

**Short Term Tender for Selection of an Agency for Event  
Management at NAFSA Philadelphia**

**May 2018**

**NIT No. EdCIL/SII/EM/NAFSA/05/2018**

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## CHAPTER – I

### Introduction

EdCIL (India) Limited, a **Mini Ratna CPSE** (Central Public Sector Enterprise), was incorporated in 1981, under the Ministry of Human Resource Development. It is an ISO 9001:2008 & 14001:2004 Certified Company. It is a continuously dividend paying and profit making company and the only PSU (Public Sector Undertaking) under Ministry of Human Resource Development to serve the education sector.

1. The company over the three 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.
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 Human Resource Development like “*Sarva Siksha Abhiyan (SSA)*”, “*Mid-Day Meal Scheme (MDM)*”, “*National Mission on Education through Information & Communication Technology (NMEICT)*”, “*Rashtriya Madhyamik Shiksha Abhiyan (RMSA)*”, “*National Literacy Mission Authority (NLMA)*”, “*Higher Education Statistics and Public Information System (HESPIS)*”, “*Pandit Madan Mohan Malviya National Mission on Teachers & Teaching (PMMMNTT)*” etc.
3. The company offers the following technology led solutions in the Education & Training space.
  - a. **Online recruitment Services** are offered to various Government Departments/Public Sector Undertakings, Educational Institutions in order to select and appoint executives for various organizations. 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.
  - b. **IT and ICT Division** offers services, which are technology led in nature. Currently, it is offering capacity building training services, IT based automation services like enterprise resource planning (ERP)

solutions, digital library, smart classrooms, e-learning packages and e-content development, e-operation and management (networking & Wi-Fi facilities), solutions to educational institutions along with that setting up of virtual universities;

**c. Skill Development & Human Resource Training including Teachers Training;**

**d. Marketing of Indian Education product overseas;**

**e. Placement of Indian Teachers overseas;**

**f. Edu-Technology and Infrastructure Division** offers concept to commission services like preparation of Detailed Project Report (DPR), Detailed Feasibility Report (DFR), Project Management Consultancy (PMC), Impact Studies, Project Evaluation, Project Management and Turnkey Solutions. It has handled several successful assignments like setting up Institutions like Indian Institute of Technology (IIT), Indian Institute of Management (IIM), National Institute of Technology (NIT), Indian Institute of Information Technology (IIIT), Indian Institute of Science Education & Research (IISER), Indian National Defence University, Indian National Railway University, Central Universities and many other institutes of national importance;

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.

5. EdCIL has diversified into the other areas of Social Sector (Health, Agriculture and Rural Development) and has been accepted as a preferred service provider for undertaking consultancy assignments. In addition to the above, EdCIL has also executed several projects funded by World Bank, African Development Bank and other International Organizations.

## **6. Study in India**

Study in India is a mega project by the Govt. of India under the aegis of the Ministry of Human Resources (MHRD). Under the umbrella of Study in India select educational institutes from public, private and deemed universities are offering an array of options including courses ranging from engineering, management, photonics to sciences, commerce & humanities. The Government of India, under the aegis of the Ministry of Human Resource Development (MHRD), is inviting aspiring candidates from all over the world to pursue education in desired field from the top ranked institutions in India (as per the National Assessment and Accreditation Council (NAAC) and the National Institutional Ranking Framework (NIRF).

We have also identified 30 countries for further promotion, inviting aspiring candidates to pursue their dream in their desired field from top ranked institutes in India.

## Chapter 2

### INSTRUCTIONS FOR E-TENDERING

#### 1. Instructions for Online Bid Submission:

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 made e-tendering mandatory.

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 web site. This portal built using Electronic tender's software is referred to as Electronic Tender System (ETS).

The bidders are required to submit soft copies of their bids electronically on ETS, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the ETS Portal, prepare their bids in accordance with the requirements and submitting their bids online on the ETS Portal.

#### 2. Broad Outline of Activities from Bidder's Perspective

- I. Bidders must have a valid Digital Signing Certificate (DSC)
- II. Register on Electronic Tendering System<sup>®</sup> (ETS)
- III. Create Marketing Authorities (MAs), Users and assign roles on ETS. It is mandatory to create at least one MA.
- IV. View Notice Inviting Tender (NIT) on ETS
- V. For this tender -- Assign Tender Search Code (TSC) to an MA
- VI. Clarification to Tender Documents on ETS
  - Query to EdCIL
  - View response to queries posted by EdCIL
- VII. Bid-Submission on ETS
- VIII. Attend Public Online Tender Opening Event (TOE) on ETS
  - Opening of relevant Bid-Part (i.e. Pre-Qualification)
- IX. Attend Public Online Tender Opening Event (TOE) on ETS
  - Opening of relevant part (i.e. Technical Bid; only for Pre-Qualification Responsive Bidders)
- X. Attend Public Online Tender Opening Event (TOE) on ETS
  - Opening of relevant part (i.e. Financial Bid; only for Technical Responsive Bidders)

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the ETS.

### **3. 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>].

### **4. Registration**

To use the Electronic Tender<sup>®</sup> portal, vendors need to register on the portal by going on the link provided at EdCIL tender web page (Instructions available at EdCIL website [www.edcilindia.co.in](http://www.edcilindia.co.in)). 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 ETS 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.

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

#### **Important Note:**

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

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.

## **5. SEARCHING FOR TENDER DOCUMENTS**

- I. There are various search options built in the ETS 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, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the ETS Portal.
- II. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. This would enable the ETS Portal to intimate the bidders through e-mail alert in case there is any corrigendum issued to the tender document.
- III. 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 Helpdesk.

## **6. PREPARATION OF BIDS**

- I. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- II. 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.
- III. 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 100 dpi with black and white option.

## **7. SUBMISSION OF BIDS**

- I. Bidder should log in to the site well in advance for bid submission and complete all formalities of registration (at least two days in advance) so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- II. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- III. Bidder has to pay the tender fee/EMD as applicable through demand draft in favour of EdCIL (India) Ltd. and enter details of the instruments. Original copies of demand draft for EMD/Tender fees are required to be submitted along with signed downloaded copy of tender document.
- IV. 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 file is found to be modified by the bidder, the bid will be rejected.

OR

In some cases, Financial Bids can be submitted in PDF format as well (in lieu of BOQ).

- V. The server time (which is displayed on the bidder's dash board) 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.
- VI. All the documents being submitted by the bidders would be encrypted using a Pass Phrase created by the bidder himself through the ETS system. Unlike a password, a Pass-phrase can be multi-word sentence with spaces between words (e.g. I love this world). A Pass-Phrase is easier to remember and more difficult to break. It is mandatory that a separate Pass-Phrase be created for each bid -part. This method of bid encryption does not have the security and data integrity related vulnerabilities which are inherent in e-tendering system which use Public-Key of the specified officer of EdCIL for bid encryption.

- VII. All bidders must fill Electronic Forms (if applicable) for each bid-part sincerely and carefully and avoid any discrepancy between information given in the Electronic Forms and the corresponding Main Bid. If variation is noted between the information contained in the Electronic Forms and Main Bid, the content of Electronic Forms shall prevail.
- VIII. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- IX. 'Pass-Phrase' of Bid-Part to be opened during a particular Public Online Tender Opening Event shall be furnished online/offline by each bidder as demanded or specified in the tender document.
- X. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

**8. ASSISTANCE TO BIDDERS**

- I. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

**EdCIL/ ETS Helpdesk**

Telephone / Mobile	Customer Support: +91-11-26241790 (Multiple Telephone Lines)  Emergency Mobile Numbers: +91-9868393775 (Please contact in case of emergency during non-working hours)
E-Mail ID	skapil@edcil.co.in & cc to ets_support@tcil-india.com

## **9. Offline Submissions: (AS PER TENDER REQUIREMENT)**

The bidder is requested to submit the following documents offline to the under mentioned address before the start of Public Online Tender Opening Event in a Sealed Envelope at the address.

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

- 1. EMD Security in the form of Demand Draft.**
- 2. Original copy of the power-of-attorney**
- 3. Pass Phrase for all bid parts i.e. Technical and Financial Bids.**

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

## **10. Public Online Tender Opening Event (TOE)**

ETS 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 Name office for the Public Online TOE.

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) in the simultaneous online presence of the participating bidders' representatives, has been implemented on ETS.

As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted by the bidder himself during the TOE itself or as per alternative methods prescribed in the Tender Documents, salient points of the Bids (as identified by the Buyer organization) are simultaneously made available for downloading by all participating bidders. The tedium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'.

ETS 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. Detailed instructions are given on relevant screens.

ETS 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'.

**11. SEVEN CRITICAL DO'S AND DON'TS FOR BIDDERS** Specifically for Supplier organizations, the following '**SEVEN KEY INSTRUCTIONS for BIDDERS**' must be assiduously adhered to:

- I. Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on ETS.
- II. Register your organization on ETS well in advance of the important deadlines for your first tender on ETS 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.
- III. Get your organization's concerned executives trained on ETS well in advance of your first tender submission deadline on ETS
- IV. For responding to any particular tender, the tender (i.e. its Tender Search Code or TSC) 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.

- V. Submit your bids well in advance of tender submission deadline on ETS (There could be last minute problems due to internet timeout, breakdown, etc.)
- VI. It is the responsibility of each bidder to remember and securely store the Pass-Phrase for each Bid-Part submitted by that bidder. In the event of a bidder forgetting the Pass-Phrase before the expiry of deadline for Bid-Submission, facility is provided to the bidder to 'Annul Previous Submission' from the Bid-Submission Overview page and start afresh with new Pass-Phrase(s)
- VII. ETS will make your bid available for opening during the Online Public Tender Opening Event (TOE) 'ONLY IF' 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'.

**NOTE:**

While the first three instructions mentioned above are especially relevant to first-time users of ETS, the fourth, fifth, sixth and seventh instructions are relevant at all times.

**12. MINIMUM REQUIREMENTS AT BIDDER'S END**

- Computer System having configuration with minimum Windows 7 or above, and Broadband connectivity
- Microsoft Internet Explorer 7.0 or above
- Digital Signature Certificate(s)

**Note:**

- I. 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.
- II. All envelopes should be securely sealed and stamped.

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

## CHAPTER – 3

### NOTICE INVITING TENDER

NIT No.: EdCIL/SII/EM/05/2018

Date: 09/05/2018

EdCIL (India) Limited on behalf of Ministry of Human Resource Development intends to invite short term tender for the Event Management Services in relation to “NAFSA-Philadelphia, USA from 27<sup>TH</sup> May 2018 to 1<sup>st</sup> June 2018”.

Sl.No.	Item	Details
1	Name of Work: Organising Event with all preparations and protocols for the NAFSA-Philadelphia 2018.	Floor plan enclosed. Date: 27 <sup>th</sup> May – 1st June 2018
2	Date of availability of Tender Document	9 <sup>th</sup> May 2018 to 18 <sup>th</sup> May 2018
3	Mode of Selection	Short Term open tender on QCBS based selection.
4	Last date and time for submission of bids	18 <sup>th</sup> May 2018 at 1100 hours
5	Bid validity	30 days from the date of submission of Bid
6	Opening of Technical Bid (followed by presentation at 1300 hrs)	18 <sup>st</sup> May 2018 at 1130 hours
7	Opening of Financial Bid	18 <sup>th</sup> May 2018 at 1700 hours
8	Earnest Money Deposit (EMD)	Demand Draft of Rs.1,76,000/-
9	Dates for pre bid queries	11 <sup>th</sup> May 2018 to 14 <sup>th</sup> May 2018
10	Cost of Bid Document	NIL

#### **Earnest Money (EMD)**

The bidder shall furnish along with bid an Earnest Money deposit amounting to Rs. 1,76,000/- (Rs. One lakhs seventy six thousand only) in the form of Demand Draft in favour of EdCIL India Limited payable at Noida.

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.

All the interested Bidders qualifying the minimum eligibility criteria should bring their presentation (PPT) and present before the Evaluation Committee at 1300 hours at EdCIL House, 18A, Sector 16A, Noida.

## Chapter 4

### Brief Information on Program

#### NAFSA-Philadelphia:

NAFSA: Association of International Educators is the world's largest nonprofit association dedicated to international education and exchange. NAFSA's 10,000 members are located at more than 3,500 institutions worldwide, in over 150 countries. It is an ideal platform for B2B and B2C networking attracting people having an inclination towards education.

#### Information

**Event:** NAFSA – Philadelphia 2018

**Date & Venue:** 27<sup>th</sup> May 2018 to 1<sup>st</sup> June 2018 at Pennsylvania Convention Center, 1101 Arch Street, Philadelphia, PA 19107. Size of the floor around 1000 square feet.

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 MHRD.

## Chapter 5

### Instructions to Bidders

#### 1. Technical Eligibility Criteria for the Agencies

S.No	Description	Supporting documents needed
1	The agencies empanelled with EdCIL or DAVP under Category 'A' are only eligible to participate in this appointment process.	Self certified copy of empanelment letter
2	The Bidder should not have been blacklisted 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 financial bid.
3	The Bidder should have executed at least one event in any foreign country having contract value of at least Rs. 50 lakhs.	LOA of the relevant work executed along with self certification of satisfactory completion.

#### 2. Evaluation of Proposals

##### ***2.1 Evaluation of Technical Proposal***

Bidder will be required to submit the Technical and Financial bid, in a sealed envelope; and the sealed envelope to be submitted addressed to CGM (OES & F), 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 QCBS selection criteria.

##### ***2.2 Evaluation Criteria***

(a) The technically qualified Bidders shall make a detailed presentation to the Techno-Commercial Evaluation Committee in a Power Point Format (PPT) (duration of presentation is 20 minutes) for evaluation purposes. This presentation shall be made by eligible Bidders only at EdCIL (India) Limited, EdCIL House, 18A, Sector 16A, Noida – 201 301 (U.P).

(b) 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:

**QCBS:**

Bid Component	Technical Proposal Marks	Supporting documents
<p><b>1. Prior experience of the Bidder</b></p>	<p><b>50</b></p>	
<p>1a) The Bidder should have successfully executed at least 1 event management overseas in the current or last 3 completed financial years for Government of India or any Central Ministry or any CPSE of the value at least Rs. 50 lakhs.</p> <p><b><u>Slabs:</u></b></p> <p>Greater than equal to 3 : 20 marks            At least 2: 15 marks            At least 1: 10 marks</p>	<p>20</p>	<p>Copies of relevant work orders in the name of the bidding agency for such projects handled in the current or last 3 completed financial years should be submitted along with the technical bid.</p>
<p>1b) The Bidder should have successfully executed at least 1 event with EdCIL/MHRD/Education sector with project value of at least 50 lakhs in the past 5 financial years.</p> <p><b><u>Slabs:</u></b></p> <p>Greater than or equal to 2: 10 marks            At least 1: 5 marks</p>	<p>10</p>	<p>Copies of relevant work orders in the name of the bidding agency for such projects handled in the past 5 years financial years should be submitted along with the technical bid.</p>
<p>1c) The Bidder should have completed successfully at least 1 event in the United states with project value of at least Rs. 50 lakhs during last 5 financial years. The parties should have an association or fully owned arm in the United states.</p> <p><b><u>Bifurcation:</u></b></p> <p>At least one event in the US with value of at least Rs. 50 lakhs: 15 Marks            Having an association or fully owned arm in the United states: 5 Marks</p>	<p>20</p>	<p>Copies of relevant work orders in the name of the bidding agency for such projects handled in the past 5 years financial years should be submitted along with the technical bid.            Documents proving association/ fully owned arm should be submitted along with the technical bid.</p>

<b>2. Project team and experience key personnel</b>	<b>25</b>	
2a) The Bidder should have at least 10 regular professional man power having relevant experience in organizing outdoor events involving Government of India or any Central Ministry or any CPSE.	10	CVs of 10 such professionals to be submitted with technical bid
2b) An Event Manager(dedicated for this project) with experience of more than 7(seven) years in organizing minimum three large scale events of at least Rs. 50 lakhs per event.	7.5	CVs along with self certifications for such professional to be submitted with technical bid.
2c) Technical Crew with all lead members as specified here with more than 5 years of experience of working in events involving amounts of atleast Rs. 50 lakhs per event (Stage manager, Crew Leader, Lighting Desk operator, Master Electrician).	7.5	CVs along with self certifications for such professional to be submitted with technical bid.
<b>3 Event Proposals</b> (Presentation to be made on event concept and flow of maximum duration of 20 minutes to evaluation committee of EdCIL).	<b>25</b>	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"> <li>- Technological Innovation: 4</li> <li>- End-to-end management: 4</li> <li>- Lighting &amp; Sound effects: 3</li> <li>- Seating plan, access management: 2</li> <li>- Stage Design/ concept: 2</li> </ul>	15	
<b>TOTAL</b>	<b>100</b>	

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

Technical Proposal Marks (TPM) = 100 x Technical Proposal under consideration/ 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.

### **3. Evaluation of Financial Proposals**

Financial Proposals of the technically qualified Bidders as evaluated according to the abovementioned 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.

***Financial Proposal Marks (FPM) = 100 x Lowest Financial Bid / Financial Bid under consideration.***

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

### **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 x0.3**

### **5. Award of Work**

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

### **6. Scope of work**

The Bidder is required to visit the sites (Pennsylvania Convention Center) and familiarize with the requirements before submitting the bid. In case of any doubt, he is advised to contact CGM (Fin and OES), EdCIL for clarification. Please also refer to page no. 34-37 for further details.

## **6.1 Identification and sanitisation of the Venue**

The aim of this section is to help bidder to formulate a comprehensive map or plan of the site. Bidder will need to consider potential hazards, access and egress of emergency services, and other needs such as pedestrians, traffic and shelter.

Some considerations to get audience on the right track include:

- Where are the designated evacuation points?
- Take note of where the fire extinguishers are located – take note also of their tags and when they were last tested and all the fire extinguishers should be working condition.
- A site plan is a map of the event and is essential for event planning and management.
- Schedule rain plan, if applicable.

## **6.2 Event Management**

The bidder should provide essential Temporary Structures wherever required which includes - a stage or platform a tent, marquee or booth a seating stand a prefabricated building. Event organizers should consult with their local government authority when temporary structures are required.

### Lighting and Power

- Coordination with the organizers for the light and power arrangements.
- Bidder should have emergency light and power arrangement for the venue of event.

### Signage/Facia

- Clear appropriate signage is essential.
- When and where signage can be placed. Since twenty institutes shall be participating with us, facia for each of them shall be arranged.
- Additional facia as per the design and concept suggested by the event manager shall be arranged by the event manager.

### A/V/ Other Capabilities

- Desktop – laptop computers/ Tablets for registration
- Media Sources; CD - DVD
- Screens
- Lecterns

- Electrical supply OK
- LCD/LED screen
- Internet

**6.4 Innovative activities using technology during the “NAFSA – Philadelphia 2018, from 27<sup>th</sup> May – 1<sup>st</sup> June 2018”.**

**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.

**NOTE:**

- a. Agencies suggestions:
  - o Any other factor incidental for the function
- b. The scope of work is not restricted and the suggestions from the agencies are welcome

**8. Obligations of Client**

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

**9. Payment schedule**

- The selected agency will be required to submit a Performance Bank Guarantee equivalent to 10% of the overall contract value as agreed by the client.
- The agreed fee/ lump sum amount (Contract Price) shall be released as mentioned below, subject to acceptance of reports/proposals by the Client:

**Mobilization Fee:** 30% (thirty percent) of the amount quoted at the issuance of LOA. However, the Event Manager shall be required to submit a specific advance Bank Guarantee for an amount equivalent to 30% of the contract price quoted by the Event Manager, which shall be returned after the successful completion of the event.

30% (thirty-percent) of the amount quoted at the time of dumping of materials of broadly equivalent value on-site at the venue for the event. However, the Event Manager shall be required to submit a specific advance Bank Guarantee for an amount equivalent to 30% of the contract price quoted by the Event Manager, which shall be returned after the successful completion of the event.

**Contract Completion:** 40% (forty percent) of the balance amount quoted on completion of the project and submission of final invoice.

## **10. 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.

## **11. Consortium**

Any kind of JV/Consortium shall not be allowed.

## **12. 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 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.

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.

### **13. 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 the 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.

### **14. Right of Use of Site**

EdCIL shall allow the event manager to use the site for the fabrication and maintaining the fixtures.

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.

### **15. Licenses and Rights for use of Names and Song**

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.

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.

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

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.

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

### **16. 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.

### **17. 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.

### **18. Termination**

The contract shall stand terminated for following reasons:

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

### **19. 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.

### **20. 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.

### **21. 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.

## **22. 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 @ 3% per day of delay up to 10% of the contract value.

**SELF-DECLARATION – NON BLACKLISTING**

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

To,

CGM (OES & F)

EdCIL (India) Limited  
(A Mini Ratna 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:

Name of the Bank: -----

To

EdCIL (India) Ltd

**PERFORMANCE BANK GUARANTEE FORMAT**

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 ₹ ..... ₹ .....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 exceeding ₹ ..... ( ₹ .....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 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 ₹ .. ( ₹ .....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.
  
8. This guarantee shall be valid upto (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 Authorised official			
Witness		( Name )-----	
Designation with Code No. -----			
1		Full Address-----	
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 OF .....2018.

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 submit for verification the extract of the charter documents and other documents such as a resolution/Power of Attorney in favour of the person executing this Power of Attorney for 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 as it carries a conforming Apostle certificate.

# Scope cum format for financial Bid

To  
CGM (OES & F)  
EdCIL (India) Limited  
EdCIL House,  
18A, Sector 16A, Noida. (U.P)

**Subject:** Organising Event with end to end preparations and Protocols for the study in India participation in NAFSA 2018

Sir/Madam,

We, the undersigned, offer to provide the event management services for EdCIL event in accordance with your detailed terms of reference dated **09/05/2018** and subsequent corrigendum (if any). Our attached financial proposal is attached in a sealed cover. This amount is excluding of all the taxes. Details of taxes are provided in the financial bid format.

## 1. PRICE AND VALIDITY

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.

We hereby confirm that we understand that all the applicable taxes shall be over and above 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,

(Authorised Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

**Scope of work cum format for financial bid**

**Performa for scope of work**

<b>S.No.</b>	<b>Description</b>	<b>Minimum requirements</b>	<b>Quantity</b>	<b>Commercials</b>
1	Fabrication of space for participants	Fabrication to accommodate 20 participants		
2	Setting up of round meeting tables and pantry	Pantry and round meeting tables for the participants		
3	Registration Desks and feedback counters for registration of visitors.	Laptops and tablets for registration		
4	Designing and arranging hanging sign over the rented space for branding study in India			
5	Arrangement for Inauguration ceremony			
	a) Bouquet	5 Bouquet/ 5 mementos		
	b) Refreshments	Refreshment for 30 officials (coffee and 2 snacks)		
	c) launch arrangements			
6	Transfer and logistics for the EdCIL Officials and the representatives of the participating institutes (as and when they arrive) from Airport to the Hotel and back and from the Hotel to venue and back.	For 30 officials		
7	Audio /video arrangements	LED/LCD as per the concepts		
8	Working lunch for the participants and EdCIL employees	For 30 officials		
9	Arrangement of sound and lights			
10	Conducting other audience engaging activities			
11	Printing of merchandise, 1000 brochures, creative, standees and any other creatives and their display.			
12	Agency fees			

**It is to be reiterated that all the government/ statutory/ legal clearances (if any) are to be obtained by the event manager on behalf of EdCIL and all participants**

Total			
-------	--	--	--

Note:

- 1 The service provider should satisfy himself 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 GST as applicable shall be paid extra
- 3 The agency is requested to present a suitable design and proposed fabrication for the space(as per the floor map) which is attached in the e-mail
- 4 Suggestions and proposed cost for the merchandise are invited, though EdCIL reserves the rights to demand any additional or substitute merchandize.
- 5 The above mentioned elements are mandatory to be there though the list is not exhaustive and additions as per the design and concept shall be entertained.

(Authorised Signatory)

- Signature:
- Name:
- Designation:
- Address:
- Seal:
- Date:

