



DISCLAIMER

This request for RFP is not an offer by **North East Slow Food and Agrobiodiversity Society (NESFAS)** but an invitation to receive responses from eligible interested Event Management Agencies (EMA) for partnering with NESFAS, **Slow Food International and the Indigenous Partnership for Agrobiodiversity and Food Sovereignty (Indigenous Partnership)**, with support from the **Department of Agriculture, Government of Meghalaya**, for carrying out the event management activities during the 2nd INDIGENOUS TERRA MADRE CONFERENCE in India which is scheduled to be held in Shillong, Meghalaya from 3rd to 7th November 2015. However, the Organisers hold the rights to reschedule the date/s AND/OR Venue/s till One month prior to the event date as mentioned above.

No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed between NESFAS and the bidder concerned.

This RFP is being issued with no financial commitment and NESFAS reserves the right to withdraw the RFP and change or vary any part thereof or foreclose the same at any stage.

Prelude:

ITM 2015 will gather indigenous food communities working with the Indigenous Partnership, Slow Food International, NESFAS, UN Agencies and other global supporters to showcase their distinct traditional knowledge, evolving skills and sustainable practices that safeguard natural resources and contribute to a resilient food system promoting a more humane future for a diverse world. ITM 2015 will be a platform for these food communities to interact and engage with scientists and policymakers as they reflect on the theme.

This is a unique gathering of 70-100 indigenous communities that will include an opening ceremony, 2 days of plenary sessions and parallel thematic sessions in the campus of North Eastern Hill University (NEHU), Shillong. It is intended to be a celebration of songs, dances, music, taste workshops, oral and digital storytelling, etc. We should ensure active involvement of differently abled people where accessibility will be a major issue. It will include field visits to several villages on the fourth day. The concluding day will be a food festival that will cater to 20,000 people and will include a closing ceremony.

This event will require interpretations into several international languages as well as some local languages. It will have to meet international standards in a venue that does not have permanent conference facilities.

The conference will have to live up to sanitation, security and emergency reactivity standards.

There are challenges in the five-day program in that it includes many simultaneous activities and workshops, involving different groups of people and venues. The event would also witness the presence of VIPs/VVIPs who have to be catered in accordance.

The communications aspects(including press & media) pre-event, during the event and post event will require the expertise of the event management company in terms of graphics, design and print, including PR (marketing/advertising) and press conferences for the event.



SCHEDULE FOR SUBMISSION OF RFP

| Event | Date |
|---|--|
| Availability of RFP Document at [Name] Website | 11 th March 2015 |
| Pre-Bid Meeting | On 13 th to 15 th March 2015 at Shillong |
| Last date and time for submission of completed RFP document | 23 rd March 2015, 10:00 A.M. at Shillong office as mentioned |
| Opening of Technical Bid, evaluation including presentation and short listing for financial bid | 23 rd – 24 th March, 2015, 10:00 A.M. onwards, at Shillong |
| Opening of Financial Bid and final evaluation including 20 minute scrutiny of shortlisted bidders | 25 th March 2015, at 10:00 A.M. onwards, at Shillong Office. |

The RFP document can be downloaded from the website: www.nesfas.org

Alternatively, the document can also be obtained in person from Mr. Bibhudutta Sahu, on any working day between 11:00 to 16:00, from 5th to 7th March 2015, at:

North East Slow Food & Agrobiodiversity Society (NESFAS)
Kerie Ville, Arbuthnott Road, Laitumkhra, Shillong - 793 003, Meghalaya, India
Ph: +91-8575016289 / +91-36100868
www.nesfas.org | info@nesfas.org

A pre-bid meeting will be held on 13th – 15th March 2015, 10:00 A.M. onwards at the NESFAS office (address as above), Shillong for clarifications, if any, on the RFP document. Bidders can also visit the venues for reconnaissance to formulate their proposals.

The completed application (response document), containing two hard copies (printed, signed and bound copies) and one soft copy (on a non-rewriteable CD - An MS Word document (compatible with MS Word 2003 or above) or an Adobe Acrobat PDF (compatible with Adobe Acrobat Reader 3.0 or higher)) of the RFP, should be submitted in a sealed cover super scribed with the title “Expression of Interest to carry out Event Management Activities for ITM – 2015, Shillong”, before the last date and time at the following address:

North East Slow Food & Agrobiodiversity Society (NESFAS)
Kerie Ville, Arbuthnott Road, Laitumkhra, Shillong - 793 003, Meghalaya, India
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Late Applications: Any application received after the last date and time for submission for the same, shall not be accepted. Applications received after the last date shall be summarily rejected and returned unopened.



