



EdCIL (India) Limited
(A Government of India Enterprise)
6th Floor, Vijaya Building, 17-Barakhamba Road
New Delhi-110 001

File No. 9(58)/RMSA/ICT Workshop/2015-16

Dated: - 18th June 2015

To,

All Interested Bidders

Subject: - Notice for inviting BID for hiring an Event Management Agency for one day **“National Conference on ICT@School Education”** on 17th July 2015 at Vigyan Bhawan, ‘Plenary Hall’, New Delhi.

Dear Sir/Madam,

EdCIL (India) Limited, a public sector unit under Ministry of Human Resource Development, Government of India, invites BID to hire an Event Management Agency in organizing the one day National Conference on ICT in School Education at Vigyan Bhawan, Plenary Hall, New Delhi.

Interested parties may send sealed BID addressed to the Project Manager (TSG-RMSA), EdCIL (India) Limited, Vijaya Building, 6th Floor, 17-Barakhamba Road, New Delhi-110 001 latest by **30th June, 2015 up to 3.30 pm**. The submitted BID will be opened on the same day at 4:00 pm. The competent authority reserves the right to cancel/add any item or the entire Bid without assigning any reason.

The terms and conditions and Performa for submitting the tender is enclosed at Annexure-I, II and III. The terms and conditions and relevant information may also be seen at EdCIL’s website www.edcilindia.co.in

(Manas Ranjan Behera)
Project Manager, TSG-RMSA
Ph.011-2376-5615



EdCIL (India) Limited
(A Government of India Enterprise)
6th Floor, Vijaya Building, 17- Barakhamba Road
New Delhi-110 001

Subject:- Notice for inviting bid for Hiring an Event Management Agency for One Day **“National Conference”** on ICT@School Education on 17th July 2015 at Vigyan Bhawan, **Plenary Hall**, New Delhi.

Background: -

EdCIL (India) Limited is a public sector unit under Ministry of Human Resource Development (MHRD), Government of India. This year on 17th July, 2015, MHRD is going to conduct one day national conference at Vigyan Bhawan on ICT in School Education. In this context, EdCIL is planning to hire an event management agency. The requirements along with number of personnel and number of units are mentioned below.

Technical specification of National Conference to be held on 17th July 2015 at Vigyan Bhawan, New Delhi.

Scope of Work for the Event Management Company:-

Sl. No.	Items	Quantity
1.	Round About Panels Size: 12' x 8' # 4 panels at Mansingh Road # 4 panels at Janpath Road	8 panels
2.	Panel at Entry Gate Size Size: 16' x 8' # 1 panel at VVIP Entry Gate # 1 panel at Guest Entry Gate # 1 panel at Plaza Entry Gate	6 panels
3.	Car Parking Signage Size: 6' x 6'	8 panels
4.	Panel at Alighting Points Size: 8' x 4' # 1 panel at VVIP Alighting Point # 1 panel at Guest Alighting Point	2 panels
5.	Oblong Tower Panel (Four Sides) at South Plaza Gate Size: 6' x 12'	1 panel
6.	Direction Panels leading to Plenary Hall Size: 6' x 2'	8 panels
7.	Backdrop for the Stage Size: 32' x 16'	1 backdrop
8.	Podium Logo Size: 4' x 2.5'	2 podiums
9.	Lunch Indicator Size: 12' x 8'	2 panels

10.	Name Plates for the Dais Size: 6" x 18"	12 plates
11.	Name Plates for Delegates	50 plates
12.	Seating Arrangement Boards/Indicator	10 Pcs.
13.	Registration/Facilitation Counter (2 meter with Table & 2 chair with ceiling)	4 sets
14.	Baggage Counter (with Flex Ceiling, carpet, one table and 2 chair Size: 3 mtr. x 2 mtr.	1 set
15.	Ushers for Stage Arrangement & Escorting of Guests	12 persons
16.	Master of Ceremony for the Inaugural Function	1 person
17.	Laptop [1 for the Podium & 1 for the AV Consol]	2 sets
18.	Plasma Screen (42 inch) in front of the Stage with Stand	1 set
19.	Switcher / Splitter for Multiple Projection	1 set
20.	Cordless Slide Changer and Pointer	1 set
21.	UPS for Power Backup	1 set
22.	Digital Photography with 100 Photos + DVD	1 No.
23.	Digital Videography with DVD	1 No.
24.	Invitation Cards with Program Schedule and Envelopes in Multi Colour Printing (VIP & Other Guests)	1500 Nos.
25.	Car Parking Sticker with adhesive (VIP & Other Guests)	1500 Nos.

Note:-

1. While above requirement have been work out taking in to consideration conference planed so far, rate should be quoted on pro rata basis & EdCIL (India) Limited has the right to increase & decrease the no. of items as per actual requirement.
2. Event Management Agency should be in position to cater to any change in requirement and proposal should be work out accordingly. All design work has to be done by the agency only and will be finalized by EdCIL.
3. After Registration work at main gate, Ushers will be deployed inside the Hall for help and other workshop related work.
4. All work should be in actively co-ordination of EdCIL, however, EdCIL have rights to add or remove any items as per need and the final payment will be released as per used items.

**Terms and conditions, Stipulations, Eligibility Criteria and Information for
Event Management Services**

BIDDING PROCEDURE

- I. Tender in two Part bidding system (1st Part- Technical Bid, 2nd Part- Financial Bid) is invited from experienced, professional and bonafide firms for “**National Conference**” on 17th July, 2015 at Vigyan Bhawan, Plenary Hall. Separate envelops should be used for Technical and Financial Bids and indication to that effect may please be super scribed on envelops and both separate envelop should be placed in a single main envelop.
- II. No bids will be accepted after due date and time under any circumstances. This office will not be responsible for any postal delay/ courier delay and also for reasons beyond the control of this office.
- III. The agency/bidder should be a well-established Professional Workshop/ Event Organizer and must have experience of minimum 3 years in the same industry and organized a minimum of 3 (Three) Events/ Workshops/ Award Function of Govt. of India/Public Sector Undertaking out of which two should have been organized in Plenary Hall, Vigyan Bhawan, New Delhi during the past 3-4 years.
- IV. Bids have to be accompanied by an Earnest Money Deposit (EMD) of 10,000/- of total amount of Project in the form of a Bank Draft payable to ‘**EdCIL (India) Limited**’, payable at New Delhi. Bids received without EMD would be summarily rejected. EMDs of unsuccessful bidders would be returned within 30 days from the date of closing of bid.
- V. The bidders are advised to ensure their capability before bidding as the task has to be completed in short duration. Only those bidders who are willing and capable of performing and managing the task/activities enumerated under Annexure-I and are in a position to comply with these terms and conditions need to submit the tender.
- VI. The agency/bidders should submit the complete turnkey proposal with rates in breakup of each & every item which will be required to conduct the conference in Vigyan Bhawan and the complete work of event management will be awarded to the selected agency/bidder on turnkey basis only.

- VII. The agency/ bidder should submit the proper list & details of such conference/ workshops / event / exhibitions attended by more than 1000 delegates and inaugurated by President/Vice President/Prime Minister in Vigyan Bhawan for which Event Management Was done by the firm with documentary evidence & photographs, etc.
- VIII. The agency/ bidder should submit the proper list to prove their above said experience like work order, authorization letters or any other documents for the event management in Vigyan Bhawan provided by the organizer, especially from Govt. of India.
- IX. The bid should include details regarding the quality of flex and print resolution of the signages. To make the conference a success, the bidders are encouraged to include extra items that may have been omitted here. The decision of the EdCIL to accept or reject the same will be final. The bidder should highlight these items.
- X. Bids incomplete in any form are liable to be rejected out rightly.
- XI. Any enquiry after submission of the bids would not be entertained.
- XII. The rates quoted by the successful bidder shall remain valid for a period of 30 days from the date of opening the bid.
- XIII. The successful bidder shall be required to comply with all the instructions of the Vigyan Bhawan Caretaker/CCW (Civil & Electrical) and would restore the areas to its original form after the event. All security instructions connected with PM security would be observed by the bidder.
- XIV. The competent authority reserves the right to reject any/ all bid(s) without assigning any reason thereof Vague, incomplete or quotations by e-mail, fax, telex, telegram would not be entertained and summarily rejected.
- XV. Any item which will be provided for conference, if not found in appropriate manner and specification as instruction given by EdCIL to the bidder, in that case EdCIL have the rights to deduct amount while paying final payment to the successful bidder.
- XVI. The bid should be delivered either by speed post/courier or hand delivered at the address mentioned below before the closing date and time;

Project Manager (TSG, RMSA)

EdCIL (India) Limited
Vijaya Building, 6th Floor,
17-Barakhamba Road,
New Delhi-110 001

The closing time and date for submission of bids would be **1530 hours of 30th June, 2015.**

- XVII. Bids will be opened on the **same date at 1600 hours at the above address.** No additional charges would be paid to the bidder, in case the date of the conference is rescheduled. No charges would be paid, if the conference, for any reason, gets cancelled on or before 48 hours of the scheduled date and time of the conference. The bidder should indicate the charges, if any, payable to him, if the conference is cancelled within 48 hours of the scheduled date and time of the convention. Payment in that case would be subject to verification.
- XVIII. The bidder should take measures to protect the signage items from rain.
- XIX. Any item which will be provided for conference, if not found of required & appropriate quality and specification as per the instruction given by EdCIL to the bidder, in that case EdCIL will have the rights to deduct the amount for the particular item while paying final payment to the successful bidder.
- XX. The bidders shall abide by these terms and conditions. **One signed copy of this tender notice may be submitted with the bid as acceptance of the terms and conditions.**
- XXI. Bidders should submit certified copies of service tax and PAN/TAN no. of their agency/Company along with all details of their agency.
- XXII. APPLICABLE LAW -The contract shall be interpreted in accordance with the laws of the Union of India and will be under the Jurisdiction of court in Delhi.
- XXIII. The task of the agency will include providing for various services including:-
1. Designing and preparation of signage.
 2. Designing and Printing of Invitation Cards, Program Schedule, Security Instructions, Parking Stickers etc.
 3. Providing assistance to the participants.
 4. Arranging stage and hall décor, audio-video recording, audio equipment including cordless mikes etc, photography of the event.
 5. Engaging Master of Ceremony for inaugural session and assisting in panel discussion sessions.
 6. Any other activity required for organizing the Workshop.

Selection Process:-

Selection will be in the form of two bid system. Those bidders who will full fill the criteria which are mentioned in annexure II of technical qualification, will be eligible for the next stage i.e., financial bid.

DECLARATION

I/We have read the above terms and conditions carefully, understood them thoroughly and agree to abide by them.

Place:

Date:

Signature(s) of the
proprietor/partners or authorized
signatory (With firm/company seal)

Financial Bid

Sl. No.	Items	Quantity	Rate per unit/piece (Rs.)	Amount (Rs.)
1.	Round About Panels Size: 12' x 8' # 4 panels at Mansingh Road # 4 panels at Janpath Road	8 panels		
2.	Panel at Entry Gate Size Size: 16' x 8' # 1 panel at VVIP Entry Gate # 1 panel at Guest Entry Gate # 1 panel at Plaza Entry Gate	6 panels		
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20.	Cordless Slide Changer and Pointer	1 set		

21.	UPS for Power Backup	1 set		
22.	Digital Photography with 100 Photos + DVD	1 No.		
23.	Digital Videography with DVD	1 No.		
24.	Invitation Cards with Program Schedule and Envelopes in Multi Colour Printing (VIP & Other Guests)	1500 Nos.		
25.	Car Parking Sticker with adhesive (VIP & Other Guests)	1500 Nos.		
26.	Tax (please specify)			
27.	Grand Total (in figures)			
	Grand Total (in words):			

(Note:- The bidder shall have to submit the sample for item no. 24 & 25 along with their proposal and if the quality of the sample does not matches with the quoted proposal and if the quality of the sample does not matches with the Quoted price, the bid may be liable to be rejected.)

Place:

Date:

Signature(s) of the proprietor/partners
or authorized signatory (With
firm/company seal)