

Ministry of External Affairs
Sushma Swaraj Bhawan
15 A Dr Rizal Marg, Chanakyapuri
New Delhi-110021

Tender Reference No: CONF/240/03/2023

Date of Publishing of RFP: 23/05/2023



**REQUEST FOR PROPOSAL FROM INDIA BASED
EVENT MANAGEMENT COMPANY
FOR PROVIDING EVENT MANAGEMENT SERVICES FOR
G20 SUMMIT TO BE HELD IN SEPTEMBER 2023
DURING INDIA'S G20 PRESIDENCY**

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DISCLAIMER

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or in any other form by or on behalf of the Ministry of External Affairs (the Authority) or any of its employees or advisors is final and binding. The same is provided in the terms and conditions of this document.

This RFP is not agreement and is neither an offer nor invitation by the authority to the prospective BIDDERS or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their technical and financial offers (BIDs) pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the authority in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the authority, its employees, or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP.

Information provided in this RFP is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this BID Stage (from RFP Publication till issue of Letter of Acceptance).

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever arising from reliance of any Bidder upon the statements contained in this RFP. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Successful Bidder, as the case may be for the Project and the Authority reserves the right to reject all or any of the BIDDERS or BIDs without assigning any reason whatsoever.

The Bidder shall bear all costs associated with or relating to the preparation and submission of its BID including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority, or any other costs incurred in connection with or relating to its BID. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the BID, regardless of the conduct or outcome of the Bidding Process.

SECTION 1: [NOTICE INVITING TENDER/Fact sheet](#)

S No	Key Information	Details
1.	Assignment Title	Request for Proposal (RFP) for hiring of EMC for G20 Summit during India's G20 Presidency.
2.	Purchaser	G20 Secretariat, MEA.
3.	Location	New Delhi
4.	Date of publication of the RFP	23/05/2023
5.	Last date of submission of queries	30/05/2023
6.	Pre-bid Meeting	01/06/2023 at 1100 Hrs. to be held at Bhaskara Hall, Sushma Swaraj Bhawan
7.	Bid Submissions	CPP Portal www.eprocure.gov.in & physical copies to be submitted Bids obtained only physically will be summarily rejected.
8.	Method of Selection	Single stage Two bid system (Technical and Financial)
9.	Earnest Money Deposit (EMD)	The bidder is required to submit EMD of Rs. 1.60 Crore only in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in favor of Pay & Accounts Officer, Ministry of External Affairs payable at New Delhi
10.	Performance Security	The successful bidder(s) is required to submit Performance security equivalent to 3% of the estimated contract value in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in favor of Pay & Accounts Officer, Ministry of External Affairs payable at New Delhi valid for a period of 60 days beyond the date of completion of all contractual obligations of the selected bidder
11.	Last Date and time for submission of bids	16/06/23 at 1730 hrs
12.	Opening of Technical Bids	20/06/2023 at 1100 hrs
13.	Opening of Financial Bids	To be intimated later
14.	Scope of Work	The detailed scope of work is provided at Para 15 of this RFP
15.	Language of bid	The bid should be submitted in English
16.	Bid validity	150 days from the date of submission of Bid
17.	Bid documents	Bidders must submit their bids in line with the requirements stated in this RFP.
18.	Issue of Work Order	To be informed later
19.	Address for Communication	Room No. 104, 1 st floor, Sushma Swaraj Bhawan, Ministry of External Affairs, Dr Rizal Marg, Chanakyapuri, New Delhi-110021 Phone 011-24153107 Email – us.g20@gov.in ; dirg20summits@mea.gov.in

SECTION 2: INSTRUCTIONS TO BIDDERS AND DATASHEET

1. Definitions:

“Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Bidder.

“Applicable Law” means the laws and any other instruments having the force of law in the EMPLOYER’s country i.e., INDIA, or in such other country as may be specified in the Data Sheet, as they may be issued and in force from time to time.

“Bank” means Nationalized/Scheduled Commercial Banks.

“EMPLOYER”/“Authority” Means the implementing agency which is MINISTRY OF EXTERNAL AFFAIRS [MEA] that signs the Contract for the Services with the selected Bidder.

“Bidder”/“Bidder” means a legally established professional consulting firm or an entity that may provide or provide the Services to the EMPLOYER under the Contract.

“Contract” means a legally binding written agreement signed between the EMPLOYER and the Bidder and includes all the attached documents listed in its General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices.

“Data Sheet” means an integral part of the Instructions to BIDDERS (ITB) Section 2 that is used to reflect assignment conditions to supplement, but not to over-write, the provisions of the ITB.

“Day” means a calendar day, unless otherwise specified as “Business Day”. A Business Day is any day that is an official working day of the EMPLOYER. It excludes the EMPLOYER’s official public holidays.

“Professionals” means, collectively, Key Professionals, Non-Key Professionals, or any other personnel of the Bidder.

“In writing” means communicated in written form (e.g., by mail, e-mail, fax, including, if specified in the Data Sheet, distributed, or received through the electronic- procurement system used by the EMPLOYER) with proof of receipt;

“Key Professional(s)” means an individual professional whose skills, qualifications, knowledge, and experience are critical to the performance of the Services under the Contract

“ITB” (this Section 2 of the RFP) means the Instructions to BIDDERS that provides the BIDDERS with all information needed to prepare their Proposals.

“Proposal” means the Technical Proposal and the Financial Proposal of the Bidder.

“RFP” means the Request for Proposals to be prepared by the EMPLOYER for the selection of BIDDER.

2. Process of Selection:

The process of selection of successful Bidder would be as follows:

1. Issue of RFP
2. Pre-Bid Meeting/ Clarification /Corrigendum (if any)
3. Submission of Bids
4. Opening of Technical Bids
 - a. Pre-Qualification evaluation
 - b. Technical Bid Evaluation of Pre-Qualified Bidders
 - c. Physical display of items and Presentations of the Pre-Qualified Bidders
5. Opening of Financial Bids for the Bidders that are technically qualified
6. Issue of Work Order to the bidder whose proposal have been ranked as highest total points on the basis of Technical and Financial Evaluation criteria as per the terms of this RFP.

3. Introduction

- (a) India will hold the Presidency of the G20 group of countries with effect from 01 December 2022 to 30 November 2023. G20 is the premier forum for international economic cooperation that plays an important role in socio-economic governance and global issues ranging from climate and environment, trade and investment, health, agriculture, digital economy, energy, anti-corruption, employment, education, tourism and culture, besides policy coordination between its members in order to achieve global economic stability, sustainable growth to promote financial regulations that reduce risks and prevent future financial crises.
- (b) The G20 Leaders' Summit shall be held on September 09-10, 2023 in New Delhi. The G20 Leaders' Summit will see participation of 42 HOSs/HOGs and Heads of IOs and their delegates. Overall, around 7000 delegates are expected to participate in the G20 Leaders' Summit.

4. Invitation

- (a) Ministry of External Affairs Requests for Proposal (RFP) from India Based Event Management Companies (EMCs) to provide comprehensive event management services for the G20 Summit in September 2023 during India's G20 Presidency. Given the large scale of Summit to be organized, a well established, experienced Event Management Company (EMC) will be selected based on criteria defined in succeeding paragraphs.
- (b) Company must be committed to meet the exclusive customer expectations whilst maintaining high standards of quality and professionalism. Considering the scale and importance of the event, expected quality parameters from companies are defined in Part – 15 of this RFP.

5. Issue of RFP.

This RFP is being issued with no financial commitment and the G20 Secretariat reserves the right to change or vary any part thereof at any stage. MEA also reserves the right to withdraw the RFP at any stage.

PREPARATION OF PROPOSALS

6. General Considerations

Study of bid document: Bidders are advised to study all instructions, forms, requirements and other information in the Bid documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the Bid Document with full understanding of its implications. The response to this Bid Document should be full and complete in all respects. Failure to furnish all information required by the Bid Documents or submission of a proposal not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of its Proposal.

7. Preparation cost: (a) The bidder is responsible for all costs incurred in connection with participation in the process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by Ministry of External Affairs to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. Ministry of External Affairs in no case, will be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

(b) This bid document does not commit the Ministry of External Affairs to award a contract or to engage in negotiations. Further, no reimbursement cost may be incurred in anticipation of award. All materials submitted by the Bidder shall become the property of Ministry of External Affairs and may be returned at its sole discretion.

8. Submission of Bids:

- (a) The bids shall be submitted online through CPP Portal and in physical format (offline) at Sushma Swaraj Bhawan, New Delhi. The bid shall be submitted online at Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app>. Physical bids to be submitted in tender box kept at reception of Sushma Swaraj Bhawan, Rizal Marg, Chanakyapuri. Bids submitted only physically will be summarily rejected. Bidders are advised to follow the instructions provided in this Tender document for e- submission of the bids online through CPP Portal.

- (b) All documents as per tender requirement shall be uploaded online through CPP Portal Website: <http://eprocure.gov.in/eprocure/app>.
- (c) Online bids without any of the required documents will be summarily rejected.
- (d) Both technical and financial bids are to be submitted concurrently duly signed digitally on the Central Public Procurement Portal.
- (e) The bidders shall have a valid digital signature certificate for participation in the online tender. The cost of digital signatures, if any, will be borne by respective bidders.
- (f) Prospective bidders are accordingly advised to go through instructions provided at Central Public Procurement Portal.
- (g) The online bids (complete in all respect) must be uploaded online in Two Covers (Cover- I: Technical and Cover-II: Financial bid) in PDF Format.
- (h) The bidder must submit their financial bid in the prescribed format (BOQ.XXXX File) specified at **Annexure 5** of this tender document and no other format is acceptable. Bidders are required to download the BOQ File, open it and complete the unprotected cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name and same bids shall be dropped physically at tender box of Sushma Swaraj Bhawan.
- (i) All pages of the bid being submitted must be sequentially numbered by the bidder, should be signed and page referencing should be given in a tabular format highlighting key areas to qualify the technical criteria.
- (j) The bidder will be required to submit a signed copy of the RFP as an acceptance of the terms and conditions laid down by MEA, failing which the offer will be treated as withdrawn.
- (k) All pages of the bid document (.pdf) shall be numbered & signed/initialled by the authorized signatory.
- (l) Bids shall be in accordance with the directions given in the Table below:

Bid Cover/ Folder	Bid Submission
“Technical Bid”	“Technical Bid” shall be uploaded (on CPP Portal) as single pdf document and shall be duly signed using DSC. Technical proposal shall cover the documents required against the Pre- Qualification criteria and technical evaluation parameters as mentioned in this RFP along with the technical presentation. Technical Bid documents should be in .pdf format.
“Financial Bid”	“Financial Bid” shall be uploaded (on CPP Portal) as single BOQ document and shall be duly signed using DSC. It should contain all documents and formats related to financial proposals mentioned in RFP. Financial Proposal or any part thereof should not be kept/mixed with the Technical Bid in either explicit or implicit form, in which case the bid will be rejected. Financial Bid documents should be in BoQ .xls format

(m) Bids without any of the required documents will be summarily rejected. *Rejection of agencies will be based on not fulfilling standard conditions defined in Para 14 of RFP and above mentioned conditions.* Both technical and financial bids are to be submitted concurrently duly signed by authorized signatory. The bids (complete in all respect) submitted offline shall be in Two Covers (clearly marked as ‘Technical Bid’ and ‘Financial Bid’). EMD is to be submitted separately in a third envelope and marked accordingly.

9. Language of Bids

The Bids prepared by the Bidder and all correspondences and documents relating to the bids shared by the Bidder with Ministry of External Affairs, shall be in English language.

10. Proposal Validity

Proposals shall remain valid until the date specified in the Data Sheet or any extended date if amended by the EMPLOYER. During this period, the Bidder shall maintain its original Proposal without any change, including the availability of the Professionals, the proposed rates, and the total price.

11. Extension of Proposal Validity

The EMPLOYER will make its best effort to complete the tender process and award the contract prior to the date of expiry of the Proposal validity. However, should the need arise, the EMPLOYER may request, in writing, all BIDDERS who submitted Proposals prior to the submission deadline to extend the Proposals' validity.

If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Professionals.

The Bidder has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.

12. Financial Proposal

12.1 The Financial Proposal shall be prepared using the Standard Forms provided in Annexure -I of the RFP. It shall list all costs associated with the assignment.

12.2 Taxes

The Bidder shall be responsible for meeting all tax liabilities (except GST) arising out of the contract unless stated otherwise in the Data Sheet.

12.3 Currency of Proposal

The currency shall be stated in the national currency i.e 'Rupee' only

12.4 Currency of Payment

Payment under the Contract shall be made in 'Rupee' in which the payment is requested in the Proposal.

13. Confidentiality

From the time the Proposals are submitted to the time the Contract is awarded, the Bidder should not contact the EMPLOYER on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the BIDDERS who submitted the Proposals or to any other party not officially concerned with the process, until the Notification of Intention to Award the Contract. Exceptions to Information to Bidders (ITB) are where the EMPLOYER notifies BIDDERS of the results of the evaluation of the Technical Proposals.

Any attempt by shortlisted BIDDERS or anyone on behalf of the Bidder to influence improperly the EMPLOYER in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal and may be subject to the application of prevailing sanctions procedures. Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Contract award publication, if a Bidder wishes to contact the EMPLOYER, it shall do so only in writing.

14. ELIGIBILITY CRITERIA

S No	Basic Requirement	Specific Requirement	Documents Required
a)	Legal Entity	The Applicant should be a company registered in India under the Companies Act 2013 or any other previous Companies Act or a Limited Liability Partnership registered under the LLP Act, 2008 or a registered Partnership under the Indian Partnership Act, 1932 or Registered as a society under the Societies Act, 1860 for at least 10 (Ten) years.	- Copy of valid Registration Certificates duly certified by CA engaged in conducting audit of the company. - Certified Copy of Certificates of Incorporation/Name Change. CA's Registration Number/ Seal is must.
b)	Turnover	Average Annual Financial Turnover of the Company in any of the three years in last Six financial years, i.e. FY2016-17, FY2017-18, FY2018-19, FY2019-20, FY2020-21, FY2021-22 (as per the last published audited balance sheets), should be more than Rs. 60.00 Cr (Sixty Crore) each . The company should not have incurred loss in more than two years in preceding 06 years. (Excluding Covid years	Copies of Annual Turnover of the organization of Audited Annual Accounts duly certified by CA who is engaged in conducting audit of the EMC. Profit & Loss Account & Balance Sheet must be submitted.

		2020-21 and 2021-22)	
c)	Specializations / Experience	<p>(i) Company must have minimum ten years' experience in Event Management Industry.</p> <p>(ii) The agencies should have successfully completed:</p> <p>(a) 01 similar work of the value of Rs 20 cr; or</p> <p>(b) 02 similar works of the value of Rs 15 cr Each; or</p> <p>(c) 03 similar works of the value of Rs 10 cr Each.</p> <p>for Government of India/State Government/ PSUs/leading corporate of which at least one should be a conference with international delegates (international level conference not exhibition) in the last 6 years. The contract/work order should be in the name of bidder.</p>	<p>(i) Work Orders/Work Completion Certificates to be attached.</p> <p>(ii) Details of the assignments as per Annexure 7 provided in this RFP, along with the following documents:</p> <p>i) Work order</p> <p>ii) Completion certificates from the Client/Self-certificate by the agency.</p>
d)	Employees on Payroll	Bidding Company should have on its payrolls a minimum of 30 professionals as on 28 February 2023.	Letter from HR as documentary evidence to be attached.
e)	PAN and GST registration	Bidding company shall hold valid GST and PAN certifications.	Copies of relevant certificates of registration to be attached.
f)	Tax Registration	Bidder must have filed ITRs for the last three years preceding viz. 2019-20, 2020-21 & 2021-22.	Copies of ITR filed for last 03 years duly Certified by CA carrying out audit of the EMC.
g)	Blacklisting	Bidding company shall not have been blacklisted by any central or state government company, PSU etc.	Self- Undertaking in this regard to be submitted.
h)	Earnest Money Deposit	EMD of Rs. 1.60 Cr (One Crore Sixty Lakh only)	Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in f/o PAO, MEA.
i)	Website	The agency shall have their functional online website.	Web link to the website.

* Bids without any of the above mentioned documents will be summarily rejected.

15. SCOPE OF WORK:

- (a) India has taken over the Presidency of the G20 Countries from 01 December 2022 to 30 November 2023, culminating in the G20 Summit in September 2023. Summit will be held on 09/10 September 2023 in Delhi at IECC, Pragati Maidan.
- (b) The Group of G20 (G20) comprises Argentina, Australia, Brazil, Canada, China, France, Germany, India, Indonesia, Italy, Japan, Republic of Korea, Mexico, Russia, Saudi Arabia, South Africa, Turkey, United Kingdom, and the United States along with the European Union. The non-G20 member countries invited as guests are Bangladesh, Egypt, Mauritius, Netherlands, Nigeria, Oman, Singapore, Spain, UAE, In addition, 14 International Organisations (IOs) including the International Monetary Fund (IMF), the World Bank, the United Nations (UN), the Organization for Economic Co-operation and Development (OECD), the World Trade Organization (WTO), the International Labour Organization (ILO) and the Financial Stability Board (FSB), the International Solar Alliance (ISA), the Coalition for Disaster Resilient Infrastructure (CDRI), the Asian Development Bank (ADB) as well as

the countries holding the presidencies of the regional organizations such as ASEAN, the African Union, and the AUDA-NEPAD will also participate at the leader-level at the Summit.

- (c) The Event Management Company (EMC) must provide comprehensive event management services for the forthcoming G20 Presidency of India, with the **following broad components:**

A) Airport Arrival/Departure:

- (i) Creation of appropriate ambience, Thematic Installation, Branding/hoardings at Luggage Belt/ Existing Sites/VVIP Lounge etc.
- (ii) Creation of hangars and other functional spaces at AFS, Palam, IGI and any other airport in India, as required.
- (iii) Creation/Upgrade of Air conditioned Lounge/use of Ceremonial Lounge for seating of VVIP and delegate about 100- 150 pax at IGI and AFS Palam Airports/Branding & Flower décor of existing lounge (Ceremonial) at IGI and Palam Airport, Digital directional Signage.
- (iv) Creation of dedicated custom & immigration counters inside the Lounge, F&B Service at the Lounge, facilitation counters for reception of delegates, Assistance (24 Hours Basis).
- (v) Porters for luggage handling and manpower for facilitation desks and housekeeping.
- (vi) Equipment (IT Equipment-laptop/computer/internet), LED Screens, branding/standees, furniture, G20 country flags with pole, floral decoration, Sound system, Video and CCTV Cameras as required.
- (vii) Stage set-up for Cultural program as required & flower décor, if required.

B) Branding and Decor etc: City Branding/Venue Branding/Pre Function Area/Main Meeting Hall & Decor

- i) Route, City and Digital branding to be done as per G20 Secretariat's branding plan and in liaison with concerned agencies viz. CBC, NDMC, MCD, DDA, DTC, vendors, etc.
- ii) High quality bi-lingual (or multi-lingual) hoardings (En-route branding), Pole Branding (double side)—different sizes, photographs of visiting Leaders, LED Screen with branding/risers wherever required, Country flags with poles, Multi-colour cloth branding with pole, and, customized arch gates.
- iii) Venue Masking, Directional Signages (3D), Welcome Backdrops, Thematic Walkways, General Branding as per G20 theme at the designated venue.
- iv) Decor and Branding of Pre-function area, Leaders' Lounge, Main Meeting Hall as per the G20 theme.
- v) Branding of Lunch/Dining areas as per the G20 theme with Flower Decor
- vi) Bilateral rooms/VVIP holding rooms/Listening rooms/Country Rooms/Media Centre – branding as per the G20 theme, Flower Decor Backdrops, AV System (projector, monitors, screens etc), LED Panels.
- vii) Provision of flags (house flags and table flags) of India and participating countries for display at the venue.
- viii) Creation of stage and backdrop for Group Photo of Leaders (if required) and for Welcome Ceremony - its thematic Branding, flower décor, flags etc
- ix) Suitable preparation of Retreat (if any) venue.
- x) Suitable Branding and décor at Cultural programme and Gala Dinner venue.
- xi) Masking of cables with high quality material.

C) Provision of setting up of Summit/Main venue, Leaders' Lounge, Delegates Lounges, Country Rooms, Pre-function areas, Lunch venues, Gala Dinner venues, bilateral meeting rooms, Viewing Rooms, Media Centre including Media Booths, Media Briefing Rooms, Restaurant and Lounges, Cultural Program stage and venue, Control rooms/Medical Rooms/Prayer Rooms/Help desks/Registration desks.

- i) **Provision of preparing of Summit/Main venue, Leaders' Lounge, Delegate Lounges, Exhibition Stalls, Control rooms (Main control room, Security Control Room Media control room, Medical Room, Prayer Room), Help desk, Group photo place, bilateral meeting rooms, etc., related.**
- a) High quality office equipment/furniture items: Tables, chairs, etc – provision of large round/oval/horseshoe-shaped wooden conference table, normal office tables, Standard chairs/Office chairs/computer chairs, banquet chairs, sofas etc.

- b) Electronics gadgets (top brands like Dell, HP, Samsung, Xerox, Canon): Computers with peripherals like monitors, printers, photocopier machines, box machines, shredding machines, LED screens, public address system in pre-function area for control rooms, AV equipment TV panels, appropriate sound and light and car-calling systems.
 - c) High Quality Sound like Sennheiser, Shure, Bose, JBL, Harman, Samsung, Sony, Delta, Dell, Apple (with adequate number of mock-ups and sound-checks factored in before the Summit) systems in Summit Room, Leaders Lounge, Bilateral Rooms, Country Rooms, and, Viewing Rooms.
 - d) Provision of high-quality furniture – sofas, armchairs, centre tables, side tables, etc, - and artefacts for the Leaders’ Lounge (seating capacity 80-100) as per the G20 Sectt./MEA-approved designs. Provision of high-quality armchairs (200 at least) and interpreter chairs (40) for bilateral meeting rooms
 - e) Setting up of help desks cum registration centers for handling email/physical/postal inquires and other assistance. This shall include a dedicated 24x7 call center support for event-related queries.
 - f) Camera operators, Videographers, video mixer with operator, HDMI splitter, LAN Hub, Monitor etc
 - g) Dedicated Internet connections with Stable Speeds at all summit venues – 5G Enabled.
 - h) Sufficient number of flags of all the countries including house flags, table flags and car flags
 - i) Provision of setting up a Venue/Spot for group photos – at Airport/Summit Venue/Gala Dinner venue etc.
 - j) Provision of simultaneous interpretation, including adequate numbers of interpretation booths, high quality headsets/earphones (IR or RF), etc.
 - k) Provision of set up (including stalls) for exhibition spaces as required by G20 Sectt./MEA.
- ii) Provision of Collateral/Booklets/badges/Car labels/Car Parking labels/Entry passes/etc., related**
- a. Preparation & printing of handbook of administrative arrangements, brochures & delegates information booklets, conference programme booklets, printing of coffee table books etc.
 - b. Provision of delegate kits and media kits – for which EMC may consult G20 Sectt./MEA for suggestions.
 - c. Print Event brochures/signages, invitation cards, conference note pads, information booklets, telephone directories, parking labels, mini booklets, delegate bags/folders etc. for programs.
 - d. Badges/passes for delegates/officials, car parking labels for officials/delegates, Entry passes for officials/delegates, RFID (or any other selected system) readers at main gates to facilitate the entry of pass holders. Vehicle stickers should be RFID-readable or have any other embedded access control/security systems.
 - e. Design and provision of befitting mementos for the delegates.
 - f. Printing of multi-lingual designer menu cards, seating plans for the lunch/dinner
 - g. Golf carts as required by the guests at designated venues.
 - h. Creation of digital walk-throughs for motorcade movements, movements of VVIPs and other programmatic elements as desired by the G20 Sectt./MEA ahead of the Leaders’ Summit.
 - i. Digital wayfinding kiosks
 - j. High quality directional signages.
 - k. Provision of adequate numbers of well-trained ushers (English-speaking and preferably multi-lingual) for the summit venues and airport.
- iii) Provision of Hygiene/Medical etc., related**
- a) Cleaning teams for washrooms & dustbins at the venues
 - b) Water filter/RO’s for drinking water
 - c) Sanitisation of Venue, waste management in real-time, and COVID-related infrastructure as required.
 - d) Ambulances & Medical teams consisting of Doctors and Nurses as required along with medical equipment shall be standby for emergency handling.

