



**Ministry of Communications
Department of Telecommunications (DoT)
Expression of Interest
for
Selection of Event Management Agency
for planning and organizing of
Inauguration of ITU Area Office and
Innovation Centre (AOIC)**

Ref no: 6-3/2018-IR(Part VI)

1 About ITU Area Office and Innovation Centre (AOIC)

The International Telecommunication Union (ITU) is the United Nations specialized agency for information and communication technologies – ICTs. ITU has regional presence through its Regional Offices and Area Offices across the globe. The instant proposal is for inauguration of an ITU Area Office located at C-DoT campus New Delhi.

The inauguration of the Area Office and Innovation Centre (AOIC) is scheduled in early March 2023 in **New Delhi**. It is planned to be a 2 days event with Honourable Prime Minister expected to inaugurate the event. In addition, pre-event activities before the main event are also planned. The event will be attended by international and national participants, stakeholders and Government of India dignitaries at the highest level. The event will be of international standard wherein foreign delegates from several countries are expected to participate. In addition, officials of ITU and other international forums will attend the event. This Expression of Interest (EoI) document aims to select an event management agency to provide end to end organisation of various activities for the inauguration of ITU AOIC at Vigyan Bhawan.

2 Critical Timelines & Details

Bid Release date	20.01.2023
Pre-bid meeting	24.01.2023 at 11:00 Hrs at 13 th Floor, Sanchar Bhawan, New Delhi
Bid Submission Date	03.02.2023 by 14:00 Hrs
Technical Bid Opening Date	03.02.2023 at 15:00 Hrs at Sanchar Bhawan, New Delhi
Presentation to Committee	08.02.2023
Financial Bid Opening Date	Will be intimated later to the successful bidders

(Change in the dates will be communicated, if any)

Data Sheet

2.1 Name of Work:

Planning and organizing various activities for inauguration of ITU Area Office and Innovation Centre (AOIC) 2023.

2.2 Name of the Client/Authority:

Deputy Director General (International Relations),
Department of Telecommunications (DoT)
Telephone: +91-11- 23711872
Fax No: +91-11- 23716629
E-mail: ddgir-dot@nic.in

2.3 **Duration of the Event:** 2 days. Second week of March'2023.

2.4 The Documents are:

Para 18: Format for Submission of Technical Proposal and Financial Proposal

2.5 **Bid Security: INR 10,00,000/-**

2.6 **The number of copies of the Proposal required to be submitted: Technical Proposal (1 Original + 1 Copy), Financial Proposal (s) (1 Original)**

2.7 The address is

Dy Director General (International Relations)
Department of Telecommunications (DoT)
306, Sanchar Bhawan, 20, Ashoka Road,
New Delhi-110001
Telephone: 011-23711872
E-mail: ddgir-dot@nic.in

The envelope must be clearly marked with the following information:

EoI No. 6-3/2018-IR(Part VI)

Due Date and Time of Submission 03.02.2023 by 14:00 Hrs

Name of Work: Inauguration of ITU Area Office and Innovation Centre (AOIC) 2023.

“DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE”

Name of Bidder: _____

Address of Bidder: _____

Contact Nos. of Bidder: _____

2.8 **The Date, Time and Address for Proposal Submission is**

Date: by 03.02.2023 by 14:00 Hrs

Address:

Office of Deputy Director General (International Relations)

Department of Telecommunications (DoT)

306, Sanchar Bhawan, 20, Ashoka Road,

New Delhi-110001

Telephone: 011-23711872

E-mail: ddgir-dot@nic.in

2.9 Proposal Validity Period (Number of Days): 120 days

3. INVITATION OF PROPOSALS

- 1.1.1 The Department of Telecommunications (DoT), Ministry of Communications, Government of India (the “Authority” or “Client”) invites Proposals from eligible MEA empanelled agencies vide L.No. CONF/240/17/2021 dated 27-05-2022 for selection of Event Management Agency for planning and organization of inauguration of the ITU Area Office and Innovation Centre (AOIC) in second week of March 2023 in New Delhi.
- 1.1.2 Selection of the proposal from the eligible applicant shall be based on a **Quality and Cost Based Selection (QCBS)** system and as per the procedures described in this EoI document. Applicants/Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the selection process will be given and that the Authority’s decisions are without any right of appeal whatsoever.
- 1.1.3 Applicant/Bidder may submit proposal detailing the facilities available with them in New Delhi which can be offered for inauguration event. Bidders are hereby advised to submit proposals in the manner as prescribed in the EoI. The ‘Technical Proposals’ should provide details of the facilities available with the bidder which complies with the specifications mentioned in para 3 below. ‘Financial Proposal’ should be submitted separately. The financial proposal should not be kept with the ‘Technical Proposal’ failing which the proposal is liable to get rejected. The qualified proposal will be shortlisted on the basis of Quality parameters as mentioned in the EoI. Financial Proposals of only those applicants will be considered for opening and evaluation which meet the quality parameters as specified in this EoI.
- 1.1.4 Applicants/Bidders may acquire information fully about the assignment and the local conditions, before submitting the Proposal, by considering the available infrastructure with them. Wherever needed clarification could be sought from the Authority by sending written queries seven (7) days before the last date of submission of proposals.
- 1.1.5 The Applicant/Bidder shall submit its Proposal in the form and manner specified in this EoI document. The **Technical proposal** and the **Financial Proposal** shall be submitted in the format given in **para 18**. Upon selection, a work order shall be issued to the applicant for hiring the agency which shall deemed to have entered into an agreement with the Authority.
- 1.1.6 Financial Proposals will be opened only for the firms found to be eligible and scoring qualifying marks in accordance with the terms and conditions of this EoI. The Agency will be selected on the basis of the highest ranking in Quality and Cost.
- 1.1.7 The proposals must be properly signed as detailed below:
 - i. by the proprietor in case of a proprietary firm

- ii. by the partner holding the Power of Attorney in case of a firm in partnership (A certified copy of the Power of Attorney on a stamp paper of INR 100 and duly notarized shall accompany the Proposal).
- iii. by a duly authorized person holding the Power of Attorney in case of a Limited Company or a corporation (A certified copy of the Power of Attorney on a stamp paper of INR 100 and duly notarized shall accompany the proposal).

1.2 BID SECURITY

- 1.2.1 The Bidder shall furnish as part of its Proposal, a Bid Security of INR 10,00,000 (**Rupees Ten Lakh only**) in the form of a Demand Draft or Bank Guarantee issued by one of the Nationalized/Scheduled Banks in India in favour of the 'Pay and Accounts Officer (PAO), Department of Telecommunications (DoT)' payable at New Delhi (the "Bid Security") valid for a minimum period of 165 days and at least 45 days beyond the validity of the bid from the last date of submission of proposals. The Bid Security will be returned after completion of the selection process. Bid Security of the successful bidder shall be refunded on receipt of the performance security.
- 1.2.2 Any Bid not accompanied by the Bid Security of the required value and minimum required validity shall be rejected by the Authority as non-responsive.
- 1.2.3 The Authority shall not be liable to pay any interest on the Bid Security and the same shall be interest free.
- 1.2.4 The Bidder, by submitting its Proposal pursuant to this EoI, shall be deemed to have acknowledged that without prejudice to the Authority's any other right or remedy hereunder or in law or otherwise, the Bid Security shall be forfeited and appropriated by the Authority as the mutually agreed pre-estimated compensation and damage payable to the Authority for, inter alia the time, cost and effort of the Authority in regard to EoI including the consideration and evaluation of the Proposal under the following conditions:
 - a. If a Bidder withdraws its Proposal during the period of its validity as specified in this EoI and as extended by the Bidder from time to time
 - b. In the case of the Selected Bidder, if the Bidder fails to reconfirm its commitments and does not accept the work order from the authority.

