



**Tender for
Selection of an Agency for Event Management of
Launch of Pradhan Mantri Innovative learning
Programme (PMILP)
'DHRUV'**

NIT No. EdCIL/BD/EIS-EPS/MHRD/2019/EM-DHRUV/01

30th September 2019

**EdCIL (India) Limited
(A "MINI RATNA" Govt. of India Enterprise)
"EdCIL House", Plot No.18A,
Sector-16A NOIDA – 201301
(UP), INDIA
Tel: 0120 - 4156001 – 002 & 4154003,
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DISCLAIMER

The information contained in this Tender document (the "TENDER") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this TENDER and such other terms and conditions subject to which such information is provided.

This TENDER is not an Agreement and is neither an offer nor invitation by the Authority to the prospective Bidders or any other person. The purpose of this TENDER is to provide interested parties with information that may be useful to them in making their financial offers (BIDs) pursuant to this TENDER. This TENDER includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This TENDER may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this TENDER. The assumptions, assessments, statements and information contained in the Bidding Documents, especially the Feasibility Report, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this TENDER and obtain independent advice from appropriate sources.

Information provided in this TENDER to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment

or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this TENDER or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the TENDER and any assessment, assumption, statement or information contained therein or deemed to form part of this TENDER or arising in any way for participation in this BID Stage.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this TENDER. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this TENDER.

The issue of this TENDER does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Bidders or BIDs without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its BID including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority, site visits, investigations, studies, or any other costs incurred in connection with or relating to its BID. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the BID, regardless of the conduct or outcome of the Bidding Process.

Technical Bid

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Introduction about EdCIL India Ltd.,

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

1. The company over the three decade of existence has executed many projects and consultancies and has a large number of satisfied clients spanning across Govt. of India, State Governments, Foreign Missions, Autonomous Bodies, Centres of Excellence (IITs, IIMs, IIITs, IISERs etc.) and their large corporates.
2. EdCIL offers a wide range of Information and Communication Technology (ICT) consultancy, Turnkey and Technology solutions in different segments of Education and Human Resource Development within the country and overseas. EdCIL currently runs Project Management Support Units (PMSUs) known as Technical Support Groups (TSGs) for Pan India projects of Ministry of Human Resource Development like “*Sarva Siksha Abhiyan(SSA)*”, “*Mid Day Meal Scheme (MDM)*”, “*National Mission on Education through Information & Communication Technology (NMEICT)*”, “*Rashtriya Madhyamik Shiksha Abhiyan(RMSA)*”, “*National Literacy Mission Authority (NLMA)*”, “*Higher Education Statistics and Public Information System (HESPIS)*”, “*Pandit Madan Mohan Malviya National Mission on Teachers & Teaching (PMMMNTT)*”etc.
3. The company offers the following technology led solutions in the Education & Training space.
 - a. **Online recruitment Services** are offered to various Government Departments/Public Sector Undertakings, Educational Institutions in order to select and appoint executives for various organizations. This is a large and high growth vertical of the company with opportunities for further increase in market share in view of the large size of market both in India and overseas.
 - b. **IT and ICT Division** offers services, which are technology led in nature. Currently, it is offering capacity building training services, IT based automation services like enterprise resource planning (ERP) solutions, digital library, smart classrooms, e-learning packages and e-content development, e-operation and management (networking & Wi-Fi facilities), solutions to educational institutions along with that setting up of virtual universities;

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

d. Marketing of Indian Education product overseas;

e. Placement of Indian Teachers overseas;

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

g. Advisory Services

Following key services are offered by the Advisory vertical in the Education (School Chains and Higher education) and HR advisory space: ♣ Preparation of Concept notes & Detailed Project Reports (DPRs) (Greenfield and Brown field), for all domestic institutions across states and central ministries and for expansion of global institutions in select countries in South East Asia and the Middle East

- Organization Restructuring(sectoral/institutional)
- Improving Operational Efficiency
- Digitization Planning
- Training Designing
- Impact assessment of two to three key schemes across different states
- Designing of new education schemes
- Policy recommendations to states
- Education content Design

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

National

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

Overseas

- Alemaya Agricultural University, Ethiopia; Association of Professional Engineers, Scientists and Managers (APESMA), Australia, DEAKIN University, Australia; Arba Minch Water Technology Institute, Ethiopia; Atilim University, Turkey; British Universities India Consortium, United Kingdom; New Zealand Education International Ltd. New Zealand; University of Kocaeli, Turkey; University of Witwatersrand, South Africa; Wellington Polytechnic, New Zealand,etc.
5. EdCIL has executed several projects in above mentioned areas funded by World Bank, African Development Bank and other International Organizations.
6. EdCIL currently runs Project Management Support Units (PMSUs) known as Technical Support Groups (TSGs) for Pan India projects of Ministry of Human Resource Development like “Sarv Siksha Abhiyan (SSA)”, “Mid-Day Meal Scheme (MDM)”, “ National Mission on Education through Information & Communication Technology (NMEICT)”, “Rashtriya Madhyamik Shiksha Abhiyan (RMSA)”, “ National Literacy Mission Authority (NLMA)”, “ Higher Education Statistics and Public Information System (HESPIS)”, “Pandit Madan Mohan Malviya National Mission on Teachers & Teaching (PMMMNMTT)”etc.

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Chapter -1

NOTICE INVITING TENDER

NIT No.: EdCIL/BD/EIS-EPS/MHRD/2019/EM-DHRUV/01

Date: 30/09/2019

EdCIL (India) Limited on behalf of Ministry of Human Resource Development intends to invite special short term e-tender under two packet system (on QCB Selection) for the Event Management Services in relation to the launching of Event “**DHRUV**” and related services for the students under Hon’ble Prime Minister’s Innovative Learning Program (PMILP) to be started with launch at ISRO, Bengaluru on 10th Oct 2019 and ends on 24th October 2019 after valedictory function may be attended by Hon’ble Prime Minister as Chief Guest on 23rd Oct 2019 at New Delhi.

SI.No.	Item	Details
1	Name of Work: Organizing Event “ DHRUV ” and related facilities for the students under Hon’ble Prime Minister’s Innovative Learning Program (PMILP) at Bengaluru and Delhi from 10 th to 24 th October 2019.	Place: ISRO, Bengaluru Date: 10 th October 2019 to 12 th October 2019 And Place: New Delhi Date: 12 th October 2019 to 24 th October 2019
2	Date of availability of Tender Document	30 th September 2019 to 7 th October 2019 up to 1100 hours
3	Mode of Selection	Special Short Term Open Tender two packet on QCBS system
4	Last date and time for submission of bids	7 th October 2019 at 1200 hours
5	Bid validity	30 days from the date of submission of Bid
6	Opening of Technical Bid	7 th Oct 2019 at 1230 hours

7	Presentation by the Bidders to the Evaluation Committee	7 th Oct 2019 at 1500 hours (any change will be intimated)
8	Opening of Financial Bid	7 th Oct 2019 at 1700 hours
9	Earnest Money Deposit (EMD)	Demand Draft of Rs.1,50,000/-
10	Cost of Bid Document	"NIL"

Earnest Money (EMD)

1. The bidder shall furnish along with bid an Earnest Money deposit amounting to **Rs. 1,50,000/- (Rs. One Lakh Fifty Thousand only)** in the form of Demand Draft in favour of "**EdCIL India Limited**" payable at "**Noida**".
2. Bids received without EMD shall be summarily rejected.
3. The earnest money of unsuccessful bidders shall be refunded without interest after issue of Letter of Award to the successful bidder or signing of contract whichever is earlier.

All the interested Bidders qualifying the minimum eligibility criteria should prepare and bring their presentation (PPT) and present before the Evaluation Committee at 1500 hours on 7th Oct 2019 at EdCIL House, 18A, Sector 16A, Noida.

Chief General Manager (Infra)
EdCIL (India) Limited,

18 A, Sector-16A, Noida-201 301

Tel: +91120-4156001, 0120-4154003,

0120-2512004 ,05, 06.

CHAPTER- 2

Offline and Online Bid Submission Documents

1. **Offline Submissions:**

The bidder is requested to submit the following documents offline to the under mentioned address before the start of Public Online Tender Opening Event in a Sealed Envelope at the address. The envelope shall bear the project name, the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).

I. Original EMD amount in the form of Demand Draft/BG.

II. Original copy of the power-of-attorney, wherever required.

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

2. **Online Submissions:**

The Online bids (complete in all respect) must be uploaded online in Two Envelopes as explained below:

Envelope – 1			
(Following documents to be provided in merged PDF file*)			
Sl. No.	Documents	Content	File Types
1.	Technical Bid	Technical Compliance Sheet as per Annexure-I	.PDF
2.		Organization Declaration Sheet as per Annexure-II	.PDF
3.		List of organizations/clients where the same products have been supplied (in last three years) along with their contact number(s). (Annexure-VII)	.PDF
4.		Supporting documents in support of all claims made at Annexure-III, IV, V, VI, IX, XII, XIII	.PDF
5.		Corrigendum / Addendum / Pre-Bid Minutes are also to be signed and uploaded.	.PDF
Envelope-2			
Sl. No.	Documents	Content	File Types
1.	Financial Bid	As per Financial Bid forms & Annexures.	.PDF and Online.

CHAPTER-3

TERM OF REFERENCE & DEFINITIONS

Authorized Signatory	The bidder's representative (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney from the Competent authority of the respective Bidding firm.
Bid/Tender	"Bid" means the response to this document presented in Two Packets, Technical Bid and Financial Bid, which are supplied with necessary documents and forms as given in Annexure, complete in all respect adhering to the instructions and spirit of this document.
Bidder/Tenderer	"Bidder" means any individual/ proprietor/ partnership firm/ agency/ company/ responding to Request for Proposal and who makes a Bid.
Contract	"The Contract" means the agreement entered into between EdCIL and the selected bidder(s) in terms of clauses mentioned.
Day	"Day" means a working day as per rules of EdCIL.
EMD	Earnest Money Deposit
D.D	Demand Draft
EdCIL	EdCIL (India) Limited, Noida (A Govt. of India Enterprise)
TC	Tender Committee
PBG	Performance Bank Guarantee
Security Deposit (SD)	Amount of the Order Value deposited by the Bidder and retained till the successful completion of the project (as long as the bidder fulfils the contractual agreement).
Services	"Services" means the services to be delivered by the successful bidder and as required to run the project successfully as per the Contract.
TENDER	" TENDER " means the Request for Proposals
Order	"Order" shall mean the Purchase Order and its attachments and exhibits.

CHAPTER 4

Brief Information on Program

- 4.1 Ministry of Human Resource Development (MHRD) is conducting Pradhan Mantri Innovative Learning Programme (PMILP) during 10th to 24th October, 2019 for encouraging Gifted and Talented Children, 30 each in the area of Science and Performing Arts selected by an Advisory Committee chaired by Principal Scientific Advisor, through a rigorous process. The programme will be launched at ISRO on 10th October 2019 at ISRO. Students will be taken to Indian Space Research Organization (ISRO), Bengaluru to launch the programme on 10th October, 2019 and to develop their scientific temperament and inquisitiveness for science. After two days, the venue of the programme will be moved to New Delhi where the programme will be held from 12th October to 24th October, 2019.
- 4.2 There will be **two functions** i.e. **Launch function at ISRO, Bengaluru on 10th October, 2019** and **Valedictory function on 23rd October at New Delhi**. The launch location may be at Command and Control Centre ISRO, Bengaluru. **This will also provided an opportunity to students to interact with Shri K. Sivan, Chairman ISRO and Head of Chandrayan –II Mission as well as with other senior scientists in ISRO.** On 23rd Oct during Valedictory program Hon'ble Prime Minister may be invited as Chief Guest and may like to address to the selected students and participants.
- 4.3 The event management agency has to organise event at both the places and for any intermediate program/media coverage/event for cultural programs / interviews / activities of students / interactions with Scientists /Technologists / Artists / Doctors / eminent personality, etc.,
- 4.4 Bidder must organise the teams for intermediate video coverage or for event at small interval.
- 4.5 Successful bidder need to engage Two high quality communication teams to be constantly with the Science and Performing Arts groups which will interact with group of students and will make video clips of presentations and interactions for making final film to be shown during valediction.
- 4.6 On 13th October 2019 all the 60 students will be taken to various places in Delhi for heritage and cultural visit. Valedictory function will be held at Manikshaw Auditorium, New Delhi on 23rd Oct 2019.
- 4.7 Valedictory function will include an exhibition of projects by the science Groups, 2-3 Cultural performances from the Performing Arts groups and

a joint Choir of all 60 Students, choreographed by some well known professionals. Arrangement of well professional choreographers is in scope of bidder. Only reputed well experienced, active choreographers with quality presentation shall be offered.

4.7 Students will stay together at the National Bal Bhawan , New Delhi. The Performing Arts circle will prepare and monitor the roll out of daily programme at national Bal Bhavan. The Performing Arts students will be attached to National Bal Bhavan, New Delhi. For this group professional help may be taken by involving Agastya Foundation – Bangaluru, Nritya Gram, Sangeet Natak Akademi, SPIC-MACAY, Centre for Cultural Resources and Training – Delhi, etc.

4.8 Twelve National Awardee Teachers from 2018 & 2019, six each from Science and Performing Arts may also be engaged for interaction with the students.

There will be three teams each in Science and Performing Arts group. 2-3 Mentors for each team will be allotted comprising of professionals form each domain. These teams will work on different themes e.g. Climate Change, Global Warming, Water conservation, Melting Glaciers in Himalayas, Pressure on Agriculture with changing temperature and its impact on food and nutrition, Clouds in Monsoon etc.

4.9 During the days structured activities will be organised for both groups separately. During the evening, there will be combined activities for both the groups so that the science students can participate in cultural activities and vice versa. Some event and video coverage with photography of the events along with masking , branding , etc may also be required on intermediate days.

4.10. For Science group professionals may be from IIT-Delhi, IIT-Gandhinagar, Indian Institute of Science, National Centre for Biological Sciences, International Centre for Theoretical studies, Tata Institute of Fundamental Research, Centre for Science and Environment, The Energy Research Institute etc. Atal Innovation Mission, NITI Aayog can also be source of mentors. The Science group will prepare projects at IIT-Delhi under the guidance of quality mentors in consultation with IIT, Gandhinagar and Atal Tinkering Lab.

Chapter – 5

Instructions to Bidder

1. Technical Eligibility Criteria for the Agencies

- (a) The agencies worked for similar events with EdCIL, empaneled with EdCIL, DAVP under Category 'A' and empaneled with any Central Govt ministry/department are only eligible to participate in this selection process.
- (b) The Bidder should not have been blacklisted by any Central Government / Public Sector Undertaking as on the date of bid submission. Copy of undertaking signed by authorized signatory should be submitted with the technical bid.
- (c) The bidder should be an exclusively registered Event management Agency/company (Pvt Ltd., or Ltd., company/public ltd/ partnership firm/ Proprietorship firm/LLP) for not less than 10 years on the date of press notification. No consortium/ Joint Venture is allowed.

2 Evaluation of Proposals

2.1 Evaluation of Technical Proposal

Bidder will be required to submit the Technical and Financial bid, each in two separate sealed envelopes; and the sealed envelopes to be submitted as part of one single sealed envelope addressed to CGM (Infra), EdCIL (India) Limited, EdCIL House, 18A, Sector 16A, Noida – 201 301 (U.P). The Evaluation Committee intends to evaluate the Technical Proposals, by applying the evaluation criteria as detailed below. Each responsive Proposal shall be given a technical score under Quality & Cost Based Selection (QCBS) criteria.

2.2 Evaluation Criteria

- (a) The technically qualified Bidders shall make a detailed presentation to the Techno-Commercial Evaluation Committee in a Power Point Format (PPT) (duration of presentation is 20 minutes) for evaluation purposes. This presentation shall be made by eligible Bidders only at EdCIL (India) Limited, EdCIL House, 18A, Sector 16A, Noida – 201 301 (U.P).
- (b) The Technical Proposals of the qualified Bidders shall be analyzed and evaluated and the Technical Proposal Marks (TPM) shall be assigned to the proposal of each Bidder. Details of evaluation parameters are as shown below:

Bid Component	Technical Proposal Marks
1 Prior experience of the Bidder	40
1a) The Bidder should have successfully executed 3 similar events in last one completed financial year for Government of India or any Central Ministry involving his Excellency, The President of India or the Hon'ble Prime Minister, of a minimum value of Rs.2 crores. Copies of relevant work orders in the name of the bidding agency for such projects handled in the last one completed financial year should be submitted along with the technical bid.	30
1b) The Bidder should have successfully executed at least 2 events in the last 3 completed financial years for Government of India or any Central Ministry involving His Excellency, The President of India or the Hon'ble Prime Minister with a minimum value of Rs.5 crores. Copies of relevant work orders in the name of the bidding agency for such projects handled in the last 3 completed financial years should be submitted along with the technical bid.	10
2 Project team and experience of key personnel	30
2a) The Bidder should have at least 10 regular professional manpower having relevant experience in organizing outdoor events involving His Excellency, The President of India or the Hon'ble Prime Minister. CVs of 10 such professionals to be submitted with technical bid.	10
2b) An Event Manager with experience of more than 7(seven) years in organizing minimum three large scale event/s of similar nature. CVs of such professional to be submitted with technical bid.	10
2c) Technical Crew with all lead members as specified here with more than 5 years of experience of working in eligible events. (Stage manager, Production Manager, Back Stage Crew Leader, Lighting Desk operator, Master Electrician). CV of such professionals to be submitted with technical bid.	10
3 Event Proposals (Presentation to be made on event concept and flow of maximum duration of 20 minutes to evaluation committee of EdCIL). The bidder shall submit a copy of such presentation in PPT [containing the concepts on proposed video/audio profile, visual designs, layout details, creative, etc.] which will be kept as record.	30
3a) Understanding the requirements of the Event and concept / theme for the project	10

3b) Proposed concept & plan of the events <ul style="list-style-type: none"> - Technological Innovation - Performances and performers - End-to-end management - Lighting & Sound effects - Seating plan, access management - Stage Design - Others 	20
TOTAL	100

The Evaluation Committee shall evaluate and rank each Technical Proposal on the basis of the Proposal's responsiveness to the scope using the evaluation criteria and score system specified above. Each Technical Proposal shall receive a technical score as

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

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

3 Evaluation of Financial Proposals

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

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

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

4 Final Evaluation

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

- a. Weightage for the Technical Proposal: 0.7
- b. Weightage for the Financial Proposal: 0.3

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

5 Award of Work

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

6 Scope of work

The Bidder is required to visit the sites (ISRO Auditorium, Bengaluru and

Manikshaw Auditorium, New Delhi) and familiarize himself of the requirements before submitting his bid. In case of any doubt, he is advised to contact CGM (Infra), EdCIL for clarification.

PART - I

6.1 Creative Innovative Ideas

- a. Creative and innovative design work for branding of the event
- b. Elaborated presentation on the nature of subject work
- c. The Presentation should be innovative and interesting in order to excite the imagination and interest of the student audience
- d. Digital attractions and technology to be used to showcase the event

6.2 Sanitization of the Venue

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

Some considerations to get audience on the right track include:

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

6.3 Event Management

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

Lighting and Power

- a. Even in venues darkened for the performance, lighting should always be adequate to identify exits as well as corridors and aisles leading to them.
- b. Auxiliary battery power or generators should be installed to provide light in a power outage and to power the public address system.
- c. As many concerts are performed with only stage lighting, access to the main lighting or house lights is essential in case of an emergency.
- d. The location of the controls for these lights, and the operation of the controls,

must be known to those on-site responsible for emergencies. The name and contact number of the controllers of light and DG set to be made available before the start of the event to the control room.

- e. Bidder should have emergency light and power arrangement for the venue of event. The bidder should clearly describe about the arrangements of emergency power and lighting systems proposed for the event at the designated place. It is recommended that an electrician with his team of support staffs to be available during the entire event.

Signage

- a. Clear appropriate signage is essential.
- b. When and where signage can be placed. Examples of signage required include: Entrances and exits Parking Toilets, First Aid post, Security information/Communication/Incident Control Centre

A/V Capabilities

- a. Microphones – wired or wireless, Microphones – hand held or lavalier, Microphones – table or floor stands, Video cameras
- b. Portable sound systems, Mixer boards
- c. Desktop – laptop computers
- d. Projectors
- e. Media Sources; CD - DVD - Visual Presenter
- f. Screens
- g. Lecterns- With / without microphone
- h. Supplemental lighting, Specialty lighting – trusses – rigging – spots, Lighting placement for presenters & speakers
- i. Electrical supply OK or additional needed Staging built-in or rental of risers if needed
- j. Hand rails and steps to order Background music – Sound effects
- k. Speaker-ready rooms (Green room)
- l. Speaker's live screen review monitor

6.4 Creative Innovative Ideas

- a. Overall theme and conceptualization of the event
- b. Creative and execution of the main event
- c. Content and AVs
- d. Elaborated presentation on the nature of launches
- e. The event should be innovative in order to excite the imagination and interest of your audience
- f. Think outside of the box
- g. Use of technology

6.5 Programme and EventFlow

Drafting a sequence of event -activities to be listed in the order that they occurred.They go in time order from the beginning to the middle to the end without jumping around in time

6.6 Invitees management

- a. List of Invitees
- b. Manage Invitations
- c. Manage Email Invitations
- d. Tracking Links
- e. Follow-up Mechanism

7 Minimum Infrastructure required

- a. Stage size with combination of elevated and ground level design Necessary equipment/ instruments for suitable lighting effects. Stage Lighting should be of suitable rating & of reputed brand as per the requirement of the event and stage Necessary lighting arrangements for live telecast of the event.
- b. Suitable LED installation with Suitable number of rated projectors for projection system. Professional sound system of reputed brand of required capacity as per event including Public Address Services.
- c. Silent diesel power generator sets of desired capacity

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

Time Line

After selection of the agency, the agency will be issued a work order. On acceptance of the work order, the agency will immediately start the process of roll out of activities. Agency would be allowed to enter ISRO Auditorium on 8th Oct 2019 and Manikshaw Auditorium on 21st / 22nd October 2019 to start physical execution. The premises of ISRO Auditorium shall have to be vacant by 11th October 2019 by 00:00hrs Manikshaw Auditorium shall have to be vacant by 24th October 2019 by 00:00hrs.

8 Obligations of Client

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

9 Payment schedule

- a. The selected agency will be required to submit a Performance Bank

Guarantee equivalent to 10% of the overall contract value as agreed by the client.

- b. The agreed fee/ lump sum amount (Contract Price) shall be released as mentioned below, subject to acceptance of reports/proposals by the Client:
 - **Mobilization Fee:** 30% (thirty percent) of the amount quoted at the issuance of LOA. However, the Event Manager shall be required to submit a specific advance Bank Guarantee for an amount equivalent to 30% of the contract price quoted by the Event Manager, which shall be returned after the successful completion of the event. 30% (thirty percent) of the amount quoted at the time of dumping of materials of broadly equivalent value on-site at the venue for the event. However, the Event Manager shall be required to submit a specific advance Bank Guarantee for an amount equivalent to 30% of the contract price quoted by the Event Manager, which shall be returned after the successful completion of the event.
 - **Contract Completion:** 40% (forty percent) of the balance amount quoted on completion of the project and submission of final invoice.

10 Loss of Property and/or Life

Any loss of property and / or life during preparations of the event and the event itself would be borne entirely by the Event Manager and EdCIL shall not be held liable for any claims. The Event Manager shall be responsible for the payments arising out of any Third Party claims. The Event Manager is advised to procure insurance for meeting such liabilities at his own expense.

11 Consortium

Any kind of JV/Consortium shall not be allowed.

12 Modifications in program schedule

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

13 Settlement of Disputes

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

Any dispute between the parties, which cannot be settled amicably within 30 days of receipt, by one party of the other party's request for such amicable settlement, shall be submitted to arbitration by the sole Arbitrator to be appointed

by EdCIL. The arbitration proceedings shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The arbitration proceedings shall be held at New Delhi and the Courts at New Delhi shall have the jurisdiction.

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

14 Representations and Warranties

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

15 Right of Use of Site

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

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

16 Licenses and Rights for use of Names and Song

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

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

The Event Manager shall not use the names and the song for any event or

purpose other than the said event.

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

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

17 Intellectual Property Rights

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

18 Terms of Contract

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

19 Termination

The contract shall stand terminated for following reasons:-

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

20 In case of Termination due to Force Majeure

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

21 In case of Termination by Client

Time is the essence of this event and in case of delay of any activity of this event Client reserves to terminate the contract and forfeit PBG submitted by the selected agency and recover other reputational losses from the agency and in such case no payment shall be made to the agency.

If the Client terminates this agreement 3 days before the event for reasons other than Force Majeure or reasons mentioned above, the Client shall refund the Performance Security to the Event Manager and the Client may reimburse the Event Manager for reasonable outstanding expenses. If the Client terminates this agreement for any reason within 1 day of the scheduled event, 75% (seventy five percent) of contract price shall be payable to the

Event Manager.

22 In case of Termination by Event Manager

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

23 Liquidated Damage & Penalty

It may kindly be noted that in the event the service provider fails to comply with any one or more terms and conditions mentioned in the RFP document and corrigendum thereto subsequently, EdCIL would reserve its right to recover liquidated damage & Penalty up to 10% of the value of contract in addition to other rights and remedies available to the company shall be at absolute liberty and freedom to treat the proposal as rejected.

Similarly, for any delay, EdCIL would have right to levy liquidated damage @ 3% per day of delay up to 10% of the contract value.

SELF-DECLARATION – NON BLACKLISTING

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

To,

CGM (Infra),

EdCIL (India) Limited

(A Mini Ratna CPSE of Government of India)

EdCIL House, 18 A, Sector-16 A

NOIDA – 201301 (U.P.), India

Sir,

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

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

Thanking you,

Yours faithfully,

Name of the Bidder: -

Authorized Signatory: - Seal

of the Organization: -

Date:

Place:

Name of the Bank: -----

To

EdCIL (India) Ltd

PERFORMANCE BANK GUARANTEE FORMAT

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

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

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

3. (a) We (indicate the name of Bank) further undertake to pay to the EdCIL (India) Ltd any money so demanded notwithstanding any dispute or dispute raised by the Service Provider in any suite or proceeding pending before any court or Tribunal relating to liability under this present being absolute and unequivocal.
- (b) The payment so made by us under this Performance Guarantee shall be a valid discharge of our liability for payment there under and the Service Provider shall have no claim against us for making such payment.
4. We..... (indicate the name of bank) to further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the EdCIL (India) Ltd under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged by (Designation & Address of contract signing authority) on behalf of the EdCIL (India) Ltd, certify that the terms and conditions of the said agreement have been fully and properly carried out by the said Service provider and accordingly discharges this guarantee.
- 5 (a) Notwithstanding anything to the contrary contained herein the liability of the bank under this guarantee will remain in force and effect until such time as this guarantee is discharged in writing by the EdCIL (India) Ltd or until (date of validity/ extended validity) whichever is earlier and no claim shall be valid under this guarantee unless notice in writing thereof is given by the EdCIL (India) Ltd within validity/ extended period of validity of guarantee from the date aforesaid.
- (b) Provided always that we..... (indicate the name of the Bank) unconditionally undertakes to renew this guarantee or to extend the period of guarantee form year to year before the expiry of the period or the extended period of the guarantee, as the case may be on being called upon to do so by the EdCIL (India) Ltd. If the guarantee is not renewed or the period extended on demand, we (indicate the name of the Bank) shall pay the EdCIL (India) Ltd the full amount of guarantee on demand and without demur.
6. We, (indicate the name of Bank) further agree with the EdCIL (India) Ltd that the EdCIL (India) Ltd shall have the fullest liberty without our consent and without effecting in any manner out of obligations hereunder to vary any of the terms and conditions of the said contract from time to time or to postpone for any time or from time to time any to the powers exercisable by the EdCIL (India) Ltd against the said service provider and to forbear or enforce any of the terms and conditions of the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said service provider for any bearance act or omission

on the part of the EdCIL (India) Ltd or any indulgence by the EdCIL (India) Ltd to the said service provider for by any such matter or thing whatsoever under the law relating to sureties for the said reservation would relieve us from the liability.

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

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

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

Dated:	the	day of	For
(indicate the name of bank)			
Signature of Banks Authorised official			
Witness		(Name)-----	
Designation with Code No. -----			
1		Full Address-----	
2.			

Power of Attorney

Know all men by these presents, we..... (name of service provider and address of the registered office) do hereby constitute, nominate appoint and authorize Mr./Ms.....son/daughter/wife of and presently residing at....., who is presently employed with /retained by us and holding position of.....as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things are as necessary or required in connection with or incidental to submission of our proposal for and selection as the <project title> for the <name of the client>.....project, proposed to be developed by the..... (the "client") including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre bid and other conferences and providing information

/responses to the client, representing us in all matters before the Client, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the client in all matter in connection with or relating to or arising out of our Proposal for the said project /or upon award thereof to us till the entering into of the Agreement with the client.

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

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

For (Name and registered address of client)

(Signature, name, designation, and address)

Witness:

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

Accepted

.....

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

1. The mode of the execution of the power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under seal affixed in accordance with the required procedure.
2. Wherever required, the applicant should submitte for verification the extract of the charter documents and other documents such as a resolution/Power of Attorney in favour of the person executing this Power of Attorney for delegation of power hereunder on behalf of the applicant.
3. For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power and Attorney is being issued. However, the Power of Attorney provided by the applicants from countries that have signed The Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy it carries a conforming Apostile certificate.

Financial Bid

To be uploaded separately

26 Annexure – Financial Bid Format

<<On Bidder's Letter
head>>

26.1 Financial Bid Covering Letter

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

Subject: Organizing Event “DHRUV” and related facilities for the students under Hon’ble Prime Minister’s Innovative Learning Program (PMILP) at Bengaluru and Delhi from 10th to 24th October 2019.

Ref : NIT No.: EdCIL/BD/EIS-EPS/MHRD/2019/EM-DHRUV/01 Date: 30/09/2019

Sir/Madam,

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

1. PRICE AND VALIDITY

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

2. QUALIFYING DATA

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

3. BID PRICE

We declare that our Bid Price is for the entire scope of the work as specified in the detailed terms of reference document. Our bid prices are mentioned in the

submitted Financial Bid.

Our Financial Bid shall be binding upon us subject up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any proposal you receive. We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

Thanking you,

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

Financial Bid for DHRUV to be held from 10th to 24th October 2019

Summery

Sl.no	Financial bid part	Amount in Rs.
01	Event management at Bangalore	
02	Event management at New Delhi	
Total quoted offer in Rs.		

Note: Amount are Inclusive of Taxes

Total Amount in Rs (Words)

(Authorized Signatory of the bidder)

Signature:

Name:

Designati

on:

Address:

Seal:

Date:

Financial Bid		Part-I			
BOQ for Bangalore ISRO launch Event					
S. No	Description	Unit	Dhruv Qty	Unit Cost (Rs.)	Total Amount (Rs.)
1	Pre-event activities: § Launch of the programmes- Creative Innovative Ideas § Identification and sanitisation of the Venue § Programme and Event Flow § Innovative activities using technology during the event § Invitees management	Lumpsum	Lumpsum		
2	Audio Visual Requirement end to end inside the Stadium	Lumpsum	Lumpsum		
3	(a) LED Walls (36 ft x 16 ft, 1No.), (6 ft x 16 ft, 2No.), (36 ft x 16 ft, 1No.) and (18 ft x 10 ft, 2No.) inside and outside of stadium	Lumpsum	Lumpsum		
4	End to end Barricading [Inside & outside]	Feet	1950		
5	Branding inside and outside the Stadium	Sqft	3000		
6	02 nos Welcomes Gates (28ft x 20ft)	Sqft	560		
7	Road side hoardings	Sqft	2400		
8	Inside signages	Sqft	200		
9	Lighting inside the Stadium (Lights of different nature)	Lumpsum	Lumpsum		
10	Invitation Cards	No.	150		
11	Superior Badges for VIP and organizers, students, parents and teachers	No.	175		
12	Flower arrangements (Entire Venue as per theme requirement)	Lumpsum	Lumpsum		
13	Decoration of the Venue (As per theme)	Lumpsum	Lumpsum		
14	Emcee (Ms. Manisha Dubey)	No.	1		
15	Masking of the Venue [10 ft high]	Running Feet	4000		
16	Setting up of control Room	No.	1		

17	Photography of entire event with multi and other cameras befitting the occasion	Lumpsum	Lumpsum		
18	Baggage Counter (As per theme)	No.	1		
19	Reception Team	Lumpsum	Lumpsum		
20	Ushers	Lumpsum	Lumpsum		
21	Packaged Drinking Water and portable Toilet (1nos)	Lumpsum	Lumpsum		
22	Emergency Light (As per requirement) and DG Set (As per requirement)	Lumpsum	Lumpsum		
23	Standees (Outside for signage)	No.	15		
24	All other Contingency and Miscellaneous	Lumpsum	Lumpsum		
25	Laptops for NIC	No.	3		
26	Standees (production + installation)	No.	2		
27	Branding at Minister's Home	No.	2		
28	Baggage scanner	No.	1		
29	DFMD	No.	4		
30	HHMD	No.	6		
31	Curtain raiser video	Lumpsum	Lumpsum		
32	Bus stickers	No.	6		
33	Seating signages	No.	100		
	Sub-Total (INR)				
	Total				
	GST 18%				
	Grand Total				
	Rounding off Amount in Rs. Crores				

(Authorised Signatory of the bidder)

Signature:

Name:

Designati

on:

Address:

Seal:

Date:

	Financial Bid	Part-II			
	BOQ for Delhi DHRUV event at Manekshaw Auditorium				
S. No	Description	Unit	Dhruv Qty	Unit Cost (Rs.)	Total Amount (Rs.)
1	Pre-event activities: § Launch of the programmes-Creative Innovative Ideas § Identification and sanitisation of the Venue § Programme and Event Flow § Innovative activities using technology during the Talkatora Stadium event § PM arrangements including PM Lounge, protocol and other formalities § Invitees management	Lumpsum	Lumpsum		
2	Audio Visual Requirement end to end inside the Stadium	Lumpsum	Lumpsum		
3	(a) LED Walls (36 ft x 16 ft, 1No.), (6 ft x 16 ft, 2No.), (36 ft x 16 ft, 1No.) and (18 ft x 10 ft, 1No.) inside and outside of stadium	Lumpsum	Lumpsum		
4	Ramp (28ftx 12ft=336)	Sqft.	336		
5	End to end Barricading [Inside & outside]	Feet	2500		
6	Branding inside and outside the Stadium	Sqft.	10000		
7	02 nos Welcomes Gates (28ft x 20ft=560)	Sqft.	1120		
8	40nos Road side hoardings (12400sq.ft)	Sqft.	8000		
9	Inside signages	Sqft.	1200		
10	Graffiti wall [10 ft x 8 ft]	No.	1		
11	Lighting inside the Stadium (280 Lights of different nature)	Lumpsum	Lumpsum		
12	Invitation Cards	No.	150		
13	Superior Badges for VIP and organizers, students, parents and teachers	No.	500		

14	Flower arrangements (Entire Venue as per theme requirement)	Lumpsum	Lumpsum		
15	Decoration of the Venue (As per theme)	lumpsum	Lumpsum		
16	Emcee (Ms. Manisha Dubey) (02 days)	No.	2		
17	Poster walls/ Exhibition place	Sqft.	140		
18	Masking of the Venue [10 ft high]	Running feet	4000		
19	Setting up of control Room	No.	1		
20	Photography of entire event with multi and other cameras befitting the occasion	Lumpsum	Lumpsum		
21	Video coverage including Bangluru	Lumpsum	Lumpsum		
22	Baggage Counter (As per theme)	No.	1		
23	Reception Team	Lumpsum	Lumpsum		
24	Ushers	Lumpsum	Lumpsum		
25	Seating Arrangement including Sofa	Lumpsum	Lumpsum		
26	All Creatives with Tag Line	Lumpsum	Lumpsum		
27	Packaged Drinking Water and portable Toilet	Lumpsum	Lumpsum		
28	Emergency Light (As per requirement) and DG Set (As per requirement)	Lumpsum	Lumpsum		
29	Standees (Outside for signage) (No.	30		
30	Video Film on Children whose Questions have been shortlisted	Lumpsum	Lumpsum		
31	High Quality Choreographers	No.	3		
32	Communication teams	No.	2		
33	Pen drive/ Lan Cards- optional/ Jackets with logo printing	No.	500		
34	Laptops for NIC	No.	3		

35	Standees (production + installation)	No.	5		
36	Branding at Minister's Home	No.	2		
37	Baggage scanner	No.	2		
38	DFMD	No.	8		
39	HHMD	No.	12		
40	Bus stickers	No.	5		
41	Seating signages	No.	100		
	Sub-Total (INR)				
	Total				
	GST 18%				
	Grand Total				
	Rounding off Amount in Crores				

(Authorized Signatory of the bidder)

Signature:

Name:

Designati

on:

Address:

Seal:

Date:

INSTRUCTIONS FOR E-TENDERING

1. Instructions for Online Bid Submission:

- 1) E-tendering is new technology for conducting public procurement in a transparent and secured manner. As per Government of India's directives, EdCIL (India) Limited has adopted E-tendering.
- 2) For conducting electronic tendering, EdCIL (India) Limited has decided to use Electronic tender portal link available with detailed information on e-tendering process at EdCIL website. This portal built using Electronic tender's software is referred to as <http://www.tenderwizard.com/EDCIL>.
- 3) The bidders are required to submit soft copies of their bids electronically on <http://www.tenderwizard.com/EDCIL> e-tendering website, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the Tender Wizard E-Tendering Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Tender Wizard E-Tendering Portal.
- 4). The scope of work to be tendered is available in the complete bid documents which can be viewed /downloaded from Tender Wizard E-Tendering Portal of <http://www.tenderwizard.com/EDCIL>. Both Technical Bid and Financial Bid will be submitted concurrently duly digitally signed in the website <http://www.tenderwizard.com/EDCIL>. No claim shall be entertained on account of disruptions of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last minute technical snags.
- 5). All Corrigendum/Amendment/Corrections, if any, will be published on the website <http://www.tenderwizard.com/EDCIL>.
- 6). It is mandatory for all the applicants to have Digital Signature Certificate (in the name of person who will sign the bid document) from any of the licensed certifying.
- 7). To participate in the e-tendering submission, it is mandatory for the applicants to get registered their firm/joint venture with the Tender Wizard E-Tendering Portal of <http://www.tenderwizard.com/EDCIL>.to have user ID & Password from Tender Wizard E-Tendering Portal.
- 8). **Register your organization on Tender Wizard E-Tendering Portal by following link <http://www.tenderwizard.com/EDCIL> well in advance of your first tender submission deadline on Tender Wizard E-Tendering Portal for obtaining credentials by paying Annual registration charges. Vendor Registration is Valid for 1year.**

- 9). Get your organization's concerned executives trained on **Tender Wizard E-Tendering Portal** well in advance of your first tender submission deadline on E-tender Site.
- 10). Submit your tender well in advance by relevant documents along with copy of EMD of tender submission deadline on **Tender Wizard E-Tendering Portal** as there could be last minute problems due to internet timeout, breakdown, etc.
- 11). Tenders should be submitted only through Tender Wizard E-Tendering Portal and obtain the Tender Acknowledgement copy as a proof of successful submission.
- 12). Vendors Training Program: Vendors are requested to contact at Tender wizard Helpdesk for any information regarding E-tendering / training.
 - a) For online registration, intended bidders may write us at harishkumar.kb@etenderwizard.com or contact no. 080-49352000/9686115318/9650520101/8800445981.
 - b) For any further query related to Training Session, Tender Uploading/downloading or any other query related to tender please contact Tender wizard Helpdesk.
 - Telephone: 080-49352000/9686115318 or write us mail on Email Id:-harishkumar.kb@etenderwizard.com, ambasa@etenderwizard.com,
twhelpdesk759@gmail.com,
twhelpdesk963@gmail.com

2. Digital Signature Certificates

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

3. Registration

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

website/portal, and click on the 'Supplier Organization' link under 'Registration' (on the Home Page) and follow further instructions as given on the site. Pay Annual Registration Fee as applicable.