NOTICE INVITING REQUEST FOR PROPOSAL (RFP)
THE INDIGENOUS TERRA MADRE, SHILLONG (ITM – 2015)

North East Slow Food & Agrobiodiversity Society (NESFAS)
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Dated: 11/03/2015

Request for Proposal (RFP) to Carry out Event Management Activities during the 2nd Indigenous Terra Madre 2015, at Shillong, are invited from experienced and reputed Event Management Agencies.

Detailed terms and conditions are prescribed in the RFP document, which can be downloaded from the website: www.nesfas.org. Alternatively, the document can also be obtained in person from Mr. Bibhudutta Sahu, on any working day between 11:00 to 16:00, from 5th to 7th March 2015

A pre-bid meeting will be held on 13th – 15th March 2015, 10:00 A.M. onwards at the NESFAS office (address as above), Shillong for clarifications, if any, on the RFP document. Bidders can also visit the venues for reconnaissance to formulate their proposals.

The last date for submission of completed proposal as prescribed, in a sealed cover super scribed “Techno-Financial Bid for ITM - 2015”, is 23rd March, 2015 at 10.00 A.M. in Shillong at the mentioned address in person. Technical Bids would be opened on the same day at 12.00 P.M. onwards (IST) in the presence of available applicants or their representatives. The proposals will be evaluated in accordance with the pre-qualification and evaluation criteria to shortlist bidders as prescribed in the RFP document for opening of financial bids on 25th March, 2015 at 10.00 A.M. IN Shillong. The shortlisted applicants or their representatives would be required for a scrutiny in person/s with the selection committee.



REQUEST FOR PROPOSAL TO CARRY OUT EVENT MANAGEMENT ACTIVITIES DURING THE INDIGENOUS TERRA MADRE (ITM) – 2015, SHILLONG

SUMMARY

This Request for Proposal (RFP) consists of four parts as indicated below:-

Part I: General requirements and procedures

Part II: About the event and ‘**Scope of Work**’

Part III: The third part of the RFP incorporates the aspects of (A) **Technical bid** and (B) **Financial bid** details. The detailed requirements are provided in the ‘**Scope of work**’. The applicants will have to prepare their own cost sheets/quotation sheets with relevant sizes and quantities. It also consists of the financial aspects, payment terms. It also includes standard contract terms along with special contractual conditions, if any.

PS: For the same we request all applicants to be a part of the pre-bid meeting and conduct venue recesses for understanding the sizes, dimensions and quantities that is implied in the ‘**Scope of Work**’ document.

Part IV: The fourth part defines the criteria for evaluation and acceptance, both in terms of technical and financial contents.

Part I

General Information/Conditions

1. AMENDMENT OF RFP DOCUMENT:

At any time prior to the deadline for submission of Applications, **NESFAS** either on its own or on request of the Applicants may amend the RFP Document by issuing addenda. To give the Applicants reasonable time to take an addendum into account in preparing their Applications, **NESFAS** may, at its discretion, extend the deadline for the submission of Applications.

2. CLARIFICATIONS TO RFP/ Pre-bid Conference:

The bidders may seek clarifications from our consultant, Mr. Kaushal Upreti on the following contacts: Mobile- +91-9820515234, Email: kaushal@2monks.net. There shall be a pre-bid conference as mentioned above at the NESFAS office [address as below], Shillong and all bidders may inspect the venues as well and seek clarifications.

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3. Validity of RFP Response:

The RFP response submitted by the applicants shall remain valid for a period starting from 23rd March 2015 and ending on 31st December 2015. A RFP response valid for shorter period may be rejected as non-responsive. NESFA may solicit applicants' consent to an extension of RFP response validity.

4. Technical & Financial bids

- A. The EMA will be required to submit the technical bid and the financial bid in two separate and sealed envelopes, Technical proposal shall be marked "Technical Proposal". Financial Proposal shall be marked "Financial Proposal". Both the proposals should be put up in a bigger envelope and marked as "Techno-Financial Bid for ITM - 2015".
- B. The EMA shall not change/alter the quality/content of the programmes under any circumstances, once the same has been finally approved by the NESFAS after the final selection of the Event Management Agency.

