



Request-for-Proposal
for
**SELECTION OF AN EVENT MANAGEMENT AGENCY FOR ORGANIZING
'GROUND-BREAKING CEREMONY'**

E-Bid Reference:
E-Tender Portal: <https://etender.up.nic.in>
06th January 2024

Invest UP

4th Floor, A-Block, PICUP Bhawan
Vibhuti Khand, Gomti Nagar
Lucknow-226 010 (Uttar Pradesh)
T : 0522-2720236 & 2720238
E : info@investup.org.in
W : <https://invest.up.gov.in/>

1. 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.

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 to the following address:

4th Floor, Block A, PICUP Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow-226010

DISCLAIMER

1. The information contained in this Request for Proposal document ("RFP") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of Invest UP, Uttar Pradesh or any of its employees, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
2. This RFP is not an agreement and is neither an offer nor invitation by Invest UP to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by Invest UP in relation to the mandate. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Invest UP, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant 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 RFP and obtain independent advice from appropriate sources.
3. Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Invest UP accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
4. Invest U.P., its employees make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, 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 RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.
5. Invest UP also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP.
6. Invest UP 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 RFP.
7. The issue of this RFP does not imply that Invest UP is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the mandate and Invest UP reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
8. The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Invest UP or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Invest UP shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.
9. Invest UP may, at its own discretion, extend the date for submission of e-bids. In such case all the rights and obligations of Invest UP and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

SECTION 1 – LETTER OF INVITATION

1. Through this Request for Proposal (RFP), it is intended to invite e-bids for 'SELECTION OF AN EVENT MANAGEMENT AGENCY FOR ORGANIZING UTTAR PRADESH GROUND BREAKING CEREMONY.
2. Bidders are advised to study the e-bid document carefully.
3. Submission of e-bids against this RFP shall be deemed to have been done after careful study and examination of the procedures, terms and conditions of the e-bid document with full understanding and its implications.
4. Invest UP may, at its own discretion, extend the date for submission of e-bids. In such case all the rights and obligations of Invest UP and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Purpose	SELECTION OF AN EVENT MANAGEMENT AGENCY FOR ORGANIZING UTTAR PRADESH GROUNDBREAKING CEREMONY
Inviting Authority	Nodal Officer, Invest UP
Date of publish	06 th January 2024
Pre-bid meeting on Hybrid Mode	10 th January 2024 at 1500 hrs Physically at Room No. 208, C-Block, Second Floor, Lok Bhawan, Lucknow Zoom Meeting Link: https://us06web.zoom.us/j/88633102918?pwd=ANGarpkHVOXIVB1yMm6dLtalSsSiB7.1 Meeting ID: 886 3310 2918; Passcode: MWA@1234
Issue of Corrigendum (if required)	12 th January 2024
Bid submission start date	06 th January 2024
Bid submission end date	20 th January 2024 at 1100 hrs
Opening of technical e-bid	20 th January 2024 at 1200 hrs at A-Wing, 4 th Floor, PICUP Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow
Technical Presentation by Eligible Bidders	22 nd January 2024 at 1400 hrs Physically at Room No. 208, C-Block, Second Floor, Lok Bhawan, Lucknow
Opening of financial e-bid	To be communicated to technically qualified bidders at a later stage
Site for submission of e-bid	E-tender portal https://e-tender.up.nic.in

5. The e-bid document is available on the e-tender portal <https://e-tender.up.nic.in> and also on Invest UP's website www.invest.up.gov.in. Interested Bidders may view, download the e-bid document, seek clarification and submit their e-bids online only on the e-tender portal <https://e-Tender.up.nic.in> until the date and time mentioned in the table above.
6. Invest UP reserves the right to cancel any or all the e-bids or annul the e-bid process without assigning any reason thereof.
7. The Bidders must upload all the required documents 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 <https://e-tender.up.nic.in>.
8. 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://e-tender.up.nic.in>. The required electronic documents for each document label of Technical (fee details, annexure, etc.) schedules/packets can be clubbed together to make single different files for each label. The size of single label file should not exceed 20-25 MB size.

All communications should be addressed to:

Nodal Officer, Invest UP

4th Floor, Block A, PICUP Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow-226010

E-mail: info@investup.org.in

Telephone: 0522-2720236, 2720238

SECTION 2 – INSTRUCTIONS TO BIDDER

A. DEFINITIONS

In this Contract, the following terms shall be interpreted:

1. “Purchaser” or “Client” means the Purchaser with which the selected Bidder signs the Contract for the service. In this Project, the purchaser is ‘Invest UP’ which means Invest UP, 4th Floor, Block A, PICUP Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow 226021.
2. “e-Bid” means the technical proposal and the financial proposal.
3. “Instructions to Bidders” means the document which provides interested Bidders with all information needed to prepare their bids. This document also details out the process for the selection of the agency for the work mentioned in this RFP document.
4. “Terms of reference (ToR) and “Scope of work” (SoW) means Scope of work mentioned in Section III: Terms of Reference of the RFP which explains the objectives, scope of work, activities, tasks to be performed, and expected results and deliverables of the mandate, respective responsibilities of the Purchaser and the Bidder.
5. “The Contract” means the agreement entered into between Invest UP and the agency, as recorded in the Contract Form signed by the parties, including all the attachments and appendices there to and all documents incorporated by reference therein.
6. “The Contract rates” mean the charges for the tasks payable to the agency under the Contract for the full and proper performance of its contractual obligations.
7. “Mandate/Task/Deliverables” means all obligations of the agency covered under the Contract.
8. “Day” means a calendar day.

B. BIDDING DOCUMENT

1. **Availability of RFP Document:** This RFP document is available on the e-tender portal <https://e-tender.up.nic.in> and the website of Invest UP www.invest.up.gov.in, to enable the Bidders to view and download the RFP document, submit their e-bids online up to the last date and time mentioned only on the e-tender portal <https://e-tender.up.nic.in>.
2. **Contents of e-bid Document:** The nature and types of various tasks/deliverables required, Bidding procedure, terms and conditions, etc. are prescribed in the RFP document. The RFP document includes:
 - SECTION 1: LETTER OF INVITATION
 - SECTION 2: INSTRUCTIONS TO BIDDERS
 - SECTION 3: TERMS OF REFERENCE (TOR) AND SCOPE OF WORK (SOW)
 - SECTION 4: BIDDER’S ELIGIBILITY CRITERIA & METHOD OF SELECTION, EVALUATION PROCESS
 - SECTION 5: STANDARD TERMS AND CONDITIONS
 - SECTION 6: TECHNICAL PROPOSAL SUBMISSION FORMS (Annexure A-G)
 - Financial Proposal Submission Form; BOQ

The Bidders are expected to examine all the instructions, forms, terms and conditions, requirements and qualifications in the RFP documents. Failure to furnish all the information required as per the Bidding documents or submission of an e-bid not responsive to the RFP document in every respect will be at the Bidder’s risk and may result in the rejection of the e-bid.

3. **Pre-Bid Queries/Clarifications:** A prospective Bidder requiring any pre-bid queries/clarifications of the RFP document, may raise their queries/points of clarification to advantageup@investup.org.in up to the date and time given in the RFP document through e-mail of only authorized representative of the Bidder. The queries should necessarily be submitted in the following format:

S. No.	Section/Page No.	Specific RFP Condition	Change/ Clarification Requested	Remarks, if any

The purpose of query clarification is to provide the Bidders with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project. However, Invest UP reserves the right to hold or re-schedule the pre-bid meeting. The pre-bid meeting is scheduled on 10-01-2024 at 1500 hrs.

Invest UP shall provide timely response to the queries. However, Invest UP makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does Invest UP undertake to answer all the queries that have been posed by the Bidders. At any time prior to the last date for receipt of bids, Invest UP may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP document by a corrigendum.

4. **Amendment of RFP Document:** At any time prior to the deadline for submission of e-bids, Invest UP may, for any reason whether at its own or in response to a clarification requested by a prospective Bidder, modify the RFP document by amendments. Such amendments shall be posted/uploaded on the e-tender portal <https://e-tender.up.nic.in> through corrigendum and shall form an integral part of the RFP documents. The relevant clauses of the RFP documents shall be treated as amended accordingly, in terms of corrigendum(s). It shall be the sole responsibility of the prospective Bidders to check the e-tender portal <https://e-tender.up.nic.in> and www.invest.up.gov.in from time to time for any amendment in the RFP document. In case of failure to get the amendments, if any, Invest UP shall not be responsible for any negligence on part of the Bidder.

In order to allow prospective Bidders a reasonable time to take the amendment into account in preparing their e-bids, Invest UP at its discretion, may extend the deadline for the submission of e-bids. Such extensions shall be uploaded on the e-tender portal <https://e-tender.up.nic.in>.

C. PREPARATION & SUBMISSION OF E-BIDS

1. **Documents Constituting the E-Bid:** The e-bids prepared by the Bidder shall comprise of the following components:
 - A. Technical Proposal; including Covering Letter for Technical Proposal Submission Form (Annexure A-G)
 - B. Financial Proposal Submission Form
2. **Documents Establishing Bidder's Qualification:** The Bidder shall furnish, as part of Technical Proposal Submission Form (Annexure–A to G), documents establishing the technical qualification to perform the Contract. The Bidder must upload all the required documents electronically in the PDF format and should submit the documentary evidence in support of the information furnished. The Bidder's eligibility criteria and selection procedure are defined in Section 4 of the RFP document. 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 (size of single label file should not exceed 25 MB) is minimized for fast uploading on the e-tender portal. The relevant formats for technical and financial bid submission have been provided as Annexures in the RFP document.
3. **Conditions of Eligibility of Bidders:** Bidders must read carefully the conditions of eligibility provided herein. Proposals of only those Bidders who satisfy the eligibility criteria will be considered for evaluation.
 - As part of the evaluation, the applicant should fulfil the Minimum Qualification Criteria. In case, an Applicant does not fulfil the Minimum Qualification Criteria, the Proposal of such Applicant shall summarily be rejected.
 - The Applicant should submit a Power of Attorney, as per the format provided in Annexure of this RFP. However, in case the Proposal is signed by an authorized signatory on behalf of the bidder, a copy of appropriate resolution certified by the Company Secretary conveying such authority may be enclosed in lieu of the Power of Attorney.

- Any entity which has been barred by the Central/State Government in India or any entity controlled by them, from participating in any project, and the bar subsists as on the date of Proposal, will not be eligible to submit the Proposal.
 - The Bidder must be a registered entity under applicable laws/acts with valid PAN and GST registration.
 - The Bidder must possess the requisite experience, strength and capability in providing the services necessary to meet the requirements as described in the RFP document. The Bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully deliver the mandate. The bids must be complete in all respect and should cover the entire scope of work as stipulated in the RFP document.
4. **Number of Proposals:** A Bidder is eligible to submit only one proposal for the selection as the event management agency. Members of a bid cannot be part of another bid in any form. Consortium or sub-contracting is not allowed.
 5. **Period of Validity of E-Bids:** E-Bids shall remain valid for 180 days after the date of opening of e-bids prescribed by Invest UP. Any e-bid with validity of a shorter period than specified shall be rejected by Invest UP as non-responsive.
 6. **Format and Signing of E-Bids:** The Bidder shall prepare the electronic copy for the e-bids (in PDF format) and upload the e-bids on the e-tender portal <https://e-tender.up.nic.in> through the bidder's Digital Signature Certificate (DSC).
 7. **Submission of E-Bids:** The Bidders should submit their bids online only in the Submission module of the e-tender portal <https://e-tender.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://e-tender.up.nic.in>. Therefore, Bidders are advised to submit the e-bids well advance in time. The proposal and all correspondence and documents shall be written in English. In case of accompanying literature being in a language other than English, a certified translation should accompany the documents as a part of the RFP. All proposals and accompanying documentation will become the property of Invest UP and will not be returned. The bidders should submit their e-bid considering the Server time displayed on the e-tender portal. This 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.

Invest UP may, at its discretion extend this deadline for submission or opening of e-bid by amending the e-bid document, in which case all rights and obligations of the Corporation and bidders previously subject to the deadline will thereafter be subject to the deadline as extended. The procedure for submission of e-bids by the bidders is already available on the e-tender portal.

8. **Deadline for Submission of e-Bids:** E-Bids must be submitted by the Bidders on e-Tender portal <https://e-tender.up.nic.in> not later than the date and time specified in this RFP document. Invest UP may extend this deadline for submission of e-Bids (i.e. Bid Submission End Date and Time) by amending the e-Tender document in accordance with ITB (Instructions to Bidders) Clause 4, in which case all rights and obligations of the Invest UP and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended. Invest UP shall not consider any request for date-extension for e-Bid-submission on account of late downloading of e-Tender (RFP) by any prospective Bidder. e-Bids should be uploaded on e-Tender portal <https://e-tender.up.nic.in> on or before the date and time as mentioned in Section-I.
9. **Late e-Bids:** The server time indicated in the Bid Management window on the e-Tender portal <https://e-tender.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.
10. **Withdrawal and Resubmission of e-Bids:** 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 [Page 7 of 35](https://e-

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tender.up.nic.in. 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.

The Bidder can resubmit his/ her e-Bids as and when required till the Bid submission end date and time. The new one 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://e-tender.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 9 (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.

11. **Receipt and Opening of e-Bids by the Purchaser:** Bidders are advised to submit their e-Bids in 'Two-Bid' system with Technical and Financial bids separately on e-Tender portal. Please note that prices should not be quoted in the Technical Bid. The Prices should be quoted in the Financial Bid only. On receipt on e-Tender portal, the technical proposals will be opened by Proposal Evaluation Committee (PEC) members in the office of The CEO, Invest UP, 4th Floor, Block A, PICUP Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow.

Invest UP will open all e-Bids, in the presence of bidder's authorized representatives who choose to attend at Invest UP, 4th Floor, Block A, PICUP Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow 226001 at date and time mentioned in Section I. 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 evaluation of technical e-Bids, Invest UP shall notify those bidders whose e-Bids were considered non-responsive to the Conditions of the Contract and not meeting the Qualification Requirements indicating that they did not technically qualify for selection for this project. Invest UP will simultaneously notify on the e-Tender portal <https://e-Tender.up.nic.in> in whose technical e-Bids were considered acceptable and have been shortlisted for opening of their financial e-Bids. To facilitate evaluation of proposal, Invest UP may, at its sole discretion, seek clarification in writing from any bidders regarding the proposal.

12. **Cost of preparation of e-Bids to be borne by the Bidders:** Cost of preparation of the e-Bids shall be borne by the Consultant Company regardless of the outcome of the bids.
13. **Cost of RFP Document:** The RFP Document can be downloaded free of cost from the e-Tender portal at <https://etender.up.nic.in>. However, an amount of Rs 5,000/- (+18% GST) i.e., Rs. 5,900/- has to be paid through NEFT or RTGS before the bid submission end date and time as cost of the RFP. The payment has to be made to the account of Invest UP as per details mentioned below:

Bank - Punjab National Bank
Address – Trade Tax Office, Mirabai Marg, Lucknow
Account No – 2408021800000010
IFSC Code –PUNB0631200
Bank Code – 631200

The payment advice/ receipt/ UTR Number should be submitted along with proposal of the bidder.

14. **Consortiums:** No Consortiums shall be allowed for this project.

15. **Earnest Money Deposit (EMD):**

- A. The Bidder shall furnish as part of its Proposal, an EMD of Rs. 15,00,000 (Rupees Fifteen Lakhs Only) has to be paid through NEFT or RTGS before the bid submission end date and time. The payment has to be made to the account of Invest UP as per details mentioned below:

Bank - Punjab National Bank
Address – Trade Tax Office, Mirabai Marg, Lucknow
Account No – 2408021800000010
IFSC Code –PUNB0631200
Bank Code – 631200

The payment advice/ receipt/ UTR Number should be submitted along with proposal of the bidder.

- B. Proposals for which EMD and Cost of RFP are not received shall be rejected by Invest UP as non-responsive.
C. Invest UP shall not be liable to pay any interest on the EMD and the same shall be interest free.
D. 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.
E. The Bidder, by submitting its proposal pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to Invest UP's any other right or remedy hereunder or in law or otherwise, the EMD shall be forfeited and appropriated by the INVEST UP under the following conditions:
- If a Bidder engages in any of the Prohibited Practices; or
If a Bidder withdraws its Proposal during the period of its validity as specified in this RFP and as extended by the Bidder from time to time; or
 - If the Selected Bidder fails to clarify or reconfirm its commitments as required in this RFP
 - In the case of a Selected Bidder, if the Bidder fails to sign the Agreement as specified in this RFP; or
 - If the Bidder is found to have a Conflict of Interest as specified in this RFP.

16. **Notification of Award Notification to Bidder:** Invest UP will notify the successful Bidder in writing through a Letter of Intent (LoI), that its proposal has been accepted. The notification of award will constitute the formation of the Agreement. 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 by successful bidder immediately after issue of LoI and before signing of the agreement. The selected bidder will have to submit this itemized costing sheet within 5 days of issue of LoI by Invest UP. In case of failing to submit the same within prescribed time, Invest UP will be free to forfeit the Earnest Money Deposit of the selected bidder and issue Notification of Award to H2 bidder.

17. **Signing of Agreement:** At the same time as Invest UP notifies the successful Bidder that its proposal has been accepted and Invest UP shall enter into an Agreement with the successful Bidder.

18. **Failure to abide by the Agreement:** Failure of the successful Bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event Invest UP may forfeit the EMD/ Performance Bank Guarantee. The contract will be then awarded to the next Bidder by the process of Re-Tendering.

19. **Bank Guarantee for Performance:** The successful Bidder shall at his own expense will deposit with Invest UP, **within 5 (five) days** after the receipt of notification of award of the Contract (Letter of Intent) from Invest UP, an unconditional and irrevocable Performance Bank Guarantee (PBG) amounting to 10% of Agreement value from a Scheduled Bank acceptable to Invest UP, payable on demand, for the due performance and fulfilment of the Agreement by the Bidder.

This Performance Guarantee shall be for an amount equivalent to 10% of 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 for six months post completion of the project satisfactorily. Subject to the terms and conditions in the Performance Bank Guarantee, at the end of 60 days, the Performance Bank Guarantee may be discharged/returned by Invest UP upon being satisfied that there has been due performance of obligations of the Bidder under the Agreement. However, no interest shall be payable on Performance Guarantee.

20. **Acknowledgement by Applicant:** It shall be deemed that by submitting the Proposal, the Applicant has:

- A. Made a complete and careful examination of the RFP;
- B. Acknowledged that it does not have a Conflict of Interest; and
- C. Agreed to be bound by the undertaking provided by it under and in terms hereof.

21. **Right to reject any or all Proposals:** Notwithstanding anything contained in this RFP, Invest UP reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.

Invest UP reserves the right to reject any Proposal if:

- A. at any time, a material misrepresentation is made or uncovered, or
- B. The Bidder does not provide, within the time specified by Invest UP the supplemental information sought by Invest UP for evaluation of the Proposal.

Such misrepresentation/ improper response may lead to the disqualification of the Bidder. If such disqualification/ rejection occur after the Proposals have been opened and the highest-ranking Bidder gets disqualified/ rejected, then Invest UP reserves the right to consider the next best Bidder, or any other measure as may be deemed fit in the sole discretion of the Invest UP, including annulment of the Selection Process.

SECTION 3 – SCOPE OF WORK

A. PROJECT BACKGROUND

With the aspirational target to make Uttar Pradesh a \$1 trillion economy, investment promotion becomes more significant to sustain and surpass the current growth rate. The Government of Uttar Pradesh is creating a holistic ecosystem for industrial investment through progressive Industrial and Sector policies, single-window system, regulatory reforms, and ease-of-doing business to further boost state's gross domestic product (SGDP) and employment opportunities, help Uttar Pradesh become the leading investor friendly destination, both nationally and globally, and drive the country's economy. The State Government has organised UP Global Investors Summit 2023 in February 2023. During this Summit, the Government has signed more than 19000 MoUs with more than Rs. 33.50 Lakh Crores.

Now, the State Government is planning to host Ground Breaking Ceremony (GBC) to mark initialisation of key investment projects in the State.

B. Ground Breaking Ceremony

The GBC 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 ~4,000 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.

C. SCOPE OF WORK

The indicative event details below:

Event Name	Ground Breaking Ceremony
Event Dates	To be decided
Event Venue	Indira Gandhi Pratishthaan
Targeted Footfall	~3000 to ~4000
On-Site Event Elements	<ul style="list-style-type: none">➤ Ground-Breaking Ceremony (1 Day)➤ Business Sessions (2 Days)➤ Exhibition Hall (3 Days)➤ G2B/B2B Meetings➤ Quiz➤ Cultural Event➤ Registration & Helpdesk➤ Lunch & Snacks➤ Curated Drone Shows

The bidders are advised to visit the event venue (Indira Gandhi Pratishthan, Vibhuti Khand, Gomti Nagar, Lucknow) and formulate a detailed 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.

The scope of work for the Event Management Agency (EMA) to include, but not limited to:

1. SITE LAYOUT PLANNING

- The EMA will be responsible for the master planning of the event venue i.e. Indira Gandhi Pratisthan, Vibhuti Khand, Gomti Nagar, Lucknow
- The site plan must have clear area demarcation for each infrastructural elements like various German hangars, halls, meeting rooms, food court, entry & exit point, parking area, registration area, helpdesk area, media centre, ambience décor, emergency exit plan, emergency services area, passage connecting each element, walkways, toilet blocks, etc.
- More than 4000 high profile delegates and visitors are estimated to visit the event. Therefore, it is expected to factor these considerations while planning the detailed layout.

2. VENUE DEVELOPMENT

A- Ground Breaking Ceremony Hall

1. Overall theme development and execution for GBC, 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. 4 VVIP Golf cart (Bagghi Shape) with driver and charging facility.
6. 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.
7. LED backdrop at stage of Jupiter Hall (specifications to be ascertained post site recce).
8. LED screens of optimum size facing towards dais and VVIPs including chief guest with option of live relay.
9. 2 teleprompters to be placed on most opportune places facing towards podium.
10. 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.
11. Ambience décor of the main stage at Jupiter Hall (carpeting, flower décor, lighting, backdrop, etc.).
12. Providing of best available/latest AV equipment for conferences, inaugural, valedictory and cultural functions. Facility of live translation from Hindi to English for at least 200 persons.
13. 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.
14. Branding of entire walkway from point of alight to the Jupiter Hall for VVIPs/dignitaries.
15. 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.
16. 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.
17. 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.
18. 6 LED screens of 10*10 feet with heavy duty platforms with anchoring for outdoor venue.
19. Decorative plants and floral décor of the entire event venue (indoor and outdoor).
20. 30 Standees of 8*8 feet (indoor venue).
21. 80 Standees of 6*3 feet (outdoor venue).
22. Innovative concept for symbolic ground-breaking ceremony at or near the stage of Jupiter Hall. The concept to be presented in the technical PPT.
23. 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.
24. 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.
25. 1 VVIP lounge (fit for at least 50 guests with sofa seating, coffee tables, light, personal toilet, supplies & décor).

26. 1 office for the organisers (fit for 100 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 10 days prior to the event and to remain functional 1 day after the event.
27. 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)***
28. Housekeeping and other O&M services during the event
29. 50 Dustbins, with 'Swachh Bharat' branding and disposal of trash at regular intervals.
30. Providing, installation, upkeep and management of 2 portable toilets and 2 vanity vans for VVIPs.
31. 3 Special installations to be used at photo opportunity. Designs to be included in the technical PPT.
32. High speed internet connection through dedicated wi-fi connection, preferably through optical fibre.
33. 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.
34. Onsite branding of the event venue (all specified and unspecified indoor and outdoor locations).
35. En-route branding from Lucknow airport and Lucknow railway station to the venue.
36. Preparation, installation, and upkeep of 5 customised gates at opportune locations between Lucknow airport and Indira Gandhi Pratishthan.
37. 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.
38. Installation of 5 inflated air balloons with event branding at opportune location in the city, 3D backlit panels, etc.
39. Bidder to include the overall branding strategy and roadmap in the technical PPT.
40. Design of digital backdrops for the ceremony.
41. 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.
42. To get all the required regulatory NOCs and permissions for the event.

B-Business Conclave Hall (2 Days)

1. An indoor hall available at Indira Gandhi Pratishthan to be ready for organising business conference one day prior to the main ceremony. The hall will be used for 2 days. It should be befitting for at least 500 participants.
2. The hall should be provisioned with Center Stage, LED Screens of appropriate size at multiple places including backdrop of Center Stage, Head Table for 20 pax, 50 Tent Cards with Names, tabletop flower arrangements and flowering shrubs to cover entire frontage of the stage, PA System with stage monitors with adequate numbers of cordless/collar mics and multi-cam system at appropriate locations across the event venue for live relays and recording. Provision for 20 live relay switchers need to be arranged from an appropriate central location at the venue.

C- 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 75 ODOP artisans and their product, with individual branding, necessary fixtures, light arrangements and power points.

3. Exhibition space for 50 industry stakeholders 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.
6. 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.
7. The duration of exhibition will be of 3 days.

D-Sanitation Arrangements:

1. Separate toilet arrangements for public and VIPs (male & female). Optimum quality portable toilets to be provided to cater to 5,000 guests.
2. Special toilets for VVIPs, VIPs, Chief Guest, Government officers and especially abled guests. Cleaning to be ensured at regular intervals.
3. A right mix of existing toilet blocks and portable toilets are to be used in such a manner to cater at least 5,000 people.

E-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.

F-Venue Branding

1. Print banners, volunteer badges, fliers, pamphlets, program brochures, event guide, etc. in conjunction with the approved theme and produce a final print. 1,000 Event guides need to be printed & produced; no. of banners depends on the theme proposed by the EMA to the satisfaction of Invest UP.
2. Branding of Uttar Pradesh Ground Breaking Ceremony through hoardings, signage's, cut-outs, banners, etc. at most opportune places in consultation with Invest UP.
3. Prepare print and install directional signages (Flex on frame mounted) from Airport, Railway Station and all the important places of the city as well as directional signages inside the venue indicating halls, food court, etc. Entry-Exit signs at all the gates. Signs for no smoking. Event map inside the venue at most opportune locations as per requirements.

G-Registration:

1. Erect 1 registration area at the entrance of the venue with at least 10 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. Erect 1 more registration area at a venue identified by Invest UP with at least 4 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.
3. Handle the entire registration process, both online and onsite.
4. Facilitate the process of badges printing through software and hardware support.
5. The registration area must have sufficient hand-held and static QR code scanner (to cater to the estimated guest count of 5000). 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.

3. COLLATERALS:

1. Design, print & production of three leaf invitation card with envelope – 5,000.
2. Design, print & production of car pass stickers – 5,000.
3. Design, print & production of delegate badges – 8,000 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 5,000 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 15,000 metal engraved plate, preferably on stainless steel and die cut as per the theme of GBC (content for engraving will be provided by Invest UP and each plate to have different content).
7. 5,000 pen drives of 8 GB storage each, with engraved/printed logo of the Government of Uttar Pradesh, Invest UP and GBC. It will be responsibility of EMA to transfer the content decided and provided by Invest UP in all 5,000 pen drives. 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. The pen drives must have all the logos provided by Invest UP printed on it.
8. 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.)
11. 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.

4. FOOD & BEVERAGE:

1. F&B arrangement in a right mix of temporary infrastructure at the outdoor venue as well as indoor premises of Indira Gandhi Pratishthan – 4 units, (1 VVIP enclosure with silver service, 2 General enclosures with buffet and 1 Media Enclosure with buffet).
2. Managing the entire F&B infrastructure, ensure proper décor & cleanliness.
Provide at least 2000 food packets for security officials/staff on the day of the event and 500 food packets for exhibitors during each day of exhibition till a maximum of 3 days.
3. Ensure proper drinking water arrangements 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 days of the event.
4. 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.
5. Provision of lunch and dinner of mixed menu with multi-cuisine options along with proper catering arrangements of 5-star category is to be made as per following schedule:

Date	Lunch/Dinner	Category	Minimum Guarantee	Scalable up to
T-1	Lunch	Buffet	700	1000
T0	Lunch	Silver Service	300	400
T0	Lunch	Buffet	5000	6000

At least 3 Menu options for each category is to be proposed by the bidder. Invest UP may select any one Menu option or may pick options from Menu options proposed to customise own Menu.

6. Ensuring running tea coffee with cookies and snacks at all VVIP lounges, VIP lounges, Media lounges, B2B/B2G meeting rooms, green rooms, etc. as per requirement.
7. Arrangements of Lunch and Dinner (with Drinking water) for at least 100 person (War Room) for at least 6 days deployed by InvestUP at Event Site.

5. 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 dedicated helpdesk and manning, upkeep, general cleaning of the lounge and the helpdesk.

6. 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'

7. DRONE SHOW:

1. Conceptualising and organising two curated 3D Drone Light Show of at least 8 to 10 minutes each during the evening hours of two days of the event.
2. At least 800 'Make in India' drones to be used with music and voice over.
3. Concept Note, Scripting of at least 8 custom formations is to be developed. Minimum three practice sessions will be compulsory.

8. QUIZ:

1. EMA will have to plan and execute one business quiz and one India quiz.
2. For this purpose, EMA will have to make necessary arrangement in identified hall.
3. EMA will also be responsible for hiring quiz master of repute for execution.

9. PRE-EVENT ACTIVITIES:

1. Bidders need to present three themes for the GBC, along with creative concept for digitally Ground Breaking of the Project, where one theme may be selected by Invest UP. It will be sole responsibility of the selected agency to execute the concept at the event as it is or Invest UP may suggest changes thereto, which will be mutually agreed.
2. Master planning of the venue.
3. Interiors, Ambience & Furniture works inside temporary structures/ permanent areas.
4. Providing all related infrastructure and services for Press Conferences during and before the GBC
5. The EMA will be provided the entire event area 5 (Five) days prior to the Event date for venue set up and 02 (Two) days (post event) for dismantling and cleaning.
6. Providing customised stationeries for all the events which may include but not limited to notepads, pens, pencils, whiteboards, flipcharts, markers, dusters, staplers with pins, etc.

10. CITY BRANDING:

1. Placement of at least 50 billboards, 50 hoardings, 100 signage's and flags in the city. EMA needs to print, produce and place the billboards (along with right mix of digital billboards), signage's, and flags at locations proposed by the EMA and approved by Invest UP. Necessary permissions will have to be taken by EMA, proper hoardings at Lucknow Railway Station and Lucknow Airport need to be ensured. Booking of sites for placing hoardings, billboards and flags will be done by Invest UP.
2. The agency is required to prepare and install at least 100 standees of size 6 ft x 3 ft each and place it enroute VVIP and VIP movement.

11. MANPOWER SUPORT:

1. Provide 100 uniformed and well-dressed ushers on the days 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, ten days prior to the event.

4. Deploy additional 25 manpower with event management competence for smooth execution of the event.
5. Deploy at least 50 manpower for handling onsite registration and manning helpdesks at venue.

In addition to the above, the EMA will deploy the following resources to work alongside Invest UP and other stakeholders of UPGBC 2024 for its planning and execution:

Position	Responsibility
1 Project Manager	Overall planning and execution of the assignment, perform critical tasks and ensure contractual obligations
2 Event Expert	Overall management and coordination (both internally, within the organization and externally, with various vendors, committees and departments of the Government of Uttar Pradesh for all event related activities

12. MISCELLANEOUS:

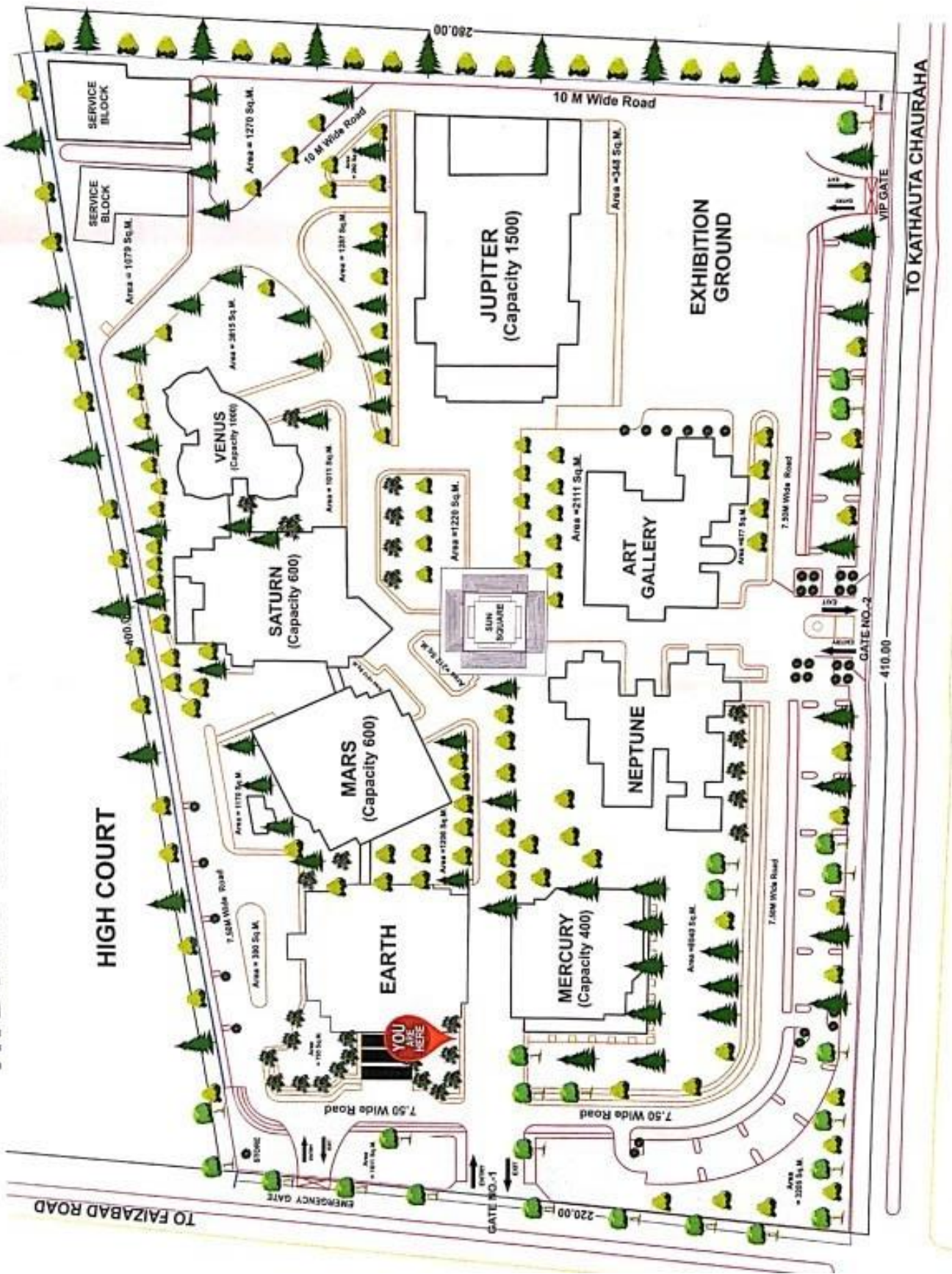
1. EMA to get the event insured from an insurance agency of national repute and provide a cover note to Invest UP at least ten days before the day of the event.
2. Coordination and management of various vendors working simultaneously on the event.
3. Coordination with Invest UP and other state departments 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 and other guidelines issued at the time by the government authorities must be strictly adhered to.

In addition to the above scope of work, the EMA will be responsible for delivering any and every delivery of the event under the ambit of event management, end-to-end management, on-ground support and facilitation for each element of UPGBC 2024.

Note: Any additional work required for the successful execution of UPGBC 2024, 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.

Overall Venue Layout

INDIRA GANDHI PRATISHTHAAN



SECTION 4 – BIDDER'S ELIGIBILITY CRITERIA AND METHOD OF SELECTION, EVALUATION PROCESS

A. EVALUATION PROCESS

1. Invest UP will constitute a Proposal Evaluation Committee (PEC) to evaluate the responses of the Bidders.
2. The Proposal Evaluation Committee constituted by Invest UP shall evaluate the responses to the RFP and all supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence, may lead to rejection. Based on recommendation of committee, proposal shall be approved by Invest UP.
3. The decision of the Invest UP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.
4. The Proposal Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their Proposals.
5. The Nodal Officer, Invest UP reserves the right to reject any or all Proposals on the basis of any deviations.
6. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP under the 'Evaluation and Selection' section.

B. OPENING OF TENDER

The Proposals submitted up to date and time mentioned in this RFP document shall be opened by Proposal Evaluation Committee authorized by Invest UP, in the presence of such of those Bidders or their representatives who may be present at the time of opening. The representatives of the Bidders should be advised to carry the identity card or a letter of authority from the tendering firms to identify their bonafide for attending the opening of the Proposal.

C. OPENING OF PROPOSAL

First, The Technical bid will be opened. The Financial bid may be opened in presence of technically qualified Bidders. The Evaluation Committee or its authorized representative will open the tenders. Sequence of opening is as follows:

1. Technical Bid
2. Financial Bid

D. PRELIMINARY TECHNICAL EVALUATION FOR PRE-QUALIFICATION

1. Initial Bid scrutiny will be held, and incomplete details as given below will be treated as non-responsive. If Proposals:
 - Are not submitted in as specified in the RFP document.
 - Received without the Letter of Authorization (Power of Attorney).
 - Are found with suppression of details.
 - With incomplete information, subjective, conditional offers and partial offers submitted.
 - Submitted without the documents requested in the eligibility requirements.
 - Have non-compliance of any of the clauses stipulated in the RFP.
 - Have a lesser validity period than 1 year.
2. All responsive Bids will be considered for further processing as below.
3. Proposal Evaluation Committee (PEC) will prepare a list of responsive Bidders, who comply with all the Terms and Conditions of the RFP. All eligible bids will be considered for further evaluation by the PEC according to the Evaluation process define in this RFP document. The decision of the Committee will be final in this regard.
4. Proposal Evaluation committee will examine the bids to determine whether they are complete, whether any computational errors have been made, and whether the bids are generally in order.
5. Invest UP may conduct clarification meetings with each or any Bidder to discuss any matters, technical or otherwise.

6. Further the scope of evaluation committee also covers taking any decision with regard to the RFP document, execution/ implementation of the project including management period.
7. Proposal shall be opened in the presence of Bidders representatives who intend to attend at their cost. The Bidders' representatives who are present shall sign a register giving evidence of their attendance.
8. Proposal document shall be evaluated as per the following steps:
 - A. **Preliminary examination of pre-qualification/eligibility criteria documents:** The prequalification document will be examined to determine whether the Bidder meets the eligibility criteria, whether the Proposal is complete in all respects, whether the documents have been properly signed and whether the bids are generally in order. Any bids found to be non-responsive for any reason or not meeting the minimum levels of the performance or eligibility criteria specified in various sections of this RFP document will be rejected and will not be considered further.
 - B. **Evaluation of document:** A detailed evaluation of the bids shall be carried out in order to determine whether the Bidders are competent enough and whether the technical aspects are substantially responsive to the requirements set forth in the RFP document. Bids received would be assigned scores based on the parameters defined in the table below. All supporting document submitted in support of Eligibility and Technical Evaluation matrix should comply the following:
 - Supporting document is to be submitted in Technical Cover.
 - Supporting document should clearly indicate value of the completed/ on-going project and scope of work/ services should be clearly highlighted.
 - In case of Bidder is having Non-Disclosure Agreement (NDA) with their client, no such experience will be counted (if agreement copy not submitted).
 - Bidders failing to comply any of the above then the Bid will be summarily rejected.
9. Evaluation Criteria for Technical Proposal: Evaluation of the qualified bidders shall be done by Invest UP based on the following Evaluation Criteria:

Step 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.	The bidding entity should be a registered entity with minimum 7 years of existence on the day of the submission of e-bid. (Only the entities registered in India, under Companies Act, 1956/2013 and partnership firms are eligible to participate in the RFP process)	<ul style="list-style-type: none"> ➤ Incorporation certificate under Companies Act 1956/2013, and other applicable Acts ➤ PAN card and GST registration ➤ Other relevant documents supporting their incorporation status
2.	The bidding entity must have Minimum annual turnover of INR 100 crore or more for any one financial year from 2020-2023 (i.e. 2020-21, 2021-22 and 2022-23). (Turnover of sister concerns/ affiliates will not be considered)	<ul style="list-style-type: none"> ➤ CA certificate (original) as per Annexure - E
3.	The bidding entity must have positive net worth for last three financial year from 2020-2023 (i.e. 2020-21, 2021-22 and 2022-23). (Net worth of sister concerns/ affiliates will not be considered)	<ul style="list-style-type: none"> ➤ CA certificate (original) as per Annexure - E

4.	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 must be of Prime Minister level. (Large scale business event will include seminars, conferences, forums, conclaves, summits or any combination of same on the subject of investment promotion, business promotion, culture, craftsmanship and artisan, business exhibition with top level government representation. Project will include end-to-end conceptualization, management, execution of the event)	<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 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.	<ul style="list-style-type: none"> ➤ 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.	<ul style="list-style-type: none"> ➤ Affidavit (Appendix G format only) by the authorised signatory

Step 2 – Technical Evaluation Criteria

The "Proposal Evaluation Committee (PEC)" constituted by Invest UP will carry out the technical evaluation of Proposals on the basis of the following evaluation criteria and points system. Each evaluated Proposal will be given a technical score as detailed below. The maximum points/ marks to be given under each of the evaluation criteria are:

S. No.	Criteria	Documentary Evidence	Marks
1.	Minimum annual turnover of INR 100 crore or more for any one financial year from 2020-2023 (i.e. 2020-21, 2021-22 and 2022-23). <u>Marking:</u> INR 100-150 Crore: 5 marks INR 150-200 Crore: 7 marks INR 200 Crore+: 10 marks	<ul style="list-style-type: none"> ➤ CA certificate (original) as per Annexure - E 	10
2.	Number of successfully conceptualized, managed and executed 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. (Large scale business event will include seminars, conferences, forums, conclaves, summits or any combination of same, with top level government representation. Project will include end-to-end conceptualization, management, execution of the event) <u>Marking:</u>	<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 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 	50

	1 project: 5 marks (up to a maximum of 50 marks for 10 projects)		
3.	<p>Technical Presentation</p> <p>Detailed presentation on the concept and execution plan for the Ground Breaking Ceremony; GBC at Lucknow. It must include, but not limited to:</p> <p>a) Quality of Previous similar work; (5 marks)</p> <p>b) Agency’s vision, concept plan and ambience design theme for GBC; (7.5 marks)</p> <p>c) Concept of symbolic and innovative GBC announcement; (2.5 marks)</p> <p>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)</p> <p>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; (5 marks)</p> <p>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; (5 marks)</p> <p>g) Collateral and brand creative samples, including but not limited to, invitation card, car pass, delegate/VVIP badges with lanyard, etc.; (5 marks)</p> <p>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)</p>	<p>➤ Technical PPT, also to be included as part of the technical bid. The shortlisted bidders will also have to present the presentation to the Proposal Evaluation Committee. It will be obligatory on the bidder to deliver all the components as shown in the Technical Presentation. Invest UP may seek changes in the proposed plan in the presentation from selected bidder on mutually agreed terms.</p>	40

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.**

10. 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 = $(Pe \times 0.80) + (Pf \times 0.20)$

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: $70 \times 0.80 + 83 \times 0.20 = 72.6$ points

Proposal B: $80 \times 0.80 + 100 \times 0.20 = 84$ points

Proposal C: $90 \times 0.80 + 91 \times 0.20 = 90.2$ points

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

Proposal A: 72.6 points – H3

Proposal B: 84 points – H2

Proposal C: 90.2 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.

11. **Contract Agreement:** The Successful Bidder shall execute an Agreement on Rs 100/- Non-Judicial stamp paper in the name of the Bidder bought in Uttar Pradesh only, within one week from the date of Letter of Acceptance issued by Invest UP. The Successful Bidder shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate for the execution of the contract or any part thereof without the prior written consent of Invest UP. Invest UP reserves its right to cancel the order either in part or full, if this condition is violated.
12. **Confidentiality:** The selected consultant will treat as confidential all data and information about the purchaser obtained during the execution of its responsibilities, in strict confidence and will not reveal such information to any other party without prior written approval of the Purchaser.

SECTION 5 – STANDARD TERMS & CONDITION

Without limitation on the generality of this rule, the EMA shall not be permitted to perform themselves directly or indirectly in totality or in part, by any of its associated company/Firm/society or any entity with business interest, any of the subsequent implementation job concerned with the Project, for which the project has been awarded to the EMA.

A. APPLICATION

The proposal offer should contain all the work envisaged under the scope of work, Key points mentioned under and those proposals giving only part of the work would be rejected.

B. CONFLICT OF INTEREST

The EMA shall not receive any remuneration in connection with the assignment except as provided in the contract. The EMA and its affiliates shall not engage in activities that conflict with the interest of the client 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. The EMA should provide professional, objective and impartial project delivery and at all times hold the client’s interest’s paramount, without any consideration for future work, and that in executing the project, they avoid conflicts with other assignments and their own corporate interests. The EMA shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable to carry out the assignment in the best interest of the Client. Without limitation on the generality of the foregoing, the EMA shall not be hired, under the circumstances set forth below:

1. **Conflict between EMA activities and procurement of goods, works or services:** An EMA concern that has been engaged to provide goods, works, or services for a project, and each of its affiliates, shall be disqualified from providing EMA services related to those goods, works or services. Conversely, EMA concern hired to provide EMA services for the preparation or implementation of a project, and each of its affiliates, shall be disqualified from subsequently providing goods, works or services for such preparation or implementation.
2. **Conflict among event management assignments:** Neither EMA (including their personnel and sub-consultants) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the EMA.
3. **Relationship with Employer's staff:** The EMA (including their personnel a sub- contractors) that have a business or family relationship with such member(s) of the Employees (Invest UP) staff or with the staff of the project implementing agency, who are directly or indirectly involved in any part of:
 - The preparation of the scope of work of the contract,
 - The selection process for such contract, or
 - 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 EMA’s work.

C. UNFAIR COMPETITIVE ADVANTAGE

Fairness and transparency in the selection process require that EMA or their affiliates competing for a specific assignment do not derive a competitive advantage from having provided EMA 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 EMA together.

D. DISCLAIMER

The Employer or any of its officers, employees, contractors, agents or advisers, subject to any law to the contrary, shall not be liable for any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting because of any information including forecasts, statements, estimates, or projections contained in this RFP document or conduct ancillary to it whether or not the loss or damage arises in connection with any negligence, omission, default, lack of care or misrepresentation on the part of Employer or any of its officers, employees, contractors, agents or advisers.

E. DISCLOSURE OF INTERESTS AND LINKS

The Bidders should disclose whether the Bidder (of this RFP) Company or its any of its associated company/firm/society or any entity with business interest, are already empanelled with or have applied for their empanelment with Invest UP under any of the business activities such as Software or Hardware or Computer Education and Training, etc. or with business interest, any of the subsequent IT implementation job concerned with the Project. The bids of such bidders will not be considered.

The Bidders should also disclose whether the Bidder Company or any of its associated company/firm/society or any entity with business interest have any association or link in any manner with the Proposal Evaluation Committee members or its family members of his/hers, associated this RFP. The bids of such bidders will not be considered.

F. STANDARDS OF PERFORMANCE

The EMA shall perform the services and carry out its obligations under the contract with due diligence efficiency and economy in accordance with generally accepted professional standards and practices. The EMA shall always act in respect of any matter relating to this contract as faithful advisor to the Invest UP. The EMA shall always support and safeguard the legitimate interests of Invest UP in any dealings with the third party. The consultant shall conform to the standards laid down in the RFP in totality.

G. EMA PERSONNEL

1. The EMA shall deploy and provide such qualified and experienced personnel as may be required to perform the services under the requirement of project.
2. Without the consent of Invest UP, no changes shall be made in the resources deployed on the project. If, for any reason beyond the reasonable control of the EMA, as such retirement, resignation, death, medical incapacity, among others, it becomes necessary to replace any of the Key Personnel, the EMA shall provide as a replacement a person of equivalent or better qualifications, with approval from Invest UP.
3. The EMA shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.
4. If Invest UP requests to replace resource(s), then the EMA shall be required to replace the resource(s).

H. Applicable Law means the laws and any other instrument having the force of law in India as may be issued and in force from time to time. The Contract shall be interpreted in accordance with the laws of the Union of India and the State of Uttar Pradesh.

I. ASSIGNMENT AND SUBCONTRACTING

1. The EMA shall not assign or transfer this contract or part thereof to any other party without written consent of the Invest UP.
2. For the purpose of the liabilities under this Bid, the Bidder will be considered as a solely liable for delivery of all the components of the Bid and scope of work.

J. INTELLECTUAL PROPERTY RIGHTS

No services covered under the Contract shall be sold or disposed by the EMA in violation of any right whatsoever of third party, and in particular, but without prejudice to the generality of the foregoing, of any patent right, trademark or similar right, or any charge mortgage or lien. The EMA shall be indemnifying the Invest UP from all actions, costs, claims, demands, expenses and liabilities, whatsoever, resulting from any actual or alleged infringement as aforesaid and at the expenses of the EMA, Invest UP shall be defended in the defence of such proceedings.

K. INDEMNITY

The Selected Bidder shall, subject to the provisions of the Agreement, indemnify Invest UP, Lucknow limited to the total professional fees for this project for any direct loss or damage that is caused due to any deficiency in services.

L. GOVERNING LANGUAGE

The Contract shall be written in English Language. All correspondences and other documents pertaining to the contract, which are exchanged between the parties, shall be written in the English/Hindi.

M. The EMA's association with Invest UP will terminate in case of following conditions:

1. The term of Contract expires.
2. Performance is below expected level.
3. Non-adherence to the timelines of the project.
4. Quality of work is not satisfactory and not acceptable.

N. TERMINATION FOR INSOLVENCY, DISSOLUTION, ETC.

Invest UP may at any time terminate the Contract by giving written notice to the EMA, if the EMA becomes bankrupt or otherwise insolvent or in case of dissolution of company or winding up of company. In this event termination will be without compensation to the EMA, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to Invest UP.

O. LIMITATION OF LIABILITY

Limitation of Liability towards the EMA shall not exceed the contract value.

P. FRAUD AND CORRUPTION

The Bidder, if selected shall have to observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, Invest UP:

1. Defines, for the purposes of this provision, the terms set forth below as follows:
 - “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
 - “Fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of “Invest UP” and includes collusive practices amongst the EMA (prior to or after submission of proposals) with Service Provider empanelled with Invest UP, designed to establish prices at artificial, non-competitive levels and to deprive “Invest UP” of the benefits of free and open competition.
2. Will reject a proposal for award if it determines that the EMA recommended for award is/was engaged in corrupt/fraudulent/coercive activities in getting the contract in question.
3. Will cancel the EMA’s contract if it at any time determines that its representatives are engaged in corrupt or fraudulent practices.
4. Will declare the EMA ineligible, either indefinitely or for a stated period of time, to be awarded a “Invest UP” contract if it at any time determines that the EMA has engaged in corrupt or fraudulent practices in getting or executing the “Invest UP” contract.
5. Will cancel the contract if at any stage it comes to know that the selected EMA has any relation with any of the members of Proposal Evaluation Committee (PEC) or the decision-making authorities.

Q. FORCE MAJEURE

1. Definition: 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:
 - any event which is caused by the negligence or intentional action of a Party or agent’s employees thereof, nor
 - any event which a diligent Party could reasonably have been expected to both (A) consider at the time of the conclusion of the Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder. Invest UP will decide the eventuality of Force Majeure which will be binding on both the parties.

R. DISPUTE RESOLUTION

1. **Amicable Settlement:** The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this RFP or the interpretation thereof. In the event a dispute, differences or claim arises in connection with

the interpretation or implementation of this agreement, the aggrieved party shall issue a written notice setting out the Dispute/differences or claim to the other party, parties shall first attempt to resolve such dispute through mutual consultation. If the dispute is not resolved as aforesaid within 15 days from the date of receipt of written notice, the matter will be referred for Arbitration.

2. **Arbitration:** In case the dispute is not resolved, any party may issue a notice of reference, invoking resolution of disputes through arbitration in accordance with the provisions of the Arbitration Conciliation Act, 1996. The arbitral proceedings shall be conducted by a sole arbitrator who shall be the Nodal Officer, Invest UP or his nominee. Arbitration proceedings shall be conducted in Lucknow and the award shall be made in English language. Arbitration proceedings shall be conducted at Lucknow.

S. 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 UPGBC 2024, successful dismantling of the setup and clearing the site of any debris.

T. PAYMENT TERMS

Payment Schedule	% Payable (against invoice)
14 days prior to the date of the Event (against Bank Guarantee of equivalent amount)	25%
Within 30 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 with requisite invoice for processing the same.	50%
On approval of the event performance report detailing utilization – Post Event	25%

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 RFP 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.

U. BRAND IDENTITY

A new brand identity for UPGBC 2024 will be created. However, for the purpose of technical presentation and the brand logo of 'UP Investors Summit' may be carry forward as the prime identity for UPGBC 2024, with same colour palettes, integrated with brand logos of the 'Government of Uttar Pradesh' and 'Invest UP'. The EMA, however, should propose brand designs for UPGBC 2024 with above guidelines. For the purpose of concept development and technical presentation, please use the following brand assets:



ANNEXURE A
Covering Letter
(On the letterhead of the bidder)

Date:

To,
The Nodal Officer
Invest UP

Reference: Selection of an Event Management Agency for organizing 'Uttar Pradesh Ground Breaking Ceremony'

Dear Sir,

1. 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 required 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. 5,00,000/- (Rupees Five Lakhs only) to Invest UP in accordance with the RFP Document.
20. 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.
21. We agree to keep this offer valid for 365 days from the Proposal Due Date specified in the RFP.
22. 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)

ANNEXURE B
Details of Bidder
(On the letterhead of the bidder)

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 (UTR No.) EMD amount (UTR No.)		
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		

ANNEXURE 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 organizing 'Uttar Pradesh Ground Breaking Ceremony-'** 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 _____ 2024

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.

ANNEXURE D

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:
Name of Client		No. of Participants:
		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.

ANNEXURE E

Financial Capacity of the Bidder

(Chartered Accountant certificate, Turnover for any one financial year from 2020-2023 (i.e., 2020-21, 2021-22 and 2022-23) and net worth for all three years from 2020-2023)

Bidder:			
Financial Year	2020-21	2021-22	2022-23
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 any one financial year as per RFP Terms (2020-21, 2021-22 and 2022-23).
2. Net worth for the last three financial year as per RFP Terms (2020-21, 2021-22 and 2022-23).

ANNEXURE F

Guidelines for Technical Presentation

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

- A. Quality of Previous similar work; (5 marks)
- B. Agency's vision, concept plan and ambience design theme for GBC; (7.5 marks)
- C. Concept of symbolic and innovative GBC 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)

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

Date:

To,
Nodal Officer
Invest UP

Reference: Selection of an Event Management Agency for organizing 'Uttar Pradesh Ground Breaking Ceremony'

Dear sir,

I/We _____ hereby declare that statements, project documents, credentials, documentary evidence, 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 RFP, 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 is 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