

**Bid Document/ बिड दस्तावेज़**

Bid Details/बिड विवरण	
<b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>	20-03-2024 13:00:00
<b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>	20-03-2024 13:30:00
<b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>	180 (Days)
<b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>	Ministry Of Communications
<b>Department Name/विभाग का नाम</b>	Department Of Telecommunications (dot)
<b>Organisation Name/संगठन का नाम</b>	N/a
<b>Office Name/कार्यालय का नाम</b>	Head Quarter, New Delhi
<b>Item Category/मद केटगरी</b>	Event or Seminar or Workshop or Exhibition or Expo Management Service - National; World Telecommunication Standardization Assembly 2024; As per scope of work; Pragati Maidan Bharat Mandappam Hall No 14 Hall No 1; 14 October 2024 To 24 October 2024
<b>Contract Period/अनुबंध अवधि</b>	9 Month(s)
<b>Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)</b>	6000 Lakh (s)
<b>Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष</b>	7 Year (s)
<b>Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है</b>	Yes
<b>MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट</b>	No
<b>Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट</b>	No
<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

Bid Details/बिड विवरण	
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	600000000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes

#### EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	12000000

#### ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	11

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

#### Beneficiary/लाभार्थी :

Pay and Accounts Officer  
Department of Telecommunications, Sanchar Bhawan, New Delhi - 110001  
(Pao Hq, Dot Hq, New Delhi)

#### Splitting/विभाजन

Bid splitting not applied./बोली विभाजन लागू नहीं किया गया

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
-------------------------------	-----

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
  1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
  2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
  3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :**

BOQ for RFP for hiring of Event Management Agency - [1707973198.xlsx](#)

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**The Bidder must have successfully executed at least XX projects of any value in past 3 years of providing similar services to Central/State Government, PSUs or any other government organizations:**As per ATC

**During the (full) duration of contract or contract period Service provider must have a dedicated team of manpower strength of XX to conduct events:**As per ATC

**This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-**

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
As per section 6 of ATC	100	70	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 70**

**QCBS Weightage(Technical:Financial):30:70**

**Presentation Venue:**Sanchar Bhawan, New Delhi

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
29-02-2024 11:00:00	Sanchar Bhawan, New Delhi

**Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service - National; World Telecommunication Standardization Assembly 2024; As Per Scope Of Work; Pragati Maidan Bharat Mandappam Hall No 14 Hall No 1; 14 October 2024 To 24 October 2024 ( 1 )**

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
<b>Core</b>	
Location of event	National
State	NA
District	NA
pincode	NA
Nature of events	World Telecommunication Standardization Assembly 2024
Category of work required	As per scope of work
Event premises	Pragati Maidan Bharat Mandappam Hall No 14 Hall No 1
Duration of event	14 October 2024 To 24 October 2024
Coverage of the event	As per scope of work
Boarding	As per scope of work
Inclusion for the event	As per scope of work
Seating arrangement	As per scope of work
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Estimated/ Indicative number of participants in the event	1800

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/प्रेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of event to be organized	Additional Requirement/अतिरिक्त आवश्यकता
1	Abhishek Shukla	110001,309, Sanchar Bhavan, New Delhi	1	N/A

## Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

### 1. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

### 2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

### 3. Buyer Added Bid Specific SLA

File Attachment [Click here to view the file.](#)

## Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in

the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action

in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**

Date of Publishing of RFP: 15-02-2024



**REQUEST FOR PROPOSAL FROM INDIA BASED  
EVENT MANAGEMENT COMPANY (EMC)  
FOR PROVIDING EVENT MANAGEMENT SERVICES FOR  
WORLD TELECOMMUNICATION STANDARDIZATION  
ASSEMBLY (WTSA) 2024 TO BE HELD IN OCTOBER  
2024**

## TABLE OF CONTENTS

1. Disclaimer
2. SECTION 1: NOTICE INVITING TENDER/Fact Sheet
3. SECTION 2: INSTRUCTIONS TO BIDDERS AND DATASHEET
4. SECTION 3: Eligibility Criteria
5. SECTION 4: Scope of Work
6. SECTION 5: General points for consideration by EMCs:
7. SECTION 6: Technical Evaluation criteria

### Annexures

Annexure 1 - Organizational profile

Annexure 2 - Cover Letter for Bid

Annexure 3 - Performance Bank Guarantee

Annexure 4 - Format for Financial Bid Covering letter

Annexure 5 – Sample table for Financial Bid

Annexure 6 – Power of Attorney

Annexure 7 - Format for showcasing project experience

Annexure 8 - Format for Non-Blacklisting Self Declaration

Annexure 9 - Format for Non-Disclosure Agreement

Annexure 10 - Format for Annual Turnover

Annexure 11 - Format for CV

Annexure 12 - Pre-Qualification Checklist Compliance

Annexure 13 – Format for Advance Bank Guarantee

Annexure-14- Bill of Quantity (BOQ)

Annexure-15 - Premises, facilities, services and local staff to be provided by the Government



## DISCLAIMER

This RFP is not an 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 of the 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 RFP Publication till issue of Letter of Acceptance).

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise 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.

## SECTION 1: NOTICE INVITING TENDER/FACT SHEET

Sl No	Key Information	Details
1	Assignment Title	Request for Proposal (RFP) for hiring of EMC for World Telecommunication Standardization Assembly (WTSA) 2024
2	Purchaser	Department of Telecommunication (DoT), Department of Telecommunication (DoT), Ministry of Communications
3	Location	New Delhi
4	Date of publication of the RFP	15-02-2024
5	Pre-bid Meeting	29-02-2024
6	Last date of submission of Pre-bid queries	04-03-2024 Note: - Email ID for submission of Pre-bid Queries: - i. <a href="mailto:dirir2-dot@nic.in">dirir2-dot@nic.in</a> ii. <a href="mailto:suneetkumar.tomar@gov.in">suneetkumar.tomar@gov.in</a>
7	Reply to pre-bid queries	11-03-2024
8	Bid Submissions	Through GeM portal
9	Method of Selection	Two bid system (simultaneous receipt of separate technical and financial bids)
10	Earnest Money Deposit (EMD)	The bidder is required to submit EMD of Rs. 1.20 Crore only in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in favour of "PAO (HQ), DOT HQ, New Delhi" payable at New Delhi
11	Performance Security	The successful bidder(s) is required to submit Performance Bank Guarantee equivalent to 3% of the contract value in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in favour of "PAO (HQ), DOT HQ, New Delhi", payable at New Delhi valid for a period of 60 days beyond the date of completion of all contractual obligations of the selected bidder.
12	Last date and time of Submission of Bids	20-03-2024
13	Opening of Technical Bids	20-03-2024
14	Technical Presentations	02-04-2024
15.	Opening of Financial Bids	09-04-2024
16	Scope of Work	The detailed scope of work is provided at section 4 of this RFP
17	Language of bid	English
18	Bid validity	180 days from the date of submission of Bid
19	Bid documents	Bidders must submit their bids in line with the requirements stated in this RFP.
20	Issue of Letter of Intent (LoI)	15-04-2024
21	Submission of PBG	25-04-2024

22	Submission of EMD	Till 20-03-2024
23	Address for Communication	Deputy Director General (IR) International Relations (IR) Wing Room No. 309, 3rd Floor, Sanchar Bhavan, New Delhi - 110001 Phone: 011-23711872 Email: ddgir-dot@nic.in ;

## SECTION 2: INSTRUCTIONS TO BIDDERS AND DATASHEET

### 1. **Definitions:**

“Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Bidder.

“Applicable Law” means the laws and any other instruments having the force of law in the Department of Telecommunication (DoT), Ministry of Communications’ 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.

“Bank” means Nationalized/Scheduled Commercial Banks.

“Department of Telecommunication (DoT), Ministry of Communications”/ “Authority” Means the implementing agency which is Department of Telecommunication (DoT), Ministry of Communications [DoT] that signs the Contract for the Services with the selected Bidder.

“Bidder”/ “Bidders” means a legally established professional consulting firm or an entity that may provide or provide the Services to the Department of Telecommunication (DoT), Ministry of Communications under the Contract.

“Contract” means a legally binding written agreement signed between the Department of Telecommunication (DoT), Ministry of Communications and the Bidder and includes all the attached documents listed in its General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices.

“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.

“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 Department of Telecommunication (DoT), Ministry of Communications. It excludes the Department of Telecommunication (DoT), Ministry of Communications’ official public holidays.

“Professionals” means, collectively, Key Professionals, Non-Key Professionals, or any other personnel of the Bidder.

“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 Department of Telecommunication (DoT), Ministry of Communications) with proof of receipt.

“Key Professional(s)” means an individual professional whose skills, qualifications, knowledge, and experience are critical to the performance of the Services under the Contract

“ITB” (this Section 2 of the RFP) means the Instructions to bidders that provides the bidders with all information needed to prepare their Proposals.

“Proposal” means the Technical Proposal and the Financial Proposal of the Bidder.

“RFP” means the Request for Proposals to be prepared by the Department of Telecommunication (DoT), Ministry of Communications for the selection of bidder.

### 2. **Process of Selection:**

The process of selection of successful Bidder would be as follows:

- a. Issue of RFP
- b. Pre-Bid Meeting/ Clarification /Corrigendum (if any)

- c. Submission of Bids
- d. Opening of Technical Bids
  - i. Pre-Qualification evaluation
  - ii. Technical Bid Evaluation of Pre-Qualified Bidders
  - iii. Physical display of items and Presentations of the Pre-Qualified Bidders
- e. Opening of Financial Bids for the Bidders that are technically qualified
- f. Issue of Work Order to the bidder whose proposal has been ranked as highest total points on the basis of Technical and Financial Evaluation criteria as per the terms of this RFP.

### 3. **Introduction**

- (i) The World Telecommunication Standardization Assembly (WTSA) is held every four years and defines the activities of the next study period for ITU-T. It brings together industry leaders, policymakers, and experts from around the globe to address the challenges and opportunities of the rapidly evolving telecommunication landscape. WTSA serves as a critical platform for setting the agenda and shaping the future of international telecommunication standards.
- (ii) WTSA-2024 (preceded by one day Global Standardization Symposium (GSS)) is being hosted by the Department of Telecommunications, Govt. of India in New Delhi, India from 14 to 24 October 2024. WTSA is likely to be attended by 1800 – 2000 participants including 500 – 1000 international participants. It is proposed to be held at Hall 1, Hall 14 and Bharat Mandappam in Pragati Maidan, New Delhi.

### 4. **Invitation to Participate in the RPF**

- (i) Department of Telecommunication (DoT), Ministry of Communications, invites Requests for Proposal (RFP) from India Based Event Management Companies (EMCs) to provide comprehensive event management services for the WTSA-24 from 14 - 24 October 2024. Given the large scale of the international event to be organized, a well-established, experienced EMC (EMC) will be selected based on criteria defined in succeeding paragraphs.
- (ii) The company must be committed to meeting the exclusive customer expectations whilst maintaining high standards of quality and professionalism. Considering the scale and importance of the event, expected quality parameters from companies are defined in Part – 15 of this RFP.

### 5. **Issue of RFP.**

This RFP is being issued with no financial commitment and the Department of Telecommunications (DoT) reserves the right to change or vary any part thereof at any stage. DoT also reserves the right to withdraw the RFP at any stage.

### 6. **General Considerations**

**Study of bid document:** Bidders are advised to study all instructions, forms, requirements, and other information in the Bid documents carefully. The submission of bid shall be deemed to have been done after careful study and examination of the Bid Document with full understanding of its implications. The response to this Bid Document should be full and complete in all respects. Failure to furnish all information required by the Bid Documents or submission of a proposal not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of its Proposal.

### 7. **Preparation cost:**

- (i) The bidder is responsible for all costs incurred in connection with participation in the process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by Department of Telecommunication (DoT), Ministry of Communications, to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. Department of Telecommunication (DoT), Ministry of Communications, in no case, will be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

- (ii) This bid document does not commit the Department of Telecommunication (DoT), Ministry of Communications, to award a contract or to engage in negotiations. Further, no reimbursement cost may be incurred in anticipation of the award. All materials submitted by the Bidder shall become the property of Department of Telecommunication (DoT), Ministry of Communications, and may be returned at its sole discretion.

## 8. Submission of Bids:

- (i) The bid shall be submitted through GeM portal Bidders are advised to follow the instructions provided in this Tender document for e- submission of the bids online through GeM portal.
- All documents as per tender requirement shall be uploaded online through GeM portal: <https://gem.gov.in/>
- (ii) Online bids without any of the required documents will be summarily rejected.
- Both technical and financial bids are to be submitted concurrently duly signed digitally on the GEM Portal.
  - The bidders shall have a valid digital signature certificate for participation in the online tender. The cost of digital signatures, if any, will be borne by respective bidders.
  - Prospective bidders are accordingly advised to go through instructions provided at GEM Portal.
  - The online bids (complete in all respect) must be uploaded online in Two Covers (Cover- I: Technical and Cover-II: Financial bid) in PDF Format.
- (iii) The bidder must submit their financial bid in the prescribed format (BoQ.xls file) specified at **Annexure 14** of this tender document and no other format is acceptable. Bidders are required to download the BoQ File, open it, and complete the unprotected cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed.
- (iv) All pages of the bid being submitted must be sequentially numbered by the bidder, should be signed and page referencing should be given in a tabular format highlighting key areas to qualify the technical criteria.
- (v) The bidder will be required to submit a signed copy of the RFP as an acceptance of the terms and conditions laid down by DoT, failing which the offer will be treated as withdrawn.
- (vi) All pages of the bid document (.pdf) shall be numbered & signed/initialed by the Authorized Signatory.
- (vii) Bids shall be in accordance with the directions given in the Table below:

Bid Cover/Folder	Bid Submission
“Technical Bid”	“Technical Bid” shall be uploaded (on GeM Portal) as single pdf document and shall be duly signed using DSC. Technical proposal shall cover the documents required against the Pre-qualification criteria and technical evaluation parameters as mentioned in this RFP along with the technical presentation. Technical Bid documents should be in .pdf format.
“Financial Bid”	<ul style="list-style-type: none"> <li>“Financial Bid” shall be uploaded (on GeM Portal) as single BOQ document and shall be duly signed using DSC. It should contain all documents and formats related to financial proposal as mentioned in RFP.</li> <li>Financial Proposal or any part thereof should not be kept/mixed with the Technical Bid in either explicit or implicit form, in which case the bid will be rejected.</li> <li>Financial Bid documents should be in BoQ .xls format.</li> </ul>

Bids without any of the required documents may be considered for rejection. *Rejection of agencies will be based on not fulfilling standard conditions defined in section 3 of RFP and above-mentioned conditions.*

Both technical and financial bids are to be submitted concurrently duly signed by an authorised signatory. The bids (complete in all respect) submitted online shall be in Two Covers (clearly marked as ‘Technical Bid’ and ‘Financial Bid’) in PDF format. EMD is to be submitted separately.

## 9. Language of Bids: The Bids prepared by the Bidder and all correspondences and documents relating

to the bids shared by the Bidder with Department of Telecommunication (DoT), Ministry of Communications, shall be in English language.

10. **Proposal Validity:** Proposals shall remain valid until the date specified in the Data Sheet or any extended date if amended by the Department of Telecommunication (DoT), Ministry of Communications. 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.
11. **Extension of Proposal Validity:** The Department of Telecommunication (DoT), Ministry of Communications, will make its best effort to complete the tender process and award the contract prior to the date of expiry of the Proposal validity. However, should the need arise, the Department of Telecommunication (DoT), Ministry of Communications, may request, in writing, all bidders who submitted Proposals prior to the submission deadline to extend the Proposals' validity. 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. The Bidder has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.
12. **Financial Proposal**
  - (i) The Financial Proposal shall be prepared using the Standard Forms provided in **Annexure -14** of the RFP. It shall list all costs associated with the assignment.
  - (ii) **Taxes:** The Bidder shall be responsible for meeting all tax liabilities arising out of the contract unless stated otherwise in the Data Sheet.
  - (iii) **Currency of Proposal:** The currency shall be stated in the national currency i.e 'INR (₹)' only.
  - (iv) **Currency of Payment:** Payment under the Contract shall be made in 'INR (₹)' in which the payment is requested in the Proposal.
13. **Confidentiality:** From the time the Proposals are submitted to the time the Contract is awarded, the Bidder should not contact the Department of Telecommunication (DoT), Ministry of Communications, 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 Information to Bidders (ITB) are where the Department of Telecommunication (DoT), Ministry of Communications, notifies BIDDERS of the results of the evaluation of the Technical Proposals.

Any attempt by shortlisted bidders or anyone on behalf of the Bidder to influence improperly the Department of Telecommunication (DoT), Ministry of Communications, 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. 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 Department of Telecommunication (DoT), Ministry of Communications, it shall do so only in writing.

## SECTION 3: ELIGIBILITY CRITERIA

S No	Basic Requirement	Specific Requirement	Documents Required
a)	Legal Entity	The Applicant should be a company registered in India under the Companies Act 2013 or any other previous Companies Act or a Limited Liability Partnership registered under the LLP Act, 2008 or a registered Partnership under the Indian Partnership Act, 1932 or Registered as a society under the Societies Act, 1860 for at least 10 (Ten) Years, as on 01.01.2024.	<ul style="list-style-type: none"> <li>• Copy of valid Registration Certificates duly certified by CA engaged in conducting audit of the company.</li> <li>• Certified Copy of Certificates of Incorporation/Name Change.</li> <li>• CA's Registration Number/ Seal is must.</li> </ul>
b)	Turnover	Average Annual Financial Turnover of the Company in any of the three years in last Six financial years, i.e. FY2017-18, FY2018-19, FY2019-20, FY2020-21, FY2021-22, FY 2022-23 (as per the last published audited balance sheets), should be more <b>than Rs. 60.00 Cr (Sixty Crore) each</b> . The company should not have incurred loss in more than two years in preceding 06 years, as on 01.01.2024. (Excluding Covid years 2020-21 and 2021-22).	<ul style="list-style-type: none"> <li>• Copies of Annual Turnover of the organization of Audited Annual Accounts duly certified by CA.</li> </ul>
c)	Specializations / Experience	<p>(i) Company must have minimum seven years' experience in Event Management Industry as on 01.01.2024.</p> <p>(ii) The agencies should have successfully completed:</p> <p>(a) 01 similar work of the value of Rs 20 Crore; or</p> <p>(b) 02 similar works of the value of Rs 15 Crore; or</p> <p>(c) 03 similar works of the value of Rs 10 Crore each</p> <p>for Government of India/State Government/ PSUs/leading corporate of which at least one should be a conference with international delegates (international level conference not exhibition) in the last 6 years as on 01.01.2024. The contract/work order should be in the name of bidder.</p>	<p>(i) Work Orders/Work Completion Certificates to be attached.</p> <p>(ii) Details of the assignments as per Annexure 7 provided in this RFP, along with the following documents:</p> <ul style="list-style-type: none"> <li>• Work order</li> <li>• Completion certificates from the Client/Self-certificate by a certified Chartered Accountant (CA) on behalf of the agency</li> </ul>
d)	Employees on Payroll	Bidding Company should have on its payrolls a minimum of 30 professionals as on 01.01.2024.	Letter from Authorised Signatory as documentary evidence to be attached.
e)	PAN and GST registration	Bidding company shall hold valid GST and PAN certifications.	Copies of relevant certificates of registration to be attached.
f)	Tax Registration	Bidder must have filed ITRs for the last three years preceding viz. 2019-20, 2020-21, & 2022-23.	Copies of ITR filed for last 03 years, as on 01.01.2024, duly Certified by CA carrying out audit of the EMC.



g)	Blacklisting	Bidding company shall not have been blacklisted by any central or state government company, PSU etc.	Self-undertaking in this regard to be submitted.
h)	Earnest Money Deposit	EMD of Rs. 1.20 Cr (One Crore Twenty Lakh only).	Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in f/o PAO, DoT.
i)	Website	The agency shall have their functional online website.	Web link to the website.

**\* Bids without any of the above-mentioned documents will be summarily rejected.**

## SECTION 4: SCOPE OF WORK:

The World Telecommunication Standardization Assembly (WTSA) is a general assembly of the International Telecommunication Union - Telecommunication Standardization Sector (ITU-T). The ITU is a specialised agency of the United Nations responsible for many matters related to information and communication technologies. The WTSA is held every four years. It brings together industry leaders, policymakers, and experts from around the globe to address the challenges and opportunities of the rapidly evolving telecommunication landscape. The WTSA defines the next study period for ITU-T. It also defines the new leadership team and work program for the sector for the next four years.

India has proposed to host the next WTSA in 2024, during October 14-24, 2024. Also, the expected venue for the event would be Bharat Mandapam, hall no. 1 and hall no. 14 of Pragati Maidan.

In regard to the same, hiring an Event Management Company (EMC) is of paramount importance due to several compelling reasons. Agencies bring a wealth of expertise, garnered from their experience in successfully orchestrating high-profile international events such as the G20 meetings. Their comprehensive capabilities encompass everything from meticulous logistics planning to protocol management and media coordination, ensuring that our events are executed seamlessly. Moreover, their international exposure allows us to align our initiatives with global standards, fostering a broader perspective and increasing their relevance on the international stage. Efficiency and cost-effectiveness are also notable advantages, as these agencies are adept at optimizing resources while delivering high-quality results. Finally, their ability to work under pressure and adhere to tight schedules guarantees that our events will be executed on time and without disruptions, ultimately contributing to the success of the Department of Telecommunication (DoT), Ministry of Communications.

The EMC must provide comprehensive event management services for the forthcoming WTSA-24 to be hosted by India, in accordance with the Bill of Quantity as specified in Annexure- 14 and requirement as detailed by ITU in Annexure-15. The **broad components of scope of work is as follows:**

### A) Airport Arrival/Departure:

- (i) Creation of appropriate ambience, Thematic Installation, Branding/hoardings at Luggage Belt/ Existing Sites/VVIP Lounge etc.
- (ii) Creation/Upgradation of 1 Air-conditioned Lounge with F&B Service as well as make use of Ceremonial Lounge for seating of VVIP and delegate about 75-100 pax at different terminals of IGI Airport /Branding & Flower décor of existing lounge (Ceremonial) at IGI and Palam Airport, Digital directional Signage.
- (iii) Porters for luggage handling and manpower for facilitation desks and housekeeping.
- (iv) Equipment (IT Equipment-laptop/computer/internet), LED Screens, branding/standees, furniture, WTSA-24 country flags with pole, floral decoration, Sound system, Video and CCTV Cameras etc as required.
- (v) Facilitation of transportation services, encompassing buses, taxis, and other relevant vehicles, to ensure seamless commuting between airports, hotels, venues, etc., is a key component of the proposed solution. The selected vendor will be responsible for providing efficient and reliable transportation solutions to meet the specified requirements of this project.

### B) Provision of Building/Fabricating a Dedicated Area for ITU

#### a. Interview Corner:

- (i) Provision of an interview corner and supporting office for the communications team in the expo area.
- (ii) The interview corner should be in a soundproof room equipped with multi-angle cameras, adequate lighting, furniture and a branded background.
- (iii) The office should have space for +/-10 communications colleagues with full power outlets and cabled internet access.

b. Photography and Videography Support:

- (i) Provision of photographers and videographers to cover plenary sessions, the expo and all events.
- (ii) Provision of video and photo editors to assist with processing and editing of daily content.
- (iii) All photos and videos should be made available in real time on a centralized photo/video storage system to be made available to the ITU comms team.

c. ITU Stand:

- (i) Provision of an ITU stand in a prominent location in the expo, including a large high-resolution LED screen.

d. Expo Demo Stage:

- (i) Provision of an expo show-floor stage that could feature demos, pitches and talks.
- (ii) The stage should have a large high-resolution LED backdrop/screen and high-end lighting and sound systems supporting concert-level performances.
- (iii) Provisions of an MC/moderator for the stage.
- (iv) Sound/lighting/laptop and other presentation-supporting equipment.

e. Press Conference:

- (i) Provision of rooms for a press conference and media support.

f. Branding and Signage:

- (ii) Use of high-resolution LED screens around the venue halls for brand visibility, marketing information, social media, and programming/timetable information.
- (iii) The screens should be managed centrally with the possibility to update screens in real time and independently for the whole venue.
- (iv) Use of giant digital screens and static printed banners for branding outside the venue, including airport welcoming branding.

g. Social Media:

- (i) Provision of a Twitter wall screen in prominent halls with Tweetbeam app (or similar) to encourage social posting/sharing.

**C) Branding and Decor etc: City Branding/Venue Branding/Pre-Function Area/Main Meeting Hall & Decor**

- (i) Route, City and Digital branding to be done as per DOT's branding plan and in liaison with concerned agencies viz. NDMC, MCD, DDA, DTC, Delhi Metro, vendors, etc.
- (ii) High quality bi-lingual (or multi-lingual) hoardings (En-route branding), Pole Branding (double side)–different sizes, LED Screen with branding/risers wherever required, Country flags with poles, multi-colour cloth branding with pole, and customised arch gates.
- (iii) Venue Masking, Directional Signages (3D), Welcome Backdrops, Thematic Walkways, General Branding as per WTSA-24 theme at the designated venue.
- (iv) Decor and Branding of Pre-function area, Main Meeting Hall, Hall No. 1 and Hall No. 14 as per the WTSA-24 theme.
- (v) Branding of Lunch/Dining areas as per the WTSA-24 theme with Flower Décor.
- (vi) Bilateral rooms/VVIP holding rooms/Translator's rooms/Dedicated Rooms for ITU Officials/Media Centre – branding as per the WTSA-24 theme, Flower Decor Backdrops, AV System (projector, monitors, screens etc), LED Panels.
- (vii) Provision of flags (house flags and table flags) of India and participating countries for display at the venue.

- (viii) Creation of stage and backdrop for Group Photo of Delegates (if required) and for inauguration Ceremony - its thematic Branding, flower décor, flags etc.
- (ix) Suitable Branding and décor at Cultural programme and Gala Dinner venue.
- (x) Masking cables with high quality material.

**D) Branding and Decor: Conference, Lounge, F&B Areas etc**

- (i) Provision of setting up of Event/Main venue, Conference Rooms, Delegates Lounges, Pre-function areas, Lunch venues, Gala Dinner venues, bilateral meeting rooms, Viewing Rooms, Media Centre including Media Booths, Media Briefing Rooms, Restaurant and Lounges, Cultural Program stage and venue, Control rooms/Medical Rooms/Prayer Rooms/Help desks/Registration desks, as per requirement.
- (ii) Provision of preparing of Event/Main venue, Conference Rooms, Delegate Lounges, Exhibition Stalls, Control rooms (Main control room, Security Control Room Media control room, Medical Room, Prayer Room), Help desk, Group photo place, bilateral meeting rooms, etc., as per requirement.
- (iii) High quality office equipment/furniture items: Tables, chairs, etc – provision of large round/oval/horseshoe-shaped wooden conference table, normal office tables, Standard chairs/Office chairs/computer chairs, banquet chairs, sofas etc., as per requirement.
- (iv) Electronics gadgets (top brands like Dell, HP, Samsung, Xerox, Canon): Computers with peripherals like monitors, printers, colour printers, photocopier machines, consumables like papers for printing etc., box machines, shredding machines, LED screens, public address system in pre-function area for control rooms, AV equipment TV panels, appropriate sound and light and car-calling systems, as per requirement.
- (v) High Quality Sound like Sennheiser, Shure, Bose, JBL, Harman, Samsung, Sony, Delta, Dell, Apple (with adequate number of mock-ups and sound-checks factored in before the Event) systems in Plenary hall, Conference Rooms, Bilateral Rooms, Dedicated Rooms for ITU Officials, Viewing Rooms etc., as per requirement.
- (vi) Provision of high-quality furniture – sofas, armchairs, centre tables, side tables, etc, as per requirement. - and artefacts for the Conference Rooms (seating capacity 80-100) as per the DoT -approved designs. Provision of high-quality armchairs and interpreter chairs for bilateral meeting rooms as per requirement.
- (vii) Setting up of help desks cum registration centres 60 days prior to the event, as per requirement for handling email/physical inquires and other assistance. This shall include a dedicated 24x7 call center support for event-related queries.
- (viii) Camera operators, Videographers, video mixer with operator, HDMI splitter, LAN Hub, Monitor etc.
- (ix) Provision to deploy necessary set-up and wiring to ensure stable Internet Connectivity (wireline/wireless) from RailTel PoP to all the meeting halls, Conference Rooms, Desktops/Laptops etc.
- (x) Sufficient number of flags of all the countries including house flags, table flags and car flags
- (xi) Provision of setting up a Venue/Spot for group photos, selfie points etc. at the Airport/Summit Venue/Gala Dinner venue etc.
- (xii) Provision of simultaneous interpretation, including adequate numbers of interpretation booths, high quality headsets/earphones (IR or RF), etc.
- (xiii) Provision of set up (including stalls) for exhibition spaces as required by DoT.
- (xiv) Setting up a team of 3-4 persons in DOT, 45 days before the event in office hours.

**E) Provision of Collateral/Booklets/badges/Car labels/Car Parking labels/Entry passes/etc., related**

- (i) Preparation & printing of handbook of administrative arrangements, brochures & delegates information booklets, conference programme booklets, printing of coffee table books etc.
- (ii) Provision of delegate kits and media kits – for which EMC may consult DoT for suggestions.
- (iii) Print Event brochures/signages, invitation cards, conference note pads, information booklets, parking labels, mini booklets, delegate bags/folders etc. for programs, as per requirement.
- (iv) Badges/passes for delegates/officials, car parking labels for officials/delegates, Entry passes for

officials/delegates, RFID (or any other selected system) readers at main gates to facilitate the entry of pass holders. Vehicle stickers should be RFID-readable or have any other embedded access control/security systems.

