

Request for Proposal  
for  
Supply and Installation of German Hangar  
Structure & Related Facilities  
for

**GCCS 2017**

**[Global Conference on CyberSpace]**

(N-22012/41/2017-NeGD-MeitY)

Last date of submission: **22/09/2017**

Pre-Bid Meeting: 08/09/2017

[ORGANIZED BY]

**National e-Governance Division**

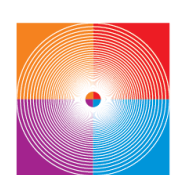
Ministry of Electronics & IT

Government of India

4<sup>th</sup> Floor, Electronics Niketan

6. CGO Complex, Lodhi Road

New Delhi-110003

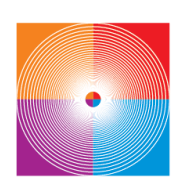


*Request for Quotation for Event Management services including Supply of German Hangar Structure, related facilities for GCCS-2017*

Timelines for the RFP		
Item	Date	Time
Date of Announcement	29.08.2017	
Date of Pre-Bid meeting for any clarifications/ explanation of queries	08.09.2017	15:00 Hrs
Date of Closing of Queries	10.09.2017	17:00 Hrs
Last Date for Modification in RFP (if any)	12.09.2017	17:30 Hrs
Date of Submission of Bids – All bids should have name details and contact information (address, email, telephone, mob, fax) of Agency on the outer envelop	22.09.2017	15:00 Hrs
Date of opening of Technical Bids	22.09.2017	16:00 Hrs
Presentations by Bidders and Scrutiny of Technical Bids	22.09.2017 to 25.09.2017	
Declaration of Results of Technical Bids	27.09.2017	11:00 Hrs
Date of Opening of Financial Bids <i>All bid responses should be submitted at the address mentioned in the tender.</i>	27.09.2017	11:30 Hrs
Date of Announcement for the selection of Agency	28.09.2017	11:00 Hrs

**Background**

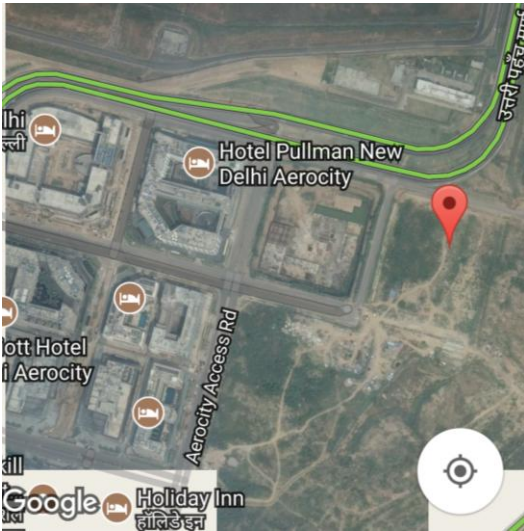
National e Governance Division (NeGD), Ministry of Electronics and IT, Government of India is organizing Global Conference on Cyber Space (GCCS 2017) in Aerocity, New Delhi on 23-24 Nov 2017. GCCS is a prestigious global event where political leaders, policy makers, think tanks, academia and industry experts will gather to deliberate on the potential and challenges regarding using the Cyber Space for achieving national goals. GCCS will be



preceded by a huge Curtain Raiser event on 20-21, November 2017 in hotel at Aerocity and post event will take place on 25 November' 2017.

## About Global Conference on Cyber Space (GCCS) 2017 India

With the proliferation of internet and the adoption of programs like Digital India, the scale and importance of event like GCCS has grown significantly. GCCS 2017 is expected to witness the participation of around 2000 delegates from more than 100 countries, including scores of ministerial delegation.



The theme of GCCS' 2017 is "Cyber4All: A Safe, Secure and Inclusive Cyber Space for Sustainable Development". The event is expected to see the participation of eminent speakers from the domain of cyber security, digital business, emerging cyber technologies, digital sustainability etc.

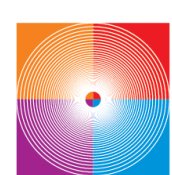
Hon'ble Prime Minister of India, has consented to inaugurate the GCCS' 2017, and it will have plenary sessions, parallel sessions, a number of side events and an exhibition, making it one of the largest event in the field of cyber space in entire world.

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Hon'ble Prime Minister of India, has consented to inaugurate the GCCS' 2017, and it will have plenary sessions, parallel sessions, a number of side events and an Exhibition, making it one of the largest event in the world in the field of cyber space. This work is to be carried out in the land belonging to GMR (absolutely levelled) near Hotel Marriott & Hotel Pullman at the location given below.