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

C) **Important Note:**

- I. To minimize the problems during the use of **Tender Wizard E-Tendering Portal** (including the Registration process), it is recommended that the user should use as per the instructions given under 'Tender Wizard E-Tendering Portal User-Guidance Centre' located on Home Page, including instructions for timely registration on Portal. The instructions relating to 'Essential Computer Security Settings for Use of Tender Wizard E-Tendering Portal and 'Important Functionality Checks' should be especially taken into cognizance.
- II. Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of users, assigning roles to them, etc.

4. **SEARCHING FOR TENDER DOCUMENTS**

- I. There are various search options built in the Tender Wizard E-Tendering Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID/ Tender Search Code (TSC), organization name, location, date, value, etc. There is also an option of advanced search for tenders, where the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other key words etc. to search for a tender published on the Tender Wizard E-Tendering Portal.
- II. Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. This would enable the Tender Wizard E-Tendering Portal to intimate the bidders through e-mail alert in case there is any corrigendum issued to the tender document.
- II. The bidder should make a note of the unique Tender ID/ Tender Search Code (TSC) assigned to each tender, in case they want to obtain any clarification/help from the Help desk.

5. PREPARATION OF BIDS

- I. Bidder should take into account any corrigendum/addendum published on the portal before submitting their bids.
- II. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents-including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- III. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can only be in PDF format. Bid documents may be scanned with 100dpi with black and white option.

6. SUBMISSION OF BIDS

- I. Bidder should log into the site well in advance for bid submission and complete all formalities of registration (at least two days in advance of the closing date) so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be sole responsible for any delay in uploading of bid within the stipulated time.
- II. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- III. Bidder has to pay the tender fee/EMD as applicable through demand draft/BG as per tender condition in favour of “**EdCIL (India) Ltd**” payable at **Noida** and enter details of the instruments. Original copies of demand draft/BG for EMD/ Tender fees are required to be submitted.
- IV. A standard Financial Bid form has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the financial bid format is found to be modified by the bidder, the bid will be rejected.
- V. The server time (which is displayed on the bidder’s dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- VI. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- VII. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & bid summary will be displayed with

the bid no. and the date & time of submission of the bid with all other relevant details.

7. **ASSISTANCE TO BIDDERS**

- I. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority. For any other tender related queries bidders are requested to contact on below given numbers/email.

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

8. **Offline Submissions: (AS PER TENDER REQUIREMENT)**

- a) The bidder is requested to submit the following documents in a Sealed Envelope to the above-mentioned address (given in NIT) before the start of Public Online Tender Opening Event.
- 1. Original Demand Draft as Bid fee and EMD in the form of Demand Draft / Bank Guarantee.**
 - 2. Original copy of the power-of-attorney wherever applicable.**

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

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

9. Public Online Tender Opening Event (TOE)

- a. Tender Wizard E-Tendering Portal offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers, as well as, authorized representatives of bidders can simultaneously attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. Alternatively, one/two duly authorized representative(s) of bidders (i.e. Supplier organization) are requested to carry a Laptop with Wireless Internet Connectivity, if they wish to come to Buyer Organization for the Public Online TOE.
- b. Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)', including digital counter-signing of each opened bid by the authorized TOE-officer(s). Simultaneous online presence of the participating bidders' representatives for TOE has been implemented on Tender Wizard E-Tendering Portal.
- c. Tender Wizard E-Tendering Portal has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Bid-Part of a tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and / or Financial Comparison Chart enhance Transparency.
- d. Tender Wizard E-Tendering Portal has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/Downloading'.

10. CRITICAL DO'S AND DON'TS FOR BIDDERS

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

- I. Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on **Tender Wizard E-Tendering Portal**.
- II. Register your organization on **Tender Wizard E-Tendering Portal** well in advance of the important deadlines for your first tender on Tender Wizard E-Tendering Portal viz. 'Date and Time of Closure of Procurement of Tender Documents' and 'Last Date and Time of Receipt of Bids'. Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of-

Marketing Authority (MA) [i.e. a department within the Supplier/ Bidder Organization responsible for responding to tenders], users for one or more such MAs, assigning roles to them, etc. It is mandatory to create at least one MA. This unique feature of creating an MA enhances security and accountability within the Supplier/ Bidder Organization.

- III. Get your organization's concerned executives trained on Tender Wizard E-Tendering Portal well in advance of your first tender submission deadline on the Portal.
- IV. For responding to any particular tender, the tender (i.e. its Tender Search Code or Tender No) has to be assigned to an MA. Further, an '**Official Copy of Tender Documents**' should be procured/ downloaded before the expiry of Date and Time of Closure of Procurement of Tender Documents.

Note: Official copy of Tender Documents is distinct from downloading 'Free Copy of Tender Documents'. Official copy of Tender Documents is the equivalent of procuring physical copy of Tender Documents with official receipt in the paper-based manual tendering system.

- V. Submit your bids well in advance of tender submission deadline on Tender Wizard E-Tendering Portal (There could be last minute problems due to internet timeout, breakdown, etc.)
- VI. Tender Wizard E-Tendering Portal will make your bid available for opening during the Online Public Tender Opening Event (TOE) 'ONLYIF' your 'Status pertaining Overall Bid-Submission' is '**Complete**'. For your record, you can generate and save a copy of 'Final Submission Receipt'. This receipt can be generated from 'Bid-Submission Overview Page' only if the 'Status pertaining overall Bid-Submission' is 'Complete'.

11. MINIMUM REQUIREMENTS AT BIDDER'S END

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

Note:

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

- II. All envelopes should be securely sealed and stamped.
- III. It is mandatory for the Bidder to quote for all the items mentioned in the tender.