



राष्ट्रीय जल विकास अभिकरण
(जल संसाधन, नदी विकास और गंगा
संरक्षण मंत्रालय, भारत सरकार)
National Water Development Agency
(Ministry of Water Resources, River Development
and Ganga Rejuvenation, Government of India)

Tender No. NWDA/SCILR/IWW-2019/2 / 05-08

Dated: 19.06.2019

TENDER NOTICE

The Ministry of Water Resources, River Development and Ganga Rejuvenation and National Water Development Agency is organizing the India Water Week -2019 during 24-28th September, 2019 in Vigyan Bhawan. The India Water Week - 2019 will be celebrated with a multi disciplinary conference and a concurrently running exhibition. The conference will be during 24-28th, September, 2019 in Vigyan Bhawan and the exhibition during 25-28th, September, 2019 in Indira Gandhi National Centre of Art (IGNCA). The inauguration of the conference will be held at Vigyan Bhawan on 24th September, 2019 followed by plenary session.


On behalf of Director General, National Water Development Agency, Ministry of Water Resources, River Development and Ganga Rejuvenation, **Tenders are invited from the agencies of having experience in Event Management for the Event Management work of India Water Week -2019 conference** (approx. 1500 delegates) to be held in Vigyan Bhawan.

Tender Form Fee (Non – refundable)	EMD (Refundable)	Online Tender Form available		Last date & time of Tender submission	Tender Opening date & time
		From	To		
Rs. 500/-	90000	20.06.2019 At 11:00hrs	15.07.2019 Up to 16:00hrs	16.07.2019 Upto 12:00 hrs	16.07.2019 At 15:00 hrs

The Tender can be purchased from DD(SCILR), Room No. 301, 3rd Floor, Palika Bhawan, R.K. Puram, New Delhi-110066 @ cost of Rs. 500/-. The Tender is also available on the NWDA website <http://nwda.gov.in>. The DD of Rs. 500/- should be enclosed towards the tender cost if the tender from is downloaded from the website.

The Tender should be submitted by intending firms in prescribed form in sealed envelope along with tender number and should be addressed to The Director (Tech), NWDA, 18-20, Community Centre, Saket, New Delhi – 110017.

Tender received later than the stipulated date and time shall not be considered.


(Anil Kumar Jain)
Deputy Director,
New Delhi

Copy to:

1. Director (MDU) with the request to upload the tender document on the website of the National Water Development Agency. <https://nwda.eproc.in>
2. Accounts Officer-II, NWDA, Saket, New Delhi.
3. Notice Board, NWDA, Saket/ Palika Bhawan, New Delhi.

SECTION – I

Notice Inviting Tender

Sealed Bids are invited for the Event Management work of India Water Week -2019 conference to be held at Delhi in Vigyan Bhawan during 24th -28th September, 2019.

1.0 Name of Work

The Ministry of Water Resources, River Development and Ganga Rejuvenation and National Water Development Agency is organizing the India Water Week - 2019 during 24 - 28th, September, 2019 in Vigyan Bhawan at Delhi. The India Water Week - 2019 will be celebrated as a multi disciplinary conference and a concurrently running exhibition. The conference will be during 24 - 28th, September, 2019 in Vigyan Bhawan, New Delhi and the exhibition during 25 - 28th, September, 2019 in Indira Gandhi National Centre of Art (IGNCA), New Delhi. The inauguration of the conference will be held at Vigyan Bhawan on 24th September, 2019 followed by plenary session.

2.0 Submission of Tenders

The tenders shall submit consisting the following documents:

- (i) Technical bid in a separate sealed envelope, superscribing "Technical Bid".
- (ii) Financial bids in a separate sealed envelope, superscribing "Financial Bid".
- (iii) **Earnest Money Deposit (EMD) of Rs 90,000/- (Rupees Ninty Thousand only)** in the form of Demand Draft/ Banker Cheque drawn in favour of "NWDA - India Water Week", payable at New Delhi. The EMD should be enclosed in a separate cover and not enclosed with the technical and financial bids. **Tenders not accompanied by EMD will be summarily rejected.**
- (iv) In case the tender is downloaded from the website, a Demand Draft/Banker Cheque of Rs. 500/- in favour of "NWDA – India Water Week" and payable at New Delhi shall be attached in a separate envelope.

The above shall be sealed in a single outer envelope. The envelope shall be super scribed as "Tender for Event Management work of India Water Week -2019 conference to be held in Vigyan Bhawan". The envelope shall be sealed with wax and shall be submitted to Director (Tech), NWDA, on or before **16th July, 2019 upto 12.00 hrs** at the following address:

Director (Tech.),
NWDA, 18-20, Community Centre,
Saket, New Delhi -110017
Telephone No. 011- 26569339
E-mail: diretech@rediffmail.com
SCILR2014@GMAIL.COM
MOB: 9810815824

3.1. Technical Bid

The envelope containing the technical bid marked and sealed with wax shall contain the followings:

- a) Covering letter with authorized signature and stamp as given at **Annexure – II**
- b) Certificate of incorporation from Registrar of Companies.
- c) Brief profile of the firm/company.
- d) Documentary Proof of meeting the Minimum Qualifying criteria in time as listed in Section -II Qualification Criteria.
- e) A Work Plan detailing all the elements as listed in Section - III Scope of Work. Please provide detailed methodology of each aspect.
- f) Income Tax return for last three assessment years.
- g) Labour license.
- h) Year wise turnover of the firm for last five years.
- i) The list of the personnel that shall carry out the assigned work indicating experience in handling similar works.

Tenders received without the documents stipulated above from Sl. No. a) to i) will be rejected.

No prices or rates should be mentioned in the Technical Bid. If any are mentioned, this will result in the bid being disqualified.

3.2. Financial Bid

The financial bid shall contain the Covering letter with authorized signature and stamp as given at **Annexure - III** and detailed price offer for the work.

The Bidder shall indicate in the proforma prescribed at **Annexure- I** the item wise rate/cost and the total cost for services it proposes to provide under the Contract in **Indian Rupees (INR)**. Prices quoted must be firm and fixed and shall not be subject to any modifications, on any account whatso ever. In absence of above information, a bid may be considered incomplete and summarily rejected. Prices shall remain valid for acceptance till 6 months from the date of opening of Financial Bid. No escalation clause will be entertained.

The Bidder shall prepare the bid based on details provided in the Tender documents. The Bidder shall carry out all the tasks in accordance with the requirement of the Tender documents and it shall be the responsibility of the Bidder to fully meet all the requirements in accordance with the instruction issued by officer in-charge of NWDA for supervising the work.

The bid should clearly indicate the rate/cost to be charged without any condition whatsoever and should include all taxes, duties, fees, levies and other charges as may be applicable in relation to the activities proposed to be carried out. If any tax is to be charged separately, it should be indicated clearly. Additional unspecified amounts such as “as per expenses” or “at cost” will result in rejection. Such amounts should be estimated and included in the total price.

4.0 Opening of Tenders

On expiry of the time limit to receive the tenders, the tenders so received will be opened by Director (Tech.), NWDA, 18-20, Community Centre, Saket, New Delhi -110017 on **16th July, 2019 at 15:00 hrs**, unless any compelling reason requires postponement of the opening of the tender. The technical bids of the tenders received will be opened by the competent authority, in presence of such firms or their authorized representatives who may choose to be present. It may please be noted that the sealed envelope containing the financial bids will not be opened until the technical evaluation is completed and the results are approved by the Tender Committee/ Evaluation / review committee of NWDA.

5.0 Evaluation of Tenders

5.1 Evaluation of technical bids

The Tender Committee/ Evaluation / review committee, set up by NWDA for the purpose shall undertake the exercise for evaluation of the technical bids. Each tenderer may be required to give an oral/power point presentation for the offer given by them as and when requested during the validity of the bid. This will ascertain their understanding of the scope of the work involved. The evaluation of the bids will be based on the attributes and the maximum marks assigned to each attribute as indicated below:

S. No.	Attribute	Maximum Marks (St.)
1	Suitability of Bidder for the Event Management work, over and above the minimum qualifications.	30
2	Work Plan and Methodology	40
3	Suitability of the key personnel who will be actually hands-on with the assignment.	20
4	Technological capability and infrastructure.	10
	Total	100

The marks shall primarily be allotted on the basis of information/data available in the technical bid documents received from the firm in the first instance. No cognizance will be taken of any further supporting documents or clarifications or any such additional information furnished subsequently by the firm. However, the NWDA reserves the right to call for such clarifications confined to the contents of the technical bids, should such a clarification become necessary for the proper judgment in the allocation of marks.

All firms receiving 60 or more marks in the technical evaluation will be short listed.

5.2 Opening of Financial Bids

After completion of evaluation of technical bids, the financial bids of all the short listed bidders only (obtaining marks 60 or above) **would be opened in the presence of the bidders or their authorized representatives.**–The NWDA will inform the date of opening of the financial bids in advance.

5.3 Evaluation of Financial Bids

Each technically qualified bid will be attributed a financial score. The cost quoted in the lowest financial proposal (f_m) will be given a financial score of 100 points. The financial score (S_f) of any other bid with a quoted cost 'f' will be computed proportionately as follows:

$$S_f = (f_m / f) \times 100 \quad (f_m, f \text{ in Rs. })$$

5.4 Final Evaluation of Bids

The overall superiority of the bids will be ranked by giving 60% weightage to the technical proposals and 40% weightage to the financial proposals. The final scores will be computed as follows:

$$S = 0.6S_t + 0.4 S_f$$

Where S = final score of the bid;
 S_t = technical score of the bid; and
 S_f = financial score of the bid.

6.0 Award of Contract

The work would be awarded to the highest scorer after approval of the competent authority as per criteria given above. However, NWDA reserves the right to reject any or all the offers without assigning any reason whatsoever.

7.0 Validity of offer

The offer shall be deemed to be valid for 6 months from the date of opening of Financial Bid.

SECTION – II

Qualification Criteria

The Event Management firm must have the following:

1. Head Office and Registered Office in India, with Certificate of Incorporation from Registrar of Companies.
2. Full-fledged office premises and at least 15 executive-level staff in Delhi NCR. Provide names and designation of these staff. Every Executive who are likely to put on work for this event management shall have the experience in arranging the conferences in Vigyan Bhawan / Pragati Maidan in New Delhi. Physical visit to premises may be made for verification.
3. **Annual Turnover of Rs 5 Crores** over the past five years for conference-related business, excluding turnover from tours & travel related business. Attach certified P&L statement for the last five years.
4. Implemented atleast 15 conferences at Delhi NCR in the past 5 years (Furnish detailed list). Out of these 15 conferences at least five conferences with more than 1000 participants in the past 5 years (Furnish detailed list) at Delhi NCR, and out of these 5 conferences atleast two must have implemented in Vigyan Bhawan/Pragati Maidan and Inaugurated by Hon'ble President of India / Hon'ble Prime Minister of India.
5. GST number allotment letter.
6. **Earnest Money Deposit of Rs 90,000/- (Rupees Ninty Thousand only) in the form of a Demand Draft favouring "NWDA - India Water Week" and payable at New Delhi.**
7. The bidder/supplier should not have been banned/ blacklisted from any Ministries/Department/Agencies for supplying the Goods/Materials.

SECTION - III

Scope of Work

S. No.	Activities	Scope of work Detailed description to be provided in Technical Bid
1.	Venue & Space Coordination - i. Inauguration function, plenary sessions in Plenary hall, Vigyan Bhawan on 24 th September, 2019. ii. 25 - 28 th September, 2019, Total five parallel technical Sessions will run on each day spread over hall no. 1, 2&3, 4, 5 and 6. iii. Valedictory function on 28 th September, 2019 in Vigyan Bhawan in Plenary Hall/ Hall No. 5 & 6.	Detailed plan for all the areas taking into account the capacity requirements.
2.	Manpower Hiring including coordination.	<ul style="list-style-type: none"> • Comparer <ol style="list-style-type: none"> i. One in Inaugural Function on 24th September, 2019 in Vigyan Bhawan for a function of the level of PM or President with experience of atleast 5 such functions previously. ii. One for plenary sessions on 24th September, 2019 in Vigyan Bhawan. iii. One in Valedictory Function on 28th September, 2019 in Vigyan Bhawan for a function of the level of PM or President with experience of atleast 5 such functions previously. iv. Five on each day during 25 - 28th September, 2019 in Vigyan Bhawan for technical sessions fluent in English and Hindi and capable of understanding and handling high level of officers from government sector and abroad. May have to provide a brief interaction in a relevant manner as per situation. Should have handled atleast 3 functions at technical events. • Ushers <ol style="list-style-type: none"> i. Ten for Inaugural function followed by plenary session on 24th September, 2019 in Vigyan Bhawan. ii. Ten (2 for each technical sessions) on each day during 25 - 28th September, 2019 in Vigyan Bhawan for technical sessions and also for Valedictory function.

3.	Facilitation counters at Vigyan Bhawan from 24-28th September, 2019.	<p>Providing Facilitation counters with canopy, Facia Printing and including men power at Vigyan Bhawan:</p> <ol style="list-style-type: none"> 24th and 25th September, 2019 - 8 Nos. on each day. 26th – 28th September, 2019 - 4 Nos. on each day. Make a Clock Room 3mtr. x 3mtr. with lockable door & Racks including Luggage Tag and Transparent Zip poly bags.
4.	<p>Onsite Registrations including issue of Participation Certificate (24 - 28th September, 2019 in Vigyan Bhawan).</p> <p>Technical Specifications for Conference Registration Management System.</p>	<p>Registration equipment, lanyards, Bar coded badges, kit filling, preparation and distribution of conference kit bags, transportation of Conference Kit from Saket/Palika Bhawan office to Kit distribution counters in Vigyan Bhawan, manpower, etc. (Conference Kit will be provided by NWDA)</p> <p>Give a detailed description of how you would propose to carry out this task in the most effective and seamless manner, including arrangement for onsite badges printing (about 2000 badges). Also provide the fall back strategy for unexpected guests who have to be provided with badges.</p> <ol style="list-style-type: none"> PCO should have own online portal for registration which should be linked to onsite registration Process during conference days. Online registration portal should also have online Accommodation & Transportation booking process. Payment Gateway Integration. Registration portal should have Automatic delegate listing and search facility. Capability to generate barcode & QR Codes. <p>Creation and distribution of certificate of Presentation/Participation in the event on demand.</p>
5.	Hotel Accommodation	<p>Assisting delegates in booking of hotel accommodation according to their requirements and ensuring that they get fair price from hotels. List of nearby hotels with rates to accommodate the delegates. A choice of accommodation to be made available to participants ranging from 3 to 5 Star at negotiated rates and cancellation conditions. A dedicated section on the conference website to be made</p>

		<p>available to participants to facilitate hotel bookings, requests for visa, request for transfers to/from hotels, etc.</p> <p>Provide facilities for tourist excursions to the Indian and Foreign delegates in and around Delhi on individual payment basis.</p> <p>Facilitating international delegates for getting appropriate mobile phone SIM cards on demand.</p>
6.	Ticketing	Assisting delegates with booking travel tickets, cancellations, rescheduling etc.
7.	Venue preparation for conference <ol style="list-style-type: none"> Inauguration function, plenary session in Plenary hall, Vigyan Bhawan on 24th September, 2019 followed by plenary sessions. 25 - 28th September, 2019, Total five parallel technical Session will run on each day spread over hall no. 1, 2&3, 4, 5 and 6. Valedictory function on 28.09.2019 in Vigyan Bhawan in Plenary Hall/ Hall No. 5 & 6. 	
I	Signage (design will be provided by NWDA) in Vigyan Bhawan.	<ol style="list-style-type: none"> Fabrication & set-up of Signage. Include a signage plan and also include the description of material used (as per Attachment –I). Obtaining approvals from local authorities for placing signage boards. Placing signage boards at strategic places for directions and information in the Vicinity of the Venue. Placing stage backdrop and technical session signage as per requirement. Placing direction signage within venue at appropriate points.
II	Flowers	<ol style="list-style-type: none"> Coordination for Flower decoration for stage in plenary hall and in other halls from 24 - 28th September, 2019 in Vigyan Bhawan.

III	<p>Preparation of Name Plates on the dais and other reserve plates in the hall.</p> <p>ii. 24th September, 2019 in plenary hall Vigyan Bhawan followed by plenary sessions.</p> <p>iii. 25 - 28th September, 2019 in Vigyan Bhawan hall no. 1, 2&3, 4, 5 and 6. Five parallel Sessions will run on each day</p> <p>iv. Valedictory function on 28th September, 2019 in plenary hall/ hall no. 5 & 6 in Vigyan Bhawan.</p>	<p>As per requirement with capabilities for handling last minute changes as and when the need arises.</p> <p>300 Nos. (Approx.)</p>
8.	Transport Planning and Management	<p>i. Planning for optimum number of vehicles according to the total event requirements.</p> <p>ii. Traffic management at venue.</p> <p>iii. Liaising with local traffic authorities for smooth movement of traffic at venue especially for VVIP movement.</p>
9.	Catering Management	<p>The Catering Management on all 5 days during 24th – 28th September, 2019 is required for ensuring all food and beverages are reached delegates in time. The following works are involved in this category:</p> <p>i. Menu coordination with the caterers.</p> <p>ii. Time management as per schedule of sessions</p> <p>iii. Menu preparation according to the attendance of delegates.</p> <p>iv. Ensuring food and beverages to the last arrived delegate without fail.</p>
10.	Session Attendance	<p>System for automatic collection of Attendance statistics of each technical session including the cost of hiring of related equipments using Bar Code software.</p>

SECTION –IV

TERMS AND CONDITIONS

1. Notification of Award

- i. The NWDA will notify the successful Bidder by e-mail or in writing, by registered letter that its bid has been accepted. The bidder will submit their concurrence for carrying out the task. The notification of award will constitute the formation of the Contract.

2. Performance Guarantee

- i. Within 7 days of the signing of the contract, the successful Bidder shall furnish the performance guarantee in accordance with the Conditions of Contract. The successful bidder will have to execute an agreement for the due performance of the contract on such terms and conditions as may be specified, including all the terms and conditions of this tender document and shall be required to furnish a performance guarantee equal to 5% of the contract amount from a commercial Bank in an acceptable form favouring “NWDA-India Water Week”.
- ii. Failure of the successful Bidder to comply with the requirement of Clause 2(i) shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event NWDA may award the Contract to the next best evaluated Bidder or call for new bids.

3. Confidentiality of the Document

- i. This Tender is confidential and the Bidder is required to furnish an undertaking that anything contained in this Tender shall not be disclosed in any manner, whatsoever.

4. Rejection Criteria of Bids

Besides other conditions and terms highlighted in the Tender document, bids may be rejected under following circumstances:

- i. Bids in which the total lump sum price quoted by the Bidder is not inclusive of the all taxes, duties, fees, levies and other charges.
- ii. Bids where prices are not firm during the entire duration of the contract and/or with any qualifications.
- iii. Bids which do not confirm to NWDA’s cost bid format.
- iv. Bids that do not confirm unconditional acceptance of full responsibility of executing the ‘Scope of Work’ of this Tender.
- v. Bids in which the Bidder seeks to influence NWDA’s bid evaluation, bid comparison or contract award decisions.

5. General Obligations

- i. The financial proposals and currency of payment shall be entirely in Indian Rupees.
- ii. Income tax and any other taxes that may be levied from time to time will be deducted as per the norms of Government of India.
- iii. Any corrections/cuttings in the tender document shall be initialed by the bidder.
- iv. The work shall be executed as per the Scope of work given in **Section - III** of the tender document.
- v. Entire work shall remain open for inspection, at all stages to the Director (Tech), NWDA or his representative.
- vi. No advance payment will be made.
- vii. The agreement / Memorandum of Understanding of the work shall be considered to come into force immediately upon the signing by the authorized signatories of NWDA and the firm.
- viii. Any circumstances that may arise calling for any modification of the Agreement may be made by mutual consent.
- ix. The firm shall comply with all Govt. laws and regulations as applicable.
- x. The firm shall be deemed to have himself obtained all necessary information for the purpose of preparing technical and financial proposals. Firm shall also be deemed to have taken into account all contingencies as may arise due to such information or lack of same while framing the proposal for the work.
- xi. NWDA shall not be liable for any damage or compensation payable at law in respect or in consequence of any accident to any personnel deployed by the firm and the firm shall indemnify and keep NWDA indemnified against all such damages and compensation and against all claims proceedings, court charges and expenses whatsoever in respect thereof in relation thereto. The firm shall submit indemnity bond in favour of NWDA. The bidder shall ensure that the personnel/team of staff deployed should be registered under ESI/EPF. Please submit ESI/EPF no. of each personnel/staff.
- xii. The firm shall observe all applicable and accepted safety practices for all of his personnel, equipment and material during the event at his own cost.
- xiii. The financial proposal shall remain firm and fixed till the completion of the work and there shall not be any escalation/revision and shall be deemed to include and cover all costs, expenses and liabilities of every description and all risks of every kind to be taken in executing/completing the work.

- xiv. The bidder must abide by the Code of Integrity for Public Procurement (CIPP).
- xv. In case the Bidder is found to be transgression of CIPP, then he shall be banned/ blacklisted under Rule 175 of GFR, 2017 in future.
- xvi. The bidder/supplier should not have been banned/ blacklisted from any Ministries/Department/Agencies for supplying the Goods/Materials.
- xvii. Address for Correspondence: The Bidder shall designate the official mailing address, place, email and telephone number to which all correspondence shall be sent by the NWDA. The bidders will have to designate a person from the firm to coordinate with NWDA. He will have to be present at Vigyan Bhawan from 24th to 28th September, 2019.
- xviii. Contacting the Department (NWDA): No Bidder shall contact the NWDA on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. Any effort by a Bidder to influence the NWDA for bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder's bid.
- xix. The NWDA reserves the right to accept any bid, and to annul the Tender process and reject any or all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder (s) or any obligation to inform the affected Bidder (s) **of the grounds for NWDA's action.**

6. Resolution of Disputes

- i. Any dispute arising out of this work shall be referred to the Secretary, Ministry of Water Resources, RD & GR, whose decision will be final and binding on both the parties.
- ii. All unresolved disputes shall have jurisdiction at courts of Delhi only.

Annexure - I

SECTION - V
Financial Bid Form

S. No.	Activities	Scope of work Detailed description to be provided in Technical Bid	Cost for Financial Bid (Rs.)
1.	Venue & Space Coordination - <ol style="list-style-type: none"> Inauguration function, plenary sessions in plenary hall, Vigyan Bhawan on 24th September, 2019. 25 - 28th September, 2019, Total five parallel technical Sessions will run on each day spread over hall no. 1, 2&3, 4, 5 and 6. Valedictory function on 28.09.2019 in Vigyan Bhawan in Plenary Hall. 	Detailed plan for all the areas taking into account the capacity requirements	
2.	Manpower Hiring including coordination.	<ul style="list-style-type: none"> • Comparer <ol style="list-style-type: none"> One in Inaugural Function on 24th September, 2019 in Vigyan Bhawan for a function of the level of Prime Minister or President with experience of atleast 5 such functions previously. One for plenary sessions on 24th September, 2019 in Vigyan Bhawan. One in Valedictory Function on 28th September, 2019 in Vigyan Bhawan for a function of the level of Prime Minister or President with experience of atleast 5 such functions previously. Five on each day during 25 - 28th September, 2019 in Vigyan Bhawan for technical sessions fluent in English and Hindi and capable of understanding and handling high level of officers from government and abroad. May have to provide a brief interaction in a relevant manner as per 	

		<p>situation. Should have handled atleast 3 functions at technical events.</p> <ul style="list-style-type: none"> • Ushers <ol style="list-style-type: none"> Ten for Inaugural function followed by Plenary session on 24th September, 2019 in Vigyan Bhawan Ten (2 for each technical sessions) on each day during 25 - 28th September, 2019 in Vigyan Bhawan for technical sessions and also for Valedictory function. 	
3.	Facilitation counters at Vigyan Bhawan from 24-28th September, 2019.	<p>Providing Facilitation counters with canopy, Facia Printing and including men power at Vigyan Bhawan with Fan Facilities.</p> <ol style="list-style-type: none"> 24th and 25th September, 2019 - 8 nos. on each day. 26th – 28th September, 2019 - 4 nos. on each day. Registration Facia backdrop (4'x8') - 8 nos. Make a Clock Room 3mtr. x 3mtr. with lockable door & Racks including Luggage Tag and Transparent Zip poly bags. 	
4.	<p>Onsite Registrations including issue of Participation Certificate (24 - 28th September, 2019 in Vigyan Bhawan).</p> <p>Technical Specifications for Conference Registration Management System</p>	<p>Registration equipment, lanyards, Bar coded badges, kit filling, preparation and distribution of conference kit bags, transportation of Conference Kit from Saket/Palika Bhawan office to Kit distribution counters in Vigyan Bhawan, manpower, etc. (Kit will be provided by NWDA)</p> <p>Give a detailed description of how you would propose to carry out this task in the most effective and seamless manner, including arrangement for onsite badges printing. Also provide the fall back strategy for unexpected guests who have to be provided with badges.</p> <ol style="list-style-type: none"> PCO should have own online portal for registration which should be linked to onsite registration Process during conference days. Online registration portal should also have online Accommodation & 	

		<p>Transportation booking process.</p> <p>iii. Payment Gateway Integration.</p> <p>iv. Registration portal should have Automatic delegate listing and search facility.</p> <p>v. Capability to generate barcode & QR Codes.</p> <p>Creation and distribution of certificate of Presentation/Participation in the event on demand.</p>	
5.	Hotel Accommodation	<p>Assisting delegates in booking of hotel accommodation according to their requirements and ensuring that they get fair price from hotels.</p> <p>List of nearby hotels with rates to accommodate the delegates.</p> <p>A choice of accommodation to be made available to participants ranging from 3 to 5 Star at negotiated rates and cancellation conditions. A dedicated section on the conference website to be made available to participants to facilitate hotel bookings, requests for visa, request for transfers to/from hotels, etc.</p> <p>Provide facilities for tourist excursions to the Indian and Foreign delegates in and around Delhi on individual payment basis.</p> <p>Facilitating international delegates for getting appropriate mobile phone SIM cards on demand.</p> <p>(Optional: Facility for currency exchange at venue, Hiring of cars and other vehicles for local trips on payment basis-specially International delegates).</p>	
6.	Ticketing	Assisting delegates with booking travel tickets, cancellations, rescheduling etc.	
7.	Venue Preparation for Conference. <p>i. Inauguration function, plenary sessions in plenary hall, Vigyan Bhawan on 24th</p>		

	<p>September, 2019.</p> <p>ii. Total five parallel technical Sessions will run on each day spread over hall no. 1, 2&3, 4, 5 and 6 during 25 - 28th September, 2019 in Vigyan Bhawan.</p> <p>iii. Valedictory function in Vigyan Bhawan in Plenary Hall on 28th September, 2019.</p>		
I	Signage (design will be provided by NWDA) in Vigyan Bhawan.	<p>i. Fabrication & set-up of Signage. Include a signage plan and also include the description of material used (as per Attachment –I).</p> <p>ii. Obtaining approvals from local authorities for placing signage boards.</p> <p>iii. Placing signage boards at strategic places for directions and information.</p> <p>iv. Placing stage backdrop and technical session signage as per requirement.</p> <p>v. Placing direction signage within venue at appropriate points.</p>	
II	Flowers	<p>i. Coordination for Flower decoration for stage in plenary hall and in other halls from 24 - 28th September, 2019 in Vigyan Bhawan.</p>	
III	<p>Preparation of Name Plates on the dais and other reserve plates in the hall</p> <p>i. Inauguration Function Plenary sessions in plenary hall, Vigyan Bhawan on 24th September, 2019.</p> <p>ii. Total five Parallel technical Sessions will run on each day Spread over hall no. 1, 2&3, 4, 5 and 6 during 25 – 28th September, 2019 in Vigyan Bhawan.</p>	<p>As per requirement with capabilities for handling last minute changes as and when the need arises.</p> <p>300 Nos. (Approx.)</p>	

	iii. Valedictory function on 28 th September, 2019 in plenary hall/ hall no. 5 & 6 in Vigyan Bhawan.		
8.	Transport Planning and Management.	<ul style="list-style-type: none"> i. Assisting organizers in planning for optimum number of vehicles according to the total event requirements. ii. Traffic management at venue. iii. Liaising with local traffic authorities for smooth movement of traffic at venue especially for VVIP movement. 	
9.	Catering Management	<p>Assisting organizers in:</p> <ul style="list-style-type: none"> i. The Catering Management on all 5 days during 24th – 28th September, 2019 is required for ensuring all food and beverages are reached delegates in time. The following works are involved in this category: ii. Menu coordination with the caterers iii. Time management as per schedule of sessions. iv. Menu preparation according to the attendance of delegates. v. Ensuring food and beverages to the last arrived delegate without fail. 	
10.	Session Attendance	System for automatic collection of Attendance statistics of each technical session using Bar Code including the cost of manpower and related equipments hiring.	
11.	PCO Management Fee	For coordinating all the above services including Coordination with DCP Security for VIP Passes and NOC's for various Departments.	

TOTAL before Taxes:

TOTAL Inclusive of Taxes:

Signature and Stamp of Authorized Signatory:

Technical Bid Covering Letter

From: (Registered name and address of the bidder)

Dated:

To,
Shri K P Gupta
Director (Tech),
NWDA, 18-20,
Community Centre,
Saket, New Delhi -17

Subject: Technical Bid for Providing Conference services to organize India Water Week -2019 scheduled during 24 - 28th September, 2019 in Vigyan Bhawan at New Delhi

Sir,

Having examined the bidding documents and amendments thereon, we the undersigned, offer to provide conference services/ to organize India Water Week -2019 in conformity with the terms and conditions of the bidding document and amendments thereon.

We undertake to provide facilities/ services/execute the above event or its part assigned to us in conformity with the said bidding documents for an estimated sum indicated in Financial Bid which may vary in accordance with the schedule of prices attached and coverage options made by National Water Development Agency.

If our bid is accepted, we:

1. Undertake to provide facilities/ services/ execute the work according to the time schedule specified in the bid document and contract. Quantities may change closer to the date of the conference, in which case the quantities specified in this bid will be taken on a pro-rata basis. If any entirely new activity is required, it will be undertaken on mutually agreeable terms.
2. Confirm that our bid is valid for the period specified in the RFP.
3. Agree to abide by the bid conditions, which remain binding upon us during the entire bid validity period and understand that the bid may be accepted any time before the expiration of that period.

4. Understand that NWDA is not bound to accept the lowest or any bid it may receive, nor to give any reason for the rejection of any bid and that NWDA will not defray any expenses incurred by us in bidding.
5. Until the formal final Contract is prepared and executed between us, this bid, together with NWDA's written acceptance of the bid and its notification of award shall constitute binding contract between us.
6. Our firm has not been banned/ blacklisted from any Ministries/Department/Agencies for supplying the Goods/Materials. We understand that, in case, it is found to be transgression of code of Integrity for Public Procurement, then our firm shall be banned/ blacklisted under Rule 175 of GFR, 2017 in future.
7. Submit that bid is unconditional.

Place:

Date:

Bidder's Authorized Signatory

Signature & Seal

Financial Bid Covering Letter

Dated:

To,
Shri K P Gupta
Director (Tech),
NWDA, 18-20,
Community Centre,
Saket, New Delhi -110017

Subject: **Financial Bid for Providing Conference services to organize India Water Week -2019 scheduled during 24 - 28th September, 2019 in Vigyan Bhawan at New Delhi**

Sir,

Having examined the bidding documents and amendments thereon, we the undersigned, offer to provide conference services/ to organize India Water Week -2019 in conformity with the terms and conditions of the bidding document and amendments thereon.

We undertake to provide facilities/ services/execute the above event or its part assigned to us in conformity with the said bidding documents for an estimated sum indicated in Financial Bid which may vary in accordance with the schedule of prices attached and coverage options selected by National Water Development Agency.

Should there be a later increase/decrease in the initially estimated requirements, these will costed on a pro-rata basis by the winning bidder. Should an entirely new service be required, which is not listed in this bid, this will be negotiated at reasonable market price.

Place:

Date:

Bidder's Authorized Signatory

Signature & Seal

Attachment - I

Preparation and installation of Signage for the Conference of India water week - 2019.

S. No.	Particulars	Qty.	Unit Size	Rate/cost in Rs.
A.	General Branding at Vigyan Bhawan from 24th to 28th September, 2019.			
(i)	Welcome hoarding at Gates Frame with flex with back black masking	3	16'x8'	
(ii)	Welcome Board at Round about Frame with flex back black masking	30	12'x6'	
(iii)	Welcome Tower Branding Frame with flex four side	4	4'x10'x4	
(iv)	Panel alighting point Frame with flex with back black masking	24	4'x8'	
(v)	Pole Branding	10	2'x12'	
(vi)	Car Parking Banner (Signage)	6	6'x5'	
(vii)	Program Board	3	12'x8'	
(viii)	Sponsor Signage	1	14'x16'	
(ix)	Conference Branding Panels & Sponsor	6	4'x8'	
(x)	Registration Facia backdrops	8	4'x8'	
(xi)	Direction Panel at East Gate	2	4'x8'	
(xii)	Sponsor Panel at Atrium Area	2	14'x16'	
(xiii)	Sponsor Panel at Foyer Area	2	16'x10'	
B.	Vigyan Bhawan from 24th & 28th September, 2019.			
	Plenary Hall - 24th September, 2019			
(i)	Main Backdrops as Side Panels both Side of LED	4	8'x16'	
(ii)	LED Riser Branding below LED	1	32'x6'	
(iii)	Inside Direction Panel Frame with star flex	30	2'x6'	
(iv)	Podium Board with logo Digital Eco solvent print and pasted on 3mm Sun board	4	2'x4'	
(v)	Dias Plates	60	Per plate	
(vi)	Standee outside the hall	10	2'x6'	
(vii)	Seating Sign including stand	100		
C.	Vigyan Bhawan from 25th to 28th September, 2019 (Session Halls).			
	Session Hall 1, 2&3, 4, 5 and 6			
(i)	Hall Backdrop Frame with star flex	5	16'x10'	
(ii)	Day programme board	5 for 4 days	4'x8'	
(iii)	Podium Board with logo Digital Eco solvent print and pasted on 3mm Sun board	5	2'x4'	
(iv)	Standee outside each session	40	2'x6'	
(v)	Kit Distribution Panel (Conference Kit will be provided by NWDA)	1	4'x8'	
(vi)	Dias Plates	200	Per Plate	

