this requirement will make the Proposal non-responsive.

16.1.2. Depending on the nature of the assignment, the BIDDERS required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP) as indicated in the **Data Sheet** and using the Standard Forms provided in Section 3 of the RFP.

17. Financial Proposal

17.1. The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Resources deployed, (b) reimbursable expenses indicated in the Data Sheet.

17.2. Price Adjustment

a. For assignments with a duration exceeding 06 months, a price adjustment provision for foreign and/or local inflation for remuneration rates applies if so, stated in the Data Sheet.

17.3. Taxes

a. The Bidder and its Sub-BIDDERS and Professionals are responsible for meeting all tax liabilities arising out of the contract unless stated otherwise in the Data Sheet. Information on taxes in the EMPLOYER's country is provided in the Data Sheet.

17.4. Currency of Proposal

a. The Bidder may express the price for its Services in the currency or currencies as stated in the Data Sheet. If indicated in the Data Sheet, the portion of the price representing local cost shall be stated in the national currency.

17.5. Currency of Payment

Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.

C. SUBMISSION, OPENING AND EVALUATION

18. Procedure for Participation in E-Tendering

18.1. The procedure for participation in e-tendering is given in the Bid Data Sheet.

19. Submission, Sealing, and Marking of Proposals

19.1. The Bidder shall submit a signed and complete Proposal comprising the documents and forms in accordance with ITB10 (Documents Comprising Proposal). BIDDERS shall mark as "CONFIDENTIAL" information in their Proposals which is confidential to their business. This may include proprietary information, trade secrets or commercial or financially sensitive information. **Bidder shall submit the proposal online on the e-procurement web portal <https://mptenders.gov.in>.**

- 19.2. An authorized representative of the Bidder shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.
- 19.3. Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.
- 19.4. The signed Proposal shall be marked “Original”, and its copies marked “Copy” as appropriate. The number of copies is indicated in the Data Sheet. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.
- 19.5. Deleted. **The proposal shall be submitted online only as specified in the Bid Data Sheet.**
- 19.6. Delete
- 19.7. Delete

20. Confidentiality

- 20.1. From the time the Proposals are opened to the time the Contract is awarded, the Bidder should not contact the EMPLOYER on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the BIDDERS who submitted the Proposals or to any other party not officially concerned with the process, until the Notification of Intention to Award the Contract. Exceptions to this ITB are where the EMPLOYER notifies BIDDERS of the results of the evaluation of the Technical Proposals.
- 20.2. Any attempt by shortlisted BIDDERS or anyone on behalf of the Bidder to influence improperly the EMPLOYER in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal and may be subject to the application of prevailing sanctions procedures.
- 20.3. Notwithstanding the above provisions, from the time of the Proposals’ opening to the time of Contract award publication, if a Bidder wishes to contact the EMPLOYER, it shall do so only in writing.

21. Earnest Money Deposit (EMD)

- 21.1. The Bidder shall furnish, as part of the Bid, Earnest Money Deposit (EMD), of the amount specified in the Data Sheet.
- 21.2. The EMD shall be transferred using Debit card/ credit card / net banking or system generated challan in favour of name and particulars given in Bid Data sheet
- 21.3. Bid not accompanied by EMD shall be liable for rejection as non-responsive.
- 21.4. EMD of BIDDERS whose bids are not accepted will be returned within Fifteen (15) working days of the decision on the bid.

21.5. EMD of the successful Bidder will be discharged when the Bidder has signed the Agreement and furnished the Bank Guarantee of required value for Performance Security.

21.6. Failure to sign the contract by the selected Bidder, for whatsoever reason, shall result in forfeiture of the Earnest money deposit.

22. Opening of Technical Proposals

22.1. The EMPLOYER's evaluation committee shall conduct the opening of the Technical Proposals in the presence of the shortlisted BIDDERS' authorized representatives who choose to attend (in person, or online if this option is offered in the Data Sheet). The opening date, time and the address are stated in the Data Sheet. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored until they are opened in accordance with ITB 23.

22.2. At the opening of the Technical Proposals the following shall be specified:

- i. the name and the country of the Bidder
- ii. any modifications to the Proposal submitted prior to proposal submission deadline; and
- iii. any other information deemed appropriate or as indicated in the Data Sheet.

23. Proposals Evaluation

23.1. Subject to provision of ITB 16.1, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded

23.2. The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under ITB 13.1.1. While evaluating the Proposals, the EMPLOYER will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.

24. Evaluation of Technical Proposals

24.1. The EMPLOYER's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the Data Sheet.

25. Financial Proposals

25.1. The Financial Proposal shall be prepared using the Standard Forms provided in the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Resources deployed, (b) reimbursable expenses indicated in the Data Sheet.

25.2. If Financial Proposals are invited together with the Technical Proposals when the selection is based on QCBS or LCS, the Financial Proposals of only the Technically Eligible

Bidders (minimum eligibility criteria as defined in the Data Sheet) is opened by the Employer's evaluation committee.

26. Public Opening of Financial Proposals

- 26.1. After the technical evaluation is completed, the EMPLOYER shall notify those BIDDERS whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score in writing/ through public Procurement Portal, advising them the following:
- 26.2. their Proposal was not responsive to the RFP and TOR or did not meet the minimum qualifying technical score;
- 26.3. provide information relating to the Bidder's overall technical score, as well as scores obtained for each criterion and sub-criterion;
- 26.4. their Financial Proposals will be returned unopened after completing the selection process and Contract signing; and
- 26.5. The EMPLOYER shall simultaneously notify those BIDDERS whose Proposals were considered responsive to the RFP and TOR in writing/ through public Procurement Portal, and that have achieved the minimum qualifying technical score, advising them the following:
- 26.6. their Proposal was responsive to the RFP and TOR and met the minimum qualifying technical score;
- 26.7. provide information relating to the Bidder's overall technical score, as well as scores obtained for each criterion and sub-criterion;
- 26.8. The opening date of financial proposal shall be no less than One (1) Working Days from the date of notification of the results of the technical evaluation, described in ITB 23.1 and 23.2.
- 26.9. The Financial Proposals shall be opened online, and after the evaluation of financial proposals, the financial evaluation report shall be uploaded on the public procurement portal.

27. Correction of Errors

- 27.1. Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.

28. Taxes

- 28.1. The EMPLOYER's evaluation of the Bidder's Financial Proposal shall include taxes and duties in the EMPLOYER's country in accordance with the instructions in the Data Sheet.

29. Conversion to Single Currency

29.1. For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.

D. COMBINED QUALITY AND COST EVALUATION

30. Quality & Cost based selection (QCBS)

30.1. In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the Data Sheet. The Bidder with the Most advantageous Proposal, which is the Proposal that achieves the highest combined technical and financial scores, will be invited for negotiations.

E. NEGOTIATIONS AND AWARD

31. Negotiations

31.1. The negotiations will be held at the date and address indicated in the Data Sheet with the Bidder's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Bidder.

31.2. The EMPLOYER shall prepare minutes of negotiations that are signed by the EMPLOYER and the Bidder's authorized representative

31.3. Technical Negotiations

31.3.1. The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the EMPLOYER's inputs, the special conditions of the Contract, and finalizing the "**Scope of Services**" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.

32. Conclusion of Negotiations

32.1. The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the EMPLOYER and the Bidder's authorized representative.

32.2. If the negotiations fail, the EMPLOYER shall inform the Bidder in writing of all pending issues and disagreements and provide a final opportunity to the Bidder to respond. If disagreement persists, the EMPLOYER shall terminate the negotiations informing the Bidder of the reasons for doing so.

33. Notification of Award

- 33.1. The EMPLOYER shall notify the successful bidder by issuing a 'Letter of Acceptance' (LoA) that his bid has been accepted.
- 33.2. The Contract Award Notice shall be published on the EMPLOYER's website (Public Procurement Portal) with free access if available

34. Performance Security

- 34.1. The Applicant, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the Authority's any other right or remedy hereunder or in law or otherwise, its Performance Security shall be forfeited and appropriated by the Authority as the mutually agreed pre-estimated compensation and damages payable to the Authority for, inter alia, the time, cost and effort of the Authority in regard to the RFP, including the consideration and evaluation of the Proposal, under the following conditions:
- i. If an Applicant engages in any of the Prohibited Practices specified in Clause 4 of this RFP;
 - ii. if the Applicant is found to have a Conflict of Interest as specified in Clause 4; and
 - iii. if the Selected Applicant commits a breach of the Agreement.
 - iv. An amount as defined in the Data Sheet shall be deemed to be the Performance Security for the purposes of this Clause 33, which may be forfeited and appropriated in accordance with the provisions hereof.

35. Signing of Contract

- 35.1. The Contract shall be signed prior to the expiry date of the Proposal validity or any extension thereof.
- 35.2. The Bidder is expected to commence the assignment on the date and at the location specified in the Data Sheet.

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

ITB Reference	Description
A. General	
2.1	<p>Name of the Employer: MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION</p> <p>Method of selection: Quality & Cost Based Selection (QCBS)- 75: 25</p>
2.2	<p>Financial Proposal to be submitted together with Technical Proposal:</p> <p>Yes, Proposals to be submitted Online at public procurement portal: https://mptenders.gov.in</p> <p>The name of the assignment is:</p> <p>APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING ORGANISED IN INDORE, MADHYA PRADESH</p>
2.3	<p>Pre-Bid Meeting will be held: Yes</p> <p>Date of Pre-Bid Meeting: 28.09.2022</p> <p>Address: Brilliant Convention Centre, Indore</p> <p>E-mail: events@mpidc.co.in</p> <p>Contact person/Meeting convenor: Mr. John Kingsley - Managing Director, Madhya Pradesh Industrial Development Corporation</p>
2.4	<p>The EMPLOYER will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals:</p> <p>The BIDDERS can access all the information relevant to the work from the department's website i.e., the Public Procurement Portal (https://mptenders.gov.in)</p>
7.1	Eligible Countries: Sole Bidder/ All members of the consortium shall be registered in India
B. Preparation of Proposals	
9	The bidder shall have to obtain a comprehensive insurance of the entire event including all the resources deployed. It is the responsibility of the bidder to include this cost in its financial proposal.
10.1	This RFP has been issued in the English language.

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

	Proposals shall be submitted in English language. All correspondence exchange shall be in English / Hindi language.
8	Cost of tender Form: Nil [Bidder shall submit the applicable portal fee only]
11.1	<p>The Proposal shall comprise the following: The bid submitted online by the Bidder shall be in the following parts:</p> <p>Part 1 – This shall be known as Envelope A and would apply for all bids. Envelope A shall contain the following as per details given in the Bid Data Sheet:</p> <ul style="list-style-type: none"> i. Registration number or proof of application for registration and organizational details in format given in the Bid Data sheet ii. Payment of the cost of Bid Document; iii. Proof/details of Earnest Money transfer/deposit through Debit card, credit card / internet banking or system generated challan; and iv. EPF Registration v. An affidavit duly notarized. <p>Part 2 – This shall be known as Envelope B and required to be submitted only in works where pre-qualification conditions and/or special eligibility conditions are stipulated in the Bid Data Sheet. Online Envelope B shall contain a self-certified sheet duly supported by TECH FORMS as prescribed and enclosed with the Bid Data Sheet.</p> <p>Part 3 – This shall be known as Online Envelope C and would apply to all bids. Envelope C shall contain financial offer along with FIN FORMS as prescribed and enclosed with the Bid Data Sheet.</p> <p align="center">All documents shall be submitted online only</p>
11.2	Statement of Undertaking clearly specifying no debarment: Yes
12.1	BIDDERS are not permitted to participate in any form in more than one proposal
13.1	Proposals shall be valid for 180 calendar days after the proposal submission date.

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

14.1	<p>Clarifications may be requested no later than 07 (Seven) calendar days prior to the bid submission date.</p> <p>The contact information for requesting clarifications is:</p> <p>Email- events@mpidc.co.in</p>
15.1.1	<p>Consortium of maximum of 2 (1+1) Partners is allowed</p> <p>a. Lead member of the consortium shall meet at least 51% of the financial capacity as specified in the technical evaluation criteria</p> <p>b. All members of the consortium jointly shall fulfill 100% of the technical evaluation criteria</p>
16.2	<p>The format of the Technical Proposal to be submitted is provided in Section -3 of this document. Submission of the Technical Proposal in a wrong format may lead to the Proposal being deemed non-responsive to the RFP requirements.</p>
17.1	<p>Reimbursable expenses may be given as follows:</p> <ol style="list-style-type: none"> 1. All the travel tickets (as per actuals). 2. Fees for any specific artist hired for the event (as per actuals). 3. Additional items not specified in the BoQ shall be paid as per actuals with markup not more than 6%. Limit (in percentage of total project cost) of additional items as specified herein shall be at the sole discretion of the authority as per the requirement of the event. The bidder shall have to abide by any and every additional activity as deemed necessary by the authority for the successful completion of the event.
17.2	<p>Price adjustment provision does not apply.</p>
17.3	<p>The revenue shared by the EMPLOYER to the Bidder under the contract shall include all taxes, duties, and surcharge except Goods & Services Tax (GST)</p> <p>GST shall be payable for the services as per the applicable laws.</p>
17.4	<p>The Financial Proposal shall be submitted as per the format specified i.e., BID Form FIN-1.</p> <p><i>Cost of any change in scope /additional scope shall be paid as per unit price specified in the BID Form.</i></p> <p><i>Only the total Lumpsum amount of the proposal shall be considered for Evaluation purpose.</i></p>

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

17.5	Payments under the Contract shall be made in Indian National Rupees (INR)
C. Submission, Opening and Evaluation	
18.1	Bidders to refer Annexure -1 to this Bid Data Sheet
19.1	The BIDDERS have to submit their Proposals electronically only. The Bidder to submit the proposal on public procurement portal only. Website: www.mptenders.gov.in
19.4	The Bidder must submit: (a) Technical Proposal: Online (b) Financial Proposal: Online The Bidder to follow the procedure for e-tendering as stated in Annexure-1
19.7	The Proposals must be submitted online no later than 18.10.2022 till 17.30 Hrs.
21.1	Earnest Money Deposit: INR Twenty-Five Lakhs Only (25 Lakhs)
22.1	Technical Proposals shall be opened online only.
22.2	The following information will be specified on the technical evaluation sheet of the Bidder's Technical Proposals: Name of the firm along with their eligibility for the specified work.
24.1	All the BIDDERS are mandatorily required to attach the following self-declarations as a part of their proposal: <ul style="list-style-type: none"> ● A self-declaration to certify that they are not directly or indirectly affiliated to any other shortlisted Bidder or their associate or are under common control with any of them. ● A notarized affidavit to certify that, the sole Bidder and each member of the consortium, in case of a Consortium, should not have been debarred / blacklisted by Central Government/State Government/ PSU entity in India. Pre-Qualification Criteria and Technical Evaluation Criteria (marking) for the evaluation of the Technical Proposals is as specified in the Annexure 2 of the Data Sheet.

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

	Only the bidders scoring 70 marks out of 100 shall be considered qualified for opening of financial proposals.
25.4	Financial proposals shall be opened online, and the bidders will be informed through public procurement portal only.
28.1	The bidder's quoted price is inclusive of all taxes, duties as applicable except for Goods and Services Tax (GST). GST shall be payable as per the applicable laws.
30.1	<p><u>Calculation of Technical Score</u></p> <p>Technical Score (S_t) will be the marks obtained by a bidder during Technical Evaluation as specified in Annexure -2</p> <p><u>Calculation of Financial Score (S_f)</u></p> <p>The lowest evaluated Financial Proposal (F_m) is given the maximum financial score (S_f) of 100. The formula for determining the financial scores (S_f) of all other Proposals is calculated as following:</p> $S_f = 100 \times F_m / F,$ <p>where,</p> <p>“S_f” is the financial score for the proposal under consideration,</p> <p>“F_m” is the lowest price offered for the scope of services by the technically eligible bidders,</p> <p>“F” the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are:</p> $T = 0.75, \text{ and}$ $P = 0.25$ <p><u>Calculation of Combined Score (S)</u></p> <p>To arrive at the combined technical and financial score of the bidder, weighted sum of technical and financial score of the bidder is calculated as per the formula hereunder:</p> $S = (S_t \times T) + (S_f \times P)$ <p>where,</p> <p>S = Combined Score</p> <p>S_t = Technical Score</p> <p>S_f = Financial Score</p>

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

	<p>T = weight given to the Technical Proposal; P = weight given to the Financial Proposal</p> <p style="text-align: center;">Such that T + P = 1</p> <p>Proposals are ranked according to their combined score(s)</p>
D. Negotiations and Award	
33.1	<p>Successful bidder (preferred bidder) shall be informed through email/ public procurement portal. The intimation shall be in the form of letter referred as LoA (Letter of Acceptance)</p> <p>Successful bidder to reply the same as stated in the LoA</p>
34.1	<p>Performance Security</p> <p>Successful Bidder to submit Performance Security in the form of Bank Guarantee / FDR in favour of MANAGING DIRECTOR – MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION for an amount equal to 10% of Contract Amount</p>
35.2	<p>The date of commencement shall be specified in the Letter of Acceptance (LoA), or Work Order (WO) issued to the bidder.</p>

ANNEXURE-1 ETENDERING

Procedure for Participation in e-tendering

1. Web address of E-tendering website: <https://mptenders.gov.in>
2. Bidder should do Online Enrolment in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/GNFC/IDRBT/MtnTrustline/SafeScript/TCS.
3. Bidder then logs into the portal giving user id / password chosen during enrolment.
4. The e-token that is registered should be used by the bidder and should not be misused by others.
5. DSC once mapped to an account cannot be remapped to any other account. It can only be Inactivated.
6. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
7. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
8. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
9. If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
10. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
11. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
12. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids
13. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
14. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the EMPLOYER System as well as the Network bandwidth available at the EMPLOYER side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75- 100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
15. It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids Which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
16. In case of Offline payments, the details of the Earnest Money Deposit (EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected
17. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay, or the difficulties faced during the submission of bids online by the bidders due to local issues.
18. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
19. At the time of freezing the bid, the eProcurement system will give a successful bid updating message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

bidder and then submitted.

20. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
21. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
22. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
23. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
24. All the data being entered by the bidders would be encrypted at the EMPLOYER end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
25. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256-bit encryption technology. Data encryption of sensitive fields is also done.
26. The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

ANNEXURE-2 ELIGIBILITY

A. PRE-QUALIFICATION CRITERIA

#	Basic Requirement	Specific Requirements	Documents Required
PQ 1	Legal Entity	Sole Bidder /All Member of the consortium should be an Proprietary Firm/LLP Firm (Registered under the LLP Act-2008) / Partnership Firm (Registered under Partnership Act-1932)/ Private Limited Company/ Limited Company (Registered under the Companies Act-1956/ Companies Act -2013) and shall be in the business of Event management for at least 5 years as on date of submission of the bid.	<ul style="list-style-type: none"> • Copy of certificate of Incorporation/Registration certificate. • MoU (Memorandum of Understanding) in case of consortium clearly describing Roles & Responsibilities of each member as per the format given as <Form TECH-13> • A written undertaking from each of the consortium members, in case of a consortium, duly signed by the authorized signatory, holding a written power of attorney/ letter of authorization for this bid on a stamp paper, authorizing the lead bidder to incur liabilities and receive instructions for and on behalf of any and all consortium members, and the entire execution of the concession, including but not limited to the payments.
PQ 2	Minimum Experience	<p>Sole Bidder /All Member of the consortium jointly should have experience of organizing at-least Two (2) similar Events in last 5 (Five) years either with the State or Central Government/ PSUs; encompassing tasks such as conceptualizing, designing, and management of events.</p> <p>Similar events: Events including Seminars, conferences, exhibitions, forums, conclaves, festivals, fairs, Mahotsav or any combination of the same related to fields of tourism, investment promotion, culture, industries or any other similar field. AND Events with at least 3000 attendees (including delegates, exhibitors, speakers etc.) <i>concluded without an untoward incident.</i> and minimum 100 exhibitors AND Events with minimum billing amount of INR 10.0 Crores</p>	<ul style="list-style-type: none"> • Work-Order/ Engagement Letter/ Purchase Order from the Employer/ Client clearly specifying the scope of services and fee • Completion certificate from the employer duly signed by officer not below the rank of Executive Engineer. The completion certificate should clearly specify the number of attendees and no. of Exhibitors participated in the event. • Event brochure/ circular/ any other videos • material to be enclosed in support of projects. • Duly filled, signed and stamped Form TECH-8 and Form TECH-9, • Performance Report duly approved by the employer. In case performance report is not available, bidder shall submit a detailed report clearly indicating major features of the event (No. of attendees and Exhibitors) with photographs duly signed by the employer.

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

#	Basic Requirement	Specific Requirements	Documents Required
PQ 3	Minimum average annual turnover	Sole Bidder /All Member of the consortium jointly should have minimum average annual turnover of INR 30.0 Crores for any of three financial years in last five (5) financial years from Fees for providing Event Management Services.	<ul style="list-style-type: none"> • Turnover certificate duly certified by Chartered accountant • <Form TECH_4>
PQ 4	EPF Registration	Sole Bidder /All Member of the consortium should have valid EPF registration.	<ul style="list-style-type: none"> • EPF registration document clearly specifying total no of employees registered as on the date of bid submission.
PQ 5	Blacklisting	As on date of submission of the proposal, the sole Bidder and each member of the consortium, in case of a Consortium, should not have been debarred / blacklisted by Central/State Government/ PSU entity in India.	<ul style="list-style-type: none"> • The bidder must submit a duly notarized affidavit on a INR 100 non-judicial stamps

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

B. TECHNICAL EVALUATION CRITERIA

S. NO.	TECHNICAL EVALUATION CRITERIA	MAXIMUM MARKS	SUPPORTING DOCUMENTS						
1	BIDDER'S EXPERIENCE AND CAPABILITY	10							
1.1	<p><u>Years of Existence</u> Sole Bidder / Lead member of the Consortium should be in the business of Event Management for years</p>	<table border="1"> <tr> <td align="center">5- 7 Years</td> <td align="center">2</td> </tr> <tr> <td align="center">7- 10 Years</td> <td align="center">3</td> </tr> <tr> <td align="center">> 10 Years</td> <td align="center">5</td> </tr> </table>	5- 7 Years	2	7- 10 Years	3	> 10 Years	5	<ul style="list-style-type: none"> ➤ Certificate of Incorporation / Proof of Registration of the organisation/ firm ➤ Self-undertaking for business activities done, shall be submitted
5- 7 Years	2								
7- 10 Years	3								
> 10 Years	5								
1.2	<p><u>In-House Capability</u> The Sole Bidder / all members of the Consortium jointly should have in-house capacity of Manpower required for successful execution of the assignment</p>	<table border="1"> <tr> <td align="center">25-50 Nos.</td> <td align="center">2</td> </tr> <tr> <td align="center">51-100 Nos.</td> <td align="center">3</td> </tr> <tr> <td align="center">>100 Nos.</td> <td align="center">5</td> </tr> </table>	25-50 Nos.	2	51-100 Nos.	3	>100 Nos.	5	<ul style="list-style-type: none"> ➤ Self-certified list (Form Tech-7) of in-house employees/ professionals ➤ EPF details along with proof of EPF deduction and deposit to EPFO of all the employees enlisted shall be provided for at least last 6 Months from the date of Bid Submission. ➤ Salary disbursement proof in the form of Bank statement. <p>Other relevant documents shall be submitted as and when asked for by the Employer</p>
25-50 Nos.	2								
51-100 Nos.	3								
>100 Nos.	5								
2.	Relevant Experience of the Applicant	55							
2.1	<p>Sole Bidder / All members of the Consortium jointly should have experience of organizing similar Events in last 5 (Five) years either with the State or Central Government/ PSUs; encompassing tasks such as conceptualizing, designing, and management of events.</p> <p><u>Similar Events:</u></p> <ul style="list-style-type: none"> • <i>Events including Seminars, conferences, exhibitions, forums, conclaves, festivals, fairs, Mahotsav or any combination of the same related to fields of tourism, investment promotion, culture, industries or any other similar field.</i> 	<table border="1"> <tr> <td align="center">Minimum 2 Events</td> <td align="center">20</td> </tr> <tr> <td align="center">More than 2 Events</td> <td align="center">5 marks for each additional event</td> </tr> </table>	Minimum 2 Events	20	More than 2 Events	5 marks for each additional event	<ul style="list-style-type: none"> ➤ Work-Order/ Engagement Letter/ Purchase Order from the Employer/ Client clearly specifying the scope of services and fee ➤ Completion certificate from the employer duly signed by officer not below the rank of Executive Engineer. <u>The completion certificate should clearly specify the number of attendees and no. of Exhibitors participated in the event.</u> ➤ Event brochure/ circular/ any other promotional 		
Minimum 2 Events	20								
More than 2 Events	5 marks for each additional event								

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

S. NO.	TECHNICAL EVALUATION CRITERIA	MAXIMUM MARKS	SUPPORTING DOCUMENTS	
	<p align="center">AND</p> <ul style="list-style-type: none"> Events with at least 3000 attendees (including delegates, exhibitors, speakers etc.) concluded without an untoward incident. and minimum 100 exhibitors <p align="center">AND</p> <ul style="list-style-type: none"> Events with minimum billing amount of INR 10.0 Crores 	subject to a capping of total 35 marks for the criteria.	<p>material to be enclosed in support of projects.</p> <ul style="list-style-type: none"> Duly filled, signed and stamped Form TECH-8 and Form TECH-9, Performance Report duly approved by the employer. In case performance report is not available, bidder shall submit a detailed report clearly indicating major features of the event (No. of attendees and Exhibitors) with photographs duly signed by the employer. 	
2.2	<p>Sole Bidder / All members of the Consortium jointly should have experience of organizing similar events in last 5 (Five) years either with the State or Central Government/ PSUs; attended by either of the Top 3 dignitaries mentioned in the table of precedence issued by President's Secretariat i.e. President, Vice President and PM</p> <p>Similar Events: Seminars, conferences, exhibitions, forums, conclaves, festivals, fairs, Mahotsav or any combination of the same related to fields of tourism, investment promotion, culture, industries or any other similar field.</p>	1 Event	10	<ul style="list-style-type: none"> Work-Order/ Engagement Letter/ Purchase Order from the Employer/ Client clearly specifying the scope of services Completion certificate from the employer duly signed by officer not below the rank of Executive Engineer. <u>The completion certificate should clearly specify that the event has been attended by either of the Top 3 dignitaries mentioned in the table of precedence issued by President's Secretariat</u> Event brochure/ circular/ any other promotional material to be enclosed in support of projects.
		2 or more Events	20	
Note: The events provided by the bidder in 2.1 and 2.2 shall be exclusive				
3	Financial Capacity		15	
3.1	Sole bidder / All members of the consortium jointly should have average annual turnover for any of three financial years in last five (5) financial years from Fees for providing Event Management Services.	30 - 50 Crores	5	<ul style="list-style-type: none"> Turnover Certificate duly certified by a practicing Chartered Accountant Audited Income Statements duly certified by practicing Chartered Accountant <p>Note: UDIN shall be mandatorily mentioned on all the documents/ certificates</p>
		50- 75 Crores	7	
		>75 Crores	10	

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

S. NO.	TECHNICAL EVALUATION CRITERIA		MAXIMUM MARKS	SUPPORTING DOCUMENTS
3.2	The bidder Should have positive net worth as on 31 st March 2022.	-	5	➤ Net Worth Certificate duly certified by Chartered Accountant to be provided
4	APPROACH		20	
4.1	<p>Approach and Methodology</p> <p>Bidder to submit the approach and methodology for the execution of the project as per Form TECH-5 and Form TECH-11 Detailed Bar chart shall have to be submitted as part of the Approach and Methodology Bidder shall also submit detailed CV of Key Professionals primarily Programme Manager, IT Manager, Publicity Manager and Safety In charge,</p>	-	5	Approach and Methodology as required in standard Bid Form shall be submitted as part of the Proposal
4.2	<p>TECHNICAL PRESENTATION</p> <p>“Refer below for detailed Marking Pattern”</p>		15	Detailed Technical presentation at designated date and time
Total Max. Marks			100	
<ul style="list-style-type: none"> Bidders with minimum 70 Marks shall only be Eligible for Financial Opening Bidder shall not be awarded any marks for specific criteria in case of insufficient documentation as required in support of respective Technical Evaluation Criteria. 				

Marking Pattern for Technical Presentation (4.2 above):

I. Conceptual plan for the event (15 marks)

- Overall Subtheme and layout of the event; particularly optimum utilization of the allocated spaces (without compromising with norms of quality & safety), maximization of visibility, proposed Subtheme. – **3 Marks**
- Detailed publicity Plan and overall Branding including Digital Prints. – **2 Marks**
- Concept design in 3D renderings (for whole and various parts) for the event. Concept design in 3D for Main Hall, Entry Arch and Façade, Cultural venue, Exhibition, VVIP lounge, Media Lounge, B2B/B2G Meeting Rooms and Green Rooms – **2 Marks**
- Conceptual Plan and Design of the Digital Exhibition in accordance with the approved theme. The conceptual plan shall include walkthrough of the proposed Digital Exhibition – **2 Marks**
- Fire and Emergency exit plan – **1 Marks**
- Environment compliance plan, and strategy to make this a zero-waste event – **2 Marks**
- Technical specifications & pictures of items (viz. chair, sofas, carpet, floral décor, entry arch, finish of MDF wall, Sound System (mention make) etc. and type of materials to be used (photos), any other innovation, quality improvement and aesthetic up-gradation brought out in the bid and the presentation. – **1 Marks**
- Proposed Access Control System – **1 Marks**
- Any other innovation, quality improvement and aesthetic up-gradation brought out in the bid and presentation – **1 Marks**

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

QCBS Based Evaluation - Illustrative Example [For Reference Only]

Final evaluation of the proposal shall be made based on Quality & Cost based selection (QCBS) wherein technical marks will carry weightage of 75% (T) and financial marks will carry weightage of 25% (P). A sample illustration in this respect is as follows wherein arbitrary marking has been done for illustration purpose.

STAGE 1: Technical Proposals Evaluation

Bidder Details	Technical Marks Obtained
Bidder 1	92
Bidder 2	85
Bidder 3	65
Bidder 4	75

STAGE 2: Conversion of Technical Marks Obtained to Technical Score (S_t) Bidder with less than 70 marks shall get disqualified.

Bidder Details	Technical Score Obtained	Eligibility
Bidder 1	92	Qualified
Bidder 2	85	Qualified
Bidder 3	65	Disqualified
Bidder 4	75	Qualified

STAGE 3: Financial Proposal Evaluation

Bidder Details	Financial Proposal Amount
Bidder 1	1,30,000
Bidder 2	1,20,000
Bidder 4	1,00,000

STAGE 4: Conversion of Financial Proposal Amount (“Total Cost of the Consultancy” as per the Financial Form) to Financial Score

Bidder Details	Financial Proposal Amount	Financial Score (S _f) (LFB/F*100)
Bidder 1	1,30,000	100000/130000*100=76.92
Bidder 2	1,20,000	100000/120000*100=83.33
Bidder 4	1,00,000	100

LFB= Lowest Financial Proposal, F= Quoted Amount

Consolidated Technical & Financial Score

Bidder Details	Technical Score (S _t)	Financial Score (S _f)
Bidder 1	92	76.92
Bidder 2	85	83.33
Bidder 2	75	100

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

STAGE 5: Combined Score (S) which is weighted sum of Technical Score and Financial Score (CTFS)

With Weightage 75:25

Bidder Details	Applying weights for the Technical Score & Financial Score	Total Score	Rank of the Bidder
Bidder 1	$92*(75/100) + 76.92*(25/100)$	88.23	I
Bidder 2	$85*(75/100) + 83.33*(25/100)$	84.58	II
Bidder 3	$75*(75/100) + 100*(25/100)$	81.25	III

The top ranked Bidder (Rank -I) will be considered as the preferred Bidder and its proposal shall be considered most advantageous.

SECTION 3: TECHNICAL PROPOSAL STANDARD FORMS

{Notes to Bidder shown in brackets { }throughout Section 3 provide guidance to the Bidder to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

CHECKLIST OF REQUIRED FORMS

FORM	DESCRIPTION
TECH-1	Letter of Proposal
TECH-2	Bidder's Organization and Experience
TECH-3	Affidavit
TECH-4	Financial Capacity of the Applicant
TECH-5	Description of Approach, Methodology, and Work Plan in Responding to the Terms of Reference
TECH-6	Power of Attorney
TECH-7	Particulars of Bidder's Personnel
TECH-8	Abstract of Events* of the Bidder
TECH-9	Details of Events Organized by the BIDDER
TECH-10	Curriculum Vitae
TECH-11	Human Resource Plan
TECH-12	Checklist for Pre-Qualification proposal
TECH -13	Draft MOU

All pages of the original Technical and Financial Proposal shall be initialed by the authorized representative of the Bidder and the technical proposal shall be duly page numbered with proper indexing.

FORM TECH-1
LETTER OF PROPOSAL
(On Applicant's letter head)

To,

.....
.....
.....

Sub: APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR COMPREHENSIVE
MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING ORGANISED IN INDORE,
MADHYA PRADESH

Dear Sir / Madam:

1. With reference to your RFP Document dated, I/We, having examined all relevant documents and understood their contents, hereby submit our Proposal for APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING ORGANISED IN INDORE, MADHYA PRADESH. The proposal is unconditional and unqualified.
2. I/We acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Bidder, and we certify that all information provided in the Proposal and in the Appendices is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of appointment as the Bidder for the aforesaid assignment.
4. I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I/We acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I/We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

Applicant, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

7. I/We declare that:
 - a) I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Authority.
 - b) I/We do not have any conflict of interest in accordance with the RFP Document.
 - c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
 - d) I/We hereby certify that we have taken steps to ensure that inconformity with the provisions of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice.
8. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Bidder, without incurring any liability to the Applicants in accordance with the RFP document.
9. I/We declare that we are not a member of any other Consortium applying for Selection as a Bidder.
10. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.
11. I/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.
12. I/We further certify that we are not debarred / blacklisted by Central/State Government/ PSU entity in India during last Five (5) years.
13. I/We further certify that no investigation by a regulatory authority is pending either against us or against to be engaged team members.
14. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority [and/ or the Government of India] in connection with the selection of Bidder or in connection with the Selection Process itself in respect of the above-mentioned Project.
15. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the Consultancy for the Project is not awarded to me/us or our proposal is not opened or rejected.

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

I/We agree to keep this offer valid for 180 (One Hundred Eighty Days) days from the Bid Submission date as specified in the RFP.

1. A Power of Attorney in favour of the authorised signatory to sign and submit this Proposal and documents is attached herewith in Form Tech-6.
2. In the event of my/our firm being selected as the Bidder, I/we agree to enter into an Agreement in accordance with the form at Section–6 of the RFP. We agree not to seek any changes in the aforesaid form and agree to abide by the same.
3. I/We have studied RFP and all other documents 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 Authority or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy.
4. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
5. I/We agree and undertake to abide by all the terms and conditions of the RFP Document.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document

Yours faithfully

(Signature, name, and designation of the authorised signatory)

(Name and seal of the Applicant)

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

FORM TECH-2

BIDDER'S ORGANIZATION AND EXPERIENCE

PARTICULARS OF THE BIDDER

S. No.	Particulars	Details
1.	Name of Organization/ Individual	
2.	Entity of Organization Individual/Proprietary Firm/Partnership Firm (Registered under Partnership Act)/ Limited Company (Registered under the Companies Act-1956)/ Corporation	
4.	Address of Communication	
5.	Telephone Number with STD Code	
6.	Fax Number with STD Code	
7.	Mobile Number	
8.	E-mail Address for all communications	
9.	Details of Authorized Representative	
	Name	
10.	Designation	
11.	Postal Address	
12.	Telephone Number with STD Code	
13.	Fax Number with STD Code	
14.	Mobile Number	
15.	E-mail Address	
3.	GST No.	

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

FORM TECH-3

|| AFFIDAVIT ||

(To be contained in Envelope A)

(On Non-Judicial Stamp of Rs.100)

I/We _____ who is/are

(status I the firm/ company) and competent for submission of the affidavit on behalf of M/S _____ (contractor) do solemnly affirm on oath and state that:

I/we am/are fully satisfied for the correctness of the certificates/records submitted in support of the following information in bid documents which are being submitted in response to notice inviting e-tender No. _____ for _____ [Name of work} dated _____ issued by the _____ [Name of the department]

I/we am/ are fully responsible for the correctness of following self-certified information/ documents and certificates.

1. That are self-certified information given in the bid document is fully true and authentic
2. That:
 - i. Term deposit receipt deposited as earnest money, demand draft for cost of bid document and other relevant documents provided by the bank are authentic
 - ii. Information regarding financial qualification and annual turnover is correct
 - iii. Information regarding various technical qualification is correct
3. No close relative of the undersigned and our firm / company is working in the department

OR

Following close relatives are working in the department.

Name _____ Post _____ Present Posting _____

Signature with Seal of the Deponent (Bidder)

I/ We, _____ above deponent do hereby certify that the facts mentioned in above paras 1 to 3 are correct to the best of my knowledge and belief.

Verified today __ (dated) at _____ (place).

Signature with Seal of the Deponent (Bidder)

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

FORM TECH-4

FINANCIAL CAPACITY OF THE APPLICANT

Requirements:

Average Annual Turnover for the consultancy works to be provided in the following format for the last 5 financial years.

Financial Information					
Financial Year	2017-18	2018-19	2019-20	2020-21	2021-22
Annual Turnover (in INR)					
AVERAGE ANNUAL TURNOVER FOR LAST FIVE (5) YEARS					
AVERAGE ANNUAL TURNOVER FOR BEST THREE (3) YEARS					

Note:

- i. Annual turnover should be certified by chartered accountant.

Mandatory Supporting Documents:

- ii. Audited balance sheet including all related notes and income statements for the above financial years to be enclosed.
- iii. UDIN shall be mandatorily mentioned on all the financial documents

FORM TECH-5

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE
TERMS OF REFERENCE

Form TECH-5: A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing

- a) **Technical Approach and Methodology (A&M):** {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s). {Please do not repeat/copy the TORs in here.}}

The Bidder shall submit A&M for at least one previously completed assignment of similar nature and provide the approach for this assignment.

- b) **Work Plan.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the EMPLOYER), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.)

- c) **Organization and Staffing.** {Please describe the structure and composition of your team, including the list of the Key Professionals, Non-Key Professionals, and relevant technical and administrative support staff.} The bidder is required to submit CV of key professionals to be deployed in the project including but not limited to:

- i. Programme Manager – Minimum 10 Years of experience of Event Management
- ii. IT Manager – Minimum 10 Years of experience of IT management for similar events.
- iii. Publicity Manager– Minimum 5 Years of experience of Publicity management for similar events.
- iv. Safety Incharge – Minimum 5 Years of experience of similar large-scale events

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

FORM TECH-6

POWER OF ATTORNEY

Know all men by these presents, We, (Name of Firm and address of the registered office) do hereby constitute, nominate, appoint, and authorise Mr / Ms son/daughter/wife and presently residing at....., who is presently employed with/ retained by us and holding the position of as our true and lawful attorney (hereinafter referred to as the “Authorised Representative”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for ***Appointment of Event Management Company for Comprehensive Management of the Pravasi Bhartiya Divas – 2023 Being Organised in Indore, Madhya Pradesh*** including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the Authority.

AND we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorised Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds, and things done by our said Authorised Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 20.....

For
(Signature, name, designation, and address)

Witnesses:

- 1.
- 2.

Notarised

Accepted
.....

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

(Signature, name, designation, and address of the Attorney)

Notes:

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- *Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.*

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

FORM TECH-7

PARTICULARS OF BIDDER'S EMPLOYEES

S. No.	DESIGNATION	NAME	EDUCATIONAL QUALIFICATION	PROFESSIONAL EXPERIENCE# (YEARS)
I	II	III	IV	V
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
.				
.				
.				

Professional experience in the field of Event Management shall only be specified.

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

FORM TECH-8

ABSTRACT OF EVENTS* OF THE BIDDER

S. No.	NAME OF EVENT (YEAR OF EVENT SHALL BE SPECIFIED)	CLIENT NAME	DURATION OF EVENT (NO. OF DAYS)	NO. OF ATTENDEES	EXHIBITION INCLUDED (IF YES, NO. OF EXHIBITORS TO BE SPECIFIED)	VALUE OF THE WORK ORDER/ CONTRACT**
1	2	3	4	5	6	7
1						
2						
3						
4						
.						

**Seminars, conferences, exhibitions, forums, conclaves, festivals, fairs, Mahotsav or any combination of the same related to fields of tourism, investment promotion, culture, industries or any other similar field for a government State/Central Government or any government of foreign country or their agencies.*

*** Work-Order/ Engagement Letter/ PO from the Employer/ Client clearly specifying the scope of services and Event Management Fees*

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

FORM TECH-9

DETAILS OF EVENTS ORGANISED BY THE BIDDER

Event Name:		
Project Location WithinCountry:		Type of Event: No. of Exhibitors:
Nature of Client		No. of Participants: Cost (Rs Crore):
Start Date (Month/Year)	Completion Date (Month/Year)	Approx. Value of Services (inINR):
Description of the Project:		
Description & Samples (Event brochure/ circular/ any other promotional material) of actual Services provided:		

Bidder shall submit details of all the assignment in the above specified format

Bidder shall submit the completion certificate / work order (as applicable) duly signed by the concerned not less than the level of Executive Engineer or appropriate signing authority.

Notes:

1. Use separate sheet for each Project.
2. The Bidder may attach separate sheets to provide brief particulars of other relevant experience of the Applicant.

FORM TECH-10

Curriculum Vitae (CV) of Professional Personnel

1. Proposed Position:
2. Name of Personnel:
3. Date of Birth:
4. Nationality:
5. Educational Qualifications:
6. Employment Record with date of holding the position and date up to which held. :
(Starting with present position, list in reverse order every employment held.)
7. List of projects on which the Personnel has worked
8. Name of Project Description of responsibilities
9. Certification:
 - 1 I am willing to work on the Project and I will be available for entire duration of the Project assignment as required.
 - 2 I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience and me.

(Signature and name of the Professional Personnel)

Place.....

(Signature and name of the authorized signatory of the Applicant)

Notes:

1. Use separate form for each Key Personnel and Professional Personnel.
2. Each page of the CV shall be signed and dated by both the Personnel concerned and by the Authorized Representative of the Applicant firm along with the seal of the firm.
3. Authority may seek residence address for last five years of persons filling up this form.

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

**FORM TECH-11
Human Resource Plan**

Sl. No.	Name	Present Designation	Number of years in Payroll of the bidder	Task Assigned
1.				Programme Manager
2.				IT Manager
3.				Publicity Manager
4.				Safety In charge
5.				Project Coordinator (To be posted in Delhi)
6.				Project Coordinator (To be posted in Delhi)
7.				Project Coordinator (To be posted in Bhopal)
8.				Project Coordinator (To be posted in Bhopal)

- We undertake that the 8 team members as mentioned above shall remain with the assignment till the completion of assignment. Any change in the above composition of personnel shall not be done without prior permission of MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION. We further undertake that we shall employ sufficient number of personnel (at least 300) during/ prior to the event for successfully delivering the project. The details of such personnel shall be shared with MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION as and when requested.
- We undertake that we shall provide the contact details of the professionals in case the same is required by the authority.

Name & signature of the
authorized signatory

**FORM TECH-12
DRAFT MEMORANDUM OF UNDERSTANDING EXECUTED BY MEMBERS OF THE
CONSORTIUM**

[On Non-judicial stamp paper of INR 100 duly attested by notary public]

This Memorandum of Understanding (MoU) entered into this day of [Date] [Month] 2022 at [Place] among (Hereinafter referred to as " ") and having office at [Address], India, as Party of the First Part and (hereinafter referred to as " ") and having office at [Address], as Party of the Second Part and The parties are individually referred to as Party and collectively as Parties. WHEREAS Madhya Pradesh Industrial Development Corporation, has issued a Request for Proposal dated [Date] (RFP) from the Applicants interested in REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING ORGANISED IN INDORE, MADHYA PRADESH:

AND WHEREAS the Parties have had discussions for formation of a Consortium for bidding for the said Project and have reached an understanding on the following points with respect to the Parties' rights and obligations towards each other and their working relationship.

AS MUTUAL UNDERSTANDING OF THE PARTIES, IT IS HEREBY AGREED AND DECLARED AS FOLLOWS:

- i. The purpose of this Agreement is to define the principles of collaboration among the Parties to:
 - Submit a response jointly to Bid for the “REQUEST FOR PROPOSALS APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING ORGANISED IN INDORE, MADHYA PRADESH” as a Consortium.
 - Sign Contract in case of award.
 - Provide and perform the supplies and services which would be ordered by the Authority pursuant to the Contract.
- ii. This Agreement shall not be construed as establishing or giving effect to any legal entity such as, but not limited to, a company, a partnership, etc. It shall relate solely towards the Authority for “REQUEST FOR PROPOSALS APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING ORGANISED IN INDORE, MADHYA PRADESH” for and related execution works to be performed pursuant to the contract and shall not extend to any other activities.

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

- iii. The Parties shall be jointly and severally responsible and bound towards the Authority for the performance of the works in accordance with the terms and conditions of the RFP document, and **Contract**.
- iv. ----- (Name of Party) shall act as Lead Member of the Consortium. As such, it shall act as the coordinator of the Party's combined activities and shall carry out the following functions:
 - v. To ensure the technical, commercial and administrative co- ordination of the work package
 - To lead the contract negotiations of the work package with the Authority.
 - The Lead Member is authorized to receive instructions and incur liabilities for and on behalf of all Parties.
 - In case of an award, act as channel of communication between the Authority and the Parties to execute the Contract
 - vi. That the Parties shall carry out all responsibilities as developer in terms of the Project Agreement.
 - vii. That the broad roles and the responsibilities of each Party at each stage of the Bidding shall be as below:

Party A:

Party B:
 - viii. That the Parties affirm that they shall implement the Project in good faith and shall take all necessary steps to see the Project through expeditiously.
 - ix. That this MoU shall be governed in accordance with the laws of India and courts in Delhi shall have exclusive jurisdiction to adjudicate disputes arising from the terms herein.

In witness whereof the Parties affirm that the information provided is accurate and true and have caused this MoU duly executed on the date and year above mentioned.

(Party of the first part) (Party of the second part) Witness:

- i.
- ii.

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

FORM TECH-13

Indicative Checklist for Technical Proposal

S. No.	List of Documents	File Name & Page No.	Submitted (Y / N)	Description
1.	Proof of Tender Fee and EMD submitted			
2.	Bid Proposal Letter <i>As per format provided at Form TECH-1</i>			Reference No: Date of Letter:
3.	Bidders' Particulars (To be submitted by all consortium members) <i>As per format provided at Form TECH-2</i>			Name of Bidder(s):
4.	Consortium Agreement (In case of consortium) <i>As per format provided at Form TECH-12</i>			-
5.	Power of Attorney (PoA) / Letter of Authorization in favour of Authorized signatory <i>As per format provided at Form TECH-6</i>			Date of PoA / LOA: Name of Authorize Person:
6.	Declaration for not blacklisted by Central/State Government / PSU entity in India for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices, in past 3 (Three) years.			Reference No: Date of Letter:
7.	Copy of Certificate of Incorporation / Registration under Companies Act, 1956/2013. Consortium agreement clearly stating the roles and responsibilities of each member (If any)			Registration Number: Date of Incorporation:
8.	Certificate from the Statutory Auditor / CA (with UDIN) on turnover details from the "business areas" over the last 5 (Five) financial years 2017-18, 2018-19, 2019-20, 2020-21, and 2021-22			Year-wise details of turnover Form TECH-4
9.	Certificate from the Statutory Auditor / CA (with UDIN) on net worth			Total Positive Net worth (In Rs.): Certificate Date:
10.	Project experience (s)			Refer Annexure -2: Technical Evaluation Criteria and Form TECH-8 and Form TECH-9
11.	Valid Copy of certificates in the name of the Sole Bidder or the Lead Member of consortium, in case of a Consortium			Name of Certificate: Issued By: Issuing Date: Validity Date:
12.	Approach and Methodology			As per Form TECH-5, TECH-10 and TECH-11
13.	Affidavit -as per Form TECH-3			Form TECH-3
14.	List of employees with supporting documents			Form TECH-7

The above specified list of documents is merely indicative in nature. Bidder should read the entire RFP in totality and shall submit the necessary documentation in support of any of its claim in the Technical Proposal.

SECTION 4. FINANCIAL PROPOSAL - STANDARD

FORMS

{Notes to Bidder shown in brackets {} provide guidance to the Bidder to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

FIN-1 Financial Proposal Submission Letter

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

FORM FIN-1

FINANCIAL BID/ Financial Proposal

(TO BE CONTAINED IN ENVELOPE C)

(To be submitted online only).

Date:

To:

MANAGING DIRECTOR,
MADHYA PRADESH INDUSTRIAL
DEVELOPMENT CORPORATION, INDORE

Sub: APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR COMPREHENSIVE MANAGEMENT
OF PRAVASI BHARTIYA DIVAS – 2023 BEING ORGANISED IN INDORE, MADHYA PRADESH

Sir,

1. I the undersigned, offer to provide the Event Management services for the above in accordance with your Request for Proposal
2. My Financial Proposal is given below:

S. No.	Particular of Services	Quoted value in INR
1	Thematic development of the venue, Infrastructure setup for the entire event including Digital Exhibition and "Glimpses of M.P." Exhibition	
2	IT infrastructure Setup (Access Control System and Parking management system, Internet lease line, Computer setup etc.)	
3	Citywide Branding and publicity of the PBD 2023 including creative designing	
4	Media Management including arrangement of necessary resources	
5	Security Arrangement of the entire venue in coordination with State and Central agencies	
6	Plan, Design and Install Digital Exhibition at the venue	
7	Manpower as specified in the Scope of Work	
8	Other Miscellaneous requirements as specified in the Scope of Work like: Kiosks, Forex Counters, printing, stationary etc.	
TOTAL FOR THE COMPREHENSIVE EVENT MANAGEMENT SERVICES		

Total in words:.....

- a. The Amount / Fee quoted is inclusive of all costs, taxes, duties, surcharge etc, but exclusive of GST. GST shall be paid extra.
- b. My financial Proposal shall be binding upon me subject to the modifications resulting from contract negotiations, if any.

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

c. Our Financial Proposal is without any condition and shall be binding upon us, i.e., 180 calendar days from the last date of submission of this Proposal.

Yours faithfully

(Signature and name of the Applicant)

Address:

Mobile No:

Email id:

Note:

- i. *Per unit cost exclusive of GST to be mentioned.*
- ii. *Grand Total will be accepted as financial proposal for Evaluation purposes.*
- iii. *The Financial Proposal is to be submitted strictly as per the BID FORM FIN-1 and shall be submitted online only.*
- iv. *All the travel tickets shall be paid as per actuals upon submission of Invoice*
- v. *Fees for any specific artist hired for the event shall be paid as per actuals upon submission of Invoice*
- vi. *Additional items not specified in the BoQ shall be paid as per actuals with markup not more than 6%. Limit (in percentage of total project cost) of additional items as specified herein shall be at the sole discretion of the authority as per the requirement of the event. The bidder shall have to abide by any and every additional activity as deemed necessary by the authority for the successful completion of the event.*

SECTION 5. TERMS OF REFERENCE

1. ABOUT INDORE

Indore is the largest and most populous city in the Indian state of Madhya Pradesh. It serves as the headquarters of both Indore District and Indore Division. It is also considered as an education hub of the state and has campuses of both the Indian Institute of Technology and the Indian Institute of Management. Indore is Located on the southern edge of Malwa Plateau, at an average altitude of 553 meters (1,814 ft) above sea level, it has the highest elevation among major cities of Central India. The city is 190 km (120 mile) west of the state capital of Bhopal.

Indore had a census-estimated 2011 population of 1,994,397 (municipal corporation) and 3,570,295 (urban agglomeration). The city is distributed over a land area of just 530 square kilometers (200 sq mi), making Indore the most densely populated major city in the central province.

Indore traces its roots to its 16th-century founding as a trading hub between the Deccan and Delhi. The city and its surroundings came under Maratha Empire on 18 May 1724 after Peshwa Baji Rao I assumed the full control of Malwa. During the days of the British Raj, Indore State was a 19 Gun Salute (21 locally) princely state (a rare high rank) ruled by the Maratha Holkar dynasty, until they acceded to the Union of India. Indore served as the capital of the Madhya Bharat from 1950 until 1956.