### 1. Proposal

1. NeGD invites proposals from eligible firms for design, supply and assembly of the Hangar Structure, provision of related items & facilities, demonstration, operation during even period and return of items and service (End to End Solution) etc. as per the Technical Bid and Financial Template and tender terms & conditions indicated herein below.
2. The tender is based on "Two Envelope System" as stated hereunder, where, each envelope, sealed independently, along with the relevant schedules and appendices duly filled in, will be received up to the time indicated in the timeline for RFP. The



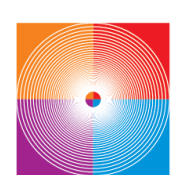
Bidders or their authorized representatives may be present at the time of the opening of the tenders. **3 copies of bids shall be submitted along with a soft-copy in a pen-drive.**

The Proposal shall consist of two parts:

- **Technical Proposal (T-I, T-II and EMD )**
- **Financial Bid as per Annexure.....**

**1.1 Technical Proposal (Eligibility Criteria T-1)**

	Criteria	Documents to be submitted
1	Professional agencies who have been in the field of exhibitions / fairs of the type envisaged in this RFP for a minimum period of 7 years at least are eligible to participate.	The Bidder must have company / firm registration certificate, registration under labour laws & contract act, valid Sales Tax/ GST/ registration certificate and Permanent Account Number (PAN) issued by the Income Tax department. (Copy of each registration should be provided)
2	The Applicant Company should have net worth of INR two crores in the last financial year of 2015-2016 as per audited balance sheet	Certificate of CA to be submitted indicating the net worth of the company.
3	<ul style="list-style-type: none"> <li>➤ The agencies should have executed minimum 3 events in Hangar format (Conferences /Exhibitions &amp; Events of National/International level with approx participation of 1500 plus delegates) in the last three years</li> <li>➤ The work should also include carrying out design and development work inside Hangar</li> </ul>	<p>Copy of direct and indirect work orders from Government/semi-government Departments/ chambers of Industry associations / corporate etc for last 3 years along with layouts for outdoor work and completion /satisfaction certificate with Invoices duly certified by chartered accountant and a notary</p>
4	The average annual financial turnover of The Bidder during the last three years should be at Rs. 15 Cr from activities similar to the ones envisaged in this RFP from Conferences, Events & Exhibitions only	<p>a) Audited Balance Sheet and Profit &amp; Loss statement) of the relevant period, duly authenticated by a Chartered Accountant/Cost Accountant in India.</p> <p>b). Certificate from CA stating revenue of Rs.15 Cr is from Meeting, Conferences, Events &amp;</p>



		Exhibition Services only. c) Copy of work orders for each assignment in support of the turnover figure indicated.
5.	Bidder should accept Terms & Conditions and entire contents contained in the RFP in the format given in <b>Annexure-2</b> .	Signed Annexure-2 along with authorisation by the body or the person in the bidder's organisation who is competent to do so.

## 1.2 Technical BID (T-2)

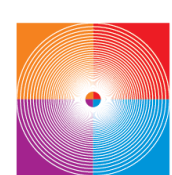
- i. The bidder must submit a detailed design/ drawings of the proposed event structure including security system, access control, fire and safety fixtures etc. The submitted design/drawing should be compliant with SPG protocol and other regulatory requirements of a PM event.
- ii. The main LED backdrop to be approximately 45 ft \* 18 ft and two side screens in the middle of the seating (20\*12 ft) on either side of the rows without hindering viewing of back seated participants. However, bidder may also suggest any other innovative design. Big LED should be able to display 2 to 3 different views simultaneously by sub-dividing the screen.
- iii. A complete layout/drawing, 3D design renderings of the Hangar structure with clear marking of the areas of stage, green rooms, VIP lounge, PM Lounge, Food Court (for serving tea & snacks) etc.
- iv. Design for Hangar and Ceiling Decor
- v. Seating arrangements for 20 persons on dais with 300 sofa seating and 1000 theatre style seating for the participants
- vi. Parking, entry/exits (separately for VIP and guests), barricading, console, LED screens, flower decor, other decors etc
- vii. Environment Compliance and Fire Safety Plans
- viii. Area Management Plan and onsite support
- ix. Actual photographs of structures to be used
- x. Technical specifications & pictures of items (viz. chairs, sofas, carpet, floral décor, entry arch, MDF wall paint etc.) and type of materials to be used
  - a) Structures
  - b) Platforms
  - c) AC units to control minimum temperature of 23<sup>0</sup>c in the hangar
- xi. Design, Photos and Technical Specifications of Aluminium Structures.

- xii. Beautification of periphery area outside Hangar structure as well as walkways (Graveling)
- xiii. Concept design for Entry Arch, Dais Plan etc.
- xiv. Flex barricading with MS frame around the Hangar
- xv. Flex Branding and hoardings around inside and outside the venue
- xvi. Menu for High Tea (Minimum 3 star Hotel standards with serving staff in proper uniform) for approximately 1500 persons two times in a day (Minimum menu: Tea / Coffee, two types of cookies and two vegetarian snacks)
- xvii. Provide Live audio-visual coverage to display GCCS 2017 event (maximum three sessions simultaneously) on various Social Media platforms for 2 days (23rd and 24th Nov 2017) for minimum of 3 platforms for all three parallel sessions simultaneously. Live on up to 5 pages (3 FB pages, 1 twitter and 1 Youtube simultaneously)

### 1.3 Technical Bid Evaluation criteria

The technical bids of only those bidders who are fulfilling all the eligibility criterion will be evaluated. The marking scheme based on technical presentation by the Agency and Concept, Plans and Design will be as follows:-

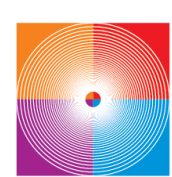
Sl. No.	Area	Maximum Marks
1	Overall lay-out of the Hangar – particularly optimal utilisation of space (without compromising with norms of quality & Safety) and maximisation of visibility. 45000 square feet is an indicative area based on broad estimation and bidders can suggest anything better.	5
2	Concept design in 3D renderings (for whole and various parts) for Hangar including stage, detailed seating arrangement, passages, ceiling, lounges, LED set-up, dais set-up, entry/exit, flex / digital prints	20
3	Concept design in 3D for Food Court	3
4	PM lounge and Green Rooms	5
5	Technical specifications & pictures of items (viz. chairs / sofas, carpet, floral décor, entry arch, side wall branding, house-keeping staff with uniform and equipments, Sound System (mention make) etc. and type of materials to be used (please supply samples / photos)	10



6	Specifications of Wooden Platforms proposed /Other material to be used for fabrication and aesthetics / design of toilets	5
7	Specification of Air-conditioning proposed with details of units / power consumption, efficiency, tonnage plan, power cable layout to maintain 23 degree Celsius in the hangar	3
9	Overall Branding by Flex / Digital Prints (Interior and exterior) or any other material	2
10	Extra items in menu for High Tea (Minimum 3 star Hotel standards with serving staff in proper uniform) for approximately 1600 persons	5
11	Concept design for Entry Arch and Façade	5
12	Fire and emergency exit plan	5
13	Environment Compliance Plan (including specs of generators)	3
16	Any other innovation, quality improvement and aesthetic up-gradation brought out in the bid and presentation	5
17	Beautification of periphery area outside Hangar structure as well as walkways (Graveling)	3

### Profile of the Agency (Maximum Marks 20)

Years of Professional Experience in the field of Exhibition/Fair/Expo <b>(Maximum Marks-5)</b>		
Less than 7 years will disqualify	7 to 8 years	2
	8 to 10 years	3
	> 10 years	5
Aggregate Turn Over from temporary & permanent exhibitions only in last 5 years <b>(Maximum Marks- 5 ) Bidder with maximum turnover will get 5 marks and others will get lesser on percentile basis</b>		
No. of the Exhibition organized in the last 5 years (2012-13, 2013-14, 2014-15, 2015-16, 2016-17) <b>(Max Marks – 10)</b>		



Financial years	(i) No. of Exhibitions organized having budget of 25 lacs to 50 lacs each  (Maximum Marks-2 ) (marks for each exhibition =0.25)	No. of Exhibition organized having budget of >50 lacs to 3 Crore each (Maximum Marks- 3) (Marks for each Exhibition = 0.5)	No. of Exhibition organized having budget of more than 3 crore each  (Maximum Marks- 5) (Marks for Each exhibition = 1)	

**Note:**

1. If, after evaluation of Technical Bids and finalization of exact design, it appears that certain quantities need to be changed substantially or some new line items are to be included while others to be dropped, the Bidders may submit modified Financial Bids before the same are opened. However, prices of any line item cannot be increased at this stage in the revised Financial Bid except for such items which, due to aesthetic, technical, design & structural reasons, are beyond the scope of work originally proposed by the Bidder. Such exceptions will be spelt out and accepted before receiving amended Financial Bids. **Marks in Technical Bids will be assigned based on original Technical Bids.**
2. A Bidder having more works in higher value slabs (than the upper limit) in Table 3 above can get such extra works considered in lower slabs.



The Evaluation Committee shall evaluate and rank each Technical Proposal on the basis of the Proposal's responsiveness to the scope using the evaluation criteria and score system specified above. Each Technical Proposal shall receive a technical score as Technical Proposal Marks (TPM) =  $100 \times \text{Technical Proposal under consideration} / \text{Highest Technical bid}$ . The Proposal shall be rejected if it does not achieve the minimum technical marks of 60 (sixty) out of maximum of 100 (one hundred) marks.