- (v) Design and provision of befitting mementos for the delegates.
- (vi) Printing of multi-lingual designer menu cards, seating plans for the lunch/dinner.
- (vii) Golf carts as required by the guests at designated venues.
- (viii) Creation of digital walk-throughs for motorcade movements, movements of VVIPs and other programmatic elements as desired by the DoT ahead of the Leaders' Summit.
- (ix) Wayfinding signs.
- (x) High quality directional signages.
- (xi) Provision of adequate numbers of well-trained ushers (English-speaking and preferably multi-lingual) for the summit venues and airport.

**F) Provision of Hygiene/Medical etc., related, as per requirement.**

- (i) Cleaning teams for washrooms & dustbins at the venues.
- (ii) Water filter/RO's for drinking water.
- (iii) Sanitisation of Venue, waste management in real-time, and COVID-related infrastructure as required.
- (iv) Ambulances & Medical teams consisting of Doctors and Nurses as required along with medical equipment shall be standby for emergency handling.

**G) Provision of Security/Badges/Pins/RFID reader/Manpower/Usher/Liaison Officers/Vehicle stickers/ Power backup, related, as per requirement**

- (i) CCTV cameras.
- (ii) Metal detector gates with required sensitivity markers.
- (iii) X-ray/ Baggage scanning machines.
- (iv) Sufficient no. of security guards.
- (v) Designing and Provision of high-quality Lapel pins for HoS, Ministers and delegates, RFID badges for guests, GoI personnel, support staff; RFID enabled car labels/vehicle stickers/parking stickers for access control to the Airport and Conference venue(s); Provision of RFID readers, screening machines etc. at Conference venue.
- (vi) Provision of well-trained Ushers & Liaison Officers (LOs), fluent in English to guide delegates & guests to meeting venue & other areas.
- (vii) Provision of well-trained technical staff and managers for supervision of summit venues and troubleshooting.
- (viii) Manage power backup, utilities, ACs, sound and lighting on-site & off-site during the event with technical and generator support in case of power failure in coordination with the property service manager where applicable.

**H) Decorations related, as per requirement.**

- (i) Floral decoration of entire event as per the requirement.
- (ii) Installation of decorative plants at venues.
- (iii) Plants/flowers Bouquets for VVIPs as per requirement.

**I) DoT can order up to 100% extra quantities of material according to this tender value.**

## J) Technical, IT & AV Requirements

***A main conference room capable of accommodating approximately one thousand and five hundred (1500) persons, equipped with:***

### ***Head table***

A head table (desk-type), elevated podium, with fourteen (14) places plus an additional row of chairs and a table behind for the secretariat. Tables at the podium should be minimum 1,50 m x 70 cm for two (2) persons.

A backdrop whose colour scheme will correspond to that of the Events and will be suitable for camera (TV or still camera); the design is subject to prior approval by ITU.

A lectern with one (1) roaming microphone.

### ***Meeting room configuration***

Seating for participants in a classroom-style configuration, with one (1) row of chairs behind each row of tables (desk type).

Multiple entry and exit doors to facilitate movement into and out of the conference room.

Area designated for broadcast media with platform for photographers.

### ***Technical and audiovisual (AV) requirements***

One (1) microphone for each person seated at the head table.

One (1) microphone for every two (2) participants seated at table in the room.

A set of headphones for each participant, including those seated at the head table. Each headphone must be capable of being independently set to the desired audio channel.

A sound system with booths and installations for simultaneous interpretation, in conformity with ISO Standards, in at least six (6) languages. Four (4) booths with two (2) places each and two (2) booths with three (3) places each.

Two (2) monitors in each interpretation booth.

- Digital audio recording: One (1) copy of the floor and English channels, satisfying the following requirements:

The product will come in the form of a digital audio recording or recordings allowing easy switching between channels and easy navigation to any given point of the meeting. To facilitate this, some form of indexing of the delegations/observers having taken the floor should be provided. It must be possible for several different users to use the product simultaneously, both at the Venue and back at ITU headquarters, and possibly even elsewhere, immediately after each meeting and post-conference, using office or personal PCs/headsets. The system must be absolutely reliable.

The recording system must also be suitable for the creation of the legal reference meeting record.

Thus, in addition to satisfying the readability and reliability requirements mentioned above, it must be easy to store and durable.

At least four (4) projection screens, large enough to show all the different sources, clearly visible to all participants, and at least four (4) additional flat screens (at least 42 inches), readily visible from the head table.

At least four (4) projectors (HDMI, XGA, BNC), adequate for projecting a clear image on

the large projection screens, with direct wired connection via split video cables to the presentations computer (at or near the podium) and to the video system.

An AV system (including both broadcast cameras and personnel) to project images of speakers and participants in real-time onto the large projection screens in the room and onto the four (4) additional 42-inch flat screens, as mentioned above. The system must also allow the possibility of displaying the name of the speaker at the bottom of the screens, the speech time-limit clock, captioning and the list of speakers and documents. The activation of the speech time limit clock shall be controlled by the AV team.

One (1) laptop on the podium connected to projectors for presentation. Specification of the laptop can be found in Annex 3. One (1) additional screen (17") on the podium, for the Secretary next to the Chairman.

Infrastructure for remote intervention service (refer to Annex 3 for details);

Audio and video webcast of the debates in six (6) languages (Arabic, Chinese, English, French, Russian, Spanish) plus floor, i.e., a total of seven (7) channels.

Transmission of the audio (floor + A/C/E/F/R/S) and video signals from the meeting room to the webcast and remote intervention centre, where the encoders will be installed; otherwise, a secured booth for the webcast and remote intervention encoders and workspace for two (2) persons shall be installed close to the interpretation booths.

Infrastructure for captioning service (see [Annex 3](#)).

An electronic name-handling system to request the floor (system + control screen at the head table).

Multi/press box/Mixers with a minimum of twenty-four (24) XLR outputs for a direct audio patch by media into the sound system.

### ***IT requirements***

Wireless LAN with Internet access for all participants, as per the performance requirements listed in [Annex 3](#).

Wired Gigabit Ethernet LAN on the podium, webcast, remote intervention, voting stations and access control stations.

Power plugs for laptops (one (1) per seat), including at the head table.

### ***b) One (1) conference room capable of accommodating approximately seven hundred and fifty (750) persons, equipped as follows:***

#### ***Head table***

A head table (desk-type), elevated podium with fourteen (14) places plus an additional row of chairs and a table behind for the secretariat. Tables at the podium should be minimum 1,50 m x 70 cm for two (2) persons.

A backdrop whose colour scheme will correspond to that of the Events; the design is subject to prior approval by ITU.

A lectern with one (1) roaming microphone.

#### ***Meeting room configuration***

Seating for participants in a classroom-style configuration, with one (1) row of chairs behind each row of tables (desk type).

**Technical and audiovisual (AV) requirements**

One (1) microphone for each person seated at the head table.

One (1) microphone for every two (2) seated participants.

A set of headphones for each participant, including those seated at the head table. Each headphone must be capable of independent switching to the desired audio channel.

A sound system with booths and installations for simultaneous interpretation, in conformity with ISO standards, in at least six (6) languages. Four (4) booths with two (2) places each and two (2) booths with three (3) places each.

Two (2) monitors in each interpretation booth.

Digital audio recording: One (1) copy of the floor and English channels, satisfying the following requirements:

The product will come in the form of a digital audio recording or recordings allowing easy switching between channels and easy navigation to any given point of the meeting. To facilitate this, some form of indexing of the delegations/observers having taken the floor will be provided. It must be possible for several different users to use the product simultaneously, both at the Conference venue and back at ITU headquarters, and possibly even elsewhere, immediately after each meeting and post-conference, using office or personal PCs/headsets. The system must be absolutely reliable.

The recording system must also be suitable for the creation of the legal reference meeting record. Thus, in addition to satisfying the readability and reliability requirements mentioned above, it must be easy to store and durable.

Two (2) large projection screens, clearly visible to all participants, and two (2) additional flat screens (42 inches), readily visible from the head table.

Two (2) projectors (HDMI, XGA, BNC), adequate for projecting a clear image onto the large projection screens, with direct wired connection via split video cables to the projections computer.

An AV system (including both broadcast cameras and personnel) to project images of speakers and participants in real time onto the large screens in the room and onto the two (2) additional 42-inch flat screens on the podium, as mentioned above. The system must also allow the possibility of displaying the name of the speaker at the bottom of the screens, the speech time-limit clock, captioning and the list of speakers and documents.

One (1) laptop on the podium connected to projectors Specification of the laptop can be found in Annex 3.

One (1) additional screen (17") on the podium, for the Secretary next to the Chairman.

Audio and video webcast of the debates in six (6) languages (Arabic, Chinese, English, French, Russian, Spanish) plus floor, i.e. a total of seven (7) channels.

Transmission of the audio (floor + A/C/E/F/R/S) and video signals from the meeting room to the webcast centre, where the encoders will be installed; otherwise, a secured booth for the webcast and remote intervention encoders and workspace for two (2) persons shall be installed close to the interpretation booths.

Infrastructure for remote intervention service (refer to Annex 3 for details)

Infrastructure for captioning service (see [Annex 3](#)).

An electronic name-handling system to request the floor (system + control screen at the



head table).

#### **IT requirements**

Wireless LAN with Internet access for all participants, as per the performance requirements listed in [Annex 3](#).

Wired Gigabit Ethernet LAN on the podium, webcast, remote intervention and access control stations.

Power plugs for laptops (one (1) per seat), including at the head table.

#### **c) Two (2) conference rooms capable of accommodating approximately three hundred (300) persons, each equipped as follows:**

##### **Head table**

A head table (desk-type), elevated podium with six (6) places. Tables at the podium should be minimum 1,50 m x 70 cm for two (2) persons.

A backdrop whose colour scheme will correspond to that of the Events; the design is subject to prior approval by ITU.

##### **Conference room configuration**

Seating for participants in a classroom-style configuration, with one (1) row of chairs behind each row of tables (desk type).

##### **Technical and audiovisual (AV) requirements**

A sound system with one (1) microphone for each person seated at the head table.

One (1) microphone for every two (2) seated participants.

A set of headphones for each participant, including those seated at the head table.

Digital audio recording: Floor .

One (1) large projection screen, clearly visible to all participants, and one (1) additional flat screen (42 inches), readily visible from the podium.

One (1) projector (HDMI, XGA, BNC), adequate for projecting a clear image onto the screen, with direct wired connection via split video cables to the presentations computer.

One (1) laptop for projections. Specification of the laptop can be found in Annex 3.

Infrastructure for remote intervention service (refer to Annex 3 for details).

#### **IT requirements**

Wireless LAN with Internet access for all participants as per the performance requirements listed in [Annex 3](#).

Wired Gigabit Ethernet LAN only for the Head table.

Power plugs for laptops (one (1) per seat), including at the head table.

#### **d) One (1) conference room capable of accommodating approximately one hundred and fifty (200) persons from 21 – 23 October 2024 in Hall 1, first floor equipped as follows:**

##### **Head table**

A head table (desk-type), elevated podium with six (6) places.

**Meeting room configuration**

Seating for participants in a classroom-style configuration, with one (1) row of chairs behind each row of tables (desk type).

**Technical and audiovisual (AV) requirements**

One (1) microphone for each person seated at the head table.

One (1) microphone for every two (2) seated participants.

A set of headphones for each participant, including those seated at the head table.

One (1) large projection screen, clearly visible to all participants.

One (1) projector (HDMI, XGA, BNC), adequate for projecting a clear image onto the large screens, with direct wired connection via split video cables to the projections computer.

- One (1) laptop for projections. Specification of the laptop can be found in Annex 3.

**e) One (1) conference room capable of accommodating approximately one hundred and fifty (150) persons equipped as follows:**

**Head table**

- A head table (desk-type), elevated podium with six (6) places.

**Meeting room configuration**

- Seating for participants in a classroom-style configuration, with one (1) row of chairs behind each row of tables (desk type).

**Technical and audiovisual (AV) requirements**

- One (1) microphone for each person seated at the head table.
- One (1) microphone for every two (2) seated participants.
- A set of headphones for each participant, including those seated at the head table.
- One (1) large projection screen, clearly visible to all participants.
- One (1) projector (HDMI, XGA, BNC), adequate for projecting a clear image onto the large screens, with direct wired connection via split video cables to the projections computer.
- One (1) laptop for projections. Specification of the laptop can be found in Annex 3.

**IT requirements**

- Wireless LAN with Internet access for all participants, as per the performance requirements listed in Annex 3.
- Wired Gigabit Ethernet LAN only for the Head table.
- Power plugs for laptops (one (1) per seat).

**f) Two (2) conference room capable of accommodating approximately one hundred (100) persons, each equipped as follows:**

**Head table**

- A head table (desk-type), elevated podium with six (6) places.

**Meeting room configuration**

- Seating for participants in a classroom-style configuration, with one (1) row of chairs

behind each row of tables (desk type).

**Technical and audiovisual (AV) requirements**

- One (1) microphone for each person seated at the head table.
- One (1) microphone for every two (2) seated participants.
- A set of headphones for each participant, including those seated at the head table.
- One (1) large projection screen, clearly visible to all participants.
- One (1) projector (HDMI, XGA, BNC), adequate for projecting a clear image onto the large screens, with direct wired connection via split video cables to the projections computer.
- One (1) laptop for projections. Specification of the laptop can be found in Annex 3.
- Infrastructure for remote intervention service (refer to Annex 3 for details).

**IT requirements**

- Wireless LAN with Internet access for all participants, as per the performance requirements listed in Annex 3.
- Wired Gigabit Ethernet LAN only for the Head table.
- Power plugs for laptops (one (1) per seat).

**g) One (1) conference room capable of accommodating approximately fifty (50) persons, equipped as follows:**

**Meeting room configuration**

- Tables and chairs for approximately fifty (50) persons, configured in a U-shape.

**Technical and audiovisual (AV) requirements**

- One (1) microphone for every two (2) seated participants.
- A set of headphones for each participant, including those seated at the head table.
- One (1) large projection screen, clearly visible to all participants.
- One (1) projector (HDMI, XGA, BNC), adequate for projecting a clear image onto the large screens, with direct wired connection via split video cables to the projection computer.
- One (1) laptop for projections. Specification of the laptop can be found in Annex 3.
- Infrastructure for remote intervention service (refer to Annex 3 for details);

**IT requirements**

- Wireless LAN with Internet access for all participants, as per the performance requirements listed in Annex 3.
- Wired Gigabit Ethernet LAN for the Head table..
- Power plugs for laptops (one (1) per seat).

**h) One (1) meeting room for the Editorial Committee for approximately thirty (30) persons, equipped with:**

- Large tables and chairs for approximately thirty (30) persons, configured in a Ushape.
  - One (1) wireless microphone with support.
- Two (2) large projection screens, clearly visible to all Editorial Committee members.

- Two (2) projectors (HDMI, XGA, BNC), adequate for projecting a clear image onto the screen(s), with direct wired connection via split video cables to the projections computer.
- Two (2) PCs or laptops for projections. Specification of the laptop can be found in Annex 3.
- Wireless LAN with Internet access for all Editorial Committee members, as per the performance requirements listed in Annex 3.
- Wired Gigabit Ethernet LAN (Number specified in the table of requirements).
- Power plugs for laptops (one (1) per seat).

**i) *Three (3) conference rooms capable of accommodating fifty (50) persons, each one equipped as follows:***

***Head table***

- A head table (desk-type), elevated podium with four (4) places.

***Meeting room configuration***

- Tables and chairs for approximately fifty (50) persons, in a classroom style configuration.

***Technical and audiovisual (AV) requirements***

- One (1) microphone for every two (2) seated participants.
- A set of headphones for each participant, including those seated at the head table.
- One (1) large projection screen, clearly visible to all participants.
- One (1) projector (HDMI, XGA, BNC), adequate for projecting a clear image onto the large screens, with direct wired connection via split video cables to the projection computer.
- One (1) laptop for projections. Specification of the laptop can be found in Annex 3.
- ✓ Infrastructure for remote intervention service (refer to Annex 3 for details);

***IT requirements***

- Wireless LAN with Internet access for all participants, as per the performance requirements listed in Annex 3.
- Wired Gigabit Ethernet LAN for the Head table.
- Power plugs for laptops (one (1) per seat).

**j) *Two (2) conference rooms capable of accommodating thirty (30) persons, each one equipped as follows:***

***Head table***

- A head table (desk-type), elevated podium with four (4) places.

***Meeting room configuration***

- Tables and chairs for approximately thirty (30) persons, in a classroom style configuration.

***Technical and audiovisual (AV) requirements***

- One (1) microphone for every two (2) seated participants.
- A set of headphones for each participant, including those seated at the head table.
- One (1) large projection screen, clearly visible to all participants.
- One (1) projector (HDMI, XGA, BNC), adequate for projecting a clear image onto the large

screens, with direct wired connection via split video cables to the projection computer.

- One (1) laptop for projections. Specification of the laptop can be found in Annex 3.
- ✓ Infrastructure for remote intervention service (refer to Annex 3 for details);

#### **IT requirements**

- Wireless LAN with Internet access for all participants, as per the performance requirements listed in Annex 3.
- Wired Gigabit Ethernet LAN for the Head table.
- Power plugs for laptops (one (1) per seat).

**k) *Three (3) meeting rooms accommodating between ten (10 to twenty (20) persons, boardroom style, tables and chairs only in a quiet area (otherwise microphones will be necessary). These rooms will be used as breakout rooms for Committees and Bilateral meetings.***

All conference rooms shall be equipped with tables (desk-type, width approximately sixty (~ 60) centimetres) for participants.

Bottled mineral water or jugs with tap water and glasses shall be available at each head table and in the interpretation booths.

Multiple water fountains shall be made available at the entrance to each conference room and throughout the venue. Single-use cups should be avoided.

All the conference rooms will be **fully operational** as per the operational date and time specified in the Table of Requirements.

#### **K) Cultural Programme and Gala Dinner:**

- (i) Technical requirements of cultural events in close collaboration with reputed agencies like ICCR.
- (ii) Set up for outdoor/indoor cultural programme and gala dinner accompanied by cultural performance/background live music, stage setup, light and sound, dining facilities lawns/backdrop of iconic places, musical instruments and projection mapping. The cultural programme may also include fireworks, drone swarm and/or digital elements like augmented realities, holograms, etc. The element-wise details are attached in Financial Bid BOQ. There could be some last-minute changes in requirements. Since this event is of prestige and importance, selected EMC must always maintain redundancies and alternate plan of execution.

**L) Gifts:** Gifts to be procured and packaged preferably through ODOP or other channels as decided by DoT. Gifts will need to be chosen beforehand and displayed to the concerned authorities for approvals.

#### **SECTION 5: GENERAL POINTS FOR CONSIDERATION BY EMCS:**

International delegates including leaders – from ITU member countries, associate/sector members, international organizations, dignitaries and senior officials from central and state governments, industry bodies, civic organizations etc. shall be participating in the WTSA-24. Considering the unprecedented & historic importance and significance of the WTSA-24, following is expected from EMCs:

- (i) The selection of décor, furniture, delegate kit, media kits, gift items and designing of thematic installations shall have the amalgamation of theme of the meeting/event and flavour of India and ITU. The colour scheme, logo, theme related inputs and design elements of delegate kits and related items shall also be provided by the EMC.

- (ii) Highest quality deliverables with utmost professionalism for all services shall be required from selected EMC along with deployment of trained and professional manpower to oversee and execute the WTSA-24.
- (iii) As there will be involvement of various stakeholders in administrating the WTSA-24 which includes officials from different divisions and verticals of DoT, other Ministries of the GOI, and officials from ITU, it shall be the responsibility of EMC to seek detailed inputs and information from all stakeholders to ensure smooth and glitch free execution of WTSA-24.
- (iv) EMC shall deploy technical teams consisting of professionals who possess both technical knowledge and experience for overseeing and conducting of meeting/ conferences.
- (v) The selected EMC to have sufficient backup of hardware and manpower to be prepared for contingencies and additional requirements. Separate teams will have to handle different event venues including important event-related rooms/spaces.
- (vi) EMC must ensure the transfer of conferencing equipment and furniture to the venue well in advance to avoid last minute logistics and transportation challenges.
- (vii) A two-bid QCBS will be followed. The Technical Proposals of the qualified Bidders shall be evaluated as per the predefined criteria. Only the bidders who get an overall technical score of 70 or more will qualify for the opening of their financial bids. Failing to secure minimum marks shall lead to technical disqualification of the Bid. The total score obtained by technically qualified bidders will be based on 30:70 ratio where 30% weightage will be given to technical evaluation and 70% to the financial evaluation.**
- (viii)** WTSA-24 will be organised in Delhi. The quoted price will be all inclusive (except GST which will be paid extra) and valid throughout WTSA-24. There shall be no revision of rates and no additional freight, transportation charges shall be admissible.
- (ix) Technically qualified bidders may be required to display the physical samples at a predefined venue for evaluation of quality of furniture for conferencing, AV systems, layouts, branding, delegate kits and other collaterals.
- (x) Team leaders from selected EMC will be required to visit the meeting venue along with officials from DOT to finalize the detailed plan of execution, at least 50 days in advance. EMC will be required to prepare and submit the complete minute to minute execution plan at least 30 days prior to the conduct of meeting/event i.e., T-30 days.
- (xi) The selected EMC is expected to proactively work for venue to hotels & Airport-to-Airport i.e., arrival to departure model as defined in the scope of work which is majorly classified in the following areas:
  - Airport transfers, immigration and customs clearances, transfer to hotels and Management of related Logistics, setting up and arranging Conferencing facilities, coordination with stakeholders etc.
  - Branding specific to the event at conferring venue, airports and wherever required.
  - Conferencing requirements.
  - Logistics arrangement for Welcome dinner, Gala dinner and Cultural Events at Iconic Locations(except for artists).
  - Logistics management at excursions.
- (xii) The EMC shall be paid for the goods and services which are to required to be finalised at the main venue i.e., Bharat Mandapam, Hall No. 1, Hall No. 14 by October 12, 2024. However, payment for fleet services, F&B etc. shall be paid only for the days and quantity as and when these are consumed.
- (xiii) For payment purposes, only the Items/services used through EMC which have rental nature and can be reused, will be multiplied by no. of days of the event. Like all Electronics items, furniture, manpower etc., will be on per day rental basis. The contracted price of all such items used will be multiplied by no. of days of the event. Whereas, for services like branding, thematic installations, airport lounge, thematic exhibition stalls, hangars, collaterals, gifts, excursion kits, nameplates, fabrications of stage etc., payment will be made on one time basis only. Such services won't be multiplied by no. of days of the event. E.g. bill boards can remain on site for a couple of weeks, but it will be paid for one time and will include the cost for entire duration.
- (xiv) Manpower deployed by EMC to execute the work in terms of technicians, labourers, equipment

operators etc will not be paid separately. As rental for such items is being paid to EMC and it needs to be operationally installed and managed by them. Details of all manpower deployed to be shared with security agencies two months in advance for security vetting.

- (xv) Item(s) numbers mentioned in the Element Sheet are only broadly indicative and may vary as per requirement.
- (xvi) It is for information that some elements/items have been repeatedly mentioned at several places in BoQ. Agencies while bidding shall ensure that amount quoted for an element/item of same specification should be quoted same at all the places/halls/venues. If agencies resort to variable bidding for same item(s) then lowest amount quoted by the agency at any place will be paid by WTS-24 Sectt/DoT for all the places.
- (xvii) The EMC has to provide necessary set-up for medical facilities like doctors, nurses, ambulances, primary healthcare services etc. If required DoT can facilitate the tie-up with a renowned hospital.
- (xviii) The EMC has to provide a dedicated area for a counter for forex & ATM to be set-up by any renowned bank. If required DoT can facilitate the tie-up with a renowned bank.
- (xix) The EMC has to provide a dedicated area for a counter for concierge services and tourism related information to be set-up by any renowned taxi/fleet service provider and tourism agency.
- (xx) The EMC has to maintain 10-15 % inventory for consumables.
- (xxi) The vehicles/Bus provided by the EMC should be registered on or after 1 January 2023 and should not have travelled more than 50000 Kms. The vehicle should be neat and clean and the driver should be properly dressed. Arrangement for towels, tissue, water bottles etc. should be there in the vehicles/Bus.

## SECTION 6: TECHNICAL EVALUATION CRITERIA

Bidders would be invited to make a 45-minute **presentation of their technical bid before a Tender Evaluation Committee (TEC)** of DoT and **respond to the query of TEC based on RFP**. After evaluation of the technical bids by the TEC, the **financial bids of only technically qualified bidders would be opened** for evaluation and consideration for award of work. Minimum 70% marks are required in Technical Bid to be selected for opening of Financial Bid. In case sufficient companies do not qualify in the bid process, the Competent Authority at DoT reserves the right to reduce the minimum qualification marks to 60%, and then to 50%.

The TEC shall select the EMC/EMCs by giving 30% weightage to the score obtained in Technical Evaluation and 70% weightage to the score obtained in financial evaluation. The EMCs shall be ranked H1, H2... based on combined score obtained in Technical and Financial Evaluation.

Sl.	Bid Component	Marks	Documents
1	Average annual turnover (T) in any of the three years during the last six Financial Years (as on 01.01.2024) (FY2017-18, FY2018-19, FY2019-20, FY2020-21, FY2021-22 & FY2022-23). (i) $T \geq 250$ Cr – 15 Marks (ii) $250 > T \geq 150$ Cr – 13 Marks (iii) $150 > T \geq 100$ Cr – 10 Marks (iv) $100 > T \geq 60$ Cr – 07 Marks	15	Certificate from the chartered accountant. The turnover details must be provided as per the format given in this RFP at Annexure-10.
2	Experience of the agencies in successfully executing large events each of value more than INR 3 Cr. for Government of India/State Govt/PSU of which at least one should be an event with international delegates in the last 6 years, as on 01.01.2024 (Calendar year) (i) 15 or more major events - 10 Marks (ii) 7-14 major events - 07 Marks	10	Details of the assignment as per Annexure 7 provided in this RFP including: • Completion certificates from the Client. <b>OR</b> • Work order and Self- certificate of completion by a certified CA.

3	(i) Quality of proposed branding/furniture/equipment/accessories. (ii) Quality of delegation kit, souvenirs, gifts, and Collaterals. (iii) Quality of equipment, accessories for technical (AV systems). (iv) Quality of materials and interiors to be used in temporary structures.	30	Items to be physically produced as a mandatory requirement during presentations. The quality of such elements shall be decided upon: look & feel, comfort, aesthetics, international standard and sturdiness.
4	(i) Understanding of event requirements, overall work plan and conceptualization of conduct of the meeting (from arrival of delegates to departure).  (ii) Creativity (which Includes Décor, Designs of thematic installations and other creatives, variety of flowers and their aesthetic usage & any other innovative ideas).  (iii) Core team structure- single point of contact (SPOC)-event manager.	15  20  10	(i) Copy of presentation should be submitted as part of bid. (ii) TEC will interview the core team/ SPOC event manager proposed by the bidder. (iii) One page CV of the SPOC event manager should be submitted in the technical bid as per Annexure 11.

If any of documents listed above are not provided or not found in order, there will be no marks for the respective bid component.

**Financial bids of only the technically qualified bidders will be opened.**

Comparison of Financial Bid shall be done by the formula as under:

$$Sf = 100 \times Fm/F$$

Where **Sf** is the financial score of the Financial Bid being evaluated

**Fm** is the Total Price (TP) of the lowest priced Financial Bid which would be allocated maximum score of 100 marks for Financial Bids

**F** is the Total Price of the Financial Bid under consideration subsequently

The bidder with the highest combined score, Technical cum Financial will be awarded work at its quoted rate contract. If a bidder quotes NIL charges/consideration, the bid shall be treated as non-responsive and will not be considered. **Errors & Rectification:** If there is a discrepancy between words and figures, the amount in words will prevail. In case of discrepancy in individual price and price after multiplication, the price of individual items shall be treated as valid and total price shall be calculated accordingly.

In the event of two or more bids have the same score in financial ranking, the bid with the highest technical score should be H-1.

Bids shall be inclusive of all applicable charges such as freight, transportation etc. and bidders may mention GST separately and the amount of financial bid for the purpose of evaluation shall be total price excluding applicable GST.

Total price shall be clearly mentioned in the financial bid which shall be the total amount of the price quoted in the financial bid proforma (excluding GST) as per BoQ.

**Estimated contract value of the Tender is Rs. 60.00 Crore.**

**Final Combined Evaluation**

The TEC shall select the EMC by giving 30% weightage to the score obtained in technical evaluation and 70% weightage to the score obtained in financial evaluation. The EMCs shall be ranked H1, H2, H3, H4... based on combined score obtained in Technical and Financial evaluation.

**Example of Evaluation:**



Particulars	M/s X	M/s Y	M/s Z
Technical Marks	80	82	84
Technical Score (30% of Technical Marks)	24	24.6	25.2
Financial Amount Bid	60 cr	50 Cr	40 Cr
Financial Marks ( $S_f = 100 \times F_m/F$ )	66.66	80	100
Financial Score (70% of Financial Marks)	46.662	56	70
Combined Score (Technical Score+ Financial Score)	70.662(H3)	80.6 (H2)	95.2 (H1)

#### 14. Pre-bid meeting

- (i) A pre-bid meeting shall be called-in on the date as specified in the factsheet of the RFP.
- (ii) DoT will endeavour to provide a complete, accurate, and timely response to all queries raised by the bidders. However, DoT makes no representation or warranty as to the completeness or accuracy of any response, nor does DoT undertake to answer all the queries that have been posed by the bidders and bidders shall not assume that their unanswered queries have been accepted by DoT.

