

**Ministry of Tourism
Government of India
International cooperation Division**

File No- 8/4/2020- IC

Date- 16th January 2023

To

1. M/s Creative Travels Rrt. Ltd.
2. M/s Expression 360 Services India Rrt Ltd.
3. M/s Integrated Conference & Event Management (ICE)(an Associate entity of M/s Paras Art Studio)
4. M/s Max Publicity and Communications Rrt. Ltd.
5. M/s Pavilions and Interiors India hrt. Ltd.
6. M/s Thomas Cook India Ltd (TCIL)
7. M/s Wizcraft International Entertainment Rrt. Ltd.

Subject- proposal (RFP) from the empanelled EMCs of Ministry of External Affairs for "2nd Expert Working Group and Shanghai Cooperation Organization Tourism Ministers Meeting.

Sir/Madam

Kindly refer to the No. CONF /240 / LZ /2o21 regarding the approved Empanelment of Event Management Companies for MEA.

2. In continuation the above letter Ministry of Tourism now invites proposals from the empaneled EMCs of Ministry of External Affairs on the above captioned Subject and the RPP document is attached.

3. Proposal must be submitted no later than 4:00 PM on 02/2/2023 any proposal received after the closing time for submission of proposals shall be returned unopened.

4. The Request for proposal (RFP) has been published on the Ministry of Tourism website (tourism.gov.in).



(R K Bhati)

Asstt. Director General

No. 8/4.2020-IC
Ministry of Tourism
International Cooperation Division

**Invitation for Request for Proposal (RFP) from the empanelled
EMCs of Ministry of External Affairs for
“2nd Expert Working Group and Shanghai Cooperation Organisation Tourism
Ministers Meeting”**

EVENT DESCRIPTION

Ministry of Tourism is organizing the 2nd Expert Working Group (EWG) and Shanghai Cooperation Organization (SCO) Tourism Ministers Meeting from 13th March to 18th March, 2023 at Taj Ganges/Taj Nadesar Palace, Varanasi.(tbf)

Invitation for Request For Proposal (RFP)

1. Scope of Work and broad components of the EMC engagement:

1.1 Ministry of Tourism invites proposals from Event Management Companies (EMCs) to provide comprehensive event management services for the event, with the **following broad components (The detailed scope and components may be seen from Scope of Work attached).**

- 1.1.1 Creation of appropriate ambience, including setting up facilitation counters at Varanasi Airport, Reserved Lounge for reception of member countries', Foreign Ministers and their delegations. (Setting up of airport lounge only if the respective airport cannot accommodate the delegates in existing lounge facilities), setting up of facilitation desk and handling of baggage. Also, the EMC to provide manpower to manage facilitation desks, equipment (laptop/computer), branding/standees etc.
- 1.1.2 Plan and implementation of airport branding, city branding (en route from airport to venue, hotels of stay, excursion sites etc), thematic installation at prominent locations and meeting specific branding at the venue. Approved hoardings to be put up at the venues en route from the hotels of stay of the delegates to the Conference venues, excursion sites, and at other designated places. Brandings may include photographs of Heads of delegations. Provision of flags (house flags) of India, SCO countries, SCO Secretariat for display at the Conference venues and at other designated places. The Signage's and important branding should be in English, Chinese and Russian.

- 1.1.3 Setting up the conference hall with all audio/video equipment, furniture, floral arrangements, decor etc. Brandings, Backdrops, AV System (projector, monitors, screens etc.), LED Panels for the Conference Venue. Arrangements for Group Photo of Foreign Ministers and Leaders. Table flags and name plates with the names of the member state to be on the Table in Trilingual (Russian, Chinese & English)
- 1.1.4 Erection of four customized counters in the pre-function area or any other suitable space at the venue to show case local products, artifacts, live artisans etc.
- 1.1.5 Setup for cultural programs in consultation with ICCR (artistes to be provided by State). The cultural program may be curated consciously considering the level of the meeting.
- 1.1.6 Preparation and printing of handbook of administrative arrangements, brochures and delegates information booklets, Conference Programme booklets etc. Provision of a high quality Delegate Kit for all delegates, for which EMC may give suggestions regarding contents. Design and provision of lapel pins for Tourism ministers and Leaders. Provision of access badges of various categories. The printing and content should be in English, Chinese and Russian.
- 1.1.7 Procurement of gifts as per state One District One Product (ODOP) list. Design and provision of mementoes for the delegates.
- 1.1.8 Printing of multilingual designer menu cards, and seating plans for Banquet sessions in Trilingual (Russian, Chinese and English)
- 1.1.9 Requirement of manpower like LOs and ushers etc. from the EMC (over and above manpower from the Ministry of Tourism). Provision of well-trained ushers, fluent in English to guide delegates and guests to the event venue(s) and other areas. Manpower for Conference venues, hotels, transport management, facilitation desks at airports etc. The Los and Ushers Should be in Formal Business attire.

1.1.10 Provision of interpreter's booths, all required interpretation system, high quality headsets/earphones etc.

1.1.11 Provision of office equipment viz. laptops/computers with monitors, printers, photocopying machines, fax machines, shredding machine, LED Screens etc. for Delegate's Room, and Ministry of Tourism control room, Media Room, Video viewing room .

1.1.12 Designing and Provision of: (a) Badges for delegates, MEA personnel, support staff and (b) Car labels/parking stickers for access control to the Varanasi Airport and Conference venue. (c) Luggage Tag (Trilingual –Russian, Chinese and English)

1.1.13 To provide Transport Management Company services (Sufficient coaches, Private car) for transport to and from the airport, hotels, excursion, and tourist sites.

1.1.14 Engagement of interpretation services (INTERPREFY or similar) and Guide persons during the event, Business sessions and Complimentary tours.

1.1.15 Any other work pertaining to the Conference requirements which shall be added.

1.1.16 The actual requirement may vary as per the necessity. The payment will be in Pro-rata basis and actual units used.

1.2 EMCs are requested to give the proposal (both Technical and Financial) for the conceptualisation and execution of the event of the 2nd Expert Working Group (EWG) and Shanghai Cooperation Organisation (SCO) Tourism Ministers Meeting from 13th March to 18th March, 2023 at Taj Ganges/Taj Nadesar Palace, Varanasi. (tbf)

1.3 The detailed Scope of Work is attached. There could be some last minute changes in requirements. EMC should consider this when submitting the Financial Bid.

2. Additional Information

2.1 The Proposal shall be valid for a period of not less than 120 days from the **Proposal Due Date** (the “PDD”)

2.2 Pre-Bid Queries

2.2.1 EMCS will be informed by email about any corrigendum including change in schedule, addendum, or any communication in this regard.

2.2.2 The applicant may submit the queries regarding the document as per the time-lines given below in clause 2.5. The queries should be addressed to the Nodal Officer mentioned in clause 2.4. The queries must be asked in the following format:

S No.	Relevant Clause of RFP	Page No of RFP	Query

2.2.3 The Authority shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent, and competitive Selection Process through a corrigendum, if any.

2.3 Pre-Bid Conference

The pre-proposal conference will be held 24//01/2023 at Manthan in the Ministry of Tourism.

2.4 Communications and Nodal Officer

All communications including the submission of Proposal should be in English language and addressed to the Nodal Officer:

Mr Rajendra Kumar Bhati, Asst Director General (IC)

Phone 23714114, Email – rk.bhati@nic.in

All communications should have the following information, marked at the top in bold

“Request For Proposal (RFP) from the empanelled EMCs of Ministry of External Affairs for “2nd Expert Working Group and Shanghai Cooperation Organisation Tourism Ministers Meeting”

2.5 The Authority would endeavour to adhere to the following schedule:

S no	Event Description	Timeline
1.	Last date for receiving queries	20/01/2023
2.	Pre-bid Conference	24/01/2023
3.	Response to pre-bid queries	25/01/2023
4.	Proposal Due date or PDD	02/02/2023

2.6 The Ministry of Tourism reserves the right to reject or accept any offer without assigning any reasons whatsoever.

2.6.1 Incomplete and conditional bids will be rejected outright.

2.6.2 The successful agency will execute a **Performance Guarantee for 3% of the total value of the contract** in the form of Account Payee Demand Draft or a Bank Guarantee from a Commercial Bank in an acceptable form or in the form of a Fixed Deposit Receipt pledged to the '**Pay & Accounts Officer, Ministry of Tourism**' payable at New Delhi. The Performance Guarantee should remain valid for a period of **60 days** beyond the completion of the period of contract. The Security Deposit/Bank Guarantee will be released after satisfactory completion of the contractual obligation on part of the agency.

2.6.3 The Ministry of Tourism is however not bound to accept any tender or to assign any reason for non-acceptance. The Ministry of Tourism reserves its right to accept the tender either in full or in part. Conditional, erroneous and incomplete Bids will be rejected outright.

2.6.4 The Ministry of Tourism reserves its right to summarily reject offer received from any agency on national security considerations, without any intimation to the bidder.

2.6.5 The Ministry of Tourism reserves the right to place an order for the full or part quantities under any items of work under scope of work.

2.6.6 Agencies submitting proposals will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.

2.6.7 The Ministry of Tourism reserves its right not to accept bids from agencies resorting to unethical practices or on whom investigation/enquiry proceedings has been initiated by Government Investigating Agencies / Vigilance Cell.

2.7 Penalty Clause:

2.7.1 The agency would have to submit Performance Guarantee for amount equivalent to 10% of the value of the contract after the contract is awarded to it. The same shall be liable to be forfeited in full or part in case of underperformance by the agency, besides other action, including blacklisting of the agency as may be deemed fit by the Ministry of Tourism, Govt. of India as per details given below:

2.7.2 In case it is noticed that agency has been unable to deliver any work enumerated in the Scope of Work or specified by the Ministry of Tourism **in part** as enumerated under each item of work, penalty @ 2% of the total cost quoted against component at Para 2 (a) of the financial bid format would be imposed.

2.7.3 In case, the agency has compromised on quality deviated from the approved design, penalty upto 10% of the total cost quoted against each component of the financial bid format at Annexure-2 would be imposed.

2.7.4 In case of any other deficiencies in execution of the project, a Committee of officers of appropriate level decided by the competent authority will decide on damages to be recovered and/or other action to be taken, after examining all aspects of the case.

2.8 **Liquidated Damages:** The EMC service provider should fully understand that delayed or substandard performance of curating and conducting the events will damage the reputation of Ministry and nature of such damages are difficult to ascertain. In the event of service provider's failure to complete the work within the specified time, as per the requirements of standards of quality, as mentioned in the tender document, the Ministry of Tourism will recover from the service provider, as Liquidated Damages, for lack of due diligence on the part of the EMC, the consequential damages thereof shall be quantified by the Authority

in a reasonable manner and recovered from the Consultant by way of deemed liquidated damages, subject to a maximum of 10% (ten percent) of the Agreement Value. Besides The Ministry may take action to debar the agency from participation in future tenders and/or blacklist the agency.

- 2.9 **Validity of Tender:** Period of validity of the Tender is **120 days** from the closing date of the proposals. If need be, necessary extension would be considered by the Ministry of Tourism.
- 2.10 **Insurance:** Insurance, including transit insurance will be arranged by the service provider.
- 2.11 **Termination by default:** Ministry of Tourism reserves the right to terminate the contract of any agency in case of change in the Government procedures or for unsatisfactory services.
- 2.12 **Risk – Purchase Clause:** If the service provider, after submission of tender and the acceptance of the same, fails to abide by the Terms and Conditions of the tender document or fails to complete the work within the specified time or at any time repudiates the contract, the Ministry of Tourism will have the right to:
- 2.12.1 Forfeit the EMD / or execute the Bid declaration penalties on the bidder.
- 2.12.2 Invoke Security Deposit / Performance Bank Guarantee, debar it from participation in further tenders, can initiate action to recover the liquidated damage and consider black listing of firm.
- 2.12.3 In case the Ministry gets the incomplete job completed through alternative sources and if price of completing the work is higher, the service provider shall pay the balance amount incurred by the Ministry for completing the work, to the Ministry.
- 2.12.4 For all purposes, the work order accepted by the bidder and issued by the Ministry of Tourism will be considered as the **formal contract**.
- 2.13 **Force Majeure:** Neither party will be liable in respect of failure to fulfil its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. If there is a

delay in performance or other failures by the service provider to perform its obligation under its contract due to event of a Force Majeure, the service provider shall not be held responsible for such delays/failures. If a Force Majeure situation arises, the service provider shall promptly notify the Ministry in writing of such conditions and the cause thereof providing sufficient and satisfactory evidence immediately on occurrence of such event. Unless otherwise directed by the Ministry in writing, the service provider shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

2.14 **Arbitration:**

In event of any dispute or difference between the Ministry and the Agency, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the Secretary, Ministry of Tourism on the recommendation of the Department of Legal Affairs, Government of India. The provision of Arbitration and Conciliation Act, 1996 (No.26 of 1996) shall be applicable to the arbitration. The Venue of such arbitration shall be at New Delhi or any other place, as may be decided by the arbitrator. The language of arbitration proceedings shall be English. The arbitrator shall make a reasoned award (the "Award"), which shall be final and binding on the Ministry and the Agency.

The cost of the arbitration shall be shared equally by both the parties to the agreement i.e. the Ministry and the Agency (ies) and the service provider. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.

Pending the submission of and /or decision on a dispute, difference or claim or until the arbitral award is published; the Ministry and the Agency shall continue to perform all of their obligations under this Agreement without prejudice to a final adjustment in accordance with such award.

2.15 **Jurisdiction:** The contract shall be governed by the Laws of India.

3. Submission of Request for Proposal (RFP)

3.1 EMCs are requested to submit their proposals in THREE SEPARATE parts as follows:

3.2 Technical Bid with overall Concept Plan as well as design/material/quantity ideas and specifications for all deliverables mentioned above.

3.3 Financial Bid in a Sealed Envelope

3.4 Bid Security/Bid Security Declaration

A Bidder is required to submit, along with its Bid, Bid Security Declaration as per Annexure – 1 (the, **Bid Security Declaration**) accepting that if they withdraw or modify their Bids during period of validity etc. they will be barred from submission of Bids in any Works/Service tender issued by Ministry of Tourism, Government of India for a period upto 5 (five) years. The Bid shall be summarily rejected if it is not accompanied by Bid Security Declaration. The Bid document shall be available free of cost through e-Procurement Portal and Ministry of Tourism Website.)

3.5 Proposals should be submitted to **Asst Director General (International Cooperation), Ministry of Tourism** [Room no. 127, Transport Bhawan, Sansad Marg New Delhi-110001 **by 1400 hours-----**. The Terms & Conditions of the Agreement of EMCs with Ministry of Tourism shall be applicable. EMCs are advised not to quote more than the approved rates wherever applicable.

4. Evaluation OF Request For Proposal (RFP)

4.1 EMCs would be invited to make a **15-minute (maximum) power-point presentation of their technical bid before a Tender Evaluation Committee (TEC)** of MoT on **.....at 1430 hours and respond to the queries of TEC based on Expression of Interest.** After evaluation of the technical bids by the TEC, the **financial bids of only selected EMC/EMCs would be opened** for evaluation and consideration of award of work. Minimum 70% marks is required in Technical Bid to be selected for opening of Financial Bid as per following marking criteria:

Evaluation points	Maximum marks
Over all concept	20
Design	20
Creativity, innovative ideas	20
Quality of proposed branding/furniture/equipment's/accessories	20

Quality of Collaterals	20
Total	100

4.2 Comparison of Financial Bid shall be done by the formula as under:

$$\mathbf{Sf = 100 \times Fm/F}$$

Where **Sf** is the financial score of the Financial Bid being evaluated; **Fm** is the Total Price (TP) of the lowest priced Financial Bid which would be allocated maximum score of 100 marks for Financial Bids; **F** is the TP of the Financial Bid under consideration subsequently.

4.3 The TEC shall select the EMC/EMCs by giving 70% weightage to the score obtained in Technical evaluation and 30% weightage to the score obtained in Financial evaluation. The EMCs shall be ranked H1, H2... on the basis of combined score obtained in Technical and Financial evaluation.

4.4 The bid of the agency will be treated as unresponsive in case of a mismatch while quoting financial cost between figure and words.

Dated 19/Dec-2022

Sd--
(Rajendra Kumar Bhati)
Asst Director General (IC)
Phone 23714114
Email – rk.bhati@nic.in

BID SECURITY DECLARATION

Bid Security Declaration Format

(To be forwarded on the letterhead of the Bidder/ Lead Member of Consortium)

Ref. Date:
Tender No.:
To

.....
.....

Sub: Bid for Project

I/We hereby declare that:

1. I/We am/are aware that I/we have been exempted from submission of Bid Security in lieu of this Bid Security Declaration.
2. I/We understand that bid must be supported by a Bid-Security Declaration.

I/We understand and accept that if I/We withdraw my/our bid within the bid validity period or if awarded the bid and on being called upon to submit the Performance Guarantee/Performance security, fail to submit the same within the stipulated time period as mentioned in the bidding document or on being called upon to sign the contract agreement, fail to sign the same within such period mentioned in the bidding document, I/We , i.e. ***** (the name of bidder) accept that I/We shall be banned from submission of Bids in any Works/Service tender issued by Indian Railways for a period upto 5 (five) years]

I/We agree that the decision of the Authority regarding invocation of the Bid Security Declaration shall be final and binding on me/us and shall not be called upon in question under any circumstances.

Name and Signature of Authorized Signatory of Bidder along with seal of Bidder

Annexure-II**Financial Bid**

Scope of Work for EMC for the 2nd Expert Working Group (EWG) and Shanghai Co-operation Organisation (SCO) Tourism Ministers Meeting from 13th March to 18th March, 2023 at Taj Ganges/Taj Nadesar Palace, Varanasi.(tbf)

Addl Note- There could be some last minute changes in requirements. EMC should consider this when submitting the Financial Bid. * Quantity of Items and Days are tentative. The payment will be in Pro-rata basis and unit cost of item used.

Sl. No.	ITEMS	QUANTITY Nos*	Days**	Element total
1.	AIRPORT BRANDING			
a.	Helpdesk at Varanasi Airport [From 13 th to 19 th March, 2023]	1	7	
b.	Assistants (Male) [From 13 th to 19 th March, 2023]	2	7	
c.	Flower bouquets for welcoming Tourism Ministers and Leaders of participating countries	20	2	
d.	3D cut-out standee at Help Desk (Height Width 5x3 ft)	1	7	
e.	Placard with event's name/logo (20x30 cms)	30	7	
f.	Digital Branding of Event at Advertisement sites	5	7	
2.	EN-ROUTE BRANDING			
a.	Pole buntings on pillars at strategic locations (4'x8')	5	7	
b.	Flex Branding on roundabouts at strategic locations and excursion sites (8'x10')	10	7	
c.	City Branding with LED Screens	10	7	
d.	Branding at advertisement sites	10	7	

3.	2 nd EXPERT WORKING GROUP MEETING, VARANASI, (13 th – 16 th March, 2023)			
a.	Sitting arrangements (Table setup) for the 2nd Expert Working Group (EWG) (Board Room style sitting)(Date of Event-14 th March)	As per requirement of the event. Seating Arrangement 1+3 format.	1	
b.	Chairs for Experts	As per requirement of the event (Minimum estimated 8-12)	1	
c.	Delegate chairs	As per requirement of the event.(Minimum Estimated (30-35)	1	
d.	Name plates /tent card with event branding	As per requirement of the event (Min8-10 nos)	1	
e.	Mic for each country(with head phone for simultaneous interpretation services)	As per requirement of the event (Min 40-45)	1	
f.	Viewing screens with frame & branding for document negotiation (65 inch LED)	As per requirement of the event(Minimum estimated 5)	1	
g.	Backdrop for meeting and house flags of all member countries including India	As per requirement of the event(* 8Member countries)	1	
h.	Welcoming photo platform with SCO Back drop outside the meeting room	1	1* To be used for	

			Ministers meets too	
i.	Side panel (8'x12')	As per requirement of the event(* shall quote for one unit)	1	
j.	Direction Signage (04' x 2.5')(In Trilingual)	As per requirement of the event(* shall quote for one unit)	1	
k.	Media raiser (8'x4'x1.5')	As per requirement of the event(* shall quote for one unit)	1	
l.	HD still photographer	2	2days 14 th , and 15 th of March	
m.	HD videographer	2	2days 14 th , and 15 th of March	
n.	Welcome Meeting delegate Kit (Bag, Pen, pencil, folder, Writing pad , a souvenir of ODOP*etc of high quality .) To be catered for Ministers meeting too. *One District One Product	As per requirement of the event. Minimum estimated 40-45nos)		
o.	Flowers for each chair for the meeting	As per requirement of the event(Minimum 8-10)	1	
p.	Sound system for 50 guest (12 speaker systems)	1	1	
q.	Amplification System	As per requirement of the event. *shall quote for one unit	1	

r.	Delay Speakers	As per requirement of the event. *shall quote for one unit	1	
s.	Audio Mixer (32 channels)	As per requirement of the event. *shall quote for one unit	1	
t.	Watch out server to split LED screen during presentation	As per requirement of the event. *shall quote for one unit	1	
u.	Video Mixer from Master Video	As per requirement of the event. *shall quote for one unit	1	
v.	Laptops for console and podium	As per requirement of the event. 12 nos*	1	
w.	Switcher/Splitter	As per requirement of the event. *shall quote for one unit	1	
x.	Scan Converter	As per requirement of the event. *shall quote for one unit	1	
y.	Audio Output Box	As per requirement of the event. *shall quote for one unit	1	
z.	Console with Masking (24'x4')	As per requirement of the event.	1	

		*shall quote for one unit		
aa.	Registration counter manned with 04 persons(at least two who should be conversant in Russian and English)	4	2 (13 th & 14 th March)	
4.	SCO MINISTERS MEETING, VARANASI (16th March - 19th March, 2023)			
a.	Sitting arrangements (Table setup) for Shanghai Cooperation Organization (SCO) Tourism Ministers Meeting (Board Room style sitting) Date of event -17 th March 2023	As per requirement of the event.(1+3 format)	1	
b.	Chairs for Ministers	As per requirement of the event(minimum expected 8 to 12)	1	
c.	Delegate chairs	As per requirement of the event(Minimum Expected 25 to 30)	1	
d	Welcoming photo platform with SCO Back drop outside the meeting room	1	1* can use use the same from EWG for Ministers meets too	
d.	Customized Country's name plates /tent card with event branding	As per requirement of the event(8 MEMBER COUNTRIES)	1	
e.	LED Panels 3mm (13' x 10')	As per requirement of the event. *shall quote for one unit	1	

f.	Side Panels (High Flex) (8' x 12')	As per requirement of the event. *shall quote for one unit	1	
g.	Media Platform (20' x 4' x 1.5')	As per requirement of the event. *shall quote for one unit	1	
h.	Carpet on platform (20' x 4')	As per requirement of the event. *shall quote for one unit	1	
i.	Media raiser	As per requirement of the event. *shall quote for one unit	1	
j.	Conference Mics on main dais (wireless)and head phones for simultaneous Interpretation	40 Nos(To be decided As per requirement of the event)	1	
k.	Sound system for 50 guest (32 speaker systems)	As per requirement of the event. *shall quote for one unit	1	
l.	Amplification System	As per requirement of the event. *shall quote for one unit	1	
m.	Delay Speakers	As per requirement of the event. *shall quote for one unit	1	
n.	Audio Mixer (32 channels)	As per requirement of the event.	1	

		*shall quote for one unit		
o.	Video Mixer from Master Video	As per requirement of the event. *shall quote for one unit	1	
p.	Laptops for console and podium	As per requirement of the event. *shall quote for one unit	1	
q.	Switcher/Splitter	As per requirement of the event. *shall quote for one unit	1	
r.	Scan Converter	As per requirement of the event. *shall quote for one unit	1	
s.	Audio Output Box	As per requirement of the event. *shall quote for one unit	1	
t.	Console Masking (24'x4')	As per requirement of the event. *shall quote for one unit	1	
u.	Foot marker for group photo	As per requirement of the event. *shall quote for one unit	1	
v.	Backdrop (high flex) on sides (8' x 12')	As per requirement of the event. *shall quote for one unit	1	

w.	HD Still Photographer	2 Nos(As per requirement of the event to be decided)	17 th and 18 th of march	
x	HD Videographer	2 Nos(As per requirement of the event to be decided)	17 th and 18 th of march	
y	Live streaming/webcasting of DD-XII proceedings	As per requirement of the event	17 th of March	
z	Floral Arrangement	As per requirement of the event	1 day	
aa	Direction Signage (04' x 2.5')(Trilingual Russian, Chinese and English)	As per requirement of the event. *shall quote for one unit t	1	
5.	5 Gala Dinner Hosted by Ministry Of Tourism ON 17th March 2023, Taj Ganges/Taj Nadesar Palace, Varanasi.(tbf)			
a.	Stage setup for cultural program (30ft x 12ft 4ft)	1	1	
b.	Sitting arrangements (Table setup) for the Tourism Ministers (Half-moon style sitting)	As per requirement of the event(8 member countries)	1	
c.	Chairs for Tourism Ministers	As per requirement of the event (Minimum 12)	1	
d.	Sitting arrangements (Table setup) for other invitees / Delegates (round table style sitting for 150 persons)(Menu to be in table in Trilingual-English, Chinese and Russian)	As per requirement of the event. *shall quote for one unit	1	

e.	Chairs for 150 persons	150.As per requirement of the event	1	
f.	Provision of Master of Ceremony (Emcee) for the Conference and Evening Cultural Program	As per requirement of the event. *shall quote for one unit	1	
g.	Row reserve stands	As per requirement of the event. *shall quote for one unit	1	
h.	Floral arrangement in front of stage (30ft x 4 ft)	As per requirement of the event. *shall quote for one unit	1	
i.	Light for stage and hall	As per requirement of the event. *shall quote for one unit	1	
j.	LED screen to highlight stage backdrop	1	1	
6.	Bilateral Meeting Room- (16th March – 18th March 2023), Taj Ganges/Taj Nadesar Palace, Varanasi.(tbf) Minimum two room/ Spaces to be made functional.			
a.	Backdrop (12'x8' flex)	2 nos (As per requirement of the event may be decided)	2 days	
b.	House Flags with stands (of all Member States, and India)	8 Member countries	2	
c.	Flowers for meeting room	As per requirement of the event. *shall quote for one room	2	

d.	Table flags with base & Pole of Countries, Sectt, and Indian Flags	8 Member countries	2	
7.	DELEGATES' LOUNGE CUM LISTENING ROOM (14th March – 18th March), Taj Ganges/Taj Nadesar Palace, Varanasi.(tbf)			
a.	Laptops with network lines	2	2(14 th and 17 th March)	
b.	B/w Laser printer (Heavy Duty)	2	2	
c.	Color Laser Printer with scanner	2	2	
d.	Heavy Duty Photocopier	2	2	
e.	Shredder	1	2	
f.	Appropriate Flower Arrangements	As per requirement of the event	2	
8.	MEDIA CENTRE / LOUNGE (14th March – 18thMarch, 2023) Taj Ganges/Taj Nadesar Palace, Varanasi.(tbf)			
a.	Laptop with network lines	2	2(14 th and 17 th March)	
b.	B/w Laser printer (Heavy Duty)	2	2	
c.	Color Laser Printer with scanner	2	2	
d.	Heavy Duty Photocopier B/w	2	2	
e.	Backdrop (12' x 8')	1	2	
f.	Appropriate Flower Arrangements	As per requirement of the event	2	
9.	MoT Control Room Setup at Taj Ganges/Taj Nadesar Palace, Varanasi.(tbf)			
a.	Laptop with network lines	5	7	
b.	Laser Printer (B/W)	2	7	
c.	Color Laser Printer with scanner	2	7	
d.	Stationery (10pen,10pencil,5eraser,5sharpner,10A4 Paper Ream)	As per requirement of the event.	7	

		*shall quote for one unit		
10.	Manpower			
a.	Ushers (Female in Business attire or Formals)- Registration Counter & Conference Hall	2	2	
b.	Ushers – Leaders’ Lounge/Listening Room/Pre-function area (in Business attire or Formals)	2	2	
c.	Light Engineer for each event(Business attire or Formals)	1 nos,(To be decided As per requirement of the event. *shall quote for one unit))		
d.	Sound Engineer for each event(Business attire or Formals)	1 nos,(To be decided As per requirement of the event. *shall quote for one unit))		
11.	Access Control			
a.	PVC Badge (6"x4") with pouch and double hook Lanyard (Tourism Minister, Delegation, Media, Govt Officials)	60	--	
b.	Good quality lapel pins for Ministers, Heads of Missions, and Delegates	60	--	
c.	Car labels/Parking Stickers	40	--	
12.	Interpreter Services In person and online interpreter services during the events, business sessions and in complimentary tours			
a.	Online interpreter agency (INTERPREFY or Similar)	1	1 * Expert working group 14 th March)	
b.	Interpreter or Translator (Russian&Chinese to English and Vice versa) In person and online interpreter services during the events, business sessions and in complimentary tours	6	7	
13.	Transport Management Company Services (TMC) Transport services to and from the airport,			

	hotels, excursion and tourist sites.(Coaches, Private Cars etc)			
a.	Coaches / Buses 50 seater, Air conditioned	3	7	
b.	Private Car (SUV type Innova Crysta or Similar)	12	7	
c.	Private Car (Sedan Type high end)	12	7	
14.	Total cost (exclusive of Taxes) in Figures			
15.	Total Cost (exclusive of taxes) in words			

Note in the Financial Bid proforma that in respect of items for which quantify is not specified, the agency will quote the cost for one unit and the same amount would be taken into account for arriving at the total cost to be quoted.

Form 8: Bank Guarantee for Performance Security

To
[The President of India]
acting through
.....
.....
.....

In consideration of acting on behalf of the [President of India/Governor of] (hereinafter referred as the “Authority”, which expression shall, unless repugnant to the on text or meaning thereof, include its successors, administrators and assigns) awarding to, having its office at (Hereinafter referred as the “EMC” which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), vide the Authority’s Agreement no. dated valued at Rs. (Rupees), (hereinafter referred to as the “Agreement”) the assignment for consultancy services in respect of the Project, and the Consultant having agreed to furnish a Bank Guarantee amounting to Rs. (Rupees) to the Authority for performance of the said Agreement.

We, (Hereinafter referred to as the “Bank”) at the request of the Consultant do hereby undertake to pay to the Authority an amount not exceeding Rs. (Rupees) against any loss or damage caused to or suffered or would be caused to or suffered by the Authority by reason of any breach by the said Consultant of any of the terms or conditions contained in the said Agreement.

2. We, (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the Authority stating that the amount/claimed is due by way of loss or damage caused to or would be caused to or suffered by the Authority by reason of breach by the said Consultant of any of the terms or conditions contained in the said Agreement or by reason of the Consultant’s 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 Rs. (Rupees).

3. We, (Indicate the name of the Bank) do hereby undertake to pay to the authority any money so demanded notwithstanding any dispute or disputes raised by the Consultant in any suit or proceeding pending before any court or tribunal relating thereto, our

liability under this present 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 Consultant shall have no claim against us for making such payment.

4. We, (indicate the name of Bank) further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be required for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Authority under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the Authority certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Consultant and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before a period of one year from the date of this Guarantee, we shall be discharged from all liability under this Guarantee thereafter.

5. We, (indicate the name of Bank) further agree with the Authority that the Authority 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 Agreement or to extend time of performance by the said Consultant from time to time or to postpone for any time or from time to time any of the powers exercisable by the Authority against the said Consultant and to forbear or enforce any of the terms and conditions relating to 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 Consultant or for any forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Consultant or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of so relieving us.

6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Consultant(s).

7. We, (indicate the name of Bank) lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Authority in writing.

8. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. crore (Rupees crore) only. The Bank shall be liable to pay the said amount or any part thereof only if the Authority serves a written claim on the Bank in accordance with Paragraph 2 hereof, on or before [... (indicate the date falling 365 days after the date of this Guarantee)].

For
Name of Bank:
Seal of the Bank:

Dated, theday of, 20.....

(Signature, name and designation of the authorised signatory)

NOTES:

- i. The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee.
- ii. The address, telephone no. and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.