

# **Request for Proposal**

**For**

**Selection of Event Management Agency  
for organization/ implementation/  
execution of 50 Glorious Years of Full  
Statehood of Himachal Pradesh 2021**

**General Administration Department  
Government of Himachal Pradesh  
Shimla 171002**

## NOTICE

### INVITING TENDER FOR

#### **Request for Proposal for Selection of Event Management Agency for organization/ implementation/ execution of 50 Glorious Years of full statehood of Himachal Pradesh 2021**

General Administration Department, Government of Himachal Pradesh invites technical and financial proposals from Event Management Agencies by for supporting the State of Himachal Pradesh in execution of 50 Glorious Years of full statehood of Himachal Pradesh 2021.

This RFP document has been prepared to provide details about scope of work, expectations from the agency, bidding procedure and can be downloaded from the website **[www.himachal.hp.nic.gad](http://www.himachal.hp.nic.gad)** Response to this tender shall be deemed to have been done after careful study and examination of this document with full understanding of its implications. This section provides general information about the Issuer, important dates and addresses and the overall eligibility criteria for the parties.

The tender document cost of Rs.5,000/- is to be submitted vide crossed Demand Draft on any Nationalized Bank/Scheduled Bank in favor of Secretary (GAD) Govt. of Himachal Pradesh payable at Shimla.

#### **Issued by:**

Secretary (GAD) to the  
Government of Himachal Pradesh  
Webiste: <http://www.himachal.hp.nic.gad>  
Email: [gadbri-hp@nic.in](mailto:gadbri-hp@nic.in)  
Phone Office-0177-2626819, 2880423

## **Disclaimer**

The information contained in this Request for Proposal (hereinafter referred to as "RFP") document provided to the Bidder(s) by General Administration Department, Government of Himachal Pradesh herein after referred to as Department, or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist in the formulation of Proposals. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the Department, their employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources.

Department, their employees and advisors make no representation or warranty and shall incur no liability under, statute, rules or regulations as to the accuracy, reliability.

The Department may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

## **EVENT MANAGEMET AGENCY FOR 50 GLORIOUS YEARS OF STATEHOOD OF HIMACHAL PRADESH 2021**

### **1. INTRODUCTION**

Himachal Pradesh is a small hilly State situated in the northern part of the country. Himachal Pradesh was formed on 15<sup>th</sup> April, 1948. On 25<sup>th</sup> January, 1971, Himachal Pradesh was made a full-fledged State. The State is bordered by Jammu & Kashmir on North, Punjab on West and South-West, Haryana on South, Uttarakhand on South-East and China on the East. Located in the western Himalayas, Himachal Pradesh is known for its scenic beauty. Being a hilly state, Himachal Pradesh has a varied climate that changes with altitude. The climate ranges from warm and sub-humid tropical at low altitudes to cold and icy at high altitudes. There are three main seasons: winter from October to February, summer from March to June and rainy from July to September.

It is one of the fastest growing States of the country. With congenial industrial climate, progressive and promotional steps taken by the State Government, Himachal Pradesh has attracted huge investments in various industrial sectors. Besides this, Tourism, Agriculture/ Horticulture also play a significant role in the state's economy. State is also known as the fruit bowl of the country.

With five perennial rivers flowing through the state, Himachal Pradesh has the potential to contribute 26% to India's hydropower potential. The State has an estimated hydropower potential of over 27,000 MW

The State Government has also developed appropriate infrastructure for inclusive development which includes a provision of public utility services, roads, communication network, airports, transport facilities, water supply and civic amenities, among others.

The State has identified focus areas; Agri-Business, Food Processing & Post Harvest Technology, Manufacturing & Pharmaceuticals, Tourism, Hospitality & Civil Aviation, Hydro & Renewable Energy, AYUSH Wellness & Healthcare, Real Estate & Urban Development, IT/ITES & Electronics, Education & Skill Development and Transportation, Infrastructure & Logistics Sectors for expediting industrial development in the state.

As the state of Himachal completes Golden Jubilee of its full Statehood in 2021; The State Government has planned to celebrate 50 Years of full Statehood of Himachal Pradesh all over the state with each & every individual, flora-fauna participating with joy in it. The selected Event Partner needs to manage the full event as per mentioned scope of work to the best of standard.

## 2. OBJECTIVE

Government of Himachal Pradesh in its endeavor to promote & acknowledge the glorious Golden Jubilee celebrations of 50<sup>th</sup> full statehood of Himachal Pradesh and growth in various fields; structures & economy of the State and celebrate it in a grand manner where each department would be showcasing their journey in these last 50 years. In this backdrop, the state has planned to participate in and organize events, conferences, Exhibitions etc. The objective of this RFP is to call/request for proposals to engage a reputed Event Management Agency for the scope of work mentioned in this RFP for the 50 Glorious Year's of Statehood of Himachal Pradesh. The RFP document provides the Scope of Work, Terms and Conditions including evaluation criteria, suggested response formats etc.

The agency shall support the Government of Himachal Pradesh in organizing 50 Glorious Years of Full Statehood of Himachal Pradesh 2021.

The Event partner services shall be valid from the issuance of LoI to one month post event. Timelines and important information is mentioned as under:

S.N.	Information	Details
1	Sale & RFP Document Purchase Price	Rs. 5,000/- (Rupees Five Thousand Only) in the form of Demand Draft from a Nationalized bank/scheduled bank in favour of <b>Secretary (GAD) to the Government of Himachal Pradesh</b> payable at Shimla.
2	Date and address of pre bid queries	General Administration Department, Section-A, HP Secretariat Shimla-2 Phone Office-0177-2626819, 2880423 email:- <b>gadbr1-hp@nic.in</b>
3	Last date for submission of <b>online</b> queries for clarifications	<b>20<sup>th</sup> March, 2021 till 3:00 PM</b>
4	Uploading of response to clarifications	<b>24<sup>th</sup> March, 2021</b> The pre bid clarification will be hosted on the following website: <b>http://www.himachal.nic.in.gad</b> (General Administration Department)

5	Last date for submission of bids and Address	<b>31<sup>st</sup> March, 2021 till 11:00 AM</b> General Administration Department, Section-A, HP Secretariat Shimla-2 Phone Office- 0177-2626819, 2880423 email:- <b>gadbr1-hp@nic.in</b>  Note:- Any request for extension in submission of bids beyond the last date will not be entertained.
6	Earnest Money Deposit (EMD)	Rs. 1,00,000/- (Rupees One Lakh Only) in the form of Bank Guarantee from a Nationalized bank/schedule bank in favour of <b>Secretary (GAD) to the Government of Himachal Pradesh</b> valid for 120 days from the date of submission of the bid.  Webiste: <a href="http://www.himachal.hp.nic.gad">http://www.himachal.hp.nic.gad</a> Email: <b>gadbr1-hp@nic.in</b> Phone Office-0177-2626819, 2880423  • MSME Exempted
7	Bid Validity period	Till <b>31<sup>st</sup> march 2022</b>
8	A. Opening of Technical Bids  B. Venue of Technical presentation and financial presentation	<b>1<sup>st</sup> April, 2021</b> Directorate of Urban Development Palika Bhavan, Talland, Shimla, Himachal Pradesh- 171002  As above
9	Place, Time and date of opening of financial proposals received in response to the RFP notice	<b>1<sup>st</sup> April, 2021</b>  Venue:- Directorate of Urban Development Palika Bhavan, Talland, Shimla, Himachal Pradesh- 171002
10	For any further clarification, contact person	General Administration Department, Section-A, HP Secretariat Shimla-2 Phone Office- 0177-2626819, 2880423 email:- <b>gadbr1-hp@nic.in</b>

Request for Proposal (RFP) can be downloaded from the official website of Department [www.http://www.hp.nic.in.gad](http://www.hp.nic.in.gad)

### 3. ELIGIBILITY CRITERIA

The bidder must possess the requisite experience, strength and capability in providing the services necessary to meet the requirements as described in the tender documents. The bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the services of 'Event Management' for 50 Glorious Years of Full Statehood of Himachal Pradesh 2021 to Government of Himachal Pradesh and support services sought by General Administration Department, Government of Himachal Pradesh, for the entire period of the contract. The invitation to this RFP is open to all bidders who qualify the eligibility criteria as given below:

<b>Sr. No.</b>	<b>Criteria</b>	<b>Documentary Evidence</b>
<b>1</b>	Firm should be a registered entity with minimum 5 years of existence as on project due date.	Certificates of Registration / Incorporation.
<b>2</b>	The firm should have a minimum average turnover of INR 50 crores in each of the last 3 financial years. (FY2017-18, 2018-19& 2019-20)	Certificate from statutory auditor/ audited financial statements for the three previous Financial years .
<b>3</b>	<p>Firm should have organized at least 8 events in the last 5 (five) Financial Years (viz; FY-15-16, FY 2016-17, FY 2017-18, FY 18-19 , FY 19-20) out of which 5 (five) must be in last 3(three) financial years (viz. FY 2018-19, FY 19-20), as on 31st January 2021 of national/ international repute. For the purpose of this section of Tender Document, Event would be deemed to include: Seminars/Conferences/Exhibitions/Cultural Programmes/ Forums/Conclaves/ or any combination of the same related to fields of Infrastructure Sector/ Health/Financing /Investments/Culture or any other similar field for a State Government/Central Government/National apex chamber/PSU's or any Government of India event outside India.</p> <p>The minimum fees for each engagement should be 1 Crore.</p>	Letter of Award/ Agreement / Work Order duly certified by the authorized signatory of the bidding company along with event brochure, circular, any other promotional material to be enclosed in support of projects.

<b>4</b>	Firm should have at least 50 employees on the organization's payroll as on 31 <sup>st</sup> January 2021.	Undertaking to be issued by HR Head of respective organization/
<b>5</b>	Firm must not be disqualified/ blacklisted/ terminated/ debarred by any State/Central Government or their agencies	Self-certification by the authorised signatory. Non-disclosure of the same will lead to the elimination from the short-listing process.

#### **4. INSTRUCTIONS TO APPLICANTS /BIDDERS**

##### **4.1 (a) Pre bid queries**

- i. The prospective bidders may submit any queries through e-mail for clarification by the date mentioned in the schedule. The clarifications may be solved and posted on the website as per schedule.

##### **4.1 (b) Bid Submission**

- i. Submission of Proposal should be addressed to **Secretary (GAD)**, Government of Himachal Pradesh Shimla-2.
- ii. All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters: REQUEST FOR PROPOSAL FOR SELECTION OF EVENT MANAGEMENT AGENCY FOR ORGANIZATION/ IMPLEMENTATION/ EXECUTION OF 50 GLORIOUS YEARS OF FULL STATEHOOD OF HIMACHAL PRADESH 2021

##### **4.2 General Instructions**

- i. The selection shall be on the Quality cum Cost Basis Selection (QCBS) based on the final weighted score.
- ii. The Agency shall propose team consisting of staff/ experts to take care of all aspects of the assignment.
- iii. All contents of the Proposal should be clearly numbered, indexed and arranged in a sequence and shall be bound firmly.
- iv. The Proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the official of Agency themselves. The person who signs the proposal must put initial against such corrections.
- v. The proposals shall be signed and submitted by the Authorized Signatory of the Agency. In the Technical Proposal there shall be a letter of authorization/written Power of Attorney



- vi. Validity of the proposal shall be 120 days from the last date of submission of the proposal.
- vii. Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant.

**4.3 PERFORMANCE BANK GUARANTEE/FDR**

Bank Guarantee/FDR of 5% of the contract value towards Performance Security shall be submitted to the department within 7 days from the date of Letter of Award (LoA) in favor of Secretary (GAD), Government of Himachal Pradesh Shimla-2, payable at Shimla. The validity of Performance Guarantee shall be 3 months. Upon expiry of the agreed engagement period the bank guarantee will be handed over within 30 days. The bid shall be valid till the **31<sup>st</sup> March, 2022.**

**4.4 SUBMISSION OF PROPOSAL WITH COVERING LETTER.**

- i. The shortlisted bidder shall submit the proposal along with the covering letter (format attached Form 1).
- ii. The proposal shall include Technical Proposal and Financial Proposal.
- iii. Technical proposal shall not contain any financial details. Technical and Financial proposals should be sealed in different envelopes. Each envelope shall be marked as follows:

<b>Technical proposal</b>	<b>Financial proposal</b>
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- iv. The proposals (Technical and Financial) will be sealed in two separate envelopes clearly mentioning “Technical” and “Financial” here after shall be given together in a single envelope which will bear the address of Secretary (GAD) to the GoHP and the name and address of the Applicant.
- v. EMD & Tender Fee instruments shall be placed in Technical Envelope only.
- vi. If the envelope is not sealed and marked as instructed above, GAD assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and consequent losses, if any, suffered by the Applicant.