#### 15. Issue of Letter of Intent & Work Order

- (i) A Letter of Intent (LoI) shall be shared with the successful bidder.
- (ii) Upon which PBG amounting 3% of the total tender value shall be called for from the successful bidder.
- (iii) Upon submission of PBG, a formal Work Order shall be issued to the selected EMC.
- (iv) Following which, an agreement will be signed between DoT and successful bidder incorporating all clauses, terms and conditions of this RFP.
- (v) The engagement shall be effective on the date of its signing of contract or issuance of work order and shall continue until the date of the successful completion of the events unless terminated by DoT.
- (vi) Failure of the successful bidder to agree with the Terms & Conditions of this RFP post selection shall invite penalties.

#### 16. Bid Opening Session

- (i) The bids will be opened in two sessions, one for EMD, and technical bid for pre-qualification and technical evaluation, and second for financial bid of those bidders who qualify the Technical Criteria.
- (ii) One authorized representative of each of the bidders would be permitted to be present at the time of opening of bids. DoT always reserves the right to reschedule or cancel a scheduled bid opening.
- (iii) The bidders' representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for DoT, the Bids shall be opened at the same time and location on the next working day. However, if there is no representative of the bidder, DoT shall go ahead and open the bid of the bidders.
- (iv) During bid opening preliminary scrutiny of the bid documents will be made to determine whether they are complete, whether required EMD has been furnished, and whether the bids are generally in order. Bids not conforming to such preliminary requirements will be prima facie rejected.
- (v) The pre-qualification section will be opened first by DoT for pre-qualification/eligibility bid evaluation.
- (vi) The EMD section of the bidders will be opened on the same day and time on which the pre-qualification/eligibility bid is opened, and bids for which the requisite EMD has not been received by DoT or whose EMD is not in order shall be rejected.

**17. Evaluation Process**

- (i) DoT will evaluate the responses of the Bidders, supporting documents/documentary evidence meeting the eligibility criterion as mentioned in this RFP. Inability to submit requisite supporting documents/documentary evidence may lead to rejection of bid.
- (ii) DoT would evaluate the pre-qualification bids with respect to the pre-qualification criteria as mentioned in this RFP. The technical bids of the agencies who meet the pre-qualification criteria will be opened and evaluated.
- (iii) The technically qualified bidders shall make a detailed presentation to DoT for evaluation purposes. This presentation shall be made only by the eligible qualified bidders on a scheduled date and time, as notified by DoT. All the presentations will be the sole property of DoT .
- (iv) The Technical Proposals of the qualified Bidders shall be analysed and evaluated. Only the bidders who get an overall technical score of 70 or more will qualify for the opening of financial bids. Failing to secure minimum marks shall lead to technical disqualification of the Bid.
- (v) The bidders need to submit all the supporting documents required for Technical Evaluation. The decision of the DoT in the evaluation of responses to the RFP shall be final.

**18. Period of validity of bids**

Bids shall remain valid for not less than the number of days mentioned in the Fact Sheet. DoT holds the right to reject a bid which is valid for a period shorter than days mentioned in Factsheet as non-responsive, without any correspondence. In exceptional circumstances, DoT may solicit the bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the bidder should be unconditional. The EMD provided under this bid shall also be suitably extended.

**19. Rejection of bid**

The Bid must be uploaded on GeM Portal in prescribed format. The bids submitted by Telex, fax or email shall not be entertained. Any condition put forth by the bidder non-conforming to the bid requirements shall not be entertained at all and such bid shall be rejected. DoT shall not be responsible for any non-delivery of the documents submitted on GeM Portal. No further correspondence on this subject will be entertained.

**20. Termination of Work Order**

DoT may terminate the Work Order/Agreement under the following circumstances:

- (i) DoT is of the opinion that there has been such event of default on the part of the selected bidder which would make it proper and necessary to terminate the contract and may include failure on the part of the bidder to respect any of its commitments about any part of its obligations under this contract.
- (ii) The selected bidder has failed to commence the provision of Services or has without any lawful excuse under these conditions suspended work.
- (iii) If staffing personnel and/or services as per the scope of work under the contract with DoT is not found acceptable by DoT.
- (iv) The selected bidder has neglected or failed to observe and perform all or any of the term's acts, matters or things under this Contract to be observed and performed by it.
- (v) The selected bidder has acted in any manner to the detrimental interest, reputation, dignity, name, or prestige of DoT or Government of India.
- (vi) The selected bidder has been declared insolvent/bankrupt.

**21. Consequences of Termination**

- (i) DoT shall have the right to carry out the unexecuted portion of work either by itself or through selecting another agency and deduct this amount from the amount to be paid to the agency.
- (ii) In the event of termination of this contract, DoT shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity which the selected bidder shall be obliged to comply with.
- (iii) Where the termination of the Contract is prior to its stipulated term on account of a default on the part of the selected bidder, or because the survival of the selected bidder as an independent

corporate entity is threatened/has ceased, DoT shall pay the selected bidder for that part of the Services which have been authorized by DoT and satisfactorily performed by the selected bidder up to the date of termination. Without prejudice any other rights, DoT may retain such amounts from the payment due and payable by DoT to the selected bidder as may be required to offset any losses caused to DoT because of any act/omissions of the selected bidder.

- (iv) In the event of termination, DoT may take possession of the works and all deliverables of the selected bidder and use or employ the same for completion of the work or employ any other selected bidder or other person or persons to complete the work. The selected bidder shall not in any way object or interrupt or do any act, matter, or thing to prevent or hinder such actions, other Agencies or other persons employed for completing and finishing or using such deliverables.
- (v) When the contract is terminated by DoT for all or any of the reasons mentioned above, the selected bidder shall not have any right to claim compensation on account of such termination.
- (vi) The PBG may be encashed, if termination is due to non-performance of the bidder.

## **22. Earnest Money Deposit (EMD)**

- (i) The bidder is required to submit EMD of Rs. 1.20 crore only in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in favour of "PAO (HQ), DOT HQ, New Delhi" payable at New Delhi. The validity of EMD should be 150 days beyond the final bid validity period.
- (ii) Bids that do not accompany EMD shall be summarily rejected.
- (iii) The Scan copy of the EMD should be included in the Pre-qualification section and should be uploaded in the appropriate section. The physical copy of EMD should be submitted at the address mentioned in this RFP Factsheet.
- (iv) EMD shall be refunded to unsuccessful bidders within 30 days of declaration of the result of firststage i.e., technical evaluation.
- (v) The EMD may be forfeited:
  - In case the agency is found in breach of any condition(s) of this RFP.
  - If a bidder withdraws its bid during the period of bid validity.
  - In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.

## **23. Performance Bank Guarantee**

- (i) All incidental charges whatsoever such as premium, commission etc. with respect to the Performance Bank Guarantee (PBG) shall be borne by the selected bidder. The PBG shall be in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in favour of "PAO (HQ), DOT HQ, New Delhi" payable at New Delhi. The PBG may be discharged/ returned by DoT upon being satisfied that there has been due performance of the obligations of the bidder under the work orders. However, no interest shall be payable on the security deposit or the performance bank guarantee. The bidder shall submit PBG within 30 days from the issue of Letter of Intent. No third party PBG will be accepted. PBG shall be valid for a period of 60 days beyond the date of completion of all contractual obligations of the selected bidder. The selected bidder shall submit a PBG of an amount of 3% of the contract value as per the format given at Annexure 3.
- (ii) The selected bidder shall be responsible for extending the validity date and claim period of the PBG as and when it is due on account of non-completion of the project. In case the selected bidder fails to submit PBG within the time stipulated, DoT at its discretion may cancel the Letter of Intent placed on the agency without giving any notice. DoT shall invoke the performance guarantee in case the selected bidder fails to discharge their contractual obligations during the period. EMD of the successful shall be returned only after successful submission of PBG.

## **24. Liquidated Damages and Compensation Clause**

The appointed Agency shall perform its obligations in a professional manner. In case of delay in execution of the assigned work to the agency, DoT may impose penalty as per the penalty terms of this RFP (subject to a

maximum of 10%). If the delay is beyond the stipulated time or quality of products is sub-par, then DoT may annul the project and shall be free to get it done from other agencies at the risk and costs of the appointed agencies. DoT may debar and blacklist such agencies for applying in its future events for a period of 3 years.

The performance evaluation will be done on basis of:

- Timely mobilization of resources.
- Preparation of venue and meeting set up in accordance with the timelines indicated by DOT.
- On-site validation, quality checks & controls and evaluation by designated officials of products used.
- Production of certificate of quality if so desired by officials.
- Manpower support and efficient coordination with Ministry.

## 25. Terms of payment

The payment will be made to EMC as per the following schedule:

- (i) The payments to the bidder will be made as per following schedule:
  - (a) 30% of the tentative cost of the work order against submission of appropriate bank guarantee.
  - (b) 30% of the contract value will be released upon satisfactory commissioning & handing over of the site to DoT for conducting event before October 14, 2024.
  - (c) Balance 40% - The payment will be made upon satisfactory performance of work. Payment to selected Event Management Company shall be made after final invoice submission by the Event Management Company on successful completion of the event to the satisfaction of DoT. Quality standards and performance of deliverables by Event Management Company will be certified by designated officers in charge of the execution team from DoT.
- (ii) The selected EMC can avail 'Mobilization Advance' of up to 30% of the actual Contract or Work Order value against a matching 'Bank Guarantee' as per the format at Annexure 13 of the RFP. The advance shall be adjusted against the Bill(s) submitted by the EMC.
- (iii) The EMC shall submit the pre receipted invoice within 30 days of conclusion of the WTSA-24 and admissible amount [after scrutiny by appropriate authorities] would be made expeditiously. Certification of satisfactory completion of work is necessary for which the bills are submitted. Non-submission of bills in timely fashion by the EMC will attract provisions of penalty of 0.1 % per week of delay of the total cost of Event subject to a maximum of 2% of the Event. Claims for items that are above and beyond the specified scope of work shall be duly supported with receipt/bills of the vendor to whom EMC has made payment [third party]. These items will be paid as third-party bill on production of invoice.
- (iv) Bills so presented by EMC shall be subject to scrutiny/verification by independent auditors/committees appointed by DoT. It shall be further subject to scrutiny by Pay and Accounts Office [PAO] of DoT before payment. Every effort will be made by DoT for expeditious settlement of bills.
- (v) EMC shall receive payments preferably by NEFT/RTGS transfer to their bank account number. It will be mandatory for the EMC to indicate their bank account numbers and other relevant e-payment details so that e-payments can be made through electronic payment instead of payment through cheques.
- (vi) An amount of Rs. 1 Crore Rupees shall be retained till final invoice of EMC is settled in case the EMC submits more than one invoice.
- (vii) The payment will be **made upon satisfactory performance of work**. Payment to selected EMC shall be made after final invoice submission by the EMC on successful completion of WTSA-24 to the satisfaction of the DoT. Quality standards and performance of deliverables by EMC will be certified by designated GOI officer of the execution team from WTSA-24 Secretariat. It may be responsibility of the EMC to get the items verified during the event on day-to-day to basis, based on which it shall raise the invoices bills for payment.
- (viii) Manpower deployed by EMC to execute the work in terms of technicians, labours, equipment operators etc will not be paid. As rental for such items is being paid to EMC and it needs to be

operationally installed and managed by them.

- (ix) Statutory taxes and duties shall be payable as per actuals and on submission of proof of GST payment. The price is payable in local currency i.e. Indian Rupees.
- (x) Payment is subject to applicable deductions/penalties as defined in this RFP/agreement. No payment will be made to the EMC as hiring charges for staff deployed towards managerial and supervisory duties.
- (xi) The EMC would be responsible for payment of wage, PF etc. to the manpower deployed by them taking into account the labour laws etc as prevalent..

## **26. Price Variation:**

In the event of lowering of government levies after the finalization of the contract, the EMC shall automatically pass on the benefits to DoT, and in the event of increasing of government levies after the finalization of agreement; DoT shall consider the case on merit and the pro-rata benefits to the EMC may be conserved if full reference with documentary evidence is submitted.

## **27. Statutory Duties & Taxes**

- (i) Any upward change in any duty/tax as a result of any statutory variation taking place within contract terms shall be allowed to the extent of the actual quantum of such duty/tax paid by the EMC. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Department by the EMC. All such adjustments shall include all reliefs, exemptions, Rebates, concessions etc. if any obtained by the contractor.
- (ii) The rate and the nature of GST applicable at the time of supply should be shown separately. GST - will be paid to the EMC at the rate at which it is liable to be assessed or has actually been assessed provided the transaction of services is legally liable to GST and the same is payable as per the terms of the contract.

## **28. Pre-Integrity Pact Clause**

An "Integrity Pact" would be signed between the DOT and the EMC. This is a binding agreement between the DOT and the EMC for specific contracts in which the DOT promises that it will not accept bribes during the procurement and services process and bidder promises that they will not offer bribes. Under this Pact, the EMC for specific services or contracts agree with the DOT to carry out the procurement and services in a specified manner. Elements of the Pact are as follows:

- (i) A Contract between the Department of Telecommunication, Ministry of Communications (Principal) and the EMC for carrying out event management activities for WTSA-24.
- (ii) An undertaking by the principal (i.e., DoT) that its officials will not demand or accept any bribes, gifts etc., with appropriate disciplinary or criminal sanctions in case of violation.
- (iii) A statement by EMC that it has not paid, and will not pay, any bribes.
- (iv) An undertaking by EMC to disclose all payments made in connection with the contract in question to anybody (including agents and other middlemen as well as family members, etc. of officials); the disclosure would be made either at the time of signing of contract or upon demand of the principal, especially when a suspicion of a violation by the EMC emerges.
- (v) The explicit acceptance of EMC that the no-bribery commitment and the disclosure obligation as well as the attendant sanctions remain in force for the EMC until the contract has been fully executed.
- (vi) Undertaking on behalf of EMC will be made in the name for and on behalf of the company's Chief Executive Officer.
- (vii) The following set of sanctions shall be enforced for any violation by the EMC of its commitments or undertaking:
  - Denial or loss of contracts.
  - Forfeiture of the bid security and performance bond.
  - Liability for damages to the principal (i.e., DoT) and the competing Bidders.
  - Debarment of the violator by the principal (i.e., DoT) for an appropriate period of time.

- (viii) EMC is advised to have a company code of conduct (clearly rejecting the use of bribes and other

unethical behaviours ) and compliance programme for the implementation of the code of conduct throughout the company.

## **29. Confidentiality and Security**

- (i) The EMC and their personnel will not, either during the term or after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract or business or operations of DOT or its clients without the prior written consent of DoT. A formal Non-Disclosure Agreement (NDA) will be signed to this effect as per Annexure 9 of this RFP.
- (ii) The selected bidder will ensure that no information about the software/hardware/policies of DOT and meetings is taken out in any form including electronic form or otherwise, by the manpower posted by them.
- (iii) Additionally, the selected bidder shall keep confidential all the proprietary details and information regarding the event.
- (iv) DoT shall retain all rights to prevent, stop and if required take the necessary punitive action against the selected bidder regarding any forbidden disclosure.
- (v) For the avoidance of doubt, it is expressly clarified that the aforesaid provisions shall not apply to the following information:
  - a. Information already available in the public domain.
  - b. Information received from a third party who had the right to disclose the aforesaid information.
  - c. Information disclosed to the public pursuant to a court order.
- (vi) Any handover of the confidential information needs to be maintained in a list, containing at the very minimum the name of provider, recipient, date of generation of the data, date of handing over of data, mode of information, purpose, and signatures of both parties.
- (vii) Notwithstanding anything to the contrary mentioned hereinabove, the EMC shall have the right to share the work order provided to it by DoT in relation to this Agreement, with its prospective purchasers solely for the purpose of and with the intent to evidence and support its work experience under this Agreement.

## **30. Applicable law**

The work-order will be governed by the laws and procedures established by the Govt. of India within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing. All disputes in this connection shall be settled in Delhi jurisdiction only.

## **31. Indemnification & limitation of liability**

- (i) The selected bidder (the "Indemnifying Party") shall undertake to indemnify, hold harmless DoT (the "Indemnified Party") and ITU from and against all claims, liabilities, losses, expenses (including reasonable attorneys' fees), fines, penalties, taxes or damages (Collectively "Loss") on account of bodily injury, death or damage to tangible personal property arising in favour of any person, corporation or other entity (including the Indemnified Party) attributable to the Indemnifying Party's negligence or wilful default in performance or non-performance under this Agreement.
- (ii) If the Indemnified Party promptly notifies Indemnifying Party in writing of a third-party claim against Indemnified Party that any Service provided by the Indemnifying Party infringes a copyright, trade secret or patents incorporated in India of any third party, Indemnifying Party will defend such claim at its expense and will pay any costs or damages, that may be finally awarded against Indemnified Party.
- (iii) Indemnifying Party will not indemnify the Indemnified Party, however, if the claim of infringement is caused by.
  - a. Indemnified Party's misuse or modification of the Service.
  - b. Indemnified Party's failure to use corrections or enhancements made available by the Indemnifying Party.
  - c. Indemnified Party's use of the Service in combination with any product or information not owned or developed by Indemnifying Party.
- (iv) However, if any service, information, direction, specification, or materials provided by Indemnified Party or any third party contracted to it, is or likely to be held to be infringing, Indemnifying Party shall

at its expense and option either.

- a. Procure the right for Indemnified Party to continue using it.
  - b. Replace it with a non-infringing equivalent.
  - c. Modify it to make it non-infringing. The foregoing remedies constitute Indemnified Party's sole and exclusive remedies and Indemnifying Party's entire liability with respect to infringement.
- (v) The indemnities set out above, shall be subject to the following conditions:
- a. the Indemnified Party as promptly as practicable informs the Indemnifying Party in writing of the claim or proceedings and provides all relevant evidence, documentary or otherwise.
  - b. the Indemnified Party shall, at the cost of the Indemnifying Party, give the Indemnifying Party all reasonable assistance in the defence of such claim including reasonable access to all relevant information, documentation, and personnel provided that the Indemnified Party may, at its sole cost and expense, reasonably participate, through its attorneys or otherwise, in such defence.
- (vi) if the Indemnifying Party does not assume full control over the defence of a claim as provided in this Article, the Indemnifying Party may participate in such defence at its sole cost and expense, and the Indemnified Party will have the right to defend the claim in such manner as it may deem appropriate, and the cost and expense of the Indemnified Party will be included in Losses.
- (vii) the Indemnified Party shall not prejudice, pay, or accept any proceedings or claim, or compromise any proceedings or claim, without the written consent of the Indemnifying Party.
- (viii) All settlements of claims subject to indemnification under this Clause will:
- a. be entered into only with the consent of the Indemnified Party, which consent will not be unreasonably withheld and include an unconditional release to the Indemnified Party from the claimant or plaintiff for all liability in respect of such claim; and include any appropriate confidentiality agreement prohibiting disclosure of the terms of such settlement.
- (ix) the Indemnified Party shall account to the Indemnifying Party for all awards, settlements, damages, and costs (if any) finally awarded in favour of the Indemnified Party which are to be paid to it in connection with any such claim or proceedings.
- (x) the Indemnified Party shall take steps that the Indemnifying Party may reasonably require to mitigate or reduce its loss because of such a claim or proceedings.
- (xi) in the event that the Indemnifying Party is obligated to indemnify an Indemnified Party pursuant to this Article, the Indemnifying Party will, upon payment of such indemnity in full, be subrogated to all rights and defences of the Indemnified Party with respect to the claims to which such indemnification relates; and
- (xii) if a Party makes a claim under the indemnity set out above in respect of any Loss or Losses, then that Party shall not be entitled to make any further claim in respect of that Loss or Losses (including any claim for damages).
- (xiii) The liability of either Party (whether in contract, tort, negligence, strict liability in tort, by statute or otherwise) for any claim in any manner related to this Agreement, including the work, deliverables or Services covered by this Agreement, shall be the payment of direct damages only which shall in no event exceed one time the total contract value payable under this Agreement. The liability cap given under this Clause shall not be applicable to the indemnification obligations set out above.
- (xiv) In no event shall either party be liable for any consequential, incidental, indirect, special, or punitive damage, loss, or expenses (including but not limited to business interruption, lost business, lost profits, or lost savings) nor for any third-party claims (other than those set forth in above) even if it has been advised of their possible existence.
- (xv) The allocations of liability in this Section represent the agreed and bargained-for understanding of the parties and compensation for the Services reflect such allocations. Each Party has a duty to mitigate the damages and any amounts payable under an indemnity that would otherwise be recoverable from the other Party pursuant to this Agreement by taking appropriate and commercially reasonable actions to reduce or limit the amount of such damages or amounts.
- (xvi) Any loss of property and/ or life during preparations of the event and the event itself would be borne entirely by the Indemnifying Party and DoT shall not be held liable for any claims. The Indemnifying Party shall be responsible for the payments arising out of any Third-Party claims. The Agency is advised

to procure insurance for meeting such liabilities at his own expense.

**32. Dispute resolution**

The Bidder and DoT shall endeavour their best to amicably settle, by direct negotiation, all disputes arising out of or in connection with the contract. In case any dispute between the Parties does not settle by negotiation, the same may be resolved exclusively by arbitration and such dispute may be submitted by either party for arbitration. Arbitration shall be held in New Delhi and conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996, and the Arbitration & Conciliation Amendment Act 2015 as amended from time to time.

**33. Force Majeure**

If at any time, during the continuance of the contract, the performance in whole or in part by either party of any obligation under the contract is prevented or delayed by reasons beyond the control of a party such as war, hostility, acts of public enemy, civil commotion, sabotage, floods, explosions, epidemics, quarantine restrictions, strikes, natural calamities, lockouts, acts of state or acts of God (hereinafter referred to as "events"), provided notice of happenings of any such event is duly endorsed by the appropriate authorities/chamber of commerce in the country of the party giving notice, is given by party seeking concession to the other as soon as practicable, but within 21 days from the date of occurrence and termination thereof, neither party shall, by reason of such event, be entitled to terminate the contract, nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, provided further, that if the performance in whole or in part or any obligation under the contract is prevented or delayed by reason of any such event for a period exceeding 60 days, DoT may at its option, terminate the contract. Neither Party shall be liable for any failure or delay in the performance of its obligations under the contract or Work Orders hereunder to the extent such failure or delay or both is caused, directly, without fault by such Party, by reason of such event. DoT shall, however, be responsible to pay the EMC for the services successfully rendered to the satisfaction of DoT under the work orders issued pursuant to the contract till the date of cancellation.

**Deputy Director General (International Relations)**

Phone – 011-23711872

Email – [ddgir-dot@nic.in](mailto:ddgir-dot@nic.in)

**To**

**M/s** \_\_\_\_\_

**Address** \_\_\_\_\_



**Annexure 1 - Organizational profile**

S. No	Particulars	Details
1.	Name of Bidder	
2.	Legal status of Bidder (Company, Pvt. Ltd., Ltd., LLP, etc.)	
3.	Bidder's country/ city of registration	
4.	Incorporation Details (Incorporation / Registration date and number)	
5.	GSTN number	
6.	PAN	
7.	Registered address (In country of Registration)	
8	Areas of business of the Bidder	
10.	Primary Contact Person (Name, Designation, address, mobile number, email)	
11.	Secondary Contact Person (Name, Designation, address, mobile number, email)	

On behalf of [bidder's name]

Authorized Signature [In full and initials]:

Name & Title of signatory:

Name of Firm:

Address:

Seal/Stamp of bidder:

Place:

**Annexure 2 - Cover Letter for Bid**

(To be submitted on the letterhead of the bidder)

To

Deputy Director General (IR),  
Department of  
Telecommunications  
Ministry of Communications  
Sanchar Bhawan, 20 Ashoka  
Road, New Delhi-110001

Subject:

Dear Sir,

We, the undersigned, offer to provide services with reference to your Request for Proposal (RFP) dated <insert date> and our Proposal. We are hereby submitting our Proposal as part of this RFP requirement.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. We agree to abide by all the terms and conditions of this RFP document. We would hold the terms of our proposal valid for the number of days as stipulated in the RFP document.

By submitting the proposal, we acknowledge that we have carefully read all the sections of this tender document including all forms, schedules, and appendices hereto, and are fully informed of all existing conditions and limitations. We also acknowledge that the company agrees with the terms and conditions of the tender and the procedure for bidding, evaluation, and selection.

We confirm that information contained in this response or any part thereof, including documents and instruments delivered or to be delivered to DoT are true, accurate, verifiable, and complete.

We fully understand and agree that on verification, if any of the information provided here is found to be misleading the evaluation process or result in unduly favours to our company in evaluation process, we are liable to be dismissed from the selection process or termination of the contract with DoT.

We understand that you are not bound to accept or any bid you may receive.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours sincerely,

On behalf of [bidder's name] Authorized Signature [In full and initials]:

Name & Title of signatory:

Name of Firm:

Address:

Seal/Stamp of

bidder: Place:

Date:

**Annexure 3 - Performance Bank Guarantee**

To,  
 Pay & Accounts Officer,  
 Department of Telecommunication (DoT) (HQ),  
 Ministry of Communications  
 Sanchar Bhawan, 20 Ashoka Road  
 New Delhi-110011

Whereas <<Name of the Bidder>> (hereinafter called 'the Bidder') has submitted the bid for submission of RFP # <<RFP Number >> for Selection of agency to undertake event management for DoT. (Hereinafter called "the Bid") to DoT (hereinafter called 'the Purchaser').

Know all Men by these presents that we <<>> having our office at <<Address>> (hereinafter called "The Bank") are bound unto the Purchaser in the sum of INR<<Amount in figures>> (Rupees <<Amount in words>> only) for which payment well and truly to be made to the said Purchase, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this <<Date>>. The conditions of these obligation are:

- (i) If the Bidder having its bid withdrawn during the period of bid validity specified by the Purchaser in the RFP; or
- (ii) If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid
  - Withdraws his participation from the bid during the period of validity of bid document; or
  - Fails or refuses to participate in the subsequent Tender process after having been shortlisted.
  - We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to <<insert date>> and including <<extra time over and above mandated in the RFP>> from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN:

- (i) Our liability under this Bank Guarantee shall not exceed INR<<Amount in figures>> (Rupees<<Amount in words>> only)
- (ii) This Bank Guarantee shall be valid up to <<insert date>>)
- (iii) It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <<insert date>>) failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of

the Bank) Seal: Date:

**Annexure 4 - Format for Financial Bid Covering letter**

Deputy Director General (IR),  
 Department of  
 Telecommunications  
 Ministry of Communications  
 Sanchar Bhawan, 20 Ashoka  
 Road, New Delhi-110001

Dear Sir,

The undersigned, on behalf of [give the name of bidder], offer to provide the services for [Insert title of Assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our financial proposal.

- (i) We confirm that all the rates mentioned in our bid are in accordance with the terms specified in this RFP. All the rates and other terms and conditions of this Bid are valid for the entire duration of the contract.
- (ii) We hereby confirm that we understand that all the applicable taxes shall be including in the prices mentioned in the Financial Bid.
- (iii) We are not submitting any assumptions or conditions with our financial proposal as it is all inclusive proposal (excluding GST). DoT reserves the right to reject our proposal in case of any discrepancy or conditions found with our proposal.
- (iv) Statutory taxes and duties shall be payable by DoT as per actuals and on submission of proof of GST payment. The price is payable in local currency i.e. Indian Rupees.
- (v) We declare that our Bid Price is for the entire scope of the work as specified in the detailed RFP document. Our bid prices are mentioned in the submitted Financial Bid.
- (vi) Our Financial Bid shall be binding upon us subject to expiration of the validity period of the Proposal.
- (vii) We understand you are not bound to accept any proposal you receive. We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.
- (viii) The financial bid is submitted herewith as per the format given in this tender for financial bid

On behalf of [bidder's name]  
 Authorized Signature [In full and  
 initials]:Name & Title of signatory:  
 Name of Firm:  
 Address:  
 Seal/Stamp of  
 bidder:Place:  
 Date:

## Annexure 5 – Sample table for Financial Bid

SN	Item Description	Quantity	Estimated Rate in Rs	TOTAL AMOUNT Without Taxes in Rs	TOTAL AMOUNT In Words
<b>1</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>6</b>	<b>7</b>
1	<b>Airport Decor:</b>				
2	Thematic 3D Cut outs and Installations of dimension <b>10ft x 8ft</b> with a base of 2 feet made up of board with best aesthetic finishing and painting and having display of name of meeting/logo and other branding elements with PVC acrylic material <b>(One time cost)</b>	4			
3	Thematic 3D Cut outs and Installations of dimension <b>15ft x 8ft</b> with a base of 2 feet made up of board with best aesthetic finishing and painting and having display of name of meeting/logo and other branding elements with PVC acrylic material <b>(One time cost)</b>	20			
4	Thematic 3D Cut outs and Installations of dimension <b>20ft x 10ft</b> with a base of 2 feet made up of board with best aesthetic finishing and painting and having display of name of meeting/logo and other branding elements with PVC acrylic material <b>(One time cost)</b>	6			
5	Branding at Luggage Belt With 320GSM Fabric Print (30ft x 7ft)	1			
Total in Figures					
Quoted Rate in Words					

**Annexure 6 – Power of Attorney****POWER OF ATTORNEY**

(On Stamp Paper of relevant value)

Know all men by these presents, we \_\_\_\_\_ (name of the company and address of the registered office) do hereby appoint and authorize Mr / Ms \_\_\_\_\_ (full name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid document for this project, in response to the

< tender no > invited by the DoT, including signing and submission of all documents and providing information / responses to DoT in all matters in connection with our bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds, and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023

For \_\_\_\_\_

(Signature)

(Name, Designation and Address):

Accepted (Signature)

(Name, Title and Address of the Attorney)

Date: Note:

- (i) 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 executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- (ii) Also, wherever required, the bidder should submit for verification the extract of the charter documents and 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 bidder.
- (iii) In case the bid is signed by an authorized Director / Partner or Proprietor of the bidder, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.