### 1.4 Evaluation of Financial Proposals

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

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

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

### 1.5 Final Evaluation

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

- Weightage for the Technical Proposal:0.3
- Weightage for the Financial Proposal:0.7

Combined Technical and Financial score, (HPM)=  $\text{TPM} \times 0.3 + \text{FPM} \times 0.7$

### 1.6 EMD

The bidder will have to submit an EMD of Rs.1 Lakh in the form of DD in favour of Media Lab Asia-NeGD. The EMD will be retained till the evaluation process is completed. (The EMD is to be submitted in the 1st envelope with the eligibility documents)

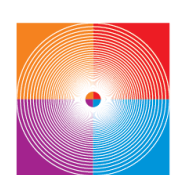
### 1.7 Financial Bid

The financial bid should be submitted in the provided as per in **Annexure 1**

## 2. Bid Submission

- i. Applicants can download the detailed RFP from any of the following website link
  - a. Ministry of Electronics and IT, Govt of India ([www.meity.gov.in](http://www.meity.gov.in))
  - b. Tenders website of GoI ([www.tenders.gov.in](http://www.tenders.gov.in))
  - c. Digital India ([www.digitalindia.gov.in](http://www.digitalindia.gov.in))
  - d. National e-Governance Division (NeGD)([negd.gov.in](http://negd.gov.in))

Please look out regularly for updated RFPs at these websites.



- ii. Eligible bidder to submit detailed Applications in accordance with the process defined in this RFP document.
- iii. Agencies which meet the eligibility criteria need give a presentation of detailed designs in digital form/ soft copy with technical detailing in hard copy.
- iv. The 1st envelope will consist of eligibility documents along with a technical proposal and EMD.
- v. The 2nd envelope will be a separate sealed envelope of financial bid as per format.
- vi. All the bidders to submit duly signed and stamped copy of **Annexure 2** as acceptance to reflect that the Terms and Conditions indicated therein are acceptable to them.
- vii. Both the envelopes to be marked separately as 'Eligibility Documents' and 'Financial Bid' and have to be submitted in a large envelope with the title description as " RFP for Supply and installation of German Hangar Structure, related facilities for GCCS-2017" to be sent to

Additional Director  
National e-Governance Division  
Electronics Niketan, 4th Floor  
6.CGO Complex, Lodhi Road  
New Delhi-110003

- viii. Sealed Bids will need to be dropped in hard copy at NeGD office in a closed bid box by **22/09/2017** .No bid will be accepted after 15:00 hrs of this date.
- ix. Technical Bids will be opened as per the time line for the RFP by an evaluation committee. The committee will evaluate and award the technical scores to the bids. **Evaluation shall be done in an open forum in the presence of the bidders. Bidders can see photocopy of bids of one another. Entire bid-evaluation process will be video-recorded.** The bidders who qualify based on the technical evaluation will be intimated the date of financial bid opening.
- x. The shortlisted bidders may opt to remain present for the financial bid opening.
- xi. The bidders are expected to examine the RFP document in detail to submit their Applications.
- xii. NeGD reserves the right not to follow-up this RFP and terminate the entire selection process without any obligation to any of the Agencies at any stage.
- xiii. If the Financial Bid is not submitted in a separate sealed envelope duly superscripted as indicated above, it will constitute grounds for declaring the Bid non-responsive.

(The eligibility documents and technical proposal will be opened first. The financial bids of only those bidders will be opened who fulfils the eligibility criteria and technical evaluation. The intimation of pre-qualification will be intimated to the participating bidders by email/telephone.)

### 3. Award of Work

The agency who scores highest Combined Technical and Financial score, **(HPM)= TPM x 0.3 + FPM x 0.7**

#### 4. Payment Conditions

- i. The selected agency will be required to submit a Performance Bank Guarantee/ Performance Security equivalent to 10% of the overall contract value upon acceptance of LOI/Work Order.
- ii. An advance payment upto 30% (thirty percent) of the total contract value may be released to the agency after submission of specific advance Bank Guarantee of 33% (thirty three percent) amount on request from agency.
- iii. After award of contract, if NeGD in the interest of the project or because of any other need arising subsequently, at its own discretion may order in –lieu or any new item(s), subject to a condition that the value of such items(s) shall be arrived at through permissible price discovery modes. Moreover, the value of such items will not exceed 25% of the total contract value and will not give any undue benefit to shortlisted bidder.
- iv. Final payment will be made upon satisfactory completion of work and submission of bills with supporting documents like Photographs/Videography.

