

National e-Governance Division (NeGD)
Ministry of Electronics & Information Technology Electronics Niketan,
New Delhi

Event: G20 Digital Economy
Working Group Meeting,
Hyderabad, Telangana
Date: 17th April – 19th April
ID: N-21/44/2022-NeGD

**2nd G20 Digital Economy Working Group Meeting, Hyderabad, Telangana
(April 17-19, 2023)**

BACKGROUND

India has taken over the G20 presidency on December 1, 2022. During the course of this Presidency, various activities will be undertaken to showcase India's leadership in global issues. One of the G20's most important work streams is the Digital Economy Working Group (DEWG).

Under the G-20 presidency, India is currently hosting the G-20 meetings at various locations across the country. The Ministry of Electronics and Information Technology (MeitY) is the nodal Ministry for the G20 DEWG. Under the DEWG, 4 Working Group and 1 Ministerial meeting are planned to be organized. MeitY with support from Ministry of External Affairs (MEA) are organizing meetings on the 'Digital Economy' track at Lucknow, Pune, Hyderabad and Bangalore respectively.

The First G20 meeting under the Digital Economy track (DEWG) was successfully organised in Lucknow from February 13 - 15, 2023.

This is reference to the Second Meeting of Digital Economy Working Group to be held at Hyderabad, Telangana from April 17-19, 2023. MEA has selected Event Management Company (EMC) M/s. Thomas Cook for generic support throughout the G20 Event. Beyond MEA SOW additional work will be executed by state empanelled agencies

SCOPE OF WORK

1. The EMA (Event Management Agency) shall provide overall support to NeGD and Thomas Cook with basic requirements.
2. The EMA shall provide a memorable welcome greet for the delegates at the airport.
3. The EMA shall provide chairs/tables/furniture/décor/genset and other logistic support for the excursions, setting stages along with AV setup for the Welcome/Farewell dinner and Cultural Events etc.

4. Any additional work beyond SOW
5. The detailed activities under Scope of Work have been attached as Annexure A.

Eligible bidders:

- NeGD empanelled agencies
- Agencies Empanelled with state of Telangana “IT department “

SELECTION OF AGENCY

Selection Process:

Agency shall share their financial bids in a password protected pdf till 12th April 2023. The lowest bidder (L1) shall be given the work order.

Evaluation of Financial Bid

- The lowest bidder (L1) shall be given the work order.
- The Bidders are required to quote their financial; bid as per the Annexure “A”

Payment Terms

- Submission of PBG (3% of contract value) upon selection of agency
- Advance payment upto max of 30 % of total contract value may be considered against BankGuarantee of equal amount
- After completion of event the bill raised by the agency accompanied by supporting documents willbe settled after adjustment of advance if any

Time Line: Submission of Financial bid i.ee Annexure A (password protected)by 12.4.2023 at anuj@digitalindia.gov.in and shubham.kadam@digitalindia.gov.in by 3:00 PM

NOTE:

Agencies suggestions:

- Any other factor incidental for event at global level
- The scope of work is not restricted and the suggestions from the agencies are welcome

Obligations of the Agency

- The agency shall be required to take all statutory clearances as required for the Assignment, fromtime to time.

Loss of Property and/or Life

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

Settlement of Disputes

- The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with the agreement or its interpretation.
- Any dispute between the parties, which cannot be settled amicably within 30 days of receipt, by one party of the other party's request for such amicable settlement, shall be submitted to arbitration by the sole Arbitrator to be appointed by NeGD . The arbitration proceedings shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The arbitration proceedings shall be held at New Delhi and the Courts at New Delhi shall have the jurisdiction.
- Either party's performance under this agreement is subject to acts of God, war, epidemics, government regulation, strikes, or any other occurrence of event(s) or emergency beyond the party's control (except for rains), making it impossible, illegal, or commercially impracticable for either party to perform its obligations under this agreement, in whole or in part.

Representations and Warranties

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

Right of Use of Site

- NeGD/MeitY shall hand over the sites of the event to the Agency, 3(three) days prior to the date of the event for their preparation and management. In case of change of site of event, the Agency may be informed at least 4 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, the 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.

Licenses and Rights for use of Names, Videos and other content

- The NeGD/MEITY does hereby grant to the Agency a limited non-exclusive license to use the Event name and “MeitY/ NeGD” name solely in connection with the preparations, programmes and management of the events, provided the Agency complies with the terms and conditions contained in this Agreement.
- The agency shall not use the name of their own company in any official communication or promotional material pertaining to the event, before, during or after the event without prior approval of NeGD, MeitY.
- The Agency shall not use the names and the song/ Vides etc for any event or purpose other than the said event.
- The authority of the Agency to use the names and the videos commences upon the effective date of this Agreement and terminates upon the expiration of the term of this Agreement or upon termination of this Agreement, whichever shall occur first.
- The Agency shall not sublicense, transfer or assign the use of the names and videos to any person or entity without the prior consent of the NeGD, MeitY.

Intellectual Property Rights

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

Termination

The contract shall stand terminated for following reasons:-

- In case of non-performance of work due
- Due to Force Majeure
- Due to non-performance of contract by either of the parties

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.

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 ForceMajeure 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.

In case of Termination by Agency

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

Penalty Clause / Service level agreement (SLA)

- In case of delay in execution or unsatisfactory work, NeGD/MeitY impose a penalty of upto 10% of the project value. If the delay is beyond stipulated time specified by NeGD/MeitY, then NeGD/MeitY may annul the project and shall be free to get it done from other agency at the risk and costs of the selected agency. NeGD/MeitY may debar and blacklist the agency for 3 years or more for applying in its future tender/RFP.
- NeGD reserves the right to cancel the contract of the selected Bidder any time without mentioning any reason
- Readiness of venue one day (24hrs) prior to main event.
 - Delay in Implementation: Installation and Functioning of stalls (0.50% of total work order value per hour)
- License and all security clearance ,local authority clearance including SPG clearance to be taken by agency and adherence to the norms accordingly
- Overall event Management (Beyond SOW if necessary)
- **Not allocating required Manpower for the event**
 - The agency will provide the list of resource to be deployed in advance (Within two days from issuance of work order)
 - Daily attendance sheet to be shared by the agency along with invoice
 - If found any resource found absent without prior information penalty of 0.5% of the total work Order Value will be levied
- **Defect /replacement-** -Materials /Human Resource
 - **Delay in resolution of support/incidents for the devices installed by the bidder**
 - 0.50% of total work order value per hour beyond 15 minutes of reporting the error
- If the agency uses the brand/name of the client (NeGD/MeitY/Digital India/DIC) for any other **commercial** purpose without its permission, agency will be liable to pay the penalties imposed by the NeGD

- If the agency after taking up the work for an event leaves it in incomplete due to any reason, the agency **would** have to pay 5 times the cost of the event to the NeGD.

Financial "Annexure A" April 17-19 2023 for 2nd Meeting G20 DEWG at Hyderabad

Sr. No.	Elements	Particulars	Size			Sq.Ft	Qty	Days	Rate	Final Amount	others
			L	B	H						
	Sound										
1	Sound 6+2 Base	Each Sides					1	2			
2	Cordless Mics						4	2			
3	Digital Mixer						1	2			
4	Podium Mics						2	2			
5	Head Mics						2	2			
6	DI Box						4	2			
7	Clear Comms						6	2			
8	Hand Cordless Mics						4	2			
9	CDJ Mixer						1	2			
	Lighting										
1	Par Cans 64						10	2			
2	Profile Spots						2	2			
3	Blinders						4	2			
4	Led Par						10	2			
5	Moving Head sharpies						6	2			
6	Follow Spot						1	2			
7	Haze Machine						1	2			
8	Dimmers						1	2			
	Visuals										
1	Led Screen		12		10	120	1	1			
2	Scaffolding Support		5		14ft	1	4	2			

Stage for sessions at taj krishna subject to requirement

3	Vj						1	2			
4	Processor						1	2			
5	Switcher						1	2			
	Airport welcoming										
1	Hostess - Welcome @ airport	Four hostess in three shifts on April 15th includes food ,Dress and transport					12	1			
2	Garlands Delievry with Transpotation	Lilly & Roses					250	1			
	Cultural Events										
2	EMCEE for Three days	with Transpoatati on					3	1			
3	Golkonda Light & Sound show						1	1			
4	Golkonda Guides						4	1			
	Golkonda set up										
1	Round Tables	with cream cover	6		6		40	1			
2	Banquet Chairs	with white and red ribbon					300	1			
3	Wooden Floor In Golkonda	Around 12000 sq ft need to covered with Wooden panels for guest	150		80	12000		1			
4	Mobile Toilets						4	1			
5	Q managers						100	1			
6	Side wall Masking		1000		20	20000		1			
7	Wash Basins						3	1			
8	Dust Bins						6	1			
9	Buffet Tables						20	1			
10	Gensets 125 kv						1				
11	RGB Light						50	1			

12	Warm Led Light						50	1			
13	Fans						15	1			
13	Man power						10	1			
	Hi tea Arrangement										
	Hi tea Arrangement @ Golkonda	Setup & Dismantle of live Novotel Food counters provides(Iran i chai)Live preparation					150	1			
	Sub Total										
	Agency Fees (in %)										
	Total										
	Taxes applicable										
	Grand Total										
	The Agency must also ensure that all statutory guidelines related to safety, fire and other hazards are strictly followed. Wherever, required requisite permissions would also be obtained by the vendor).										
	Payment shall be made on delivery & submission of bills on getting satisfactory report within 15 days										
	Note: Any extra element procured will be on actual cost incurred such as Wheelchairs, Tables etc.										