**Annexure 7 - Format for showcasing project experience**

<b>Project Title:</b> <i>(Attach separate sheet for each project)</i>	
Name of client:	Approximate value of services provided:
Client (Government / Private):	Address of client:
Referrals (Client side): Name: Designation: Role in the project: Contact number: Email Id:	Name of senior team members of bidder involved in the project (CVs to be submitted)
Start Date (month / year): End Date (month / year):	Status of the assignment (successfully implemented complemented, ongoing, under support / maintenance phase):
Narrative description of project: (in not more than 200 words)	
Description of actual services provided by your staff within the assignment: (in not more than 500 words)	
Relevance of assignment to current project: (in not more than 200 words)	

On behalf of [bidder's name]

Authorized Signature [In full and initials]: Name &amp; Title of signatory:

Name of Firm: Address:

Seal/Stamp of bidder:

Place:

Date:

## Annexure 8 - Format for Non-Blacklisting Self Declaration

<<On Bidder's Letter head>>

Deputy Director General (IR),  
Department of  
Telecommunications  
Ministry of Communications  
Sanchar Bhawan, 20 Ashoka  
Road, New Delhi-110001

This is to certify that \_\_\_\_\_ (name of the bidder), having registered office at \_\_\_\_\_ (address of the registered office), as on date of submission of the bid, doesn't have the status of being blacklisted or made ineligible by Govt. of India / State Govt. / Govt. Agencies for participation in future bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reasons.

In case our organization gets blacklisted by any Government entity, even during contract period, we will inform the same to DoT in writing within 15 days from the date of blacklisting. In case of concealing any such information with DoT, we are liable for the termination of the contract.

Signature: (Authorized Signatory) Name: Designation:

Address:

Seal:

Date:



**Annexure 9 - Format for Non-Disclosure Agreement**

(To be submitted by successful bidder post issue of Work Order)

This Non-Disclosure Agreement ("Non-Disc") is made and entered into \_\_\_\_ day of \_\_\_\_\_ Month \_\_\_\_\_ year (effective date) by and between Department of Telecommunication (DoT), Ministry of Communications ("Department") and \_\_\_\_\_ ("Company") \_\_\_\_\_ Whereas, Department and Company have entered into an Agreement \_\_\_\_\_ effective \_\_\_\_\_

AND for Whereas, each party desires to disclose to the other party certain information in oral or written form which is proprietary and confidential to the disclosing party, ("CONFIDENTIAL INFORMATION"). The confidentiality obligations shall survive the termination of this Contract.

NOW, THEREFORE, in consideration of the foregoing and the covenants and agreements contained herein, the parties agree as follows:

1. Definitions. As used herein:

- (i) The term "Confidential Information" shall include, without limitation, all information and materials, furnished by either Party to the other in connection with citizen/ users/ persons/ customers data, products and/ or services, including information transmitted in writing, orally, visually, (e.g. video terminal display) or on magnetic or optical media, and including all proprietary information, customer lists, trade secrets, trade names or proposed trade names, methods and, licensed document know-how, ideas, concepts, and other intellectual property relating to the disclosing party's data, computer data base, products and/ or services. Results of any tests, sample surveys, analytics, data mining exercises or usages etc. carried out by the receiving party in connection with the Department's Information including citizen/ users/ persons/ customers personal or sensitive personal information as defined under any law for the time being in force shall also be considered Confidential Information.
- (ii) The term "Department" shall include the officers, employees, agents, consultants, contractors, and representatives of the Department and ITU.
- (iii) The term, "Company" shall include the directors, officers, employees, agents, consultants, contractors, and representatives of the Company, including its applicable affiliates and subsidiary companies.

2. Protection of Confidential Information. With respect to any Confidential Information disclosed to it or to which it has access, Company affirms that it shall:

- (i) Use the Confidential Information as necessary only in connection with Project and in accordance with the terms and conditions contained herein.
- (ii) Maintain the Confidential Information in strict confidence and take all reasonable steps to enforce the confidentiality obligations imposed hereunder, but in no event take less care with the Confidential Information than the parties take to protect the confidentiality of its own proprietary and confidential information and that of its clients.
- (iii) Not to make or retain copy of any citizen/ users/ persons/ customers database, Proposals developed by or originating from Department and ITU or any of the prospective clients of Department except as necessary, under prior written intimation from Department, in connection with the Project, and ensure that any such copy is immediately returned to Department even without express demand from Department to do so.
- (iv) Not disclose or in any way assist or permit the disclosure of any Confidential Information to any other person or entity without the express written consent of the other party; and

- (v) Return to the other party, or destroy, at Department's discretion, any and all Confidential Information disclosed in oral/ printed form or other permanent record, or in any other tangible form (including without limitation, all copies, notes, extracts, analyses, studies,
  - (vi) summaries, records and reproductions thereof) immediately upon the earlier to occur of
    - a. Expiration or termination of either party's engagement in the Project, or
    - b. The request of the other party, therefore.
  - (vii) Not to discuss with any member of public, media, press, any or any other person about the nature of arrangement entered between Department and Company or the nature of services to be provided by the Company to the Department.
3. Onus - Company shall have the burden of proving that any disclosure or use inconsistent with the terms and conditions hereof falls within any of the following exceptions.
4. Exceptions - These restrictions as enumerated in this Agreement shall not apply to any Confidential Information:
- (i) Which is independently developed by Company or lawfully received from another source free of restriction and without breach of this Agreement; or
  - (ii) After it has become generally available to the public without breach of this Agreement by Company; or
  - (iii) Which at the time of disclosure to Company was known to such party free of restriction and evidenced by documentation in such party's possession; or
  - (iv) Which Department agrees in writing is free of such restrictions.
  - (v) Which is received from a third party not subject to the obligation of confidentiality with respect to such Information.
5. Remedies - Company acknowledges that (a) any actual or threatened disclosure or use of the Confidential Information by Company would be a breach of this agreement and may cause immediate and irreparable harm to Department and ITU; (b) Company affirms that damages from such disclosure or use by it may be impossible to measure accurately; and (c) injury sustained by Department/ ITU may be impossible to calculate and remedy fully. Therefore, the Company acknowledges that in the event of such a breach, the Department shall be entitled to specific performance by Company of Company's obligations contained in this Agreement. In addition, the Company shall indemnify the Department of the actual and liquidated damages which may be demanded by Department. Moreover, the Department shall be entitled to recover all costs (including reasonable attorneys' fees) which it or they may incur in connection with defending its interests and enforcement of legal rights arising due to a breach of this agreement by Company.
6. Need to Know. Company shall restrict disclosure of such Confidential Information to its employees and/ or consultants with a need to know (and advise such employees of the obligations assumed herein), shall use the Confidential Information only for the purposes set forth in the Agreement, and shall not disclose such Confidential Information to any affiliates, subsidiaries, associates and/ or third party without prior written approval of the disclosing party. Intellectual Property Rights Protection - No license to a party, under any trademark, patent, copyright, design right, mask work protection right, or any other intellectual property right is either granted or implied by the conveying of Confidential Information to such party.
7. No Conflict - The parties represent and warrant that the performance of its obligations hereunder does not and shall not conflict with any other agreement or obligation of the respective parties to which they are a party or by which the respective parties are bound.

8. Authority - The parties represent and warrant that they have all necessary authority and power to enter into this Agreement and perform their obligations hereunder.

9. Dispute Resolution - If any difference or dispute arises between the Department and the Company in connection with the validity, interpretation, implementation or alleged breach of any provision of this Agreement, any such dispute shall be referred to DoT

- (i) The arbitration proceedings shall be conducted in accordance with the (Indian)
- (ii) Arbitration & Conciliation Act, 1996, Arbitration And Conciliation (Amendment) Act, 2015 amendments thereof.
- (iii) The place of arbitration shall be the New Delhi.
- (iv) The arbitrator's award shall be substantiated in writing and binding on the parties.
- (v) The proceedings of arbitration shall be conducted in English language.
- (vi) The arbitration proceedings shall be completed within a period of 180 days from the date of reference of the dispute to arbitration.

10. Governing Law - This Agreement shall be interpreted in accordance with and governed by the substantive and procedural laws of India and the parties hereby consent to the exclusive jurisdiction of Courts and/ or Forums situated at New Delhi, India only.

11. Entire Agreement. This Agreement constitutes the entire understanding and agreement of the parties, and supersedes all previous or contemporaneous agreement or communications, both oral and written, representations and understandings among the parties with respect to the subject matter hereof.

12. Amendments - No amendment, modification and/ or discharge of this Agreement shall be valid or binding on the parties unless made in writing and signed on behalf of each of the parties by their respective duly authorized officers or representatives.

13. Binding Agreement - This Agreement shall be binding upon and insure to the benefit of the parties hereto and their respective successors and permitted assigns.

14. Severability - It is the intent of the parties that in case any one or more of the provisions contained in this Agreement shall be held to be invalid or unenforceable in any respect, such provision shall be modified to the extent necessary to render it, as modified, valid and enforceable under applicable laws, and such invalidity or unenforceability shall not affect the other provisions of this Agreement.

15. Waiver - If either party should waive any breach of any provision of this Agreement, it shall not thereby be deemed to have waived any preceding or succeeding breach of the same or any other provision hereof.

16. Survival - Both parties agree that all their obligations undertaken herein with respect to Confidential Information received pursuant to this Agreement shall survive till perpetuity even after any expiration or termination of this Agreement.

IN WITNESS HEREOF, and intending to be legally bound, the parties have executed this Agreement to make it effective from the date and year first written above.

For Department

For Company

Name:

Name:

Title:

Title:

WITNESSES:

**Annexure 10 - Format for Annual Turnover****CERTIFICATE**

We may verify the books of accounts and related record of M/s... situated at address of the Firm/company... and on verification of the records, we hereby certify that average Turnover of this mentioned entity/firm during the last six (6) financial years which are as under:

<b>S. No.</b>	<b>Financial Year (FY)</b>	<b>Turnover (In Rs.)</b>
1	2017-18	
2	2018-19	
3	2019-20	
4	2020-21	
5	2021-22	
6	2022-23	
<b>Average Annual Turnover of last Six (6) financial years</b>		

Place:

Date:

Sign & seal of Chartered Accountant:

**Annexure 11 - Format for CV**

Sl No	Proposed Position	SPOC-Event Manager
1.	Name	
2.	Qualifications	
3.	Total years of experience and relevant experience in Event Management	
4.	Details of Events undertaken as mentioned below for minimum three projects in past 10years.	
5.	Event Name:Client Name:Event Value: Event Size: Participants: Date: Role/Work area:	

Signature: (Authorized Signatory)

Name:

Designation:

Address:

Seal:

Date

## Annexure 12 - Pre-Qualification Checklist Compliance

S. No.	Criteria	Documents required	Compliance (Yes/No)	Ref. In the Proposal
1.	Organisational profile	As per the format given in this RFP		
2.	Cover letter for Bid	As per the format given in this RFP		
3.	Power of Attorney	As per the format given in this RFP		
4.	The bidder to submit an EMD of Rs. 1.20 Cr (Rupees One Crore Sixty Lakh only) in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in favor of Pay & Accounts Officer, Ministry of External Affairs payable at New Delhi	The EMD to be given in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee to be placed in Pre-Qualification proposal		
5.	<p>Should be a company registered under the provisions of the Indian Companies Act, 2013/Companies Act, 1956 or a partnership firm registered under the Indian Partnership Act, 1936 or the Limited Liability Partnerships Act, 2008 or an organization registered under society Act.</p> <p>ii. Registered with the Income Tax Authorities</p> <p>iii. Registered with GST Network</p> <p>iv. Should have been in business in this fields at least for last 10 years</p>	<p>i. Copy of certificate of incorporation along with name change if any</p> <p>ii. Copy of PAN Card</p> <p>iii. Copy of GST registration certificate.</p> <p>iv. Copy of incorporation under relevant rules.</p>		
6.	Average Annual Financial Turnover of the Company in any of the three years in last Six financial years, i.e. FY2017-18, FY2018-19, FY2019-20, FY2020-21, FY2021-22, FY 2022-23 (as per the last published audited balance sheets), should be more <b>than Rs. 60.00 Cr (Sixty Crore) each</b> . The company should not have incurred loss in more than two years in preceding 06 years, as on 01.01.2024. (Excluding Covid years 2020-21 and 2021-22).	<p>Certificate from the chartered accountant.</p> <p>The turnover details must be provided as per the format given in this RFP at Annexure-10.</p> <p>Profit and loss</p>		

		statement and asset & liability statement of the companies to be submitted		
7.	<p>Company must have minimum ten years' experience in Event Management Industry as on 01.01.2024.</p> <p>(iii) The agencies should have successfully completed:</p> <p>(d) 01 similar work of the value of Rs 20 Crore; or</p> <p>(e) 02 similar works of the value of Rs 15 Crore; or</p> <p>(f) 03 similar works of the value of Rs 10 Crore each</p> <p>for Government of India/State Government/PSUs/leading corporate of which at least one should be a conference with international delegates (international level conference not exhibition) in the last 6 years as on 01.01.2024. The contract/work order should be in the name of bidder.</p>	<p>Details of the assignments as per Annexure 7 provided in this RFP, along with the following documents:</p> <p>Work order</p> <p>Completion certificates from the Client/Self-certificate by the agency.</p>		
8.	The bidder should not have the status of being blacklisted or made ineligible by Govt. of India/State Govt./Govt. Agencies for participation in future bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or any other reasons, as on date of submission of the bid.	Certificate duly signed by an authorized signatory of the bidder as per Annexure 8 of this RFP		
9.	The Bidder should have manpower of minimum 30 professionals having relevant experience in organizing indoor/outdoor events involving VVIPs.	Self-Certificate signed by HR head of bidder		
10.	Any other document relevant for this section as per the requirement of this RFP	As per the format given in this RFP		

Signature:

(Authorized Signatory) Name: Designation:

Address:

Seal:

Date:

**Annexure 13 – Format for Advance Bank Guarantee****“FORMAT OF “ADVANCE BANK GUARANTEE”**

Sub: Advance Bank Guarantee no. ....for value [Insert ABG value here].....In respect of Work Order, No (“WO”) Dtd.....for value [Insert total WO value] for..... [Project name].

In consideration of Department of Telecommunication (DoT), Ministry of Communications, Sanchar Bhawan, 20 Ashoka Road, New Delhi 110001 (“the Purchaser”) agreeing to make advance payment of [Insert ABG value in figures and words] (“Advance Payment”) to..... [Insert the name of the SUPPLIER with address, contact person’s telephone/mobile number and email address], having its registered office at {Insert the full address} (“the Supplier”) which has been unequivocally accepted by the Supplier and the Supplier having agreed to provide an irrevocable Advance Bank Guarantee [“Advance Bank Guarantee”] in accordance with the terms and conditions of the said WO, we, {Insert the Issuing Bank name and address, telephone and fax numbers} whose principal place of business is at {Insert the full Address} (“the Guarantor”) hereby unconditionally agree and undertake to hold at your disposal, [Insert ABG value] and agree with you as follows:

- (i) Under the terms of the said WO, the Purchaser has agreed to pay to the Supplier an advance payment of [insert the ABG value in figures and words] being .... % of the basic total contract value of the said WO, against furnishing of an Irrevocable Advance Bank Guarantee of equivalent amount by the Supplier.
- (ii) The Guarantor, at the request of the Supplier, has agreed to give this unconditional and irrevocable Advance Bank Guarantee and agree and undertake not to revoke the same.
- (iii) The Guarantor, hereby guarantee that the Supplier will duly comply and faithfully perform all their obligations and responsibilities under the said WO, failing which we, the Guarantor, do hereby unconditionally undertake to pay to the Purchaser ON MERE DEMAND AND WITHOUT ANY DEMUR AND WITHOUT RECOURSE TO THE SUPPLIER such amount or amounts as the Guarantor may be called upon to pay not exceeding in the aggregate a sum of [insert ABG value in figures and words].....
- (iv) The Advance Bank Guarantee shall not be determined or affected by liquidation or winding up, dissolution or change of constitution or insolvency of the Supplier but shall in all respects and for all purposes be binding and operative until payment of all monies due to the Purchaser under the Advance Bank Guarantee are paid.
- (v) The decision of the Purchaser that any sum has become payable shall be final and binding on the Guarantor.
- (vi) The Advance Bank Guarantee shall be governed by the laws of India.
- (vii) We shall on simple demand from the Purchaser pay immediately to the Purchaser, the said amount of (Insert ABG value in figures and words) without any demur and without requiring the Purchaser to invoke any legal remedy that may be available to them, to compel the Guarantor to pay the Advance Payment amount, even if the Supplier considers such demand of the Purchaser is unjustified.
- (viii) Any notice by way of request, demand or otherwise hereunder may be sent by courier, fax or by post to the Bank on or before the expiry date of the Advance Bank Guarantee. The Purchaser may lodge request/demand in writing at our branch... [Insert specific branch name
- (ix) and full address with tell/fax numbers] at on or before the expiry of the Advance Bank Guarantee as stated under clause no.9.
- (x) Our liability under the Advance Bank Guarantee is restricted to a sum of [Insert ABG value in figures and words] and the Advance Bank Guarantee shall remain in force
- (xi) until ..... (date) or such extended period as may be required by the Purchaser & Supplier and unless a claim under the Advance Bank Guarantee is lodged with us within three months from the date of expiry of the Advance Bank Guarantee at our branch i.e. on or



- (xii) before ..... (date) or such extended period as the case may be, all your rights under
- (xiii) the
- (xiv) Advance Bank Guarantee shall be forfeited, and we shall be relieved and discharged from all liabilities under the Advance Bank Guarantee.
- (xv) We confirm that all your claims under the Advance Bank Guarantee shall be payable at our above-mentioned Branch immediately.
- (xvi) We, further confirm that, we have powers to issue the Advance Bank Guarantee under our Constitution (including Memorandum and Articles of Association) and other applicable documents, and the undersigned have full powers to do so under the Power of Attorney / authorization granted to me/us by [Insert the Name of the Bank].

Dated this ..... day of 2024

Yours faithfully  
For and on behalf of Issuing Bank name

Authorized Signatory

Authorized Signatory

## Annexure-14

## Bill of Quantity (BOQ)

S.No	Description	Length (ft)	Breadth (ft)	Height (ft)	Qty.	Unit	Days	Rate (Rs.)	Amount (Rs.)
<b>AIRPORT</b>									
A	Construction								
1	Creation Airport Lounges ( ITU Theme Based. ) including décor, electricals, ambient lighting etc may be created for handling all arrivals and departures (separate) of 75 seating capacity each for the event. 14 days in total				2	No s.	1		
2	Comfortable sofa chairs				75	No s.	1		
3	Coffee Tables				20	No s.	1		
4	Good quality Red carpet				100	Sq m	1		
5	Handsanitizer (automatic dispensers)				4	No s.	1		
6	Mobile charging pods with universal charger clips can be kept in each sub area.				6	No s.	1		
7	Welcome/Cultural stage with carpet and backdrop	12	8		1	No.	1		
8	Thematic backdrop	12		8	1	No.	1		
9	Airport Space rental charges for lounge				1	No.	1		
B	Manpower								
1	Lounge Manager (arrival and departure each)				2	No s	14		
2	Meet and greet assistance for approx. 750 delegates for the event duration arriving and departing in staggered manner during 14 days, multiple times.				1	Job	14		
3	Portar services for delegates for the event duration				1	No s	14		
4	Photographer				2	No s	12		
5	Videographer				2	No s	12		
6	Artists for welcome - a group of 4-6 artists / ushers				1	No.	12		
7	Food packets and water arrangement for artists				1	No.	12		
8	Tea / coffee, dry snacks and water arrangements for delegates				1	Job	12		
C	Branding								
1	Thematic 3D standee 3ft (l) x 8 ft (h)	3		8	10	No s	1		
2	Digital Directional Signage 3ft (l) x 7ft(h)	3		7	10	No	4		

						s			
4	Branding at Existing Sites (as per availability and as per actual charges)				1	No.	15		
5	Customised Help Desk & backdrop (8ft x 8ft)				2	No s.	1		
6	Customised Travel Desk & backdrop (8ft x 8ft)				2	No s.	1		
7	General branding				100	Sqft	1		
8	Thematic 3D installation as per design 8ft x 10ft (h)	8		10	4	No s.	1		
9	Thematic 3D installation as per design 10ft x 12ft (h)	10		12	4	No s.	1		
D	Other items								
1	Country flags				195	No s.	14		
2	Sound system for ambient music				2	No s.	14		
3	65" LED Screen				2	No s.	14		
4	Floral Arrangement for tables				20	No s.	14		
5	Potted plants				20	No s.	14		
	TOTAL COST								
	Branding, Website & Promotion								
1	Hoardings/Backdrops (12ft x 10ft)	12		10	250	No s.	1		
2	Pole Branding of 4ft x 8ft (Double Sided)	4		8	750	No s.	1		
3	Customised 3d Arch Gate				10	No s.	1		
4	Country flags - 3 sets				386	No s.	12		
5	Sanchar Bhavan - LED Display including content creation				1	job	45		
6	Sanchar Bhawan - Building mapping with programmable lights				1	job	45		
7	Design and execution - Metro, Bus shelter advertising				100	No s.	30		
8	Branding on DTC buses				1000	No s.	30		
9	Designing Metro wrapping with event branding				50	No s.	30		
10	Media Plan - execution on DAVP rates				1	job	45		
11	Social Media content - DAVP rates				1	job	45		
12	Print Media - Designing of Advertisement				3	No s.	1		
13	Video films for the event ( 3-4 minutes) and its multiple shorter versions) - DAVP rates				1	job	1		

14	Social media creatives / design, banners, flyers, info graphics, audio / video and other activities for awareness which may start 90 days (approx) prior to the event and increase closer to the event.				1	job	1		
15	Branding at Existing Sites (as per availability and as per actual charges)				1	No.	15		
16	Printing and content of report approx. pages 300 - 400 pages on DAVP rates - 10 Variants				40 00	No s.	1		
17	Printing and content of brochures approx. pages 10 - 20 pages on DAVP rates, A 8 Size				50 00	No s.	1		
18	Printing and content of coffee table book approx. pages 200 - 300 pages etc. on DAVP rates				10 00	No s.	1		
19	Radio Jingle on DAVP rates - 30 seconds and variants				2	No s.	1		
	TOTAL COST								
Bharat Mandapam - L3 Floor									
A	<u>Plenary Hall Stage, Table, Backdrop and Audio/Public Address System.</u>	-	-	-	-	-	-		
1	Plenary Hall Stage -100ftx30ftx3.5ft				30 00	Sqf t	1		
2	Carpet on the Stage				30 00	Sqf t	1		
3	Stair case access to stage to be given from three sides				3	No s	1		
4	Ramp access of 20 feet width on two sides. 9mtr x 2.4 x 4ft (H)				2	No s	1		
5	LED light strips to be embedded aesthetically into stage design (400 feet length of LED strip).				40 0	No s	1		
6	Console room for the technical team - 50ft x 10ft				1	No.	1		
B	<u>Dais Arrangement</u>								
1	Stage Table Design with unique ITU signage: 50 feet length * 3 feet width * 2.5 feet height with Power Plug for each seat				1	No s	1		
2	Gooseneck mikes to be embedded on stage table.				14	No s	11		
3	Cordless mikes for the lectern				2	No s	11		
4	Wireless collar pin type mike sets to be provided for use on stage.				3	No s	11		
5	Good quality Chairs (High back rest Leather chairs with leather arm rest and five spoke wheeled base.) to be provided for use on stage.				14	No s	11		
6	Tables for secretariat staff - 6ft x 2ft x 2.5ft high with 2 power points				7	No s.	11		
7	Chairs to be provided for use on stage For				14	No	11		

	secretariat staff					s			
8	Speaker Podium Lecterns				2	No s	11		
9	Laptop on the podium for presentation and additional 17inch Screen				2	No s	11		
C	<u>Stage Backdrop Video Wall</u>								
1	Stage backdrop a High Resolution LED Video Wall with Controller-100ftx16ft(h)				16 00	sqf t	11		
2	Watchout Server for playing content				3	No s	11		
3	Stage scaffolding				70 00	Sqf t	1		
4	Stage Led Riser				1	No.	1		
5	Side backdrop as suitable				2	No s.	1		
6	Stage branding				1	Job	1		
7	2.6 mm LED Screen (including platform, LED Processor, HD Switcher etc) for delay - 16 x 10 ft				4	No s.	11		
8	Comfort Monitor (65 inches) visible from head Table				4	No s.	11		
D	Truss and lighting								
1	LED Flood Lights of suitable wattage (100-500 watts ) will be installed on racks from ceiling to focus on stage with controllable field of light.				20	No s	11		
2	LED Colored Lights will be installed suitably on floor surrounding the stage for suitable illumination effect				20	No s	11		
3	Light trussing				1	L S	11		
4	Light technician				6	No s.	11		
5	Light engineer				2	No s.	11		
6	Programming Board (Digital)				1	No.	11		
E	Audio / Public Address System:								
1	Stage PA system to provide High quality sound system for 1500 pax				6	No s.	11		
2	Dedicated technically qualified AV operators to be provided for controlling the stage sound system.				2	No s	11		
3	Professional Conference Management System for Speaker & Camera Control ( Electronic Name handling System )				1	No.	11		
4	Infrastructure for remote intervention as per point no 8 of annexure 3				1	No.	11		
5	Digital Audio Recording (One floor + English channel) refer to page 2 of Annexure 2				2	No s	11		
6	Audio Video Webcast in 06 Language Plus Floor (i.e. 7 Channels)				1	job	11		

7	Transmission of Audio (floor + six languages) and video from meeting to webcast and remote intervention centre or extra booth for two person				1	job	11		
8	Infrastructure of captioning service as per point no 9 of annexure 3				1	job	11		
9	Multi/Press box/Mixers with Minimum of 24 XLR outputs.				1	job	11		
10	An AV system (including both broadcast cameras and personnel) to project images of speakers and participants in real-time onto the large projection screens in the room and onto the four (4) additional 42-inch flat screens, as mentioned above. The system must also allow the possibility of displaying the name of the speaker at the bottom of the screens, the speech time-limit clock, captioning and the list of speakers and documents. The activation of the speech time limit clock shall be controlled by the AV team				1	job	11		
11	Sound technician				6	No s.	11		
12	Sound engineer				2	No s.	11		
13	Digital Sound Mixer (Digico SD 10)				1	No.	11		
15	Clear comm for the technical team for silent communication				8	No s.	11		
F	Media Stage:								
1	Press stage				450	sqft	1		
2	Carpet on the Stage				450	sqft	1		
3	Railings on three sides				3	No s	1		
4	Electrical Points				25	No s	11		
5	Sound Output Sockets				50	No s	11		
6	Wooden tables				3	No s	11		
7	Chairs				20	No s	11		
8	Green room				1080	sqft	1		
9	Electrical Points				25	No s	11		
G	Delegate tables and chairs and VIP chairs								
1	Tables/ Wooden : 6 feet length * 2 feet width * 2.5 feet height with Power Plug for each seat				750	No s	11		
2	Push To Talk Mic with queuing system				750	No s	11		

3	Interpretation transmission equipment and headsets for all participants including extra sets for the VIP guests (must be capable of independly set to the independent channel.)				15 28	No s	11		
4	Delegate Chairs : With arm rest, cushioned, good back support and sturdy.				15 00	No s	11		
5	Table Name plates				15 00	No s.	1		
6	Simultaneous interpretation sound proof cabin, in conformity with ISO Standards, in at least six (7) languages. Five (5) booths with two (2) places each and two (2) booths with three (3) places each.				7	No s.	11		
7	Monitors / screens for viewing in each interpretation booth				12	No s.	11		
H	Event Branding								
1	General branding				10 00	Sqf t	1		
2	3D standee for event branding and direction signage				10	No s.	1		
3	Digital standee for event schedule and branding				10	No s.	11		
4	Country flags				19 3	No s.	11		
I	<u>WI-FI and INTERNET FACILITIES</u>								
1	Local networking (wireless +Wire LAN) details as per annexure 3				1	job	1		
2	Wireless LAN with Internet access for all participants, as per the performance requirements				1	job	1		
3	Wired Gigabit Ethernet LAN on the podium, webcast, remote intervention, voting stations and access control stations.				1	job	1		
J	<u>PLANTS AND FLORAL ARRANGEMENTS</u>								
1	Suitable floral arrangements for stage will be made. (opening and closing ceremony)				35 0	sqf t	2		
2	Potted plants - 3ft				10 0	No s	11		
3	Potted plants- 4ft				50	No s	11		
4	Table top flower décor				80 0	No s,	11		
K	<u>Foyer Area Arrangements: INFORMATION DESK</u>								
1	Help desk with ITU branding backdrop				4	No s	11		
2	Chairs				8	No s	11		
3	Mobile charging station				4	No s.	11		
M	Photographer and Videographer								