It is pertinent to mention that IECC has Facility Management Company (FMC) in place which will be looking after services related to security, house-keeping, maintenance, etc. Selected EMC will be working in close coordination with Facility Management Company. Therefore, final scope of work will be approved after clear demarcation of scope of work between Facility Management Company and EMC.

iv) Provision of Security/Badges/Pins/RFID reader/Manpower/Usher/Liaison Officers/Vehicle stickers/ Power backup, related.

- a) CCTV cameras
- b) Metal detector gates with required sensitivity markers
- c) X-ray/ Baggage scanning machines
- d) Sufficient no. of security guards
- e) Designing and Provision of high quality Lapel pins for HoS, Ministers and delegates, RFID badges for guests, GoI personnel, support staff; RFID enabled car labels/vehicle stickers/parking stickers for access control to the Airport and Conference venue(s); Provision of RFID readers, screening machines etc. at Conference venue.
- f) Provision of well trained Ushers & Liaison Officers (LOs), fluent in English to guide delegates & guests to meeting venue & other areas.
- g) Provision of well-trained technical staff and managers for supervision of summit venues and trouble-shooting.
- h) Manage power backup, utilities, ACs, sound and lighting on-site & off-site during the event with technical and generator support in case of power failure in coordination with the property service manager where applicable.

v) Decorations related

- a) Floral decoration of entire event as per the requirement,
- b) Installation of decorative plants at venues.
- c) Plants/flowers Bouquets for VVIPs as per requirement.

vi) Any other work

D) Cultural Programme and Gala Dinner:

- (i) Technical requirements of cultural events in close collaboration with ICCR and its selected agencies.
- (ii) Set up for outdoor/indoor cultural programme and gala dinner accompanied by cultural performance/background live music, stage setup, light and sound, dining facilities lawns/backdrop of iconic places, musical instruments and projection mapping. The cultural programme may also include fireworks, drone swarm and/or digital elements like augmented realities, holograms, etc. The element-wise details are attached in Financial Bid BOQ. There could be some last-minute changes in requirements. Since this event is of prestige and importance, selected EMC must always maintain redundancies and alternate plan of execution.
- (iii) Provision of traditional attire for Leaders, Spouses and any other delegates as per design and requirements indicated by the G20 Sectt./MEA.

E) SPOUSES' PROGRAMME: Set-up and execution of Spouses' programme which is considered to be part of the Leaders' Summit, at designated venues. This may involve setting up of hangars, exhibition stalls, branding, high quality sound systems and interpretation facilities.

F) GIFTS: Gifts to be procured and packaged through ODOP and other channels as decided by G20 Secretariat/MEA. Gifts will need to be chosen beforehand and displayed to concerned authorities for approvals.

16. General points for consideration by EMCs:

International delegates including Leaders & Ministers from G20 member countries, guest countries, international organizations, dignitaries and senior officials from central and state governments, industry bodies, civic organizations etc. shall be participating in the Summit. Considering the unprecedented & historic importance and significance of the Summit, following is expected from EMCs:

- a) The selection of décor, furniture, delegate kit, media kits, gift items and designing of thematic installations shall have the amalgamation of theme of the meeting/event and flavor of the Country.

The color scheme, logo, theme related inputs and design elements of delegate kits and related items shall also be provided by the branding agency and/or any other agency hired by the Ministry. However, EMC shall be responsible for the printing and installation of publicity material.

- b) Highest quality deliverables with utmost professionalism for all services shall be required from selected EMC along with deployment of trained and professional manpower to oversee and execute the G20 Summit.
- c) As there will be involvement of various stakeholders in administering the Summit which includes officials from different divisions and verticals of MEA, other Ministries of the GOI, and officials from state agencies, it shall be the responsibility of EMC to seek detailed inputs and information from all stakeholders to ensure smooth and glitch free execution of Summit.
- d) EMC shall deploy technical teams consisting of professionals who possess both technical knowledge and experience for overseeing and conduct of meeting.
- e) The selected EMC to have sufficient backup of hardware and manpower to be prepared for contingencies and additional requirements. Separate teams will have to handle different summit venues including important summit-related rooms/spaces.
- f) EMC must ensure transfer of conferencing equipment and furniture to the venue well in advance to avoid last minute logistics and transportation challenges.
- g) A two-bid QCBS will be followed. The Technical Proposals of the qualified Bidders shall be evaluated as per the predefined criteria. Only the bidders who get an overall technical score of 70 or more will qualify for the opening of their financial bids. Failing to secure minimum marks shall lead to technical disqualification of the Bid. The total score obtained by technically qualified bidders will be based on **80:20 ratio where 80% weightage will be given to technical evaluation and 20% to the financial evaluation.**
- h) The Leaders' Summit will be organised in Delhi. The quoted price will be all inclusive (except GST) and valid throughout the Summit. There shall be no revision of rates and no additional freight, transportation charges shall be admissible.
- i) Technically qualified EMCs will be required to display the physical samples at a predefined venue for evaluation of quality of furniture for conferencing, AV systems, layouts, branding, delegate kits and other collaterals.
- j) Team leaders from selected EMC will be required to visit the meeting venue along with officials from MEA to finalize the detailed plan of execution, at least 03 months in advance i.e., T- 90 days. EMC will be required to prepare and submit the complete minute to minute execution plan at least 45 days prior to the conduct of meeting/event i.e., T- 45 days.
- k) The selected EMC is expected to proactively work for Airport-to-Airport i.e., arrival to departure model as defined in the scope of work which is majorly classified in the following areas:
 - i. Airport transfers, immigration and customs clearances, transfer to hotels and Management of related Logistics, setting up and arranging Conferencing facilities, coordination with stakeholders etc.
 - ii. Branding specific to the event at conferring venue, airports and wherever required.
 - iii. Conferencing requirements
 - iv. Logistics arrangement for Welcome dinner, Gala dinner and Cultural Events at Iconic Locations (except for artists)
 - v. Logistics management at excursions
- l) The EMC shall be paid for services for the trial/mock-up days & event days. During trial of conferencing venue and events, AV set up shall be installed along with furniture in complete functional state. In special circumstances, functionally if trials are unavoidable on D minus 10 days, then recommendation of Competent Authority needs to be taken with justification. In such cases rental for services of EMC may be paid for those additional days.
- m) For payment purposes, only the Items/services used through EMC which have rental nature and can be reused, will be multiplied by no. of days of the event. Like all Electronics items, furniture, manpower etc., will be on per day rental basis. Contracted price of all such items used will be multiplied by no. of days of the event. Whereas, for services like branding, thematic installations, airport lounge, thematic exhibition stalls, hangars, collaterals, gifts, excursion kits, nameplates, fabrications of stage etc., payment will be made on one time basis only. Such services won't be multiplied by no. of days of the event. E.g. bill boards can remain on site for couple of weeks, it does not mean that it will be paid for that duration.

- n) Manpower deployed by EMC to execute the work in terms of technicians, labourers, equipment operators etc will not be paid. As rental for such items is being paid to EMC and it needs to be operationally installed and managed by them. Details of all manpower deployed to be shared with security agencies two months in advance for security vetting.
- o) Item(s) numbers mentioned in the Element Sheet are only broadly indicative.
- p) It is for information that some elements/items have been repeatedly mentioned at several places in Element Sheet. Agencies while bidding shall ensure that amount quoted for an element/item of same specification should be quoted same at all the places/halls/venues. If agencies resort to variable bidding for same item(s) then lowest amount quoted by the agency will be paid by G20 Sectt/MEA.

17. Technical Evaluation Criteria

EMCs would be invited to make a 45-minute (maximum) **presentation of their technical bid before a Tender Evaluation Committee (TEC)** of MEA **on June 23, 2023 at 1100 hours and respond to the query of TEC based on RFP**. After evaluation of the technical bids by the TEC, the **financial bids of only selected EMC/EMCs would be opened** for evaluation and consideration of award of work. Minimum 70% marks are required in Technical Bid to be selected for opening of Financial Bid.

- The TEC shall select the EMC/EMCs by giving 80% weightage to the score obtained in Technical evaluation and 20% weightage to the score obtained in financial evaluation. The EMCs shall be ranked H1, H2... on the basis of combined score obtained in Technical and Financial evaluation.

Sl.	Bid Component	Marks	Documents
1	Average annual turnover (T) during the last six Financial Years (FY2016-17, FY2017-18, FY2018-19, FY2019-20, FY2020-21, FY2021-22). (i) $T \geq 250$ Cr – 15 Marks (ii) $250 > T \geq 150$ Cr – 13 Marks (iii) $150 > T \geq 60$ Cr – 10.5 Marks	15	Certificate from the chartered accountant. The turnover details must be provided as per the format given in this RFP at Annexure-10.
2	Experience of the agencies in successfully executing large events each of value more than INR 3 Cr. for Government of India/State Govt/PSU of which at least one should be an event with international delegates in the last 6 years. i) 15 or more major events - 10 Marks ii) 7-15 major events - 07 Marks	10	Details of the assignment as per Annexure7 provided in this RFP including: • Completion certificates from the Client OR • Work order and Self- certificate of completion by the agency
3	i. Quality of proposed branding/furniture/ equipment/ accessories ii. Quality of delegation kit, souvenirs, gifts, and Collaterals iii. Quality of equipment, accessories for technical (AV systems) iv. Quality of materials and interiors to be used in temporary structures	30	Items to be physically produced as a mandatory requirement during presentations.
4	i. Understanding of event requirements, overall work plan and conceptualization of conduct of the meeting (from arrival of delegates to departure). ii. Creativity (which Includes Décor, Designs of thematic installations and other creatives, variety of flowers and their aesthetic usage & any other innovative ideas) iii. Core team structure- single point of contact (SPOC)-event manager	15 20 10	Copy of presentation should be submitted as part of bid. TEC will interview the core team/ SPOC event manager proposed by the bidder. One page CV of the SPOC event manager should be submitted in the technical bid as per Annexure 11

If any of documents listed above are not provided or not found in order, there will be no marks for the respective bid component.

Financial bids of only the technically qualified bidders will be opened.

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

$$Sf = 100 \times Fm/F$$

Where **Sf** is the financial score of the Financial Bid being evaluated;

Fm is the Total Price (TP) of the lowest priced Financial Bid which would be allocated maximum score of 100 marks for FinancialBids;

F is the Total Price of the Financial Bid under consideration subsequently.

The bidder with the highest combined score, Technical cum Financial will be awarded work at its quoted rate contract. If a bidder quotes NIL charges/consideration, the bid shall be treated as non-responsive and will not be considered. **Errors & Rectification:** If there is a discrepancy between words and figures, the amount in words will prevail.

Bids shall be inclusive of all applicable charges such as freight, transportation etc. and bidders may mention GST separately and amount of financial bid for the purpose of evaluation shall be total price excluding applicable GST.

Total price shall be clearly mentioned in the financial bid which shall be the total amount of the price quoted in the financial bid proforma (excluding GST) as per BoQ

Estimated contract value of the Tender is Rs. 80.00 Crore.

Final Combined Evaluation

The TEC shall select the EMC by giving 80% weightage to the score obtained in technical evaluation and 20% weightage to the score obtained in financial evaluation. The EMCs shall be ranked H1, H2, H3, H4... based on combined score obtained in Technical and Financial evaluation.

Example of Evaluation:

Particulars	M/s X	M/s Y	M/s Z
Technical Marks	80	82	84
Technical Score (80% of Technical Marks)	64	65.6	67.2
Financial Amount Bid	120 cr	110 Cr	100 Cr
Financial Marks (Sf = 100 x Fm/F)	83.33	90.90	100
Financial Score (20% of Financial Marks)	16.66	18.18	20
Combined Score (Technical Score+ Financial Score)	80.66(H3)	83.78 (H2)	87.20 (H1)

18. Issue of Work Order

(a) After MEA notifies the successful bidder that its proposal has been accepted, an agreement will be signed between ministry and successful bidder incorporating all clauses, terms and conditions of this RFP. Formal work order will be issued to selected EMC thereof.

(b) The engagement shall be effective on the date of its signing of contract or issuance of work order and shall continue until the date of the successful completion of the events unless terminated by MEA.

(c) Failure of the successful bidder to agree with the Terms & Conditions of this RFP post selection shall invite penalties.

19. Pre-bid meeting

The Pre-bid queries should be sent in the following format (in an excel file) through email at us.g20@gov.in, dirg20summits@mea.gov.in

Company name	M/s.		
S No	RFP Page No.	Relevant Section /	Relevant Agency's Query /

		Annexure of RFP	Content from RFP	Comment

- (a) MEA shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests received for clarifications after the indicated date and time may not be entertained by MEA.
- (b) All queries relating to this RFP, technical or otherwise, must be submitted by email only and will be entertained by MEA only in respect of the queries received within the date and time specified in this RFP. MEA will respond to the queries in the pre-bid meeting. Post pre-bid meeting, the clarifications/corrigendum(s) will be published at CPP Portal at the relevant sections.
- (c) MEA will endeavor to provide a complete, accurate, and timely response to all queries raised by the bidders. However, MEA makes no representation or warranty as to the completeness or accuracy of any response, nor does MEA undertake to answer all the queries that have been posed by the bidders and bidders shall not assume that their unanswered queries have been accepted by MEA.

20. Bid Opening Session

- (a) The bids will be opened, in two sessions, one for EMD, and technical bid for pre-qualification and technical evaluation, and second for financial bid of those bidders who qualify the Technical Criteria.
- (b) One authorized representative of each of the bidders would be permitted to be present at the time of opening of bids. MEA always reserves the rights to reschedule or cancel a scheduled bid opening.
- (c) The bidders' representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for MEA, the Bids shall be opened at the same time and location on the next working day. However, if there is no representative of the bidder, MEA shall go ahead and open the bid of the bidders.
- (d) During bid opening preliminary scrutiny of the bid documents will be made to determine whether they are complete, whether required EMD has been furnished, and whether the bids are generally in order. Bids not conforming to such preliminary requirements will be prima facie rejected.
- (e) The Pre-Qualification section will be opened first by MEA for Pre-Qualification/Eligibility bid evaluation.
- (f) The EMD section of the bidders will be opened on the same day and time, on which the PQ/Eligibility bid is opened, and bids for which the requisite EMD has not been received by MEA or whose EMD is not in order shall be rejected.

21. Evaluation Process

- (a) MEA will evaluate the responses of the Bidders, supporting documents/documentary evidence meeting the eligibility criterion as mentioned in this RFP. Inability to submit requisite supporting documents/documentary evidence, may lead to rejection of bid.
- (b) MEA would evaluate the pre-qualification bids with respect to the pre-qualification criteria as mentioned in this RFP. The technical bids of the agencies who meet the pre-qualification criteria will be open and evaluated.
- (c) The technically qualified bidders shall make a detailed presentation to MEA for evaluation purposes. This presentation shall be made only by the eligible qualified bidders on a scheduled date and time, as notified by MEA. All the presentations will be the sole property of G20 Sectt./MEA.
- (d) The Technical Proposals of the qualified Bidders shall be analyzed and evaluated. Only the bidders who get an overall technical score of 70 or more will qualify for the opening of financial bids. Failing to secure minimum marks shall lead to technical disqualification of the Bid.
- (e) The bidders need to submit all the supporting documents required for Technical Evaluation. The decision of the MEA in the evaluation of responses to the RFP shall be final.

22. Period of validity of bids

Bids shall remain valid for not less than the number of days mentioned in the Fact Sheet. MEA holds the

rights to reject a bid which is valid for a period shorter than days mentioned in Factsheet as non-responsive, without any correspondence. In exceptional circumstances, MEA may solicit the bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the bidder should be unconditional. The EMD provided under this bid shall also be suitably extended.

23. Rejection of bid

The Bid has to be uploaded on CPP Portal in prescribed format. The bids submitted by Telex, fax or email shall not be entertained. Any condition put forth by the bidder non-conforming to the bid requirements shall not be entertained at all and such bid shall be rejected.

MEA shall not be responsible for any non-delivery of the documents submitted on CPP Portal. No further correspondence on this subject will be entertained.

24. Termination of Work Order

MEA may terminate this Work Order/Agreement under the following circumstances:

- a) MEA is of the opinion that there has been such event of default on the part of the selected bidder which would make it proper and necessary to terminate this contract and may include failure on the part of the bidder to respect any of its commitments about any part of its obligations under this contract.
- b) The selected bidder has failed to commence the provision of Services or has without any lawful excuse under these conditions suspended work.
- c) In the event that staffing personnel and/or services as per the scope of work under the contract with MEA is not found acceptable by MEA.
- d) The selected bidder has neglected or failed to observe and perform all or any of the term's acts, matters or things under this Contract to be observed and performed by it.
- e) The selected bidder has acted in any manner to the detrimental interest, reputation, dignity, name, or prestige of MEA
- f) The selected bidder has been declared insolvent/bankrupt.

25. Consequences of Termination

- a) MEA shall have the right to carry out the unexecuted portion of work either by itself or through selecting other agency.
- b) In the event of termination of this contract, MEA 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 which the selected bidder shall be obliged to comply with.
- c) Where the termination of the Contract is prior to its stipulated term on account of a default on the part of the selected bidder, or because the survival of the selected bidder as an independent corporate entity is threatened/has ceased, MEA shall pay the selected bidder for that part of the Services which have been authorized by MEA and satisfactorily performed by the selected bidder up to the date of termination. Without prejudice any other rights, MEA may retain such amounts from the payment due and payable by MEA to the selected bidder as may be required to offset any losses caused to MEA because of any act/omissions of the selected bidder.
- d) MEA may take possession of the works and all deliverables of the selected bidder and use or employ the same for completion of the work or employ any other selected bidder or other person or persons to complete the work. The selected bidder shall not in any way object or interrupt or do any act, matter, or thing to prevent or hinder such actions, other Agencies or other persons employed for completing and finishing or using such deliverables.
- e) When the contract is terminated by MEA for all or any of the reasons mentioned above, the selected bidder shall not have any right to claim compensation on account of such termination.

26. Earnest Money Deposit (EMD)

- a. The bidder is required to submit EMD of Rs. 1.60 crore only in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in favor of Pay & Accounts Officer, Ministry of External Affairs payable at New Delhi. The validity of EMD should be 45 days beyond the final bid validity period.
- b. Bids that do not accompany EMD shall be summarily rejected.
- c. The Scan copy of the EMD should be included in the Pre-qualification section and should be

uploaded in the appropriate section. The physical copy of EMD should be submitted at the address mentioned in this RFP Factsheet.

- d. EMD shall be refunded to unsuccessful bidders within 30 days of declaration of the result of first stage i.e., technical evaluation.
- e. The EMD may be forfeited:
 - i. In case the agency is found in breach of any condition(s) of this RFP.
 - ii. If a bidder withdraws its bid during the period of bid validity.
 - iii. In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.
 - iv. In case the agency is found in breach of any condition(s) of this RFP.
 - v. In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.

27. Performance Bank Guarantee

- (a) All incidental charges whatsoever such as premium, commission etc. with respect to the Performance Bank Guarantee (PBG) shall be borne by the selected bidder. The PBG shall be in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in favor of Pay & Accounts Officer, Ministry of External Affairs, payable at New Delhi. The PBG may be discharged/ returned by MEA upon being satisfied that there has been due performance of the obligations of the bidder under the work orders. However, no interest shall be payable on the security deposit or the performance bank guarantee. The bidder shall submit PBG within 10 days from the issue of Work Order. No third party PBG will be accepted. PBG shall be valid for a period of 60 days beyond the date of completion of all contractual obligations of the selected bidder. **The selected bidder shall submit a PBG of an amount of 3% of the estimated contract value as per the format given at Annexure 3**
- (b) The selected bidder shall be responsible for extending the validity date and claim period of the PBG as and when it is due on account of non-completion of the project. In case the selected bidder fails to submit PBG within the time stipulated, MEA at its discretion may cancel the order placed on the agency without giving any notice. MEA shall invoke the performance guarantee in case the selected bidder fails to discharge their contractual obligations during the period.

28. Liquidated Damages and Compensation Clause

The appointed Agency shall perform its obligations in a professional manner. In case of delay in execution of the assigned work to the agency, MEA may impose penalty as per the penalty terms of this RFP (subject to a maximum of 10%). If the delay is beyond stipulated time or quality of products is sub-par, then MEA may annul the project and shall be free to get it done from other agencies at the risk and costs of the appointed agencies. MEA may debar and blacklist these agencies for applying in its future events for a period of 3 years.

The performance evaluation will be done on basis of:

- a. Timely mobilization of resources.
- b. Preparation of venue and meeting set up in accordance with the timelines indicated by G20 Secretariat.
- c. On site validation, quality checks & controls and evaluation by designated officials of products used.
- d. Production of certificate of quality if so desired by officials.
- e. Manpower support and efficient coordination with Ministry.

MEA reserves the right to claim compensation to cover its losses for organizing rest of the events at higher rate in case of non-performance or Event Management Company rendering services which are not at par leading to termination of contract. MEA may also recover the extra expenses that need to be borne by MEA in case a new Event Management Company has to be hired at a higher rate in case of nonperformance of Event Management Company.

29. Terms of payment

The payment will be made to Event Management Company as per the following schedule:-

- 6.1 The selected Event Management Company can avail 'Mobilization Advance' of up to 30% of the actual

tender value against a matching 'Bank Guarantee' as per the format at Annexure 13 of the RFP. The advance shall be adjusted against the Bill(s) submitted by the Event Management Company.

- 6.2 The Event Management Company shall submit the pre receipted invoice within 15 days of conclusion of the Leaders' Summit and admissible amount [after scrutiny by appropriate authorities] would be made expeditiously. Certification of satisfactory completion of work is necessary for which the bills are submitted. Non-submission of bills in timely fashion by the Event Management Company will attract provisions of Liquidated Damages of 0.5 % per week of delay of the total cost of Event subject to a maximum of 10% of the Event. Claims for items that are above and beyond the specified scope of work shall be duly supported with receipt/bills of the vendor to whom Event Management Company has made payment [third party]. These items will be paid as third party bill on production of invoice.
- 6.3 Bills so presented by Event Management Company shall be subject to scrutiny/verification by independent auditors appointed by MEA. The bills/claims shall be further subject to scrutiny by Pay and Accounts Office [PAO] of MEA before payment. Every effort will be made by MEA for expeditious settlement of bills.
- 6.4 Event Management Company shall receive payments by ECS transfer to their account number. It will be mandatory for the Event Management Company to indicate their bank account numbers and other relevant e-payment details so that e-payments could be made through electronic payment instead of payment through cheques.
- 6.5 An amount equivalent to 5% of the contract value shall be retained till final invoice of Event Management Company is settled in case the EMC submits more than one invoice.
- 6.6 The payment will be **made upon satisfactory performance of work**. Payment to selected Event Management Company shall be made after final invoice submission by the Event Management Company on successful completion of Leaders' Summit to the satisfaction of the G20 Secretariat, MEA. Quality standards and performance of deliverables by Event Management Company will be certified by designated GOI officer of the execution team from G20 Secretariat. Feedback will be sought from stakeholders and Ministry will conduct a periodic review of the project activities and deliverables to gauge output and to approve activities for the forthcoming period.
- 6.7 The EMC shall be paid for services for the trial/mock-up days & event days. During trial of conferencing venue and events, AV set up shall be installed along with furniture in complete functional state. In special circumstances, functionally if trials are unavoidable on D minus 2 days, then recommendation of Competent Authority needs to be taken with justification. In such cases rental for services of EMC may be paid for those additional days.
- 6.8 For payment purposes, only the Items/services used through EMC which have rental nature and can be reused, will be multiplied by no of days of the event. Like all Electronics items, furniture, manpower etc will be on per day rental basis. Contracted price of all such items used will be multiplied by no of days of the event. Whereas, for services like branding, thematic installations, airport lounge, thematic exhibition stalls, hangers, collaterals, gifts, excursion kits, nameplates, fabrications of stage etc payment will be done on one time basis only. Such services won't be multiplied by no. of days of the event, e.g., bill boards can remain on site for couple of weeks, it does not mean that it will be paid for that duration.
- 6.9 Manpower deployed by EMC to execute the work in terms of technicians, laboures, equipment operators etc will not be paid. As rental for such items is being paid to EMC and it needs to be operationally installed and managed by them.
- 6.10 Statutory taxes and duties shall be payable as per actuals and on submission of proof of GST payment. The price is payable in local currency i.e. Indian Rupees.
- 6.11 Payment is subject to applicable deductions/penalties as defined in this RFP/agreement. No payment will be made to the EVENT Management Company as hiring charges for staff deployed towards managerial and supervisory duties.

30. Price Variation:

In the event of lowering of government levies after the finalization of the contract, the Event Management Company shall automatically pass on the benefits to MEA, and in the event of increasing of government levies after the finalization of agreement; MEA shall consider the case on merit and the pro-rata benefits to the Event Management Company may be conserved if full reference with documentary evidence is submitted.

31. Statutory Duties & Taxes

- 31.1** Any upward change in any duty/tax as a result of any statutory variation taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the Event Management Company. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Ministry by the Event Management Company. All such adjustments shall include all reliefs, exemptions, Rebates, concession etc. if any obtained by the contractor.
- 31.2** If it is desired by the Event Management Company to ask for the GST to be paid as extra, the same must be specifically stated. In the absence of any such stipulation in the bid, it will be presumed that the prices quoted by the Event Management Company are **inclusive of GST** and no liability will be devolved upon the Ministry.
- 31.3** The rate and the nature of GST applicable at the time of supply should be shown separately. GST - will be paid to the Event Management Company at the rate at which it is liable to be assessed or has actually been assessed provided the transaction of services is legally liable to GST and the same is payable as per the terms of the contract.

32. Pre-Integrity Pact Clause

An "Integrity Pact" would be signed between the Ministry and the Event Management Company. This is a binding agreement between the Ministry and the Event Management Company for specific contracts in which the Ministry promises that it will not accept bribes during the procurement and services process and bidder promise that they will not offer bribes. Under this Pact, the Event Management Company for specific services or contracts agree with the Ministry to carry out the procurement and services in a specified manner. Elements of the Pact are as follows:

- 32.1** A pact (contract) between the Ministry (Principal) and the Event Management Company for this specific activity (the Event Management Company);
- 32.2** An undertaking by the Principal (i.e., G20 Secretariat/MEA) that its officials will not demand or accept any bribes, gifts etc., with appropriate disciplinary or criminal sanctions in case of violation;
- 32.3** A statement by Event Management Company that it has not paid, and will not pay, any bribes;
- 32.4** An undertaking by Event Management Company to disclose all payments made in connection with the contract in question to anybody (including agents and other middlemen as well as family members, etc. of officials); the disclosure would be made either at the time of signing of contract or upon demand of the Principal, especially when a suspicion of a violation by the Event Management Company emerges;
- 32.5** The explicit acceptance Event Management Company that the no-bribery commitment and the disclosure obligation as well as the attendant sanctions remain in force for the Event Management Company until the contract has been fully executed.
- 32.6** Undertaking on behalf of Event Management Company will be made "in the name for and on behalf of the company's Chief Executive Officer".
- 32.7** The following set of sanctions shall be enforced for any violation by the Event Management Company of its commitments or undertaking:
- (i) Denial or loss of contracts;
 - (ii) Forfeiture of the bid security and performance bond;
 - (iii) Liability for damages to the principal (i.e. MEA) and the competing Bidders; and
 - (iv) Debarment of the violator by the Principal (i.e. MEA) for an appropriate period of time.
- 32.8** Event Management Company is advised to have a company code of conduct (clearly rejecting the use of bribes and other unethical behaviors and compliance programme for the implementation of the code of conduct throughout the company.
- 32.9** Event Management Company is advised to have a company code of conduct (clearly rejecting the use of bribes and other unethical behaviors and compliance programme for the implementation of the code of conduct throughout the company.

33. Confidentiality and Security

- 33.1** The Event Management Company and their personnel will not, either during the term or after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract or business or operations of G20 Secretariat or its clients without the prior written consent of MEA. A formal Non-Disclosure Agreement (NDA) will be signed to this effect as per Annexure 9 of this RFP.
- 33.2** The selected bidder will ensure that no information about the software / hardware/policies of G20 Secretariat and meetings is taken out in any form including electronic form or otherwise, by the manpower posted by them.
- 33.3** Additionally, the selected bidder shall keep confidential all the proprietary details and information regarding the event.
- 33.4** MEA shall retain all rights to prevent, stop and if required take the necessary punitive action against the selected bidder regarding any forbidden disclosure.
- 33.5** For the avoidance of doubt, it is expressly clarified that the aforesaid provisions shall not apply to the following information:
- (i) information already available in the public domain.
 - (ii) information received from a third party who had the right to disclose the aforesaid information
 - (iii) information disclosed to the public pursuant to a court order.
- 33.6** Any handover of the confidential information needs to be maintained in a list, containing at the very minimum the name of provider, recipient, date of generation of the data, date of handing over of data, mode of information, purpose, and signatures of both parties.
- 33.7.** Notwithstanding anything to the contrary mentioned hereinabove, the Event Management Company shall have the right to share the work order provided to it by MEA in relation to this Agreement, with its prospective purchasers solely for the purpose of and with the intent to evidence and support its work experience under this Agreement.

34. Applicable law

The work-order will be governed by the laws and procedures established by the Govt. of India within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing. All disputes in this connection shall be settled in Delhi jurisdiction only.

35. Indemnification & limitation of liability

- (a) The selected bidder (the "Indemnifying Party") shall undertake to indemnify, hold harmless MEA (the "Indemnified Party") from and against all claims, liabilities, losses, expenses (including reasonable attorneys' fees), fines, penalties, taxes or damages (Collectively "Loss") on account of bodily injury, death or damage to tangible personal property arising in favour of any person, corporation or other entity (including the Indemnified Party) attributable to the Indemnifying Party's negligence or wilful default in performance or non-performance under this Agreement.
- (b) If the Indemnified Party promptly notifies Indemnifying Party in writing of a third- party claim against Indemnified Party that any Service provided by the Indemnifying Party infringes a copyright, trade secret or patents incorporated in India of any third party, Indemnifying Party will defend such claim at its expense and will pay any costs or damages, that may be finally awarded against Indemnified Party.
- (c) Indemnifying Party will not indemnify the Indemnified Party, however, if the claim of infringement is caused by
- (i) Indemnified Party's misuse or modification of the Service.
 - (ii) Indemnified Party's failure to use corrections or enhancements made available by the Indemnifying Party.
 - (iii) Indemnified Party's use of the Service in combination with any product or information not owned or developed by Indemnifying Party.

However, if any service, information, direction, specification, or materials provided by Indemnified Party or any third party contracted to it, is or likely to be held to be infringing, Indemnifying Party shall at its expense and option either

- i. Procure the right for Indemnified Party to continue using it
- ii. Replace it with a non-infringing equivalent
- iii. Modify it to make it non-infringing.

The foregoing remedies constitute Indemnified Party's sole and exclusive remedies and Indemnifying Party's entire liability with respect to infringement.

- (a) The indemnities set out above, shall be subject to the following conditions:
 - i. the Indemnified Party as promptly as practicable informs the Indemnifying Party in writing of the claim or proceedings and provides all relevant evidence, documentary or otherwise.
 - ii. the Indemnified Party shall, at the cost of the Indemnifying Party, give the Indemnifying Party all reasonable assistance in the defence of such claim including reasonable access to all relevant information, documentation, and personnel provided that the Indemnified Party may, at its sole cost and expense, reasonably participate, through its attorneys or otherwise, in such defence.
 - iii. if the Indemnifying Party does not assume full control over the defence of a claim as provided in this Article, the Indemnifying Party may participate in such defence at its sole cost and expense, and the Indemnified Party will have the right to defend the claim in such manner as it may deem appropriate, and the cost and expense of the Indemnified Party will be included in Losses.
 - iv. the Indemnified Party shall not prejudice, pay, or accept any proceedings or claim, or compromise any proceedings or claim, without the written consent of the Indemnifying Party.
 - v. All settlements of claims subject to indemnification under this Clause will:
 - be entered into only with the consent of the Indemnified Party, which consent will not be unreasonably withheld and include an unconditional release to the Indemnified Party from the claimant or plaintiff for all liability in respect of such claim; and include any appropriate confidentiality agreement prohibiting disclosure of the terms of such settlement.
 - vi. the Indemnified Party shall account to the Indemnifying Party for all awards, settlements, damages, and costs (if any) finally awarded in favour of the Indemnified Party which are to be paid to it in connection with any such claim or proceedings.
 - vii. the Indemnified Party shall take steps that the Indemnifying Party may reasonably require to mitigate or reduce its loss because of such a claim or proceedings.
 - viii. in the event that the Indemnifying Party is obligated to indemnify an Indemnified Party pursuant to this Article, the Indemnifying Party will, upon payment of such indemnity in full, be subrogated to all rights and defences of the Indemnified Party with respect to the claims to which such indemnification relates; and
 - ix. if a Party makes a claim under the indemnity set out above in respect of any Loss or Losses, then that Party shall not be entitled to make any further claim in respect of that Loss or Losses (including any claim for damages).
- (b) The liability of either Party (whether in contract, tort, negligence, strict liability in tort, by statute or otherwise) for any claim in any manner related to this Agreement, including the work, deliverables or Services covered by this Agreement, shall be the payment of direct damages only which shall in no event exceed one time the total contract value payable under this Agreement. The liability cap given under this Clause shall not be applicable to the indemnification obligations set out above.
- (c) In no event shall either party be liable for any consequential, incidental, indirect, special, or punitive damage, loss, or expenses (including but not limited to business interruption, lost business, lost profits, or lost savings) nor for any third-party claims (other than those set forth in above) even if it has been advised of their possible existence.
- (d) The allocations of liability in this Section represent the agreed and bargained-for understanding of the parties and compensation for the Services reflects such allocations. Each Party has a duty to mitigate the damages and any amounts payable under an indemnity that would otherwise be recoverable from the other Party pursuant to this Agreement by taking appropriate and commercially reasonable actions to reduce or limit the amount of such damages or amounts.
- (e) Any loss of property and/ or life during preparations of the event and the event itself would be borne entirely by the Indemnifying Party and MEA shall not be held liable for any claims. The Indemnifying Party 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.

36. Dispute resolution

The Bidder and MEA shall endeavour their best to amicably settle, by direct negotiation, all disputes arising out of or in connection with the contract. In case any dispute between the Parties, does

not settle by negotiation, the same may be resolved exclusively by arbitration and such dispute may be submitted by either party for arbitration. Arbitration shall be held in New Delhi and conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996, and the Arbitration & Conciliation Amendment Act (2015) as amended up to date.

37. Force Majeure

If at any time, during the continuance of the contract, the performance in whole or in part by either party of any obligation under the contract is prevented or delayed by reasons beyond the control of a party such as war, hostility, acts of public enemy, civil commotion, sabotage, floods, explosions, epidemics quarantine restrictions, strikes, natural calamities, lockouts, acts of state or acts of God (hereinafter referred to as "events"), provided notice of happenings of any such event is duly endorsed by the appropriate authorities/chamber of commerce in the country of the party giving notice, is given by party seeking concession to the other as soon as practicable, but within 21 days from the date of occurrence and termination thereof, neither party shall, by reason of such event, be entitled to terminate the contract, nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, provided further, that if the performance in whole or in part or any obligation under the contract is prevented or delayed by reason of any such event for a period exceeding 60 days, MEA may at its option, terminate the contract. Neither Party shall be liable for any failure or delay in the performance of its obligations under the contract or Work Orders hereunder to the extent such failure or delay or both is caused, directly, without fault by such Party, by reason of such event. MEA shall however, be responsible to pay the Event Management Company for the services successfully rendered to the satisfaction of MEA under the work orders/ purchase orders issued pursuant to the contract.

Please send a confirmation of your participation through email at: dirg20summits@mea.gov.in and us.g20@gov.in

Dated 22/05/2023

(Rohit Rathish)

Joint Secretary (G20/Summits)

Phone 24156506

Email – dirg20summits@mea.gov.in

To

M/s _____

Address _____

Annexure 1 - Organizational profile

S. No	Particulars	Details
1.	Name of Bidder	
2.	Legal status of Bidder (Company, Pvt. Ltd., Ltd., LLP, etc.)	
3.	Bidder's country of registration	
4.	Incorporation Details (Incorporation / Registration date and number)	
5.	GSTN number	
6.	PAN	
7.	Registered address (In country of Registration)	
8.	Areas of business of the Bidder	
10.	Primary Contact Person (Name, Designation, address, mobile number, email)	
11.	Secondary Contact Person (Name, Designation, address, mobile number, email)	

On behalf of [bidder's name]

Authorized Signature [In full
and initials]:

Name & Title of signatory:

Name of Firm:

Address:

Seal/Stamp of bidder:

Place:

Annexure 2 - Cover Letter for Bid

(To be submitted on the letterhead of the bidder)

To

Joint Secretary (G20/Summits),
Ministry of External Affairs,
15 A, Dr Rizal Marg, Chanakyapuri,
New Delhi-110021

Subject:

Dear Sir,

We, the undersigned, offer to provide services with reference to your Request for Proposal (RFP) dated <insert date> and our Proposal. We are hereby submitting our Proposal as part of this RFP requirement.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of this RFP document. We would hold the terms of our proposal valid for the number of days as stipulated in the RFP document.

By submitting the proposal, we acknowledge that we have carefully read all the sections of this tender document including all forms, schedules, and appendices hereto, and are fully informed to all existing conditions and limitations. We also acknowledge that the company agrees with terms and conditions of the tender and the procedure for bidding, evaluation, and selection.

We confirm that information contained in this response or any part thereof, including documents and instruments delivered or to be delivered to MEA are true, accurate, verifiable, and complete.

We fully understand and agree that on verification, if any of the information provided here is found to be misleading the evaluation process or result in unduly favours to our company in evaluation process, we are liable to be dismissed from the selection process or termination of the contract with MEA.

We understand that you are not bound to accept or any bid you may receive.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours sincerely,

On behalf of [bidder's name]
Authorized Signature [In full
and initials]:
Name & Title of signatory:
Name of Firm:
Address:
Seal/Stamp of bidder:
Place:
Date:

Annexure 3 - Performance Bank Guarantee

To,

Pay & Accounts Officer,
Ministry of External Affairs
New Delhi-110011

Whereas <<Name of the Bidder>> (hereinafter called 'the Bidder') has submitted the bid for submission of RFP # <<RFP Number >> for Selection of agency to undertake event management for MEA. (Hereinafter called "the Bid") to MEA (hereinafter called 'the Purchaser').

Know all Men by these presents that we <<>> having our office at <<Address>> (hereinafter called "The Bank") are bound unto the Purchaser in the sum of INR<<Amount in figures>> (Rupees <<Amount in words>> only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this <<Date>>. The conditions of this obligation are:

1. If the Bidder having its bid withdrawn during the period of bid validity specified by the Purchaser in the RFP; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid
 - a. Withdraws his participation from the bid during the period of validity of bid document; or
 - b. Fails or refuses to participate in the subsequent Tender process after having been shortlisted.
 - c. We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to <<insert date>> and including <<extra time over and above mandated in the RFP>> from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN:

- i. Our liability under this Bank Guarantee shall not exceed INR<<Amount in figures>> (Rupees<<Amount in words>> only)
- ii. This Bank Guarantee shall be valid up to<<insert date>>)
- iii. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <<insert date>>) failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank) Seal:

Date:

Annexure 4 - Format for Financial Bid Covering letter

Joint Secretary (G20/Summits)
Ministry of External Affairs
15-A, Dr Rizal Marg, Chanakyapuri,
New Delhi-110021

Dear Sir,

The undersigned, on behalf of [give the name of bidder], offer to provide the services for [Insert title of Assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our financial proposal.

- a) We confirm that all the rates mentioned in our bid are in accordance with the terms as specified in this RFP. All the rates and other terms and conditions of this Bid are valid for the entire duration of the contract.
- b) We hereby confirm that we understand that all the applicable taxes shall be including in the prices mentioned in the Financial Bid.
- c) We are not submitting any assumptions or conditions with our financial proposal as it is all inclusive proposal (excluding GST). MEA reserves the right to reject our proposal in case of any discrepancy or conditions found with our proposal.
- d) Statutory taxes and duties shall be payable by MEA as per actuals and on submission of proof of GST payment. The price is payable in local currency i.e. Indian Rupees.
- e) We declare that our Bid Price is for the entire scope of the work as specified in the detailed RFP document. Our bid prices are mentioned in the submitted Financial Bid.
- f) Our Financial Bid shall be binding upon us subject up to expiration of the validity period of the Proposal.
- g) We understand you are not bound to accept any proposal you receive. We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.
- h) The financial bid is submitted herewith as per the format given in this tender for financial bid.

On behalf of [bidder's name]
Authorized Signature [In full and initials]:

Name & Title of signatory:

Name of Firm:

Address:

Seal/Stamp of bidder:

Place:

Date:

Annexure 5 – Sample table for Financial Bid

SN	Item Description	Quantity	Estimated Rate in Rs	TOTAL AMOUNT Without Taxes in Rs	TOTAL AMOUNT In Words
1	2	3	5	6	7
1	Airport Decor :				
2	Thematic 3D Cut outs and Installations of dimension 10ft x 8ft with a base of 2 feet made up of board with best aesthetic finishing and painting and having display of name of meeting/logo and other branding elements with PVC acrylic material (One time cost)	4			
3	Thematic 3D Cut outs and Installations of dimension 15ft x 8ft with a base of 2 feet made up of board with best aesthetic finishing and painting and having display of name of meeting/logo and other branding elements with PVC acrylic material (One time cost)	20			
4	Thematic 3D Cut outs and Installations of dimension 20ft x 10ft with a base of 2 feet made up of board with best aesthetic finishing and painting and having display of name of meeting/logo and other branding elements with PVC acrylic material (One time cost)	6			
5	Branding at Luggage Belt With 320 GSM Fabric Print (30ft x 7ft)	1			
Total in Figures					
Quoted Rate in Words					

Annexure 6 – Power of Attorney

POWER OF ATTORNEY

(On Stamp Paper of relevant value)

Know all men by these presents, we _____(name of the company and address of the registered office) do hereby appoint and authorize Mr / Ms _____(full name and residential address) who is presently employed with us and holding the position of _____ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid document for this project, in response to the

< tender no > invited by the MEA, including signing and submission of all documents and providing information / responses to MEA in all matters in connection with our bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds, and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this _____ day of _____ 2023

For _____

(Signature)

(Name, Designation and Address):

Accepted (Signature)

(Name, Title and Address of the Attorney)Date:

Note:

- a) The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- b) Also, wherever required, the bidder should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the bidder.
- c) In case the bid is signed by an authorized Director / Partner or Proprietor of the bidder, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.

Annexure 7 - Format for showcasing project experience

Project Title: <i>(Attach separate sheet for each project)</i>	
Name of client:	Approximate value of services provided:
Client (Government / Private):	Address of client:
Referrals (Client side): Name: Designation: Role in the project: Contact number: EmailId:	Name of senior team members of bidder involved in the project (CVs to be submitted)
Start Date (month / year): End Date (month / year):	Status of the assignment (successfully implemented, complemented, ongoing, under support / maintenance phase):
Narrative description of project: (in not more than 200 words)	
Description of actual services provided by your staff within the assignment: (in not more than 500 words)	
Relevance of assignment to current project: (in not more than 200 words)	

On behalf of [bidder's name]

Authorized Signature [In
full and initials]: Name &
Title of signatory:

Name of Firm:

Address:

Seal/Stamp of bidder: Place:

Date:

Annexure 8 - Format for Non-Blacklisting Self Declaration

<<On Bidder's Letter head>>

Joint Secretary (G20/Summits)
Ministry of External Affairs
15 A, Dr Rizal Marg, Chanakyapuri,
New Delhi-110021

This is to certify that _____ (name of the bidder), having registered office at ___ (address of the registered office), as on date of submission of the bid, doesn't have the status of being blacklisted or made ineligible by Govt. of India / State Govt. /Govt. Agencies for participation in future bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reasons.

In case our organization gets blacklisted by any Government entity, even during contract period, we will inform the same to MEA in writing within 15 days from the date of blacklisting. In case of concealing any such information with MEA, we are liable for the termination of the contract.

Signature: (Authorized Signatory)Name:

Designation:

Address:

Seal:

Date:

Annexure 9 - Format for Non-Disclosure Agreement

(To be submitted by successful bidder post issue of Work Order)

This Non-Disclosure Agreement ("Non-Disc") is made and entered into ____ day of _____ Month _____ year (effective date) by and between Ministry of External Affairs ("Department") and _____ ("Company") _____ Whereas, Department and Company have entered into an Agreement _____ effective _____

AND for Whereas, each party desires to disclose to the other party certain information in oral or written form which is proprietary and confidential to the disclosing party, ("CONFIDENTIAL INFORMATION"). The confidentiality obligations shall survive the termination of this Contract.

NOW, THEREFORE, in consideration of the foregoing and the covenants and agreements contained herein, the parties agree as follows:

1. Definitions. As used herein:

a. The term "Confidential Information" shall include, without limitation, all information and materials, furnished by either Party to the other in connection with citizen/ users/ persons/ customers data, products and/ or services, including information transmitted in writing, orally, visually, (e.g. video terminal display) or on magnetic or optical media, and including all proprietary information, customer lists, trade secrets, trade names or proposed trade names, methods and, licensed document know-how, ideas, concepts, and other intellectual property relating to the disclosing party's data, computer data base, products and/ or services. Results of any tests, sample surveys, analytics, data mining exercises or usages etc. carried out by the receiving party in connection with the Department's Information including citizen/ users/ persons/ customers personal or sensitive personal information as defined under any law for the time being in force shall also be considered Confidential Information.

b. The term, "Department" shall include the officers, employees, agents, consultants, contractors and representatives of Department.

c. The term, "Company" shall include the directors, officers, employees, agents, consultants, contractors and representatives of Company, including its applicable affiliates and subsidiary companies.

2. Protection of Confidential Information. With respect to any Confidential Information disclosed to it or to which it has access, Company affirms that it shall:

a. Use the Confidential Information as necessary only in connection with Project and in accordance with the terms and conditions contained herein

b. Maintain the Confidential Information in strict confidence and take all reasonable steps to enforce the confidentiality obligations imposed hereunder, but in no event take less care with the Confidential Information that the parties take to protect the confidentiality of its own proprietary and confidential information and that of its clients.

c. Not to make or retain copy of any citizen/ users/ persons/ customers database, Proposals developed by or originating from Department or any of the prospective clients of Department except as necessary, under prior written intimation from Department, in connection with the Project, and ensure that any such copy is immediately returned to Department even without express demand from Department to do so

d. Not disclose or in any way assist or permit the disclosure of any Confidential Information to any other person or entity without the express written consent of the other party; and

e. Return to the other party, or destroy, at Department's discretion, any and all Confidential Information disclosed in oral/ printed form or other permanent record, or in any other tangible form (including without limitation, all copies, notes, extracts, analyses, studies,

summaries, records and reproductions thereof) immediately upon the earlier to occur of (i) expiration or termination of either party's engagement in the Project, or (ii) the request of the other party therefore.

f. Not to discuss with any member of public, media, press, any or any other person about the nature of arrangement entered between Department and Company or the nature of services to be provided by the Company to the Department.

3. Onus - Company shall have the burden of proving that any disclosure or use inconsistent with the terms and conditions hereof falls within any of the following exceptions.

4. Exceptions - These restrictions as enumerated in this Agreement shall not apply to any Confidential Information:

a. Which is independently developed by Company or lawfully received from another source free of restriction and without breach of this Agreement; or

b. After it has become generally available to the public without breach of this Agreement by Company; or

c. Which at the time of disclosure to Company was known to such party free of restriction and evidenced by documentation in such party's possession; or

d. Which Department agrees in writing is free of such restrictions.

e. Which is received from a third party not subject to the obligation of confidentiality with respect to such Information

5. Remedies - Company acknowledges that (a) any actual or threatened disclosure or use of the Confidential Information by Company would be a breach of this agreement and may cause immediate and irreparable harm to Department; (b) Company affirms that damages from such disclosure or use by it may be impossible to measure accurately; and (c) injury sustained by Department may be impossible to calculate and remedy fully. Therefore, Company acknowledges that in the event of such a breach, Department shall be entitled to specific performance by Company of Company's obligations contained in this Agreement. In addition, Company shall indemnify Department of the actual and liquidated damages which may be demanded by Department. Moreover, Department shall be entitled to recover all costs (including reasonable attorneys' fees) which it or they may incur in connection with defending its interests and enforcement of legal rights arising due to a breach of this agreement by Company.

6. Need to Know. Company shall restrict disclosure of such Confidential Information to its employees and/ or consultants with a need to know (and advise such employees of the obligations assumed herein), shall use the Confidential Information only for the purposes set forth in the Agreement, and shall not disclose such Confidential Information to any affiliates, subsidiaries, associates and/or third party without prior written approval of the disclosing party. Intellectual Property Rights Protection - No license to a party, under any trademark, patent, copyright, design right, mask work protection right, or any other intellectual property right is either granted or implied by the conveying of Confidential Information to such party.

7. No Conflict - The parties represent and warrant that the performance of its obligations hereunder does not and shall not conflict with any other agreement or obligation of the respective parties to which they are a party or by which the respective parties are bound.

8. Authority - The parties represent and warrant that they have all necessary authority and power to enter into this Agreement and perform their obligations hereunder.

9. Dispute Resolution - If any difference or dispute arises between the Department and the Company in connection with the validity, interpretation, implementation or alleged breach of any provision of this Agreement, any such dispute shall be referred to MEA

a. The arbitration proceedings shall be conducted in accordance with the (Indian)

Arbitration & Conciliation Act, 1996 & amendments thereof.

- b. The place of arbitration shall be the New Delhi
- c. The arbitrator's award shall be substantiated in writing and binding on the parties.
- d. The proceedings of arbitration shall be conducted in English language.
- e. The arbitration proceedings shall be completed within a period of 180 days from the date of reference of the dispute to arbitration.

10. Governing Law - This Agreement shall be interpreted in accordance with and governed by the substantive and procedural laws of India and the parties hereby consent to the exclusive jurisdiction of Courts and/ or Forums situated at New Delhi, India only.

11. Entire Agreement. This Agreement constitutes the entire understanding and agreement of the parties, and supersedes all previous or contemporaneous agreement or communications, both oral and written, representations and understandings among the parties with respect to the subject matter hereof.

12. Amendments - No amendment, modification and/ or discharge of this Agreement shall be valid or binding on the parties unless made in writing and signed on behalf of each of the parties by their respective duly authorized officers or representatives.

13. Binding Agreement - This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns.

14. Severability - It is the intent of the parties that in case any one or more of the provisions contained in this Agreement shall be held to be invalid or unenforceable in any respect, such provision shall be modified to the extent necessary to render it, as modified, valid and enforceable under applicable laws, and such invalidity or unenforceability shall not affect the other provisions of this Agreement.

15. Waiver - If either party should waive any breach of any provision of this Agreement, it shall not thereby be deemed to have waived any preceding or succeeding breach of the same or any other provision hereof.

16. Survival - Both parties agree that all their obligations undertaken herein with respect to Confidential Information received pursuant to this Agreement shall survive till perpetuity even after any expiration or termination of this Agreement.

IN WITNESS HEREOF, and intending to be legally bound, the parties have executed this Agreement to make it effective from the date and year first written above.

For Department

For Company

Name:

Name:

Title:

Title:

WITNESSES:

1.

2.

Annexure 10 - Format for Annual Turnover

CERTIFICATE

We may verify the books of accounts and related record of M/s... situated at address of the Firm/company... and on verification of the records, we hereby certify that average Turnover of this mentioned entity/firm during the last six (6) financial years which are as under:

S. No.	Financial Year (FY)	Turnover (In Rs.)
1	2016-17	
2	2017-18	
3	2018-19	
4	2019-20	
5	2020-21	
6	2021-22	
Average Annual Turnover of last Six (6) financial years		

Place:

Date:

Sign & seal of Chartered Accountant:

Annexure 11 - Format for CV

Sl.N	Proposed Position	SPOC-Event Manager
1.	Name	
2.	Qualifications	
3.	Total years of experience and relevant experience in Event Management	
4.	Details of Events undertaken as mentioned below for minimum three projects in past 10 years.	
5.	Event Name: Client Name: Event Value: Event Size- Participants: Date: Role/Work area:	

Signature: (Authorized Signatory)Name:

Designation:

Address:

Seal:

Date

Annexure 12 - Pre-Qualification Checklist Compliance

S. No.	Criteria	Documents required	Compliance (Yes/No)	Ref. In the Proposal
1.	Organisational profile	As per the format given in this RFP		
2.	Cover letter for Bid	As per the format given in this RFP		
3.	Power of Attorney	As per the format given in this RFP		
4.	The bidder to submit an EMD of Rs. 1.60 Cr (Rupees One Crore Sixty Lakh only) in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in favor of Pay & Accounts Officer, Ministry of External Affairs payable at New Delhi	The EMD to be given in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee to be placed in Pre-Qualification proposal		
5.	Should be a company registered under the provisions of the Indian Companies Act, 2013/Companies Act, 1956 or a partnership firm registered under the Indian Partnership Act, 1936 or the Limited Liability Partnerships Act, 2008 or an organization registered under society Act. ii. Registered with the Income Tax Authorities iii. Registered with GST Network iv. Should have been in business in this fields at least for last 10 years	i. Copy of certificate of incorporation along with name change if any ii. Copy of PAN Card iii. Copy of GST registration certificate. iv. Copy of incorporation under relevant rules.		
6.	i. The bidder should have an average annual turnover of minimum INR 60.00 Crore during the last six audited financial years (FY2016-17, FY2017-18, FY2018-19, FY2019-20, FY2020-21 & FY2021-22). ii. The company should not have incurred loss in more than two years in preceding six years. (Excluding Covid years 2020-21 and 2021-22)	Certificate from the chartered accountant. The turnover details must be provided as per the format given in this RFP at Annexure-10. Profit and loss statement and asset & liability statement of the companies to be submitted		

7.	<p>(i) Company must have minimum ten years' experience in Event Management Industry.</p> <p>(ii) The agencies should have successfully completed:</p> <p>(a) 01 similar work of the value of Rs 20 cr; or</p> <p>(b) 02 similar works of the value of Rs 15 cr each; or</p> <p>(c) 03 similar works of the value of Rs 10 cr each.</p> <p>For Government of India/State Government/ PSUs/leading corporate of which at least one should be a conference with international delegates (international level conference not exhibition) in the last 6 years. The contract/work order should be in the name of bidder.</p>	<p>Details of the assignments as per Annexure 7 provided in this RFP, along with the following documents:</p> <p>Work order</p> <p>Completion certificates from the Client/Self-certificate by the agency.</p>		
8.	<p>The bidder should not have the status of being blacklisted or made ineligible by Govt. of India/State Govt./Govt. Agencies for participation in future bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or any other reasons, as on date of submission of the bid.</p>	<p>Certificate duly signed by an authorized signatory of the bidder as per Annexure 8 of this RFP</p>		
9.	<p>The Bidder should have manpower of minimum 30 professionals having relevant experience in organizing indoor/outdoor events involving VVIPs.</p>	<p>Self-Certificate signed by HR head of bidder</p>		
10.	<p>Any other document relevant for this section as per the requirement of this RFP</p>	<p>As per the format given in this RFP</p>		

Signature:

(Authorized Signatory) Name:

Designation:

Address:Seal:

Date:

Annexure 13 – Format for Advance Bank Guarantee

“FORMAT OF “ADVANCE BANK GUARANTEE”

Sub: Advance Bank Guarantee no.for value [Insert ABG value here].....In respect of Work Order, No (“WO”) Dtd.....for value [Insert total WO value] for..... [Project name].

In consideration of Ministry of External Affairs, Sushma Swaraj Bhawan, New Delhi 110021 (“the Purchaser”) agreeing to make advance payment of [Insert ABG value in figures and words] (“Advance Payment”) to..... [Insert the name of the SUPPLIER with address, contact person’s telephone /mobile number and email address], having its registered office at {Insert the full address} (“the Supplier”) which has been unequivocally accepted by the Supplier and the Supplier having agreed to provide an irrevocable Advance Bank Guarantee [“Advance Bank Guarantee”] in accordance with the terms and conditions of the said WO, we, {Insert the Issuing Bank name and address, telephone and fax numbers} whose principal place of business is at {Insert the full Address} (“the Guarantor”) hereby unconditionally agree and undertake to hold at your disposal, [InsertABG value] and agree with you as follows:

1. Under the terms of the said WO, the Purchaser has agreed to pay to the Supplier an advance payment of [insert the ABG value in figures and words) being % of the basic total contract value of the said WO, against furnishing of an Irrevocable Advance Bank Guarantee of equivalent amount by the Supplier.
2. The Guarantor at the request of the Supplier has agreed to give this unconditional and irrevocable Advance Bank Guarantee and agree and undertake not to revoke the same.
3. The Guarantor, hereby guarantee that the Supplier will duly comply and faithfully perform all their obligations and responsibilities under the said WO, failing which we, the Guarantor, do hereby unconditionally undertake to pay to the Purchaser ON MERE DEMAND AND WITHOUT ANY DEMUR AND WITHOUT RECOURSE TO THE SUPPLIER such amount or amounts as the Guarantor may be called upon to pay not exceeding in the aggregate a sum of [insert ABG value in figures and words].....
4. The Advance Bank Guarantee shall not be determined or affected by liquidation or winding up, dissolution or change of constitution or insolvency of the Supplier but shall in all respects and for all purposes be binding and operative until payment of all monies due to the Purchaser under the Advance Bank Guarantee are paid.
5. The decision of the Purchaser that any sum has become payable shall be final and binding on the Guarantor.
6. The Advance Bank Guarantee shall be governed by the laws of India.
7. We shall on simple demand from the Purchaser pay immediately to the Purchaser, the said amount of (Insert ABG value in figures and words) without any demur and without requiring the Purchaser to invoke any legal remedy that may be available to them, to compel the Guarantor to pay the Advance Payment amount, even if the Supplier considers such demand of the Purchaser is unjustified.
8. Any notice by way of request, demand or otherwise hereunder may be sent by courier, fax or by post to the Bank on or before the expiry date of the Advance Bank Guarantee. The Purchaser may lodge request/demand in writing at our branch... [Insert specific branch name and full address with tel/fax numbers] at on or before the expiry of the Advance Bank Guarantee as stated under clause no.9.
9. Our liability under the Advance Bank Guarantee is restricted to a sum of [Insert ABG value in figures and words) and the Advance Bank Guarantee shall remain in force until..... (date) or such extended period as may be required by the Purchaser & Supplier and unless a claim under the Advance Bank Guarantee is lodged with us within three months from the date

of expiry of the Advance Bank Guarantee at our branch i.e. on or before..... (date) or such extended period as the case may be, all your rights under the

Advance Bank Guarantee shall be forfeited and we shall be relieved and discharged from all liabilities under the Advance Bank Guarantee.

10. We confirm that all your claims under the Advance Bank Guarantee shall be payable at our above-mentioned Branch immediately.

11. We, further confirm that, we have powers to issue the Advance Bank Guarantee under our Constitution (including Memorandum and Articles of Association) and other applicable documents, and the undersigned have full powers to do so under the Power of Attorney / authorization granted to me/us by [Insert the Name of the Bank].

Dated this day of 2023

Yours faithfully
For and on behalf of Issuing Bank name

Authorized Signatory

Authorized Signatory

Ministry of External Affairs

Sushma Swaraj Bhawan
15 A Dr Rizal Marg, Chanakyapuri
New Delhi-110021

Tender Reference No: G20/...../.../2023

Date of Publishing of RFP: .../.../.2023



**AGREEMENT BETWEEN M/s.....,
EVENT MANAGEMENT COMPANY
FOR PROVIDING EVENT MANAGEMENT SERVICES FOR
G20 SUMMIT TO BE HELD IN SEPTEMBER 2023
DURING INDIA'S G20 PRESIDENCY**

This Agreement is executed in New Delhi on _____ between the President of India, acting through the _____, Ministry of External Affairs, Government of India, New Delhi with its office at Sushma Swaraj Bhawan, 15 A, Dr Rizal Marg, Chanakyapuri, New Delhi – 110021(hereinafter referred to as the 'Ministry' which expression shall include designated officers of the Ministry of External Affairs, Government of India)

AND

M/S _____, a company registered under COMPANY Act /Proprietor/Partnership firm under _____ and having its registered office at _____ (herein referred to as the 'EVENT MANAGEMENT COMPANY (EMC)' which expression shall include its executers, administrators, representatives, assigns and successors).

Whereas the Ministry has agreed to engage M/s _____, the Event Management Company to provide comprehensive Event Management Services for the G20 Leaders' Summit in September 2023.

Whereas, MEA has floated tender for engagement of Event Management Company for comprehensive event management services for the G20 Leaders' Summit in September 2023 as per the scope of work and specifications given in the tender document.

And whereas based on the representations made by M/sEvent Management Company and being found eligible, the MEA has agreed to award the contract to M/s.....

And whereas, M/sthe Event Management Company, having all the necessary experience, infrastructure and capacity to showcase the rich heritage and cultural diversity of India of the magnitude and scale of G20 Leaders' Summit.

And whereas, M/sthe Event Management Company has offered to manage and coordinate the overall management of the conduct of G20 Leaders' Summit to be held in Delhi inSeptember 2023 during India's G20 Presidency.

And whereas, MEA has agreed for M/s to be the Event Management Company to manage and co-ordinate all arrangements for the organization of the G20 Leaders' Summit. That the MEA reserves the right to reject any services for not confirming to the approved scope of work /specification at its discretion and such a decision shall be final and binding on the Event Management Company. The Event Management Company shall have to adhere to all the RFP conditions and if the Event Management Company fails to abide by the same, the MEA reserves the right to hire the services from any other source at contactors risk and cost and recover the cost from the EVENT Management Company.

NOW THEREFORE, in consideration of the mutual covenants, promises, assurances, representations and provisions set forth herein, the Parties hereto agree as follows:

1. Broad Objective of G20 Summit.

India is holding the Presidency of the G20 Group of countries from 01st December2022 to 30th November 2023. G20 is the premier forum for International Economic Cooperation that playsan important role in socio-economic governance and global issues ranging from climate and environment, trade and investment, health, agriculture, digital economy, energy, anti-corruption, employment, education,

tourism and culture. The G20 Leaders' Summit will be on September 09-10, 2023 in Delhi at IECC, Pragati Maidan.

2. Terms and Conditions

2.1 M/sshall act as Event Management Company of MEA with effect from date of signing of this Agreement. EVENT Management Company is hereby fully authorized to do and perform all such lawful acts and deeds with the prior approval of MEA, subject to this Agreement, as deemed necessary and expedient for the purpose of G20 Leaders' Summit.

2.2 The Event Management Company shall be responsible to organize / showcase the traditional heritage, culture, and the new India striving to be a global leader through innovation, indigenization and technological advancements as per the plan programme and time schedule approved by MEA. Action in respect of items of work whose details have not been drawn up at this stage shall be specified and timelines drawn up and submitted by EVENT Management Company from time to time and approved by MEA. These shall also constitute an integral part of this Agreement.

2.3 MEA will convey approval for budget estimates under specific heads upon submission of a proposal in this behalf by Event Management Company who shall ensure that the ceiling for various items of expenditure, to be incurred on G20 Leaders' Summit, as laid down in the approved budget is not exceeded.

2.4 Event Management Company shall brief MEA on the preparatory arrangements for G20 Leaders' Summit on a regular basis and shall obtain MEA's prior approval before executing the works.

2.5 For smooth conduct and monitoring of all Events of G20 Leaders' Summit, the Event Management Company shall nominate a Project Director who will function as the single point contact for MEA to receive all guidelines and directions from MEA.

2.6 MEA shall nominate officers who shall be giving directions and issuing guidelines to the Project Director of G20 Leaders' Summit duly nominated by EVENT Management Company.

2.7 Event Management Company shall co-ordinate with concerned security agencies and undertake all precautionary and security measures to ensure safe and successful execution of all the Events / cultural programmes related to G20 Leaders' Summit.

2.8 MEA shall not be responsible for any act or omission or commission of Event Management Company either in the court of law or otherwise.

3. Scope of Work

(a) India has taken over the Presidency of the G20 Countries from 01 December 2022 to 30 November 2023, culminating in the G20 Summit in September 2023. Summit will be held on 09/10 September 2023 in Delhi at IECC, Pragati Maidan.

(b) The Group of G20 (G20) comprises Argentina, Australia, Brazil, Canada, China, France, Germany, India, Indonesia, Italy, Japan, Republic of Korea, Mexico, Russia, Saudi Arabia, South Africa, Turkey, United Kingdom, and the United States along with the European Union. The non-G20 member countries invited as guests are Bangladesh, Egypt, Mauritius, Netherlands, Nigeria, Oman, Singapore, Spain, UAE, In addition, 14 International Organisations (IOs) including the International Monetary Fund (IMF), the World Bank, the United Nations (UN), the Organization for Economic Co-operation and Development (OECD), the World Trade Organization (WTO), the International Labour Organization (ILO) and the Financial Stability Board (FSB), the International Solar Alliance (ISA), the Coalition for Disaster Resilient Infrastructure (CDRI), the Asian Development Bank (ADB) as well as the countries holding the presidencies of the regional

organizations such as ASEAN, the African Union, and the AUDA-NEPAD will also participate at the leader-level at the Summit.

- (c) The Event Management Company (EMC) must provide comprehensive event management services for the forthcoming G20 Presidency of India, with the **following broad components**:

A) Airport Arrival/Departure:

- (viii) Creation of appropriate ambience, Thematic Installation, Branding/hoardings at Luggage Belt/ Existing Sites/VVIP Lounge etc.
- (ix) Creation of hangars and other functional spaces at AFS, Palam, IGI and any other airport in India, as required.
- (x) Creation/Upgrade of Air conditioned Lounge/use of Ceremonial Lounge for seating of VVIP and delegate about 100- 150 pax at IGI and AFS Palam Airports/Branding & Flower décor of existing lounge (Ceremonial) at IGI and Palam Airport, Digital directional Signage.
- (xi) Creation of dedicated custom & immigration counters inside the Lounge, F&B Service at the Lounge, facilitation counters for reception of delegates, Assistance (24 Hours Basis).
- (xii) Porters for luggage handling and manpower for facilitation desks and housekeeping.
- (xiii) Equipment (IT Equipment-laptop/computer/internet), LED Screens, branding/standees, furniture, G20 country flags with pole, floral decoration, Sound system, Video and CCTV Cameras as required.
- (xiv) Stage set-up for Cultural program as required & flower décor, if required.

B) Branding and Decor etc: City Branding/Venue Branding/Pre Function Area/Main Meeting Hall & Decor

- i) Route, City and Digital branding to be done as per G20 Secretariat's branding plan and in liaison with concerned agencies viz. CBC, NDMC, MCD, DDA, DTC, vendors, etc.
- ii) High quality bi-lingual (or multi-lingual) hoardings (En-route branding), Pole Branding (double side)–different sizes, photographs of visiting Leaders, LED Screen with branding/risers wherever required, Country flags with poles, Multi-colour cloth branding with pole, and, customized arch gates.
- iii) Venue Masking, Directional Signages (3D), Welcome Backdrops, Thematic Walkways, General Branding as per G20 theme at the designated venue.
- iv) Decor and Branding of Pre-function area, Leaders' Lounge, Main Meeting Hall as per the G20 theme.
- v) Branding of Lunch/Dining areas as per the G20 theme with Flower Decor
- vi) Bilateral rooms/VVIP holding rooms/Listening rooms/Country Rooms/Media Centre – branding as per the G20 theme, Flower Decor Backdrops, AV System (projector, monitors, screens etc), LED Panels.
- vii) Provision of flags (house flags and table flags) of India and participating countries for display at the venue.
- viii) Creation of stage and backdrop for Group Photo of Leaders (if required) and for Welcome Ceremony - its thematic Branding, flower décor, flags etc
- ix) Suitable preparation of Retreat (if any) venue.
- x) Suitable Branding and décor at Cultural programme and Gala Dinner venue.
- xi) Masking of cables with high quality material.

C) Provision of setting up of Summit/Main venue, Leaders' Lounge, Delegates Lounges, Country Rooms, Pre-function areas, Lunch venues, Gala Dinner venues, bilateral meeting rooms, Viewing Rooms, Media Centre including Media Booths, Media Briefing Rooms, Restaurant and Lounges, Cultural Program stage and venue, Control rooms/Medical Rooms/Prayer Rooms/Help desks/Registration desks.

- i) Provision of preparing of Summit/Main venue, Leaders' Lounge, Delegate Lounges, Exhibition Stalls, Control rooms (Main control room, Security Control Room Media control room, Medical Room, Prayer Room), Help desk, Group photo place, bilateral meeting rooms, etc., related.**
 - a) High quality office equipment/furniture items: Tables, chairs, etc – provision of large round/oval/horseshoe-shaped wooden conference table, normal office tables, Standard chairs/Office chairs/computer chairs, banquet chairs, sofas etc.
 - b) Electronics gadgets (top brands like Dell, HP, Samsung, Xerox, Canon): Computers with peripherals like monitors, printers, photocopier machines, box machines, shredding machines, LED screens, public address system in pre-function area for control rooms, AV equipment TV panels, appropriate sound and light and car-calling systems.
 - c) High Quality Sound like Sennheiser, Shure, Bose, JBL, Harman, Samsung, Sony, Delta, Dell, Apple (with adequate number of mock-ups and sound-checks factored in before the Summit) systems in Summit Room, Leaders Lounge, Bilateral Rooms, Country Rooms, and, Viewing Rooms.
 - d) Provision of high-quality furniture – sofas, armchairs, centre tables, side tables, etc, - and artefacts for the Leaders' Lounge (seating capacity 80-100) as per the G20 Sectt./MEA-approved designs. Provision of high-quality armchairs (200 atleast) and interpreter chairs (40) for bilateral meeting rooms
 - e) Setting up of help desks cum registration centers for handling email/physical/postal inquires and other assistance. This shall include a dedicated 24x7 call center support for event-related queries.
 - f) Camera operators, Videographers, video mixer with operator, HDMI splitter, LAN Hub, Monitor etc
 - g) Dedicated Internet connections with Stable Speeds at all summit venues – 5G Enabled.
 - h) Sufficient number of flags of all the countries including house flags, table flags and car flags
 - i) Provision of setting up a Venue/Spot for group photos – at Airport/Summit Venue/Gala Dinner venue etc.
 - j) Provision of simultaneous interpretation, including adequate numbers of interpretation booths, high quality headsets/earphones (IR or RF), etc.
 - k) Provision of set up (including stalls) for exhibition spaces as required by G20 Sectt./MEA.
- ii) Provision of Collateral/Booklets/badges/Car labels/Car Parking labels/Entry passes/etc., related**
 - a. Preparation & printing of handbook of administrative arrangements, brochures & delegates information booklets, conference programme booklets, printing of coffee table books etc.
 - b. Provision of delegate kits and media kits – for which EMC may consult G20 Sectt./MEA for suggestions.
 - c. Print Event brochures/signages, invitation cards, conference note pads, information booklets, telephone directories, parking labels, mini booklets, delegate bags/folders etc. for programs.
 - d. Badges/passes for delegates/officials, car parking labels for officials/delegates, Entry passes for officials/delegates, RFID (or any other selected system) readers at main gates to facilitate the entry of pass holders. Vehicle stickers should be RFID-readable or have any other embedded access control/security systems.
 - e. Design and provision of befitting mementos for the delegates.
 - f. Printing of multi-lingual designer menu cards, seating plans for the lunch/dinner
 - g. Golf carts as required by the guests at designated venues.
 - h. Creation of digital walk-throughs for motorcade movements, movements of VVIPs and other programmatic elements as desired by the G20 Sectt./MEA ahead of the Leaders' Summit.
 - i. Digital wayfinding kiosks
 - j. High quality directional signages.
 - k. Provision of adequate numbers of well-trained ushers (English-speaking and preferably multi-lingual) for the summit venues and airport.
- iii) Provision of Hygiene/Medical etc., related**
 - a) Cleaning teams for washrooms & dustbins at the venues
 - b) Water filter/RO's for drinking water

- c) Sanitisation of Venue, waste management in real-time, and COVID-related infrastructure as required.
- d) Ambulances & Medical teams consisting of Doctors and Nurses as required along with medical equipment shall be standby for emergency handling.

iv) Provision of Security/Badges/Pins/RFID reader/Manpower/Usher/Liaison Officers/Vehicle stickers/ Power backup, related.

- a) CCTV cameras
- b) Metal detector gates with required sensitivity markers
- c) X-ray/ Baggage scanning machines
- d) Sufficient no. of security guards
- e) Designing and Provision of high quality Lapel pins for HoS, Ministers and delegates, RFID badges for guests, GoI personnel, support staff; RFID enabled car labels/vehicle stickers/parking stickers for access control to the Airport and Conference venue(s); Provision of RFID readers, screening machines etc. at Conference venue.
- f) Provision of well trained Ushers & Liaison Officers (LOs), fluent in English to guide delegates & guests to meeting venue & other areas.
- g) Provision of well-trained technical staff and managers for supervision of summit venues and trouble-shooting.
- h) Manage power backup, utilities, ACs, sound and lighting on-site & off-site during the event with technical and generator support in case of power failure in coordination with the property service manager where applicable.

v) Decorations related

- a) Floral decoration of entire event as per the requirement,
- b) Installation of decorative plants at venues.
- c) Plants/flowers Bouquets for VVIPs as per requirement.

vi) Any other work

D) Cultural Programme and Gala Dinner:

- (i) Technical requirements of cultural events in close collaboration with ICCR and its selected agencies.
- (ii) Set up for outdoor/indoor cultural programme and gala dinner accompanied by cultural performance/background live music, stage setup, light and sound, dining facilities lawns/backdrop of iconic places, musical instruments, and, projection mapping. The cultural programme may also include fireworks, drone swarm and/or digital elements like augmented realities, holograms, etc. The element-wise details are attached in Financial Bid BOQ. There could be some last-minute changes in requirements. Since this event is of prestige and importance, selected EMC must always maintain redundancies and alternate plan of execution.
- (iii) Provision of traditional attire for Leaders, Spouses and any other delegates as per design and requirements indicated by the G20 Sectt./MEA.

E) SPOUSES' PROGRAMME: Set-up and execution of Spouses' programme which is considered to be part of the Leaders' Summit, at designated venues. This may involve setting up of hangars, exhibition stalls, branding, high quality sound systems and interpretation facilities.

F) GIFTS: Gifts to be procured and packaged through ODOP and other channels as decided by G20 Secretariat/MEA. Gifts will need to be chosen beforehand and displayed to concerned authorities for approvals.

4. APPROVED COST OF THE PROJECT

- 4.1 The cost of Rs projected by the Event Management Company M/sis the ceiling limit within which the Event Management Company will provide the objects as mentioned in scope of work of this agreement.
- 4.2 (i) Taxes (GST) as applicable shall be reimbursed by the Ministry subject to Event Management Company submit proof of deposition of GST.
(ii) Transportation of equipments, stores, vehicles, resources, insurance charges and travel of its personnel etc. shall be the responsibility of the Event Management Company.
- 4.3 (i) The Event Management Company agrees to organize to provide personnel and other services as directed by the Ministry through its designated officers.
(ii) Installation, commissioning and trial run shall be undertaken by the Event Management Company to the full satisfaction of the Ministry.

5. RESPONSIBILITIES OF EVENT MANAGEMENT COMPANY

- EVENT Management Company shall have the following responsibilities:
- 5.1 Ensuring that the Event is conducted smoothly and successfully in compliance with all applicable laws and regulations. Event Management Company shall obtain all required necessary approvals, No Objection Certificates, licenses, etc. from the competent authorities.
- 5.2 Event Management Company shall conduct the Event abiding by all rules, regulations and guidelines in force as well as guidelines and directions issued by any administrative/judicial authority.
- 5.3 Exemplary standards of service and professionalism with the highest quality of deliverables will be required at all times from selected Event Management Company along with deployment of trained and professional manpower to oversee and execute the G20 Summit.
- 5.4 The Event Management Company shall coordinate with all stakeholders in administrating these Indian experiences including contracted Event Management Companies (EMCs) and State/ Central Government agencies, hotels, contracted transport agencies, local authorities etc. would also need to be undertaken. **It shall be the responsibility of the Event Management Company to seek timely inputs, clarifications and information required from all concerned for smooth and flawless conduct of all activities associated with the Indian experiences.** Any issues/ difficulties being faced need to be brought to the notice of the G20 Sectt official on site immediately.
- 5.5 Event Management Company shall be solely responsible for the manpower which they engage for organizing the Event. Selected Event Management Company has to have a dress code for all the drivers / staff employed by them.
- 5.6 Event Management Company must make their own arrangement for the Boarding\lodging of their staff employed for the execution of Event. Technical staff involved in overseeing and conduct of activities involving use of equipment/hardware/transport need to be professionals, who possess both technical knowledge and past experience.
- 5.7 Event Management Company shall be solely responsible for payment of all applicable taxes duties and all other Government levies in relation to the Event which shall be a part of the approved budget.
- 5.8 The nature of task is dynamic. Event Management Company must cater for the possibility of some last-minute changes in requirements. Therefore, companies need to keep redundancy of equipment/ hardware/ transport and manpower to mitigate last-minute failures and meet additional requirements.
- 5.9 Company must ensure safe transfer and availability of souvenir(s), equipment, hardware and any other items required at the venue(s), well in advance, so that last minute logistics and transportation challenges may be ruled out.
- 5.10 A 24/7 single point of contact from the company is considered essential, as is having contact details of the individual(s) on-site leading the team whose sole role would be to liaise with G20 Sectt Officials and provide information and updates in real time, when others in the EMC are occupied.

6. TERMS OF PAYMENT

The payment will be made to Event Management Company as per the following schedule:-

- 6.1 The selected Event Management Company can avail 'Mobilization Advance' of up to 30% of the actual tender value against a matching 'Bank Guarantee' as per the format at Annexure 13 of the RFP. The advance shall be adjusted against the Bill(s) submitted by the Event Management Company.
- 6.2 The Event Management Company shall submit the pre receipted invoice within 15 days of conclusion of the Leaders' Summit and admissible amount [after scrutiny by appropriate authorities] would be made expeditiously. Certification of satisfactory completion of work is necessary for which the bills are submitted. Non-submission of bills in timely fashion by the Event Management Company will attract provisions of Liquidated Damages of 0.5 % per week of delay of the total cost of Event subject to a maximum of 10% of the Event. Claims for items that are above and beyond the specified scope of work shall be duly supported with receipt/bills of the vendor to whom Event Management Company has made payment [third party]. These items will be paid as third party bill on production of invoice.
- 6.3 Bills so presented by Event Management Company shall be subject to scrutiny/verification by independent auditors appointed by MEA. The bills/claims shall be further subject to scrutiny by Pay and Accounts Office [PAO] of MEA before payment. Every effort will be made by MEA for expeditious settlement of bills.
- 6.4 Event Management Company shall receive payments by ECS transfer to their account number. It will be mandatory for the Event Management Company to indicate their bank account numbers and other relevant e-payment details so that e-payments could be made through electronic payment instead of payment through cheques.
- 6.5 An amount equivalent to 5% of the contract value shall be retained till final invoice of Event Management Company is settled in case the EMC submits more than one invoice.
- 6.6 The payment will be **made upon satisfactory performance of work**. Payment to selected Event Management Company shall be made after final invoice submission by the Event Management Company on successful completion of Leaders' Summit to the satisfaction of the G20 Secretariat, MEA. Quality standards and performance of deliverables by Event Management Company will be certified by designated GOI officer of the execution team from G20 Secretariat. Feedback will be sought from stakeholders and Ministry will conduct a periodic review of the project activities and deliverables to gauge output and to approve activities for the forthcoming period.
- 6.7 The EMC shall be paid for services for the trial/mock-up days & event days. During trial of conferencing venue and events, AV set up shall be installed along with furniture in complete functional state. In special circumstances, functionally if trials are unavoidable on D minus 2 days, then recommendation of Competent Authority needs to be taken with justification. In such cases rental for services of EMC may be paid for those additional days.
- 6.8 For payment purposes, only the Items/services used through EMC which have rental nature and can be reused, will be multiplied by no of days of the event. Like all Electronics items, furniture, manpower etc will be on per day rental basis. Contracted price of all such items used will be multiplied by no of days of the event. Whereas, for services like branding, thematic installations, airport lounge, thematic exhibition stalls, hangers, collaterals, gifts, excursion kits, nameplates, fabrications of stage etc payment will be done on one time basis only. Such services won't be multiplied by no. of days of the event, e.g., bill boards can remain on site for couple of weeks, it does not mean that it will be paid for that duration.
- 6.9 Manpower deployed by EMC to execute the work in terms of technicians, laboures, equipment operators etc will not be paid. As rental for such items is being paid to EMC and it needs to be operationally installed and managed by them.
- 6.10 Statutory taxes and duties shall be payable as per actuals and on submission of proof of GST payment. The price is payable in local currency i.e. Indian Rupees.
- 6.11 Payment is subject to applicable deductions/penalties as defined in this RFP/agreement. No payment will be made to the EVENT Management Company as hiring charges for staff deployed towards managerial and supervisory duties.

- 7.1 Validity of Contract:** The period of contract shall be effective on the date of its signing of contract and shall continue till 30 days after conclusion of Leaders' Summit or unless otherwise terminated by MEA. Performance under the Contract will be evaluated regularly and the Ministry reserves full rights to renew, replace or terminate the contract unilaterally in case services are not received as per time, quality and standard specified
- 7.2 Performance Bank Guarantee:** The Event Management Company shall provide a Performance Guarantee equivalent to 3% of the total contract value for the due and faithful performance of contract before signing of the Agreement. The Performance Guarantee should remain valid for a period of 60 days beyond the date of completion of all contractual obligations. Refusal or inability to provide deliverables on time or delay in providing services by the Event Management Company as per scope of work at the contracted rate may result in termination of the contract and forfeiture of Performance Guarantee (PBG) as well as disqualification of the bidder from participating in future tenders. The Performance Bank Guarantee is to be submitted in the form of Demand Draft/Fix Deposit Receipt/Bank Guarantee/Insurance Surety Bonds etc drawn in favor of Pay & Accounts Officer, M/o External Affairs, New Delhi.
- 7.3 Non-disclosure of Contract documents:** Except with the written consent of the Ministry, the EVENT Management Company shall not disclose the contract, or any provision of the contract or information related to services thereof to any third party.
- 7.4 GOVERNING LAW AND JURISDICTION:** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India. Jurisdiction shall be Delhi only.
- 7.5 Settlement of Disputes and Arbitration:** All disputes, differences and questions arising out of or in any way touching or concerning the contract or the subject matter thereof or the representative's rights, duties or liability of the parties shall be referred to the sole arbitration under the Arbitration and Conciliation Act 1996 and the Arbitration & Conciliation Amendment Act (2015) as amended up to date.
- 7.6 Penalty Clause:**
- 7.6.1 If at any future point of time it is found that the Event Management Company has submitted information which is factually incorrect or if the Event Management Company does not fulfill any of the contractual obligations, the Ministry may take a decision to cancel the contract with immediate effect, and/or debar the bidder from bidding prospectively in this and all other tender procedures for a period to be decided by the Ministry and take any other action as deemed necessary.
- 7.6.2 The penalty with respect to its time period and quality of products shall be quantified by the Ministry at its own discretion/satisfaction.
- 7.6.3 It would be first and foremost the responsibility of the contractor to ensure that the services are being provided satisfactorily and contract is executed as per agreed terms and conditions.
- 7.6.4 In case of delayed or unsatisfactory services the Ministry may impose penalty as per the Performance matrix detailed below:

S No	Problem	Penalty (Rs) per instance
1	Problems in interpretation system	5 lakh
2	Problems in sound system (below optimum quality, echo, etc)	5 lakh
3	Problems in quality of furniture in Leaders' Lounge	5 lakh
4	Problems in RFID system	5 lakh
5	Problems in computers, peripherals	1 lakh
6	Problems in hi-speed internet	5 lakh
7	Problems collaterals	5 lakh
8	Problems in branding	5 lakh

9.	Problems in hangars	10% of the cost of the hangar
10.	Any other issue/miscellaneous	1 lakh

8. Termination:

8.7.1 In case of quality of services provided by any of the selected Event Management Company is found wanting/inadequate, the competent authority may terminate the contract agreement without giving any advance notice.

8.7.2. In case of a material breach of any of the terms and conditions mentioned in the RFP document, the competent authority will have the right to terminate the contract, cancel the work order without assigning any reason and nothing will be payable by this Ministry to the Event Management Company and the Performance Bank Guarantee shall also be forfeited.

8.7.3 In the case of termination of contract mentioned vide clauses above the competent authority shall forfeit the Performance Bank Guarantee Deposit along with recovery of Liquidation of damage charges due to such termination.

8.7.4. During such termination, Ministry may award the contract for pending Events/meetings to any EVENT Management Company in accordance with existing agreement or may go ahead with floating a fresh RFP as deemed suitable to the Ministry.

a) MEA shall have the right to carry out the unexecuted portion of work either by itself or through selecting other agencies.

b) In the Event of termination of this contract, MEA 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 which the EVENT Management Company shall be obliged to comply with.

c) Where the termination of the Contract is prior to its stipulated term on account of a default on the part of the Event Management Company or because the survival of the Event Management Company as an independent corporate entity is threatened/has ceased, MEA shall pay the Event Management Company for that part of the Services which have been authorized by MEA and satisfactorily performed by the Event Management Company up to the date of termination. Without prejudice any other rights, MEA may retain such amounts from the payment due and payable by MEA to the Event Management Company as may be required to offset any losses caused to MEA because of any act/omissions of the Event Management Company.

d) MEA may take possession of the works and all deliverables of the Event Management Company and use or employ the same for completion of the work or employ any other selected Event Management Company or other person or persons to complete the work. The Event Management Company shall not in any way object or interrupt or do any act, matter, or thing to prevent or hinder such actions, other Agencies or other persons employed for completing and finishing or using such deliverables.

e) When the contract is terminated by MEA for all or any of the reasons mentioned above, the Event Management Company shall not have any right to claim compensation on account of such termination

9. Amendments: No provision of present contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

10. Patents and Intellectual Property Rights: All the rights on the curated content, soft copy and other footage shared with Event Management Company during meetings will vest with G20 Secretariat.

10.1 The Event Management Company shall not use the name of their own company in any official communication or promotional material pertaining to the Event, either before, during or after the Event without prior approval of MEA.

- 10.2** The selected bidder shall not use the names and the videos shared for any Event or purpose other than the said Event.
- 10.3** The authority of the selected bidder to use the G20 content 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.
- 10.4** The selected bidder shall not sublicense, transfer or assign the use of G20 contents to any person or entity without the prior consent of the MEA.
- 11.** **Liquidated Damages:** The Event Management Company shall perform its obligations in a professional manner. The criteria mentioned in **Para 7.6.4** shall be utilized for Performance Evaluation, MEA may impose penalty as per the penalty terms of this RFP (subject to a maximum of 10%). If the delay in service is beyond stipulated time or service not found satisfactory, then MEA may annul the project and shall be free to get it done from other agencies at the risk and costs of the appointed agencies. MEA may debar and blacklist the agencies for applying in its future Events for a period of 3 years.
- 12.** **Compensation Clause:** MEA reserves the right to claim compensation to cover its losses for organizing rest of the Events at higher rate in case of non-performance or Event Management Company rendering services which are not at par leading to termination of contract. MEA may also recover the extra expenses that need to be borne by MEA in case a new Event Management Company has to be hired at a higher rate in case of nonperformance of Event Management Company.
- 13.** **Price Variation:** In the Event of lowering of government levies after the finalization of the contract, the Event Management Company shall automatically pass on the benefits to MEA, and in the Event of increasing of government levies after the finalization of agreement; MEA shall consider the case on merit and the pro-rata benefits to the Event Management Company may be conserved if full reference with documentary evidence is submitted.
- 14.** **Statutory Duties & Taxes:**
- 14.1** Any upward change in any duty/tax as a result of any statutory variation taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the Event Management Company. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Ministry by the Event Management Company. All such adjustments shall include all reliefs, exemptions, Rebates, concession etc. if any obtained by the contractor.
- 14.2** If it is desired by the Event Management Company to ask for the GST to be paid as extra, the same must be specifically stated. In the absence of any such stipulation in the bid, it will be presumed that the prices quoted by the Event Management Company are **inclusive of GST** and no liability will be devolved upon the Ministry. GST shall be reimbursed to the Event Management Company on production of receipts of deposition of GST with appropriate authorities.
- 14.3** The rate and the nature of GST applicable at the time of supply should be shown separately. GST will be paid to the Event Management Company at the rate at which it is liable to be assessed or has actually been assessed provided the transaction of services is legally liable to GST and the same is payable as per the terms of the contract.
- 15.** **Pre-Integrity Pact Clause:** An "Integrity Pact" would be signed between the Ministry and the Event Management Company Management Company. This is a binding agreement between the Ministry and the Event Management Company Management Company for specific contracts in which the Ministry promises that it will not accept bribes during the procurement and services process and bidder promise that they will not offer bribes. Under this Pact, the Event Management Company Management Company for specific services or contracts agree with the

Ministry to carry out the procurement and services in a specified manner. Elements of the Pact are as follows:

- 15.1 A pact (contract) between the Ministry (Principal) and the Event Management Company Management Company for this specific activity (the Event Management Company Management Company);
 - 15.2 An undertaking by the Principal (i.e. G20 Secretariat/MEA) that its officials will not demand or accept any bribes, gifts etc., with appropriate disciplinary or criminal sanctions in case of violation;
 - 15.3 A statement by Event Management Company Management Company that it has not paid, and will not pay, any bribes;
 - 15.4 An undertaking by Event Management Company Management Company to disclose all payments made in connection with the contract in question to anybody (including agents and other middlemen as well as family members, etc. of officials); the disclosure would be made either at the time of signing of contract or upon demand of the Principal, especially when a suspicion of a violation by the Event Management Company emerges;
 - 15.5 The explicit acceptance of Event Management Company that the no-bribery commitment and the disclosure obligation as well as the attendant sanctions remain in force for the Event Management Company until the contract has been fully executed.
 - 15.6 Undertaking on behalf of Event Management Company will be made “in the name for and on behalf of the company’s Chief Executive Officer”.
 - 15.7 The following set of sanctions shall be enforced for any violation by the Event Management Company of its commitments or undertaking:
 - (i) Denial or loss of contracts;
 - (ii) Forfeiture of the bid security and performance bond;
 - (iii) Liability for damages to the principal (i.e. MEA) and the competing Bidders; and
 - (iv) Debarment of the violator by the Principal (i.e. MEA) for an appropriate period of time.
 - 15.8 Event Management Company is advised to have a company code of conduct (clearly rejecting the use of bribes and other unethical behaviors and compliance programme for the implementation of the code of conduct throughout the company.
 - 15.9 Event Management Company is advised to have a company code of conduct (clearly rejecting the use of bribes and other unethical behaviors and compliance programme for the implementation of the code of conduct throughout the company.
- 16. Confidentiality and Security**
- 16.1 The Event Management Company Management Company and their personnel will not, either during the term or after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract or business or operations of G20 Secretariat or its clients without the prior written consent of MEA. A formal Non-Disclosure Agreement (NDA) will be signed to this effect as per Annexure 9 of this RFP.
 - 16.2 The selected bidder will ensure that no information about the software / hardware/policies of G20 Secretariat and meetings is taken out in any form including electronic form or otherwise, by the manpower posted by them.
 - 16.3 Additionally, the selected bidder shall keep confidential all the proprietary details and information regarding the Event.
 - 16.4 MEA shall retain all rights to prevent, stop and if required take the necessary punitive action against the selected bidder regarding any forbidden disclosure.
 - 16.5 For the avoidance of doubt, it is expressly clarified that the aforesaid provisions shall not apply to the following information:
 - (i) information already available in the public domain.
 - (ii) information received from a third party who had the right to disclose the aforesaid information
 - (iii) information disclosed to the public pursuant to a court order.

- 16.6** Any handover of the confidential information needs to be maintained in a list, containing at the very minimum the name of provider, recipient, date of generation of the data, date of handing over of data, mode of information, purpose, and signatures of both parties.
- 16.7.** Notwithstanding anything to the contrary mentioned hereinabove, the EVENT Management Company shall have the right to share the work order provided to it by MEA in relation to this Agreement, with its prospective purchasers solely for the purpose of and with the intent to evidence and support its work experience under this Agreement.

17. Force Majeure

If at any time, during the continuance of the contract, the performance in whole or in part by either party of any obligation under the contract is prevented or delayed by reasons beyond the control of a party such as war, hostility, acts of public enemy, civil commotion, sabotage, floods, explosions, epidemics quarantine restrictions, strikes, natural calamities, lockouts, acts of state or acts of God (hereinafter referred to as "Events"), provided notice of happenings of any such Event is duly endorsed by the appropriate authorities/chamber of commerce in the country of the party giving notice, is given by party seeking concession to the other as soon as practicable, but within 21 days from the date of occurrence and termination thereof, neither party shall, by reason of such Event, be entitled to terminate the contract, nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such Event has come to an end or ceased to exist, provided further, that if the performance in whole or in part or any obligation under the contract is prevented or delayed by reason of any such Event for a period exceeding 60 days, MEA may at its option, terminate the contract. Neither Party shall be liable for any failure or delay in the performance of its obligations under the contract or Work Orders hereunder to the extent such failure or delay or both is caused, directly, without fault by such Party, by reason of such Event. MEA shall however, be responsible to pay the EVENT Management Company for the services successfully rendered to the satisfaction of MEA under the work orders/purchase orders issued pursuant to the contract.

ASSIGNMENT

This contract is personal to **M/S** _____ and cannot be assigned to any third party otherwise.

IN WITNESS WHEREOF THIS AGREEMENT has been executed between the parties hereto by their authorized officers in two originals on the date and the year written above.

**Signed and delivered
for & on behalf of
Ministry of External Affairs**

**Signed and delivered
for & on behalf of
M/S _____**

<p>..... Ministry of External Affairs New Delhi</p>	<p>..... Name: Designation</p>
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**Witness
Ministry of External Affairs
New Delhi.**

Validate

Print

Help

[Wise BoQ](#)

Tender Inviting Authority: G20 Secretariat, Ministry of External Affairs, New Delhi

Name of Work: REQUEST FOR PROPOSAL FROM INDIA BASED EVENT MANAGEMENT COMPANIES FOR PROVIDING EVENT MANAGEMENT SERVICES FOR G20 Leader's Summit to be held in September 2023 in New Delhi.

Contract No: CONF/240/03/2023

Name of the Bidder/ Bidding Firm / Company :	
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PRICE SCHEDULE**(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)****(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)**

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT Without Taxes col (13) = (4) x (7) in Rs. P	TOTAL AMOUNT With Taxes col (14) = sum (8) to (13) in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	7	13	14	15
1	Airport Decor						
1.01	Thematic 3D Cut outs and Installations of dimension 10ft x 8ft with a base of 2 feet made up of board with best aesthetic finishing and painting and having display of name of meeting/logo and other branding elements with PVC acrylic material (One time cost)	4	Nos		0.00	0.00	INR Zero Only
1.02	Thematic 3D Cut outs and Installations of dimension 15ft x 8ft with a base of 2 feet made up of board with best aesthetic finishing and painting and having display of name of meeting/logo and other branding elements with PVC acrylic material (One time cost)	20	Nos		0.00	0.00	INR Zero Only
1.03	Thematic 3D Cut outs and Installations of dimension 20ft x 10ft with a base of 2 feet made up of board with best aesthetic finishing and painting and having display of name of meeting/logo and other branding elements with PVC acrylic material (One time cost)	6	Nos		0.00	0.00	INR Zero Only
1.04	Branding at Luggage Belt With 320 GSM Fabric Print (30ft x 7ft)	1	Nos		0.00	0.00	INR Zero Only
1.05	Branding at Existing Sites(as per availability and as per actual charges)-Rate may be quoted for creatives/rendering charges. However, sites will be hired by selected agency and rental will be paid on actual basis by ministry on submission of bill.	4	Nos		0.00	0.00	INR Zero Only

1.06	Creation of setup (Area 3000 sqft) with a seating Capacity of 30 pax (As per the G20 Theme) at IGI Airport/AFS Palam (One time cost)	1	Nos		0.00	0.00	INR Zero Only
1.07	Customised Immigration Counter (6ft x 3ft x 4ft)	3	Nos		0.00	0.00	INR Zero Only
1.08	Digital Directional Signage (3ft x 8ft)	6	Nos		0.00	0.00	INR Zero Only
1.09	Helpdesk [320 GSM Fabric Print (10ft x 10ft)] to facilitate G20 Participants	1	Nos		0.00	0.00	INR Zero Only
1.10	Vertical Unipole (One time cost)	3	Nos		0.00	0.00	INR Zero Only
1.11	Country Flag Tall with Pole and stand	42	Nos		0.00	0.00	INR Zero Only
2	Cultural Setup at AFS Palam for ICCR	1	Nos		0.00	0.00	INR Zero Only
2.01	Stage with Carpet Finish 24x16x2.5' (One time cost)	1	Nos		0.00	0.00	INR Zero Only
2.02	Box Truss 88 Running Feet	1	Nos		0.00	0.00	INR Zero Only
2.03	Backdrop for Stage 24x10' (One time cost)	1	Nos		0.00	0.00	INR Zero Only
2.04	Parcan	30	Nos		0.00	0.00	INR Zero Only
2.05	LED Lights	30	Nos		0.00	0.00	INR Zero Only
2.06	Light Board	1	Nos		0.00	0.00	INR Zero Only
2.07	Paging Boards for Airport	6	Nos		0.00	0.00	INR Zero Only
2.08	Wooden MDF Box Framing with paint Finish and conceal lights for each panel 250x10'	1	Nos		0.00	0.00	INR Zero Only
2.09	Photo Opp Wall (Print in Sun Fabric) 20x12' (One time cost)	1	Nos		0.00	0.00	INR Zero Only
3	Technical's at Airport	1	Nos		0.00	0.00	INR Zero Only
3.01	Sound System For ambience Music	1	Nos		0.00	0.00	INR Zero Only
3.02	LED Screen 65" with stand	5	Nos		0.00	0.00	INR Zero Only
4	Other Elements at Airport	1	Nos		0.00	0.00	INR Zero Only
4.01	Porter Service manned with sufficient number of porters to take care of VVIP Baggage (Approx 200 delegates)	1	Nos		0.00	0.00	INR Zero Only
4.02	Printing of G20 baggage tags (The distinguishing marker of the G20 delegation and ordinary passengers)	500	Nos		0.00	0.00	INR Zero Only
4.03	CCTV Camera (Complete Setup including 20 camera & control Room)	20	Nos		0.00	0.00	INR Zero Only
4.04	Creation of F&B Counter of size with vinyl branding (at the rate of per Sq. Ft.)	1	Nos		0.00	0.00	INR Zero Only
4.05	Creation of office setup with customised computer table of size 8ft x 3ft x 4ft, 04 laptops of latest configuration, 01 heavy duty photocopier (B/W), networking for printer and laptop, internet dongle for 04 laptops	1	Nos		0.00	0.00	INR Zero Only
4.06	Airport Assistance to facilitate visiting delegates of G20 member states (24 hours basis)	5	Nos		0.00	0.00	INR Zero Only
4.07	Creation of delegate Pickup Parking Slot at airport	1	Nos		0.00	0.00	INR Zero Only
5	City Branding	1	Nos		0.00	0.00	INR Zero Only
5.01	Hoardings/Backdrops (12ft x 10ft) with 320 GSM Fabric Print" over metal frame (One time cost)	200	Nos		0.00	0.00	INR Zero Only
5.02	Pole Branding of 4ft x 8ft (Double Sided) with 320 GSM Fabric Print over metal frame (One time cost)	800	Nos		0.00	0.00	INR Zero Only
5.03	Thematic Cut outs and Installations of dimension 20ft x 10ft with a base of 2 feet made up of board with best aesthetic finishing and painting and having display of name of meeting/logo and other branding elements with PVC acrylic material	1	Nos		0.00	0.00	INR Zero Only

5.04	2.8MM LED Screen of 12ft x 9ft with Branding, Riser, Power for Outdoor area	10	Nos		0.00	0.00	INR Zero Only
5.05	Multi Colour Cloth Branding with pole	100	Nos		0.00	0.00	INR Zero Only
5.06	Customised 3d Arch Gate With 320 GSM Fabric Print (30ft x 4ft x 16ft) (One time cost)	15	Nos		0.00	0.00	INR Zero Only
6	Décor at Venue	1	Nos		0.00	0.00	INR Zero Only
6.01	Venue Masking-Cloth of good quality (at the rate of per Sq. Mt.) (One time cost)	4	Sq m		0.00	0.00	INR Zero Only
6.02	3D Directional Signage's (4ft x 8ft) (One time cost)	20	Nos		0.00	0.00	INR Zero Only
6.03	Thematic Walkway (15ft x 14ft x 12ft) (at the rate of per Sq. Ft.)	1	Nos		0.00	0.00	INR Zero Only
6.04	Venue Layout With 320 GSM Fabric Print(16ft x 10ft)	4	Nos		0.00	0.00	INR Zero Only
6.05	General Branding as per Theme-320 GSM fabric print (10000 sqft) (One time cost)	1	Nos		0.00	0.00	INR Zero Only
7	Décor at Pre Function Area	1	Nos		0.00	0.00	INR Zero Only
7.01	3D Thematic Directional Brandings (3ft x 7ft) (One time cost)	30	Nos		0.00	0.00	INR Zero Only
7.02	Customised Registration Counter with Double ply Platform & Branding with 320 GSM Fabric Print (8ft x 8ft)	10	Nos		0.00	0.00	INR Zero Only
7.03	Covid Test Counter -Double ply Platform & Branding with 320 GSM Fabric Print (8ft x 8ft)	2	Nos		0.00	0.00	INR Zero Only
7.04	Customised Help Desk -Double ply Platform & Branding with 320 GSM Fabric Print (8ft x 8ft)	2	Nos		0.00	0.00	INR Zero Only
7.05	Welcome Branding -Double ply Platform & Branding with 320 GSM Fabric Print (16ft x 10ft) (One time cost)	10	Nos		0.00	0.00	INR Zero Only
7.06	Thematic 3D Cut outs and Installations of dimension 15ft x 8ft with a base of 2 feet made up of board with best aesthetic finishing and painting and having display of name of meeting/logo and other branding elements with PVC acrylic material (One time cost)	4	Nos		0.00	0.00	INR Zero Only
7.07	Family Photo Opp Backdrop with Steps (Double ply platform with plush carpet and acrylic with frosted vinyl)-(15ft x 12ft x 2.5ft) (One time cost)	1	Nos		0.00	0.00	INR Zero Only
7.08	Creation of Delegate Lounge with furniture (for 30 Pax)	1	Nos		0.00	0.00	INR Zero Only
7.09	Side Walls Front and Back With 320 GSM Fabric Print (50ft x 10ft)(at the rate of per Sq. Ft.)(One time cost)	2	Nos		0.00	0.00	INR Zero Only
7.10	Side Walls Left and Right With 320 GSM Fabric Print (50ft x 10ft) (One time cost)	2	Nos		0.00	0.00	INR Zero Only
7.11	Platform with Double ply wooden platform (16ft x 50ft) (One time cost)	1	Nos		0.00	0.00	INR Zero Only
7.12	Glass Doors (8ft x 8ft)	2	Nos		0.00	0.00	INR Zero Only
7.13	Plush Carpet (50ft x 16ft) (One time cost)	1	Nos		0.00	0.00	INR Zero Only
7.14	Double seater sofa	10	Nos		0.00	0.00	INR Zero Only
7.15	Single Seater Sofa	10	Nos		0.00	0.00	INR Zero Only
7.16	Centre Table	5	Nos		0.00	0.00	INR Zero Only
7.17	Floral Arrangement tables (One time cost)	1	Nos		0.00	0.00	INR Zero Only
7.18	Lounge Décor per sq feet	10	Nos		0.00	0.00	INR Zero Only
7.19	Country Flags with Tall Flag Stand	84	Nos		0.00	0.00	INR Zero Only
7.20	Cultural/Artisan Stall (Custom Built Thematic, all inclusive) (5M x 5M)	10	Nos		0.00	0.00	INR Zero Only

7.21	<i>Photo wall (Exhibition Wall) (Fabricated with complete wooden ply. MDF Borders of 8inches wide box style with Vinyl Print. Backdrop print on Sunfabric) 60x10' and 48x10' each (One time cost)</i>	2	Nos		0.00	0.00	INR Zero Only
8	Main Meeting Hall-Infrastructure for outdoor area	1	Nos		0.00	0.00	INR Zero Only
8.01	Creation of AC German Hangar of 1200 sqm. The structures shall have false ceiling having interiors at par with ball rooms of 5-Star hotels appropriate for international conferencing (including levelling, fore redundant, flooring, carpeting, false ceiling, LED lights, decorative lights, MDF boards, support Structure with water ballast etc. Quantity 1200 may be read as total area of hanger (With Branding fo 320 GSM Fabric print) (One time cost)	1	Nos		0.00	0.00	INR Zero Only
8.02	<i>Centre Table for HOS Session. Specially customised Hand crafted table of 24' Dia and 30" height, fabricated in wood and finished in antique polish, with Oval top and undertable section condutes for internal wiring of mikes.</i>	1	Nos		0.00	0.00	INR Zero Only
8.03	<i>Inside Thematic Table specially customised and extra Increment in Size and to accommodate the LED TV and Flower Decoration (12' Dia along with 24" height)</i>	1	Nos		0.00	0.00	INR Zero Only
8.04	Outdoor Passage Platforming (Double Layer Wooden Platform with plush carpet) (8ft x 50ft) (One time cost)	1	Nos		0.00	0.00	INR Zero Only
9	Main Meeting Hall - Decor (all the wires should be neatly covered with wire manager or matching carpet patch)	1	Nos		0.00	0.00	INR Zero Only
9.01	Country Flags with Tall Stand (2 sets of flags of all participating countries with the size and order as per protocol)	84	Nos		0.00	0.00	INR Zero Only
9.02	table flags	42	Nos		0.00	0.00	INR Zero Only
9.03	Customised Thematic Structure for LED Screen (15ft x 10ft) (One time cost)	4	Nos		0.00	0.00	INR Zero Only
9.04	Thematic Backdrop Setup Inside Hall (10ft x 10ft) (One time cost)	1	Nos		0.00	0.00	INR Zero Only
9.05	Thematic Walkway (50ft x 16ft x 12ft) (One time cost)	2	Nos		0.00	0.00	INR Zero Only
10	Boardroom Setup (1 + 1 + 3 Format)	1	Nos		0.00	0.00	INR Zero Only
10.01	Customised Table for Head Seating (Duco/Pu Paint/Laminate)(4ft x 2ft x 2.5ft) with 03 Mobile/laptop charging points. One of which should be universal plug point.	42	Nos		0.00	0.00	INR Zero Only
10.02	Customised Table for Delegates (Duco/Pu Paint/Laminate)(6ft x 2ft x 2.5ft) with 03 Mobile/laptop charging points. One of which should be universal plug point.	168	Nos		0.00	0.00	INR Zero Only
10.03	Ergonomic Chairs (Black PU Leather, Task Rolling Swivel with Cushioned Lumbar Support Armrest and Headreast)	220	Nos		0.00	0.00	INR Zero Only
10.04	12mm Acrylic Seperator as per Covid Protocol (2ft x 2ft) (One time cost)	200	Nos		0.00	0.00	INR Zero Only

10.05	Thematic Centre Installation with Flowers/planters (60ft x24ft x 2ft) (at the rate of per Sq. Ft.)	1	Nos		0.00	0.00	INR Zero Only
10.06	Thematic Centre Installation with wood/ply/any other event material (60ft x24ft x 2ft) (at the rate of per Sq. Ft.)	1	Nos		0.00	0.00	INR Zero Only
10.07	Digital Podium	1	Nos		0.00	0.00	INR Zero Only
10.08	Thematic Podium with Edge Lighting (Optional)	1	Nos		0.00	0.00	INR Zero Only
10.09	Digital Standee (3.5ft x 8ft) (at the rate of per Sq. Ft.)	10	Nos		0.00	0.00	INR Zero Only
10.10	Sound Proof Cabin For Interpretation/Interpretation booth	10	Nos		0.00	0.00	INR Zero Only
10.11	Camera Riser (at the rate of per Sq. Ft.) (One time cost)	4	Nos		0.00	0.00	INR Zero Only
10.12	Media Riser with carpet (per sq feet) (One time cost)	2	Nos		0.00	0.00	INR Zero Only
10.13	Red Carpet (300ft x 10ft) (One time cost)	1	Nos		0.00	0.00	INR Zero Only
10.14	Customised Preview plasma masking (One time cost)	15	Nos		0.00	0.00	INR Zero Only
10.15	Customised Name Plates (One time cost)	40	Nos		0.00	0.00	INR Zero Only
10.16	Hand sanitizer (Touchless) (One time cost)	1	Nos		0.00	0.00	INR Zero Only
10.17	Covid health protocol Kit (01 Hand sanitizer 25ml, N95 Mask 2pcs, wet tissue 2pcs)	1	Nos		0.00	0.00	INR Zero Only
10.18	3D Letter Cut Out with 2 feet base (15ft x 2ft) ((One time cost)	1	Nos		0.00	0.00	INR Zero Only
10.19	3D Letter Cut Out Cove Lit with 2 feet base (15ft x 2ft) (One time cost)	1	Nos		0.00	0.00	INR Zero Only
10.20	3D Letter Cut Out Back Lit with 2 feet base(15ft x 2ft) (One time cost)	1	Nos		0.00	0.00	INR Zero Only
11	Video equipments at Main Meeting Hall	1	Nos		0.00	0.00	INR Zero Only
11.01	LED Screen (2.6 MM) (40ft x 12ft) (including LED riser, watchout server, Led processor, switcher etc)	4	Nos		0.00	0.00	INR Zero Only
11.02	Laptops (A minimum screen size of 14 inches with minimum Intel core i7, 16 GB RAM, 500 GB HDD, windows 10 OS based, Minimum of MS Office 2016, built-in camera and antivirus)	4	Nos		0.00	0.00	INR Zero Only
11.03	LED TV (65")	20	Nos		0.00	0.00	INR Zero Only
12	HYBRID MEETING SETUP at Main Meeting Hall	1	Nos		0.00	0.00	INR Zero Only
12.01	Webex enterprise subscription with capacity of 1000 people on cloud, creation of link	1	Nos		0.00	0.00	INR Zero Only
12.02	High Resolution PTZ VC cameras integrated form alongwith Tripod stands	4	Nos		0.00	0.00	INR Zero Only
12.03	Video MCU for integration for camera feeds and content sharing	1	Nos		0.00	0.00	INR Zero Only
12.04	Tabletop VC mics and headphones integrated with the sound system of the venue	42	Nos		0.00	0.00	INR Zero Only
12.05	Windows based laptops (latest model) with HDMI and LAN ports as per the requirements (A minimum screen size of 15 inches with minimum Intel core i7, 16 GB RAM, 500 GB HDD, windows 10 OS based, Minimum of MS Office 2016, built-in camera and antivirus)	5	Nos		0.00	0.00	INR Zero Only
12.06	Digital visualizer	1	Nos		0.00	0.00	INR Zero Only
12.07	Audio Recorders	15	Nos		0.00	0.00	INR Zero Only
12.08	Meeting Camera (Polycom)	2	Nos		0.00	0.00	INR Zero Only
12.09	Cordless Mikes	40	Nos		0.00	0.00	INR Zero Only
12.10	Software for video mixing and control of virtual meeting platform with branding.	1	Nos		0.00	0.00	INR Zero Only

12.11	Glass Teleprompter with operator	2	Nos		0.00	0.00	INR Zero Only
13	Sound equipments at Main Meeting Hall,	1	Nos		0.00	0.00	INR Zero Only
13.01	Push To Talk Mic with queuing system (Bosch CCS 1000 D (Frequency 300 - 13600 Hz) or equivalent connected to professional conferencing system and cameras	42	Nos		0.00	0.00	INR Zero Only
13.02	Sound System for 300 Pax (including Centre Fill, side fill, delay speaker, Tripod Stand for speakers, Digital Audio Mixer, Amplification, DI Box, stage monitor etc all inclusive)	1	Nos		0.00	0.00	INR Zero Only
13.03	Cordless Microphones	10	Nos		0.00	0.00	INR Zero Only
13.04	Podium Microphone	4	Nos		0.00	0.00	INR Zero Only
13.05	Simultaneous Interpretation System (Infra - red based)	6	Nos		0.00	0.00	INR Zero Only
13.06	Digital Infra-red based interpretation cordless unit	6	Nos		0.00	0.00	INR Zero Only
14	Event Coverage at Main Meeting Hall	1	Nos		0.00	0.00	INR Zero Only
14.01	Digital Photographer (per day)	3	Nos		0.00	0.00	INR Zero Only
14.02	Digital Videography (per day)	4	Nos		0.00	0.00	INR Zero Only
14.03	High resolution PTZ Camera	4	Nos		0.00	0.00	INR Zero Only
14.04	Live Mixing and Editing of videros for feedback to media houses, social platforms etc	1	Nos		0.00	0.00	INR Zero Only
15	Infrastructure for Secretariat Room + Business Centre + Registration + Medical Room	1	Nos		0.00	0.00	INR Zero Only
15.01	Creation of AC German Hangar of 400 sqm. (The structures shall have false ceiling having interiors at par with ball rooms of 5-Star hotels appropriate for international conferencing, partition with double side ply wall with rock wool for secretariat room, business centre, registration area, and medical room (including leveling, fore redundant, flooring, carpeting, false ceiling, LED lights, decorative lights, MDF boards, support Structure with water ballast, fabrication of side walls with 320 GSM fabric print etc.) (One time cost)	400	Nos		0.00	0.00	INR Zero Only
15.02	Pagoda Structure (6m x 6m) (One time cost)	7	Nos		0.00	0.00	INR Zero Only
15.03	3D Letter Cut Out (15ft x 2ft) with 2 feet base (One time cost)	1	Nos		0.00	0.00	INR Zero Only
15.04	3D Letter Cut Out Cove Lit with 2 feet base (One time cost)	1	Nos		0.00	0.00	INR Zero Only
15.05	3D Letter Cut Out Back Lit with 2 feet base (One time cost)	1	Nos		0.00	0.00	INR Zero Only
16	Secretariat Room Requirement (all equipments to be connected with Printers, etc. And provision for power to be ensured)	1	Nos		0.00	0.00	INR Zero Only
16.01	Desktop computers/laptops (All -in-one desktop computer with minimum screen of 21 inches with minimum Intel core i7, 16 GB RAM, 500 GB HDD, Keyboard and mouse, windows 10 OS based, Minimum of MS Office 2016, built-in camera and antivirus)	20	Nos		0.00	0.00	INR Zero Only
16.02	Laser Printer (B/W) with scanner (Minimum printing speed 30ppm)	10	Nos		0.00	0.00	INR Zero Only
16.03	Wifi enabled Laser Printer (Color) (Minimum printing speed 30ppm)	5	Nos		0.00	0.00	INR Zero Only

16.04	Heavy Duty Photocopier (B/W) (Minimum printing speed 60 ppm with LAN support)	2	Nos		0.00	0.00	INR Zero Only
16.05	Heavy Duty Photocopier (Color) (Minimum printing speed 60 ppm with LAN support)	1	Nos		0.00	0.00	INR Zero Only
16.06	Paper/CD Shredder	2	Nos		0.00	0.00	INR Zero Only
16.07	Table of 6ft x 2ft x 2.5ft with Mobile/laptop charging plug (one plug should be universal)	20	Nos		0.00	0.00	INR Zero Only
16.08	Computer chairs with wheels	40	Nos		0.00	0.00	INR Zero Only
16.09	Stationary (25 Photocopy paper ream, 10 stapling machine with pin, 20 sets of clips, paper punch, 100 pen, 100 pencil, 20 sharpener, 50 file folder, 20 paper flags etc)	1	Nos		0.00	0.00	INR Zero Only
17	Business Centre Requirement	1	Nos		0.00	0.00	INR Zero Only
17.01	Desktop computers (All -in-one desktop computer with minimum screen of 21 inches with minimum Intel core i7, 16 GB RAM, 500 GB HDD, Keyboard and mouse, windows 10 OS based, Minimum of MS Office 2016, built-in camera and antivirus)	10	Nos		0.00	0.00	INR Zero Only
17.02	Laser Printer (B/W) with scanner (Minimum printing speed 30ppm)	5	Nos		0.00	0.00	INR Zero Only
17.03	Wifi enabled Laser Printer (Color) (Minimum printing speed 30ppm)	2	Nos		0.00	0.00	INR Zero Only
17.04	Heavy Duty Photocopier (B/W) (Minimum printing speed 60 ppm with LAN support)	2	Nos		0.00	0.00	INR Zero Only
17.05	Stationary (Photocopy paper, stapling machine with pin, clips, paper punch, pen, pencil, sharpner, file folder, paper flags etc)	1	Nos		0.00	0.00	INR Zero Only
17.06	Table with electrical plug(Universal Plug)	10	Nos		0.00	0.00	INR Zero Only
17.07	Computer chairs with wheels	10	Nos		0.00	0.00	INR Zero Only
17.08	Floral Arrangement (20 table flower pots) (One time cost)	1	Nos		0.00	0.00	INR Zero Only
18	Registration (Technical and other Requirement)	1	Nos		0.00	0.00	INR Zero Only
18.01	RFID Badges with lanyard (One time cost)	7000	Nos		0.00	0.00	INR Zero Only
18.02	RFID Reader with customised structure, plasma, power supply, laptop, back end support/software etc all inclusive (One time cost)	40	Nos		0.00	0.00	INR Zero Only
18.03	QR CODE Entry Based System with customised structure, plasma, laptop, power supply, back end support/software etc all inclusive (One time cost)	1	Nos		0.00	0.00	INR Zero Only
19	Medical Room Requirement	1	Nos		0.00	0.00	INR Zero Only
19.01	Table	4	Nos		0.00	0.00	INR Zero Only
19.02	Chairs	8	Nos		0.00	0.00	INR Zero Only
19.03	Medical Equipments for First Aid (Medical bed, wheel chair, general medicine etc) (One time cost)	1	Nos		0.00	0.00	INR Zero Only
19.04	Doctor	2	Nos		0.00	0.00	INR Zero Only
19.05	Medical Staff	4	Nos		0.00	0.00	INR Zero Only
20	Infrastructure for Bilateral Meeting Room + VVIP Lounge + Listening Room + Media Centre (Separate Structure For Each Zone)	1	Nos		0.00	0.00	INR Zero Only

20.01	Creation of AC German Hangar of 600 sqm. The structures shall have false ceiling having interiors at par with ball rooms of 5-Star hotels appropriate for international conferencing, partition with double side ply wall with rock wool for Bilateral Meeting Room + VIP Lounge + Listening Room + Media Centre (including levelling, fire redundant, flooring, carpeting, false ceiling, glass doors, LED lights, decorative lights, MDF boards, support Structure with water ballast, fabrication of side walls with 320 GSM fabric print etc (One time cost)	600	Nos		0.00	0.00	INR Zero Only
20.02	Branding - Exterior Façade (MS Frame with Fabric on top 320 GSM) (One time cost)	8	Nos		0.00	0.00	INR Zero Only
20.03	3D Letter Cut Out (15ft x 2ft) with 2 feet base (One time cost)	1	Nos		0.00	0.00	INR Zero Only
20.04	3D Letter Cut Out Cove Lit (15ft x 2ft) with 2 feet base (One time cost)	1	Nos		0.00	0.00	INR Zero Only
20.05	3D Letter Cut Out Back Lit (15ft x 2ft) with 2 feet base (One time cost)	1	Nos		0.00	0.00	INR Zero Only
20.06	Outdoor Passage Platforming (Double Layer Wooden Platform) (8ft x 50ft). (One time cost)	1	Nos		0.00	0.00	INR Zero Only
21	Bilateral Meeting Room Requirements (10 Nos)	1	Nos		0.00	0.00	INR Zero Only
21.01	Sofa (For VVIPs) (full upholstery)	50	Nos		0.00	0.00	INR Zero Only
21.02	Wooden Chairs with Arm Rest	300	Nos		0.00	0.00	INR Zero Only
21.03	Centre Table	50	Nos		0.00	0.00	INR Zero Only
21.04	Side Table	100	Nos		0.00	0.00	INR Zero Only
21.05	Floral Arrangement (20 table flower pots) (One time cost)	20	Nos		0.00	0.00	INR Zero Only
21.06	Country Flags with Tall Stand (flags of all participating countries with the size and order as per protocol)	42	Nos		0.00	0.00	INR Zero Only
21.07	Table Flags with stand (flags of all participating countries with the size and order as per protocol)	42	Nos		0.00	0.00	INR Zero Only
21.08	3D Letter Cut Out (15ft x 2ft) with 2 feet base (One time cost)	5	Nos		0.00	0.00	INR Zero Only
21.09	3D Letter Cut Out Cove Lit (15ft x 2ft) with 2 feet base (One time cost)	5	Nos		0.00	0.00	INR Zero Only
21.10	3D Letter Cut Out Back Lit (15ft x 2ft) with 2 feet base (One time cost)	5	Nos		0.00	0.00	INR Zero Only
22	VVIP Lounge Setup requirements	1	Nos		0.00	0.00	INR Zero Only
22.01	Ergonomic Chair	40	Nos		0.00	0.00	INR Zero Only
22.02	Sofa (For VVIPs) (full upholstery)	20	Nos		0.00	0.00	INR Zero Only
22.03	Centre Tables	10	Nos		0.00	0.00	INR Zero Only
22.04	Customised Mobile Charging stations with universal plug	10	Nos		0.00	0.00	INR Zero Only
22.05	3D Letter Cut Out (15ft x 2ft) with 2 feet base (One time cost)	1	Nos		0.00	0.00	INR Zero Only
22.06	3D Letter Cut Out Cove Lit (15ft x 2ft) with 2 feet base (One time cost)	1	Nos		0.00	0.00	INR Zero Only
22.07	3D Letter Cut Out Back Lit (15ft x 2ft) with 2 feet base (One time cost)	1	Nos		0.00	0.00	INR Zero Only
22.08	Wooden Wall Panel for LED TV fabricated in MDF antique polish finish matching the existing furniture of the room10x4' (One time cost)	4	Nos		0.00	0.00	INR Zero Only

22.09	Matching Carpet for Patch Print for concealing of wires 10x4' (One time cost)	1	Nos		0.00	0.00	INR Zero Only
22.10	State of the art Interpretation System Inclusive of SI Booths, Headsets, Infra Red Receivers (One time cost)	20	Nos		0.00	0.00	INR Zero Only
22.11	Side Peg Tables with laser Inlay design for Retreat Room	45	Nos		0.00	0.00	INR Zero Only
22.12	Stationery - Leather Pads (One time cost)	45	Nos		0.00	0.00	INR Zero Only
22.13	Table Flags with stands	45	Nos		0.00	0.00	INR Zero Only
22.14	Nameplate - Custommade (Wooden Laser engraded with double side engraving) (One time cost)	45	Nos		0.00	0.00	INR Zero Only
22.15	Sound System (Inclusive of Audio Mixer, Backup Audio Mixer, Amplifier, Sleek Tall standing speakers of Bose, along with Reverse input for SI booths)	1	Nos		0.00	0.00	INR Zero Only
22.16	LED TV (50")	4	Nos		0.00	0.00	INR Zero Only
22.17	PTZ Camera - Pan-tilt-zoom camera (PTZ) with remote directional and zoom control feature, live relay into SI booths along with speacilised technician and complete video setup	1	Nos		0.00	0.00	INR Zero Only
22.18	LED Monitors for Simultaneous Interpretation Booths	20	Nos		0.00	0.00	INR Zero Only
22.19	Push to talk Mikes on Table (Inbuilt within tables)	45	Nos		0.00	0.00	INR Zero Only
23	Media Centre requirements	1	Nos		0.00	0.00	INR Zero Only
23.01	Table For Computer	1500	Nos		0.00	0.00	INR Zero Only
23.02	Office Chair with wheels and headrest	3000	Nos		0.00	0.00	INR Zero Only
23.03	Sofa	500	Nos		0.00	0.00	INR Zero Only
23.04	Centre Tables	100	Nos		0.00	0.00	INR Zero Only
23.05	Desktop computers/laptops (Minimum Intel core i7, 16 GB RAM, 500 GB HDD, Keyboard and mouse, windows 10 OS based, Minimum of MS Office 2016, built-in camera and antivirus)	800	Nos		0.00	0.00	INR Zero Only
23.06	Laser Printer (B/W) with scanner (Minimum printing speed 30ppm)	250	Nos		0.00	0.00	INR Zero Only
23.07	Wifi enabled Laser Printer (Color) (Minimum printing speed 30ppm)	10	Nos		0.00	0.00	INR Zero Only
23.08	Customised Mobile Charging stations with universal plug	20	Nos		0.00	0.00	INR Zero Only
23.09	Heavy Duty Photocopier (B/W) (Minimum printing speed 60 ppm with LAN support)	20	Nos		0.00	0.00	INR Zero Only
23.10	Heavy Duty Photocopier (Color) (Minimum printing speed 60 ppm with LAN support)	20	Nos		0.00	0.00	INR Zero Only
23.11	Paper/CD Shredder	10	Nos		0.00	0.00	INR Zero Only
23.12	Extension Boards (One time cost)	10	Nos		0.00	0.00	INR Zero Only
23.13	Networking for Printer & Laptop (One time cost)	1	Nos		0.00	0.00	INR Zero Only
23.14	3D Letter Cut Out (15ft x 2ft) with 2 feet base (One time cost)	1	Nos		0.00	0.00	INR Zero Only
23.15	3D Letter Cut Out Cove Lit (15ft x 2ft) with 2 feet base (One time cost)	1	Nos		0.00	0.00	INR Zero Only
23.16	3D Letter Cut Out Back Lit (15ft x 2ft) with 2 feet base (One time cost)	1	Nos		0.00	0.00	INR Zero Only

23.17	Fibre Optic Cables with necessary connectors for Live Connectivity Between (Main Hall - DD Control Room - Media Lounge - Media Centre and Country offices) (One time cost)	1	Nos		0.00	0.00	INR Zero Only
23.18	Media Branding (In Canvas Fabric) (One time cost)	1	Nos		0.00	0.00	INR Zero Only
23.19	Welcome Branding at Entry & Exit 20x8' (One time cost)	2	Nos		0.00	0.00	INR Zero Only
23.20	Branding inside Media/Lunch Hangar 300x12' (One time cost)	1	Nos		0.00	0.00	INR Zero Only
23.21	Registration Backdrop 16x7' (One time cost)	1	Nos		0.00	0.00	INR Zero Only
23.22	Registration Counter Table Fascia 16x4' (One time cost)	1	Nos		0.00	0.00	INR Zero Only
23.23	Top Fascia Branding 16x1'(One time cost)	1	Nos		0.00	0.00	INR Zero Only
23.24	Circular Branding at Building Poarch 54x3' (One time cost)	1	Nos		0.00	0.00	INR Zero Only
23.25	Branding on Building 24x21' (One time cost)	4	Nos		0.00	0.00	INR Zero Only
23.26	Directional Branding (As per design in 3D style) 7x3' (One time cost)	20	Nos		0.00	0.00	INR Zero Only
23.27	Exit For Media to Food Hanger side 18x10' (One time cost)	8	Nos		0.00	0.00	INR Zero Only
23.28	View Cutter 72x8' (One time cost)	1	Nos		0.00	0.00	INR Zero Only
23.29	Riser & Side Panel Branding for LED 12x1.5' 6x1' (One time cost)	20	Nos		0.00	0.00	INR Zero Only
23.30	Black Masking 6x12' (One time cost)	2	Nos		0.00	0.00	INR Zero Only
23.31	Wooden Panel (built inside SSB) 4x8' (One time cost)	4	Nos		0.00	0.00	INR Zero Only
23.32	Media Center Area 42x8'	1	Nos		0.00	0.00	INR Zero Only
24	Media Lounge	1	Nos		0.00	0.00	INR Zero Only
24.01	LED Screen (Size 12' x 6')	12	Nos		0.00	0.00	INR Zero Only
24.02	Plasma TV 50"	4	Nos		0.00	0.00	INR Zero Only
24.03	Power backup for Media(with Junction Box and Cabling)	5	Nos		0.00	0.00	INR Zero Only
24.04	62.5 KVA Genset all inclusive	3	Nos		0.00	0.00	INR Zero Only
24.05	UPS	1	Nos		0.00	0.00	INR Zero Only
24.06	Country Offices	42	Nos		0.00	0.00	INR Zero Only
24.07	Computers in Country Offices	200	Nos		0.00	0.00	INR Zero Only
24.08	B/w Laser Printer	50	Nos		0.00	0.00	INR Zero Only
24.09	Color Printer with Tonner	45	Nos		0.00	0.00	INR Zero Only
24.10	Paper Shredder	20	Nos		0.00	0.00	INR Zero Only
24.11	LED TV 50 incheswith Stand	45	Nos		0.00	0.00	INR Zero Only
25	Media Control Room (XP Division)	1	Nos		0.00	0.00	INR Zero Only
25.01	Computers	10	Nos		0.00	0.00	INR Zero Only
25.02	B/w Laser Printer	5	Nos		0.00	0.00	INR Zero Only
25.03	Color Printer with Tonner	2	Nos		0.00	0.00	INR Zero Only
25.04	Paper Shredder	2	Nos		0.00	0.00	INR Zero Only
25.05	Fax Machine	2	Nos		0.00	0.00	INR Zero Only
25.06	Scanner	3	Nos		0.00	0.00	INR Zero Only
25.07	Photocopier	2	Nos		0.00	0.00	INR Zero Only
25.08	Ushers (As required by XP Division)	50	Nos		0.00	0.00	INR Zero Only

25.09	systems providing 01 GBPS Dedicated lease line connected to 500 systems and providing wi-fi services for upto 1500 log in on Fiber with OTC alongwith network monitor and operator for controlling and maintainac. Services shall be with 5G system from leading service provider.(Jio, Airtel, VI, BSNL/MTNL, Railtel)	1	Nos		0.00	0.00	INR Zero Only
26	Miscellaneous at Media Centre	1	Nos		0.00	0.00	INR Zero Only
26.01	Telephone lines with ISO facility	10	Nos		0.00	0.00	INR Zero Only
26.02	Fax Machine	20	Nos		0.00	0.00	INR Zero Only
26.03	Round Tables with Overlay & Underlay for Lunch Hanger	20	Nos		0.00	0.00	INR Zero Only
26.04	Buffet Tables with Frill for Food Counters	20	Nos		0.00	0.00	INR Zero Only
26.05	Cocktail Tables for Food hangar	20	Nos		0.00	0.00	INR Zero Only
26.06	Que Managers	10	Nos		0.00	0.00	INR Zero Only
26.07	Pagoda Structure for Security at Entrance (6m x 6m)	1	Nos		0.00	0.00	INR Zero Only
26.08	Wooden Flooring with carpet in the Pagoda Structure	1	Nos		0.00	0.00	INR Zero Only
26.09	Riser for LED Wall inside Media Centre	1	Nos		0.00	0.00	INR Zero Only
26.10	Press Briefing Backdrop (Sunfabric Print Mounted on Solid Wooden base) (20x10')	1	Nos		0.00	0.00	INR Zero Only
26.11	Screen Masking (Sunfabric Print Mounted on Solid Wooden base)(One time cost)	1	Nos		0.00	0.00	INR Zero Only
26.12	Riser for LED Wall Inside Media Briefing Hall (One time cost)	1	Nos		0.00	0.00	INR Zero Only
26.13	Stage for Media Briefing (10x2x3') (One time cost)	1	Nos		0.00	0.00	INR Zero Only
26.14	Sound System (8 Speakers)	1	Nos		0.00	0.00	INR Zero Only
27	Viewing/Listening Room requirements	1	Nos		0.00	0.00	INR Zero Only
27.01	3D Letter Cut Out (15ft x 2ft) with 2 feet base (One time cost)	1	Nos		0.00	0.00	INR Zero Only
27.02	3D Letter Cut Out Cove Lit (15ft x 2ft) with 2 feet base (One time cost)	1	Nos		0.00	0.00	INR Zero Only
27.03	3D Letter Cut Out Back Lit (15ft x 2ft) with 2 feet base (One time cost)	1	Nos		0.00	0.00	INR Zero Only
27.04	Table	100	Nos		0.00	0.00	INR Zero Only
27.05	Chairs	800	Nos		0.00	0.00	INR Zero Only
27.06	Hand sanitizer (Touchless) (One time cost)	10	Nos		0.00	0.00	INR Zero Only
27.07	Covid health protocol Kit (01Hand sanitizer 25ml, N95 Mask 2pcs, wet tissue 2pcs)	50	Nos		0.00	0.00	INR Zero Only
27.08	2.6 mm LED Screen (16ft x 10ft) (including platform, LED Processor, HD Switcher etc)	3	Nos		0.00	0.00	INR Zero Only
27.09	Watchout Server	2	Nos		0.00	0.00	INR Zero Only
27.10	Laptop (A minimum screen size of 14 inches with minimum Intel core i7, 16 GB RAM, 500 GB HDD, windows 10 OS based, Minimum of MS Office 2016, built-in camera and antivirus)	10	Nos		0.00	0.00	INR Zero Only
27.11	Live Streaming of Proceedings	1	Nos		0.00	0.00	INR Zero Only
27.12	Sound System for 800 pax (including Audio Mixer) attendant included	1	Nos		0.00	0.00	INR Zero Only
27.13	Microphone Handheld	2	Nos		0.00	0.00	INR Zero Only

27.14	Headset/Ear headphones (Wireless senheiser complete with devices for simultanious interpretation system relay)	10	Nos		0.00	0.00	INR Zero Only
27.15	Cabling and wire manager (One time cost)	1	Nos		0.00	0.00	INR Zero Only
27.16	Stage with carpet finish 16ftx8ftX1ft (One time cost)	1	Nos		0.00	0.00	INR Zero Only
27.17	State of the art Intepretation system	1	Nos		0.00	0.00	INR Zero Only
28	Dining Hall	1	Nos		0.00	0.00	INR Zero Only
28.01	2.6 MM LED Screen (11ft x 10ft)	1	Nos		0.00	0.00	INR Zero Only
28.02	Sound System (12 speaker)	1	Nos		0.00	0.00	INR Zero Only
28.03	Cordless Microphone	2	Nos		0.00	0.00	INR Zero Only
28.04	Branding at Hall Entry Gate (Print on 320 GSM Fabric) (10ft x 8ft)(One time cost)	5	Nos		0.00	0.00	INR Zero Only
28.05	Customised tent cards for dinner table (One time cost)	300	Nos		0.00	0.00	INR Zero Only
28.06	LED Branding (4ft x 10ft)	2	Nos		0.00	0.00	INR Zero Only
29	Power Infrastructure	1	Nos		0.00	0.00	INR Zero Only
29.01	Per day rental charges for 125 KVA soundproof generator (including Junction box, automatic changeover, earthing and cabling). Charges towards fuel consumption will be paid on actual basis.	20	Nos		0.00	0.00	INR Zero Only
29.02	Per day rental charges for 250 KVA soundproof generator (including Junction box, automatic changeover, earthing and cabling). Charges towards fuel consumption will be paid on actual basis.	15	Nos		0.00	0.00	INR Zero Only
29.03	Per day rental charges for 62 KVA soundproof generator (including Junction box, automatic changeover, earthing and cabling). Charges towards fuel consumption will be paid on actual basis.	15	Nos		0.00	0.00	INR Zero Only
30	Power Indoor	1	Nos		0.00	0.00	INR Zero Only
30.01	Per day rental charges for 250 KVA soundproof generator (including Junction box, automatic changeover, earthing and cabling). Charges towards fuel consumption will be paid on actual basis.	20	Nos		0.00	0.00	INR Zero Only
30.02	Per day rental charges for 62 KVA soundproof generator (including Junction box, automatic changeover, earthing and cabling). Charges towards fuel consumption will be paid on actual basis.	15	Nos		0.00	0.00	INR Zero Only
31	Event Crew (Manpower)	1	Nos		0.00	0.00	INR Zero Only
31.01	Registration Team	15	Nos		0.00	0.00	INR Zero Only
31.02	Liaison Officers	50	Nos		0.00	0.00	INR Zero Only
31.03	Word Processor Operator (Foreign Language)	10	Nos		0.00	0.00	INR Zero Only
31.04	EMCEE (Experience for providing services in international events attended by minister/HoS/HoG)	1	Nos		0.00	0.00	INR Zero Only
31.05	House keeping	30	Nos		0.00	0.00	INR Zero Only
31.06	Ushers	20	Nos		0.00	0.00	INR Zero Only
31.07	Security	20	Nos		0.00	0.00	INR Zero Only
31.08	Guides (expert professional from tourism industry)	5	Nos		0.00	0.00	INR Zero Only
31.09	Interpreters for English-Hindi-English (Experience for providing services in international events attended by minister/HoS/ HoG)	2	Nos		0.00	0.00	INR Zero Only
32	Venue Decor + Floral (One time cost)	1	Nos		0.00	0.00	INR Zero Only
32.01	Planters (Big)	500	Nos		0.00	0.00	INR Zero Only

32.02	Planters (Small)	500	Nos		0.00	0.00	INR Zero Only
32.03	Flower Decoration (500ft x 2ft) (at the rate of per Sq. Ft.)	1	Nos		0.00	0.00	INR Zero Only
32.04	Venue Platform & Carpeting (5000 sqft)	1	Nos		0.00	0.00	INR Zero Only
32.05	Thematic Installations (15ft x 10ft x 15ft)	4	Nos		0.00	0.00	INR Zero Only
32.06	Thematic Arch Gate (Entry/Exit) (30ft x 4ft x 16ft)	4	Nos		0.00	0.00	INR Zero Only
33	Event Safety and Security (One time cost)	1	Nos		0.00	0.00	INR Zero Only
33.01	CCTV Setup (Complete Setup including 100 camera & control Room)	1	Nos		0.00	0.00	INR Zero Only
33.02	Fire Tender	4	Nos		0.00	0.00	INR Zero Only
33.03	Fire Marshals	20	Nos		0.00	0.00	INR Zero Only
33.04	Fire Extinguishers (10 Kg - CO2 & ABC)	30	Nos		0.00	0.00	INR Zero Only
33.05	Fire Extinguishers (5 KG - CO2 & ABC)	30	Nos		0.00	0.00	INR Zero Only
33.06	Sand Buckets	100	Nos		0.00	0.00	INR Zero Only
33.07	Baggage Scanners	5	Nos		0.00	0.00	INR Zero Only
33.08	DFMD Gates	10	Nos		0.00	0.00	INR Zero Only
33.09	Hand Scanner	10	Nos		0.00	0.00	INR Zero Only
33.10	Screening Rooms	10	Nos		0.00	0.00	INR Zero Only
33.11	Ambulance (as per actual)	2	Nos		0.00	0.00	INR Zero Only
34	Miscellaneous	1	Nos		0.00	0.00	INR Zero Only
34.01	VVIP Toilet	10	Nos		0.00	0.00	INR Zero Only
34.02	Chemical Toilets	10	Nos		0.00	0.00	INR Zero Only
34.05	Que Managers	30	Nos		0.00	0.00	INR Zero Only
34.06	Mojo Barricading (1000 RFT)	100	Nos		0.00	0.00	INR Zero Only
34.07	Bollards	1	Nos		0.00	0.00	INR Zero Only
34.08	Signage Stand (One time cost)	100	Nos		0.00	0.00	INR Zero Only
34.09	Golf Carts	2	Nos		0.00	0.00	INR Zero Only
35	Collateral (One time cost)	1	Nos		0.00	0.00	INR Zero Only
35.01	Ministers Bag (high quality premium leather bags)	40	Nos		0.00	0.00	INR Zero Only
35.02	Delegate Bags (high quality environment friendly bags)	120	Nos		0.00	0.00	INR Zero Only
35.03	Secretary Level bags (premium leather bags)	40	Nos		0.00	0.00	INR Zero Only
35.04	A5 size Notepads with spiral binding, 100 pages of 80 GSM and 200 GSM cover	200	Nos		0.00	0.00	INR Zero Only
35.05	Customised Delegate Handbook (A5 size with 200 GSM paper, 25 pages, multicolour, mat finishing with 300 GSM cover)	200	Nos		0.00	0.00	INR Zero Only
35.06	Printing of coffee Table Books (A4 size with 200 GSM paper, 100 pages, multicolour, mat finishing, hard bound with 300 GSM cover)	200	Nos		0.00	0.00	INR Zero Only
35.07	Pens for delegate kits and meeting room	400	Nos		0.00	0.00	INR Zero Only
35.08	Customised Pen drive (32 GB)	250	Nos		0.00	0.00	INR Zero Only
35.09	Thematic invites for lunch and cultural dinner	500	Nos		0.00	0.00	INR Zero Only
35.1	Gifts (Rs.5000)	80	Nos		0.00	0.00	INR Zero Only
35.11	Gifts (Rs.10000)	40	Nos		0.00	0.00	INR Zero Only
35.12	Gifts (Rs. 20000)	40	Nos		0.00	0.00	INR Zero Only
36	Digital Content	1	Nos		0.00	0.00	INR Zero Only
36.01	LED content for Conference	1	Nos		0.00	0.00	INR Zero Only
36.02	LED content for cultural evening	1	Nos		0.00	0.00	INR Zero Only
37	Infrastructure for Cultural Evening	1	Nos		0.00	0.00	INR Zero Only

37.01	Option-1: Creation of AC German Hangar of 200 sqmt The structures shall have false ceiling having interiors at par with ball rooms of 5-Star hotels appropriate for international conferencing (including levelling, fire redundant, flooring, carpeting, false ceiling, glass doors, LED lights, decorative lights, MDF boards, support structure with water ballast, fabrication of side walls with 320 GSM fabric print etc.) (One time cost)	1	Nos		0.00	0.00	INR Zero Only
37.02	Option-2: Creation of AC German Hangar of 200 sqmt with Glass Wall panels. The structures shall have false ceiling having interiors at par with ball rooms of 5-Star hotels appropriate for international conferencing (including levelling, fire redundant, flooring, carpeting, false ceiling, glass doors, LED lights, decorative lights, MDF boards, support Structure with water ballast, fabrication of side walls with 320 GSM fabric print etc.) (One time cost)	1	Nos		0.00	0.00	INR Zero Only
37.03	Option-3: Customised Dome Structure for a capacity of 350 persons. The structures shall have false ceiling having interiors at par with ball rooms of 5-Star hotels appropriate for international conferencing (including levelling, fire redundant, flooring, carpeting, false ceiling, glass doors, LED lights, decorative lights, MDF boards, support Structure with water ballast, fabrication of side walls with 320 GSM Fabric Print etc.) (One time cost)	1	Nos		0.00	0.00	INR Zero Only
37.04	Branding - Exterior Façade(130ft x 30ft.) with 320 GSM Fabric Print (at the rate of per Sq. Ft.) (One time cost)	2	Nos		0.00	0.00	INR Zero Only
37.05	Branding - Exterior Façade(50ft x 30ft.) with 320 GSM Fabric Print (at the rate of per Sq. Ft. (One time cost)	2	Nos		0.00	0.00	INR Zero Only
37.06	3D Letter Cut Out (15ft x 2ft) with 2 feet base (One time cost)	1	Nos		0.00	0.00	INR Zero Only
37.07	3D Letter Cut Out Cove Lit (15ft x 2ft) with 2 feet base (One time cost)	1	Nos		0.00	0.00	INR Zero Only
37.08	3D Letter Cut Out Back Lit (Acrylic) (One time cost)	1	Nos		0.00	0.00	INR Zero Only
37.09	Outdoor Passage Platforming (Double Layer Wooden Platform) (50ft x 8ft) (One time cost)	1	Nos		0.00	0.00	INR Zero Only
37.10	Kitchen Enclosure (German Hangar 30ft x 60ft) (One time cost)	1	Nos		0.00	0.00	INR Zero Only
37.11	Buffet Tables for Kitchen	100	Nos		0.00	0.00	INR Zero Only
37.12	Standing Fans	10	Nos		0.00	0.00	INR Zero Only
38	Decor for Cultural Evening	1	Nos		0.00	0.00	INR Zero Only
38.01	Customised Thematic Stage With Multi Level Riser (48ft x 20ft x 3ft) (One time cost)	1	Nos		0.00	0.00	INR Zero Only
38.02	Customised 3D Thematic Backdrop (20ft x 10ft) (One time cost)	4	Nos		0.00	0.00	INR Zero Only
38.03	Cutouts & Thematic Installations (15ft x 15ft x 15ft)(One time cost)	4	Nos		0.00	0.00	INR Zero Only
38.04	Thematic Arch Gate (30ft x 4ft x 16ft)(One time cost)	1	Nos		0.00	0.00	INR Zero Only
38.05	Thematic Walkway(50ft x 16ft x 12ft) (One time cost)	1	Nos		0.00	0.00	INR Zero Only

38.06	Premium Plush Carpet (Carpet with plastic sheet on top) (300ft x 10ft) (One time cost)	1	Nos		0.00	0.00	INR Zero Only
38.07	Customised Podium (2ft x 4ft)	2	Nos		0.00	0.00	INR Zero Only
38.08	Camera Riser (4ft x 4ft x 2ft) (One time cost)	4	Nos		0.00	0.00	INR Zero Only
38.09	Customised dining table for HOSs/HOGs/HOIOs (for 42 pax)	1	Nos		0.00	0.00	INR Zero Only
38.10	Perfiery Cloth Masking (at the rate of per sq mt.)	1	Nos		0.00	0.00	INR Zero Only
38.11	Branding at the venue appx 5000 sqft (With 320 GSM Fabric Print) (One time cost)	1	Nos		0.00	0.00	INR Zero Only
38.12	Round Tables	40	Nos		0.00	0.00	INR Zero Only
38.13	Table Linen (Underlay & Overlay)	40	Nos		0.00	0.00	INR Zero Only
38.14	Bistro/High Tables	20	Nos		0.00	0.00	INR Zero Only
38.15	Table Linen (Underlay & Overlay)	20	Nos		0.00	0.00	INR Zero Only
38.16	Chairs with Covers	250	Nos		0.00	0.00	INR Zero Only
38.17	Buffet Tables with Frilling	60	Nos		0.00	0.00	INR Zero Only
38.18	Buffet Covering (36' x 10')	6	Nos		0.00	0.00	INR Zero Only
38.19	Thematic Entrance arch (24' x 16') (One time cost)	1	Nos		0.00	0.00	INR Zero Only
38.20	Thematic props for cultural artists	1	Nos		0.00	0.00	INR Zero Only
38.21	Thematic installattion (One time cost)	1	Nos		0.00	0.00	INR Zero Only
38.22	Multi layer brass colour Diya stand (2 ft diya)	1	Nos		0.00	0.00	INR Zero Only
38.23	Multi Layer Brass Diya Stand of 8feet Height with LED Lights system (10 ft diya)	1	Nos		0.00	0.00	INR Zero Only
38.24	Rangoli with props (One time cost)	1	Nos		0.00	0.00	INR Zero Only
38.25	Platforms of different sizes with wooden tile flooring (32' x 6")(One time cost)	1	Nos		0.00	0.00	INR Zero Only
38.26	Platforms with flooring (front and side with back lit windows) with Wooden Tile flooring of different sizes (12' x 2') (One time cost)	1	Nos		0.00	0.00	INR Zero Only
38.27	Back wall - of different sizes (Ply Wall with Paint Finish) (32' x 10') (One time cost)	1	Nos		0.00	0.00	INR Zero Only
38.28	Poratable High quality PVC Floor/Stage for Panel Discussion, Billetrals etc.	1	Nos		0.00	0.00	INR Zero Only
39	Ambience Light & Truss for Cultural Evening	1	Nos		0.00	0.00	INR Zero Only
39.01	Mirchi Lights (Ambience Light)	1000	Nos		0.00	0.00	INR Zero Only
39.02	Parcan (60/61/62/63)	100	Nos		0.00	0.00	INR Zero Only
39.03	Programming Board (Digital)	1	Nos		0.00	0.00	INR Zero Only
39.04	Dimmers (4x48 Ch)	10	Nos		0.00	0.00	INR Zero Only
39.05	DMX Splitter	10	Nos		0.00	0.00	INR Zero Only
39.06	Halogen Lights	200	Nos		0.00	0.00	INR Zero Only
39.07	Light Poles (20ft Height)	20	Nos		0.00	0.00	INR Zero Only
39.08	Truss for Lights (14ft Height)	16	Nos		0.00	0.00	INR Zero Only
39.09	Spot Lamps for Buffet	120	Nos		0.00	0.00	INR Zero Only
40	Stage Light & Truss for Cultural Evening	1	Nos		0.00	0.00	INR Zero Only
40.01	LED Par	80	Nos		0.00	0.00	INR Zero Only
40.02	LED Warm White	40	Nos		0.00	0.00	INR Zero Only
40.03	Nick NRG Wash	16	Nos		0.00	0.00	INR Zero Only
40.04	Strobe Light	8	Nos		0.00	0.00	INR Zero Only
40.05	MoleFay - 4 way	10	Nos		0.00	0.00	INR Zero Only
40.06	PR 440	28	Nos		0.00	0.00	INR Zero Only
40.07	Profile (19/26/36/50)	10	Nos		0.00	0.00	INR Zero Only

40.08	Fresenal Light	12	Nos		0.00	0.00	INR Zero Only
40.09	Gobo	8	Nos		0.00	0.00	INR Zero Only
40.10	Follow Spot	4	Nos		0.00	0.00	INR Zero Only
40.11	MI Bar	30	Nos		0.00	0.00	INR Zero Only
40.12	Spot Light	16	Nos		0.00	0.00	INR Zero Only
40.13	Fresenal Spot 1000 W	12	Nos		0.00	0.00	INR Zero Only
40.14	Smoke Machine	5	Nos		0.00	0.00	INR Zero Only
40.15	Flood Light	12	Nos		0.00	0.00	INR Zero Only
40.16	Zoom Profile (15 to 30 degree)	10	Nos		0.00	0.00	INR Zero Only
40.17	LED Batton	16	Nos		0.00	0.00	INR Zero Only
40.18	Rubik Cube	18	Nos		0.00	0.00	INR Zero Only
40.19	Mirror Balls	4	Nos		0.00	0.00	INR Zero Only
40.20	Plano Convex Spot 1000 W	12	Nos		0.00	0.00	INR Zero Only
40.21	UV Light	18	Nos		0.00	0.00	INR Zero Only
40.22	Pin Spot	20	Nos		0.00	0.00	INR Zero Only
40.23	Programing Board (Digital) (Grand MA 3)	1	Nos		0.00	0.00	INR Zero Only
40.24	Dimmers (4x48 Ch)	4	Nos		0.00	0.00	INR Zero Only
40.25	DMX Splitter	4	Nos		0.00	0.00	INR Zero Only
40.26	Truss - 1010mm X 1010mm (400ft)	1	Nos		0.00	0.00	INR Zero Only
40.27	Truss - 400mm X 400mm (200ft)	1	Nos		0.00	0.00	INR Zero Only
40.28	Haze Machine - Oil Base	2	Nos		0.00	0.00	INR Zero Only
40.29	Technician For Light	5	Nos		0.00	0.00	INR Zero Only
40.30	Light Engineer	1	Nos		0.00	0.00	INR Zero Only
40.31	Quantum Profile Spot	10	Nos		0.00	0.00	INR Zero Only
40.32	BSW 380 W	10	Nos		0.00	0.00	INR Zero Only
40.33	Pointy 280 W	10	Nos		0.00	0.00	INR Zero Only
40.34	Mac Aura Wash (moving)	10	Nos		0.00	0.00	INR Zero Only
40.35	Sharpies	10	Nos		0.00	0.00	INR Zero Only
41	Sound equipments for Cultural Evening	1	Nos		0.00	0.00	INR Zero Only
41.01	Outdoor Sound System (Digital)- Main PA Tops	12	Nos		0.00	0.00	INR Zero Only
41.02	Outdoor Sound System (Digital) - Main PA Subs	8	Nos		0.00	0.00	INR Zero Only
41.03	Centre Fill	8	Nos		0.00	0.00	INR Zero Only
41.04	Stage Monitors	8	Nos		0.00	0.00	INR Zero Only
41.05	Side Fills	6	Nos		0.00	0.00	INR Zero Only
41.06	Amplifier	4	Nos		0.00	0.00	INR Zero Only
41.07	Digital Sound Mixer (Digico SD 10)	1	Nos		0.00	0.00	INR Zero Only
41.08	Sound Racks	2	Nos		0.00	0.00	INR Zero Only
41.09	Podium Microphone	2	Nos		0.00	0.00	INR Zero Only
41.10	Cordless Microphone	2	Nos		0.00	0.00	INR Zero Only
41.11	Headset Microphone	2	Nos		0.00	0.00	INR Zero Only
41.12	Foot Microphone	10	Nos		0.00	0.00	INR Zero Only
41.13	MIC Stand	10	Nos		0.00	0.00	INR Zero Only
41.14	Kick In Out Mic	5	Nos		0.00	0.00	INR Zero Only
41.15	Condensor Mic	6	Nos		0.00	0.00	INR Zero Only
41.16	Switch Mics	8	Nos		0.00	0.00	INR Zero Only
41.17	Instrument Amplifier	3	Nos		0.00	0.00	INR Zero Only
41.18	Fender Twin Reverb	5	Nos		0.00	0.00	INR Zero Only
41.19	Tech Rider	1	Nos		0.00	0.00	INR Zero Only
41.20	DI Box	6	Nos		0.00	0.00	INR Zero Only
41.21	Clearcomm (Wireless)	8	Nos		0.00	0.00	INR Zero Only
41.22	CDJ 2000 (Pioneer Nexus Setup)	1	Nos		0.00	0.00	INR Zero Only

41.23	Rigging Equipment	1	Nos		0.00	0.00	INR Zero Only
41.24	Technician for Sound	5	Nos		0.00	0.00	INR Zero Only
41.25	Sound Engineer	1	Nos		0.00	0.00	INR Zero Only
41.26	Lapel Mic	10	Nos		0.00	0.00	INR Zero Only
41.27	Countryman Mic	10	Nos		0.00	0.00	INR Zero Only
41.28	Drum Kit Mic	10	Nos		0.00	0.00	INR Zero Only
41.29	Gooseneck Mic	10	Nos		0.00	0.00	INR Zero Only
41.30	Shure 57/58	10	Nos		0.00	0.00	INR Zero Only
41.31	Switch Mics	10	Nos		0.00	0.00	INR Zero Only
42	Video equipments for Cultural Evening	1	Nos		0.00	0.00	INR Zero Only
42.01	Curved LED - 2.6 mm (50ft x 20ft)	1	Nos		0.00	0.00	INR Zero Only
42.02	Delay Led - 2.6 MM (16ft x 10ft)	2	Nos		0.00	0.00	INR Zero Only
42.03	Watchout (Main and Backup)	2	Nos		0.00	0.00	INR Zero Only
42.04	HD Switcher	1	Nos		0.00	0.00	INR Zero Only
42.05	LED Processor	4	Nos		0.00	0.00	INR Zero Only
42.06	TFT Monitor	3	Nos		0.00	0.00	INR Zero Only
42.07	Perfect Cue	2	Nos		0.00	0.00	INR Zero Only
42.08	Preview Plasma	3	Nos		0.00	0.00	INR Zero Only
42.09	Laptops	3	Nos		0.00	0.00	INR Zero Only
42.10	DVI Matrix - 16	1	Nos		0.00	0.00	INR Zero Only
42.11	Fibre Optic Cabling	1	Nos		0.00	0.00	INR Zero Only
42.12	Video Engineer	1	Nos		0.00	0.00	INR Zero Only
42.13	Technician For Video (per day)	10	Nos		0.00	0.00	INR Zero Only
42.14	<i>HD Video Camera with cameraman (per day)</i>	2	Nos		0.00	0.00	INR Zero Only
42.15	<i>Digital Photographer with HD Camera(per day)</i>	2	Nos		0.00	0.00	INR Zero Only
43	Effects for Cultural Show	1	Nos		0.00	0.00	INR Zero Only
43.01	Niagra Water Fall Effect	4	Nos		0.00	0.00	INR Zero Only
43.02	Cold Pyro	10	Nos		0.00	0.00	INR Zero Only
43.03	Confetti Machine Blast	12	Nos		0.00	0.00	INR Zero Only
43.04	Laser 10 W RGB	12	Nos		0.00	0.00	INR Zero Only
44	Gensets for Cultural Show	1	Nos		0.00	0.00	INR Zero Only
44.01	Per day rental charges for 125 KVA soundproof generator (including Junction box, automatic changeover, earthing and cabling). Charges towards fuel consumption will be paid on actual basis.	12	Nos		0.00	0.00	INR Zero Only
44.02	Per day rental charges for 250 KVA soundproof generator (including Junction box, automatic changeover, earthing and cabling). Charges towards fuel consumption will be paid on actual basis.	8	Nos		0.00	0.00	INR Zero Only
44.03	Per day rental charges for 62 KVA soundproof generator (including Junction box, automatic changeover, earthing and cabling). Charges towards fuel consumption will be paid on actual basis.	10	Nos		0.00	0.00	INR Zero Only
45	Other elements for cultural evening	1	Nos		0.00	0.00	INR Zero Only
45.01	Green Room	7	Nos		0.00	0.00	INR Zero Only
45.02	Make Up Artist	4	Nos		0.00	0.00	INR Zero Only
45.03	VVIP Toilets (Artist)	2	Nos		0.00	0.00	INR Zero Only
45.04	VVIP Toilets (Delegates)	3	Nos		0.00	0.00	INR Zero Only
45.05	VVIP Toilets (Ministers)	2	Nos		0.00	0.00	INR Zero Only

46	Musical instruments for cultural evening (Sennhiser/Shure/Newman or equivalent)	1	Nos		0.00	0.00	INR Zero Only
46.01	Guitar	1	Nos		0.00	0.00	INR Zero Only
46.02	Amplifier	1	Nos		0.00	0.00	INR Zero Only
46.03	Phono to Phone leads	1	Nos		0.00	0.00	INR Zero Only
46.04	Drum kit (9 stand)	1	Nos		0.00	0.00	INR Zero Only
46.05	Cymbals and Drum Throne	1	Nos		0.00	0.00	INR Zero Only
46.06	Keyboard	1	Nos		0.00	0.00	INR Zero Only
46.07	Keyboard stand	1	Nos		0.00	0.00	INR Zero Only
46.08	Double bass	1	Nos		0.00	0.00	INR Zero Only
46.09	Chelo	1	Nos		0.00	0.00	INR Zero Only
47	Stage for cultural show (One time cost)	1	Nos		0.00	0.00	INR Zero Only
47.01	Construction of Wooden stage with different levels (at the rate of per sq. Ft.)	1	Nos		0.00	0.00	INR Zero Only
47.02	Wooden Risers, steps and slopes on the stage as per requirements	1	Nos		0.00	0.00	INR Zero Only
47.03	Creation of wings as per requirements	1	Nos		0.00	0.00	INR Zero Only
47.04	Designing and making of sets and structures as per requirements	1	Nos		0.00	0.00	INR Zero Only
47.05	Flower decorations on the stage	1	Nos		0.00	0.00	INR Zero Only
47.06	Manpower to fix the sets and quick removal as per requirement	1	Nos		0.00	0.00	INR Zero Only
47.07	Stage risers	1	Nos		0.00	0.00	INR Zero Only
47.08	Ramp for stage	1	Nos		0.00	0.00	INR Zero Only
47.09	Dance floor linolium flooring on the stage (black/grey)	1	Nos		0.00	0.00	INR Zero Only
48	Other requirements for cultural evening	1	Nos		0.00	0.00	INR Zero Only
48.01	A professional English speaking Master of Ceremony having experience for providing services at ministerial/HoS/HoG level international event	1	Nos		0.00	0.00	INR Zero Only
48.02	Designing and making of stage properties as per artists requirements	1	Nos		0.00	0.00	INR Zero Only
48.03	Other fabrication items as per requirement	1	Nos		0.00	0.00	INR Zero Only
48.04	Fumigation at the open air venue as per requirements	1	Nos		0.00	0.00	INR Zero Only
48.05	Housekeeping and beautification of the entire open air venue as per requirements	1	Nos		0.00	0.00	INR Zero Only
48.06	Ambience lighting at the venue	1	Nos		0.00	0.00	INR Zero Only
48.07	Video & Still Shoot	1	Nos		0.00	0.00	INR Zero Only
48.08	Webcasting	1	Nos		0.00	0.00	INR Zero Only
48.09	Fire Tender/Ambulance	1	Nos		0.00	0.00	INR Zero Only
48.10	Projection/Mapping System (20000 Lumens to 50000 DLP Laser projector with watchout server)	1	Nos		0.00	0.00	INR Zero Only
48.11	Board & lodging (Costar or equivalent) and vehicles (Innova) for Artists as per requirement	1	Nos		0.00	0.00	INR Zero Only
48.12	Backstage refreshment for artists during rehearsal and programme	1	Nos		0.00	0.00	INR Zero Only
49	Artist as per requirement	1	Nos		0.00	0.00	INR Zero Only
49.01	International Artists	1	Nos		0.00	0.00	INR Zero Only
49.02	Indian Artists	1	Nos		0.00	0.00	INR Zero Only
49.03	Artist for 42 Nation Act	1	Nos		0.00	0.00	INR Zero Only
49.04	Choreographers	1	Nos		0.00	0.00	INR Zero Only

50	Projection Mapping on Buildings(IECC, Hotels, etc)	1	Nos		0.00	0.00	INR Zero Only
50.01	HD Projectors (20000 Lumens)	15	Nos		0.00	0.00	INR Zero Only
50.02	Content	1	Nos		0.00	0.00	INR Zero Only
50.03	Scaffold Sturcture for Mounting of Projectors	10	Nos		0.00	0.00	INR Zero Only
51	Excursion venue, side event venue, any other venue	1	Nos		0.00	0.00	INR Zero Only
51.01	HD Projectors (20000 Lumens)	20	Nos		0.00	0.00	INR Zero Only
51.02	Content	15	Nos		0.00	0.00	INR Zero Only
51.03	Scaffold Sturcture for Mounting of Projectors	1	Nos		0.00	0.00	INR Zero Only
51.04	Car & House flags	200	Nos		0.00	0.00	INR Zero Only
52	Countrys Video Films	1	Nos		0.00	0.00	INR Zero Only
52.01	Film 1 - History Promo	1	Nos		0.00	0.00	INR Zero Only
52.02	Film 2 - Cultural Promo	1	Nos		0.00	0.00	INR Zero Only
52.03	Film 3 - Leaders Meet Promo	1	Nos		0.00	0.00	INR Zero Only
52.04	Film 4 - Youth Promo	1	Nos		0.00	0.00	INR Zero Only
52.05	Film 5 - Future Partnership Promo	1	Nos		0.00	0.00	INR Zero Only
52.06	Film 6 - Maritime	1	Nos		0.00	0.00	INR Zero Only
52.07	Stock Footage	1	Nos		0.00	0.00	INR Zero Only
53	Outdoor installations (Custom made Circular Installations of size 12' x 12' Fabricated in Wood with MDF Paint and Vinyal Finish with self standing mechanism. Installed at RoundABOUTs in the city and different hotels and IGI Airport/AFS Palam)(One time cost)	1	Nos		0.00	0.00	INR Zero Only
54	Transcription of Retreat and Plenary Session Speeches in English	1	Nos		0.00	0.00	INR Zero Only
Total in Figures					0.00	0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only					