#### 5. Terms & Conditions

- i. The items /Services will be treated accepted only after inspection on-site. This includes set up of stage, Audio-visual system, furniture and other fixtures etc.
- ii. The open space may require levelling and cleaning before putting up the German Hangar structure. The bidder has to bear in mind of such costs before submission of bids.
- iii. NeGD reserves the right to make minor modification in the broad specifications after the proposals are received for optimal facility/utilization.
- iv. The selected bidder will have to hand over the complete infrastructure in all respect at least one day prior to the event for necessary Security Clearances as per SPG requirement. Any modification suggested by Security agencies should be strictly adhered to and the same will have to be carried out by the agency at no additional cost.
- v. NeGD reserves the right to modify the drawing, design, decoration etc. No additional payment will be made towards these modifications, if any.
- vi. Agencies Black listed and Suspended from carrying out business by any Government offices (Central/State), Autonomous bodies, PSUs etc. need not submit their quote. Suppression of information in this regard will be taken seriously and necessary action will be taken as deemed fit.
- vii. The prices quoted by the bidder will be valid till 31 December 2017.
- viii. NeGD reserves the right at its absolute discretion:
  - (a) by written notice to prospective bidder (who have been issued this RFP) to do any of the following things:
    - To discontinue or suspend the RFP process
    - To extend the closing date and time of the RFP

- To amend this RFP;
  - (b) To negotiate with any Prospective bidder submitting a Quotation;
  - (c) To determine the number of organisations with whom it will contract
- ix. **Guarantee/ Warranty:** The supplied equipment should be guaranteed Onsite (in situ) against any defect for a period of event. In case any part or whole of the equipment is found to be defective and any service is found to be not upto mark during the event, then the same will have to be replaced/repaired free of cost at the premises.
- x. The Bidder shall have to take any and all permissions and clearance related to fire, safety, security etc from concern authorities and maintain highest standard. NeGD shall facilitate the process.
- xi. Contractor/bidder will not be allowed to alter or modify their bids after expiry of the deadline for receipt of bids.
- xii. Bids/quotations received without EMD will be rejected and their Technical and Financial Bids will be returned un-opened.
- xiii. The Performance Bank Guarantee (PBG) shall remain valid up to 120 days beyond the completion of the event or completion of all contractual obligations, whichever is later. The PBG of any additional amount required for any particular work will have to remain valid for a period of 90 days from the date of completion of work.
- xiv. The rates quoted for the tender shall include transportation charges, packing and unpacking, loading and delivery of the material at the exhibition site dismantling and removal of all material from the site or any incidental charges etc.
- xv. The rates to be quoted are to be exclusive of all taxes, duties and levies which must be clearly duly itemised both in terms of percentage rates as well as values. Taxes charged will be as per rates prevalent at the time of award/execution of work in keeping with the relevant notification(s). Any change in Government levies, duties and taxes will be to the Client's account. However, if a Bidder mentions lower levies / duties / taxes than the applicable ones, no extra amount will be paid but the Bidder will have to deposit applicable levies / duties / taxes, as the case may be. If higher percentages of levies / duties / taxes are quoted, only the applicable ones will be paid.
- xvi. The goods supplied should comply with ISI (BIS) standards.
- xvii. The responsibility of safety and security of the material of the contractor/bidder at the exhibition site will rest entirely on them. Ministry /NeGD will not be responsible for any loss or damage to the items.
- xviii. The material/items prepared/provided on purchase basis (i.e. excluding items taken on hire basis) after the exhibition will belong to the Client and the agency will have no claim on it. The items which cannot be reused will be retained by the contractor
- xix. Late Quotations will not be considered unless NeGD is of the view (and its decision will be absolute and final) that circumstances beyond the prospective bidder's control were the cause of the delay.
- xx. NeGD reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof. In case of cancellation

of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, No compensation will be paid towards progress of order/procurement.

- xxi. Agency should give back the venue in same form and shape as given to it, failing with necessary changes to restore it back may be deducted from the agency.
- xxii. Quality supervision and monitoring of work shall be done by officials of MeitY/NeGD and / or any other agency appointed in this regard by NeGD.
- xxiii. **Right of Use of Site:** NeGD shall hand over the sites of the event to the Agency, 10 (ten) days prior to the date of events respectively for their preparation and management. In case of change of site of event, the Agency may be informed at least 10 (ten) days prior to the date of the event. It is the obligation of the Agency to maintain the horticulture and fixtures already present in the sites during their term of use. In case of damages caused at the sites due to fault of Agency, NeGD has right to claim for compensation. The Agency shall not sublicense, transfer or assign the use of the site to any person or entity without the prior consent of the NeGD

xxiv. **Termination**

The contract shall stand terminated for following reasons:-

In case of non-performance of work due

- (a) Due to Force Majeure
- (b) Due to non-performance of contract

**a) In case of Termination due to Force Majeure**

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

**b) In case of Termination by NeGD/MeitY**

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

If the NeGD/MeitY terminates this agreement 5 days before the event for reasons other than Force Majeure or reasons mentioned above, the NeGD/MeitY shall refund the Performance Security to the Agency and the NeGD/MeitY may reimburse the Agency for reasonable outstanding expenses.