1	Photographer				4	No s.	11		
2	Videographer				6	No s.	11		
3	Live Mixing and Editing				1	No.	11		
N	Manpower								
1	Front of house - FOH				4	No s.	11		
2	Volunteer / Ushers				50	No s,	11		
	TOTAL COST								
Bharat Mandapam - L2 Floor									
A	Session Hall -150 Pax								
1	Construction of wooden stage with steps for the panelists	32	12	2. 5	38 4	Sqf t	1		
2	Projector screen with required support and branding	30		10	1	No.	11		
3	Projector (HDMI, XVGA, BNC), adequate for projecting a clear image onto the large screens, with direct wired connection via split video cables to the projections computer				1	No.	11		
4	Laptop for projection specification as per 11.2 of annexure 3				1	No.	11		
5	Console for the technical team	10	4	4	1	No.	1		
6	Camera riser	4	4	2	1	No s	1		
7	Speaker podium				1	No s	11		
8	Wooden laminated Table 6ft x 2ft x 2.5ft high with 2 power points	6	2	2. 5	75	No s	11		
9	Good quality Revolving chairs				15 0	No s	11		
10	Head table for 6 panelists				1	No.	11		
11	Revolving chair for panelists				6	No s	11		
12	Push To Talk Mic with queuing system for the head table				6	No s	11		
13	Push To Talk Mic with queuing system for the participants				75	No s	11		
14	Headsets for all participants and panelists				15 6	No s	11		
15	Lapel mic, if required				6	No s	11		
16	Podium mic				2	No s	11		
17	T Truss for ambient lighting 14ft high				4	No s.	11		
18	RGB PAR				24	No	11		



						S.			
19	LED wash light - warm white				8	No s.	11		
20	Light engineer				1	No.	11		
21	Sound system for 150 Pax				1	No.	11		
22	Sound engineer				1	No.	11		
23	Light and sound Technician				4	No s.	11		
24	Watchout Server for playing content				1	No.	11		
25	Photographer				1	No.	11		
26	Videographer				2	No s.	11		
27	Vounteers				4	No s.	11		
28	Front of house - FOH				2	No s.	11		
29	Clear comm for the technical team for sllent communication				8	No s.	11		
30	Table top flower arrangements for dais				7	No s.	11		
31	Programming Board (Digital)				1	No.	11		
32	Digital Sound Mixer (Digico SD 10)				1	No.	11		
33	Wireless LAN with Internet access for all participants, as per the performance requirements as per annexure 3				1	job	1		
34	Wired Gigabit Ethernet LAN on the podium, webcast, remote intervention, voting stations and access control stations. as per annexure 3				1	job	1		
35	General branding				32 0	Sqf t	1		
36	3D standee for event branding and direction signage				4	No s.	1		
37	Digital standee for event schedule and branding				4	No s.	11		
38	Name card / plate for panelists				6	No s.	1		
39	Mobile charging station				4	No s.	11		
Bharat Mandapam - L2 - Audi 2									
1	Sound system for 300 pax				1	No.	3		
2	Podium with event branding				1	No.	3		
3	Podium mic				2	No s.	3		
4	Head table for 6 panelists				1	No.	3		
5	Gooseneck mic for the panelists				6	No s.	3		
6	Low back revolving chair				6	No s.	3		

7	42" LED screen for the head table				2	No s.	3		
8	Comfort screen masking				2	No s.	1		
9	General Branding	10		8	4	No s.	1		
10	Basic light arrangement if required inside the auditorium				1	No.	1		
11	Sound technician				1	No.	1		
12	Switcher, HDMI cable, splitter, and other necessary required equipments				1	No.	1		
	TOTAL COST								
Bharat Mandapam - L1 Floor									
A	Conference Room - 100 Pax - 2 Nos.								
1	Construction of wooden stage with steps at the front for the panelists	30	10	2. 5	60 0	Sqf t	1		
2	Projector screen with required support and branding	30		10	2	No.	11		
3	Projector (HDMI, X VGA, BNC), adequate for projecting a clear image onto the large screens, with direct wired connection via split video cables to the projections computer				2	No.	11		
4	Laptop for projection specification as per 11.2 of annexure 3				2	No.	11		
5	Console	10	4	4	2	No.	1		
6	Camera riser	4	4	2	4	No s	11		
7	Speaker podium				2	No s	11		
8	Wooden laminated Table 6ft x 2ft x 2.5ft high with 2 power points	6	2	2. 5	10 0	No s	11		
9	Good quality Revolving chairs				20 0	No s	11		
10	Head table for 6 panelists				2	No.	11		
11	Revolving chair for panelists				12	No s	11		
12	Push To Talk Mic with queuing system for the head table				12	No s	11		
13	Push To Talk Mic with queuing system for the participants				10 0	No s	11		
14	Headsets for all participants and panelists				21 2	No s	11		
15	Lapel mic, if required				12	No s	11		
16	Podium mic				4	No s	11		
17	T Truss for ambient lighting 14ft high				4	No s.	11		

18	RGB PAR				48	No s.	11		
19	LED wash light - warm white				16	No s.	11		
20	Light engineer				2	No.	11		
21	Sound system for 100 Pax				2	No s.	11		
22	Sound engineer				2	No.	11		
23	Light and sound Technician				8	No s.	11		
24	Watchout Server for playing content				2	No.	11		
25	Photographer				2	No.	11		
26	Videographer				4	No s.	11		
27	Vounteers				8	No s.	11		
28	Front of house - FOH				4	No s.	11		
29	Clear comm for the technical team for silent communication				16	No s.	11		
30	Table top flower arrangements for dais				12	No s.	11		
31	Programming Board (Digital)				2	No.	11		
32	Digital Sound Mixer (Digico SD 10)				2	No.	11		
33	Wireless LAN with Internet access for all participants, as per the performance requirements as per annexure 3				1	job	1		
34	Wired Gigabit Ethernet LAN on the podium, webcast, remote intervention, voting stations and access control stations. as per annexure 3				1	job	1		
35	General branding				64 0	Sqf t	1		
36	3D standee for event branding and direction signage				4	No s.	1		
37	Digital standee for event schedule and branding				4	No s.	11		
38	Name card / plate for panelists				12	No s.	1		
39	Infrastructure for remote intervention as per point no 8 of annexure 3				2	Job s	11		
B	Conference Room - 50 Pax U Shape								
1	Thematic backdrop	12		8	1	No s	1		
2	Wooden laminated Table 6ft x 2ft x 2.5ft high with 2 nos power points at each table				25	No s	11		
3	Leather High Back chair				50	No s	11		
4	Push To Talk Mic with queuing system for the participants				25	No s	11		
5	Headsets for all participants and panelists				50	No	11		

						s			
6	Projector screen with required support and branding	30		10	1	No.	11		
7	Projector (HDMI, XGA, BNC), adequate for projecting a clear image onto the large screens, with direct wired connection via split video cables to the projections computer				1	No.	11		
8	Laptop for projection specification as per 11.2 of annexure 3				1	No.	11		
9	Floral décor in the centre				1	No.	11		
10	Table top flower arrangements for dais				25	No s.	11		
11	T Truss for ambient lighting 14ft high				4	No s.	11		
12	RGB PAR				24	No s.	11		
13	LED wash light - warm white				8	No s.	11		
14	Sound system for 50 Pax				1	No.	11		
15	Light and sound technician				4	No s.	11		
16	Watchout Server for playing content				1	No.	11		
17	Console	10	4	4	1	No.	1		
18	42" Preview Plasma				8	No s.	11		
19	Customised Preview plasma masking				8	No s.	1		
20	Infrastructure for remote intervention as per point no 8 of annexure 3				1	Jobs	11		
21	Name card / plate				50	No s.	1		
22	Wireless LAN with Internet access for all participants, as per the performance requirements as per annexure 3				1	job	1		
23	Wired Gigabit Ethernet LAN on the podium, webcast, remote intervention, voting stations and access control stations. as per annexure 3				1	job	1		
24	Photographer				1	No.	11		
25	Videographer				2	No s.	11		
C	Editorial Committee Meeting Room - 30 Pax U Shape								
1	Thematic backdrop	12		8	1	No s	1		
2	Wooden laminated Table 6ft x 2ft x 2.5ft high with 2 power points				15	No s	11		
3	Leather High Back chair				30	No s	11		
4	Wireless microphone				1	No	11		

						s			
5	Headsets for all participants and panelists				50	No s	11		
6	Projector screen with required support and branding	30		10	2	No.	11		
7	Projector (HDMI, XVGA, BNC), adequate for projecting a clear image onto the large screens, with direct wired connection via split video cables to the projections computer				2	No.	11		
8	Laptop for projection specification as per 11.2 of annexure 3				2	No.	11		
9	Floral décor in the centre				1	No.	11		
10	Table top flower arrangements				15	No s.	11		
11	T Truss for ambient lighting 14ft high				4	No s.	11		
12	RGB PAR				24	No s.	11		
13	LED wash light - warm white				8	No s.	11		
14	Sound system for 30 Pax				1	No.	11		
15	Light and sound technician				4	No s.	11		
16	Watchout Server for playing content				1	No.	11		
17	Console	10	4	4	1	No.	1		
18	42" Preview Plasma				4	No s.	11		
19	Customised Preview plasma masking				4	No s.	1		
20	Name card / plate				30	No s.	1		
21	Wireless LAN with Internet access for all participants, as per the performance requirements as per annexure 3				1	job	1		
22	Wired Gigabit Ethernet LAN on the podium, webcast, remote intervention, voting stations and access control stations. as per annexure 3				1	job	1		
23	Photographer				1	No.	11		
24	Videographer				2	No s.	11		
D	Conference Room - 50 Pax - 3 Nos.								
1	Construction of wooden stage with steps at the front for the panelists	24	10	2. 5	72 0	Sqf t	1		
2	Projector screen with required support and branding	16		10	3	No.	11		
3	Projector (HDMI, XVGA, BNC), adequate for projecting a clear image onto the large screens, with direct wired connection via split video cables to the projections				3	No.	11		

	computer								
4	Laptop for projection specification as per 11.2 of annexure 3				3	No.	11		
5	Console	10	4	4	3	No.	1		
6	Camera riser	4	4	2	6	No s	11		
7	Speaker podium				3	No s	11		
8	Wooden laminated Table 6 ft x 2ft x 2.5ft high with 2 power points	4	2	2.5	75	No s	11		
9	Good quality Revolving chairs				150	No s	11		
10	Head table for 4 panelists				3	No.	11		
11	Revolving chair for panelists				12	No s	11		
12	Push To Talk Mic with queuing system for the head table				12	No s	11		
13	Push To Talk Mic with queuing system for the participants				75	No s	11		
14	Headsets for all participants and panelists				162	No s	11		
15	Lapel mic, if required				12	No s	11		
16	Podium mic				6	No s	11		
17	T Truss for ambient lighting 14ft high				12	No s.	11		
18	RGB PAR				72	No s.	11		
19	LED wash light - warm white				24	No s.	11		
20	Light engineer				3	No.	11		
21	Sound engineer				3	No.	11		
22	Light and sound Technician				12	No s.	11		
23	Watchout Server for playing content				3	No.	11		
24	Photographer				3	No.	11		
25	Videographer				6	No s.	11		
26	Vounteers				12	No s.	11		
27	Front of house - FOH				3	No s.	11		
28	Clear comm for the technical team for silent communication				12	No s.	11		
29	Table top flower arrangements for dais				12	No s.	11		
30	Programming Board (Digital)				3	No.	11		
31	Digital Sound Mixer (Digico SD 10)				3	No.	11		

32	Wireless LAN with Internet access for all participants, as per the performance requirements as per annexure 3				1	job	1		
33	Wired Gigabit Ethernet LAN on the podium, webcast, remote intervention, voting stations and access control stations. as per annexure 3				1	job	1		
34	General branding				960	Sqft	1		
35	3D standee for event branding and direction signage				6	No.s.	1		
36	Digital standee for event schedule and branding				6	No.s.	11		
37	Name card / plate for panelists				12	No.s.	1		
38	Infrastructure for remote intervention as per point no 8 of annexure 3				3	Jobs	11		
E	Conference Room - 30 Pax - 2 Nos.								
1	Construction of wooden stage with steps at the front for the panelists	24	10	2.5	480	Sqft	1		
2	Projector screen with required support and branding	16		10	2	No.	11		
3	Projector (HDMI, XGA, BNC), adequate for projecting a clear image onto the large screens, with direct wired connection via split video cables to the projections computer				2	No.	11		
4	Laptop for projection specification as per 11.2 of annexure 3				2	No.	11		
5	Console	10	4	4	2	No.	1		
6	Camera riser	4	4	2	4	No.s	11		
7	Speaker podium				2	No.s	11		
8	Wooden laminated Table 6 ft x 2ft x 2.5ft high with 2 power points	4	2	2.5	30	No.s	11		
9	Good quality Revolving chairs				60	No.s	11		
10	Head table for 4 panelists				2	No.	11		
11	Revolving chair for panelists				8	No.s	11		
12	Push To Talk Mic with queuing system for the head table				8	No.s	11		
13	Push To Talk Mic with queuing system for the participants				30	No.s	11		
14	Headsets for all participants and panelists				68	No.s	11		
15	Lapel mic, if required				8	No.s	11		
16	Podium mic				4	No.s	11		

17	T Truss for ambient lighting 14ft high				8	No s.	11		
18	RGB PAR				48	No s.	11		
19	LED wash light - warm white				16	No s.	11		
20	Light engineer				2	No.	11		
21	Sound system for 30 pax				1	No.	11		
22	Sound engineer				2	No.	11		
23	Light and sound Technician				8	No s.	11		
24	Watchout Server for playing content				2	No.	11		
25	Photographer				2	No.	11		
26	Videographer				4	No s.	11		
27	Vounteers				8	No s.	11		
28	Front of house - FOH				4	No s.	11		
29	Clear comm for the technical team for silent communication				12	No s.	11		
30	Table top flower arrangements for dais				8	No s.	11		
31	Programming Board (Digital)				2	No.	11		
32	Digital Sound Mixer (Digico SD 10)				2	No.	11		
33	Wireless LAN with Internet access for all participants, as per the performance requirements as per annexure 3				1	job	1		
34	Wired Gigabit Ethernet LAN on the podium, webcast, remote intervention, voting stations and access control stations. as per annexure 3				1	job	1		
35	General branding				64 0	Sqf t	1		
36	3D standee for event branding and direction signage				4	No s.	1		
37	Digital standee for event schedule and branding				4	No s.	11		
38	Name card / plate for panelists				8	No s.	1		
39	Infrastructure for remote intervention as per point no 8 of annexure 3				2	Job s	11		
F	Ministers, Secretary and Secretary General, chairman rooms - 5 Nos.								
1	Wooden partition walls with fabric print				10 5	Sq m	1		
2	Wooden doors				5	No s.	1		
3	Double seater sofa				20	No s	11		
4	Center table				10	No	11		



					s			
5	Workstation table			5	No s	11		
6	Revolving chair			5	No s	11		
7	Executive table for heads with side table			5	No s	11		
8	High back revolving chair			5	No s	11		
9	Low back revolving chair			10	No s	11		
10	Table top flower arrangement			14	No s.	11		
11	Potted plants			20	No s.	11		
12	Paintings			20	No s.	1		
13	Wireless LAN with Internet access for all rooms, as per the performance requirements as per annexure 3			1	job	1		
G	BiLateral rooms - 4 Nos. - 10 - 20 Pax							
1	Wooden partition walls with fabric print			45. 5	Sq m	1		
2	Wooden doors			4	No s.	1		
3	Backdrop	12		8	4	No s	1	
4	Boardroom table for 20 pax			4	No s	11		
5	High back revolving chair			80	No s	11		
6	Table top flower arrangement			40	No s.	11		
7	Table top country table flag - 3 sets			57 9	No s.	11		
8	Name card / plate for panelists			80	No s.	1		
9	Wireless LAN with Internet access for all rooms, as per the performance requirements as per annexure 3			1	job	1		
H	Seating arrangements at the foyer							
1	Three seater sofa			10	No s.	11		
2	Double seater sofa			24	No s	11		
3	Single seater sofa			10	No s	11		
4	Centre table			12	No s	11		
5	Table top flower arrangement			12	No s.	11		

6	Potted plants				100	No s.	11		
7	Mobile charging station				4	No s.	11		
I	Tea Coffee station - 6 Nos. for AMT and PMT								
1	Buffet table				30	No s	11		
2	Hi Table				15	No s	11		
3	Glass round table				15	No s	11		
4	Chair on round table				60	No s	11		
5	Water dispenser								
J	Control room								
1	Table	5	2	2.5	24	No s	11		
2	Chairs				48	No s	11		
3	Single seater sofa				12	No s	11		
4	Center table				2	No s	11		
5	Planters				20	No s	11		
6	Laptop / Desktop				10	No s	11		
7	Multifunction printer with network connectivity with minimum 32 ppm capacity to be used by several staff members for scanning and high-volume printing. These printers should have the facility to scan to email and scan to PDF both in monochrome and color				2	No s	11		
8	Stationary (25 Photocopy paper ream, 10 stapling machine with pin, 20 sets of clips, paper punch, 100 pen, 100 pencil, 20 sharpener, 50 file folder, 20 paper flags etc)				1	No.	1		
9	Paper shredder				1	No.	1		
10	Wireless LAN with Internet access for all participants, as per the performance requirements as per annexure 3				1	job	1		
11	Wired Gigabit Ethernet LAN on the podium, webcast, remote intervention, voting stations and access control stations. as per annexure 3				1	job	1		
K	Organising committee Room								

1	Table	5	2	2.5	35	No s	11		
2	Single seater sofa				50	No s	11		
3	Centre table				10	No s	11		
4	Buffet table (tea coffee station)				5	No s	11		
5	Table top flower arrangement				10	No s.	11		
6	Potted plants				30	No s.	11		
7	Laptop / Desktop				10	No s	11		
8	Multifunction printer with network connectivity with minimum 32 ppm capacity to be used by several staff members for scanning and high-volume printing. These printers should have the facility to scan to email and scan to PDF both in monochrome and color				2	No s	11		
9	Stationary (25 Photocopy paper ream, 10 stapling machine with pin, 20 sets of clips, paper punch, 100 pen, 100 pencil, 20 sharpener, 50 file folder, 20 paper flags etc)				1	No.	1		
10	Paper shredder				1	No.	1		
11	Wireless LAN with Internet access for all participants, as per the performance requirements as per annexure 3				1	job	1		
12	Wired Gigabit Ethernet LAN on the podium, webcast, remote intervention, voting stations and access control stations. as per annexure 3				1	job	1		
	TOTAL COST								
Hall 14 - GF - 750 PAX									
A	<u>Plenary Hall Stage, Table, Backdrop and Audio/Public Address System.</u>								
1	Construction of wooden walls for the conference hall for 750 pax	160	100	10	5200	Sqf t	1		
2	General branding with event specific branding on the temporary walls	-	-	-	10400	Sqf t	1		
3	Entry / exit door	-	-	-	4	No s.	1		
4	Floor carpeting	-	-	-	16275	Sqf t	1		

5	Wooden platform inside the hall to cover the wiring and cabling				21 27 5	Sqft	1		
6	Plenary Hall Stage -100ftx30ftx3.5ft				30 00	Sqft	1		
7	Carpet on the Stage				30 00	Sqft	1		
8	Stair case access to stage to be given from three sides				3	No.s	1		
9	Ramp access of 20 feet width on two sides. 9mtrx2.4x4ft(H)				2	No.s	1		
10	LED light strips to be embedded aesthetically into stage design (400 feet length of LED strip).				40 0	No.s	1		
11	Console room for the technical team - 50ft x 10ft				1	No.	1		
B	<u>Dais Arrangement</u>								
1	Stage Table Design with unique ITU signage: 50 feet length * 3 feet width* 2.5 feet height with Power Plug for each seat				1	No.s	1		
2	Gooseneck mikes to be embedded on stage table.				14	No.s	11		
3	Cordless mikes for the lectern				2	No.s	11		
4	Wireless collar pin type mike sets to be provided for use on stage.				3	No.s	11		
5	Good quality Chairs (High back rest Leather chairs with leather arm rest and five spoke wheeled base.) to be provided for use on stage.				14	No.s	11		
6	Tables for secretariat staff - 6ft x 2ft x 2.5ft high				7	No.s.	11		
7	Chairs to be provided for use on stage For secretariat staff				14	No.s	11		
8	Speaker Podium Lecterns				2	No.s	11		
9	Laptop on the podium for presentation and additional 17inch Screen				2	No.s	11		
C	<u>Stage Backdrop Video Wall</u>								
1	Stage backdrop a High Resolution LED Video Wall with Controller-100ftx16ft(h)				16 00	sqft	11		
2	Watchout Server for playing content				3	No.s	11		
3	Stage scaffolding				64 02	Sqft	1		
4	Stage Led Riser				20 0	sqft	1		
5	Side backdrop				19 80	sqft	1		
6	Stage branding				30 0	sqft	1		

7	2.6 mm LED Screen (including platform, LED Processor, HD Switcher etc) for delay - 16 x 10 ft				2	No s.	11		
8	Comfort Monitor (65 inches) visible from head Table				4	No s.	11		
D	Truss and lighting								
1	LED Flood Lights of suitable wattage (100-500 watts ) will be installed on racks from ceiling to focus on stage with controllable field of light.				20	No s	11		
2	LED Colored Lights will be installed suitably on floor surrounding the stage for suitable illumination effect				20	No s	11		
3	Light trussing				1	L S	11		
4	Light technician				6	No s.	11		
5	Light engineer				2	No s.	11		
6	Programming Board (Digital)				1	No.	11		
E	Audio / Public Address System:								
1	Stage PA system to provide High quality sound system for 750 pax				4	No s.	11		
2	Dedicated technically qualified AV operators to be provided for controlling the stage sound system.				2	No s	11		
3	Professional Conference Management System for Speaker & Camera Control				1	No.	11		
4	Infrastructure for remote intervention as per point no 8 of annexure 3				1	No.	11		
5	Digital Audio Recording (One floor + English channel) refer to page 2 of Annexure 2				2	No s	11		
6	Audio Video Webcast in 06 Language Plus Floor (i.e 7 Channels)				1	job	11		
7	Transmission of Audio (floor + six languages) and video from meeting to webcast and remote intervention centre or extra booth for two person				1	job	11		
8	Infrastructure fo captioning service as per point no 9 of annexure 3				1	job	11		
9	Electronic Name handling System				1	job	11		
10	Multi/Press box/Mixers with Minimum of 24 XLR outputs.				1	job	11		

11	An AV system (including both broadcast cameras and personnel) to project images of speakers and participants in real-time onto the large projection screens in the room and onto the four (4) additional 42-inch flat screens, as mentioned above. The system must also allow the possibility of displaying the name of the speaker at the bottom of the screens, the speech time-limit clock, captioning and the list of speakers and documents. The activation of the speech time limit clock shall be controlled by the AV team				1	job	11		
12	Sound technician				6	No s.	11		
13	Sound engineer				2	No s.	11		
14	Digital Sound Mixer (Digico SD 10)				1	No.	11		
15	Clear comm for the technical team for silent communication				8	No s.	11		
F	Media Stage:								
1	Press stage				360	sqft	1		
2	Carpet on the Stage				360	sqft	1		
3	Railings on three sides				3	No s	1		
4	Electrical Points				25	No s	11		
5	Sound Output Sockets				50	No s	11		
6	Wooden tables				3	No s	11		
7	Chairs				20	No s	11		
8	Green room				1080	sqft	1		
9	Electrical Points				25	No s	11		
G	Delegate tables and chairs and VIP chairs								
1	Tables/ Wooden : 6 feet length * 2 feet width * 2.5 feet height with Power Plug for each seat				375	No s	11		
2	Push To Talk Mic with queuing system				375	No s	11		
3	Interpretation transmission equipment and headsets for all participants including extra sets for the VIP guests (must be capable of independently set to the independent channel.)				778	No s	11		
4	Delegate Chairs : With arm rest, cushioned, good back support and sturdy.				750	No s	11		
5	Table Name plates				75	No	1		

				0	s.			
6	Simultaneous interpretation sound proof cabin, in conformity with ISO Standards, in at least six (6) languages. Four (4) booths with two (2) places each and two (2) booths with three (3) places each.			6	No s.	11		
7	Monitors / screens for viewing in each interpretation booth			12	No s.	11		
H	Event Branding							
1	General branding			750	Sqft	1		
2	3D standee for event branding and direction signage			10	No s.	1		
3	Digital standee for event schedule and branding			10	No s.	11		
I	<u>WI-FI and INTERNET FACILITIES</u>							
1	Wireless LAN with Internet access for all participants, as per the performance requirements as per annexure 3			1	job	1		
2	Wired Gigabit Ethernet LAN on the podium, webcast, remote intervention, voting stations and access control stations. as per annexure 3			1	job	1		
J	<u>PLANTS AND FLORAL ARRANGEMENTS</u>							
1	Suitable floral arrangements for stage will be made. (opening and closing ceremony)			350	sqft	2		
2	Potted plants - 3ft			100	No s	11		
3	Potted plants- 4ft			50	No s	11		
4	Table top flower décor for dias			14	No s,	11		
K	<u>Foyer Area Arrangements: INFORMATION DESK</u>							
1	Help desk with ITU branding backdrop			4	No s	11		
2	Chairs			8	No s	11		
M	Photographer and Videographer							
1	Photographer			4	No s.	11		
2	Videographer			6	No s.	11		
3	Live Mixing and Editing			1	No.	11		
N	Manpower							
1	Front of house - FOH			4	No s.	11		
2	Volunteer / Ushers			20	No s,	11		
	Hall 14 - GF - other areas							
A	General Décor							

1	Hall Carpeting				65 00 0	Sqft	1		
3	Periphery hall branding	10 00		16	16 00 0	sqft	1		
4	Hall entry Gate	30		10	2	No s	1		
5	3D Standee for event branding and way finding signages				20	No s	1		
6	Digital signages				10	No s	1		
7	Mobile charging station				10	No s.	1		
8	Local networking (wireless +Wire LAN) details as per annexure 3				2	job	1		
9	Wireless LAN with Internet access for all participants, as per the performance requirements				2	job	1		
10	Wired Gigabit Ethernet LAN on the podium, webcast, remote intervention, voting stations and access control stations.				2	job	1		
B	Information Desk (existing)								
1	Backdrop for Information counter	50		16	80 0	Sqft	1		
2	Novia Chairs for Info Counter				20	No s	11		
3	Power socket				8	No s.	11		
C	Meeting room (existing foyer room )								
1	Novia chair				6	No s	11		
2	Octonorm tables				6	No s	11		
3	Power socket				8	No s.	11		
D	Lockable Cabinet Room (existing foyer room )								
1	Lockers				20 0	No s	11		
2	Security personnel				4	No s.	11		
E	First Aid (Existing room )								
1	Octonorm tables				2	No s	11		
2	Novia chair				4	No s	11		
3	Medical kit				1	No	1		



						s			
4	Medicine cabinet				1	No s	1		
5	Hospital bed				1	No s	11		
6	3 fold privacy curtain				1	No s	11		
7	Step stool				1	No s	11		
8	Doctor				1	No.	11		
9	Nursing staff				4	No.	11		
10	Power socket				8	No s.	11		
F	VIP room								
1	Fabrication of customised room with finished walls, carpet, ceiling, lights, wooden door and electrical points etc	50	36		1	No s	1		
2	Double seater sofa				20	nos	11		
3	Single seater sofa				20	nos	11		
4	Center table				10	nos	11		
5	Side table				10	nos	11		
6	Flower décor				10	nos	11		
G	Open Lounge								
1	Double seater sofa				36	No s	11		
2	Center table				18	nos	11		
3	side table				18	nos	11		
4	Service table				10	No s	11		
5	Planters				15 0	No s	11		
6	Flower décor				20	No s	11		
H	Deputy director TSB								
1	Room Fabrication with modular walls, carpet, lights, door and electrical power points	15	15		1	No s	1		
2	Customize Director Table with side drawer unit				1	No s	11		
3	High back leather chair				1	No s	11		
4	Conference Table -3ft Dia				1	No s	11		
5	Computer chairs with wheels (2 on work stations and 4 on conference table)				6	No s	11		
I	Chief Study groups department								

1	Room Fabrication with modular walls, carpet, lights, door and electrical power points	15	15		1	No s	1		
2	Customize Director Table with side drawer unit				1	No s	11		
3	High back leather chair				1	No s	11		
4	Conference Table -3ft Dia				1	No s	11		
5	Computer chairs with wheels (2 on work stations and 4 on conference table)				6	No s	11		
J	Chief OPD department								
1	Room Fabrication with modular walls, carpet, lights, door and electrical power points	15	15		1	No s	1		
2	Customize Director Table with side drawer unit				1	No s	11		
3	High back leather chair				1	No s	11		
4	Conference Table -3ft Dia				1	No s	11		
5	Computer chairs with wheels (2 on work stations and 4 on conference table)				6	No s	11		
K	Assistant Room								
1	Room Fabrication with modular walls, carpet, lights, door and electrical power points	15	15		1	No s	1		
2	Customize Director Table with side drawer unit				1	No s	11		
3	High back leather chair				1	No s	11		
4	Conference Table -3ft Dia				1	No s	11		
5	Computer chairs with wheels (2 on work stations and 4 on conference table)				6	No s	11		
L	Regional Offices								
1	Room Fabrication with modular walls, carpet, lights, door and electrical power points	45	15		1	No s	1		
2	Workstation Table	5	2	2.5	15	No s	11		
3	Chairs				30	No s	11		
4	Extension Boards				15	No s	11		
M	Director TSB								

[illegible]