Indore's financial district, based in central Indore, functions as the financial capital of Madhya Pradesh and is home to the Madhya Pradesh Stock Exchange.

2. INTRODUCTION

Pravasi Bharatiya Divas (PBD) is celebrated on 9th January every year since 2003 to mark the contribution of Overseas Indian community in the development of India. January 9 was chosen as the day to celebrate this occasion since it was on this day in 1915 that Mahatma Gandhi, the greatest Pravasi, returned to India from South Africa, led India's freedom struggle, and changed the lives of Indians forever.

To connect India to its vast overseas diaspora and bring their knowledge, expertise and skills on a common platform, the PBD Convention - the flagship event of Ministry of External Affairs is organized from 7th-9th January every year since 2003.

ABOUT PRAVASI BHARTIYA DIVAS

Since 2015, Pravasi Bharatiya Divas is a celebratory day observed biennially to mark the contribution of the overseas Indian community towards the development of India. The PBD conventions provide a platform to the overseas Indian community to engage with the Government on issues of concern to our Diaspora and to explore opportunities for investment in India and contribute in the growth journey of their homeland. These conventions also provide an opportunity to the overseas Indians to network with other overseas Indians residing in various parts of the world.

Madhya Pradesh is the partner State of the 17th Pravasi Bhartiya Divas Convention. The convention will be held in the Financial Capital of Madhya Pradesh i.e., Indore, from January 8 to January 10, 2023. The Theme of the event is “Diaspora: Reliable partners for India's progress in Amrit Kaal”. It is expected that the event will be attended by about 5000 overseas and Indian delegates including 500 representatives of the media.

MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION, being the nodal agency for organizing the Event on behalf of the Ministry of External Affairs, Government of India invites proposal from reputed organisations for providing event management services to make Pravasi Bhartiya Divas 2023 a successful event.

Selected Organization has to carry out the assignment in accordance with the provisions of the service agreement (the “Agreement”) to be entered into between the Bidder and MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION.

The statements and explanations contained in this Tender Document are intended to provide a proper understanding to the Bidders about the subject matter of this Tender Document and should not be construed or interpreted as limiting in any way or manner the scope of services and obligations of the Bidder set forth in the draft Agreement or MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION rights to amend, alter, change, supplement or clarify the scope of work, the Right to be awarded pursuant to this Tender Document or the terms thereof or herein contained.

Instructions to Bidders are to be noted, interpreted and applied appropriately to give effect to this intent, and no claims on that account shall be entertained by MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION.

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**




The format of PBD 2023 will be as following:

Day	Tentative Date	Events Description
Day – 1	08.01.2023	Youth PBD in Forenoon M.P. PBD in the afternoon
Day – 2	09.01.2023	Inauguration of PBD Convention by Honourable Prime Minister of India.
Day – 3	10.01.2023	Valedictory Session and Conferment of PBSA by Honourable President of India
	05.01.2023 to 12.01.2023	Digital Exhibition and “Glimpses of MP” Exhibition

3. OBJECTIVE

3.1. PRAVASI BHARTIYA DIVAS - 2023

Pravasi Bharatiya Divas 2023 will be a mega event where in Seminars, Conventions, Business Meetings, Exhibitions, Networking and other events will be organised with an objective of promoting “Diaspora: Reliable partners for India's progress in Amrit Kaal”. Eminent personalities, NRI’s, political leaders, diplomats, senior government officials, media, etc. from India and abroad are expected to participate in the Pravasi Bharatiya Divas 2023. The primary objectives of the PBD 2023 are as specified hereunder:

-  To organize PBD 2023 as a platform for engagement with NRIs and PIOs and Inform PIOs/NRIs about progress in various sectors; policies/incentives for NRIs & PIOs.
-  To enable NRIs and PIOs to connect and contribute to India’s social and development programmes.
-  Provide a platform to the State Government of Madhya Pradesh to showcase opportunities and connect with their Diaspora for promotion of its tourism potential.

The Theme of PBD 2023 is:

“Diaspora: Reliable partners for India's progress in Amrit Kaal”

“प्रवासी: अमृत काल में भारत के लिए विश्वसनीय भागीदार”

4. SCOPE OF WORK

PBD 2023 is expected to be hosting 5,000 attendees including delegates. It will be a three-day Event cum Exhibition which will include the Inaugural session, valedictory session, various plenary sessions, and cultural functions. The bidder is advised to visit the proposed event venues and Major Hotels, at Indore, Madhya Pradesh and subsequently present a plan of event execution in the technical presentation which should cover all the aforementioned aspects.

The scope of Services of the Bidder will broadly include undertaking of event management activities of Pravasi Bharatiya Divas 2023. The selected Bidder will have to provide requisite structures, competent manpower and services in consultation with MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION (MPIDC) or any of its designated agency/ personnel as detailed out further in this section.

- 1. Overall Event management including thematic development of the venue, Infrastructure setup for the entire event including Digital Exhibition and “Glimpses of M.P” Exhibition.***
- 2. Implementation of Access Control System and Parking management system for the entire event including IT infrastructure setup.***
- 3. Citywide Branding and publicity of the PBD 2023 including creative designing.***
- 4. Media Management including arrangement of necessary resources.***
- 5. Security Arrangement of the entire venue in coordination with State and Central agencies.***
- 6. Digital Exhibition***
- 7. Other miscellaneous requirements as deemed necessary by the Authority like: Kiosks, Forex counters, Printing and Stationery.***

Although EMC shall be responsible for the above Scope of Services for 3 Days of Pravasi Bhartiya Divas 2023; the EMC shall have to provision for additional 2-Days of services for delegates and general public (visitors) as required by the Authority. **Additional cost if any shall be borne by the Government of Madhya Pradesh.**

The event management company shall be responsible for providing the event management services as per the time schedule stated in **Clause -6: Deliverables and Time Schedule** of this

section of the RFP. EMC shall be paid for the services as per the quoted rates for the items specified in BoQ in accordance to Clause 7: Payment Schedule of this section. Additional items not specified in the BoQ shall be paid as per actuals with markup not more than 6%. Limit (in percentage of total project cost) of additional items as specified herein shall be at the sole discretion of the authority as per the requirement of the event [**Bidders to refer clause 17.1 of Bid Data Sheet**].

The bidder shall have to abide by any and every additional activity as deemed necessary by the authority for the successful completion of the event.

The detailed services pertaining to the successful organization of the event i.e., Pravasi Bhartiya Divas-2023 as detailed hereunder in this section.

SPECIAL CRITERIA FOR ALL THE MATERIAL / EQUIPMENT TO BE UTILISED AT THE EVENT

"Make and model of the desktop computer, Printer and Laptop should not be a Chinese brand should not be Made in China"

4.1. Overall Event management including thematic development of the venue, Infrastructure setup for the entire event including Digital Exhibition and "Glimpses of M.P" Exhibition

Authority in coordination with the stakeholders has identified few tentative venues for organizing the event, however the EMC shall be responsible for selection of final venue and detailed planning pertaining to the optimum utilization of finalised venue for successful accomplishment of objectives of this event.

The EMC shall be responsible for overall event management including but not limited to:

4.1.1. Venue Selection and Subtheme Finalisation

4.1.1.1. EMC shall have to finalise and hire the proposed venue in coordination with the authority and develop a concept in line to the theme of the event. Payment consideration for the venue shall be the responsibility of EMC.

4.1.1.2. Master planning the entire event venues including exhibition areas and parking locations: EMC shall develop a Master layout, for different purposes in close coordination with the various stakeholders of the event. EMC shall have to associate with reputed Engineering firm / Institute of National importance / Any other agency as specified by the authority for ensuring the structural stability of the temporary installations.

4.1.1.3. EMC shall have to develop and submit for approval a **Concept plan** that shall include but not be limited to:

- i. Sub Theme concept designing with 3D walkthrough– EMC to present at least **two (2)** thematic concept for the event for approval.
 - ii. Content research and collation – EMC to develop content necessary for the branding and publicity of the convention. EMC shall have to perform due research for the same. The content to be displayed on the website shall be the responsibility of the EMC.
 - iii. Content creation for inaugural and other technical sessions
 - iv. Any other as deemed necessary / required by the authority.
- 4.1.1.4.** EMC shall have to develop and submit for approval **DETAILED EVENT EXECUTION PLAN**. The event execution plan shall be well detailed and shall include a detailed schedule of activities clearly depicting the responsibilities preferably in any of the project management software. All the periodic progress report shall be reviewed with reference to the detailed schedule and plan approved by the authority. Necessary updates shall be done as deemed necessary in the periodic review meetings. The Event execution plan shall mandatory include but not be limited to the following:
- i. Citywide Branding and Publicity Plan
 - ii. Media Management Plan
 - iii. Resource Management Plan
 - iv. Parking Management Plan
 - v. Access Management Plan
 - vi. Security Arrangement Plan including but not be limited to fire and emergency exit plan, security surveillance plan.
 - vii. Any other as deemed necessary and as required by the Authority.

Authority intends to organize Pravasi Bhartiya Divas – 2023 in such a way so as to provide a memorable experience to the delegates and dignitaries, state of the art facilities, seamless flow of various events during the course of the convention. It is desirous of the authority that EMC shall work with minute detailing on each and every aspect of the events in due consultation with the stakeholders. The EMC shall have to deploy experts for the micro level planning of all the events of the convention.

4.1.2. Venue Development

EMC shall have to develop the entire proposed venue for the various events to be organized during both the convention as detailed below and in consultation with the authority and various stakeholders for the convention:

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

Schedule of events of Pravasi Bhartiya Divas-2023

Day	Date	Events Description	No of Attendees (Minimum)
Day -1	08.01.2023	Youth PBD	4000
	08.01.2023	Plenary Session	700
	08.01.2023	Lunch hosted by Hon'ble Minister of Youth Affairs & Sports	4000
	08.01.2023	Plenary Session	1000
	08.01.2023	Cultural Programme	2500
	08.01.2023	Dinner hosted by Hon'ble CM of MP	4000
Day -2	09.01.2023	Inaugural Session	5000
	09.01.2023	Inauguration of PBD Exhibition by Hon'ble PM	5000
	09.01.2023	Lunch	5000
	09.01.2023	Plenary Session	700-800
	09.01.2023	Plenary Session	700-800
	09.01.2023	Cultural Programme organized by ICCR	2500
	09.01.2023	Dinner	5000
Day -3	10.01.2023	Plenary Session	700-800
	10.01.2023	Plenary Session	700-800
	10.01.2023	Lunch	5000
	10.01.2023	Valedictory Session	5000
	10.01.2023	Dinner hosted by ICCR	5000

4.1.2.1. PREPARATION OF DIFFERENT HALLS FOR THE EVENTS

Preparation of the various halls finalised for the different events to match with the Subtheme and as per the requirements specified hereunder. The requirements are indicative and shall be subject to finalization of overall concept and as per the specific requirements of the authority. All the halls/ rooms identified in approved concepts shall be developed as specified hereunder:

- i. EMC shall develop the necessary infrastructure (if any) and install special elements including entry arch, façade, backdrops etc. in accordance with the approved concept and subtheme for the event.
- ii. EMC shall decorate the identified hall/ premises as per the finalized concept and subtheme for the event. The decoration shall include but not be limited to floral decor,

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

- lighting etc. and minimum requirement of the lights shall be in accordance to the approved concept and subtheme of the specific event.
- iii. Installation of access control system (wall mounted / handheld devices) at specified locations
 - iv. Installation of LED wall, LED screens, branding material etc. (as per the approved publicity and branding plan), sound system, microphones, wireless podium mic, real time interpretation machine (Hindi/ English), Projector and Screens, Technical console riser, laptops/ desktop for backstage operations and any other installation as finalised in the approved concept and subtheme of the specific event.
 - v. Proper drinking water arrangements all across the venue. It shall include but not be limited to water dispensers with refills, mineral water bottles of various sizes, etc.
 - vi. EMC shall have to make Power plug arrangements as per the requirements of the event.
 - vii. EMC shall make proper sanitation arrangement:
 - a. Separate toilet arrangements for delegates and VIPs (male & female).
 - b. A right mix of existing toilet blocks and portable toilets (if deemed necessary) is to be used in order to cater the participants of the specific event and Special Toilets arrangement for VVIP, VIPs and specially abled attendees.
 - c. All toilets and dustbins must have Swachh Bharat branding in accordance to the publicity and branding plan.
 - d. EMC shall ensure proper cleaning and sanitisation of toilets.
 - viii. EMC shall have to make all necessary arrangements for wi-fi in the entire premises.
 - ix. EMC shall install and maintain 2 Nos. Charging Stations at the Grand hall / Entire Venue at the designated locations as approved in the master layout/ master plan.
 - x. EMC shall have to Provision for proper sanitization of the venue, arrangements of appropriate number of masks and sanitisers at the event place following the appropriate Covid Protocols. This shall be ensured uniformly across all events and venues.
 - xi. EMC shall have to manage power backup and lighting on-site and off-site during the event. EMC shall have to ensure technical support and availability of adequate Gensets in the case of power failure.
 - xii. EMC shall have to develop sketch / map of the entire venue (location map) and install the same on at least 5 designated places as approved in the master layout / approved concept.

In addition to the above specified requirements, EMC shall have to install following materials / equipments specific to the event requirements.

A. Youth PBD

- a) Preparation of customized stage and podium in line with the finalized Sub Theme of the event.

- a. Size of customized Stage: Tentative 80' * 40'
- b. Tentative No. of Dignitaries on Stage: 20
- b) Seating arrangement with necessary furniture requirements for approximately 4000 attendees including nearly 500 officials and dignitaries. The seating arrangement shall include but not be limited to Premium sofa seating, Cushioned armchairs for senior delegates, Banquet chairs for delegates, Comfortable chair with arm rest & clothing, Executive laminated table.
- c) Installation of access control system (wall mounted / handheld devices) at specified locations, Installation of LED wall, LED screens, branding material etc. (as per the approved publicity and branding plan), sound system, microphones, wireless podium mic, real time interpretation machine (Hindi/ English), Projector and Screens, Technical console riser, laptops/ desktop for backstage operations and any other installation as may be necessary for the seamless execution of the event.

B. Inaugural Session

- a) Necessary infrastructure development (if any) and installations including entry arch, façade, backdrops etc., decoration of the entire hall as per the finalized concept for the event.
- b) Establishment of Interpretation booth / Translation booth for Honourable Prime Minister.
- c) Establishment of VVIP Lounge for the Honourable Prime Minister and office space for the PMO.
- d) Preparation of customized stage and podium in line with the finalized Sub Theme of the event.
 - a. Size of customized Stage: 80' * 40'
 - b. Tentative No. of Dignitaries on Stage: 20
- e) Seating arrangement with necessary furniture requirements for approximately 5000 attendees including nearly 500 officials and dignitaries. The seating arrangement shall include but not be limited to Premium sofa seating, Cushioned armchairs for senior delegates, Banquet chairs for delegates, Comfortable chair with arm rest & clothing, Executive laminated table.
- f) Installation of access control system (wall mounted / handheld devices) at specified locations, Installation of LED wall, LED screens, branding material etc. (as per the approved publicity and branding plan), sound system, microphones, wireless podium mic, real time interpretation machine (Hindi/ English), Projector and Screens, Technical console riser, laptops/ desktop for backstage operations and any other installation as may be necessary for the seamless execution.

C. Valedictory Session

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

- a) Necessary infrastructure development (if any) and installations including entry arch, façade, backdrops etc., Decoration of the entire hall as per the finalized concept for the event.
- b) Establishment of Interpretation booth for Honourable President of India
- c) Establishment of VVIP Lounge for the Honourable President and office space for the President Secretariat.
- d) Preparation of customized stage and podium in line with the finalized Sub Theme of the event.
 - a. Size of customized Stage : 80' * 40'
 - b. Tentative No. of Dignitaries on Stage: 20
- e) Seating arrangement with necessary furniture requirements for approximately 5000 attendees including nearly 500 officials and dignitaries. The seating arrangement shall include but not be limited to Premium sofa seating, Cushioned armchairs for senior delegates, Banquet chairs for delegates, Comfortable chair with arm rest & clothing, Executive laminated table.
- f) Installation of access control system (wall mounted / handheld devices) at specified locations, Installation of LED wall, LED screens, branding material etc. (as per the approved publicity and branding plan), sound system, microphones, wireless podium mic, real time interpretation machine (Hindi/ English), Projector and Screens, Technical console riser, laptops/ desktop for backstage operations and any other installation as may be necessary for the seamless execution.

D. Plenary Session

- a) Decoration of the premises as per the finalized concept for the event.
- b) Preparation of customized stage and podium in line with the finalized Sub Theme of the event. Seating arrangement with necessary furniture requirements for approximately 700-800 attendees including nearly 50 officials and dignitaries.
- c) Installation of access control system (wall mounted / handheld devices) at specified locations, Installation of LED wall, LED screens, branding material etc. (as per the approved publicity and branding plan), sound system, microphones, wireless podium mic, real time interpretation machine (Hindi/ English), Projector and Screens, Technical console riser, laptops/ desktop for backstage operations and any other installation as may be necessary for the seamless execution.

E. Dinner/ Lunch

- a) Necessary infrastructure development (if any) and installations including entry arch, façade, backdrops etc. at all the venues finalized for the Dinner/ Lunch on different days of the convention. Decoration of the all the premises as per the finalized concept for the event.