## **5. TEAM MEMBERS FOR THE PROJECT**

The selected bidder will have to deploy experienced Personnel with GAD (on-site) to coordinate internally within the selected bidder and with the selected bidder and with the GAD & various agencies involved with the Department to carry out the services as given in Scope of Work.

Two Event Experts/Coordinators (to be stationed at Department during the overall duration of the project) – To be responsible for overall management and coordination (both internally, within the organization and externally, with various vendors, committees and departments of (Government of Himachal Pradesh) for all events related activities.

The Selected Bidder shall not change these personnel without prior permission of Department. Without written permission of Department any such action shall be deemed as breach of contract.

Department will not normally consider any request of the Selected Agency for substitution of these Personnel. Substitution, will, however be permitted if the Personnel are not available for reasons of any incapacity or due to health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Department. The Department expects all the Key Personnel to be available during Implementation of the Agreement.

## **6. SCOPE OF WORK 50 GLORIOUS YEARS OF STATEHOOD OF HIMACHAL PRADESH 2021**

### **Conceptualization and Planning for Bidder :-**

- i. Conceptualize the Event plan based on the venue and requirements of the concerned Department.
- ii. Developing master planning of the venue.
- iii. Create the Event Execution Plan for executing the Event indicating the timelines with the respective milestones along with detailed specifications of works to be carried out.
- iv. To provide all necessary Conceptualization and planning and execution for one or more events in one or more districts.
- v. Maintain a universal theme for all aspects of the Event execution in coordination with vision for the event.
- vi. The bidder will be provided the entire event area for 7 (Seven) days prior to the

- event for venue set up and 03 (Three) days after the event for dismantling and cleaning of the setup.
- vii. Providing all related infrastructure and services for Press Conferences during the event.
  - viii. Arrange artists for the cultural programs planned in the event.
  - ix. Conceptualizing and execution of theme based 1 (one) cultural function in the evening hour of the specified event followed by dinner.
  - x. Conceptualization and execution of the events of all concerned departments and as per suggestions and decisions made by the committee.
  - xi. Outdoor branding, digital wall branding & venue branding as per requirements.
  - xii. Scheduling of cultural functions& other events.
  - xiii. Providing of best available/latest AV equipment for conferences, inaugural and cultural functions.
  - xiv. Invitation cards , gifts to the VVIP's & passes for invitees & media.
  - xv. Arrange transportation, handling, loading, unloading of all the materials.
  - xvi. On the wheels activity all over the State.
  - xvii. Arrangement for necessary furniture for the entire event.
  - xviii. Arrange the music/visual material and all accessory equipment for use during the programme with additional paraphernalia required (if any).
  - xix. To make its own security arrangement for the materials.
  - xx. The agency shall be required to inform about all statutory clearances as required for the successful organization of the Event.
  - xxi. Travel and stay of artists
  - xxii. Providing and maintaining Green rooms
  - xxiii. Preparation of theme based stage for particular events as decided.
  - xxiv. Interiors, Ambience& additional Furniture works inside temporary structures/ permanent areas.
  - xxv. Providing HVAC system/ chilling plant / Air Conditioner units of sufficient tonnage to air condition the whole area of hanger/event/exhibition. Optimal temperature should be maintained.
  - xxvi. Event to be run on DG sets which is to be arranged by the bidder. Fuel arrangement (Average Consumption 175-200 liters per hour per DG set on 80 % load), Operation & Maintenance of DG sets & associate accessories during the tenure of contract, will be the responsibility of Event Management firm.

- xxvii. DG sets to be used for installation purpose must be with Acoustic enclosure i.e. silent generators
- xxviii. Passes for exhibitors/delegates/ participants/ media/ government officials/VIPs for smooth running of the program,
- xxix. CCTV Cameras set up all over the venue the cameras shall have night vision with control rooms
- xxx. Exhibition area is the sole responsibility of the selected bidder with execution of all Fabricated stalls of the concerned department in consultation and as decided by the department as per the rates quoted below.
- xxxi. Exhibition area scope of work – Rates per unit to be provided

A	Customised fabricated stalls as per designing specification - Details mentioned below	1	Per Unit	
1	Designing fee	1	Job	
2	Wooden platforming with carpet/Pergo/Prelaminate sheet and SS channel and skirting	1	Per Sq Ft	
3	Branding walls with paint finish	1	Per Sq Ft	
4	Branding walls with paint finish on top	1	Per Sq Ft	
5	Branding walls with digital vinyl on top	1	Per Sq Ft	
6	Single seater sofa	1	Per Unit	
7	Double seater sofa	1	Per Unit	
8	Arm lighting	1	Per Unit	
9	Conceal lighting	1	Per Unit	
10	Glass top table	1	Per Unit	
11	Chairs	1	Per Unit	
12	Bar stool for registration	1	Per Unit	
13	Base table for model display	1	Per Sq Ft	
14	Palmet for the entire stall - As per design	1	Per Sq Ft	
15	Brochure stand for stall	1	Per Unit	
16	LED Plasma	1	Per Unit	
17	LED Plasma		Per Unit	
18	Planters	1	Per Unit	
19	Touch screen plasma	1	Per Unit	
20	Décor lighting	1	Per Unit	
21	Customised table with paint finish - As er design	1	Per Sq Ft	
22	Inlit letter cuts	1	Per Unit	
23	Material transportation	1	Job	
<b>Note</b>	<b>Each stall to have 15 amp power socket, 3 spotlights, 1 Table, 3 chairs, Facia, dustbin, New carpeting, display racks and vinyl pasting on foam board (content to be provided by the Department)</b>	1	Job	

(Signature, name and designation of the authorized signatory) (Company Seal)

## 7. TECHNICAL EVALUATION CRITERIA

The total maximum points for evaluation of Technical Proposal are 100 marks. This score shall be based on an assessment of the Technical Proposal of the Bidder. The Technical Proposal for each Proposal submitted by the Bidder would be accessed through rating of various parameters set out in the table below:

<b>Sr.No.</b>	<b>Evaluation Criteria</b>	<b>Max Points</b>	<b>Supporting Documents</b>
1	<p>Number of domestic/international events of repute organized by the Firm in the last 5 financial years as on 31<sup>st</sup>January 2021. For the purpose of this section of Tender Document, Event (Eligible Assignment) would be deemed to include:</p> <p>Each Eligible Assignment should be as below-</p> <p>Seminars/Conferences/Exhibitions, Forums/Conclaves/ or any combination of the same related to fields of Infrastructure Sector/Health/Financing/Investments/ or any other similar field for a State Government/CentralGovernment/National apex chamber/PSu's or any Government of India event outside india.</p> <p>Four minimum projects with fee of Rs 1 crore – 5 crore (1 marks per project) (Maximum 10 marks) Oneminimum project with fee of Rs 5 crore&amp; above(5 marks per project) (maximum 10 marks) One project with fee of Rs 15crore or above (5 marks per project) (Maximum 10 marks)</p> <p>All fee mentioned above should be exclusive of taxes.</p>	<b>30</b>	Letter of Award/ Agreement/ Work Order duly certified by the authorized signatory of the bidding company.

2	Experience of organizing at least 1 event for a State Government/Central Government/ National apex chamber /PSU's or any Government of India event outside India. 1 event- 5 marks More than 1 Event- 10 marks	<b>10</b>	Letter of Award/ Agreement/ Work Order duly certified by the authorized signatory of the bidding company.
3	Experience of Organizing government events in India with participation of – 10 states- 2.5 marks 20 states- 5 marks All states- 10 marks	<b>10</b>	Letter of Award/ Agreement/ Work Order duly certified by the authorized signatory of the bidding company.
4.	Experience of organizing an event in India with at least 5,000 attendees. (+5 if more than 10000 attendees)	<b>10</b>	Letter of Award/ Agreement/ Work Order duly certified by the authorized with proof of attendees mentioned in the report submitted to the concerned department of Government of India.
5.	Total number of employees as on company payroll as on 21 <sup>st</sup> Jan 2021  50 – 100 : 5 marks Above 100 : 10 marks	<b>10</b>	An undertaking from the HR Head of the Organization's has to be submitted in the format provided in the RFP/Proof of no. of employees from the statutory records like EPF etc.
6.	Average Annual turnover of the Bidder during last three financial- 20 crore- 50 crore : 5 marks 50 crore- 100 crore : 7.5 marks 100 crore&above : 15 marks	<b>15</b>	Certificate from statutory auditor /audited financial statements for the three previous financial years.

7	<b>Technical Presentation</b>	<b>15</b> <b>(7.5+7.5)</b>	
A)	<p><b>Conceptual Plan for the event:</b> (Max. 7.5Marks)</p> <p>Overall lay-out of the Event – particularly optimal utilization of space (without compromising with norms of quality &amp; Safety).</p> <p>Concept design in 3D renderings (for whole and various parts) for Event including stage, detailed seating arrangement, passages, ceiling, lounges, LED set-up, dais set-up, entry/exit, flex / digital prints.</p> <p>Concept design in 3D for Food Court. Concept design in 3D for VVIP lounge, Media Lounge, B2G Meeting Rooms of existing infrastructure. Concept design for Entry Arch and Façade. Fire and emergency exit plan Power backup &amp; environment compliance plan</p>	7.5	

<b>B)</b>	<p><b><i>Infrastructure Plan/Layout for the event</i></b>(Max. 7.5Marks)</p> <p>Technical specifications &amp; pictures of items (viz. chairs / sofas, carpet, floral décor, entry arch, finish of MDF wall, Sound System (mention make) etc. and type of materials to be used (please supply samples /photos)</p> <p>Overall Branding by Flex / Digital Prints (Interior and exterior) or any other material.</p> <p>Menu for Tea, Lunches and Dinner <i>For VVIPs &amp;VIPs ;For Delegates, Media, Exhibitors, Service Provider, etc.</i></p> <p><i>For other staff such as drivers, security personnel, etc.</i> Beautification of periphery area outside permanent structures including hanger structures as well as walkways (Graveling).</p> <p>Any other innovation, quality improvement and aesthetic up-gradation brought out in the bid and presentation.</p> <p>Exigency planning and strategy to ensure quantity of all infrastructure/ other requirements expected from the Agency are met for the event, given the size and vision of the Department.</p>	7.5	
	<b>Total</b>	100	

- **Methodology of Evaluation- Quality cum Cost Based Selection**
  - i. The combined final score shall be considered for award of the assignment. The assignment shall be awarded to the Agency scoring the highest final weighted score.
  - ii. The weightage for the technical proposal and financial proposal in the combined final score will be 60% and 40% respectively.
  - iii. The marking scheme for technical proposal will be as per details given in this RFP. Technical score (St) shall be out of 100.
  - iv. The Financial Proposal shall be evaluated using the following methodology:



- a) The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be determined using the following formula:  $Sf = 100 \times Fm/F$ ;
  - b) In which Sf is the financial score, Fm is the lowest Financial Proposal, and F is the Financial Proposal (in INR) under consideration.
- v. Proposals will finally be ranked in accordance with their combined technical (St) and financial (Sf) scores:
- $$S = St \times Tw + Sf \times Fw;$$

Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that will be 60% and 40% respectively.

- **Selection**

The Applicant scoring the highest Total Score shall be declared as the “Selected Agency”.

- **Financial Proposal**

Applicants shall submit the financial proposal in the format at Appendix-II (the “Financial Proposal”) clearly indicating the cost in both figures and words, in Indian Rupees, and signed by the Applicant’s Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.

While submitting the Financial Proposal, the Applicant shall ensure the following:

- i. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
- ii. The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes, **excluding GST**, shall be deemed to be included in the costs shown under different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.

- **Payment Schedule**

The payment as specified in financial format Annexure -III as submitted by selected agency shall be made on a Monthly basis.

<b>Sl. No.</b>	<b>Description</b>	<b>Payment as % of total contract value</b>
1	On approval of Event execution plan along with Budget estimate based on Scope of Work against bank guarantee of the advance amount	30%
2	One month before the Event Date or on the day of transfer of Venue for preparation	30%
3	10 day before the Event Date or on the day of transfer of Venue for preparation	20%
4	Within 1 month of completion of Event Without any encumbrances (Clearance from Venue Authority, all sub-contractors or any Authority related to Venue preparation)	20 %

The payment as per the above schedule shall be made to the selected bidder on completion of satisfactory performance (to be decided by Department) of all activities/roles/duties as per mutually agreed milestones up to the stage of respective payment schedule.

### **13. Terms and Conditions: Applicable Post Award of Contract**

#### **13.1 Termination Clause**

Department may, without prejudice to any other remedy for breach of contract, by a written notice of default of at least 15 days sent to the selected Bidder, terminate the Contract in whole or in part (provided a cure period of not less than 15 days is given to the selected Bidder to rectify the breach):

- i. If the selected Bidder fails to deliver any or all quantities of the Service within the time period specified in the Contract, or any extension thereof granted by Department; or if the bidder fails to deliver on the satisfactory quality ; the department has the right to give the remaining work if any to other vendor of same profile.
- ii. If the selected Bidder fails to perform any other obligation under the Contract within the specified period of delivery of service or any extension granted thereof; or

- iii. If the selected Bidder, in the judgment of the Department, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract.
- iv. If the selected Bidder commits breach of any condition of the Contract.
- v. If Department terminates the Contract in whole or in part, amount of Performance Guarantee shall be forfeited.

### **13.2 TERMINATION FOR INSOLVENCY**

Department may at any time terminate the Contract by giving a written notice of at least 30 days to the selected Bidder, if the selected Bidder becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the selected Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to Department.

### **13.3 TERMINATION FOR CONVENIENCE**

- i. Department, by a written notice of at least 30 days sent to the selected Bidder, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for Department's convenience, the extent to which performance of the selected Bidder under the Contract is terminated, and the date upon which such termination becomes effective.
- ii. In such case, Department will pay for all the pending invoices as well as the work done till that date by the Consultant, depending on merits of the case the selected Bidder may be appropriately compensated on mutually agreed terms for the loss incurred by the Contract if any due to such termination. d. Limitation of Liability- In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including lost profits). The selected Bidder shall not be liable to the other party hereunder or in relation hereto (whether in contract, tort, strict liability or otherwise) for more than the value of the fees to be paid (including any amounts invoiced but not yet paid) under this Agreement.

#### **13.4 TERMINATION BY DEPARTMENT**

- a. The Department may, by not less than 30 days written notice of termination to the Technical Bidder, such notice to be given after the occurrence of any of the events, terminate this Agreement if:
  - i. The selected Bidder fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, within thirty (30) days of receipt of such notice of suspension or within such further period as the Department may have subsequently granted in writing;
  - ii. The selected Bidder becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
  - iii. The selected Bidder fails to comply with any final decision reached as a result of the Dispute Resolution mechanism/proceedings.
  - iv. The selected Bidder submits to the Department a statement which has a material effect on the rights, obligations or interests of the Department and which the selected Bidder knows to be false;
- b. Any document, information, data or statement submitted by the bidder in its Proposals, based on which the selected Bidder was considered eligible or successful, is found to be false, incorrect or misleading; or As the result of Force Majeure, the selected Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- c. If the Department would like to terminate the Contract for reasons not attributable to the selected Bidder's performance, they will need to clear all invoices for the Services up to the date of their notice along with 1 month fee pro-rata fee out of the total fee.
- d. If the Department would like to terminate the Contract for reasons attributable related to the selected Bidder's performance, the government will give a rectification notice for 3 months to the Agency in writing with specific observations and instructions.

### **13.5 TERMINATION BY THE SELECTED BIDDER**

The selected Bidder may, by not less than 30 days written notice to the Department, such notice to be given after the occurrence of any of the events, terminate this Agreement if:

- i. Department is in material breach of its obligations pursuant to this Agreement and has not remedied the same within forty-five (45) days (or such longer period as the Technical Consultant may have subsequently agreed in writing) following the receipt by the Department of the selected Bidder's notice specifying such breach.
- ii. If there are more than 2 unpaid invoices and Department fails to remedy the same within 45 days of the submission of the last unpaid invoice.
- iii. As the result of Force Majeure, the selected Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- iv. The Department fails to comply with any final decision reached as a result of the Dispute Resolution mechanism/proceedings.

Upon termination of this Agreement all pending payments due till the date of the termination of the Contract will be made by Department to the selected Bidder within 30 days of the Contract termination.

### **14. CONSEQUENCES OF TERMINATION**

- i. In the event of termination of the Contract due to any cause whatsoever, [whether consequent to the stipulated term of the Contract or otherwise], Department shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity of the Service(s) which the Vendor shall be obliged to comply with and take all available steps to minimize loss resulting from that termination/ breach, and further allow the next successor Vendor to take over the obligations of the erstwhile 20 Vendor in relation to the execution/ continued execution of the scope of the Contract.
- ii. Nothing herein shall restrict the right of Department to invoke the Department Guarantee and other guarantees, securities furnished, enforce the Deed of Indemnity and pursue such other rights and/ or remedies that may be available with the Department under law or otherwise.

- iii. The termination hereof shall not affect any accrued right or liability of either Party nor affect the operation of the provisions of the Contract that are expressly or by implication intended to come into or continue in force on or after such termination.

**15. LIQUIDATED DAMAGES**

- i. Notwithstanding Department's right to cancel the order, Liquidated Damages (LD) for late delivery at 1% (One percent) of the undelivered portion of order value per week will be charged for every week's delay in the specified delivery schedule subject to a maximum of 10% of the value of the contract. No Damage will be charged in case of force majeure beyond control of the Bidder.
- ii. Please note that the above LD for delay in delivery and delay in commissioning are independent of each other and shall be levied as the case maybe.
- iii. Department reserve its right to recover these amounts by any mode such as adjusting from any payments to be made by Department to the Bidder. Liquidated damages will be calculated on per week basis.
- iv. The cumulative and aggregate limit of LD for delay in delivery and LD for delay in commissioning would be limited to maximum of 10% of the total Professional Fee. The aggregate liability of the Agency shall in no event exceed the total value of the fee received under this Contract.

**16. DISPUTE RESOLUTIONMECHANISM**

The Bidder and the Department shall endeavor their best to amicably settle all disputes arising out of or in connection with the Contract in the following manner:

- i. The Party raising a dispute shall address to the other Party a notice requesting an amicable settlement of the dispute within seven (7) days of receipt of the notice.
- ii. Matter will be referred for negotiation between Officers nominated by the Department and the Authorized Official of the Bidder. The matter shall then be resolved between them and the agreed course of action documented with in a further period of 15days.
- iii. In case any dispute between the Parties, does not settle by negotiation in the

manner as mentioned above, the same may be resolved exclusively by arbitration and such dispute may be submitted by either party for arbitration within 20 days of the failure of negotiations. A mutually agreed arbitrator shall be appointed at Shimla and proceedings shall be conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof.

**17. FORCE MAJEURE**

- i. Force Majeure is herein defined as any cause, which is beyond the control of the selected Bidder or Department as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the Contract, such as:  
Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics.
- ii. Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos.
- iii. Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes. The Bidder or Department shall not be liable for delay in performing his/ her obligations resulting from any force majeure cause as referred to and/ or defined above. Any delay beyond 30 days shall lead to termination of Contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the Contract.
- iv. Force Majeure shall not include any events caused due to acts/ omissions of such Party or result from a breach/ contravention of any of the terms of the Contract, Proposal and/ or the Tender. It shall also not include any default on the part of a party due to its negligence or failure to implement the stipulated/ proposed precautions, as were required to be taken under the Contract. The failure or occurrence of a delay in performance of any of the obligations of either party shall constitute a Force Majeure event only where such failure or delay could not have reasonably been foreseen, or where despite the presence of adequate and stipulated safeguards the failure to perform obligations has occurred. In such an event, the affected party shall inform the other party in writing within five days of

the occurrence of such event. The Department will make the payments due for Services rendered till the occurrence of Force Majeure. However, any failure or lapse on the part of the Selected Bidder in performing any obligation as is necessary and proper, to negate the damage due to projected force majeure events or to mitigate the damage that may be caused due to the above mentioned events or the failure to provide adequate disaster management/ recovery or any failure in setting up a contingency mechanism would not constitute force majeure, as set out above.

- v. In case of a Force Majeure, all Parties will endeavor to agree on an alternate mode of performance in order to ensure the continuity of Service and implementation of the obligations of a party under the Contract and to minimize any adverse consequences of Force Majeure.

**18. FAILURE TO AGREE WITH TERMS AND CONDITIONS OF THE RFP**

Failure of the successful Bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award and in that case the earnest money deposited by the bidder shall be forfeited by the Department.



## **19. TECHNICAL PROPOSAL**

### **Form-1 Letter of Proposal (On Bidder's letter head)**

Dated:

The General Administration Department  
Himachal Pradesh Secretariat  
Shimla -171002

Sub: Appointment of Event Management Agency for 50 Glorious years of Full Statehood of Himachal Pradesh 2021.

Dear Sir/ Madam,

With reference to your RFP document dated....., we, having examined the Bidding Documents and understood their contents, hereby submit our Proposal for the aforesaid Assignment. This proposal is unconditional.  
All information provided in the Proposal and in the Appendices is true and correct.

We acknowledge the right of the DEPARTMENT to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

We certify that, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part nor blacklisted nor debarred by any state/ central Government or their agencies including Central/State Level Public Enterprises.

We do not have any conflict of interest in accordance the RFP document;

We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the DEPARTMENT or any other public sector enterprise or any Government, Central or State ;and

We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Proposal that you may receive nor to invite the Bidders to Bid for the Assignment, without incurring any liability to the Bidders, in accordance with the RFP document.

We declare that we are not a Member of any other firm submitting a Proposal for the Assignment.

We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Assignment or which relates to a grave offence that outrages the moral sense of the community.

We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.

We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/Managers/ employees.

We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the DEPARTMENT of the same immediately.

We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the DEPARTMENT in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above mentioned Assignment and the terms and implementation thereof.

In the event of our being declared as the successful Bidder, We agree to enter into an Agreement in accordance with the draft that has been provided to us prior to the Proposal Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.

We have studied all the Bidding Document carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the DEPARTMENT or in

respect of any matter arising out of or concerning or relating to the Bidding Process including the award of Concession.

The Fee has been quoted by us after taking into consideration all the terms and conditions stated in the RFP, draft Agreement.

We offer an EMD of Rs. 1,00,000/- (Rupees one Lac only) to the DEPARTMENT in accordance with the RFP Document.

We agree and understand that the Proposal is subject to the provisions of the Bidding Document. In no case, we shall have any claim or right of whatsoever nature if the assignment is not awarded to us or our Proposal is not opened.

We agree to keep this offer valid for 90 (One hundred twenty) days from the Proposal Due Date specified in the RFP.

We agree and undertake to abide by all the terms and conditions of the RFP document.

In witness thereof, we submit this Proposal under and in accordance with the terms of the RFP document.

Yours faithfully,

Date:

(Signature of the Authorized signatory)

Place:

(Name and designation of the of the Authorized signatory)  
Name and seal of Bidder

**Form 1**

**Experience of the bidder as per various conditions mentioned in Section 8**

Number of events of international repute organized by the Firm in the last 5 financial year as on 31<sup>st</sup> January, 2021. Event would be deemed to include Seminars, conferences, exhibitions, forums, conclaves or any combination of the same related to fields of Infrastructure Sectors, financing, investments or any other similar field for a State Government /Central Government or any Government of foreign country or their agencies.

<b>Event Name:</b>		Country
Project Location Within Country:		Type of Event: No. of Exhibitors:
Nature of Client		No. of Business Delegates: No. of Participants: Cost (Rs. ____Crore):
Start Date (Month/Year)	Completion Date(Month/Year)	Approx. Value of Services (in INR):
Description of the Project:		
Description & Samples (if any) of Actual Services provided:		

This is to certify that the above information has been examined by us on the basis of Documents viz. Letter of Award/Agreement, duly certified by the authorized signatory of the bidding company/Chartered Accountant to be enclosed in support of conducted summits/events/campaigns and found correct.

(Signature, Address, Seal & Membership No. of Chartered Accountant) OR (Signature of the Authorized Signatory)

Note-:

Documents viz. Letter of Award/Agreement, duly certified by the authorized signatory of the bidding company/Chartered Accountant to be enclosed in support of projects. In addition, samples of creative video links etc. also need to be furnished as sought in individual conditions of Section VIII.

