



Indo-German Science & Technology Centre
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REQUEST FOR PROPOSAL (RFP)

for hiring an event management organization for
IGSTC events from 9th to 13th September, 2024
at Mahabalipuram, Chennai

1 Introduction and General Tender Information

Indo-German Science and Technology Centre (IGSTC) has been registered as Society under Society Registration Act, 1860 to promote research partnerships of industrial relevance on a PPP mode, connecting academia and industry from both countries for socio-economic benefits/development of people of both India and Germany. IGSTC mandate is towards facilitating and promoting Indo-German bilateral collaborations in basic and applied science, research & technology, nurturing contacts between young and mid-career scientists and technologists to develop a sense of mutual trust, partnership/leadership and entrepreneurship. For more details of IGSTC and its activities, please refer www.igstc.org.

2. Section Terms of Reference (TOR):

IGSTC is organizing its Finance Committee, Partners Meet and Governing Body meeting at Mahabalipuram, Chennai from 9th to 13th September, 2024. Delegation from Ministries (Department of Science and Technology, Govt of India and Federal Ministry of Education and Research, Government of Germany along with other participants from India and Germany would be attending the events.

Considering the participation of the Indian and German Governments delegation and project stakeholders from both India and Germany, internal need assessment was carried out for shortlisting of suitable hotel venues commensurate with the IGSTC requirements. The following hotels venue were shortlisted for the event.

- (i) Inter-Continental Resort, Mahabalipuram.
- (ii) Welcome Hotel by ITC Kences Palm Beach, Mahabalipuram.
- (iii) Taj Fisherman's Cove Resort & Spa, Mahabalipuram.
- (iv) Four points by Sheraton (Marriot by Bonvoy), Mahabalipuram.
- (v) Radisson Blu Resort, Mahabalipuram.

The hotel venue from above options would be finalized depending upon the lowest in price.

The IGSTC desires to seek offers from professional event management organisation for accommodation, lunch & dinner, hi-tea with snacks; conference venue and other logistics in the above-mentioned hotels for its events as per scope of work defined in this RFP.

3. Crucial details:

Tender Document No.	IGSTC/Admin/FC, GB & PM/50/2024-25
Name of the Work	Hiring of event management services for IGSTC event from 09 th to 13 th September 2024
Client/Owner	Indo-German Science & Technology (IGSTC)
Place and Date of Service	Mahabalipuram, Chennai
Estimated Cost of Project	Rs. 24 Lakh (Rupees twenty four lakh only)
Period of Completion	On above events dates
Last date & time of submission of Tender	19 th August 2024
Mode of communication (only by e-mails)	admin.igstc@igstc.org

3.1 Following points may be considered while submitting the RFP: -

1. More than one bid is not permissible from one bidder company.
2. This RFP would not have any binding on IGSTC and does not provide guarantee of allotment of work to the shortlisted company. Further, IGSTC reserves the right to update or amend any information pertaining to RFP and also defer or cancel the event.
3. It is expected that bidders have carried out their own surveys, investigations and all other related examinations pertaining to the project before submission of bid documents.
4. The bidder at their discretion may submit their suggestions on scope of work and timelines along with their interest and IGSTC reserves the right to accept or reject on suggestion.
5. Conditional bids will not be entertained.

4. Eligibility criteria for submission of bid:

1. The bidder must be a legal entity registered eligible to carry out business in India.
2. The bidder should have been in operation for at least five years and complied with Indian Statutory Laws.
3. The bidder must have a minimum turnover of at least **Rs. Two Crore** and having surplus net worth in each of the preceding three audited financial years.
4. Incomplete bids, bids not in format and conditional bids shall be rejected outrightly. Alterations, amendments or modifications are not allowed after submission of proposal.
5. IGSTC may at any time during the Tendering process but before opening the technical bid request the Bidders to submit revised Technical /Commercial Bids and/or Supplementary Commercial Bids, in case of change in Scope of Work, without thereby incurring any liability to the affected Bidder or Bidders.

6. The entire event logistical work including contract with hotel on behalf of IGSTC shall be executed by the Bidder in the overall interest of IGSTC.
7. Event management agency will be under obligation to ensure all legal compliances during the event.
8. Environmentally friendly material is required to be used for all the event-related activities. So far as possible, the use of plastic should be avoided. Water during the meetings is preferably to be served in glass bottles.

5. Scope of Work:

The scope of work for logistical arrangements for of IGSTC outreach by the bidder as follows:

Hotel	As per the para 2 of RFP document.		
Room Category	Superior / Deluxe / Executive		
Event Venue	The venue should not be less than 2500 sqft area		
Particulars	Unit	No of Days	Amount in INR
Day 1 - 9th September			
Room-Single Occupancy	8	1	
Lunch	8	1	
Dinner and cocktail	8	1	
Day 2 - 10th September			
Room-Single Occupancy	35	1	
Lunch	35	1	
Dinner and cocktail	35	1	
Meeting in conference /Board Room Setup With Projector			
Day 3 - 11th September			
Room-Single Occupancy	47	1	
Lunch	50	1	
Networking Dinner and cocktail	50	1	
Cultural Event (Traditional Dance with Live Instrumental Music- Oner Hour)	1	1	
Meeting in conference /Board Room Setup with Projector for-60-70 PAX	1	1	
Venue Management (Annexure-III)	1	1	
Day 4 - 12th September			
Room-Single Occupancy	19	1	
Lunch	19	1	

Dinner and cocktail	19	1	
Team building activity	1	1	
Meeting in conference /Board Room Setup With Projector			
Day 5- 13th September			
Room-Single Occupancy	8	1	
Lunch	8	1	
Other logistic Arrangements			
• Airport Transfer (Innova Crysta) - Per Vehicle.	10	2	
• 2 Innova on Disposable from 10 September to 12 September 2024	2	3	
• local exposure visits to places of importance by AC Coaches 12 Seater Urbania or similar vehicle	2	1	
Total			
GST			
Grand Total			
Note:			
1	Airport drop and pickups to be arranged as per the guest arrival departure details shared by the IGSTC. The arrival departures will scatter during the event days from 9 September 2024 to 13 September 2024		
2	Vehicle for local exposure visit is to be arranged on 12 September 2024. IGSTC however reserves right to change the date by one day advance notice.		
3	Organizing the event and providing all the logistical support such as meeting arrangement not limited to the Branding; arrangement for audio Video facility, stage setup etc. as per the requirement of IGSTC during the event, from 9 th to 13 th September, 2024.		
4	Deployment of Event Management Team not less than three during the entire event to ensure smooth flow of the event as per IGSTC requirements.		
5	The selected bidder will be obliged to cater to increase in the requirement of Rooms by 15%. The minimum guarantee will however be as per the scope of work.		
6	In case of the increase in the work proportionate payment would be made as per the rates prescribed for the item of the expenditure concerned.		
7	Any other additional logistical arrangements on actual need basis		
8	The cultural program troupe is to be finalized in consultation with IGSTC.		

9	IGSTC reserves the right to request the selected agency to cancel the booking/accommodation in unavoidable situations. However, while doing so, IGSTC undertakes to bear any non-refundable amount, or any amount charged by the hotels/accommodation-provider towards cancellation. The bidder must clearly specify in his/her bid the change and cancellation policies of hotels, including a cancellation deadline or nonrefundable cancellation.
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6. Technical Bid

The bidder may provide requirements under technical bid in this RFP as attached at Annexure-I.

7. Financial Bid

The financial bid is attached at Annexure-II and fill the same for quoting price. ***No other format will be accepted. The bid not in format will be rejected. Financial bids are to be submitted in Separate sealed cover. In case the bid is being submitted by email. Password protected PDF file for financial bid is to be attached. The password for the financial bid is to be shared at the time of opening of the bids.***

- a. All the prices mentioned are in accordance with the terms as specified in the RFP documents.
- b. All prices should be all exclusive of taxes. Taxes should be separately mentioned. Any change in rate of taxes during the intervening period to be claimed by the bidder at the time of final settlement. The amount claimed as a result of change in rate of taxes, if any, has to be supported by Govt. Notification in this regard. IGSTC shall be authorised to deduct any tax as applicable from the bidder. Deduction of all statutory and necessary Tax from each bill will be made as per Government orders prevailing at the time of payment. Necessary tax deduction certificate will be issued on demand by the bidder
- c. Prices quoted by the Bidder shall remain same and fixed and shall be valid until completion of the event and will not be subject to variation on any account.
- d. The cost for additional items, if any will be paid and the awarded bidder has to take prior approval from IGSTC on each additional item. No markup will be charged on rates of the unforeseen additional items required if any requested during the event.
- e. Financial Bids of the technically qualified bidders will only be opened.

8. Documentation to be submitted with technical bid:

- i) A covering letter for submission of RFP and showing willingness to provide event management services to IGSTC as per scope of work as defined in this RFP.
- ii) The signed copy of the RFP document as a token of acceptance of RFP terms.
- iii) Registration certificate of the bidder.
- iv) Documentary proof for carrying out three similar works preferably for the Bilateral entities/ International bodies.
- v) Copy of PAN and GST certificate of the bidder firm.
- vi) Audited Turnover certificate from the Copies of Balance sheet and Profit & Loss Account for last three years.
- vii) Brief profile of the bidder including its client(s) to demonstrate the range of client(s).

9. Award of contract and completion of work:

IGSTC shall award the contract to the selected bidder by issuance of a purchase order with terms & conditions. The selected bidder has to furnish the acceptance of purchase order with three days of its issuance. The contract would be valid until the completion of the event. The bidder is expected to deliver services as per IGSTC's requirements and satisfaction.

10 Payment Terms:

- (i) The following are the payment terms:
- (ii) Payment will be made 20% of the total value at the time of entrustment of work on request of successful bidder.
- (iii) 40% of the total value will be paid on or before 5th September 2024.
- (iv) 40% of the total value will be settled at the time of the final bill. Intending bidders may note that time is the essence of this work and any bidder failing to fulfill their obligations in respect of the any of the item of scope of work within the set time frame will face penalties at double the rate of the item concerned which could not be provided or the actual cost of hiring/ availing the alternative from any other source by IGSTC, whichever is higher.

11. Evaluation of technical proposals:

The Evaluation Committee shall evaluate the Technical Proposals only for those bidders who satisfy the pre-qualification/eligibility criteria. The Technical proposals which are unsigned and incomplete shall not be evaluated. The technical proposals will be evaluated on the basis of their responses.

During the process of evaluation of the technical proposal, the bidder might be required to make presentation on its Proposal covering Experience/Technical Proposal including Understanding about the project, Implementation Methodology, Team Composition, Work Schedule and Activity Schedule etc. In case presentation is required, the date and time of the presentation / interactions will be intimated individually.

12. Disclaimer

The information contained in this Request for Proposal (hereinafter referred to as "RFP") document is provided to the Bidder(s) by Indo-German science and Technology Centre (hereinafter referred to as "IGSTC"), 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 their Proposals/Quotations. 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 IGSTC 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. The RFP is not an agreement and is neither an offer nor invitation by IGSTC to prospective bidder(s).

IGSTC makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document. IGSTC may, in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document without any further notice.

TECHNICAL BID
FOR
Hiring of Event Management Organization
For IGSTC events from 09th September to 13th September, 2024
At Mahabalipuram, Chennai, India

1. Name of the Company:
2. Date of Establishment:
3. Head & Branch office details:

Head Office:

Country/State	Address	Manpower	Name of the Office Chief

Branch Offices (If applicable):

Country/State	Address	Manpower	Name of the Office Chief

4. Bidder's PAN:
5. Bidder's GST:
6. Turnover of the Bidder in last three years (audited or certified by Chartered Accountant):

<i>Particulars</i>	<i>Financial Year</i>		
	<i>2021-22</i>	<i>2022-23</i>	<i>2023-24</i>
Turnover from Event Management			

7. Bidder's legal status:

8. Details of event management services rendered to Bilateral/International organizations

S No	Name of client	Financial year in which service is rendered	Contract value

9. Summary of major five latest event management services delivered

S No	Name of client	Financial year in which service is rendered	Contract value
1			
2			
3			
4			
5			

10. Personnel responsible to this tender

S No	Name of Employee	Designation	Contact details

11. Website link (if any):

Declaration-

I _____ authorised representative of M/s _____ do hereby declare and certify that;

- The information given here are true to the best of my knowledge.
- Agrees to abide by all the terms and conditions laid down in the RFP Document.
- I confirm that authority to submit the RFP documents and comply the provisions laid down in the RFP documents.
- I further declare that presently the organization is not Blacklisted due to any reasons by any State / Central Government / PSU / Autonomous Body(s) on the date of bid Submission.

Place:

Name:

Date:

Signature:

Bidding Entity Name:

**Name of the work: "Event management organization for
IGSTC events from 9th to 13th September, 2024
at Mahabalipuram, Chennai**

Financial Bid Format

Hotel	As per the para 2 of RFP document.				
Room Category	Superior / Deluxe / Executive				
Event Venue	Space not less than 2500 sqft				
Particulars	Unit	No Days	of	Rates exclusive of Tax in INR (Per applicable unit)	Amount in INR
Day 1 - 9th September					
Room-Single Occupancy	8	1			
Lunch	8	1			
Dinner and cocktail	8	1			
Day 2 - 10th September					
Room-Single Occupancy	35	1			
Lunch	35	1			
Dinner and cocktail	35	1			
Meeting in conference /Board Room Setup With Projector	1	1			
Day 3 - 11th September					
Room-Single Occupancy	47	1			
Lunch	50	1			
Networking Dinner and cocktail	50	1			
Cultural Event (Traditional Dance with Live Instrumental Music- One Hour)	1	1			
Meeting in conference /Board Room Setup With Projector for-60-70 PAX	1	1			
Venue Management (Annexure-III for details)	1	1			
Day 4 - 12th September					
Room-Single Occupancy	19	1			
Lunch	19	1			
Dinner and cocktail	19	1			
Team building activity	1	1			

Meeting in conference /Board Room Setup with Projector	1	1		
Day 5- 13th September				
Room-Single Occupancy	8	1		
Lunch	8	1		
Other logistic Arrangements				
• Airport Transfer (Innova Crysta) - Per Vehicle.	10	2		
• 2 Innova on Disposable from 10 September to 12 September 2024	2	3		
• local exposure visit to places of importance by AC Coaches 12 Seater Urbania or similar vehicle	2	1		
Total				
GST 18%				
Grand Total				
Note:				
Airport drop and picks ups to be arranged as per the guest arrival departure details shared by the IGSTC. The arrival departures will scatter during the event days from 9 September 2024 to 13 September 2024				
Vehicle for local exposure visit is to be arranged on 12 September 2024. IGSTC however reserves right to change the date by one day advance notice.				

Date:

Signature of the owner / bidder / authorized signatory with complete Name, Address, Contact No.(s) including Mobile No(s).

Bid Format for

Venue Arrangement for 11 September 2024 (Total of the sheet to form part of the price bid)

(Conference/meeting hall area should not be less than 2500 Sq. ft)

Sr. No.	Particulars	Units	Qty	Days	Rate	Amount
Logistic arrangements required on 11 September 2024						
1	FABRICATION					
	Projector Screen With frame Masking	1	1	1		
	Podium White Finish (4x2FT)	1	1	1		
	Podium Branding (4X2 FT)	8	1	1		
	Standee - 3x6 FT - (Agenda & Sponsor)	1	10	1		
	Console Masking - Front - 12X4	48	1	1		
	Console Masking - On Sides - 4' x 4'	16	2	1		
	Registration Desk backdrop (8*8)	64	1	1		
2	SOUND					
	Sound System for 60 Pax	1	1	1		
	Cordless Mics	1	4	1		
	Lapel Mics	1	2	1		
	Podium Mike	1	2	1		
	Mixer & Amplifier	1	1	1		
	Technicians & cabling	1	1	1		
	Preview Plasma for Presentation near stage	1	1	1		
	Laptop (For Backup on Console) -	1	2	1		
	Clicker	1	1	1		
3	LIGHTS					
	LED Par Cans - For Stage & Ambience	1	12	1		
	Light Console	1	1	1		
4	EXTRAS					
	Name Tags with Lanyards	1	60	1		
	Table Tags	1	25	1		
	Bouquet	1	4	1		
5	UPS POWER BACKUP					
	5 KVA UPS	1	1	1		
	TOTAL					