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

- b) Seating arrangement, Buffet arrangement, Silver Service arrangement with necessary furniture requirements at different venues for the lunch/ dinner for the no. of attendees as described hereunder:

Events Description	Special Arrangement (VVIP/ VIP) (Minimum)	Total No. of probable Pax
Lunch – Day 1	250	4000
Dinner – Day 1	250	4000
Lunch – Day 2 [Hosted by Hon. PM of India]	250	5000
Dinner – Day 2	250	5000
Lunch – Day 3	250	5000
Dinner hosted by ICCR – Day 3	250	5000

- c) EMC shall have to make special arrangements at the Venue for the lunch to be hosted by the Honourable Prime Minister/ Honourable President for a restricted gathering of 40-50 persons in consultation with the Central agencies.
- d) EMC shall have to make necessary arrangements as per the finalized Sub Theme of the events on finalized venues. However, supply of food items shall not be in the scope of EMC.
- e) Installation of access control system (wall mounted / handheld devices) at specified locations
- f) Installation of LED screens, branding material etc. (as per the approved publicity and branding plan), Technical console riser, laptops/ desktop for backstage operations and any other installation as may be necessary for the seamless execution.
- g) Proper drinking water arrangements. It may include but not be limited to water dispensers with refills, mineral water bottles of various sizes, etc.

F. Cultural Events / Cultural Evening

- i. Preparation of customized stage and podium in line with the finalized Sub Theme of the event.
- ii. Seating arrangement with necessary furniture requirements for approximately 2500 attendees. Installation of access control system (wall mounted / handheld devices) at specified locations. However, arrangement of artists for performances shall not be in the scope of EMC.
- iii. Installation of LED wall, LED screens, branding material etc. (as per the approved publicity and branding plan), sound system, microphones, wireless podium mic, and any other installation as may be necessary for the seamless execution.

4.1.2.2. Infrastructure setup for Exhibition

EMC shall have to develop the infrastructure including the Temperature Controlled German Hanger in accordance to the approved master layout and approved design and Subtheme. The detailed requirements of the setup for the exhibitions i.e., “Glimpses of MP” Exhibition and Digital Exhibition at the location finalized in the master layout are stated hereunder in this section. The requirements specified herein are the minimum requirements and is subject to changes based on the finalized proposal by the EMC.

EMC shall have to facilitate for the booking of space/stalls for exhibition, raise invoices, collect amount by Demand Draft or online transfer and deposit the revenue with the Authority.

The EMC shall ensure and obtain all necessary licenses of local government entities for fire services, water, electricity and all required clearances and licenses for the PBD venues, events including Convention, Exhibition, cultural evenings and dinners in due consultation with the authority.

A. “GLIMPSES OF M.P.” EXHIBITION

EMC shall have to designate an area to the extent of nearly 7000 Sqm. for “GLIMPSES OF M.P.” in the master plan. The **GLIMPSES OF M.P.** designed in a way so as to showcase the culture as well as economically major projects of Madhya Pradesh thereby highlighting the investment potential and growth Avenues of the state of Madhya Pradesh in consultation with Authority.

EMC shall also be responsible for the following activities:

- a. Ambience creation for the exhibition based on the approved subtheme including but not limited to creation of exhibition façade, day and night lighting, Subtheme lighting, general lighting, murals, potted plants, soft and hard landscaping, floral decoration, flags (event flags and flags of various countries within exhibition area), etc.
- b. Necessary arrangements at the venue for entry gates, screening, flow of visitors within exhibition area, pathways, etc.
- c. Provision and managing of necessary toilet blocks, first aid counters, security cabins, information booth, registration counters, help desk, announcement centers, etc. including provision of water and drainage.
- d. Provision of necessary services such as fire mitigation, insecticides, disinfecting of the entire exhibition and parking area
- e. Regular upkeep of the complete area of the exhibition including but not limited to making provisions for cleaning through necessary personnel, machines and consumables.
- f. Arrangements during the visit of Dignitaries / VIPs including but not limited to extending necessary hospitality services.

- g. Dismantling of the temporary structures and handling over the site back after having carried out necessary repairs to the damages incurred / carried out while putting exhibition in place within 5 (Five) days after the event.
- h. EMC need to coordinate with Exhibitors selected by MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION/MEA or any of its designated agencies for booking and allocation of stalls.
- i. Providing power to the exhibitors will be responsibility of EMC, however, a minimum power load may be fixed per sq.mt. and any additional power requirement of exhibitor must be fulfilled on chargeable basis.
- j. Sanitation and drinking water arrangements for exhibitors

B. DIGITAL EXHIBITION

EMC shall have to designate an area to the extent of nearly 1400-1500 Sqm. for Digital Exhibition in the master plan.

EMC shall also be responsible for the following activities:

- a. Ambience creation for the exhibition based on the approved subtheme "Azadi Ka Amrit Mahotsav (AKAM)- Contribution of Diaspora in Indian Freedom Struggle /आजादी का अमृत महोत्सव (अकाम)-भारतीय स्वतंत्रता संग्राम में प्रवासी का योगदान " including but not limited to creation of exhibition façade, day and night lighting, murals, potted plants, soft and hard landscaping, floral decoration, flags (event flags and flags of various countries within exhibition area), etc.
- b. Necessary arrangements at the venue for entry gates, screening, flow of visitors within exhibition area, pathways, etc.
- c. Provision and managing of necessary toilet blocks, first aid counters, security cabins, information booth, registration counters, help desk, announcement centers, etc. including provision of water and drainage.
- d. Provision of necessary services such as fire mitigation, insecticides, disinfecting of the entire exhibition and parking area
- e. Regular upkeep of the complete area of the exhibition including but not limited to making provisions for cleaning through necessary personnel, machines and consumables.
- f. Arrangements during the visit of Dignitaries / VIPs including but not be limited to extending necessary hospitality services.
- g. EMC shall have to provision for additional 2-Days of services for delegates and general public (visitors) as required by the Authority post PBD 2023 event.
- h. Dismantling of the temporary structures and handling over the site back after having carried out necessary repairs to the damages incurred / carried out while putting exhibition in place within 5 (Five) days after the event.
- i. Sanitation and drinking water arrangements for exhibitors and visitors.

4.1.2.3. OTHER INFRASTRUCTURE SETUP

EMC shall have to develop special rooms / special areas with specific requirements as detailed hereunder in this section:

A. PRESS CONFERENCE ROOM / INTERVIEW ROOM

EMC shall have to develop one of the halls / rooms of the proposed venue into a Press Conference Room / Interview Room for the entire duration of the event. The PC room shall be equipped with following minimum requirements

- i. Speaker lounge in drawing room format for a minimum of 20 People.
- ii. Necessary furniture arrangement for at least 500 Media personnels.
- iii. Designated space for camera and audio-visual equipment necessary for conducting press conference.
- iv. Equipment for Parallel & Interactive Sessions (at least 5 setup)
- v. Interpreters for Simultaneous Interpretation i.e., Hindi to English and vice versa
- vi. Installation of real time interpretation machines for real time interpretation from Hindi to English or vice versa.
- vii. EMC shall have to develop the place designated for group photo at the venue as approved in the master layout/ concept plan.
- viii. EMC shall have to provision for flags as approved in the Publicity & Branding plan.
- ix. Any other as deemed necessary and as per the requirement of the authority.

B. BILATERAL MEETING ROOM/ VIP LOUNGES/ VVIP LOUNGE

EMC shall have to develop one of the halls / rooms of the proposed venue into a Bilateral Meeting Room for the entire duration of the event. The Bilateral Meeting room shall be equipped with following minimum requirements

- i. Speaker lounge in drawing room format for a minimum of 20 People.
- ii. Designated space for camera and audio-visual equipment necessary for photography and videography.
- iii. Installation of real time interpretation machines for at least 20 participants for real time interpretation from Hindi to English or vice versa.
- iv. Any other as deemed necessary and as per the requirement of the authority.

C. MEDIA CENTRE

EMC shall have to develop a Media center for domestic and international media delegates with following minimum requirements

- i. The Hall should be large enough to accommodate at least 500 people at any given time.
- ii. An Information Desk should operate within the Media Centre throughout the event and conferences.
- iii. General work areas will be provided in the Media Centre for registered Journalists, Video Camerapersons, Photographers, Technicians, etc. Media Centre should be made functional 2 days prior to commencement of event.
- iv. Equipment Requirement for Media Centre shall include but not be limited to 25 desktop computers/laptops with high-speed internet, Printers (One color Printer) connected with all computers/laptops, Telephone lines with telephone instruments with ISD call facilities, 1 heavy duty photo copying machine (latest model or compatible),
- v. EMC shall have to make necessary seating arrangement and install furniture as per the specific Requirements

D. MEDIA CONTROL ROOM

EMC shall have to develop a Media Control Room for domestic and international media delegates with capacity to accommodate 50 Personnels. The EMC shall have to make necessary seating arrangement with furnitures and IT installations. A dedicated Internet connection with at least 100mbps speed with at least two different ISPs to be made available for live coverage by DD News.

E. INTERPRETATION BOOTH

EMC shall have to develop an interpretation booth of international standards.

F. ADMINISTRATIVE CONTROL ROOM

EMC shall have to develop a Police/ Administration Control Room for with LED screens and necessary IT infrastructure setup as required by the authority. Following shall be arranged as per the requirement of the authority:

- a) Office equipments i.e., table, chairs etc.
- b) Computer peripherals like monitor, printers, photocopy machines, shredding machines LED screens.
- c) Provision of uninterrupted dedicated internet with stable speed in the help desk and control room to enable facilitation and backup h). Provision of floral decoration as per requirement along with plants/flowers for VVIP and provision of decorative plants at the venues as per requirement may be ensured.

G. MEDIA BRIEFING HALL

EMC shall have to develop one of the halls of the One media briefing hall with necessary furniture/equipment and seating arrangements to accommodate 500 Persons. The media briefing hall shall have necessary IT infrastructure setup as required by the Authority.

4.2. DEVELOPMENT OF ACCESS CONTROL SYSTEM AND PARKING MANAGEMENT SYSTEM FOR THE ENTIRE EVENT INCLUDING IT INFRASTRUCTURE SETUP

4.2.1. EMC shall implement a robust access control system for the entire event for memorable experience of the delegates in consultation with the authority. This shall include but not be limited to:

- i. Specific access to designated areas for the guests
- ii. Colour coded Access Cards
- iii. Installation of wall-mounted / Handheld ACS devices like QR Scanners, Barcode scanners etc.
- iv. Provision of badges/passes for delegates/officials, car parking label for officials/delegates along with distinguishable entry passes for officials/delegates, RF reader at main gate to facilitate the entry of pass holders etc.

4.2.2. EMC shall have to acquire data from multiple sources including PBD website managed by MEA and use the data to develop a seamless access control system.

4.2.3. EMC shall have to coordinate with website team (details shall be shared by the authority) and access the registration data necessary for arrangements during the event. EMC shall also coordinate with website team for data to be utilised for relevant task including branding and publicity. EMC shall be responsible to maintain the confidentiality of data received from the website and any breach of the confidentiality clause will lead to legal implications.

4.2.4. EMC shall have to implement a robust parking management system for managing the movement of vehicles.

4.2.5. EMC shall have to coordinate with traffic department for preparation of traffic management and parking management plan.

4.2.6. EMC shall have to install all the necessary IT infrastructure setup including desktops, laptops, internet lease line and any other as required by authority during the event.

4.2.7. EMC may design and develop an Event App for event information and details. The proposed App should be compatible with both iOS and Android devices

4.2.8. EMC shall have to arrange for nearly 3000 real time interpretation machines (headset with microphone) for Hindi/ English translation. The interpretation

machines shall be installed at the seats in accordance with the requirement detailed for specific events.

4.2.9. EMC shall develop CCTV surveillance system for entire event and shall ensure that feed of all the CCTV is accessible from Police / Administrative Control Room.

4.2.10. Internet connection with at least 100mbps speed with at least two different ISPs to be made available at all venues of the event. EMD shall also ensure availability of requisite speed and dedicated lines of internet for various set up such as Media Room, Business center, PBD Section etc.

4.3. CITYWIDE BRANDING AND PUBLICITY OF THE PBD 2023 INCLUDING CREATIVES DESIGNING

4.3.1. Devising a detailed publicity plan in consultation with authorities for promoting the event on global scale for PBD 2023. The publicity plan shall necessarily include branding strategy at prominent International Airports viz. Indore, Delhi, Mumbai and any other as required by the authority.

4.3.2. Devising and executing a social media strategy which includes production of creatives, blogs and running contests

4.3.3. The EMC will also prepare and propose a paid promotion campaign for the event

4.3.4. EMC will be responsible for onsite branding of PBD which will include but not be limited to Enroute Branding from Airport and Railway Station to the venue, City Branding, branding at all event venues, creating special branding installations on Prominent places (Chauraha), Air balloons, 3D backlits etc. EMC need to include overall branding strategy and roadmap in its technical proposal.

4.3.5. EMC will be responsible for Arranging Banners, standees, Kiosks, Coloured flags with event branding, drop- downs, signages (with right mix of digital/LED signages) in and around the venue as per the approved concept and subtheme of the event to be submitted by EMC and approved by MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION/MEA.

4.3.6. EMC will be responsible for Creation of special installations and selfie points at various strategic locations across event venues which need be included in technical proposal.

4.3.7. EMC shall install appropriate LED walls to the satisfaction of MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION at various locations inside the event area including exhibition common area and prominent places of Indore, Madhya Pradesh. (Quantity of LED walls should be as per the Sub Theme plan suggested by the EMC and as approved by MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION.

- 4.3.8.** Developing branding related A/V contents which is to be played at LED Screens.
- 4.3.9.** EMC is required to prepare and install temporary welcome gates at all entry/ exit points of the venue of PBD 2023 with proper branding. EMC is also required to propose the Sub Theme design along with the type of material proposed to be used in their technical presentation.
- 4.3.10.** Ensure proper anchoring of entry gate with ground by suitable method/ foundation as approved by structural engineer.
- 4.3.11.** The EMC must consider all design and seasonal factors.
- 4.3.12.** Regular upkeep of entry gates for the entire duration of the PBD.
- 4.3.13.** EMC will have to create mascots of all the current Government of India Schemes, Pravasi Bhartiya Divas 2023, and schemes of MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION and position them at most opportune places.
- 4.3.14.** Branding of event through hoardings, signage's, Event flags, cut-outs, banners, etc. at most opportune places of Indore, Madhya Pradesh in consultation with MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION/MEA.
- 4.3.15.** The EMC shall design and execute promotional campaigns for PBD events through Media, newspapers through advertisements etc.
- 4.3.16.** Placement of billboards, hoardings, road maps, signages and flags in the city. EMC needs to design, print, produce and place the billboards (along with right mix of digital billboards), roadmaps, signage's, and flags at locations proposed by the EMC and approved by MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION/MEA. Necessary permissions will have to be taken by EMC, proper hoardings at Indore Railway Station and Indore Airport need to be ensured.
- 4.3.17.** Proper branding at Indore Airport especially at Arrival Aerobridge Walkway, Arrival Terminal above Conveyor belt, Arrival Terminal, outside arrival area and Departure area.
- 4.3.18.** EMC shall prepare, print and install directional signages (Flex on frame mounted) from Airport, Railway Station and all the important places of the city as well as directional signages inside the venue indicating halls, exhibition area, food lounge, Toilets etc., Entry exit signs at all the gates. Signs for no smoking. Event map inside the venue at most opportune locations as per requirements. EMC is also required to prepare and install temporary hoardings as approved by the authority in the citywide branding and publicity plan.
- 4.3.19.** EMC shall have to prepare promotional and instructional videos in consultation with the authority during the event. The EMC shall have to account for at least 7 Nos. videos of minimum 4 minutes each. The entire creatives (if any), arrangement of artists, travel etc. shall be the responsibility of EMC.

4.4. MEDIA MANAGEMENT INCLUDING ARRANGEMENT OF NECESSARY RESOURCES

1. EMC shall arrange for Parking space for OB vans.
2. EMC shall ensure that access control system allows seamless operations for media personnel.

Specific arrangement for AIR and Doordarshan

4.4.1. For All India Radio:

- a) ISDN Lines 02 Pairs with Codec to feed live programmes from venue to AIR Studio's Control Room.
- b) Public Address System Console's Balanced XLR Output 02 Nos
- c) 10'x10' size glass cabin for commentators

4.4.2. For Doordarshan:

- a) Two Generators of 62.5 KVA at each venue two days in advance.
- b) Camera raisers at venues as per the requirement of camera positions.
- c) Two land line telephones at each venue (one each for OB& DSNG).
- d) Provision of 100 MBPS lease line with end equipment from OB to control room (if required to be setup). Control room should be part of the Media Centre (if any) to facilitate audio/video signal to foreign media etc.
- e) If there is interaction of PM with foreign countries, then NIC should extend video output to OB Van by providing their own End equipment.
- f) Covering shade for OB / DSNG Vans with 8 to 10 sitting chair for operational staff.
- g) Provision of refreshment facilities at OB/ DSNG Van spots.
- h) Proper parking space for OB/ DSNG.

4.5. SECURITY ARRANGEMENT OF THE ENTIRE VENUE IN COORDINATION WITH STATE AND CENTRAL AGENCIES

EMC shall have to make necessary security arrangement of the entire premises in close coordination with State and Central Agencies that shall include but not be limited to:

- i. Making and ensuring proper security arrangements at the entire event venues as per standard requirement.
- ii. EMC shall provision for adequate number of guards and adequate equipment as approved in the detailed Execution Plan.
- iii. EMC shall coordinate with all the security agencies deputed by State Government and Government of India.
- iv. Arrangements of Security Guards for entire venue and exhibition area in co-ordination with local police/MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION/SPG/MEA etc.
- v. Take up necessary security measures including but not limited to deployment of the security personnel, baggage screening gadgets, personnel screening gadgets, CCTV, round the clock security of the exhibits during the exhibition period, etc.