**Form 2:Members to be deputed at DEPARTMENT**

<b>S. No</b>	<b>Name</b>	<b>Present Designation</b>	<b>Number of Years in Payroll of the bidder</b>	<b>Proposed Position</b>	<b>Task Assigned</b>
1					
2					

We undertake that the 2 team members as mentioned above shall remain with the assignment till the completion of assignment. Any change in the above composition of personnel shall not be done without prior permission of DEPARTMENT. We further undertake that we shall employ sufficient number of personnel (at least 100) during/ prior to the event for successfully delivering the project. The details of such personnel shall be shared with DEPARTMENT as and when requested.

Name & signature of the authorized signatory

**Form-3 : Undertaking Total number employees in payroll of the organization**

We undertake that there are number of employees in the payroll of the (name of the bidder) directly engaged in providing event management services as on 31<sup>st</sup>January, 2021. The incorrect information may lead to disqualification and blacklisting.

Name & signature of the HR Head of the bidder

Name & signature of the authorized signatory

## Appendix II

### FINANCIAL PROPOSAL SUBMISSION FORM (BOQ)

(Date and Reference)

To,

Director - \_\_\_\_\_

Directorate of \_\_\_\_\_

\_\_\_\_\_ Shimla

Submission of Proposal against your RFP dated.....

Our Financial Proposal as below:

S No	Elements	Qty	Unit	Fees
<b>1</b>	<b>Inauguration area</b>			
1.1	Air-conditioned German Hanger in required with fire retardant roof and side covers & Internal Lighting and glass doors for entry - 60mx 180 M	1	Sq Mt	
1.2	Stage setup: 120 'x 50' x 6ft high MS structure (scaffolding) with single ply on top, carpet flooring, both side 8ft wide steps with railing, skirting of the stage, Ramp Head table setup with sitting arrangement of 50 PAX - AC & lecture podium - Customized	1	Sq Ft	
1.3	Flower Decoration on Stage and Bouquets	1	LS	
1.4	Sound System line array Speakers 8 pair array, 4 pair Sub, etc. with amplifier, mixer, podium mic, cordless mic, etc.	1	LS	
1.5	PAR 64 CP-61 (side light) = 16 Nos. LED Par RGBW (side light) = 12 Nos. PAR 64 CP-61 FOH = 12 Nos. LED Par RGBW (back light) = 10 Nos.	As per requirement	LS	
1.6	Curve LED Wall 80 ft x 12 ft for stage backdrop	1	Sq Ft	
1.7	Customized on Stage panels - as per theme	2	Sq Ft	
1.8	Customized off Stage panels - as per theme	2	Sq Ft	
1.9	Hanging Delay LED screen	2	Sq Ft	
1.1	Show running Team	1	Job	
1.11	Carpet and Flooring for MEA	1	Sq Ft	
1.12	Running panel for hanger - Fascade and Side covers	1	Sq Ft	
1.13	Designer wooden fascade for the main inaugural depicting the theme	1	Job	
1.14	Chairs banquet chairs with covers	3000	LS	
1.15	Sofa sets	500	LS	
1.16	Mozo barricading	1	RFT	

1.17	High platform for media, console and camera etc.	1	SqFt	
1.18	Green room for artist	2	Job	
1.19	Lightening of lamp by VIP	2	Job	
1.2	Signages for venue and area	1	SqFt	
1.21	Venue decors as per theme on MS frame with flex on top	1	SqFt	
1.22	Hanger upper branding - Bird View	1	SqFt	
<b>2</b>	<b>Media Lounge</b>			
2.1	Partition wall for Media Lounge	1	Sq Ft	
2.2	Fixing of workstations, media lounge, directors cabin, etc as per layout and design, including furniture	1	Job	
2.3	Media lounge stage setup with banquet chairs for media briefing	1	Job	
2.4	Computers for media work stations with B/W A4 size printers with photocopiers	1	Job	
2.5	LED Wall 12 x 8 ft with sound system	1	Sq Ft	
2.6	Hi speed internet connectivity	1	Job	
2.7	Flower Decoration	1	Job	
2.8	Side walls as per theme on print	1	Sqft	
<b>3</b>	<b>Theme Area</b>			
3.1	Designer wooden Fascia complete with Branding, Logo, Graphics & Artwork	1	Job	
3.2	Designing and Conceptualization of Theme Area with Script & Story line	1	Job	
3.3	Partition wall for Theme Area	1	Sq Ft	
3.4	Side Flex Fascia with M.S. Tube Frame	1	Sq Ft	
3.5	Designer Wooden / modular stalls / panels complete with Raised Platform, Wooden Flooring, Laminated Wall Paneling, Parabolic False Ceiling, Complete Lighting and Power points with cabling and manpower, Display Podiums, Tall Tartum with Logo, Complete Branding, Reception & Furniture, Ushers & Attendants, Cleaning & Sweeping of Stalls.	1	Job	
3.6	High Density Indoor LED Video walls complete with Automated Controller Switching and Attendants for 1 Days	1	Sq Ft	
3.7	Digital Activeness - As per theme	1	Job	
3.8	Live size thematic installations - As per theme	1	Job	
3.9	Backlit wooden Tran-slite with Digital Posters	1	Job	
3.1	Green Potted Plants and Flowers Pots	1	Job	
<b>4</b>	<b>Exhibition Area</b>			
4.1	Branding / Beautification of exhibition Area	1	Sq Ft	
4.2	Partition wall for Exhibition Area	1	Sq Ft	
4.3	Flower Decoration	1	Job	



