



Calling of Short Term open two-packet QCBS e-Tender from expert Event management agencies for organizing ‘UNESCO India-Africa Hackathon 2022’ to be held from 22nd to 25th November 2022.

NIT No.: EdCIL/UNESCO-India-Africa (UIA) Hackathon

Dated: 09/11/2022

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CHAPTER - 1: INTRODUCTION

EdCIL (India) Limited, a **Mini Ratna CPSE** (Central Public Sector Enterprise), was incorporated in 1981, under the Ministry of Education (MOE). It is an ISO 9001:2015 & 14001:2015 Certified Company. It is a continuously dividend paying and profit-making company and the only PSU (Public Sector Undertaking) under Ministry of Education to serve the education sector.

1.1 The company over the Four decade of existence has executed many projects and consultancies and has a large number of satisfied clients spanning across Govt. of India, State Governments, Foreign Missions, Autonomous Bodies, Centres of Excellence (IITs, IIMs, IIITs, IISERs etc.) and their large corporates.

1.2 EdCIL offers a wide range of Information and Communication Technology (ICT) consultancy, Turnkey and Technology solutions in different segments of Education and Human Resource Development within the country and overseas. EdCIL currently runs Project Management Support Units (PMSUs) known as Technical Support Groups (TSGs) for Pan India projects of Ministry of Education like “Sarva Shiksha Abhiyan (SSA)”, “Mid-Day Meal Scheme (MDM)”, “National Mission on Education through Information & Communication Technology (NMEICT)”, “Higher Education Statistics and Public Information System (HESPIS)”, “Pandit Madan Mohan Malviya National Mission on Teachers & Teaching (PMMMNTT)” etc.

1.3 EDCIL presently has strong verticals in the following areas:

1.3.1 Educational Infrastructure Services (EIS): The EIS vertical provides Educational Infrastructure Services (**Turnkey execution and Project Management Consultancy (PMC)**) services to the Educational Institutions.

1.3.2 Educational Procurement Services (EPS): EPS vertical provides the **Procurement of educational aids** ranging from school kits to hi-tech laboratory equipment focusing on maximizing Total Cost of Ownership in educational and human resource development space.

1.3.3 Advisory Services (AS): Offers advisory services ranging from preparation of **Detailed Project Report (DPR)** formulation for setting up of any Educational Institution, organizational restructuring, impact assessment studies and curriculum designing etc. Following key services are offered by the Advisory vertical in the Education (School Chains and Higher education) and HR advisory space:

- Preparation of Concept notes & Detailed Project Reports (DPRs) (Greenfield and Brown field), for all domestic institutions across states and central ministries and for expansion of global institutions in select countries in South East Asia and the Middle East
- Organization Restructuring (sectoral/institutional)
- Improving Operational Efficiency
- Digitization Planning
- Training Designing

- Impact assessment of two to three key schemes across different states
- Designing of new education schemes
- Policy recommendations to states
- Education content Design

1.3.4 Online Testing & Assessment Services: The company offer **online recruitment** services to various Government Departments/Public Sector Undertakings, Educational Institutions in order to select and appoint executives for various organizations, on Pan-India Basis. This is a large and high growth vertical of the company with opportunities for further increase in market share in view of the large size of market both in India and overseas.

1.3.5 Digital Education System (DES): The Company focuses on all emerging areas of **IT/ICT** applications in the both **Schools and Higher education**, such as Wi-Fi and Network Solutions, ERP implementation, E-content preparation, Virtual Classrooms and Smart Campuses etc.

1.3.6 Overseas Education Services (OES): The following services are specifically offered to high potential target markets covering mostly SAARC, Middle East and African nations:

- Placement of Overseas Students in select Indian Institutes (sponsored schemes as well as SFS segments)
- Placement of Indian faculty in overseas institutes;
- Student/faculty exchanges.

1.3.7 Technical Support Group (TSG): This is EDCIL's project management and logistical support vertical to extend operational support to Ministry of Education (MOE) in implementing several Mega Pan-India projects/schemes.

1.3.8 Study in India Programme: MOE appointed EdCIL as nodal agency for implementation of recently launched programme "Study in India"; initiative aims to make India a preferred education hub for students all across the globe, by elevating its position in the global educational landscape.

1.3.9 Skill Development: EdCIL is diversifying itself in the area of skill development on Pan India basis to develop skills of youths through imparting of training in diversified sector etc., in association with Ministry of Skill Development and Entrepreneurship (MSDE), Ministry of Rural Development (MoRD), National Skill Development Corporation (NSDC), Sector Skill Councils (SSC), State Skill Development Missions and other Departments under initiatives of Govt. of India & State Govt on the theme of Skill Development Programmes."

1.4 The company has expertise and large network of alliance partners and tie-up with quality monitoring bodies to undertake skill building including Information and Communication Technology (ICT) training and Teachers training projects. The successful clients include:

National

Various Ministries; State Government; Statutory/Autonomous Bodies/Public Sector Undertakings; Private Sector;

Overseas

Alemaya Agricultural University, Ethiopia; Association of Professional Engineers, Scientists and Managers (APESMA), Australia, DEAKIN University, Australia; Arba Minch Water Technology Institute, Ethiopia; Atilim University, Turkey; British Universities India Consortium, United Kingdom; New Zealand Education International Ltd. New Zealand; University of Kocaeli, Turkey; University of Witwatersrand, South Africa; Wellington Polytechnic, New Zealand, etc.

1.5 EdCIL has executed several projects in above mentioned areas funded by World Bank, African Development Bank and other International Organizations.

1.6 EdCIL currently runs Project Management Support Units (PMSUs) known as Technical Support Groups (TSGs) for Pan India projects of Ministry of Education like “Sarva Shiksha Abhiyan (SSA)”, “Mid-Day Meal Scheme (MDM)”, “National Mission on Education through Information & Communication Technology (NMEICT)”, “Higher Education Statistics and Public Information System (HESPIS)”, “Pandit Madan Mohan Malviya National Mission on Teachers & Teaching (PMMMNTT)” etc.

CHAPTER - 2: NOTICE INVITING TENDER

NIT No.: EdCIL/UNESCO-India-Africa (UIA) Hackathon

Date: 09/11/2022

2.1 EdCIL (India) Limited, on behalf of AICTE invites short term open two packet QCBS system-based e-tender from Expert and experienced Event Management agency/ies for organizing event management of “**UNESCO India-Africa Hackathon 2022**”.

The UNESCO INDIA – AFRICA Hackathon is an annual 36 hours event that brings together students, educators, teachers, and the research community of India and its African partners to tackle the common challenges faced by their countries and serves as a facilitator for cultural amalgamation.

The UNESCO INDIA – AFRICA Hackathon provides a suitable platform allowing young innovators to come together and find solutions for social, environmental and technical problems faced by the collaborating nations. It serves as the foundation for creating potential start-ups with the potential to transform the world. It allows the participating students to unleash their creativity and explore new technologies to solve real-world problems under the guidance of experts - thus, spearheading business innovation in the modern world.

Collaboration of the student teams working together to solve shared problems opens the doors to cultural assimilation by introducing students and their mentors to methods, values and manners different from their own.

The Hackathon also serves as a symbol of the close relation cherished by India and its African counterparts and embodies the spirit of collaboration - bringing them together to solve problems for the betterment of humankind.

S. No.	Item	Details
1	Name of Work: Organizing Event management activities for “ UNESCO India-Africa Hackathon 2022 ”. Chief Guests: <ul style="list-style-type: none">– Inauguration: Hon'ble Minister of Education, Govt. of India (22nd Nov)– Hackathon (23rd – 24th Nov)– Closing Ceremony: Hon'ble Prime Minister of India (25th Nov).	Place: Gautam Buddha University, Greater Noida. Date: 22 nd to 25 th November, 2022.
2	Date of availability of Tender Document	Online; 09.11.2022 to 14.11.2022 up to 11:00 hours
3	Mode of Selection	Open e-Tender (Short Term) two packet on QCBS
4	Last date and time for submission of bids	14.11.2022 up to 11:00 hours

5	Bid validity	30 days from the date of submission of Bid
6	Opening of Technical Bid	14.11.2022 at 11:15 hours
7	Presentation by the Bidders to the Evaluation Committee	14.11.2022 at 14:00 hours (changes, if any will be intimated)
8	Opening of Financial Bid	Qualified bidders would be informed separately
9	Earnest Money Deposit (EMD)	Rs. 16,00,000/- (in the form of Demand Draft)
10	Cost of Bid Document	"NIL"

2.2 Earnest Money (EMD)

- The bidder shall furnish along with bid an Earnest Money deposit amounting to Rs. 16,00,000/- (Rupees – Sixteen Lakh Only) in the form of Demand Draft in favour of EdCIL India Limited payable at Noida from a Nationalised bank.
- Bids received without EMD shall be summarily rejected.
- The earnest money of unsuccessful bidders shall be refunded without interest after issue of Letter of Award to the successful bidder or signing of contract whichever is earlier.
- EMD of successful bidder shall be returned after 7 days of release of Letter of Award.
- EdCIL reserve the rights to cancel this tender without assigning any reasons.

2.3 All the Participated Bidders qualifying the minimum eligibility criteria will be invited for presentation (PPT) before the Evaluation Committee on 14.11.2022 at 14:00 hours at EdCIL House, 18A, Sector 16A, Noida (as per Clause no 6.2.2).

Chief General Manager (SII)
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anshulgupta@edcil.co.in, pbsahoo@edcil.co.in
Tel: +91120-4156001, 4154003,
0120-2512004,05,06 [EPBX.: 300].

CHAPTER - 3: INSTRUCTIONS FOR E-TENDERING

3.1 Instructions for Online Bid Submission:

3.1.1 E-tendering is new technology for conducting public procurement in a transparent and secured manner. As per Government of India's directives, EdCIL (India) Limited has adopted E-tendering.

3.1.2 For conducting electronic tendering, EdCIL (India) Limited has decided to use Electronic tender portal link available with detailed information on e-tendering process at EdCIL website. This portal built using Electronic tender's software is referred to as <http://www.tenderwizard.com/EDCIL>.

3.1.3 The bidders are required to submit soft copies of their bids electronically on <http://www.tenderwizard.com/EDCIL> e-tendering website, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the Tender Wizard E-Tendering Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Tender Wizard E-Tendering Portal.

3.1.4 The scope of work to be tendered is available in the complete bid documents which can be viewed /downloaded from Tender Wizard E-Tendering Portal of <http://www.tenderwizard.com/EDCIL>. Both Technical Bid and Financial Bid will be submitted concurrently duly digitally signed in the website <http://www.tenderwizard.com/EDCIL>. No claim shall be entertained on account of disruptions of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last minute technical snags.

3.1.5 All Corrigendum/ Addendum/ Amendment/Corrections, if any, will be published on the website <http://www.tenderwizard.com/EDCIL>.

3.1.6 It is mandatory for all the applicants to have Digital Signature Certificate (in the name of person who will sign the bid document) from any of the licensed certifying.

3.1.7 To participate in the e-tendering submission, it is mandatory for the applicants to get registered their firm/joint venture with the Tender Wizard E-Tendering Portal of <http://www.tenderwizard.com/EDCIL> to have user ID & Password from Tender Wizard E-Tendering Portal.

3.1.8 Register your organization on Tender Wizard E-Tendering Portal by following link <http://www.tenderwizard.com/EDCIL> well in advance of your first tender submission deadline on Tender Wizard E-Tendering Portal for obtaining credentials by paying Annual registration charges. Vendor Registration is Valid for 1year.

3.1.9 Get your organization's concerned executives trained on **Tender Wizard E-Tendering Portal** well in advance of your first tender submission deadline on E-tender Site.

3.1.10 Submit your tender well in advance by relevant documents along with copy of EMD of tender submission deadline on **Tender Wizard E-Tendering Portal** as there could be last minute problems due to internet timeout, breakdown, etc.

3.1.11 Tenders should be submitted only through Tender Wizard E-Tendering Portal and obtain the Tender Acknowledgement copy as a proof of successful submission.

3.1.12 Vendors Training Program: Vendors are requested to contact at Tender wizard Helpdesk for any information regarding E-tendering / training.

a) For online registration, intended bidders may write us at harishkumar.kb@etenderwizard.com or contact no. 080-49352000/9686115318/9650520101/8800445981.

b) For any further query related to Training Session, Tender Uploading/downloading or any other query related to tender please contact Tender wizard Helpdesk.

➤ Telephone: 080-49352000/9686115318 or

➤ Write us mail on Email Id:

- harishkumar.kb@etenderwizard.com,
- ambasa@etenderwizard.com,
- twhelpdesk759@gmail.com,
- twhelpdesk963@gmail.com

3.2 Digital Signature Certificates

For integrity of data and authenticity/non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Signature Certificate (DSC). Also referred to as Digital Signature Certificate (DSC) of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

3.3 Registration

3.3.1 To use the **Tender Wizard E-Tendering Portal**, vendors need to register on the portal by going on the link provided at EdCIL tender webpage as <http://www.tenderwizard.com/EDCIL>. Registration of each organization is to be done by one of its senior persons who will be the main person coordinating for the e-tendering activities. In **Tender Wizard Portal** terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and click on the 'Supplier Organization' link under 'Registration' (on the Home Page) and follow further

instructions as given on the site. Pay Annual Registration Fee as applicable.