- vi. EMC shall develop CCTV surveillance system for entire event and shall ensure that feed of all the CCTV is accessible from Police / Administrative Control Room.
- vii. Arranging for safety norms such as firefighting arrangements, emergency exit system, etc.
- viii. Providing metal detectors, luggage scanning machines (X-ray), etc.
- ix. Liaising with authorities for miscellaneous clearances for all PBD events
- x. Coordination with government departments like police, fire and emergency services, telephones, local authorities, etc. and arrange necessary permissions/ NOCs.

4.6. DIGITAL EXHIBITION

The EMC shall have to plan and design the Digital Exhibition in accordance to the approved theme and detailed requirements as specified hereunder:

"Azadi Ka Amrit Mahotsav(AKAM)- Contribution of Diaspora in Indian Freedom Struggle" / "आजादी का अमृत महोत्सव (अकाम)-भारतीय स्वतंत्रता संग्राम में प्रवासी का योगदान"

4.6.1. General

- 4.6.1.1.** The EMC shall work on the theme and create appropriate high-quality content for the same.
- 4.6.1.2.** The digital exhibition shall be planned diligently being one of the key highlights of the PBD 2023. Same shall be planned to be a state-of-the-art exhibition. A qualitative reference of the exhibition can be the Pradhanmantri Sangrahalaya; Website: <https://www.pmsangrahalaya.gov.in/>
- 4.6.1.3.** The EMC shall plan and design the exhibition is to be spread over 1400-1500 sq meter. EMC shall have to provide 3 options of rendition in digital form for consideration as part of the Bid Proposal (to be included in technical presentation).
- 4.6.1.4.** The exhibition should be designed as an interactive exhibition, with audio-visual interaction option with some freedom fighter in a real-life situation. It should be a living reflection of contribution of Diaspora in Indian Freedom Struggle in the context of Azadi Ka Amrit Mahotsav.
- 4.6.1.5.** Cutting-edge technology-based interfaces should be used to encompass heterogeneity in content and frequent rotation of display. Holograms, Virtual Reality, Augmented Reality, Multi-touch, Multimedia, interactive kiosks, computerized kinetic sculptures, smartphone applications, interactive screens, experiential installations etc. to enable the exhibition content to become highly interactive and engaging.
- 4.6.1.6.** The EMC shall create raw content (video, audio, pictures) and research textual content. The EMC will have to employ experienced script writers to study, research if required and create the approved script for video production, print graphics. Only after approval of the Authority on the approved script, the work will commence. The approved script to be translated in Hindi and English languages as per direction from the Authority.

- 4.6.1.7.** Information should be collected through various resources/ repositories with institutions such as Prasar Bharati, Doordarshan, Films Division, Sansad TV, Ministry of Defence/Culture/Information and Broadcasting etc, Media Houses (Indian and foreign), Foreign News Agencies etc.
- 4.6.1.8.** Appropriate use of Archives shall be done (Collected Works and other important correspondences), some Personal items, Gifts & Memorabilia (Felicitations, Honours, Medals conferred, commemorative stamps, coins, etc.), speeches of freedom fighters and anecdotal representation of different aspects of their lives abroad to be reflected in a thematic format.
- 4.6.1.9.** This Exhibition is to be retained permanently and relocated to another venue by the EMC after the event as decided by Authority.
- 4.6.1.10.** There should be a Metaverse section on the theme in about 80-100 sq metres in the digital exhibition.

4.6.2. Print Graphics and Audio Video Production.

- 4.6.2.1.** The EMC shall have to develop audio and videos for all the exhibits of the Exhibition for various mediums including but not limited to:

- LED TV
- LED Wall
- LFD Wall
- Projection 2D/Curved Surface
- Immersive Room
- Projection Mapping
- Holographic Room
- Augmented Reality
- Virtual Reality
- 3D Films
- Metaverse

- 4.6.2.2. Print Graphics:** The EMC will design / create print files for all the static graphics to be installed in the Exhibition.

- 4.6.2.3. Storyboard:** The EMC will create storyboards for all videos based on the approved script. The storyboard shall detail the treatment of the video through necessary visuals.

- 4.6.2.4. Voice Over:** The EMC will employ two eminent voice-over artists (one for Hindi and one for English) to enact the voice over of the videos, wherever required. The voice over will be recorded in Hindi and English languages as per direction from the Authority.

- 4.6.2.5. AV Production:** The EMC will develop all the AV as per the approved script and storyboard with integration of the voice over. The AV should be world class and of international quality. The EMC needs to employ any required video production technique to achieve the desired result including but not limited to:

- 1) Composition
- 2) Visual Effects
- 3) 2D Animation
- 4) 3D Animation
- 5) Holographic Videos
- 6) Augmented Reality Content
- 7) Virtual Reality Content
- 8) Enhance resolution of old videos for experiential platform

These examples are for clarity and the actual platform chosen may not be restricted only to the above-mentioned.

The AV will be produced in Hindi and English languages as per direction from the Authority.

4.6.3. Fit-outs.

4.6.3.1. Prototyping and approval of sampling material

- 1) The EMC shall also create on site prototype of specific exhibits as per the requirement of the Authority.
- 2) The Authority shall scrutinize the sampling material for quality check and will give approval on the specification of all such materials.

4.6.3.2. Submission of Shop Drawings including all specifications

- 1) The EMC shall create detailed shop drawings that are “Good for construction” using the pre-final working drawings, approval material specifications and findings on site.
- 2) The drawings shall include detailed fabrication specifications, mechanical/electrical/plumbing provisioning wherever required, plan/section/elevations such that every exhibit is clearly explained.
- 3) The drawings shall be engineered in a way that the integration/installation of all hardware/technology is seamless, and the final aesthetic output is achieved.
- 4) The EMC shall create a lighting design and integrate it in the shop drawings.
- 5) The EMC shall get the shop drawings approved from the Authority.

4.6.3.3. Execution of all FITOUT items

- 1) The EMC shall execute all the items as mentioned in the category “FITOUT”.
- 2) The EMC shall print and paste/install all graphics as per approved material.
- 3) The Financial Bid includes the list of all items with quantities of all material/installations required as per concept design. The EMC shall expect deviation/changes on items in Financial Bid for this stage from the Authority during the execution. In case of any deviation, the contract price shall be revised accordingly, post approval of the revised BOQ by the Authority.

4.6.4. System Integration

4.6.4.1. Supply / Procurement: EMC shall supply/procure all technology items.

4.6.4.2. Installation, Testing and Commissioning of all TECH items

- 1) The EMC shall do installation, testing and commissioning of all the hardware as per approved drawings.
- 2) The EMC shall do installation, testing and commissioning of special exhibits.
- 3) Any required peripheral device/support hardware/electrical wiring shall be provided by the EMC.
- 4) All hardware supplied by the EMC shall be new and shall conform to the latest Indian standards. All packed items shall arrive at site in original packing only. Any items found defective or damaged shall be replaced by the EMC at its own expense.
- 5) EMC shall ensure the seamless incorporation of all the techniques.
- 6) EMC shall ensure to get earthing & Cabling as per venue norms.
- 7) EMC shall ensure that all material to be used in application should be ISI Marked & ISO Standards and material specifications should be of standard premium company make.

4.6.5. Supply, Installation, Testing and Commissioning of working software and content on all installed hardware.

- 1) The EMC shall create a detailed Functionality Required Document (FRD) for all the exhibits which have technology installations.
- 2) The EMC shall ensure that all the software needs to be licensed and handed over to the Authority.
- 3) The EMC shall handover all the source code to the Authority, whenever required by the Authority.
- 4) The EMC shall do installation, testing and commissioning of all the developed software on the installed hardware in the Exhibition.
- 5) The EMC shall ensure that there are no fraudulent practices or unlicensed software being used in any technology exhibit.
- 6) Any license required for the software shall be purchased by the EMC. All such licenses and any software developed shall be the property of the Authority and shall be handed over to the Authority on completion of the project.
- 7) The Financial Bid includes the list of all items with quantities of all material/installations required as per concept design. The EMC shall expect deviation/changes on items in Financial Bid for this stage from the Authority during the execution.

4.6.6. Supply, Installation, Testing and Commissioning of Electrical, Networking and Building Infrastructure

- 1) The EMC shall create detailed shop drawings that are “Good for construction” using the pre-final working drawings, approval material specifications and findings on site.
- 2) The EMC shall do the installation, testing and commissioning of complete electrical and network infrastructure as per the approved drawings.

4.6.7. Launch of Exhibition, completion report and Final Working Drawings

- 1) Once, the Authority approves the execution and the Exhibition is ready to launch, the EMC shall ensure that the launch event of the Exhibition shall go smoothly.
- 2) The EMC shall make the revisions in the working drawings which are observed/executed during execution and submit the same to the Authority.
- 3) The EMC shall submit a completion report detailing out all the activities carried out by the EMC.

**4.7. OTHER MISCELLANEOUS REQUIREMENTS AS DEEMED NECESSARY BY THE AUTHORITY
LIKE: KIOSKS, FOREX COUNTERS, PRINTING AND STATIONERY**

- 4.7.1.** EMC shall establish Kiosks, Registration Counters, and Help Desks at location specified by the authority and as per approved concept.
- 4.7.2.** EMC shall provision for a help desk cum registration center for handling emails/physical/postal inquires. It should also have a dedicated 24*7 call center support for event related queries.
- 4.7.3.** Air-conditioned structure for waiting rooms with chairs, tables as per master layout.
- 4.7.4.** The EMC shall provide the entire venue 7 (Seven) days prior to the Event, shall maintain the entire venue during the event and additional 2 (two) days 2-Days of services for delegates and general public (visitors) as required by the Authority.
- 4.7.5.** EMC shall be allowed 05 (Five) days post event for dismantling of temporary installations and cleaning of the venue.
- 4.7.6.** Provision of Media rooms & Security Rooms at all event venues including exhibition
- 4.7.7.** Overall Event Insurance to the maximum anticipated value of the Event.
- 4.7.8.** EMC need to ensure that all collaterals and elements thus used must be eco- friendly. No plastic is to be used at the event venue. (Not even plastic water bottles/any material packed in plastic)
- 4.7.9.** EMC shall plan for making PBD 2023 a **“ZERO WASTE EVENT”**
- 4.7.10.** EMC shall have to prepare presentations for submission to the authority.
- 4.7.11.** Photography, videography and live streaming facility shall have to be arranged by the EMC.
- 4.7.12.** EMC shall be responsible for all the travel arrangements including booking for approximately 200 dignitaries as and when required by the authority. The payment for the same shall be reimbursed as per actuals.
- 4.7.13.** EMC shall have to provision for adequate staff and Hospitality lounge/welcome desk/signage with baggage handling at Indore International airport. EMC shall also ensure special provisions VIP/VVIP rooms as per the requirements.
- 4.7.14.** EMC shall be responsible for Preparation and printing of handbook of administrative arrangements, brochures and delegates information booklets, conference programme booklets, printing of coffee table books etc. as per requirements of the Authority.

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

4.7.15. EMC shall design and print event brochures/signages, invitation cards, conference note pads, information booklets, telephone directories, parking labels, mini booklets, delegate bags/folders etc. for programs as approved in the Event Execution Plan/ as per the requirements of the authority.

4.7.16. Any other job that State Govt./ Authority may prescribe based on immediate need as and when required.

5. Manpower

5.1. EMC shall have to maintain following minimum manpower during the event for successful accomplishment of the intended objective of the Authority. The below stated Manpower is tentative and subject to change as per the requirements of the event or as deemed necessary by the Authority:

Type of Personnel	UoM	Required Nos. Daily
Professional ushers	Nos	100
Guest Coordinators	Nos	100
Event Coordinators	Nos	100
Security Personnel	Nos	75
Event management Team	Nos	60
Interpreter	Nos	5
Data entry operators for back office	Nos	5
Housekeeping personnel with material for exhibition hangers	Nos	50

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

6. Deliverables and Time Schedule

Bidder is required to submit following deliverables as per the schedule stated hereunder:

S. No.	Particulars of Deliverable	Timeline
1	Submission and Approval of Concept Plan	$T_0 + 14$ Days
2	Submission and approval of Detailed Event Execution Plan with detailed Budget	$T_0 + 21$ Days
4	Submission and Approval of Design and Drawings of Temporary Structures	$T_0 + 21$ Days
5	Submission of Event Performance Reports	Within 2 Weeks of Event Completion
6	Daily Progress Report and Weekly Progress Report	Periodically
7	Any other as required by the Employer	As and when required
T_0 = Date of signing of Agreement with EMC		

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

7. Payment Schedule

The bidder shall raise invoice as under for the payment of fee as per the schedule of Payment hereunder: -

Description of Particulars	% Payable of Total Fees	Timelines
Approval of the Concept Plan.	10%	T ₀ + 14 Days
On approval of Detailed Event Execution Plan.	10%	T ₀ + 21 Days
Installation of temporary structure complete, Printing of manuals, brochures complete.	20%	T - 21 Days
Venue development complete including city wide branding and publicity	20%	T – 7 Days
Within 14 days of completion of event without any encumbrances and after physical verification by committee	20%	T + 14 Days
On approval of Event performance report detailing utilization – Post Event	20%	T + 30 Days

T₀ : Date of signing of agreement

T : Date of Youth PBD i.e., 08th January 2022

- 1.1. The payment as per the payment schedule shall be made to the selected bidder on completion of satisfactory performance (to be decided by MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION) of all activities/roles/duties as per mutually agreed milestones up to the stage of respective payment schedule.
- 1.2. The selected bidder shall have to submit an Event performance report on successful completion of event.

8. Penalties

The bidder is liable for penalties in case of delays and mishappening pre-event, and during the event as per the details as stated below:

1. Delay in submission of deliverables – 0.5% per day of delay from the agreed schedule
2. Delay in execution – 1 % per day of delay in milestones approved in the Execution plan and Schedule of Works
3. Mishappening / Accident – Equivalent to the quantum of damage occurred and blacklisting of the organisation

Appendix -1

Form of bank guarantee for Performance Security

- i. In consideration of the MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION (hereinafter called “MPIDC”) having agreed to exempt -
(hereinafter called “the said Event Management Company”) from the demand, under the terms and conditions of an Agreement, dated ___ made between MPIDC and _____for the project of Event management services for Pravasi Bhartiya Divas 2023MPIDC, Indore (hereinafter called “the said Agreement”), of security deposit for the due fulfilment by the said Event Management Company of the terms and conditions contained in the said Agreement, on production of a bank guarantee for Rs. _ (Rupees _____Only) We, (indicate the name of the Bank), (hereinafter referred to as “the Bank”) at the request of _____(Event Management Company) do hereby undertake to pay to the MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION an amount not exceeding _____against any loss or damage caused to or suffered or would be caused to or suffered by the MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION by reason of any breach by the said Event Management Company of any of the terms or conditions contained in the said Agreement.
- ii. We (indicate the name of the Bank), do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION by reason of breach by the said Event Management Company of any of the terms or conditions contained in the said Agreement or by reason of the Event Management Company failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

- iii. We undertake to pay to the MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION any money so demanded notwithstanding any dispute or disputes raised by the Event Management Company in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Event Management Company shall have no claim against us for making such payment.

We, (indicate the name of bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION under or by virtue of the said Agreement have been fully paid and its claim satisfied or discharged or MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Event Management Company and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the _____ we shall be discharged from all liability under this guarantee thereafter.

- i. We, (indicate the name of bank) further agree with the MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION that the MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Event Management Company from time to time or to postpone for any time or from time to time any of the powers exercisable by the MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION against the Event Management Company and to for bear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Event Management Company or for any

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

forbearance, act or commission on the part of the MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION or any indulgence by the MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION to the said Event Management Company or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

- ii. This guarantee will not be discharged due to the change in the constitution of the Bank or the Event Management Company.
- iii. We, (indicate the name of Bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the MADHYA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION in writing.
- iv. This guarantee shall be valid for a period of 12 months with effect from (date of LOA).

Dated the _____ day of _____ 2018

For _____

(Indicate the name of Bank)

SECTION 6. DRAFT AGREEMENT

This AGREEMENT is made on the _____ day of the month of _____ 2019 between The National Institute of Design Madhya Pradesh having its office at Village - _____ (hereinafter referred to as the “MPIDC” which expression shall include its successors) of the first Part, and, M/s _____ (hereinafter referred to as the “EMC” which expression shall include its successors) of the Second Part.

Whereas MPIDC has issued Tender Document on dated _____ for Selection of Event Management Company for COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023, MADHYA PRADESH as defined in Tender Document (hereinafter referred to as the “Project”).

And whereas the Event Management Company submitted its proposals for the aforesaid Project, whereby the Event Management Company represented to MPIDC that it had the required professional skills, and in the said proposals the Event Management Company also agreed to provide the Services to MPIDC on the terms and conditions as set forth in the Tender Document and this Agreement; And whereas MPIDC, on acceptance of the aforesaid proposal of the Event Management Company, issued Letter of Intent dated _____ (the “LoI”) to the Event Management Company.

NOW, This AGREEMENT witnesses as follows:-

1. GENERAL

1.1. Definitions and Interpretation

1.1.1 The words and expressions beginning with capital letters and defined in this Agreement shall, unless the context otherwise requires, have the meaning hereinafter respectively assigned to them:

“Applicable Laws” means the laws and any other instruments having the force of law in India as may be issued and be in force from time to time;

“Agreement” means this Agreement, together with all the Annexure;

“Confidential Information” shall have the meaning set forth in Clause 3.3;

“Conflict of Interest” shall have the meaning set forth in Clause 3.2;

“Effective Date” means the date on which this Agreement is executed.

“Government” means the Government of Madhya Pradesh

“INR, Re. or Rs.” means Indian Rupees;

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

“Personnel” means persons hired by the Event Management Company and assigned the performance of the Services or any part thereof;

“Party” means the MPIDC or the Event Management Company, as the case may be, and “Parties” means both of them;

“Resident Personnel” means such persons who at the time of being hired by Event Management Company had their domicile inside India;

“Services” means the work to be performed by the Event Management Company pursuant to this Agreement, as described in the Terms of Reference

“Tender Document” means the Tender Document dated _____ in response to which the Event Management Company’s proposal for providing Services was accepted;

“Terms of Reference” means the work to be performed by Event Management Company as mentioned in the Tender Document

“Third Party” means any persons or entity other than the Government, MPIDC or the Event Management Company

"Letter of Intent" means Letter of Intent dated _____ issued by MPIDC to the Event Management Company

All terms and words not defined herein shall, unless the context otherwise requires, have the meaning assigned to them in the Tender Document.

Any reference to "Clause" means clause of this Agreement.

The following documents along with all addenda shall be deemed to form and be read and construed as integral part of this Agreement and in case of any contradiction between or among them the priority in which a document would prevail over other would be as laid down below beginning from the highest priority to the lowest priority:

- (i) Agreement;
- (ii) Annexure of Agreement;
- (iii) Tender Document; and
- (iv) Letter of Acceptance

1.2 Relation between the Parties

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

Nothing contained herein shall be construed as establishing a relation of master and servant or of principal and agent as between the MPIDC and the Event Management Company. The Event Management Company shall, subject to this Agreement, have complete charge of Personnel performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

1.3 Rights and Obligations

The mutual rights and obligations of MPIDC and the Event Management Company shall be as set forth in the Agreement;

In particular the Event Management Company shall carry out the Services in accordance with the provisions of this Agreement; and

MPIDC shall pay agreed fee to the Event Management Company in accordance with the payment schedule as set forth in this Agreement.

1.4 Governing law and jurisdiction

This Agreement shall be construed and interpreted in accordance with and governed by the laws of India, and the courts in the state of Madhya Pradesh shall have exclusive jurisdiction over matters arising out of or relating to this Agreement.

1.5 Language

All notices required to be given by one Party to the other Party and all other communications, documentation and proceedings which are in any way relevant to this Agreement shall be in writing and in English/Hindi language.

1.6 Table of contents and headings

The table of contents headings or sub-headings in this Agreement is for convenience of reference only and shall not be used in, and shall not affect, the construction or interpretation of this Agreement.

1.7 Notices

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

Any notice or other communication to be given by any Party to the other Party under or in connection with the matters contemplated by this Agreement shall be in writing and shall:

in the case of the Event Management Company, be given by facsimile and by letter delivered by registered post/speed post to the address given below:-

.....

.....

in the case of MPIDC, be given by facsimile and by letter delivered by registered post/speed post to the address given below:-

The Managing Director
Madhya Pradesh industrial Development Corporation
Bhopal, Madhya Pradesh

1.8. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Agreement by MPIDC or the Event Management Company, as the case be, may be taken or executed by the officials duly authorized by parties to this Agreement

1.8.1 MPIDC may designate one of its officials as the Representative of MPIDC. Unless otherwise notified; MPIDC Representative shall be:

The Managing Director
Madhya Pradesh Industrial Development Corporation
Bhopal, Madhya Pradesh
Contact number _____

1.8.2 The Event Management Company may designate one of its employees as Event Management Company's Representative. Unless otherwise notified, the Event Management Company's Representative shall be:

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

Tel:

Fax..... Mo.

1.9 Taxes and duties

Unless otherwise specified in this Agreement, the Event Management Company shall pay all such taxes (including GST), duties, fees and other impositions as may be levied under the Applicable Laws and MPIDC shall perform such duties in regard to the deduction of such taxes as may be lawfully imposed on it under Applicable Laws.

2. COMMENCEMENT, COMPLETION AND TERMINATION OF AGREEMENT

2.1 Effectiveness of Agreement

This Agreement shall come into force and effect on the date of execution of this Agreement “The effective date”

2.2 Commencement of Services

The Event Management Company shall commence the Services within seven days from the Effective Date.

2.3 Termination of Agreement for failure to commence Services

If the Event Management Company does not commence the Services within the period specified in Clause 2.2 above, MPIDC may, by not less than seven days’ notice to the Event Management Company, call upon it to commence the work. If the Event Management Company fails to commence the work within stipulated time, MPIDC may terminate this Agreement, and in that event, the Performance Security (in this case the EMD) in the form of Bank Guarantee shall be invoked by MPIDC.

2.4 Expiration of Agreement

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

Unless terminated earlier, this Agreement shall expire after 6 months from the Effective Date plus a period of 180 (One hundred eighty) days have elapsed after all payments due under this Agreement have been made.

2.5 Entire Agreement

2.5.1 This Agreement and the Annexure together constitute a complete and exclusive statement of the terms of the Agreement between the Parties on the subject hereof, and no amendment or modifications hereto shall be valid and effective unless such modification or amendment is agreed to in writing by the Parties and duly executed by persons especially empowered in this behalf by the respective Parties. All prior written or oral understandings, offers or other communications of every kind pertaining to this Agreement are abrogated and withdrawn: Provided, however, that the obligations of the Event Management Company arising out of the provisions of the Tender Document shall continue to subsist and shall be deemed as part of this Agreement.

2.6 Modifications of Agreement

Modification of the terms and conditions of this Agreement may only be made by written agreement between the Parties hereof, however, each Party shall give due consideration to any proposals for modifications made by the other Party.

2.7 Force Majeure

Definition: For the purposes of this Agreement, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

Force Majeure shall not include: (i) any event which is caused by the negligence or intentional action of a Party or agents employees thereof, nor (ii) any event which a diligent Party could reasonably have

been expected to take into account or avoid or overcome in the carrying out of its obligations during the subsistence of this Agreement.

Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

2.7.2 No breach of Agreement

The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this Agreement insofar as such inability arises from an event of Force Majeure. Provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement.

Measures to be taken

- a) A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfil its obligations hereunder with a minimum of delay
- b) A Party affected by an event of Force Majeure shall give notice to the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- c) The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

2.7.4 Payments

During the period of its inability to perform the Services as a result of an event of Force Majeure, the Event Management Company shall be entitled to be reimbursed for additional costs reasonably and necessarily incurred by it during such period for the purposes of the Services and in reactivating the Services after the end of such period. Such expenses will be approved by MPIDC to the Event Management Company on providing proper justification and certificate from their auditors for such expenses on the format as may be decided by MPIDC.

2.7.5 Consultation

As soon as possible but not later than thirty (30) days after the Event Management Company has, as the result of an event of Force Majeure, become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

2.8 Suspension of Agreement

MPIDC may, by written notice to the Event Management Company, without any obligation (financial or otherwise) suspend all the payments to the Event Management Company hereunder if the Event Management Company shall be in breach of this Agreement or shall fail to perform any of its obligations under this Agreement, including the carrying out of the Services: Provided that such notice of suspension shall specify the nature of the breach or failure, and shall provide an opportunity to the Event Management Company to remedy such breach or failure within a period not exceeding thirty (30) days after receipt of such notice of suspension by the Event Management Company.

2.9 Termination of Agreement

MPIDC may, by not less than thirty (30) days written notice of termination to the Event Management Company, such notice to be given after the occurrence of any of the events specified in this Clause 2.9.1, terminate this Agreement if:

After Thirty (30) days from the date of Suspension of Agreement under Clause 2.8; or

Event Management Company becomes insolvent or bankrupt; or

Event Management Company goes into liquidation; or

Event Management Company fails to perform any of its obligation under this Agreement; or

Event Management Company fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause 2.10 hereof; or the Event Management Company submits to MPIDC a statement which has a material effect on the rights, obligations or interests of MPIDC and which the Event Management Company knows to be false; or Any document, information, data or statement submitted by the Event Management Company in its Proposals, based on which the Event Management Company was considered eligible or successful, is found to be false, incorrect or misleading.

2.9.2 by the Event Management Company

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

The Event Management Company may, by not less than thirty (30) days' written notice to MPIDC, such notice to be given after the occurrence of any of the events specified in this Clause 2.9.2, terminate this Agreement if:

MPIDC is in material breach of its obligations pursuant to this Agreement and has not remedied the same within thirty (30) days (or such longer period as the Event Management Company may have subsequently agreed in writing) from the date of receipt of notice by MPIDC

MPIDC fails to comply with any final decision reached as a result of arbitration pursuant to Clause 2.10 hereof.

2.9.3 Cessation of rights and obligations

Upon termination of this Agreement pursuant to Clauses 2.3 or 2.9, or upon expiration of this Agreement pursuant to Clause 2.4, all rights and obligations of the Parties hereunder shall cease, except

- (i) such rights and obligations as may have accrued on the date of termination or expiration,
- (ii) the obligation of confidentiality set forth in Clause 3.3,
- (iii) the Event Management Company's obligation to permit inspection, copying and auditing of its accounts and records and the remedy available under the Arbitration and Conciliation Act, 1996.

2.9.4 Cessation of Services

Upon termination of this Agreement by notice of either Party to the other pursuant to Clauses 2.9.1 or 2.9.2 the Event Management Company shall, immediately upon receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum.

2.9.5 Payment upon Termination

Upon termination of this Agreement pursuant to Clauses 2.9.1 or Clause 2.9.2 hereof, MPIDC shall make the following payments to the Event Management Company (after offsetting against these payments any amount that may be due from the Event Management Company to MPIDC):

- A. payment pursuant to Clause 4 hereof for Services satisfactorily performed till the date of termination; and
- b. except in the case of termination pursuant to Clause 2.9.1 hereof, reimbursement of any reasonable direct documented costs incidental to the prompt and orderly termination of the Agreement including the cost of the return travel of the Personnel.

2.10 Disputes Resolution

(i) Amicable Settlement:

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof. In the event a dispute, differences or claim arises in connection with the interpretation or implementation of this Agreement, the aggrieved party shall issue a written notice setting out the Dispute/differences or claim to the other Party. Parties shall first attempt to resolve such dispute through mutual consultation. If the dispute is not resolved as aforesaid manner within 15 days from the date of receipt of written notice, the matter will be referred for Arbitration.

(ii) Arbitration:

In case the dispute is not resolved, any party may issue a notice of reference, invoking resolution of disputes through arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The arbitral proceedings shall be conducted by a Sole Arbitrator that may be appointed with the consent of Parties to such dispute. If there is no agreement among the Parties to the identity or appointment of such Sole Arbitrator within 30 days of issue of notice of reference, then the arbitral proceedings will be conducted by a panel of three arbitrators, one arbitrator to be appointed by MPIDC and other appointed by Event Management Company and the third arbitrator to be mutually appointed by the other two arbitrators in accordance with provisions of Arbitration and Conciliation Act, 1996. Arbitration proceedings shall be conducted at Bhopal and following are agreed:

When any dispute is under arbitration, except for matters under dispute, the Parties shall continue to exercise their remaining respective rights and fulfil their remaining respective obligations under this Agreement;

The arbitration award shall be final and binding on the Parties;

The arbitrator may award to the Party that substantially prevails on merit, its costs and reasonable expenses (including reasonable fees for Counsel);

The award shall be made in English language.

3. OBLIGATIONS OF THE Event Management Company

3.1 General

3.1.1 Standards of Performance

The Event Management Company shall perform the Services and carry out its obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe and effective equipment, machinery, materials and methods. The Event Management Company shall always act, in respect of any matter relating to this Agreement or to the Services, as a faithful adviser to MPIDC, and shall at all times support and safeguard MPIDC's legitimate interests in any dealings with Third Parties.

3.1.2 Terms of Reference

The Scope of Works to be performed by the Event Management Company are specified in the Terms of Reference of this Agreement. The Event Management Company shall provide the deliverables specified therein in conformity with the time schedule stated therein.

3.1.3 Applicable Laws

The Event Management Company shall perform the Services in accordance with the Applicable Laws and shall take all practicable steps to ensure that all Personnel and agents of the Event Management Company comply with the Applicable Laws.

3.2 Conflict of Interest

The Event Management Company shall not receive any remuneration in connection with the assignment except as provided in this Agreement. The dedicated team deployed by Event Management Company shall not engage in consulting activities that conflict with the interest of MPIDC

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

(only during the tenure of this Agreement) under this Agreement and shall be excluded from downstream supply of goods or construction of works or purchase of any asset or provision of any other service related to the assignment other than a continuation of the Services under the ongoing contract. It should be the requirement of the assigned works that the Event Management Company should provide professional, objective and impartial advice and at all times hold MPIDC's interests paramount, and that in providing advice they avoid conflicts with other assignments and their own corporate interests.

3.3 Confidentiality

3.3.1 The Event Management Company and its Personnel shall not, either during the term of contract or within Ten (10) years after the expiration or termination of this Agreement disclose any proprietary information, including information relating to reports, data, drawings, design software or other material, whether written or oral, in electronic or magnetic format, and the contents thereof; and any reports, digests or summaries created or derived from any of the foregoing that is provided by MPIDC to the Event Management Company and a Personnel of Event Management Company. Event Management Company and its Personnel shall not disclose any information provided by or relating to MPIDC, its technology, technical processes, business affairs or finances or any information relating to MPIDC's employees, officers or other professionals or suppliers, customers, or contractors of MPIDC; and any other information which the Event Management Company is under an obligation to keep confidential in relation to the Project, the Services or this Agreement ("Confidential Information"), without the prior written consent of MPIDC.

Notwithstanding the aforesaid, the Event Management Company, and its Personnel may disclose Confidential Information to the extent that such confidential Information was in the public domain prior to its delivery to the Event Management Company and its Personnel or becomes a part of the public knowledge from a source other than the Event Management Company, and its Personnel; is required to be disclosed by Law or judicial or administrative or arbitral process or by any Governmental Instrumentalities, provided that before any such disclosure, the Event Management Company, shall give MPIDC, written notice, and use reasonable efforts to ensure that such disclosure is accorded confidential treatment;

3.3.2 MPIDC will treat all information, submitted by Event Management Company as part of the Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. MPIDC may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privileges of the statutory entity.

3.4 Liability of the Event Management Company

The aggregate liability of the Consultant under this Agreement, or otherwise in connection with the services to be performed hereunder, shall in no event exceed the total assignment fee hereunder unless otherwise it is decided by any competent court or under arbitration.

3.5 Insurance to be taken out by the Event Management Company

The Event Management Company shall take out and maintain at his own cost, insurance against the risks, and for the coverage, and at MPIDC's request, shall provide evidence to MPIDC showing that such insurance has been taken out and maintained and that the current premiums thereof have been paid.

3.6 Event Management Company's actions requiring MPIDC's prior approval

MPIDC will not normally consider any request of the Event Management Company for substitution of Key Personnel. Substitution, will, however be permitted if the Key Personnel is not available for reasons of any incapacity or due to bad health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of MPIDC.

3.7 Documents / information prepared by the Event Management Company to be property of MPIDC

All reports/ documents/ information and other documents prepared by the Event Management Company in performing the Services shall become and remain the property of MPIDC, and the Event Management Company shall, after termination or expiration of this Agreement, deliver all such documents to MPIDC, together with a detailed inventory thereof. The Event Management Company

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

may retain a copy of such documents. Restrictions about the future use of these documents shall be as specified in the Agreement.

The Event Management Company shall not use these documents for purposes unrelated to this Agreement.

3.8 Accuracy of Documents

The Event Management Company shall be responsible for accuracy of the data collected by it directly or procured from other agencies/authorities, the information, documents prepared by it as part of these Services. Subject to the provisions of Clause 3.4, it shall indemnify MPIDC against any inaccuracy in its work which might surface during implementation of the Project, if such inaccuracy is the result of any negligence or inadequate due diligence on part of the Event Management Company or arises out of its failure to conform to good industry practice. The Event Management Company shall also be responsible for promptly correcting the same, at its own cost and risk.

4. Payment to the Event Management Company

The complete payment shall be made on satisfactory completion of all activities/ roles/ duties, to the satisfaction of MPIDC. Payment of bills of the event, will be done after successful completion of the event only. No advance payment whatsoever, will be made to the Event Management Company.

6. Currency of Payment

All payments shall be made in Indian Rupees.

7. Severability

If at any time any provision of this Agreement becomes illegal, invalid or unenforceable in any respect under the Law of any jurisdiction, that shall not affect or impair the legality, validity or enforceability in that jurisdiction of any other provision of this Agreement.

The parties agree to furnish/execute such further or other documents/papers for giving fullest effect to the Scope of Work as may be required by MPIDC.

8. JURISDICTION OF COURTS:

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

All disputes arising out of this Agreement shall be subject to the jurisdiction of the Courts at Bhopal only

9. Performance Security

The Event Management Company has furnished the Performance Security of an amount equal to 10% of the value of work, i.e. INR _____ only by way of Bank Guarantee, the details of which are mentioned as below:-

.....

The validity period of Bank Guarantee of Performance Security shall be 6 months from the date of Letter of Acceptance.

10. Penalty for delay:

If the progress of assignment is found to be non-satisfactory or delayed at any point of time, MPIDC reserves the right to impose penalty. The total amount of penalty shall not exceed 25% of total value of work.

11. Indemnity

The Event Management Company will indemnify MPIDC for any direct loss or damage that is caused due to the Event Management Company's fraud, wilful misconduct, gross negligence, breach of confidentiality or breach of third-party intellectual property rights in the performance of the services.

IN WITNESS WHEREOF, the Parties hereto have signed this Agreement on the day, month and year first above written.

SIGNED, SEALED AND DELIVERED SIGNED, SEALED AND DELIVERED

For and on behalf of Event Management

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR
COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 BEING
ORGANISED IN INDORE, MADHYA PRADESH**

Company:

For and on behalf of MPIDC:

(Signature of Authorized Representative)

(Signature of Authorized Representative

(Name) (Name)

(Designation) (Designation)

(Address)

(Address)

(Phone, Fax Nos.) (Phone, Fax Nos.)

Witnesses:

1. Signature

Name

Address

2. Signature

Name

Address

SECTION 7. BILL OF QUANTITIES

REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 AND INVEST MADHYA PRADESH- INVESTORS SUMMIT 2023 BEING ORGANISED IN INDORE, MADHYA PRADESH

BILL OF QUANTITIES

S.No	Elements	Duration in Days	Unit of Element	Total Qty
1. Thematic development of the venue, Infrastructure setup for the entire event including Physical Exhibition for PBD 2023 and Glimpses of M.P.				
1.1 (A)	Booking of the venue	5	LS	1
1.1(B)	Local permission/licenses from concerned authority	10	Job	1
1.2	Thematic development of the venue including Infrastructure setup			
a	Conceptualisation designing and Execution of following events in temperature controlled Air-conditioned wooden floored, carpeted, German Hanger with fire retardant roof and side covers including internal light, entry arch, façade, backdrops and glass doors. The rates should also include cost of dismantling and handing over the premises in good condition	10	Sqm	9500
b	PBD Exhibition Stalls Approx. 200 exhibition stalls of size 3 x 3 Mtr with 2 tables, 2 chairs, 3 spot lights, 02 power point, facia name and a dustbin etc.	10	Nos.	100
c	Glimpses of MP Setup: - Overall representation of the tribal life style and iconic features of the state of Madhya Pradesh in the form of live, 3D, working models along with artists.		Sqm	7000
d	Live Representation	8	Nos.	10
e	3D representation	8	Nos.	20
f	Artists / Actors to appear in the live representation as per the theme	8	Nos.	40
1.3	Inaugural Hall			
a	Conceptualisation Designing and execution of Stage setup as per theme: 80' x 40' in multiple levels using MS structure (scaffolding) with ply on top, carpet flooring, both side 12ft wide steps with railing, skirting of the stage, 2 podium and head table/tea poi table setup with VIP sitting arrangement (approx. 80 pax) as guided by the authority	5	Nos	1
b	Heavy Exotic flower decoration on stage as per the approved concept and sub theme	5	run-feet	200
c	Podium décoration as per the approved concept and subtheme	5	Nos	2
d	VIP hand bouquets	5	Nos	50
e	EAW/JBL or equivalent line array sound system with delay speakers, 06 stage monitors, 08 subs for 3000 pax, required amplifier, 48 channel digital mixer, 04 podium mic, 06 lapel mikes, 20 cordless mic, 36 output DI boxes for media, required cabling, technicians, 01 sound engineer etc.	5	Set	1
f	Stage lighting on box truss (100ft x 60ft) using 32 Warm LED Par, 32 LED Par, 08 profile lights, 24 intelligent lights, 08 blinder, 01 avolight board, required cabling, required technicians, 01 light engineer etc.	5	Set	1

REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 AND INVEST MADHYA PRADESH- INVESTORS SUMMIT 2023 BEING ORGANISED IN INDORE, MADHYA PRADESH

BILL OF QUANTITIES

S.No	Elements	Duration in Days	Unit of Element	Total Qty
g	P3 LED Wall (1200 sq. ft) for stage backdrop, watchout software, switcher, 04 preview monitors 52inch, 06 laptops, 01 cue commander and other necessary technical requirements, required cabling, required technicians, 01 AV engineer etc.	5	Set	1
h	Steel barricading in from stage in D shape for PM protocol	5	run-feet	400
i	High multi layered platform for media 40ft x 16ft, 20 console and back stage tables, console 12ft x 40ft with black masking in front and 04 camera platforms 4ft x 4ft etc.	5	Nos	1
j	Arrangement of lightening of lamp	5	Nos	1
1.3	Furniture Requirements			
a	Banquet chairs with covers	5	Nos	5000
b	Banquet tables with covers	5	Nos	20
c	Sofa sets	5	seats	300
d	Tea Poi	5	Nos	50
e	Queue Managers for demarcating seating zone	5	Nos	50
f	Exotic flowers prop stands	5	Nos	100
g	Round Table with cover set with 06 banquet chairs	5	Nos	5
1.4	PC and Media Briefing Room specific requirements			
a	Conceptualisation Designing and execution of stage setup: 32' x 16' with ply on top, carpet flooring, both side 8ft wide steps, skirting of the stage, 01 podium and head table setup (12 pax) with VIP sitting arrangement as guided by the authority	5	Nos	1
c	EAW/JBL or equivalent line array sound system for 200 pax, 04 stage monitors, required amplifier, 32 channel digital mixer, 12 podium mic, 02 lapel mikes, 08 cordless mic, 24 output audio DI box for media, required cabling, technicians, etc.	5	Set	1
d	Stage lighting on truss using 24 Warm LED Par, 01 light board, required cabling, required technicians etc.	5	Set	1
e	Platform for media (40ft x 16ft), 6 console tables, console masking (20ft x 4ft) etc.	5	Set	1
1.5	Bilateral Meeting room specific requirements			
a	Board room setup for 30 pax with tables, VIP Chairs and other arrangements	5	Set	1

REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 AND INVEST MADHYA PRADESH- INVESTORS SUMMIT 2023 BEING ORGANISED IN INDORE, MADHYA PRADESH

BILL OF QUANTITIES

S.No	Elements	Duration in Days	Unit of Element	Total Qty
b	P3 LED Wall (200 sq. ft), software, 01 switcher, 02 laptops and other necessary technical requirements, cabling, technicians etc.	5	Set	1
c	EAW/JBL or equivalent sound system for 30 pax, required amplifier, 32 channel digital mixer, 30 podium mic, 06 cordless mic, required cabling, technicians, etc.	5	Set	1
d	6 console tables, console masking (12ft x 4ft) etc.	5	Nos	6
1.5 B	Exotic flower decoration on table with 10 floral props placed in hall	5	Set	10
1.6	Plenary Sessions			
a	Conceptualisation Designing and execution of stage setup: 30' x 16' with ply on top, carpet flooring, both side 6ft wide steps, skirting of the stage, 01 podium and head table/tea poi table setup (16 pax) with VIP sitting arrangement as guided by the authority	5	Set	2
b	Heavy Exotic flower decoration on stage	5	run-feet	56
c	Podium décor	5	Nos	2
d	VIP hand bouquets	5	Nos	20
e	EAW/JBL or equivalent sound system for 200 pax, 04 stage monitors, required amplifier, 24 channel digital mixer, 02 podium mic, 02 lapel mikes, 08 cordless mic, 12 output audio DI box for media, required cabling, technicians, etc.	5	Set	2
f	Stage lighting on truss using 16 Warm LED Par, 12 LED Par, 02 profile lights 01 light board, required cabling, required technicians etc.	5	Set	2
g	P3 LED Wall (400 sq. ft) for stage backdrop, software, switcher, 02 preview monitors 52inch, 04 laptops and other necessary technical requirements, cabling, technicians etc.	5	Set	2
h	Platform for media 12ft x 8ft, 10 console and backstage tables, console black masking 20ft x 4ft in front and 02 camera platforms 4ft x 4ft etc.	5	Set	2
1.7	Preview Meetings / VIP Interview specific requirements			
a	Leather Sofa Set 3+1+1 with 01 coffee table	5	Set	2
b	Round Table with cover set with 06 banquet chairs	5	Set	2
c	Sound Proof Room (8ft x 8ft) with Branding on biodegradable media on all walls including 2 single seater sofa and 01 coffee table	5	Nos	1
1.8	Food Hall Arrangement X (04 halls)			
a	Round Table with cover with 06 banquet chairs (8 each hall)	5	Set	32
b	JBL or equivalent sound system with light instrumental music (1 each hall)	5	Set	4
c	Exotic flowers prop stands and table props (10 each hall)	5	Nos	40

REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 AND INVEST MADHYA PRADESH- INVESTORS SUMMIT 2023 BEING ORGANISED IN INDORE, MADHYA PRADESH

BILL OF QUANTITIES

S.No	Elements	Duration in Days	Unit of Element	Total Qty
1.9	Provision of Modular Bio toilets with cleaning staff and material for Male, Female and Specially abled at exhibition, digital exhibition, MP village and parking's	10	Nos	50
1.10	Area Landscaping			
a	10 Landscaping (Min 100 sq. ft) using ornamental/bonsai plants and 1000 potted planters covering entire event & function venue	5	Nos.	1
1.11	Professional Fees			
a	Sub Theme concept designing / copywriting / content research and collation	90	Job	1
b	3D animations / content creation for inaugural and technical sessions	90	Job	1
c	Master lay outing and any other lay outing required for different purposes (agency needs to depute a cad designer on site for the same)	90	Job	1
2	IT and Security Infrastructure (development of robust access control system for the entire event) EMC shall have to acquire data from PBD website managed by MEA and use the data to develop a seamless access control system			
2.1	Access Control System			
a	Implementation of Technology based access control system with colour coded access (Specific access to designated areas to the guests)	3	Pax	10000
b	Installation of Server, Networking, switchers, hardware engineers and software engineers necessary for the ACS to be fully operational	3	Job	1
5.2	CCTV surveillance			
a	Installation of CCTV surveillance with night vision cameras, Setup of Control Rooms with Desktop for parking spaces and exhibition domes.	5	Nos	200
b	Desktops at Control Room	5	Nos	6
c	Public announcement system, 60 LED metal lights with Scaff fold, shades (1000 sq. ft) and water arrangement (jars with paper cups) for deployed manpower (200) for parking spaces	5	Location	5
5.3	Installation at the venue			
a	65 inch LED Plasma with stand and live feed of Inaugural Hall and D2H connection	5	Nos	4
b	Extension power boards	5	Nos	20
c	Hi end desktops with video captures cards	5	Nos	30
d	Hi speed photocopy machine	5	Nos	3
e	Printers with Scanner	5	Nos	6
f	Hi End Laptop	5	Nos	10
g	Delay LED screens (150 sq. ft) with platform & skirting	5	Nos	4
h	Simultaneous interpretation system	3	Nos	3000
5.4	100 MBPS Highspeed Internet connectivity with wifi in the the entire premises including with installation of routers and other necessary infrastructure for Media Control Room / Control Room / Media Briefing Room	5	Job	1

REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 AND INVEST MADHYA PRADESH- INVESTORS SUMMIT 2023 BEING ORGANISED IN INDORE, MADHYA PRADESH

BILL OF QUANTITIES

S.No	Elements	Duration in Days	Unit of Element	Total Qty
5.5	Documentation and live streaming of the event, 2 way conferencing system, complete photography (3 nos), videography (5 nos) using high end cameras with HD live mixing unit, 36 out audio video DI box etc	5	Set	1

3. Citywide Branding and publicity of the PBD 2023 including creative designing

3.1	Publicity and Branding using Biodegradable Media			
a	Preparation of progress presentations (preferably 3D representation/ Video presentation) to PMO/ CMO regarding the progress of project during the entire duration (atleast One a Month)	90	Job	1
b	Preparation for creatives for the entire event in line with the approved Branding and Publicity Plan	7	Job	1
c	Innovative Branding on Hi quality biodegradable media as per the approved creatives	7	Sq. ft	50000
d	Branding on biodegradable media of the entire event including gates, signages, backdrops, route Branding on biodegradable media etc	7	Sq. ft	150000
e	Installations in the city and at the function venues with high quality prints	7	Nos	20
f	Social Media publicity of the event including 1. Content development, 2. Creation of event specific pages / handles on Social media 3. Developing social media strategy & management, 4. Maintaining the success of every campaign 5. Focused on wider visibility	7	Job	1
g	Hoarding across the city (30ftx15ft)	7	Nos	20
h	BRTS Bus stops branding on Biodegradable media (1100 sq. ft)	7	Sqft	10000
i	Branding on LED backlit Lollipops (preferrably 3ftx4ft) - Existing installations	7	Nos	500
j	Branding on vinyl media	7	Nos	50
k	Hall Branding on biodegradable media - For Media Control Room and the Venue	3	Sq. ft	4000
l	Branding on biodegradable media and Backdrop for the Hall	10	Sq. ft	2000

4. Media Management including arrangement of necessary resources

4.1	Development of Media Control Room : The media control room shall be developed for nearly 300 personnel to include but not limited to following listed			
a	65 inch LED Plasma with stand and live feed of Inaugural Hall and D2H connection	5	Nos	2
b	Hi end desktops with video captures cards	5	Nos	25
c	Hi speed photocopy machine	5	Nos	1
d	Printers with Scanner	5	Nos	2

REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 AND INVEST MADHYA PRADESH- INVESTORS SUMMIT 2023 BEING ORGANISED IN INDORE, MADHYA PRADESH

BILL OF QUANTITIES

S.No	Elements	Duration in Days	Unit of Element	Total Qty
5. Security Arrangement of the entire venue in coordination with State and Central agencies				
5.1	Security Arrangements of the Entire Venue			
a	Door Frame Metal Detector Machines for entry gates	5	Nos.	30
b	Hand Held Metal Detector Machine for checking at Entry Gates	5	Nos.	50
c	Walky Talky for the entire team and 10 Nos. Walky Talky for Authority's personnel	5	Nos.	200
d	Baggage Scanning Machines at all the entry gates	5	Nos.	4
f	Providing of Fire extinguishers in exhibition area 10 kg ABC type cylinders and sand buckets with stands	5	Nos.	100
g	Security supervisors	5	Nos.	5
h	Security Personnel with uniform - Well behaved professionals	5	Nos	75
i	Fire Safety Personal round the clock- Fire Marshals and Fireman	5	Nos.	30
5.2	Parking Management during the event			
a	Parking Management System for parking spaces including marking of the grounds, adequate signages, for nearly 100 Buses, 500 Nos. Cars etc. The system and installation must include but not limited to: 1. Adequate boom barrier, 2. Signages 3. Parking Lights etc.	3	LS	1
b	Security personals/valets drivers - Well behaved professionals with uniform	3	Nos.	50
TOTAL				
6. Plan, Design and Installation of Digital Exhibition as per the Theme				
6.1	Plan, Design, install all the components of Digital Exhibition as per the approved theme and Concept including procurement and supply of necessary Hardware and Software	5	LS	1
6.2	Dismantling, transportation and reinstallation of all the components of Digital Exhibition at the location as specified by the authority	-	LS	1
7. Manpower as specified in the Scope of Work				
7.1	Event Mangement Team			
a	Programme Manager - 15 years experience in the field of Publicity and Branding	90	Nos	1
b	IT Manager - 10 years experience in the field of Event Management - IT infrastructure	90	Nos	1

REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 AND INVEST MADHYA PRADESH- INVESTORS SUMMIT 2023 BEING ORGANISED IN INDORE, MADHYA PRADESH

BILL OF QUANTITIES

S.No	Elements	Duration in Days	Unit of Element	Total Qty
c	Publicity and Branding manager- 10 years experience in the field of Publicity and Branding	90	Nos	1
d	Safety incharge - 10 years experience in the field of Event management	90	Nos	1
e	Programme Coordinators to be posted in Delhi (Minimum 5 Years Experience)	90	Nos	2
f	Programme Coordinators to be posted in Bhopal (Minimum 5 Years Experience)	90	Nos	2
g	Supporting Staff - (3 Years Experience) including Data entry Operator for backoffice	10	Nos	50
h	Guest Coordinators	4	Nos	100
i	Event Coordinators	4	Nos	100
7.2	Other Professional Staff			
a	Professional ushers	4	Nos	100
b	Interpreter - Fluent in English / Hindi	3	Nos	5
c	Housekeeping personnel with adequate equipment and cleaning material for the venue	3	Nos	50
d	Registration Manpower with uniform - Well behaved professionals fluent in English / Hindi Conversation	3	Nos	40
e	Barcode scanning unit with manpower for handheld scanning devices - Well behaved professionals fluent in English / Hindi Conversation	3	Nos	20
8. Other Miscellaneous requirements as specified in the Scope of Work like: Kiosks, Forex Counters, printing, stationary etc.				
8.1	Printing and Stationary (on media as specified by the authority)			
a	Printing of manuals - A4 50 pager multicolour: Photo print quality in 80 GSM paper	3	Nos	6000
b	Invitation cards with envelopes - A5 multicolour: Photo print quality, laminated	3	Nos	6000
c	Brochures - A4 10 pager multicolour photo print quality in Glossy Paper	3	Nos	6000
d	Printing of lanyards & Badges for delegates with multi colour logo of event with bar code scanning facility	3	Nos	10000
8.2	Helpdesk and Registration Counters	3		
a	Conceptualisation designing and execution of helpdesk at designated hotels with atleast two attendants and one Desktop / laptop at all times during the event	3	Nos	4

REQUEST FOR PROPOSAL FOR APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR COMPREHENSIVE MANAGEMENT OF PRAVASI BHARTIYA DIVAS – 2023 AND INVEST MADHYA PRADESH- INVESTORS SUMMIT 2023 BEING ORGANISED IN INDORE, MADHYA PRADESH

BILL OF QUANTITIES

S.No	Elements	Duration in Days	Unit of Element	Total Qty
b	Registration desk - with two tier registration counters, Chairs plug points and general lighting	3	Nos	20
c	Self Registration Units - Self registration automatic units at all the entry gates of the venue	3	Nos	10
8.3	Electrical Infrastructure			
a	250 Kva Backup Gensets for Exhibition area and Venue	3	Nos	40
b	Genset 3 phase cabling unit - 50 mtrs long with connecting kits	5	Nos	40
c	Genset Fuel (per hr/ genset)	3	Nos	720
d	Changeover panels compatible with the 250 KVA DG Set	5	Nos	10
e	Lighting Poles with 8 Nos Halogen Lights for Entire Venue for	3	Nos	50
f	Metal lights for all over the venue	3	Nos	100
g	LED of 100W	5	Nos	500