

UDYOG BANDHU

Government of Uttar Pradesh

Tender Document

FOR

Appointment of an Event Management Agency for Global Investors

Summit– 20XX

UDYOG BANDHU

Nodal Agency for Investment Promotion Under Department of Industrial
Development, Government of Uttar Pradesh
(An ISO 9001:2008 Certified Organization)

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NOTICE INVITING TENDER

The UDYOG BANDHU invites sealed Technical and Financial Proposals for Selection of Event Management Agency for Global Investors Summit (GIS) – 20XX

S.No.	Description	Date/Detail
1	Issue of Tender Document	28 February 2014
2	Cost of Tender Document	Payable in the form Demand Draft in favour of Executive Director, UDYOG BANDHU payable at Lucknow
3	Earnest Money Deposit	Demand Draft in favour of Executive Director, UDYOG BANDHU payable at Lucknow
4	Pre Bid Meeting	15:00 hrs, on 14 March 2014
5	Date and Time of Submission for Proposal	10:00 hrs – 15:00 hrs, on 09 April 2014
6	Opening of Technical Proposal	15:00 hrs, on 09 April 2014

Executive Director
UDYOG BANDHU

Section 1. Schedule of Tender Process

UDYOG BANDHU would endeavor to adhere to the following schedule during the Bidding Process:

S. No	Description	Date
1	Issue of TenderDocument	28 February 2014
2	Last date for receiving pre bid queries	15:00 hrs, on 10 March 2014
3	Pre Bid Meeting at Udyog Bandhu office	15:00 hrs, on 14 March 2014
4	Uploading of Addendum (If any)	19:30 hrs, on 20 March 2014
5	Date and time for Submission of Proposal	10:00 hrs to 15:00 hrs on 9 April 2014
6	Opening of Technical Proposal	15:00 hrs on 9 April 2014
7	Intimation of results of eligibility for Technical Presentation	15:00 hrs on 16 April 2014
8	Technical Presentation	10:00 hrs on 22 April 2014
9	Opening of Financial Proposal	15:00 hrs on 25 April 2014

Section 2. Terms of Reference

2.1 Background:

"UdyogBandhu", Nodal Agency of Government of Uttar Pradesh for industrial promotion, an Organization of the State Government of Uttar Pradesh registered under Societies Registration Act 1860, is dedicated to facilitating Investment in Infrastructure, Industrial and Service Sectors, besides solving problems of existing & up-coming industries with different Government departments.

UdyogBandhu shoulders the responsibility of resolving various issues of entrepreneurs related to other Government Departments of the State of Uttar Pradesh through consistent follow-ups, regular meetings and enabling smooth implementation of various policy formations for the industrial development of the State. Acting as a catalyst between entrepreneurs and Government Departments, UdyogBandhu creates a suitable ambience for industrial development in the State and also assists creation of investment in the State. Government of Uttar Pradesh (GoUP) is planning to establish major I.T. Parks, Leather Parks, Food Parks, Dairies and many other mega projects in private Sector. In order to attract investment from private sectors and to sensitize them for investment in Uttar Pradesh, road-shows, mega events, conferences shall be organized at national and international level. UdyogBandhu plans to organize a Global Investors Summit (GIS – 20XX) to attract investment.

The event would be organized in >Place< from >Dates<

GIS-20XX will be a mega event where in Seminars, Conventions, Business Meetings, Exhibitions, Networking and other events will take place under a single umbrella. Eminent persons, Political Leaders, Diplomats, senior government officials, Investors, Entrepreneurs, Decision Makers, Policy Makers, Academicians, Media, etc. from India and abroad will participate in the GIS – 20XX.

As mentioned above, various functions would be taking place during the Summit. For all the functions an Event Management Company is required and UDYOG BANDHU being the nodal agency for organizing the Summit on behalf of the Government of Uttar Pradesh invites proposal from the experienced companies / firms engaged in the business of Event Management and coordination to provide event management services. The Selected Bidder who shall be a company incorporated under the

Companies Act, 1956 will be responsible for making all necessary arrangements on behalf of UDYOG BANDHU to make GIS – 20XX, a successful event. Selected Bidder has to carry out the assignment in accordance with the provisions of the service agreement (the “**Service Agreement**”) to be entered into between the Bidder and UDYOG BANDHU.

The scope of Services of the Bidder will broadly include undertaking of Pre Event activities, activities during the Event and post Event activities set out in detail in Service Agreement. The statements and explanations contained in this Tender Document are intended to provide a proper understanding to the Bidders about the subject matter of this Tender Document and should not be construed or interpreted as limiting in any way or manner the scope of services and obligations of the Bidder set forth in the draft Service Agreement or UDYOG BANDHU’s rights to amend, alter, change, supplement or clarify the scope of work, the Right to be awarded pursuant to this Tender Document or the terms thereof or herein contained. Instructions to Bidders are to be noted, interpreted and applied appropriately to give effect to this intent, and no claims on that account shall be entertained by UDYOG BANDHU.

UDYOG BANDHU has adopted a single stage process for selection of the Bidder for award of the Assignment and invites Proposals from eligible Bidders for the Assignment in accordance with the terms of this Tender Document. The Bidders are requested to submit their Proposals in accordance with the Bidding Documents. The Proposal shall be valid for a period of not less than 180 (One Hundred and Eighty) days from the due date specified in **Section 1** for submission of Proposals.

2.2 **Scope of Work**

The selected Bidder will have to provide requisite competent manpower and services in consultation with UdyogBandhu and Knowledge Partner as detailed out further in this section:

2.2.1 **PRE-EVENT ACTIVITIES**

► **Conceptualization and Planning for GIS-20XX**

- Conceptualize the Event plan based on the venue and UDYOG BANDHU’s requirements
- Maintain a universal theme for all aspects of the Event execution in coordination with vision for the event.

- Design the Event flow which would include the inaugural ceremony, various parallel programs, business discussions, publicity events, conferences, exhibitions, closing ceremony, state dinner, cultural programs, etc.
- Create the Event Execution Plan for executing the Event indicating the timelines with the respective milestones along with detailed specifications of works to be carried out
- Coordinate with Media Partner and give inputs on the ways and means for promoting GIS– 20XX

► **Venue Development**

- Create necessary infrastructure at the venue of approximate 50,000 sq. m. area including the exhibition area (pavilions, seating arrangement, carpeting, stalls, hoardings, banners, appropriate decorative elements including plants and floral decorations, audio, video, photography, videography, and lighting arrangements, special effects, acoustic effects, rest rooms and other elements that are generally used in large scale events) as per plans approved by UDYOG BANDHU
- Arrange for the setting up of the stage(s) including designing of backdrop, VIP seating, master of ceremony etc.
- Appoint all Vendors/Sub Vendors required for carrying out all the above said services as per the sample/option approved byUDYOG BANDHU. Also ensure the deliverances of all services to the fullest satisfaction of UDYOG BANDHU
- Make arrangements at the venue as per the requirements of UDYOG BANDHU, which would include a main hall to accommodate at least 2,500 people for the inaugural and closing ceremonies, seminar halls with 200-300 seating capacity for conducting parallel sessions, smaller meeting rooms for B2B and B2G discussions, meetings with partner countries and other miscellaneous arrangements such as press conference rooms, business centre, registration counters etc
- Arrange for artistes for the cultural programs planned in the event

► **Participation Arrangements**

- Co-ordinate with the Knowledge partner and Industry Partner for obtaining the list of invitees and also arrange for printing and posting of the same. Invites would be sent out to speakers, VIPs, guests, dignitaries, delegates etc within 2 weeks of obtaining the list
- ToEnsure bookings for accommodation and travel are done 8 (eight) weeks prior to the event date.
- Arrange for food stalls (for exhibition)and catering on the days of the event

- To ensure local conveyance, shuttle buses and cars from airport or hotels during the event
- Set up facilitation counters in the airport to provide a warm welcome and a smooth experience to all participants

► **Marketing and Promotion**

- Print banners, volunteer badges, fliers, pamphlets, program brochures, fair guide etc. in conjunction with the theme provided by Media Partner and produce a final print
- Propose and arrange for appropriate mementoes to be given away at the Event

2.2.2 EVENT ACTIVITIES

► **Opening and Closing Ceremonies**

- Execution of inaugural and closing ceremony including state dinner.
- Logistics for evening cultural programme during opening and closing ceremonies, artists' coordination.
- Coordination with Knowledge partner to prepare and finalize the seating plan on dais for key dignitaries, Sequence of MOUs to be exchanged, script for compere, etc
- Coordinating with other key agencies of GIS20XX to ensure smooth functioning of event

► **Staffing**

- Set up an Event Help Desk at the venue provided by UDYOG BANDHU for the GIS20XX and deploy 3 personnel with required skill sets. The Event Help Desk shall act as a single point of contact for investors, delegates, business houses, participants etc. for registration, purchasing of tickets/passes, booking of hotels etc
- Employ well trained staffs who are capable of efficiently handling the responsibilities assigned to them
- Report the progress of activities to UDYOG BANDHU through Knowledge Partner every week on a designated day and later on (ninety days before the event) report for daily progress.
- Event Management Agency should nominate 2 people from his team who should work as the single contact point for UDYOG BANDHU / Knowledge Partner for all coordination purposes.

► **Executive Business Center**

- Layout plan and set up Executive lounge and business center for all the key agencies
- Set up one-to-one meeting rooms within the business center
- Business center should comprise tentatively 10 B2G rooms, 15 B2B rooms, 15 cabins and dedicated work stations for key agencies
- Provide all the necessary office equipment and Work stations, including Printers, Photocopier, Wi-Fi internet connectivity, water dispensers, Pantry services, etc
- Facility management services in the business center and all the work stations

► Support Services

- Housekeeping
 - Provision of sanitation arrangements at the venue- Separate toilet arrangements for Public and VIPs
 - Decoration of the venue, banners, welcome cutouts, flower arrangements, greeneries
 - Provision of Food court at the venue and finalization of catering facilities
- Security
 - Arrangements of Security Guards for entire area of exhibitions and event area with the co-ordination with local police/CBI/LIB etc.
 - Coordination with government department like police, fire and emergency services, telephones, local authorities, NRDA and arrange necessary permissions/NOCs.
 - Arranging for safety norms such as firefighting arrangements, emergency exit system etc.
- Other
 - Power supply in accordance with the power requirement. Back up of power supply as per the requirement to be arranged by the Event Management Agency
 - Arrangements for display and distribution of Literature (Literatures would be provided by Knowledge Partner / UdyogBandhu. Only arrangements for display and distribution is to be made)
 - All consumables such as water, electricity and others at the event venue would be charged to the Bidder only

► Logistics

- Transportation & Parking at Venue
 - To ensure best quality transport arrangements are done for local transfers

- Separate parking space for public, participants/ exhibitors/ delegates and VIPs, public entry/ exit gates, participants/ exhibitors/ delegates entry/ exit gate, VIP entry gate,
- Arrangements and system for complementary/paid entry/parking passes for exhibitors/delegates/participants/ government officials/VIPs during business hours for smooth running of exhibition.

▶ **Arrival and Transfer from Airport/ Railway Station**

- Setting up airport facilitation counters to provide warm welcome to attending delegates and smooth transfer to their respective hotels.
- Preparation of lounge at the airport of an area of 150 sq. m and to be furnished by necessary furniture such as sofa, tables, center table, literature display rack, etc.
- Manning, upkeep, general cleaning of Lounge
- Refrigerator for cooling drinking water (Water will be provided by us), etc.
- Ensuring availability, serving and providing Tea/Coffee

▶ **Branding in and around the city and beautification of the venue**

- Placement of billboards, hoardings, road maps and flags in the city
- Coordinate with local government agencies to ensure smooth execution

2.2.3 EXHIBITION IN GIS – 20XX

Concurrently with the Summit, an Exhibition is also organized during the three days of the event, where in companies, organizations, governments and other such institutions from India and Abroad would participate to showcase their technologies, innovations, investment opportunities, investment potential etc. and to have meaningful business to business interactions. Exhibition would be organized by setting up of temporary air-conditioned structures. The ground / land would be provided **free of cost** by the Government of Uttar Pradesh (GoUP) for setting up of the exhibition. The Bidder would have to incur expenditure necessary to market, set up and manage the exhibition and related services. The Event Management Agency would also be entitled to charge to the Exhibitors for their exhibiting. **However, there would be no visitors' fees allowable to be charged by the applicant.** Exhibition would be organized in <15,000 sq. m> of area, out of which 70% would be sellable area, and rest of the area i.e. 30% of the total area would be used for setting up support services related to exhibition. Given below is the breakup of the sellable area for exhibition:

- ▶ 10% Reserved for GoUP for no charge
- ▶ 40% for industries/companies based in UP

- ▶ 30% for industries/companies based outside of UP
- ▶ 20% for Partner Countries/States

Above break up should be maintained by the Bidder to ensure a diverse participation in the exhibition. Bidders will have to take approval on the final list of exhibitors in all the aforesaid categories 30 days prior to the event date. Bidders will have to take prior approval of UDYOG BANDHU on the price to be charged to the exhibitors for participating in the exhibition. Bidder will have to provide following, but not limited to services as part of the scope:

- ▶ Developing the Strategy for organizing the Exhibition in sync with the Theme for the GIS – 20XX
- ▶ Necessary planning for the exhibition to be successfully organized in the given time frame.
- ▶ Setting up of the air-conditioned main structures for the exhibition to be organized in <dimensions> sq.mt and spaces/booths as per the design approved by UDYOG BANDHU within the structures for the exhibitions.
- ▶ Layout preparation for the exhibition. Out of the <dimensions> earmarked for the exhibition, about 70% would be sellable area while rest would be used for support functions related to the exhibition
- ▶ Ambiance creation for the exhibition based on the theme including but not limited to creation of exhibition façade, day and night lighting, theme lighting, general lighting, murals, potted plants and plantation, soft and hard landscaping, water bodies, floral decoration, flags (event flags and flags of various countries within exhibition area), etc.
- ▶ Organizing the inaugural function of the Exhibition. Take up necessary event management related activities such as seating arrangements, dais plan and setting up of the same, preparation of name plates, provision and functioning of AV Equipment, Sound Systems, seating and aisle arrangements, security, floral decoration, etc.
- ▶ Liaison with necessary authority such as local governing bodies, fire, utility providers, state security agencies, etc for statutory approval for organizing the exhibition
- ▶ Take up necessary security measures including but not limited to deployment of the security personnel, baggage screening gadgets, Appointment of the Exhibition Organizing & Managing Agency for GIS 20XX
- ▶ Personnel screening gadgets, CCTV, round the clock security of the exhibits & gadgets during the exhibition period, etc

- ▶ Liaison with national and international media for visit of media fraternity and coverage of the exhibition.
- ▶ Videorecording / Photography during inaugural, closing and various other events such as seminars, B2G meetings, exhibition and other such programmes
- ▶ Provision and managing of necessary toilet blocks (constructed/temporary / mobile), first aid counters, security cabins, information booth, registration counters, help desk, announcement centers, etc including provision of water and drainage
- ▶ Necessary provision for exhibition in open. Regular upkeep of the couplet area of the exhibition including parking area earmarked for exhibition during the exhibition days, including but not limited to making provisions for cleaning through necessary personnel, machines and consumables.
- ▶ Setting up of Food Court including allocation to vendors, provision of water, wash area, drainage, utilities such as electricity, fixtures, etc.
- ▶ Visitors Management including business visitors and general visitors Necessary arrangements at the parking venues, their transfers to the venue, entry segregation, entry gates, screening, flow of visitors within exhibition area, pathways, etc.
- ▶ Arrangements during the visit of Dignitaries / VIPs including but not limited to extending necessary hospitality services
- ▶ Provision of necessary services such as fire mitigation, insecticides, disinfecting of the exhibition and parking area
- ▶ Dismantling of the structures and handing over the site back after having carried out necessary repairs to the damages incurred/carried out while putting exhibition in place.
- ▶ Provision of necessary personnel and manpower for necessary services during the exhibition.
- ▶ Take up necessary registration under Labour Contract Act, and other statutory acts as may be necessary
- ▶ Third party compensations for the damages to manpower, animal lives, damage to flora and fauna would be responsibility of the applicants.
- ▶ Insurance for the exhibitions, plants, machinery, equipment, damages to lives, etc.

2.2.4 Technical Specification

► Civil, Exhibition, Infrastructure Services, etc.

- Design should be harmonious to the existing structure of the surrounding area and structures.
- The quality of design, workmanship and service shall be the best consistent with an International Event.
- All the materials shall be conforming to IS codes.
- Wall paneling system, roof covers and other materials shall be made of fire retarding and resisting nature.
- All structures shall be firmly grounded and stable against wind force, live load and dead loads wherever they are made in an open space.
- The structure shall be engineered structures erected under competent engineering supervision.
- Structures shall be designed and executed considering adverse weather conditions.
- Joinery and supports should be properly engineered, firm and with good finish.
- If there is any special structure design, Event Management Agency/vendor/sub-vendor should provide all details like plan, elevation and structural drawing and if required design calculations.
- Colour shall be finished well before to avoid the odour/ smell and eye burn.
- Where the word states waterproof, it shall be fully waterproof with surrounding walls and ceiling
- Wall panels if used shall be clean, should be in plumb and properly fixed without swing or sway. The Event Management Agency/vendor/sub-vendor shall not wilfully or otherwise damage, defile, alter, change or deface in any manner whatsoever, the walls of the stalls, its foundation, etc. nor shall support, suspend, hang, or in any improper way fix any weight articles, etc.
- Carpet should be new, clean and joint shall be covered with tape of matching colour
- False ceiling should be in level and joints shall be clean. It shall be painted with appropriate colour.
- Signage height and letter size should be visible and placed in prominent and strategic locations.
- Event Management Agency/vendor/sub-vendor shall have to clear the entire site after the completion of the event.
- Water flow and pressure should be uniform during the event wherever the provisions are to be made.
- Emergency exit and fire precaution shall be taken care of.
- Flowers and plants shall be fresh, well groomed.
- All the furniture should be firm, comfortable.
- Circulation within the pavilion should be easy, should not create blockage.

- There must be smooth entry and exit to the structure. The movement within the pavilion shall be barrier free and friendly to physically challenged people.
- Event Management Agency/vendor/sub-vendor shall not permit any member of his staff to cook, wash himself, his clothes or utensils anywhere inside the exhibition area.
- Stall owner, volunteers, staff members shall bear proper identity cards issued by the Event Management Agency /vendor/sub-vendor and shall produce the same whenever demanded by the security deputed in the venue any time during construction, exhibition and demolition period.
- All empty cartons and crates must be labeled and removed from the exhibition grounds.
- No overnight parking of trucks or tempos is permitted at the exhibition area / property during move-ins, show hours and move-outs.

▶ **Electrical General**

- Power and Electricity should be provided by GoUP. Backup power by DG sets needs to be organized by the Event Management Agency
- All the electrical works in the pavilion should be executed by a qualified licensed Electrical vendor/sub-vendor and necessary safe guards such as cut outs, distribution boards and other electrical safety measures should be provided at appropriate/required locations.
- There shall be direct access to the switch rooms of Pavilion from outside to isolate power supply quickly in case of any emergent situation
- All electrical materials to be used like wires, cables, switchgears, fuse switch units, metal clad switches, Insulation tap, lugs, cable glands etc. should be with I.S.I. mark.
- The Event Management Agency /vendor/sub-vendor must have valid Electrical License.
- The electrical work should be done in presence of electrical supervisor of the Electrical License Holder Event Management Agency /vendor/sub-vendor
- No electrical control/switch room shall be used to store/dump exhibits/packing material and enough space be available for movement.
- Wherever it is unavoidable to lay electric cable under carpet, it shall be covered by wooden ramps. Wiring under carpets shall not have joints.
- Sound level is not allowed to exceed the limit as prescribed in the guidelines of UP Pollution Control Board and shall be as per the size of the hall/auditorium.

▶ **DG sets**

- DG sets must be with Acoustic enclosure i.e. silent generators.

- DG sets must not be older than five years at the time of operations.
- DG sets must be in good condition having a proper working AVR.
- DG sets should be provided along with fuel arrangement.
- DG set should be provided with separate body and neutral earth pits.

▶ **Changeover switches**

- Changeover switches should be properly rated.
- DG sets are to be provided as 100% standby power source.

▶ **Lighting**

- Pavilion should have proper illumination. Within the pavilion, minimum Lux level should be 300 or as per the Industry standards required for halls/rooms of the available sizes.
- Outdoor lighting fixtures should be waterproof and is better to use with I.P.55 enclosure.
- Facade Lighting should be done with outdoor type 500W or 1000W Halogen fixtures.
- At area like entrance where more illumination is required, Metal Halide type fixtures are preferable.
- All indoor lighting fixtures should be properly fixed in line, level and with proper support.
- Each plug points should have properly connected earth wire.
- Each plug should be properly fixed.

▶ **Mains Wiring and cabling**

- Mains of halogen should be taken from nearest power distribution board.
- Size of mains should be adequate according to the circuit load.
- Joints in MAINS wiring should be insulated with ISI insulation tap. These joints should not be in contact with cloth curtains or such inflammable materials.
- All cable or wire joints should be in proper manner.
- Wiring along with cloth should be done within conduit.
- All cables must be armoured cables. Use of insulation-damaged cables should be avoided.
- Minor cuts on cable insulation should be properly insulated with insulation tape.
- All cables must be laid underground with proper depth.
- All cables should be properly glanded and terminated with proper size of lugs.
- The Mains shall be with ISI marked PVC insulated wire with aluminum / copper conductor as specified. The size of phase and neutral shall be

same, while the size of earth conductor shall be as specified in the item. The number and size of conductor shall be as specified in the item. All wires shall be single core multi-strand PVC insulated as per IS: 634 and shall be 660

- V/1100V grade. All wires shall be as per colour code viz. Red for R phase, Yellow for Y phase, Blue for B phase, Black for neutral, Green for earth conductor.
- Necessary connections to control switchgear, MCB Dist. board, plug etc. shall be made firmly as per requirement and as instructed by in-charge-electrical engineer.

► **Point Wiring in Structures (Light, Bell, Fan & Plug)**

- The point wiring shall be confirmed to IS: 5908 - 1970.
- The installation shall generally be carried out in conformity with the requirements of the Indian Electricity Act, 1910, as amended up to date and the Indian Electricity Rules, 1956.
- The point wiring shall be carried out in under mentioned manner:
 - Supply, installation, fixing of conduits with necessary accessories, junction/inspection/switch/outlet boxes.
 - Supplying and drawing of wires of required size including insulated earth continuity wire.
 - Supply, installation and connection of Modular switches, sockets, switch plates, fan regulators etc. as specified.
 - The point shall be complete with branch wiring from the first switchboard to the outlet point through other loop. Switch boards if necessary in a circuit, conduit with accessories, junction, inspection boxes, control switch, socket outlet boxes, ceiling roses, connector etc.
 - Unless otherwise mentioned, the system of wiring shall consist of single core 650/1100 volt grade PVC insulated wire with Aluminum/copper conductor laid through exposed surface mounted/concealed in wall and ceiling rigid PVC pipe/rigid steel conduits/PVC oval conduit/PVC casing-N-Capping/trunking etc. as specified.
 - The rigid PVC pipe shall confirm to IS: 9537 with minimum wall thickness of 1.5mm. The corresponding accessories shall confirm to IS 3419. The minimum diameter of pipe shall be 20 mm.
 - The wiring shall be as per colour code viz. Red for R phase, Yellow for Y phase, Blue for B phase, Black for neutral, Green for earth, Grey for control, white for bell point and all off wires shall be same as phase wire. The wiring shall be done in a looping manner. All looping shall be made only in switchboards.

- The switches and socket outlets shall be Modular type with silver-coated contacts with ISI marked IS: 3854
- The Conduit run on surfaces shall be supported on metallic 1.2mm thick saddles/heavy duty PVC saddles which in turn shall securely screwed to wall or ceiling. Saddles shall be at intervals of not more than 500 mm. Fixing screws shall be with round or cheese head and of rustproof materials. No crossover of conduits shall be allowed, unless it is unavoidable
- The entire conduit installation shall be clean and neat in appearance
- The Maximum load of each circuit shall not exceed 800 watts and maximum points of each circuit shall not exceed 10 points. Where wiring passes through wall, care shall be taken to see that wire pass very freely through protective pipe [rigid steel conduit / rigid pvc pipe /porcelain tube and that the wires pass through without any twist or cross in wires, or either ends of holes.

▶ **Fans – Ceiling, Pedestal, Exhaust**

- All ceiling fans, pedestal fans or exhaust fans should run hum free
- Proper care should be taken for fixing of ceiling fan down rod.
- Colour of all fans in the same structure should be same.

▶ **A/C**

- Preferably Chilling plant to air condition the whole area of exhibition
- Temperature should be maintained from 21 to 24 degree centigrade

▶ **Separate Power Distribution Board**

- Each power distribution board (TPN switch) should be mounted on wooden block board and should be raised from ground. This entire structure should be properly fixed to ground
- There should not be any connection outside Distribution board. Every neutral wire should be properly connected to neutral strip.
- All fuse used must be properly rated. Rewiring of damaged fuses is not allowed
- All Power DB should be properly earthed

▶ **Earthing**

- Each Power Distribution board should have pipe earthing
- All metallic structures of the venue should be properly earthed.

- The earthing of an installation shall conform to I.E. Electricity Rules, IS-3043, latest edition and I.E.E. The copper earth plates should be tinned before installation. The earth plates of Cast iron, having size of 30 x 30 x 0.35cm in separate pit. Specially prepared 2.5m deep with necessary to reach moist earth surface. The earth pit should be provided with 38mm diameter GI Pipe 2m long. Alternative layers of salt and coke shall be provided surrounding the plate
- The pits shall be filled when the plates are in position and in presence of Engineer in Charge
- The earthing resistance of each earth plate should be measured in the presence of Engineer in Charge
- The general and technical specification given in the tender booklet shall be considered as a part of agreement. The material shall be approved as per relevant IS specification and shall be approved by the Electrical Engineer in charge before executing the work

► **Sound System**

- Sound System should be used to distribute sound through entire pavilion
- CD Player & Amplifiers- CD Player with Amplifier of proper ratings and capacity having frequency response of 20Hz.to 20 KHZ and additional amplifier for standby connected in parallel
- Microphones- Proper nos of good quality of microphones with chromium-plated stand to reproduce original sound complete with necessary microphone cables
- Speakers- Required Nos. of heavy-duty best quality speaker boxes of 6 watt. / 10 watt. Approx. with necessary matching transformers duly erected on structure. The direction of speakers should be adjusted in such a way that sound is properly distributed throughout the pavilion without echoes
- Wiring- the Cores for the speakers should be of good quality copper stranded Cores of 2.5 sq. mm size duly covered with polythene pipe buried under ground wherever necessary
- The microphone cables should be of good quality complete with necessary sockets connected properly and soldered
- Power Supply- Heavy-duty battery of suitable voltage should be provided for emergency operation in case of failure of power supply
- Voltage Stabilizer- Voltage stabilizer of proper range should be provided to protect amplifiers against fluctuation of supply voltage
- The above system should be commissioned and tested 30 hours prior to the time of meeting hours as directed
- Provision should be made for additional requirement of equalizers, additional echo system, cordless microphone, Amplifier, Mixer etc

2.2.5 Time Frame & Deliverables

S.N.	Deliverables	Time Frame
1	Event execution plan along with Budget estimate based on ToR and its approval	Within 4 (four) weeks of signing of agreement
2	Marketing plan	Within 8 (eight) weeks of signing of agreement
3	Venue development in all respect – Completion report	4 (four) weeks prior to event date
4	Logistic arrangement report	3 (three) weeks prior to event date
5	Event performance report	Within 2 (two) weeks from completion of event

2.2.6 Project Duration

Duration of the assignment would be for a period of Six (6) months, starting from the date of signing of the Agreement.

The contract for the assignment may be extended after completion of duration Six (6) months as per terms and fees mutually agreed upon.

Section 3. Instruction to Bidders

- 3.1 The Selected Bidder shall function as the Event Management Agency for GIS-20XX and its scope would be extended to provide comprehensive hand holding services, throughout the project duration through extension of its services for the aforesaid activities. The Bidder shall take into consideration the location advantages of the site and industrial developments surrounding the areas and would attempt various cost effective development options maintaining transparency in the process.
- 3.2 The Proposal would be evaluated on the basis of the evaluation criteria set out in this Tender Document in order to identify the successful Bidder (“Successful Bidder”). The Successful Bidder is required to enter into a Consultancy Agreement with UDYOG BANDHU
- 3.3 UDYOG BANDHU intends to adopt a single stage bidding process for selection of Consultant for the Assignment.
- 3.4 The Proposals received from eligible Consultants shall be evaluated on the basis of the criteria set out in this Tender Document. Each Bidder shall submit a maximum of one (1) Proposal for the Assignment, in response to this Tender Document. Any Bidder who submits more than one Proposal for the Assignment shall be disqualified.
- 3.5 At any time prior to the Proposed Due Date, UDYOG BANDHU may, for any reason, whether at its own initiative or in response to clarifications requested by any Bidder, modify the Tender Document by the issuance of Addendum.
- 3.6 The Proposal shall remain valid for a period not less than 90 days from the Proposal Due Date (Proposal Validity Period). UDYOG BANDHU reserves the right to reject any Proposal, which does not meet this requirement.
- 3.7 Earnest Money Deposit**
- 3.7.1 Proposal would need to be accompanied by an Earnest Money Deposit for an amount of Rs. 500,000/- (Five Lakhs) Only in the form of a Demand Draft in favour of Executive Director, UDYOG BANDHU payable at Lucknow.
- 3.7.2 EMD shall be returned to the unsuccessful Bidders within a period of one month from the date of signing of Consultancy Agreement between UDYOG

BANDHU and the Successful Bidder. EMD submitted by the Successful Bidder shall be released upon execution of the Consultancy Agreement and furnishing of Performance Security.

3.7.3 EMD shall be forfeited in the following cases:

- If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect; and
- If the Successful Bidder fails to execute the Consultancy Agreement within the stipulated time or any extension thereof provided by UDYOG BANDHU

3.8 **Format and Signing of Proposal**

3.8.1 The Bidder shall provide all the information as per this Tender Document. UDYOG BANDHU would evaluate only those Proposals that are received in the required format and are complete in all respects. Each Proposal shall comprise the following:

A. Part I Submission

- a. Cash receipt of Rs. 5000/- (Rupees Five Thousands) only for cost of Tender Documentor Demand Draft in favour of Executive Director, UDYOG BANDHU payable at Lucknow, issued by any Scheduled Bank in India towards the cost of Tender Document, as the case may be;
- b. Earnest Money Deposit;
- c. Covering letter in the format set out in Appendix A;
- d. Details of the Bidder in the format set out in Appendix B;
- e. Power of Attorney as per Appendix C1, authorising the signatory of the Proposal to commit the Bidder;
- f. Joint Venture Consortium Agreement as per Appendix C2 mentioning the Lead Member of Consortium and sharing of Roles and Responsibilities (in case a Bidder is Joint Venture Consortium)
- g. Technical Proposal comprising

- I. Project data Sheets in the format set out in Appendix D, with supporting proof as indicated in Section 3
- II. Technical Capacity of the Bidder in the format given in Appendix E
- III. Technical Presentation as guidelines prescribed in Appendix F.
- IV. Affidavit as per clause 4.1.5

B. Part II Submission

Financial Proposal in the format as set out in Appendix G. The Financial Proposal of the Bidder shall be the lumpsum fee which the Bidder proposes to charge for undertaking the Assignment. The Financial Proposal is inclusive of all out of pocket expenses incurred by the Bidder towards travel, documentation and communication.

The Bidder shall seal the Part I Submission and the Part II Submission separately in two envelopes, duly marking the envelopes as “PART I SUBMISSION” and “PART II SUBMISSION”. These envelopes shall then be sealed in a single outer envelope.

3.8.2 The Bidder shall prepare (1) one original and (1) duplicate copy of the Proposal, clearly marked “ORIGINAL” and “DUPLICATE” respectively. In the event of any discrepancy between the original and the duplicate, the original shall prevail.

3.8.3 The Proposal, both the original and the duplicate shall be typed or written in indelible ink and each page shall be numbered and signed by an authorised signatory of the Bidder. All the alterations, omissions, additions, or any other amendments made to the Proposal shall also be signed by the person(s) signing the Proposal

3.9 Sealing and Marking of Proposal

3.9.1 The Bidder shall seal the original and duplicate of the Proposal in separate envelopes, duly marking the envelopes as “ORIGINAL” and “DUPLICATE”. The envelopes shall then be sealed in a single outer envelope.

3.9.2 Each of the envelopes, both outer and inner, must be super scribed with the following information:

- a. Name and Address of Bidder
- b. Contact person and phone numbers
- c. "Appointment of Event Management Agency for Global Investor Summit-20XX"

3.10 All envelopes shall be addressed to:

[Address] –

Executive Director, UDYOG BANDHU

12-C, Mall Avenue Lucknow-226001.

Uttar Pradesh (India)

Tel.:(91)522-2237582,Fax: (91) 522-2237385

3.11 If the envelope is not sealed and marked as instructed above, UDYOG BANDHU assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and such Proposal, may, at the sole discretion of UDYOG BANDHU, be rejected.

3.12 The Bidder is expected to examine carefully the contents of all the documents provided. Failure to comply with the requirements of TENDER DOCUMENT shall be at the Bidder's own risk.

3.13 It shall be deemed that prior to the submission of the Proposal, the Bidder has:

- a. Made a complete and careful examination of terms and conditions/ requirements, and other information as set forth in this Tender Document;
- b. Received all such relevant information as it has requested from UDYOG BANDHU ;
- c. Made a complete and careful examination of the various aspects of the Project; and
- d. Made a detailed site visit of both the proposed area's and familiar

3.14 UDYOG BANDHU shall not be liable for any mistake or error or neglect by the Bidder in respect of the above

3.15 **Proposal Due Date**

3.15.1 Proposal should be submitted before 1500 hours IST on Proposal Due Date as indicated in the Schedule of Bidding Process, at the following address in the manner and form as detailed in this Tender Document:.

Executive Director, UDYOG BANDHU

12-C, Mall Avenue, Lucknow – 226001. Uttar Pradesh

Tel: (91)522-2237582, Fax: (91) 522-2237583

3.15.2 Proposals submitted by either facsimile transmission or telex will not be accepted.

3.15.3 UDYOG BANDHU may, in exceptional circumstances, and at its sole discretion, extend the above Proposal Due Date by issuing an Addendum

3.16 Opening of Proposals and Clarifications

3.16.1 UDYOG BANDHU would open the Part I Submission of the Proposals on Due Date as mentioned in the Section 1 - "Schedule of Tender Process" for the purpose of evaluation. The Part II Submission of the shortlisted Bidders shall be opened as mentioned in the Section 1 - "Schedule of Tender Process".

3.16.2 UDYOG BANDHU reserves the right to reject any Proposal not submitted on time and which does not contain the information/documents as set out in this Tender Document

3.16.3 To facilitate evaluation of Proposals, UDYOG BANDHU may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Proposal.

3.17 Evaluation

3.17.1 The criteria for eligibility, qualification, evaluation and selection of Bidders are set out in Section 4

3.17.2 As part of the evaluation, the Part I Submission shall be checked for responsiveness with the requirements of the Tender Document and only those Proposals which are found to be responsive would be further

evaluated in accordance with the criteria set out in this Tender Document.

3.17.3 Part I Submission would be considered to be responsive if it meets the following conditions:

- a. It is received by the Proposal Due Date including any extension thereof.
- b. It is signed, sealed and marked as stipulated in Clause 3.8 and 3.9. It contains all the information and documents including EMD as requested in the Tender Document.
- c. It contains information in formats specified in this Tender Document.
- d. It mentions the validity period as set out in Clause 3.6
- e. It provides information in reasonable detail. ("Reasonable Detail" means that, but for minor deviations, the information can be reviewed and evaluated by UDYOG BANDHU without communication with the Bidder). UDYOG BANDHU reserves the right to determine whether the information has been provided in reasonable detail.
- f. There are no inconsistencies between the Proposal and the supporting documents.

A Proposal that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one:

- a. which affects in any substantial way, the scope, quality, or performance of the Assignment, or
- b. which limits in any substantial way, inconsistent with the Tender Document, UDYOG BANDHU rights or the Bidder's obligations under the Agreement, or
- c. which would affect unfairly the competitive position of other Bidders presenting substantially responsive Proposals.

3.17.4 The responsive Proposals shall be evaluated as per the criteria set out in Section 4

3.17.5 Quality and Cost Based Selection method shall be adopted for selection of Consultant for the Assignment, which has **been fully described in Section 4 of this Tender Document. The Bidder obtaining the highest Composite Score would be declared as the Preferred Bidder.**

3.17.6 In case there are two or more Bidders obtaining the highest Composite Score, UDYOG BANDHU may in such case call all such Bidders for negotiations, request for proposal and select the Preferred Bidder on the outcome of the negotiations. The selection in such cases shall be at the sole discretion of UDYOG BANDHU

3.17.7 UDYOG BANDHU reserves the right to reject any Proposal, if:

- a. At any time, a material misrepresentation is made or discovered; or
- b. The Bidder does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Proposal.

3.17.8 In the event of acceptance of the Proposal of the Preferred Bidder, UDYOG BANDHU shall declare the Preferred Bidder as the Successful Bidder. UDYOG BANDHU will notify the Successful Bidder through a Letter of Intent (LoI) that its Proposal has been accepted.

3.18 The Successful Bidder(s) shall execute the Consultancy Agreement within one week of the issue of LoI or within such further time not exceeding 30 days as UDYOG BANDHU may agree to in its sole discretion.

3.19 Performance Guarantee:

3.19.1 The Successful Bidder(s) shall furnish a Performance Security equivalent to 10% of the Total Agreement Amount in the form of Bank Guarantee as per the format provided at Appendix H before execution of Agreement. The above Performance Security may be liquidated by the authority i.e. UDYOG BANDHU, stating that the amount claimed is due by any of loss or damage cost to or suffered by the authority by reason of any breach of any terms or conditions contained in the said Agreement or by reasons of Bidder failure to perform the said

Agreement. The decision of Executive Director, UDYOG BANDHU, shall be final and binding in this regard. Performance Guarantee shall be valid for a period of 12 months.

3.19.2 Failure of the Successful Bidder to comply with the requirements of Clause 3.19 shall constitute sufficient grounds for the annulment of the Lol and forfeiture of the EMD. In such an event, UDYOG BANDHU reserves the right to

- a. Either invite the next best Bidder to match with the Financial Proposal of Successful Bidder or
- b. Take any such measures as may be deemed fit in the sole discretion of UDYOG BANDHU, including annulment of the bidding process.

3.19.3 Notwithstanding anything contained in this TENDER DOCUMENT, UDYOG BANDHU reserves the right to accept or reject any Proposal, or to annul the bidding process or reject all Proposals, at any time without any liability or any obligation for such rejection or annulment.

3.20 Pre Bid Meeting

3.20.1 UDYOG BANDHU shall hold a pre-bid conference (PBC) after uploading the Tender Document as per schedule mentioned in this Tender Document. In this PBC UDYOG BANDHU would address the clarifications sought by the Bidders with reference to the Tender Document, and the project. The Bidders can submit their queries through email only. Bidders are welcome to attend the PBC, even if they do not have any specific queries. Only a maximum of 2 (two) representatives of one organization will be allowed to attend pre-bid conference.

3.20.2 UDYOG BANDHU reserves the right not to respond to any/ all queries raised or clarifications sought if, in their opinion and at their sole discretion, they consider that it would be inappropriate to do so or do not find any merit in it

3.21 Tender Document may be obtained by paying Rs. 5,000/- (Rupees Five Thousand) only in the form of Bank Draft. Bank Draft should be in the favour of Executive Director, UdyogBandhu payable at Lucknow. Tender Document shall be also available on website (<http://www.udyogbandhu.com>) of UDYOG BANDHU. The Bidder downloading the Tender Document from the above said

website will have to deposit cost of Tender Document in the form of Bank Draft in the aforesaid manner at the time of Part –I submission of Bid as mentioned in clause 3.8.1.

3.22 Payment to Selected Bidder

1. The payment of fees shall be made as under

Payment Schedule	% payable of Total Fees
On approval of Event execution plan along with Budget estimate based on ToR	10%
On approval of Marketing plan	20%
On approval of Venue development in all respect – Completion report	20%
On approval of Logistic arrangement report	20%
On approval Event performance report	30%

2. The payment as per the above schedule shall be made to the selected Bidder on completion of satisfactory performance (to be decided by UdyogBandhu) of all activities/roles/duties as per mutually agreed milestones up to the stage of respective payment schedule

Section 4. Eligibility Criteria and proposal evaluation

4.1 Eligibility Criteria

The Advisory firm/companies which fulfilled the following qualification criteria should be considered eligible Bidder. Failure to comply with pre qualifications Criteria's shall render the Bidder ineligible. The financial proposal of in-eligible Bidders shall not be considered and shall be returned unopened.

4.1.1 Minimum average annual turnover of Rs. 10Crore for the last three years. Bidder should enclose the financial capacity as given in Appendix I. Audited Balance sheet along with Chartered Accountant certificate shall be attached as proof. In case of a consortium of firms this criteria must be met by the lead firm.

4.1.2 That the bidding firm / company should be a profit making organization for the consecutive last three years. The profit and loss statement for the company's balance sheet for the last three financial years 2010-11, 2011-12 and 2012-13 should be also provided

4.1.3 The Bidder should have organized at least 3 (three) 'Event' during the last 3 (three) Financial Years (viz; FY 2010-11, FY 2011-12, FY 2012-13) preceding Proposal Due Date. For the purpose of this section of Tender Document,

Event would be deemed to include:

"Seminars, workshops, conferences, exhibitions, forums, enclaves or any combination of the same related to fields of Infrastructure Sectors, financing, investments or any other similar field for a government State/Central Government or any government of foreign country) or their agencies". Comprising at least 1500 business delegates, having minimum 500 exhibitors, and atleast 5000 participants (including delegates, exhibitors, speakers, cultural program participants etc).

Documents viz. Letter of Award/Agreement, duly certified by the authorized signatory of the bidding company/Chartered Accountant to be enclosed in support of projects.

- 4.1.4 Bidder should be operating in the relevant business of event management for a minimum of five years
- 4.1.5 Bidder should not have been debarred/ blacklisted by any State Government or Central Government or their instrumentalities. There should not be any criminal case pending before any court of competent jurisdiction. The Bidder shall have to furnish affidavit for the same at the time of “Part – I submission” of Bid as mentioned in clause 3.8.1.

All the above qualification should be supported by the relevant documents, failure on which, the Bidder will be deemed to be in-eligible

4.2 **Technical Evaluation**

- 4.2.1 Part I Submission of the Proposal would first be checked for responsiveness with the requirements of the Tender Document.
- 4.2.2 In case the Proposal is found to be responsive, the Technical Proposal would be evaluated.
- 4.2.3 The Technical Proposal would be evaluated on the various aspects set out in Clause 4.2.6 of Section 4. As part of the evaluation of the Technical Proposal, UDYOG BANDHU may also request the Bidder to submit clarifications.
- 4.2.4 The Part II Submission shall be opened for evaluation of those Bidders who achieve a minimum score of 75 marks out of a total 100. The evaluation of the Part II Submission would be taken up only after the contents of the Technical Proposal are found to meet the requirements of this Tender Document. UDYOG BANDHU reserves the right to reject the Proposal of a Bidder without opening the Part II Submission if, in its opinion, the contents of Part I Submission are not substantially responsive with the requirements of this Tender Document.
- 4.2.5 Part II Submission shall be opened in the presence of all the Bidders who have met the requirements of Technical Evaluation and who wish to attend.
- 4.2.6 **Scoring Methodology: Technical Proposal**

The total maximum point for evaluation of Technical Proposal is 100 marks. This score shall be based on an assessment of the Technical Proposal of the Bidder. The Technical Proposal for each Proposal submitted by the Bidder would be assessed through rating of various parameters set out in the table below:

S.No.	Evaluation Criteria	Weights
1.	Relevant Experience	40 marks
A	Number of Business Events (of the size and scale mentioned in eligibility criteria) organized in the last 3 financial years preceding the Proposal Due Date in the fields of Investment Promotion for the State, Business Exhibitions, Trade fair, Conferences, etc 3 events – 10 marks Every additional event – 2.5 marks each	25
B	Sponsorships for similar events obtained in last three years Sponsorship of Rs 5 Crores – 10 marks Every additional amount of Rs 2 Crores – 2.5 marks each	15
2.	Technical Presentation	60 marks
A	Conceptual Plan for the event	25
B	Infrastructure Plan/Layout for the event	20
C	Event Flow Plan	15

- 4.3 In case of a consortium, the lead Bidder must possess the aforesaid experience. In case a consultant firm seeks the services of individual expert as a part of its project team to enhance its expertise for Tender Document, the experience of the individual will not be regarded as the lead consultancy firm's experience.

4.4 The score (Pe) for Technical Proposal would be the arithmetic sum of the marks assigned to the Bidders under each of the parameters listed above in Clause 4.2.6

4.5 ***The Bidder is required to achieve a minimum score of 75marks (Benchmark Score).***

4.6 The Financial Proposals of only Proposals that have achieved the Benchmark Score will be opened for evaluation (Stage III evaluation).

4.7 **Evaluation Methodology**

4.7.1 The Financial Proposals of the Bidders who qualify in Stage II Evaluation shall be opened. The Financial Proposals shall be given scores as follows:

$$Pf = 100 \times \text{Financial Proposal of Lowest Bidder} / \text{Financial Proposal of Bidder under consideration}$$

4.7.2 The Composite Score shall be computed as follows:

$$\text{Composite Score} = (Pe \times 0.70) + (Pf \times 0.30)$$

The evaluation methodology will be based on quality and cost based selection method (Q.C.B.S.) with 70% weightage on technical score and 30% weightage on Financial score.

4.8 The Bidder obtaining the highest Composite Score would be declared as the Preferred Bidder.

Section 5. Appendix

5.1 Appendix A

Covering Letter

(On the Letterhead of the Bidder or lead Member in case Bidder is Joint Venture/Consortium)

Date:

To:

Ref: Appointing Event Management Agencyfor Global Investor Summit – 20XX

Dear Sir:

Being duly authorised to represent and act on behalf of
(hereinafter referred to as “the Bidder”), and having reviewed and fully understood all of the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of _____ (Name of Bidder) for the captioned Project in one (1) original and one (1) duplicate, with the details as per the requirements of the TENDER DOCUMENT, for your evaluation. We confirm that our Proposal is valid for a period of 120 days from _____ (insert Proposal Due Date).

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed Agreement, a draft of which also forms a part of the Tender Document provided to us. We hereby certify and confirm that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other Bidder or

other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

Yours faithfully,

For and on behalf of (Name of Bidder)

Duly signed by the Authorised Signatory of the Bidder

(Name, Title and Address of the Authorised Signatory)

5.2 Appendix B

Details of Bidder

(On the Letter Head of the Bidder, to be filled separately for both the members of Joint Venture/Consortium in case Bidder is Joint Venture/Consortium)

1.
 - (a) Name of Bidder
 - (b) Address of the office(s)
 - (c) Date of incorporation and/or commencement of business

2. Details of individual(s) who will serve as the point of contact / communication for UDYOG BANDHU with the Bidder:
 - (a) Name:
 - (b) Designation:
 - (c) Company/Firm:
 - (d) Address:
 - (e) Telephone number:
 - (f) E-mail address:
 - (g) Fax number:
 - (h) Mobile number:

5.3 Appendix C1

POWER OF ATTORNEY

(On Stamp paper of relevant value)

Know all men by these presents, We.....(name and address of the registered office) do hereby constitute, appoint and authorise Mr. / Ms.....(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 Proposal for “Appointment of Event Management Agency for Global Investor Summit – 20XX” including signing and submission of all documents and providing information/responses to UDYOG BANDHU in all matters in connection with our Proposal for the said Assignment.

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 the _____ Day of _____ 2013
For _____

(Name and designation of the person(s)
signing on behalf of the Bidder)

Accepted

_____ Signature)

(Name, Title and Address of the Attorney)

Date:

Note:

1. To executed only if the Bidder is a Company or Partnership firm
2. 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 executant(s) and when it is so required the same should be under common seal

affixed in accordance with the required procedure. Copy of such document should be submitted along with the power of Attorney.

3. 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.

5.4 **Appendix C2**

Joint Venture/Consortium Agreement

(in case of Joint Venture/Consortium [not more than two members] Clearly mentioning the Intent of Consortium its lead member and roles and Responsibilities of Parties)

5.5 **Appendix D**

Format for Project Data Sheet

Name of the Firm: _____

Project Name:		Country
Project Location Within Country:		Professional Staff Provided by the Firm:
Nature of Client		No. of Staff: No. of Person Months:
Start Date (Month/Year)	Completion Date(Month/Year)	Approx. Value of Services (in INR):
Name of Senior Staff Involved (Project Director, Team Leader) involved and Functions Performed:		
Description of the Project:		
Description of Actual Services provided:		

5.6 Appendix E

Technical Capacity of the Bidder:

Details of the Event:

S.No.	
Name of the Bidder	
Name of the Client	
Address of the Client	
Name and Narrative description of the project	
Type of Event	
No. of Exhibitors	
No. of Business Delegates	
No. of Participants	
Cost (Rs Crore)	

5.7 Appendix F

Guidelines for Technical Presentation

Technical presentation in proposal should comprise following sections:

- a) Event Strategy – Promotion Plan, Indicative Timelines, Mode of Advertisements, Budgeted Expenses, Logistics and Operations Plan
- b) Infrastructure Plan – Venue Layout, Exhibition Plan, Lunch/Dinner Halls, Meeting Lounge, etc
- c) Support Services – City Beautification Plan, Security, Airport Plan, etc
- d) Work Plan – This section should comprise the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), of the reports

5.8 Appendix G

Format for Financial Proposal

(On the letterhead of the Bidder)

Date:

Executive Director, UDYOG BANDHU,

12-C , Mall Road,Lucknow-226001.

Uttar Pradesh (India)

Tel.:(91)522-2237582,Fax: (91) 522-2237385

Re: Appointment of Event Management Agency for GIS 20XX

Sir, We hereby submit our Financial Proposal and our offer for services to UDYOG BANDHU for undertaking the Assignment in accordance with the Bidding Documents and the Service Agreement. We have reviewed all the terms and conditions of the Tender Document and undertake to abide by all the terms and conditions contained therein. We hereby declare that there are, and shall be no deviations from the stated terms in the Tender Document. Given below are the details of the financial quote:

S.No.	Category	Amount (in Lakhs)
1	Branding/Hoarding/Audio-Visuals/Other Promotion Materials	
2	Venue Development/Setup Seminar Halls/Registration Desk/Convention Centre/Executive Lounge/Business Centre	
3	Hiring of Tent/Other Equipment	
4	Venue Beautification/Décor/Flower Arrangements	
5	Logistics Arrangement for Cultural Programme for all days	
6	Printing and Installation of Exhibition Panel, Standees, Facia	
7	Printing Charges for Invitation Cards/Banners/Stage Back Drop/etc	
8	Charges to arrange RFID enabled passes	
9	Postage and Courier Charges	

10	Office Stationery/Hiring of Printers, Photocopier, Laptops, projectors, LED TV screens, etc	
11	Wi-Fi connectivity in Business Centre/Executive Lounge/Seminar Halls/Convention Centre	
12	Catering (Lunch/Dinner, Tea/Coffee/Beverages)	
13	Electricity and other charges	
14	Hiring of Gen sets	
15	Water Usage Charges	
16	Layout Plan and setup business lounge at Airport	
17	Event Insurance	
18	Miscellaneous Charges	
	Total	

Yours faithfully, For and on behalf of

..... (Name of the Bidder)

_____ (Signature of Authorized Signatory)

_____ (Name and designation of the Authorised Person)

Note:

1. The Financial Proposal is inclusive of all out pocket expenses incurred by the Bidder towards travel, documentation and communication.
2. The Financial Proposal shall not include Service Tax, which shall be payable extra by UDYOG BANDHU (service recipient part only, as per the current norms).
3. In case of difference in amount quoted in figures and words, the lower value would be considered for evaluation

5.9 Appendix H

Sample form of bank guarantee for Performance Security

To,
Executive Director, UDYOG BANDHU,
12-C, Mall Avenue, Lucknow-226001.
Uttar Pradesh (India)
Tel.:(91)522-2237582,Fax: (91) 522-2237582

THIS DEED OF GUARANTEE executed on this the _____day of _____ at _____ by _____ (Name of the Bank) having its Head / Registered office at _____ hereinafter referred to as “the Guarantor” which expression shall unless it be repugnant to the subject or context thereof include successors and assigns;

In favour of, UDYOG BANDHU having its office at 12-C, Mall Avenue, Lucknow-226001.Uttar Pradesh (India), hereinafter referred to as “UDYOG BANDHU”, which expression shall, unless repugnant to the context or meaning thereof include its administrators, successors or assigns.

WHEREAS

- A. By the Agreement being entered into between UDYOG BANDHU and _____, a company incorporated under the provisions of the Companies Act, 1956, having its registered office/permanent address at _____ hereinafter called the “Agency”. The Agency has been granted appointment for “Appointment of Event Management Agency for Global Investor Summit – 20XX” (herein referred to as “the Assignment”).
- B. In terms of Clause 3.21 of the TENDER DOCUMENT, the Agency is required to furnish to UDYOG BANDHU, an unconditional and irrevocable bank guarantee for an amount of Rs. _____/- (Rupees _____ Only) as security for due and punctual performance/discharge of its obligations under the Agreement.

At the request of the Agency the Guarantor has agreed to provide guarantee, being these presents guaranteeing the due and punctual performance/discharge by the Agency of its obligations under the Agreement.

NOW THEREFORE THIS DEED WITNESSETH AS FOLLOWS:

Capitalised terms used herein but not defined shall have the meaning assigned to them respectively in the Agreement.

1. The Guarantor hereby irrevocably guarantees the due and punctual performance by the Agency of all its obligations relating to the Assignment during the Agreement Period.
2. The Guarantor shall, without demur, pay to UDYOG BANDHU sums not exceeding in aggregate Rs. _____/- (Rupees _____ Only), within five (5) calendar days of receipt of a written demand therefore from UDYOG BANDHU stating that the Agency has failed to meet its performance obligations under the Agreement. The Guarantor shall not go into the veracity of any breach or failure on the part of the Agency or validity of demand so made by UDYOG BANDHU and shall pay the amount specified in the demand notwithstanding any direction to the contrary given or any dispute whatsoever raised by the Agency or any other Person. The Guarantor's obligations hereunder shall subsist until all such demands are duly met and discharged in accordance with the provisions hereof.
3. In order to give effect to this Guarantee, UDYOG BANDHU shall be entitled to treat the Guarantor as the principal debtor. The obligations of the Guarantor shall not be affected by any variations in the terms and conditions of the Agreement or other documents or by the extension of time for performance granted to the Agency or postponement/non exercise/ delayed exercise of any of its rights by UDYOG BANDHU or any indulgence shown by UDYOG BANDHU to the Second Party and the Guarantor shall not be relieved from its obligations under this Guarantee on account of any such variation, extension, postponement, non-exercise, delayed exercise of any of its rights by UDYOG BANDHU or any indulgence shown by UDYOG BANDHU provided nothing contained herein shall enlarge the Guarantor's obligation hereunder.

4. This Guarantee shall be irrevocable and shall remain in full force and effect until _____ unless discharged/released earlier by UDYOG BANDHU in accordance with the provisions of the Agreement. The Guarantor's liability in aggregate be to a sum of Rs. _____/- (Rupees _____ Only).
5. This Guarantee shall not be affected by any change in the constitution or winding up of the Agency/ the Guarantor or any absorption, merger or amalgamation of the Agency /the Guarantor with any other Person.
6. The Guarantor has power to issue this guarantee and discharge the obligations contemplated herein, and the undersigned is duly authorised to execute this Guarantee pursuant to the power granted under _____.

IN WITNESS WHEREOF THE GUARANTOR HAS SET ITS HANDS HEREUNTO ON THE DAY, MONTH AND YEAR FIRST HEREINABOVE WRITTEN.

SIGNED AND DELIVERED by

_____ Bank

by the hand of Shri _____

it's _____ and authorised official.

(Signature of the Authorised Signatory)

(Official Seal)

5.10 Appendix I

Financial Capacity of the Bidder

Bidder	Turnover			
	2010-11	2011-12	2012-13	Average Annual Turnover

Name & address of Bidder's Bankers:

1. The Bidder should provide details of its own Financial Capacity
2. For conversion of US Dollars to Rupees, the rate of conversion shall be Rupees 48 (forty eight) to a US Dollar. In case of any other currency, the same shall first be converted to US Dollars as on the date 60 (sixty) days prior to the Proposal Due Date, and the amount so derived in US Dollars shall be converted into Rupees at the aforesaid rate. The conversion rate of such currencies shall be the daily representative exchange rates published by the International Monetary Fund for the relevant date.

Instructions:

1. The Bidder shall attach copies of the balance sheets, financial statements and Annual Reports for 3 (three) years preceding the Proposal Due Date. The financial statements shall:
 - (a) reflect the financial situation of the Bidder;
 - (b) be audited by a statutory auditor;
 - (c) be complete, including all notes to the financial statements; and
 - (d) correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).
2. Year 1 will be the latest completed financial year, preceding the Proposal Due Date. Year 2 shall be the year immediately preceding Year 1 and so on

APPENDIX – J

FORM OF AGREEMENT

Draft of Agreement

AGREEMENT FOR EVENT MANAGEMENT AGENCY FOR EXHIBITION Cum INVESTORS MEET – 20XX

This AGREEMENT is made on the _____ day of the month of _____ 20XX between UdyogBandhu, a Society registered under Societies Registration Act, 1860 and having its office at 12-C Mall Avenue, Lucknow (hereinafter referred to as the “the UDYOG BANDHU” which expression shall include its successors) of the first Part, and, M/s _____ (hereinafter referred to as the “Event Management Agency” which expression shall include its successors) of the Second Part.

Whereas the UDYOG BANDHU, has floated Tender Document on dated XXXXXX for Selection of **Event Management Agency** for Global Investors’ Summit 20XX as defined in Tender Document (hereinafter referred to as the “**Project**”).

And whereas the **Event Management Agency** submitted its proposals for the aforesaid Project, whereby the **Event Management Agency** represented to the UDYOG BANDHU that it had the required professional skills, and in the said proposal the **Event Management Agency** also agreed to provide the Services to the UDYOG BANDHU on the terms and conditions as set forth in the Tender Document and this Agreement;

And whereas the UDYOG BANDHU, on acceptance of the aforesaid proposal of the **Event Management Agency**, issued Letter of Intent dated _____ (the “**LoI**”) to the Event Management Agency.

NOW, This AGREEMENT witnesses as follows:-

1. GENERAL

1.1 Definitions and Interpretation

1.1.1 The words and expressions beginning with capital letters and defined in this Agreement shall, unless the context otherwise requires, have the meaning hereinafter respectively assigned to them:

- a) "Applicable Laws" means the laws and any other instruments having the force of law in India as may be issued and be in force from time to time;
- b) "Agreement" means this Agreement, together with all the Annexure;
- c) "Confidential Information" shall have the meaning set forth in Clause 3.3;
- d) "Conflict of Interest" shall have the meaning set forth in Clause 3.2;
- e) "Effective Date" means the date on which this Agreement is executed.
- f) "Government" means the Government of Uttar Pradesh
- g) "INR, Re. or Rs." means Indian Rupees;
- h) "Personnel" means persons hired by the **Event Management Agency** and assigned the performance of the Services or any part thereof;
- i) "Party" means the UDYOG BANDHU or the **Event Management Agency**, as the case may be, and "Parties" means both of them;
- j) "Resident Personnel" means such persons who at the time of being hired by Event Management Agency had their domicile inside India;
- k) "Services" means the work to be performed by the **Event Management Agency** pursuant to this Agreement, as described in the Terms of Reference which is annexed herewith (Annexure A)
- l) "Tender Document" means the Tender Document dated **XXXXXX** in response to which the **Event Management Agency's** proposal for providing Services was accepted;
- m) "Terms of Reference" means the work to be performed by **Event Management Agency** as mentioned in the Tender Document and annexed herewith as Annexure-A to this Agreement;
- n) "Third Party" means any persons or entity other than the Government, the UDYOG BANDHU or the Event Management Agency
- o) "Letter of Intent" means Letter of Intent dated issued by UDYOG BANDHU to the Event Management Agency

1.1.2 All terms and words not defined herein shall, unless the context otherwise

requires, have the meaning assigned to them in the Tender Document.

1.1.3 Any reference to "Clause" means clause of this Agreement.

1.1.4 The following documents along with all addenda shall be deemed to form and be read and construed as integral part of this Agreement and in case of any contradiction between or among them the priority in which a document would prevail over other would be as laid down below beginning from the highest priority to the lowest priority:

- a) Agreement;
- b) Annexure of Agreement;
- c) Tender Document; and
- d) Letter of Intent

1.2 Relation between the Parties

Nothing contained herein shall be construed as establishing a relation of master and servant or of principal and agent as between the UDYOG BANDHU and the Event Management Agency. The Event Management Agency shall, subject to this Agreement, have complete charge of Personnel performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

1.3 Rights and Obligations

The mutual rights and obligations of the UDYOG BANDHU and the Event Management Agency shall be as set forth in the Agreement; in particular:

- a) the Event Management Agency shall carry out the Services in accordance with the provisions of this Agreement; and
- b) the UDYOG BANDHU shall pay agreed fee to the Event Management Agency in accordance with this Agreement.

1.4 Governing law and jurisdiction

This Agreement shall be construed and interpreted in accordance with and governed by the laws of India, and the courts at Lucknow shall have exclusive jurisdiction over matters arising out of or relating to this Agreement.

1.5 Language

All notices required to be given by one Party to the other Party and all other

communications, documentation and proceedings which are in any way relevant to this Agreement shall be in writing and in English/Hindi language.

1.6 Table of contents and headings

The table of contents headings or sub-headings in this Agreement is for convenience of reference only and shall not be used in, and shall not affect, the construction or interpretation of this Agreement.

1.7 Notices

Any notice or other communication to be given by any Party to the other Party under or in connection with the matters contemplated by this Agreement shall be in writing and shall:

- a) in the case of the Event Management Agency, be given by facsimile and by letter delivered by registered post/speed post to the address given below:-

.....
.....

- b) in the case of UDYOG BANDHU, be given by facsimile and by letter delivered by registered post/speed post to the address given below:-

The Executive Director
UDYOG BANDHU
12-C, Mall Avenue, Lucknow-226001,
Uttar Pradesh (India)
Tel: (91)522 2237582
Fax: (91) 522 2237385

1.8. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Agreement by UDYOG BANDHU or the Event Management Agency, as the case be, may be taken or executed by the officials duly authorized by parties to this Agreement

1.8.1 UDYOG BANDHU may designate one of its officials as the Representative of UDYOG BANDHU. Unless otherwise notified; UDYOG BANDHU Representative shall be;

The Executive Director
UDYOG BANDHU
12-C, Mall Avenue, Lucknow-226001,

Uttar Pradesh (India)
Tel: (91)522 2237582
Fax: (91) 522 2237385

1.8.2 The Event Management Agency may designate one of its employees as Event Management Agency's Representative. Unless otherwise notified, the Event Management Agency's Representative shall be:

Tel:
Fax.....
..... Mo.
.....
...

1.9 Taxes and duties

Unless otherwise specified in this Agreement, the Event Management Agency shall pay all such taxes (including Service Tax), duties, fees and other impositions as may be levied under the Applicable Laws and UDYOG BANDHU shall perform such duties in regard to the deduction of such taxes as may be lawfully imposed on it under Applicable Laws.

2. COMMENCEMENT, COMPLETION AND TERMINATION OF AGREEMENT

2.1 Effectiveness of Agreement

This Agreement shall come into force and effect on the date of execution of this Agreement "The effective date"

2.2 Commencement of Services

The Event Management Agency shall commence the Services within seven days from the Effective Date.

2.3 Termination of Agreement for failure to commence Services

If the Event Management Agency does not commence the Services within the period specified in Clause 2.2 above, UDYOG BANDHU may, by not less than seven days' notice to the Event Management Agency, call upon it to commence the work. If the Event Management Agency fails to commence the work within stipulated time, UDYOG BANDHU, may terminate this Agreement, and in that event, the Performance Security in the form of Bank Guarantee shall be invoked by UDYOG BANDHU.

2.4 Expiration of Agreement

Unless terminated earlier, this Agreement shall expire after 9 months from the Effective Date plus a period of 180 (One hundred eighty) days have elapsed after all payments due under this Agreement have been made.

2.5 Entire Agreement

2.5.1 This Agreement and the Annexure together constitute a complete and exclusive statement of the terms of the Agreement between the Parties on the subject hereof, and no amendment or modifications hereto shall be valid and effective unless such modification or amendment is agreed to in writing by the Parties and duly executed by persons especially empowered in this behalf by the respective Parties. All prior written or oral understandings, offers or other communications of every kind pertaining to this Agreement are abrogated and withdrawn: Provided, however, that the obligations of the Event Management Agency arising out of the provisions of the Tender Document shall continue to subsist and shall be deemed as part of this Agreement.

2.6 Modifications of Agreement

Modification of the terms and conditions of this Agreement may only be made by written agreement between the Parties hereof, however, each Party shall give due consideration to any proposals for modifications made by the other Party.

2.7 Force Majeure

2.7.1 Definition

a) For the purposes of this Agreement, “**Force Majeure**” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

b) Force Majeure shall not include: (i) any event which is caused by the negligence or intentional action of a Party or agents employees thereof, nor (ii) any

event which a diligent Party could reasonably have been expected to take into account or avoid or overcome in the carrying out of its obligations during the subsistence of this Agreement.

c) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

2.7.2 No breach of Agreement

The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Agreement insofar as such inability arises from an event of Force Majeure. Provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement.

Measures to be taken

a) A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations hereunder with a minimum of delay

b) A Party affected by an event of Force Majeure shall give notice to the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.

c) The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

2.7.4 Payments

During the period of its inability to perform the Services as a result of an event of Force Majeure, the Event Management Agency shall be entitled to be reimbursed for additional costs reasonably and necessarily incurred by it during such period for the purposes of the Services and in reactivating the Services after the end of such period. Such expenses will be approved by UDYOG BANDHU to the Event Management Agency on providing proper justification and certificate from their auditors for such expenses on the format as may be decided by UDYOG BANDHU.

2.7.5 Consultation

As soon as possible but not later than thirty (30) days after the Event Management Agency has, as the result of an event of Force Majeure, become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

2.8 Suspension of Agreement

UDYOG BANDHU may, by written notice to the Event Management Agency, without any obligation (financial or otherwise) suspend all the payments to the Event Management Agency hereunder if the Event Management Agency shall be in breach of this Agreement or shall fail to perform any of its obligations under this Agreement, including the carrying out of the Services: Provided that such notice of suspension

- (i) shall specify the nature of the breach or failure, and
- (ii) shall provide an opportunity to the Event Management Agency to remedy such breach or failure within a period not exceeding thirty (30) days after receipt of such notice of suspension by the Event Management Agency.

2.9 Termination of Agreement

2.9.1 by UDYOG BANDHU

UDYOG BANDHU may, by not less than thirty (30) days written notice of termination to the Event Management Agency, such notice to be given after the occurrence of any of the events specified in this Clause 2.9.1, terminate this Agreement if:

- a) After Thirty (30) days from the date of Suspension of Agreement under Clause 2.8; or
- b) Event Management Agency becomes insolvent or bankrupt; or
- c) Event Management Agency goes into liquidation; or
- d) Event Management Agency fails to perform any of its obligation under this Agreement; or
- e) Event Management Agency fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause 2.10 hereof; or
- f) the Event Management Agency submits to UDYOG BANDHU a statement which has a material effect on the rights, obligations or interests of UDYOG BANDHU and which the Event Management Agency knows to be false; or
- g) Any document, information, data or statement submitted by the Event

Management Agency in its Proposals, based on which the Event Management Agency was considered eligible or successful, is found to be false, incorrect or misleading.

2.9.2 by the Event Management Agency

The Event Management Agency may, by not less than thirty (30) days' written notice to UDYOG BANDHU, such notice to be given after the occurrence of any of the events specified in this Clause 2.9.2, terminate this Agreement if:

a)UDYOG BANDHU is in material breach of its obligations pursuant to this Agreement and has not remedied the same within thirty (30) days (or such longer period as the Event Management Agency may have subsequently agreed in writing) from the date of receipt of notice by UDYOG BANDHU

b)UDYOG BANDHU fails to comply with any final decision reached as a result of arbitration pursuant to Clause 2.10 hereof.

2.9.3 Cessation of rights and obligations

Upon termination of this Agreement pursuant to Clauses 2.3 or 2.9, or upon expiration of this Agreement pursuant to Clause 2.4, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause 3.3, (iii) the Event Management Agency's obligation to permit inspection, copying and auditing of its accounts and records and the remedy available under the Arbitration and Conciliation Act, 1996.

2.9.4 Cessation of Services

Upon termination of this Agreement by notice of either Party to the other pursuant to Clauses 2.9.1 or 2.9.2 the Event Management Agency shall, immediately upon receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum.

2.9.5 Payment upon Termination

Upon termination of this Agreement pursuant to **Clauses 2.9.1 or Clause 2.9.2** hereof, UDYOG BANDHU shall make the following payments to the Event Management Agency (after offsetting against these payments any amount that may

be due from the Event Management Agency to UDYOG BANDHU):

A. payment pursuant to **Clause 4** hereof for Services satisfactorily performed till the date of termination; and

b. except in the case of termination pursuant to **Clause 2.9.1** hereof, reimbursement of any reasonable direct documented costs incidental to the prompt and orderly termination of the Agreement including the cost of the return travel of the Personnel.

2.10 Disputes Resolution

(i) Amicable Settlement:

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof. In the event a dispute, differences or claim arises in connection with the interpretation or implementation of this Agreement, the aggrieved party shall issue a written notice setting out the Dispute/differences or claim to the other Party. Parties shall first attempt to resolve such dispute through mutual consultation. If the dispute is not resolved as aforesaid manner within 15 days from the date of receipt of written notice, the matter will be referred for Arbitration.

(ii) Arbitration:

In case the dispute is not resolved, any party may issue a notice of reference, invoking resolution of disputes through arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The arbitral proceedings shall be conducted by a Sole Arbitrator that may be appointed with the consent of Parties to such dispute. If there is no agreement among the Parties to the identity or appointment of such Sole Arbitrator within 30 days of issue of notice of reference, then the arbitral proceedings will be conducted by a panel of three arbitrators, one arbitrator to be appointed by UDYOG BANDHU and other appointed by Event Management Agency and the third arbitrator to be mutually appointed by the other two arbitrators in accordance with provisions of Arbitration and Conciliation Act, 1996. Arbitration proceedings shall be conducted at Lucknow and following are agreed:

- (a) When any dispute is under arbitration, except for matters under dispute, the Parties shall continue to exercise their remaining respective rights and fulfill their remaining respective obligations under this Agreement;

- (b) The arbitration award shall be final and binding on the Parties;
- (c) The arbitrator may award to the Party that substantially prevails on merit, its costs and reasonable expenses (including reasonable fees for Counsel);
- (d) The award shall be made in English language

3. OBLIGATIONS OF THE EVENT MANAGEMENT AGENCY

3.1 General

3.1.1 Standards of Performance

The Event Management Agency shall perform the Services and carry out its obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe and effective equipment, machinery, materials and methods. The Event Management Agency shall always act, in respect of any matter relating to this Agreement or to the Services, as a faithful adviser to UDYOG BANDHU, and shall at all times support and safeguard UDYOG BANDHU's legitimate interests in any dealings with Third Parties.

3.1.2 Terms of Reference

The Scope of Works to be performed by the Event Management Agency are specified in the Terms of Reference (the “**TOR**”) at Annexure-A of this Agreement. The Event Management Agency shall provide the deliverables specified therein in conformity with the time schedule stated therein.

3.1.3 Applicable Laws

The Event Management Agency shall perform the Services in accordance with the Applicable Laws and shall take all practicable steps to ensure that all Personnel and agents of the Event Management Agency comply with the Applicable Laws.

3.2 Conflict of Interest

The Event Management Agency shall not receive any remuneration in connection with the assignment except as provided in this Agreement. The dedicated team deployed by Event Management Agency shall not engage in consulting activities that conflict with the interest of the UDYOG BANDHU (only during the tenure of this

Agreement) under this Agreement and shall be excluded from downstream supply of goods or construction of works or purchase of any asset or provision of any other service related to the assignment other than a continuation of the Services under the ongoing contract. It should be the requirement of the assigned works that the Event Management Agency should provide professional, objective and impartial advice and at all times hold the UDYOG BANDHU's interests paramount, and that in providing advice they avoid conflicts with other assignments and their own corporate interests.

3.3 Confidentiality

3.3.1 The Event Management Agency and its Personnel shall not, either during the term of contract or within two years after the expiration or termination of this Agreement disclose any proprietary information, including information relating to reports, data, drawings, design software or other material, whether written or oral, in electronic or magnetic format, and the contents thereof; and any reports, digests or summaries created or derived from any of the foregoing that is provided by UDYOG BANDHU to the Event Management Agency and a Personnel of Event Management Agency. Event Management Agency and its Personnel shall not disclose any information provided by or relating to UDYOG BANDHU, its technology, technical processes, business affairs or finances or any information relating to UDYOG BANDHU's employees, officers or other professionals or suppliers, customers, or contractors of UDYOG BANDHU; and any other information which the Event Management Agency is under an obligation to keep confidential in relation to the Project, the Services or this Agreement ("**Confidential Information**"), without the prior written consent of UDYOG BANDHU.

Notwithstanding the aforesaid, the Event Management Agency, and its Personnel may disclose Confidential Information to the extent that such confidential Information:

(i) was in the public domain prior to its delivery to the Event Management Agency and its Personnel or becomes a part of the public knowledge from a source other than the Event Management Agency, and its Personnel;

(ii) is required to be disclosed by Law or judicial or administrative or arbitral process or by any Governmental Instrumentalities, provided that before any such disclosure, the

Event Management Agency, shall give UDYOG BANDHU, written notice, and use reasonable efforts to ensure that such disclosure is accorded confidential treatment;

3.3.2 UDYOG BANDHU will treat all information, submitted by Event Management Agency as part of the Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. UDYOG BANDHU may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privileges of the statutory entity.

3.4 Liability of the Event Management Agency

The aggregate liability of the Consultant under this Agreement, or otherwise in connection with the services to be performed hereunder, shall in no event exceed the total assignment fee hereunder unless otherwise it is decided by any competent court or under arbitration.

3.5 Insurance to be taken out by the Event Management Agency

The Event Management Agency

- (i) shall take out and maintain at his own cost, insurance against the risks, and for the coverage, and
- (ii) at UDYOG BANDHU's request, shall provide evidence to UDYOG BANDHU showing that such insurance has been taken out and maintained and that the current premiums thereof have been paid.

3.6 Event Management Agency's actions requiring UDYOG BANDHU's prior approval

UDYOG BANDHU will not normally consider any request of the Event Management Agency for substitution of Key Personnel. Substitution, will, however be permitted if the Key Personnel is not available for reasons of any incapacity or due to bad health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of UDYOG BANDHU.

3.7 Documents / information prepared by the Event Management Agency to be property of UDYOG BANDHU

3.7.1 All reports / documents / information and other documents prepared by the

Event Management Agency in performing the Services shall become and remain the property of UDYOG BANDHU, and the Event Management Agency shall, after termination or expiration of this Agreement, deliver all such documents to UDYOG BANDHU, together with a detailed inventory thereof. The Event Management Agency may retain a copy of such documents. Restrictions about the future use of these documents shall be as specified in the Agreement.

3.7.2 The Event Management Agency shall not use these documents for purposes unrelated to this Agreement.

3.8 Accuracy of Documents

The Event Management Agency shall be responsible for accuracy of the data collected by it directly or procured from other agencies/authorities, the information, documents prepared by it as part of these Services. Subject to the provisions of Clause 3.4, it shall indemnify UDYOG BANDHU against any inaccuracy in its work which might surface during implementation of the Project, if such inaccuracy is the result of any negligence or inadequate due diligence on part of the Event Management Agency or arises out of its failure to conform to good industry practice. The Event Management Agency shall also be responsible for promptly correcting the same, at its own cost and risk.

4. Payment to the Event Management Agency

4.1 In consideration of the Services performed by the Event Management Agency under this Agreement, the Event Management Agency will be entitled for total fee of Rs.....(Rupees.....) only. The Event Management Agency shall pay all Taxes (including Service Tax), duties, fees and other impositions under Applicable Law.

4.2 The payment of fee shall be made as under:-

Payment Schedule	% payable of Total Fees
On submission and approval of Event execution plan along with Budget estimate based on ToR	10%
On submission and approval of Marketing plan	20%
On submission and approval of Venue development in all respect – Completion report	20%
On submission and approval of Logistic arrangement	20%

Payment Schedule	% payable of Total Fees
report	
On submission and approval Event performance report	30%

4.3 The payment as per the above schedule shall be made on satisfactory completion of all activities/roles/duties as per mutually agreed milestones up to the stage of respective payment schedule, to the satisfaction of UDYOG BANDHU.

5 Deliverables will be considered deemed approve if no feedback is provided y UDYOG BANDHU to the consultant within 2 weeks of submission of the deliverable.

6. Currency of Payment

All payments shall be made in Indian Rupees.

7. Severability

7.1 If at any time any provision of this Agreement becomes illegal, invalid or unenforceable in any respect under the Law of any jurisdiction, that shall not affect or impair the legality, validity or enforceability in that jurisdiction of any other provision of this Agreement.

7.2 The parties agree to furnish/execute such further or other documents/papers for giving fullest effect to the Scope of Work as may be required by UDYOG BANDHU.

8. JURISDICTION OF COURTS:

All disputes arising out of this Agreement shall be subject to the jurisdiction of the Courts at Lucknow only

9. Performance Security

The Event Management Agency has furnished the Performance Security of an amount equal to 10% of the fee by way of Bank Guarantee, the details of which are mentioned as below:-

.....

The validity period of Bank Guarantee of Performance Security shall be 12 months from the date of Letter of Intent.

10. Penalty for delay:

If the progress of assignment is found to be non-satisfactory or delayed at any point of time, UDYOG BANDHU reserves the right to impose penalty. The total amount of penalty shall not exceed 5% of total assignment fee.

11. Indemnity

The Event Management Agency will indemnify UDYOG BANDHU for any direct loss or damage that is caused due to the Event Management Agency's fraud, willful misconduct, gross negligence, breach of confidentiality or breach of third party intellectual property rights in the performance of the services.

IN WITNESS WHEREOF, the Parties hereto have signed this Agreement on the day, month and year first above written.

SIGNED, SEALED AND DELIVERED SIGNED, SEALED AND DELIVERED

For and on behalf of Event
Management Agency:
(Signature of Authorized
Representative)
(Name)
(Designation)
(Address)
(Phone, Fax Nos.)

For and on behalf of UDYOG
BANDHU:
(Signature of Authorized
Representative)
(Name)
(Designation)
(Address)
(Phone, Fax Nos.)

Witnesses:

1. Signature
Name
Address
2. Signature
Name
Address

Annexure A: Terms of Reference

1. Background:

"UdyogBandhu", Nodal Agency of Government of Uttar Pradesh for industrial promotion, an Organization of the State Government of Uttar Pradesh registered under Societies Registration Act 1860, is dedicated to facilitating Investment in Infrastructure, Industrial and Service Sectors, besides solving problems of existing & up-coming industries with different Government departments.

UdyogBandhu shoulders the responsibility of resolving various issues of entrepreneurs related to other Government Departments of the State of Uttar Pradesh through consistent follow-ups, regular meetings and enabling smooth implementation of various policy formations for the industrial development of the State. Acting as a catalyst between entrepreneurs and Government Departments, UdyogBandhu creates a suitable ambience for industrial development in the State and also assists creation of investment in the State. Government of Uttar Pradesh (GoUP) is planning to establish major I.T. Parks, Leather Parks, Food Parks, Dairies and many other mega projects in private Sector. In order to attract investment from private sectors and to sensitize them for investment in Uttar Pradesh, road-shows, mega events, conferences shall be organized at national and international level. UdyogBandhu plans to organize a Global Investors Summit (GIS – 20XX) to attract investment.

The event would be organized in >Place< from >Dates<

GIS-20XX will be a mega event where in Seminars, Conventions, Business Meetings, Exhibitions, Networking and other events will take place under a single umbrella. Eminent persons, Political Leaders, Diplomats, senior government officials, Investors, Entrepreneurs, Decision Makers, Policy Makers, Academicians, Media, etc. from India and abroad will participate in the GIS – 20XX.

As mentioned above, various functions would be taking place during the Summit. For all the functions an Event Management Company is required and UDYOG BANDHU being the nodal agency for organizing the Summit on behalf of the Government of Uttar Pradesh invites proposal from the experienced companies / firms engaged in the business of Event Management and coordination to provide event management services. The Selected Bidder who shall be a company incorporated under the

Companies Act, 1956 will be responsible for making all necessary arrangements on behalf of UDYOG BANDHU to make GIS – 20XX, a successful event. Selected Bidder has to carry out the assignment in accordance with the provisions of the service agreement (the “**Service Agreement**”) to be entered into between the Bidder and UDYOG BANDHU.

The scope of Services of the Bidder will broadly include undertaking of Pre Event activities, activities during the Event and post Event activities set out in detail in Service Agreement. The statements and explanations contained in this Tender Document are intended to provide a proper understanding to the Bidders about the subject matter of this Tender Document and should not be construed or interpreted as limiting in any way or manner the scope of services and obligations of the Bidder set forth in the draft Service Agreement or UDYOG BANDHU’s rights to amend, alter, change, supplement or clarify the scope of work, the Right to be awarded pursuant to this Tender Document or the terms thereof or herein contained. Instructions to Bidders are to be noted, interpreted and applied appropriately to give effect to this intent, and no claims on that account shall be entertained by UDYOG BANDHU.

UDYOG BANDHU has adopted a single stage process for selection of the Bidder for award of the Assignment and invites Proposals from eligible Bidders for the Assignment in accordance with the terms of this Tender Document. The Bidders are requested to submit their Proposals in accordance with the Bidding Documents. The Proposal shall be valid for a period of not less than 180 (One Hundred and Eighty) days from the due date specified in **Section 1** for submission of Proposals.

2. Scope of Work

The selected Bidder will have to provide requisite competent manpower and services in consultation with UdyogBandhu and Knowledge Partner as detailed out further in this section:

2.1 PRE-EVENT ACTIVITIES

► Conceptualization and Planning for GIS-20XX

- Conceptualize the Event plan based on the venue and UDYOG BANDHU’s requirements
- Maintain a universal theme for all aspects of the Event execution in coordination with vision for the event.

- Design the Event flow which would include the inaugural ceremony, various parallel programs, business discussions, publicity events, conferences, exhibitions, closing ceremony, state dinner, cultural programs, etc.
- Create the Event Execution Plan for executing the Event indicating the timelines with the respective milestones along with detailed specifications of works to be carried out
- Coordinate with Media Partner and give inputs on the ways and means for promoting GIS– 20XX

► **Venue Development**

- Create necessary infrastructure at the venue of approximate 50,000 sq. m. area including the exhibition area (pavilions, seating arrangement, carpeting, stalls, hoardings, banners, appropriate decorative elements including plants and floral decorations, audio, video, photography, videography, and lighting arrangements, special effects, acoustic effects, rest rooms and other elements that are generally used in large scale events) as per plans approved by UDYOG BANDHU
- Arrange for the setting up of the stage(s) including designing of backdrop, VIP seating, master of ceremony etc.
- Appoint all Vendors/Sub Vendors required for carrying out all the above said services as per the sample/option approved byUDYOG BANDHU. Also ensure the deliverances of all services to the fullest satisfaction of UDYOG BANDHU
- Make arrangements at the venue as per the requirements of UDYOG BANDHU, which would include a main hall to accommodate at least 2,500 people for the inaugural and closing ceremonies, seminar halls with 200-300 seating capacity for conducting parallel sessions, smaller meeting rooms for B2B and B2G discussions, meetings with partner countries and other miscellaneous arrangements such as press conference rooms, business centre, registration counters etc
- Arrange for artistes for the cultural programs planned in the event

► **Participation Arrangements**

- Co-ordinate with the Knowledge partner and Industry Partner for obtaining the list of invitees and also arrange for printing and posting of the same. Invites would be sent out to speakers, VIPs, guests, dignitaries, delegates etc within 2 weeks of obtaining the list
- To Ensure bookings for accommodation and travel are done 8 (eight) weeks prior to the event date.
- Arrange for food stalls (for exhibition)and catering on the days of the event

- To ensure local conveyance, shuttle buses and cars from airport or hotels during the event
- Set up facilitation counters in the airport to provide a warm welcome and a smooth experience to all participants

▶ **Marketing and Promotion**

- Print banners, volunteer badges, fliers, pamphlets, program brochures, fair guide etc. in conjunction with the theme provided by Media Partner and produce a final print
- Propose and arrange for appropriate mementoes to be given away at the Event

2.2 EVENT ACTIVITIES

▶ **Opening and Closing Ceremonies**

- Execution of inaugural and closing ceremony including state dinner.
- Logistics for evening cultural programme during opening and closing ceremonies, artists' coordination.
- Coordination with Knowledge partner to prepare and finalize the seating plan on dais for key dignitaries, Sequence of MOUs to be exchanged, script for compere, etc
- Coordinating with other key agencies of GIS 20XX to ensure smooth functioning of event

▶ **Staffing**

- Set up an Event Help Desk at the venue provided by UDYOG BANDHU for the GIS 20XX and deploy 3 personnel with required skill sets. The Event Help Desk shall act as a single point of contact for investors, delegates, business houses, participants etc. for registration, purchasing of tickets/passes, booking of hotels etc
- Employ well trained staffs who are capable of efficiently handling the responsibilities assigned to them
- Report the progress of activities to UDYOG BANDHU through Knowledge Partner every week on a designated day and later on (ninety days before the event) report for daily progress.
- Event Management Agency should nominate 2 people from his team who should work as the single contact point for UDYOG BANDHU / Knowledge Partner for all coordination purposes.

▶ **Executive Business Center**

- Layout plan and set up Executive lounge and business center for all the key agencies
- Set up one-to-one meeting rooms within the business center
- Business center should comprise tentatively 10 B2G rooms, 15 B2B rooms, 15 cabins and dedicated work stations for key agencies
- Provide all the necessary office equipment and Work stations, including Printers, Photocopier, Wi-Fi internet connectivity, water dispensers, Pantry services, etc
- Facility management services in the business center and all the work stations

► **Support Services**

- Housekeeping
 - Provision of sanitation arrangements at the venue- Separate toilet arrangements for Public and VIPs
 - Decoration of the venue, banners, welcome cutouts, flower arrangements, greeneries
 - Provision of Food court at the venue and finalization of catering facilities
- Security
 - Arrangements of Security Guards for entire area of exhibitions and event area with the co-ordination with local police/CBI/LIB etc.
 - Coordination with government department like police, fire and emergency services, telephones, local authorities, NRDA and arrange necessary permissions/NOCs.
 - Arranging for safety norms such as firefighting arrangements, emergency exit system etc.
- Other
 - Power supply in accordance with the power requirement. Back up of power supply as per the requirement to be arranged by the Event Management Agency
 - Arrangements for display and distribution of Literature (Literatures would be provided by Knowledge Partner / UdyogBandhu. Only arrangements for display and distribution is to be made)
 - All consumables such as water, electricity and others at the event venue would be charged to the Bidder only

► **Logistics**

- Transportation & Parking at Venue
 - To ensure best quality transport arrangements are done for local transfers

- Separate parking space for public, participants/ exhibitors/ delegates and VIPs, public entry/ exit gates, participants/ exhibitors/ delegates entry/ exit gate, VIP entry gate,
- Arrangements and system for complementary/paid entry/parking passes for exhibitors/delegates/participants/ government officials/VIPs during business hours for smooth running of exhibition.

► **Arrival and Transfer from Airport/ Railway Station**

- Setting up airport facilitation counters to provide warm welcome to attending delegates and smooth transfer to their respective hotels.
- Preparation of lounge at the airport of an area of 150 sq. m and to be furnished by necessary furniture such as sofa, tables, center table, literature display rack, etc.
- Manning, upkeep, general cleaning of Lounge
- Refrigerator for cooling drinking water (Water will be provided by us), etc.
- Ensuring availability, serving and providing Tea/Coffee

► **Branding in and around the city and beautification of the venue**

- Placement of billboards, hoardings, road maps and flags in the city
- Coordinate with local government agencies to ensure smooth execution

2.3 EXHIBITION IN GIS – 20XX

Concurrently with the Summit, an Exhibition is also organized during the three days of the event, where in companies, organizations, governments and other such institutions from India and Abroad would participate to showcase their technologies, innovations, investment opportunities, investment potential etc. and to have meaningful business to business interactions. Exhibition would be organized by setting up of temporary air-conditioned structures. The ground / land would be provided free of cost by the Government of Uttar Pradesh (GoUP) for setting up of the exhibition. The Bidder would have to incur expenditure necessary to market, set up and manage the exhibition and related services. The Event Management Agency would also be entitled to charge to the Exhibitors for their exhibiting. However, there would be no visitors' fees allowable to be charged by the applicant. Exhibition would be organized in <15,000 sq. m> of area, out of which 70% would be sellable area, and rest of the area i.e.

30% of the total area would be used for setting up support services related to exhibition. Given below is the breakup of the sellable area for exhibition:

- ▶ 10% Reserved for GoUP for no charge
- ▶ 40% for industries/companies based in UP
- ▶ 30% for industries/companies based outside of UP
- ▶ 20% for Partner Countries/States

Above break up should be maintained by the Bidder to ensure a diverse participation in the exhibition. Bidders will have to take approval on the final list of exhibitors in all the aforesaid categories 30 days prior to the event date. Bidders will have to take prior approval of UDYOG BANDHU on the price to be charged to the exhibitors for participating in the exhibition. Bidder will have to provide following, but not limited to services as part of the scope:

- ▶ Developing the Strategy for organizing the Exhibition in sync with the Theme for the GIS – 20XX
- ▶ Necessary planning for the exhibition to be successfully organized in the given time frame.
- ▶ Setting up of the air-conditioned main structures for the exhibition to be organized in <dimensions> sq.mt and spaces/booths as per the design approved by UDYOG BANDHU within the structures for the exhibitions.
- ▶ Layout preparation for the exhibition. Out of the <dimensions> earmarked for the exhibition, about 70% would be sellable area while rest would be used for support functions related to the exhibition
- ▶ Ambiance creation for the exhibition based on the theme including but not limited to creation of exhibition façade, day and night lighting, theme lighting, general lighting, murals, potted plants and plantation, soft and hard landscaping, water bodies, floral decoration, flags (event flags and flags of various countries within exhibition area), etc.
- ▶ Organizing the inaugural function of the Exhibition. Take up necessary event management related activities such as seating arrangements, dais plan and setting up of the same, preparation of name plates, provision and functioning of AV Equipment, Sound Systems, seating and aisle arrangements, security, floral decoration, etc.

- ▶ Liaison with necessary authority such as local governing bodies, fire, utility providers, state security agencies, etc for statutory approval for organizing the exhibition
- ▶ Take up necessary security measures including but not limited to deployment of the security personnel, baggage screening gadgets, Appointment of the Exhibition Organizing & Managing Agency for GIS 20XX
- ▶ Personnel screening gadgets, CCTV, round the clock security of the exhibits & gadgets during the exhibition period, etc
- ▶ Liaison with national and international media for visit of media fraternity and coverage of the exhibition.
- ▶ Video recording / Photography during inaugural, closing and various other events such as seminars, B2G meetings, exhibition and other such programmes
- ▶ Provision and managing of necessary toilet blocks (constructed/temporary / mobile), first aid counters, security cabins, information booth, registration counters, help desk, announcement centers, etc including provision of water and drainage
- ▶ Necessary provision for exhibition in open. Regular upkeep of the couplet area of the exhibition including parking area earmarked for exhibition during the exhibition days, including but not limited to making provisions for cleaning through necessary personnel, machines and consumables.
- ▶ Setting up of Food Court including allocation to vendors, provision of water, wash area, drainage, utilities such as electricity, fixtures, etc.
- ▶ Visitors Management including business visitors and general visitors Necessary arrangements at the parking venues, their transfers to the venue, entry segregation, entry gates, screening, flow of visitors within exhibition area, pathways, etc.
- ▶ Arrangements during the visit of Dignitaries / VIPs including but not limited to extending necessary hospitality services
- ▶ Provision of necessary services such as fire mitigation, insecticides, disinfecting of the exhibition and parking area
- ▶ Dismantling of the structures and handing over the site back after having carried out necessary repairs to the damages incurred/ carried out while putting exhibition in place.

- ▶ Provision of necessary personnel and manpower for necessary services during the exhibition.
- ▶ Take up necessary registration under Labour Contract Act, and other statutory acts as may be necessary
- ▶ Third party compensations for the damages to manpower, animal lives, damage to flora and fauna would be responsibility of the applicants.
- ▶ Insurance for the exhibitions, plants, machinery, equipment, damages to lives, etc.

2.4 Technical Specification

- ▶ Civil, Exhibition, Infrastructure Services, etc.
 - Design should be harmonious to the existing structure of the surrounding area and structures.
 - The quality of design, workmanship and service shall be the best consistent with an International Event.
 - All the materials shall be conforming to IS codes.
 - Wall paneling system, roof covers and other materials shall be made of fire retarding and resisting nature.
 - All structures shall be firmly grounded and stable against wind force, live load and dead loads wherever they are made in an open space.
 - The structure shall be engineered structures erected under competent engineering supervision.
 - Structures shall be designed and executed considering adverse weather conditions.
 - Joinery and supports should be properly engineered, firm and with good finish.
 - If there is any special structure design, Event Management Agency/vendor/sub-vendor should provide all details like plan, elevation and structural drawing and if required design calculations.
 - Colour shall be finished well before to avoid the odour/ smell and eye burn.

- Where the word states waterproof, it shall be fully waterproof with surrounding walls and ceiling
- Wall panels if used shall be clean, should be in plumb and properly fixed without swing or sway. The Event Management Agency/vendor/sub-vendor shall not wilfully or otherwise damage, defile, alter, change or deface in any manner whatsoever, the walls of the stalls, its foundation, etc. nor shall support, suspend, hang, or in any improper way fix any weight articles, etc.
- Carpet should be new, clean and joint shall be covered with tape of matching colour
- False ceiling should be in level and joints shall be clean. It shall be painted with appropriate colour.
- Signage height and letter size should be visible and placed in prominent and strategic locations.
- Event Management Agency/vendor/sub-vendor shall have to clear the entire site after the completion of the event.
- Water flow and pressure should be uniform during the event wherever the provisions are to be made.
- Emergency exit and fire precaution shall be taken care of.
- Flowers and plants shall be fresh, well groomed.
- All the furniture should be firm, comfortable.
- Circulation within the pavilion should be easy, should not create blockage.
- There must be smooth entry and exit to the structure. The movement within the pavilion shall be barrier free and friendly to physically challenged people.
- Event Management Agency/vendor/sub-vendor shall not permit any member of his staff to cook, wash himself, his clothes or utensils anywhere inside the exhibition area.
- Stall owner, volunteers, staff members shall bear proper identity cards issued by the Event Management Agency /vendor/sub-vendor and shall produce the same whenever demanded by the security deputed in the venue any time during construction, exhibition and demolition period.

- All empty cartons and crates must be labeled and removed from the exhibition grounds.
- No overnight parking of trucks or tempos is permitted at the exhibition area / property during move-ins, show hours and move-outs.

► **Electrical General**

- Power and Electricity should be provided by GoUP. Backup power by DG sets needs to be organized by the Event Management Agency
- All the electrical works in the pavilion should be executed by a qualified licensed Electrical vendor/sub-vendor and necessary safe guards such as cut outs, distribution boards and other electrical safety measures should be provided at appropriate/required locations.
- There shall be direct access to the switch rooms of Pavilion from outside to isolate power supply quickly in case of any emergent situation
- All electrical materials to be used like wires, cables, switchgears, fuse switch units, metal clad switches, Insulation tap, lugs, cable glands etc. should be with I.S.I. mark.
- The Event Management Agency /vendor/sub-vendor must have valid Electrical License.
- The electrical work should be done in presence of electrical supervisor of the Electrical License Holder Event Management Agency /vendor/sub-vendor
- No electrical control/switch room shall be used to store/dump exhibits/packing material and enough space be available for movement.
- Wherever it is unavoidable to lay electric cable under carpet, it shall be covered by wooden ramps. Wiring under carpets shall not have joints.
- Sound level is not allowed to exceed the limit as prescribed in the guidelines of UP Pollution Control Board and shall be as per the size of the hall/auditorium.

► **DG sets**

- DG sets must be with Acoustic enclosure i.e. silent generators.
- DG sets must not be older than five years at the time of operations.
- DG sets must be in good condition having a proper working AVR.
- DG sets should be provided along with fuel arrangement.
- DG set should be provided with separate body and neutral earth pits.

► **Changeover switches**

- Changeover switches should be properly rated.
- DG sets are to be provided as 100% standby power source.

► **Lighting**

- Pavilion should have proper illumination. Within the pavilion, minimum Lux level should be 300 or as per the Industry standards required for halls/rooms of the available sizes.
- Outdoor lighting fixtures should be waterproof and is better to use with I.P.55 enclosure.
- Facade Lighting should be done with outdoor type 500W or 1000W Halogen fixtures.
- At area like entrance where more illumination is required, Metal Halide type fixtures are preferable.
- All indoor lighting fixtures should be properly fixed in line, level and with proper support.
- Each plug points should have properly connected earth wire.
- Each plug should be properly fixed.

► **Mains Wiring and cabling**

- Mains of halogen should be taken from nearest power distribution board.
- Size of mains should be adequate according to the circuit load.

- Joints in MAINS wiring should be insulated with ISI insulation tap. These joints should not be in contact with cloth curtains or such inflammable materials.
- All cable or wire joints should be in proper manner.
- Wiring along with cloth should be done within conduit.
- All cables must be armoured cables. Use of insulation-damaged cables should be avoided.
- Minor cuts on cable insulation should be properly insulated with insulation tape.
- All cables must be laid underground with proper depth.
- All cables should be properly glanded and terminated with proper size of lugs.
- The Mains shall be with ISI marked PVC insulated wire with aluminum / copper conductor as specified. The size of phase and neutral shall be same, while the size of earth conductor shall be as specified in the item. The number and size of conductor shall be as specified in the item. All wires shall be single core multi-strand PVC insulated as per IS: 634 and shall be 660
- V/1100V grade. All wires shall be as per colour code viz. Red for R phase, Yellow for Y phase, Blue for B phase, Black for neutral, Green for earth conductor.
- Necessary connections to control switchgear, MCB Dist. board, plug etc. shall be made firmly as per requirement and as instructed by in-charge-electrical engineer.

► **Point Wiring in Structures (Light, Bell, Fan & Plug)**

- The point wiring shall be confirmed to IS: 5908 - 1970.
- The installation shall generally be carried out in conformity with the requirements of the Indian Electricity Act, 1910, as amended up to date and the Indian Electricity Rules, 1956.
- The point wiring shall be carried out in under mentioned manner:
 - Supply, installation, fixing of conduits with necessary accessories, junction/inspection/switch/outlet boxes.

- Supplying and drawing of wires of required size including insulated earth continuity wire.
- Supply, installation and connection of Modular switches, sockets, switch plates, fan regulators etc. as specified.
- The point shall be complete with branch wiring from the first switchboard to the outlet point through other loop. Switch boards if necessary in a circuit, conduit with accessories, junction, inspection boxes, control switch, socket outlet boxes, ceiling roses, connector etc.
- Unless otherwise mentioned, the system of wiring shall consist of single core 650/1100 volt grade PVC insulated wire with Aluminum/copper conductor laid through exposed surface mounted/concealed in wall and ceiling rigid PVC pipe/rigid steel conduits/PVC oval conduit/PVC casing-N-Capping/trunking etc. as specified.
- The rigid PVC pipe shall confirm to IS: 9537 with minimum wall thickness of 1.5mm. The corresponding accessories shall confirm to IS 3419. The minimum diameter of pipe shall be 20 mm.
- The wiring shall be as per colour code viz. Red for R phase, Yellow for Y phase, Blue for B phase, Black for neutral, Green for earth, Grey for control, white for bell point and all off wires shall be same as phase wire. The wiring shall be done in a looping manner. All looping shall be made only in switchboards.
- The switches and socket outlets shall be Modular type with silver-coated contacts with ISI marked IS: 3854
- The Conduit run on surfaces shall be supported on metallic 1.2mm thick saddles/heavy duty PVC saddles which in turn shall securely screwed to wall or ceiling. Saddles shall be at intervals of not more than 500 mm. Fixing screws shall be with round or cheese head and of rustproof materials. No crossover of conduits shall be allowed, unless it is unavoidable
- The entire conduit installation shall be clean and neat in appearance
- The Maximum load of each circuit shall not exceed 800 watts and maximum points of each circuit shall not exceed 10 points. Where wiring passes through wall, care shall be taken to see that wire pass very freely through protective pipe [rigid steel conduit /

rigid pvc pipe /porcelain tube and that the wires pass through without any twist or cross in wires, or either ends of holes.

▶ **Fans – Ceiling, Pedestal, Exhaust**

- All ceiling fans, pedestal fans or exhaust fans should run hum free
- Proper care should be taken for fixing of ceiling fan down rod.
- Colour of all fans in the same structure should be same.

▶ **A/C**

- Preferably Chilling plant to air condition the whole area of exhibition
- Temperature should be maintained from 21 to 24 degree centigrade

▶ **Separate Power Distribution Board**

- Each power distribution board (TPN switch) should be mounted on wooden block board and should be raised from ground. This entire structure should be properly fixed to ground
- There should not be any connection outside Distribution board. Every neutral wire should be properly connected to neutral strip.
- All fuse used must be properly rated. Rewiring of damaged fuses is not allowed
- All Power DB should be properly earthed

▶ **Earthing**

- Each Power Distribution board should have pipe earthing
- All metallic structures of the venue should be properly earthed.
- The earthing of an installation shall confirm to I.E. Electricity Rules, IS-3043, latest edition and I.E.E. The copper earth plates should be tinned before installation. The earth plates of Cast iron, having size of 30 x 30 x 0.35cm in separate pit. Specially prepared 2.5m deep with necessary to real moist earth surface. The earth pit should be

provided with 38mm diameter GI Pipe 2m long. Alternative layers of salt and coke shall be provided surrounding the plate

- The pits shall be filled when the plates are in position and in presence of Engineer in Charge
- The earthing resistance of each earth plate should be measured in the presence of Engineer in Charge
- The general and technical specification given in the tender booklet shall be considered as a part of agreement. The material shall be approved as per relevant IS specification and shall be approved by the Electrical Engineer in charge before executing the work

► **Sound System**

- Sound System should be used to distribute sound through entire pavilion
- CD Player & Amplifiers- CD Player with Amplifier of proper ratings and capacity having frequency response of 20Hz.to 20 KHZ and additional amplifier for standby connected in parallel
- Microphones- Proper nos of good quality of microphones with chromium-plated stand to reproduce original sound complete with necessary microphone cables
- Speakers- Required Nos. of heavy-duty best quality speaker boxes of 6 watt. / 10 watt. Approx. with necessary matching transformers duly erected on structure. The direction of speakers should be adjusted in such a way that sound is properly distributed throughout the pavilion without echoes
- Wiring- the Cores for the speakers should be of good quality copper stranded Cores of 2.5 sq. mm size duly covered with polythene pipe buried under ground wherever necessary
- The microphone cables should be of good quality complete with necessary sockets connected properly and soldered
- Power Supply- Heavy-duty battery of suitable voltage should be provided for emergency operation in case of failure of power supply
- Voltage Stabilizer- Voltage stabilizer of proper range should be provided to protect amplifiers against fluctuation of supply voltage

- The above system should be commissioned and tested 30 hours prior to the time of meeting hours as directed
- Provision should be made for additional requirement of equalizers, additional echo system, cordless microphone, Amplifier, Mixer etc

2.5 Time Frame & Deliverables

S.N.	Deliverables	Time Frame
1	Event execution plan along with Budget estimate based on ToR and its approval	Within 4 (four) weeks of signing of agreement
2	Marketing plan	Within 8 (eight) weeks of signing of agreement
3	Venue development in all respect – Completion report	4 (four) weeks prior to event date
4	Logistic arrangement report	3 (three) weeks prior to event date
5	Event performance report	Within 2 (two) weeks from completion of event

3. Project Duration

Duration of the assignment would be for a period of Six (6) months, starting from the date of signing of the Agreement.

The contract for the assignment may be extended after completion of duration Six (6) months as per terms and fees mutually agreed upon.