- C. The EMA should provide the best possible plan with the best possible quality at reasonable cost and due weightage shall be accorded to this aspect.
- D. A set of creative including set designs and branding is to be provided by the EMA. This is intended to provide scope for invoking creative capabilities and skills of the EMA and to provide NESFAS with the best possible options at a reasonable cost. The EMA must give an undertaking to the effect that all the creative designs belong to it, NESFAS shall not be liable in any manner for copyright infringement. In case NESFAS selects the creative's submitted by the EMA then the actual execution of the event shall conform to the creative's submitted by EMA and approved by NESFAS failing which NESFAS shall be at liberty to deduct, necessary charges, as deemed fit. The EMA shall be specific, focused and shall bring out the exact plan of action for ITM – 2015 at Shillong.

5. Selection Process:

- A. The Techno-financial bid shall be submitted in sealed envelopes in the office of NESFAS latest by 23rd March 2015 , 12.00 PM. There would be elimination at the evaluation of the Technical bid. During the technical bid opening, the EMAs will be called for creative presentation for duration of 20 minutes each to present their proposals. The creative's will be judged by a committee on event management based on the proposals submitted and the presentation. Only such EMA who qualify technically would be invited for financial bid opening. Appropriate weightage only as per scheme indicated at Part IV of this RFP would be taken into account in arriving at a decision for short listing of the EMA for financial bid opening.
- B. If the EMA is finally selected by NESFAS then an agreement will have to be executed between NESFAS and the selected EMA. The EMA shall not be able to claim any extension in contract as a matter of right.



PART II

ABOUT THE EVENT

From 3rd – 7th November 2015, **North East Slow Food and Agrobiodiversity Society (NESFAS)**, **Slow Food International** and the **Indigenous Partnership for Agrobiodiversity and Food Sovereignty (Indigenous Partnership)** with the support of the **Government of Meghalaya** and at least 40 local host communities will be organizing the **Indigenous Terra Madre (ITM 2015)** - an international gathering of more than 70 to 100 indigenous communities from around the world in Shillong, Meghalaya. The theme of the ITM 2015 will be - **The Future We Want: Indigenous Perspectives and Actions.**

ITM 2015 will gather indigenous food communities working with the Indigenous Partnership, Slow Food International, NESFAS, UN Agencies and other global supporters to showcase their distinct traditional knowledge, evolving skills and sustainable practices that safeguard natural resources and contribute to a resilient food system promoting a more humane future for a diverse world. ITM 2015 will be a platform for these food communities to interact and engage with scientists and policymakers as they reflect on the theme.

Offers will be invited from reputed firms/Event Management Companies for coordination and Total Event Management for the various programs & events scheduled during the course of **ITM - 2015.**

INDIGENOUS TERRA MADRE – ITM 2015 (03-07 NOVEMBER 2015)

Day 1 (3rd Nov. 2015): Inauguration day

Day 2 (4th Nov. 2015): Conference Day 1

Day 3 (5th Nov. 2015): Conference Day 2

Day 4 (6th Nov. 2015): Field Visits for Delegates

Day 5 (7th Nov. 2015): Food Festival and Closing

SCOPE OF WORK – ITM 2015

1. DELEGATES HOSPITALITY AND TRAVEL MANAGEMENT

Database management system including entire codification in accordance to the data and information provided by NESFAS, Indigenous Partnership, Slow Food International

- i. National delegates is 400 pax.
- ii. International delegates 400 delegates from approximately 40 countries

b. International Delegates (Arrivals – International Terminals)

- i. Hospitality desk at International airport in Delhi, Kolkata & probably Mumbai

- ii. Smooth transfers to the domestic airports as per the schedule provided by the organisers.
- iii. In some cases there would be a layover so the delegates would be put up at an Airport hotel and from there would be dropped to the domestic airport for their ongoing flight to Guwahati.
- iv. This entire exercise would entail usage of proper vehicles as required with well-groomed drivers/chauffeurs along with guest relation executives from the EMA's side.
- v. Proper care and guidance for the international delegates for any queries & assistance for e.g. their connecting flights to Guwahati, using their mobile phones, exchange of currency, pharmacy, etc. This also includes ensuring their safety and security till they are ferried to the domestic airport terminal for their onward journey to Guwahati. Consideration for non-english speaking national & international delegates.
- vi. For interested guests, the organisers will suggest one night stay-over in Delhi along with a one day sight-seeing tour (as per requirement).

c. International & National Delegates (Arrivals at Guwahati)

- i. Hospitality desk at the Guwahati airport
- ii. Streamlining pick-ups from the Airport for their onward road journey to Shillong
- iii. The guest relation executives should ensure the comfort of the incoming guest.
- iv. Utmost care is required for the delegates safety and health during the journey. (First aid kits, Motion sickness medicines, general pain killers etc. and contact details of nearby hospitals/nursing homes en route.)
- v. Planned stop overs for delegates to refresh themselves during the journey. Light meals, refreshments and toilet breaks should be provided during these intervals.

d. In Shillong

- i. Delegates and their luggage to be taken directly to their place of stay.
- ii. Accommodation in Shillong to be arranged in liaison with NESFAS.. A separate fund will be created for it and will be paid by the selected EMA
- iii. Ensuring food arrangements at the accommodation (as per their arrival in Shillong)
- iv. Briefing the delegates for the next day's agenda along with information material and help line nos. etc.
- v. ITM trained volunteers on each bus for guest relations and emergencies.

e. Event Days

- i. Ensuring Pick-ups and drop-offs from/to their respective ‘Accommodation’ to the event venues.
- ii. Vehicles for **Day 4** - field visits as assigned

f. Departures (Post Event)

- i. Same process as ‘Arrivals

2. CREATIVE DESIGN, COMMUNICATION & COPY AND ART DIRECTION

- a. Architectural Layouts for the Conference and the Food Festival
- b. 3D design walkthroughs for the Opening ceremony, Conference, Food Festival & Closing and including all side events.
- c. Branding & conference collaterals & stationary designs
- d. Brochure and Leaflet design, delegate, staff & crew badges, meal passes, parking stickers, invites, laminates, etc.
- e. Communications services (including press & media) pre-event, during the event and post event - graphics, design and print, including PR (marketing/advertising) and press conferences for the event.

3. EVENT PRODUCTION SERVICES

a. Pre-event

Permissions, surveys, training etc.

b. Day 1 – Inauguration (NEHU Convocation Centre)

- i. Delegate Registrations booth and Accreditation Systems Management
 1. Approx. 1000 people (500 International + 300 Domestic + 200 guests)
 2. VIP, VVIP, Media & PR guests
 3. State and government invitees
 4. Organizers, partners & staff
 5. ITM volunteers
- ii. IR/Digital Simultaneous Interpretation and translation conference equipment coordination and management (approx. for 1200 pax, 8-10 Languages as mentioned below)
 1. English
 2. French
 3. Portuguese
 4. Spanish
 5. Russian
 6. Khasi

7. Garo
8. Hindi
9. Italian
10. TBS

iii. Total Event and Technical production

1. Registrations booths, Help desks
2. Décor, Stage and Backdrop
3. Floral arrangements
4. Head table with seating (12 pax) and Speaker Lectern
5. Miscellaneous
6. Video screen – LED Panels as backdrop
7. Video shoot with 3 Cam set-up both Live feed and recording
8. Sound set-up for 2000 pax with appropriate corded and cordless mics.
9. Appropriate Event Lighting
10. General Lighting
11. Seating for 2000 pax
12. Carpeting at appropriate areas including entries & exits to the venue
13. Uninterrupted power supply units/Soundproof Generator Vans
14. Pandal/Tent structures to create F & B Areas catering to 1000 plus
15. Public and VIP conveniences – Mobile toilet vans, Chemical toilets
16. Green room set-ups – 3-4 nos.
17. Rest areas for elders/senior citizens
18. Backstage VIP waiting area
19. Interpreter sound proof booths 8-10 nos.

c. Day 2 & 3 – Conference Days (NEHU Convocation Center)

- i. The main set-up remains the same as Day One
- ii. Main Plenary session for 800 delegates with complete presentation aids. Translation booths for 6-8 languages +tour-bus wireless Public Address systems for smaller languages groups.
- iii. The most critical part about the conference days is the additional requirement of creating 4 noise-proof workshop/break-away rooms within the same venue catering to a maximum of 250 pax each. The requirement for the same is as follows:
 1. Fabrication and Installation of 4 noise-proof workshop rooms within the venue keeping in mind that there will be plenary

- sessions in the beginning and in between the workshops where all 800 delegates will assemble together
2. Basic stage with AV Screen (LED/Projection System)
 3. Speaker podium
 4. Presentation aids
 5. Single Cam video shoot for Live feed and recording in each room
 6. Translations booths (2 languages + English base) + tour-bus wireless Public Address systems for smaller languages groups.
 7. **Taste workshops:** 4 nos 40'x40' sq.ft. rooms will be available for the taste workshop at the convention hall surrounding area (to hold 50 pax each)
 - a. Presentation aids, basic sound
 - b. LED Screen OR Plasma TVs – 2-4 nos.
 - c. Single camera set-up for Live feed and recording
 - d. tables& chairs for the participants 50 pax,
 - e. Head table with seating for the presenters/panelists (3 -8 people)
 - f. Buffet style tables for food presentation and water counters
 - g. Translations booths (2 languages + English base) + wireless Public Address systems for smaller languages groups.

Preparation Lab Area requirements (for 4 Taste Workshop rooms)

1. Storage space
2. Stainless steel top kitchen type tables
3. Sink with water connection and hot/cold water with proper drainage (water connection and drainage available in the room)
4. Make shift shelves
5. Refrigeration units - deep & general
6. Kitchenette with burners / induction top hobs
7. Other kitchen accessories (As per requirement)

d. Day 2 & 3 – Conference Days –NEHU Cultural Center

- i. Exhibitions and displays and food stalls set up by tourism departments of state governments of NE India.

e. Day 4 – Field Visits

- i. Vehicles for delegates to congregate at a common meeting ground
- ii. At this point Buses should be provided to ferry them to their assigned field visit venues/villages and back

- iii. Each of these buses would be numerically coded for easy identification
- iv. 1-2 Guest relations executives with radio communication systems with each group to ensure safety and well-being of the delegates.
- v. Safe drinking water should be provided for all guests for the duration of the day.
- vi. Provision of medical kits and Ambulances in proximity

f. Day 5 – Food festival and Closing (Mawphlang, Sacred Grove Ground)

- i. Hangar Structure approx. size 260'x180' (Cost provided with Air-conditioning and without)
- ii. Décor and Production
 - 1. Registrations booths, Help desks
 - 2. 60 stalls (3mtrs x 2mtrs and 2mtrs x 2mtrs)
 - a. With Storage space, tables, and chairs
 - b. Plug points
 - c. Might also require induction stoves, burner stoves, hot plates (will be briefed later on these requirements)
 - 3. Stage with ramp (Approx. 36'x24'x4' & ramp 16'x8' approx.
 - 4. Seating - chairs plus using natural landscape (with audio-visual aids) for approximately 1000pax incl. VIP seating in front of stage
 - 5. 03 nos. Green rooms with mirrors, cloth racks, hangers etc.)
 - 6. 4 rooms approx. 30'x30' with presentation aids for conducting exclusive workshops
 - 7. Lights
 - a. General lighting within the structure and outside
 - b. Stage and Ambience lighting
 - c. Stall lights
 - d. Laser Beam show (Outside the hangar structure)
 - 8. Sound for 2000 pax
 - a. DJ console and DJ music
 - b. Appropriate Mic'ing On Stage and for General announcements
 - 9. Video
 - a. LED with Watch-out technology as Backdrop for stage
 - b. 10 nos. 60" LED/Plasma TV with Laptop connectivity (Nos. Can vary)
 - 10. Uninterrupted power supply units/Soundproof Generator Vans
 - 11. Pandal/Tent structures to create F & B Areas catering to 1000 plus
 - 12. Public and VIP conveniences – Mobile toilet vans, Chemical toilets

4. OTHER SERVICES AND MANPOWER ORIENTED REQUIREMENTS

a. Communication systems

- i. Translation equipment and booths with wireless headsets for 8-10 languages + tour-bus wireless PA systems for smaller language groups.
- ii. Walkie-Talkie with head-sets for the EMA team and Organiser' representatives
- iii. Clear-comms for Staged functions
- iv. Prepaid sim cards for volunteer heads and staff
- v. State of the art media room for local, national and international press

b. House keeping

- i. Good quality house-keeping crew for Day 1-3 and Day 5 of the Food Festival)
- ii. Proper waste disposal management
- iii. Toilets cleaning crew

c. F & B and Catering (Day 1,2,3,5) for Approx.. 1500 pax

- i. Snacks & refreshments
- ii. Tea/Coffee service
- iii. Professional & Smartly attired staff (waiters, stewards, servers etc)

Day 0 - Arrivals - Lunch and Dinner during Transit and at Accommodation

Day 1 - Opening Ceremony - Lunch at NEHU (EMA) ; Dinner by Govt. of Meghalaya

Day 2 - Conference - Lunch at NEHU (EMA); Dinner at NEHU (EMA)

Day 3 - Conference - Lunch at NEHU (EMA); Dinner at NEHU (EMA)

DAY 4 - Field Visits - Lunch in Villages; Dinner at Gurudwara

Day 5 - Food Festival - Coupons for delegates for stalls - Lunch & Dinner (for dinner maybe plan B as well)

Day 6 - Departures - at Accommodation and transit

d. Volunteers management

- i. Manpower management including volunteer training
- ii. Work profile allocation in coordination with the organizers
- iii. Volunteer Attire management

e. Cultural events in liaison with NESFAS on Days 1,2,3,5.

f. Risk management & Event Insurance

g. Security

- i. Professional security services with trained guards



ii. Security Equipment viz. metal detectors and Card secure entrance gate –
Approx. 4 sets

- h. Medical aids, Ambulance & Fire Safety services& safeguards**
- i. Event Photography& videographers (2-4 photographers to cover the entire 5 day event)**
- j. Parking Management and vehicle hailing systems for both Exhibition and Food festival**
- k. Conference Collaterals, uniforms, Merchandise and Print production**
- l. Transportation logistics for all Materials and Equipment for the event**
- m. Travel boarding & Lodging for EMA, Production and Technical crew**

PART III

The EMA should provide the best possible plan with the best possible quality at reasonable cost and due weightage shall be accorded to this aspect. Please note that the environmental policy of NESFAS is aimed at sustainable development through efficient use of raw materials and minimizing wastage. NESFAS recognizes the importance of pollution control, waste management and optimum emission levels and would want the EMA to adhere by the same. Secondly, the EMA should utilize local resources wherever there are opportunities in procuring production and/or manpower related requirements, yet maintaining the best possible quality standards.

A. TECHNICAL BID

The Technical proposal should clearly demonstrate the EMA's understanding of the requirements of the Event and the Proposal should include the following information in the enclosed Proforma: -

1. Annual turnover for the last three financial years (To be not less than Rs.20 Crore per annum.) supported by documents. For this purpose, copies of Balance sheet/ P&L A/c and trading Accounts, duly vetted by the CA should be submitted. CA Certificate in original, certifying the turnover for all the stated financial years shall also be acceptable.
2. Design/Creatives and Content Plan proposal/presentation for the ITM – 2015, Shillong
3. Experience and list of managing National & International events of significance.
4. Executed at least 3 event of International/National significance with a minimum billing of Rs.1 Cr. INR
 - a. Please note that copies of Work Orders of the event mentioned, must be supported with attested completion certificates with value in rupees, issued by the concerned organizations OR True copies (Self attested) of the bills raised against the attached Work Orders with Bank statement showing receivables against the invoices raised for each work order & an affidavit clearly mentioning the line entry in the bank statement corresponding the payment received against the stated work order. Work orders should reflect total value of the jobs awarded to the applicant.

Please Note: All the information shall be submitted in hard copy along with a soft copy on CD. In case of a discrepancy in hard copy and CD, the provisions made in hard copy shall prevail.

B. FINANCIAL BID

1. Financial bids will be opened only of the bidders whose proposal is short-listed, after technical evaluation. The Financial bids must be firm and fixed and should be valid till the event is completed for at least three months from the date of submission of offer.
2. In preparing the financial bid, the EMA shall take into account the requirements of different events, man power required, equipment requirement, all administrative charges, travels, etc. as per the **‘Scope Of Work’**
3. The EMA would have to share names and capabilities of their vendors/service provider, specifically for elements like Sound, Lights & Video including LED Wall, Décor, Stage production and Super structure, catering services, Transport logistics service provider etc. in their financial bid proposal
4. The costing submitted by the EMA and approved by shall be the upper limit of the expenditure. It shall be up to the EMA to, anticipate and work out the various costing in accordance to the **‘Scope of Work’**. The descriptive elements enlisted against each programme for ITM-2015 are only indicative, and it shall be the duty of the event management agency to visualize and anticipate the extra requirements if any, of the event like refreshments for the supporting staff, incidental production costs, incidental cost of travel, hospitality, etc. The EMA shall quote the corresponding cost accordingly. Any subsequent increase or escalation of costs shall have to be borne by the EMA unless the same has been requested and authorized by NESFAS and/or by other organizing Partners in writing. No extra items will be added without the written approval of by NESFAS .All expenditure pertaining to subsequent meetings for ITM - 2015viz Air fare, transportation, Accommodation & Incidental cost etc. to be borne by EMA. No Additional Cost shall be entertained apart from the cost quoted by EMA.
5. The EMA shall submit the detailed cost of each element derived from the **‘Scope of Work’**.
6. The bidders may formulate their financial bids on the assumption that a maximum of 40% of the contract value would be receivable as advance, which would have to be supported by a Bank Guarantee (BG) of a Nationalized Bank/First Class Bank. Balance payment would be made on successful completion of the tasks assigned as per the contract and on certification by the organizers that the tasks have been accomplished by the EMA as per the provisions of the contract.
7. The Financial bids will be opened by a committee in front of the bidders who are present. The committee so constituted for this purpose by NESFAS will decide the most suitable bidder (L1). No negotiations would be held with the L1 bidder once the reasonability of the price has been finalized.

PART IV

Evaluation of Technical Proposal

The Event Management Committee constituted by NESFAS would evaluate the Technical proposal on the basis of the information submitted and using the evaluation criterion and point system specified herein under in these terms & conditions.

Technical Bid

The technical bid will carry total of 100 marks that will be sub-divided in respect of each of the specified parameter as detailed below:

| S. No. | Technical bid | Total marks=100 |
|--------|---|------------------|
| 1. | Turnover | 10 marks |
| 2. | Experience in managing national and international events in last 3 years | 10 marks |
| 3. | Creative content presentation | 80 marks. |

Turnover... 10 marks maximum

The turn-over figures shall be given financial year wise. The turnover means turnover from Event management activities only and as per the figures reflected in the profit/loss account of the EMA. If the turnover includes turnover from items other than EMA activities then, CA's certificate indicating turnover from Event Management Activities will be required. Turnover will be determined only on the basis of documentary proof, which will have to be submitted by the respective EMA, at the time of submission of the tender.

Marking scheme for Turnover:-

For fulfilling the eligibility criteria of minimum 20 Crore cumulative turnovers for the past three financial year's i.e. 2011-12 and 2012-13, 2013-14 = 3 marks.

Cumulative turnover above 20 crores but below 50 crores for the past three Years = 3 additional marks

Cumulative turnover above 50 crores for the past three years = 4 additional marks

The EMA will have to submit a signed statement from a practicing Chartered Accountant which will indicate the turnover for past three financial years 2011-12 and 2012-13, 2013-14 and in addition the balance sheet / profit & loss statement for the past three financial years should also be enclosed. In case the EMA fails to submit the documentary proof mentioned above, then the EMA will not be allotted proportionate marks in respect of the unavailable documentary proof for that particular item/criteria.



Experience: 10 marks maximum

(In terms of number of national and international events handled)

The documentary proof in support of National & International Events organized/managed in the past three financial years will have to be submitted by the respective EMA, at the time of submission of the tender.

Marking Scheme for Experience

The EMA will be allotted 2 marks per international event and 1 mark per national event executed by them in the past three years subject to maximum of 10 marks.

NOTE:

In order to avoid confusion regarding national and international events the following clarifications are given: The main theme of the event and not its geographic location will be used as a determinant of its national / international nature. National event will be that event which is national in nature and comprises of participants from within the country. International event will be that event which is of the international level and comprises of entries/ participants from at least 05 (Five) independent countries. For example any event, like IFFI OR PRAVASI BHARTI DIVAS that is held in India but comprises of entries from abroad will be termed as an international event, the participants/entries should be directly linked to the main theme of the event. Any event which is national in nature as regards its main theme but has invitations extended to international guests/international invitees will not be considered an International event but as a national event.

Creative content: 80 marks maximum

The creative criteria will be analyzed and judged by a Committee constituted by NESFAS. The committee will take into consideration the creative content of the presentation, the designs, concept of branding plan, originality of ideas, event planning and the proposal put forth by the EMA for making ITM – 2015 an international event.

The EMA will have to submit soft copy of each item, wherever applicable, as per the Performa submitted in this tender document. In case of non submission of the soft copy of the creative's by the EMA, the proportionate marks for that component will not be allotted.

All the bidders shall make a presentation for duration not more than 20 minutes before the committee for better appreciation of the creative contents proposed by them.

Qualification for Presentation & Financial Bid

Only those bidders who score 70 marks qualify for the Presentation before a Committee and financial bid opening.