R	Director BR								
1	Room Fabrication with modular walls, carpet, lights, door and electrical power points	15	15		1	No s	1		
2	Customize Director Table with side drawer unit				1	No s	11		
3	High back leather chair				1	No s	11		
4	Conference Table -3ft Dia				1	No s	11		
5	Computer chairs with wheels (2 on work stations and 4 on conference table)				6	No s	11		
S	Executive assistant								
1	Room Fabrication with modular walls, carpet, lights, door and electrical power points	15	15		1	No s	1		
2	Customize Director Table with side drawer unit				1	No s	11		
3	High back leather chair				1	No s	11		
4	Conference Table -3ft Dia				1	No s	11		
5	Computer chairs with wheels (2 on work stations and 4 on conference table)				6	No s	11		
T	Executive assistant								
1	Room Fabrication with modular walls, carpet, lights, door and electrical power points	15	15		1	No s	1		
2	Customize Director Table with side drawer unit				1	No s	11		
3	High back leather chair				1	No s	11		
4	Conference Table -3ft Dia				1	No s	11		
5	Computer chairs with wheels (2 on work stations and 4 on conference table)				6	No s	11		
U	Head Of WTSa COMMS team								
1	Room Fabrication with modular walls,carpet, lights, door and electrical power points	22	20		1	No s	1		
2	Customize Director Table with side drawer unit				1	No s	11		
3	High back leather chair				1	No s	11		
4	Conference Table -3ft Dia				1	No s	11		
5	Computer chairs with wheels (2 on work stations and 4 on conference table)				6	No s	11		

[illegible]

Z.1	Reprography and document dictribution								
1	Room Fabrication with modular walls, carpet, lights, door and electrical power points	26	22		1	No s	1		
2	Octonorm table				5	No s	11		
3	Novia chair				5	No s	11		
4	Document storage cabinet				4	No s	11		
Z.2	WTSA C&P Dept Room 1								
1	Room Fabrication with modular walls, carpet, lights, door and electrical power points	12	12		1	No s	1		
2	Octonorm table				2	No s	11		
3	Novia chair				4	No s	11		
Z.3	WTSA C&P Dept Room 2								
1	Room Fabrication with modular walls, carpet, lights, door and electrical power points	12	12		1	No s	1		
2	Octonorm table				2	No s	11		
3	Novia chair				4	No s	11		
Z.4	Legal Affair Unit								
1	Room Fabrication with modular walls, carpet, lights, door and electrical power points	26	12		1	No s	1		
2	Octonorm table				4	No s	11		
3	Novia chair				8	No s	11		
4	Document Cabinet				2	No s	11		
Z.5	CMS logistics								
1	Room Fabrication with modular walls, carpet, lights, door and electrical power points	22	12		1	No s	1		
2	Octonorm table				2	No s	11		
3	Novia chair				6	No s	11		
Z.6	GSS								
1	Room Fabrication with modular walls, carpet, lights, door and electrical power	26	12		1	No s	1		

	points								
2	Octonorm table				4	No s	11		
3	Novia chair				8	No s	11		
Z.7	WTSa WG PLEN								
1	Room Fabrication with modular walls, carpet, lights, door and electrical power points	26	12		1	No s	1		
2	Octonorm table				4	No s	11		
3	Novia chair				8	No s	11		
Z.8	WTSa Info Services dept								
1	Room Fabrication with modular walls, carpet, lights, door and electrical power points	40	26		1	No s	1		
2	Octonorm table				8	No s	11		
3	Novia chair				16	No s	11		
Z.9	WTSa COM 5								
1	Room Fabrication with modular walls, carpet, lights, door and electrical power points	50	26		1	No s	1		
2	Octonorm table				8	No s	11		
3	Novia chair				16	No s	11		
4	Customize Director Table with side drawer unit				1	No s	11		
5	High back leather chair				1	No s	11		
Z.10	Interpreters Lounge								
1	Room Fabrication with modular walls, carpet, lights, door and electrical power points	40	62		1	No s	1		
2	Double seater sofa				20	No s	11		
3	Single seater sofa				20	No s	11		
4	Center table				10	No s	11		
5	Side table				10	No s	11		
6	Planters				50	No s	11		

7	Flower décor				10	No s	11		
Z.11	Coordinator Interpreters								
1	Room Fabrication with modular walls, carpet, lights, door and electrical power points	30	22		1	No s	1		
2	Octonorm table				10	No s	11		
3	Novia chair				20	No s	11		
Z.12	Translators/Revisers								
1	Room Fabrication with modular walls, carpet, lights, door and electrical power points	32	22		1	No s	1		
2	Octonorm table				10	No s	11		
3	Novia chair				20	No s	11		
Z.13	WTSA Ad Hoc Groups								
1	Room Fabrication with modular walls, carpet, lights, door and electrical power points	14	26		1	No s	1		
2	Customize Director Table with side drawer unit				1	No s	11		
3	High back leather chair				1	No s	11		
4	Conference Table -3ft Dia				1	No s	11		
5	Computer chairs with wheels (2 on work stations and 4 on conference table)				6	No s	11		
Z.14	SPM/Protocol								
1	Room Fabrication with modular walls, carpet, lights, door and electrical power points	26	14		1	No s	1		
2	Customize Director Table with side drawer unit				1	No s	11		
3	High back leather chair				1	No s	11		
4	Conference Table -3ft Dia				1	No s	11		
5	Computer chairs with wheels (2 on work stations and 4 on conference table)				6	No s	11		
Z.15	SPECIAL ADVISOR								
1	Room Fabrication with modular walls, carpet, lights, door and electrical power points	26	14		1	No s	1		



2	Customize Director Table with side drawer unit				1	No s	11		
3	High back leather chair				1	No s	11		
4	Conference Table -3ft Dia				1	No s	11		
5	Computer chairs with wheels (2 on work stations and 4 on conference table)				6	No s	11		
Z.16	Inter Regional coordination								
1	Room Fabrication with modular walls, carpet, lights, door and electrical power points	15	15		1	No s	1		
2	Customize Director Table with side drawer unit				1	No s	11		
3	High back leather chair				1	No s	11		
4	Conference Table -3ft Dia				1	No s	11		
5	Computer chairs with wheels (2 on work stations and 4 on conference table)				6	No s	11		
Z.17	Administrator COM 2								
1	Room Fabrication with modular walls, carpet, lights, door and electrical power points	15	15		1	No s	1		
2	Customize Director Table with side drawer unit				1	No s	11		
3	High back leather chair				1	No s	11		
4	Conference Table -3ft Dia				1	No s	11		
5	Computer chairs with wheels (2 on work stations and 4 on conference table)				6	No s	11		
Z.18	Secretary COM 2								
1	Room Fabrication with modular walls, carpet, lights, door and electrical power points	15	15		1	No s	1		
2	Customize Director Table with side drawer unit				1	No s	11		
3	High back leather chair				1	No s	11		
4	Conference Table -3ft Dia				1	No s	11		
5	Computer chairs with wheels (2 on work stations and 4 on conference table)				6	No s	11		
Z.19	Book shop								
	Three side room fabrication with modular walls, carpet, lights, door and electrical	15	15		1	No s	1		

	power points - 3m x 3m								
	Fascia with vinyl print				1	No s	1		
	Chair				4	No s	1		
	Octonorm table				3	No s	1		
	Book racks				6	No s	1		
Z.20	Gift distribution room with desk and storage area								
	Three side room fabrication with modular walls, carpet, lights, door and electrical power points - 3m x 3m	15	15		1	No s	1		
	Fascia with vinyl print				1	No s	1		
	Chair				4	No s	1		
	Octonorm table				3	No s	1		
	Racks				6	No s	1		
Z.21	Air ticket counters								
	Three side room fabrication with modular walls, carpet, lights, door and electrical power points - 3m x 3m	15	15		1	No s	1		
	Fascia with vinyl print				1	No s	1		
	Chair				4	No s	1		
	Octonorm table				3	No s	1		
Z.22	Prayer room - Male and Female								
	Closed room fabrication with modular walls, carpet, lights, door and electrical power points - 3m x 3m	15	15		2	No s	1		
	Rugs				6	No s.	1		
Z.23	Lost and found room								
	Closed room fabrication with modular walls, carpet, lights, door and electrical power points - 3m x 3m	15	15		2	No s	1		
	Lockers				6	No s.	1		
	Chair				2	No s.	1		
	Octonorm table				4	No	1		

						s.			
Z.24	Telecommunication centre								
	Three side room fabrication with modular walls, carpet, lights, door and electrical power points - 3m x 3m	15	15		1	No s	1		
	Fascia with vinyl print				1	No s	1		
	Chair				4	No s	1		
	Octonorm table				3	No s	1		
Z.25	Multipurpose room - 3m x 3m				5	No s.			
	Closed room fabrication with modular walls, carpet, lights, door and electrical power points - 3m x 3m	15	15		2	No s	1		
	Lockers				2	No s.	1		
	Chair				2	No s.	1		
	Octonorm table				4	No s.	1		
	TOTAL COST								
Hall 14 - FF - 300 PAX									
A	Conference Room -300 Pax - 2 Nos.								
1	Construction of wooden walls for the conference hall for 300 pax	120	75	10	7800	Sqft	1		
2	General branding with event specific branding on the temporary walls	-	-	-	31200	Sqft	1		
3	Entry / exit door	-	-	-	8	No s.	1		
4	Floor carpeting	-	-	-	18000	Sqft	1		
5	Construction of wooden stage with steps for the panelists	32	12	2.5	768	Sqft	1		
6	Projector screen with required support and branding	30		10	2	No.	11		
7	Projector (HDMI, X VGA, BNC), adequate for projecting a clear image onto the large screens, with direct wired connection via split video cables to the projections computer				2	No.	11		
8	Laptop for projection specification as per 11.2 of annexure 3				2	No.	11		
9	Console for the technical team	10	4	4	2	No.	1		

10	Camera riser	4	4	2	2	No s	1		
11	Speaker podium				2	No s	11		
12	Wooden laminated Table 6ft x 2ft x 2.5ft high with 2 power points	6	2	2. 5	30 0	No s	11		
13	Good quality Revolving chairs				60 0	No s	11		
14	Head table for 6 panelists				2	No.	11		
15	Revolving chair for panelists				12	No s	11		
16	Push To Talk Mic with queuing system for the head table				12	No s	11		
17	Push To Talk Mic with queuing system for the participants				30 0	No s	11		
18	Headsets for all participants and panelists				61 2	No s	11		
19	Lapel mic, if required				12	No s	11		
20	Podium mic				4	No s	11		
21	T Truss for ambient lighting 14ft high				4	No s.	11		
22	RGB PAR				48	No s.	11		
23	LED wash light - warm white				16	No s.	11		
24	Light engineer				2	No.	11		
25	Sound engineer				2	No.	11		
26	Light and sound Technician				8	No s.	11		
27	Watchout Server for playing content				2	No.	11		
28	Photographer				2	No.	11		
29	Videographer				4	No s.	11		
30	Vounteers				8	No s.	11		
31	Front of house - FOH				4	No s.	11		
32	Clear comm for the technical team for slent communication				16	No s.	11		
33	Table top flower arrangements for dais				12	No s.	11		
34	Programming Board (Digital)				2	No.	11		
35	Digital Sound Mixer (Digico SD 10)				2	No.	11		
36	Wireless LAN with Internet access for all participants, as per the performance requirements				2	job	1		
37	Wired Gigabit Ethernet LAN on the podium, webcast, remote intervention, voting stations and access control stations.				2	job	1		
38	3D standee for event branding and				8	No	1		

	direction signage					s.			
39	Digital standee for event schedule and branding				8	No s.	11		
40	Name card / plate for panelists				12	No s.	1		
41	Mobile charging station				4	No s.	11		
42	Audio recording of the floor				2	No s.	11		
43	Infrastructure for remote intervention as per point no 8 of annexure 3				2	No s.	11		
	Hall 14 - FF - other areas								
A	General Décor								
1	Hall Carpeting				65 00 0	Sqft	1		
2	Periphery hall branding	10 00		16	16 00 0	sqft	1		
3	Hall entry Gate	30		10	2	No s	1		
4	3D Standee for event branding and way finding signages				20	No s	1		
5	Digital signages				10	No s	1		
6	Mobile charging station				10	No s.	1		
B	Information Desk (existing)								
1	Backdrop for Information counter	50		16	80 0	Sqft	1		
2	Novia Chairs for Info Counter				20	No s	11		
3	Power socket				8	No s.	11		
C	Meeting room (existing foyer room )								
1	Novia chair				6	No s	11		
2	Octonorm tables				6	No s	11		
3	Power socket				8	No s.	11		
E	Bilateral Rooms - 6 Nos.								
1	Fabrication of customised room with finished walls, ceiling, lights, wooden door and electrical points etc	32	16	10	6	No s	1		
2	Bilateral Chairs for HoD				12	No s	11		

3	Bilateral chairs				60	No s	11		
4	Center table				12	No s	11		
5	Side table				60	No s	11		
6	Backdrop	18		8	6	No s	1		
7	Table flags				11 58	No s	11		
F	Press Briefing Room								
1	Construction of wooden walls for the press briefing	10 0	65	10	33 00	Sqf t	1		
2	General branding with event specific branding on the temporary walls	-	-	-	66 00	Sqf t	1		
3	Entry / exit door	-	-	-	2	No s.	1		
4	Theater Seating				10 0	No s	11		
5	Construction of wooden walls for the press briefing	30	20	2	1	No s	1		
6	Event backdrop	20		8	1	No s	11		
7	Sound system 200 pax				1	No.	11		
8	Camera Riser	14		4	2	No s	1		
9	Console				1	No.	1		
10	T truss				4	No s	11		
11	RGB warm white				24	No s	11		
12	LED Profile				8	No s	11		
13	Extention boards				20	No s	11		
14	Podium				1	No s	11		
15	Podium mic				2	No s	11		
16	Gooseneck mic				8	No s	11		
17	Cordless mic				10	No s	11		
18	Dias Table				8	No s	11		
19	Dias Chair				8	No s	11		
20	Tent cards for panelists				8	No s	11		
21	Workstation table				50	No s	11		

22	Revolving chair				100	No s	11		
23	Power socket				50	No s.	11		
24	Programming Board (Digital)				2	No.	11		
25	Digital Sound Mixer (Digico SD 10)				2	No.	11		
26	Local networking (wireless +Wire LAN) details as per annexure 3				1	job	1		
27	Wireless LAN with Internet access for all participants, as per the performance requirements				1	job	1		
28	Wired Gigabit Ethernet LAN on the podium, webcast, remote intervention, voting stations and access control stations.				1	job	1		
29	Laptop / Desktop				20	No s	11		
30	Multifunction printer with network connectivity with minimum 32 ppm capacity to be used by several staff members for scanning and high-volume printing. These printers should have the facility to scan to email and scan to PDF both in monochrome and color				4	No s	11		
31	Stationary (25 Photocopy paper ream, 10 stapling machine with pin, 20 sets of clips, paper punch, 100 pen, 100 pencil, 20 sharpener, 50 file folder, 20 paper flags etc)				2	No s	11		
32	Paper shredder				2	No s	11		
G	Relaxation Lounge and recreational area	63	53		1	No s	1		
1	Double seater sofa				20	No s	11		
2	Single seater sofa				10	No s	11		
3	Center table				10	No s	11		
4	Side table				10	No s	11		
5	Flower arragment				20	No s	11		
6	Recliners				5	No s	11		
7	Foosball table				2	No s.	1		
8	Thematic décoration of the area				1	No.	11		
H	Cyber café								
1	Construction of wooden walls	52	16	10	1360	Sqft	1		

2	General branding with event specific branding on the temporary walls	-	-	-	27 20	Sqft	1		
3	Entry / exit door	-	-	-	2	Nos.	1		
4	Workstation				10	Nos	11		
5	Revolving chair				20	Nos	11		
6	Laptop / Desktop				20	Nos	11		
7	Multifunction printer with network connectivity with minimum 32 ppm capacity to be used by several staff members for scanning and high-volume printing. These printers should have the facility to scan to email and scan to PDF both in monochrome and color				4	Nos	11		
8	Stationary (25 Photocopy paper ream, 10 stapling machine with pin, 20 sets of clips, paper punch, 100 pen, 100 pencil, 20 sharpener, 50 file folder, 20 paper flags etc)				2	Nos	11		
9	Paper shredder				2	Nos	11		
I	Cafeteria								
1	Modular food stalls with basic furniture, electrical power point and overhead branding	16	16	8	20	Nos	1		
2	Round table with underlay and overlay				50	Nos	11		
3	Banquet chair with covers				30 0	Nos	11		
4	High table table				50	Nos	11		
5	Big dustbin				30	Nos	1		
	TOTAL COST								
HALL 1 - GROUND FLOOR									
A	Exhibition booths - 73 Nos.								
1	Periphery Branding Wall				50 00	Sqft	1		
2	Scaffolding Structure for Periphery Wall				12	Nos	1		
3	Custom made booth construction with 2 table, 4 chair, 2 power socket, 6 spotlights, carpet, fascia name, overhead branding, dustbin - 4m x 2m	3	2		73	Nos.	1		
4	Passage Carpeting				20	Sq	1		



					00	m			
5	Flower Pots (Table Tops)				73	No s	10		
6	Power Distribution & Wiring				73	No s	1		
7	Small Planters				30 0	No s.	11		
8	Big Planters				10 0	No s.	11		
9	Mobile Charging Station				10	No s	11		
10	Entrance Arch	38	16	1	1	No s	1		
11	Sound System for ambience Music				1	No s	11		
12	Pillar Branding 2m x 4m (h) x 4 sides				1	No s	1		
13	Thematic 3D Installation	15	8	1	2	No s	1		
14	Thematic standees with vinyl prints				6	No s	1		
15	Q Manager				10 0	No s	1		
16	Ambient lights				10 0	No s.	11		
B	Wifi / Internet Requirements								
1	Wireless LAN with Internet access for all participants, as per the performance requirements				1	job	1		
2	Wired Gigabit Ethernet LAN for the stalls				1	job	1		
	TOTAL COST								
	Hall 1 - 150 pax 3 days_Kalaidoscope								
A	Session Hall -150 Pax								
1	Construction of wooden stage with steps for the panelists	32	12	2. 5	38 4	Sqf t	1		
2	Projector screen with required support and branding	30		10	1	No.	4		
3	Projector (HDMI, X VGA, BNC), adequate for projecting a clear image onto the large screens, with direct wired connection via split video cables to the projections computer				1	No.	4		
4	Laptop for projection specification as per 11.2 of annexure 3				1	No.	4		
5	Console for the technical team	10	4	4	1	No.	1		
6	Camera riser	4	4	2	1	No s	1		
7	Speaker podium				1	No	4		

						s			
8	Wooden laminated Table 6ft x 2ft x 2.5ft high with 2 power points	6	2	2.5	75	No s	4		
9	Good quality Revolving chairs				150	No s	4		
10	Head table for 6 panelists				1	No.	4		
11	Revolving chair for panelists				6	No s	4		
12	Push To Talk Mic with queuing system for the head table				6	No s	4		
13	Push To Talk Mic with queuing system for the participants				75	No s	4		
14	Headsets for all participants and panelists				156	No s	4		
15	Lapel mic, if required				6	No s	4		
16	Podium mic				2	No s	4		
17	T Truss for ambient lighting 14ft high				4	No s.	4		
18	RGB PAR				24	No s.	4		
19	LED wash light - warm white				8	No s.	4		
20	Light engineer				1	No.	4		
21	Sound system for 150 pax				1	No.	4		
22	Sound engineer				1	No.	4		
23	Light and sound Technician				4	No s.	4		
24	Watchout Server for playing content				1	No.	4		
25	Photographer				1	No.	4		
26	Videographer				2	No s.	4		
27	Vounteers				4	No s.	4		
28	Front of house - FOH				2	No s.	4		
29	Clear comm for the technical team for silent communication				8	No s.	4		
30	Table top flower arrangements for dais				7	No s.	4		
31	Programming Board (Digital)				1	No.	4		
32	Digital Sound Mixer (Digico SD 10)				1	No.	4		
33	Wireless LAN with Internet access for all participants, as per the performance requirements as per annexure 3				1	job	1		
34	Wired Gigabit Ethernet LAN on the podium, webcast, remote intervention, voting stations and access control stations. as per annexure 3				1	job	1		
35	General branding				320	Sqf t	1		

36	3D standee for event branding and direction signage				4	No s.	1		
37	Digital standee for event schedule and branding				4	No s.	4		
38	Name card / plate for panelists				6	No s.	1		
39	Mobile charging station				4	No s.	4		
	TOTAL COST								
HALL 1 - FIRST FLOOR									
A	Dining								
1	Partition walls with event branding	20 00		14	28 00 0	Sqft	1		
2	Wooden door with glass window				6	No s.	1		
3	Periphery Branding Wall				35 00	Sqft	1		
4	Scaffolding Structure for Periphery Wall				12	No s	1		
5	Carpeting				90 00	Sq m.	1		
6	Round tables with overlay and underlay				20 2	No s	11		
7	Banquet chairs				16 16	No s	11		
8	Buffet tables				20 0	No s	11		
9	High tables				90	No s	11		
10	Flower Pots (Table Tops)				20 2	No s	10		
11	Small Planters				20 0	No s.	10		
12	Big Planters				20 0	No s.	10		
13	Mobile Charging Station				40	No s	11		
14	Sound System for ambience Music				4	No s	11		
15	Pillar Branding 2m x 4m (h) x 4 sides				4	No s	1		
16	Thematic 3D Installation	15	8	1	2	No s	1		
17	Thematic standees with vinyl prints				12	No s	1		
18	Power distribution and electrical wiring				1	LS	1		
19	Ambient lights				50 0	No s.	11		

20	Power socket				250	No s.	11		
21	Construction of wooden stage with steps and carpet				576	Sqft	1		
22	Speaker podium				2	No s	11		
23	Podium mic				4	No s	11		
24	T Truss for ambient lighting 14ft high				4	No s.	11		
25	RGB PAR				48	No s.	11		
26	LED wash light - warm white				16	No s.	11		
27	Light engineer				2	No.	4		
28	Sound system for 150 pax				2	No.	4		
29	Sound engineer				2	No.	4		
30	Light and sound Technician				4	No s.	4		
31	Watchout Server for playing content				2	No.	4		
32	Photographer				2	No.	4		
33	Videographer				4	No s.	4		
34	Vounteers				2	No s.	4		
35	Front of house - FOH				2	No s.	4		
36	Clear comm for the technical team for silent communication				8	No s.	4		
37	Programming Board (Digital)				1	No.	4		
38	Digital Sound Mixer (Digico SD 10)				1	No.	4		
	TOTAL COST								
	Travel Management Cost								
1	40 Seater Bus - 1 shift of 10 hours - 100 Km for Delhi / NCR				15	No s.	12		
2	60 Seater Bus - 1 shift of 12 hours - 250 Km for outstation				6	No s.	2		
3	Mercedes or equivalent - 1 shift of 10 hours - 100 km				10	No s.	12		
4	Camry or equivalent - 1 shift of 10 hours - 100 km				10	No s.	12		
5	Innova or equivalent - 1 shift of 10 hours - 100 Km				15	No s.	12		
6	Ertiga or equivalent - 1 shift of 10 hours - 100 Km				15	No s.	12		
7	Ciaz or equivalent - 1 shift of 10 hours - 100 Km				20	No s.	12		
8	Dezire or equivalent - 1 shift of 10 hours - 100 Km				20	No s.	12		

9	Additional per hour charges for bus				1	No.	12		
10	Additional per km charges for bus				1	No.	12		
11	Night duty chargers for bus				1	No.	12		
12	Additional per hour charges for cars				1	No.	12		
13	Additional per km charges for cars				1	No.	12		
14	Night duty chargers for cars				1	No.	12		
15	Engagement and provision of information counter for Ola / Uber / car rental partner at the venue				2	No s.	1		
	TOTAL COST								
Miscellaneous									
A	CCTV								
	CCTV Camera setup ( HD)				100	No s	12		
	Fiber Optic Cables for Camera - Standard Cabling 80 Mtr per Camera				100	nos	1		
B	Control room								
	Tables 4ft with electrical sockets				20	No s	12		
	Revolving cushioned chairs				40	No s	12		
	Viewing screens 42inch				20	No s	12		
	Laptops/Desktops				10	No s	12		
	Heavy duty printers				2	No s	12		
	CCTV footage recording and data collection				1	No s	1		
	LAN/Internet Distribution				1	No s	12		
	Fiber optic cabling for internet/LAN				1	No s	1		
	Networking				1	No s	1		
D	Genset Bharat Mandapam / Hall 14/ hall 1								
	Per day rental charges for 125 KVA soundproof generator (including Junction box, automatic changeover, earthing). Charges towards fuel consumption will be paid on actual basis.				10	No s	12		
	Per day rental charges for 250 KVA soundproof generator (including Junction box, automatic changeover, earthing). Charges towards fuel consumption will be paid on actual				20	No s	12		

	basis.								
	Per day rental charges for 500 KVA soundproof generator (including Junction box, automatic changeover, earthing). Charges towards fuel consumption will be paid on actual basis.				6	No s	12		
	Per day rental charges for 62 KVA soundproof generator (including Junction box, automatic changeover, earthing). Charges towards fuel consumption will be paid on actual basis.				10	No s	12		
	Power transmission and distribution with electrical panel and isolators				1	Job	1		
E	UPS bharat mandapam, hall 14/hall 1								
	UPS 60 KVA				4	No s	12		
	UPS 30 KVA				4	No s	12		
F	Fire safety								
	Fire Marshals				40	No s	12		
	Fire Extinguishers (10 Kg - CO2 & ABC)				12 0	No s	12		
	Fire Extinguishers (5 KG - CO2 & ABC)				12 0	No s	12		
	Fire bucket with stand and water				60	No s	12		
G	Security								
	Security Guards- One shift x 10 hrs				80	No s	12		
	Supervisors - One shift x 10 hrs				20	No s	12		
	Traffic marshals				40	No s	12		
H	House keeping								
	Cleaning staff - One shift 10hrs				12 0	No s	12		
	Supervisors - One shift 10hrs				20	No s	12		
	Cleaning material				1	LS	1		
I	Event coverage								

	Photographers (still/moving)				5	No s	11		
	Videographers (still/moving )				5	No s	11		
	Live mixing and editing				1	No s	11		
	Live streaming				1	No s	11		
	Web casting on multiple platforms				1	No s	11		
	Jimmy jib for cameras				1	No s	11		
J	Collaterals								
1	A5 size Notepads with spiral binding, 50 pages of 80 GSM and 200 GSM cover with event branding				30 00	No s.	1		
2	Customised Delegate Handbook (A5 size with 200 GSM paper, 25 pages, multicolour, mat finishing with 300 GS m cover)				30 00	No s.	1		
3	Good quality pens for delegates and meeting room with event branding				30 00	No s.	1		
4	Customised Pen drive (32 GB) with event branding				30 00	No s.	1		
5	Seed pencils				30 00	No s.	1		
6	Lapel pins with WTSA logo				30 00	No s.	1		
7	Delegate bag - Type 1 - Rs 1000				30 00	No s.	1		
8	HoD bag - Type 2 - Rs 3000				50 0	No s.	1		
9	VIP bag - Type 3 - Rs 5000				30 0	No s.	1		
12	Media kit with event branding - tote bag, mug, pen and a note pad				50 0	No s.	1		
K	Gifts & Giveaways								
1	Delegate Gifts - ODOP including packaging				30 00	No s.	1		
2	Delegate Gifts - Tea / Coffee packet including packaging				30 00	No s.	1		
3	HoD gift - ODOP including packaging				50 0	No s.	1		
4	VIP gift - ODOP including packaging				30 0	No s.	1		
5	Momentos				50 0	No s.	1		
L	Venue Branding								

1	Design, printing and installation of hoarding, banners etc on 280 GSM fabric - 10ft x 8ft - 60 nos and 20ft x 10ft x 50 Nos.				14800	sqft	1		
2	Design, printing and installation vinyl standee etc				5000	sqft	1		
3	Customised Thematic Installations (15ftX10ft)				12	Nos	1		
4	Entrance arch gates at Gate 4, 6 and 7				3	Nos.	1		
M	Venue Building Façade lighting								
	Complete building lighting with multiple programmable lights ( LED par, NIC NRG wash, BSW380, Moving wash etc) creating an asthetically pleasing experience				1	Job	11		
N	Hall 14 GF/FF Volunteers								
	Ushers(Male/female) - One shift 10hrs				40	Nos	12		
	Supervisors (GF/FF) - One shift 10hrs				4	Nos	12		
O	Hall 1 GF/FF Volunteers								
	Ushers(Male/female) - One shift 10hrs				40	Nos	12		
	Supervisors (GF/FF) - One shift 10hrs				4	Nos	12		
P	General Area (Lunch/Tea-coffe)								
	Ushers(Male/female) - One shift 10hrs				40	Nos	12		
	Supervisor - One shift 10hrs				4	Nos	12		
Q	Registration								
	RFID/QR code entry based system				1	Nos.	1		
	Laptop				20	Nos.	11		
	PVC Badges with lanyard - 95mm x 130mm (appx)				5000	Nos.	1		
	Hand held badge reader/scanners				20	Nos.	11		
	Standee badge reader/scanners with 40" TV and laptop				40	Nos.	11		
	Registration team per shift				30	Nos	11		
	Extension Boards				60	Nos	11		
	Registration Backdrop	10		8	4	Nos	1		



	Local networking (wireless +Wire LAN) details as per annexure 3				1	Job	1		
R	Security								
	Baggage scanners				10	No s.	11		
	DMFD and HHMD				20	No s.	11		
	Female frisking booths				6	No s.	1		
	Que Managers				30	No s.	1		
	Mojo Barricading (1000 RFT)				100	No s.	1		
	Bollards				1	No s.	1		
R	Invites								
	Designing and printing of invites for the event - A 8, 300 GSM with envelope				5000	No s.	1		
S	Foreign exchange and ATM provision at the venue				1	No.	11		
T	Tourist / Travel conceige and manning of the booth				1	No s.	1		
U	Enagement of food agencies like haldirams, chayoos, barista, sagar ratna, pizzahut, dominos, burger king etc to supply food on payment basis				20	No s.	11		
V	Golf cart with driver at the venue - 6 seater				10	No s.	11		
W	Water dispensers with consumables Single-use cups should be avoided.				30	No s.	11		
	TOTAL COST								
IT and Internet Requirements									
A	IT requirements								
	Electric Power Supply & AC Requirement				1	Job			
	IT Equipment Room (Minimum 25 m2 of floor space (Construction of ICT Room) in any of the Hall				1	Job			
	Overall operations and maintenance IT support during the event days (Minimum 10 qualified personnel)				1	Job			
B	Facilities in rooms for ICT equipment								