xxv. **Non-Conforming Bid**

Any bid may be construed as a non-conforming bid and ineligible for consideration, if it does not comply with the requirements of this RFP. In addition, bids that appear to be “canned” presentations of promotional materials that do not follow the format requested in this RFP or do not appear to address the particular requirements of the task may also be disqualified.

xxvi. **Amendment of Bidding Documents**

At any time till 3 days before the deadline for submission of bids, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, the Client may modify the bidding document by amendment. All prospective Bidders who have received the Bidding Document shall be notified of the amendment by uploading on the websites referred to above or will be notified in writing by e-mail and / or post, and all such amendments shall be binding on them. The bidders are requested to visit the said website on regular basis for checking necessary updates, if required. NeGD reserves the right to extend the deadline for the submission of bids without assigning any reason.

xxvii. **Disqualification**

The bid is liable to be disqualified in the following cases:

- a) Bid not submitted in accordance with this document
- b) The bidder qualifies the bid with his own conditions
- c) Bid is received in incomplete form
- d) Bid is received after due date and time
- e) Bid is not accompanied by all requisite documents

xxviii. **Forfeiture of Bid Security**

The Bid Security can be forfeited, if a Bidder:

- i. Withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form or
- ii. During the bid process, if a Bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization. The decision of the client regarding forfeiture of the Bid Security shall be final & shall not be called upon question under any circumstances.
- iii. Violates any such important conditions of this RFP document or indulges in any such activity as would jeopardize the interest of the client. The decision of the client regarding forfeiture of the Bid Security shall be final & shall not be called upon question under any circumstances.

IV. In case of the successful Bidder, if the Bidder fails

- a. To sign the Contract in accordance with RFP or
- b. To furnish Performance Bank Guarantee (PBG)

xxix. For any dispute, the place of jurisdiction shall be New Delhi, India only.

**6. Other Provisions:-**

**6.1 Right to Modify Design**

NeGD shall have the right to modify the design proposed on mutually agreed terms and conditions before the start of work.

**6.2 Right to Accept and Reject any or all Application(s)**

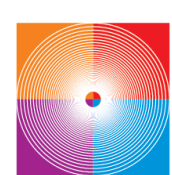
- a) Notwithstanding anything contained in this RFP, NeGD reserves the right to accept or reject any Application and to cancel or withdraw the RFP process and reject all Applications in full or in part, at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons.
- b) NeGD reserves the right to reject any Application, if at any time a material misrepresentation is made or uncovered. This would lead to the disqualification of the Application.

## 7. Penalty clauses

- i. If an item is executed not to the satisfaction of the Physical Verification Committee (in terms of quality & workmanship) and the Committee has no option but to accept it due to paucity of time, penalty of up to 30% may be imposed on such item as may be deemed appropriate by the Committee if defects are not rectified even after giving opportunity to the contractor to rectify the defects.
- ii. If certain items included in the work order are not completed at all, a penalty of 50% of the value of such item may be levied in addition to withholding payment for such not completed items.
- iii. If execution of certain items is delayed up to a period not exceeding 30% of duration of the event, penalty @ of 10% per day of the value of such items will be imposed. After expiry of period of 30% of the event duration, the work will be deemed to be incomplete and will be dealt with as per recommendation of the committee.

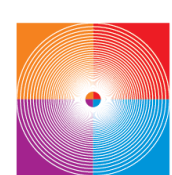
## 8. Annexure :Financial Template (On Bidder's letterhead)

Sl No	Items spec	Qty	Unit	Rate	Amount(Rs)
1	<p><b>a) Aluminium German Hangar-</b> with fire retardant roof and side covers and internal lightings and doors &amp; Emergency exit doors. The hangar should have a total seating capacity of 1300 in theater style with about 150 sofa seats and dias seating of about 25. Total, tentative area is 45000 sq ft with complete water proofing with following components :-</p> <ol style="list-style-type: none"> <li>I. Fitted with Air Conditioning facility with concealed ducting to maintain temperature of 23<sup>0</sup> c all over the hangar area</li> <li>II. wooden platforming (19mm ply)</li> </ol>				

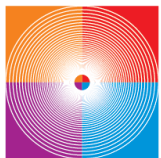


	<p>III. Dark grey carpeting (synthetic carpet 850 GSM)</p> <p>IV. Side walls with branding and sufficient structural strength upto ceiling height</p> <p><b>b)PM Lounge</b> - creation of PM lounge adjacent to the main stage with sofa seating facility for at least 20 persons with decor like plants, book stands, centre table, adequate light (as per SPG requirement) size approx 18 x 16 ft including mobile toilet and water facility etc</p> <p><b>c)One food court</b> - should be for 1000 People at a time having minimum space for food stalls for light snacks/beverages, water facility etc with table ,large dustbins, covered food kiosks ,fixtures and electricals</p> <p><b>d) Green Rooms</b> 10*10 ft (5-6 Nos), PM Office, VIP Lounge etc. It should have flexibility to convert them into bigger / small rooms</p>				
2	<p><b>Technical light :</b></p> <p><b>a) Stage Light :</b>Adequate lighting of the venue with the following components :-</p> <ul style="list-style-type: none"> <li>• Parcans with gels and butter papers -36</li> <li>• LED Par -30</li> <li>• Profile spots-6</li> <li>• Moving heads - wash/spots -10</li> <li>• Clear Coms -5</li> <li>• Dimmer Pack-1</li> <li>• Programming board-1</li> <li>• Cabling &amp; Technician as per requirement</li> </ul> <p><b>b) Outdoor Light :</b> adequate Pole lightings (as per requirement)</p>	<p>36</p> <p>30</p> <p>6</p> <p>10</p> <p>5</p> <p>1</p> <p>1</p>	Nos		
3	<b>Gensets:-</b> As per load requirement with 10% additional backup facility	1	Nos		
4	Battery Operated <b>Golf Carts</b> rental for	10	Nos		

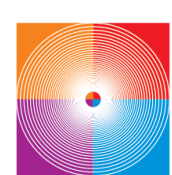




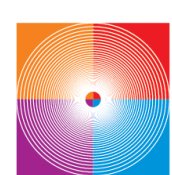
	ferrying people				
5	<b>Toilets-</b> At appropriate locations outside the area with water facility (M-6/F-4) with round the clock cleaner	10	Nos		
6	<b>AC toilets (Vanity van toilets)</b>	4	Nos		
7	<b>Main Stage:-</b> Good quality scaffolding of MS frame structure or any similar structure 90 x 30 feet and 4 ft height, using 19 mm ply of good quality and take a load of atleast 50 persons at a time and provision of steps on both sides. Set design with props - As per theme, Side screen walls setup of appropriate dimension, Dark grey carpeting, Masking walls. Preparation of base of the stage as per open ground condition and all other miscellaneous /civil work complete in all respect	2700	Sq ft		
8	<b>LED backdrop:-</b> a) <b>For Hangar</b> High quality LED (P-3.8 MM) preferably central backdrop approx 45 x 18 ft and two LED side screens in the middle of the hall for visibility of back seated audience of size apprx 20 ft x 12 ft each (black masking at the back and 4 ft height) The LED screen should include the following important components (inclusive of all necessary support equipment & infrastructure) <ul style="list-style-type: none"> <li>• Requisite Servers for the screens being proposed</li> <li>• Splitter -1</li> <li>• Switcher-1</li> <li>• Laptops -5</li> <li>• DVD Player -1</li> <li>• Preview Monitor-1</li> <li>• Any other component as required</li> </ul>	1290	sq ft		



	<p><b>b) For Pullman Hotel</b> 2 LED backdrops of size 24X 16 ft to be installed at Pullman Hotel for plenary/parallel session on 23<sup>rd</sup> &amp; 24<sup>th</sup> Nov 2017</p> <p><b>c) For Hotel Jw marriot</b> 2 LED backdrops of size 24X 16 ft to be installed at Hotel JW marriot for Side events on 20<sup>th</sup> &amp; 21<sup>th</sup> Nov 2017</p> <p><b>D)Outdoor LED</b> 1 Outdoor LED backdrop of size 20X 10 ft to be installed on the landscape enroute to airport from Hotel Pullman for 23<sup>rd</sup> and 24<sup>th</sup> nov.2017 showing live feed of all the events happening in hanagar.</p>	768	Sq Ft		
		768	Sq Ft		
		200	Sq Ft		
9	<p><b>Furniture:-</b> VIP dais seating-20 (Exclusive chair for Chief Guest at the centre) Centre table (as per dais requirement) Sofa seating -300 participants Podium :- 2 Nos (LED based on front) Conference chair( international event standard with cover ) – 1000 Standard furniture in PM lounge, VIP lounge, Green Rooms etc.</p>				
10	<p><b>Media Raiser :-</b> Stepping stage for 30 nos of media persons approx size 36x24 ft with carpet and masking, complete in all respect</p>	864	Sq ft		
11	<p><b>Technical (Sound) :-</b> PA system with base setup - for 2000 Pax, Stage Monitors- 6,Cordless Mics -6, Lapel Mics -5, Amplifier, Digital Audio Mixer, EQ Racks / DI Box, CDJ deck and DJM, Delay Speakers top or bottom (8) for Hangar, Cabling &amp; Technician as per requirement (more than 2000 watts)</p>				



12	<b>Entry Arch Gate:-</b> flex printed. Box pillar size complete in all respect	2	Nos		
13	<b>Flower pots</b> – to be placed around the venue with good colour plants/flower	500	Nos		
14	<b>Dustbins</b> : Good quality steel dustbins to be placed around the venue	30	Nos		
15	Decoration – Main Stage and inside Hangar				
16	1 Full time doctor and one ambulance on standby for 2 days	1	Nos		
17	Fire Marshalls	10	Nos		
18	Fire extinguisher (as per Delhi Fire Safety norms- 50 sets of A, B, C	150	Nos		
19	To Cordoned off (Masking) of the venue- view cutter	20000	Sq ft		
20	LED TV (48 inch) or similar to be installed at food court/back stage areas for relay transmission	5	Nos		
21	High tea/coffee as per 3* Hotel standards (1500 morning and evening for 2 days)	6000	Nos		
22	Graveling of periphery area of the Hangar and walkways	25000	Sq ft		
23	Flex Barricading around the Hangar	7000	Sq ft		
24	Flex Printing	10000	Sq ft		
25	Vinyl Printing	5000	Sq ft		
26	Security personals for 24*7 surveillance (preferably from top4 security agencies in India) having prior experience in managing national/international conferences/events	40	Nos		
27	Packaged drinking water bottles 500ml	10000	Nos		
28	Laptops	12	Nos		
29	Printers (2 colour + 3 b/w)	5	Nos		
30	DLP Projectors (4000 lumen)	3	Nos		
31	Country Flags with Poles	200	Nos		
32	<b>CCTV cameras</b> (PTZ)	20	Nos		
33	<b>Security equipments</b> <ul style="list-style-type: none"> <li>• DFMD</li> <li>• Baggage Scanner</li> <li>• Hand held device for frisking</li> </ul>	4 2 4	Nos		



34	Pagodas – (5 x 5 mtr) for multi-purpose utility such as helpdesk, Cloak room, Security check, Medical centre etc	8	Nos		
35	House-keeping (lumpsum cost)- staff with uniform & equipment				
36	Ushers – stage management, seating arrangements, enquiry handling etc	15	Nos		
37	Permission cost-(Lumpsum cost)				
38	Tin-barricading (subject to per SPG requirement)	750	mtrs		
39	Social Media Live:-hardware, software/equipment for 3 platforms (facebook, Twitter and YouTube) to cover one plenary/three parallel sessions simultaneously. Facebook will have 2-3 pages				
40	<b>Exhibition Stalls- 25 Nos at Hotel Pullman</b>	25	Nos		
	a) Fabricating 25 octonorm stalls in Hotel Pullman of size 2 mtrs by 2 mtrs along with basic standard size tables and chairs .	25	Nos		
	b) LCD - LCD of size 32 inc in each stall				
	<b>Total</b>				

(Taxes will be paid extra)

(Authorized Signatory)\*

Name:

Designation:

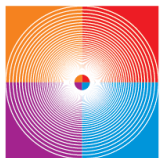
Email:

Telephone:

(Seal)

*\*Authorized signatory should be a person duly approved by the board resolution of Head of the Organization.( a copy of the document to be enclosed)*

**Notes:** The main event will be for two days i.e. 23-24<sup>th</sup> Nov 2017 in Aerocity, New Delhi. The selected agency will have to handover the complete site one day prior 22<sup>nd</sup> Nov 2017 (09:00



Hrs) for SPG inspection. The bidder should keep in mind preparatory time and cost while submitting financial bid

**To be signed and submitted by bidder (Annexure 2)**

Declaration regarding Acceptance of Terms & Conditions contained in the RFP Document

To,

Additional Director  
National e-Governance Division  
Electronics Niketan, 4th Floor  
6.CGO Complex, Lodhi Road  
New Delhi-11000

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document (N-22012/41/2017-NeGD-Meity) for the selection of **Event Management Services including supply and installation of German Hangar structure and related facilities for GCCS 2017**. I declare that all the terms and condition contained in the RFP are acceptable to my company.

I further certify that I am an authorised signatory of my company and am, therefore, competent to make this declaration.

Yours Truly,

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

.....End of document.....