



Tender

for

**Selection of an Event Management Agency for
Conceptualizing and Executing Ground Breaking
Ceremony; GBC-3 at Lucknow for the Government of
Uttar Pradesh**

E-Bid Reference: GBC-3/EMA

E-Tender Portal: <https://etender.up.nic.in>

09th May 2022

Invest UP

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1. DISCLAIMER

The information contained in this tender or subsequently provided to the bidder, whether verbally or in documentary or in any other form by or on behalf of Invest UP (herein after referred as Invest UP or Client) or any of its employees, is provided to the bidder on the terms and conditions set out in this tender and such other terms and conditions subject to which such information is provided.

This tender is not an agreement or an offer by the Client to the prospective bidder or any other person. The purpose of this tender is to provide bidders with information that may be useful to them in the formulation & submission of their bids pursuant to this tender.

This tender may not be appropriate for all persons, and it is not possible for the Client and its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this tender. The assumptions, assessments, statements and information contained in this tender, may not be complete, accurate, adequate or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this tender and obtain independent advice from appropriate sources. Information provided in this tender to the bidders may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Client and its employees/advisors make no representation or warranty and shall have no liability to any person including any bidder under any law, statutory rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this tender or otherwise, including accuracy, adequacy, correctness, reliability or completeness of the tender and any assessment, assumption, statement or information contained therein or deemed to form part of this tender or arising in any way in this selection process.

The Client also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any bidder upon the statements contained in this tender.

The Client may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this tender. The issue of this tender does not imply that the Client is bound to select a bidder or to appoint the selected bidder as the case may be, for the job and the Client reserves the right to reject all or any of the applications/bids without assigning any reasons whatsoever.

2. INSTRUCTION FOR E-TENDERING

The bidding process for this tender will be completed online through e-tender portal. The tender document can be downloaded free of cost from the e-tender portal.

The bidder has to register with his/her Digital Signature Certificate (DSC) in the e-tendering system and subsequently he/she will be allowed to carry out his/her e-bid submission activities. Registering the Digital Signature Certificate (DSC) is a one-time activity. Before proceeding to register his/her DSC, the bidder should first log on to the e-tendering system using the user login option on the home page with the login ID and password with which he/she has registered.

For successful registration of DSC on e-procurement portal <http://etender.up.nic.in>, the bidder must ensure that he/she should possess Class-2/Class-3 DSC issued by any certifying authorities approved by the Controller of Certifying Authorities, Government of India, as the e-procurement website <http://etender.up.nic.in> is presently accepting DSCs issued by these authorities only. The bidder can obtain user login ID and perform DSC registration exercise even before e-bid submission date starts. The bidder shall be required to use own digital signature while uploading its bid. The bidder shall be required to upload the bid using its digital signature only. Failure to comply or usage of digital signature of other firm shall be liable for rejection of the bid.

The bidders must upload all the required documents (which would form the technical proposal) electronically in the PDF format, except for the financial proposal submission form (BOQ) which will be electronically uploaded on the prescribed XLS format only on the e-tender portal.

It is suggested that the PDF files should be made in grayscale using the minimum readable appropriate resolution so that the size of the files is minimized for fast uploading on the e-tender portal <https://etender.up.nic.in>. The required electronic documents for each document label of Technical (Project Details, Annexures, etc.) schedules/packets can be clubbed together to make single label file. The size of single label file should not exceed 40 MB size.

Along with uploading the e-bids online, the demand draft for the tender fee and the EMD has to be submitted in original (hard copy) in a separate envelop on or before the day of technical bid opening at the address given below. The demand drafts should be drawn in favour of Invest UP, and payable at Lucknow.

The presentation as per Appendix F has to be submitted as a part of the technical proposal. However, to support easy submission and to reduce the size of the e-bid file to be uploaded, the presentation can also be submitted as hard copy in a separate envelop on or before the day of technical bid opening. The technical e-bids will be opened at the below address, and the presentation can also be submitted to the following address:

**Indira Gandhi Pratisthan
Vibhuti Khand, Gomti Nagar, Lucknow**

3. NOTICE INVITING TENDER

Invest UP invites sealed technical and financial proposals for the ‘**Selection of an Event Management Agency for Conceptualizing and Executing Ground Breaking Ceremony; GBC-3 at Lucknow for the Government of Uttar Pradesh**’.

S. N.	Description	Date/Details
1.	Issue of tender document on the e-tender portal https://etender.up.nic.in	10-05-2022
2.	Tender fee	INR 2,000 + 18% GST (INR 2,360/-) payable in the form of demand draft, in favour of Invest UP, payable at Lucknow
3.	Earnest money deposit (EMD)	INR 6,00,000/- payable in the form of demand draft, in favour of Invest UP, payable at Lucknow
4.	Pre-bid meeting	13-05-2022 at 1400 hrs in Hybrid Mode
If desired bidders can join pre-bid meeting online through Zoom Meeting platform on https://us06web.zoom.us/j/87431363264?pwd=W1BZaThNNlFjc2t0TlVod3Z1SUdkZz09		
5.	Issue of Corrigendum, if any	14-05-2022
6.	Bid submission start date	10-05-2022
7.	Bid submission closing date	21-05-2022 at 0900 hrs
8.	Opening of technical e-bid	21-05-2022 at 1000 hrs
9.	Technical presentation (PPT)	21-05-2022 at 1100 hrs
10.	Financial e-bid opening	21-05-2022 at 1600 hrs

Exemption for EMD amount of INR 6,00,000/- is allowed for MSME/NSIC registered entity. The bidder claiming exemption in EMD must attach relevant NSIC/MSME registration certificate in the technical bid.

Any queries may be submitted to Nodal Officer, Invest UP on Email ID advantageup@investup.org.in with subject: ‘E-Bid Reference: GBC-3/EMA, Queries’ on or before pre-bid meeting date as mentioned in table above.

Invest UP reserves the right to cancel any or all the e-bids or annul the bidding process without assigning any reason thereof.

The place of opening e-bids and pre-bid meeting:

Indira Gandhi Pratisthan

Vibhuti Khand, Gomti Nagar, Lucknow

4. PROJECT BACKGROUND

The Government of Uttar Pradesh has started preparing to take a big leap to further promote the industrial investment by organising the Ground Breaking Ceremony (GBC-3) in Lucknow in the first week of June 2022, most likely on 3rd June 2022. The venue for GBC-3 will be Indira Gandhi Pratishthan, Lucknow.

The first Investors' Summit was organized in Lucknow in February 2018, followed by GBC-1 in July 2018 and GBC-2 in July 2019, which attracted investment intent worth INR 4.28 lakh crore and project implementation of INR 60,000 crore and INR 65,000 crore respectively. Preparations are being made to organise GBC-3 to further boost state's gross domestic product (SGDP) and employment opportunities.

The GBC-3 is expected to be a grand ceremony and is likely to attract the government and political leadership, captains of all major industries and various stakeholders across the industrial spectrum, with an estimated visitor count of ~3,000 guests.

The objective of the ceremony is to not only bolster the confidence of the investors in the State but also to send a strong positive signal to the business community about the proactive approach of the State Government. This culture of felicitating such projects will further incentivize the private sector for fast paced implementation of industrial projects in the State. During the ceremony, it is proposed that the Hon'ble Chief Guest will digitally ground break these projects, symbolically, or through any other innovative means, followed by digital effects and then screening of a movie on Ground Breaking.

5. SCOPE OF WORK

The Ground Breaking Ceremony (GBC-3) is expected to be hosting ~3,000 guests and will be a half-day ceremony.

GBC-3 Snapshot	
Event	Ground Breaking Ceremony 3
Date	First week of June 2022 (most likely on 3 June 2022)
Venue	Indira Gandhi Pratishthan, Lucknow
Ceremony Hall	Jupiter Hall

The bidders are advised to visit the event venue (Indira Gandhi Pratishthan, Lucknow) and present a plan of event execution in the technical presentation which should cover all the aspects of the scope of work. The selected bidder will have to provide requisite temporary structures, competent manpower and services in consultation with Invest UP or any of its designated agency as detailed out further in this section:

5.1 Venue Development:

1. Overall theme development and execution for GBC-3, considering the scope of work, in consultation with Invest UP.

2. Master plan of entire event site, which includes but not limited to, ambience décor of the ceremony, indoor and outdoor venue, VVIP Lounge, camp office, temporary installations, arch gates, entry/exit, walkways, registration counters, seating plan, F&B area, etc.
3. 2 Customized arch gates at the entry points of Indira Gandhi Pratisthan.
4. 1 Welcome gate at gate no. 3 of Indira Gandhi Pratisthan for the entry of the Hon'ble Chief Guest.
5. Beautification of 'Jupiter Hall' for the ceremony, fit for ~2,000 guests. It will include but not limited to, stage setup, stage seating, LED backdrop of appropriate size, podium, dais setup, light & sound, A/V setup, landscaping and flower décor, audience seating for various category of guests, furniture (white sofa; single and double seater, coffee tables, banquet chairs and other required furniture), green room, etc.
6. LED backdrop at stage of Jupiter Hall (specifications to be ascertained post site recce).
7. LED screens of optimum size facing towards dais and VVIPs including chief guest with option of live relay.
8. 2 teleprompters to be placed on most opportune places facing towards podium.
9. Furniture (sofa seating, coffee tables, podium, mic, flower décor, etc.) for the stage at Jupiter Hall. The bidder needs to ascertain the actual requirement based on fact that, fixed seats in auditorium format is already available at Jupiter Hall.
10. Ambience décor of the main stage at Jupiter Hall (carpeting, flower décor, lighting, backdrop, etc.).
11. Seating arrangements for guests during the ceremony as per standard protocol which should include proper marking on seating for VVIPs, VIPs, delegates, government officials, media, etc.
12. Branding of entire walkway from point of alight to the Jupiter Hall for VVIPs/dignitaries.
13. Carpeting of the event venue, wherever required. Red carpet at all entry points of VVIPs/Dignitaries to the Jupiter Hall. It is recommended to use red carpet of at least 50*10 feet. Neat & clean carpet must be used and the size, dimensions and actual utilization to be ascertained post site recce before the submission of the bid.
14. Preparation with necessary branding elements with LED screens of appropriate size in Mars, Saturn and Mercury hall of Indira Gandhi Pratisthan with provision of live streaming of the ceremony happening at Jupiter hall on the screens.
15. Provision of multi-cam system at Jupiter, Mars, Saturn and Mercury hall for live relays and recording. Provision for 60 live relay switchers need to be arranged from an appropriate central location at the venue.
16. 4 LED screens of 10*10 feet with heavy duty platforms with anchoring for outdoor venue.
17. Decorative plants and floral décor of the entire event venue (indoor and outdoor).
18. 30 Standees of 8*8 feet (indoor venue).
19. 80 Standees of 6*3 feet (outdoor venue).
20. Innovative concept for symbolic ground-breaking ceremony at or near the stage of Jupiter Hall. The concept to be presented in the technical PPT.
21. 1 Lounge for the Hon'ble Chief Guest (fit for at least 30 guests with sofa seating, coffee tables, light, personal toilet, supplies, personal green room & décor). To be approved by the office of the Chief Guest.
22. 1 Lounge for the Hon'ble Chief Minister of Uttar Pradesh (with sofa seating, coffee tables, light, personal toilet, supplies, personal green room & décor). To be approved by the office of the Hon'ble Chief Minister.

23. 1 VVIP lounge (fit for at least 50 guests with sofa seating, coffee tables, light, personal toilet, supplies & décor).
24. 1 office for the organisers (fit for 40 people, with 10 desktop computers, internet connection, 3 high speed MFP printers and tea/coffee vending machine). To be ready and handed over to Invest UP at least 3 days prior to the event and to remain functional 1 day after the event.
25. 1 Media lounge (at Saturn hall) with at least 30 desktop computers, internet connection, 2 MFP printers and 3 dedicated staff to handle all the IT related issues.
(please note that all lounges and office listed in line items 21, 22, 23 and 24 above needs to be arranged at the available built-up space at the Indira Gandhi Pratishthan with necessary furniture, fixtures, screens, refreshments, tea/ coffee, water, etc. The bidder needs to present the overall layout plan in the technical PPT)
26. Housekeeping and other O&M services during the event.
27. 50 Dustbins, with 'Swachh Bharat' branding and disposal of trash at regular intervals.
28. Providing, installation, upkeep and management of 2 portable toilets and 2 vanity vans for VVIPs.
29. 3 Special installations to be used at photo opportunity. Designs to be included in the technical PPT.
30. High speed internet connection through dedicated wi-fi connection, preferably through optical fibre.
31. Management of entire parking area, including but not limited to, handling of vehicle parking, allocation of parking spaces for various categories of delegates, fire mitigation, sanitation and cleaning of the parking area and provision of 2 refreshment counters for dispensing food items, water, juices, etc. on payment basis.
32. Onsite branding of the event venue (all specified and unspecified indoor and outdoor locations).
33. En-route branding from Lucknow airport and Lucknow railway station to the venue.
34. Preparation, installation, and upkeep of 5 customised gates at opportune locations between Lucknow airport and Indira Gandhi Pratishthan.
35. City branding which include but not limited to digital signboards at 50 opportune locations, pole branding at 100 opportune locations, hoardings at 30 opportune locations and 50 direction signages of optimum sizes.
36. Installation of 5 inflated air balloons with event branding at opportune location in the city, 3D backlit panels, etc.
37. Bidder to include the overall branding strategy and roadmap in the technical PPT.
38. Design of digital backdrops for the ceremony.
39. Assessment of power and water supply at the venue and provide the required volume of utilities (water and electricity) for the duration, pre-event fabrication and post-event dismantling. It is the total responsibility of the agency to ensure 100% power backup and water supply. It will be sole responsibility of bidder to arrange for power and water at the venue as per standard requirements. The bills for power consumption at the venue will be reimbursement separately (over and above the financial quote of the bidder) on presenting of original electricity bill and after due verification from Energy Department of GoUP.
40. To get all the required regulatory NOCs and permissions for the event.

5.2 Exhibition hall: The design theme to be visually appealing and needs to be erected at the 'Exhibition Ground' indicated in the sitemap of Indira Gandhi Pratishthan below, and must have:

1. 1 German hangar of size 300 ft. x 100 ft. *(made of imported aluminium hangars with base plate that are anchored to the ground and covered with blackout PVC fabric that is fire retardant. The hangar structure should be able to withstand wind speed up to 100 KMPH. The hangar will be completely weatherproof and airconditioned with adequate number of entry exit points including emergency exits. General lighting will be part of the hangar, will be pillarless inside.)*
2. Shells scheme exhibition space for 57 ODOP artisans and their product, with individual branding, necessary fixtures, light arrangements and power points.
3. Exhibition space for 50 industry stakeholders (from GBC-1 and GBC-2) to showcase their products/offerings, with individual branding, necessary fixtures, light arrangements and power points.
4. 1 Thematic installation to serve as a photo opportunity space.
5. Centrally aligned digital atrium needs to be erected, which could either be an elaborate digital wall/innovative installation which can digitally depict the growth story of Uttar Pradesh.
(the entire exhibition hall needs to be centrally air-conditioned, well branded and the bidder in the technical PPT needs to present the infrastructure and design concept)

5.3 Content development:

1. One main video for GBC-3 of up to 5 minutes with voice over, which may require new shoot and refurbishing existing footage. To be utilized at various screens during the event and publicity on social media.
2. One video of up to 3 minutes with voice over on the industrial landscape of Uttar Pradesh. To be utilized during and post event at various industrial engagements.
3. One video of up to 5 minutes with voice over, which will include video highlights of entire event, snippets from speaker's speeches, media stories, etc.

5.4 Sanitation Arrangements: Separate toilet arrangements for public and VIPs (male & female). Optimum quality portable toilets to be provided in order to cater to 3,000 guests. Special toilets for VVIPs, VIPs, Chief Guest, Government officers and specially-abled guests. Cleaning to be ensured at regular intervals. A right mix of existing toilet blocks and portable toilets are to be used in such a manner to cater at least 3000 people.

5.5 Collaterals:

1. Design, print & production of invitation card with envelope – 4,000
2. Design, print & production of car pass stickers – 4,000
3. Design, print & production of delegate badges – 4,000 with pouch of size 6*4 inches, card size 120*90 mm, multicolour, printed on 300 GSM paper and HDP lanyards of 20 mm with four colour event logo print. All delegate badges must be QR code enabled.
4. 2 Shawls for Hon'ble Chief Guests.
5. Design, print & production of 3,000 copies of food coupons, 500 copies of VVIPs food coupon and 30 glass tent cards (content will be provided by Invest UP).
6. Design & produce 2000 metal engraved plate, preferably on stainless steel and die cut as per the theme of GBC-3 (content for engraving will be provided by Invest UP and each plate to have different content).
7. 3000 pen drives of 8 GB storage each, with engraved/printed logo of the Government of Uttar Pradesh, Invest UP and GBC-3. It will be responsibility of EMA to transfer the content decided and provided by Invest UP in all 3000 pen drives.

8. Design, print & produce 300 copies of compendium booklet of 100 pages each (content will be provided by Invest UP).
9. Provide 10 post-event albums to Invest UP with videos & photographs of the entire programme in hard drives.
10. Provide event stationeries (include but not limited to, notepads, pens, pencils, whiteboards, flipcharts, markers, dusters, staplers with pins, etc.)

(The agency needs to design and provide a physical sample of all of the above listed items during the technical PPT for assessment of brand and quality check. Content for pen drives will be provided by Invest UP, however, embedding of content on pen drive and branding on pen drive will be done by the agency)

5.6 Food & Beverage: *(Besides, the F&B infrastructure, the lunch and hi-tea quote will be taken separately in the BOQ, please read the section below)*

1. F&B temporary infrastructure at the outdoor venue of Indira Gandhi Pratishthan – 3 units, (1 VVIP enclosure with silver service, 1 General enclosure with buffet and 1 Media Enclosure with buffet).
2. 1 Hi-Tea service with mixed menu for 3,000 guests in standard buffet. *(to be quoted separately in BOQ line item 1.02, as can be excluded depends on final timing of the event)*
3. 1 Hi-Tea service in sit down silver service for 300 guests, with multi-cuisine options and hi-tea/coffee during breaks along with proper catering arrangements of 5-star category. *(to be quoted separately in BOQ line item 1.03, as can be excluded depends on final timing of the event)*
4. 1 Lunch service with mixed menu for 3,000 guests in standard buffet. *(to be quoted separately in BOQ line item 1.04, as can be excluded depends on final timing of the event)*
5. 1 Lunch service in sit down silver service for 300 guests, with multi-cuisine options and hi-tea/coffee during breaks along with proper catering arrangements of 5-star category. *(to be quoted separately in BOQ line item 1.05, as can be excluded depends on final timing of the event)*
6. Catering service (running tea/coffee and snacks) for all lounges/meeting rooms and offices all through the event.
7. Provide 750 food packets for security officials/staff on the day of the event.
8. Ensure proper drinking water arrangements all across the venue. It will include but not limited to, providing 10,000 water bottles of 200 ml each, 1,000 water bottles of 1 lt. each and 500 refillable jars of 20 lt. each along with dispensers on the day of the event.
9. Food arrangements need to be compliant with all the regulatory requirements of Food Safety and Standards Authority of India, Government of Uttar Pradesh or any other agency of the Government of India/Uttar Pradesh.
10. Managing the entire F&B infrastructure, ensure proper décor & cleanliness.

5.7 Airport Lounge:

1. 1 Lounge at Lucknow airport of 150 sq. mt. (with sofa seating, tables, coffee table, display rack, refrigerator and supply of drinking water, tea/coffee with snacks, lighting and air conditioning).
2. 1 GBC-3 dedicated helpdesk and manning, upkeep, general cleaning of the lounge and the helpdesk.

5.8 Security:

1. Necessary security measures equivalent to the standard of VVIP programmes (Prime Ministerial level), including but not limited to, deployment of the security personnel, baggage screening gadgets, personnel screening gadgets, CCTVs, to the satisfaction of Invest UP and other stakeholders.
2. Provide security guards at most important locations of the entire event venue, including but not limited to, entry/exit gates, main hall, lunch area, camp offices, lounges, etc.
3. Ensure proper security arrangements at the entire event venue as per requirements.
4. Coordination with all the security agencies deputed by the Government of India and the Government of Uttar Pradesh.
5. All the access to halls, exhibition area, lounges, camp office, F&B venues and entire event site is to be controlled through proper manning at all entry and exit gates.
6. Erect a built-up security room for 'Special Protection Group'

5.9 Registration:

1. Erect 1 registration area at the entrance of the venue with 15 registration counters of 5*5 feet each, with covered space for que with que managers, waiting area, air cooled and other necessary services & support to run the registration process. Queue managers to be deployed in front of each registration counter.
2. Handle the entire registration process, both online and onsite.
3. Facilitate the process of badges printing through software and hardware support.
4. The registration area must have sufficient hand-held and static QR code scanner (to cater to the estimated guest count of 3000). Hand-held and static QR scanners must also be placed at all venue halls, F&B area, exhibition area and lounges/offices with required manpower to support smooth operations/scanning.

5.10 Manpower:

1. Provide 100 uniformed and well-dressed ushers on the day of the event.
2. Provide manpower support for all technical and non-technical services per the scope of work.
3. Provide dedicated manpower, to the satisfaction of Invest UP, for manning F&B area, technical support (lounges, organizer's office, etc). The list of such manpower with their identity and contact details to be provided to Invest UP, two days prior to the event.
4. Deploy additional 25 manpower with event management competence for smooth execution of the event.

5.11 Social Media Management:

1. The agency needs to make provisions for the live stream of GBC-3 on official social media handles (as assigned by Invest UP), which will include but not limited to, Facebook, Twitter, YouTube and Instagram.
2. Social media management like content development, artwork, posting, scheduling and overall social media outreach plan, promoting GBC-3, across all assigned handles.

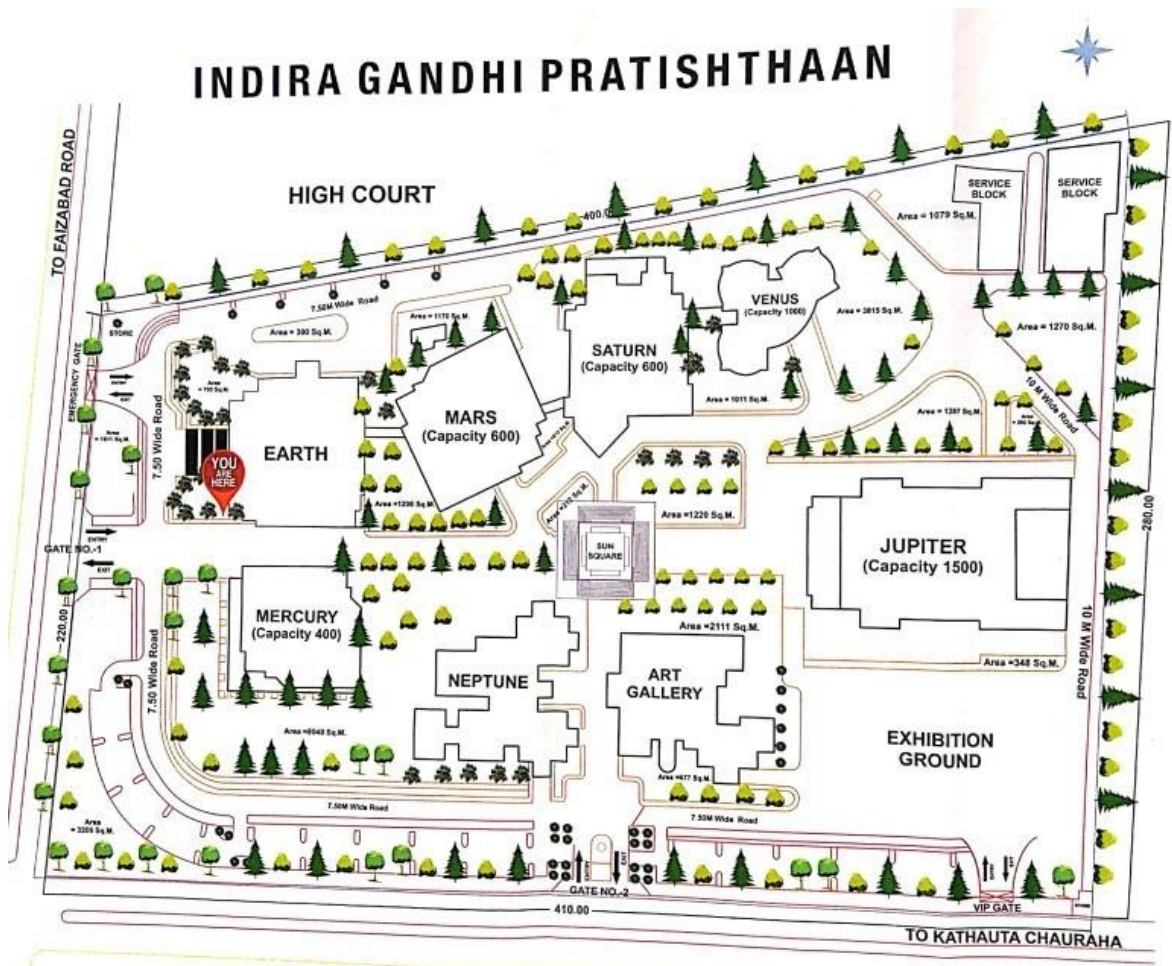
5.12 Miscellaneous:

1. EMA to get the event insured from an insurance agency of national repute and provide a cover note to Invest UP at least two days before the day of the event.
2. Coordination and management of various vendors working simultaneously on the event.

3. Coordination with Invest UP and other state departments for the successful execution of the event.
4. Assist Invest UP in verification & validation of various deliverables of the scope of work.
5. The event will witness high and critical guest profile from the government leadership and will have multiple government and private stakeholders. All applicable Covid-19 guidelines issued at the time by the government authorities must be strictly adhered to.

5.13 Site Recce:

1. The bidder must visit the event site before applying for the tender to understand the site and best plan event infrastructure layout based on ground realities.
2. Upon selection, the agency will have to appoint 4 capable resources for the project till the successful execution of the event. The team must be physically deployed at Lucknow within 2 days from the award of the contract.
3. An indicative sitemap of Indira Gandhi Pratishthan is attached for reference.



In addition to the above scope of work, the event management agency will be responsible for delivering any and every delivery of the event, end-to-end management, on-ground support and facilitation for each element of GBC-3.

Note: Any additional work required for the successful execution of GBC-3, will be delivered only upon mutual agreement of the additional scope of work and rates between the Successful Bidder

and the Competent Authority. The quantum of additional work shall not exceed 20% of the award value of the tender.

6. PROJECT DURATION

The duration of the project would start from the date of issue of the work order and would include the time period preceding the event, duration of GBC-3, successful dismantling of the setup and clearing the site of any debris.

7. INSTRUCTION TO BIDDERS

The selected bidder shall function as the Event Management Agency for Conceptualizing and Executing Ground Breaking Ceremony; GBC-3 at Lucknow for the Government of Uttar Pradesh, and its scope would be extended to items lists in the scope of work.

The proposal will 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 will be issued a work order by the Client. The Client intends to adopt a single stage-two envelope bidding process for the selection of the agency for the assignment. Hence, the technical and financial proposal shall be uploaded as two separate files on the e-tendering website. A demand draft of INR 2,000 + 18% GST = INR 2,360 (Rupees Two Thousand Three Hundred & Sixty Only) for the tender fee (non-refundable), in favour of Invest UP, payable at Lucknow, issued by any scheduled bank in India has to be submitted for the acceptance of the e-bid. The demand draft must be hand delivered to the office of Invest UP, on or before the bid submission date and time.

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. Any Joint Venture/Consortium is not eligible for this e-tendering process. The proposal shall remain valid for a period of not less than 180 days from the proposal due date (proposal validity period). The Client reserves the right to reject any proposal, which does not meet this requirement.

8. EARNEST MONEY DEPOSIT (EMD)

An Earnest Money Deposit (EMD) for an amount of INR 6,00,000/- (Rupees Six Lakh only) in the form of a demand draft, in favour of Invest UP, payable at Lucknow has to be submitted for acceptance of the e-bid. The demand draft must be hand delivered to the office of Invest UP on or before the bid submission date and time. Exemption for EMD amount of INR 6,00,000/- is allowed for MSME/NSIC registered entity. The bidder claiming exemption in EMD must attach relevant NSIC/MSME registration certificate in the technical bid.

EMD shall be returned to the unsuccessful bidders within a period of one month from the date of issue of 'Work Order' to the 'Successful Bidder'. EMD submitted by the 'Successful Bidder' shall be returned one week post the submission of performance security. EMD shall be forfeited in the following case:

- If any information or document furnished by the bidder turns out to be misleading or untrue in any material respect.

9. FORMAT AND SIGNING OF E-BIDS

The bidder shall provide all the information as per this tender document. The Client will evaluate only those proposals that are received in the required format and are complete in all respects. The bidder shall prepare the electronic copy for the e-bids (in pdf format) and upload the e-bids on e-tender portal <https://etender.up.nic.in> through the bidder's Digital Signature Certificate (DSC).

Each proposal shall comprise the following:

Part I Submission

- A. Scanned copy of the DD for the tender fee
- B. Scanned copy of the DD for Earnest Money Deposit (EMD)
- C. Covering letter in the format set out in Appendix A
- D. Details of the bidder in the format set out in Appendix B. The bidder shall declare the company profile such as memorandum & article of association of the company, etc. The documents to be submitted should also include the following:
 - I. Self-attested copy of company registration
 - II. Self-attested copy of PAN card
 - III. Self-attested copy of the GSTIN number
 - IV. Self-attested copy of the company profile, along with the list of significant clients
 - V. Chartered accountant certificate (original) specifying the annual turnover for the last three financial years in the format set out in Appendix E
 - VI. Chartered accountant certificate (original) specifying the net worth for the last three financial years.
- E. Power of attorney as per Appendix C, authorizing the signatory of the proposal to commit the bidder
- F. Technical proposal comprising:
 - I. Project data sheets & technical capacity of the bidder in the format set out in Appendix D, with supporting proofs as indicated in Clause 'Eligibility Criteria and Evaluation Methodology'
 - II. Technical presentation per guidelines prescribed in Appendix F
 - III. Affidavit (Appendix G) regarding the non-debarment by any State/Central Government or their agencies

Part II Submission

- A. Financial proposal will be separately uploaded on the e-tendering website after dully filling the 'Bill of Quantities' in the excel file (BOQ.xls) per the provided format and marked as 'Part II Submission – Financial Bid'
- B. The amount quoted must be exclusive of all applicable taxes.
- C. The successful bidder, upon selection, will be required to provide an itemized costing of the lumpsum financial quote to Invest UP.

Each page of the technical e-bid shall be numbered and signed by an authorized signatory of the bidder.

10. SUBMISSION OF E-BIDS

The bidders should submit their bids online only in the 'Submission' module of the e-tender portal <https://etender.up.nic.in>. The bids shall be submitted only from the bid submission start date till

the bid submission end date and time given in the e-tender portal <https://etender.up.nic.in>. Therefore, bidders are advised to submit the e-bids well in time.

The proposal, all correspondence and documents shall be written in English. In case of accompanying literature or brochures, etc. being in a language other than English, a certified translation should accompany the documents as part of the tender. All proposals and accompanying documentation will become the property of the Client and will not be returned. The bidders should submit their e-bid considering the server time displayed on the e-tender portal <https://etender.up.nic.in>. The server time is the time by which the e-bid submission activity will be allowed till the permissible time on the last/end date of submission of e-Bids indicated in the e-tender schedule. Once the e-bid submission date and time is over, the bidders cannot submit their e-bid. The bidders shall only be held responsible for any delay and whatsoever reason in submission of e-bid.

The procedure for submission of e-bids by the bidders on the e-tender portal <https://etender.up.nic.in> is already available on the portal and has also been explained in the tender document under 'Instructions for e-tendering' section.

11. LATE BIDS

The server time indicated in the bid management window on the e-tender portal <https://etender.up.nic.in> will be the time by which the e-bids submission activity will be allowed till the permissible date and time scheduled in the e-tender. Once the e-bids submission date and time is over, the bidder cannot submit his/her bid. Bidder has to start the e-bid submission well in advance, so that the submission process passes off smoothly. The bidder only, will be held responsible if his/her e-bids are not submitted in time due to any reasons.

It shall be deemed that prior to the submission of the proposal, the bidder has:

- Made a complete and careful examination of terms and conditions/requirements, and other information as set forth in this tender document
- Received all such relevant information as it has requested from the Client
- Made a complete and careful examination of the various aspects of the project

The Client shall not be liable for any mistake or error or neglect by the bidder in respect of the above.

12. WITHDRAWAL AND RESUBMISSION OF E-BIDS

Withdrawal: At any point of time, a bidder can withdraw his/her e-bids submitted online before the e-bids submission end date and time. For withdrawing, the bidder should first log in using his/her login ID and password and subsequently by his/her digital signature certificate on the e-procurement portal <https://etender.up.nic.in>. The bidder should then select 'My Bids' option in the 'Bid Submission' menu. The page listing all the bids submitted by the bidder will be displayed. Click 'View' to see the details of the bid to be withdrawn. After selecting the 'Bid Withdrawal' option, the bidder has to click 'Yes' to the message "Do you want to withdraw this Bid?" displayed in the 'Bid Information' window for the selected bid. The bidder also has to enter the Bid Withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the 'Submit' button. The bidder has to confirm again by pressing 'Ok' button before finally

withdrawing his / her selected bid. Once the bidder has withdrawn his/her bid he/she cannot re-submit this bid again.

Resubmission: The bidder can resubmit his/her e-bids as and when required till the bid submission end date and time. The new bid will replace the e-bids submitted earlier. The payment made by the bidder earlier will be used for revised e-bids and the new bid submission summary generated after the successful submission of the revised e-bids will be considered for evaluation purposes. For resubmission, the bidder should first log in using his/her login ID and password and subsequently by his/her Digital Signature Certificate on the e-tender procurement portal <https://etender.up.nic.in>. The bidder should then select 'My Bids' option in the 'Bid Submission' menu. The page listing all the bids submitted by the bidder will be displayed. Click 'View' to see the details of the bid to be resubmitted. After selecting the 'Bid Resubmission' option, click 'Encrypt & Upload' to upload the revised e-bids documents by following the methodology provided in clause submission of e-bids above.

The bidders can submit their revised bids as many times as possible by uploading their e-bids documents within the scheduled date & time for submission of e-bids. No e-bids can be resubmitted subsequently after the deadline for submission of e-bids. The Client may, in exceptional circumstances, and at its sole discretion, extend and amend the above proposal due date by issuing a corrigendum.

13. RECEIPT AND OPENING OF E-BIDS

Bidders are advised to submit their e-bids in 'Two-packet' system with technical and financial bids separately on e-tender portal. Please note that the financial bid must not be quoted in the technical bid. The financial bid must only be quoted in the BOQ. On receipt on the e-Tender portal, the technical proposals will be opened by the Bid Evaluation Committee (BEC) members in the office of Invest UP, Lucknow.

The Client will open all e-Bids, in the presence of bidder's authorized representatives who choose to attend on the date and time mentioned in the 'Notice Inviting Tender'. The bidder's representatives who are present shall record their attendance on the attendance sheet. In the event of the specified date of e-bid opening being declared a holiday for the purchaser, the e-bids shall be opened at the appointed time and place on the next working day. The bidder's names & the presence and other details as the purchaser at its discretion may consider appropriate, will be announced at the opening of the e-bids. The names of such bidders not meeting the qualification requirement shall be notified subsequently.

After the evaluation of the technical e-bids, the Client shall notify those bidders whose e-bids were considered non-responsive to the conditions as mentioned in this tender document and not meeting the qualification requirements indicating that they did not technically qualify for selection as the agency for this project. The Client will simultaneously notify on the e-tender portal <https://etender.up.nic.in>, whose technical e-bids were considered acceptable and have been shortlisted for the presentation and opening of their financial e-bids. The Client 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. To facilitate evaluation of proposals, the Client may, at its sole discretion, seek clarifications in writing from any bidder regarding its proposal.

14. EVALUATION

The criteria for pre-qualification, technical evaluation and selection of bidders are set out under Section ‘Eligibility Criteria and Evaluation Methodology’. As part of the evaluation, the Part I – Technical 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 invited to give a presentation in accordance with the criteria set out in this tender document.

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

1. The amount towards the tender fee (DD) and EMD (DD) has been received on or before the proposal due date including any extension thereof.
2. It is signed and marked as stipulated in Clause ‘Format and signing of e-bids’ and ‘Submission of e-bids’. It contains all the information and documents including scanned copy of demand drafts for the tender fee and EMD as requested in the tender document.
3. It contains information in formats specified in this tender document.
4. It conforms to the bid validity period as set out in the tender.
5. It provides information in reasonable detail. (“Reasonable Detail” means that, but for minor deviations, the information can be reviewed and evaluated by the Client without communication with the bidder). The Client reserves the right to determine whether the information has been provided in reasonable detail.
6. There are no inconsistencies between the proposal and the supporting documents.
7. The e-bid document shall be properly indexed with page numbers.

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:

1. which affects in any substantial way, the scope, quality, or performance of the assignment, or
2. which limits in any substantial way, inconsistent with the tender document, the Client rights or the bidder’s obligations under the work order, or
3. which would affect unfairly the competitive position of other bidders presenting substantially responsive proposals.

The responsive proposals shall be evaluated as per the criteria set out in Section ‘Eligibility Criteria and Evaluation Methodology’.

Quality cum Cost-Based Selection (QCBS) method shall be adopted for selection of the agency, which has been fully described in Section ‘Eligibility Criteria and Evaluation Methodology’ of this tender document. The bidder achieving the highest combined technical and financial score will be considered to be the successful applicant and will be invited for negotiations, if required before the final contract signing (the “Successful Applicant”).

In case there are two or more bidders with the same combined score, the Client may in such case call all such bidders for negotiations and select the preferred bidder on the outcome of the negotiations. The selection in such cases shall be at the sole discretion of the Client.

The Client reserves the right to reject any proposal, if:

1. At any time, a material misrepresentation is made or discovered; or

2. The bidder does not respond promptly and diligently to requests for supplemental information required for the evaluation of the proposal.
3. In the event of acceptance of the proposal of the preferred bidder, the Client shall declare the preferred bidder as the successful bidder. The successful bidder(s) shall be issued the work order on priority.

15. PERFORMANCE SECURITY

The successful bidder shall at his own expense will deposit with the Client, within 10 (ten) days after the receipt of notification of award of the Work Order (Letter of Award) from the Client, an unconditional and irrevocable Performance Bank Guarantee (PBG) amounting to 10% of the agreement value from a scheduled commercial bank acceptable to the Client, payable on demand, for the due performance and fulfilment of the agreement by the bidder. This performance guarantee will be for an amount equivalent to 10% of the agreement value. All incidental charges whatsoever such as premium, commission, etc. with respect to the performance guarantee shall be borne by the bidder. The performance guarantee shall be valid at least for three months post completion of the project satisfactorily. Subject to the terms and conditions in the performance bank guarantee, at the end of 3 (three) months, the performance bank guarantee may be discharged/returned by the Client upon being satisfied that there has been due performance of obligations of the bidder under the agreement. However, no interest shall be payable on the performance guarantee.

Failure of the successful bidder to comply with the requirements of clause performance security shall constitute sufficient grounds for the annulment of the Work Order/LoA and forfeiture of the EMD. In such an event, the Client reserves the right to:

- a) Either invite the next best bidder to match with the financial proposal of the successful bidder, or;
- b) Take any such measures as may be deemed fit in the sole discretion of the Client, including annulment of the bidding process and blacklisting of the firm from the Client for any future work.

Notwithstanding anything contained in this tender document, the Client 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. The bidding process shall be governed by, and construed in accordance with, the laws of India and the courts in Lucknow shall have exclusive jurisdiction over all disputes arising under, pursuant to and or in connection with the bidding process.

16. CONFLICT OF INTEREST

The selected Bidder shall not receive any remuneration in connection with the assignment except as provided in the Agreement. The Bidder and its affiliates shall not engage in activities that conflict with the interest of the Invest UP under the contract 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 contract that the Bidder should provide professional, objective and impartial advice and at all times hold Invest UP's interest paramount, without any consideration for future work, and that in providing advice they avoid conflicts with

other assignments and their own corporate interests. Bidder shall not be hired for any assignment that would be in conflict with their prior or current obligations to Invest UP, or that may place them in a position of being unable to carry out the assignment in the best interest of Invest UP. Without limitation on the generality of the foregoing, Bidder shall not be hired, under the circumstances set forth below:

1. **Conflict between assigned works and services:** A Bidder that has been engaged to provide goods, works, or services for a project, and each of its affiliates, shall be disqualified from providing services related to those goods, works or services. Conversely, a Bidder concern hired to provide services for the said event and each of its affiliates, shall be disqualified from subsequently providing goods, works or services for such preparation or implementation.
2. **Conflict among assignments:** Neither Bidder (including their personnel and) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the Service Providers.
3. **Relationship with Employer's staff:** Bidder (including their personnel and sub-vendors) that have a business or family relationship with such member(s) of the Employer's staff or with the staff of the project implementing agency, who are directly or indirectly involved in any part of; (i) the preparation of the TOR of the contract, (ii) the selection process for such contract, or (iii) supervision of such contract; may not be awarded a contract unless it is established to the complete satisfaction of the employing authority, for the reason to be recorded in writing, that such relationship would not affect the aspects of fairness and transparency in the selection process and monitoring of Agency's work.

17. INTELLECTUAL PROPERTY RIGHTS

Invest UP shall remain the owner of all the content conceptualized, created, and implemented by the selected agency under this RFP. All intellectual property rights in the content whether in tangible or intangible form shall belong to Invest UP and the selected agency has no right to assign, licence, sell, or use any content conceptualized, created and implemented under this RFP and/or accompanying Agreement to any third party under any circumstances.

18. UNFAIR COMPETITIVE ADVANTAGE

Fairness and transparency in the selection process require that Bidders or their affiliates competing for a specific assignment do not derive a competitive advantage from having provided services related to the assignment in question. To that end, the request for proposals and all information would be made available to all short-listed bidders together.

19. CONFIDENTIALITY

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising Invest UP in relation to, or matters arising out of, or concerning the Selection Process. Invest UP will treat all information, submitted as part of the Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. Invest UP 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 privilege of the statutory entity and/or Invest UP.

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 the 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 Invest UP to the Event Management Agency, and a Personnel of Event Management Agency any information provided by or relating to Invest UP, its technology, technical processes, business affairs or finances or any information relating to the Invest UP's employees, officers or other professionals or suppliers, customers, or contractors of Invest UP; and any other information which the Event Management Agency is under an obligation to keep confidential in relation to the assignment, the Services or the Agreement ("Confidential Information"), without the prior written consent of Invest UP.

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

- a) 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 it's Personnel
- b) 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 Invest UP, written notice, and use reasonable efforts to ensure that such disclosure is accorded confidential treatment

20. FORCE MAJEURE

1. For the purposes of this assignment, "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.
2. 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 both (A) take into account at the time of the conclusion of the Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder.
3. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.
4. Invest UP will decide the eventuality of Force Majeure which will be binding on both the parties.

No Breach of Agreement: The failure of a Party to fulfil any of its obligations shall not be considered to be a breach of, or default under, the 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 the Agreement.

Actionable Measures:

1. 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.
2. A Party affected by an event of Force Majeure shall notify 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.
3. The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

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 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 Invest UP. The Agency will have to provide proper justification and certificate from their auditors for such expenses on the format as may be decided by Invest UP.

Consultation: Not later than thirty (30) days after the 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.

21. SUSPENSION OF AGREEMENT

Invest UP may, by written notice of suspension 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 the Agreement or shall fail to perform any of its obligations under the 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 by the Event Management Agency of such notice of suspension.

22. TERMINATION OF AGREEMENT

Invest UP may terminate the Contract in whole or part without assigning any reason if:

- a) The qualified Bidder fails to perform any of the obligation(s) under the Contract.
- b) If the Bidder is in material breach of the representations and warranties contained in their bid.

The termination of contract shall be made by prior written notice of default sent to the Bidder. The bidder is not authorized to terminate the agreement before its maturity.

23. DISPUTE RESOLUTION

Amicable Settlement: The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with the Agreement or the interpretation thereof. In the event of a dispute,

differences or claim arises in connection with the interpretation or implementation of the 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 within 15 days from the date of receipt of written notice, the matter will be referred for Arbitration.

Arbitration: In case any dispute is not resolved as per the condition of the tender, any party may issue a notice of reference, invoking resolution of disputes through arbitration in accordance with the provisions of the Arbitration Conciliation Act, 1996 and amendments thereof. 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 Invest UP 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 and amendments thereof. Arbitration proceedings shall be conducted in and the award shall be made in English language. Arbitration proceedings shall be conducted at Lucknow and following are agreed:

1. The arbitration award shall be final and binding on the Parties, and the Parties agree to be bound thereby and to act accordingly.
2. The arbitrator may award to the Party that substantially prevails on merit, its costs and reasonable expenses (including reasonable fees for counsel)
3. When any dispute is under arbitration, except for matters under dispute, the Parties shall continue to exercise their remaining respective rights and fulfil their remaining respective obligations under the Agreement.

24. INDEMNITY

The Selected Bidder shall, subject to the provisions of the Agreement, indemnify Invest UP for any direct loss or damage that is caused due to any deficiency in services to the maximum of three times the contract value.

25. PAYMENT

Payment Schedule	% Payable (against invoices)
7 days prior to the date of the Event (against Bank Guarantee of equivalent amount)	10%
After 14 days of completion of event without any encumbrances and after physical verification by committee. EMA will have to submit post event albums (as per scope of work), digital photo and video album in the form of copy able external hard drive of whole event	40%
On approval of the event performance report detailing utilization – Post Event	50%

The payment as per the above schedule shall be made to the selected bidder on completion of satisfactory performance (to be decided by Invest UP) of all activities/roles/duties as per mutually

agreed milestones up to the stage of respective payment schedule. Invest UP will designate certain officers who will physically verify the work of EMA. It will be the sole responsibility of EMA to coordinate with the officers and should depute one dedicated personnel to coordinate with the concerned officers on day-to-day basis to verify each deliverable/ deployment (material or manpower)/ procurement etc. related to this tender prior to carrying out such activities. The verification and recommendation (on quantity and quality of material used) of designated officer will be binding on EMA. The selected bidder will have to submit an Event performance report as described in the Scope of Work on successful completion of event.

Any additional work required for the successful execution of GBC-3, will be delivered only upon mutual agreement of the additional scope of work and rates between the Successful Bidder and the Competent Authority. The quantum of additional work shall not exceed 20% of the award value of the tender.

Penalty: If the progress of project or the delivery is found to be non-satisfactory or delayed at any point of time, Invest UP reserves the right to impose penalty. The total amount of penalty shall not exceed 25% of total assignment fee.

26. MISCELLANEOUS

The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Lucknow shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.

Invest UP, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:

1. suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
2. consult with any Bidder in order to receive clarification or further information;
3. retain any information and/or evidence submitted to Invest UP by, on behalf of and/or in relation to any Bidder; and/or
4. independently verify, disqualify, reject and/or accept all submissions or other information and/or evidence submitted by or on behalf of any Bidder.

It shall be deemed that by submitting the Proposal, the Bidder agrees and releases Invest UP, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

27. ELIGIBILITY CRITERIA AND EVALUATION METHODOLOGY

Bidders which are registered on the e-tender portal are eligible to participate in this e-tendering process. E-bids submitted by any other bidders will be treated as non-responsive and will not be considered against this e-bid. New bidders who wish to participate should initiate new registration on the e-tender portal to be able to participate in the process.

1. Pre-Qualification Criteria

Note: Qualitative comparative evaluation of work credentials amongst the participating bidders may be applied. Work credentials will be considered as on last date of submission of e-bids. Since the characteristics of the project is special in nature and is being desired for a marquee event, the Client will perform sufficient analysis & checks on the technical capability/credentials of the bidders and comparison for each of the projects suggested by the bidder. Evaluation will be finally based on the decision of Client.

S. No.	Criteria	Documentary Evidence
1.	<p>The bidding entity should be a registered entity with minimum 7 years of existence on the day of the submission of e-bid.</p> <p><i>(Only the entities registered in India, under Companies Act, 1956/2013 or Societies Act 1860, are eligible to participate in the tender process)</i></p>	<ul style="list-style-type: none"> ➤ Incorporation certificate under Companies Act 1956/2013 or Societies Act 1860, and other applicable Acts ➤ PAN card and GST registration ➤ Other relevant documents supporting their incorporation status
2.	<p>The bidding entity must have minimum average annual turnover of INR 50 crore or more for any three consecutive financial years from 2017-2022 (i.e. 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22).</p> <p><i>(Turnover of sister concerns/ affiliates will not be considered)</i></p>	<ul style="list-style-type: none"> ➤ CA certificate (original) ➤ Audited balance sheets for any three consecutive financial years from 2017-2022 (i.e. 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22) to support the claim
3.	<p>The bidding entity must have positive net worth for any three consecutive financial years from 2017-2022 (i.e. 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22).</p> <p><i>(Net worth of sister concerns/ affiliates will not be considered)</i></p>	<ul style="list-style-type: none"> ➤ CA/Auditor certificate certifying the net worth for any three consecutive financial years from 2017-2022 (i.e. 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22)
4.	<p>The bidding entity must have successfully conceptualized, managed and executed at least 2 large-scale business events/conclaves/summits of value above INR 3 crore+ each, in the last seven (7) years with the State, Central or International Government / PSUs / agencies thereof. Amongst these 2 large-scale events one has to be of Prime Minister level.</p>	<ul style="list-style-type: none"> ➤ LoA/Agreement/Contract/Work order/Completion certificate, duly certified by the authorized signatory of the bidding company ➤ Appendix D (Project Data Sheet) for each of the project with all listed details. In any case, projects for which Appendix D is not submitted will not be considered. Appendix D must clearly indicate the scale of event, presence of

	(Large scale business event will include seminars, conferences, exhibitions, forums, conclaves or any combination of same, with top level government representation. Project will include end-to-end conceptualization, management, execution of the event)	dignitaries, event scope, actual delivery to establish the fulfilment of the criteria. ➤ Any other promotional material or literature to be enclosed in support of projects
5.	The bidding entity must have at least 50 employees on the organization's payroll as bid submission due date.	➤ Undertaking to be issued by authorised signatory on company's letterhead
6.	The bidding entity must not be blacklisted, terminated, debarred by any State or Central Government or their agencies and should not have been found guilty of any criminal offence by any court of law, in the last seven (7) years.	➤ Affidavit (Appendix G format only) by the authorised signatory

The agency who fulfils the above pre-qualification criteria will be considered eligible bidder. Failure to comply with pre-qualifications criteria shall render the bidder ineligible. The technical and financial proposal of in-eligible bidder shall not be considered.

2. Technical Evaluation Criteria

S. No.	Evaluation Criteria	Score
1	Relevant Experience	50
1.1	<p>Minimum average annual turnover of INR 50 crore or more for any three consecutive financial years from 2017-2022 (i.e. 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22).</p> <p><u>Marking:</u> INR 50-75 Crore: 5 marks INR 75-100 Crore: 7 marks INR 100 Crore+: 10 marks</p> <p><u>Documentary Evidence:</u></p> <ul style="list-style-type: none"> • CA certificate (Original) • Audited balance sheets for any three consecutive financial years from 2017-2022 (i.e. 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22) to support the claim 	10
1.2	<p>Number of large-scale business events/conclaves/summits of value above INR 3 crore+ each, in the last seven (7) years with the State, Central or International Government / PSUs / agencies thereof</p> <p>(Large scale business event will include seminars, conferences, exhibitions, forums, conclaves or any combination of same, with top level government representation. Project will include end-to-end conceptualization, management, execution of the event)</p>	40

	<p><u>Marking:</u> 1 project: 5 marks (up to a maximum of 40 marks for 8 projects)</p> <p><u>Documentary Evidence:</u></p> <ul style="list-style-type: none"> • LoA/Agreement/Contract/Work order/Completion certificate, duly certified by the authorized signatory of the bidding company • Appendix D (Project Data Sheet) for each of the project with all listed details. In any case, projects for which Appendix D is not submitted will not be considered • Any other promotional material or literature to be enclosed in support of projects • Appendix D must clearly indicate the scale of event, presence of dignitaries, event scope, actual delivery to establish the fulfilment of the criteria 	
2	Technical Presentation	50
2.1	<p>Detailed presentation on the concept and execution plan for the Ground Breaking Ceremony; GBC-3 at Lucknow. It must include, but not limited to:</p> <ol style="list-style-type: none"> a) Quality of Previous similar work; (5 marks) b) Agency's vision, concept plan and ambience design theme for GBC-3; (7.5 marks) c) Concept of symbolic and innovative GBC-3 announcement; (2.5 marks) d) Comprehensive infrastructure plan, including but not limited to, Jupiter Hall, other halls, lounges, registration area, entry/exit points, exhibition area, thematic installations and phot opportunities, walkways, F&B centres, camp office, other temporary infrastructure at Indira Gandhi Pratishthan; (5 marks) e) Design rendering for the entire venue and all its elements, including but not limited to, Jupiter Hall, other halls, lounges, registration area, entry/exit points, exhibition area, thematic installations and phot opportunities, walkways, F&B centres, camp office, other temporary infrastructure at Indira Gandhi Pratishthan; (10 marks) f) Overall branding plan, including but not limited to, city branding plan, venue branding plan (indoor and outdoor), thematic and welcome gates, entry/exit points, walkways, main hangar, exhibition area, lounges and across all available space; (10 marks) g) Collateral and brand creative samples, including but not limited to, invitation card, car pass, delegate/VVIP badges with lanyard, etc.; (5 marks) h) Emergency & security services plan, CCTV deployment, access routes, evacuation plan and all strategy related to the safety and security of the event; (5 marks) 	50

Note: Each page of the technical bid, including all the supporting documents and Appendix must be signed at the authorized signatory of the bidding entity and stamped.

The technical score (Pe) for the technical proposal will be the arithmetic sum of the marks assigned to the bidders under each of the parameters listed above. **The bidder is required to achieve a minimum technical score of 70 marks (benchmark score) for opening of financial bids.**

3. Evaluation Methodology

The financial proposals shall be given scores as follows:

- Financial score (Pf) = $100 \times \text{Financial Proposal of lowest bidder} / \text{Financial proposal of bidder under consideration}$

The composite score shall be computed as follows:

- 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. The bidder obtaining the highest composite score would be declared as the selected bidder.

Example

The following procedure will be followed. In response to the RFP, 3 proposals, A, B & C were received. The bid evaluation committee awarded them 70, 80 and 90 marks respectively. The minimum qualifying marks were 70. All the 3 proposals were, therefore, found technically suitable and their financial proposals were opened after notifying the date and time of bid opening to the successful participants. The evaluation committee examined the financial proposals and evaluated the quoted prices as under:

Proposal	Evaluated Cost
A	120
B	100
C	110

Using the formula $LEC \times 100/EC$, where LEC stands for Lowest Evaluated Cost and EC stands for Evaluated Cost, the committee gave them the following points for financial proposals:

A: $100 \times 100 / 120 = 83$ points

B: $100 \times 100 / 100 = 100$ points

C: $100 \times 100 / 110 = 91$ points

In the combined evaluation, thereafter, the evaluation committee calculated the combined Technical and Financial score as under:

Proposal A: $70 \times 0.70 + 83 \times 0.30 = 73.9$ points

Proposal B: $80 \times 0.70 + 100 \times 0.30 = 86$ points

Proposal C: $90 \times 0.70 + 91 \times 0.30 = 90.3$ points

The three proposals in the combined technical and financial evaluation were ranked as under:

Proposal A: 73.9 points H3
Proposal B: 86 points H2
Proposal C: 90.3 points H1

Proposal C at the evaluated cost of Rs. 110 was, therefore, considered for selection and recommended for approval, to the competent authority.

Note: Bidders are advised that Selection will be entirely at the discretion of Invest UP. Bidders will be deemed to have understood and agreed that no explanation or justification on any aspect of the Selection Process or Selection will be given. Any information contained in the Proposal shall not in any way be construed as binding on Invest UP, its agents, successors or assigns, but shall be binding against the Bidder if the work is subsequently awarded to it.

Note: Submission of forged documents will also result in summary rejection of the bid.

Important note: E-bid should comprise of following sections:

- I. Technical Bid
- II. Financial Bid

Both the bids must be submitted separately on the e-tender portal <https://etender.up.nic.in>. The financial quote must not be quoted in the technical bid. The prices should be quoted in the financial bid only.

28. FRAUD AND CORRUPT PRACTICES

The bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process and subsequent to the issue of the LoA and during the entire project duration. Notwithstanding anything to the contrary contained herein, or in the LoA, the Client may reject a bid, withdraw the LoA, or terminate the association with the selected bidder, as the case may be, without being liable in any manner whatsoever to the bidder, if it determines that the bidder, has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the bidding process. In such an event, the authority shall be entitled to forfeit and appropriate performance security, as damages, without prejudice to any other right or remedy that may be available to the Client under the bidding documents and/or the LoA, or otherwise.

Without prejudice to the rights of the Client under the clause 'Fraud and corrupt practices' hereinabove and the rights and remedies which the Client may have under the LoA, or otherwise if a bidder, is found by the Client to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the bidding process, or after the issue of the LoA or the project duration, such bidder shall not be eligible to participate in any tender or RFP issued by the Client for a period of 2 years from the date such bidder, is found by the authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices, as the case may be.

For the purposes of this clause 'Fraud and corrupt practices', the following terms shall have the meaning hereinafter respectively assigned to them:

- A. **'corrupt practice'** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the bidding process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Client who is or has been associated in any manner, directly or indirectly, with the bidding process or the LoA or has dealt with matters concerning or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Client, shall be deemed to constitute influencing the actions of a person connected with the bidding process); or (ii) save and except as permitted under the clause 'Performance security' (B) of this tender, engaging in any manner whatsoever, whether during the bidding process or after the issue of the LoA or during the project duration, as the case may be, any person in respect of any matter relating to the Project or the LoA, who at any time has been or is a legal, financial or technical adviser of the Client in relation to any matter concerning the project;
- B. **'fraudulent practice'** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the bidding process;
- C. **'coercive practice'** means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the bidding process;
- D. **'undesirable practice'** means (i) establishing contact with any person connected with or employed or engaged by the Client with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the bidding process; or (ii) having a conflict of interest; and;
- E. **'restrictive practice'** means forming a cartel or arriving at any understanding or arrangement among bidders with the objective of restricting or manipulating a full and fair competition in the bidding process.

Appendix A

Covering Letter (On the letterhead of the bidder)

Date:

To:

Reference: Selection of an Event Management Agency for Conceptualizing and Executing Ground Breaking Ceremony; GBC-3 at Lucknow for the Government of Uttar Pradesh

Dear Sir/ Madam,

1. With reference to your RFP document dated....., we, having examined the Bidding Documents and understood their contents, hereby submit our Proposal for the aforesaid Assignment. This proposal is unconditional.
2. All information provided in the Proposal and in the Appendices is true and correct.
3. This statement is made for the express purpose of qualifying as a Bidder for undertaking the Assignment.
4. We shall make available to Invest UP any additional information it may find necessary or require to supplement or authenticate the Bid.
5. We acknowledge the right of Invest UP to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that, we have neither failed to perform on any contract, as evidenced by judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part nor blacklisted nor debarred by any state/ central Government or their agencies including Central/State Level Public Enterprises. (Appendix G as a non-debarment affidavit is a mandatory required. It needs to be attached in the technical bid, in addition to the cover letter)
7. We declare that:
 - We have examined and have no reservations to the Bidding Documents, including any Addendum issued by Invest UP.
 - We do not have any conflict of interest in accordance the RFP document;
 - We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with Invest UP or any other public sector enterprise or any government, Central or State; and
 - We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Proposal that you may receive nor to invite the Bidders to

Bid for the Assignment, without incurring any liability to the Bidders, in accordance with the RFP document.

9. We understand that, in case of any fact found false, the proposal shall be treated as cancelled even after award of LoA.
10. We declare that we are not a Member of any other firm submitting a Proposal for the Assignment.
11. We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Assignment or which relates to a grave offence that outrages the moral sense of the community.
12. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
13. We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees.
14. We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate Invest UP of the same immediately.
15. We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by Invest UP in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the abovementioned Assignment and the terms and implementation thereof.
16. In the event of our being declared as the successful Bidder, we agree to enter into an Agreement in accordance with the draft that has been provided to us prior to the Proposal Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
17. We have studied all the Bidding Document carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by Invest UP or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of Concession.
18. The Fee has been quoted by us after taking into consideration all the terms and conditions stated in the RFP, draft Agreement.
19. We offer an EMD of Rs. 6,00,000/- (Rupees Six Lakh only) to Invest UP in accordance with the RFP Document.
20. The EMD in the form of a Demand Draft will be separately delivered before the bid submission end date and time.
21. We agree and understand that the Proposal is subject to the provisions of the Bidding Document. In no case, we shall have any claim or right of whatsoever nature if the assignment is not awarded to us or our Proposal is not opened.
22. We agree to keep this offer valid for 180 (One hundred eighty) days from the Proposal Due Date specified in the RFP.
23. We agree and undertake to abide by all the terms and conditions of the RFP document.

In witness thereof, we submit this Proposal under and in accordance with the terms of the RFP document.

Yours faithfully,
For and on behalf of (Name of Bidder)
Duly signed by the Authorized Signatory of the Bidder
(Name, Title and Address of the Authorized Signatory)

Appendix B

Details of Bidder

(To be provided on company letterhead)

1.	Name of the project		
2.	Name of the bidder firm		
3.	Registered Office	Address (With Pin Code)	
		Telephone Nos. (With STD Code)	
		Fax Nos. (With STD Code)	
		E-mail ID	
		Website	
4.	GSTIN (Copy to be Enclosed)		
5.	PAN Card No (Copy to be Enclosed)		
6 A.	Name and designation of the Chief Executive of the firm		
6 B.	Address		
7 A.	Name and designation of the authority that is authorized to sign the e-Bid document		
7 B.	Address		
8.	Cost of tender (Details of the DD) EMD amount (Details of the DD)		
9.	Other Eligibility documents attached:		
9 A.	Documents in evidence of Past Experience		
9 A I.	List of important clients		
9 A II.	Proof of such association like accreditations, memberships and certificates from important past clients		

For and on behalf of (Name of Bidder)

Duly signed by the Authorized Signatory of the Bidder

(Name, Title and Address of the Authorized Signatory)

Appendix C

Power of Attorney
(On stamp paper of INR 100/-)

Know all men by these presents, We..... (name and address of the registered office) do hereby constitute, appoint and authorize 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 **‘Selection of an Event Management Agency for Conceptualizing and Executing Ground Breaking Ceremony; GBC-3 at Lucknow for the Government of Uttar Pradesh’** including signing and submission of all documents and providing information/responses to the Client 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 _____ 2022
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, Agency or 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.

Appendix D

Format for Project Data Sheet

(To be used for providing additional information for past projects)

Name of the Firm: _____

Event Name:		Country
Project Location Within Country:		Type of Event: No. of Participants:
Name of Client		Cost (Rs Crore):
Name & Designation of Chief Guest		
Start Date (Month/Year)	Completion Date(Month/Year)	Approx. Value of Services (in INR):
Description of the Project:		
Description & Samples (if any) of Actual Services provided:		

This is to certify that the above information has been examined by us on the basis of Documents viz. Letter of Award/Agreement, duly certified by the authorized signatory of the bidding company/Chartered Accountant to be enclosed in support of conducted summits and found correct.

(Signature, Address, Seal & Membership No. of Chartered Accountant) OR (Signature of the Authorized Signatory)

Note-: 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. In addition, samples of creatives, video links etc. also needs to be furnished as sought in individual eligibility criteria.

Appendix E

Financial Capacity of the Bidder

(Chartered Accountant certificate, for any three consecutive financial years from 2017-2022 i.e. 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22)

Bidder:						
Financial Year	2017-18	2018-19	2019-20	2020-21	2021-22	Average Annual Turnover
Annual Turnover						
Net Worth						

(Turnover of sister concerns/ affiliates will not be considered)

Name & address of Bidder:

Instructions:

The Bidder shall submit a Chartered Accountant certificate only. The certificate should mention:

1. CA certification regarding annual turnover for the last three financial years (2018-19, 2019-20 and 2020-21).
2. Net worth for the last three financial years (2018-19, 2019-20 and 2020-21).

Appendix F

Guidelines for Technical Presentation

Detailed presentation on the concept and execution plan for the Ground Breaking Ceremony; GBC-3 at Lucknow. It must include, but not limited to:

- Quality of Previous similar work; (5 marks)
- Agency's vision, concept plan and ambience design theme for GBC-3; (7.5 marks)
- Concept of symbolic and innovative GBC-3 announcement; (2.5 marks)
- Comprehensive infrastructure plan, including but not limited to, Jupiter Hall, other halls, lounges, registration area, entry/exit points, exhibition area, thematic installations and phot opportunities, walkways, F&B centres, camp office, other temporary infrastructure at Indira Gandhi Pratishthan; (5 marks)
- Design rendering for the entire venue and all its elements, including but not limited to, Jupiter Hall, other halls, lounges, registration area, entry/exit points, exhibition area, thematic installations and phot opportunities, walkways, F&B centres, camp office, other temporary infrastructure at Indira Gandhi Pratishthan; (10 marks)
- Overall branding plan, including but not limited to, city branding plan, venue branding plan (indoor and outdoor), thematic and welcome gates, entry/exit points, walkways, main hangar, exhibition area, lounges and across all available space; (10 marks)
- Collateral and brand creative samples, including but not limited to, invitation card, car pass, delegate/VVIP badges with lanyard, etc.; (5 marks)
- Emergency & security services plan, CCTV deployment, access routes, evacuation plan and all strategy related to the safety and security of the event; (5 marks)

Appendix G

Non-Debarment Affidavit
(On stamp paper of INR 100/-)

Date:
To: Invest UP

Reference: **Selection of an Event Management Agency for Conceptualizing and Executing Ground Breaking Ceremony; GBC-3 at Lucknow for the Government of Uttar Pradesh**

Dear sir,

I/We _____ hereby declare that statements, project documents, credentials, documentary evidences, financial statements and other tender documents in the proposal are true, authentic to the best of my/our knowledge. I/we have not incorporated any information not undertaken by us, in the proposal. I/We, for the purpose of the said tender, have not forged, misrepresented & misled any information that has not been undertaken by us. For the purpose of the evaluation, Invest UP, has the right to verify the authenticity of the proposal submitted by us.

I/We fully understand that in case of furnishing any false documents or statements, forging, misrepresentation & producing misleading information in the proposal, and failure to abide by the terms and conditions of the tender, I/we are liable to any actions that may be taken against us by Invest UP.

I/We, also declare that I/We have not be blacklisted / terminated / debarred by any State or Central Government or their agencies, and have not been found guilty of any criminal offence by any court of law, in the last seven (7) years.

All abovementioned point are true, authentic to the best of my/our knowledge

Yours faithfully,
Name of the Bidder

.....

Signature of the Authorised Person

.....

Name of the Authorized Person

Appendix H

Financial Proposal

Separate MS Excel sheet has been provided for the financial proposal (BOQ). Financial proposal (quote) must only be uploaded in the BOQ file on the e-tender portal.

Appendix I

Itemized Financial Proposal

(Not to be submitted with technical or financial bid. Submission of this form with any price quote in the technical or financial bid will lead to disqualification of the bidder from the tender process. Only selected bidder will be required to submit this detailed financial proposal)

In reference to the submission of proposal against the tender titled ‘**Selection of an Event Management Agency for Conceptualizing and Executing Ground Breaking Ceremony; GBC-3 at Lucknow for the Government of Uttar Pradesh**’, our itemized financial proposal is as follows:

Venue Development				
Item	Size	Rate per unit	Quantity	Total Cost
Customized arch gates at the entry points of Indira Gandhi Pratisthan			2	
Welcome gate at gate no. 3 of Indira Gandhi Pratisthan			1	
Beautification of ‘Jupiter Hall’ for the ceremony, fit for ~2,000 guests				
LED backdrop at stage of Jupiter Hall				
LED screens of 10*10 feet with heavy duty platforms with anchoring			4	
Carpeting				
Standeers	8*8 feet		30	
Standeers	6*3 feet		80	

Note: A detailed itemized costing, listing the product description, its actual utilization, per unit cost and total cost need to be provided for each and every element towards the successful execution of the event.

----- End of document -----