	Minimum six (6) power outlets on at least two (2) different circuit breakers				6	No s.			
	Two (2) independent Uninterrupted Power Supplies (UPS) of minimum three (3) KVA each or four (4) UPSs of minimum 1.5 KVA each, to survive short power outages of up to ten (10) minutes				1	Job			
	Adequate air conditioning for ITU's equipment (15000 BTU/hour);				1	No.			
	Eight (8) RJ45 network points connecting to 1 Gbps ports on at least two network switches of the venue's LAN infrastructure.				8	No s.			
	The working room(s) for IT support staff shall have adequate ventilation and air conditioning to handle the thermal load of both the staff and the equipment that will be installed				1	Job			
C	InterNet Connection for Blue LAN								
	8 Gbps duplex terrestrial Internet link for Blue LAN In the IT rack of ITU on Optical fiber. Internet Service Provider shall provide forward DNS and at least 8 Internet routable IPv4 addresses.				1	Job	15		
D	Internet connections for the Green LAN								
	Two (2) 8 Gbps duplex Internet links operating in active-active and dynamic failover mode to two (2) separate Internet exchange points (e.g. 2 PoPs of an ISP or two ISPs). In the IT rack of ITU on Optical fiber. Internet Service Provider shall provide forward DNS and at least 2 x 16 Internet routable IPv4 addresses. Support for IPv6 should be considered				1	Job	15		
E	Wireless LAN								
	wireless LAN access points to support approximately one thousand (1000) Events participants and ITU officials, with up to 2000 wireless devices within the premises (meeting rooms, offices, cybercafé, press centre, etc.), taking into account that over 90% of the participants will be in the main meeting room during the plenary sessions:				1	Job	15		
	Authentication server (AAA) for Wi-Fi Users - The user of Wi-Fi will be authenticated with User name & pwd Given by the ITU				1	Job	15		
F	Webcasting								
	ITU may provide the webcast encoders and servers for live multilingual webcasting the meetings, with assistance from a local team recruited by the Government who are already familiar with the webcast technology, to be agreed upon between				1	Job	11		

	the Host Country's and ITU technical teams.								
	Three(3) video feed for each webcast encoder				1	Job	11		
	1000BaseT connectivity for the encoders				1	Job	11		
G	PCs/laptops, Printers and other equipment								
	The exact number of PCs, printers and scanners required for supporting ITU officials and local staff, meeting rooms, rooms management system, cybercafé, registration, webcast, vote counting and spares is contained in the "Table of Requirements" to be prepared by ITU.								
	Laptop				50	No s.	11		
	All in one desktop				20	No s.	11		
H	Screens for PCs / laptops								
	Minimum 24" flat screen with HDMI interface				50	No s.	11		
	One HDMI cable per screen to connect the screen to the PC/laptop				50	No s.	11		
I	Printers (minimum requirements)								
	Multifunction printer with network connectivity with minimum 32 ppm capacity to be used by several staff members for scanning and high volume printing. These printers should have the facility to scan to email and scan to PDF both in monochrome and color and consumables like paper, cartage etc				4	No s.	11		
	Laser printers with network connectivity with minimum 16 ppm capacity like paper, cartage etc				4	No s.	11		
	Colour laser printers with network connectivity and preferably with recto-verso printing functionality with a minimum 16 ppm capacity. like paper, cartage etc				4	No s.	11		
	For the ITU document control, document reproduction teams and cybercafé, higher speed and more robust printers may be required like paper, cartage etc				4	No s.	11		
	42" LED - Digital Signage Meeting Rooms				20	No s.	11		
	Mobile Digital Singage 2.5ft x 6ft				20	No s.	11		

	Stationary (25 Photocopy paper ream, 10 stapling machine with pin, 20 sets of clips, paper punch, 100 pen, 100 pencil, 20 sharpener, 50 file folder, 20 paper flags etc)				2	No s	11		
	Paper shredder				2	No s	11		
	TOTAL COST								
GALA DINNER AND CULTURAL PROGRAMME									
A	Main Stage								
1	Creation of AC German Hangar of 2000 sqm. The structures shall have false ceiling having interiors (including levelling, fire redundant, flooring, carpeting, false ceiling, glass doors, LED lights, decorative lights, MDF boards, support structure with water ballast, fabrication of side walls with 220 GSM fabric print etc.)				1	Sq m.	1		
2	Construction of wooden stage with multilevel riser and appropriate finished floor as per artist requirement	70	36	3	25 20	Sqf t	1		
3	Thematic backdrop on the stage	70	3	12	84 0	Sqf t	1		
4	Event Logo unit in acrylic and backlit	8		8	2	No s.	1		
5	Green rooms with all accessories	10		10	5	No s.	2		
6	Camera Raisers with Carpet	4	4	3	3	No s.	1		
7	Multi level console	24	6	4	1	No.	1		
8	Console masking with black fabric	36		4	14 4	Sqf t	1		
9	Round table with overlay and underlay				80	No s.	1		
10	Banquet chairs with covers				48 0	No s.	1		
11	High table with overlay and underlay				50	No s.	1		
B	Installations								
1	Thematic arch gate	12		10	2	No s.	1		
2	Thematic walkway	12	20	10	4	No s.	1		
3	Thematic Installation and photo ops as per the event theme	10	3	8	6	No s.	6		
4	Flower décor on stage				1	Job	1		
C	Sound								

1	PA System				12	No s.	2		
2	Delay Stacks				2	No s.	2		
3	Subwoofers				6	No s.	2		
4	Stage Monitors				4	No s.	2		
5	Centre fills				2	No s.	2		
6	Side fills				2	No s.	2		
7	Amplifier				2	No s.	2		
8	Audio Mixer Digico				1	No s.	2		
9	Audio Twin CD Player				1	No s.	2		
10	Microphones Cordless - SHURE SM 58 UHFR				2	No s.	2		
11	Foot mic				4	No s.	2		
12	Podium mic				2	No s.	2		
13	DI Boxes				2	No s.	2		
14	Audio Distribution Box / D Amp/ Media Box				1	No s.	2		
15	Clear Coms				6	No s.	2		
16	Tech rider				1	No.	2		
D	Light								
1	Source Four Par				16	No s.	2		
2	LED PAR				80	No s.	2		
3	Quntam profile spot				30	No s.	2		
4	Ultratec Radiance Hazer (or similar)				2	No s.	2		
5	Sharpie				36	No s.	2		
6	Moving LED Wash				18	No s.	2		
7	LED Battens				16	No s.	2		
8	Mirchi lights				50 0	No s.	2		
9	Hologen lights				16	No s.	2		
10	Gobo				2	No s.	1		

11	Gobo machine	-	-	-	2	No s.	2		
12	Follow spot				2	No s.	2		
13	Lighting Board				1	No s.	2		
14	Ambient lighting				2	No s.	2		
15	Dimmer				2	No s.	2		
16	Lighting Eng				1	No s.	2		
17	Technician				6	No s.	2		
E	Trussing								
1	Goal post trussing ( Multiple )				1	Job	2		
2	T Truss for Side Lighting				6	No s.	2		
3	Scaffolding				26	No s.	2		
F	LED								
1	Central LED wall	60		10	60 0	Sqf t	2		
2	LED Processor 4K Processors				1	No.	2		
3	Watchout server				1	No.	2		
4	HD switcher				1	No.	2		
5	TFT Monitors				2	No s.	2		
6	LCD 42" Monitor				2	No s.	2		
7	LCD 50" Monitor				2	No s.	2		
8	Master Cue Slide Advance				2	No s.	2		
9	Fibre Optic Cable for LED Walls				2	No s.	2		
10	Video Engineer				1	No.	2		
11	Technician				10	No s.	2		
G	Photography & Videographer								
1	Videographer				3	No s.	1		
2	Photographer				2	No s.	1		
3	HD Video Switcher with Live Mixing Unit				1	No.	1		
4	Talk Back system				4	No s.	1		
5	Preview & PGM Monitors				1	No.	1		

H	Generators & Electricals								
1	Per day rental charges for 125 KVA soundproof generator (including Junction box, automatic changeover, earthing). Charges towards fuel consumption will be paid on actual basis.				3	No s.	2		
2	Per day rental charges for 62 KVA soundproof generator (including Junction box, automatic changeover, earthing). Charges towards fuel consumption will be paid on actual basis.				1	No.	2		
I	Others								
1	Emcee				1	No.	1		
2	Volunteers				4	No s.	2		
3	Hostess				2	No s.	1		
4	Cold pyros				50	No s.	1		
5	Lazers				6	No s.	2		
6	Periphery cloth masking	80		8	640	Sqft	1		
7	Porta toilets				10	No s.	2		
8	Mobile toilet Vans for VIP guests				5	No s.	2		
J	Artist management and curation/conceptualisation of cultural programme (30 - 45 minutes)				1	Job	1		
	TOTAL COST								
EXC URSI ON									
1	Organing a day excursion for 350 delegates within 300 km from Delhi including two high tea and lunch				1	Job	1		
2	Tour guide				6	No s.	1		
3	Tour manager				1	No.	1		
4	Entrance Fees to monuments, sites and other charges (as applicable)								
	FOOD & BEVERAGES								

1	Lunch - Broad menu to be given				20 00	PA X	10		
2	AMT and PMT - Tea, coffee and cookies/ cakes etc				20 00	PA X	10		
3	High tea for bilateral at Bharat Mandapam Broad menu to be given				20 0	PA X	10		
4	High tea for bilateral at Hall 14 - Broad menu to be given				20 0	PA X	10		
5	Water bottles for bilateral rooms 250 ml				50 0	PA X	10		
6	Glass water bottles for bilateral rooms with glasses 250 ml				10 0	PA X	10		
7	Water dispenser with consumables				10 0	No s.	10		
	EVENT MANAGEMENT FEE					%	1		
	SUB TOTAL								
	GST 18%								
	GRAND TOTAL								

**Annexure-15**

**Premises, facilities, services and local staff  
to be provided by the Government**

In accordance with Article VII of this Agreement, the Government shall take all necessary actions to make available to ITU, free of charge, the following premises, facilities, services and local staff, as necessary, and in a manner that ITU considers adequate to ensure the proper functioning of the Events.

For the purposes of this Annex, the term "participant" shall be understood to mean any Symposium or Assembly participant, respectively, and any ITU official.



## 1 Premises<sup>1</sup>

### 1.1 Conference rooms

#### a) *A main conference room capable of accommodating approximately one thousand and five hundred (1500) persons, equipped with:*

##### **Head table**

- A head table (desk-type), elevated podium, with fourteen (14) places plus an additional row of chairs and a table behind for the secretariat. Tables at the podium should be minimum 1,50 m x 70 cm for two (2) persons.
- A backdrop whose colour scheme will correspond to that of the Events and will be suitable for camera (TV or still camera); the design is subject to prior approval by ITU.
- A lectern with one (1) roaming microphone.

##### **Meeting room configuration**

- Seating for participants in a classroom-style configuration, with one (1) row of chairs behind each row of tables (desk type).
- Multiple entry and exit doors to facilitate movement into and out of the conference room.
- Area designated for broadcast media with platform for photographers.

##### **Technical and audiovisual (AV) requirements**

- One (1) microphone for each person seated at the head table.
  - One (1) microphone for every two (2) participants seated at table in the room.
  - A set of headphones for each participant, including those seated at the head table. Each headphone must be capable of being independently set to the desired audio channel.
  - A sound system with booths and installations for simultaneous interpretation, in conformity with ISO Standards, in at least six (6) languages. Four (4) booths with two (2) places each and two (2) booths with three (3) places each.
  - Two (2) monitors in each interpretation booth.
- Digital audio recording: One (1) copy of the floor and English channels, satisfying the following requirements:

The product will come in the form of a digital audio recording or recordings allowing easy switching between channels and easy navigation to any given point of the meeting. To facilitate this, some form of indexing of the delegations/observers having taken the floor should be provided. It must be possible for several different users to use the product simultaneously, both at the Venue and back at ITU headquarters, and possibly even elsewhere, immediately after each meeting and post-conference, using office or personal PCs/headsets. The system must be absolutely reliable.

The recording system must also be suitable for the creation of the legal reference meeting record.

Thus, in addition to satisfying the readability and reliability requirements mentioned

---

<sup>1</sup> A strict no-smoking policy shall be observed on all ITU premises.

above, it must be easy to store and durable.

- At least four (4) projection screens, large enough to show all the different sources, clearly visible to all participants, and at least four (4) additional flat screens (at least 42 inches), readily visible from the head table.
- At least four (4) projectors (HDMI, X VGA, BNC), adequate for projecting a clear image on the large projection screens, with direct wired connection via split video cables to the presentations computer (at or near the podium) and to the video system.
- An AV system (including both broadcast cameras and personnel) to project images of speakers and participants in real-time onto the large projection screens in the room and onto the four (4) additional 42-inch flat screens, as mentioned above. The system must also allow the possibility of displaying the name of the speaker at the bottom of the screens, the speech time-limit clock, captioning and the list of speakers and documents. The activation of the speech time limit clock shall be controlled by the AV team.
- One (1) laptop on the podium connected to projectors for presentation. Specification of the laptop can be found in Annex 3. One (1) additional screen (17”) on the podium, for the Secretary next to the Chairman.
- Infrastructure for remote intervention service (refer to Annex 3 for details);
  - Audio and video webcast of the debates in six (6) languages (Arabic, Chinese, English, French, Russian, Spanish) plus floor, i.e., a total of seven (7) channels.
- Transmission of the audio (floor + A/C/E/F/R/S) and video signals from the meeting room to the webcast and remote intervention centre, where the encoders will be installed; otherwise, a secured booth for the webcast and remote intervention encoders and workspace for two (2) persons shall be installed close to the interpretation booths.
- Infrastructure for captioning service (see [Annex 3](#)).
- An electronic name-handling system to request the floor (system + control screen at the head table).
- Multi/press box/Mixers with a minimum of twenty-four (24) XLR outputs for a direct audio patch by media into the sound system.

#### **IT requirements**

- Wireless LAN with Internet access for all participants, as per the performance requirements listed in [Annex 3](#).
- Wired Gigabit Ethernet LAN on the podium, webcast, remote intervention, voting stations and access control stations.
- Power plugs for laptops (one (1) per seat), including at the head table.

**b) *One (1) conference room capable of accommodating approximately seven hundred and fifty (750) persons, equipped as follows:***

#### **Head table**

- A head table (desk-type), elevated podium with fourteen (14) places plus an additional row of chairs and a table behind for the secretariat. Tables at the podium should be minimum 1,50 m x 70 cm for two (2) persons.
- A backdrop whose colour scheme will correspond to that of the Events; the design is subject to prior approval by ITU.

- A lectern with one (1) roaming microphone.

### ***Meeting room configuration***

- Seating for participants in a classroom-style configuration, with one (1) row of chairs behind each row of tables (desk type).

### ***Technical and audiovisual (AV) requirements***

- One (1) microphone for each person seated at the head table.
- One (1) microphone for every two (2) seated participants.
- A set of headphones for each participant, including those seated at the head table. Each headphone must be capable of independent switching to the desired audio channel.
- A sound system with booths and installations for simultaneous interpretation, in conformity with ISO standards, in at least six (6) languages. Four (4) booths with two (2) places each and two (2) booths with three (3) places each.
- Two (2) monitors in each interpretation booth.
- 
- Digital audio recording: One (1) copy of the floor and English channels, satisfying the following requirements:

The product will come in the form of a digital audio recording or recordings allowing easy switching between channels and easy navigation to any given point of the meeting. To facilitate this, some form of indexing of the delegations/observers having taken the floor will be provided. It must be possible for several different users to use the product simultaneously, both at the Conference venue and back at ITU headquarters, and possibly even elsewhere, immediately after each meeting and post-conference, using office or personal PCs/headsets. The system must be absolutely reliable.

The recording system must also be suitable for the creation of the legal reference meeting record. Thus, in addition to satisfying the readability and reliability requirements mentioned above, it must be easy to store and durable.

- Two (2) large projection screens, clearly visible to all participants, and two (2) additional flat screens (42 inches), readily visible from the head table.
- Two (2) projectors (HDMI, XGA, BNC), adequate for projecting a clear image onto the large projection screens, with direct wired connection via split video cables to the projections computer.
- An AV system (including both broadcast cameras and personnel) to project images of speakers and participants in real time onto the large screens in the room and onto the two (2) additional 42-inch flat screens on the podium, as mentioned above. The system must also allow the possibility of displaying the name of the speaker at the bottom of the screens, the speech time-limit clock, captioning and the list of speakers and documents.
- 
- One (1) laptop on the podium connected to projectors Specification of the laptop can be found in Annex 3.

One (1) additional screen (17") on the podium, for the Secretary next to the Chairman.

- Audio and video webcast of the debates in six (6) languages (Arabic, Chinese, English, French, Russian, Spanish) plus floor, i.e. a total of seven (7) channels.
- Transmission of the audio (floor + A/C/E/F/R/S) and video signals from the meeting room to the webcast centre, where the encoders will be installed; otherwise, a secured booth for the webcast and remote intervention encoders and workspace for two (2) persons shall

- be installed close to the interpretation booths.
- Infrastructure for remote intervention service (refer to Annex 3 for details)
- Infrastructure for captioning service (see [Annex 3](#)).
- An electronic name-handling system to request the floor (system + control screen at the head table).

#### ***IT requirements***

- Wireless LAN with Internet access for all participants, as per the performance requirements listed in [Annex 3](#).
- Wired Gigabit Ethernet LAN on the podium, webcast, remote intervention and access control stations.
- Power plugs for laptops (one (1) per seat), including at the head table.

**c) *Two (2) conference rooms capable of accommodating approximately three hundred (300) persons, each equipped as follows:***

#### ***Head table***

- A head table (desk-type), elevated podium with six (6) places. Tables at the podium should be minimum 1,50 m x 70 cm for two (2) persons.
- A backdrop whose colour scheme will correspond to that of the Events; the design is subject to prior approval by ITU.

#### ***Conference room configuration***

- Seating for participants in a classroom-style configuration, with one (1) row of chairs behind each row of tables (desk type).

#### ***Technical and audiovisual (AV) requirements***

- A sound system with one (1) microphone for each person seated at the head table.
- One (1) microphone for every two (2) seated participants.
- A set of headphones for each participant, including those seated at the head table.
- Digital audio recording: Floor .
- One (1) large projection screen, clearly visible to all participants, and one (1) additional flat screen (42 inches), readily visible from the podium.
- One (1) projector (HDMI, XGA, BNC), adequate for projecting a clear image onto the screen, with direct wired connection via split video cables to the presentations computer.
- One (1) laptop for projections. Specification of the laptop can be found in Annex 3.
- Infrastructure for remote intervention service (refer to Annex 3 for details).

#### ***IT requirements***

- Wireless LAN with Internet access for all participants as per the performance requirements listed in [Annex 3](#).
- –
- Wired Gigabit Ethernet LAN only for the Head table.
- Power plugs for laptops (one (1) per seat), including at the head table.

- d) ***One (1) conference room capable of accommodating approximately one hundred and fifty (200) persons from 21 – 23 October 2024 in Hall 1, first floor equipped as follows:***

***Head table***

- A head table (desk-type), elevated podium with six (6) places.

***Meeting room configuration***

- Seating for participants in a classroom-style configuration, with one (1) row of chairs behind each row of tables (desk type).

***Technical and audiovisual (AV) requirements***

- One (1) microphone for each person seated at the head table.
- One (1) microphone for every two (2) seated participants.
- A set of headphones for each participant, including those seated at the head table.
- One (1) large projection screen, clearly visible to all participants.
- One (1) projector (HDMI, XGA, BNC), adequate for projecting a clear image onto the large screens, with direct wired connection via split video cables to the projections computer.
- One (1) laptop for projections. Specification of the laptop can be found in Annex 3.

- e) ***One (1) conference room capable of accommodating approximately one hundred and fifty (150) persons equipped as follows:***

***Head table***

- A head table (desk-type), elevated podium with six (6) places.

***Meeting room configuration***

- Seating for participants in a classroom-style configuration, with one (1) row of chairs behind each row of tables (desk type).

***Technical and audiovisual (AV) requirements***

- One (1) microphone for each person seated at the head table.
- One (1) microphone for every two (2) seated participants.
- A set of headphones for each participant, including those seated at the head table.
- One (1) large projection screen, clearly visible to all participants.
- One (1) projector (HDMI, XGA, BNC), adequate for projecting a clear image onto the large screens, with direct wired connection via split video cables to the projections computer.
- One (1) laptop for projections. Specification of the laptop can be found in Annex 3.

***IT requirements***

- Wireless LAN with Internet access for all participants, as per the performance requirements listed in Annex 3.
- Wired Gigabit Ethernet LAN only for the Head table.
- Power plugs for laptops (one (1) per seat).

- f) ***Two (2) conference room capable of accommodating approximately one hundred (100) persons, each equipped as follows:***

**Head table**

- A head table (desk-type), elevated podium with six (6) places.

**Meeting room configuration**

- Seating for participants in a classroom-style configuration, with one (1) row of chairs behind each row of tables (desk type).

**Technical and audiovisual (AV) requirements**

- One (1) microphone for each person seated at the head table.
- One (1) microphone for every two (2) seated participants.
- A set of headphones for each participant, including those seated at the head table.
- One (1) large projection screen, clearly visible to all participants.
- One (1) projector (HDMI, XGA, BNC), adequate for projecting a clear image onto the large screens, with direct wired connection via split video cables to the projections computer.
- One (1) laptop for projections. Specification of the laptop can be found in Annex 3.
- Infrastructure for remote intervention service (refer to Annex 3 for details).

**IT requirements**

- Wireless LAN with Internet access for all participants, as per the performance requirements listed in Annex 3.
- Wired Gigabit Ethernet LAN only for the Head table.
- Power plugs for laptops (one (1) per seat).

**g) One (1) conference room capable of accommodating approximately fifty (50) persons, equipped as follows:**

**Meeting room configuration**

- Tables and chairs for approximately fifty (50) persons, configured in a U-shape.

**Technical and audiovisual (AV) requirements**

- One (1) microphone for every two (2) seated participants.
- A set of headphones for each participant, including those seated at the head table.
- One (1) large projection screen, clearly visible to all participants.
- One (1) projector (HDMI, XGA, BNC), adequate for projecting a clear image onto the large screens, with direct wired connection via split video cables to the projection computer.
- One (1) laptop for projections. Specification of the laptop can be found in Annex 3.
- Infrastructure for remote intervention service (refer to Annex 3 for details);

**IT requirements**

- Wireless LAN with Internet access for all participants, as per the performance requirements listed in Annex 3.
- Wired Gigabit Ethernet LAN for the Head table..
- Power plugs for laptops (one (1) per seat).

**h) One (1) meeting room for the Editorial Committee for approximately thirty (30) persons,**

***equipped with:***

- Large tables and chairs for approximately thirty (30) persons, configured in a Ushape.
- One (1) wireless microphone with support.
- Two (2) large projection screens, clearly visible to all Editorial Committee members.
- Two (2) projectors (HDMI, XVGA, BNC), adequate for projecting a clear image onto the screen(s), with direct wired connection via split video cables to the projections computer.
- Two (2) PCs or laptops for projections. Specification of the laptop can be found in Annex 3.
- Wireless LAN with Internet access for all Editorial Committee members, as per the performance requirements listed in Annex 3.
- Wired Gigabit Ethernet LAN (Number specified in the table of requirements).
- Power plugs for laptops (one (1) per seat).

***i) Three (3) conference rooms capable of accommodating fifty (50) persons, each one equipped as follows:***

***Head table***

- A head table (desk-type), elevated podium with four (4) places.

***Meeting room configuration***

- Tables and chairs for approximately fifty (50) persons, in a classroom style configuration.

***Technical and audiovisual (AV) requirements***

- One (1) microphone for every two (2) seated participants.
- A set of headphones for each participant, including those seated at the head table.
- One (1) large projection screen, clearly visible to all participants.
- One (1) projector (HDMI, XVGA, BNC), adequate for projecting a clear image onto the large screens, with direct wired connection via split video cables to the projection computer.
- One (1) laptop for projections. Specification of the laptop can be found in Annex 3.
- ✓ Infrastructure for remote intervention service (refer to Annex 3 for details);

***IT requirements***

- Wireless LAN with Internet access for all participants, as per the performance requirements listed in Annex 3.
- Wired Gigabit Ethernet LAN for the Head table.
- Power plugs for laptops (one (1) per seat).

***j) Two (2) conference rooms capable of accommodating thirty (30) persons, each one equipped as follows:***

***Head table***

- A head table (desk-type), elevated podium with four (4) places.

***Meeting room configuration***

- Tables and chairs for approximately thirty (30) persons, in a classroom style configuration.

***Technical and audiovisual (AV) requirements***

- One (1) microphone for every two (2) seated participants.
- A set of headphones for each participant, including those seated at the head table.
- One (1) large projection screen, clearly visible to all participants.
- One (1) projector (HDMI, XGA, BNC), adequate for projecting a clear image onto the large screens, with direct wired connection via split video cables to the projection computer.
- One (1) laptop for projections. Specification of the laptop can be found in Annex 3.
- ✓ Infrastructure for remote intervention service (refer to Annex 3 for details);

#### **IT requirements**

- Wireless LAN with Internet access for all participants, as per the performance requirements listed in Annex 3.
- Wired Gigabit Ethernet LAN for the Head table.
- Power plugs for laptops (one (1) per seat).

**k) *Three (3) meeting rooms accommodating between ten (10) to twenty (20) persons, boardroom style, tables and chairs only in a quiet area (otherwise microphones will be necessary). These rooms will be used as breakout rooms for Committees and Bilateral meetings.***

All conference rooms shall be equipped with tables (desk-type, width approximately sixty (~ 60) centimetres) for participants.

Bottled mineral water or jugs with tap water and glasses shall be available at each head table and in the interpretation booths.

Multiple water fountains shall be made available at the entrance to each conference room and throughout the venue. Single-use cups should be avoided.

All the conference rooms will be **fully operational** as per the operational date and time specified in the Table of Requirements.

### **1.2 Offices**

Individual offices, with good phonic isolation and with natural light (if possible), for the Chairman of the Assembly, chairmen and secretaries of committees, elected officials of ITU and their secretariats. These offices must be in close proximity to the conference room in which the plenary meetings are held.

Wireless LAN with Internet and wired and wireless “Blue LAN” access for all ITU officials as per the performance requirements listed in **Annex 3**.

Offices, to the extent possible with natural light, for the ITU officials and local staff.

The number of offices required for ITU staff shall be determined by ITU on the basis of the staffing table and having regard to the configuration of the Events premises.

For the furniture/equipment, a detailed table of requirements shall be prepared by ITU in due time, identifying the quantity and type of office furniture and equipment required. The quantities shall depend on the staffing table and on the configuration of the Event premises.

Multiple water fountains shall be made available close to the offices. Single-use cups should be avoided.

Availability and operability: A sufficient number of offices will be available for staff arriving on 09.10.2024 and other offices will be made available based on the arrival dates in the Staffing Table (see Table of Requirements).

### **1.3 Areas**

All work areas should, to the extent possible, have natural light.



### 1.3.1 For the ITU officials

- A secure technical room/wiring closets for ITU servers and network equipment (refer to Annex 3 for details).
- TV studio

A Video/ Podcast/ Photographic studio - a large multipurpose soundproofed space (design TBC) to cater for video messages, video interviews, podcast interviews, feature videos and selected media access. In addition, small video recording areas around the venue (approximately sixty square meters (~60 m<sup>2</sup>, with minimum two (2) m high roof), to be fully equipped by the Government and/or service provider, and including in particular:

- Glass walls and carpet equipped as VIP area – four (4) chairs and one (1) small coffee table and one (1) moveable larger round table (soundproofed with door and roof).
- A separate control room (adjoining Studio) soundproofed with door and roof. Roof LED spots able to be switched on and off in studio.
- Three (3) separate editing suites (adjoining Studio), with desks and office chairs as well as lockable storage. Soundproofed with door and roof. Roof LED spots able to be switched on and off in studio.
- One AV production admin area with two to three (2 – 3) desks and lockable storage cupboards for equipment.
- A backdrop in Studio whose colour scheme will correspond to that of the Conference and will be suitable for camera (TV or still camera); the design is subject to prior approval by ITU.
- Numerous power sources for portable audiovisual equipment.
- Wireless LAN with High –speed Internet access.
- Minimum three (3) very high-speed wired fast Internet connections in edit suites.
- A connection between the webcast centre and the TV studio to receive in the appropriate format the webcast signal for broadcast purposes.
- A/C (able to be controlled directly in the studio).
- Roof LED spots able to be switched on and off in studio.
- TV Studio equipment, including
  - Three (3) Broadcast (one (1) preferably wide-angle) Cameras with CCUs (XDCam or similar) Std Lenses - Format 1920 X 1080 FULL HD (PAL) with tripods and all necessary cabling.
  - Four (4) Podcast table microphones and stands.
  - One (1) Video mixer such as Sony AnyCast and one (1) audio mixer.
  - Hard disk or SxS Recorders for each camera (ISOs as well as mix).
  - One (1) studio monitor connected to internet for remote interviews.
  - Three (3) or more principal Studio lights (with stands and diffusers) of variable intensity, LED or fluorescent Kino-flo Diva-Lite, or Tungsten, quartz, HMI.
  - Four (4) or more secondary filler lights and spots, with diffusers for background and filling (and, if possible, reflectors).
  - Four (4) lavalier microphones, with receivers and transmitters - with additional cabling (XLR cabling to cameras if cable mics) if necessary.
  - Studio monitor connected to output from Vision Mixer (for director).
  - Three (3) Mac Pro for Editing (including Final Cut Pro X) with large screen/s and loudspeaker monitors as well as high-quality closed headphones.
  - Two (2) XDCam recorder/players or similar.
  - Four (4) Hard Drives for transferring/editing and backing up Rushes 2TB minimum, USB-C / USB-3.
  - One (1) roving camera Sony EOS C300 MkII (or similar) with full ENG kit (Lights, sound, tripod etc...) for capturing footage outside the studio.
- Media area, consisting of an ITU office and a press working area.

- Interpreters' lounge.
- Storage area for empty boxes and metal cases (ITU dispatch).

### **1.3.2 For the Host Country**

- Host Country area.
- Organizing Committee area.

### **1.3.3 For participants**

- Participant reception and registration area with six (6) workstations and with a separate back office with communicating door between the two areas.
- Bookshop.
- Gifts distribution room with desk and storage area.
- Cybercafé (see [Annex 3](#) to this Agreement).
- One hundred and fifty (150) lockable cabinets for laptops/personal effects.
- A relaxation lounge (a comfortable quiet area in which computers and mobile phones are not permitted) would be appreciated.
- General information desk staffed by Host Country.
- An onsite Travel Agent with functions to include reconfirming, rerouting and issuing air tickets.
- Bank or ATM machine within the Centre.
- Coffee-break area (at reasonable commercial prices).
- Cafeteria (at reasonable commercial prices).
- Availability of refreshments and food to be provided in the event of evening/night/weekend sessions.
- VIP room with refreshments.
- Twenty-four (24) hour medical service and dedicated personnel onsite at venue, as well as ambulance service and personnel. See Annex 4 for more information.
- Prayer rooms.
- Lost-property desk.
- Multiple water fountains shall be made available close to these areas. Single-use cups should be avoided.

All the offices/service desks must be operational and fully equipped, with connectivity and furniture as indicated in the table of requirements, to be prepared by ITU in good time as described above.

## **2 Facilities/services**

- IT requirements (see [Annex 3](#) to this Agreement).
- Air-conditioning (or heating) at a constant temperature of twenty-four (24) degrees Celsius, lighting, water supply and cleaning services for the premises, as indicated above. If possible, temperatures and lighting is regulated for unoccupied rooms.
- On-site first-aid facilities throughout the duration of the Events, twenty-four (24) hours per day, seven (7) days per week. The first-aid facility is to be divided into two parts: a waiting area and a separate examination room. In cases of emergency, the Government shall ensure immediate transportation and admission to a hospital.
- Recycling bins will be available throughout the venue.
- Video openers for play-back in the conference rooms as participants take their seat; design is subject to prior approval by ITU.
- Public audio system for making announcements.

- A sufficient number of large flat screens (plasma, LCD or LED) strategically scattered around the venue and connected to an information display system capable of presenting mixed media (videos, photos, presentations, live tweets, announcements, room signage, program of meetings); number to be confirmed at a later stage.).
- A service for the reservation of hotel rooms, with provision for the possibility of changing reservations, shall be provided for ITU officials. This service shall also be available to participants at reasonable commercial rates. If possible, Conference participants will be able to modify their hotel reservations without having to bear unreasonable financial penalties. It being understood that such reservations shall not entail any liability on the part of the Government or ITU.
- For participants, a selection of different categories of hotel shall be offered, from two to five stars. Hotels must offer fast Internet connectivity, will be located in walking distance or easily reachable by public transport from the venue, and ideally have an environmental/sustainability policy in place.
- Arrangements for ITU officials must allow for early check-in and late check-out as per the arrival/departure dates indicated in the staffing table, and Internet connectivity must be included in room prices.
- An on-site travel agency with functions including issuance, reconfirmation and amendment of air tickets.
- An information desk for participants wishing to obtain local information.
- Reception desks for Conference participants and participating ITU officials at the airports.
- Provide cars, drivers and protection as detailed in Annex 4.

Cars, with drivers, will be provided upon arrival at the airport and will be available until departure for ITU's five (5) elected officials, for Protocol and for Security, i.e. a total of seven (7) cars. A personal courtesy car to VVIP/VIPs, as necessary, for the duration of their attendance at the Events, including airport transfers upon arrival and departure.

- ITU officials shall be provided with transportation from the airport to their hotels and, once the Assembly has ended, from their hotels to the airport. Before and during the Events, a shuttle service shall be provided from the hotels to the Centre and vice versa.
- Participants shall be provided with transportation from the airport to the hotels shown in the official list published on the Host Country's event website and, once the Assembly has ended, from those hotels to the airport. During the Events, a shuttle service shall be provided from the hotels shown in the official list published on the Host Country's event website to the Centre and vice versa. . Schedules of the shuttles (including for night sessions, as appropriate) will be established by ITU in consultation with the Government.
- A detailed procedure to be followed by administrations or other entities wishing to send packages/parcels/crates containing gifts/souvenirs for distribution to participants during the Events in order to benefit from duty-free importation and exportation. The procedure shall be posted on the Host Country's event website together, where appropriate, with the corresponding forms.
- Access to facilities within the Events premises for participants and/or local staff with disabilities, including the podium in the main conference rooms.
- Useful information about the city and surrounding area, in English or in the six (6) official languages of ITU, to be published on the Host Country's website.

### **3 Staff**

A staffing table shall be prepared in due time by ITU for the staff to be detached, for the interpreters and for

the local staff.

The Government shall provide the Events with local staff (including security staff, see Annex 4 for more information), at no cost to ITU, in accordance with the arrangements specified in the staffing table.

#### **4 Host Country organizing committee**

The Government shall provide ITU with a list of names, titles, functions and contact information of all the persons constituting the Host Country organizing committee. This list shall include details of all bodies and authorities in all relevant areas of activity, including but not limited to: police, security, media, protocol, visas, customs, transportation, hotels, logistics and IT services.

## **Necessary information technology (IT) equipment to be provided free of charge by the Government**

### **1. General IT requirements**

- 1.1. In accordance with Article VII of this Agreement, the Government shall take all necessary action to make available to ITU, free of charge, the IT infrastructure, equipment and services in a manner that ITU considers adequate to ensure the proper functioning of the Events and that provides the same functionalities and performance as that available at ITU headquarters.
- 1.2. The Government shall involve ITU in the equipment selection process. Any equipment selected must be approved by both Parties prior to an order being placed.
- 1.3. The Events venue and any pre-installed information and communication technology (ICT) and electrical infrastructure must be installed sufficiently early to meet the deadlines stipulated in the Table of Requirements and allow for the preparatory work to be carried out. The Government shall ensure the stability and adequacy of the electrical power supply and air-conditioning, which shall be backed up by uninterruptible power supply (UPS) units, in the IT equipment room.
- 1.4. The IT teams of both Parties shall work together to define the exact timeframe for the delivery of the infrastructure and services.

### **2. General requirements in regard to networks**

- 2.1. A physical Ethernet network comprising two (2) logical networks: an internal network for ITU operations, known as "Blue-LAN", and an external network for meeting participants, known as "Green-LAN", which includes a cybercafé and the wireless LAN. A redundant firewall separates the two networks, both of which must provide Internet access.
- 2.2. The Government shall provide the network switches, cabling and equipment racks necessary to implement the Blue and Green LANs. The Government shall be responsible for providing the OSI model Layers 1 and 2 components of the Blue and Green LANs, Layer 3 routing of the Green-LAN and the firewall for protecting both the Blue and Green LANs. For its part, ITU shall provide routers for handling the Layer 3 routing of the Blue-LAN.
- 2.3. All network equipment selected shall be certified by the manufacturer for operating in a medium and large network environment. Under normal operating conditions, the average network ping response time from any wired connected PC to the local servers or gateway should not be more than one (1) millisecond.
- 2.4. Dedicated Internet connection for the Blue LAN
  - a. One (1) 1 Gbps duplex terrestrial Internet link with optimized routing path and guaranteed end-to-end throughput to link ITU headquarters in Geneva with the Blue-LAN at the Meetings venue. The round-trip time (rtt) of the links between Geneva and the Meetings site shall not exceed two hundred (200) milliseconds.
  - b. The Internet link shall include DDOS security protection.
  - c. To reduce cost, the second 1 Gbps backup link for the Blue LAN can be provided through sharing with the links for the Green LAN.
  - d. The termination of the Internet link should be in the IT room where the core network equipment will be installed, using 1 Gbps RJ45 for copper or LC for fibre interface.
  - e. The local Internet Service Provider shall provide forward DNS and at least 8 Internet routable IPv4 addresses.

## 2.5. Internet connections for the Green LAN

- a. Two (2) 1 Gbps duplex Internet links operating in active-active and dynamic failover mode to two (2) separate Internet exchange points (e.g. 2 PoPs of an ISP or two ISPs). Sufficient bandwidth shall be foreseen for supporting all Meetings participants/ITU officials, including reserved bandwidth for webcast.
  - b. The Internet links shall include DDOS security protection.
  - c. The termination of the two (2) links should be in the IT room where the core network equipment will be installed.
  - d. The local Internet Service Provider shall provide forward DNS and at least 2 x 16 Internet routable IPv4 addresses. Support for IPv6 should be considered.
  - e. The following protocols shall be permitted on the Internet links: http, https, ftp, sftp, pptp, pna, rtsp, Zoom/TEAMS or equivalent plus other voice, video, common VPN client protocols or tcp/udp ports on request. Effort should be made to minimize the blocking of valid sites due to false-positives reported by the ISP firewall rules. Site-to-site IPSec VPN protocol shall be permitted so that one of the links can be used as backup for the 1 Gbps dedicated Internet link for the Blue-LAN.
- 2.6. A webpage for monitoring the Internet traffic, using for example the "RDDtool" system, shall be made operational and accessible to ITU technical staff. The daily Internet traffic statistics shall be made available to ITU at the end of the meetings.

## 3. ITU private Blue-LAN

- 3.1. The Blue-LAN shall be connected to ITU headquarters in Geneva through the dedicated Internet connection for Blue LAN and backed up by one of the two Internet links for the Green LAN. The definition of the virtual local area networks (VLANs) in the Blue-LAN shall be communicated to the Government at least two (2) months before the opening of the Events.
- 3.2. The Blue-LAN shall be fully operational (including all network services) by the delivery deadline for end users stipulated in the Table of Requirements.
- 3.3. ITU shall provide the routers and servers necessary to implement the Blue-LAN. The Government shall provide the basic IT facilities necessary for installing the ITU equipment and the Internet connection with optimized routing path and guaranteed end-to-end throughput of approximately 1 Gbps to the nearest internet exchange point. The average round-trip time for the links between Geneva and the Events site shall not exceed 150 milliseconds.
- 3.4. The Parties' IT support teams shall work together to finalize the network design.

## 4. Green-LAN for Events participants, including wireless LAN

- 4.1. The Green-LAN is designed to provide a transparent Internet connection for all Events participants as well as for offices (including the registration desk) and support services, e.g. the cybercafé, etc.
- 4.2. There shall be sufficient wireless LAN access points to support approximately one thousand (1000) Events participants and ITU officials, with up to 2000 wireless devices within the premises (meeting rooms, offices, cybercafé, press centre, etc.), taking into account that over 90% of the participants will be in the main meeting room during the plenary sessions:
  - a. The wireless LAN capacity for each conference/meeting room and work area must correspond to the capacity of the room in question (i.e. it is to be assumed that every Events participant and ITU official may wish to connect a laptop, smartphone and PDA at the same time).
  - b. The wireless LAN shall be 802.11 n, ac, ax compliant and Wi-Fi alliance compatible.

- c. The wireless LAN shall support common encryption protocols (e.g. WEP, WPA, WPA2, WPA3) and captive portal
  - d. The target average ping response time from the wireless devices to the gateway shall not exceed twenty (20) milliseconds under normal load conditions.
  - e. The target average throughput for each associated device shall be five (5) Mbps or above.
  - f. The wireless access points shall be centrally controlled to allow rapid, if possible automatic, reconfiguration of the access points to adapt to changing load conditions in the conference/meeting rooms and blocking of individual laptops in case of virus issues.
  - g. web-based authentication shall be implemented, based on an agreed list of usernames and passwords to be shared between the IT teams of the Host Country and ITU;
  - h. The broadcast SSID shall be set to that requested by ITU.
- 4.3. The following network services shall be provided by the Government:
- a. WINS, DHCP, DNS server for the Green-LAN.
  - b. SMTP server on the Green-LAN provided by the Government.

## 5. Wireless LAN performance assurance

- 5.1. The wireless LAN infrastructure shall be load tested to ensure it can support the full capacity of the conference/meeting rooms.
- 5.2. The Government shall submit in advance to ITU the planned wireless LAN solution for accomplishing the above-mentioned performance objectives.
- 5.3. Wired gigabit Ethernet LAN connectivity must be made available in the ITU offices, registration areas, cybercafé, head table/podium in the conference/meeting rooms, and for all critical services such as webcast, remote participation, captioning, etc.
- 5.4. The Government shall submit in advance to ITU the planned wireless LAN solution for accomplishing the above-mentioned performance objectives.

## 6. System and network security

- 6.1. Adequate security measures shall be applied such that the network infrastructure is protected from unauthorized access and attacks. Sub-networks made available to meeting participants and ITU officials shall also be protected using technologies such as access control lists and firewalls.
- 6.2. The network equipment and installed computers shall have a stable version of the latest software patches.
- 6.3. As a general rule, computers (e.g., in the cybercafé) intended for web browsing shall be configured in such a way as to prevent users from installing or saving anything within them or from shutting them down.
- 6.4. ITU shall provide additional information as part of the work documents.

## 7. Webcasting

- 7.1. Webcast service shall be provided for the meeting rooms as described in [Annex 2](#).
- 7.2. ITU may provide the webcast encoders and servers for live multilingual webcasting the meetings, with assistance from a local team recruited by the Government who are already familiar with the webcast technology, to be agreed upon between the Host Country's and ITU technical teams.

The following items shall be provided by the Government:

### 7.3. Equipment and Infrastructure for webcast

- a. Three (3) video feed for each webcast encoder as follows:

- i. The video feed should be the active speaker coming from tracking cameras (or cameramen) or remote participation system if requested
  - ii. Active document (presentation) or video projected on the screen
  - iii. An image composition with both feeds: active speaker and presentation - (N.B: captioning, timer... must not be included in the feeds sent to the webcast)
- b. Audio feeds including floor + the interpreted languages
- c. Audio and video control equipment.
- d. Transmission of high-quality audio and video signals (as per **Annex 2**) from the meeting rooms designated for webcast to the webcast centre, where the encoders will be installed.
- e. The encoders are in mobile racks whose dimensions are 125x87x63cm and should be placed in the technical control room of the conference room with power backed up by UPS and enough workspace for two (2) support staff. There is one mobile rack per room
- f. One (1) control monitor for each room where webcast is required.
- g. It should be noted that the audio digital recording of the meetings described in **Annex 2** is a separate requirement, which is not part of the webcasting requirement.

#### 7.4. Network requirements for webcast

- a. 1000BaseT connectivity for the encoders.
- b. Permission of PCs on the Blue-LAN to access the webcast streams from the webcast service on the Green-LAN across the firewall.
- c. Dedicated Internet bandwidth to be confirmed
  - i. Minimum bandwidth of 5 Mbps
  - ii. Recommended bandwidth of 10 Mbps

These values are for the streaming itself and it is recommended to have some extra bandwidth available for other internet activities. Streaming includes audio and video feed (for each of the channels from the meeting rooms as described in **Annex 2**).
- d. Appropriate ports (TC/UDP 80, 443 and 5000) shall be opened on the Firewall to permit the viewing of the webcast across the Internet and the transfer of the archives from the Meetings venue to ITU Geneva.

### 8. Active Remote intervention (if explicitly requested in **Annex 2**)

- 8.1. Multilingual interactive Remote Participation/Intervention service is an extension of the physical meeting room to a virtual meeting room that is hosted as a Cloud Service on the Internet, allowing remote participants to assist in the meeting across the Internet by using a computer.
- 8.2. The ITU will provide a customized rack to provide Multilingual Interactive Remote Participation
- 8.3. The host country should provide computers (i.e., encoders) for monolingual meeting rooms.

The following items shall be provided by the Government:

#### 8.4. Equipment and Infrastructure for remote intervention

- a. One (1) audio channel connection per language as well as of the floor (mix minus) to the Multilingual Interactive Remote Participation Rack, which is provided by ITU.
- b. One audio connection to inject audio coming from the remote participant on the floor of the room



- c. Two video feeds: clean camera feed and active document or video projected on the screens (same as webcast) for remote screen sharing operation (N.B: captioning, timer... must not be included in the feeds sent to the Remote)
- d. One (1) gigabit Ethernet connection for each remote intervention laptop.
- e. One Laptop and one Projection cable to be able to show the remote participants image on the screen of the room
- f. The multilingual remote participation system is in the same mobile racks as webcast whose dimensions are 125x87x63cm and should be placed in the technical control room of the conference room with power backed up by UPS and enough workspace for two (2) support staff. There is one mobile rack per room

## **9. Captioning services**

In each conference room in which a captioning service is required:

- 9.1. One (1) English audio channel connection to the captioning laptop (provided by the Government or the captioning company for an audio connection via Zoom/TEAMS/ or equivalent...).
- 9.2. One laptop (provided by the Government or the captioning company) for projecting the captioning.
- 9.3. Video equipment to project both the caption text from the captioning laptop and the image from the camera or podium PC on the same screen, similar to sub-title or ticker bar in a video.

## **10. SIM Cards**

- 10.1. The exact number of SIM Cards required is contained in the “Table of Requirements” to be prepared by ITU.
- 10.2. SIM Cards with local access and capable of receiving international calls shall be made available to ITU staff on the first day of their arrival. These SIM Cards are to be assigned on-site by ITU at its discretion.
- 10.3. Key ITU officials (to be identified by ITU) must also have international access from their SIM Cards.
- 10.4. An electronic list of attributed telephone numbers shall be made available to ITU at least three (3) weeks before the Meetings, allowing ITU to assign the telephone numbers to the staff and communicating it back to the Government.
- 10.5. SIM cards provided to ITU staff must have enough credit for voice and data to cover the duration of their stay in India as per the staff table.
- 10.6. In addition, international access SIM cards and pre-paid cards for mobile phones are to be made available for sale in the Meetings venue

## **11. PCs/laptops, Printers and other equipment**

- 11.1. The exact number of PCs, printers and scanners required for supporting ITU officials and local staff, meeting rooms, rooms management system, cybercafé, registration, webcast, vote counting, and spares is contained in the “Table of Requirements” to be prepared by ITU.

**11.2. PCs / laptops (minimum requirements)**

- a. All PCs / laptops provided shall be from a reputable manufacturer, released to the market within the last twelve (12) months, with sufficient CPU and eight (8) Gbyte memory for working efficiently in a typical office environment, in particular with:
- b. Windows 64-bit OS and MS Office 32 bit;
- c. US international keyboard in general; some PCs with keyboard of the local language for use by local staff; For laptops which come with non-US International keyboard, an external US international keyboard may be installed;
- d. USB ports;
- e. HDMI port;
- f. built-in or external speakers;

**Note:** It is very important that all the PCs or laptops provided are **identical**, which is a prerequisite for the replication process;

**Note:** In the event that it is decided to replicate the PCs/laptops based on the ITU image, ITU will provide the Government with the specifications of the software to be installed on the machines, from which the Government will prepare a master machine. ITU can then connect to the machines over the Internet to verify the configuration. Once the configuration is confirmed, the local team can replicate the PCs/laptops based on the master machine.

**Important:** On the last day of the event, all the hard disks on the PCs, laptops and servers provided by the Government must be erased

**11.3. Screens for PCs / laptops**

- a. Minimum 24" flat screen with HDMI interface
- b. One HDMI cable per screen to connect the screen to the PC/laptop

**11.4. Printers (minimum requirements)**

- a. Multifunction printer with network connectivity with minimum 32 ppm capacity to be used by several staff members for scanning and high-volume printing. These printers should have the facility to scan to email and scan to PDF both in monochrome and color
- b. Laser printers with network connectivity with minimum 16 ppm capacity.
- c. Colour laser printers with network connectivity and preferably with recto-verso printing functionality with a minimum 16 ppm capacity.
- d. For the ITU document control, document reproduction teams and cybercafé, higher speed and more robust printers may be required.
- e. Toners, including spares.

**11.5. Large screens (minimum requirements)**

- a. Screen size: Minimum 55 inches.
- b. Type: LED/LCD/Plasma
- c. Minimum resolution: 1920 x 1080 pixels.
- d. Interface: USB, HDMI, DP
- e. Speakers.

## 12. Software licences

- 12.1. ITU will provide the Government with details of software to be installed in the PCs/laptops and the configuration requirements of the servers as soon as possible before the Meetings so that the Government may conclude the necessary licence agreements.
- 12.2. It is the sole responsibility of the Government to arrange for the necessary software licences for the software installed in the servers and PCs/laptops that are provided by the Government.

## 13. Facilities in rooms for ICT equipment

- 13.1. The technical rooms and wiring closets for network equipment and servers shall have proper locks, with keys given to the ITU IT support team.
- 13.2. The technical rooms and wiring closets shall also have adequate air-conditioning or ventilation, meeting the environmental requirements of the installed equipment.
- 13.3. The technical rooms and the wiring closets shall be equipped with standard 19" 42U size equipment racks for network equipment and patch panels, with sufficient number of power outlets backed up by Uninterrupted Power Supply (UPS) to survive short power outages of up to ten (10) minutes.
- 13.4. The IT room for ITU Blue-LAN equipment should be equipped with:
  - a. Minimum 25 m<sup>2</sup> of floor space;
  - b. Minimum six (6) power outlets on at least two (2) different circuit breakers;
  - c. Two (2) independent Uninterrupted Power Supplies (UPS) of minimum three (3) KVA each or four (4) UPSs of minimum 1.5 KVA each, to survive short power outages of up to ten (10) minutes;
  - d. Adequate air conditioning for ITU's equipment (15000 BTU/hour);
  - e. Eight (8) RJ45 network points connecting to 1 Gbps ports on at least two network switches of the venue's LAN infrastructure.
- 13.5. Preferably SNMP managed UPS so that service personnel will be alerted in case of failover to the UPS.
- 13.6. Encoders which are either located in the webcast centre or near the meeting rooms, shall also be backed up by UPS of minimum one (1) KVA.
- 13.7. Some RJ45 connections for PCs, laptops, printers, office equipment and power outlets to be installed in offices, meeting rooms and cybercafé as per [Annex 2](#) and the "Table of Requirements" document.
- 13.8. Access to the site, rooms and wiring closets shall be provided to the ITU IT support team on a 24/7 basis.
- 13.9. The working room(s) for IT support staff shall have adequate ventilation and air conditioning to handle the thermal load of both the staff and the equipment that will be installed.

## 14. Onsite Support

Below is an estimation of the local IT staff required for the Meetings. It is the responsibility of the Government to ensure there is adequate support for the listed functions outlined below, which may vary depending on the time available for the preparation, installation and the number of people at the Meetings.

[Local staff for Conference IT support \(parts of it to be reflected in the Staffing Table\)](#)

For the implementation and operations of the ICT infrastructure and to provide support for end users, with the

understanding that 24x7 coverage will be required during the Meetings period:

Function	Approximate start date (minimum)	Names
ICT Coordinator	12 months before Meetings start	Virendra Prasad, DDG(IT) Yaswant Kumar, DDG (USOF)
Network Engineer	5 months before Meetings start	Arvind Kumar, Director IT Naveen Jhakhar, ADG(AI&DIU) Tushar Rastogi, ADET(NT)
System Engineer	1 month before Meetings start	Divya Kumar, ADE(IT) Pranay Divakar, ADET(AI&DIU)
Security Administrator	2 months before Meetings start	P.K.Singh, DDG (Security) Jitendra Prakash, Director (Security)
IT Technician and coordinator	2 weeks before Meetings start	
IT Technicians & Service Desk Support	2 weeks before Meetings start	
Network Technicians	2 weeks before Meetings start	
Audiovisual Technicians for the meeting rooms	3 days before Meetings start	

The job descriptions for the above functions are included in a separate document prepared by ITU with job descriptions of all local staff to be provided by the Government in accordance with Article VIII of this Agreement.

#### Service providers

The Government should obtain support from the manufacturer or service provider of the selected hardware and software for the implementation of this Annex. The support may include site survey, design, implementation and maintenance of the solutions. It will be appropriate to involve ITU in the selection process. In all cases ITU shall be provided with contact details of the Service Providers.

24x7 maintenance support from service providers for any critical components.

### 15. Documentation

The following information shall be provided to ITU during the preparatory phase, which is approximately nine (9) months ahead of the Meetings.

#### 15.1. Initial preparatory phase

- Floor plan.
- A list of key management and IT personnel with their titles, functions and telephone numbers and email addresses.
- Documentation detailing the physical and logical layout of the existing network.

#### 15.2. Middle preparatory phase

- A list of other IT personnel and service provider contacts with their titles, functions and telephone numbers.
- RFP for ICT services.
- Specification of selected hardware: PCs, printers, scanners, screens, servers, UPS, etc.

- d. Documentation detailing the physical and logical layout of the Events network, including:
  - i. cabling;
  - ii. network equipment;
  - iii. connectivity;
  - iv. VLANs;
  - v. access control list and firewall definitions;
  - vi. IP addresses;
  - vii. configuration files of the network equipment
  - viii. Wireless LAN infrastructure and coverage.
- e. Telephone numbering plan.
- f. Reference numbers and implementation schedule of the leased lines.

### 15.3. Final preparatory phase

- i. CVs of local staff.
- ii. Escalation procedure (24x7 coverage).
- iii. Final operational documentation and configuration files.

### Meetings timeline:

A detailed Meetings timeline document will be prepared by ITU and transmitted to the Government.

### Security and safety measures

1. In accordance with Article VI of this Agreement, the Government shall take all necessary and appropriate actions to make available to ITU, free of charge, the following facilities, services, equipment and staff.
2. For the entire duration of the Events, the Government shall, in particular:
  - 2.1 Provide the safety and security personnel and equipment deemed necessary to ensure the appropriate level of safety and security inside – including the participant registration areas – and outside the Events venue, in the hotels officially selected to accommodate participants or host meetings, and at any locations at which receptions or other social events are to be held.
  - 2.2 Provide adequate safety, security and protection to all ITU officials, all high-level participants and all other participants in the Events during their stay in India.
  - 2.3 Provide the ITU Secretary-General, upon her arrival at New Delhi airport, with a limousine and driver; this arrangement, including the personnel, shall remain at the Secretary-General's disposal, until her departure from New Delhi. Also, upon her arrival, the Secretary-General shall receive a full and detailed briefing on the security arrangements made specifically in regard to her.
  - 2.4 Provide each of the other four (4) ITU elected officials, upon their arrival at New Delhi airport, with a limousine and driver; this arrangement, including the personnel, shall remain at their disposal, until their departure from New Delhi. Also, upon arrival, each elected official shall receive a full and detailed briefing on the security arrangements made specifically in regard to him.
  - 2.5 Provide the ITU Security and Safety Coordinator for the Events, upon his arrival at New Delhi airport, with one service vehicle and driver; this arrangement, including the personnel, shall remain at his disposal, until his departure from India.
  - 2.6 Provide adequate safety, security and protection to all Events participant shuttle buses.

- 2.7 Provide adequate safety, security and protection, both inside and outside the Events venue. Safety and security inside the venue shall, however, be under ITU's coordination and control (see paragraph 6.4 of this Agreement).
- 2.8 Provide adequate safety, security and protection for all official social events, programmes and excursions, including those organized outside the Events venue.
3. If necessary, by reason of the occurrence or risk of events such as civil unrest, riots or attacks liable to destabilize the country's security situation, the Government shall assist ITU in its "duty of care towards its staff" and shall evacuate all ITU officials directly to the Union's headquarters in Geneva (Switzerland). The Government shall likewise ensure that adequate assistance and protection are provided, where necessary, to all Events participants should such situations arise, until such time as the participants in question are able to travel in complete safety to their respective countries/places of origin.
4. The Government shall, as soon as possible (and not later than six (6) months prior to the opening date of the Events), appoint an experienced Security Liaison Officer to have overall and special responsibility for addressing security and safety issues relating to the Events and to work in close collaboration with ITU's Events Safety and Security Coordinator to ensure that the safety and security planning for the Events and the measures taken with respect to all the meetings held within the framework thereof are comprehensive, and smoothly coordinated.
5. With the close and continuing collaboration of the Government, ITU will produce a confidential Event Safety and Security Plan. The Plan will detail safety and security measures specific to the Meetings, to the Meetings participants, to ITU officials, and to the Event venue. In addition, the plan will detail crisis management and business continuity mitigation measures for emergencies, which will help to protect the Meetings Participants, ITU officials, and the Meetings premises. This document will be issued to third parties on a need-to-know basis, as determined by ITU. The preliminary draft of the Event Security Plan will be issued not later than three (3) months before the start date of the Meetings. The document will mature as the Meetings near, as persons and resources are allocated, and as risks are identified and addressed. The final, completed, and comprehensive draft of the Event Safety and Security Plan will be issued just prior to the start date of the Meetings.
-