3.3.2 After successful submission of Registration details and Annual Registration Fee, please contact **Tender Wizard** Helpdesk (as given below), to get your registration accepted/activated.

3.3.3 Important Note:

I. To minimize the problems during the use of **Tender Wizard E-Tendering Portal** (including the Registration process), it is recommended that the user should use as per the instructions given under 'Tender Wizard E-Tendering Portal User-Guidance Centre' located on Home Page, including instructions for timely registration on Portal. The instructions relating to 'Essential Computer Security Settings for Use of Tender Wizard E-Tendering Portal and 'Important Functionality Checks' should be especially taken into cognizance.

II. Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of users, assigning roles to them, etc.

3.4 SEARCHING FOR TENDER DOCUMENTS

3.4.1 There are various search options built in the Tender Wizard E-Tendering Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID/ Tender Search Code (TSC), organization name, location, date, value, etc. There is also an option of advanced search for tenders, where in the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other key words etc. to search for a tender published on the Tender Wizard E-Tendering Portal.

3.4.2 Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. This would enable the Tender Wizard E-Tendering Portal to intimate the bidders through e-mail alert in case there is any corrigendum issued to the tender document.

3.4.3 The bidder should make a note of the unique Tender ID/ Tender Search Code (TSC) assigned to each tender; in case they want to obtain any clarification/help from the Help desk.

3.5 PREPARATION OF BIDS

3.5.1 Bidder should take into account any corrigendum/ addendum published on the portal before submitting their bids.

3.5.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be

submitted, the number of documents-including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3.5.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can only be in PDF format. Bid documents may be scanned with 100dpi with black and white option.

3.6 SUBMISSION OF BIDS

3.6.1 Bidder should log into the site well in advance for bid submission and complete all formalities of registration (at least two days in advance of the closing date) so that he/she upload the bid in time i.e., on or before the bid submission time. Bidder will be sole responsible for any delay in uploading of bid within the stipulated time.

3.6.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3.6.3 Bidder has to pay the EMD as applicable through demand draft as per tender condition in favour of “**EdCIL (India) Ltd**” payable at **Noida** and enter details of the instruments. An original copy of demand draft for EMD is required to be submitted.

3.6.4 A standard Financial Bid form has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the financial bid format is found to be modified by the bidder, the bid will be rejected.

3.6.5 The server time (which is displayed on the bidder’s dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

3.6.6 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

3.6.7 Upon the successful and timely submission of bids, the portal will give a successful bid submission message & bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

3.7 ASSISTANCE TO BIDDERS

3.7.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority. For any other tender related queries bidders are requested to

contact on below given numbers/email.

EdCIL / Tender Wizard E-Tendering Portal Helpdesk	
Telephone/ Mobile	Customer Support:080-49352000 (Multiple Telephone lines) Emergency Mobile Numbers: 9686115318/ 9650520101/ 8800445981 (Please contact in case of emergency during non-working
E-mail ID	To Tender Wizard harishkumar.kb@etenderwizard.com ambasa@etenderwizard.com twhelpdesk759@gmail.com twhelpdesk963@gmail.com & cc to: eprocure@edcil.co.in anshulgupta@edcil.co.in

3.8 Offline Submissions: (AS PER TENDER REQUIREMENT)

3.8.1 The bidder is requested to submit the following documents in a Sealed Envelope to the above-mentioned address (given in NIT) before the start of Public Online Tender Opening Event.

- i. **Original Demand Draft as EMD in the form of Demand Draft.**
- ii. **Original copy of the power-of-attorney, if applicable.**
- iii. **Bidders are advised to submit the technical bid documents fulfilling the minimum qualification criteria.**

Note: The Bidder should also upload the scanned copies of all the above-mentioned original documents as Bid-Annexure during Online Bid-Submission.

3.8.2 The envelope shall bear (the project name), the tender number and the words 'DO NOT OPEN BEFORE' (due date &time).

3.9 Public Online Tender Opening Event (TOE)

3.9.1 Tender Wizard E-Tendering Portal offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers, as well as, authorized representatives of bidders can simultaneously attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. Alternatively, one/two duly authorized representative(s) of bidders (i.e. Supplier organization) are requested to carry a Laptop with Wireless Internet Connectivity, if they wish to come to Buyer Organization for the Public Online TOE.

3.9.2 Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)', including digital counter-signing of each opened bid by the authorized TOE-officer(s). Simultaneous online presence of the participating bidders' representatives for TOE has been implemented on Tender Wizard E-Tendering Portal.

3.9.3 Tender Wizard E-Tendering Portal has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Bid-Part of a tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and/ or Financial Comparison Chart enhance Transparency.

3.9.4 Tender Wizard E-Tendering Portal has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/Downloading'.

3.10 CRITICAL DO'S AND DON'TS FOR BIDDERS

Specifically, for Supplier organizations, the following '**SEVEN KEY INSTRUCTIONS for BIDDERS**' must be assiduously adhered to:

3.10.1 Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on **Tender Wizard E-Tendering Portal**.

3.10.2 Register your organization on **Tender Wizard E-Tendering Portal** well in advance of the important deadlines for your first tender on Tender Wizard E-Tendering Portal viz. 'Date and Time of Closure of Procurement of Tender Documents' and 'Last Date and Time of Receipt of Bids'. Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of- Marketing Authority (MA) [i.e. a department within the Supplier/ Bidder Organization responsible for responding to tenders], users for one or more such MAs, assigning roles to them, etc. It is mandatory to create at least one MA. This unique feature of creating an MA enhances security and accountability within the Supplier/ Bidder Organization.

3.10.3 Get your organization's concerned executives trained on Tender Wizard E-Tendering Portal well in advance of your first tender submission deadline on the Portal.

3.10.4 For responding to any particular tender, the tender (i.e., its Tender Search Code or Tender No) has to be assigned to an MA. Further, an '**Official Copy of Tender Documents**' should be procured/ downloaded before the expiry of Date and Time of Closure of Procurement of Tender Documents.

Note: Official copy of Tender Documents is distinct from downloading 'Free

Copy of Tender Documents'. Official copy of Tender Documents is the equivalent of procuring physical copy of Tender Documents with official receipt in the paper-based manual tendering system.

3.10.5 Submit your bids well in advance of tender submission deadline on Tender Wizard E-Tendering Portal (There could be last minute problems due to internet timeout, breakdown, etc.)

3.10.6 Tender Wizard E-Tendering Portal will make your bid available for opening during the Online Public Tender Opening Event (TOE) 'ONLYIF' your 'Status pertaining Overall Bid-Submission' is '**Complete**'. For your record, you can generate and save a copy of 'Final Submission Receipt'. This receipt can be generated from 'Bid-Submission Overview Page' only if the 'Status pertaining overall Bid-Submission' is 'Complete'.

3.11 MINIMUM REQUIREMENTS AT BIDDER'S END

3.11.1 Computer System having configuration with minimum Windows 7 or above, and Broadband connectivity

3.11.2 Digital Certificate(s)

Note:

3.11.3 The Bid shall be typed in English and signed by the Bidder or a person duly authorized to bind the Bidder to the Contract. The person(s) signing the Bids shall initial all pages of the Bids.

3.11.4 All envelopes should be securely sealed and stamped.

3.11.5 It is mandatory for the Bidder to quote for all the items mentioned in the tender.

CHAPTER - 4: BRIEF INFORMATION ON PROGRAM

The Theme of the event is “LiFE: Education, Energy, Drinking Water & Sanitation, Agriculture, Health & Hygiene”.

Information about the event:

The UNESCO INDIA – AFRICA Hackathon is an annual 36 hours event that brings together students, educators, teachers, and the research community of India and its African partners to tackle the common challenges faced by their countries and serves as a facilitator for cultural amalgamation.

The UNESCO INDIA – AFRICA Hackathon provides a suitable platform allowing young innovators to come together and find solutions for social, environmental and technical problems faced by the collaborating nations. It serves as the foundation for creating potential start-ups with the potential to transform the world. It allows the participating students to unleash their creativity and explore new technologies to solve real-world problems under the guidance of experts - thus, spearheading business innovation in the modern world.

Collaboration of the student teams working together to solve shared problems opens the doors to cultural assimilation by introducing students and their mentors to methods, values and manners different from their own.

The Hackathon also serves as a symbol of the close relation cherished by India and its African counterparts and embodies the spirit of collaboration - bringing them together to solve problems for the betterment of humankind.

Date & Venue: 22nd to 25th November 2022 at Gautam Buddha University, Greater Noida.

Chief Guests:

- Inauguration: Hon'ble Minister of Education, Govt. of India (22nd Nov)
- Closing Ceremony: Hon'ble Prime Minister of India (25th Nov).

The event is about 4-days programme. The broad flow of the event is as follows:

Tentative Program Schedule

22 nd Nov 2022	Inauguration of the Hackathon Chief guest: Hon'ble Education Minister of India
23 rd Nov 2022 to 24 th Nov 2022	UIA Hackathon (36 hrs Nonstop). Starts at 8.00 am on 23 rd and finishes as 8.00 pm on 24 th Nov.
25 th Nov 2022	Prize Distribution ceremony by Hon'ble Prime Minister of India followed by cultural event & closure

The selected bidder is advised to follow all essential protocol and security norms for the effective functioning of the event. **All necessary permissions and clearances shall be obtained by the successful bidder.** However, required

assistance will be provided by EdCIL in coordination with AICTE/ MOE.

All Covid-19 Pandemic related guidelines and protocol to be adhered and all safety precautions are to be taken for successful execution of the event SIH-2022.

CHAPTER - 5: SCOPE OF WORK

The Bidder/s are required to visit the site (Gautam Buddha University in Greater Noida) and familiarize themselves of the event requirements before submitting their bid.

1. Arrangement under the cultural event
 - a. Audio-visual arrangements for the inauguration and closing ceremonies
 - b. Logistics arrangement for the event
 - c. Decoration of the venue
 - d. Auxiliary battery power or generators should be installed to provide light in a power outage and to power the public address system.
 - e. The location of the controls for these lights, and the operation of the controls, must be known to those on-site responsible for emergencies. The name and contact number of the controllers of light and DG set to be made available before the start of the event to the control room.
 - f. Stage set-up with necessary security protocols
 - g. Microphones – wired or wireless, Microphones – hand held or lavalier, Microphones - table or floor stands.
 - h. Video cameras.
 - i. Portable sound systems, Mixer boards.
 - j. Desktop – laptop computers.
 - k. Projectors.
 - l. Media Sources; CD - DVD - Visual Presenter.
 - m. Screens.
 - n. Lecterns- With / without microphone.
 - o. Supplemental lighting, Specialty lighting – trusses – rigging – spots, Lighting, placement for presenters & speakers.
 - p. Electrical supply OK or additional needed Staging built-in or rental of risers if needed.
 - q. Hand rails and steps to order Background music – Sound effects.
 - r. Speaker-ready rooms (Green room).
 - s. Speaker's live screen review monitor.
 - t. VIP room set-up with necessary decorative arrangements
 - u. Seating arrangements for the guests and VIPs
2. Marketing and branding set-up inside as required in the University and Auditorium
3. Technical Set-up
 - a. Arrangement of tables and chairs required for hackathon
 - b. Wi-Fi connections at hostel and hackathon venue (24*7 availability of Wi-Fi)

4. Catering hall and food arrangements (24*7) from 21st – 28th Nov 2022 during the hackathon.
5. 24-hour snacks counter at hackathon venue for the students for 23rd – 24th Nov 2022.
6. Exhibition hanger & stalls set-up for participating Higher Education Institutions and Ed-tech companies at the designated space.

Please Note: The Event Manager shall also have the option to place before the Client any new technology/ new concept/ new idea w.r.t the arrangements, infrastructure requirements etc. as part of the Concept Presentation. The Client reserves the right to approve/ disapprove the same and no change in the above stated infrastructure requirements or event capacity shall be allowed without prior written approval of the Client.

Time Line:

After selection of the agency, the agency will be issued a work order. On acceptance of the work order, the agency will immediately start the process of roll out of activities. Agency would be allowed to enter the venue on three (3) days prior to the event date to start physical execution. The premises of Gautam Buddha University shall have to be vacant within one (1) day of completion of the event.

NOTE:

- a) Agencies suggestions: Any other factor incidental for PM function
- b) The scope of work is not restricted and the suggestions from the agencies will be welcomed
- c) The agency will provide full support/ execute any other activities assigned to them time to time by PMO/ MOE/ AICTE/ EdCIL during the event.
- d) Variations can happen in quantities and scope. Written communication shall be made for any changes or addition or deletions of activities or scope.
- e) Items not available in BOQ shall be worked out on DAVP rates, wherever applicable. However, for any additions in cost, the same has to be justified with documents/ past work orders, if any.

CHAPTER - 6: INSTRUCTIONS TO BIDDERS

6.1 Technical Eligibility Criteria for the Agencies

6.1.1 The experienced agencies worked for large event management for The Hon'ble President of India or The Hon'ble Prime Minister of India, and empanelled with DAVP as a multimedia agency under Category 'A' are only eligible to participate.

6.1.2 The Bidder should not have been blacklisted/ debarred by any Central Government/ Public Sector Undertaking as on the date of bid submission. Copy of undertaking signed by authorized signatory should be submitted with the technical bid.

6.1.3 The bidder should be an exclusively registered Event management Agency/ company (Pvt Ltd., or Ltd., company/ public Ltd/ partnership firm/ Proprietorship firm/ LLP) for not less than 10 years on the date of press notification. **No consortium/ No Joint Venture is allowed.**

6.2 Evaluation of Proposals

6.2.1 Evaluation of Technical Proposal:

Bidders are advised to submit the technical bid, in a sealed envelope addressed to Anshul Gupta, Dy Manager (SII), EdCIL (India) Limited, EdCIL House, 18A, Sector 16A, Noida – 201301 (U.P). The Evaluation Committee intends to evaluate the Technical Proposals, by applying the evaluation criteria as detailed below. Each responsive Proposal shall be given a technical score under Quality & Cost Based Selection (QCBS) criteria.

6.2.2 Evaluation Criteria:

6.2.2.1 The technically qualified Bidders shall make a detailed presentation to the Tender Committee in a Power Point Format (PPT) (duration of presentation is 20 minutes) for evaluation purposes. This presentation shall be made only by the eligible qualified Bidders on a scheduled date or time as mentioned elsewhere in the tender at EdCIL (India) Limited, EdCIL House, 18A, Sector 16A, Noida – 201 301 (U.P).

6.2.2.2 The Technical Proposals of the qualified Bidders shall be analysed and evaluated and the Technical Proposal Marks (TPM) shall be assigned to the proposal of each Bidder. Details of evaluation parameters are as shown below:

S. No.	Bid Component	Technical Proposal Marks
1	Prior experience of the Bidder (Total Marks: 40)	
1a)	<p>The Bidder should have successfully executed at least 2 major events in the current and/ or last 3 completed financial years (2019-20, 2020-21 & 2021-22) and during the current financial year 2022-23 (project/ event/ completed before the date of calling of this tender NIT) for Government of India or any Central Ministry/ Government Departments/ CPSEs involving The Hon'ble Prime Minister of India or The Hon'ble Education Minister of India, out of which one event should be of a minimum value of Rs. 4 Crores.</p> <p>(i) 4 (Four) major events out of which one event should be of a minimum value of Rs 4 (Four) Crores = 25 Marks (ii) 3 (three) major events out of which one event should be of a minimum value of Rs 4 (Four) Crores = 20 Marks (iii) 2 (two) Major events out of which one event should be of a minimum value of Rs 4 (Four) Crores = 15 Marks</p> <p>(Copies of relevant work orders along with the proof of completion in the name of the bidding agency for such projects handled in the current and last 3 completed financial years should be submitted along with the technical bid.)</p>	25
1b)	<p>The Bidder should have successfully executed at least 1 event wherein agency has provided Food and Catering services in the current and/ or last 3 completed financial years (2019-20, 2020-21, 2021-22) and during the current financial year 2022-23 (project/ event/ completed before the date of calling of this tender NIT) for Government of India or any Central Ministry/ Government departments/ CPSEs.</p> <p>(i) 3 (three) events with Food and catering services = 15 Marks (ii) 2 (two) events with Food and catering services = 10 Marks (iii) 1 (one) event with Food and catering services = 5 Marks</p> <p>(Copies of relevant work orders along with proof of completion in the name of the bidding agency for such projects handled in the current and last 3 completed financial years should be submitted along with the technical bid.)</p>	15
2	Project team and experience of key personnel (Total Marks: 30)	
2a)	<p>The Bidder should have at least 10 regular professional manpower having relevant experience in organizing indoor/ outdoor events involving His Excellency, The President of India or the Hon'ble Prime Minister. CVs of 10 such professionals to be submitted with technical bid.</p>	10

2b)	An Event Manager with experience of more than 7 (seven) years in organizing minimum three large scale event/s of similar nature. CVs of such professional to be submitted with technical bid.	10
2c)	Technical Crew with all lead members as specified here with more than 5 years of experience of working in eligible events. (Stage manager, Production Manager, Back Stage Crew Leader, Lighting Desk operator, Master Electrician). CV of such professionals to be submitted with technical bid.	10
3	Event Proposals (Total Marks: 30) (Presentation to be made on event concept and flow of maximum duration of 20 minutes to evaluation committee of EdCIL). The bidder shall submit a copy of such presentation in PPT [containing the concepts on proposed video/ audio profile, visual designs, layout details, creative, etc.] which will be kept as record.	
3a)	Understanding the requirements of the Event and concept/ theme for the project	10
3b)	Proposed concept & plan of the events <ul style="list-style-type: none"> • Pre-event activities plan • Technological Innovation • Creative's ideas • Lighting & Sound effects • Media plan • End-to-end management • Access management • Adherence to the protocol of His Excellency, The President of India or The Hon'ble Prime Minister of India • Designs of Stage, Welcome Gates, LED walls, Barricading, Brandings, Decoration etc. • Food and catering management • Others 	20
	TOTAL (1+2+3)	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 as:

$$\text{Technical Proposal Marks (TPM)} = 100 \times \frac{\text{Technical Proposal under consideration}}{\text{Highest Technical bid}}$$

The Proposal shall be rejected if it does not achieve the minimum technical marks of 65 (sixty-five) out of maximum of 100 (one hundred) marks.

6.3 Evaluation of Financial Proposals:

Financial Proposals of the technically qualified Bidders as evaluated according to the above-mentioned evaluation matrix (i.e., the Bidders scoring more than 65 marks) shall be opened by the Techno-Commercial Evaluation Committee in the presence of the representative of the Bidders, who chose to attend the opening of bids. The quoted fee shall be read out and recorded.

$$\text{Financial Proposal Marks (FPM)} = 100 \times \frac{\text{Lowest Financial Bid}}{\text{Financial Bid under consideration}}$$

The lowest evaluated Financial Proposal will receive a maximum of 100 marks.

6.4 Final Evaluation:

The final evaluation will be made on the basis of the following:

- Weightage for the Technical Proposal: 0.7
- Weightage for the Financial Proposal: 0.3

Combined Technical and Financial score, **(HPM) = TPM x 0.7 + FPM x 0.3**

6.5 Award of Work

The Bidder with the highest aggregate score (HPM) on the merit of evaluation shall be awarded the work.

6.6 Obligations of Client:

The Client (EdCIL) will approach AICTE/ MOE for all clearances as shall be obtained by the Ministry. The agency shall be required to render assistance to MOE/ AICTE/ EdCIL on all statutory clearances as required for the assignment, from time to time.

6.7 Performance Security:

The selected agency will be required to submit a Performance Security equivalent to 3% of contract value in the form of Bank Guarantee (issued from Nationalized bank)/ Demand Draft (DD)/ FDR in favour of EdCIL India Limited payable at Noida. (The PBG/ FDR should be valid up to 30 days from the date of completion of the event.)

6.8 Payment stages:

(a) 30% of the contract value shall be paid on submission of bills (GST invoice) against the stages/ items completed in full or on part.

(b) Balance 70% payment shall be made after final bill submission by the agency after successful completion of the event to the entire satisfaction of the PMO/ MOE/ AICTE/ EdCIL.

NOTE:

1. Payment shall be paid only on the receipt of payment from Ministry of Education/ AICTE. In case of any shortcoming and/ or recovery imposed by MOE/ AICTE to EdCIL, the same shall be made from successful bidder on back-to-back basis.
2. Expenditure for the event execution & its related arrangements shall be duty of the successful bidder and no activity whatsoever shall be put on hold for release of payment.

6.9 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 Event Manager and EdCIL shall not be held liable for any claims. The Event Manager shall be responsible for the payments arising out of any Third-Party claims. The Event Manager is advised to procure insurance for meeting such liabilities at his own expense.

6.10 Consortium

Any kind of JV/ Consortium for submission of this bid is not allowed.

6.11 Variation in Quantities/ Scope

The Scope of work as mentioned in Chapter 5 and BOQ is not restricted and may vary depending upon the last-minute requirements of PMO/ MOE/ AICTE/ EdCIL for any reasons. Work or activity shall not be put on hold for any variation or release of payment against such variation. The variations shall be communicated through official mail/letter to the agency/ies.

6.12 Modifications in program schedule

The Event Manager shall have to submit the video of the rehearsals of the program before the event and the Client has the right to make any modifications, addition or deletion in the program as per its requirements and the same shall have to be incorporated by the Event Manager.

6.13 Settlement of Disputes

6.13.1 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 EdCIL. 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.

6.13.2 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.

6.14 Representations and Warranties

The Event Manager 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 Event Manager which are determined by EdCIL to be of less than professional quality shall, at the EdCIL's option, be corrected by Event Manager, at the Event Manager's expense.

6.15 Licenses and Rights for use of Names and Song

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

6.15.2 The event manager 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 EdCIL.

6.15.3 The Event Manager shall not use the names and the song/video/jingles for any event or purpose other than the said event.

6.15.4 The authority of the Event Manager 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.

6.15.5 The Event Manager shall not sublicense, transfer or assign the use of the names and song/video to any person or entity without the prior consent of the EdCIL.

6.16 Right to Use of Site

6.16.1 EdCIL shall hand over the site of the event to the Event Manager, 3 (three) days prior to the date of the event for their preparation and management. Accordingly, the Event Manager shall be required to handover the site back to the EdCIL within 1 (one) day of the completion of the event. In case of change of site of event, the Event Manager must be informed at least 3 (three) days prior to the date of the event.

6.16.2 It is the obligation of the Event Manager 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 Event Manager, the EdCIL has right to claim for compensation. The Event Manager shall not sublicense, transfer or assign

the use of the site to any person or entity without the prior consent of the EdCIL.

6.17 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. EdCIL shall not be held liable for any default.

6.18 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 both the events unless terminated sooner by either of the parties.

6.19 Termination

The contract shall stand terminated for following reasons:

- a) Successful completion of the event.
- b) In case of non-performance of work due.
 - Due to Force Majeure.
 - Due to non-performance of contract by either of the parties.

6.20 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 Event Manager 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.

6.21 In case of Termination by Client

Time is the essence of this event and in case of delay of any activity of this event Client 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.

6.22 In case of Termination by Event Manager

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

6.23 Liquidated Damage & Penalty

It may kindly be noted that in the event the service provider fails to comply with any one or more terms and conditions mentioned in the RFP document and

corrigendum thereto subsequently, EdCIL would reserve its right to recover liquidated damage & penalty up to 10% of the value of contract in addition to other rights and remedies available to the company shall be at absolute liberty and freedom to treat the proposal as rejected.

Similarly, for any delay, EdCIL would have right to levy liquidated damage maximum up to 10% of the contract value plus GST extra as applicable.

SELF-DECLARATION – NON-BLACKLISTING

(On Non-Judicial Stamp Paper of Rs. 100/- duly attested by the Notary Public)

To,

EdCIL (India) Limited
(A Mini Ratna category-I CPSE of Government of India)
EdCIL House, 18 A, Sector-16 A NOIDA – 201301 (U.P.), India

Sir,

In response to the Tender EdCIL/..... dated....., I/ We hereby declare that presently our organization is not declared ineligible/ black listed/ debarred for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/ Autonomous Body on the date of bid submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD may be forfeited in full and the tender if any, to the extent accepted, may be cancelled.

Thanking you,

Yours faithfully,

Name of the Bidder:
Authorized Signatory:
Seal of the Organization:
Date:
Place:

PERFORMANCE BANK GUARANTEE FORMAT

Name of the Bank: -----

To
EdCIL (India) Ltd.,
18A, Sector-16 A, Noida

In consideration of the EdCIL acting through _____
(Designation & address of Contract Signing Authority), (hereinafter called "The EdCIL (India) Ltd") having agreed under the terms and conditions of agreement/ Contract Acceptance letter No. _____ dt. Made between.....
(Designation & address of contract signing Authority) and (here in after called "the said Service provider" for the work.....
(here in after called "the said agreement") having agreed for submission of a irrevocable Bank Guarantee Bond for Rs..... (Rs.....only) as a performance security Guarantee from the Service Provider for compliance of his obligations in accordance with the terms & conditions in the said agreement.

1. We..... (indicate the name of the Bank) hereinafter referred to as the Bank, undertake to pay to the EdCIL (India) Ltd an amount not Rs..... (Rs.....only) on demand by the EdCIL (India)Ltd.

2. We..... (indicate the name of the bank, further agree that (and promise) to pay the amounts due and payable under this guarantee without any demur merely on a demand from the EdCIL (India) Ltd through the Chief General Manager, EdCIL (India) Ltd, Noida or -----(Designation & Address of contract signing authority), stating that the amount claimed is due by way of loss or damage caused to or would be caused or suffered by the EdCIL (India) Ltd by reason of any breach by the said Service Provider of any of the terms of conditions contained in the said agreement or by reason of the Service Provider failure to perform the said agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rs.....only).

3. (a) We (indicate the name of Bank) further undertake to pay to the EdCIL (India) Ltd any money so demanded notwithstanding any dispute or dispute raised by the Service Provider in any suite or proceeding pending before any court or Tribunal relating to liability under this present being absolute and unequivocal.

(b) The payment so made by us under this Performance Guarantee shall be a valid discharge of our liability for payment there under and the Service Provider shall have no claim against us for making such payment.

4. We..... (indicate the name of bank) to further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the EdCIL (India) Ltd under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged by

(Designation & Address of contract signing authority) on behalf of the EdCIL (India) Ltd, certify that the terms and conditions of the said agreement have been fully and properly carried out by the said Service provider and accordingly discharges this guarantee.

5 (a) Notwithstanding anything to the contrary contained herein the liability of the bank under this guarantee will remain in force and effect until such time as this guarantee is discharged in writing by the EdCIL (India) Ltd or until (date of validity/ extended validity) whichever is earlier and no claim shall be valid under this guarantee unless notice in writing thereof is given by the EdCIL (India) Ltd within validity/ extended period of validity of guarantee from the date aforesaid.

(b) Provided always that we..... (indicate the name of the Bank) unconditionally undertakes to renew this guarantee or to extend the period of guarantee form year to year before the expiry of the period or the extended period of the guarantee, as the case may be on being called upon to do so by the EdCIL (India) Ltd. If the guarantee is not renewed or the period extended on demand, we (indicate the name of the Bank) shall pay the EdCIL (India) Ltd the full amount of guarantee on demand and without demur.

6. We, (indicate the name of Bank) further agree with the EdCIL (India) Ltd that the EdCIL (India) Ltd shall have the fullest liberty without our consent and without effecting in any manner out of obligations hereunder to vary any of the terms and conditions of the said contract from time to time or to postpone for any time or from time to time any to the powers exercisable by the EdCIL (India) Ltd against the said service provider and to forbear or enforce any of the terms and conditions of the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said service provider for any bearance act or omission on the part of the EdCIL (India) Ltd or any indulgence by the EdCIL (India) Ltd to the said service provider for by any such matter or thing whatsoever under the law relating to sureties for the said reservation would relive us from the liability.

This guarantee will not be discharged by any change in the constitution of the Bank or the Service Provider.

7. We, (indicate the name of the bank) lastly undertake not to revoke this guarantee except with the previous consent of the EdCIL (India) Ltd in writing.

8. This guarantee shall be valid up to (Date of Completion plus Handholding Period). Unless extended on demand by EdCIL (India) Ltd. Notwithstanding anything to the contrary contained hereinbefore, our liability under this guarantee is restricted to Rs..... (Rs.....only) unless a demand under this guarantee is made on us in writing on or before..... we shall be discharged from our liabilities under this guarantee thereafter.

Dated: the day of For
(indicate the name of bank)

Signature of Banks Authorized official

(Name)-----

Designation with Code No. -----

Full Address-----

Witness:

- 1.
- 2.

Power of Attorney

Know all men by these presents, we..... (name of service provider and address of the registered office) do hereby constitute, nominate appoint and authorize Mr./Ms.....son/daughter/wife of and presently residing at....., who is presently employed with /retained by us and holding position of.....as our true and lawful attorney(hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things are as necessary or required in connection with or incidental to submission of our proposal for and selection as the <project title> for the <name of the client>.....project, proposed to be developed by the..... (the "client") including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre bid and other conferences and providing information/responses to the client, representing us in all matters before the Client, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the client in all matter in connection with or relating to or arising out of our Proposal for the said project /or upon award thereof to us till the entering into of the Agreement with the client.

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

[IN WITNESS WHEREOF WE.....THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF2019.

For (Name and registered address of client)

(Signature, name, designation, and address)

Witness:

- 1. (Signature, name and address)
 - 2. (Signature, name and address) Notarised
- Accepted

.....
(Signature, name, designation, and address of the attorney) Notes:

- 1. The mode of the 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 (s) and when it is so required the same should be under seal affixed in accordance with the required procedure.
- 2. Wherever required, the applicant should submitted for verification the extract of the charter documents and other documents such as a resolution/Power of Attorney in favour of the person executing this Power of Attorney for delegation of

power hereunder on behalf of the applicant.

3. For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power and Attorney is being issued. However, the Power of Attorney provided by the applicants from countries that have signed The Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Apostille certificate.

FINANCIAL BID

(To be uploaded separately)

Financial Bid Covering Letter

<<On Bidder's Letter head>>

To,

Chief General Manager (SII),
EdCIL (India) Limited
EdCIL House, 18A,
Sector 16A, Noida. (U.P)

Subject: Organizing Event “UNESCO India-Africa Hackathon 2022”

Sir/Madam,

We, the undersigned, offer to provide the event management services for EdCIL event in accordance with your detailed terms of reference dated _____ subsequent corrigendum (if any). Our attached financial proposal is attached in a sealed cover. This amount is including of all the taxes. Details of taxes are provided in the financial bid format.

3. PRICE AND VALIDITY

- a) All the rates mentioned in our bid are in accordance with the terms as specified in the detailed terms of reference documents. All the rates and other terms and conditions of this Bid are valid for the entire duration of the contract.
- b) We hereby confirm that we understand that all the applicable taxes shall be including in the prices mentioned in the Financial Bid.

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. EdCIL 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 for the entire scope of the work as specified in the detailed terms of reference 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.

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,

(Authorized Signatory of Bidder)

Signature:

Name:

Designation:

Address:

Seal:

Date:

Financial Bid Format

Financial Bid Format for UNESCO India-Africa Hackathon 2022 to be held from 22nd to 25th November 2022 (to be uploaded online in excel sheet provided with the tender document):

Sl.	Description	Qty.	Unit	Days	Rate	Amount
A	Main Event					
1	Pre-event activities: - Launch of the programmes - Creative Innovative Ideas - Identification and sanitization of the Venue - Programme and Event Flow - Arrangements including President Lounge, protocol and other formalities	lumpsum	lumpsum	1		
2	Good quality Audio Visual Requirement for main event inside the auditorium with delay sound & provision of sound system in other event areas.	lumpsum	lumpsum	4		
3	Main LED for stage, Delay LED with server, laptops, other requirements & provision of Live relay at exhibition area & other event areas.	1740	Sq. ft.	4		
4	End to end Barricading [Inside & outside]	1000	RFT	1		
5	Branding inside and outside the Auditorium	10240	Sq. ft.	1		
6	Stage setup - Customised	1	lumpsum	1		
7	Welcomes Gates (Box)	2	lumpsum	1		
8	Road side hoardings on near by roundabouts (10x5 sqft)	15	Nos.	1		
9	Inside and outside signages (2ft x 1ft)* nos.	100	Sq. ft.	1		
10	Event Lighting inside the Stadium (Lights of different nature)	1	lumpsum	4		
11	Trussing - As Required	1	Nos.	4		
12	Carpeting of main event area, prefunction	40000	sqft	1		
13	Flower arrangements (Main stage, side railings & inside walkways to pm room)	1	lumpsum	2		
14	Decoration of the Venue - innovative installations	2	lumpsum	1		
15	EMCEE	1	Nos.	4		
16	PM Room decoration & arrangements	1	Nos.	1		
17	Other Ministers room	1	Nos.	4		
18	Masking of the Venue with truss structure & draping	24000	Sq. ft.	1		
19	Setting up of control Room (pagoda with fans & lights with tables & chairs)	2	Nos.	1		
20	Audio/Video/Photography Arrangement at Auditorium and Hackathon Venue	1	lumpsum	4		
21	Baggage Counter (As per theme)	2	Nos.	4		
22	Production helpers	10	Nos.	10		
23	Ushers	5	Nos.	4		
24	Seating Arrangement for Guests	1300	Nos.	4		
25	Sofa for VIP	20	Nos.	3		

26	All Creatives (Lumpsum)	1	lumpsum			
27	VIP Washrooms	2	lumpsum	4		
28	DG sets for Setup (As per requirement) with cabling & automatic switcher) For setup	6	lumpsum	4		
29	Cabling	1	lumpsum	1		
30	DFMD (Door frame metal detector)	8	Nos.	4		
31	HHMD (Hand held metal detector)	12	Nos.	4		
32	Carpeting outside Walkways	20000	sqft	1		
33	Pagodas with platforming- security (5 x 5 mtr)	5	Nos.	1		
34	Show Running team	6	Nos.	4		
35	Fire extinguisher with marshals	20	Nos.	4		
36	Bollards	50	Nos.	4		
37	Photo Op for VIP	1	Nos.	1		
38	Branding Pillars	14	Nos.	1		
39	Media risers	3	Nos.	1		
40	Selfie point /Cutouts	2	Nos.	1		
41	Walkies	20		5		
42	Housekeeping	1		5		
43	Labour carpenters	1	Nos.	1		
44	Transportation of materials	1	Nos.	1		
45	Flags with flag poles of 23 countries including India (3 sets for each flag)	3	sets	4		
46	WiFi setup at hostel and Hackathon Venue (fast uninterrupted internet connection 24*7)	3000	devices	4		
47	Tables with power extensions at each table at designated space for hackathon	225	Nos.	2		
48	Rotating Chairs at designated space for hackathon	800	Nos.	2		
49	Dustbin in Rooms and toilets rolls with stand	800	Nos.	4		
50	Registration Kits (Lanyard with Event ID Card) File folder, Pen, Note Pad, Event schedule, Mug, Food Coupons, Venue map, Important Contact Numbers	1000	Nos.	1		
51	Help desk	1	lumpsum	4		
52	Curtains	500	Nos.	4		
53	Mattress	1000	Nos.	4		
54	Footmat	1000	Nos.	4		
55	Dummy cheques	20	Nos.	1		
56	Toiletry kits	1500	Nos.	1		
57	Bedsheet, Pillow with cover and Warm blanket and Mosquitoes repellent	1000	Nos.	4		
58	Drinking Water RO/ Dispenser	40	Nos.	4		
B	Study in India Pavilion					
59	Fabricated and designed stalls for participating institutes with branding and backdrop with AC Hangar, Platforming, carpeting and lighting	50	stall	4		
60	Tables with power connections	50	Nos.	4		
61	Chairs	200	Nos.	4		
C	Catering					

62	Hangar With AC, Platforming, carpeting, lighting for catering to accommodate 1000 people at a time for serving food/buffet	lumpsum	lumpsum			
63	Breakfast, Tea/Snacks, Lunch, Evening Snacks, Dinner (19th Nov - 28th Nov) (Lunch/Dinner Indian with 1 non-veg item, 1 continental/Mediterranean item): 19-20 Nov, 2022 – 750 people each day - B.F, Tea/Snacks, Lunch, Evening Snacks, Dinner 21Nov, 2022-1200 B.F, Tea/Snacks, Lunch, Evening Snacks, Dinner 22 Nov, 2022-1500 B.F, Tea/Snacks, Lunch, Evening Snacks, Dinner 23 Nov, 2022-1200 B.F, Tea/Snacks, Lunch, Evening Snacks, Dinner, Late Night Snacks 24 Nov, 2022-1200 Early Morning Snacks, B.F, Tea/Snacks, Lunch, Evening Snacks, Dinner, Late Night Snacks 25 Nov, 2022-1500 B.F, Tea/Snacks, Lunch, Evening Snacks, Dinner 26 Nov, 2022-1000 B.F and Dinner 27 Nov- 750 B.F and Dinner 28 Nov-750 B.F, Tea/Snacks, Lunch, Evening Snacks, Dinner	lumpsum	lumpsum	8		
64	24 Hour Food Snacks Counter at Hackathon Venue (Free for students)	1000	Nos.	2		
Total Amount						
GST (mentioned in %) (in Rs.)						
Total Amount (Inclusive of taxes)						
Total Amount (Exclusive of taxes) (in Words):						
GST (in Words):						
Total Amount (Inclusive of taxes) (in Words):						

Note:

1. The service provider should satisfy him/herself should visit the venue and quote based on the actual requirement befitting an occasion of the kind being planned. He would be responsible for end-to-end success of the event. He may separately indicate any other item considered to have excluded for end-to-end success of a prestigious event of this nature
2. Any extra/ deviation/ additional/ substitute items shall be paid as per DAVP approved rates, wherever applicable.
3. The rates should include all expenses whatsoever for the complete event as indicated in the above said BOQ including the rates for all coordination with the EdCIL/ MOE/ PMO/ AICTE etc.
4. The prices quoted by the bidder shall be fixed for the quantity mentioned for the duration of the contract and shall not be subject to adjustment on any account.

(Authorized Signatory of the bidder)

Signature:
Name:
Designation:
Address:
Seal:

Date: