



Tender Document
for
Selection of Agency
for
Event Management Activities
for
FUSION ENERGY CONFERENCE
(October 22-27, 2018)

At
Mahatma Mandir, Gandhinagar, Gujarat

Organised by
Institute for Plasma Research, Gandhinagar
(Department of Atomic Energy, Govt. of India)

Tender No.: IPR/FEC-2018/01



Important Dates:

Downloading of tender document	18/07/2018 to 16/08/2018 till 11:00 hrs.
Pre – Bid meeting Date & Time	26/07/2018 at 14:00 hrs.
Last date of submission of the bid	16/08/2018 up to 13:00 hrs.

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Section-1. Background & Objective

Institute for Plasma Research (IPR), an aided institute under Department of Atomic Energy, Government of India will host the 27th International Atomic Energy Agency (IAEA) Fusion Energy Conference (FEC-2018). This event will be organised at Mahatma Mandir, Gandhinagar, Gujarat during October 22-27, 2018. Around 800 overseas and 200 Indian delegates are expected to attend this conference, which will include several scientists, technocrats and other high level dignitaries making it a total of around 1000 delegates.

Objective:

In order to provide and ensure proper arrangements to conduct the conference, IPR intends to engage an event management agency to manage the entire conference with the scope mentioned in this document.

Section – 2 Notice Inviting Proposal and Necessary Instructions

Name Of Work	Tender to engage an Event Management Agency for FEC-2018
Tender Document Fees	Rs. 700/- (Rs. Seven hundred only) BY DEMAND DRAFT in favour of Institute for Plasma Research, Gandhinagar (Non Refundable)
Earnest Money Deposit (EMD)	Rs. 2,50,000/- (Rs. Two Lakh Fifty Thousand only) BY DEMAND DRAFT in favour of Institute for Plasma Research, Gandhinagar and it will be released to the unsuccessful bidder after signing the contract with successful bidder. EMD of successful bidder will be released after signing the contract and submission of Security Deposit (10% of Contract Amount) in the form of bank guarantee.
<u>Tender Dates:</u>	
Bid Document Downloading Start Date	18/07/2018 (website: www.ipr.res.in/tenders)
Bid Document Downloading End Date	16/08/2018 till 11:00 hrs.
Last Date of Submission of the bid	16/08/2018 till 13:00 hrs.
Pre-Bid Meeting	26/07/2018 at 14:00 hrs. for clarifications of queries, if any, at the below mentioned address: Institute for Plasma Research, Bhat, Gandhinagar
Contract Period	The rate provided by the selected agency will be valid up to 31 st October, 2018
Submission of Documents	Submission of Tender Document Fees, EMD, Technical Proposal, Financial Proposal with other relevant documents at Institute for Plasma Research, Near Indira Bridge, Bhat, Gandhinagar.
Opening of Tender	Tenders will be opened on 16/08/2018 at 14:00 hrs. Representatives of the bidders are invited to attend the bid opening meeting. The technical proposal will be opened and scrutinised with regard to eligibility criteria and Tender Document Fee & EMD submission. Only those bidders who fulfil these criteria and approved by IPR will be shortlisted for next stage. Bidders who got shortlisted will be invited for making technical presentation on 27/08/2018 at 10:00 hrs before Technical Evaluation Committee at IPR. Thereafter, their financial proposal will be opened on 30/08/2018 at 14:00 hrs. Representatives of such technically eligible bidders will be invited to attend the financial proposal opening meeting.

	The selection will be based on two stage Quality cum Cost Based Selection (QCBS) method and the work will be awarded to bidder with the highest score.
Contact person (for clarifications)	Chief Administrative Officer Institute for Plasma Research, Gandhinagar (Tel: 079-2396 2000, Fax: 079-2396 2277, Email: fec.support@ipr.res.in)
Remarks	<p>Bidder has to submit hard bound document duly numbered. Loose documents shall be rejected.</p> <p>The Tender should be submitted in the following manner:-</p> <p>The First Envelope (duly sealed) should contain the Tender Document Fee of Rs.700/-(Rupees Seven Hundred only) - Non Refundable & EMD of Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand only) in the form of Demand Draft drawn in favour of “Institute for Plasma Research, Gandhinagar” and clearly marked as “EMD and Tender Fee” for selection of event management agency with Tender No.</p> <p>The Second Envelope (duly sealed) should contain the Technical Proposal complete with all relevant documents mentioned in eligibility criteria section, Annexure – 2, 3 and 4 ” and clearly marked as “Technical Proposal” for selection of event management agency with Tender No.</p> <p>There should be no mention of the prices in the Technical Bid Document. Filling up prices in this document will disqualify the Bidder. Original printed document with signature & seal of the submitting company shall be considered as authentic.</p> <p>The Third Envelope (duly sealed) should contain the Financial Proposal only and clearly marked as “Financial Proposal” for selection of event management agency with Tender No.</p> <p>The first, second & third envelopes (duly sealed) should be enclosed in a large envelope duly sealed and clearly marked as for selection of event management agency with tender no.</p> <p>All pages of the offer must be signed, sealed & numbered. The bids complete in all respect must be submitted through Speed Post/Courier or in person at IPR.</p>

Section-3 Scope of Work

Overall scope of work includes:-

- Preparation of layouts with required infrastructure plan.
- Infrastructure development at conference venue as per the approved plan.
- Interiors, Ambience & Furniture works inside the conference areas.
- Coordination with Housekeeping and other Operation & Maintenance agencies.
- Coordination with IPR for necessary arrangement for all sessions, food courts, exhibition area, welcome party etc.
- Landscape and beautification works.
- Other related requirements.

The scope of work in detail is as follows:-

3.1 Selected agency is required to make all necessary arrangements at Business and Convention Center, Mahatma Mandir, Gandhinagar, Gujarat.

3.1.1. To manage the seating arrangements inside Business and Convention Center of Mahatma Mandir, which includes the main convention hall (Hall-2) and two adjacent convention halls (Hall-1 & 3). Chairs available at these places are to be shifted to its warehouse and to be placed as it is after the completion of the event. Agency should provide comfortable chairs with arm rest with proper clothing at main hall-2 (1000Nos).

3.1.2. Making arrangements of sofas in Hall-2 for front two rows (24 nos. of 2-seater executive comfortable sofas) for VIPs, 12 nos. of 2ft.*1.5ft size tipoi for front rows only. Training room type tables (2 seaters of size 4ft*2ft) & comfortable chairs with arm rest arrangement for 300 participants with provision of 02 nos. of 5 Amp. power plug point for mobile/laptop charging on each table. Cable must be Fire Retardant Low Smoke (FRLS) type only. Proper routing of the cables for multiple connections as per the standard practice. Wooden extension board should not be used. It should be metallic/high grade PVC only & firmly fix it with table. Further, 700 comfortable chairs with arm rest & required clothing to be provided by the agency.

[Important Note: Bidders should present all these seating arrangements during their technical presentation. Also, one sample of the same must be approved by IPR Team before installing at the venue.]

3.1.3. The work for the stage includes the following:

- Make seating arrangements for the VIPs on the Main dais. Head mount revolving 10 nos. of executive chairs. Exact number will be informed later on. Executive laminate tables on the Dais.
- Flower decoration on dais and around the stage.
- Masking and skirting on the stage.
- Required lighting for stage dignitaries and dais by rigging on truss from front and side to be provided. The agency is required to supply, install, test and commission the LED Par Light with all necessary cabling along with 02 nos. of 125 KVA acoustic Genset for backup of stage lighting.
- Arranging and preparing name plates of dignitaries on dais.
- Any other required work at the main stage pertaining to event management.

3.1.4. Making arrangements of sofas (25 nos. of 2-seater executive comfortable sofas), Training room type tables (2 seaters of size 4ft*2ft) and comfortable chairs arrangement for 100 participants with provision for electrical power point for mobile/laptop charging on each table in Main Convention Hall-3.

[Important Note: Bidders should present all these arrangements during their technical presentation. Also, one sample of the same must be approved by IPR Team before installing at the venue.]

3.2 Agency is required to setup new synthetic carpet on the Main Stage and inside the Main Convention Hall-1, 2 & 3.

3.3 Making necessary arrangements for Welcome Party on 22.10.2018 evening at Exhibition Hall-3. Appropriate lighting and decoration of Exhibition hall-3. Stage set up of approx. 20ft.*15ft*3ft. size with requisite arrangements (decoration, 02 nos. of 15A power arrangements, table for keeping projector, etc.) for live instrumental music performance. Arranging and setting up appropriate number of counters with necessary clothing for dinner of approx. 1000 people. Circular table and comfortable chairs (each set should cover 01 table and 08 chairs) seating arrangements of approximately 800 people at a time.

[Note: Agency should submit layout of arrangements to IPR for the approval before installing at the venue.]

3.4 Setting up around 50 stalls of (3Mtr. * 3Mtr. in size) Octonorm structures with thick fire retardant laminate ply board and covered with colour synthetic carpet, with necessary furniture includes 01 table and 02 chairs, name facia, 05 nos. of spotlights, 02 nos. 5A of power plug points, 01 no. of dustbin, etc. per stall as per Annexure-5 (sample image of stall). Also, arranging for 200 poster presentation (100 nos. of double sided poster board with stand for A0 size poster) with all allied requirements of furniture etc. for each day of the event in Exhibition Hall-2. Synthetic carpet should be laid in the entire hall. Different colour synthetic carpet should be laid for walkways. Overall decoration for the exhibition hall-2. 02 nos. of 125 KVA acoustic Gensets for backup. These Gensets will be used for Welcome party (on 22/10/2018) in Exhibition Hall-3. Agency has to make the provision for the same.

[Important Note: Bidders must present for these arrangements during their technical presentation. Also, one sample of the same must be approved by IPR Team before installing at the venue.]

The agency has to ensure that the stalls are constructed in such a way so that there is ample movement space for the delegates and in case of any untoward incident the delegates can be evacuated as early as possible.

3.5 Agency is required to setup furniture at the Briefing Room behind the main Convention Hall which would include Tables of size 6ft*2ft. with comfortable chairs (with necessary clothing) arrangement of 25 persons.

3.6 Agency is required to prepare and install temporary decorative 02 nos. of gates (Approx. size 15ft.*20ft.) at entry gate-1 & 3 of Mahatma Mandir with proper branding of flex. Final elevation/looks/appearance shall be approved by the committee of IPR. Ensure proper anchoring of entry gate with ground by suitable method/foundation.

- 3.7 Arranging and placing of new red synthetic carpet from main entry (Gate-3) to reception area.
- 3.8 Arrangement for executive class table (4ft. * 2ft.) & comfortable chairs with hand arm for 30 persons in Seminar Hall-3.
- 3.9 Agency is required to design & propose overall layout for the dining at Food Court Area (Ground floor, First Floor) and make all necessary arrangements including the following:
Arranging and setting up appropriate counters with necessary clothing for lunch for approx. 1200 people in food court area includes ground & first floor. Circular tables with comfortable banquet chairs arrangement should be made for seating of approximately 400 people at a time. Standing tables of size 2ft.*2ft. (approximately 50 nos.) to be provided. In addition, rectangle shape table (4ft*2ft.) for 18 seaters and 12 seaters with comfortable executive chairs should be made available at first floor of food court area. Appropriate flowers arrangements decoration to be made.
- 3.10 Arranging and setting up of the 08 nos. of counters for the Tea & Coffee stalls at various locations of Mahatma Mandir.
- 3.11 Information Counters / Help Desks/ Registration/ Travel Desk/ Cloak Room/ Lost & Found Desk/ Foreign Exchange (Approx. 12 Nos of 3Mtr.*3Mtr. in size): Arranging infrastructure requirements for octonorm to be used as cloak room, Registration desk, Lost & Found Desk, Foreign exchange, Travel Desk, etc. Octonorm structures with thick fire retardant laminate ply board and covered with colour synthetic carpet, with necessary furniture like 01 table and 02 chairs, name facia, 05 nos. of spotlights, 02 nos. 5A of power plug points, 01 dustbin, etc. for each octonorm to be placed after approval of the IPR. In addition, cloak room should have facility for racks/shelves which can accommodate 200 nos. of backpack/laptop bag against the tokens to be issued. Adequate queue manager posts for above-mentioned counters.
- 3.12 First Aid counter/ Medical lounges (6 mtr.*3 mtr.):
Providing and Erecting 01 no. octonorm structure. Structure having area of 6mtr.*3mtr. with synthetic carpet, Partition shall be made in prefabricated aluminium sections (ht. up to 2.50 mtr.) Providing 04 nos. of padded chairs, 2 nos. laminated tables, 02 nos. of appropriate table/bed for medical treatment. Proper internal lighting, 03 fans, 4 nos. of 5A power plug points, 03 nos. of dustbins, etc. to be provided.
- 3.13 Agency is required to setup mandap (*shamiyana*) of approx. 30ft.*20ft. at suitable place with necessary arrangements for drivers, housekeeping, security, event management staff, etc. Green carpet to be placed on the floor. 30 nos. of banquet chairs to be kept in this area.
- 3.14 Allocation of 02 HD Cameras for Videography and 02 nos. of at least 24 MP camera for photography of the entire events for all 06 days including welcome party at Mahatma Mandir on 22/10/2018 and outdoor banquet at Riverfront event centre on 24/10/2018 including necessary arrangement and required team to operate. Audio Recording of the entire conference sessions should be arranged. Agency is required to submit the composed album of events date wise/program wise videography, photography, audio recordings in USB Hard Disk.

- 3.15 Agency is required to design, printing, prepare and install/display various signages across Mahatma Mandir showcasing routes to various facilities at Mahatma Mandir along with inside Main Convention Hall defining the seating arrangements inside the hall. This scope covers all type of signages, city maps for site seeing, conference program booklet, invitation cards, badges, site layout of conference, banners, etc. required for the event are to be designed, printed and prepared. Agency is required to prepare and provide teardrop flags with DAE, IPR & IAEA FEC Logos flags of good quality satin material. The details are as per Annexure-6 (printing details).
- 3.16 Agency is required to fill 1200 kits with conference material. Material will be provided by IPR. Kits must be ready by 20/10/2018.
- 3.17 Agency is required to deploy approximately 20 volunteers in proper dress code (courteous, educated manpower fluent in English) for the event for handling various activities (registration, stage management etc.) pertaining to entire event management from at least 7:00 a.m. to 9:00 p.m.
- 3.18 Agency is required to deploy 08 staff for clerical works from 7:30 a.m. to 7:30 p.m. who should be computer literate and conversant with English language.
- 3.19 Agency is required to deploy 02 skilled persons from 7:30 a.m. to 7:30 p.m. for relevant logistics works (Packing, unpacking, fittings, shifting of printed materials, etc.). In addition, 01 technical person to be deputed for handling of audio-visual system at Mahatma Mandir. Necessary arrangements in this regard should be in the scope of the agency.
- 3.20 Agency has to provide big and small size dustbins at various locations at Mahatma Mandir.

NOTE:

- (1) *The above requirements are tentative and the payment will be made on the basis of the actual requirements.*
- (2) *Any change or modification in design/planning/implementation should be duly approved by IPR well in advance.*
- (3) *All electrical wiring should be FRLS ISI mark only.*
- (4) *The conference venue will be available from 19th October, 2018 and it should be completed with all the necessary arrangements (as mentioned in scope of work) by 21st October 2018 (13:00 hrs.).*

Section-4 Eligibility Criteria

1. The bidder should have experience of managing at least ONE conference/ scientific seminar/symposium consisting of 800 or more international & national delegates in Govt. Sector/Semi Govt./PSU sector/Corporate sector at Mahatma Mandir, Gandhinagar in last 36 months from the last date of tender submission.
(Enclose work order copy & completion certificate/supporting document from the client.)
2. The bidder should have experience of managing at least ONE event with 400 or more participants at Ahmedabad/Gandhinagar in last 12 months from the last date of tender submission.
(Enclose work order copy & completion certificate/supporting document from the client.)
3. The bidder should submit an affidavit on appropriate stamp paper that the vendor has not been black listed by any Government Sector/Semi Government/ PSU Sector in India. (Enclose affidavit)
4. The bidder should have experience in liaison with various state government departments, i.e., police department, health department, fire department, labour department, industry department, electricity department, etc. for necessary approvals to organize the such type of events.
(Enclose self-declaration on company letterhead with office seal)
5. The Bidder must have registration certificate, valid GSTIN registration certificate and Income Tax Permanent Account Number (PAN).
(Enclose copy of above documents)
6. The bidder must have local office in Ahmedabad/Gandhinagar.
(Enclose the contact details consisting of local office address, e-mail, mobile number, office phone number, fax etc. from authorized person on company letterhead with office seal)

Section-5 Submission of Technical & Financial Proposal

5.1 Technical Proposal:

The required documents to be submitted with the “Technical Proposal” are as per Annexure-1. Other Annexure - 2, 3 & 4 are also to be submitted as per a part of technical proposal. There should be no mention of the prices in the Technical Proposal Document. Filling up prices in this document will disqualify the Bidder. Original printed document with signature & seal of the submitting company shall be considered as authentic.

5.2 Financial Proposal:

- The agencies are required to fill the financial proposal as per the prescribed format as per Annexure - 9.
- The quote should be unconditional and single.
- The fee quoted should be exclusive of all taxes and applicable tax rates should be mentioned along with.
- The proposal should be indicated in the Indian Rupees. Proposal in any other currency would not be accepted and is liable to be rejected.
- Applicable taxes on the payment would be as per the prevailing guidelines from time to time issued by the Government of India.

5.3 All contents of the Proposal should be clearly numbered, indexed and arranged in a sequence and shall be bound firmly.

5.4 The Original Proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the official of Agency themselves. The person who signs the proposal must put initial against such corrections.

5.5 The proposals shall be signed and submitted by the Authorized Signatory of the Agency. The authorization shall be attached in the Technical Proposal and shall be in the form of a written power of attorney/ board resolution or in any other form demonstrating that the representative has been duly authorized to sign.

5.6 Any proposal received by IPR after the deadline for submission shall be rejected. IPR shall not be responsible for any postal or courier delays.

Section-6 Instructions to the Bidder

- 6.1 Execute the work with due respect to aesthetics, safety, and with best of industry practices within given time and approved budget. The quality of design, workmanship and service shall be the best for consistent with an International Event. Defective, cracked materials shall not be used.
- 6.2 Manage the event in co-ordination with Mahatma Mandir management including, water supply for other works, electricity supply, cleanliness, garbage disposal, security arrangements, air conditioning up keeping of the structures etc.
- 6.3 Preparation of required documents and certificates to obtain approvals from Government/ iNDEXTb/ Torrent Power/ R&B Dept. Govt. of Gujarat other agencies and overall coordination and follow-up with agencies for getting approvals, certificates to be completed before 18th Sept 2018.
- 6.4 Modify the Conceptual design incorporating required changes as may be suggested by the IPR.
- 6.5 Preparing drawing necessary for submission to statutory bodies for sanction. The Bidder shall arrange/liaison for all necessary approvals like for electricity, fire fighting, police department, labour department, health department, etc. and shall abide by all statutory rules and regulations as may be applicable, however IPR shall assist the Bidder for obtaining statutory and other approvals. In case any fees are to be paid in connection with the said approval, the same shall be borne by the Bidder. Use of fire retardant materials in making all structures is mandatory.
- 6.6 Bidder shall finalize and arrange for necessary agencies independently with sufficient manpower so as to complete the work as per schedule.
- 6.7 Bidder shall depute adequate staff for supervision of the work under execution. Bidder shall depute one 'Works Manager' and one 'Coordinator' for the efficient handling of the event and to ensure that the event proceeds in accordance with conditions of contract and time schedule. Daily report should be submitted to IPR at the end of the day.
- 6.8 The supervision work at site will be done constantly by the qualified staff employed by Bidder and no extra payment on such recruitment of staff will be charged or payable by the IPR. Volunteers, staff members shall bear proper identity cards issued by the contractor and shall produce the same whenever demanded by the security deputed in the venue any time during construction, exhibition and demolition period.
- 6.9 Bidder will provide regular supervision and inspection as may be necessary to ensure that works are being executed in accordance with the designed concept, working drawing and specification.
- 6.10 Bidder shall undertake to complete their professional services by the date hereafter, in accordance with the instruction by IPR. Bidder shall furnish the schedule of implementation to IPR so that the systematic and timely monitoring of the project can be done.

- 6.11 Bidder shall clear the site on possession and hand over back the site once the event is over in to pre-event condition within two days (02) of the completion of event.
- 6.12 Bidder should comply and obtain all statutory approvals, licensed electrical Contractor, clearances & License from Labour department as required by Law.
- 6.13 The selection would be on the Quality Cum Cost Based Selection (QCBS) based on the final weighted score, subject to fulfilling the requirements of the eligibility criteria. The Proposal will form part of the contract with the selected agency.
- 6.14 Bidder shall bear all costs associated with the preparation and submission of their proposals. IPR is not bound to accept any or all proposals, and reserves the right to annul the selection process at any time prior to award of contract, without any liability to IPR.
- 6.15 The Technical and Financial Proposal to be submitted by the agency should be firm and valid for a period of 120 days from the last date of submission of the proposal.
- 6.16 IPR will select the agency who has scored the highest as per the evaluation criteria - combined score of technical proposal and financial proposal.
- 6.17 The selected agency may be invited for negotiations, if felt necessary by IPR.
- 6.18 Any request for clarification must be sent in writing on or before pre bid meeting by fax/mail to IPR. All such requests for clarification which are received prior to Pre-Bid Meeting will be responded.
- 6.19 At any time before the submission of Proposals, IPR may amend this document by issuing an addendum, which shall be binding on the agencies. The agencies shall acknowledge all amendments and submit along with their proposals duly signed.
- 6.20 If the selected agency is not able to carry out the work as per requirements, IPR will arrange to do the work and cost for the same will be deducted.
- 6.21 IPR reserves all the rights related to the opening, evaluation and cancellation of Bids without assigning any reasons thereof. IPR can accept or reject the financial proposal without assigning any reason and decision of the IPR will be final & binding in this regard. In case of any ambiguity while comparing the rates offered by the bidders, IPR reserves all the rights to decide on the issue of identifying selected bidder.

Section-7 Responsibilities of The Bidder

- 7.1 The bidder shall be fully responsible for site review and event of the works conforming to relevant Indian or International standards as per scope of work and base specifications furnished in this Bid Document. The Bidder shall be responsible for design, execution of the event including procurement, construction, complete management, coordination, testing and commissioning.
- 7.2 Information sought, material borrowed, etc. from the client by the bidder, if any, shall remain the property of the client. All such borrowed material shall be returned to client.
- 7.3 The bidder shall utilize optimally the land available for installation/ construction of various facilities/ components of the Event and cost all components and allied works of the event. The details of the costing shall form part of the proposal. The bidder shall provide a detailed scheme of event, installation and commissioning, operation and maintenance.
- 7.4 The bidder shall take into consideration all aspects of the Event at the time of bidding, namely, though not restricted to:
- Execution and Event organization by construction of temporary structures as per scope
 - Procurement of requisite materials and manpower
 - Civil Works including site grading, development, mobile toilets and other services
 - Installation, testing and commissioning of all services under the scope.
 - Quality control
 - Environmental and social safeguards
 - Security and risk coverage
- 7.5 The bidder has to bear in mind that if selected for the award of contract he shall have to ensure that in any case no damage is caused to the environment while executing the Event.
- 7.6 The bidder if selected, as Bidder shall ensure that while excavating operation for execution of various works, habitat animals are not disturbed.
- 7.7 Necessary safety railings/nets shall be provided throughout the site and necessary safety measures shall be taken to ensure the safe working conditions during the installation and subsequent to installation during Event. Necessary barricading and other necessary safety measures shall be the responsibility of the Bidder. Any loss of human/cattle or damages or so, shall be the responsibility of the Bidder including any liability and/or compensation to be paid towards the life lost damages so caused.
- 7.8 All infrastructure works covered in the contract shall be so managed and executed that they maintain safe distance from the public roads and other existing structures, services and sensitive areas like forest, sanctuaries, historical places, national monuments, schools, hostels and residential areas.
- 7.9 Cutting of trees shall not be permitted.

- 7.10 Once the event is completed, the dismantled material and other waste material shall be removed and shifted to safe place, as directed.
- 7.11 The workmanship shall be of high order and quality so as to prevent accidents and damaging the environment and surroundings.
- 7.12 No Damage in case shall be caused to the existing structure. The selected contractor shall be held responsible in occurrence of any such incident and will be responsible for the cost of required rectifications.
- 7.13 Site shall be returned to the Client as it was in the original condition and completely free of any garbage and temporary structures.
- The bidder shall bear all costs associated with the preparation and submission of its bid, and the Client in no case is responsible or liable for these costs, regardless of the outcome of the bidding.
 - The successful bidder shall make his own arrangements for all the materials, power and water required for all purposes in connection with the construction and implementation of the Event. If possible the client shall help for obtaining such facilities at an appropriate cost, which will be recovered, from the Bidder in a suitable way.

Section – 8 Technical Presentation:

Technical presentation of the agencies is scheduled as per following details.

Date: 27/08/2018 at 10:00 hrs

Venue: IPR, Bhat, Gandhinagar.

The content for the technical presentation upon which the final technical score will be awarded should cover the following:

- a) Overall concept of entire venue & conference arrangement.
- b) Design of Venue gates.
- c) Seating arrangements at Main convention hall and its adjacent hall as per scope of work.
- d) Flower decoration where ever is proposed as per scope of work.
- e) Setup of the counters for Lunch at Food Court (Ground & First Floor).
- f) Setup of the counters/stages etc. for welcome party at Exhibition Hall-3.
- g) Beautification of conference venue with potted plants.
- h) Detailed layout plan & Infrastructure/Beautification works including stalls/exhibition area.
- i) Type of furniture and related furnishing.
- j) Quality and detailing of works with deployment of technical and event management manpower for project designing and execution of all works.

NOTE:

All bidders are requested to propose concept and design as per Scope of Work. The agencies are further requested to visit the venue before submitting a layout plan. For any further assistance & clarification, CAO, IPR may be contacted on 079-23962000.

Section – 9 Event Implementation Period

The Bidder can start utilizing his resources immediately after awarding the contract for timely implementation of event. However, if due to any unforeseen reasons if the site is not available, Bidder shall be capable to execute the work in a shorter period. No additional payment shall be made on this account.

Section-10 Proposal Evaluation

The respective weightage for the Composite Technical Score and the Composite Financial Score are set out in the table below:

Sr. No.	Description of Parameter for composite evaluation score
1.	Composite Technical Score – 60%- Weightage
2.	Composite Financial Score – 40%- Weightage

The evaluation of proposals shall be on the principle of **Quality Cum Cost Based Selection (QCBS)** based on the final weighted score. The assignment shall be awarded to the bidder scoring the highest final weighted score as evaluated by the committee.

Technical Evaluation

The Evaluation Committee appointed will carry out the evaluation of Proposals on the basis of the following evaluation criteria and points system. Each evaluated Proposal will be given a technical score as detailed below. The maximum points/ marks to be given under each of the evaluation criteria are:

Sr. No.	Criteria	Documentary Evidence	Max. Marks
1.	The bidder should have experience of managing at least ONE conference/scientific seminar/symposium consisting of 800 or more international & national delegates in Govt. Sector/Semi Govt./PSU sector/Corporate sector at Mahatma Mandir, Gandhinagar in last 36 months from the last date of tender submission.	Enclose work order copy & completion certificate/supporting document from the client.	10 marks if managed only one conference/scientific seminar/symposium in Govt. Sector/Semi Govt./PSU sector/Corporate sector at Mahatma Mandir as per criteria. 2 marks will be added for each additional conference/scientific seminar/symposium managed in Govt. Sector/Semi Govt./PSU sector/Corporate sector at Mahatma Mandir as per criteria. Maximum marks will be 20.
2.	The bidder should have experience of managing at least ONE event with 400 or more participants at	Enclose work order copy & completion certificate/	5 marks if managed only one event at Ahmedabad/ Gandhinagar during last 12 months.

	Ahmedabad/Gandhinagar in last 12 months from the last date of tender submission.	supporting document from the client.	1 mark will be added for each additional event managed at Ahmedabad/Gandhinagar. Maximum marks will be 10.
3.	Technical Presentation (Max. 30 marks)		
3.1	Overall layout with design proposed for entire venue	Presentation to be made to technical evaluation committee covering aspects mentioned in Section-8.	
3.2	Concepts in the form of a presentation elaborating execution details for the event to be assessed on resource deployment, work quality, content, photographs of previous projects, relevance of presentation, creative approach, visual appeal etc.		
3.3	Creatives for Welcome gates, Stage, Invitation card, Hoardings, Static banner, Dynamic Banner, signages, flags, etc.		
3.4	Seating arrangement at main convention centre along with adjacent hall, Dias decoration and other activities as per scope of work		
Total Maximum technical marks			60

Agency has to score at-least of 30 marks (out of 60 marks) from technical evaluation to qualify for opening of financial proposal.

The Technical Score (TS) obtained and the Financial Score (FS) obtained would be analyzed as under to get Composite Technical Score (CTS) and Composite Financial Score (CFS) as under:

Composite Technical Score (CTS) parameter:

Composite Technical Score (CTS) will be analysed and assigned to each bid as below:

$$CTS = [TS / TS_{(high)}] \times 100$$

CTS is Composite Technical Score for each bidder

TS – Means Technical Score obtained by respective bidder

TS_(high) – Means highest Technical Score (among the all qualified bidders)

Composite Financial Score (CFS) parameters:

$$CFS = [FS_{(low)} / FS] \times 100$$

FS_(low) – is the lowest Financial Bid (among all qualified bidders)

FS – is the Financial Bid by the bidder

Composite Evaluation Score (CES)

$$\text{CES} = \text{CTS} \times 0.6 + \text{CFS} \times 0.4$$

The party with the maximum CES would be selected as successful bidder.

Note: If two vendor get same CES, then the selection will be based on higher CTS.

Section-11 Opening of Financial Proposal

- IPR would endeavour to open the financial proposals after the technical presentations.
- IPR would subsequently examine and review the Proposal in accordance with the criteria set out in the tender document.
- If there is discrepancy between total bid amount and summary of total cost of all components/parts, then the following will be procedure,
 - a) Where there is discrepancy between the rates in figures and in words, amount written in words shall prevail.
 - b) Where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

However, the decision of IPR in this regard shall be final and binding.

Section-12 Payment Schedule:

Advance Bank Guarantee (ABG) should be provided from nationalized bank/ HDFC/ IDBI/ ICICI/AXIS BANK as per Annexure – 7 against Sr. No. 1 & 2 in following table. On completion of the event the balance amount, if any, shall be released after detail cost & quality report, after duly considering actual services rendered by Bidder and subject to timely availability of such services with desired quality.

The stages of payment shall be as under;

Sr. No.	Release Mile stone	Remarks
1.	Submission and approval of overall layout & plan, detail specifications & detailed construction schedules and scheme for deployment of manpower etc. as per requirements of tender	10% against submission of equivalent amount of ABG
2.	Mobilization of requisites items at site	10% against submission of equivalent amount of ABG
3.	On completion of all/entire structures and other necessary arrangements as per tender requirements for commencing the event.	30%
4.	Final completion	Balance

The final completion balance payment will be made within 30 working days after submission of the error free bills along with all required supporting documents. A brief report of the work carried out during the billing period should be submitted along with the bills.

The final bill will be paid after submission of all the relevant documents, files, photographs, report and any other material in hard/electronic format.

Applicable Tax Deducted at Source (TDS) as per Income Tax Act at the prevailing rate will be deducted from the payment.

No reimbursements would be made with regard to any domestic and foreign travel, any other out of pocket undertaken by the agency and or its representatives without prior approval by the authorities.

The out of pocket expenses are pure reimbursements and not to be treated as part of the fees.

Section-13 General Conditions of Contract

13.1. Definitions

In this Agreement the following words and expressions shall have the meanings hereby assigned to them, except where the context otherwise requires:

1. “Contract” means the Contract Agreement, these Conditions of Contract (Parts I, II, III and IV) the Client’s Requirements, the Bid, the Bidder’s Proposal, the Schedules, the Letter of acceptance, the Contract Agreement (if completed) and such further documents as may be expressly incorporated in the Letter of Acceptance or Contract Agreement (if completed).
2. “Bidder’s Equipment” shall mean all equipment, instruments, tools, machinery and other appliances and things of whatsoever nature required for the fulfilment of the Contract or of the Bidder’s Obligations, but not including those items which are intended to form, or which form part of the Facility.
3. “Bidder's Obligations” shall mean the obligation to execute the Event in its entirety and shall, without limitation, include the Bidder’s Operation and Maintenance including defect liability.
4. “Defects Liability Period” shall mean the Defects Liability Period of up to the event commencing on and from Date of inauguration of Event during which the Bidder shall undertake the responsibilities, and have the liability for the facility.
5. “Facility” shall mean the entire system to be designed and constructed in accordance with the provisions hereof, including pathways, toilets, structures, ramps, pits, pipes, fencing, lighting, testing and analysis equipment, tools, safety equipment, plant machinery, supplies, instruments and inventory incorporated therein, as well as all open areas within the site, and including any additions, modifications, alterations, replacement and repairs as may be made thereto from time to time and items executed under this contract.
6. “Governmental Authority" shall mean any Indian entity, authority or body exercising executive, legislative, judicial, regulatory or administrative functions, including, without limitation, any government authority, agency, department, board, commission or instrumentality of Indian or any political subdivision thereof, court, tribunal, arbitrator or self-regulatory organization.
7. “Law” shall mean and include all the provisions of all Indian statutes, regulations, ordinances, codes, official or other standards, administrative or other rules, zoning and other plans and restrictions, building and other permits, judgments awards and decrees of, or agreements with any Governmental, semi-Governmental or quasi-Governmental Authority as currently in effect or as may be in effect from time to time and /or as may be amended or supplemented from time to time.

8. "Site" shall mean that specific area specified in the Bid Documents and shall include any other places as may be specifically designated by the Client from time to time as forming part of the Site.

13.2. Contract Agreements

This contract shall come in full force and effect from the date of issue of Letter of Acceptance by the client. The costs of stamp duties and similar charges (if any) imposed by law in connection with entry into the Contract Agreement shall be borne by the Bidder.

13.3. Details to Be Confidential

"The Bidder shall treat the details of the Contract as private and confidential, except to the extent necessary to carry out his obligations under it. The Bidder shall not publish, permit to be published, or disclose any particulars of the Contract in any trade or technical paper or elsewhere without the previous consent in writing of the Client and at the Client's sole discretion."

13.4. Management Meetings

The Bidder's Representative has to attend a management meeting. The business of each management meeting shall be to review the anticipated arrangement for future work and to resolve any matters raised in accordance with this Sub-Clause. The Bidder's Representative shall record the business of management meetings and provide copies of this record to those attending the meeting and to the Client. The responsibility of the parties for any actions to be taken shall be included in such record and shall, if not agreed in accordance with the Contract, be decided by the Client.

The Bidder's Representative shall notify the Client at the earliest opportunity of specific likely future events or circumstances, which may adversely affect the work, increase the Contract Price or delay the execution of the Works. The Client may require the Bidder to submit an estimate of the anticipated effect of the future event or circumstances, and/or a proposal. The Bidder shall submit such estimate and/or proposal as soon as practicable. The Bidder's Representative shall co-operate with the Client in making and considering proposals to mitigate the effect of any such event or circumstances, and in carrying out instructions of the Client.

13.5. Unforeseeable Difficulties

Preliminary data/survey data generated by the Client is available for the guidance of the bidder. However, the Client does not take any responsibility of its correctness. The bidder shall carry out independent additional investigations and surveys to collect the data required to design and construction of above/below ground (sub-soil) structures/facilities if he considers necessary for his own satisfaction at his own cost without any liability whatsoever on the client. The bidder shall make provision in his bid for any unforeseen sub-soil

condition encountered at the time of execution of the Works separately and it shall be loaded during his price evaluation.

13.6. Bidder's Equipment

Bidder's Equipment which are intended for permanent use as a part of works under the contract and for temporary use during the construction period, initially owned by the Bidder (either directly or indirectly) shall be deemed to be the property of the Client with effect from its time of arrival on the site. The vesting of such property in the Client shall not:

- (a) Affect the responsibility or liability of the Client,
- (b) Prejudice the right of the Bidder to the sole use of such Bidder's Equipment for the purpose of the Works, or
- (c) Affect the Bidder's responsibility to operate and maintain the same under the provisions of the Contract.

The property in each of the equipment's of temporary use during execution shall be deemed to revert in the Bidder with effect from the time he is entitled to remove it from the Site, or when the Client's Representative issues the Final Completion Certificate for the Works, whichever occurs first.

13.7. Electricity, Water and Gas

The Bidder shall make his own arrangement of electrical power - water - gas and any other services required by the Bidder for Execution of "Work". The Client shall make available free of cost to the Bidder the Power, required for the Operation and Maintenance of the works except welding facilities. For welding works Bidder shall have to make his own arrangement. However, such power shall be supplied only to the maximum extent of the requirement of power indicated by the Bidder in his bid. Any additional power required, cost of such additional power should be recovered from the Bidder's bills.

13.8. Bidder's Document

Construction shall not commence until the Bidder receives the client's representative's approval of the construction documents, which are relevant to the design, and construction of such part.

13.9. Staff and Labour

A reasonable proportion of the Bidder's superintending staff shall have a working knowledge of Gujarati and/or Hindi language, or the Bidder shall have sufficient competent interpreters available on Site during all working hours.

13.10 Epidemics

In the event of any outbreak of illness of an epidemic nature, the Bidder shall comply with and carry out such regulations, orders and requirements as may be the Government, or the local medical or sanitary authorities, for the purpose of dealing with and overcoming the same.

13.11 Burial or Cremation of the Dead

The Bidder shall be responsible, to the extent required by local regulations, for making any arrangements with regard to burial / cremation of any of his local employees who may die while engaged upon the Works.

13.12 Alcoholic Liquor or Drugs

The Bidder shall not, otherwise than in accordance with the statutes, ordinances and government regulations or orders for the time being in force, impart, sell, give, barter or otherwise dispose of any alcoholic liquor or drugs, or permit or suffer any such importation, sale, gift, barter or disposal by his Subcontractors, agents, staff or labour.

13.13. Arms and Ammunition

The Bidder shall not have, barter or otherwise dispose of to any person or persons, any arms or ammunition of any kind or permit or suffer the same as aforesaid.

13.14. Right to Vary

The IPR will make any variation of the form, quality or quantity of the works relating to any item of a component according to site conditions or any part thereof that may, in his opinion, be necessary and for that purpose, or if for any other reason it shall, in his opinion, be appropriate, he shall have the authority to instruct the Bidder to do and the Bidder shall do any of the following:

- a) Increase or decrease the quantity of any work included in the Contract.
- b) Omit any such work (but not if the omitted work is to be carried out by the Client or by another Bidder), before the end of stipulated time limit of the contract.
- c) Change the character or quality or kind of any such work.
- d) Change the levels, lines, position and dimensions of any part of the works,
- e) Execute additional work of any kind necessary for the completion of the works, or
- f) Change any specified sequence or timing of execution/construction of any part of the works.

No such variation shall in any way vitiate or invalidate the contract, provided that where the issue of an instruction to vary the works is necessitated by some default of or breach of

contract by the Bidder or for which he is responsible, any additional cost attributable to such default shall be borne by the Bidder.

The Bidder shall not make any such variation without informing the Owner and IPR.

Provided that no instruction shall be required for increase or decrease in the quantity of any work where such increase or decrease is not the result of an instruction given under this clause, but is the result of the quantities exceeding or being less than those stated in the Bill of Quantities. The payment to such variations, modifications and deletions shall be governed according to the payment modality as outlined in the mode of payment schedule as deemed decide by the owner and no objection either in written or oral shall be accepted.

13.15 Variations, Modifications Etc.

13.15.1. Quantity of items may vary according to requirements of the event; bidder shall accommodate all such changes without prejudice to the condition of this contract and within time frame. In case of increase or decrease in items pertaining to stipulated scope of works to an extent of +10% or – 10%, quoted rates shall be applied.

13.15.2. If the additional or altered work includes any class of work for which no rate is specified in the schedule contract, then such class of work shall be carried out:

(a) At the rate derived from the item within the contract which is comparable to the one involving additional or altered class of work; where there are more than one comparable items, the item of the contract which is nearest in comparison with regard to class or classes of the work involved shall be selected and the decision of the Client as to the nearest comparable item shall be final and binding on the Bidder.

(b) If the rate cannot be derived in accordance with (a) above, such class of works shall be carried out at the market rate. The detail cost break up shall be provided by the Bidder for such items. The contracting authority will decide the rate in consultation with IPR based on rate analysis to be submitted by Bidder.

(c) If it is not possible to arrive at the rate from (a) and (b) above, such class of work shall be carried out at the rate decided by the competent authorities on the basis of detailed rate analysis after hearing the Bidder before a Committee formed by IPR stationed at the same place or the nearest place, as may be appointed by IPR.

(d) Contractor shall not execute the extra/additional work without prior written approval of the IPR (Client /Committee Member of the Event). Any extra item if executed must have written consent of the concerned decision maker and to be submitted with detail cost analysis.

(e) The Contractor shall keep all the joint records of measurement duly signed by the Client/Committee Member with proper justification as and when require. No extra cost or rate shall be considered if Contractor is unable to justify the extra or additional work. If

required the measurements shall be supported by Total Station Survey. Necessary photo documentation will be availed by Client if required.

13.16 Insurance

The bidder has to arrange insurance (beneficiary as IPR) of the entire event which covers fire, natural calamities, terrorist attack, sabotage etc. and human life losses. Original premium receipt has to submit to IPR for reimbursement.

13.17 Arbitration

(a) If a dispute of any kind whatsoever arises between the Client and the Bidder in connection with, or arising out of, the Contract or the execution of the Works or after their completion and whether before or after the repudiation or other termination of the Contract, including any disagreement by either party with any action, inaction, opinion, instruction, determination, certificate or valuation of the Engineer, the matter in dispute shall be settled by arbitration in accordance with the Indian Arbitration and Conciliation Act, 1996 or any statutory amendment thereof.

(b) Neither party shall be limited in the proceedings before such arbitrators to the evidence or arguments already put before the Engineer or the Company, as the case may be, for the purpose of obtaining its/his said recommendations/decision. No such recommendation/decision shall disqualify the Engineer or any of the members of the Company, as the case may be, from being called as a witness and giving evidence before the arbitrators or any matter whatsoever relevant to the dispute.

(c) The reference to arbitration may proceed notwithstanding that the Works shall not then be or be alleged to be completed, provided always that the obligations of the Client, the Engineer and the Bidder shall not be altered by reason of the arbitration being conducted during the progress of the works. Neither party shall be entitled to suspend the works, payments to the Bidder shall be continued to be made as provided by the Contract.

(d) Arbitration proceedings shall be held at Gandhinagar and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

(e) The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrators as determined by the arbitrators shall be shared equally by the Client and the Bidder. However, the expenses incurred by each party in connection with the preparation, presentation, etc., of its case prior to, during and after the arbitration proceedings shall be borne by each party itself.

(f) All arbitration awards shall be in writing and shall state the reasons for the award.

13.18 Force Majeure

Force Majeure shall mean such an Event or Circumstance or combination of Events and Circumstances which are beyond the reasonable control of the Affected Party and which the affected party could not have prevented by Good Industry Practice or by the exercise of reasonable skills and care for the purpose of discharging its obligations under the Contract. The Force Majeure will tend to have material adverse effect on the performance of such affected party.

Following shall be the events and circumstances of Force Majeure:

Act of War (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, revolution, riots, insurrection, civil commotion, act of terrorism, or sabotage. The expropriation or Compulsory acquisition or seizure of the assets of The Agency by any Governmental Instrumentality, provided that this clause shall not apply where such Act constitutes a remedy or sanction lawfully exercised as a result of a breach by the Agency of any Indian law or Indian Directive but excluding any change in law.

Act of God epidemic, lightning earthquake, cyclone, whirlwind, flood, tempest, storm, drought, lack of water or other unusual or extreme adverse weather or environmental conditions, action of the elements, meteorites, fire or explosion to the extent generated from the source external to the Agency or his assets due to reasons other than, those caused by negligence of the Parties, chemical or radioactive contamination or ionizing radiation.

Procedure for Calling Force Majeure: The affected party shall notify to the other party in writing of the occurrence of the Force Majeure as soon as reasonably practicable, and in any event within 24 hours (Twenty Four hours) after the Affected Party knew, or ought reasonably to have known, of its occurrence and that the Force Majeure would be likely to have a material impact on the performance of its obligations under the Contract.

The notice shall include full particulars of the nature of Force Majeure event, the effect it is likely to have on the Affected Party's performance of its obligations and the measures which the Affected Party is taking, or proposes to take, to alleviate the impact of the Force Majeure Event and restore the performance of its obligations. When the affected Party is able to resume performance of its obligations under this Contract, it shall promptly give the other party written notice to that effect provided that in no event shall the suspension of performance be of greater scope and of longer duration than is necessitated by Force Majeure.

The rights and obligations of the Affected Party shall be suspended to the extent they are affected by the Force Majeure. IPR shall not be liable to make any payments to the Agency for it being affected on account of Force Majeure. IPR reserves the right to terminate the contract if the Force Majeure continues for more than 15 (Fifteen) days at a stretch.

13.19 Contract interpretation and disputes settlement

The Amicable Settlement of Disputes of the General Conditions of Contract shall apply.

13.20 Assignment

The Bidder will not be entitled to sub-contract any part of his obligation to any third party without prior approval of the Client.

13.21 Completion of the Contract

On the date of Contract Completion or if the Contract is terminated, all the installations, works and equipment placed under the Bidder's responsibility shall be handed over to the Client, at no cost, in good working order, except for normal wear and tear. The Client may perform any inspections, tests or expert appraisals he shall consider necessary with a view to checking that the property is in good working order.

13.22 Security Deposit

13.22.1 Within three weeks from the date of issuance of Contract, the Contractor shall submit an irrevocable Bank Guarantee (BG) equal to 10% (ten percent) of total CONTRACT value on a non-judicial stamp paper, as "Security Deposit" towards satisfactory execution and performance of the Contract.

13.22.2 For the BG towards the security deposit is issued by an Indian bank, it shall be from State Bank of India (SBI) /from any other Nationalized Bank /from one of the banks namely ICICI, HDFC, AXIS and IDBI. The format of the Security Deposit is given in Annexure-7.

13.22.3 The Bank Guarantee shall remain valid till the expiry of (60) sixty days from the completion of the event under this Contract. If need arises, the Contractor shall extend the validity of the Bank Guarantee for suitable period at his expenses.

13.22.4 If the Contractor fails to provide the Security Deposit (SD), within the period as specified in clause no. 13.22.1 such failure shall constitute a breach of Contract and the Client shall be entitled to cancel the Contract and make alternate arrangements for the event from other sources at the risk and expenses of the Contractor and recover from the Contractor the damages arising from such cancellation.

13.22.5 In the event, the Contractor fails to fulfil any of the obligations under the Contract; the Client shall have the right to encash the Security Deposit.

13.22.6 Where the Contractor fails to maintain the completion time, the Contractor shall extend the validity of Bank Guarantee(s) suitably to cover the extended completion time, failing which, the Client shall have the right to invoke the Bank Guarantee(s) without prejudice to the terms and conditions of the Contract.

13.22.7 Upon satisfactory execution of the Contract, the original Bank Guarantee (s) shall be returned to the Contractor on receipt of a request from the Contractor.

13.22.8 No interest shall be payable on security deposit amount till it is retained by Client in terms of Contract.

13.23 Liquidated Damages

The completion period of the entire work shall be as per the dates specified for the Event; this shall be deemed to be the essence of the contract. The time limit specified above and as approved in writing by IPR, shall be strictly adhered to and followed. Liquidated Damages will be applicable, on the entire value of the contract. In case of delay in completion of a specific job beyond the date of completion given by the Bidder and accepted by IPR, unless extended by IPR in writing, penalty would be applicable at the rate of 25% of the contract value for delay of each day taken by the Bidder, subject to maximum of 50% of the contract value.

The penalty shall be recoverable from retention money or from deposit provided by the bidder and if the security deposit is not sufficient, by revoking the bank guarantee submitted by the event contactor or from any sum payable to the Bidder under this or any other contract with IPR.

In case of delay to deliver the work within stipulated program, IPR reserves the right to terminate the contract and get all the jobs or the delayed job completed through another Bidder of its choice. Any extra expenditure that IPR will have to incur for completion of the balance job/s through another Bidder on account of higher rates quoted by the Bidder will be recovered from the Bidder's account, Security deposit. Moreover, IPR shall be entitled to all other legal proceedings as may be required for shortfalls in recovery.

13.24 Governing Law

The Contractor shall be construed and shall be governed by the laws of India and the Contractor shall be required to comply with all the applicable laws with regard to performance of the Contract.

13.25 Jurisdiction

The Court in Gandhinagar (Gujarat State, India) shall have exclusive jurisdiction to deal with and decide all disputes arising out of this Contract.

Section-14 Special Conditions of Contract

1. Bidder shall do all necessary concept planning, layout, designs for structures, plumbing, electrical, interiors, working drawings etc. for execution of project and for structural soundness of the works.
2. The proposal developed shall be consistent with proposed design of structures and ambience of the Mahatma Mandir.
3. Looking at the nature of work, in order to bring in innovation in to the Event, Bidder is permitted to propose additional work or enlarge the existing specifications. For all the works conceived by the Bidder shall have to get approved by IPR and detailed specifications for the same shall have to be provided by the Bidder.
4. Bidder shall not, without the written sanction of IPR, make any deviation in the approved plans, details, specifications, etc.
5. IPR shall communicate all changes, decisions, etc. in writing at the earliest possible.
6. Bidder shall not assign sub-let or transfer their interest in this agreement without written consent of IPR. Though he may outsource the particular task.
7. The bidder shall submit a soft copy of the technical presentation to IPR.
8. The successful bidder has to submit hard and soft copy of all drawings and specifications in a software version as specified by IPR /Client. Any deviation from the specifications as indicated by the bidder/consultant shall be liable for deductions from the value of item of work.
9. Drawing, plans and specification are the property and ownership of IPR, irrespective of whether the work for which they are made has been executed or not.
10. If the Bidder fails to deliver required work as per agreed schedule or quality, IPR can appoint other Agencies, Contractors and actual payment made to these agencies shall be debited to the Bidder.
11. The event services are considered as on hire basis and any services charged as full supply basis shall become property of IPR, and Bidder shall quote for such items accordingly.
12. The Bidder shall have to do liaison, bear the cost of liaisoning Fire Fighters through concern authorities, actual cost shall be reimbursed based on receipt of payments made.
13. All transportation charges including loading and unloading charges for Consumables, cleaning/Washing Reagents, Materials, Tools, Machinery/Plants and throwing of garbage outside of site premises to disposal yards / scrap yard shall be borne by the Contractor.

14. Cost of all the works necessary to carry out or successful organization of event including deploying necessary manpower, equipment, facilities, structures, services etc. but not exclusively mentioned in bills of quantity and specifications, shall have to be carried out by the Bidder and the cost of same deemed to be inclusive in the rate of items quoted by Bidder. No reimbursement or extra item in this regard shall be permitted.
15. Bidder shall take necessary safety measures to work where required. Bidder shall maintain first aid kit for emergency.
16. If there is any ambiguity or contradictory found/observed in the tender document between technical bid and financial bid, the bidder shall bring it to the notice of the IPR/Client appointed by the Client prior to pre-bid meeting.
17. Necessary water supply and other services if required for the event will have to be arranged by Bidder.
18. Quality and finishing of all structures will be reviewed after final execution of work. Any deviations or non-compliance from approved designs are bound for deductions.
19. Stipulated time frame for completion of necessary structures is to be implemented. In case of any deviations a penalty will be imposed upon as per the directions of Committee members/ IPR /Consultants.
20. Necessary arrangements for fabrication yard, godowns, and storage space for required installation works will be managed by the bidder at no additional cost within or outside the venue.
21. Stipulated Tender requirements indicated/mentioned in the terms in bids related especially to personnel, and assets are to be complied. Non-compliance with such conditions/non-compliance to project schedules resulting into delays of works/ inferior quality of execution of works/non-compliance to any services can lead to penalty as finalized by the constituted Committee for the project.
22. Necessary changes/suggestions suggested by the committee members during selection process or during execution of the works are to be incorporated at no additional/extra cost. Any change of work/deviation in case of quantity/area increase shall be as per the directions of Committee members/ IPR.

Section-15 ANNEXURES

ANNEXURE-1 TECHNICAL PROPOSAL

Sr. no.	Particular	Remarks
1.	Name of the agency Contact Person Contact detail (Phone no. Fax, and Email id) Address	
2.	Name of the Owner/Partner/ Director	Details to be submitted
3.	Constitution of agency (Proprietorship firm, Partnership firm, Company etc.)	Supporting document to be enclosed (Memorandum and Articles of Association/ Shareholders' Agreement in case of Limited Company)
4.	Authorized Signatory	Declaration letter on the agency letter head to be submitted
5.	EMD	DD no. and date
6.	Tender Document Fee	DD no. and date
7.	Organisation Profile	To be attached
8.	Bidder must submit all pages duly signed and stamped of technical and financial proposal as acceptance to reflect that the Terms and Conditions indicated in the Tender are acceptable to them.	

Signature of bidder with seal

ANNEXURE – 2
PROFILE OF THE BIDDER

All individual firms and each partner are requested to complete the information in this form. Information should be provided for all owners or applicants that are partnerships or individually owned firms.

Sr. No.	Particular	Remarks
1	Name of bidder	
2	Type of firm: Proprietary/ Partnership/ Pvt Ltd, Public Ltd Company/Other(pl. specify)	
3	Year of incorporation/registration	
4	Communication detail Head office address, if any Local office address	
5	Contact detail Landline: Fax: Mobile: Email:	
6	Nature of Business	

No disclosure or wrong information /non-acceptance any shall result the disqualification of the firm. Change of the name of company or firm shall be supported by legal resolution as per applicable norms.

Signature of the bidder with seal

ANNEXURE – 3
LIST OF SIMILAR WORK EXECUTED IN LAST THREE YEARS

Sr. No.	Name of client	Location	Description of work	Value of work/contract in INR	Work Duration

NOTES:

- Each of the listed works shall be supported with the copy of work order & work completion certificate / supporting documents. Work completion certificate shall mention the nature of work, value of work completed.
- At least 5 Photographs of the work executed shall be attached.

ANNEXURE – 4
INDEMNITY UNDERTAKING

I, on behalf of M/s hereby agree and undertake that I have understood entire scope of work including the instruction and responsibilities and all staff Technical & Non-Technical working on behalf of M/s will abide by all safety norms.

I declare that I, on behalf of M/s will be responsible for any safety violations/accident etc. IPR will not be responsible in case of any accident/ incident and will not compensate financially or otherwise. I assure IPR that enlisted Manpower deployment will be done at Venue from Mobilization to Completion of Event at

I hereby declare that I am sole responsible on behalf of M/s.. for giving such declaration.

Name of Indemnifier

Signature of Indemnifier

ANNEXURE – 5
SAMPLE IMAGE OF STALL



**The image is indicative only.*

ANNEXURE – 6
PRINTING JOB DETAILS AND SPECIFICATIONS

Sr. No.	Item Description	Quantity*	Printing Specifications*
1.	Identity Cards with Suitable transparent pouch and lace	1200	Id card Size: 6in x 4in; Paper: 170 GSM or more, Glossy; full-color printing; printing on lace
2.	Programme Schedule (Booklet)	1200	Size: A5; Paper: Cover pages 170 GSM, inner pages 100 GSM Glossy; Full-color; duplex printing on ~25 sheets (total 50 pages)
3.	Overview Map	1200	Size: A4; Paper: 100 GSM Glossy; Full-color, both side printing
4.	a) Signboards b) Conference signage c) Security Instruction Sheet d) Parking Labels (a-d Different Sizes (A1-A5) e) Banner	50 50 1000 100 02	Star Flex material with Stand; Star Flex material with Stand; Printing on Card paper; Self-Adhesive paper; Star Flex material 45x5 feet; Full Color
5.	India Flag (with 2 sets of suitable stands/poles)	01 01	Satin Material; 180x120 cm Satin Material: 470x340 cm
6.	Teardrop flags with DAE, IPR & IAEA FEC Logos	30	White Satin Material; 2820mm *960mm
7.	Writing Pad and Pen with conference Logo	1200	Writing pad: 50 pages (70 GSM), ruled with spiral binding; card cover pages with Conference logo (170 GSM) Pen: White colored Blue Ball pen (with conference logo)
8.	Invitation Cards with Envelops a) Welcome Dinner b) Banquet c) Inaugural Session	1000 1000 1000	Card size: 6in x 6in; Paper: 300 GSM Matt finish; printing on 100 GSM Envelop; Full-color printing
9.	Lunch Coupons	1200 Booklet	Each booklet will contain 6 coupons of different color for each day; Each booklet Size: 4in x 3in; Paper: 100 GSM; printing with logo on coupons
10.	Conference Posters with Stand	50	Size: A0; Paper: 250 GSM Matt finish; Full-Color

**The quantity and specifications are indicative, final requirements may vary.*

ANNEXURE – 7

Bank Guarantee (Security Deposit)

(On non-judicial stamp paper of appropriate value)

BANK GUARANTEE NO. _____ DATE: _____

THIS DEED OF GURANTEE MADE AT _____ this
_____ day _____ of
_____ between _____

having its registered office at _____ and one
of its branches at _____ (hereinafter called “the Bank” which expression shall mean and
include the said _____ and its successors and assigns) of the one part AND
INSTITUTE FOR PLASMA RESEARCH (IPR), Near Indira Bridge, Bhat, Gandhinagar
382428, Gujarat, INDIA (hereinafter called “the Client” which expression shall mean and
include the said IPR, GANDHINAGAR and its successors and assigns) of the other part.

WHEREAS _____ (hereinafter called “the
Contractor”) having its registered office at _____ have entered into a
Contract having Contract value of INR. _____ (In words
_____) with the Client being Contract No.
_____ dated _____ for _____ in
accordance with the terms, specifications and conditions contained therein.

AND WHEREAS under the terms of the aforesaid Contract, the Contractor is to furnish to the
Client a Bank guarantee for an amount of INR. _____ (Rupees
_____) being 10% of the total value of the CONTRACT by way of
security for fulfilment of the Contractual obligations on the part of the Contractor there under.

AND WHEREAS the Contractor has requested the Bank to guarantee the due payment of the
aforesaid amount by the Contractor to the Client in case the Contractor fails to fulfil any of the
aforesaid Contractual obligations.

NOW THIS DEED WITNESSES AS FOLLOWS:

1. The Bank hereby agrees unequivocally and unconditionally to pay within 48 hours, on
demand, in writing from the Client or any officer authorised by it in this behalf and without
demur, any amount up to and not exceeding INR. _____ (Rupees
_____) to the Client on behalf of the Contractor.

2. This guarantee is valid and binding upon the Bank till successful completion of Final
acceptance under this Contract and shall not be terminable or affected by notice of any change in
this constitution of the Bank or of the firm of Contractor or on account of any reason
whatsoever.

3. The liability of the Bank hereunder shall not be impaired or discharged by any extension of
time or variations or alterations made or conceded or agreed within or without the knowledge or
consent of the Bank or by or between the parties to the said Contract.

4. The liability of the Bank under this deed is restricted to the sum of INR. _____ (Rupees _____) and same shall remain in force two months beyond the successful completion of event under this Contract. In case any further extension of the present guarantee is required the same shall be granted on receiving instructions in writing there for from the Contractor on whose behalf this guarantee is issued.

5. Unless proceeding for enforcing this guarantee is commenced against the Bank within two months from the expiry of the aforesaid period or such extended period or periods as aforesaid all the rights of the Client under this guarantee shall be extinguished and the Bank shall be relieved and discharged from all liabilities hereunder.

6. The neglect or forbearance of the Client in enforcement of any of its rights under the aforesaid Contract against the Contractor shall in no way relieve the Bank of its liability under this deed.

7. OUR GUARANTEE shall remain in force until _____ (two months beyond the Final completion of the Event under this Contract) and unless a claim under the guarantee is lodged on or before the above date, all rights of Client under the guarantee shall be forfeited and we shall be relieved and discharged from all liabilities thereunder.

In witness whereof, we the _____ have executed this.

This the _____ day of _____ 20____.

For

—
(Indicate the name of bank with Postal address, Fax Number & email address)

Witnesses:

(1) Name: _____ Signature _____

(2) Name: _____ Signature _____

ANNEXURE – 8
Advance Bank Guarantee (Advance Payment)

(On non-judicial stamp paper of appropriate value)

BANK GUARANTEE NO. _____ DATE: _____

1. WHEREAS on or about the _____ day of _____ M/s _____, a company registered under the companies act and having its registered office at _____ (hereinafter referred to as “the Contractor”) entered into Contract bearing No. _____ date _____ with INSTITUTE FOR PLASMA RESEARCH (IPR), Near Indira Bridge, Bhat, Gandhinagar 382428, Gujarat, INDIA, Gujarat, India (hereinafter referred to as "The Client") for the _____ (hereinafter referred to as “the Contract ”)
2. AND WHEREAS under the terms and conditions of the Contract an amount of Rs. _____ (Rupees _____ only) representing _____ percent advance payment out of the Contract value of Rs. _____ (Rupees _____ only) is to be paid by the Client.
3. AND WHEREAS IPR has agreed in pursuance of the said terms and conditions of the Contract to make an advance payment of Rs. _____ (Rupees _____ only) to the Contractor on the Contractor furnishing a Bank Guarantee in the manner herein contained.
4. NOW WE, _____ (Name and Address of the Bank) in consideration of the Client having agreed to pay to the Contractor an advance payment of Rs. _____ (Rupees _____ Only) do hereby agree and undertake to indemnify the Client and keep the Client indemnified to the extent of a sum not exceeding the said sum of Rs. _____ (Rupees _____ Only) against any damage or loss that may be suffered by the Client by reason of non-fulfilment of any of the terms and conditions of the Contract by the Contractor.
5. WE, _____ (Bank) do hereby undertake to pay the amount due and payable under this guarantee without any demur merely on a demand from the Client stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Client by reason of breach by the said Contractor of any of the terms and conditions contained in the said Contract or by reason of the Contractor’s failure to perform the said Contract. 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. _____ (Rupees _____ Only).
6. WE, _____ (Bank) undertake to pay to the Client any money so demanded notwithstanding any dispute or disputes raised by the Contractor in any suit or proceeding

pending before any Court or Tribunal relating thereto our liability under this present guarantee being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Contractor(s) shall have no claim against us.

7. AND WE, _____ (Bank) hereby further agree that the decision of the said Director, IPR as to whether the Contractor has committed breach of any such terms and conditions of the Contract or not and as to amount of damage or loss assessed by the said Director as damage or loss suffered by the Client on account of such breach would be final and binding on us.

8. WE _____ (Bank) further agree with the Client that the Client shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Contract or to extend time of performance by the said Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Client against the said Contractor and to forbear or enforce any of the terms and conditions relating to the said Contract and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Contractor or for any forbearance, act or commission on the part of the Client or any indulgence by the Client to the said Contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of relieving us.

9. THIS GUARANTEE will not be discharged due to the change in the constitution of the Bank or the Contractor.

10. OUR GUARANTEE shall remain in force until _____ (two months beyond the delivery of all the ordered ITEMS) and unless a claim under the guarantee is lodged on or before the above date, all rights of the Client under the guarantee shall be forfeited and we shall be relieved and discharged from all liabilities thereunder.

In witness whereof, we the _____ have executed this.

Dated the _____ day of _____ 20 _____.

For _____
(Indicate the name of bank with Postal address, Fax Number & email address)

Witnesses:

(1) Name: _____ Signature _____

(2) Name: _____ Signature _____

Annexure – 9

Financial Proposal for Tender of selection of agency for Event Management Activities for FEC-2018

Sr. No.	Activity	As per clause	Unit	Quantity (in Nos.)	Rate per unit	No. of days	Amount (in Rs.)	Applicable Tax (%)	Amount with taxes (in Rs.)
				A	B	C	D = (A*B*C)	E	F = D*[1+(E/100)]
1	To manage the seating arrangements inside Business and Convention Center of Mahatma Mandir in Hall-2	3.1.2							
	2-seater executive comfortable sofas		nos.	24		6			
	Tipoi		nos.	12		6			
	Training room table		nos.	150		6			
	Comfortable chair with arm rest & clothing		nos.	1000		6			
	Power plug point on each training room table		nos.	300		6			
2	Stage Arrangement	3.1.3							
	Head mount revolving executive chairs		nos.	10		6			
	Executive laminated table		nos.	5		6			
	Masking and skirting on the stage		lot	1		6			
	Flower decoration		lot	1		6			
	Appropriate lighting for the dias		lot	1		6			
	125 kvA Gensets		nos.	2		6			
	Name Plates for the dias		lot	1		6			

3	To manage the seating arrangements inside Business and Convention Center of Mahatma Mandir in Hall-3	3.1.4							
	2-seater executive comfortable sofas		nos.	25		6			
	Tipoi		nos.	25		6			
	Training room table		nos.	50		6			
	Comfortable chair with arm rest & clothing		nos.	100		6			
	Power plug point on each training room table		nos.	100		6			
4	Setup fresh synthetic carpet on the Main Stage and inside the Main Convention Hall-1, 2 &3	3.2	Sq. Mtr.	5400		6			
5	Making necessary arrangements for Welcome Party on 22.10.2018 evening at Exhibition Hall-3	3.3							
	Stage setup with appropriate decoration, lighting, 02 nos. of 15A power plug point, etc. for live instrumental music		lot	1		1			
	Overall lighting and decoration		lot	1		1			
	Setup fresh synthetic carpet for the entire hall		Sq. Mtr.	1600		1			
	Table counter setup for serving approximate 1000 persons dinner		nos.	150		1			
	Circular table for dinner seating arrangement		nos.	100		1			
	Comfortable banquet chairs with clothing for dinner seating arrangement		nos.	1000		1			
	Standing table for dinner arrangement		nos.	50		1			

6	Setting up around stalls of (3Mtr. * 3Mtr. in size) as per details mentioned in scope of work	3.4	nos.	50		6			
	A-0 Size double sided magnet boards with stand		nos.	100		6			
	Synthetic carpet in entire exhibition hall-2		Sq. Mtr.	2500		6			
	Carpet for walkways		Sq. Mtr.	800		6			
	Overall decoration		lot	1		6			
	125 kvA Gensets		nos.	2		6			
7	Briefing room set up	3.5							
	Rectangle laminate table		nos.	9		6			
	Comfortable chair with arm rest & clothing		nos.	25		6			
8	Decorative gate	3.6	no.	2		6			
9	Red carpet from Entry gate to reception area	3.7	Runni ng Mtr.	150		6			
10	Arrangement for Seminar Hall-3	3.8							
	Rectangle laminate table		nos.	15		6			
	Comfortable chair with arm rest & clothing		nos.	30		6			

11	Dining arrangement at Food Court area	3.9						
	Table counter setup with clothing for serving of approximate 1200 persons lunch		nos.	250		6		
	Circular table for lunch seating arrangement		nos.	50		6		
	Standing table for lunch seating arrangement		nos.	50		6		
	Comfortable banquet chairs with clothing for lunch seating arrangement		nos.	600		6		
	Rectangle laminate table		nos.	15		6		
	Comfortable executive chairs		nos.	30		6		
12	Set up for tea-coffee stalls	3.10	nos.	8		6		
13	Setup for information desk/help desk/registration/cloak room, etc.	3.11						
	Octonorm structures of size 3mtr.*3mtr. with required facilities as mentioned in the scope of work		nos.	12		6		
	Racks/shelves for cloak room for 200nos. of backpack/laptops with tokens		lot	1		6		
14	Set up of First aid/Medical lounges as per scope of work	3.12	nos.	1		6		
15	Set up of Mandap (Shamiyana)	3.13						
	Approx. size		no.	1		6		
	Banquet chairs		nos.	30		6		
	Green floor carpet		Sq. Ft	600		6		

16	Videography, Audio recording, Photography	3.14							
	Videography and photography for all sessions/entire event		lot	1		6			
	Videography and photography for welcome party in the evening of 22.10.2018		lot	1		1			
	Videography and photography for banquet at Riverfront in the evening of 24.10.2018		lot	1		1			
	Audio recording for all sessions		lot	1		6			
17	Design and printing of various items (As per Annexure)	3.15							
	Identity Cards with Suitable transparent pouch and lace		nos.	1200		1			
	Programme Schedule (Booklet)		nos.	1000		1			
	Overview Map		nos.	1000		1			
	Signboards(A1 to A5 sizes)		Sq.	3000		1			
	Conference signage(A1 to A5 sizes)		Ft.						
	Security Instruction Sheet(A1 to A5 sizes)								
	Parking Labels(A1 to A5 sizes)								
	Banner								
	India flag		nos.	2		1			
	Decorative Flags with DAE, IPR & IAEA FEC Logos		nos.	30		1			
	Writing Pad with conference Logo		nos.	1000		1			
	Pen with conference Logo		nos.	1000		1			

	Invitation Cards with Envelops for welcome dinner		nos.	1000		1				
	Invitation Cards with Envelops for banquet		nos.	1000		1				
	Invitation Cards with Envelops for inaugural session		nos.	1000		1				
	Lunch Coupons		nos.	6000		1				
	Conference Posters with Stand		nos.	50		1				
18	Filling of 1200 nos. of registration kit	3.16	lot	1		1				
19	Deploy volunteers for the event management	3.17	nos.	20		6				
20	Deploy clerical staff	3.18	nos.	8		6				
21	Deploy skilled persons for logistic works and technical person	3.19	nos.	3		6				
22	Provision of big size of dustbins	3.20	nos.	15		6				
23	Provision of small size of dustbins	3.20	nos.	15		6				
	TOTAL									
	Total amount in words:									
	Total amount with taxes in words:									
	Signature of bidder with seal									

Note:

1. Rate must be filled as per the specified format only.
2. If agency wants to include any other item which is not mentioned in above proposal, then agency should quoted with its details separately.