

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY DELHI
OKHLA PHASE-III
NEW DELHI-110020**

TENDER FOR EMPANELLMENT OF CONFERENCE ORGANISERS

Last date for submission of Tender	22.06.2017, 3:00 PM
Date of Opening of Tender	22.06.2017, 3:30 PM
Tender Fee	Rs.1,000/-
EMD	Rs.1,00,000/- in the form of Demand Draft in favor of IIIT-D
Submission of Tender Documents	Dy. Manager (S&P) Service Block IIIT-D Campus, Okhla Phase-III New Delhi-110020

I. GENERAL

The Indraprastha Institute of Information Technology Delhi is a State University created by the Act of Govt. of NCT of Delhi and has its Campus at Okhla Phase-III Delhi-110020 spread over an area of 25 acres. The Institute is interested to empanel conference organizers (Agency), for providing conference related services during high level conferences to be held at IIIT-D / Outside IIIT-D for up to a maximum of three years from the date of finalization of empanelment. The purpose of this tender is to short list and empanel the Agency based on parameters specified below.

II. SCOPE OF WORK

The empaneled Agency, whenever required, will be responsible for the following:

Marketing & Promotion

Agency will be involved in promoting the event through advertisements, international portals, conference website, E-mail marketing, press conferences etc. Also, agency will be required to do marketing to create awareness about the conference leading to engage participation of potential delegates through effective and efficient marketing tools.

Administration

- **Financial Planning and Budgets**

Budgeting and budget control is the secret of well-run meetings. Agency will be required to obtain funding, match timelines, prepare cash flows and make accurate assessments of fee and targets to ensure success. The Institute may also inform the amount of fee based on which the CO will be required to work out the total budget suited to conference.

- **Website Development**

Domain name registration, booking of space and designing of the website will be done by Agency. The website will carry the event branding, include information on all services offered to the delegates e.g. registration, visa, important dates, accommodation, tours, location etc.

- **Managing Conference Secretariat**

Agency will assist the Institute with managing the conference secretariat, structuring the scientific program, technical exhibition, sponsor packages, supporting programs, social events.

The secretariat will also coordinate with each of the speakers to facilitate their attendance to the Conference, arrange their hotel accommodation, send visa invitation, and provide travel and transportation and other logistical support.

- **Venue Selection & Accommodation Management**

The selection of venue is very crucial to the success of an event. Agency will suggest the organizers the most appropriate venue and also do an analysis of accommodation requirements and recommend number of rooms across various category of hotel, location, standard of service and rate expected.

Technical Support

- **Audio Visual and Technical Coordination**

Agency will plan and recommend the audio visual equipment that will be required for the event. A team of qualified technical staff will be required to carry out the installation and operate the equipment to ensure a seamless running of the event.

- **Signages**

Agency will develop a theme for the Conference/Workshop/Symposium and identify signage locations and assess required number of signage's to be set up. Signages will include: Backdrops at plenary and workshops, Welcome banners, Day's program, Direction signage etc.

Logistics Management

- **Arrival Reception and Farewell Services**

Agency will obtain necessary clearance from the airport authorities for setting up of facilitation counter inside the arrival terminal of the airport. The counter will have dedicated personnel at all times to ensure that delegates arriving for the conference are provided assistance from the time of their arrival. Agency will ensure that all delegates are met and escorted to their waiting cars or coaches and transferred to their hotels.

- **Transport Arrangements**

Agency will also arrange for shuttle service from the conference hotels to the conference venue. Detailed transport plan for the entire event will be drawn and required number of coaches be blocked. The schedule of the daily shuttle service between the hotels and the conference venue will be given to all the delegates and also displayed at the facilitation counters located at the hotels and the venue. A transport assistance counter will also be set up at the Conference venue during the event.

- **Air Travel Arrangements**

Special air travel packages could be arranged from major points of origin of the participants. Details of the packages will be mailed to all prospective participants and posted on the website.

- **Liaison with Government**

Seek political clearance from MIT, MEA and MHA, provide visa assistance etc. for international delegates. Obtaining information and facilitating the visa process for participants. The agency shall deploy a qualified and dedicated team for this work, with both online and offline support to the delegates.

On-Site Support

- **Registration Management**

On the days of the conference, on-site registration management will be undertaken by Agency. The Registration process will capture the delegate data in the format desired by the Institute.

The Registration desks will be equipped with computers, printers and operators for handling queries related to registration.

- **Manpower Assistance**

Agency will provide assistance in selecting professional staff and hostesses for the event from a professional agency.

The onsite staff would be in charge of handling the registration, directing the delegates to the correct halls, manage the stage during inaugurals sessions, meetings sessions, presentation of bouquets and mementoes to speakers as well as handle mikes during Q&A sessions

- **Entertainment Planning and Thematic Evening**

Agency will organize memorable social evening with entertainment. We will suggest the theme and venue for each dinner and ensure the smooth translation of the entire theme to a reality. We assist with creative production of such events to the logistical part of doing bus transfers, signage, and decoration, catering and creating entertainment. Agency will ensure that the necessary permissions as well as licenses are procured prior to the programme.

- **Pre and Post Conference Tours**

Agency will be required to arrange Pre and Post Conference tours to give the participants a brief insight to the rich history and cultural diversity of our city. These tours are planned to suit the profile of the participants, the season during which the conference is scheduled and the local attractions of the place.

III. ELIGIBILITY CRITERIA

General Eligibility

The present tender can be responded to only by registered business entities with at least ten years' in business and have their registered/Head office/branch office in Delhi/NCR. **No consortia / joint ventures are allowed to apply.**

The business entity must be incorporated under any of the following Acts – The Partnership Act, 1932 or Sole Proprietorship Firm or the Limited Liability Partnership Act 2008 or the Companies Act 1956. Along with the General Eligibility criteria, prescribed herein, the Respondent has to satisfy the following qualification criteria for eligibility:

Qualification Criteria

S. No.	Particulars	Requirement
1	Certificate of Registration	The firm should furnish proof of certificate of registration / incorporation. It should also provide copy of the PAN & Service Tax registration numbers
2	Financial Turnover	Minimum Rs.25 Crore in the last 3 audited financial years i.e. 2014-15, 2015-16 and 2016-17. In this regard a certified copy of the Certificate from a Chartered Accountant firm indicating year wise turnover as income from event management

		related services may be enclosed.
3	Main office location Registered/Head office/Branch office	Fully operational branch/head office in Delhi / NCR
4	Manpower Strength (minimum 50 on roll employees) with event management & advertisement experiences	Attested documents by authorized signatories
5	Should have experience of at least 5 International events in India with a gathering of minimum 150 delegates in last 5 years	Work Order and Work completion document
6	Should not be Blacklisted / debarred / suspended / banned by any Ministry / Department of State or Central Government / PSU on the date of responding to this tender.	A Self Declaration stating to this effect is required to be signed by authorized signatory of the agency with seal.

IV. EARNEST MONEY DEPOSIT

The applicant is required to submit EMD of **Rs. 1,00,000 (One Lakh)** only in the form of demand draft in favor of Indraprastha Institute of Information Technology-Delhi.

EMD will be kept in envelope with the cover letter. Application without EMD will be rejected. EMD shall be returned after selection process is over except for the selected agency which will be retained as security deposit.

V. EVALUATION PROCESS

Scrutiny of eligibility criteria mentioned above will be done by the Evaluation Committee to determine whether the documents have been properly signed, qualification criteria fulfilled and all relevant papers submitted and whether the response is generally in order. The Evaluation Committee can seek additional information from the applicants, if needed. The response not conforming to requirements, financial turnover requirement, office location and past work record will be rejected.

The selection of agency will be based on the evaluation of the technical and financial bids by the Evaluation Committee. A weightage of 70% is allotted to technical bid and 30% to financial bid.

Technical Evaluation: The technical evaluation will be done on the basis of following criteria as per document submitted and technical presentation. The agency is expected to submit the following (as given in table below, both hard and soft copies). Each of the item type has been allocated a particular mark, based on which the final technical score will be calculated.

Firms who qualify in the technical evaluation will be ranked on the basis of merit and evaluated for financial bid.

Technical Bid Documents and Presentation to be submitted

S. No.	Type	Marks
1	<p>Past Experience Last (5 yrs.) events of similar nature and scale - International events (more than one day) with more than 150 participants and more than 20 international participants</p> <p>5 or More than 5 but less than 10 projects More than 10 but less than 15 More than 15</p>	<p>20</p> <p>10 15 20</p>
2	<p>Team Strength On roll resources with mix skill sets – event management and advertisement (creative, graphic designers, operations management, mass media, social, technical experts, procurement, international protocol, artist & celebrity management etc.)</p> <p>50 to 60 60 to 80 More than 80</p>	<p>20</p> <p>10 15 20</p>
3	<p>Turnover Last three years (highest turnover in any year)</p> <p>1. Rs.25 to Rs.50 cr. 2. Rs.50 to Rs.75 cr. 3. More than Rs.75 cr.</p>	<p>20</p> <p>10 15 20</p>
4	<p>Approach and Methodology (presentation)</p> <p>a. Understanding of work b. Plan for the event management, branding and advertisement – social, portal, mass media c. Ideas for cultural events and excursion preferably within Delhi/NCR (at-least three) d. Innovative ideas for the event planning and execution e. Manpower planning & proposed team composition f. Sample design of collaterals g. Business plan with a tentative list of sponsors</p>	<p>40</p> <p>05 05 05 05 05 05 10</p>
	TOTAL	100

Financial Evaluation: A weightage of 30% is allotted to the Management Fee as per Format Placed at Annexure-“A”. This may be kept in a separate sealed envelope and submitted along with technical bid.

Selection: IIIT-D shall empanel agencies in the order of those scoring the highest combined weightage. Agency is required to score minimum combined weightage of 70% for empanelment. Work will be assigned based on the minimum Management Fee quoted for the required number of participants in the conference.

VI. TERMS AND CONDITIONS OF EMPANELMENT

- The empanelment shall be initially for one year from the date of empanelment. IIITD reserves the right to extend the same on yearly basis up to two additional years based on periodic reviews to assess the performance during the specified duration of empanelment on the same terms & conditions.
- The servicing team of the agency must be available to IIITD as and when required by IIITD.
- Nothing mentioned herein shall be construed as relationship of master and servant or of principal and agent as between the “IIITD” and “the applicant”. No partnership shall be constituted between IIITD and the applicant by virtue of this Empanelment nor shall either party have powers to make, vary or release contractual obligations on behalf of the other party or represent that by virtue of this or any other Empanelment a partnership has been constituted, or that it has any such power. The applicants shall be fully responsible for the services performed by them or on their behalf.
- The empanelled agency is expected to maintain high level of professional ethics and will not act in any manner, which is detrimental to IIITD’s interest. Agency will maintain confidentiality on matters disclosed till proper instruction is issued for publication.
- IIITD will de-empanel the empanelment, if the agency is found to be engaged in corrupt, fraudulent, unfair trade practices, coercive or collusive.
- Applicable Law would mean the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.
- All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in New Delhi only.
- The advertisement and marketing material used by the agency shall be in accordance with the guidelines laid down by IIITD from time to time.
- The applicants will indemnify IIITD against any misuse of Brand Name and Logo. For any misuse of Brand name and logo, the applicant themselves will be held responsible. IIITD will take necessary legal actions for such cases.
- IIITD will not be responsible for any miscommunication or harm caused to any party because of any misrepresentation of its name and logo by the applicant.
- Without prejudice to any other right or remedy it may have, either party may terminate the empanelment at any time by giving one month advance notice in writing to the other party.
- IIITD reserves the right to withdraw / terminate empanelment at any point of time.
- The rates quoted shall be in Indian Rupees and shall be inclusive of all taxes, duties except service Tax, as applicable, up to the completion of job.

- All decisions taken by the IIITD regarding empanelment shall be final and binding on all concerned agencies.
- The Agency is responsible for and obliged to conduct all activities as defined in the scope of work in accordance with the Agreement.
- The Agency is obliged to work closely with the IIITD's staff, act within its own authority and abide by directives issued by the IIITD.
- The Agency will abide by the job safety measures prevalent in India and will free the IIITD from all demands or responsibilities arising from accidents or loss of life. The Agency will pay all indemnities arising from such incidents and will not hold the IIITD responsible or obligated.
- The Agency is responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanor.
- The Agency will treat as confidential all data and information about the IIITD, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the IIITD.
- IIITD will have right to drop any agency from the empanelled list without assigning any reason whatsoever. IIITD also reserves the right to modify the term and conditions of empanelment.
- Agency should have resources with proficiency and proof reading facilities in multiple official languages of India.
- Agency will be responsible for transportation of material across India, if required by IIITD.

Financial Bid for Empanelment as Conference Organizers

S. No.	Number of Participants	All Inclusive Management Fee as Percentage of Total Cost
1	Up to 100	
2	101 to 200	
3	201-500	
4	Above 500	

We agree to render the services on the above all inclusive fee percentage for the duration of the empanelment of three years (one + two extended years).

(Name and Signature of Authorized Signatory with
Seal of the Agency)

Date: