

No. M-12013/5/CW/2009-Trg  
Government of India  
Ministry of Statistics and Programme Implementation  
Central Statistical Organisation  
Training Division  
(Camp Office)

8<sup>th</sup> Floor, J.P. Building,  
25-K.G. Marg, New Delhi - 110001,  
Dated the 17<sup>th</sup> June, 2010.

**15<sup>th</sup> Commonwealth Statisticians Conference**

Reference is invited to this Ministry's earlier tender dated 30<sup>th</sup> April, 2010 and revision thereon dated 12<sup>th</sup> May 2010 inviting bids from reputed, experienced and financially sound Professional Conference Organisers (PCOs) for providing conference related services for the 15<sup>th</sup> Commonwealth Statisticians Conference to be organised at New Delhi. Since the Evaluation Committee in the Ministry did not find any PCO qualified as per the terms and conditions of the said tender notice, it has been decided to re-invite the bids from PCOs for the period **31<sup>st</sup> Jan. – 11<sup>th</sup> Feb., 2011** as per the details given in the tender notice.

(V.B.Gupta)  
Deputy Director (Trg.)  
Tel. Nos.: 23310696/23310701  
Email: vijaybgupta@yahoo.com

No. M-12013/5/CW/2009-Trg  
Government of India  
Ministry of Statistics and Programme Implementation  
Central Statistical Organisation  
Training Division  
(Camp Office)

8<sup>th</sup> Floor, J.P.Building,  
25-K.G.Marg, New Delhi - 110001,  
Dated the 17<sup>th</sup> June,2010.

**TENDER NOTICE**

1. Sealed tenders are invited from reputed, experienced and financially sound Professional Conference Organisers (PCOs) for providing conference related services for the 15<sup>th</sup> Commonwealth Statisticians Conference to be organised at New Delhi during any of the following dates:  

<b>31<sup>st</sup> Jan. - 3<sup>rd</sup> Feb., 2011</b>	or
<b>1<sup>st</sup> - 4<sup>th</sup> Feb., 2011</b>	or
<b>7<sup>th</sup> Feb.,-10<sup>th</sup> Feb., 2011</b>	or
<b>8<sup>th</sup> Feb.,-11<sup>th</sup> Feb., 2011</b>	
2. The services are to be provided at Vigyan Bhavan on the first day of the above mentioned block (i.e. 31<sup>st</sup> Jan, 2011 or 1<sup>st</sup> Feb., 2011 or 7<sup>th</sup> Feb., 2011 or 8<sup>th</sup> Feb., 2011 as the case may be), which will be booked by the Ministry itself and then for subsequent corresponding three days (i.e. 1<sup>st</sup> -3<sup>rd</sup> Feb, 2011 or 2<sup>nd</sup> to 4<sup>th</sup> Feb, 2011 or 8<sup>th</sup> to 10<sup>th</sup> Feb., 2011 or 9<sup>th</sup> to 11<sup>th</sup> Feb., 2011 as the case may be) at any reputed 5-star hotel located in the NDMC area which will be booked/blocked by PCO.
3. Selection / empanelment of PCO will be on basis of fulfilment of the eligibility criteria conditions and lowest rates.
4. The Sealed quotations are invited separately for each slot/hotel with separate Technical and Financial bids filled in the specified proforma and addressed to the Deputy Director General (Trg.), CSO, 8<sup>th</sup> Floor, J.P.Building, 25-K.G.Marg, New Delhi - 110001, by 3.00 p.m. on 8<sup>th</sup> July, 2010 (Thursday).
5. The tenderer may bid for single/multiple slots and single/multiple hotel.
6. The tender may be sent by post to the above mentioned address or submitted in person by the stipulated date and time.
7. The Technical bids shall be opened at 3.30 PM on 8<sup>th</sup> July, 2010 (Thursday) in Room No. 9 at the above address in the presence of such tenderers or their authorized representatives who may wish to be present. The technical bids received will be evaluated by a committee constituted for the purpose.
8. The tenderers whose Technical bids are accepted will be informed about the date of the opening of financial bid.
9. Bids received after the closing date and time shall not be considered.
10. Pre-bid conference will be held at Room No. 414, IVth Floor, Sardar Patel Bhavan, Sansad Marg, New Delhi – 110001 on 25<sup>th</sup> June, 2010 at 3.30 p.m. to sort out any queries/clarifications on the points mentioned in the bid document. Interested PCOs may confirm their participation to the undersigned by 24<sup>th</sup> June 2010 positively.
11. Multipliers which will be used for evaluation of the financial bids are also given herewith.

(V.B.Gupta)  
Deputy Director (Trg.)  
Tel. Nos.: 23310696/23310701  
Email: vijaybgupta@yahoo.com

## TERMS AND CONDITIONS

\*\*\*

1. The bidders should be well-established and must have organised a minimum of four meetings/conferences of international standards with a participation of 300 and above for Government Ministries / Departments at Vigyan Bhavan/other reputed 5-star hotels in the past two years.
2. The tenderer must have blocked a Conference Hall of 400 capacity and three halls of 100 capacity each for parallel sessions in a Five Star Hotel in the NDMC area of New Delhi for three days i.e. from 1<sup>st</sup> -3<sup>rd</sup> Feb, 2011 or 2<sup>nd</sup> to 4<sup>th</sup> Feb, 2011 or 8<sup>th</sup> to 10<sup>th</sup> Feb., 2011 or 9<sup>th</sup> to 11<sup>th</sup> Feb., 2011 for organizing this conference. The document(s) in support of this should be enclosed with the technical bid and is a pre-condition for acceptance of technical/financial bid.
3. The tenderers are required to submit two separate bids - Technical and Financial, as per proforma given in this tender document, in two separately sealed envelopes superscribed "Technical Bid for providing conference related services" and "Financial Bid for providing conference related services", respectively. Both sealed envelopes should be put in a third sealed envelope superscribed "Tender for providing conference related services".
4. The tenderer may submit bid with single/multiple options of hotels/dates provided all the dates/venues/hotels blocked. It may be noted that the conference will be held at a single venue on all the three days. Submission of false information may invite rejection of bid summarily.
5. The tenderer should mention the type of cuisines (international/continental standard) it proposes to offer for the entire period of conference and cultural programme – i.e. vocal/instrumental/folk/dance (with artistes/groups of national repute) to be offered by him during Gala Dinner. This will form part of technical bid and evaluated by a committee in the ministry.
6. The declaration in the prescribed proforma as given in this tender document should be submitted alongwith the Technical Bid.
7. The Technical bid should be accompanied by an Earnest Money Deposit (EMD) of Rs.100,000/- (Rs. One Lakh only) in the form of Demand Draft/Pay Order from a commercial bank drawn in favour of "Pay & Accounts Officer, Ministry of Statistics and Programme Implementation, New Delhi". The EMD should be valid for a period of 12 months from the date of issue of the bid invitation. In the absence of EMD, the tender shall be rejected summarily. The earnest money shall be refunded to the unsuccessful bidders after submission of the Performance Security Deposit as mentioned in para 5 below.
8. The successful bidder should submit Performance Security Deposit of Rs. 10.00 lakh (Rupees ten lakh only) or 10% of the value of the contract whichever is higher in the form of Bank Guarantee within a period of 10 days from the date of award of contract, which will remain with this office for three months after completion of the work. The Bank Guarantee will be in favour of "Pay & Accounts Officer, Ministry of Statistics and Programme Implementation, Government of India, New Delhi and will be executed by the authorised representative of the ministry.
9. If the successful bidder fails to provide the Performance Security Deposit within 10 days from award of the bid, bid stand cancelled and the EMD of Rs. 100,000/- stand forfeited.
10. The contract shall be for a specific work of managing the Conference and any other related area/activity/issue in connection with organisation of conference. The rates and taxes of

each of the item/activity should be quoted separately in the financial bid form given in this tender document.

11. The bidder shall, in the financial bid, indicate the charges, if any, payable to him, if the conference is cancelled or rescheduled.
12. All entries in the tender forms should be legible and filled clearly. Any cutting in the Bid Application must be signed by the authorized signatory.
13. Tender incomplete in any form are liable to be rejected outright.
14. The declaration in the prescribed proforma given in the tender document should be submitted alongwith the technical bid and should be put in the same envelope containing the technical bid.
15. Conditional or incomplete bids will be rejected outright.
16. The closing date and time for receipt of tenders will be 3.00 P.M. on 8<sup>th</sup> July, 2010 (Thursday). Bids received after the specified date and time for receipt of bids would not be entertained.
17. Any enquiry after submission of bids will not be entertained.
18. No bidder will be allowed to withdraw/decline after submission of the bids; otherwise the EMD submitted by the bidding firm would stand forfeited.
19. The Technical bid shall be opened at 3.30 PM on 8<sup>th</sup> July, 2010 (Thursday), in Room No 9, 8<sup>th</sup> Floor, J.P.Building, K.G.Marg, New Delhi, in the presence of the authorized representatives of the Firms, who wish to be present at that time.
20. The technical bids received will be evaluated by a committee constituted for the purpose based upon the criteria decided by the Committee. The bidders whose Technical Bids are accepted will be informed about the date of the opening financial bid. The evaluation of the bid will be based on the criteria as decided by the committee.
21. In case the successful bidder fails to render the required services as agreed in the tender document, this office will have full authority to cancel the order and forfeit the performance security. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency may be forfeited by this Office besides annulment of the contract.
22. The successful bidder will be required to execute all the agreed items of work to the full satisfaction of this Ministry. The charges/rates and taxes should be quoted separately in the bid and no additional charge/claim will be entertained afterwards.
23. The successful bidder will be required to visit J.P.Building, S.P.Bhavan,Vigyan Bhavan /venue of the conference i.e. hotel and the other places of conference, at his own cost, as and when called for, in connection with making arrangements for the meeting.
24. Tax registration numbers should be printed on the bills raised by the successful bidder.
25. The competent authority in Ministry of Statistics and Programme Implementation reserves right to withdraw/relax any of the terms and condition mentioned above so as to overcome any problem that may arise at a later stage.
26. The competent authority in Ministry of Statistics and Programme Implementation, reserves full authority to cancel, reject, any / all offers, without giving any reason. The decision of competent authority in Ministry of Statistics and Programme Implementation shall be final in this regard.

27. The Event manager shall complete preparation of the entire site of conference as per scope of work prescribed above a day before the commencement of the conference to the satisfaction of the host. The entire event to be treated as a turnkey project in which the event manager has to manage activities with responsibility, dedication and foresight.
28. The Ministry reserves the right to have a panel made out of the tenders received and in case the tenderer fails to perform the assigned tasks as required or leave the job in the middle of the contract period, the next tenderer will be offered the assignment for the remaining period of conference.
29. The tenderer shall not transfer or assign the contract to any other agency/company/person.
30. The successful bidder will be paid an amount of 30% of the value of the contract as advance on submission of Performance Security Deposit, 40% advance on start of the conference, 20% on completion of conference and balance amount on final settlement by the Ministry. Every advance should be supported by a Bank Guarantee of equivalent amount.
31. There should be no case or charge under investigation / enquiry / trial against the agency, nor conviction in a Court of law or suspended / blacklisted by any organization on any ground.
32. The opinion / decision of MOSPI regarding the bid shall be final and conclusive. MOSPI reserves the right to reject any or all the bids at any time without assigning any reason thereof.
33. The tenderer is not entitled for any interest on EMD nor can he claim any right for award of the contract. The deposit amount shall be forfeited if the tenderer, after opening the price bid, withdraws/modifies his offer or modifies the terms and conditions thereof.
34. MOSPI reserves the right to recover any part or the whole of the amount of the security deposit for losses suffered by MOSPI due to failures on the part of the agency or due to termination of contract or agency becoming disqualified because of liquidation / insolvency or change of composition. The decision of MOSPI in respect of such losses, damages, charges, expenses or costs, shall be final and binding on the agency and the decision shall not be questionable.
35. The Agency shall engage sufficient number of competent employees for running the entire project entrusted to them.
36. The MOSPI has the right to direct the Agency to remove such personnel from the project who are found to be unfit on disciplinary or other grounds detrimental to the interest of MOSPI.
37. The Agency shall fully indemnify MOSPI for any default or non-observance by the Agency or any of his representatives of any of the provisions of the above mentioned enactments and the rules framed there under. Even though the Agency shall be solely liable for settlement of any claim made by any person due to the non-observance by the Agency of any of the provisions otherwise of the enactments cited, MOSPI reserves its rights to settle directly any amount due by the Agency as mentioned above and to recover such amounts from any of the amounts payable by MOSPI to the Agency or in the absence of the same as debt due to MOSPI by the Agency.

**ARBITRATION:**

38. Except where otherwise provided for in the contract all questions and disputes relating to the meaning of the Scope of Work, Terms & Conditions, hereinbefore mentioned and as to the quality of service or materials used or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, Scope of Work, Terms & Conditions, instructions, orders or otherwise concerning the works or the execution of/ failure

to execute the same whether arising during the progress of the contract or after the completion thereof shall be referred to the sole arbitration of the Secretary (Law) or to the sole arbitration of some other person appointed by him to act as such arbitrator. The case referred to arbitration shall be other than those for which the decision of the MoSPI as expressed in the contract is to be final and conclusive. The arbitrator to whom the matter is originally referred being transferred by vacating his office or being unable to act for any reason, Secretary (Law) as aforesaid at the time of such transfer, vacation of office or inability to act, shall appoint another person to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the state at which it was left by his predecessor.

39. Subject as aforesaid the provision of the Arbitration Act, 1940 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause. It is a term of the contract that the party involving arbitration shall specify the dispute or disputes to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each such dispute. The arbitrator(s) may from time to time with consent of the parties enlarge the time, for making and publishing the award. The work under the Contract shall, if reasonably possible, continue during the arbitration proceedings and no payment due to be payable to the Agency shall be withheld on account of such proceedings. The Arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of the first hearing. The Arbitrator shall give a separate award in respect of each dispute or difference referred to him. The venue of arbitration shall be such place as may be fixed by the Arbitrator in his sole discretion. The award of the arbitrator shall be final, conclusive and binding on all parties to this contract.

#### **Risk clause**

40. Notwithstanding anything contained in any other clause, MOSPI reserves the right to terminate the contract due to any failure on the part of the Agency in discharging his obligations under the contract or in the event of his becoming insolvent or going into liquidation. The decision of the MOSPI about the failure on the part of the Agency shall be final and binding on the Agency.
41. If there is any stoppage/failure of service for any reason, the Agency is liable for penalty action as decided by MOSPI. In the event of any failure on the part of the Agency, MOSPI shall have the right, without any prejudice, to get the work done through any other alternate agency at the risk and cost of the Agency. The additional cost, loss, if any incurred by MOSPI will be recovered from the Agency.

#### **Eligibility Criteria**

The bidder will be considered for selection, only if the following conditions are fulfilled:

- a) The bidder should convey his acceptance to all the terms and conditions laid down by Ministry of Statistics and Programme Implementation.
- b) The declaration in the prescribed proforma given in this tender document should be duly filled in, signed and submitted alongwith the technical bid. The above declaration, alongwith a copy of the terms and conditions, duly signed and sealed in each page, by the authorized signatory of the agency in token of acceptance of the terms and conditions should be enclosed with Technical bid.
- c) The bidder should have the Registered or Branch Office in Delhi/NCR.
- d) The agency should be in the business of organising the Conferences since the past five years.

- e) The bidders should be well-established and must have organised a minimum of four meetings/conferences of international standards with a participation of 300 and above for Government Ministries / Departments at Vigyan Bhavan/other 5-star hotels in the past two years. Copies of work orders, certificates of satisfactory performance from the concerned Department(s) in support of the works should be enclosed with the technical bid.
- f) The tenderer must have booked a Conference Hall of 400 capacity and three halls of 100 capacity each for parallel sessions in a Five Star Hotel in the NDMC area of New Delhi for three days i.e. from 1<sup>st</sup> -3<sup>rd</sup> Feb, 2011 or 2<sup>nd</sup> to 4<sup>th</sup> Feb, 2011 or 8<sup>th</sup> to 10<sup>th</sup> Feb., 2011 or 9<sup>th</sup> to 11<sup>th</sup> Feb., 2011 for organizing this conference. The document(s) in support of this should be enclosed with the technical bid and is a pre-condition for acceptance of technical/financial bid.
- g) The agency should have a turnover of minimum of Rs. 10 crores in each of the last three financial years. A specific certificate duly certified by a Chartered Accountant must be attached.
- h) The Technical bid should be accompanied by an Earnest Money Deposit (EMD) of Rs.100,000/- (Rupees one lakh only) in the form of Demand Draft/Pay Order from a commercial bank drawn in favour of "Pay & Accounts Officer, Ministry of Statistics and Programme Implementation, New Delhi". It should remain valid for a period of 12 months from the date of issue of the bid invitation.
- i) The bids should be submitted in the two bid format, viz., separate bids - Technical and Financial, as per proforma given in this tender document and should be put in a third sealed envelope superscribed "Tender for providing conference related services to Ministry of Statistics and Programme Implementation."
- j) The tenderer should submit a certificate that the Agency has never been blacklisted in the past by any of the Government Department/Ministry.
- k) The tenderer should also submit the Tax (such as Income Tax, Service Tax, VAT etc.) Registration Numbers.

(V.B.Gupta)  
Dy. Director (Trg.)

DECLARATION FORM

1. I, \_\_\_\_\_ Son/Daughter of  
Shri \_\_\_\_\_ Proprietor / Partner / Director /  
Authorized Signatory of M/s \_\_\_\_\_ am competent  
to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and  
are fully acceptable to me;
3. The information / documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief. I / we, am / are well aware of the  
fact that furnishing of any false information / fabricated document would lead to  
rejection of my tender at any stage besides liabilities towards prosecution under  
appropriate law.

Date:  
Place:

Signature of authorized person  
Full Name:  
Company's Seal :

- N.B.: 1. The above declaration, alongwith a copy of the terms and conditions, duly  
signed and sealed in each page, by the authorized signatory of the agency  
in token of acceptance of the terms and conditions, should be enclosed  
with Technical bid.**
- 2. The Declaration can be made on Company letterhead using the same  
format.**



## TECHNICAL BID FORM

<b>1.</b>	Name of the Bidding Firm		
<b>2.</b>	Full Address		
<b>3.</b>	Telephone & Fax Nos.		
<b>4.</b>	D.D. / P.O. No. & Date of the EMD		
<b>5.</b>	Amount of EMD (Rs.)		
<b>6.</b>	D.D. / P.O. Drawn on Bank		
<b>7.</b>	D.D. / P.O. Valid upto		
<b>8.</b>	Turnover during the last three years (Rs. Crore) ( Attach the audited balance sheets) and a certificate duly certified by a Chartered Accountant be attached.		
<b>9.</b>	The Tax (Income Tax, Service Tax, VAT etc.) nos. of the PCO.		
<b>10.</b>	Details of similar works carried out by the bidder for Government Departments / Ministries during the last two years, as on 31.3.2010. (Copy of orders and certificates to be attached).		
<b>11.</b>	Details of Departments / Ministries along with name, designation, address, telephone and FAX numbers of the concerned Officer.	Date(s) on which the meetings were held in Vigyan Bhavan/5-star hotels	Total Value of work order (Rs.)
<b>12.</b>	Additional information, if any		
<b>13.</b>	Certificate to the effect that the PCO has never been blacklisted in the past by any of the Govt. Deptt/Ministry be attached.		

(If the space provided in the above sheet is insufficient, the Technical Bid can be prepared on any sheet, using the same format).

Signatures \_\_\_\_\_  
 Name in bold capitals \_\_\_\_\_  
 Name of the Bidding Firm \_\_\_\_\_  
 Company's Seal: \_\_\_\_\_  
 Date: \_\_\_\_\_

## FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate (Rs.)
<b>A.</b>	<p>Venue - Has to be a 5 star hotel in the NDMC area for all 3 days, i.e. for 1<sup>st</sup> -3<sup>rd</sup> Feb, 2011 or 2<sup>nd</sup> to 4<sup>th</sup> Feb, 2011 or 8<sup>th</sup> to 10<sup>th</sup> Feb., 2011 or 9<sup>th</sup> to 11<sup>th</sup> Feb., 2010 to seat 400 persons in the plenary sessions and upto 100 each in the three parallel sessions i.e. one hall having 400 capacity and three halls of 100 capacity each for parallel sessions. Rate should be inclusive of Non-vegetarian lunch (Indian plus continental) with two times tea / coffee/snacks, pads and pencils, mineral water for all delegates and any hall rental.</p> <p><b><i>Note: Including coordinating guest/delegate's arrival/ departure, helping booking of tickets etc., pick up/drop facility to guests/delegates at airport, arranging private transport such as taxi in case a delegate desires.</i></b></p>		
<b>B</b>	<b>Hoardings, Backdrops, signage, placards and name plates (with stands)( wherever not mentioned these include stands also, no separate cost for stands)</b>		
1.	Welcome Hoardings with multicoloured printing on Flex mounted on iron frame work and installed at gate on self supporting stands	Sq. Ft.	
2.	Car parking signs (double sided) with multicoloured printing on Flex mounted on iron frame work and installed at gate on self supporting stands	Sq. Ft.	
3.	Car parking signs (single sided) with multicoloured printing on Flex mounted on iron frame work and installed at gate on self supporting stands	Sq. Ft.	
4.	Alighting point indicator panel, Directional Panels, with multicoloured printing on Flex mounted on iron frame work and installed at vantage points on self supporting stands	Sq. Ft.	
5.	Backdrop with multicoloured printing on Flex mounted on iron frame work and installed on self supporting stands	Sq. Ft.	
6.	Podium Panel with multicoloured printing on Flex	Sq. Ft.	

7.	Panel for business centre with multicoloured printing on Flex	Sq. Ft.	
8.	Name plates Laser printed with acrylic holders (5" x 9")	No.	
9.	Multicoloured Seating signs (9" X 12")	No.	
10.	Multicoloured Seating placards with colour code on stands	No.	
11.	Programme at a Glance – Stand Display	No.	
<b>C</b>	<b>Facilitation Counters</b>		
12.	Baggage Facilitation counters with enclosures of Octanorm Panels to be placed at vantage points	No.	
<b>D</b>	<b>Audio, video and related items</b>		
13.	LCD projector (minimum 3000 Lumens) with screen	No.	
14.	Masking screen on wooden frame	No	
15.	LCD Screen / Monitor with stand for live relay of proceedings	No	
16.	Splitter	No	
17.	UPS 6 kva	No	
18.	Multimedia and wi-fi enabled Laptop	14"	
19.	Blank Audio Cassettes for audio recording of proceedings (Sony Red C-90)	No	
20.	Blank DVD for recording of proceedings (Sony DVD)	No.	
21.	Digital Video multi camera setup with three cameras, editing table, live projection on screen,	No.	
22.	Digital video master tapes	No.	
23	Head Table Mic	No.	
24	Podium Mic	No.	
25	Collar Mic	No.	
26	Hand held cordless Mic	No.	
27	Plasma Screen, 42"	No.	
28.	Switcher	No.	
29	Scan Converter	No.	
30	Laser pointer	No.	
31	Amplifier	No.	
32	Sound System, 4 speakers	No.	

**Note: Overseeing arrangement before and during each seminar sessions such as keeping ready projectors, laptop loaded with presentation material**

***table microphones and lapel mikes in place, speaker volumes adjusted , name plates of speakers in place etc.***

<b>E.</b>	<b>Digital Still Photography (including photographer services)</b>		
33	Photo Development in CD		
34	Photographs (8" x 12") including Album		
<b>F</b>	<b>Professional Manpower Services</b>  <b><i>Note: This include coordinating guest/delegate arrival/departer, pick up, helping booking tickets, dropping guests and delegates at airport, arranging private transport such as taxi in case a delegate desires.</i></b>		
35	Compere	No.	
36	Office Assistants, well versed in computer operations, viz., MS Word, Excel, etc., and have excellent communication skills to attend to telephone calls, for facilitating registration process, providing secretariat services and manning the registration desk.	No.	
37	Hostesses for facilitating participants,	No.	
38	Ushers	No.	
39	Registration Assistants	No.	
40	Luggage Assistants etc.	No.	
41	Saraswati Vandana at inaguration	No.	
42	Floral Bouquets ( <b>20 roses</b> )	No.	
43	Lamp lighting kit		
44	Flower decoration (10' x10'0)- <b>Rose, Lily, Marigold</b>		
45	Airport Faciliation Counter (for a 12 hr. Shift) with adequate manpower.		
46	Permission & coordination charges with Airport Authority of India, Bureau of Civil Aviation, Airport Counters etc for 2/3 days		
<b>G</b>	<b>Secretariat Set up (wi-fi facility at venue is to be provided by PCO)</b>		
47	On site registration management		
48	Desk Top Computers P-IV with internet (wi-fi)	No.	
49	Laser printer with cartridges and paper	No	

50	Hi-speed Photocopier (75 cpm)	No	
<b>H</b>	<b>Badge Cards / Parking labels</b> <b>Note: The Event Management Agency shall ensure the security of the participants/venue and no unauthorised person should enter the venue.</b>		
51	Multicoloured Screen Printed Delegate Badge Cards with plastic pouch (card holder), matching colour printed nylon lanyard and hook / clip	No.	
52	On site computerised digital printing and lamination of delegate badge cards, with matching colour printed nylon lanyard and card holder	No.	
<b>I</b>	<b>Printing</b>		
53	Printing of colour brochure, A4 size, 12 pages (Gloss paper), 120 gsm (cover page) and 100 gsm inner pages, central stitch with envelope	No. (per copy)	
54	Invitation Cards for Inauguration, 400 nos., single side printed in two colour with envelope	No.	
55	Invitation Cards for Gala Dinner, 500 nos., single side printed in two colour with envelope	No.	
56	All presentations in a 2 GB pen drive	No.	
57	Mailing of Brochures		
58	Programme at a Glance		
<b>J</b>	<b>Website</b>		
59	Web site including Designing, Booking of domain and space, Regular Updating and maintenance for 1 year including venue, dates, duration, background, photographs, invitation by competent authority, India at a Glance, programme, presentation, daily schedule, uploading of technical papers, map showing venue and selected hotels, linking the web site with Ministry's website, responding to queries by delegates, message box for delegates, important telephone nos. Etc.		
60	Online Registration and Accommodation solution and management linked with payment gateway ,		
<b>K</b>	<b>Transport / Transfers -Optional (All A/C vehicles) –</b> <b><i>Note: This include coordinating guest/delegate's arrival/ departure, helping booking of tickets etc., pick up/drop facility to guests/delegates at airport, arranging private transport such as taxi in case a delegate</i></b>		

	<b>desires.</b>		
61	Coaches ( 35 Seaters) for shuttle movement from hotels to venue and back	No.	
62	8 hours / 80 Kms local running using Air conditioned car (Honda City)		
63	8 hours / 80 Kms local running using Air conditioned car (Indigo / Esteem/Accent)		
64	8 hours / 80 Kms local running using Air conditioned car (Indica)		
65	Extra Km. Rate for car (Honda City)	Per Km.	
66	Extra Km. Rate for car (Indigo / Esteem/Accent)	Per Km	
67	Extra Km. Rate for car (Indica)	Per Km	
68	Extra Hour rate for car (Indigo / Esteem/Accent)	Per Hr.	
69	Extra Hour rate for car (Honda City)	Per hr.	
70	Extra Hour rate for car (Indica)	Per Hr.	
71	Night charges, if any.	Rs.	
72	Airport Placards of 4 X 2 sq. ft with holder	No.	
73	Coach signs (A4 stickers)	No.	
74	Half Day Delhi Sightseeing tour - Inclusive of comfortable A/C Volvo coach transport, English speaking Guides, mineral water on board, tea/coffee/snacks, entrance tickets to monuments		
<b>L</b>	<b>Cultural Evening with Dinner</b>		
75	Gala Dinner with, Soft beverages, 2 + 2 Vegetarian and non-vegetarian snacks & hotel taxes, at Off site 5 star hotel venue with one cultural <b>theme evening</b> depicting dances of india by good artistes (local), décor and performances, stage and lighting, sound and light etc. <b>(4 presentations of 20 min each.)</b>	Per Head	
76	Rental for blocking space during day for set up, if any		
77	All Permissions & licenses for cultural show liaisonin, PPL & ETO, Fire, Electricity, DCP Licensing		
78	Charges, if the meeting gets cancelled on or before 10 days of the scheduled date of the meeting		
79	<b>24 hrs.help desk</b> dedicated to tourist information. Information staff be available to answer all queries concerning registration, accommodation, travel reconfirming return flights, information and other questions.		

80	<b>First Aid and Medical Facilities: Identifying &amp; coordinating with nearby Doctors and Hospitals for attending to medical emergencies.</b> Cost of consultations / treatment to be borne by individuals.		
81	Media Coverage/Corner <ul style="list-style-type: none"> <li>• Inviting Media Peopla</li> <li>• Seating Plan for Media</li> <li>• All arrangements in connection with media coverage including their hospitality”.</li> </ul>		

Note:-

1. In case space provided in the above sheet is insufficient, the Financial Bid can be prepared on any sheet, using the same format.
2. The Event Manager will work in close coordination with the designated members of the organising committee.
3. All rates mentioned above should be inclusive of the taxes levied by Govt.

Signatures \_\_\_\_\_

Name in bold capitals \_\_\_\_\_

Name of the Bidding Firm \_\_\_\_\_

Company's Seal: \_\_\_\_\_

Date: \_\_\_\_\_

**Multipliers which will be used for evaluation of the financial bids are as follows:**

Sl. No.	Unit	Proposed multiplier for estimation of cost
<b>A.</b>		300X3 days = <b>900</b>
<b>B</b>		
1	Sq. Ft.	12'x15'x2nos.= <b>360 sq. Ft.</b>
2	Sq. Ft.	4'x2'x2no.= <b>16 sq. Ft.</b>
3	Sq. Ft.	4'x2'x2no.= <b>16 sq. Ft.</b>
4	Sq. Ft.	4'x2'x8no.= <b>64 sq. Ft.</b>
5	Sq. Ft.	12'x12'x3no.= <b>432 sq. Ft.</b>
6	Sq. Ft.	4'x2'x3no.= <b>24 sq. Ft.</b>
7	Sq. Ft.	
8	No.	<b>200</b>
9	No.	<b>10</b>
10	No.	<b>10</b>
11	No.	3'x2'x2nos.= <b>24sq. ft</b>
<b>C</b>		
12	No.	<b>2</b> (one each for foreigners and domestic)
<b>D</b>		
13	No.	<b>3 for 4 days</b>
14	No	<b>-do-</b>
15	No	<b>-do-</b>
16	No	<b>-do-</b>
17	No	<b>-do-</b>
18	14"	<b>-do-</b>
19	No	<b>17(4,6,3,4)</b>
20	No.	<b>17</b>
21	No.	1x3= <b>3</b>
22	No.	1x3= <b>3</b>
23	No.	1x3= <b>3</b>
24	No.	<b>3</b>
25	No.	<b>4</b>
26	No.	<b>9</b>
27	No.	<b>6</b>
28.	No.	<b>3</b>
29	No.	<b>3</b>
30	No.	<b>3</b>
31	No.	<b>3</b>
32	No.	<b>6</b>
<b>E.</b>		
33		<b>3</b>
34		<b>100</b>
<b>F.</b>		



35	No.	1
36	No.	20
37	No.	20
38	No.	20
39	No.	9
40	No.	3
41	No.	1 troupe of 3 ppl.
42	No.	10
43		1
44		10'x10'x3x4=1200 sq. ft
45		2 counters of 3 persons each (1 at dometic and 1 at international terminals) for 24 hrs.
46		
<b>G</b>		
47		1
48	No.	1x4=4
49	No	1x4=4
50	No	1x4=4
<b>H</b>		
51	No.	300
52	No.	1
<b>I</b>		
53	No. (per copy)	400
54	No.	400
55	No.	500
56	No.	4
57		400
58		400
<b>J</b>		
59		1
60		1
<b>K</b>		
61	No.	2
62		15
63		15
64		15
65	Per Km.	
66	Per Km	
67	Per Km	
68	Per Hr.	
69	Per hr.	
70	Per Hr.	

71		Rs.	
72		No.	<b>6</b>
73		No.	<b>20</b>
74			<b>1</b>
<b>L</b>			
75		Per Head	<b>300</b>
76			
77			
78			
79			
80			