4.4	Side Flex Fascia with M.S. Tube Frame	1	Sq Ft	
<b>5</b>				
<b>Camp Office</b>				
5.1	Pagoda structure with all the basic amenities - Site office, Police control room, CCTV control room, Fire control room, ETC	6	Per Unit	
5.2	Hi Speed Internet Connection	1	Job	
5.3	Floral Decoration	1	Job	
5.4	Brand New Carpet	1	SqFt	
<b>6</b>				
<b>F&amp;B Area</b>				
6.1	Air-conditioned German Hanger in required with fire retardant roof and side covers & Internal Lighting and glass doors for entry - 20mx 180 M	1	SqMt	
6.2	VIP Lounge with Pantry set up complete with Raised Platform, Wooden Flooring, Laminated Wall Paneling, Parabolic False Ceiling, Complete Lighting and Power points with cabling and manpower, Sofas, Centre and side Tables, Tea/Coffee Machine, Water Dispense attached with the inaugural structure	1	Job	
6.3	Partition walls for Media F&B and General F&B	1	Sq Ft	
6.4	Buffet counters (tent , tables with HIGH QUALITY linen	100	Job	
6.5	Round tables with 8 banquet chairs with high quality Linen	60	Job	
6.6	Round tables with laminated top with banquet chair seating	120	Job	
6.7	Brand New Carpet and Flooring	1	Job	
6.8	Cocktail tables	50	Job	
6.9	Flower Decoration	1	Job	
6.1	Fee for food per plate (Lunch/ Dinner) - 3 Star Hotel - Menu as approved by committee	3000	Per Unit	
6.11	Running panel for hanger - Façade and Side covers	1	Sq Ft	
6.12	Designer wooden façade for the main inaugural depicting the theme	1	Job	
6.13	Entry tunnels from F&B Hanger to MEA	1	Job	
6.14	Delegate / organizers / staff lunch	100	Per Unit	
6.15	VIP lunch / Dinner - 5 Star Hotel - Menu as approved by committee	1000	Per Unit	
6.16	Packed lunch for security and other staff	1000	Per Unit	
6.17	Mineral water	1	Per Unit	
6.18	Running tea / coffee	1	Per Unit	
6.19	Dinner (Cultural events) - 3 Star Hotel - Menu as approved by committee	3000	Per Unit	
6.2	Hanger upper branding - Bird View	1	SqFt	
<b>7</b>				
<b>Registration</b>				

7.1	Registration - with two tier registration counters, Chairs plug points and general lighting	10	Job	
7.2	Printing of lanyards & Badges for attendees with multi color logo of the Event with bar code scanning facility	5000	Job	
7.3	Providing of sufficient manpower along with computer and printers for registration for Entire Event Duration	1	Job	
7.4	Software development and data analysis for registration	1	Job	
7.5	Manpower-Ushers/Promoters/Hostess	1	Job	
7.6	Flower Decoration	1	Job	
7.7	VIP kits (events branded bags ,pen-drive , note pad etc. )	500	Job	
7.8	Barcode scanning Unit	10	Job	
7.9	Server, Networking, switchers, hardware engineers and software engineers	1	Job	
7.1	Supervisors	1	Job	
<b>8</b>	<b>Toilets</b>			
8.1	Portable chemical toilets on day prior to the event for Camp office including toilets for VVIPs' and VIPs'.	30	LS	
<b>9</b>	<b>Electricals and Gensets</b>			
9.1	Lighting Poles with 8 Nos. Halogen Lights for Entire venue	40	Nos	
9.2	Metal lights for all over the venue	200	Nos	
9.3	LED of 100W	500	Nos	
9.4	PA SOUND System for Entire Venue and Parking	1	Nos	
9.5	Genset as requirement	1	Nos	
9.6	Electrical cabling in the entire venue	1	Job	
<b>10</b>	<b>Cultural &amp; MISC</b>			
10.1	Thematic designer gates	6	Nos	
10.2	City Branding for venue as per site suggested by district admin	1	Job	
10.3	Known artist with TBL as per plan	1	Job	
<b>11</b>	<b>Security, CCTV &amp; Fire Services</b>			
11.1	Security Personal round the clock- 5 supervisors, 50male Guards & 20 female Guards one day prior to the event	1	Job	
11.2	DFMD machines	20	Nos	
11.3	HHMD Machine	40	Nos	
11.4	Walky Talky for five days	100	Nos	
11.5	Baggage Scanning Machines	4	Nos	
11.6	Fire Safety Personal round the clock- 10 nos. Fire	1	Job	
11.7	Marshals & 25 nos. Fire man	1	Job	
11.8	Fire Van in exhibition premises for 3 days	1	Nos	

11.9	Providing of Fire extinguishers in exhibition area 10 kg abc type cylinders with sand buckets	200	Nos	
11.1	CCTV Cameras set up all over the venue the cameras shall have night vision with control rooms	100	Nos	
11.11	Frisking booth	1	Job	
<b>12</b>	<b>Others</b>			
12.1	Water Stations (5x5 mtr) pagoda structure with tables and chairs	10	Nos	
12.2	5 pagoda for general services and caterings	5	Nos	
12.3	Hiring of temporary staff – hall managers, Hosts & Hostess for Entire Duration of Event from one day prior to the event	1	Job	
12.4	Photographer along with Videographer for Entire event including drone	1	Job	
12.5	Green net masking	1	Job	
12.6	Outdoor Passage carpet	1	Job	
12.7	Landscaping and planters	1	Job	
12.8	Wifi connectivity for various location	1	Job	
12.9	Local permission/licenses from concerned authority	1	Job	
12.1	Medical Assistance - Ambulance	1	Job	
<b>13</b>	<b>Logistics &amp; Transportation</b>			
13.1	Transportation of all the equipments and other materials	1	Job	
13.2	TBL for crew, Manpower, Material support, Artist ETC	1	Job	
<b>14</b>	<b>Miscellaneous</b>			

*Note:*

- *Per unit cost exclusive of tax to be mentioned.*
- *The bidder would be selected on the basis of overall lowest rate among all.*
- *The Financial Proposal is to be submitted strictly as per the form given in the RFP*
- *Cost break up for the Lunch/Dinner should be given separately so that incase of variation (more than 10%) in no. of persons, the bill can be settled accordingly*
- *Food served to VVIPs/VIPs must be of 4-star category & 3-star category for general attendees.*
- *There will be no additional payment for the variation up to 10% for Lunch & Dinner.*
- *The Bidder has to provide all facilities as per scope mentioned in this RFP or as desired by Secretary (GAD) to the Government of Himachal Pradesh.*

- *The Grand Total fee would be used for calculation for selection of the Event Partner.*
- *Any other requirement related to event beyond scope of work to be provided by Event Partner as provided by competent authority and payment for the same will be made by General Administration Department on actual basis after submission of bills.*
- *Per unit cost to be mentioned to calculate the amount for additional requirements*

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal. We understand you are not bound to accept any proposal you receive. We remain, Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Company Seal)