1.3 DOCUMENTS

- 1.3.1 The Bidder should prepare a proposal and submit it along with the supporting documents listed in the EoI.
- 1.3.2 Bidders requiring a clarification of the documents must notify the Authority, in writing, by 25/01/2023 Any request for clarification in writing or by tele-fax/e-mail must be sent to the Authority's address indicated in the Data Sheet. The Authority will upload replies to pre-bid queries on its website and/or communicate the same to the Bidders through registered post/ e-mail/ tele-fax.
- 1.3.3 At any time before the submission of proposals, the Authority may, for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, modify the Documents by amendment or corrigendum. The amendment will be uploaded on Authority's website and/or communicated to the Bidders through registered post/ e-mail/ tele-fax. The Authority may at its discretion extend the deadline for the submission of proposals and the same shall also be uploaded on its website and/or communicated to the Bidders through registered post/ e-mail/ tele-fax.

1.4 PREPARATION OF PROPOSAL

The proposal must be prepared in two parts viz.

Part 1: Technical Proposal, and

Part 2: Financial Proposal

1.5 PREPARATION OF TECHNICAL PROPOSAL

1.5.1 The minimum essential requirement in respect of eligibility has been indicated in the Data Sheet. The proposal found deficient in any respect of these requirements will not be considered for further evaluation. Bidders are expected to examine all terms, conditions and instructions included in the Documents. Failure to provide all requested information/documents will be at their risk and may result in rejection of their proposal.

1.5.2 The technical proposal must not include any financial information.

1.5.3 The following documents must be furnished in the **Technical Proposal as per Formats given in para 18** of this EoI Document:

- i) Letter of Proposal (**Form-T1**),
- ii) Brief Profile of Bidder Firms and Certificate of Incorporation (**Form-T2**)
- iii) Firm's relevant experience and performance for the last 7 years: Details of hosting of international events in support of relevant experience as specified in data sheet. The Applicants/Bidders are advised to see carefully the evaluation criteria for Technical Proposal and submit the Proposals accordingly.
- iv) **Document fee:** Document fee amounting to INR 1000 in the form of Demand Draft favouring 'Pay and Account Officer (PAO), DoT' payable at New Delhi must be furnished in a separate envelope while submitting the proposal.
- v) **Bid Security:** Bank Guarantee in support of bid security for an amount specified in Data Sheet and having validity for a minimum period of 165 days and at least 45 days beyond the validity of the bid, from the last date of submission of proposals in the **Form-T3**.
- vi) Power of Attorney on a stamp paper of Rs.100 and duly notarized authorizing to submit the proposal.
- vii) Any other document

1.6 PREPARATION OF FINANCIAL PROPOSAL

1.6.1 The Financial Proposal will contain Price Schedule and all the commercial details of the offer. A format for Financial bid is prescribed in para 18 of this EoI Document and it is expected to be all inclusive lump sum amount covering all items of the work including the cost of staff, other expenses related to housekeeping, air-conditioning, electricity, communication, etc. The Financial Proposal should be unconditional and any conditional financial proposal shall be rejected summarily.

- 1.6.2 The financial proposal shall take into account all types of the tax liabilities and cost of insurance specified in the Data Sheet.
- 1.6.3 All prices should be quoted both in figures and words. In case of discrepancy, the figures in words will prevail.
- 1.6.4 The cost quoted will be firm and fixed. At no point of time will any deviation from the quoted rate be entertained by the Authority.
- 1.6.5 Bidder shall quote the amount in prescribed format only. Quotes in other format may be rejected by Authority.
- 1.6.6 The cost indicated in the financial bid shall be deemed as final and reflecting the total cost of services. Omission, if any, in costing any item shall not entitle the Applicant to be compensated and the liability to fulfil its obligations as per the scope of work within the total quoted price shall be that of the Applicant.
- 1.6.7 The bidder shall be responsible for any errors in the submitted financial bids.

1.7 SUBMISSION OF PROPOSALS

- 1.7.1 The Bidders shall submit the proposal (Technical Proposal) in bound form with all pages numbered serially and by giving an index of submissions. Proposals submitted in other forms like loose form etc shall be rejected. Copies of Proposals shall not be submitted and considered. A Bidder shall submit their Proposal(s) to the Authority at the address specified in the Data Sheet on or before the deadline of submission of Proposals. The “Technical Proposal” should be enclosed in an envelope which should be marked as ‘**Part-I – Technical Proposal**’ for Inauguration of ITU area office and innovation centre. Similarly, “Financial Proposal” in original should also be enclosed in another envelope which should be marked as ‘**Part-2 – Financial Proposal**’ for Inauguration of ITU area office and innovation centre.
- 1.7.2 Two envelopes containing Technical Proposal and Financial Proposal along with a third envelope containing Bid Security and Cost of EoI Document should be enclosed in an outer envelope. This outer envelope should clearly bear the address and information indicated in the Data Sheet.
- 1.7.3 The proposal must be prepared in indelible ink and must be signed by the authorized representative of the Bidder. The letter of authorization must be confirmed by a written power of attorney accompanying the proposals. All pages of the Technical & Financial Proposals must be initialed by the person or persons signing the proposal.
- 1.7.4 The proposal must contain no interlineations or overwriting except as necessary to correct errors made by the Bidders themselves, in which cases such corrections must be initialed by the person or persons signing the proposal.
- 1.7.5 Complete proposal (in hard copy) must be delivered on or before the time and date at the address stated in Data Sheet.

- 1.7.6 Proposal must be valid for the number of days stated in the Data Sheet from the due date of submission of proposal.
- 1.7.7 Proposals received by the Authority after the specified time on Proposal Due Date shall not be eligible for consideration and shall be summarily rejected.

1.8 EVALUATION OF TECHNICAL PROPOSAL

- 1.8.1 Technical proposals shall be opened on 03/02/2023 at 15:00 Hrs in Sanchr Bhawan in the presence of Bidders or their authorized representatives, who choose to attend the opening of bids. Only one authorized representative with authority letter on the letter head of the bidding company duly signed by the bidder only will be allowed to attend the technical bid opening meeting.
- 1.8.2 Firstly, the Technical Proposals shall be opened and preliminary scrutiny will be made to determine whether:
- a) The Proposal is accompanied with the cost of EoI Document,
 - b) The Proposal is accompanied with the Bid Security,
 - c) The documents are properly signed by the authorized signatories and whether the proposal contains proper Power of Attorney as mentioned at Para 1.1.7 above,
 - d) The proposals have been received on or before the dead line of submission,

In case answers to any of the above items is “No” the Proposal shall be declared as non-responsive and shall not be evaluated further.

Technical Evaluation Criteria

- The Evaluation Committee will evaluate the Technical Proposals, by applying the evaluation criteria as detailed below. Each responsive Proposal shall be given a technical score.
- Eligible bidders shall make a detailed presentation to the Techno-Commercial Evaluation Committee in a Power Point Format (PPT) (duration of presentation is 30 minutes) for evaluation purposes. This presentation shall be made by eligible Bidders only in Department of Telecommunications, Sanchar Bhavan, 20, Ashoka Road, New Delhi.
- The Technical Proposals of the qualified Bidders shall be analyzed and evaluated and the Technical Score (ST) shall be assigned to the proposal of each Bidder. Details of evaluation parameters are as shown below:

Bid Component	Technical Proposal (Marks)
1 Prior experience of the Bidder	25
1a) The Bidder should have successfully executed at least 1 Global Event with participation from more than 10 countries in India. Below given is the marking criteria as per the number of events executed: <ul style="list-style-type: none"> • >4 events – 25 marks • 3-4 events – 20 marks • 1- 2 events – 15 marks 	
2 Project team and experience of key personnel	25
The Bidder should have at least 10 regular professionals with mix skill sets- event management and advertising (creative, graphic designer, operations management, technical experts, procurement, international protocol, artist & celebrity management) manpower having relevant experience in organizing events involving Excellency, The President of India or the Hon’ble Prime Minister. CVs of 10 such professionals to be submitted with technical bid. <ol style="list-style-type: none"> 1. > 25 = 25 Marks 2. 10 to 25 = 20 Marks 3. 10-15 = 15 Marks 	
3. Event Proposals (Approach Methodology)	50
Detailed presentation on Event organization plan concept and flow of activities for the event (maximum duration of 30 minutes) <ul style="list-style-type: none"> -Venue and Event management high level plan including - Facility Management plan -Creative layouts, stage design, branding - Sample designs of collaterals -Team deployment (composition) - Seating plan, access management - Protocol, security handling 	
TOTAL	100

The Evaluation Committee shall evaluate and rank each Technical Proposal on the basis of the Proposal’s responsiveness to the scope using the evaluation criteria and score system specified above. Each Technical Proposal shall receive a technical score (ST) = 100 x Technical Proposal under consideration/ Highest Technical bid. The Proposal shall be rejected if it does not achieve the minimum technical marks of 70 (seventy) out of maximum of 100 (one hundred) marks.

1.8.3 The Authority in its sole/absolute discretion can apply any other criteria deemed appropriate in determining the responsiveness of the EoI submitted by the respondents.

- 1.8.4 An applicant can be disqualified if the applicant:
- Does not meet the Eligibility criteria for hosting of the event;
 - Makes misleading or false representations in the forms, statements and attachments submitted in the Application. Even if at any stage it is brought to the knowledge, the Authority shall have the right to reject the proposal or terminate the contract, as the case maybe, without any compensation to the Applicant.
 - Has history of poor performance such as abandoning the works, improper completion of the contract, litigation history or financial failures etc.
 - Application submitted is offering consultancy for partial requirements.
 - Not maintaining confidentiality regarding all the information, documents, records, software, data, reports, deliverables etc. provided by Authority. **The above information shall not be shared without written approval of the Authority.**
- 1.8.5 The Technical Proposals satisfying the above requirements shall be further evaluated as per Detailed Evaluation Criteria given.
- 1.8.6 A Technical Proposal securing at least 70 points shall be declared pass in the evaluation of Technical Proposal. The Technical Proposal should score at least 70 points out of 100 to be considered for financial evaluation. All technical proposals shall be graded on a scale with the best qualified technical bidder likely to get highest marks.

1.9 EVALUATION OF FINANCIAL PROPOSAL

Financial Proposals of all those bidders shall be opened (at the prescribed date and time to be informed later) who are found to be responsive in technical proposal evaluation and scored at least 70 points.

Before opening of the Financial Proposals, the list of pre-qualified and shortlisted Bidders along with their Technical Score will be read out. The opening of Financial Proposals shall be done in presence of respective representatives of Bidders who choose to be present. The Authority will not entertain any query or clarification from Applicants who fail to qualify at any stage of the Selection Process.

After opening of Financial Proposals, the Authority shall examine the Proposals to determine whether they are complete, unconditional, unqualified and responsive and are complying clause 1.8 of this EoI document.

In case, if Authority feels that the work cannot be carried out within overall cost of financial proposal, the proposal can be rejected. The Authority shall correct any computational errors and correct prices in various currencies to the single currency specified in Data Sheet.

The selection of the agency will be based on a QCBS (Quality and cost-based selection) criterion will be used to arrive on the final selection of the agency keeping in view the importance of the event. The rates for the event management services will be as per the latest MEA approved rate list wherever applicable. The price in the MEA price list will be ceiling price and bidders may bid at prices lower than the approved rates of MEA. But, the other items (not included in price list of MEA) will be quoted by the agencies as new items.

1.10 COMBINED EVALUATION OF PROPOSAL

- 1.10.1 The lowest financial proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

$$SF = 100 \times FM/FF$$

(SF = Financial Score, FM= Amount of lowest bid exclusive of taxes, FF= Amount of financial proposal converted in the common currency exclusive of taxes)

- 1.10.2 Combined evaluation of Technical and Financial Proposals. Proposals will finally be ranked according to their combined Technical (ST) and Financial (SF) scores using the weights indicated in the Data Sheet:

$$S = ST \times T + SF \times F$$

Where,

S= Combined Score,

ST= Technical Score out of 100

SF= Financial Score out of 100

T= Weightage for Technical Proposal (50%)

F= Weightage for Financial Proposal (50%)

- 1.10.3 Applicant/Bidder having the maximum Combined score (S) shall be declared as the most preferred applicant for award of work (H-1). in the event of two or more bids have the same score in final ranking, the bid with highest technical score should be H-1.
- 1.10.4 The Authority may reject all proposals if these are found to be unresponsive or unsuitable either because they represent major deficiencies in complying with the scope of work or they involve substantively high costs.

1.11 PERFORMANCE SECURITY

The Successful Bidder will furnish within 15 days of the issue of Letter of Acceptance (LOA), an unconditional Bank Guarantee from a Nationalized Bank for an amount equivalent to 3% of the total work order value to be received by him towards Performance Security valid for a period of 60 days beyond the schedule date of completion of work after which it will be released (which can be extended suitably if the work is not completed within stipulated period). If the Successful Bidder fails to submit the Performance Security (as specified above), it shall attract penalty – encashment of Bid Security submitted by the Bidder.

The Performance Guarantee shall be forfeited in case the successful bidder fails to provide the services to the satisfaction of Authority.

1.12 AWARD OF WORK

After successful evaluation of the Proposals, Authority shall issue a Letter of Award to the selected Applicant/Bidder and ask to provide Performance Security as in Para 1.11 above.

3 Scope of work

- To plan and execute a comprehensive event management, logistics support and social media & PR plan for inauguration of AOIC 2023, which includes among other things opening/inaugural session, plenary/parallel sessions, poster exhibition, closing event, cultural events etc. over a period of two days and 3 to 4 days of pre-event activities.
- Organizing Conferences/Meetings for ~ 1000 delegates at least, at a time, equipped with projection systems along with display panels having interface for PowerPoint presentations and for audio/video demonstrations, RF mikes for the participants, wireless translation equipment etc.
- Overall end-to-end event management including Conceptualization of the entire event, event flow, seating arrangement, décor, displays, projections, Audio- visuals, lightings, Compere, photo-videography, kits distribution, help-desk, cultural event, side event or pre-event activity etc
- Equipment: Computers, with proportionate heavy duty printers/photocopiers, scanners, laptops for PowerPoint presentations, screens in the halls, plasma screen in the Plenary Hall, Public Address system in the Pre-Function areas, meeting display system (like in airports), fax machines, telephones, VHF transmitters to main officers inside venue (if mobile phone use is to be restricted) or any other equipment. The equipment are required on need basis.
- Printing including digital printing, electrostatic printing, embossing, letterpress, offset lithography, screen printing. Printing of invitation cards for various functions and social occasions, conference note pads, information booklets about the Summit/Conference, telephone directories, parking labels for various venues, mini booklets for programs, files/folder covers, letter heads, delegate's bags/folders etc
- Delegate-kits/bags for delegates/participants comprising notepad, conference labelled pen, conference labelled pen drive, booklets, brochures, souvenirs, embossed business card holder, conference booklets etc. The agency shall be responsible for coordination, production and dissemination of all publicity material and collaterals.
- Help Desks with English speaking trained receptionists, registration desk with laptops, country-wise mailboxes. An advance help-desk (for handling email, phone, and postal queries/ assistance sought) should be set up as one of the very first deliverables and at the earliest i.e. one month before the event. Help-desk at event location should be an extension of this.
- A counter at the airport to facilitate the arrival of delegates.
- Creating backdrops and signage at Conference venue, various points in the city, flags, welcome arches on approach roads.
- Logistics, protocol and visa & liaison support for Indian and international delegates (including non-financial administrative assistance for visa support etc. where required). The same team can also seek political clearance, provide visa assistance etc. for international delegates
- Printing of event documents, collaterals and publicity material.
- Public Relation and Media management- organizing press conferences, press releases and media coverage of events with quantifiable outcomes. In addition, inviting the press, arranging coverage in press, interview shoot etc.
- Social Media- setting up a dedicated SM team for promotion of AOIC in all leading SM handles like Facebook, Twitter, Instagram, LinkedIn, etc.

- Organizing the cultural event highlighting the rich cultural & technological ethos of India
- Organizing side & pre-events like bilateral, digital exhibition and exhibition of technical products & solutions (stall based)
- Invitee management- confirmation of national & international delegates, printing, email of invitation cards as per the protocol of PMO
- Liaison with security agencies including police, SPG for timely clearance
- Provision of food & beverages for selected participants and delegates.
- Assist the Ministry in terms of creative, PR and branding and liaison for various outreach activities, on need basis.
- Provide knowledge management for creating report of the event, presentation etc

Various sections listed below in the scope pertaining to *Pre-event, during the event* and *Post event*, need to be considered for the inauguration event.

The detailed scope of work is as follows:

3.1 Pre-event & in run-up to the event

3.1.1 Invitee Management

1. End to end invitee management including printing of cards, inviting the participants for various events and exhibitions, follow-up, maintaining the invitee database.
2. Management of the delegate which would include following but not limited to:-
 - a. Communications, Invitation, Registration, Fees, Acknowledgement etc
 - b. Logistics management – Receiving the delegates, Identity management, Transportation, Accommodations, Food, Kit & Programme material, Briefing, Group communication, Departures.
3. A response management team to be constituted by the Agency for Invitee Management Activities to ensure regular follow-ups on getting confirmations from invitees. It is imperative to mention that event should have atleast confirmed participation of approx. 1000 delegates. Regular weekly reports on responses to be shared with the committee for further action
 - a. For reference purposes, the total number of delegates in India to be followed up for confirmations by the Response Management Team is given below
 - i. Non-Govt. VIP invitees / Delegates - **400**
 - ii. Govt. Delegates / Ministerial Delegations - **100**
4. Participating in third party events, putting up stalls, information kiosk and distribution of publicity materials as part of outreach activities for the AOIC - 2023 event

3.1.2 Run-up and Pre-Event Promotion

1. Pre-event promotion to create the necessary awareness about AOIC in the months leading up to the actual event in March 2023 and management of run up events both in traditional and digital formats.
2. Managing the communications related to the AOIC 2023 event which should include but not be limited to Publicity: Web presence, Mobile Presence, Other media.
3. Printing including digital printing, electrostatic printing, embossing, letterpress, offset lithography, screen printing. Printing of invitation cards for various functions and social occasions, conference note pads, information booklets about the Summit/Conference, telephone directories, parking labels for various venues, mini booklets for programs, files/folder covers, letter heads, delegate's bags/folders, etc.
4. Production of videos: (AOIC introductory videos & other themes as per details provided in the format of financial bid). Any other audio visual content optional based on requirement.
5. Assisting the Ministry to set up Digital India Exhibits and in effective dissemination of information about AOIC 2023 in important Domestic and International conferences / events.
6. Overall conceptualization & planning of AOIC 2023.
7. Co-ordination with government agencies for successful conduct of one-on-one bilateral meetings during AOIC 2023.

3.2 During the event – AOIC 2023

The overall format of inauguration of AOIC 2023 will be tentatively as follows:

- Day 1 - Welcome reception at the venue
- Day 1 - Communication/ IT Ministers Conclave
- Day 1 - Panel Discussions on Innovation from Industry, Start-up
- Day 1 - Cultural programme
- Day 2 - Exhibition showcasing products/services
- Day 2 - Unveiling of 6G Vision Document
- Day 2 - Inauguration of the AOIC by Hon'ble PM
- Day 2 - High Tea/ Gala Dinner

The above programme is tentative and subject to change.

3.2.1 Conceptualization & Event Management

1. Conceptualizing and end-to-end event management & co-ordination of Inaugural Ceremony, thematic sessions, closing ceremony, press conference, side events,

exhibition and bilateral meetings. The venue management activity should include following but not limited to:

- a. Common Functions – Common to all events and venues.
 - i. Visitor management and Registration application with required IT equipment.
 - ii. Registration and Tagging.
 - iii. Kit and document distribution.
 - iv. Physical Security & Crowd control.
 - v. Inspection and Scanning of incoming goods.
 - vi. Visitor management and transportation.
 - vii. Signage and traffic management.
 - viii. Common area illumination.
 - ix. Speakers and VIP pavilion including cloak room facility.
 - x. Media and video room.
 - xi. Back stage Green/waiting Room.
 - xii. Volunteer management and tasking.
 - xiii. Ushers and Assistance team.
 - b. Inauguration
 - i. Venue Security including venue traffic planning and management for different category of guests/attendees.
 - ii. Stage and Stage facilities including the stage design and setup.
 - iii. Audio-Visual Facilities including repeaters as required.
 - iv. Seating and enclosure management.
 - v. Drinking water and sanitary facilities.
 - vi. Refreshments and catering.
 - c. Panel Discussions and Ministers' Conclave
 - i. Adequate conference halls
 - ii. Audio Visual arrangements with adequate repeaters.
 - d. Exhibition Management.
 - e. Stalls and Furniture as required – including exhibition stalls, theme pavilions.
2. Setting up and planning a digital and physical exhibition on the sidelines of AOIC 2023.

3. Managing the security protocol requirements of the dignitaries.

3.2.2 Registration Management

1. Help Desks with English speaking trained receptionists, registration desk with laptops, country-wise mailboxes. Provision of educated, English speaking Liaison Officers. Provision for ushers, escorts, qualified laptop operators, car hailers, messenger boys, office boys, photocopy coordinators, etc. An advance help-desk (for handling email, phone, and postal queries/ assistance sought) should be set up as one of the very first deliverables and at the earliest in the months upto actual event in March 2023. Help-desk at event location should be an extension of this. The same team can also seek political clearance, provide visa assistance etc. for international delegates.
2. Facilitating the creation, administration and processing (preferably ICT based) of feedback forms from the conference participants.
3. Mechanism of accreditation/access control/categorization of delegates/providing badges, provision of self-registration automated machines.

3.2.3 Conference Management

1. Organizing Conferences/Meetings for ~ 1000 delegates at least, at a time, equipped with projection systems along with display panels having interface for PowerPoint presentations and for audio/video demonstrations, RF mikes for the participants, wireless translation equipment.

Equipment: Computers and Laptops, with proportionate heavy duty printers/photocopiers, scanners, laptops for PowerPoint presentations, screens in the halls, plasma screen in the inaugural Hall, Public Address system in the Pre-Function areas, meeting display system (like in airports), fax machines, telephones, VHF transmitters to main officers inside venue (if mobile phone use is to be restricted). The equipment are required on need basis. All equipment should be live-stream ready. Below given are the details on the required equipment:

- a. Laptops as of processor configuration Intel i5 and above.
- b. Printers at registration desks and other locations as required, actual need may vary.
- c. Heavy duty photo-copiers, approximately 2 copiers, actual need may vary.
- d. On site IT&AV support team supporting all equipment installed.
- e. Physical presence in all auditoria during conferences and discussions.

The IT Management activity performed by the selected agency should encompass the following roles and responsibilities but should not be limited to:

- a. Provision and configuration of Wi-Fi network covering the entire Venue.

- b. Provision of Cyber Security.
- c. Provision of Internet connection of appropriate bandwidth.
- d. Setup and configuration of Standalone Kiosks.

Note: The actual need of the laptop computers, printers and other hardware equipment may vary as per the need.

2. Delegate-kits/bags for delegates/participants comprising notepad, conference labeled badges, pens, pen drives, booklets, souvenirs, embossed business card holder, conference booklets. The agency shall be responsible for coordination, production and dissemination all publicity material and collaterals. Approximate specification and count of required articles, actual need may vary: Parking labels, Delegate bags, Document folders, Awards and Trophies (based on requirement), Souvenirs, Event Brochure, Event information Booklets, Conference note pads, etc.
3. Creating backdrops and signage at Conference venue, airports, various points in the city, flags, welcome arches on approach roads.
4. Photography and videography of the events. All photography & videography should be HD format
5. Co-ordination with the creative and advertising agency for effective implementation of branding as well as media releases. The branding will include creation of outdoor / indoor brandings, promotional brandings (airport / metro stations / prevent promotional branding / venue branding).
6. Creation of newspaper advertisement and printing of daily newsletters (both physical and online).

3.2.4 Transport & Logistics Management

1. Arranging transport and logistics for delegates with provision of cars, mini bus and buses, as the case may be. The quality of vehicles and staff should be commensurate with the international stature of the event.
2. Facilitation of accessibility in the services provided (especially transport), and also from holistic perspective, and to coordinate/ manage accessibility within hotel premises with the hotel management.
3. Various infra- and logistics related activities to be coordinated, where so required, for example with travel agencies or flight operators for procuring international/ national air tickets in business class for a few invited dignitaries, economy class for others) in all respects, managing/ coordinating on behalf of and under information to/ advice of DoT, even those areas which are directly being provided by the hotel or any other service provider. For example, Wi-Fi, ensuring correct F&B, ticketing, webcast, ensuring/coordinating timely and correct partitioning and collapsing of the venue for Inaugural, food breaks, and parallel sessions etc. internet connectivity to be provided at the venue.

3.2.5 Media Management Co-ordination

1. Agency to co-ordinate with media houses – both print & electronic media houses, for infrastructure requirements for live broadcasting on all days.
2. Organizing press conferences, press release and media coverage of the event.
3. To provide regular inputs to the social media team of DoT for dissemination of conference news through social media, before and during the conference.
4. To provide, manage and oversee the simultaneous interpretation, if needed.
5. Co-ordination with Social media agency for Live Streaming of the entire conference on website, social media etc. Agency to make adequate provisions for live broadcast as well by media agency
6. Co-ordination with the social media agency for effective pre-event, event and post-event promotion
7. The agency will be responsible for wide coverage at event through editorials, interview, shows, discussions etc in electronic, print and other media

3.2.6 F & B Management

1. Coordinating the F & B requirements at the venue. Approximate requirements are as follows:
 - a. Organising regular supply of Tea / Coffee / cookies all through the day
 - b. Bakery items / dry fruits to be kept in supply all through the day
 - c. Coordinating with the venue on luncheon / dinner requirements for delegates

3.2.7 Health & Hygiene

1. Providing health and safety management for the venue. The following activities need to be performed but should not be limited to the same:-
 - a. Cleaning, Hygiene. Provision of Sanitary facilities where required.
 - b. First aid and medical station/s with Doctor/s in attendance.
 - c. Ambulance standby.
 - d. Coordination with Fire Department.
 - e. First aid firefighting equipment.
 - f. Disaster management and emergency evacuation plan. Contingency plans. Adequate signage and crew briefing.

- g. Liaison and coordination with Civil Police and Traffic Police for traffic management, including VIP movement and venue security.
- h. Traffic management plan.

Note: Additional security / health measures to be complied with as per the Indian security / health standards for global events of such scale.

3.3 *Post the event*

1. Ensuring effective co-ordination with authorities for smooth departure of all delegates
2. Facilitating sight-seeing trips for international delegates pre/during/post the event, if required
3. Sending thank you letters and mails to national / international delegates
4. Preparation of post-event report and sharing the same with all attendees
5. Provide a project closure report to DoT. The event closure should have the following activity but should not be limited to them:
 - a. Knowledge Consolidation
 - b. Dispatch Management

4 Obligations of the Agency

The agency shall be required to take all statutory clearances as required for the successful organization of the event, from time to time.

5 Payment Conditions

- The selected agency will be required to submit a Performance Bank Guarantee/ Performance security equivalent to 5% of the overall contract value as agreed by the client.
- The items/ quantity may vary from the quotation during the course of time based on demand, the payment for such items will be made on actual or pro-rata basis. Necessary supporting evidence have to be provided while claiming the payment by the agency subject to reasonability of price.

6 Loss of Property and/or Life

Any loss of property and / or life during preparations of the event and the event itself would be borne entirely by the agency and DoT shall not be held liable for any claims. The agency 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.

7 Settlement of Disputes

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with the agreement or its interpretation.

Any dispute between the parties, which cannot be settled amicably within 30 days of receipt, by one party of the other party's request for such amicable settlement, shall be submitted to arbitration by the sole Arbitrator to be appointed by DoT. The arbitration proceedings shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996.

The arbitration proceedings shall be held at New Delhi and the Courts at New Delhi shall have the jurisdiction.

Either party's performance under this agreement is subject to acts of God, war, epidemics, government regulation, strikes, or any other occurrence of event(s) or emergency beyond the party's control (except for rains), making it impossible, illegal, or commercially impracticable for either party to perform its obligations under this agreement, in whole or in part.

8 Representations and Warranties

The Agency represents and warrants that all services performed under this Agreement shall be of professional quality conforming to generally accepted industry practices. Services performed by the Agency which are determined by the DoT to be of less than professional quality shall, at the DoT option, be corrected by Agency, at the Agency's expense.

9 Right of Use of Site

The event will be held in Vigyan Bhawan. The Agency shall coordinate with the authorities to take possession of the site prior to the date of the event for their preparation and management. In case of change of site of event, the Agency may be informed at least 7 (seven) days prior to the date of the event.

It is the obligation of the Agency to maintain the horticulture and fixtures already present in the sites during their term of use. In case of damages caused at the sites due to fault of Agency, the DoT has right to claim for compensation. The Agency shall not sublicense, transfer or assign the use of the site to any person or entity without the prior consent of the DoT.

10 Licenses and Rights for use of Names and Song

The DoT does hereby grant to the Agency a limited non-exclusive license to use the Event name and "DoT" name solely in connection with the preparations, programmes and management of the events, provided the Agency complies with the terms and conditions contained in this Agreement.

The agency shall not use the name of their own company in any official communication or promotional material pertaining to the event, either before, during or after the event without prior approval of DoT.

The Agency shall not use the names and the song for any event or purpose other than the said event.

The authority of the Agency to use the names and the song commences upon the effective date of this Agreement and terminates upon the expiration of the term of this Agreement or upon termination of this Agreement, whichever shall occur first.

The Agency shall not sublicense, transfer or assign the use of the names and song to any person or entity without the prior consent of the DoT.

11 Intellectual Property Rights

The selected Bidder shall not use any material with intellectual property right without prior permission. The Bidder shall have to take any and all permissions and clearance related to intellectual property used during the event. DoT shall not be held liable for any default.

12 Terms of Contract

The contract shall be effective on the date of its signing and shall continue until the date of the successful completion of the event unless terminated sooner by either of the parties.

13 Termination

The contract shall stand terminated for following reasons:

- a) Successful completion of both the events
- b) In case of non-performance of work
 - Due to Force Majeure
 - Due to non-performance of contract

14 In case of Termination due to Force Majeure

Force Majeure shall mean occurrence in India of any act of God, such as rain, fire, flood, earthquake or other natural calamity causing the cancellation of the event. In such a case, the Agency shall be paid only for the time actually spent planning the event. In case of any material and equipment cost, the same shall be paid on actual basis.

15 In case of Termination by DoT

Time is the essence of this event and in case of delay of any activity of this event DoT reserves to terminate the contract and forfeit PBG submitted by the selected agency and recover other reputational losses from the agency and in such case no payment shall be made to the agency. If the DoT terminates this agreement 5 days before the event for reasons other than Force Majeure or reasons mentioned above, the DoT shall refund the Performance Security to the Agency and the DoT may reimburse the Agency for reasonable outstanding expenses.

16 In case of Termination by Agency

If the Agency terminates this agreement, then the DoT shall forfeit the Performance Security paid by the Agency and the DoT can also forfeit the bank guarantee submitted against the mobilization advance paid to the Agency. The DoT shall also claim compensation for damages incurred due to termination of contract on actual basis.

17 Penalty clause

In case of delay in execution or unsatisfactory work, DoT may impose a penalty of 1% of the project value per week or part thereof delay (subject to maximum of 10%). If the delay is beyond stipulated time specified by DoT, then DoT may annul the project and shall be free to get it done from other agency at the risk and costs of the selected agency. DoT may debar and blacklist the agency for applying in its future tender/RFP. DoT may impose an additional penalty for non-performance to the extent of 20%. The quantum will be decided by DoT depending upon the severity of the non-performance or quality of output.

17.1.1 Conditions of payment

17.1.1.1 The quantity mentioned in the template are indicative and actual number may vary during the execution of the event.

17.1.1.2 The final payment will be made to the agency on pro rata basis on the basis of actual number of items executed.

23.1.1.3 For any additional/new items, the payment will be made on mutual agreeable cost after establishing reasonability of price, precedence of similar events executed in the past etc

18 Format for Submission of Technical Proposal

Form-T1

Letter of Proposal

(on Bidder's Letter Head)

Ref:

Date:

To,

DDG (International Relations)

Department of Telecommunications

306, Sanchar Bhavan, 20, Ashoka Road, New Delhi

Subject: Proposal for Selection of Agency for planning and organizing Event, Social Media & PR for AOIC – 2023.

Dear Sir,

With reference to your EoI Document dated _____, we i.e. M/s _____ (Name of Bidder) having examined all relevant documents and understood their contents, hereby submit our Technical Proposal which is unconditional.

2. All information provided in the Proposal and in the Appendices are true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of inauguration of the AOIC 2023 event.
4. We shall make available to the Authority any additional information as may deem necessary or require for supplementing or authenticating the Proposal.
5. We acknowledge the right of the authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
7. We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Consultant, without incurring any liability to the Applicants in accordance with this EOI document.
8. We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicated or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake this work or which relates to a grave offence that outrages the moral sense of the community.

9. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offense committed by us or by any of our Associates.
10. We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/Managers/employees.
11. The Bid Security of Rs. _____ (Rupees _____ only) in the form of a Bank Guarantee is attached, in accordance with the EOI document.
12. We agree and understand that the proposal is subject to the provisions of the EOI document. In no case, shall we have any claim or right of whatsoever nature if the work is not awarded to us or our proposal is not opened or rejected.
13. We agree to keep this valid for 210 (Two hundred and ten) days from the Proposal Due Date specified in the EOI.
14. A Power of Attorney in favour of the authorized signatory to sign and submit this Proposal and documents is attached herewith.
15. In the event of our selection, we agree to host the event as specified in the EOI.
16. The Technical Proposal and Financial Proposals are being submitted in separate covers in hard copy. This Technical Proposal and Financial Proposal shall constitute the Application which shall be binding on us.
17. We agree and undertake to abide by all the terms and conditions of the EOI Document. In witness thereof, we submit this Proposal under and in accordance with the terms of the EOI Document.

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

Form-T2

Brief Profile of Bidder Firms and Certificate of Incorporation

Bidders to give brief profile of their firm along with certificate of incorporation (limited to three A4 size pages).

Form-T3

Bank Guarantee Format for Bid Security

(To be stamped in accordance with Stamp Act if any, of the country of issuing bank)

Ref.: **EOI No.** _____, **dated** _____

Bank Guarantee:

Date:

WHEREAS, _____ (Name of Bidder)_____ (hereinafter called "the bidder") has submitted his bid dated _____ for the Tender No. _____, dated _____ (hereinafter called "the Bid"). KNOW ALL MEN by these presents that We, [Name of Bank] of _____ [Name of Country] having our registered office at (hereinafter called "the Bank") are bound unto _____ (Name of Employer) (hereinafter called "the Employer") in the sum of Rs. _____ (Rupees _____ Only) for which payment will and truly to be made to the said Employer the Bank binds himself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this _____ day of _____ 20...

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws his Bid during the period of bid validity specified in the Bid document; or
2. If the Bidder does not accept the correction of arithmetical errors of his Bid Price in accordance with the Instructions to Bidder; or
3. If the Bidder having been notified of the acceptance of his Bid by the Employer during the period of bid validity,
 - a. fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
 - b. fails or refuses to furnish the Performance Security, in accordance with the letter of invitation, we undertake to pay the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or any of the conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date 210 (two hundred and ten) days after the deadline for submission of bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. _____ (Rupees _____ Only) and the guarantee shall remain valid till _____.

Unless a claim or a demand in writing is made upon us on or before _____ all our liability under this guarantee shall cease.

(Authorised Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

The bank guarantee shall be issued by a bank (Nationalized/Scheduled) located in India

Financial Bid – Part A

<<On Bidder's Letter head>>

To,

DDG (International Relations)
Department of Telecommunications
306, Sanchar Bhavan, 20, Ashoka Road, New Delhi.

Subject: Submission of the Financial Bid for Selection of Agency for planning and organizing inauguration of ITU Area Office and Innovation Centre (AOIC) in India

Dear Sir/Madam,

We, the undersigned, offer to provide the event management services for DoT event in accordance with your detailed Scope of work dated and subsequent corrigendum. Our attached financial proposal for Financial Bid-Part A is for the amount of <<**Amount in words and figures**>>. This amount is exclusive of taxes.

1. PRICE AND VALIDITY

- All the rates mentioned in our bid are in accordance with the terms as specified in the detailed Scope of Work documents as per Financial Bid format provided. All the rates and other terms and conditions of this Bid are valid for the entire duration of the contract.
- Taxes shall be paid as applicable.
- We understand that the payment would be made as per the actual items/work executed during the final event.

2. QUALIFYING DATA

We confirm having submitted the information as required by the detailed terms of reference document. We are not submitting any assumptions or conditions with our financial proposal as it is all inclusive proposal. DoT reserves the right to reject our proposal in case of any discrepancy or conditions found with our proposal.

3. BID PRICE

We declare that our Bid Price is firm for the entire scope of the work as specified in the document. Our bid prices are mentioned in the submitted Financial Bid.

Our Financial Bid shall be binding upon us subject up to expiration of the validity period of the Proposal, i.e., [31.05.2023].

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.

Thanking you,

(Authorised Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

18.1 Financial Bid – Part B

S. No	ITEMS	QUANTITY	DAYS /NOS /JOB	UNIT COST	TOTAL AMOUNT WITHOUT TAX	TAX RATE	TOTAL AMOUNT WITH TAX
A	AIRPORT BRANDING						
1	Helpdesk at IGI Airport T-3	1	4				
2	Assistants (Male)	4	4				
3	Flower bouquets for welcoming Foreign Ministers/ Delegates	30	1				
4	3D cut-out standee at Help Desk (Height Width 5x3 ft)	2	1				
5	Placard with event's name/logo (20x30 cms)	6	2				
B	EN-ROUTE BRANDING OUTSIDE VENUE						
1	Pole buntings on pillars at strategic locations (4'x8')	100	4				
2	Flax Branding on roundabouts at strategic location (8'x10')	15	4				
3	Branding at advertisement sites - Outdoor Branding (Excluded Airport)	10	4				
C	Registration counter	1	1				
1	Usher	4	2				
2	Manpower	2	2				
D	COMMUNICATION/ IT MINISTERS - CONCLAVE						
D(i)	Sitting Arrangements						
1	Sitting arrangements (Table setup) for the IT Ministers / Senior Officials Meeting (Board Room style sitting, 1+2) Chairs for SOM Leaders, Delegate chairs	25	JOB				
2	House flag - Country	25	1				
3	Table Flag	25	1				
4	Country's name plates /tent card with event branding	25	1				
5	Viewing screens with frame & branding for document negotiation (65 inch LED)	8	1				

6	Flower Arrangement in U Shape or Round Shape Area for Sitting	1	JOB				
7	Flower arrangement for Each Table	1	JOB				
D(ii)	Branding & Febrication						
1	Branding Walls - 10ft *8 ft	6	Nos				
2	Media raiser (8'x4'x1.5')	1	Nos				
3	Table Branding	25	Nos				
4	Console with Masking (24'x4')	2	Nos				
5	Podium	1	Nos				
6	Standee -3ft *6ft	12	Nos				
7	Direction Signage (04' x 2.5')	10	Nos				
D(iii)	Technicals for Conclave						
1	Sound system for 100 guest (XX speaker systems)	1	Nos				
2	Mic for each country	25	Nos				
3	Delay Speakers	4	Nos				
4	Delay Screen-12*8	4	Nos				
5	Audio Mixer (64 channels)	1	Nos				
6	Video Mixer	1	Nos				
7	HT Video Camaras	8	Nos				
8	Basic Light for the room	1	JOB				
9	Technician for lights	1	Nos				
10	Technician for Sound	1	Nos				
11	HD still photographer	4	Nos				
12	HD videographer	2	Nos				
13	Switcher/Splitter	1	Nos				
14	Meeting Kit (Pen, pencil, folder etc.)	300	Nos				
15	Laptop	10	Nos				
16	B/w Laser printer (Heavy Duty)	2	Nos				
17	Color Laser Printer with scanner	2	Nos				
18	Heavy Duty Photocopier	1	Nos				
19	Shredder	2	Nos				
20	Electricity or Power						
D(iv)	Translator and Interpreters						
1	Translator Setup	10	Nos				
2	Simultaneous Interpreters(Language wise)	25	Nos				
D(v)	Listening room with setup for Delegates	1	JOB				
D(vii)	MANPOWER						
1	Supervisor	2	Nos				
2	County Usher	25	Nos				

3	Manpower for Kit Distribution, Store room & other work	5	Nos				
4	House Keeping (with tools, equipment's consumables etc.)	1	Nos				
E	INAUGURAL EVENT						
E(i)	BRANDING						
1	Flag Branding 4ft * 8ft	50	JOB				
2	Dropdown for Hall (In Sqft)	5000	JOB				
3	Standee -3ft *6ft	20	JOB				
4	Logo 3D Installation	2	JOB				
5	Gate Branding - 130 ft *9ft	3	JOB				
6	Other Branding (In Sqft) <Vaneue Branding , Directional Signage>	10000	JOB				
E(ii)	Stage & Decoration						
1	Sitting arrangements on stage	25	JOB				
2	Podium	1	Nos				
3	House flag - Country	25	Nos				
4	Table Flag	25	Nos				
5	Country's name plates /tent card with event branding	25	Nos				
6	Viewing screens with frame & branding for document negotiation (65 inch LED)	8	Nos				
7	Flower Arrangement on stage	1	JOB				
8	Carpeting - RFT	5000	JOB				
9	Table Top flower including container	25	Nos				
10	Exotic Fresh Flower Decoration on Main Stage with floral garden on LED, Podium, Garden décor on dias and stage front area.	1	JOB				
11	Flower Bouquet assorted of carnation/ roses wrapped in paper/ crepe packing VIP/VVIP	1	If required				
12	Mixed Plant with Planters	100	Nos				
E(iii)	Technicals for Conclave						
1	LED wall 44 ft x 14 ft for stage backdrop	1	Nos				
2	PA Systems (All in one linear Array) (Bose/Panasonic/Sony/JBL or equivalent sound system)	1	Nos				

3	Required arrangement Light	1	JOB				
4	Delay Screen	3	Nos				
5	Teleprompter with software	2	Nos				
6	Inaguration Setup (As per Proposed in Proposal)	1	Nos				
7	Simultaneous Interpreters(Language wise)	50	Nos				
8	HD Still photographer	6	Nos				
9	HD Videographer	3	Nos				
10	Server, Networking, switchers, hardware engineers and software engineers	1	JOB				
11	Electricity or Power						
E(iv)	Translator and Interpreters						
1	Translator Setup	10	Nos				
2	Simultaneous Interpreters(Language wise)	50	Nos				
E(v)	MANPOWER						
1	Emcee for PM event	1	1				
2	Supervisor	4	1				
3	Country Usher	25	1				
4	Volunteers	20	1				
	Other Manpower for Event	15	1				
6	Technician to run AV, Film & Presentation on Screen	2	1				
23	Technician for lights	2	1				
24	Technician for Sound	2	1				
7	House Keeping (with tools, equipment's consumables etc.)	1	JOB				
F	CONTENT, CREATIVE & AUDIO VISUAL						
1	Inauguration event AV(3 Minutes) for main screen	1	Job				
2	Inauguration short AV(45 Sec) for main screen	1	Job				
3	Creative & Design for whole Event	1	Job				
4	Live Webcasting	1	Job				
G	COLLATERAL'S WITH SPECIAL BRANDING						
1	Premium VVIP Delegate bags for Ministers & senior dignitaries (Leather)	100	Nos				
2	Normal Delegate bags delegates	600	Nos				

3	Premium Delegates' Handbook	700	Nos				
4	Note Pads (With Logo)	700	Nos				
5	Pen	700	Nos				
7	Indian Souvenir (one for each bag) Maximum Value of INR 2000	100	Nos				
8	Pen Drive with event logo	700	Nos				
9	Detailed Programme Booklet	700	Nos				
10	Programme/Agenda Card	700	Nos				
11	Invitation Card	750	Nos				
13	Lunch/Dinner Menu (Customized)	700	Nos				
15	Coffee Table Book - 13"x11"	25	Nos				
H	ACCESS CONTROL						
1	PVC Badge (6"x4") with pouch and double hook Lanyard (Media, Govt Officials)	900	Nos				
2	Three Colour Badge	500	Nos				
3	Lapel pins	800	Nos				
4	Car labels/Parking Stickers	300	Nos				
5	HHMD machine	5	Nos				
6	Baggage scanning machines	1	Nos				
I	EXHIBITION AREA						
1	Pagodas (5x5mtr.), chairs, power points and general lighting.	12	2				
2	Carpeting - RFT	2000	RFT				
3	Branding / Beautification of exhibition Area	1	Sq Ft				
5	Flower Decoration	1	Job				
6	Directional Signage	10	Nos				
7	Power for Exhibition Running	1	JOB				
J	CAMP OFFICE						
1	Hi Speed Internet Connection	1	Job				
2	Laptop	4	1				
3	B/w Laser printer (Heavy Duty)	2	1				
4	Color Laser Printer with scanner	2	1				
5	Heavy Duty Photocopier	1	1				
6	Shredder	2	1				
7	Floral Decoration	1	Job				
8	Brand New Carpet	1	SqFt				

9	Photocopy Coordinators	1	1				
10	Stationery Kit	10	Nos				
K	F&B						
1	VIP Lounge with Pantry set up complete with cabling and manpower, Sofas, Centre and side Tables, Tea/Coffee Machine, Water Dispense attached with the inaugural structure	1	Job				
2	Buffet counters Setup (tent , tables with HIGH QUALITY linen)	1	Job				
3	Round tables with 8 banquet chairs with high quality Linen	60	Job				
4	Round tables with laminated top with banquet chair seating	120	Job				
5	Brand New Carpet and Flooring	1	Job				
6	Cocktail tables	50	Job				
7	Flower Decoration	1	Job				
8	Running panel for hanger - Fascade and Side covers	1	Sq Ft				
9	Delegate / Organizers /Media Staff lunch/Dinner	500	Per Unit				
10	VIP lunch - Menu as approved by committee	300	1				
11	Dinner and cultural programme - Venue, Menu as approved by committee						
12	Mineral water - 500ml	1500	Per Unit				
13	Running tea / coffee	1000	Per Unit				
14	Media Kit	100	Unit				
15	Transportation for Colletrals & Elements for Whole event						
L	TRANSPORTATION						
1	Toyota CAMRY Type (For SG/EC/Ministers)	1	10				
2	Toyota INNOVA CRYSTA Type (ForDelegations)	1	10				
3	Toyota ETIOS Type (For MIC Staff and Organizing Committee)	1	10				
4	Minibus Toyota Hiace Type (14 seater)	1	5				

5	VOLVO 45 (Seater Luxury Coach)	1	3				
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**Taxes will be paid extra as applicable

*** The above is an indicative list. Actual work/quantity may vary during the final execution of the event.

(Authorised Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date: